
KN-CLAIM

Kansas
Nutrition –
Claims
And
Information
Management

Quick Reference for Summer Food Service Program Initiation or Renewal

Child Nutrition & Wellness
Kansas State Department of Education

March 2025

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- (1) **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

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KN-CLAIM Quick Reference for Summer Food Service Program (SFSP) Initiation or Renewal

What is KN-CLAIM?

It is the Child Nutrition & Wellness web-based computer system. The acronym stands for **Kansas Nutrition – CLaims And Information Management**.

KN-CLAIM will also be used for logging audit and review findings, and for monitoring corrective action. This information will enable KSDE to track trends and target training and technical assistance efforts where they are most needed.

Important Dates

- KN-CLAIM is available for entry of SFSP initiation or renewal information by **March 15, 2025**.
- All Sponsor and Site applications must be submitted and pending approval by close of business on **May 1, 2025**.

Help is Available!

We have done our best to assure that KN-CLAIM works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using the system.

Do you need help using KN-CLAIM or have a system problem to report?

Call 785-296-2276 and ask for KN-CLAIM support.

This Quick Reference Covers How To:

- A.** Access KN-CLAIM and Log-in
- B.** Navigate to sponsor's application data
- C.** Update the Sponsor Application and submit to KSDE for approval
- D.** Update the Site Application(s) and submit to KSDE for approval
- E.** Enter the Sponsor Budget and submit to KSDE for approval – The Sponsor Budget is required for all sponsors.
- F.** Upload Required Forms
- G.** Submit Sponsor Application and Site Application(s) to KSDE for Approval
- H.** Dashboard Access

A. Access KN-CLAIM and Log-in

- 1** – Go to <https://cnw.ksde.gov>, the home page of the Child Nutrition & Wellness website.
- 2** – Select KN-CLAIM from the top menu.
- 3** – Log in using your KN-CLAIM user-id and password.

KN-CLAIM features security rules to make it more difficult for unauthorized persons to enter the system. The KN-CLAIM password must contain eight or more characters and include:

- Both upper and lower case characters: a-z, A-Z
and
- Digits and punctuation characters as well as letters:
0-9, ! @ # \$ % ^ & * () _ + | ~ - = \ ` { } [] : " ; ' < > ? , . /

The password cannot be a word in any language including slang, dialect, jargon, etc. It should not be based on personal information, names of family, etc. Try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "**do what You say, say what You do**" and the password could be "**dwYs,swYd**" or some other variation. Do not use this example as your password!

Protect your username and password. Do not share your username and password.

B. Navigate to Sponsor’s Application Data

- 1 – Dashboard** – Click the hyperlink under the SFSP PY Sponsor Application Status.

The screenshot displays the KN-CLAIM Dashboard for a sponsor named '0099 Demo Sponsor'. It is divided into three main program sections: School Nutrition Programs (blue header), Child and Adult Care Food Program (red header), and Summer Food Service Program (yellow header). Each section provides a summary of application statuses and a table of claims or reviews. In the Summer Food Service Program section, the 'PY24 Sponsor Application Status' is circled in red and shows 'Incomplete'.

Month	Status
June	Approved
July	Approved

Approved	Pending	Incomplete
15	2	1

Month	Status
July	Approved
August	Approved
September	Approved
October	Missing
November	Missing
December	Missing
January	Missing
February	Missing
March	Missing
April	Missing
May	Missing
June	Missing

Month	Status
June	No Claim Available
July	No Claim Available

Approved	Pending	Incomplete
1	0	0

Month	Status
June	Approved
July	Approved

Approved	Pending	Incomplete
13	0	2

C. Update and Save the Sponsor Application

- The sponsor’s prior year application data has been rolled over into the current year’s Sponsor Application. Carefully review all data on the Sponsor Application and update as needed.
- Refer to the “Sponsor Application Instructions” on page 6 of this Quick Reference. When all information has been reviewed and updated, click <Save>. Then click <Exit Page> to return to the Sponsor Summary.
 - If there are no errors, the Sponsor Application will have a status of “Pending Submission”.
 - If there are errors, click <Continue> to correct them. Errors will be detailed in red. Repeat Step C2 until there are no errors and the Sponsor Application has a status of “Pending Submission”.

