

Monthly Update

Child & Adult Care Food Program



November 5, 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

State Holiday – November 11

The KSDE Child Nutrition & Wellness office will be closed on Tuesday, November 11 in observance of Veterans Day. KSDE offices will also be closed on November 27 and 28 for the Thanksgiving holiday.

November Payment Dates

Child Nutrition Program (CNP) vouchers, including Child & Adult Care Food Program (CACFP) vouchers, are posted between 8 and 9:30 am on Tuesdays. This allows direct deposit payment on Fridays; posting of vouchers is a four-business day process before Sponsors receive the payment via ACH, and physical checks are mailed out on Thursdays. CNP vouchers, including CACFP Child Care Center and Daycare Home vouchers, will only be posted on Tuesday, 11/4 and 11/18 this month. Sponsor Claims in “Approved” status by 8 am each applicable morning will get paid in the month of November.

60-day deadlines are outlined on the “Claim Deadlines - Program Year 2025” and “Claim Deadlines - Program Year 2026” documents available at <https://cnw.ksde.gov/cacfp/cacfp-administrative-handbook/chapters/chapter-12-claiming-reimbursement>. Should you have any questions regarding payments for CNPs, please contact [Dessa Gifford](#), Public Service Administrator, either by email or calling (785) 296-4965.

Electronic Payments

The Kansas Secretary of Administration has notified KSDE that all sponsors who receive \$50,000 or more or 10 payments or more annually from KSDE **must** be paid via electronic deposit. Child Nutrition & Wellness will be reaching out to those sponsors who meet these criteria and currently receive their reimbursement via a paper check.

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 live virtual trainings include:

- **Is Your Attitude Showing?** on November 5 from 2-3 pm
- **Food Safety Basics** on November 19 from 2-5 pm
- **Managing Responses to Stressful Events** on December 3 from 2-3 pm
- *Note: Food Safety Basics will not be held in December*



On-demand 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:

- **Frequent Food Safety Violations in Spanish** (1 hour) – under General Classes
- **Speed Scratch Strategies** (1.5 hours) - under General Classes
- **Procuring Local Foods** (1 hour) - under Procurement
- **Meal Modification Documentation** (30 min) – under General Information Tutorials

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!

This training opportunity allows sponsors to request in-person, hands-on culinary training conducted at their site. Sponsors can choose from five training topics: Critical Culinary Skills, Knife Basics, Cooking Basics, and Baking Basics: Quick Breads or Yeast Breads. 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.

New Resources

Farm to Plate in Our State Newsletter is Back!

The Kansas Farm to Plate in Our State Newsletter took a hiatus while we focused on other projects. The newsletter will resume November 2025 sharing the latest Farm to Plate updates. The newsletter will be sent monthly. If you would like to receive the newsletter, please email Eryn Davis at eryn.davis@ksde.gov.

2026 National Child Nutrition Conference – Scholarships Available

The National CACFP Association is now accepting scholarship applications for the 2026 National Child Nutrition Conference which is being held April 13-17, 2026, in Las Vegas, Nevada. The scholarship application is available at <https://www.cacfp.org/conference/scholarships/>

Fifteen scholarships will be awarded: seven to attend the conference in-person, and eight to attend virtually. Each in-person scholarship includes conference registration fees, four nights lodging, and up to \$450.00 toward transportation costs at a value of over \$1,900 per scholarship. Applications are due by January 12, 2026, and recipients will be announced in early February.

You are Appreciated!

The KSDE Child Nutrition & Wellness team appreciates each of you and your work to create healthy habits for a lifetime through the CACFP. **Be sure to share your best practices by using #FuelingKSKids!** Not on social media? Don't hesitate to email pictures of the great meals, snacks, and activities being offered in your programs to anyone on the Child Nutrition & Wellness team!

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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