Director's Toolkit

for School Nutrition Programs

KANSAS STATE DEPARTMENT OF EDUCATION

Kansas leads the world in the success of each student.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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Program Renewal

Timelines and Deadlines

- Program Renewal is due July 15.
- KSDE strives to have program renewal documents, instructions and templates available by mid-May.

Training

- Program Renewal Webinar offered virtually during the spring, https://cnw.ksde.gov, Training, CNW Calendar
- Program Renewal Memo
- KN-CLAIM Quick Reference: Accessing KN-CLAIM

Tasks

- Update Sponsor Application.
- Update each Site Application.
- Review, print, sign and send Program Agreement or Program Addendum, if required.
    - Located on Checklist Tab in KN-CLAIM or Program Initiation page at https://cnw.ksde.gov.
    - Send two copies with original signatures to the Child Nutrition and Wellness office at KSDE, if required.
- Enter sponsor-specific data in enterable fields of required form letters and Application Packet for Free and Reduced School Meals.
    - Located on Checklist Tab in KN-CLAIM.
    - In Microsoft Word, when entering data on forms:
        - Use the tab key to move from field to field.
        - Use the "X" key to complete a checkbox OR click on the checkbox.
        - Delete the placeholder text and insert or print on school or district's letterhead.
    - Sponsors may copy the Household Application Packet, forms and letters onto district/school letterhead.
    - Sponsors are encouraged to use the forms exactly as issued by KSDE, except for entering variable data such as the sponsors' number and household names. If any document is re-keyed or revised, it must be submitted to KSDE for approval PRIOR to distribution to parents or guardians.
- Sponsors opting to use the Kansas Online Application for Free and Reduced Price School Meals will elect its use in KN-CLAIM, Forms Tab.
- Upload completed Forms in KN-CLAIM on Checklist Tab.
- Complete the PLE Tool in KN-CLAIM during Program Renewal.

Tools and Guidance

- Food Service Facts (FSF) at https://cnw.ksde.gov, School Nutrition Programs, FSF, Chapter 3 Program Agreement
- Program Renewal Page at https://cnw.ksde.gov, School Nutrition Programs, Program Initiation/Renewal
- Quick Reference Guides are found in KN-CLAIM under the Quick References Tab
- PLE Tutorial available on the KSDE Training Portal at https://learning.ksde.org, Child Nutrition & Wellness

Determining CNP Eligibility Benefits

Timelines and Deadlines

- **After July 1** – Make updated Application Packet for Free and Reduced Price School Meals available to all households.
- **Early-Mid July** – Check the Direct Certification list with enrollment records and notify families of free and reduced benefits to limit the number of income applications submitted.
- **Within 10 operating days** of receiving the household's application – Complete determination of eligibility and notify household.
    - Selecting flexibility in determination date allows sponsors to use the date-stamped date the application is received as the certification date.
- **30 food service operating days** is the carryover period for extended benefits or until a new application is approved.
- **Throughout the school year** – Ensure households have access to the Application Packet for Free and Reduced Price School Meals and provide the application to household of newly enrolled students.
- **Duration of school year** – Eligibility certified remains in effect unless household circumstances change and they submit a new application that provides a greater level of benefit.

Training

- Annual Administrative Training offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar
- Determining Eligibility training offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org

Tasks

- Determining Official directly certifies households based upon Direct Certification list:
    - Checks Direct Certification list frequently and watch for email notifications from KSDE
    - Extends eligibility to all students within the household for Food Assistance (FA) or Temporary Assistance to Families (TAF) and certain Medicaid recipients
    - Notifies households using Notify Household about School Meal Benefits
- Determining Official certifies household applications:
    - Reviews applications for required information
    - Determines eligibility based on information entered on the application
    - Notifies household using Notify Household about School Meal Benefits
    - Updates accountability system and documentation for Pre-Verification student counts
    - Flags error-prone applications
- Determining Official works with local officials to directly certify homeless, migrant, runaway and Head Start students.
- Confirming Official reviews and signs certified household applications at the start of the verification process.
- Hearing Official provides a fair hearing for households appealing certification determination.

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, FSF, Chapter 7 Determining Eligibility for Reduced Price & Free Benefits
- KN-CLAIM, SNP, Forms Tab, Online Application for Free and Reduced Price School Meals
- USDA Eligibility Manual for School Meals – Determining and Verifying Eligibility.

Guidelines for Determining Eligibility for Child Nutrition Program Benefits

For the most current and detailed guidance on determining and verifying eligibility for Child Nutrition Programs, go to https://cnw.ksde.gov, SNP, Food Service Facts, Chapters 7 and 8.

Required Information for Households NOT Receiving Food Assistance, Temporary Assistance to Families (TAF) or Food Distribution Program on Indian Reservation (FDPIR) Benefits

Four items of information must appear on the Application for Child Nutrition Program Benefits prior to determining eligibility:

1. Names of **ALL** household members must be listed on the application, even if the household member has no income.
2. Current income received and identified by source and frequency for each household member
3. Signature of parent, guardian or adult household member
4. Last four digits of the Social Security number of the adult household member signing the application or an indication that this person has no SSN. SSN is not required for an emancipated child.

If **ANY** of the four required items have not been completed, the information **MUST** be obtained before an eligibility determination can be made. The application may be returned to the household or the household may be contacted by phone or in writing to get the information. If the application is missing the signature, the application **MUST** be returned to the household.

Required Information for Households Receiving Food Assistance, TAF or FDPIR Benefits

1. Name(s) of child(ren)
2. The Food Assistance, TAF, or FDPIR case number for any household member receiving benefits
3. Signature of an adult household member

A Food Assistance case number and a TAF case number consist of eight (8) digits. It is a computer-generated number beginning with 0, 1, or 2. Reported numbers with more or less than eight digits **are not valid**. Determining officials must use KSDE's online direct certification process, contact the household to obtain the valid number, or obtain income information from the household before an eligibility determination can be made. When adding any information to an application, always initial and date the addition and indicate who provided the information. Note: Households cannot include a Medicaid case number on the Application for Free and Reduced Price School Meals and be considered categorically eligible for free or reduced price meals.

Required Information for Foster Children

1. Name(s) of child(ren)
2. Check the Foster Child box in Step 1
3. Sign

Applicants NOT Receiving Food Assistance, TAF or FDPIR Benefits

Applicants not receiving Food Assistance, TAF, or FDPIR benefits are instructed to "report names and gross income by source for each household member from last month." They must also select a frequency code to indicate how often each source of income is received. The application instructions indicate types of income that should and should not be reported. Persons with self-employment income should follow the additional instructions printed on the back of the application. USDA has approved using data from the most recent U.S. Individual Income Tax Return - Form 1040 to determine income from private business operations. Income tax information **cannot** be used to report salaries and wages. All household members, including children, must be listed on the application.

Other Information

If the household does not complete the racial/ethnicity information on the application, the eligibility determination cannot be delayed if all USDA required information is completed.

If a school official is aware of a child from a needy household that is unwilling to apply for reduced price or free Child Nutrition Program benefits, the school official may certify the student eligible based on household size and income information obtained from other sources. The school official must note the source of the information, complete and file an application, and make a decision on the student's eligibility. The household must be notified of the student's eligibility. For detailed instructions, refer to *Food Service Facts*, Chapter 7.

Determining Official Responsibilities

1. Review applications and make determinations of eligibility based on household size and income or categorical eligibility based on Food Assistance, TAF or FDPIR benefits or foster children. Under no circumstances should school personnel erase information provided by the household applying for benefits. School personnel should never use "white-out" to cover any information provided by a household applying for benefits. If it is necessary to change information on an application, draw a single line through the incorrect information, initial and date the change, and document the source of revised information.
2. Sign and date each application.
3. Notify each household of approval or denial of benefits. Households whose applications were denied must be notified in writing. A copy of the notification letter should be attached to the application and filed.

Determination of Eligibility

1. Applications are to be reviewed based on information presented on the applications.
2. Incomplete applications require follow-up for completion or must be denied as incomplete.
3. Applicants must not be required to provide documentation to be reviewed.
4. All verification must take place after application approval.

Processing Income Applications for Free and Reduced Price Benefits

Determining Official Responsibilities	**Applications with Income and Household Number** Pre-Verification Worksheet – Row 3	**Applications with Case Number** Pre-Verification Worksheet – Row 2	**Applications with Foster Box Checked** Pre-Verification Worksheet – Row 2	**Applications with Migrant, Runaway, Homeless Box Checked** Pre-Verification Worksheet – Row 1b
Determining Official reviews household applications for required information.	Step 1: Children's first and last names. Step 2: • Total Child Income • Adult income and frequency • Total number of household members • Last four digits of social security number of adult household member Step 4: Signature of adult.	Step 1: Children's first and last names. Step 2: Case number entered. Step 4: Signature of adult.	Step 1: Children's first and last names. • Foster box is checked.	Step 1: Children's first and last names.

Determining Official certifies household applications.	• Computes the total, current, countable income.
	• If more than one income frequency is listed, annualize income:
	  ○ Weekly x 52
	  ○ Bi-weekly x 26
	  ○ Twice per month x 24
	  ○ Monthly x 12
	  ○ Adds all unrounded annualized values.
	• Compares total income to Eligibility Guidelines for current year to determine Free, Reduced Price or Paid eligibility status.
	• Signs and dates the application.
		• Determines if case number is valid.
		  ○ Kansas numbers are 8 digits beginning with 0 or 1 or 2
		• Checks the Direct Certification list to see if students are listed.
		• Extends free eligibility benefits to all students within the household.
		• Signs and dates the application.
			• Approves foster child listed for Free Eligibility benefits.
			• Checks the Direct Certification List to see if student is listed.
			• Free Eligibility Benefits are not extended to other students in the household who are not checked as Foster Child.
				• Match student(s) checked as Homeless or Runaway with the certified list of homeless and Runaway students from the Homeless Liaison.
				• Match student(s) checked as Migrant with the KMSM List from the Migrant Liaison.
				• (If student names are not found on the local official lists, sponsor must contact the appropriate liaison and approve based upon income until certification is received from the liaison.)

Determining Official notifies household.	• Send Notify Household about School Meal Benefits. • Approved notified verbally or in writing. • Denied notified in writing.	• Send Notify Household about School Meal Benefits. • Approved notified verbally or in writing. • Denied notified in writing.	• Send Notify Household about School Meal Benefits listing only foster students.	• Notify Household about School Meal Benefits for only migrant students listed. • No notification for homeless students.
Determining Official updates accountability system and documentation for Pre-Verification student counts.	• Enters free or reduced price or paid eligibility status accountability system and student count documentation spreadsheet or software. • Flags error prone applications. • Sequentially numbers applications.	• Enters free eligibility status accountability system and student count documentation spreadsheet or software. • Sequentially numbers applications.	• Enters free eligibility status accountability system and student count documentation spreadsheet or software. • Sequentially numbers applications.	• Enters free eligibility status accountability system and student count documentation spreadsheet or software. • Sequentially numbers applications.

2026-2027 Child Nutrition Program Benefit Application Guidance

Students are only eligible for reduced price or free meal benefits when a complete application has been approved or documentation of direct certification is on file. Applications cannot be approved until all required information is completed. To obtain missing information from the household, the determining official must:

1. Return the application requesting completion of the missing information.
   OR
2. Require the parent/guardian to come to the determining official's office to complete the required information.
   OR
3. Contact the household by telephone and obtain missing information. The determining official must record the additional information on the application, the name of the person who provided the information, and initial and date the entry.

Abbreviations:

FA	Food Assistance
FC	Foster Child
FDPIR	Food Distribution Program on Indian Reservations
DCF	Department for Children & Families
SS	Social Security
TAF	Temporary Assistance to Families
MED-F	Medicaid Free
MED-R	Medicaid Reduced

ERROR or SITUATION	ACTION REQUIRED
A. Household Members	
1. Effective date of eligibility based on application	Effective date of eligibility is the date the household application is approved OR the date of submission if approved use of flexibility as indicated on the Sponsor Application in KN-CLAIM.
2. **More than one foster child** is listed on application.	All foster children may now be listed on one application.
3. A **foster child's** application does not contain income information.	Foster children are now considered directly certified, so income is not required to be listed for foster children.
4. Household completes an **application that includes all household members and foster children.** Income received for foster care is also listed. The foster children's personal use income is not included.	Contact an adult listed on the application and explain that payments received by the household for providing foster care are not included in the household's income but the foster children's personal use income does need to be included. The foster children will be directly certified as free regardless of income. The other children listed on the application will be approved based on income.
5. **FA or TAF case number is invalid** (must be 8 digits beginning with 0, 1 or 2) and income/household size information is not complete.	Use the KN-CLAIM Direct Certification process to determine if student receives FA or TAF: • If student is matched in KN-CLAIM, directly certify student by printing the KN-CLAIM Direct Certification list as documentation and sending Notify Household about School Meal Benefits letter. • If student is not matched in KN-CLAIM, contact an adult listed on the application to obtain household size and income information or the correct FA/TAF number. The local DCF office may also be contacted to obtain correct FA/TAF number. If student is not eligible for FA or TAF, household size and income information must be completed before eligibility can be determined.
6. Household reports a **FA or TAF or FDPIR case number**	If a household's **Application for Child Nutrition Program Benefits** lists a valid Food Assistance, TAF or FDPIR case number, ALL of the students listed on the application are automatically eligible for free school meals regardless of household income. Check KN-CLAIM's Direct Certification list to see if the household can be directly certified.

