

Monthly Update



School Nutrition Programs

April 12, 2024

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

Community Eligibility Provision (CEP) Clarification

CEP for the National School Lunch Program and School Breakfast Program 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 up to four successive years and claim the meals based on a percentage of identified students multiplied by a factor of 1.6 to determine the percentage of free meals. If the percentage is less than 100 percent, the remaining percentage will be reimbursed at the paid rate. Districts with free direct certification rates between 25 and 62 percent may be required to pay, from sources other than federal funds, the costs of serving breakfasts and lunches that are in excess of the federal assistance received. Sites which have a 25% or greater percentage of free Directly Certified students are eligible for this option. Sites whose percentage is between 15.00% - 24.99% are potentially eligible.

Sponsors or a school or group of schools within the sponsor electing the Community Eligibility Provision for SY 24-25 must complete the Community Eligibility Provision Application in KN-CLAIM by June 30, 2024. For more information on CEP make sure to attend the Community Eligibility Provision Town Hall on May 2nd. Details below.

Community Eligibility Provision Town Hall – May 2nd at 2

On May 2nd at 2:00 pm, join the Child Nutrition & Wellness team to learn details about the Community Eligibility Provision (CEP). Join at <https://ksde.zoom.us/j/88341006929?pwd=cFVFc05zL1ZFU0ttVDIxdGNIL3Nrdz09> Meeting ID: 883 4100 6929 Passcode: 367351

Claim Update

School Finance will resume posting payments Tuesday mornings, allowing Sponsors to be paid via direct deposit on Fridays. SNP Claims, including National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP) and Special Milk Program (SMP) are posted typically the first three Tuesdays of each month. Fresh Fruit & Vegetable Program (FFVP) Claims will be posted 1-2 Tuesdays each month as quantity of “Approved” claims warrants. Site and Sponsor Claims in “Approved” status by 8:00 a.m. each applicable Tuesday morning will be paid that week. Questions related to claims can be directed to Dessa Gifford at either drgifford@ksde.org or (785) 296-4965.

New Food Yields Added to the Food Buying Guide

New yields are now available in the Food Buying Guide for Child Nutrition Programs Interactive Web-based (FBG) Tool and FBG Mobile App! New yield data is available for: USDA Foods canned mixed fruit and canned beef, smoked salmon fillet, cactus fruit (prickly pear), purple rice, instant long grain brown rice, and quick cooking medium grain brown rice. Stay tuned for additional yield data releases coming soon. Explore the [Food Buying Guide for Child Nutrition Programs](#) today!



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. Live training options via Zoom include:

- SNP Administrative Update – June 4, 8:30 am-12:30 pm
<https://ksde.zoom.us/j/82087580983?pwd=Qld2YWVmZVINc09aOGpDM29WNkjsUT09>
(Passcode 775449)
- SNP Administrative Update/CACFP Administrative Workshop – July 9, 8:30 am-12:30 pm
<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.

Request to Use Electronic Transactions in Child Nutrition Programs

Sponsors who wish to use an online or accept electronic signatures on any child nutrition form, including the Consent for Disclosure, must complete the Request to Use Electronic Transactions in Child Nutrition Programs form located in Chapter 7 of Food Service Facts. The Request to Use Electronic Transactions in Child Nutrition Programs form must be completed annually and returned to CNW at cnw@ksde.org. A recording can be accessed on the KSDE Training Portal at <https://learning.ksde.org>, Child Nutrition Programs, General Classes, 2024-2025 Request to Use Electronic Transactions.

Kansas Online Application for Free and Reduced-Price Meals

The Kansas Online Application for Free and Reduced Price Meals will be available free of charge to sponsors for the 2024-2025 school year. Sponsors opting to use the Kansas Online Application for Free and Reduced-Price Meals are not required to complete the Request to Use Electronic Transactions in Child Nutrition Programs form. For more information, view the Utilizing the Kansas Online Application for Free and Reduced Price Meals tutorial on the KSDE Training Portal at <https://learning.ksde.org>, Child Nutrition & Wellness, Tutorials, School Nutrition Programs (SNP) Tutorials or contact Karen Campbell at kcampbell@ksde.org.

