A Guide to Submitting a Resource to the Child Nutrition Sharing Site

The *Child Nutrition Sharing Site (CNSS)* is an online information center hosted by the Institute of Child Nutrition providing Child Nutrition Programs (CNPs) with a means for sharing resources related to program operation.

CNSS aids in the collection and sharing of State and local resources by providing a centralized place to store, organize, manage, and share knowledge and tools with your peers. This collaboration between the Institute of Child Nutrition (ICN) and United States Department of Agriculture, Food and Nutrition Services (USDA, FNS) gives child nutrition professionals access to resources that support current Federal regulations, policies, and guidance.

CNSS was created to share resources such as training materials and curricula, fact/tip sheets, posters, tools, templates and guides and much more. ICN discourages submissions of items such as session abstracts, grant applications with identifiable information, promotional materials, or resources that require additional log-ins and subscriptions to access the resource.

Child nutrition professionals working with the National School Lunch Program (NSLP), School Breakfast Program (SBP), At-Risk Afterschool Program, Summer Food Service Program (SFSP), Seamless Summer Program (SSP), and Child and Adult Care Food Program (CACFP) are encouraged to submit resources they have created that would be beneficial to others operating these programs.

All materials submitted to CNSS are vetted by ICN, similar to manuscripts submitted to peer-reviewed journals. Vetting these resources ensures each posting is high-quality, innovative, accurate, and reliable. Resources are reviewed to confirm they meet current Federal regulations. ICN verifies not only that all the hyperlinks (if included) work when they are clicked, but also that the hyperlink takes a user directly to the resource. This provides a higher quality experience for the end-user.

Mission of CNSS

- *Provide access to resources and training materials for child nutrition personnel in a timely manner.*

- *Aid in the collection and sharing of State resources.*

- *Facilitate dissemination of pertinent information.*

Training and Technical Assistance Component

The Child Nutrition Sharing Site, as USDA's Training and Technical Assistance Component, assists State and local school food service and child care programs in meeting the Dietary Guidelines for Americans. By using this resource system, child care providers and school nutrition personnel can easily locate appropriate and useful training materials.

*A confirmation notification will pop up after successful submission of your resource. If you do not receive the notification, please email **cnss@theicn.org**. Submitters will receive feedback regarding their resource within six to eight weeks of receipt by ICN. When the volume of submissions is high, this timeframe may be extended.*

A Guide to Submitting a Resource to the Child Nutrition Sharing Site

Step 1: QUALITY CHECK

All resources submitted to the CNSS are vetted to ensure they are relevant, useful, and timely. **Prior to submission, please**:

- Confirm the resource is technically accurate and consistent with current Federal regulations, policies, and memos, if applicable.

- The resource should not be a promotion, advertisement, or subscription to a service that requires payment.

- Review all hyperlinks (if included) to verify they work when clicked and take the user to the exact source indicated, rather than a general website.

- Ensure the content is free of grammar and spelling errors. Spell out acronyms and abbreviations the first time they appear in the document.

- Verify that your organization's name and website is on the actual resource; this could be a link to your organization's website and may also include a phone number or physical address.

Step 2: SUBMIT RESOURCE | www.theicn.org/cnss

ICN accepts Child Nutrition Program (CNPs) guides and handouts, training manuals and slides, and links to training webinars, videos, and audio recordings. Please only include one (1) resource per submission.

Most resources are stand-alone files. Resources such as trainings, may include multiple files. For example, PowerPoint, instructor and participant materials, and supplemental handouts.

The submission should not require user registration to access the resource.

Once your resource is submitted, you will receive a confirmation notification. If you do not receive the notification, please email cnss@theicn.org. Your submission will be added to ICN's internal review process queue.
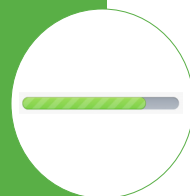
Step 3: APPROVAL PROCESS

ICN will review your resource to ensure it is relevant and appropriate for CNPs. It will also be reviewed to ensure all hyperlinks are active. You will receive feedback regarding your resource within six to eight weeks of receipt by ICN. When the volume of submissions is high, this timeframe may be extended.

If the resource is approved, it is automatically posted to the CNSS and categorized accordingly. You will be sent a direct URL to the resource at the email address you provided.

Step 4: POSTED ON WEBSITE

Once the resource has been reviewed, you will receive an email notification of its status.

If ICN determines the resource needs modifications before posting on the website, ICN will email you an explanation of the requested revisions and the steps required to post your resource.

Sometimes, a resource is denied posting to the CNSS. Generally, it is because the resource is deemed inappropriate for CNP operators. In this case, ICN will email you an explanation of why it was denied.