

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 operations. The 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 the 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.

The CNSS was created to share resources such as training materials and curricula, fact/tip sheets, posters, tools, templates, guides, and much more. The ICN discourages submissions of items such as session abstracts, grant applications with identifiable information, promotional materials, or resources that require additional logins 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 the CNSS are vetted by the ICN. Vetting these resources ensures each posting is high-quality, innovative, accurate, and reliable. Resources are reviewed to confirm they meet current Federal regulations. The 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.

Mission of CNSS

- Provide access to resources and training materials for child nutrition personnel.
- 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 foodservice and child care programs in meeting the Dietary Guidelines for Americans. By using this resource system, child care and school nutrition personnel can easily locate appropriate and useful training materials.

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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.
- 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 contact information is on the actual resource; this could be your organization's website and may also include a phone number or physical address.
- Confirm that the resource is not a promotion, advertisement, or subscription to a service that requires payment.

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

The ICN accepts Child Nutrition Program (CNP) guides and handouts, training manuals and slides, and links to training webinars, videos, and audio recordings.

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

Once your resource is submitted, you will receive a confirmation notification. Please email cnss@theicn.org if you do not receive the notification. Your submission will be added to the ICN's internal review process queue.

Step 3: APPROVAL PROCESS

The 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 two to four weeks of receipt by the ICN. When the volume of submissions is high, this timeframe may be extended.

Step 4: POSTED ON WEBSITE

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

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

If the ICN determines the resource needs modifications before posting on the website, the 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, the ICN will email you an explanation of why it was denied.

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