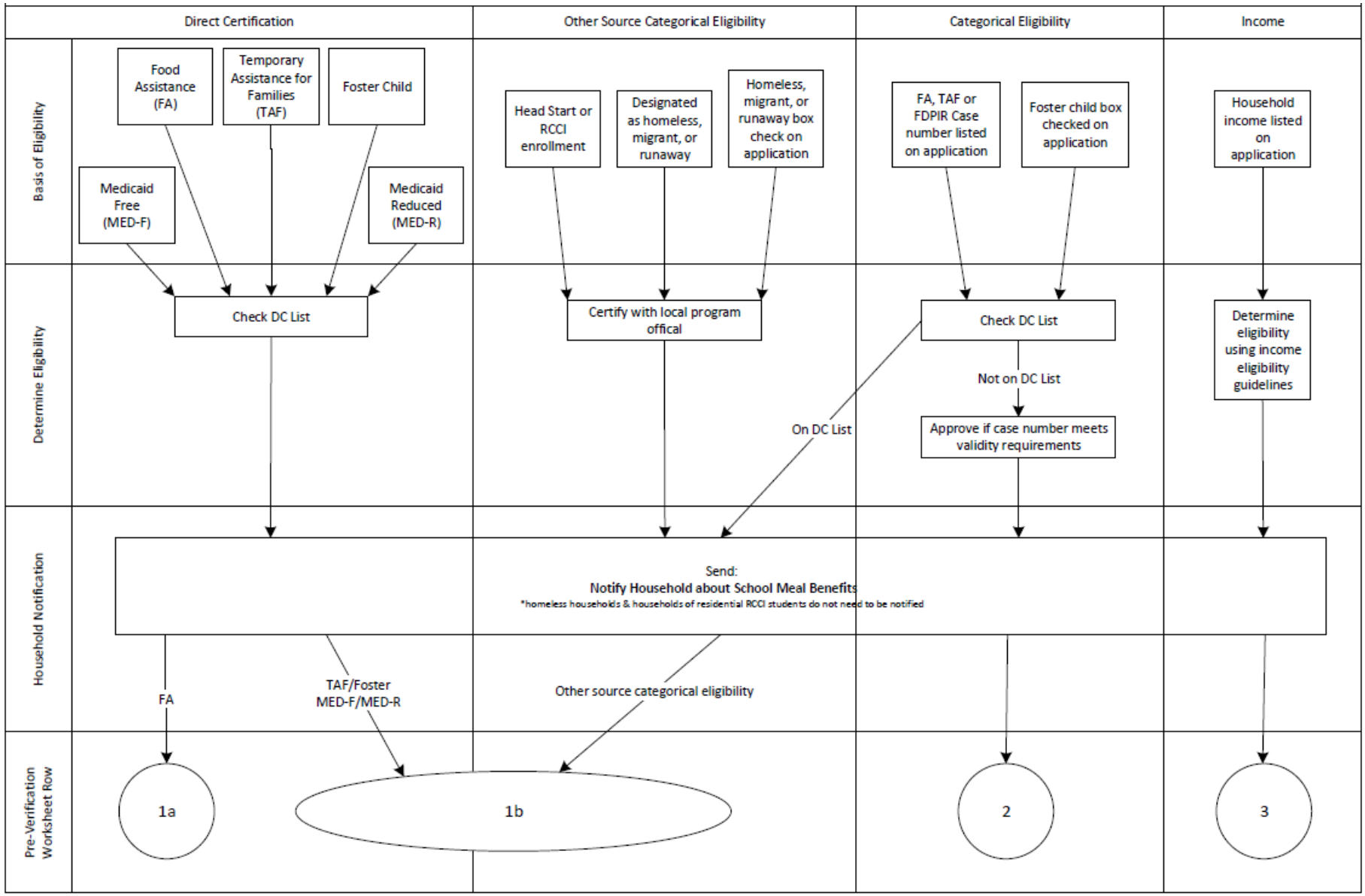
ERROR or SITUATION	ACTION REQUIRED
Household Members, continued	
7. Household reports a **Medicaid case number**	Only those students listed on the KN-CLAIM Direct Certification list can be certified for free or reduced meals based on Medicaid. • If student is matched in KN-CLAIM, directly certify student by printing the KN-CLAIM Direct Certification list as documentation and sending Notify Household about School Meal Benefits letter. • If student is not matched in KN-CLAIM, contact an adult listed on the application to obtain household size and income information. If student is not eligible based on Direct Certification for Medicaid, household size and income information must be completed before eligibility can be determined. • If student is on the Direct Certification as eligible for MED-R, household may fill out an income application if they feel they would qualify for Free meals. • Eligibility by Medicaid does extend to other students living in the household at the same benefit level, so either MED-F or MED-R.
8. **FA or TAF case number from another State**	Contact FA agency in that State to confirm a valid case number from that State. Document contacted State Agency to confirm valid case number.
9. Household did not indicate **frequency of income**.	Contact household to determine income frequency.
10. **Income** information is not clearly stated.	Contact an adult listed on the application and request clarification. Do NOT make assumptions about income.
11. Household indicates a **range of income.**	Contact an adult listed on the application to determine income received in the month prior to the application OR annualized income, whichever most accurately reflects current income.
12. **Total household income** is listed rather than reported by household member and income source.	Contact an adult listed on the application and obtain income by household member and income category.
13. Household reports **income from prior year's income tax** information rather than current income.	Contact an adult listed on the application to clarify income. Household may use prior year's income tax information only if income reported is seasonal, farm, or from self-employment; and only if last year's income is representative of the current year's estimated income. If prior month's income is more representative of household's current income, the household should report prior month's income amount.
14. **Self-employment income** is listed only on the back of the application and is not recorded on the front of the application.	Record income listed on back of application on front of application, next to name of household member who receives the income. If unclear, contact household for clarification.
15. Household reports an **income loss** from one or more income sources but has income from other sources.	Income from wages or other income sources may not be reduced by the amount of a business loss. Negative self-employment income is computed as zero income. When computing household income, include only income amounts that are positive numbers.
16. Household submits an updated application and **benefits increase** (e.g. reduced price to free)	Increase benefits within three (3) working days, or as soon as updated application is approved.
17. Household submits updated application and **benefits decrease** (e.g. from free to reduced price)	Inform an adult listed on the application that it is not necessary to update application because original approved benefits are valid for entire school year. Decrease benefits ONLY if requested by household. If household requests that lower benefits go into effect, send We Have Reviewed Your Application letter and note contact on application.

ERROR or SITUATION	ACTION REQUIRED
B. Adult Household Member Information	
1. **No SS number** is reported.	For applications approved based on income, obtain the last four digits of the SS number from adult signing the application unless an emancipated child. SS number may NOT be obtained from other school records and transferred to application. If adult signing the application does not have a SS number, and has checked the box or has written the word "No" or "None", the application may be approved without the SS number. The abbreviation "NA" is NOT acceptable. Don't assume adult signing application has no SS number if one is not listed. Contact household to obtain information. SS numbers are NOT required for applications approved based on FA, TAF or FDPIR eligibility or for foster child or emancipated child applications.
2. **SS number** reported is NOT that of adult who signed application.	Treat application as if no SS number is reported. Obtain the last four digits of the SS number of adult who signed application or obtain signature of adult whose SS number was provided.
3. There is **no adult signature** on application.	Contact household and obtain adult's signature. If the student is emancipated, the student must sign the application. If student is a foster child, the foster parent or caseworker must sign application.
4. Adult **household member's name, address, telephone numbers or e-mail is not reported.**	This information is helpful but not required. Do NOT delay approval if household fails to provide this information.
C. Other Application Situations	
1. Applications have been **faxed**.	Faxing is an insecure way to transmit confidential information. School personnel should NEVER fax completed applications or direct certifications. Use regular mail or district courier for these documents. Although households should be discouraged from faxing applications, such applications may be accepted.
2. Applications have been emailed.	Applications may be received via email as long as the application contains all the required information and signed by an adult household member. Original signatures are not required.
3. **No meal application or direct certification** is on file, but the student's meals were claimed for reduced price or free meal reimbursement.	Student is NOT eligible for reduced price or free meals until he/she has an approved application or direct certification on file. File amended claims for all meals incorrectly claimed as reduced price or free. If an application or direct certification is received and approved, begin claiming reduced price or free meals on the date application was approved or date created on DC list if using approved flexibility.
4. **Student(s) transferred** from another sponsor's school to your school. When enrolling, household brings copy of application from previous sponsor.	Obtain a new application from household OR determining official can review original application, determine eligibility, initial and date. Application for CNP Benefits cannot be released by former school with other education records.
5. **Student(s) transferred** from another sponsor's school to your school. When enrolling, the household brings only a copy of Notification of Eligibility letter from previous sponsor.	Obtain a new application from household or access the KN-CLAIM Direct Certification process and determine if the student is eligible for FA/TAF/Medicaid or is a foster child. Meals may NOT be claimed as reduced price or free until a complete application is approved or direct certification is obtained by the new sponsor. Application for CNP Benefits cannot be released by former school with other education records.
6. An application or direct certification was approved by a sponsor where student is enrolled; but student **attends special classes** and eats meals at another sponsor's school.	If student is enrolled with Sponsor A and attends school at Sponsor B, Sponsor A should mail a copy of application or direct certification to Sponsor B. Determining official for Sponsor B must review application or direct certification to assure it is correctly determined, sign and date it.

ERROR or SITUATION	ACTION REQUIRED
7. Not all required information was listed on application.	Contact an adult listed on the application to obtain required information such as income, last four digits of the Social Security number, number of household members, names of household members and their income. Document contact, record information obtained and make determination.
8. Total Household Members (Children and Adults) do not match total number of names listed.	Contact an adult listed on the application to obtain correct household size and member names. Document contact recording information obtained and make determination.
9. Not all household members or income sources were reported on application.	Determining official must make initial determination based upon face value of application. However, immediately after application is approved, sponsor may verify application for cause.
10. Student is listed on applications for two different households.	If student is living in more than one household, student is considered a member of each household. If households do not have same eligibility status, student receives greatest level of benefits.
D. Direct Certification (DC)	
1. Effective date of eligibility based on Direct Certification	Effective date of eligibility is the date on the Notify Household about School Meal Benefits letter OR the date created on the DC list if approved use of flexibility as indicated on the Sponsor Application in KN-CLAIM.
2. A student living in a household receiving FA, TAF, MED-F or MED-R and is listed in the KN-CLAIM Direct Certification system and enrollment records indicate **additional student(s)** in that household.	If at least one household member is eligible for FA, TAF or MED-F, all students in the household are eligible for free school meals. If at least one household member is eligible for MED-R, all students in the household are eligible for reduced-price school meals. Use the sponsor's enrollment records to confirm that the additional students have the same address as is on the KN-CLAIM Direct Certification list. A student can be directly certified eligible for free meals only if (1) the student is eligible for FA, TAF or MED-F, or (2) if the sponsor can document that another member of the student's household is eligible for FA, TAF or MED-F. A student can be directly certified eligible for reduced-price meals only if (1) the student is eligible for MED-R, or (2) if the sponsor can document that another member of the student's household is eligible for MED-R.
3. A foster child is listed in the KN-CLAIM Direct Certification system as Foster and enrollment records indicate **additional student(s)** in that household.	The presence of a foster child in the household does not extend eligibility for free meals to all children in the household. Application for non-foster children may be incorrectly approved. Approve eligibility based on income.
4. After household is sent Notify Household about School Meal Benefits letter due to FA, TAF, MED-F or MED-R, the household informs school officials of **additional student(s)** in the household	Send household another Notify Household about School Meal Benefits letter listing the additional student. The effective date of the eligibility of the additional student is the date of the letter listing the student's name or the date the address was updated in the student database.
5. The household sent information from DCF that indicates FA or TAF eligibility, but does not include student names.	The student is directly certified for free meals only if the sponsor can confirm the student resides in the household receiving FA or TAF benefits. Determine from enrollment information if the student lives at the address as listed on the information sent from DCF. To document effective date of eligibility, send Notify Household about School Meal Benefits letter listing students' names residing in the household.
6. Students' names are listed in the KN-CLAIM Direct Certification system as eligible for FA, TAF, MED-F or MED-R.	Print KN-CLAIM Direct Certification list as documentation. Households must be notified in writing. Send Notify Household about School Meal Benefits letter via mail or email.

ERROR or SITUATION	ACTION REQUIRED
7. Using KN-CLAIM Direct Certification process, it is discovered that an enrolled student who has been claimed in the "paid" meal category is actually eligible for FA, TAF, MED-F or MED-R.	Print KN-CLAIM Direct Certification list as documentation. Households must be notified in writing. Send Notify Household about School Meal Benefits letter via mail or email. Student's free or reduced-price eligibility status is effective on date letter is sent or date created if using approved flexibility.
8. The food service director was sent an email from a school counselor listing several students that she/he believed to be homeless or migrant students.	Food Service must receive a written list from the Homeless Liaison or Migrant Recruiter of the district (this may or may not be the school counselor) identifying students that have been defined as homeless or migrant. The list must be signed and dated by the Homeless Liaison or Migrant Recruiter. After receiving the list, the determining official directly certifies the students and notes the date students were processed into the accountability system. If using approved flexibility, start date of eligibility is the date on the list from the homeless liaison or migrant recruiter.

Determination Process for Free and Reduced Price Meals



Verification

Timelines and Deadlines

- **October 1**: Complete Pre-Verification Worksheet. Locate the number of applications to verify on the Post-Verification Results page.
- **October 31**: Update the Pre-Verification Worksheet with student numbers only.
- **November 15**: Have all verification activities completed. Verification is considered complete when the household submits adequate written evidence or collateral contact corroboration of income or categorical eligibility <u>or</u> date when a notice of adverse action is sent.
- **December 15**: Have verification results entered into the Post-Verification Results page.

Training

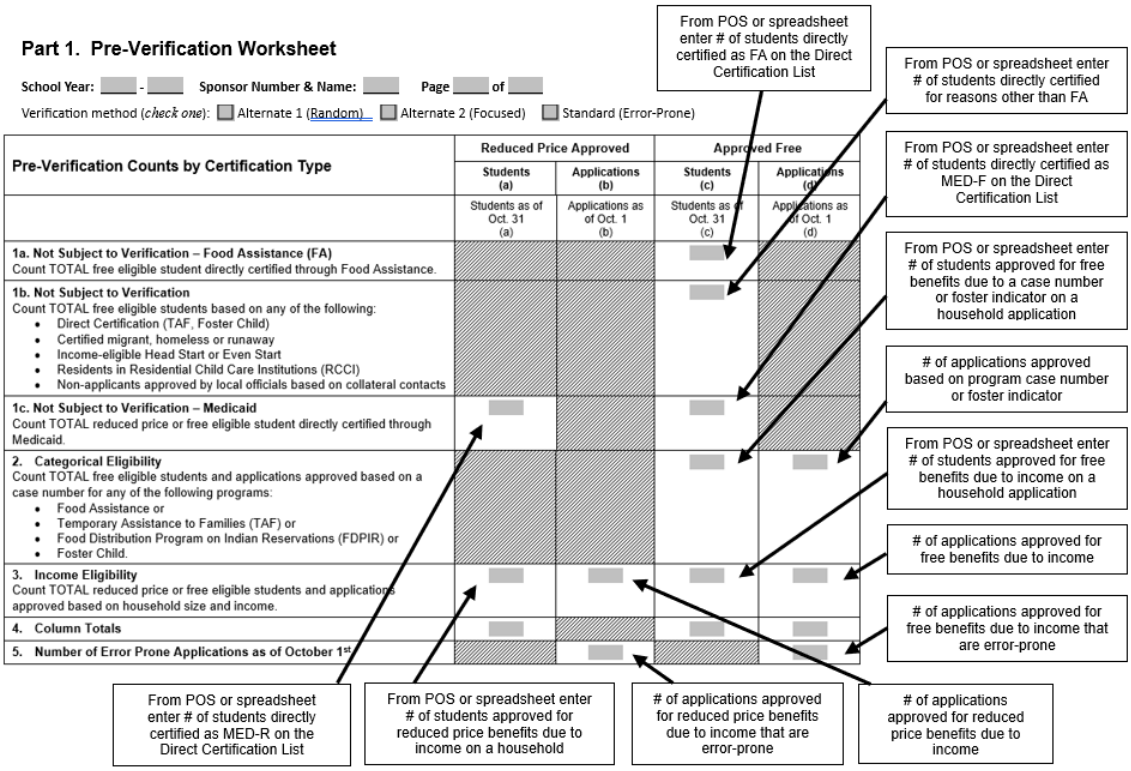
- Verification Training offered virtually in September, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org/

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, FSF, Chapter 8 Verification of Eligibility
- KN-CLAIM, SNP, Forms Tab, Online Application for Free and Reduced Price School Meals
- USDA Eligibility Manual for School Meals – Determining and Verifying Eligibility
- KN-CLAIM Forms Tab – Pre-Verification Worksheet and Post-Verification Report
- USDA Verification Toolkit
- KN-CLAIM Verification Quick Reference Guide

Pre-Verification Tasks:

- Complete Pre-Verification Worksheet with application numbers only in KN-CLAIM (Forms Tab) on October 1.
- Update Pre-Verification Worksheet with student numbers only in KN-CLAIM on October 31.



