Child Nutrition Sharing Site Submission Guide

The Child Nutrition Sharing Site (CNSS) is an online information center hosted by the Institute of Child Nutrition (ICN), providing child nutrition programs (CNP) with a means for sharing resources related to program operations. This collaboration with the United States Department of Agriculture, Food and Nutrition Service (USDA, FNS) gives child nutrition professionals access to resources that support current Federal regulations, policies, and guidance.

Step 1: PERFORM QUALITY CHECK

Ensure the resource is relevant and timely. **Before submitting:**

- 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 to 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.
- Confirm the resource is not a promotion, advertisement, or subscription to a service that requires payment.
- Consider adding your organization's name and website directly on the resource. This could be done by including a logo that links to your organization's website. Providing this information ensures proper attribution.

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

The ICN accepts child nutrition program (CNP) guides, handouts, training manuals, presentations, recipes, and links to training webinars, videos, and audio recordings. The ICN encourages the submission of State-specific resources, which other State agencies and local operators can adapt to reflect their own State-specific policies and regulations.

You will receive an email confirmation immediately after submitting your resource. Please email cnss@theicn.org if you have not received the notification. Your submission will then be added to the ICN's internal review process queue.

Step 3: APPROVAL PROCESS

The ICN will review your resource to ensure its relevance and appropriateness for CNP. Additionally, the ICN will check that all hyperlinks are active. You will receive feedback regarding your resource within one to two weeks of the ICN's receipt. When the volume of submissions is high, this timeframe may be extended.

If modifications are needed before posting, you will receive an email explaining the requested revisions and the steps required to proceed.

Step 4: FINAL CNSS POSTING

Once the ICN reviews your resource, you will receive an email notification about its status. Approved resources are automatically posted to the CNSS. You will receive a direct URL to the resource at your provided email address.

In some cases, a resource may be denied posting to the CNSS because it does not meet specified criteria. If this happens, the ICN will email you an explanation for the denial.

All resources posted to the CNSS are archived 5 years after they were created or last modified.