

Monthly Update



Summer Food Service Program

April 2, 2025

Distributed to Summer Food Service Program Authorized Representatives and posted at <https://cnw.ksde.gov>, SFSP, SFSP Monthly Updates

Reminder!

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. The Instructions for Program Renewal document details how to access KN-CLAIM and update the SFSP Sponsor Application and the Site Application(s). 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.

Updated SFSP Forms for 2025

Many SFSP forms have been updated to reflect recent changes in SFSP policies and guidance. Updated forms include:

- <https://cnw.ksde.gov>, SFSP Admin Handbook, Chapter 4, Related Forms:
 - Food Production Record-Option 2
 - NEW! Transport Sheet
- <https://cnw.ksde.gov>, SFSP Admin Handbook, Chapter 2, Related Forms:
 - Monitor Site Review Form
 - Income and Expense Ledger
 - Monthly Financial Report for Non-School Sponsors

SFSP Reimbursement Rates

Reimbursement rates are posted at <https://cnw.ksde.gov>, Key Links, Reimbursement Rates.

SFSP Annual Administrative Training – Complete by May 15, 2025

Are you planning to offer meals through the Summer Food Service Program (SFSP) this summer? All new and returning sponsors must have at least one representative complete the SFSP Annual Administrative Training in order to operate the SFSP in summer 2025. The training must be completed by May 15. A recording is now available on the KSDE Training Portal at <https://learning.ksde.org>, K12 Staff, Child Nutrition & Wellness: Summer Meals.

Non-Congregate Meal Service in Rural Areas Training – Complete by May 15, 2025

If your sponsor is planning to offer non-congregate meals through the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO) in summer 2025, at least one sponsor representative must attend the Non-Congregate Meal Service in Rural Areas Training. The training must be completed by May 15. A recording is available at <https://learning.ksde.org>, K12 Staff, Child Nutrition & Wellness: Summer Meals.



SFSP Menu Planning Training – April 29 at 2 pm

Join CNW for this two-hour training to learn about food crediting, meal pattern requirements, and Offer vs. Serve in the Summer Food Service Program. The training will be offered live via Teams on April 29 from 2-3 pm at this link: [Join the meeting now](#) (Meeting ID: 241 174 887 94 Passcode: Jw9QZ6A7). For those unable to attend the live training, a recording will be available on the KSDE Training Portal.

Serving Safe Summer Meals – May 13 at 2 pm

In this one-hour training, participants will learn how to ensure safe summer meals are served and foodborne illness is prevented. The training will cover how to practice good personal health and hygiene habits, handle foods safely, and follow proper cleaning and sanitizing protocols. The training will be offered on May 13 from 2-3 pm at this link: [Join the meeting now](#) (Meeting ID: 211 881 449 877 Passcode: 6oR7Vy65). For those unable to attend the live training, a recording will be available on the KSDE Training Portal.

Summer Meals Food Safety Resource in Spanish

ICN has reprinted the *Spanish Summer Meals Food Safety Guide*—a 28-page spiral-bound booklet covering essential food safety topics like portable handwashing stations, thermometer use, and temperature control. To request copies of the guide, please reach out to Katy Hatch at katy.hatch@ksde.gov.

Kansans CAN 2024-25 Best Practice Awards – Nomination Deadline is June 30

The purpose of the Kansans CAN Best Practice Awards is to encourage and reward outstanding practices in Child Nutrition & Wellness Programs in Kansas. We encourage you and your staff to make nominations for outstanding and/or innovative practices. A simple one-page nomination form is available at <https://cnw.ksde.gov> under SNP, SNP What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30.** Awardees will be notified by July 31, and presentations will be made at the August State Board of Education meeting. Please contact any Child Nutrition & Wellness team member for assistance with the application process. We look forward to receiving your nominations and celebrating the Kansans CAN Best Practice Awards with you at the August State Board of Education Meeting!

Summer Outreach Materials

KSDE has free promotional materials for your site to use this summer, including yard signs, feather flags, and door hangers. Portable hand-washing station supplies are available to any Sponsor operating a meal service site without access to running water. New sites are also eligible for a Team Nutrition kit and/ or a Summer Meals Food Safety kit. Contact Katy Hatch at katy.hatch@ksde.gov to request materials.

Seamless Summer Option (SSO) or Summer Food Service Program (SFSP) 2025

Now is the time to sign up or renew as a summer meals Sponsor. For questions about the SFSP or the Seamless Summer Option (SSO) **for School Nutrition Program (SNP) Sponsors only**, a Summer 2025 Comparison Chart has been developed to assist Sponsors to explain options and is posted at <https://cnw.ksde.gov>, SFSP, SFSP What's New. Contact our office at 785-296-2276 or your area KSDE child nutrition consultant to discuss options for Summer 2025. SFSP applications are due May 1.



Online Professional Development – Classes and Tutorials

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. Trainings and tutorials specific to SFSP include: Introduction to SFSP (1 hr), SFSP Menu Planning (2 hrs), Serving Safe Summer Meals (1 hr), Summer Food Service Program: Daily Meal Count Form (20 min), and SFSP Food Safety Toolkit (20 min).

New Branding – SUN Meals

KSDE has adopted the USDA summer meals branding campaign of **SUN Meals**. Sun Meals branding includes meals served through the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO). Be on the lookout for more information and resources for Sun Meals branding.

SUN Programs communication materials for state agencies, territories, and Indian Tribal Organizations are now available on the FNS website. The [SUN Programs Communications Toolkit](#) includes both ready-to-use and customizable materials for use by agencies administering SUN Bucks (Summer EBT), SUN Meals (summer meals), and/or SUN Meals To-Go (non-congregate summer meals) in 2025. **The SUN Programs Communications Toolkit** can be found at this link: <https://www.fns.usda.gov/summer/toolkit>

Summer Kick-Off Events

Kick-off events are a great way to build awareness among parents, recruit volunteers, and create excitement around Summer Meals! Please share with CNW your plans for kick-off events this summer by emailing Emily Bonilla at emily.bonilla@ksde.gov.

SFSP and Local Foods: A Dynamic Duo!

Local Food Sourcing at the Farmers' Market

Farmers' Markets are a great way to source locally throughout the summer months. The Farmers' Market provides locally grown produce, meat, and eggs, and can be a great way to connect with farmers and ranchers in your community. You can find a list of registered Farmers' Markets [here](#).

Harvest of the Month and Farm Fresh Fridays

Summer Child Nutrition Programs are the perfect time to incorporate local foods. CNW has two resources, Harvest of the Month and Farm Fresh Fridays, to assist with adding local into program menus. Find downloadable resources with recipes, newsletter handouts, activities, curriculum and more on the CNW website under [Farm to Plate, What's New](#).

2025 Farm to Plate Subgrant – Application Deadline is April 30

Child Nutrition Program (CNP) Sponsors may request up to \$9,500 to support Farm to Plate initiatives that will increase the local foods served as part of Child Nutrition Program snacks and meals. Subgrants will be utilized by CNP operators to advance eligible local foods programming activities. Subgrants will be available to School Nutrition Program (SNP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP) sponsors. The application is available at <https://cnw.ksde.gov>, Farm to Plate, What's New. It must be received by KSDE by close of business on April 30. Contact Eryn Davis at Eryn.Davis@ksde.gov with questions.



Reminder: Use #FuelingKSKids on Social Media

When sharing on social media, be sure to use the hashtag #FuelingKSKids. This allows KSDE and all Kansas sponsors to see all the great meals, snacks, and activities being offered in your programs!

The CNW Team



For more information, contact:

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