Verification Tasks:

1. Select applications to match the number and method indicated on the Post Verification Results page.
   - **Number each application for later reporting.**
   - Applications verified for cause are in addition to the required sample size.
   - Applications may be replaced (up to 5%) when the sponsor believes the household would be unable to satisfactorily respond to the verification request with same type of application.

2. Check the Direct Certification list BEFORE notifying households.
   - Check the Direct Certification list to double check that students on the applications to be verified are not also listed on the Direct Certification list.
   - If a student is found on the Direct Certification list, the student on the application is considered Directly Verified.
     - Eligibility status is free or reduced.
     - Notify the household using Notify Household about School Meal Benefits.
     - Verification is considered complete.
     - Check the Directly Verified box on the Post-Verification Results page.

3. Confirm applications to be verified BEFORE notifying households.
   - Review each application selected for verification to ensure the initial determination was accurate.
   - Not required if certification software or the Kansas Online Application for Free and Reduced Price School Meals was used to certify applications.
   - Not required if confirming official confirmed the application at the time it was certified.
   - Confirming official signs the bottom of each application confirmed, or if using the Kansas Online Application for Free and Reduced Price School Meals or Point of Service software pre-approved by KSDE, this can replace a confirming official if KSDE is notified by indicating on the Pre-Verification Worksheet.

4. Notify households selected
   - Send (by mail or email) to each household selected for verification the following forms:
     - Confirm Your Eligibility for Free and Reduced Price Meals
     - How to Prove Eligibility
   - Be sure to notify households quickly so they can provide required documentation within a timeframe that allows the returned documents to be verified before the November 15 deadline.
   - Provide verification notice and assistance with the process in the primary language of the parent or guardian.
   - Provide households as many options as possible for submitting documentation.

5. Review income documentation provided by the households promptly once received. Review food assistance documentation provided by the household.
   - **Complete 8-K Verification Worksheet**
   - Written evidence of income:
     - Pay stubs from employers
     - Tax returns from self-owned businesses or farms
     - Court documents
     - Letter from government agency
     - Unemployment benefits
     - Worker's Compensation benefits
     - Adoption assistance payments
     - Supplemental Security Income (SSI)
   - Written evidence of food assistance
     - Official letter or "Notice of Eligibility" indicating the student or any household member is receiving assistance benefits and the time period for which benefits are granted

- Reminders for income documentation:
    - Be sure to note paycheck frequency indicated on pay stubs and use correct income conversion factors.
    - Include overtime pay only if regularly received.
    - Use previous year's tax form to determine income or loss from self-employment.
- Reminders for food assistance documentation:
    - Ensure the child is part of the household participating in the assistance program.
    - Households unable to provide proof of a valid case number may provide documentation of income.

6. Notify households in writing of verification results:

Verification Results	Communication to Household	Change in POS accountability system	Post-Verification Result Page
No change in benefits	Send We Have Reviewed Your Application (Verification Results Letter)	-----	Select "No Change"
Benefits increase		Change to free immediately	Select "Changed to Free
Benefits decrease		Change within 10 calendar days if household does not appeal	Select "Changed to Reduced" or "Changed to Free"

7. Contact non-responding households. Sponsors must make **at least one** follow-up attempt to contact the household when the household does not adequately respond to the request for verification.
    - Required follow-up attempt may be in writing (including email) or by telephone.
    - Sponsor must document all contact and contact attempts with the household using 8-K Verification Worksheet.

Verification Results	Communication to Household	Change in POS accountability system	Post-Verification Result Page
Household fails to respond	Send We Have Reviewed Your Application (Verification Results Letter)	Change to paid in 10 calendar days	Select "Changed to Paid – No Response"
Household states they will not respond		Change to paid in 10 calendar days	Select "Changed to Paid – Responded"
Household states verbally or in writing it no longer wishes to receive benefits		Change to paid in 10 calendar days	Select "Changed to Paid - Responded"

Post-Verification Tasks:

- Using 8K Worksheets, complete Post-Verification Results in KN-CLAIM (Forms Tab).
- When the correct number of applications have been entered on the Post-Verification Results page in KN-CLAIM (Forms Tab), a blue "Check Data" button will display. This button runs the data through USDA edit checks to ensure that all verification fields in the entire verification process are properly complete.
- After the edit check has been run, a report will be created that will outline any data errors. Child Nutrition Consultants are available to help sponsors understand data errors that occurred and can help sponsors resolve possible data errors.

Civil Rights

Timelines and Deadlines

- **Annually prior to start of school year**:
    - Authorized Representative or Designee attends KSDE Civil Rights Training and Administrative Update.
    - Sponsor provides Civil Rights Training to Front Line Staff.

Training

- Annual Administrative Training offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.

Tasks

- Prohibit discrimination based upon race, color, national origin, sex, disability, and age.
- Comply with all civil rights requirements.
- Announce availability of CNP to any major employers contemplating layoffs using Announcement of Child Nutrition Programs found on the Checklist Tab in KN-CLAIM.
- Display nondiscrimination poster in a space visible to students and families.
- Identify and accommodate language needs.
- Collect data on race and ethnicity.
- Include nondiscrimination statement on all printed materials regarding Child Nutrition Programs that pertain to reduced price or free benefits:
    - Letters and forms
    - Websites
    - Menus
- Exceptions to using the long version of the non-discrimination statement:
    - Short version "This institution is an equal opportunity provider." may be used on printed materials of one page or less and there is not adequate space to print the full statement.
    - Menus that do not reference application for free and reduced price meals do not need to include the non-discrimination statement.
- Train all front line staff on civil rights annually prior to the start of the school year.
    - Upload civil rights training roster in KN-CLAIM on Checklist Tab.
- Notify parents/guardians and public how to file a civil rights complaint.
- Respond to Civil Rights Complaints
    - Provide Civil Rights Complaint Form (5A) to:
        - Any individual wishing to make a complaint
        - Person receiving verbal or phone complaint
    - Use of complaint form cannot be required of the person making the complaint.
    - Civil Rights complaints must be submitted in writing to USDA.
- Accommodate children with medical or dietary disabilities.

Tools and Guidance

- USDA Nondiscrimination Statement on CNW website homepage at https://cnw.ksde.gov
- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, FSF, Chapter 5 Civil Rights
    - Civil Rights Complaint Form
    - Civil Rights Annual Front-Line Training
- USDA Limited English Proficiency (LEP) webpage, https://www.fna.usda.gov/cr/lep.

Protecting Student Confidentiality

Timelines and Deadlines

- **Start of school year and during school year**:
  - Provide Consent for Disclosure to households for consent to share eligibility status with unauthorized programs if applicable.
  - Sponsor ensures all persons with access, which should be limited need-to-know, to eligibility status have signed Form 6-A Request for Information on Eligibility for Child Nutrition Program Benefits.

Training

- Annual Administrative Training offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar.
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.

Tasks

- Follow State Law in Kansas
  - SB367 Student Data Privacy Act became law July 1, 2014.
  - Personally Identifiable Information (PII) must never be e-mailed, sent as attachments to emails, forwarded, or faxed.
  - PII may be emailed if encrypted.
- Follow Federal Law
  - Prevent overt identification of all children eligible and potentially eligible for free and reduced price meals at all points in Child Nutrition Programs.
  - Follow disclosure requirements for eligibility information.
  - Retain copies of Request for Information on Eligibility for Child Nutrition Program Benefits and Policy on Confidentiality on file for 5 years plus current year.

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, FSF, Chapter 6 Confidentiality & Disclosure of Eligibility Information
  - Request for Information on Eligibility for Child Nutrition Program Benefits and Policy on Confidentiality
  - Consent for Disclosure
  - USDA Eligibility Manual for School Meals

Disclosure Chart

Recipient of Information	What May be Disclosed	Requirements
Programs under the National School Lunch Act or Child Nutrition Act	All eligibility information	Prior notice and consent not required
Federal/State or local means tested nutrition programs with eligibility standards comparable to the NSLP	Eligibility status only	Prior notice and consent not required
Federal education programs	Eligibility status only	Prior notice and consent not required
State education programs administered by a State agency or local education agency	Eligibility status only	Prior notice and consent not required
Local education programs	NO eligibility information, unless parental consent is obtained	Parental consent
Medicaid or the State Children's Health Insurance Programs (SCHIP), administered by a State or local agency authorized under titles XIX or XXI of the Social Security Act to identify and enroll eligible children	All eligibility information unless parents elect not to have information disclosed	Must give prior notice to parents and opportunity for parents to decline to have their information disclosed
State health programs other than Medicaid/SCHIP, administered by a State agency or local education agency	Eligibility status only	Prior consent not required
Federal health programs other than Medicaid/SCHIP	NO eligibility information, unless parental consent is obtained	Parental consent
Local health program	NO eligibility information, unless parental consent is obtained	Parental consent
Comptroller General of the United States for purposes of audit and examination	All eligibility information	Prior notice and consent not required
Federal, State, or local law enforcement officials investigating alleged violations of any of the programs under the NSLA and CNA or investigating violations of any of the programs under the NSLA and CAN or investigating violations of any of the programs that are authorized to have access to names and eligibility status.	All eligibility information	Prior notice required

Source: USDA Eligibility Manual for School Meals, 2017

Meal Modifications

Timelines and Deadlines

- **Throughout the school year**: Provide reasonable meal modifications for children with disabilities.

Training

- Annual Administrative Training offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.

Tasks

- Provide parents/guardians with information on how to request a meal modification and appeal a meal modification decision.
- Collaborate on a case-by-case basis with child, parent/guardian and other school staff to determine the meal modification that is most appropriate to keep the child safe and to provide the child with access to the Child Nutrition Programs. Provide the meal modification at no extra cost to the child.
- Determine if the meal modification can be made within the Program Meal Pattern or must be made outside the Program Meal Pattern.

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, FSF, Chapter 19 Students with Special Dietary Needs
    - Form 19-B Medical Statement to Request School Meal Modification
    - Fluid Milk Substitution Criteria in Child Nutrition Programs
- SP 26-2017, Accommodating Disabilities in the School Meals Programs: Guidance and Questions & Answers.
- Accommodating Children with Disabilities in the School Meals Programs, USDA, 2017
- SP 01-2026, Whole Milk for Healthy Kids Act of 2025 – Implementation Requirements for the National School Lunch Program

Summary of Meal Modification Guidance

	Meal Modification Accommodated Outside the Program Meal Pattern	Meal Modification Accommodated Within Program Meal Pattern
Requested Meal Modification	Cannot be accommodated within the planned menu that meets required meal pattern requirements.	Can be accommodated within the planned menu that meets required meal pattern requirements.
Medical Statement	• Required for meal to be reimbursable. • Medical Statement must be signed by a licensed healthcare professional. • Medical Statement must include a description of the child's impairment and special meal modifications required.	• Not required • Medical Statement can be completed by parents without licensed healthcare professional signature for meal modification clarification. • Sponsors may request a signed medical statement for the meal modification.
Team Collaboration	• Discussion as needed with the healthcare professional and parent/guardian for clarification of special dietary needs described on medical statement. • Discussion with parent/guardian, student and school staff to determine best practices for implementing the required meal modification.	• Discussion with parent/guardian, student and appropriate school staff to determine, on case-by-case basis, a safe and reasonable meal modification for the individual child.
Documentation	• Medical Statement • Notes from discussions with parent/guardian, student and school staff.	• Notes from discussions with parent/guardian, student and school staff.
Reimbursement	Modified meal may be claimed even if it is not a reimbursable meal.	Modified meal may only be claimed if it meets the minimum requirements for a reimbursable meal.

Food Safety

Timelines and Tasks

- **Annually and as needed**: Update Food Safety HACCP Plan.
- **Annually and as needed**: Update Food Safety Training Record in KN-CLAIM, Training Tab.
- **Monthly**: Complete Monthly Food Safety Checklists at each site.
- **Daily:** Comply with critical control points and document.
- **Daily as indicated**: Corrective actions and documentation of actions.
- **Every 2 weeks:** Calibrate thermometers
- **Twice per school year:** Health Inspections by Kansas Department of Agriculture (copies must be posted in public area).

Training

- All personnel employed in local school food service operations that participate in the federal Child Nutrition Programs are required to receive KSDE-approved food safety instruction at least every five years.
    - Authorized Representatives and Food Service Directors must take 8 hours of approved food safety training every 5 years after initial food safety training
    - All other child nutrition personnel are required to complete a KSDE-approved food safety training within six months of their employment date and at least every 5 years thereafter.
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.
- Training offered virtually throughout the year, https://cnw.ksde.gov, Training, CNW Calendar
    - Food Safety Basics
    - Kansas Food Safety in Schools
    - Food safety and HACCP courses

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, FSF, Chapter 22 Food Safety and Sanitation
    - Food Safety Guidance and Resources
    - HACCP Guidance and Resources – HACCP Plan
        - HACCP Food Safety Plan that is enterable to adapt to specific kitchens
        - Worksheet to Review and Revise the HACCP Food Safety Plan
        - Monthly Food Safety Checklist
        - HACCP Log
        - HACCP Helps Newsletters
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.
- Training Quick Reference Guide available in KN-CLAIM

Hazard Analysis Critical Control Point (HACCP)

HACCP Plan Includes the Following Sections

1. Standard Operating Procedures
2. All time/temperature control for safety (TCS) foods categorized into the 3 processes
3. Control measures for each of the processes
4. Monitoring procedures
5. Corrective actions
6. Recordkeeping
7. Review and revision of plan and procedures

TCS –Time/Temperature Control for Safety (Potentially Hazardous) Foods

- Any food or food ingredient capable of supporting rapid growth of microorganisms.
- Raw or cooked foods of animal origin
    - Meats, poultry, dairy, eggs, fish, seafood
- Cooked foods of plant origin
    - Vegetables such as potatoes and beans
    - Starches such as rice and pasta
- Some other foods: Cut melons, cut tomatoes, garlic in oil, tofu, cut leafy greens

HACCP Process Approach

Process #1: "No Cook" – no complete trip through temperature danger zone	**Process #2: "Same Day Service" – one trip through temperature danger zone**	**Process #3: "Complex" – two or more trips though the temperature danger zone**
Receive – Store – Prepare – Hold Cold - Serve Examples: • Commercially prepared salads • Cut tomatoes and melons • Sliced deli meats • Yogurt, milk, soft cheeses	Receive – Store – Prepare – Cook – Hold Hot - Serve Examples: • Spaghetti • Chicken nuggets • Pizza • Hot vegetables	Receive – Store – Prepare – Cook - Cool – Reheat - Hot Hold - Serve Examples: • All cooked and cooled leftovers • Chili or taco meat prepared the day before service

HACCP Process can be indicated on recipes, production records, and charts.

