

## Food and Nutrition Service (FNS) Listserv Subscribe/Unsubscribe Form

**FNS listservs provide program sponsors expedited correspondence such as:**

- **Official Policy Memoranda and FNS Notices:** FNS sends information to sponsoring authorities regarding changes in regulations or policies that affect program rules or operations.
- **General Information Messages:** General information notices sent to customers may include training schedules or schedule changes, FAQs, notices of new items on the public Website, notice of application renewal timelines and instructions.
- **CLiCS System Warnings, Technical Difficulties or Maintenance Schedule:** Notifications sent regarding CLiCS (Cyber-linked Interactive Child Nutrition System) system access or scheduled maintenance.

**Who should subscribe and which lists should they subscribe to?**

- **SNP Listserv** (School Nutrition Programs) – Persons administering the National School Lunch Program or School Breakfast Program.
- **CACFP Listserv** (Child and Adult Care Food Program) – Persons administering the Child and Adult Care Food Program, including family day care home sponsors, day care centers and homeless shelters.
- **SFSP Listserv** (Summer Food Service Program) – Persons administering the Summer Food Service Program, even if you are a school participating in the Seamless Summer Option.
- **Milk Listserv** (Special Milk and Minnesota Kindergarten Milk Programs) – Persons administering only the Special Milk or the Minnesota Kindergarten Milk Programs. Participants that also administer the school lunch program **need not** subscribe to this list.
- **Commodity Customers Listserv** – Persons administering the Food Distribution Program which distributes USDA commodities.

	Circle the <b>S</b> to <b>Subscribe</b> or <b>U</b> to <b>Unsubscribe</b>				
Sponsor ID #	SNP	CACFP	SFSP	Milk	Commodity
<b>Sponsor Name:</b>					
Name:	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S
E-mail:	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U
Name:	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S
E-mail:	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U
Name:	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S	<input type="checkbox"/> S
E-mail:	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U	<input type="checkbox"/> U

Complete this form and send it to the Food and Nutrition Service using one of the following:

Mail	Fax	E-mail
Minnesota Department of Education Food and Nutrition Service 1500 Highway 36 West Roseville, MN 55113-4266	651-582-8501	<a href="mailto:mde.fns@state.mn.us">mde.fns@state.mn.us</a>

For further information or questions, call 651-582-8526 or 800-366-8922.