

# Monthly Update

## School Nutrition Programs



April 2, 2025

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

### Important Updates, Reminders, & Deadlines

#### Town Hall Thursday at 2 – April 10

The April Town Hall will provide important updates and reminders for SNP. Join the meeting on April 10 at 2 pm at this Microsoft Teams link: [Join the meeting now](#) (Meeting ID: 241 814 717 448 Passcode: hW7Wy3Ax).

#### Direct Certification Now in KN-CLAIM

KSDE's Direct Certification System is now accessible via 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 2025. It is also accessible under SNP Program Year 2025, 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 2025, 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. Instructions on using this updated Direct Certification System are available in KN-CLAIM under SNP, Quick References, Direct Certification.

#### Community Eligibility Provision (CEP) Notification Reporting – Complete by April 15

Using **April 1** data, **ALL SPONSORS** except RCCIs are **required** to:

- Go to <https://cnw.ksde.gov>, KN-CLAIM, School Nutrition Programs, Program Year 2025, Forms, Community Eligibility Provision Notification (for 2026) to enter the required data.
- Enter the total number of students Directly Certified for the entire Sponsor (include Food Assistance, Temporary Assistance for Families, Foster, and Medicaid Free from the Direct Certification list as well as students certified as Migrant, Homeless, Runaway, Head Start or Even Start, and non-applicants approved by local officials. **Do not include Medicaid Reduced.**
- Enter the number enrolled with access to school meals for the entire Sponsor. Do not include virtual students or students that attend a half day without access to a meal.
- After entering the Sponsor information, click "Save" to calculate and display the percentage of Identified Students. The appropriate checkbox will indicate if the Sponsor is eligible or potentially eligible to participate.
- Next, enter each site's number of Directly Certified and enrollment with access to school meals by clicking on the edit pencil next to each site's name.
- Click the blue save icon to calculate, display the percentage of Identified Students, and SAVE the site information. The appropriate checkboxes will indicate the eligibility status for each site.
- **Data must be entered by April 15** so that a list of Sponsors and sites eligible to participate can be provided to USDA.
- Sponsors with at least one site eligible to elect participation in the Community Eligibility Provision will be notified and provided detailed information.
- The current deadline to elect the Community Eligibility Provision is June 30, 2025.

**What is the Community Eligibility Provision (CEP)?**

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. Meals are claimed 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%, the remaining percentage will be reimbursed at the paid rate. Districts with free direct certification rates between 25% and 62% 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% and 24.99% are potentially eligible. More information is available at <https://cnw.ksde.gov> under SNP, SNP Food Service Facts, Chapter 18.

Sponsors electing CEP for SY 2025-26 must complete the CEP Application in KN-CLAIM by June 30, 2025. For more information on CEP, make sure to attend the CEP Training on May 1 – details are below in the “Professional Development & Training” section.

**Request to Use Electronic Transactions in Child Nutrition Programs**

Sponsors who plan to use an online application or accept electronic signatures on any child nutrition form must complete the Request to Use Electronic Transactions in Child Nutrition Programs form available at <https://cnw.ksde.gov> under SNP, SNP Food Service Facts, Chapter 7. The Request to Use Electronic Transactions in Child Nutrition Programs form must be completed annually and returned to CNW at [cnw@ksde.gov](mailto:cnw@ksde.gov). A training can be accessed on the KSDE Training Portal at <https://learning.ksde.org>, K12 Staff, Child Nutrition & Wellness: General Classes, PY 2025-2026 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 2025-26 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>, K12 Staff, Child Nutrition & Wellness: Tutorials, School Nutrition Programs (SNP) Tutorials or contact Karen Campbell at [karen.campbell@ksde.gov](mailto:karen.campbell@ksde.gov).

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

Summer meal programs are designed to fill the nutrition gap that occurs in summer and make sure children can get the nutritious meals they need. For questions about SFSP or SSO, a Summer 2025 Comparison Chart has been developed to explain options and is posted at <https://cnw.ksde.gov>, SFSP, SFSP What's New. Contact our office at 785-296-2276 or your area KSDE child nutrition consultant to discuss options for summer 2025 and determine the right fit for your Sponsorship.

**Summer Food Service Program (SFSP) Outreach**

All SNP Sponsors are required to conduct outreach for the Summer Food Service Program (SFSP). If your 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.gov> under SFSP, SFSP Locate a Site Near You.



Various texting services and hunger hotlines are also available. The automated texting service that connects families to local summer meal sites is 914-342-7744. Individuals can text a question that contains a keyword such as “food” or “summer meals”. 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. 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.

