School Nutrition Program Renewal for SY 2026-2027

Date: May 14, 2026
To: Authorized Representative of School Nutrition Programs
From: Kelly Chanay, M.Ed., RDN, LD, Director, Child Nutrition & Wellness

Program Renewal Documents
All program renewal forms are available in KN-CLAIM under the Checklist tab. The Accessing KN-CLAIM Quick Reference that explains how to obtain access to KN-CLAIM, either as an Authorized Representative or Designated User, is available at cnw.ksde.gov, SNP, Program Initiation/Renewal, Quick Reference for Accessing KN-CLAIM.

Program renewal instructions and guidance can be downloaded from cnw.ksde.gov, SNP, Program Initiation/Renewal.

- Program renewal documents are due by **July 15, 2026.**
- Reimbursement claims for SY 2026-2027 cannot be processed until all program renewal documents are approved by KSDE.
- If operating the Seamless Summer Option (SSO) in July 2026, Program Renewal documents must all be approved by KSDE by July 1.

Program Agreement
A new 2027 Program Agreement is not required. Pull the original signed 2026 Program Agreement forward in your files. CNW will upload a copy as a part of Program Renewal on the Checklist Tab.

KN-CLAIM Forms
Update the following forms in the KN-CLAIM system:

- Program Year **2026**:
  - MFR/AFR Tab:
    - Monthly/Annual Financial Report
  - Wellness Tab:
    - Wellness Impact Tool

- Program Year **2027**:
  - Applications Tab:
    - Validate Federal Employer Identification Number (FEIN) (complete first)
    - Sponsor Application
    - Paid Lunch Equity Tool
    - Site Application
  - Training Tab:
    - Food Safety Training Requirements
  - Checklist Tab:
    - Required Forms indicated with ☑ (appears when a Site Application has been initiated)

The Sponsor Application, Paid Lunch Equity Tool, Site Application, Food Safety Training Requirements, and Wellness Impact Tool must be updated by July 15. The Monthly/Annual Financial Report must be completed by August 15. **The *KN-CLAIM Quick Reference for Sponsor & Site Application, Direct Certification, Training, Wellness Impact Tool, and Monthly/Annual Report* will be available in KN-CLAIM.**

Upload Feature: Renewal documents that do not require an original signature must be uploaded to KSDE via the **Checklist Tab** in the KN-CLAIM computer system. The Safari browser cannot be used to upload forms on either PCs or MACs. To use the upload feature, files will need to be in one of the following formats with the appropriate extension (i.e. the last three/four characters following the period in the file's name):

- Adobe PDF (.pdf)
- Microsoft Excel (.xls) or (.xlsx)
- Microsoft Word (.doc) or (.docx)
- Generic text (.txt)

Note: Be sure to clear cache (delete browsing history) prior to uploading documents.
Instructions for uploading documents are in the *KN-CLAIM Quick Reference for the Sponsor and Site Applications*.

Electronic Forms
All forms that require entry of variable information are available in KN-CLAIM under the Checklist tab as Microsoft Word documents. Print all letters on Sponsor letterhead. Forms/records other than those provided by KSDE, must be reviewed, and approved by KSDE **prior** to use. Alternate forms may be submitted by uploading to the Checklist Tab in KN-CLAIM for approval at times other than during the annual program renewal process.

Sponsors Serving Summer Meals through Seamless Summer Option (SSO) in July and/or August
Sponsors that are serving summer meals through the Seamless Summer Option in July and/or August **must complete and be approved for SY 2026-27 operations PRIOR to July 1**. While completing program renewal, Sponsors operating SSO in July and/or August must indicate "Seamless Summer Option Only" within the Summer Meals section of each site application that SSO summer meals will be served. Select and enter the Site Qualification information that reflects how the site qualifies to serve summer meals. Indicate the days in which meals will be served for July and/or August in the Operating Schedule table. Designate the days of operation and complete the meal service table specific for summer meal distribution. For rural sites, indicate if meals will be served non-congregate, congregate or both.

New Sites
If you need to add a new site that will serve lunch, breakfast, after school snacks or Special Milk, complete a Site Application found at cnw.ksde.gov, SNP, Program Initiation/Renewal, Site Application and scan and email to Karen Campbell at karen.campbell@ksde.gov with a cc to your area Child Nutrition Consultant.

Unpaid Meal Charge Policy
Upload current Unpaid Meal Charge Policy on the Checklist Tab. Board Minutes do not need to be uploaded on the Checklist Tab unless the Unpaid Meal Charge Policy has been revised for SY 2026-27.

Paid Lunch Equity (PLE) Tool
The PLE tool is integrated into KN-CLAIM with information pulling from prior years to assist completion of the tool. Complete the PLE information under the Applications Tab directly under the Sponsor Application. Once the Sponsor Application is saved the first time, a "+" will appear and you can click on that to complete the PLE information using the Sponsor Site Application Quick Reference as a guide.

