Summer Food Service Program (SFSP) Program Initiation Instructions

Thank you for your interest in the Summer Food Service Program (SFSP). In order to participate in the program, required documents must be completed and submitted to KSDE for approval. The Child Nutrition & Wellness website, https://cnw.ksde.gov, contains all of the information and documents needed to initiate your organization's participation in the program. Training is required prior to participation in the SFSP. Contact KSDE to gain access to the required training.

Contact KSDE with questions by calling 785-296-2276 or emailing Emily.Bonilla@ksde.gov.

Program Initiation Documents to be Completed for Preliminary Approval by KSDE		
Download the enterable Microsoft Word version (or the Adobe PDF version, if preferred) of these documents at https://cnw.ksde.gov, Summer Food Service Program, Program Initiation / Renewal		Email completed forms to Marissa Hales at Marissa.Hales@ksde.gov and Emily Bonilla at Emily.Bonilla@ksde.gov.
Title	**Required or Optional**	**Description**
Program Initiation Application	Required	Information to determine sponsor's eligibility to participate and to set-up the sponsor in KSDE's computer systems. Complete and return to KSDE.
SFSP VCA Checklist	Required for Sponsors not currently participating in a Child Nutrition Program (School Nutrition Program or Child and Adult Care Food Program (CACFP))	Submit information to document the institution is financially and administratively capable of operating the SFSP. The institution must be able to demonstrate in its application, it is viable, capable, and accountable of operating in conformance with program regulations.
SFSP Agreement	Required	Contractual agreement between your organization and KSDE. Complete and return two (2) signed copies to KSDE **via mail**. Original signatures are required on the documents mailed.
Documentation of Tax-Exempt Status	Required for private, non-profit sponsors	Churches are exempt from this requirement.
Form W-9 – Request for Taxpayer Identification Number & Certification	Required	Federal taxpayer identification information.
Authorization for Electronic Deposit of Vendor Payment	Required	Information to set up electronic deposit of reimbursement payments. This document is sent to sponsors individually from KSDE and must be completed electronically.
Into to SFSP Training	Required	https://learning.ksde.org, K12 Staff, Child Nutrition and Wellness: Summer Meals, Intro to SFSP

Additional Documents to be Completed AFTER Preliminary Approval by KSDE		
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 by registering following instructions provided in the KN-CLAIM Quick Reference for Accessing KN-CLAIM. Once access to KN-CLAIM has been granted, use the KN-CLAIM Quick Reference for SFSP Program Application and Renewal to enter the required information so the Sponsor and Site Applications can be approved. **Reimbursement claims** cannot be processed until **all** program application documents are approved by KSDE.		
Title	**Required or Optional**	**Description**
Sponsor Application in KN-CLAIM	Required	Complete online and submit for approval.
Site Application(s) in KN-CLAIM	Required for each serving site	• Complete online and submit for approval. • If site is designated as rural, complete the Meal Service Structure: Congregate Meals vs. Non-Congregate Meals section of each site application.
Sponsor Budget	Required for all sponsors	Complete and submit online for approval.
Site Qualification Documentation	Required for all sponsors	Demonstrates how site(s) qualify to participate on the SFSP. Examples of documentation include: • School Boundary Map • KSDE Data Central Data for Free and Reduced Price Data • Area Eligibility Maps Upload to Checklist Tab in KN-CLAIM
Letter to Health Department	Required to be uploaded within 2 weeks of approval or prior to opening (whichever is sooner)	Informs the local health department of the site(s) where the sponsor will operate the SFSP. Upload to Checklist Tab in KN-CLAIM
Training Certification	Required prior to opening	Each sponsor must hold program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training must be completed before a site opens and documentation of training must be uploaded to Checklist Tab in KN-CLAIM.
Purchasing Plan and Written Standard of Conduct	Required for non-school/CACFP sponsors	Provides KSDE with information on Sponsor's purchasing practices for food and supplies. Upload to Checklist Tab in KN-CLAIM.

Complete ONLY those documents that apply to your organization and submit to KSDE per instructions.

1. Does the sponsor contract with a school sponsor or a Food Service Management Company to provide SFSP meal service? If yes, upload a complete and signed copy of the document listed below to the Checklist in KN-CLAIM.
   - **Vended Meals Contract**
2. Does the sponsor contract for meal service and wish to request a waiver from KSDE from the SFSP requirement that each meal is provided as a unit (i.e. "unitized"). If yes, upload a completed and signed copy of the document listed below to the Checklist in KN-CLAIM.
   - **Waiver to Unitized Meals Requirement**
3. Does the sponsor provide meals for a site that is not officially affiliated with the sponsor? If yes, upload a completed and signed copy of the document listed below to the Checklist in KN-CLAIM.
   - **Unaffiliated Center Agreement-Permanent**
4. Is the sponsor NOT a school district? Is the sponsor contracting for meals? If yes, non-school sponsors are encouraged to contact the school district for meals prior to contracting with other organizations. If yes, upload a completed and signed copy of the document listed below to the Checklist in KN-CLAIM.
   - **Verification of Effort to Obtain School Meals or Use School Food Service Facilities**
5. Is the sponsor operating rural non-congregate meal sites? If yes, upload documentation showing the site is located in a rural designated area as defined "rural" by USDA or located within a rural "pocket". Upload documentation for each rural non-congregate meal site to the area listed below to the Checklist in KN-CLAIM.
   - **Rural Designation Documentation**
6. Is the sponsor operating a rural conditional non-congregate meal service site, enrolled, or camp sites using individual child eligibility determinations? If yes, upload a completed copy of the below documents to the Checklist in KN-CLAIM. SNP Sponsors may upload their PY 2026 approved documents.
   - **Letter to Household**
   - **Application Packet for Child Nutrition Program Benefits**
7. Is the sponsor operating rural non-congregate meal service site that will implement a home delivery model? If yes, upload a completed copy of the below document to the Checklist in KN-CLAIM.
   - **Summer Meal Delivery Consent**

For more information, contact:

Child Nutrition & Wellness
(785) 296-2276
https://cnw.ksde.gov

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