

Monthly Update

Child & Adult Care Food Program

February 2, 2026

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

Updated Payment Schedule

Child Nutrition Program (CNP) reimbursement payments will typically be processed on only the first and third Tuesdays of each month. Sponsor Claims that are in “Approved” status by 8 a.m. each applicable Tuesday morning will get batched that week.

CNP vouchers are posted between 8 and 9:30 a.m. on Tuesdays, which allows direct deposit payment on Fridays (posting of vouchers is a 4-business-day process before Sponsors receive the payment via ACH, and physical checks are mailed out on Thursdays).

The 60-day deadlines are outlined on the “Claim Deadlines - Program Year 2026,” available at <https://cnw.ksde.gov>, CACFP, Administrative Handbook, Chapter 12: Claiming Reimbursement. Remember that due dates are not altered or dependent on when payments are posted. Should you have any questions regarding payments for CNPs, please contact [Dessa Gifford](#), Public Service Administrator, School Finance, at dessa.gifford@ksde.gov or (785) 296-4965.

USDA Updates

Now Available: Revised Product Formulation Statement (PFS) Templates and Samples

The recently revised [Product Formulation Statement \(PFS\) templates and samples](#) are available for food industry partners to demonstrate how a food product may contribute to the meal pattern requirements in Child Nutrition Programs (CNP). A PFS may be voluntarily provided by manufacturers at the request of program operators, but it is not approved by USDA.

The revised PFS templates and samples add clarity and provide additional instructions for manufacturers, and update terminology to align with current CNP guidance. A new sample PFS for documenting how to credit a food product containing meats/meat alternates (M/MA) is included with the revised PFS templates and existing samples for grains and vegetables. New samples for combination foods that contribute to more than one meal component are also available.

The [Tips for Evaluating a Manufacturer's Product Formulation Statement](#) webpage was updated to assist CNP operators with evaluating a manufacturer's PFS. Program operators are encouraged to review information about manufacturer documentation, including Child Nutrition (CN) labels, found here: <https://www.fns.usda.gov/cn/manufacturer-documentation>.



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 or registration information. Upcoming trainings include:

- **Wellness Wednesdays** each Wednesday in February from 9:30-10:30 a.m.
- **Food Safety Basics** on February 18 from 2-5 p.m.
- **Introduction to SFSP** on March 3 from 2-3 p.m.
- **Civil Rights Compliance & Confidentiality in CNPs** on March 4 from 2-3 p.m.
- **CACFP Jump Start for Centers** on April 7 in Topeka

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. On-demand training is also available from the Institute of Child Nutrition (ICN) at <https://theicn.org>, Training, iLearn. **New to the KSDE Training Portal:** Managing Responses to Stressful Events (1 hour), under General Classes.

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 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 are led by trained culinary coaches and 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.

Virtual “Wellness Wednesdays” Webinars in February

Join KSDE for the annual “Wellness Wednesdays” webinar series. A one-hour virtual session will be offered each Wednesday morning in February with topics aimed at assisting Kansas school wellness committees in implementing wellness policies and creating healthier school environments. Sessions will be from 9:30 to 10:30 a.m. Links to each week are available at <https://cnw.ksde.gov> under Training, [CNW Calendar](#).

This year’s theme is “Food Questions and Myth Busting with Kansas Farmers and Ranchers.” Join the organizations powered by Kansas farmers and ranchers to explore your food questions, examine the latest food trends, and engage in science- and nutrition-based conversations that strengthen your confidence in the foods you choose for children. Topics will include:

- **February 4: Seed Oils** – Kansas Soybean Commission
- **February 11: Navigating Milk and Dairy Options** – Midwest Dairy
- **February 18: Antibiotics and Hormones** – Kansas Beef Council
- **February 25: Pesticides** – Kansas Farm Bureau



Introduction to the Summer Food Service Program (SFSP) – March 3

Is your sponsor interested in operating the Summer Food Service Program (SFSP) this year? Join KSDE for an Introduction to SFSP training on March 3 from 2 to 3 p.m. This training will provide a high-level overview of SFSP operations including sponsor responsibilities, meal planning and documentation, claiming and reimbursement, and resources available. The training link is available at <https://cnw.ksde.gov> under Training, [CNW Calendar](#).

Civil Rights Compliance & Confidentiality in Child Nutrition Programs – March 4

Meeting USDA civil rights requirements and protecting confidential information are important responsibilities of child nutrition program operators. Join KSDE on March 4 from 2-3 p.m. to learn about these requirements and explore resources and information available to assist in carrying out these responsibilities. Free and reduced price meal applications and what information may or may not be disclosed will also be discussed. The training link is available at <https://cnw.ksde.gov> under Training, [CNW Calendar](#).

CACFP Jump Start for Centers – April 7

Join KSDE Child Nutrition & Wellness for this free six-hour training on April 7 in Topeka.

- **The Business of CACFP** will be held from **9 a.m. to 12 p.m.** and provide information on enrollment and income eligibility forms, meal counts, and claims.
- **Meal Planning for CACFP** will be held from **1 to 4 p.m.** and provide information on recordkeeping requirements for menu planning and meal documentation. Individuals can register for the morning, afternoon, or both sessions.

Both sessions are recommended for new authorized representatives of centers and for new support staff who provide assistance to the authorized representative. For more information or to register, contact Holly Steinlage at holly.steinlage@ksde.gov.

New Resources

“How to Support Breastfeeding Mothers & Families” – Training Available

This two-hour child care provider training is offered monthly at no cost through Kansas Child Care Training Opportunities (KCCTO) on their Cape portal. Learn basic information developed in collaboration with the Kansas Breastfeeding Coalition about support for families of breastfed infants. The course will cover proper handling and storing of breastmilk, breastfed babies' behaviors, and breastfeeding benefits for the infant, mother, and community. This course is appropriate for people who work with infants in center-based and family child care settings. Take this course and earn two clock hours toward the Kansas Department of Health and Environment's Child Care Center Infant Lead Teacher training requirements. Registration for the English course is available [HERE](#). The training is also available in Spanish from March 5-12. Registration for the Spanish course is available [HERE](#).

National CACFP Week: March 15-21

CACFP Week is a national education and information campaign sponsored annually during the third week of March by the National CACFP Sponsors Association. The campaign is designed to raise awareness of how the USDA's Child and Adult Care Food Program works to combat hunger. The theme of CACFP Week in 2026 is “Stirring Up Goodness.” We look forward to seeing how you celebrate National CACFP Week! Use the #FuelingKSKids hashtag as you highlight the activities in your programs. Resources are available at <https://www.cacfp.org/national-cacfp-week-main/>.



Culinary Institute of Child Nutrition (CICN)

The Culinary Institute of Child Nutrition (CICN), a division of the Institute of Child Nutrition (ICN), offers a wide range of resources and training opportunities designed to strengthen culinary skills within child nutrition programs. Their offerings include training programs, recipes, monthly webinars, and instructional videos covering baking techniques, basic kitchen equipment, knife skills, and much more. Explore all the CICN resources at <https://theicn.org/cicn>.

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 at (785) 296-2276.

The CNW Team



For more information, contact:

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