Summer Food Service Program (SFSP)
PY 2026 Program Renewal Instructions

Thank you for your past participation and continued commitment to the Summer Food Service Program. All Sponsors planning to participate in the SFSP for Summer 2026 are required to send a representative to KSDE training. Sponsors must also complete program renewal information in KN-CLAIM by May 1.

SFSP Administrative Training will be conducted via live webinar on Tuesday, March 31 from 1:00–4:00 p.m. The training link is available at https://cnw.ksde.gov under Training, CNW Calendar. This training will be recorded and made available to Sponsors who were not able to participate in the Live Training. Sponsors participating in the live or recorded training **must complete the attendance survey at the end** to receive credit for attending.

Any Sponsor operating rural non-congregate site(s) are required to send a representative to participate in the Non-Congregate Meal Service in Rural Areas Training on Wednesday, April 1 from 2:00-3:00 pm. The training link is available at https://cnw.ksde.gov under Training, CNW Calendar. This training will be recorded and made available to Sponsors who were not able to participate in the Live Training. Sponsors participating in the live or recorded training **must complete the attendance survey at the end** to receive credit for attending.

SFSP renewal documents must be submitted in KN-CLAIM by May 1. The SFSP website provides all of the information and documents needed to renew your organization's SFSP participation. Download the KN-CLAIM Quick Reference for SFSP Program Initiation or Renewal at https://cnw.ksde.gov Summer Food Service Program, Program Initiation/ Renewal. Follow the instructions in this publication to access KN-CLAIM. First, all Sponsors will be required to complete the "Validate FIEN" process in KN-CLAIM before the SFSP Packet will open. Once complete, the SFSP Sponsor Application and the Site Application(s) will be available to update, and all sponsors will also need to complete the Sponsor Budget in KN-CLAIM. Finally, Sponsors must upload required documents to the Checklist Tab in KN-CLAIM. Guidance on documents required to be uploaded to the Checklist Tab can be found on pages 2-3 of this memo. Program Renewal template documents are available in KN-CLAIM on the checklist tab.

Summer Food Service Program **reimbursement rates** for this summer are posted at https://cnw.ksde.gov, Key Links, Reimbursement Rates. Administrative reimbursement rates are higher for sponsors that have rural or self-preparation sites. Sponsors that serve vended meals or have non-rural sites receive a lower administrative reimbursement. To determine your reimbursement rate, contact KSDE.

If adult meals are served, sponsors must charge at least the full cost of the meal (including food and non-food supplies, labor, and the value of USDA foods).

Meals cannot be claimed until **all** program application documents are reviewed by KSDE and KN-CLAIM information is in approved status.

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

Program Renewal Documents

Title	Required Documents	Description
Validate Federal Employer Identification Number (FEIN)	Required; complete online; refer to KN-CLAIM Quick Reference	Assurance KSDE has the current FEIN, name, profit status, and ownership of the Sponsor. If any of this information is unable to be validated, a warning appears indicating further action is needed before the Sponsor Application is accessible.
Sponsor Application	Required; complete online; refer to KN-CLAIM Quick Reference	Additional information about the sponsor's SFSP administration and operations
Site Application(s)	Required; complete online; refer to KN-CLAIM Quick Reference	• Additional information about each site's SFSP administration and operations • 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; complete online; refer to KN-CLAIM Quick Reference	Summary of the sponsor's anticipated SFSP staffing, revenue, and expenditures
Program Agreement	Required for all sponsors	Permanent agreement between KSDE and sponsor that outlines responsibilities of KSDE and sponsor. • Non-school sponsors- Upload the program agreement from Summer 2019 to the checklist tab in KN-CLAIM. • School sponsors-upload current SNP Program Agreement to checklist tab in KN-CLAIM
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	SFSP sites are 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 to be uploaded 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. Claims for reimbursement may not be submitted until training certification has been approved by KSDE.
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.

Review the list of documents on the next page to identify additional SFSP documents that may be required for program renewal.

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

1. Is the sponsor's Authorized Representative different than the person listed on the prior year's SFSP Agreement? If yes, return one completed and signed copy of the document listed below to KSDE Child Nutrition & Wellness.
   - **Appointment of a New Authorized Representative**
2. Is the sponsor adding one or more new SFSP sites this year? If yes, scan and email a completed copy of the document listed below for each new serving site to Emily Bonilla, Emily.Bonilla@ksde.gov.
   - **Initial Site Application(s)** *(https://cnw.ksde.gov, SFSP, Program Initiation/Renewal)*
3. 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**
4. 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**
5. 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**
6. 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**
7. Is the sponsor operating rural non-congregate meal sites? If yes, upload documentation showing the site is located in a rural designated area defined as "rural" by USDA or located within a rural "pocket". Upload documentation for each rural non-congregate meal site to the area listed below on the Checklist tab in KN-CLAIM.
   - **Rural Designation Documentation**
8. 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**
9. 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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