"Other" Foods

- Foods that do not fit within a HACCP Process are handled using Standard Operating Procedures.
    - Typically not considered Time/Temperature Control for Safety (TCS) foods
    - Examples: bread, desserts, condiments, etc.

Menu Planning

Timelines and Deadlines

- No deadlines for menu planning.
- Best practice to begin planning the cycle menu in the spring for the upcoming school year to allow adequate time to standardize recipes, find products with CN labels and Nutrition Facts labels, complete component contribution documentation and document that daily and weekly standards are met for each age grade group.

Training

- Menu Planning Trainings offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar
    - Nutrition Standards for School Meals
    - Calculating Components
- Menu Planning for School Meals Training offered in-person regionally in the summer, schedule available at https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org

Tasks

- Plan cycle menu to meet daily and weekly meal standards.
- Ensure that each menu item includes:
    - Standardized recipe
    - Place on a production record with portion size/serving utensil
    - Documentation of component contribution
    - Nutrition facts

Tools and Guidance

- USDA Food Buying Guide, https://foodbuyingguide.fns.usda.gov/
- Recipe and Menu Planning Resources at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 16 Menu Planning & Nutrition Standards for School Meals
    - Healthier Kansas Menus and Recipes
    - Short and Long Week Meal Component Adjustments
    - Recordkeeping Forms:
        - Component Contributions of Single Ingredient Recipes
        - Standardized Recipe Form
        - Recipe Sizing Tool and Worksheet
        - Product Formulation Statement Templates
        - Breakfast Menu Planning Tools with Production Record Forms
        - Lunch Menu Planning Tools with Production Record Forms
        - Blank Production Record Form
- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 20 Smart Snacks in Schools

Breakfast Meal Pattern Standards and Dietary Specifications Summary

	Minimum Amount per Day (Weekly Minimum)					
	9-12	**6-8**	**K-5**	**K-12**	**Pre-K**	**SFSP**
Grains and/or Meat/Meal Alternates (oz eq)	**1 (9)**	**1 (8)**	**1 (7)**	**1 (9)**	**.5 Grains ONLY** (M/MA may be offered in place of grains up to 3 times per week)	**1 serving/slice or ½ cup cooked cereal or ¾ cup dry cereal**
Whole Grain-Rich	80% of grains are whole grain-rich.				1 serving/day WGR All non-WGR must be enriched or fortified	WGR or enriched or fortified
Grain-Based Desserts	Grain-based desserts counted as grains for breakfast: coffee cake, graham and animal crackers, doughnuts, granola bars, sweet rolls, toaster pastry.				Only animal and graham crackers allowed for credit	Doughnuts, sweet rolls, granola bars, toaster pastry counts as breakfast grains
Added Sugar	Breakfast cereal: ≤ 6 grams added sugar per dry oz Yogurt: ≤ 12 grams added sugar per 6 oz				Breakfast cereal: ≤ 6 grams added sugar per dry oz; Yogurt: ≤ 12 grams added sugar per dry oz	-----
Milk (cups)	**1 (5)**	**1 (5)**	**1 (5)**	**1 (5)**	**6 fluid oz**	**1**
Milk Variety & Added Sugar	Fluid milk can be whole, reduced-fat (2%), low-fat (1%), or fat-free. Must offer 2 varieties, one unflavored. Must contain ≤ 10 grams added sugar per 8 fl. oz				Only unflavored allowed	-----
Fruits (cups)	**1 (5)**	**1 (5)**	**1 (5)**	**1 (5)**	**.5 cup fruit and/or vegetable**	**.5 cup fruit or vegetable**
Fruit/Vegetable Juice	No more than 50% of fruit servings per week as 100% juice. No more than 50% of vegetable servings per week as 100% juice.				May be used for fruit or vegetable at one meal or snack per day	No more than 50% of fruit/vegetable from 100% juice
Vegetables (cups)	**Not required**	**Not required**	**Not required**	**Not required**	**.5 cup fruit and/or vegetable**	**.5 cup fruit and/or vegetable**
Vegetable Variety	For SY 2026-27, may offer any vegetable in place of fruits at breakfast.				Vegetable variety encouraged	Variety encouraged

	Dietary Specifications					
	9-12	**6-8**	**K-5**	**K-12**	**Pre-K**	**SFSP**
Min-Max Calories	450-600	400-550	350-500	450-500	-----	-----
Saturated Fat (% total calories)	< 10	< 10	< 10	< 10	No foods fried on-site	-----
Sodium (mg) Thru SY 2026-27	≤ 640	≤ 600	≤ 540	≤ 540	-----	-----

Lunch Meal Pattern Standards and Dietary Specifications Summary

	Minimum Amount per Day (Weekly Minimum)					
	9-12	**K-8**	**6-8**	**K-5**	**Pre-K**	**SFSP**
Meat/Meat Alt. (oz eq)	2 (10)	1 (9)	1 (9)	1 (8)	1.5 ounces	2
Added Sugar	Yogurt: ≤ 12 grams added sugar per 6 oz				Yogurt: ≤ 12 grams added sugar per 6 oz	-----
Grains (oz eq)	2 (10)	1 (8)	1 (8)	1 (8)	.5 serving/slice	1 serving
Whole Grain Rich	80% of grains are whole grain-rich				1 serving/day WGR All non-WGR must be enriched	WGR or enriched or fortified
Grain-Based Desserts	2 oz eq grain-based desserts allowed per week				Only animal and graham crackers allowed for credit	Grain-based desserts do not credit as grains
Milk (cups)	1 (5)	1 (5)	1 (5)	1 (5)	6 fluid oz	1
Milk Variety & Added Sugar	Fluid milk can be whole, reduced-fat (2%), low-fat (1%), or fat-free. Must offer 2 varieties, one unflavored. Must contain ≤ 10 grams added sugar per 8 fl. oz				Only unflavored allowed	-----
Fruits (cups)	1 (5)	.5 (2.5)	.5 (2.5)	.5 (2.5)	.25	.75 cup fruit and/or vegetable
Fruit/Vegetable Juice	No more than 50% of fruit servings per week as 100% juice. No more than 50% of vegetable servings per week as 100% juice.				May be used for fruit or vegetable at one meal or snack per day	No more than 50% of fruit/vegetable from 100% juice
Vegetables (cups)	1 (5)	.75 (3.75)	.75 (3.75)	.75 (3.75)	.25	.75 cup fruit and/or vegetable
Weekly Subgroups	Weekly minimum met for each age grade group				Vegetable variety encouraged	Vegetable variety encouraged
Dark Green	(.5)	(.5)	(.5)	(.5)		
Red/Orange	(1.25)	(.75)	(.75)	(.75)		
Beans/Peas	(.5)	(.5)	(.5)	(.5)		
Starchy	(.5)	(.5)	(.5)	(.5)		
Other	(.5)	(.5)	(.5)	(.5)		
Additional	(1.5)	(1)	(1)	(1)		
	Dietary Specifications					
	9-12	**K-8**	**6-8**	**K-5**	**Pre-K**	**SFSP**
Min-Max Calories	750-850	600-650	600-700	550-650	-----	-----
Saturated Fat (% total calories)	< 10	< 10	< 10	< 10	No foods fried on-site	-----
Sodium (mg) thru SY 26-27	≤ 1,280 mg	≤ 1,110 mg	≤ 1,225 mg	≤ 1,110 mg	-----	-----

Standards for Smart Snacks Brief Summary

Smart Snacks must:	Meet Nutrient Standards	Exemptions	Beverages
• Be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; or • Have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or • Be a combination food that contains at least ¼ cup fruit and/or vegetable; and • Include accompaniments in nutrient profile of a snack or entrée.	Total Fats: ≤ 35% of calories Saturated Fats: < 10% of calories Trans Fats: 0 grams Sugar: ≤ 35% of weight from total sugar as served Sodium for snacks: ≤ 230 mg per item as served Sodium for entrée: ≤ 480 mg per item as served Calories for snacks: ≤ 200 per item as served Calories for entrée: ≤ 350 per item as served	From all standards: • Fresh fruits and vegetables without added ingredients • Fruit packed in water, juice of light syrup • Vegetables and vegetables packed with no salt or low sodium • Main dish items offered in reimbursable meals for breakfast and lunch the same day or previous day. From total and saturated fat standards: • Reduced fat cheese • Nuts, seeds, nut butters • Dried fruit and nut mixes with no added ingredients From total fat standards: • Bean dip From total sugar standards: • Dried fruits and vegetables with no added nutritive sweeteners • Dried fruits and vegetables with nutritive sweeteners necessary for processing and palatability (cranberries	Water, plain or carbonated: • No limit for all age grade groups Low fat (1%) milk (flavored or unflavored) and non-fat milk (flavored or unflavored): • ≤ 8 fl oz for ES • ≤ 12 fl oz for MS & HS 100% Fruit or Vegetable Juice • ≤ 8 fl oz for ES • ≤ 12 fl oz for MS & HS Flavored and/or carbonated beverages .5 calories per ounce: • ≤ 20 fl oz HS only Flavored and/or carbonated beverages 5 calories per ounce: • ≤ 12 fl oz

Recipe Sizing and Standardizing

Steps to Size a Recipe Using the Factor Method

1. Decide upon the yield desired – "new" yield.
2. Establish the original yield of the recipe – "old" yield.
3. Divide the desired "new" yield by the original "old" yield to obtain a factor.
4. Convert multiple amount ingredients to one amount – 1 lb. 8 ounces would be listed as 1.5 lb.
5. Multiply each ingredient quantity by the factor.
6. Convert yield-adjusted recipe quantities to practical, common, measures.

Example: Adjust 100 servings to 40 servings

1. Desired (new) yield is 40 servings
2. Original (old) yield is 100 servings
3. 40 ÷ 100 = .4 factor
4. Convert ingredients in ounces to pound decimals
5. Multiply recipe ingredient amounts by .4 factor
6. Round new ingredient amounts to most practical for weighing or measuring

Example: Adjust 100 servings to 250 servings

1. Desired (new) yield is 250 servings.
2. Current (old) yield is 100 servings.
3. 250 ÷ 100 = 2.5 factor
4. Convert ingredients in ounces to pound decimals
5. Multiply recipe amounts by 2.5 factor
6. Round new ingredient amounts to most practical for weighing or measuring

Factor Method Recipe Adjustment Worksheet

Recipe Title:					
Desired Recipe Yield (new):					
Original Recipe Yield (old):					
Desired Yield ÷ Original Yield = Factor:					
Ingredient List	Recipe Measure (lb. oz. gal, tsp)	Ingredient Amounts for Original Recipe	Multiply by Factor	Adjusted Ingredient Amounts	Rounded Recipe Amounts

Steps for Standardizing a Recipe

1. Prepare the recipe and accurately record the amounts of each ingredient.

2. Measure the total yield.
   a. Yield may be a count; number of pans; volume in gallons, quarts or cups; or weight in pounds. Record on the recipe form.

3. Determine the serving size.
   a. The serving size should be in the same unit of measure as the total yield (count, pan cuts, volume, weight).
   b. *Example: If the total yield is a liquid measure, the serving size should be recorded in liquid measure units such as fluid ounces, cups or fractions of a cup. Record each serving size on the recipe form.*

4. Determine the number of servings the recipe yields. Divide the total yield by the serving size.

Meal Production and Service

Timelines and Deadlines

- Daily completion of production records.
- Daily posting of reimbursable meal offered and minimum requirements for meal selection.
- Annual staff training on identifying reimbursable meals.

Training

- Meal Production and Service Training offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar
    - Nutrition Standards for School Meals
    - Calculating Components
    - Is This Meal Reimbursable – Breakfast
    - Is This Meal Reimbursable – Lunch
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.

Tasks

- Document each meal service:
    - Menu items offered with component contributions.
    - Serving utensil/portion size.
    - HACCP Process Number.
    - Food temperatures before, during and after meal service.
    - Amount of each menu item prepared and leftover.
    - Number of student meals served.
    - Number of adult meals served.
- Market and promote school nutrition programs:
    - Market cafeteria menu through multiple outlets.
    - Make good food look good in the cafeteria service line.
- Train staff and inform students how to use Offer vs Serve or Serve programs.

Tools and Guidance

- Menu Tools at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 16 Menu Planning & Nutrition Standards for School Meals, Recordkeeping Forms:
    - Breakfast Menu Planning Tools with Production Record Forms
    - Lunch Menu Planning Tools with Production Record Forms
    - Blank Production Record Form
- Sample Offer vs. Serve Letters at https://cnw.ksde.gov, School Nutrition Programs, Chapter 16 Menu Planning & Nutrition Standards for School Meals, Guidance and Resources
- Food Service Facts, Chapter 9 Meal Accountability Responsibilities, Systems & Policies at https://cnw.ksde.gov, School Nutrition Programs

Plan, Communicate and Recognize Reimbursable Meals

A reimbursable lunch is a meal that:

- Is planned to provide the daily and weekly component requirements and dietary specifications.
- Meets the minimum lunch component requirements selected by a student claimed for federal and state reimbursement.

K-8 Planned Lunch Menu	Offer vs. Serve	Serve
Meal must contain all five components: • Meat/Meat Alternate 1-2 oz eq • Grains 1-2 oz eq • Vegetable ¾ cup • Fruit ½ cup • Milk 1 cup	Students must select ½ cup fruit or vegetable and 2 additional full components.	Students must select all five components.

9-12 Planned Lunch Menu	Offer vs. Serve	Serve
Meal must contain all five components: • Meat/Meat Alternate 2 oz eq • Grains 2 oz eq • Vegetable 1 cup • Fruit 1 cup • Milk 1 cup	Students must select ½ cup fruit or vegetable and 2 additional full components.	Students must select all five components.

Note:

- Serve is not allowed for 9-12 lunch.
- Offer vs. Serve is encouraged for K-12.
- Serve is required for Pre-K, unless co-mingled.

A reimbursable breakfast is a meal that:

- Is planned to provide daily and weekly component requirements and dietary specifications.
- Meets the minimum breakfast component requirements built into breakfast items.
- Contains the minimum items selected by a student claimed for federal reimbursement.

Breakfast Components vs. Items

- A food item is a specific food offered within the three food components.
- For purposes of Offer vs. Serve, an item is the daily required minimum amount of each food component that a child can take:
    - 1 cup of milk
    - 1 oz eq of grains and/or meat/meat alternate
    - 1/2 cup of fruit

K-12 Planned Breakfast Menu	Offer vs. Serve	Serve
Meal must contain 3 required components to meet daily and weekly minimums in 4-5 items. • Grain and/or M/MA 1 oz eq (1 item) • 2nd Grain or M/MA 1 oz eq (1 item) • Fruit 1 cup (1 or 2 items) • Milk Choice (1 item)	Students must select ½ cup fruit and 2 additional items.	Students must select all items offered.

Note:

- Offer vs. Serve is optional for K-12 breakfast but is encouraged.
- Serve is required for Pre-K, unless co-mingled.