Adult Meal Price
The price 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, the sponsor should set the adult meal charge at least equal to the highest paid student price plus paid reimbursement. In non-pricing programs (District Wide Community Eligibility Provision (CEP) and RCCIs) the adult charge must be at least equal to the free reimbursement rate.

Maximum Charges for Reduced Price Meals/Snack/Paid Special Milk
Maximum charge to students for Paid Special Milk is 15¢, Reduced Price Lunch is 40¢, Reduced Price Breakfast is 30¢ and Reduced Price Snack is 15¢.

Distributing Applications & Determining Student Eligibility
Sponsors cannot distribute or begin accepting and processing applications before the beginning of the federally-defined school year which is July 1, 2026.

Income Eligibility Guidelines
The Income Eligibility Guidelines (IEG) chart lists the reduced price and free income guidelines by household size for the period July 1, 2026 through June 30, 2027. This chart can be accessed on the Checklist Tab in KN-CLAIM and is for sponsor use only. It should be provided to each determining official. It should **NOT** be distributed to school patrons.

Guidance for Determining Officials
The document, *Guidelines for Determining Eligibility for Child Nutrition Program Benefits*, is available at cnw.ksde.gov, SNP, SNP Food Service Facts, Chapter 7, Guidance and Resources and should be provided to each determining official. For further information regarding determining eligibility, refer to *Food Service Facts*, Chapter 7, and the *USDA Eligibility Manual for School Meals (June 2017 edition)*.

Important: Determining Eligibility webinar training is scheduled for June 25 at 2:00 pm and July 29 at 9:00 am. To obtain webinar links go to cnw.ksde.gov, Training, CNW Calendar. The Determining Official should plan to attend one of these two training sessions.

Kansas Online Application for Free and Reduced-Price Meals
Sponsors wishing to use KSDE Child Nutrition & Wellness' free Online Application for Free and Reduced Price meals are not required to complete the *Request to Use Electronic Transactions in the Child Nutrition Program.* Utilizing the Kansas Online Application for Free and Reduced-Price Meals tutorial will help sponsors understand how to create a sponsor specific link, utilize the online application, access and determine submitted applications, and save those applications correctly. Access the training at https://learning.ksde.org, Child Nutrition & Wellness, Tutorials, School Nutrition Programs (SNP) tutorials. Elect use of the Kansas Online Application for Free and Reduced Price Meals on the Forms Tab in KN-CLAIM.

Reimbursement Rates
You will be advised by email when reimbursement rates for July 1, 2026 through June 30, 2027 are posted on our website. Rates are normally not available from USDA until mid-July.

SY 2026-2027 SNP Administrative Update
At least one representative from each Sponsor is required to attend Administrative Update annually; however, it is strongly encouraged for anyone with administrative duties to participate. Separate webinars will be held for Determining Eligibility, Verification, and to train food service professionals in identification of a reimbursable meal. The schedule with dates, times, and webinar links is available at cnw.ksde.gov, Training, CNW Calendar.

Procurement Plan and Written Standards of Conduct
All Sponsors administrating Child Nutrition Programs must develop and follow a procurement plan and have Written Standards of Conduct. During annual Program Renewal, sponsors are required to upload the plan and standards of conduct which will be reviewed by KSDE prior to program approval. A procurement plan and written standards of conduct are valuable in that they clarify the purchasing practices of the Sponsor and can guide employees to use the appropriate method of purchasing for each category of items. **Updated Procurement Plan and Written Standards of Conduct Prototypes are available on the Checklist Tab in KN-CLAIM.**

Request to Use Online Application for Child Nutrition Program Benefits
Any sponsor wishing to use an online free and reduced application must complete and submit to KSDE the *Request to Use Electronic Transactions in the Child Nutrition Program* (available for download on the Checklist Tab in KN-CLAIM) for review annually.

Direct Certification
All sponsors are required to use the Direct Certification system to assure that all foster students, students eligible for Food Assistance (FA) or Temporary Assistance to Families (TAF) and some Medicaid benefits are approved to receive free or reduced school meals.

Important Note: Only students found on the Direct Certification list as eligible for free or reduced price meals due to Medicaid can be directly certified. A Medicaid number submitted by a household on a paper application cannot be used to certify students for free or reduced price meals because not all Medicaid programs meet Child Nutrition Program Income Eligibility Guidelines.

A complete list of all foster students and students eligible for Food Assistance or TAF or Medicaid will be available online by July 8. The Direct Certification System displays daily matches for public schools and all private schools who send student records to KSDE. KSDE will send an email notification when a new student is added to the Sponsor list. The new students added will be displayed at the top with the date matched. Free meal benefits begin when the sponsor sends the *Letter to Household about School Meal Benefits* or the "created date" if the Sponsor has requested flexibility for establishing effective date of eligibility on the Sponsor Application in KN-CLAIM.

