

Monthly Update

Summer Food Service Program



June 6, 2025

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

Claim Deadlines for State Fiscal Year End – Important!

Summer Food Service Program (SFSP) May Claims submitted and in “Approved” status by 8:00 a.m. Tuesday, June 10, will be paid and money deposited on Friday, June 13. June claims won’t be paid until the state accounting system re-opens in July with anticipated direct deposit being Friday, July 11. SFSP vouchers will then be processed typically the first three Tuesdays of each month as warranted. Please direct any questions related to claims and reimbursement payments to Dessa Gifford at (785) 296-4965 or desa.gifford@ksde.gov.

SFSP Reimbursement Claim Submission Deadlines

Original and upward revisions are due within 60 days of the end of the claiming month:

- May claim by 07/30/2025
- June claim by 08/29/2025
- July claim by 09/29/2025
- August claim by 10/30/2025

Reminders

- Sponsors serving summer meals must complete renewal and be approved before operations may begin.
- Make sure to update site applications if meal service times and dates change. Notify your consultant of any changes made to the site application so that changes can be approved as quickly as possible. We want to make sure that site information is available for the CNW and USDA meal site locator maps.
- 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).

Updated SFSP Forms for 2025

Several SFSP forms were updated last summer to reflect changes in SFSP policies and guidance. The Monitor Site Review Form, found at <https://cnw.ksde.gov>, SFSP Admin Handbook, Chapter 2, Related Forms was updated for PY25. Please ensure you are using the most current versions of the SFSP forms to capture all required recordkeeping information.

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.

**SP 11-2025, CACFP 09-2025, SFSP 05-2025: Using Federal Funds to Purchase Local Foods**

The purpose of this [memorandum](#) is to remind schools, sponsors, and institutions participating in any U.S. Department of Agriculture (USDA) Child Nutrition Program (CNP), including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), Special Milk Program for Children (SMP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO), of the many ways they can purchase local foods to serve in Program meals. Sourcing and serving locally grown foods, and other farm to school activities, such as taste testing, gardening, and agriculture education, can infuse new energy and vision into CNP operations, support community health, create new opportunities for American farmers, invest Federal dollars in local economies, and strengthen strategies to encourage healthy choices. The policy memo is available at <https://www.fns.usda.gov/schoolmeals/federal-funds-purchase-local>

SP 13-2025, CACFP 10-2025, SFSP 06-2025: Full-Year Continuing Appropriations and Extensions Act, 2025: Effect on Child Nutrition Programs

On May 14, 2025, FNS released SP 13-2025, CACFP 10-2025, SFSP 06-2025: *Full-Year Continuing Appropriations and Extensions Act, 2025: Effect on Child Nutrition Programs*. Consistent with the guiding principles regarding nutrition programs identified by U.S. Department of Agriculture (USDA) Secretary, Brooke Rollins, to clarify statutory, regulatory, and administrative requirements, this memo provides guidance from the Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4). The policy memo is available at <https://www.fns.usda.gov/schoolmeals/appropriations-act-2025-effect>

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 Marissa Hales at marissa.hales@ksde.gov to request materials.

New! Summer Meal Site Locator Cards

CNW has summer meal site locator cards available in bulk quantities for program operators. The cards are the size of a business card and contain a QR code on the back that households can scan to access the CNW Locate a Site Near You. Contact Marissa Hales at marissa.hales@ksde.gov to request cards.

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!



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: SFSP Annual Administrative Training (3 hrs), Non-Congregate Meal Service in Rural Areas (1 hr), 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>

SUN Bucks 2025

SUN Bucks, also known as Summer EBT, is a program to help families buy food for their school-aged children during the summer. Families will get a one-time benefit of \$120 per year for each eligible child to help buy groceries during the summer months. Children who get SUN Bucks can still participate in other summer meal programs. Receiving SUN Bucks will not affect children or families' immigration status. For families who were pre-approved in January or applied and received a notice of approval since the application opened, benefits were recently distributed as follows (based on the primary applicant's, not the child's, last name): May 28 – A to G, May 29 – H to M, May 30 – N to S, May 31: T to Z. The one-time \$120 benefit per eligible child was put onto a new or the household's existing EBT card. For those that have not yet applied, the SUN Bucks application is available until 5 pm on August 29, 2025. Visit SUNBucks.dcf.ks.gov for more information.

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](#).

Staffing Update

Marissa Hales has joined the KSDE Child Nutrition & Wellness team as a Public Service Administrator. Welcome, Marissa!

State Holidays – June 19 & July 4

The KSDE Child Nutrition & Wellness office will be closed on Thursday, June 19 in observance of the Juneteenth holiday and on Friday, July 4 in observance of Independence Day.

**You are Appreciated!**

The KSDE Child Nutrition & Wellness team appreciates each of you and your work to create healthy habits for a lifetime through the SFSP. Be sure to share your best practices by using the hashtag #FuelingKSKids! Not on social media? Don't hesitate to email pictures of the great meals, snacks, and activities being offered in your programs to anyone on the Child Nutrition & Wellness team!

The CNW Team

For more information, contact:

Kelly Chanay
Director, Child Nutrition & Wellness
(785) 296-2276
<https://cnw.ksde.gov>
Kelly.Chanay@ksde.gov

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.gov

This institution is an equal opportunity provider.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.