Communicate reimbursable meals

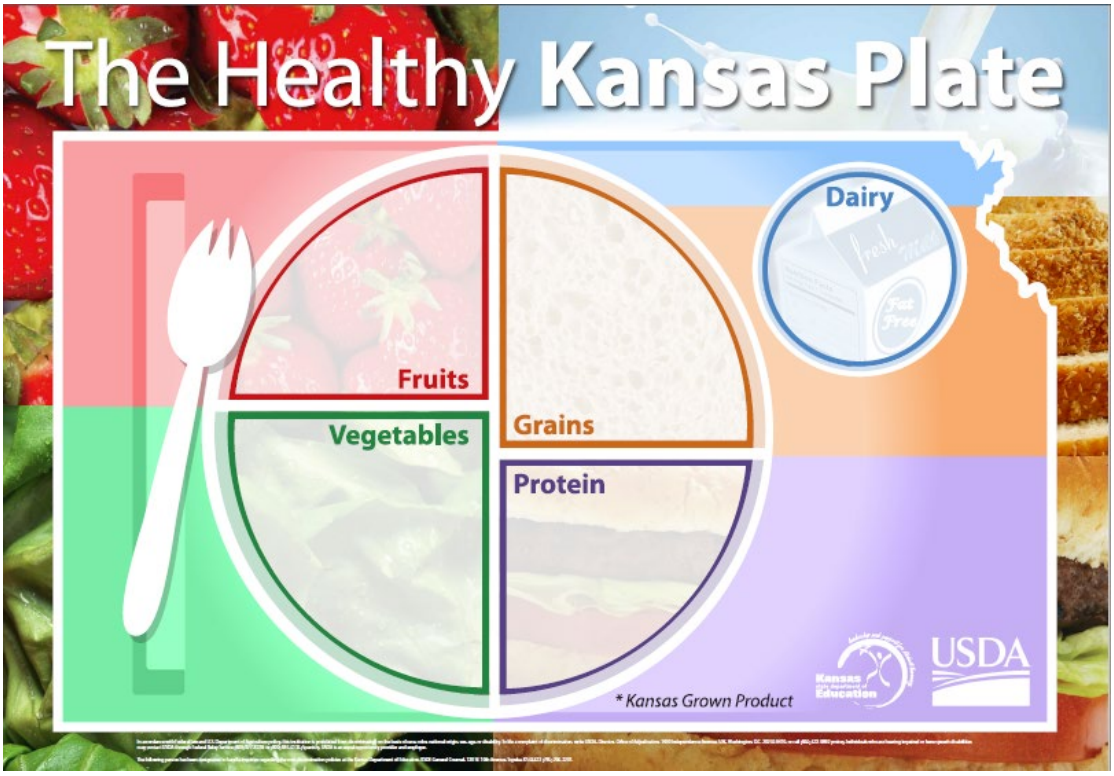
- Lunch: must post at the beginning of the serving line:
    - The five components offered in the lunch meal; and
    - The minimum components selected for the meal to be reimbursable.
- Breakfast: must post at the beginning of the serving line:
    - The 4-5 items containing the required 3 components; and
    - The minimum items to be selected for the meal to be reimbursable.

Simplify choosing and identifying reimbursable meals

- Make all fruit and vegetable portions ½ cup.
- If using ¼ cup F&V servings, use signs that state "2 scoops make ½ cup" or "Fill a Square".
- Avoid 1/3 and 5/8 cup servings – appear to be ½ cup or ¾ cup but are not.
- Plan and offer M/MA and Grains as a combo crediting 2 oz. eq. M/MA and 2 oz.eq. Grains.
- Have easy options for the cashier to offer students who are missing the ½ cup fruit or vegetable.

Reimbursable Meal Training

- All staff who interact with students in the serving line need to be able to identify reimbursable meals.
- Staff should be able to:
    - Communicate the reimbursable meal to students (including the ½ cup fruit or vegetable requirement) using signage at the beginning of the serving line.
    - Identify a reimbursable meal at the Point of Service.
    - Assist students in making simple choices to change a meal from not reimbursable to reimbursable.



Procurement Plans and Purchasing Documentation

Timelines and Deadlines

- Sponsor's Procurement Plan and Written Standards of Conduct is due during Program Renewal. All procurements must adhere to free and open competition and conform to applicable local and state laws and Federal law and the standards in 2 CFR 200.318-326 and 7 CFR 210.16 and 210.21.
- Sponsors must retain all documentation for each procurement.
- Formal purchasing is typically initiated in the spring for upcoming school year contracts for food and supplies.

Training

- Complete required annual Procurement Training offered virtually, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.

Tasks

- Develop Specifications for each menu item and recipe ingredient including "domestic" or Buy American provision.

Types of Procurement

Informal Purchasing

Micro-Purchases

- Aggregate procurement of supplies or services less than $15,000.
- May be awarded without soliciting competitive price quotes.
  - Price must be reasonable
  - Program operators should distribute micro-purchases equitably among qualified suppliers, to the maximum extent practicable.
- Reasons sponsors may choose micro-purchasing:
  - Purchase limited supplies in an emergency
  - Purchase very small amounts of supplies from local retail supplier when amounts are too small for a distributor to supply and/or deliver
  - Normal purchase procurement for a very small district or private school does not reach the $15,000 threshold per aggregate procurement.

Simplified Acquisitions

- Aggregate procurement of food less than $350,000.
- Aggregate procurement of non-food and equipment less than $20,000.
- Write bid scripts including bid requirements and Buy American Provision for use by phone or email for informal purchasing.
- Develop bid sheets with forecasted amounts for item needed to purchase.
- Contact responsible distributors to obtain price quotes for items on bid sheet.
- Award contracts with price as main consideration.
- Document reasons including price for contract award.

Formal Purchasing

- Aggregate procurement of food more than $350,000.
- Aggregate procurement of non-food and equipment more than $20,000.
- Write bid requirements including Buy American Provision and required federal clauses for formal purchasing.
- Invitation for Bid (IFB):
    - Develop bid sheets with forecasted usage
    - Advertise formal bids
    - Open sealed bids publicly
    - Award contracts with price as main consideration
    - Document reasons for contract award
- Request for Proposal (RFP):
    - Develop Request for Proposal
    - Advertise formal bids
    - Assess RFPs using scoring mechanism
    - Award contract with price as heavily weighted consideration
    - Document reasons for contract award

Procurement Ethics

Conflict of Interest

- No sponsor employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for the award:
    - The employee
    - Any member of his/her immediate family
    - His/her partner
    - An organization which employs or is about to employ any of the above

Gratuities, Favors and Gifts

- Sponsor employees will neither solicit nor accept gratuities, favors or any item with monetary value from vendors or potential vendors including:
    - Entertainment
    - Hotel room
    - Transportation
    - Gifts
    - Meals
    - Cruises

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 13 Business Ethics and Purchasing
- KSDE Procurement Plan prototype at KN-CLAIM Checklist Tab.

Template Suggestions for Specifications

These templates are suggestions of descriptions that may be included in specifications. It is up to the food service professional writing the specification to include wording that best describes the product required.

Fluid Milk
Milk, fluid [unflavored or flavored] [fat content] [carton size] [packaging: paper or plastic cartons] [Grade A] [fortification with vitamins A and D] [Pasteurized] [cartons per case/crate] [days shelf life on delivery]. Unit for price quote – typically carton

Dairy Products (cheese, yogurt, sour cream, etc.)
[Name] [fat content] [carton size] [pack] [meat/meat alternate crediting per serving] [domestic production] [days shelf life on delivery]. Unit for price quote – typically case

RTE Packaged Breads
[Name] [whole grain rich] [weight per serving] [oz eq Grains per serving] [servings per package] [domestic production]. Unit for price quote – could be package or serving

Canned Fruit
[Name] [shape: whole, halves, sliced, diced] [Grade] [packing liquid: water, juice, light syrup, heavy syrup] [pack: 6/10] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Single Serving Canned Fruit
[Name] [shape: typically diced] [packing liquid: water, juice, light syrup, heavy syrup] [credited fruit per serving] [Product Formulation Statement required] [pack] [domestic production] [product category: vendor specify brand or Manufacturer brand (may want to include product code) OR EQUAL]. Unit for price quote – could be case or serving

Frozen Fruit
[Name] [shape: whole, halves, sliced, diced] [Grade] [sugar content: unsweetened, light syrup, heavy syrup, IQF] [pack: typically pail or case] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Dried Fruit
[Name] [Grade] [sugar content: no added sweetener, reduced sugar] [pack] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – could be case or pound

Single Serving Dried Fruit
[Name] [Grade] [sugar content: no added sweeteners, may contain added sweeteners, reduced sugar, maximum sugar grams per package] [credited fruit per serving] [package size] [packages per case] [domestic production] [product category: vendor specify brand or Manufacturer brand (may want to include product code) OR EQUAL].
Unit for price quote – could be case or serving

Single Serving 100% Fruit or Vegetable Juice
[Name] [100% juice] [Grade] [pasteurized] [pack] [serving size] [frozen or fresh] [credited fruit per serving] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – could be case or serving

Canned Vegetables
[Name] [shape: whole, cut, sliced, diced] [Grade] [sodium: no salt added, reduced sodium] [pack: 6/10] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Frozen Vegetables
[Name] [shape: whole, cut, sliced, crinkle cut, waffle cut, diced] [Grade] [pack: case weight or package weight and packages per case] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Fresh Produce
[Name] [whole or description of processing (chopped, diced, washed, shredded] [Grade (processed produce is typically ungraded] [pack: case weight or package weight and packages per case] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case or carton

Oils and Salad Dressings
[Name] [fat content] [Trans fat free] [pack] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Bulk flours, cereals, dry pasta
[Name] [whole grain or whole grain rich] [case or bag weight] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – can be case or bag

Condiments
[Name] [pack: PC, gallon or 6/10] [domestic production] [sodium per portion not to exceed ____mg] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically case

Fresh or Frozen Beef or Pork
[Name] [fresh or frozen] [shape, grind or cut] [portion size if applicable] [Grade] [IMPS# if applicable] [pack] [domestic production] [product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically pound

Fresh or Frozen Poultry
[Name] [fresh or frozen] [cooked or raw] [shape, grind or cut] [portion size if applicable] [Grade] [Class if applicable] [with bone or without] [with skin or skinless] [pack] [domestic production] product category: vendor specify brand or Manufacturer brand OR EQUAL]. Unit for price quote – typically pound

Engineered Products
[Name] [description] [pack] [serving size and credit requirements for M/MA and/or oz eq Grains] [whole grain rich if applicable] [domestic production] [product category: vendor specify brand or Manufacturer brand typically with product code OR EQUAL] [CN label or PFS required]. Unit for price quote – can be serving or case

Single Serving RTE Cereal, Granola Bars, Cereal Bars and Grain-Based Desserts
[Name] [description] [pack] [whole grain rich] [portion ounces or oz eq Grains per serving] [PFS required] [Nutrition Facts label required] [Manufacturer brand typically with product code OR EQUAL]. Unit for price quote – can be serving or case

Bottled Water and Beverages
[Name] [description] [sugar content and calories per fluid ounce] [pack] [Nutrition Facts label required] [Manufacturer brand typically with product code OR EQUAL]. Unit for price quote – can be serving or case

Buy American Provision Guidelines

SP 38-2017 and 7 CFR 210.21(d)

Sponsors are required to:

1. **Purchase to the maximum extent practicable, domestic commodities or products.**

   Domestic commodity or product:
   - An agricultural commodity that is produced in the United States; AND
   - Food product that is processed in the United States substantially using (>51%) agricultural commodities that are domestically grown or produced in the United States.
     - Agricultural commodities do not include water or packaging.

2. **Include Buy American provision in solicitations, contracts, and product specifications.**

   Specifications:
   - "domestic production"
   - "domestic only"

   Solicitation documents and scripts:
   Examples:
   - "As required by the Buy American provision, all products must be of domestic origin as required by 7 CFR Part 210.21(d)."
   - "_____ participates in the National School Lunch Program and School Breakfast Program and is required to use nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d)."

   Best Practice to include guidance to distributors regarding substitutes both prior to bid and prior to delivery.
   - Suggestion: Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of ____ day(s) in advance of bid submission and ____ day(s) in advance of product delivery. The request must include the:
   - Alternative substitutes(s) that are domestic and meet the required specifications:
     - Price of the domestic food alternative substitute(s); and
     - Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
   - Reason for exception: limited/lack of availability or price (include price):
     - Price of the domestic food product; and
     - Price of the non-domestic product that meets the required specification of the domestic product

   Best Practice to include guidance to distributors regarding items with multiple countries of origin listed on the label.
   - Suggestion: Products with multiple countries of origin listed on the label require an attestation statement ensuring that over 51% of the final processed product consists of agricultural commodities grown domestically.

3. **Monitor distributor deliveries to ensure that products are in compliance with the Buy American provision of the contract.**

    - Review labels/invoices/receipts to identify the country of origin as the United States or its territories.
    - Request attestation that a product contains at least 51% U.S. content for those products with multiple countries of origin listed on the label.
    - Request information regarding products unavailable in sufficient quantities from the United States and the reason.

4. **Document reasons for exceptions to the Buy American provision.**

    Two situations warrant an exception to permit purchases of non-domestic food products:

    - The food product is listed on the Federal Acquisitions Regulations (FAR) 25.104 Nonavailable articles list (available at https://www.acquisition.gov/far/25.104) and/or is not produced in the U.S. in sufficient and reasonably available quantities of a satisfactory quality.
    - The cost of the domestic food product is significantly higher than the non-domestic product.

    Sponsors must maintain documentation justifying use of exceptions to purchase non-domestic foods – i.e. why a non-domestic product was purchased instead of domestic. Example documentation includes:

    - Communication with food supplier via email
    - Written record of phone conversations
    - Documentation from a third-party (ex: USDA Agricultural Marketing Service - https://www.ams.usda.gov/market-news)

5. **Limit the number of exceptions to the Buy American provision when possible.**

    Non-domestic food purchases must not exceed the following limits based on total annual commercial food costs per school year:

    - By July 1, 2025, → 10% cap on non-domestic food purchases.
    - By July 1, 2028, → 8% cap on non-domestic food purchases.
    - By July 1, 2031, → 5% cap on non-domestic food purchases.

    A Buy American tracking tool and other resources can be found on the USDA Website and at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 13 Business Ethics and Purchasing.

    Ways to limit exceptions:

    - Research domestic sources of the product. (Example: does a grain product or snack item have a domestically produced product that is similar?)
    - Substitute a domestic product that is similar to the non-domestic product in price and usability on the menu. (Example: if the annual supply of domestic canned peaches is depleted by early spring, replace the product on the menu with canned pears, fruit cocktail or fresh fruit instead of purchasing non-domestic canned peaches)
    - Solicit bids for and purchase fresh produce within the growing season in the U.S. (Example: If fresh grapes are only available as imports in January, replace grapes on the menu with fresh apples or pears that are domestically produced.)

The Sponsor is the final authority for approving an exception and the Sponsor must keep justification documentation on file.

Note: Buy American Provision does not pertain to equipment.