D. Update and submit the Site Application(s)

The sponsor’s prior year application data has been rolled over into the current year’s Site Application(s). Carefully review all data on the Site Application(s) and update as needed.

- 1 – Site Application** – Click <+>.

- 2 –** Refer to the attached “Site Application Instructions” on page 7 of this Quick Reference. When all information has been reviewed and updated, click <Save>. Then click <Exit Page> to return to the Sponsor Summary.
 - If there are no errors, the Site Application will have a status of “Pending Submission”.
 - If there are errors, click <Continue> to correct them. Errors will be detailed in red. Repeat Step C2 until there are no errors and the Sponsor Application has a status of “Pending Submission”.

IMPORTANT! All Site Applications must be saved and in “Pending Submission” status before completing the Sponsor Budget (Step E). Notify Child Nutrition & Wellness if any sites listed will NOT be operating or if a new site needs to be added.

E. Complete and submit the Sponsor Budget

- 1 – Sponsor Budget** – Click <+>. The <+> will only appear after all of the site applications are in pending submission status.
- 2 –** Refer to the “Sponsor Budget Instructions” on page 11. When all information has been completed, click <Save>. Then click <Exit Page> to return to the Sponsor Summary.
 - If there are no errors, the Sponsor Budget will have a status of “Pending Submission”.
 - If there are errors, click <Continue> to correct them. Repeat Step E2 until there are no errors and the Sponsor Budget has a status of “Pending Submission”.

F. Upload Required Forms

- 1 –** Once the Sponsor Application, Budget and Site Application(s) are in Pending Submission, click on the <Checklist> Tab (located to the left of the applications tab).
- 2 –** Upload required forms. Required forms are marked with a check mark beneath the “Required” heading. To begin the file upload, click on the <Upload> button (blue button with an upward arrow on the far right hand side of the screen) below the “Action” heading, browse for document in your files and select document. Once uploaded, today’s date will populate into the “Date Sent” and “Date Received” columns. Check to see that the correct file was uploaded by clicking on the button (white button with picture of an eye). If it is not the appropriate document, click on the button (white button with trash can) and repeat upload process, selecting a different document to upload. To download a template of the form (when available) click the icon beneath the “Downloads” heading. Once open, save to your computer and complete before uploading.

G. IMPORTANT – FINAL STEP: Submit Sponsor Application and Site Application(s) to KSDE for Approval

Sponsor Summary – Click the yellow “Checklist” tab. Scroll to bottom of page and click on <Submit Form for State Approval>. Status will change to “Pending Approval”.

Note that the Sponsor and Site Applications cannot be edited again until after they are reviewed and approved by KSDE. At that point the status of the applications will be “Approved”.

Prior to the first day of SFSP meal service, the Sponsor and Site Application must be in Approved Status.

H. Dashboard Access

The sponsor application, site application(s), and sponsor budget can all be accessed from the dashboard.

The screenshot shows the KN-CLAIM Dashboard for a user named Julie Henry. The dashboard is organized into three main program sections: School Nutrition Programs (blue header), Child and Adult Care Food Program (red header), and Summer Food Service Program (yellow header). Each section displays application statuses, claims, and reviews. In the Summer Food Service Program section, three items are circled in red: 'PY24 Sponsor Application Status' (Incomplete), 'PY24 Site Application Status' (Approved: 13, Pending: 0, Incomplete: 2), and 'PY24 Sponsor Budget' (Pending Approval).

Users can return to the dashboard from any page in KN-CLAIM by clicking on the KN-CLAIM logo in the top lefthand corner of the page.