### **Sponsors Serving Meals through Seamless Summer Option (SSO)**

Sponsors that plan to operate the Seamless Summer Option (SSO) in **May and/or June** must update PY 2025 information in KN-CLAIM. The Seamless Summer Option in Summer 2025 resource will provide instructions for the required KN-CLAIM updates for SSO election. It will be posted soon at <https://cnw.ksde.gov> under SNP, SNP What’s New.

### **2025 Farm to Plate Subgrant – Application Deadline is April 30**

Child Nutrition Program (CNP) Sponsors may request up to \$9,500 to support Farm to Plate initiatives that will increase the local foods served as part of Child Nutrition Program snacks and meals. Subgrants will be utilized by CNP operators to advance eligible local foods programming activities. Subgrants will be available to School Nutrition Program (SNP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP) sponsors. The application is available at <https://cnw.ksde.gov>, Farm to Plate, What’s New. It must be received by KSDE by close of business on April 30. Contact Eryn Davis at [eryn.davis@ksde.gov](mailto:eryn.davis@ksde.gov) with questions.

### **Food Safety Inspections – Notify KDA by May 1**

All Sponsors are required to have two food safety inspections each year. The annual license fee covers the cost of the two required inspections. If you have not received two inspections by May 1, 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. A sample letter is available at <https://cnw.ksde.gov> under SNP, 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 – Application Deadline is May 31**

The application to participate in the Fresh Fruit & Vegetable Program (FFVP) for SY 2025-26 is available at <https://cnw.ksde.gov> under 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 31. Schools selected to participate will be notified this summer. Participating schools will be reimbursed for their documented expenses on a monthly basis. If you have any questions, please contact Arleen Anderson at 785-296-2276 or email Arleen Anderson at [arleen.anderson@ksde.gov](mailto:arleen.anderson@ksde.gov).

### **Reminder: Use #FuelingKSKids on Social Media**

When sharing on social media, be sure to use the hashtag #FuelingKSKids. This allows KSDE and all Kansas sponsors to see all the great meals and activities being offered in your programs!



### **Body Venture Exhibit – Request to Schedule Deadline is May 31**

Body Venture is KSDE's traveling health education exhibit for students in grades K-5. This exciting exhibit can visit approximately 100 schools next school year. The Body Venture experience helps students learn why it is important to "Eat Smart. Play Hard." The Request to Schedule Body Venture form for SY 2025-26 is available at <https://cnw.ksde.gov>, SNP, SNP What's New. The request must be submitted by May 31.

### **Kansans CAN 2024-25 Best Practice Awards – Nomination Deadline is June 30**

The purpose of the Kansans CAN Best Practice Awards is to encourage and reward outstanding practices in Child Nutrition & Wellness Programs in Kansas. We encourage you and your staff to make nominations for outstanding and/or innovative practices. A simple one-page nomination form is available at <https://cnw.ksde.gov> under SNP, SNP What's New. Nominations are due to the Child Nutrition & Wellness office on or before June 30. Awardees will be notified by July 31, and presentations will be made at the August State Board of Education meeting. Please contact any Child Nutrition & Wellness team member for 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 State Board of Education Meeting!

### **Retirements**

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

## **Professional Development & Training**

### **Training Opportunities**

Many opportunities for learning are available to SNP sponsors. Go to <https://cnw.ksde.gov>, Training, CNW Calendar to access the schedule of live classes with dates, times, and links. Upcoming trainings include:

- **Sodium Savvy** on April 2 from 2-3 pm
- **Food Safety Basics** on April 16 from 2-5 pm
- **SFSP Menu Planning** on April 29 from 2-4 pm
- **CEP Training** on May 1 from 2-3 pm
- **Reducing Added Sugars** on May 7 from 2-3 pm
- **Serving Safe Summer Meals** on May 13 from 2-3 pm
- **Procurement 101: The Basics** on May 22 from 2-3 pm
- **SNP Annual Administrative Training** on June 3 from 8:30 am-12:30 pm

Training is offered 24/7 on the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account, go to <https://cnw.ksde.gov>, Training. **New to the portal:** Wellness Wednesdays: Promoting Heart Health Through Restorative Sleep, Introduction to SFSP, Frequent Food Safety Violations, and 2025 SFSP Annual Administrative Training.

If you would like to schedule an in-service, culinary coach session, or have questions about professional development, contact Holly Steinlage at [holly.steinlage@ksde.gov](mailto:holly.steinlage@ksde.gov).

### **Calling All Bakers!**

Do you have a passion for scratch baking and yeast breads? Do you want to share that passion with other Kansas sponsors? KSDE Child Nutrition & Wellness is looking for individuals like YOU to serve as baking coaches. If interested in sharing your knowledge with other Kansas sponsors through training and technical assistance, please contact Holly Steinlage at [holly.steinlage@ksde.gov](mailto:holly.steinlage@ksde.gov) for an application.