Food Safety Inspections

All Sponsors are required to have two food safety inspections each year. If you have not received two (2) inspections by May 1, 2024, you must send a letter to the Kansas Department of Agriculture (KDA) requesting the needed inspection(s). The date the letter is sent must be recorded on the Site Application during Program Renewal. The annual license fee covers the costs of the two required inspections. A sample letter is available at <https://cnw.ksde.org>, SNP, Food Service Facts, Chapter 22. Remember that the most recent KDA inspection must be printed and posted in a location visible to the public.

Fresh Fruit & Vegetable Program

The application to participate in the Fresh Fruit & Vegetable Program (FFVP) for school year 2024-25 is available at <https://cnw.ksde.org>, SNP, SNP What's New. The FFVP provides all children in participating elementary schools with a variety of free fresh fruits and vegetables throughout the school year. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. Participation in the FFVP is limited to elementary schools, with priority given to schools with the highest percentage of students eligible for reduced price or free school meals.



To apply for the FFVP, complete the application and return it to KSDE no later than May 24, 2024. Schools selected to participate will be notified in July 2024. Participating schools will be reimbursed for their documented expenses on a monthly basis. If you have any questions, please contact Arleen Anderson at aanderson@ksde.org or 785-296-2276.

Summer Food Service Program Outreach

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.

Summer Meals Text Numbers and Hunger Hotline

The automated texting service which connects families to local summer meal sites is 914-342-7744. The USDA National Hunger Hotline number is also available. Individuals can call 1-866-3-HUNGRY or 1-877-8-HAMBRE to speak with a representative who will find food resources such as meal sites, food banks, and other nearby social services. Parents and caregivers can also text the word “FOOD” or “COMIDA” to 304-304 to find the nearest meal sites through the No Kid Hungry Hotline.

Seamless Summer Option (SSO) or Summer Food Service Program (SFSP) 2024

Summer Meals Programs are designed to fill the nutrition gap that occurs in summer and make sure children can get the nutritious meals they need. Many sites provide not just meals but also educational, enrichment, and recreational activities that help children continue to learn and stay safe when school is not in session. Summer meals act as a “magnet” to draw children to activities and activities draw children to summer meals. Meals can be served at a variety of locations, including schools, camps, parks, recreation centers, YMCAs, Head Start Centers, Community Action Agencies, Boys and Girls Clubs...and many other places. Now is the time to sign up or renew as a Summer Meals Sponsor. For questions about the SFSP or the Seamless Summer Option (SSO) for School Nutrition Program (SNP) Sponsors only, a Summer 2024 Comparison Chart has been developed to explain the options and is posted at <https://cnw.ksde.org>, SNP, SNP What’s New. Contact our office at 785-296-2276 or your area KSDE child nutrition consultant to discuss options for Summer 2024. SFSP applications are due May 1.

Sponsors that plan to operate the Seamless Summer Option (SSO) during May/June 2024 must update KN-CLAIM. The Seamless Summer Option in Summer 2024 resource provides instructions for the required KN-CLAIM updates for SSO election. It is posted at <https://cnw.ksde.org>, SNP, SNP What’s New.

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 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 USDA Guidance & Resources - SFSP 08-2024 Non-Congregate Meal Service in Rural Areas: Questions and Answers #2

11. Q. For sponsors proposing to provide both congregated and non-congregated meal services at the same site (hybrid), is it acceptable to offer a non-congregated meal during congregated meal service, if the non-congregated meal is intended for a different meal service time?