The screenshot shows the KN-CLAIM (TS1) Dashboard with a 'Sponsor Summary' table. The table has columns for Checklist, Applications, Claims, Payments, Status, Training, and Users. The 'Sponsor Application' row is highlighted and shows 2 revisions and 'Errors'. The 'Sponsor Budget' row shows 1 revision and 'Pending Approval'. The 'Site Application(s)' row shows 1 revision and 'Approved'.

IMPORTANT! Update Sponsor and Site Applications as needed.

- After KSDE approval, the sponsor is responsible to assure that the Sponsor Application, Site Application(s) and Budget remain current and correct. To update (i.e. “edit”) the information, follow the steps outlined in this Quick Reference. Notify KSDE of changes.
- The Sponsor Application and Site Application(s) must be in “Approved” status before claims can be entered.

Sponsor Application Instructions

Carefully review all data on the Sponsor Application and complete or update as needed.

- (1-5) Mailing Address:** Some sponsors prefer mail to be sent to a post office box rather than a street address. If the sponsor’s mailing address and street address are the same, click on “Check here to copy Mailing Address to Street Address”.
- (6-21) Authorized Representative, Sponsor Contact, Claim Contact:** Name the individuals that can answer questions related to the program. It is preferred to have more than one contact per sponsor. The Sponsor Contact may be left blank.
- (22-25) Training:** The sponsor is responsible for training all administrative and site personnel prior to opening the SFSP. Indicate the person who will be responsible and the date(s) of the planned session(s). This individual should attend KSDE training.
- (26-43) General Information: Program Type:** The system displays options to indicate description of Sponsor. Review and complete all information relevant to your sponsor. If Enrolled Nonresidential Camp, Residential Camp/Upward Bound or Conditional Non-Congregate lines 28-31 must be completed.
- (41)** Indicate whether the agency operates in more than one state. If yes, answer the remaining questions under 41.
- (42-43)** If the Sponsor purchases local products to serve in the Summer Food Service Program, then mark “yes” and enter products.
- (44-62) Meal Purchasing Information:** Indicate if the sponsor will have a Food Service Contract. If so, complete items 45-53. Complete items 54-62 only if a second contractor is used.
- (63-67) Adult Meals:** Indicate the price for any meal type that will be available for adults to purchase. A meal cost must be entered for programs that serve meals to adults.
- (68-71) Advance Payment:** Indicate if the sponsor requests advance payment. If so, indicate the month(s) and the type of advance requested. The sponsor must operate the SFSP 10 or more days in the month(s) selected in order to qualify for an advance.
- (72-75) Audit Compliance:** Sponsors who have expended over \$750,000 or will expend \$750,000 in Federal funds must indicate date of external audit and date submitted to Federal Audit Clearinghouse, <https://facdissem.census.gov/>.

(76-77) Administrative Training:

Authorized Representative or person who attended Administrative Training –

Each sponsor is required to attend the SFSP Administrative Training. Enter the name of the attendee (enter only one name if multiple people attended) that attended the Administrative Training.

Date of Training – Enter the date the Administrative Training was attended/completed on-line for the current program year

(78) or

(85) Other Information: Use this space to enter questions or comments for KSDE.

(78-84) Management Plan: For sponsors with more than 10 sites, these fields will display **after** the Site Applications have been added.

Site Application Instructions

Carefully review all data on each Site Application and update or complete as needed. If one or more new sites will be opened that are not listed in KN-CLAIM, complete an **Initial Site Application** form for each new site and submit to KSDE. The form can be downloaded at <https://cnw.ksde.gov>, Summer Food Service Program, Program Initiation / Program Renewal. KSDE will set up the new site(s) in KN-CLAIM so that you can enter the remaining Site Application information online.

(1-5) Mailing Address: Some sites prefer mail to be sent to a post office box rather than a street address. If the site’s mailing address and street address are the same, click on “Check here to copy Mailing Address to Street Address”.

(6-11) Site Manager: Indicate the food service contact person who is responsible for daily site operation. A different site manager should be listed for each site.

