CACFP Homes – 2026-2027 Program Certification

August 4, 2026

Distributed to CACFP Authorized Representatives via Email and posted at https://cnw.ksde.gov

This memo is available at https://cnw.ksde.gov, CACFP, Program Certification/Initiation. Homes will access their unique combination of program certification documents in KN-CLAIM.

Program Agreement

A new 2027 Program Agreement is not required. Keep the signed 2020 Program Agreement in your files. The Child Nutrition & Wellness Team will pull the original signed 2020 Agreement forward in KN-CLAIM and upload a copy in PY2027.

NEW – Validate Federal Employer Identification Number (FEIN)

This process is required to be completed online in the KN-CLAIM system. It provides assurance that KSDE has the current FEIN, name, profit status, and ownership of the Sponsor. If any of this information is unable to be validated, a warning appears indicating further action is needed before the Sponsor Application is accessible.

2027 CACFP Certification Guide for Home Sponsors – Sponsor Application, Homes Sponsor Budget, and Management Plan located in KN-CLAIM in the Quick References drop-down menu.

- Follow instructions given in the 2027 Certification Guide for Home Sponsors to complete the FEIN Validation, Sponsor Application, Homes Sponsor Budget, Management Plan, and Checklist Required Forms online in KN-CLAIM by August 31.
- Home Sponsor's budget worksheet is available for Home Sponsors' use during the development of their 2027 budget at https://cnw.ksde.gov, CACFP, CACFP Administrative Handbook, Chapter 21.
- Sponsors will certify and submit their application at the bottom of the Checklist Tab in KN-CLAIM. **The certification is not finished until this step has been completed.**

Reminder:

If a Sponsor has a change in Authorized Representative, an Appointment of a New Authorized Representative form must be mailed to KSDE with original signatures. This form can be downloaded from the Checklist Tab in KN-CLAIM. Please call Child Nutrition & Wellness or your CACFP consultant with any additional questions at (785) 296-2276.

The Child Nutrition & Wellness team appreciates all you do to create healthier childcare environments!

For more information, contact:

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