

# Monthly Update



## School Nutrition Programs

June 14, 2024

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

### **Community Eligibility Provision (CEP) – Deadline to Apply is June 30**

Sponsors or a school or group of schools within the sponsor electing the **Community Eligibility Provision** for SY 2024-25 must complete the Community Eligibility Provision Application in KN-CLAIM by **June 30, 2024**. For questions about CEP, contact your area Child Nutrition Consultant or the Topeka office.

### **PY 2025 Renewal Documents Due July 15, 2024**

Program renewal instructions and guidance can be downloaded from <https://cnw.ksde.org>, SNP, Program Initiation/Renewal. Program renewal documents are due by July 15, 2024. Reimbursement claims for SY 2024-25 cannot be processed until all program renewal documents are approved by KSDE.

### **Summer EBT**

The Summer Electronic Benefit Transfer Program (Summer EBT) is a new federal nutrition program that provides grocery benefits during the summer months to families with children eligible for free or reduced price school meals. Kansas has elected to participate in Summer EBT beginning in summer 2024. For more information about Summer EBT in Kansas, go to [Summer EBT - Economic & Employment Services \(ks.gov\)](#). Households can contact the Kansas Department for Children and Families at 1-866-369-4777 for more information about eligibility benefits.

### **Summer Food Service Program Outreach – Reminder!**

All SNP Sponsors are required to conduct outreach for the Summer Food Service Program (SFSP). If the Sponsor does not have SFSP sites, consider posting a link to the site locator tool on the school website or providing the link on a flyer to send home with students. This would allow families to find a location to receive free meals at sites across Kansas. The site locator tool is available at <https://cnw.ksde.org>, SFSP, Locate a Site Near You.

### **Reimbursement Rates**

Reimbursement rates for FY2025 will be posted at <https://cnw.ksde.org>, Key Links, Reimbursement Rates as soon as they are available from USDA.

### **Attendance Factor**

The Attendance Factor for SY 2024-25 is .92. Form 9A, Daily Record of Lunches Served, containing the attendance factor and can be found at SNP, Food Service Facts, Chapter 9 at <https://cnw.ksde.org>.

### **Annual Financial Report – Due August 15**

In order to complete the Annual Financial Report (AFR) in KN-CLAIM by August 15, you **MUST** complete each of the Monthly Financial Reports (MFR) in KN-CLAIM on the MFR/AFR Tab in Program Year 2024. Information from the MFRs will automatically roll-up to create the AFR.



### National Webinars on Geographic Preference Expansion

The USDA Food and Nutrition Service will host two webinars to prepare Program Operators and other partners for the expansion of the geographic preference option, made possible by the [Final Rule, \*Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans\*](#). See the relevant Geographic Preference Expansion implementation memo [here](#).

On Thursday, June 20, from 2:00 – 3:00 PM EDT (noon-1 MT, 1-2 CT), USDA Food and Nutrition Service (FNS) Patrick Leahy Farm to School Team (USDA Farm to School Team) will host a webinar for [farm to school partners, including Child Nutrition Program operators](#), on the expanded geographic preference option in the final rule, [Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans](#). Beginning July 1, 2024, the provision will permit CNP operators to use local as a specification when procuring unprocessed agricultural products. The USDA Farm to School Team will provide an overview to help farm to school partners share and learn about the expanded geographic preference option. Register for the webinar at: [https://www.zoomgov.com/webinar/register/WN\\_qHl2cl11THCBXLblzVc0iA](https://www.zoomgov.com/webinar/register/WN_qHl2cl11THCBXLblzVc0iA).

To support State agency and CNP operators, the FNS Patrick Leahy Farm to School Program is providing technical assistance resources on the expanded geographic preference option at: [Patrick Leahy Farm to School Program Procuring Local Foods Webpage](#). The webinar will be recorded and shared with registrants, so feel free to register even if you can't make it. Please share!

### 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.**

### 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. The Meal Equivalent report can provide helpful meal cost data. Locate the Meal Equivalent Report and other helpful financial management reports in KN-CLAIM at Reports, Sponsor Accessible Financial Tools & Reports. Authorized Representatives and their Designated Users have access to these reports.

### 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](http://www.ksde.org), Data Central, Child Nutrition & Wellness Reports.



### 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 24-25 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 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.

### Indirect Cost Rates

Indirect Cost Rates for SY 2024-25 will be posted in July at <https://cnw.ksde.org>, SNP, What's New. Food service uses the unrestricted rate in the last column. The rate for private schools is 10%.

### At-Risk Afterschool Meals Toolkit

Kansas Team Nutrition has developed a toolkit for At-Risk Afterschool Meals sponsors. Check it out today! Resources in the toolkit include: sample social media posts to promote the program, a 2-week hot menu, 2-week cold menu, 4-week snack menu, program administrative tools, and supplemental menu resources. The toolkit can be found at <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 13, Guidance and Resources. To receive a hard copy of the At-Risk Afterschool Meals Cycle Menus, email Katy Hatch at [khatch@ksde.org](mailto:khatch@ksde.org).

### HACCP Food Safety Plan

The beginning of a school year is a great time to review and revise your site's HACCP Food Safety Plan. Check out the Worksheet to Review and Revise the HACCP Food Safety Plan as well as the prototype HACCP Food Safety Plan at <https://cnw.ksde.org>, SNP, Food Service Facts, Chapter 22, HACCP Guidance & Resources, Related Forms. The template plan was updated in October 2023 to reflect the updated Kansas Food Code. Reminder: The HACCP Food Safety Plan must be reviewed annually, and this review must be documented.