(12-44) Site Qualification:

(12) Indicate if site is an unaffiliated site, a site that is legally distinct from the sponsor. Unaffiliated sites are owned by another business entity or are not staffed by the Sponsor but have entered into an agreement with a sponsoring organization for the management of their food service program

(13) Indicate if site is a Restricted Open Site.

Select One Qualification option from the options listed.

- **(14) Open Site Using School or School Boundary Data:** Indicate the eligibility information and the school name.
- **(15) Open Site Using Census Block Group or Census Tract Data:** Census information must reflect the most recent annual update of the census.
- **(16) Open Site Using Census Averages** – Contact a KSDE consultant for assistance.
- **(17) Open Site Using Community Eligibility** – The individual school site eligibility must be used.
- **(18) Open Site Using Migrant Information** – The information must be submitted to KSDE.
- **(19) Other Open Site Qualification** – Select one of the options from the drop down box and send the information to KSDE.

(20) Date of Documentation – Enter today’s date (mm/dd/yyyy) if site is being certified as area eligible this program year OR enter date that site was originally certified as area eligible. Eligibility is effective for 5 years from date of documentation.

(21) Enrolled Site – Income Applications, Estimated Number of Eligible

Children: Indicate the number of children anticipated to be eligible for reduced price and free school meals. Within 5 days of opening food service, confirm the eligibility and enrollment with the Enrollment Certification form. The reported number of eligible children should reflect 50% of the Anticipated Daily Attendance (ADA), which is reported in the Meal Service table for each projected meal type (items 33-37).

(22-25) Enrolled Site – Area Eligible: Select one of the options listed and provide the required information. If site is eligible using school or school boundary data complete lines 23. If site is eligible using census data complete line 24. If site is eligible using census averages (line 25), contact a KSDE consultant for assistance.

(26) Enrolled Site – Area Eligible Using Community Eligibility: If site operated under the Community Eligibility Provision (CEP) enter the year of qualification.

(27) Enter today's date (mm/dd/yyyy) if site is being certified as area eligible this program year OR enter date that site was originally certified as area eligible. Eligibility is effective for 5 years from date of documentation.

(28) Residential Camp, Estimated Number of Eligible Children: Indicate the number of students anticipated to be eligible for reduced price and free school meals.

(29) Nonresidential Camp, Estimated Number of Eligible Children: Indicate the number of students anticipated to be eligible for reduced price and free school meals.

(30) Conditional Non-Congregate: Indicate if Income Applications are collected or on file. List the paid child meal price for those that do not qualify for free or reduced meals. Meal price may be \$0.00. Indicate the number of children anticipated to be eligible for reduced price and free meals.

(31) Number of Operating Days: Record the number of operating days each month. The total operating days will be calculated by the system.

(32) Days of Operation: Check the days meals will be served.

(33-37) Meal Service:

Select the Meal Type: Indicate all information as it relates to the meal service.

- **Offer or Serve:** Serve is the only option for snacks. OVS (Offer) is only for SNP Sponsors.
- **Begin and End Times:** Meals served prior to approved beginning time or after approved ending time cannot be claimed for reimbursement. Service periods should consider time food can be safely held. Time between meals should enhance satisfaction of a day's nutritional needs.
- **ADA (Anticipated Daily Attendance):** Indicate the number of children expected to participate on a daily basis. This total multiplied by the number of operating days becomes the maximum number of meals allowed on the site claim for the month. If participation exceeds original expectations, this initial projection must be updated in order to claim additional meals. KSDE must approve all changes to the site application.
- **Self-Preparation or Vended:** Indicate if meals are prepared by Sponsor or purchased from another Sponsor or Vendor/ Food Service Management Company
- **Total Days Served:** Indicate the total number of days meals/snacks will be served for meal service option.
- **Start Date:** Indicate the date meal service begins at the site.
- **End Date:** Indicate the date meal service ends at the site.

(38) Describe any schedule variations: Describe any schedule variations, clarifications, additional comments, details or directions for the site (enter through lunchroom door, no meal service July 4, bulk meal distribution every Monday, etc.)