Sample Template for Informal Procurement Documentation

Date of Request:

Name of Sponsor's official making the solicitation:

Sponsor contact information:

Duration of price quotes:

Solicitation Script (write out and include):

- Buy American Provision
- Nondiscrimination Statement
- Special Conditions:

Price Quote Documentation (Food, Supplies, Services)	**Company/Contact #:** **Representative:** **Method/Date of Quote:** **Duration of Quote:**	**Company/Contact #:** **Representative:** **Method/Date of Quote:** **Duration of Quote:**	**Company/Contact #:** **Representative:** **Method/Date of Quote:** **Duration of Quote:**
Specification	Price Quote	Price Quote	Price Quote

Point of Service Accountability and Meal Claims

Timelines and Deadlines

- Daily completion of record of lunches served with edit check.
- Daily completion of record of breakfasts served.
- Daily completion of record of snacks served.
- Meal claims filed within 60 days of the end of the month in KN-CLAIM.
- Accountability Reviews completed for each site annually by February 1.
- Annual approval of software used in place of Forms 9A, 9B and 9C during program renewal.

Training

- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org

Tasks

- Daily complete Form 9A Daily Record of Lunches Served and edit check.
- Daily complete Form 9B Daily Record of Breakfast Served.
- Daily complete Forms 9C Daily Record of After School Snacks Served for After School Snack Program.

Tools and Guidance

- Food Service Facts, Chapter 9 at https://cnw.ksde.gov, School Nutrition Programs
    - 9-A Daily Record of Lunches Served spreadsheet
    - 9-B Daily Record of Breakfast Served spreadsheet
    - 9-C Daily Record of After School Snacks served spreadsheet
    - 9-D Daily Record of Milk Served and Income Received
    - 9-E Daily Record of Special Milk Served
    - 9-F Evaluating Your Accountability System
    - 9-G School Food Service On-Site Accountability Review

Reminders:

- The POS should be updated quickly after a student's eligibility status changes.
- Money should be entered into the student's account the day it is received to prevent unpaid meal charges.
    - Offer web payment into student accounts if possible.
- Keep student eligibility and account balance confidential.
- Ensure computer screens do not allow eligibility to be recognized or block screen from student view.
- In order for a meal to be claimed for reimbursement, it must contain the required minimum food servings at the Point of Service.
- Cashiers and monitors must be able to recognize reimbursable meals from student selections.
- Complete edit checks to prevent errors in meal claiming.
    - Statewide attendance factor is 0.9307.

Reimbursement Claims

- Site level claims submitted from central location.
- KN-CLAIM - web based system accessed through KSDE Authenticated Applications:
    - Claims filed within 60 days from last day in claim month.
    - Upward adjustments must also be filed within 60 days from last day in claim month.
    - Downward adjustments filed at any time.
    - Enter the highest number of students in each category during the month in the Eligible Student section of the claim.

Financial Accountability – Setting Program Meal Prices and Unpaid Meal Charge Policy

Timelines and Deadlines

- Community Eligibility Provision (CEP) Notification is due April 15.
    - CEP application is due June 30
- Student paid meal prices must be approved and entered in Sponsor Application prior to the July 15 program renewal deadline.
    - Paid Lunch Equity (PLE) tool is typically released each spring; complete via KN-CLAIM.
- Unpaid meal charge policy is reviewed and approved by the local Board of Education and if revised uploaded with board minutes in KN-CLAIM prior to the July 15 program renewal deadline.

Training

- Annual Administrative Training offered virtually during the summer, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org.

Tasks

- Complete Community Eligibility Notification tables in KN-CLAIM using April 1 Direct Certification numbers.
- Use PLE tool to set student paid meal prices or determine contribution level of non-federal funds to non-profit food service fund, if required.
- Review and revise Unpaid Meal Charge policy as needed.
- Provide written Unpaid Meal Charge policy available to households and train all staff involved in student paid meals.

Tools and Guidance

- Community Eligibility at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 18: Provisions 1, 2, 3 and Community Eligibility Provision
    - CEP Planning and Implementation Guidance Manual
    - CEP in Kansas – Frequently Asked Questions
    - CEP Worksheets and Recordkeeping Forms
- Program Renewal training and guidance at https://cnw.ksde.gov, School Nutrition Programs, Program Initiation/Renewal
    - Program Agreement and/or Program Addendum, if required
- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts
    - Chapter 18: Provisions 1, 2, 3 and Community Eligibility Program
    - Chapter 12: Financial Management
- Financial Management Reports available in KN-CLAIM under Reports, Sponsor Accessible Financial Tools and Reports

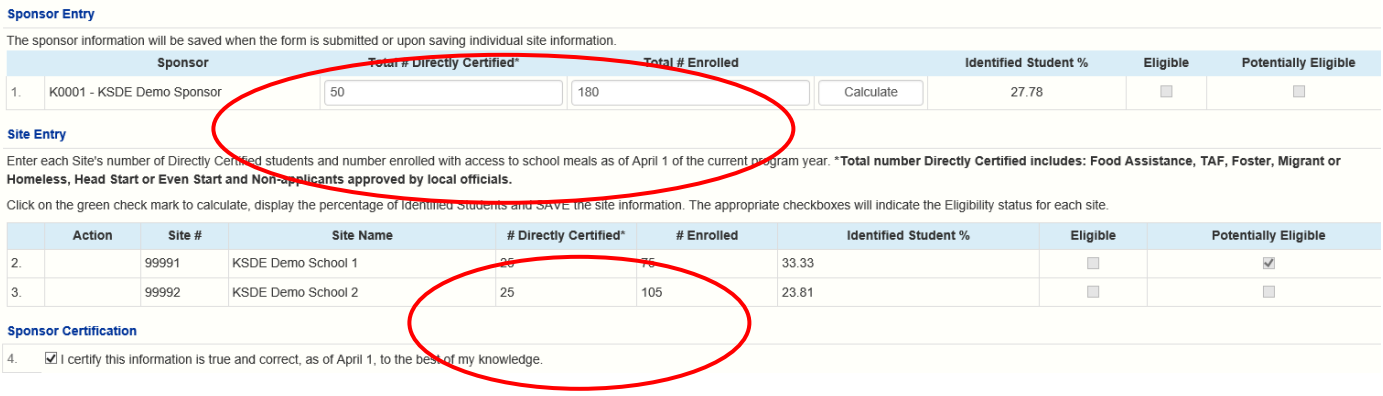
Community Eligibility Provision (CEP)

CEP is an innovative provision that allows high-need schools to serve free meals to all students while alleviating some administrative burden.

- The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals.
- Sites that elect this option agree to serve all students free lunches and breakfasts for four successive school years and claim the meals based on a percentage of identified (Directly Certified) students multiplied by a factor of 1.6.
- Sites which have a 25% or greater percentage of identified students are eligible for this option. Sites whose percentage is between 15.00% - 24.99% are potentially eligible.

Community Eligibility Notification

- Required report for all sponsors to complete in KN-CLAIM.
    - Enter April 1 Direct Certification and enrollment numbers for sponsor and each site.
    - Due date for completion is April 15.



Sponsor Entry

The sponsor information will be saved when the form is submitted or upon saving individual site information.

	Sponsor	Total # Directly Certified*	Total # Enrolled		Identified Student %	Eligible	Potentially Eligible
1.	K0001 - KSDE Demo Sponsor	50	180	Calculate	27.78	☐	☐

Site Entry

Enter each Site's number of Directly Certified students and number enrolled with access to school meals as of April 1 of the current program year. ***Total number Directly Certified includes: Food Assistance, TAF, Foster, Migrant or Homeless, Head Start or Even Start and Non-applicants approved by local officials.**

Click on the green check mark to calculate, display the percentage of Identified Students and SAVE the site information. The appropriate checkboxes will indicate the Eligibility status for each site.

	Action	Site #	Site Name	# Directly Certified*	# Enrolled	Identified Student %	Eligible	Potentially Eligible
2.		99991	KSDE Demo School 1	25	75	33.33	☐	☑
3.		99992	KSDE Demo School 2	25	105	23.81	☐	☐

Sponsor Certification

4. ☑ I certify this information is true and correct, as of April 1, to the best of my knowledge.

Determining CEP Reimbursement:

- Percentage of Directly Certified students is multiplied by a factor of 1.6.
    - Ex: 50% x 1.6 = 80%
- This CEP percentage represents the percentage of all meals reimbursed at the free rate.
    - Ex: 80% of meals served are reimbursed at free rate.
- The remaining percentage is reimbursed at the federal reimbursement for paid meals.
    - Ex: 20% of meals are reimbursed at the paid reimbursement rate.

Sponsors considering CEP for eligible and/or potentially eligible sites should:

- Contact their consultant or the Child Nutrition and Wellness office for assistance
- Submit the CEP election application prior to June 30

PLE Tool and Student Paid Meals

Program Prices – Paid Lunch Equity Tool

- Sponsors are required to complete the PLE tool annually in KN-CLAIM on the Forms Tab to determine the Weighted Average Price Requirement. Note: For SY 2025-26, Sponsors are exempt from PLE requirements if they have a positive or zero balance in the Food Service Fund as of 06/30/2024.
    - Local education boards need to approve meal prices prior to the start of the upcoming school year.

Completing the PLE Tool in KN-CLAIM

- Follow instructions to complete the PLE Tool in the Quick Reference Sponsor and Site Applications.

Paid Meal Prices in the Sponsor Application and Checklist in KN-CLAIM:

- Sponsor Application:
    - Paid lunch prices are entered in the Reimbursable Meal Prices section.
    - Weighted Average Lunch price from the October claim is entered.
    - The Required Weighted Unrounded Average Paid Lunch Price from the PLE Tool Report is entered.
    - Action taken by the sponsor indicated.
- Checklist:
    - PLE Tool uploaded, if required.
    - Board Minutes approving transfer of nonfederal funds uploaded (if selected).

Unpaid Meal Charge Policy

Sponsors are required to do the following:

- Develop a policy for unpaid meal charges. Upload current Unpaid Meal Charge Policy in KN-CLAIM on the Checklist Tab annually.
- Sponsors in Kansas are required to have their unpaid meal charge policy approved by their Board of Education annually. Upload approved unpaid meal charge policy to Checklist Tab in KN-CLAIM. If unpaid meal charge policy has changed, Board minutes approving the change must be uploaded.
- Provide the unpaid meal charge policy in writing to all households at the start of each school year and families transferring into the district.
- Communicate the policy to all district/school staff responsible for enforcing any aspect of the policy.
- Develop procedures at each age grade level that prevent shaming of students with meal charges at the Point of Service.
- Determine locally when an unpaid meal charge is deemed uncollectable and transfer non-federal funds into the non-profit food service account to cover the bad debt.

Sponsor's Unpaid Meal Charge Policy MUST:

- Address how students are impacted by having insufficient funds.
- Include information regarding the collection of delinquent meal charge debt.
- Be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year.
- Be communicated to all staff responsible for enforcing any aspect of the policy.

Sponsor's Unpaid Meal Charge Policy MAY:

- Include different procedures based on age grade groups.
- Include the provision of an alternate non-reimbursable meal paid for from non-federal funds.
- Include the provision of a reimbursable meal claimed at paid reimbursement.
- Describe how unpaid meal charges will impact students.
- Describe staff response to students with unpaid meal charges.
- Describe practices used to notify parents or guardians.
- Determine the account balance level when parents will be notified and how they will be notified.
- Outline measures for collecting delinquent debt.
- Define how long household can carry a delinquent debt.

Sponsor's Unpaid Meal Charge Policy SHOULD:

- Move communication of unpaid meal charge balances away from Point of Service between cashier and student to the Food Service Office or District Office between district staff and parents/guardians.

Guidance for Providing Alternate Meals

- Sponsors may allow students with unpaid meal charge balances to select a reimbursable meal from menu options available and claim the meal for paid reimbursement.
- Sponsors may prohibit students with unpaid balances from purchasing a la carte items.
- Sponsor may provide alternate meals that do not meet meal pattern standards and are not claimed for reimbursement.
    - Non-reimbursable alternate meals are considered non-program food.
    - Sponsors may or may not charge students for a non-reimbursable alternate meal:
        - If the student is charged for the non-reimbursable alternate meal, the meal is subject to Smart Snacks in Schools (SSIS) standards and the requirements for revenue from non-program foods.
        - If the student is not charged for the non-reimbursable alternate meal, the meal is not required to meet meal standards or SSIS standards but the cost of the alternate meal must be assessed during Nonprogram Food Revenue Compliance.
        - If the proportion of nonprogram food revenue is less than the proportion of nonprogram food costs, sponsors must increase prices of nonprogram foods or transfer non-Federal funds into the Food Service Account.

Financial Accountability – Setting Adult Meal Prices and A la Carte Prices

Timelines and Deadlines

- Adult paid meal prices must be locally approved and entered in Sponsor Application prior to the July 15 program renewal deadline.
- Nonprogram Food Revenue Compliance should be completed annually. Nonprogram Revenue Compliance is required for the Administrative Review scheduled every three year.

Training

- Annual Administrative Training offered during the summer, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org

Tasks

- Sponsors of pricing programs have two options to cost adults meals. Sponsor may use:
    1) Meal pricing data as calculated by Sponsor or
    2) Price of Paid Student meal price + USDA reimbursement if cost data is not available.
- Sponsors of non-pricing program may use meal pricing data as calculated by the Sponsor or use the USDA free student reimbursement rate as the only allowable methods for non-pricing programs.
- Enter adult meal prices into the Sponsor Application during annual program renewal.
- Asses Nonprogram Revenue Compliance annually to set a la carte prices.

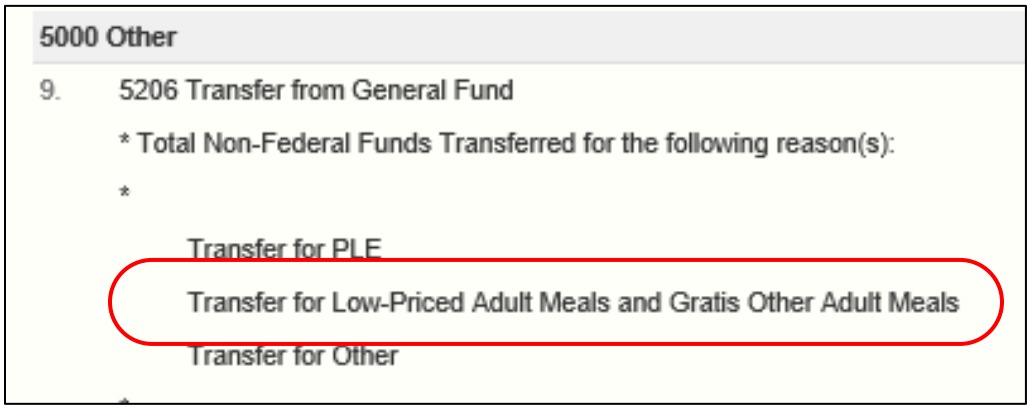
Tools and Guidance

- Monthly Updates archived at https://cnw.ksde.gov, School Nutrition Programs, Monthly Updates
- Program Renewal Memo and Instructions at https://cnw.ksde.gov, School Nutrition Programs, Program Initiation/Renewal
- Kansas Nonprogram Food Revenue Tool at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 15: Reviews & Audits
- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 12: Financial Management
    - Pricing Adult Meals Guide
- Financial Management Reports available in KN-CLAIM under Reports, Sponsor Accessible Financial Tools & Reports

Adult Paid Meals

Minimum prices for adult meals and snacks:

- The prices charged for adult meals must be sufficient to cover the overall cost of the meal, including the value of cash-in-lieu of commodities. If cost data is not available for pricing programs, the sponsor must set the adult meal charge at least equal to the paid student price plus paid reimbursement. For Non-pricing programs, the charge must be at least equal to the free reimbursement rate.
- Setting the adult meal price based on the USDA free student reimbursement rate is only an allowable method for non-pricing programs. Non-pricing programs may also use cost data if available.
- Reimbursement rates are released by USDA in mid-July. KSDE estimates and notifies sponsors of the recommended minimum adult meal prices through the monthly updates from Child Nutrition & Wellness and the Program Renewal Memo.
- Sponsors who choose not to charge the minimum prices and/or provide gratis meals to non-food service staff members will transfer non-federal funds for low priced adult meals into the nonprofit food service fund and note this transfer on a monthly financial report.
    - The Annual Financial Report will show an error and will indicate the amount of money that must be transferred and recorded before the Annual Financial Report can be closed.



