

Monthly Update



School Nutrition Programs

August 1, 2024

Distributed to School Nutrition Program Authorized Representatives and Food Service Directors via Listserv and posted at <https://cnw.ksde.org>, SNP, SNP Monthly Updates.

August Town Hall

The August Town Hall includes agenda items relevant to CACFP and SNP! Important reminders, CEP clarification, policy updates and program updates will be discussed. Join the meeting on August 8 at 2 pm at this link: <https://ksde.zoom.us/j/87204779621?pwd=NEhrcHloRjBobGtOZTJEWfJtR0tUQT09> Meeting ID: 872 0477 9621. Passcode: 746337

Indirect Cost Rates

Indirect Cost Rates for 2024-2025 will be posted at <https://cnw.ksde.org>, SNP, What's New by mid-August. Food service uses the unrestricted rate in the last column. Please note that non-public Sponsors use the de minimis rate which has increased to 15%.

Direct Certification Reminder

The Direct Certification System uses a benefit hierarchy that only displays the top program in which a student qualifies. For instance, if a student qualified for Food Assistance (FA) and Medicaid-Free (MED-F), that student should only appear once on the list with FA to the left of their name. Food Assistance is always considered the greatest benefit level. This benefit hierarchy should be used when entering students into the point-of-service system. Determinations are in effect for the entire school year, but if the student's eligibility changes to provide a greater benefit level, based on this hierarchy, the eligibility status must be updated. For example, if a student qualifies for free benefits based on MED-F but is later found on the Direct Certification list as FA, the POS system should be updated to reflect the FA benefits since this is considered the greater benefit level.

Excess Cash Balance – Food Service Fund

To maintain the nonprofit status of the Food Service Fund, the fund balance or net cash resources of the fund should not exceed three (3) months' average expenditures. If the balance exceeds this threshold, the sponsor must take steps to reduce the balance or have an acceptable plan for using surplus revenues. **KSDE will notify Sponsors who have exceeded the threshold in September to develop a plan.** The plan must be reviewed and approved by KSDE. Only allowable expenses to the Food Service Fund are approvable. **Due to the uncertainty of costs and participation in school meal programs for SY 2024-25, Sponsors that have excess cash balances will be allowed to indicate that higher food and labor costs paired with lower reimbursement rates and uncertain participation may impact the food service fund and can be used as acceptable reasoning on a spend down plan.**

Monthly Financial Management Reports – Due August 15!

To complete the Annual Financial Report in KN-CLAIM by August 15, you MUST complete the Monthly Financial Management Reports (MFR) in KN-CLAIM for Program Year 2024. The Monthly Financial Reports will automatically roll-up to create the Annual Financial Report (AFR). Remember that the AFR must match the Sponsor's Food Service Fund Account. For technical assistance in completing the MFR/AFR, contact your area Child Nutrition Consultant or view the Monthly/Annual Financial Report tutorial (25 minutes) located on the KSDE Training Portal at <https://learning.ksde.org>.



Kansas Online Free and Reduced Price Meal Application – Reminder

Sponsors using the Online Kansas Free and Reduced Price Meal Application must print the applications or store them electronically within 30 days of receiving. To see submitted applications, go to Free and Reduce Price Meal Application Downloads on the Forms Tab in KN-CLAIM. Click 'View' (eyeball icon). Applications will be ordered from oldest to newest. Click on the 'Download' button to retrieve an individual application. Once you have downloaded the application, click the 'Delete' button to remove it from the list. Please note that KSDE cannot recover an application once it has been deleted. KSDE will remove any application that is more than thirty (30) days old. Contact your area Child Nutrition Consultant or the Topeka office at 785-296-2276 if you have questions.

Wellness Policy Data

Complete the Wellness Impact Tool in PY2024 in KN-CLAIM to accurately reflect the sponsor's status in relation to the current Kansas School Wellness Policy Model Guidelines as of the end of SY 2023-24. School Wellness Policy data for every school district in Kansas is available to the public at KSDE Data Central: www.ksde.org, Data Central, Child Nutrition & Wellness Reports. Be sure to add this link on the Sponsor website or make current Wellness Policies available to the public to meet the USDA requirement to make the Wellness Policies available to the public. A short tutorial, Using the Wellness Impact Tool (20 minutes) is available on the KSDE Training Portal located at <https://learning.ksde.org>.

SNP Annual Administrative Training

At least one representative from each Sponsor must participate in the SNP Annual Administrative Training. Sponsors who were unable to attend a live virtual session may now take the training through the KSDE Training Portal. The training is posted at <https://learning.ksde.org>, Child Nutrition & Wellness, SNP, SY 24-25 SNP Annual Administrative Training (4 hours).

Annual Procurement Training – Don't forget!

