



## Child & Adult Care Food Program (CACFP) Initiation Instructions

Thank you for your interest in the Child & Adult Care Food Program (CACFP). In order to participate in the program, required documents must be completed and submitted to KSDE for approval and required online training must be completed as outlined below. New sponsors must have all Program Initiation documents submitted and training completed for preliminary approval within **60 days** of the date the packet was first received by KSDE.

Once preliminary approval has been granted by KSDE, the sponsor will have **60 days** to complete the additional information within the online KN-CLAIM system listed on page 2, receive a Pre-Approval visit from KSDE, and be approved in KN-CLAIM. **After the KN-CLAIM application is approved, the sponsor will be able to claim meals for reimbursement.** Contact KSDE with questions or for assistance at 785-296-2276.

<b>Program Initiation Documents and Training to be Completed for Preliminary Approval by KSDE</b>	
Download the enterable Microsoft version (or the Adobe PDF version, if preferred) of these documents at <a href="https://cnw.ksde.org">https://cnw.ksde.org</a> , Child & Adult Care Food Program, Program Certification / Initiation	Mail the completed forms/documentation to: Child Nutrition & Wellness, KSDE Landon State Office Building 900 SW Jackson Street, Suite 251 Topeka, KS 66612
<b>Title</b>	<b>Instructions</b>
<input type="checkbox"/> Program Initiation Application	Complete all fields
<input type="checkbox"/> CACFP Program Agreement	Complete and mail <b>two (2) originally signed</b> agreements to KSDE. Signatures must include the Authorized Representative <b>and</b> the nonprofit Board Chairperson OR For-Profit Owner.
<input type="checkbox"/> Documentation of tax-exempt status <b>OR</b> <input type="checkbox"/> Documentation of For-Profit Eligibility	Private Non-Profit send IRS 501(c)(3) letter.  List of participating children for each site. The For-Profit Free/Reduced Price Meal Summary Form or For-Profit Child Care Subsidies Summary Form from Chapter 12 of the CACFP Administrative Handbook may be used.
<input type="checkbox"/> CACFP VCA Checklist	Complete all information and submit all required <b>financial documents</b> as requested in Checklist
<input type="checkbox"/> Form W-9	Complete all information
<input type="checkbox"/> Intro to CACFP Training	<a href="https://learning.ksde.org/">https://learning.ksde.org/</a> , Child Nutrition & Wellness, Child & Adult Care Food Program (CACFP), Intro to CACFP



<b>Additional Documents and Training to be Completed AFTER Preliminary Approval by KSDE</b>		
<p>When KSDE receives the completed Program Initiation documents, your organization will be assigned a sponsor number and site number(s). The next step is to gain access to the Kansas Nutrition Claiming and Information Management (KN-CLAIM) system. Instructions for registering are available at <a href="https://cnw.ksde.org">https://cnw.ksde.org</a>, CACFP, Program Certification / Initiation. Once applications are in Pending Approval status, KSDE will review for final approval. Claims for reimbursement cannot be submitted until a Pre-Approval visit is conducted <b>and</b> KN-CLAIM applications are approved.</p>		
Sponsor Application in KN-CLAIM	Required	Complete online in KN-CLAIM and submit for approval
Site Application in KN-CLAIM	Required for each site	Complete online in KN-CLAIM and submit for approval
Sponsor Budget	Required	Complete online in KN-CLAIM and submit for approval
Management Plan	Required if sponsoring more than one site.	Complete online in KN-CLAIM and upload required documents for approval
Purchasing Plan & Code of Conduct	Required	Provides KSDE with information on Sponsor's purchasing practices for food and supplies. Prototype forms available online in KN-CLAIM or Administrative Handbook, Chapter 7. Upload documents online in KN- CLAIM.
Civil Rights Training	Required	Each sponsor is required to provide Civil Rights training to all frontline staff. Training is available in CACFP Administrative Handbook (Annual Civil Rights Training Documentation) or as online training. Upload roster online in KN-CLAIM.
Contract for Vended Meals	Required if using an outside vendor to prepare meals	All procurements of meals must adhere to the requirements. Requirements and template forms are found at <a href="https://cnw.ksde.org">https://cnw.ksde.org</a> , CACFP, Administrative Handbook, Chapter 7.
CACFP Administrative Workshop for Centers Training	Required	In-person or Online at <a href="https://learning.ksde.org/">https://learning.ksde.org/</a> , Child Nutrition & Wellness, Child & Adult Care Food Program (CACFP), PY.... Administrative Workshop
Food Safety Basics Training	Required	In-person or Online at <a href="https://learning.ksde.org/">https://learning.ksde.org/</a> , Child Nutrition & Wellness, Child Nutrition Programs (General Information)
Jumpstart – The Business of CACFP Jumpstart – Meal Planning for CACFP	Complete within 6 months of beginning participation.	In-person or Online at <a href="https://learning.ksde.org/">https://learning.ksde.org/</a> , Child Nutrition & Wellness, Child & Adult Care Food Program (CACFP)

Please do not hesitate to contact our office at (785) 296-2276 with any questions. We look forward to working with you.



For more information, contact:

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Director, Child Nutrition & Wellness  
(785) 296-2276  
<https://cnw.ksde.org>  
[kchanay@ksde.org](mailto:kchanay@ksde.org)

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