(39-50) Meal Service Structure: Congregate Meals vs Non-Congregate Meals: These questions only appear if site is qualified as Rural.

(39) Indicate if meal service will be congregate, non-congregate or both. If congregate go to question 51. If non-congregate or both, complete questions 39-50.

(51-53) Menu Planning Options: Select the Menu Planning Option used for breakfast, lunch and supper. All snacks must follow the SFSP pattern.

(54-55) Activities at Site: List any activities conducted in conjunction with the food service program.

(56-65) General Information: Select the responses that describe the site activity.

(56) Indicate who will supervise children during meal service

(57-58) Documentation required if sponsor operates more than one program at the same site.

(59) Sponsor must document the preapproval site visit.

(60) Outdoor sites do need a plan for inclement weather.

(61) Describe arrangements that have been for food service during inclement weather.

(62) Indicate whether the site, if serving congregate meals, will allow a child to take a single item off-site. Sponsors should assure that sites are aware of this procedure if allowed.

(63-65) Sites receiving meals must have provisions to keep food safe.

(66-71) Health Inspection:

(66) Indicate whether this site serves shelf-stable meals.

(67) Indicate whether this site receives prepared meals from another location. If yes, indicate where meals are prepared in the text box.

(68-71) Indicate whether the site has a food service license. Sites with a food service license indicate the date of the last inspection and the name of the establishment holding the license.

(72-74) Ethnic/Racial Data: Report estimated ethnic/racial makeup of the site's enrollment and the source and date of the information. Total ethnicity must be 100%. Total race may exceed 100%. For school-based sites, the school year racial-ethnic data may be used. For camps or enrolled sites, prior year data is acceptable. KSDE Data Central data found at https://datacentral.ksde.org/report_gen.aspx can be used. From the drop-down options select:

Report: Attendance Rate by Race and Gender

Data Grouping: Totals by School-All Schools in One District/Organization

Select a District/Organization: Select the district in which the site lies within the boundaries of.

School Year: Most recent school year

(75) General Comments: Use this space to enter comments for KSDE.

Sponsor Budget Instructions

Complete the SFSP Budget for the period of January – December

- (1-5) Revenue:** Maximum federal reimbursement for operation and administration is calculated and displayed based on current reimbursement rates multiplied by the “Number of Operating Days” and estimated Anticipated Daily Attendance (i.e. ADA) reported on the Site Application(s).

Additional sponsor funds must be available if the revenue estimated in items (1) and (2) is less than the total expenditures projected in line 26.

Total Revenue in item (5) must equal or exceed total expenditures. The sponsor will be responsible for all costs incurred in excess of maximum reimbursement.

- (6) Staffing Plan Tool – Administrative Staffing Plan** (examples personnel management, claim submission, staff training, planning): Sponsors must demonstrate administrative capability to comply with program requirements. Indicate the position, number of staff, time, and wages committed to oversight of the SFSP-administrative duties ONLY. Click <Add Lines> to list additional staff if needed.
Operational Staffing Plans: Sponsors should indicate operational staffing for food preparation and service, cleaning, point of service accountability. Indicate the position, number of staff, time, and wages committed to oversight of the SFSP-administrative duties ONLY. Click <Add Lines> to list additional staff if needed. Individuals who serve in both administrative and operating roles should keep time logs to document activities.

- (7-25) Expenditures:** All costs must be allowable according to SFSP guidelines.

(7-17) Estimated Administrative Expenditures: Indicate the projected SFSP administrative expenditures. The sponsor will be responsible for all costs incurred in excess of maximum reimbursement.

(18-25) Estimated Operating Expenditures: Operating labor includes time for food preparation and meal service. Indicate the projected SFSP operating expenditures. The sponsor will be responsible for all costs incurred in excess of maximum reimbursement. List details for the items included under non-food supplies (20) and equipment (22) in the general comments text box (28).

- (27) Indirect Costs:** If indirect costs are reported in item (15), indicate the method used to calculate these costs.

- (28) General Comments:** Use this space to enter questions or comments for KSDE.