Setting Adult Meal Prices

Pricing Programs:

- Minimum Adult **Lunch** Price = Total Paid Reimbursement + Local Student Paid Price
- Minimum Adult **Breakfast** Price = Total Paid Reimbursement + Local Student Paid Price

Non-Pricing Programs:

- Minimum adult price for meals should at least equal the current free rate of reimbursement for the meal, including CIL and additional severe need reimbursement (if applicable).

A La Carte Pricing

Determine the food cost of the item.

- Multiply by a factor (such as 2, 2.5 or 3) to cover the cost of food, supplies and labor.
- Adjust the resulting price as needed.
    - Round to make payment simpler.
    - Price slightly below local competition.
    - Price healthier choices less to encourage selection.
    - Price items less that require less labor.
    - Price items higher that require more labor time.

Nonprogram Revenue Compliance

Sponsors are required to determine if the percent of total revenue that is generated from nonprogram sales is equal to or greater than the percent of total food costs attributed to the purchase of nonprogram foods annually.

Formula:

$$\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} > \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}$$

Kansas Nonprogram Revenue Tool

- Excel workbook for a reference period of one school week that allows sponsors to calculate:
    - Menu costs
    - A la Carte cost and revenue
    - Meal cost and revenue
    - Recipe costs
    - Nonprogram revenue compliance
    - Alternate & Non-Reimbursable Meals
    - Afterschool Snack Program & At-Risk Menu Costing
    - Afterschool Snack Program & At-Risk Meal Cost & Revenue
- Data needed to complete the tool:
    - Invoices
    - Recipes
    - Adult and student paid meal prices
    - Reimbursement rates for paid, reduced price and free meals
    - Number of adult meals served
    - Number of paid, reduced price and free meals served
    - For each item sold a la carte
        - Number of servings of each item sold
        - Cost per portion
        - Price charged per serving

Financial Accountability – Financial Reports

Timelines and Deadlines

- 10-A Daily Income, Sales and Deposit Record completed for each day of service.
- Monthly Financial Reports should be completed in KN-CLAIM within 90 days following the last day of the claim month.
- Annual Financial Report must be submitted by August 15.

Training

- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org

Tasks

- Complete 10-A spreadsheet (or software) at the end of each service day and make bank deposits.
- At the end of each month, assemble 10-A spreadsheets from each site and enter into revenue section of the Monthly Financial Report.
- Using monthly claim payments, enter revenue from reimbursements into the revenue section of the Monthly Financial Report.
- At the end of each month, use payroll records and invoices to enter expenditures in the Monthly Financial Report.
- Save the Annual Financial Report each month for monthly amounts to roll into the Annual Financial Report.
- Complete the Annual Financial Report. The Annual Financial Report should match the Sponsors Fund Accounting.
- Transfer non-federal funds into the nonprofit food service fund as required for PLE, low priced and gratis adult meals and bad debt.
- Transfer non-federal funds into the nonprofit food service fund as needed to bring the fund into a positive ending balance.
- Develop a spending plan if the closing balance exceeds the 3-month average of expenditures.

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 10: Food Service Revenue & Expenditure
- KN-CLAIM Quick Reference Guides at https://cnw.ksde.gov, KN-CLAIM, School Nutrition Programs, PY.
- Financial Management Reports available in KN-CLAIM under Reports, Sponsor Accessible Financial Tools & Reports

Form 10-A Daily Income, Sales and Deposit Report

Form 10-A is used to record both daily income or revenue and a daily record of sales.

- KSDE provides a spreadsheet 10-A form for sponsors to use to record income and sales in their monthly financial report in KN-CLAIM.
- Sponsors may also use school food service POS software that generates the data on Form 10-A.
    - Sponsors are required to have income and sales software approved each school year by their consultant prior to use.
    - The software reports must generate the same information on KSDE 10-A worksheet.

Daily Income, Sales & Deposit Report

School: _____ Month & Year: _____

	STUDENT ACCOUNTS					ADULT ACCOUNTS								
Day of Month (A)	Receipts, Cash & Checks (B)	Receipts, Web Payments (C)	Reimb. Sales & Charges (D)	A la Carte Sales & Charges (E)	Refunds (F)	Receipts, Cash & Checks (G)	Receipts, Web Payments (H)	Sales & Charges (I)	Refunds (J)	Non-Reimb. Cash Sales (K)	Misc. Sales (L)	Actual Bank Deposits (M)	Computed Bank Deposits (N)	Computed Total Receipts (O)
1														
2														
3														

Who maintains form 10-A?

- Each employee who receives and/or refunds money needs to maintain a record of those transactions each day.
- The daily transactions are combined by the Authorized Representative at the end of the month on one final compiled 10-A.
- The numbers from the compiled 10-A are entered at the end of the month into the monthly financial worksheet in KN-CLAIM.

10-A Record of Revenue

- Revenue is money entered into the non-profit food service account:
    - Funds from cash, checks or web payments entered into student accounts and the food service account.
    - Funds from cash, checks or web payments entered into adult accounts and the food service account.
    - Funds from non-reimbursable cash sales.
    - Funds from Miscellaneous Sales:
        - Catering
        - Meals sold to other sponsors
        - Milk/snacks sold to pre-school not participating in Child Nutrition Programs
        - Foods sold to outside entities

10-A Record of Sales

- Program Sales: purchase of reimbursable meals using money from student accounts
    - Student reimbursable reduced price and paid lunch purchases
    - Student reimbursable reduced price and paid breakfast purchases
- Nonprogram Sales: purchase of all other meals and snacks that are not reimbursable meals
    - Student a la carte sales
    - Adult meal and a la carte sales
    - Non-Reimbursable cash sales
    - Miscellaneous sales

10-A Record of Deposits

- **Actual bank deposits** are all the bank deposits made for the day including money received by all the cashiers in the district and the school offices that accepted and deposited checks from students or households.
- **Computed bank deposits** is a total revenue received as cash or check minus refunds.
    - The KSDE 10-A worksheet computes this total.
- **Computed total receipts** is the computed bank deposits plus web payments.

Monthly & Annual Financial Reports

Reporting Revenue

Sources of Revenue:

Closing balance from previous month

Interest listed on bank statement (if applicable

Form 10-A Students receipts (B) and (C) minus refunds (F)

Form 10-A Adult receipts (G) and (H) minus refunds (J) + cash sales (K)

Form 10-A Misc Sales (L)

State reimbursement .04 per lunch

Federal reimbursement for meals and snacks

Federal grants (if applicable)

Sponsors must:
Transfer non-federal funds as required for PLE, Low-Price and Adult Meals and Gratis Other Adult Meals and Bad Debt.

Transfer non-federal funds to bring a negative balance to a positive balance.

Transfers can be made monthly or at the end of the school year.

Total revenue available

Income Section

1. Encumbered Opening Cash Balance

Revenue Section

1000 Local Sources

2. 1510 Interest on Idle Funds

1600 Food Service

3. 1611-1614 Student Receipts on Account
4. 1620 Adult Receipts on Account & All Cash Sales
5. 1990 Miscellaneous Income

3000 State Sources

6. 3203 State Reimbursement for Student Lunches

4000 Federal Sources

7. 4550 Federal Reimbursement for Student Meals/Snacks/Milk
8. Federal Grants (Team Nutrition, Equipment Assistance, etc.)

5000 Other

9. 5206 Transfer from General Fund

   * Total Non-Federal Funds Transferred for the following reason(s):

   *

   Transfer for PLE

   Transfer for Low-Priced Adult Meals and Gratis Other Adult Meals

   Transfer for Other

   *

10. 5208 Transfer from Supplemental General
11. 5253 Transfer from Contingency Reserve
12. **Total Revenue Resources Available**

Reporting Expenditures

Sources of Expenses:

Payroll records:
- Salaries
- Benefits

Invoices for:
- Insurance
- FSMC Services
- Other purchased services

Invoices for food and milk.
Invoices for supplies.

Invoices for equipment or furnishings.

Invoices or fund transfer for other direct costs specific to food service not categorized as purchased services.

Funds transfer for indirect cost. Predetermined percentage of sponsor indirect costs charged to the food service account.
Must not exceed the indirect cost maximum percent.

Transfers for reserve funds if applicable.

Total expenditures

10-A Monthly difference in computed & actual bank deposits

Closing balance

Expense Section	
Expenditures:	
3100 Food Service Operation	
13.	100 Salaries
	200 Employee Benefits
14.	210 Insurance (Employee)
15.	220 Social Security
16.	290 Other
	500 Other Purchased Services
17.	520 Insurance
18.	570 Food Service Management Company
19.	590 Other Purchased Services
	600 Supplies
20.	630 Food & Milk
21.	680 Miscellaneous Supplies
	700 Property
22.	700 Property (Equipment & Furnishings)
	800 Other Costs
23.	840 Other Direct Costs
24.	850 Indirect Costs
5200 Transfer to:	
25.	956 Disability Income Benefits Reserve
26.	958 Health Care Services Reserve
27.	959 Group Life Insurance Reserve
28.	960 Risk Management Reserve
29.	962 School Worker's Compensation Reserve
30.	**Total Expenditures**
31.	Monthly Difference in Computed & Actual Bank Deposits
32.	**This Month's Closing Cash Balance**

Monthly Accounting of Reimbursable (Program) Sales from Student Accounts and Non-Reimbursable Sales and Charges.

From Form 10-A

- Enter student reimbursable sales and charges in the monthly financial report.
- Enter all non-reimbursable sales and charges in the monthly financial report.

(+) Student Accounts: Reimb. Sales & Charges (D)
= Reimbursable Sales & Charges (Students ONLY)

(+) Student Accounts: A la Carte Sales & Charges (E)
(+) Adult Accounts: Sales & Charges (I)
(+) Non-Reimbursable Cash Sales (K)
(+) Misc. Sales (L)
= Non-Reimbursable Sales & Charges (Students & Adults)

33.	**Reimbursable Sales & Charges (Students ONLY)**
34.	**Non-Reimbursable Sales & Charges (Students & Adults)**

Professional Standards

Timelines and Deadlines

- Training hours are tracked annually.
- KSDE allows the flexibility for school nutrition program personnel to carry over excess annual training hours to an immediately previous or subsequent school year and demonstrate compliance with the training requirements over a period of two school years. Sponsors must ensure that some training hours are completed and documented each year (July 1 – June 30) and the total combined hours needed for 2 years are met.
- Food Safety Training must be tracked in KN-CLAIM on the Training Tab. Tracking other professional standards hours in KN-CLAIM is optional.

Tasks

- Follow hiring standards for new school food service directors and authorized representatives.
- Track hours for each school nutrition personnel.

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 23: Professional Standards, Personnel Guidelines & Professional Development
- Guide to Professional Standards for School Nutrition Programs at USDA Food and Nutrition Services webpage at: www.fns.usda.gov/school-meals/professional-standards
- Trainings available throughout the year, https://cnw.ksde.gov, Training, CNW Calendar
- Trainings available on the KSDE Training Portal, https://learning.ksde.org
- Institute of Child Nutrition (ICN) Trainings, https://ilearn.theicn.org/learn
- School Nutrition Association (SNA) Trainings, https://schoolnutrition.org/careers-training/
- Training Quick Reference available in KN-CLAIM, Quick References

Training Standards for All School Nutrition Program Staff

All Directors (Authorized Representatives and Food Service Directors)	Each year, at least **12** hours of professional development. This required continuing education/training is in addition to the 8 hours of approved food safety training required within 30 days of the director's start date.
All Managers	Each year, at least **10** hours of professional development.
All Other Staff Other than the Director(s) or Manager(s) who works an average of at least 20 hours per week	Each year, at least **6** hours of professional development.
Part-Time Staff Work <20 hours per week	Each year, at least **4** hours of professional development, regardless of the number of part-time hours worked.
*Note: If hired January 1 or later in a given school year, school nutrition program personnel must only complete half the required professional development hours.	

Hiring Standards for New School Nutrition Program Directors (Authorized Representatives and Food Service Directors)

Student Enrollment 2,499 or less***	Student Enrollment 2,500 – 9,999	Student Enrollment 10,000 or more
Bachelor's degree, or equivalent educational experience, with academic major in specific areas;***** **OR** Bachelor's degree, or equivalent educational experience, with any academic major, and either a State- recognized certificate for school nutrition directors or at least 1 year of relevant food service experience;** **OR** Associate's degree, or equivalent educational experience, with academic major in specific areas,* and at least one year of relevant food service experience;** **OR** High school diploma (or GED) and 3 years of relevant food service experience.** (For an LEA with less than 500 students, State Agency may approve a candidate with less than the required years of relevant food service experience, if candidate has minimum required education.)	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;***** **OR** Bachelor's degree in any academic major and a State-recognized certificate for school nutrition directors; **OR** Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience; **OR** Associate's degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; and at least 2 years of relevant school nutrition programs experience. State Agency may approve a candidate with 10 or more years of School Nutrition experience but who does not hold a bachelor's or an associate degree. Directors hired under this exemption must have a High School diploma or GED.	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;***** **OR** Bachelor's degree in any academic major, and a State-recognized certificate for school nutrition directors; **OR** Bachelor's degree in any major and at least five years of experience in management of school nutrition programs. *Specific majors/areas of concentration: food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field. State Agency may approve a candidate with 10 or more years of School Nutrition experience but who does not hold a bachelor's or associate degree. Directors hired under this exemption must have a High School diploma or GED.

* Specific areas of concentration include food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.

** Requires food service experience rather than school nutrition program experience, and State Agencies may consider documented volunteer or unpaid work as relevant food service experience.

*** To request approval to use school food service funds to pay for the wages of a Food Service Director who does not meet the hiring standards for an LEA, use Form 23A Request for KSDE Approval of a Food Service Candidate Professional Development Plan (effective 4/30/2019).

Wellness Policies

Timelines and Deadlines

- Wellness Policies updated in the Wellness Impact Tool in KN-CLAIM annually prior to program renewal deadline of July 15.

Training

- Wellness Workshops hosted annually in February, https://cnw.ksde.gov, Training, CNW Calendar
- Online Trainings and Tutorials via KSDE Training Portal, https://learning.ksde.org

Tasks

- Collaborate with local wellness committee to develop policies that create and support a healthy school environment.

