

Monthly Update

Child & Adult Care Food Program



September 3, 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

Thank You for All You Do!

As we begin a new season, the KSDE Child Nutrition & Wellness team extends its appreciation for your continued commitment to nourishing Kansas children through the CACFP. Your work makes a meaningful difference every day. We invite you to showcase your program's successes by sharing photos of meals, snacks, and activities using the hashtag **#FuelingKSKids** or by emailing photos to any member of our team.

September Town Hall – September 10

All Child Nutrition Program sponsors are invited to the September Town Hall, which will cover important reminders and program updates on September 10 at 2 p.m. Plan now to join the KSDE Child Nutrition & Wellness team at this link: [Join the meeting now](#) (Meeting ID: 241 814 717 448 Passcode: hW7Wy3Ax). The link is also available on the [CNW Calendar](#).

CACFP Certification

Program Certification is available in KN-CLAIM, and all forms and documents must be completed and submitted for approval **by September 18 for CACFP Centers**. Thank you to sponsors who have submitted for approval! Consultants work through documents in the order received. If certification information has not been submitted, instructions are available on the [CNW website](#) under CACFP, [Program Certification](#). To participate in CACFP for PY 2027, which begins in October, sponsors must complete program certification requirements as soon as possible to allow sufficient time for review by KSDE. Sponsors cannot claim meals in PY 2027 until program certification is complete and approved by KSDE.

REQUIRED: Annual Civil Rights Training

"Front line staff" and their supervisors must have civil rights training annually. "Front line staff" includes employees who interact with program applicants or participants regarding program services and benefits. Sponsors can use the "Annual Civil Rights Training Documentation" handout found in the forms section of [Chapter 6 of the CACFP Administrative Handbook](#) and/or use the "Civil Rights Compliance in Child Nutrition Programs" training on the [KSDE Training Portal](#) under K12 Staff, Child Nutrition & Wellness: General Classes. Be sure to keep documentation of civil rights training on file. Training rosters with original participant signatures must be uploaded annually during Program Certification.

CACFP Reimbursement Claim Reminders

Original and upward claim revisions are due within 60 days of the end of the claiming month. As a reminder, 60-day deadlines are outlined on the resource titled "[Claim Deadlines – Program Year 2026](#)."



Please note that voucher dates are not dependent on or altered by claim due dates. Vouchers, including for Child & Adult Care Food Program Child Care Centers and Daycare Home Sponsors, are typically posted on the first and third Tuesdays of each month between 8 and 9:30 a.m. This allows direct deposit payments to be made on Fridays, as posting of vouchers is a four-business day process before payment is received via ACH direct deposit (if ACH is not set up, physical checks are mailed on Thursdays of the vouchering week). Center/Site and Sponsor Claims in “Approved” status by 8 a.m. on each applicable Tuesday will be batched and paid that corresponding Friday. Multiple claims can be paid in one batch. For questions regarding claims or meal reimbursement payments, please contact Dessa Gifford, Public Service Administrator for School Finance, at (785) 296-4965 or dessa.gifford@ksde.gov.

October Claim Reminder – Centers Only

Centers must report the number of free, reduced price, and paid participants on their October claims. The number of participants in each category is reported in the “*Center Income Eligibility Categories*” (IEC) section of the Center Claim. Sponsors are required to upload the IEC summary into KN-CLAIM in October and any other month that reported numbers are changed. An Excel version of the Income Eligibility Categories Summary template is available in [Chapter 12 of the CACFP Administrative Handbook](#).

When the claiming percentages are being established for the year, the IEC Summary must only include those participants who have complete and valid enrollment forms on file AND ate a meal/snack in the month of October.

The Determining Eligibility for CACFP training is available on the [KSDE Training Portal](#) under K12 Staff, Child Nutrition & Wellness: CACFP. The training includes a refresher on completing the IEC Summary.

Recordkeeping Reminders

- CACFP records need to be kept for 3 years plus the current year. Sponsors may discard records older than September 30, 2022. Be sure to shred Enrollment and Income Eligibility Forms and anything that has personal information about the children and parents/guardians (i.e. birthdates, free/reduced/paid status, etc.).
- It is not necessary to print KN-CLAIM pages/applications.
- It is recommended to save your monthly claim page. You can print a one-page-per-site report that summarizes each claim at KN-CLAIM, Reports, Sponsor Accessible Reports, Center Claim Summary.