Per the Child Nutrition Program Integrity Final Rule, school nutrition program directors, management, and/or staff who work on procurement activities must complete procurement training annually. Meet this annual training requirement by participating in Procurement 101: The Basics located on the KSDE Training Portal at <https://learning.ksde.org>, Child Nutrition & Wellness, General Classes, Procurement 101: The Basics (1 hour). **Procurement training must be completed by August 23, 2024, and annually thereafter.**

Training Opportunities

Many opportunities for learning are available for SNP Sponsors. Go to <https://cnw.ksde.org>, Training, CNW Calendar to access the class list with dates, times and Zoom links. Upcoming trainings, besides those listed below, include Food Safety Basics on August 9 from 8-11 am, Food Safety Basics on August 21 from 2-5 pm, and The Path to Personal Wellness on September 4 from 8:30 am-3:30 pm.

Training is also offered 24/7 through the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account, go to <https://cnw.ksde.org>, Training. New to the portal: Equipment Upkeep (2 hours), Training for Success (6 hours), and SNP Determining Eligibility (2 hours).

Virtual Meal Pattern Training Opportunities

- Is This Meal Reimbursable? Breakfast – August 8 from 8:30-10:00 am
<https://ksde.zoom.us/j/81678619848?pwd=d1ZDR0xVSkk0bVZ5NUMrTlkrS0xMQT09>
Passcode: 394771



- Is This Meal Reimbursable? Lunch – August 8 from 10:30 am-12:30 pm
<https://ksde.zoom.us/j/81678619848?pwd=d1ZDR0xVSkk0bVZ5NUMrTlkrS0xMQT09>
Passcode: 394771

CACFP At-Risk Afterschool Meals Training

As summer break wraps up and the school year begins, CACFP At-Risk Afterschool Meals and snacks can again be served to children located in low-income locations. Sponsors and sites interested in being reimbursed for a supper and/or snack served after the school day can learn more about CACFP At-Risk Afterschool Meals on Tuesday, August 13 from 1:00 pm–2:00 pm. Join at <https://ksde.zoom.us/j/85999046692?pwd=aXN4akgxWtNxcitaV3lRT2NRRDJCQT09> Passcode: 974579

Verification Training

Plan now to have all staff members responsible for verification activities attend Verification Training on September 5 from 1:30 pm-3:30 pm. Join at <https://ksde.zoom.us/j/89573630758?pwd=Nk40bm4yQ0h0dS8zNjFmMU1uQUIEz09> Passcode: 402598

Food Service Management Company (FSMC) Fall Monitoring Training

All sponsors contracting with a Food Service Management Company are strongly encouraged to participate in the FSMC Fall Update & Monitoring Training on September 19 at 2 pm. This training will provide updates for the 2024-25 school year as well as review sponsor responsibilities for monitoring FSMC contracts. Join at <https://ksde.zoom.us/j/85233893225?pwd=L0g5YmFCWStldHJRd05WaHI5Y0RJUT09> Meeting ID: 852 3389 3225 Passcode: 879481

Annual Civil Rights Training

“Front line staff” and their supervisors must have civil rights training annually. “Front line staff” includes employees who interact with program applicants or participants regarding program services and benefits. Read Chapter 5 in Food Service Facts and/or use the Annual “Front-Line Staff” training handout posted under Resources and Guidance to conduct a training session. Child nutrition professionals can also individually take the online Civil Rights Compliance in Child Nutrition Programs found on the KSDE Training Portal at <https://learning.ksde.org>, Child Nutrition & Wellness, General Classes. Be sure to keep documentation of civil rights training on file. Training rosters with original participant signatures must be uploaded annually during Program Renewal.

Healthier Kansas Menus Revisions

The CNW team will soon begin work on revising the Healthier Kansas Menus and would like to hear from Kansas Sponsors. Watch your email inbox for a short survey.

FY 2024 Farm to School Grant

KSDE CNW was recently announced as a 2024 Farm to School Grant Awardee! Through the grant, subgrants and technical assistance will be provided to advance eligible farm to plate programming activities including gardening, chicken houses, raising livestock, and more. Regional training will be offered in collaboration with K-State Research and Extension and the Kansas Farm Bureau. More information will be available soon!



Regional Farm Tours – Save the Date!

The KSDE Child Nutrition and Wellness staff are excited to host the second year of regional Farm Tours across Kansas. Tour participants will ride on a bus to visit farms and hear from food partners about sourcing Kansas products. A free local foods lunch will be served at an area school as part of the tour. The Farm Tours are free to attend and will take place in the Southwestern, Southeastern, and North Central areas of Kansas. Sponsors attending the tours will receive education, resources, networking and inspiration to incorporate local products into Child Nutrition Program menus.

