

Monthly Update



School Nutrition Programs

November 29, 2023

Distributed to the School Nutrition Program Authorized Representatives Listserv and the Food Service Directors Listserv and posted at <https://cnw.ksde.org>, School Nutrition Programs, What's New

Town Hall Thursday at 2

Join Town Hall at <https://ksde.zoom.us/j/87204779621?pwd=NEhrcHloRjBobGtOZTJEWfJtR0tUQT09>

- December 14 – Updates from USDA State Agency Meeting
- January 11 – Summer EBT and Summer Meals Updates

Verification Reminder

- December 15 – Complete reporting of Post-Verification Results in KN-CLAIM.

To navigate to the Verification screens in KN-CLAIM, select School Nutrition Programs, Program Year 2024, then click on the “Forms” tab on the Sponsor Summary page. For step-by-step instructions, the Verification Quick Reference Guide can assist in completing the Post-Verification Worksheet correctly. Please download the guide at <https://cnw.ksde.org>, KN-CLAIM, SNP, SNP Quick References, School Nutrition Programs Verification.

USDA requires KSDE to annually report verification data for each sponsor. The USDA report is completed using the data you provide on the Pre-Verification Worksheet and the Post-Verification Results screens in KN-CLAIM. Please make sure that the information entered is accurate, complete, and submitted on time.

Verification Validation Service

The Post Verification Results page includes a data validation service. This allows users to check their data for any potential errors before the data is sent to USDA. Note: The October Claim must be filed before this service is available.

- Step 1: Once the correct number of applications has been entered on the Post Verification Results page in KN-CLAIM, a blue “Check Data” button will display. Click the “Check Data” button.
- Step 2: The results of the data check will be compiled into a Validation Report. Click on “View Validation Report” to review possible errors associated with the verification data.
- Step 3: Contact your Child Nutrition Consultant for assistance in resolving any data errors discovered during the data validation process.

Fiscal Year 2023 National School Lunch Program Equipment Assistance Grants

Due to the overwhelming number of applications received by CNW, the December 8, 2023, award notification date has been pushed back to late December.

Contracting with a Food Service Management Company Training, January 10th

An important training session for Sponsors considering contracting with a Food Service Management Company for SY 2024-25 will be held on January 10 from 9:00-11:00 am via Zoom. Join the training at <https://ksde.zoom.us/j/88454571988?pwd=UCthYThRaE5SaUpzN1pxWFo2MFZzQT09>.



Community Eligibility Provision (CEP) Election December 1 – December 31, 2023

On October 23, 2023, USDA granted KSDE's request to waive the requirement for the annual CEP election deadline and date used to determine the identified student percentage (ISP) for SY 2023-2024. If you are interested in electing CEP for second semester and have an ISP greater than 25% as of April 1, 2023, please contact your area Child Nutrition Consultant or the Topeka office and we will be happy to assist. Changes in KN-CLAIM to elect CEP for second semester cannot be made until December 1 and must be completed by December 31.

- Step 1: Update the Sponsor Application line 55 indicating at least one of your sites will be participating in the Community Eligibility Provision (CEP).
- Step 2: Contact your Child Nutrition Consultant to approve the changes to the revised Sponsor Application. CNC approval will open the Community Eligibility Provision Application.
- Step 3: Once the revised Sponsor Application has been approved, complete the Community Eligibility Provision Application. This must be completed no later than December 31, 2023.
- Step 4: Upload list of enrolled students and identify which students were directly certified on April 1, 2023, to the Checklist tab in KN-CLAIM under Upload Additional Documents. Notify your consultant once the list has been uploaded.
- Step 5: Consultant will validate list of directly certified students and approve the Community Eligibility Application.
- Step 6: January – discontinue charging students for meals.

If you have questions, contact your Child Nutrition Consultant or the Topeka office.

Annual On-site Accountability Reviews

The School Food Service On-Site Accountability Review (Form 9-G) can be accessed online at <https://cnw.ksde.org>, SNP, SNP Food Service Facts, Chapter 9. **By February 1**, Sponsors with more than one serving site must review each site approved to participate in the National School Lunch Program at least once per year and review 50% of all sites approved to participate in the School Breakfast Program once per year. It is a best practice to rotate review of breakfast sites to ensure all sites are monitored at least every other year. Someone not involved in the daily meal accountability procedures at the site must conduct the On-Site Accountability Review. Keep completed reviews on file with school food service program documents for review or audit. Each on-site review must ensure the school's claim is based on the counting system, as reported on the site application, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation. If the review discloses problems with a school's meal counting or claiming procedures, the Sponsor must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

Farm to School Census

It's that time of year again – USDA Farm to School Census time! Each Sponsor that operates the National School Lunch Program is asked to complete the Farm to School Census, regardless of your participation in Farm to School activities. On October 2, personalized links for the Census survey were emailed to all directors from Farm2SchoolCensus@dir-online.com. If any questions arise, you can call toll-free at 866-986-2230 or email Farm2SchoolCensus@dir-online.com directly. The Census is a great opportunity to share what your school or district is doing in this space, as well as any challenges or barriers faced. KSDE encourages you to connect with food service partners, teachers, administrators, and volunteers to provide the most complete picture of local programming.