Sponsors can begin directly certifying students as soon as the July list is available. Check the list frequently. Sponsors must send the *Notify Household about School Meal Benefits* to notify households that students in the household are directly certified for free meals in a timely manner so that the household does not take the time to submit an income application. The *KN-CLAIM Quick Reference for Direct Certification* is available in KN-CLAIM, Quick References.

Direct Certification System in KN-CLAIM

A link to the system is available on the dashboard, or users can click Direct Certification from the top menu bar once in SNP Program Year 2027. It is also accessible under SNP Program Year 2027, Forms tab. Authorized Representatives have automatic access to the Direct Certification System in KN-CLAIM. If other individuals within the sponsor need access, the Authorized Representative will need to grant them access under SNP Program Year 2027, Users tab. If an individual does not already have access to KN-CLAIM, they will need to register under "Manage My Account" within the KSDE Authentication System. They do NOT need to check Direct Certification on the list of applications.

Meal Pattern Training Opportunities

Sponsors are invited to participate in the following meal pattern training opportunities via live webinar. To access the times and webinar links, visit cnw.ksde.gov, CNW Calendar.

- Nutrition Standards for School Meals – June 16
- Calculating Components – June 23
- Is This Meal Reimbursable: Breakfast – August 5
- Is This Meal Reimbursable: Lunch – August 5

KSDE Child Nutrition & Wellness will be hosting in-person "Menu Planning for School Meals" training sessions this summer. This six-hour training is intended for individuals responsible for menu planning; it will cover the basics of the School Nutrition Program meal pattern then break down how to calculate components. Attendees will practice calculating components through multiple activities with guidance from instructors. The training will be held in the locations listed below from 8:30 am to 3:30 pm. To register, email Pam Rosebaugh at pam.rosebaugh@ksde.gov with the location you plan to attend.

- Manhattan – Wednesday, June 3
- Oakley – Thursday, June 4
- Chanute – Tuesday, June 9
- Dodge City – Wednesday, June 17
- Haysville – Wednesday, July 8
- De Soto – Thursday, July 16

Professional Development Opportunities: Convenient and Free

Make sure to take advantage of convenient and free professional development trainings to meet staffing needs. Many live Teams training sessions are being offered this summer and details, including the link, can be found on the CNW Calendar at cnw.ksde.gov, Training, CNW Calendar. Online trainings and tutorials can be accessed 24/7 via the KSDE Training Portal. Professional development trainings offer a printable certificate upon successful completion. Tutorials are short lessons on topics such as Verification and Determining Eligibility and provide a quick overview with helpful tips on important program topics. Create an account now at https://learning.ksde.org and see the entire list of classes and tutorials available. For detailed instructions on creating an account and accessing the training, go to cnw.ksde.gov, Training.

Professional Development Tracking in KN-CLAIM

Professional development completed, including required Food Safety Training, can now be tracked in KN-CLAIM on the Training Tab. The Training Quick Reference is available in KN-CLAIM to provide specific instructions on how to enter information and use this tool!

Assistance Listing Numbers (ALN)

Previously known as Catalog of Federal Domestic Assistance (CFDA) Numbers.
Kansas State Department of Education is required to provide sponsors participating in Child Nutrition Programs with ALN numbers for USDA programs that are administered by Kansas State Department of Education. The following is the list of ALN numbers and their respective programs:

ALN #	Source Code	Program
10.555	4553	National School Lunch Program
10.555	4553	Afterschool Snack Program
10.553	4552	School Breakfast Program
10.556	4555	Special Milk Program
10.558	4554	Child and Adult Care Food Program
10.559	4556	Summer Food Service Program
10.582	4557	Fresh Fruit and Vegetable Program
10.574	4558	Team Nutrition Grants
10.579	4011	Equipment Grant

This information will be useful to auditors when you have an audit. Effective October 1, 2024, all program participants that expend over $1,000,000 in federal financial assistance from all sources are required to have a Single Audit (previously called A133 Audit) annually.

Financial Management Reports

Financial Management Reports can be accessed in KN-CLAIM under Reports, Sponsor Accessible Financial Tools & Reports. Authorized Representatives and their Designated Users have access to these reports.

Reminders

- It is essential that your program renewal documents contain accurate information for next school year, such as meal prices and the hearing official's name. Do not submit your program renewal documents until data for next school year is available.
- Sponsors or a school or group of schools within the sponsor electing the **Community Eligibility Provision** for SY 2026-27 must complete the Community Eligibility Provision Application in KN-CLAIM by June 30, 2026.
- Please call our office (785-296-2276) or your area consultant if you have questions or need assistance.

For more information, contact:

Kelly Chanay
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https://cnw.ksde.gov
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