

Monthly Update

Child & Adult Care Food Program



April 2, 2025

Distributed to CACFP Authorized Representatives and Home Sponsors via Listserv and posted at <https://cnw.ksde.gov>, CACFP, CACFP Monthly Updates

Important Updates, Reminders, & Deadlines

Home Sponsors Only – Important Claim Procedural Update

Beginning in April 2025, Daycare Home Claims will now be processed on Tuesday mornings that all CACFP vouchers are posted, provided the Sponsor Claim(s) are in “Approved” status. CACFP vouchers are typically posted the first four Tuesdays of each month around 8 am. 60-day deadlines for each monthly claim are detailed in the Claims tab of KN-CLAIM.

Please refer to the March Home Sponsor Conference Call minutes for the tentative claim voucher dates. Should you have any questions regarding processing or payment via ACH dates, please contact Dessa Gifford at either Dessa.Gifford@ksde.gov or 785-296-4965.

CACFP Sponsoring Organization Annual Financial Review

All Sponsoring Organizations (sponsors with more than one site) are required to have a CACFP Financial Review conducted annually. Sponsors that are scheduled for an Administrative Review will have this financial review in conjunction with the Administrative Review. Sponsoring Organizations that are not scheduled for an Administrative Review this year will have a stand-alone CACFP Financial Review. This review may be conducted as a desk review or conducted on-site. The reviewing consultant will send out communication to schedule this review.

Request to Use Electronic Transactions in Child Nutrition Programs

Sponsors who plan to use an online Enrollment & Income Eligibility Form or accept electronic signatures on any child nutrition form must complete the Request to Use Electronic Transactions in Child Nutrition Programs form available at <https://cnw.ksde.gov> under SNP, SNP Food Service Facts, Chapter 7. The Request to Use Electronic Transactions in Child Nutrition Programs form must be completed annually and returned to CNW at cnw@ksde.gov. A training can be accessed on the KSDE Training Portal at <https://learning.ksde.org>, K12 Staff, Child Nutrition & Wellness: General Classes, PY 2025-2026 Request to Use Electronic Transactions.

Summer Food Service Program (SFSP)

Summer meal programs are designed to fill the nutrition gap that occurs in summer and make sure children can get the nutritious meals they need. Contact our office at (785) 296-2276 or your area KSDE child nutrition consultant to discuss options for summer 2025 and determine the right fit for your Sponsorship.

Summer Food Service Program (SFSP) Outreach

If your Sponsor does not have SFSP sites, consider sharing a link to the site locator tool with families. This would allow families to find a location to receive free meals at sites across Kansas. The site locator tool is available at <https://cnw.ksde.gov> under SFSP, SFSP Locate a Site Near You.



Various texting services and hunger hotlines are also available. The automated texting service that connects families to local summer meal sites is 914-342-7744. Individuals can text a question that contains a keyword such as “food” or “summer meals”. Parents and caregivers can also text the word “food” or “comida” to 304-304 to find the nearest meal sites through the No Kid Hungry Hotline. The USDA National Hunger Hotline number is also available – individuals can call 1-866-3-HUNGRY or 1-877-8-HAMBRE to speak with a representative who will find food resources such as meal sites, food banks, and other nearby social services.

2025 Farm to Plate Subgrant – Application Deadline is April 30

Child Nutrition Program (CNP) Sponsors may request up to \$9,500 to support Farm to Plate initiatives that will increase the local foods served as part of Child Nutrition Program snacks and meals. Subgrants will be utilized by CNP operators to advance eligible local foods programming activities. Subgrants will be available to School Nutrition Program (SNP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP) sponsors. The application is available at <https://cnw.ksde.gov> under Farm to Plate, What's New. Contact Eryn Davis at eryn.davis@ksde.gov with questions.