Professional Development Opportunities

Don't miss any of the amazing upcoming training opportunities. Go to <https://cnw.ksde.org>, Training, CNW Calendar to view all scheduled classes – dates, times, and Zoom links. Upcoming classes through Zoom include:

- Kansas Food Safety in Schools – January 3, 8:00 am to 5:00 pm
- Frequent Food Safety Violations in Spanish – January 4, 1:30 pm to 2:30 pm
- Frequent Food Safety Violations in English – January 4, 3:00 pm to 4:00 pm

If you would like to schedule a Zoom in-service for your Sponsor or have questions about professional development, contact Holly Steinlage at hsteinlage@ksde.org.

Virtual Wellness Workshops in February – Wellness Wednesdays

Join KSDE for the "Wellness Wednesdays" webinar series in February. A one-hour virtual Zoom session will be offered each Wednesday morning in February with topics aimed at assisting Kansas school wellness committees in implementing wellness policies and creating healthier school environments. This year's theme is "Food and Mood". Sessions will be from 9:30 to 10:30am. Stay tuned for more details!

Save the Date! Spring Jump Start Your Success in School Nutrition Programs

If you missed the Fall 2023 Jump Start Your Success in School Nutrition Programs, make sure to join CNW for the Spring kick-off event on **February 9, 2024, in conjunction with the SNA-KS annual conference in Wichita at the Double Tree Wichita Airport Hotel**. Stay tuned for more details!

Farm to Plate in our State Newsletter – Coming in December!

There are many exciting activities and opportunities in the Child Nutrition and Wellness Farm to Plate area. Beginning in December, CNW will launch the first Farm to Plate in our State newsletter. Each newsletter will contain Program and Partner updates, resources, events, celebrations, sponsor tips, trivia, and success stories. Beginning the week of December 11, the newsletter will be sent out monthly. To receive the newsletter, email your request to Eryn Davis, Farm to Plate Project Coordinator at edavis@ksde.org.

Harvest of the Month

Due to unforeseen circumstances, Harvest of the Month will be delayed throughout the remainder of 2023. It is anticipated to resume at the beginning of 2024. More updates to come!

Chef Ann Foundation Sub-Grants

The Request for Applications for the Center for School and Community Partnerships at Boise State University and the Chef Ann Foundation (CAF), two of USDA's Healthy Meals Incentives Initiative School Food System Transformation Challenge Sub-Grants Cooperators, is now open.

The Center for School and Community Partnerships at Boise State University released an RFA for the Supporting Community Agriculture and Local Education Systems Sub-Grants (Project SCALES). Project SCALES will award up to 35 rural School Food Authorities (SFA) across the nation. Grant awards will be up to \$150,000. Project SCALES will work with SFA directors over a two-year period to build partnerships for innovative solutions to increase local procurement in school meal programs. The application period begins November 27, 2023, and will close January 26, 2024.



Chef Ann Foundation is releasing an RFA for Partnerships for Local Agriculture & Nutrition Transformation in Schools (PLANTS) Sub-Grants. PLANTS will fund eight collaborative projects led by groups of local partners advancing systemic and equity-driven approaches to transforming school food supply chains. Grant awards will be between \$500,000 and \$600,000. Entities eligible to apply include School Food Authorities, food producers, food distributors and aggregators, nonprofits, and local government agencies. The application period begins November 27, 2023, and will close January 22, 2024.

More information on these grant opportunities is available at <https://www.fns.usda.gov/school-meals/hmi/school-food-system-transformation-challenge>

Join the CNW Team!

The CNW team has the following position openings: Assistant Director, Registered Dietitian, and part-time Body Venture Consultant. For more information or to apply, go to: [Careers \(ks.gov\)](#).

Holiday Wishes!

Wishing all of you a happy & healthy holiday! Please call or email your area Child Nutrition Consultant or the Topeka office if you have questions or for technical assistance!

The CNW Team



For more information, contact:

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

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

This institution is an equal opportunity provider.

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