Tools and Guidance

- Food Service Facts at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 21: Local School Wellness Policies
    - Kansas School Wellness Policy Model Guidelines
    - Guidance and Resources
    - Handouts and Brochures
    - KSDE Wellness Coach Resources
    - Other Resources
- Smart Snacks in Schools resources at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 20: Smart Snacks in Schools
    - Exempted Fundraising Tracking Tool
    - Healthy Fundraising Handout
- KN-CLAIM Quick Reference – Wellness Impact Tool

Wellness Policy and Smart Snacks in Schools

Wellness Policy is a Group Effort

- Local wellness committees must include someone from the sponsor that has leadership authority to require all schools to comply with wellness policies.
- Local wellness committee must permit members from the school community and local community to participate on the wellness committee.
- Sponsors must inform potential stakeholders how they can participate on the wellness committee.

Wellness Policy is Transparent to the Community

- The local Wellness Policy is made available to the community:
    - On district website or district handbook
    - Link allowing public to access local wellness policy comparisons through KSDE Data Central
- Wellness policy plans and progress can be shared through:
    - Wellness committee minutes
    - Wellness action plans
- Wellness activities and messages can be marketed though:
    - District website

Wellness Impact Tool is used for sponsors to report their local wellness policies to KSDE.

- Located under the Wellness Tab in KN-CLAIM.
- Completed prior to program renewal July 15.

Wellness Impact Tool Levels and Choices

- Policy Levels:
    - Implementing: level that ensures an environment supporting wellness.
    - Transitioning: level that moves a wellness support toward wellness excellence or modeling.
    - Modeling: level that reflects excellence in sustaining a wellness environment.
- Sponsor Choices:
    - Policy in Place: states that the policy statement is part of the normal school routine and functions consistently.
    - Developing Policy: states that the policy statement is a goal to develop with an action plan to make the policy part of the normal school routine.
    - Not in Policy: states that the sponsor does not see the need and/or have the resources to develop the policy statement.

Food Service Directors Support Wellness Policy Efforts:

- Provide leadership to wellness committees and many chair committees.
- Assist wellness committee in completing the Wellness Impact Tool.
- Create action plans for Nutrition and Nutrition Promotion Developing Policies.
- Support wellness goals in areas of Physical Activity and Integrated School Based Wellness.
- Guide wellness committee members to wellness resources.
- Support staff wellness initiatives and programs.

Wellness Policy and Smart Snacks in Schools

Wellness policy ensures:

- All foods sold to students on school campus during the school day meet school nutrition standards and Smart Snacks in School nutrition standards.
- Standards for all foods not sold to students are written and provided to teachers, students and parents (final rule).
- School administration is responsible for Kansas student organization fundraiser exemptions.

Fundraising Exemption Policy

- "One exempt fundraiser per school organization per semester that does not meet the Nutrition Standards for All Foods Sold in School during the school day (midnight before to 30 minutes after the end of the school day) on school grounds will be allowed. An organization is defined as a school group that is approved by the local board of education. Length of the organization's exempt fundraiser cannot exceed 2 days."
- It is important for a designated individual to keep track of all exempted fundraisers. This is not automatically the responsibility of the Food Service Director!
    - A Tracking Tool is available on the website at https://cnw.ksde.gov, School Nutrition Programs, Food Service Facts, Chapter 20: Smart Snacks for sponsors to document any exempted fundraisers which are being held in the school.

Calendar of Sponsor Responsibilities

May	• Begin Program Renewal Process/Participate in Program Renewal Webinar. • Update Wellness Impact Tool to reflect progress during the current school year and plans for next school year. • If contracting with Food Service Management Company, submit renewal addendum and School Board minutes along with all FSMC Monitoring Forms (14-A) and advisory board meeting documentation to KSDE.

Jun	• Attend KSDE summer classes and workshops.
	  o SNP Annual Administrative Training
	  o Menu Planning for School Meals
	  o Nutrition Standards for School Meals
	  o Calculating Components
	  o SNP Determining Eligibility
	• Review and revise HACCP plan.
	• Elect Community Eligibility Provision by June 30, if applicable.

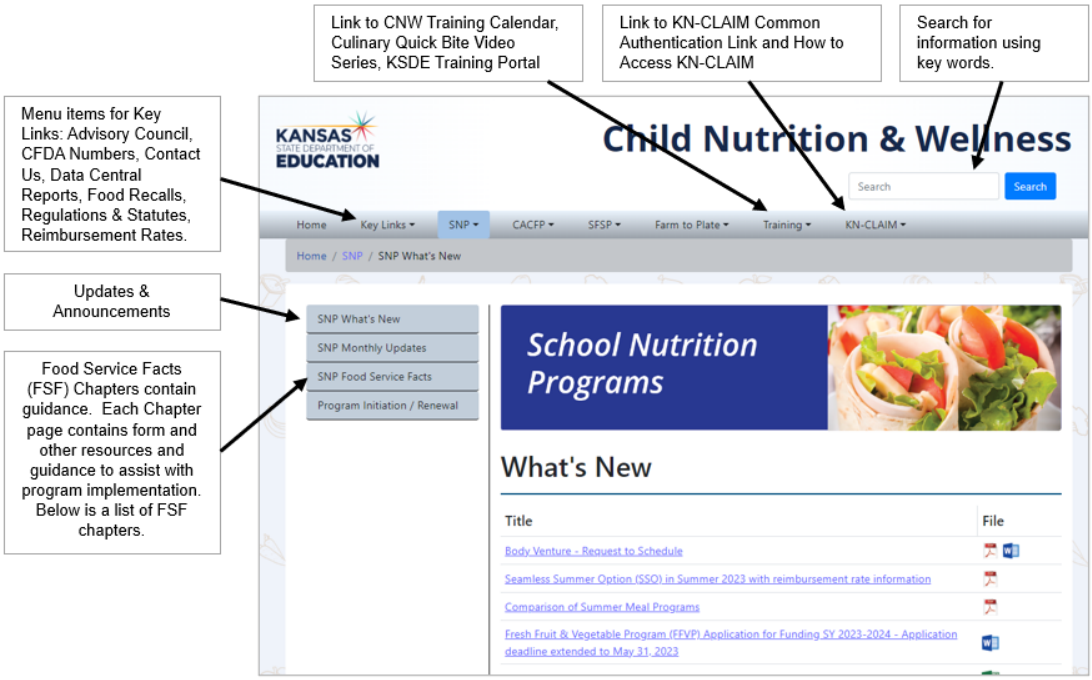
Jul	• Appoint Authorized Representative, Hearing Official, and Determining Official for new school year. • Establish prices for meals and milk. • Submit Program Renewal Documents to KSDE by July 15. • Print "Application Packet for Free & Reduced Price School Meals" and letter to households. • Distribute "Application Packet for Free & Reduced Price School Meals" and letter to households of all enrolled students. • Begin processing applications for free and reduced-price benefits and notify households of eligibility status within 10 days of receipt. • Access Direct Certification List, save documentation and begin direct certification notifications.
Aug	• Extend eligibility benefits from previous year for the first 30 operating days of current school year. • Submit Annual Financial Status Summary for prior fiscal year to KSDE by August 15. • Attend Is This Meal Reimbursable – Breakfast and Lunch trainings.
Sep	• Complete on-site review of Afterschool Snack Program within first four weeks of operation (if applicable). • Attend Verification Training. • Attend Administrative Review Training (if applicable). • Attend update training for Sponsors Contracting with a Food Service Management Company (if applicable). • Meet with Wellness Policy Committee/School Health Council to review Implementation Plans for this school year. • After 30 operating days, change students without current applications to paid status.

Oct	• Begin verification of reduced price/free eligibility.
	  o On October 1, count approved applications.
	  o On October 31, count students by eligibility category.
	  o Determine sampling method.
	  o Determine number of applications to verify and select sample.
	  o Complete confirmation reviews of applications in sample.
	  o Notify households selected.
	  o Review income documentation.
	  o Verify eligibility and notify households of changes in benefits.
	  o Report results using KN-CLAIM's Post Verification Results.
	• Celebrate National School Lunch Week.
	• Begin 1st on-site Food Service Management Company reviews (if applicable).

Calendar of Sponsor Responsibilities

Nov	• Complete all verification activities by November 15.
Dec	• Submit verification summary and results to KSDE by December 15. • Begin on-site accountability reviews (if applicable).
Jan	• Begin 2nd on-site Food Service Management Company review (if applicable). • Complete annual Procurement Training (by June 30).
Feb	• Complete on-site accountability reviews for all attendance centers by February 1 (if applicable).
Mar	• Celebrate National School Breakfast Week. • Celebrate National Nutrition Month. • Participate in Summer Food Service Program Training.
Apr	• Complete the Community Eligibility Notification Screen using April 1 data by April 15th. • Apply for the Fresh Fruit & Vegetable Program (if applicable).
Other	• Submit reimbursement claims within 60 days of last day of month claimed. • Complete the Monthly Financial Report within 90 days of the end of the claim month. • Complete Afterschool Snack Program on-site review twice a year; conduct first review within four weeks of beginning operation (if applicable). • Review and reconcile Food Service Management Company billing monthly (if applicable). • Update Food Safety Training (Training Tab) in KN-CLAIM. • Attend training sessions offered by Child Nutrition & Wellness, https://cnw.ksde.gov, Training, CNW Calendar or complete online training classes and tutorials at https://learning.ksde.org/. • Check https://cnw.ksde.gov, School Nutrition Programs, What's New frequently for the latest updates from the Child Nutrition & Wellness team. • Complete annual Civil Rights Training for Frontline Staff. • All School Food Service personnel complete annual training requirements: Authorized Representatives and Food Service Directors-12 hours, Managers-10 hours, Staff-6 hours, Part-time staff-4 hours. Tracking training hours on the Training Tab in KN-CLAIM is optional. • Match students with Direct Certification List and notify households with the Notify Household about School Meal Benefits. • Approve/deny income applications and notify households within 10 days of receipt of application for new students and households with changes in circumstances.

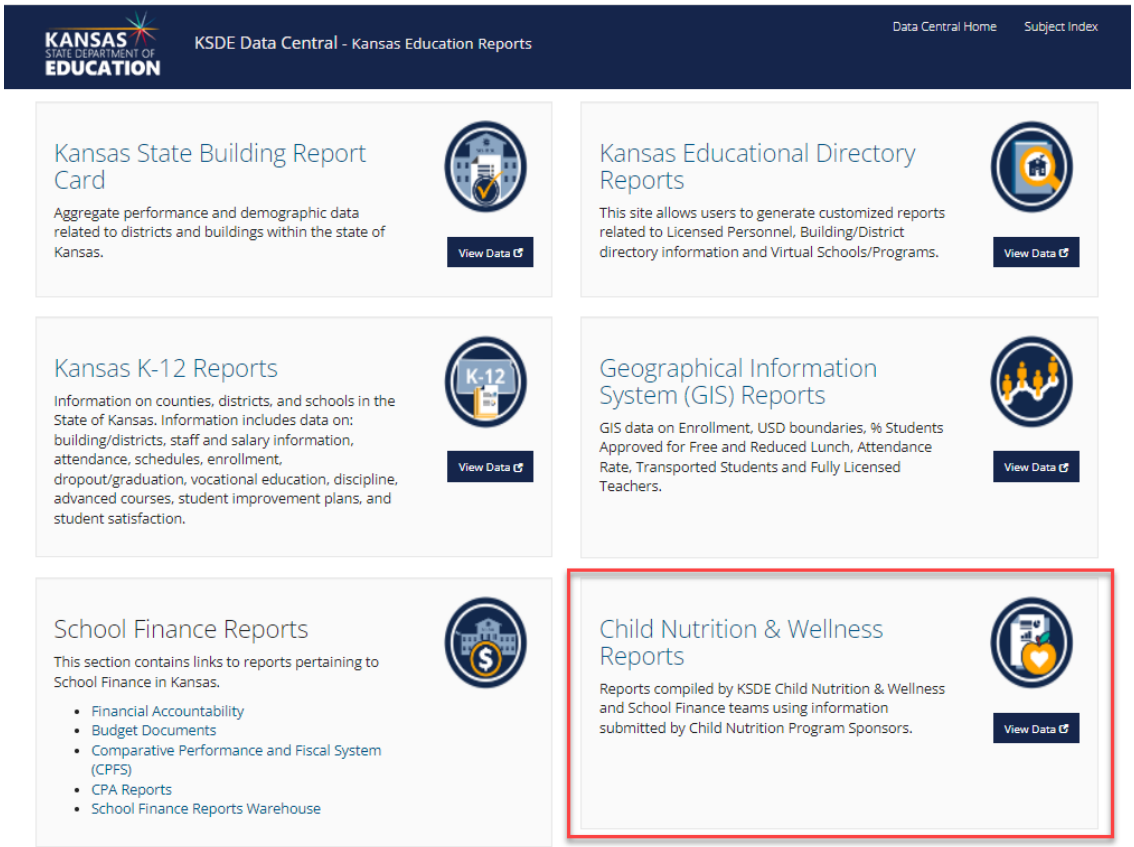
CNW Resources, https://cnw.ksde.gov, School Nutrition Programs



Food Service Facts

Guidance & Forms for School Nutrition Program Administrators

To keep up to date, regularly check the USDA Child Nutrition Programs' Web site for recently posted regulations, policy clarifications, prototype application materials, and other information. Most recent changes within each chapter are highlighted in yellow. New guidance is also posted at SNP What's New or in Monthly Updates.

Chapter 1: Contacts & Websites
Chapter 2: Organization & Administration
Chapter 3: Program Agreement for School Nutrition Programs
Chapter 4: Meal Service Policies
Chapter 5: Civil Rights
Chapter 6: Confidentiality & Disclosure of Eligibility Information
Chapter 7: Determining Eligibility for Reduced Price & Free Benefits
Chapter 8: Verification of Eligibility
Chapter 9: Meal Accountability Responsibilities, Systems, Policies
Chapter 10: Food Service Revenue & Expenditures
Chapter 11: Claiming Reimbursement
Chapter 12: Financial Management
Chapter 13: Business Ethics & Purchasing
Chapter 14: Food Service Management Companies
Chapter 15: Reviews & Audits
Chapter 16: Menu Planning & Nutrition Standards for School Meals
Chapter 17: Fresh Fruit and Vegetable Program
Chapter 18: Provisions 1, 2, 3 and Community Eligibility Provision
Chapter 19: Students with Special Dietary Needs
Chapter 20: Smart Snacks in Schools
Chapter 21: Local School Wellness Policies
Chapter 22: Food Safety & Sanitation
Chapter 23: Professional Standards, Personnel Guidelines & Professional Development
Chapter 24: Parent & Student Involvement
Chapter 25: School Breakfast Program
Chapter 26: Afterschool Snack Program
Chapter 27: Summer Nutrition Options
Chapter 28: Other Related Programs
Chapter 29: Residential Child Care Institutions
Chapter 30: History
Chapter 31: Resources

KSDE Data Central, www.ksde.gov, Data & Reporting, Data Central