- A. A non-congregated meal can be provided after a child receives and consumes their congregated meal. For instance, if a hybrid site plans to offer a congregated breakfast and a non-congregated lunch because they lack activities to keep children onsite for both meals, they could serve the congregated breakfast and then provide the non-congregated lunch as the children are leaving the site. However, it would not be acceptable to provide the non-congregated lunch and congregated breakfast simultaneously as outlined in Program regulations at 7 CFR 225.6(h)(4)(ii). Additionally, the sponsor must have a system in place to prevent meal service overlap, ensuring children do not receive more than the maximum daily meal allowance as required in 7 CFR 225.16(b)(3). In the above example, participants should be informed that the meal being provided is intended to be consumed for lunch that same day.

25. Q. Could adults other than parents or guardians and with written permission on file from the household pick-up meals on behalf of parents or guardians?

- A. No, only parents or guardians may pick-up meals on behalf of their children (7 CFR 225.16(i)(2)). Other adults (i.e., proxies) may not pick up meals without the child(ren) present.

27. Q. Is it permissible for a childcare provider, such as a day care operator or childcare center operator, located in a rural area to collect meals for the children who attend their childcare services?

- A. No, childcare providers cannot collect Program meals on behalf of parents or guardians for children attending their childcare. Childcare providers who care for whole groups of unrelated children formally enrolled in their care should not be considered guardians under the State agency's definition. Allowing a childcare provider to collect and distribute meals on behalf of groups of children introduces significant integrity risks, especially concerning meal duplication, ensuring meals reach eligible children, and food safety risks during transportation, storage, or distribution. In cases where children in childcare settings could benefit from non-congregated meals, FNS strongly encourages State agencies and sponsors to collaborate with local childcare providers. They should explore the feasibility of these providers becoming summer meal sites or participating in the Child and Adult Care Food Program (CACFP) to support meals for children in their care.

28. Q. What are examples of documented procedures sponsors can use to prevent duplication of meal services when offering parent or guardian meal pickup?

- A. Program regulation at 7 CFR 225.16(i)(2) require that sponsors choosing to distribute meals to parents or guardians on behalf of their children must, through documented procedures, approved by their State agency, ensure that meals are only distributed to parents or guardians of eligible children and that duplicate meals are not distributed. Some possible strategies for enhancing integrity include, but are not limited to:
- Requesting parents and guardians provide their children's names or other identifying information when picking up meals,
 - Using rosters or sign-in sheets,
 - Cross-referencing sign-in sheets, such as for a sponsor with multiple sites in close proximity, and



- Using technology-based solutions, such as QR codes for sign-in sheets or a registration system.

When developing procedures, sponsors should consider the proposed site type (e.g., open, closed) and whether the proposed system is appropriate or could potentially hinder access for eligible children. In addition, sponsors may review site meal counts daily to track trends and identify anomalies such as block claiming and over claims.

30. Q. Can non-congregate home delivery service be provided at addresses where the child does not reside?

- A. No. As outlined in Program regulations at 7 CFR 225.14(d)(6), non-congregate meal delivery should only be sent directly to a child's residence with prior written consent from a parent or guardian. Non-congregate home delivery may not be sent to daycare home programs, short-term rentals, or vacation properties.

Professional Development Update

Professional development is offered through the KSDE Training Portal 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 include: Food Safety Basics on April 17 from 2-5 pm, SFSP Menu Planning on April 23 from 2-4 pm, and Equipment Upkeep on May 1 from 2-4 pm.

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. Live Procurement Training options via Zoom include:

- May 21 from 2-3 pm
<https://ksde.zoom.us/j/89452034091?pwd=aGtoVSs1Y1JQb2lLeEtpVis0VWk3UT09>
Passcode: 158907
- July 30 from 2-3 pm
<https://ksde.zoom.us/j/86257503993?pwd=dFRmRFJvQmRVaXF5QWZmS1MvTGhadz09>
Passcode: 192661

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.

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.