Kansans CAN 2024-25 Best Practice Awards – Nomination Deadline is June 30

The purpose of the Kansans CAN Best Practice Awards is to encourage and reward outstanding practices in Child Nutrition & Wellness Programs in Kansas. We encourage you and your staff to make nominations for outstanding and/or innovative practices. A simple one-page nomination form is available at <https://cnw.ksde.gov> under SNP, SNP What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30.**

Awardees will be notified by July 31, and presentations will be made at the August State Board of Education meeting. Please contact any Child Nutrition & Wellness team member for assistance with the application process. We look forward to receiving your nominations and celebrating the Kansans CAN Best Practice Awards with you at the August State Board of Education Meeting!

Reminder: Use #FuelingKSKids on Social Media

When sharing on social media, be sure to use the hashtag #FuelingKSKids. This allows KSDE and all Kansas sponsors to see all the great meals, snacks, and activities being offered in your programs!

Professional Development & Training

Training Opportunities

Many opportunities for learning are available to CACFP sponsors. Go to <https://cnw.ksde.gov>, Training, CNW Calendar to access the schedule of live classes with dates, times, and links. Upcoming trainings include:

- **Sodium Savvy** on April 2 from 2-3 pm
- **Food Safety Basics** on April 16 from 2-5 pm
- **Growing Healthier Futures with the CACFP** on April 24 from 1-2:30 pm
- **SFSP Menu Planning** on April 29 from 2-4 pm
- **Reducing Added Sugars** on May 7 from 2-3 pm
- **Serving Safe Summer Meals** on May 13 from 2-3 pm



Training is offered 24/7 on the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account, go to <https://cnw.ksde.gov>, Training. **New to the portal:** Wellness Wednesdays: Promoting Heart Health Through Restorative Sleep, Introduction to SFSP, Frequent Food Safety Violations, and 2025 SFSP Annual Administrative Training.

If you would like to schedule an in-service, culinary coach session, or have questions about professional development, contact Holly Steinlage at holly.steinlage@ksde.gov.

Culinary Coaches – NEW Training Program!

KSDE Child Nutrition & Wellness is excited to be launching a Culinary Coaches Program in SY 2025! This training opportunity allows sponsors to request in-person, hands-on culinary training conducted at their site. Sponsors can choose from four training topics: Critical Culinary Skills, Knife Basics, Cooking Basics, and Baking Basics. The sessions will be led by trained culinary coaches and will focus on developing culinary skills that will better enable child nutrition program sponsors to prepare scratch and speed scratch recipes. If interested in scheduling a culinary coach session, please contact Holly Steinlage at holly.steinlage@ksde.gov.

Calling All Bakers!

Do you have a passion for scratch baking and yeast breads? Do you want to share that passion with other Kansas sponsors? KSDE Child Nutrition & Wellness is looking for individuals like YOU to serve as baking coaches. If interested in sharing your knowledge with other Kansas sponsors through training and technical assistance, please contact Holly Steinlage at holly.steinlage@ksde.gov for an application.

New Resources

CACFP Boot Camp on Adult Care

Keeping older adults healthy, engaged, and well-nourished takes creativity, knowledge, and the right strategies. Join the National CACFP Association on Zoom from 10 am to 3:45 pm on May 14 for the CACFP Boot Camp on Adult Care. Participants will walk away with fresh ideas, practical solutions, and the confidence to elevate the care provided to older adults. Discover simple ways to incorporate movement into daily routines, hands-on tips to enhance nutrition under CACFP guidelines, and bring your questions for industry experts. Register today at <https://bit.ly/CACFPAdultCare>. Can't make it on May 14? Register and get access to on-demand viewing through May 28.

Staffing Update

Katy Hatch has accepted a new position on the Child Nutrition & Wellness team. Katy will be transitioning from her current position, Administrative Specialist, to her new position as Data Analyst effective March 30. Congratulations, Katy!

As always, if you have questions or need technical assistance, please contact your Child Nutrition Consultant or the Topeka office.

The CNW Team



For more information, contact:

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