Southwest Kansas: Begins and ends in Garden City, KS on September 20th from 8:00 AM – 2:00 PM

- Tour will include Diamond W Farm & Ranch (Lakin, KS), Ehresman Packing Company (Garden City, KS), Prairie Wind Produce (Garden City, KS) with a local lunch provided by Garden City Schools and a lunch presentation (TBD)

Southeast Kansas: Begins and ends in Pittsburg, KS on September 27th, from 8:00 AM – 2:00 PM

- Tour will include Cleland Cattle Company (Arma, KS), Misty Morning Farm (Mulberry, KS), Dragon Farms (Pittsburg, KS) with a local lunch provided by Pittsburg Schools and lunch presentation by McCune Farm to Market/Schenker Family Farms

North Central Kansas: Begins and ends in Courtland, KS on October 4th from 8:00 AM – 2:00 PM

- Tour will include Creekside Land & Cattle (Formoso, KS), C & C High Tunnels (Scandia, KS), Depot Market (Courtland, KS) with a local lunch provided by Pike Valley Schools and lunch presentation by R Family Farms

Click the following link to register: [CNW Fall 2024 Regional Farm Tour Registration \(qualtrics.com\)](https://qualtrics.com)
Registration will be open until September 13.

The 6th Annual Mountain Plains Crunch Off – October 2024

Mark your calendars for the 6th annual Mountain Plains Crunch Off! Celebrate with local produce any day in October to participate in the crunch off. Crunchable local produce can be found in many places – school/childcare gardens, farmer’s market, or local distributors. More information and registration link coming soon!

Adopt A Cow – Registration Open!

Registration for the Adopt a Cow program is open until September 15. Sign up today for this free, exciting, year-long experience! Your classroom will be paired with a calf from a dairy farm in Kansas, and throughout the program, you’ll find out what her name is, when her birthday is, where she lives, and how the farmer takes care of her. You’ll also receive progress updates, photos of the cow, live chats from the farm, activity sheets for your students, suggested lessons that follow Common CORE standards, and even opportunities to write letters to your calf! Registration now open through September 15 at www.discoverdairy.com/adopt.

Plan Your Road Map for Healthier School Meals in 2024-2025

Team Nutrition is pleased to share new resources to help Child Nutrition Program operators prepare for the road ahead! Team Nutrition’s [Back-to-School webpage](#) has ready-to-go menu planning, nutrition education, and school meal promotion resources that support the updates to the school nutrition standards published in the final rule titled, *Child Nutrition Programs: Meal Patterns Consistent with the 2020-2025 Dietary Guidelines for Americans*.



New Team Nutrition Back-to-School Resources

- [Back-to-School Social Media Shareables](#) – Use the graphic and messages to spread the word about Team Nutrition's back-to-school resources and show commitment for serving up nutritious and delicious school meals in School Year 2024-2025.
- [Reducing Added Sugars at School Breakfast](#) – This training guide for school nutrition professionals provides information on the new added sugars limits, menu planning tips, ideas for reducing added sugars in recipes, and more. [Also available in Spanish.](#)
- [School Breakfast Posters](#) – Display these colorful posters around the school to encourage school breakfast participation and promote the benefits of a nutritious breakfast. This set of two posters is now [available in print!](#)

Team Nutrition Resource Bundles

Save time by ordering a Team Nutrition Resource Bundle! The following bundles include a variety of resources that school nutrition professionals, teachers, parents/caregivers, and the entire school community can use to promote school breakfast:

- [Breakfast Bundle for Elementary Schools](#)
- [Breakfast Bundle for Secondary Schools](#)

More details about each bundle are available on the online order form at <https://pueblo.gpo.gov/TN/TNPubs.php>.

Healthy Meals Incentives Recognition Awardee Spotlight Webpage

The Healthy Meals Incentives Recognition Awards recognize and celebrate school nutrition programs across the country! Visit the [Awardee Spotlight webpage](#) to discover a collection of best practices that support the implementation of the final rule including reducing added sugars and sodium in school meals.

Stay Connected

Sign up to receive Team Nutrition updates in [English](#) and in [Spanish](#).

Safe Routes to School Planning & Programming

The Kansas Department of Transportation (KDOT) Safe Routes to School (SRTS) Program has announced that six Kansas communities have received 2024-2025 Planning and Programming (P&P) grants. These grants will fund SRTS plans in Sedan, Riverton, Silver Lake, Wellsville, Wallace County Schools and Weskan USD 242. Plans include an analysis of existing conditions, public outreach results and recommended infrastructure and non-infrastructure solutions to help more Kansas K-12 students safely walk, bike, and roll to school.

SRTS Plans for the 2023-2024 P&P grants recipients can be found here, [About the Program — Kansas Safe Routes to School \(ksdot.gov\)](#). KDOT SRTS is a comprehensive and effective approach to getting more kids biking, rolling, and walking safely to school, [Kansas Safe Routes to School \(ksdot.gov\)](#)

For the full press release, [SafeRoutesReleaseJuly2024.pdf \(ksdot.gov\)](#). For more information, please contact Ann Katt, SRTS Coordinator, 785-296-3873, ann.katt@ks.gov



As always, if you have questions or need technical assistance, please contact your Child Nutrition Consultant or the Topeka office.

The CNW Team



For more information, contact:

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