- Oakley – Wednesday, June 5
- Manhattan – Wednesday, June 5
- Chanute – Tuesday, June 11
- Garden City – Wednesday, June 12
- Wichita vicinity – TBD
- Kansas City – Monday, July 29



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

Nutrition Standards and Calculating Components Classes – 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

Earn a Free Culinary Kit for your School Kitchen

Participate in the Local Foods Culinary Training that is available on the KSDE Training Portal and earn a free culinary kit for your school kitchen! Each school kitchen with a staff member completing the training is eligible to receive a culinary toolkit consisting of a dough cutter, wire whisk, digital scale, and blender (1 kit per school kitchen). Instructions for completing the survey to receive the toolkit is posted at the end of the online training. This 2-hour training features Kansas products and producers, gives helpful information on how to implement Farm to Plate in Kansas Child Nutrition Programs, and provides recipes and culinary tips for incorporating the Kansas products featured in the training into local menus. Go to <https://learning.ksde.org> to access this training.

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:** 2024 Non-Congregate Meal Service in Rural Areas, 2024 Wellness Wednesdays: Strategies & Resources to Promote Social/Emotional Health, and 2024 Wellness Wednesdays: Kansas Safe Routes to School.

New Body Venture Exhibit – Apply now for SY2024-2025

Body Venture is KSDE's traveling health education exhibit for students in grades K-5. This exciting exhibit has been updated and can visit approximately 100 schools next school year. The Body Venture experience helps students learn why it is so important to "Eat Smart. Play Hard." The Request to Schedule Body Venture form for SY 2024-2025 will be available at <https://cnw.ksde.org>, SNP, SNP What's New by the end of April.

The Heartland Farm to ECE Institute

The Heartland Farm to ECE Institute is a year-long program aimed to create new or expand existing Farm to ECE efforts in the cafeteria, the classroom, and the community. Eligible applicants must participate in either the CACFP or the NSLP and serve an ECE program such as a preschool.

Participation in the Institute is free. The program will kick off with a retreat November 13-15th, 2024 in Nebraska City, NE at the [Arbor Day Farm Lied Lodge](#). Registration, lodging and meals for the retreat are included in program. Following the retreat, participants will have one-on-one support from a coach throughout the program to set goals and implement activities. Regular meetings with the State agencies and partnering organizations will also take place for resources, technical assistance, and training. The program will conclude October 2025.



Find the application to apply [here](#), or on the [CNW website](#) under Farm to Plate/What's New. The application will be open until April 30. Applications will be notified of selection by June 3. For more information or questions regarding the Institute, please contact Eryn Davis at edavis@ksde.org or 785-296-5060.

Kansas Appleseed 2024 Hunger Action Summits

Join Kansas Appleseed and fellow community members to collaborate on ways to expand food access across Kansas. At each summit, folks will have the exciting opportunity to dialogue with anti-hunger advocates, collaborate in workshops, listen to presentations from community experts, and much more!

- Southwest Kansas Summit: Thursday, May 23, 2024, 10:00 am - 3:00 pm at the Lee Richardson Zoo Baffa Lecture Hall, Garden City, KS 67846. Register at: [//bit.ly/GC2024HAS](https://bit.ly/GC2024HAS)
- Southeast Kansas Summit: Tuesday, May 28, 2024, 10:00 am - 3:00 pm at Bowlus Fine Arts Center, Iola, KS 66749. Register at: [//bit.ly/Iola2024HAS](https://bit.ly/Iola2024HAS)
- Topeka Summit: Wednesday, May 29, 2024, 10:00 am - 3:00 pm at the Topeka Public Library, Topeka, KS 66604. Register at: [//bit.ly/Tpka2024HAS](https://bit.ly/Tpka2024HAS)

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.

Spring Reminder

Please let your area consultant know of upcoming retirements so Child Nutrition & Wellness can recognize them with a letter and certificate.

School Lunch Hero Day – May 3, 2024

Kansas School Nutrition Professionals are Superheroes! From the kitchen to the lunchroom, school nutrition professionals are essential to making sure Kansas students eat well and learn. We're so grateful for all you do every day. We truly appreciate and want to recognize each of you for your dedication and hard work! Happy School Lunch Hero Day each and every day of the year!

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

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