Celebrate Farm to CACFP Week – October 18-24

Farm to CACFP Week is a national education campaign hosted annually by the National CACFP Association (NCA). The campaign aims to raise awareness of the benefits of connecting child and adult care sponsors and operators with local foods. Through local food procurement, gardening activities, and agriculture education, Farm to CACFP leverages CACFP funding to help incorporate local foods in the nutritious CACFP meal pattern thus strengthening community food systems and supporting positive health outcomes for those in care. Find everything you need to celebrate, including resources, a webinar, and a social media challenge, on [NCA's Farm to CACFP Week website](#).



8th Annual Mountain Plains Crunch Off – October 2026

Each October, the USDA Mountain Plains Region holds a Crunch Off in celebration of National Farm to School Month. The Crunch Off is a friendly competition between the Mountain Plains Region States (KS, MO, NE, CO, WY, MT, ND, SD) to see who can get the most "crunches" into local fruits and vegetables throughout the month of October. Participate in the Crunch Off and register your crunch here: [2026 Crunch Off](#)

Staffing Updates

Angelica Scaff has joined the KSDE Child Nutrition & Wellness team as a Child Nutrition Consultant. Whitney Myers has joined the team as Fresh Fruit & Vegetable Program (FFVP) Coordinator and Child Nutrition Consultant. Welcome, Angelica and Whitney!

USDA Updates

TA 01-2026, Resources for Procuring Local Foods in School Year 2026-2027

USDA Food and Nutrition Administration (FNA) is pleased to announce the release of [TA 01-2026 Resources for Procuring Local Foods in School Year 2026-2027](#). This memo reminds schools, sponsors, and institutions participating in any USDA Child Nutrition Program (CNP) of the various resources available to help CNP operators procure local foods. This memo is part of a new Harvest to Hallways campaign and supports Agriculture Secretary Brooke Rollins' commitment to supporting local food procurement and efforts to Make America Healthy Again.

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:

- **Regional Fall Farm Tours** on September 11 and 18 (*locations below*)
- **CACFP Monitoring** on September 15 from 1-3 p.m.
- **Food Safety Basics** on September 16 from 2-5 p.m.
- **CACFP Jump Start for Centers** (*in-person*) on October 28 in Wichita

On-demand training is offered 24/7 on the [KSDE Training Portal](#). Detailed instructions on creating an account are available on the [CNW website](#) under Training, [How to Create Online Account](#). On-demand training is also available on the Institute of Child Nutrition's (ICN) [iLearn](#) platform.

New to the KSDE Training Portal: CACFP Annual Administrative Training (3 hours), under CACFP.

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.

**REQUIRED Training: CACFP Annual Administrative Training**

At least one representative from each sponsor must complete CACFP Annual Administrative Training annually. Sponsors who were unable to attend a live virtual session must take the training online. The training is now available on the [KSDE Training Portal](#) under K12 Staff, Child Nutrition & Wellness: CACFP.

Fall Farm Tours – September 11 & 18

KSDE Child Nutrition and Wellness is excited to host the fourth year of regional fall farm tours across Kansas. Tour participants will ride on a bus to visit farms and hear from food partners about sourcing Kansas products. A free local foods lunch will be served at an area school as part of the tour. The farm tours are free to attend. Sponsors attending the tours will receive education, resources, networking, and inspiration to incorporate local products into Child Nutrition Program menus. Locations are below. To register, email Eryn Davis at eryn.davis@ksde.gov.

- St John – September 11
- Marysville – September 18

CACFP Monitoring Training – September 15

This training will cover CACFP monitoring requirements and oversight activities for sponsoring organizations. Participants will learn about required CACFP monitoring review elements, monitoring review tools, resources, and best practices. It will be held virtually on Tuesday, September 15 from 1 to 3 p.m., and the training link is available on the [CNW Calendar](#).

CACFP Jump Start for Centers (in-person) – October 28

Join KSDE Child Nutrition & Wellness for this free six-hour training on October 28 in Wichita.

- **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 authorized representatives of centers and support staff who provide assistance to the authorized representative. To register, contact Pam Rosebaugh at Pam.Rosebaugh@ksde.gov.

If you have questions or need technical assistance, please contact your child nutrition consultant or call the Child Nutrition & Wellness office at (785) 296-2276.



For more information, contact:

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