### Review the Food Safety Training Record

Please review and update food safety training in KN-CLAIM on the “Training” tab to ensure all school nutrition staff, including the Food Service Director and Authorized Representative, are current on approved food safety training. The Training Tab in KN-CLAIM should be updated each time a staff member takes an approved food safety class or there is a staffing change. Access the Training Tab Tutorial at <https://learning.ksde.org>, Child Nutrition & Wellness, Tutorials, School Nutrition Program Tutorials. Approved classes are listed in Food Service Facts Chapter 22.

### Procurement Training

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. Join Procurement Training via live Zoom on July 30 from 2:00-3:00 pm at <https://ksde.zoom.us/j/86257503993?pwd=dFRmRFJvQmRVaXF5QWZmS1MvTGhadz09> Passcode: 192661. Sponsors unable to attend a live virtual session can complete the training 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.



### SNP Administrative Update

Sponsors should make plans to attend SNP Administrative Update training. At least one representative from each Sponsor must participate in the SNP Administrative Update. The remaining live Zoom training option is for sponsors that operate both SNP and CACFP. Join SNP Administrative Update/CACFP Administrative Workshop on July 9 from 8:30 am-12:30 pm at:

<https://ksde.zoom.us/j/89730050845?pwd=SIBIWWQ0akhUeUc0N0tBUTNOOHMxZz09> Passcode 259874. Sponsors unable to attend a live virtual session will have the opportunity to take the training on the KSDE Training Portal at a later date.

### Professional Development Update

Professional development is offered through the KSDE Training Portal 24/7 and through live virtual events via Zoom. A full listing of live virtual events and links can be found on the CNW Calendar at <https://cnw.ksde.org>, Training, CNW Calendar. No pre-registration is required for the live virtual classes through Zoom. **Upcoming trainings, not mentioned below, include:** Food Safety Basics on June 20 from 2-5 pm and SNP Determining Eligibility on June 27 from 2-4 pm.

### Online Professional Development Classes and Tutorials

Over 30 classes and tutorials, including the 3-hour Food Safety Basics class, can be accessed free of charge 24/7 via 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:** Procurement 101: The Basics (1 hr) and Unpaid Meal Charges Tutorial (25 min).

### Virtual Meal Pattern Training Opportunities – Save the Date!

- Nutrition Standards for School Meals – June 18 from 8:30 am-3:30 pm  
<https://ksde.zoom.us/j/89534713536?pwd=Z1U5LzViNVg0ekZuWVI5bzFpdHVOZz09>  
Passcode 074490
- Calculating Components – June 25 from 8:00 am-3:00 pm  
<https://ksde.zoom.us/j/86787888848?pwd=c3IBZEhOQIRZQ0xJR0RGVDJPZ3MwUT09>  
Passcode 461593
- 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

### Menu Planning for School Meals Training

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 and will cover the basics of menu planning and production records then break down how to calculate components. Attendees will be able to 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.

- Goddard – Tuesday, July 23
- Shawnee Mission – Monday, July 29

To register, please email Katy at [khatch@ksde.org](mailto:khatch@ksde.org) with the location you plan to attend. Please contact Holly at [hsteinlage@ksde.org](mailto:hsteinlage@ksde.org) with questions.



### **In-Person Technical Assistance**

KSDE Child Nutrition Consultants will be offering in-person technical assistance sessions throughout the state in July. Contact your area Child Nutrition Consultant for information.

### **Jump Start Your Success in School Nutrition Programs – July 31**

Plan to join CNW for the Jump Start fall kick-off event on Wednesday, July 31 from 9:00 am to 3:00 pm in Hays. Jump Start is a free, multi-week program that offers a blend of in-person, live virtual, and on-demand trainings for new and aspiring school food service directors and managers. This training opportunity is for those with less than three years of experience. Those with three years of experience or more may participate as a mentor.

Jump Start has been developed to incorporate personalized training and leadership development through mentoring opportunities. The program encourages open-group discussion so participants can be actively involved in learning best practices from the field. Participants who complete the Jump Start program will develop the skills and knowledge needed for the successful operation of school nutrition programs. For more information about Jump Start as a participant or mentor or to register, contact Holly Steinlage at [hsteinlage@ksde.org](mailto:hsteinlage@ksde.org).

### **Reminder: Professional Development Tracking in KN-CLAIM**

Completed professional development trainings can be tracked in KN-CLAIM on the Training Tab. Tracking food safety training on this tool is required. Tracking other training taken to meet professional standards requirements on this tool is optional. If KN-CLAIM is not used, another method must be used to track annual training hours. The Training Quick Reference is available in KN-CLAIM to provide specific instructions on how to enter information and use this tool. For additional guidance, a 20-minute Training Tab Tutorial is available on the KSDE Training Portal at <https://learning.ksde.org>, Child Nutrition & Wellness, Tutorials, SNP Tutorials.

### **Child Nutrition & Wellness KANSANS CAN 2023-24 Best Practice Awards**

We encourage you and your staff to make nominations for outstanding and/or innovative practices for recognition of your heroic efforts this past program year. A simple one-page nomination entry form is available at <https://cnw.ksde.org>, SNP, SNP What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30, 2024.** Awardees will be notified by July 31 and presentations will be made at the August State Board of Education meeting. Please do not hesitate to contact any Child Nutrition & Wellness team member if we can be of assistance with the application process. We look forward to receiving your nominations and celebrating the Kansans CAN Best Practice Awards with you at the August 2024 State Board of Education Meeting.

### **Staffing Update**

Abi Boxberger has joined the Child Nutrition & Wellness team as a Child Nutrition Consultant. Welcome Abi!

### **State Holiday CNW Office Closings**

The CNW office will be closed on Wednesday, June 19 in observation of the Juneteenth holiday and closed on Thursday, July 4 in observation of Independence Day.

The CNW Team



For more information, contact:

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