**Culinary Coaches – NEW Training Program!**

KSDE Child Nutrition & Wellness is excited to be launching a Culinary Coaches Program in SY 2025! This training opportunity allows sponsors to request in-person, hands-on culinary training conducted at their site. Sponsors can choose from four training topics: Critical Culinary Skills, Knife Basics, Cooking Basics, and Baking Basics. The sessions will be led by trained culinary coaches and will focus on developing culinary skills that will better enable child nutrition program sponsors to prepare scratch and speed scratch recipes. If interested in scheduling a culinary coach session, please contact Holly Steinlage at [holly.steinlage@ksde.gov](mailto:holly.steinlage@ksde.gov).

**Community Eligibility Provision (CEP) Training – May 1**

KSDE will be hosting a CEP Training on May 1 from 2-3 pm. This training will provide an overview of CEP and cover eligibility requirements, reimbursement, and next steps to participating in CEP. Join the training at this link: [Join the meeting now](#) (Meeting ID: 229 772 288 891 Passcode: QU6pV6Ub)

**Procurement Training (REQUIRED) – May 22**

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. For School Year 2025-26, all sponsors must complete procurement training by June 30, 2025. This training was offered on January 22, and a repeat session will be offered on May 22 from 2-3 pm. Join the training at this link: [Join the meeting now](#) (Meeting ID: 268 616 900 608 Passcode: vW949NK3). The training is also available on the KSDE Training Portal at <https://learning.ksde.org>, K12 Staff, Child Nutrition & Wellness: General Classes.

**SNP Annual Administrative Training (REQUIRED) – June 3**

Sponsors should make plans to attend SNP Annual Administrative Training. At least one representative from each Sponsor must complete this training. Live virtual training options include:

- SNP Annual Administrative Training – June 3 from 8:30 am to 12:30 pm:  
[Join the meeting now](#) (Meeting ID: 240 548 390 536 Passcode: PU7Qt7mL)
- SNP/CACFP Annual Administrative Training – July 8 from 8:30 am to 12:30 pm:  
[Join the meeting now](#) (Meeting ID: 283 539 248 463 Passcode: kB37pX2V)

The training will also be available 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; 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](mailto:pam.rosebaugh@ksde.gov) with the location you plan to attend.

- Manhattan - Wednesday, June 4
- Oakley - Wednesday, June 4
- Chanute - Wednesday, June 11
- Dodge City - Wednesday, June 11
- De Soto - Thursday, July 17
- Maize - Wednesday, July 30





### **Nutrition Standards for School Meals Training – June 17**

In this training, participants will learn menu planning requirements for breakfast and lunch. The training will also cover documentation requirements, meal modifications, and effective menu planning strategies. Join the training on June 18 from 8:30 am to 3:30 pm at this link: [Join the meeting now](#) (Meeting ID: 236 532 031 870 Passcode: ig9bU6Qc)

### **Calculating Components Training – June 25**

By utilizing the USDA Food Buying guide, this training will help participants learn how to calculate component contributions. Participants will learn how to calculate grain and meat/meat alternate ounce equivalences and fruit and vegetable yields. Join the training on June 25 from 8:30 am to 3 pm at this link: [Join the meeting now](#) (Meeting ID: 290 037 627 10 Passcode: Rd7L2Wt2)

The training will be broken into three different sections, as shown below. Participants can join any (or all) of the sessions based on their training needs.

- Grains – 8:30 to 10:30 am
- Fruits & Vegetables – 10:40 am to 12:40 pm
- Meat/Meat Alternates – 1 to 3 pm

## **New Resources**

### **School Lunch Hero Day – May 2**

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 and want to recognize each of you for your dedication and hard work! Happy School Lunch Hero Day on May 2 AND each and every day of the year! Resources to help celebrate are available at <https://schoolnutrition.org/about-school-meals/school-lunch-hero-day/>. Be sure to use the hashtag #FuelingKSKids when sharing your School Lunch Hero celebrations on social media!

### **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), while supplies last. Instructions for completing the survey to receive the toolkit are 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>, K12 Staff, Child Nutrition & Wellness: General Classes, Local Foods Culinary Training (2 Hours), to access this training.

### **Staffing Update**

Katy Hatch has accepted a new position on the Child Nutrition & Wellness team. Katy will be transitioning from her current position, Administrative Specialist, to her new position as Data Analyst effective March 30. Congratulations, Katy!

**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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Director, Child Nutrition & Wellness  
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<https://cnw.ksde.gov>  
[kelly.chanay@ksde.gov](mailto:kelly.chanay@ksde.gov)

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