

Monthly Update

School Nutrition Programs



August 13, 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

August Town Hall – August 28

The August Town Hall has been moved to Thursday, August 28 at 2 pm. Important reminders and program updates will be discussed. Plan now to join KSDE Child Nutrition & Wellness at this link: [Join the meeting now](#) (Meeting ID: 241 814 717 448 Passcode: hW7Wy3Ax).

Reimbursement Rates

USDA has released the federal reimbursement rates, and the rates have been posted to the federal register. Kansas receives cash-in-lieu of commodities (CIL) in addition to the standard federal reimbursement per meal. At this time, the CIL rates have not been released by USDA. KSDE was informed by USDA that the CIL rates are in clearance and should be released soon. Once available, reimbursement rates for PY 2026 will be posted at <https://cnw.ksde.gov> under Key Links, Reimbursement Rates.

Indirect Cost Rates

Indirect Cost Rates for SY 2025-26 are available at <https://cnw.ksde.gov> under SNP, What's New. Food service uses the unrestricted rate in the last column. The rate for private schools is 15%.

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 2025. Information from the MFRs will automatically roll-up to create the AFR. When completing the AFR, be sure to enter the End-Of-Year Balance of Uncollected Charges at the bottom of the form. Remember that the AFR must match the Sponsor's Food Service Fund Account. For help completing the MFR/AFR, contact your area Child Nutrition Consultant.

Monthly Financial Report – Frequently Asked Question

Question: My Monthly Financial Report is giving me an error. Where do I find the information for Reimbursable Sales & Charges (line 33) and Non-Reimbursable Sales & Charges (line 34)?

Answer: Reimbursable Sales & Charges comes from the Daily Income Sales & Deposit Report (Form 10-A) Column D. Non-Reimbursable Sales & Charges comes from the Daily Incomes Sales & Deposit Report (Form 10-A) Columns E, I, K, & L. The Daily Income Sales & Deposit Report (Form 10-A) calculates these figures on page 2.

Tutorials explaining Form 10-A and the Monthly/Annual Financial Report are available on the KSDE Training Portal at <https://learning.ksde.org> under K12 Staff, Child Nutrition & Wellness: Tutorials, SNP Tutorials.

**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 for SY 2025-26, 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. This can be used as acceptable reasoning on a spend down plan.

Fresh Fruit and Vegetable Program Reminders

August and September are the last two months to use any remaining funds from the FFVP grant awarded last year. We are required to return any unspent funds to USDA at the end of the grant cycle, and this can have repercussions on future grant awards for the program.

To find your remaining funds, go into the site claim(s) of the participating schools and look for the balance on the bottom left-hand side of the page where it lists the current month expenditures. Be sure to check on your Administration charges to ensure they are below the 10% level of all expenditures.

Annual required training for current year awardees will be held on August 21 at 2 pm, and signed Program Agreement Addendums are due to our office by August 22.

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 must be updated to reflect the FA benefits since this is considered the greater benefit level.

Kansas Online Free and Reduced Price Meal Application – Reminder

Sponsors using the Kansas Online 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.



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 take the online Civil Rights Compliance in Child Nutrition Programs found on the KSDE Training Portal at <https://learning.ksde.org> under K12 Staff, 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.

HACCP Food Safety Plan

The Hazard Analysis Critical Control Point (HACCP) Food Safety Plan must be reviewed annually, and this review must be documented. 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.gov> under SNP, Food Service Facts, Chapter 22, HACCP Guidance & Resources, Related Forms.

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> under K12 Staff, Child Nutrition & Wellness: Tutorials, School Nutrition Program Tutorials. Approved classes are listed in Food Service Facts Chapter 22. Contact Holly Steinlage at holly.steinlage@ksde.gov with questions on food safety training.

School Breakfast for Morning Preschool Students

All Kansas public schools are required by State law to participate in the School Breakfast Program unless they meet certain criteria and receive an annual waiver from the Kansas State Department of Education. Starting in SY 2025-26, if morning preschool students are counted in the student enrollment count on September 20, schools must offer these students breakfast. This requirement is per Kansas State Statute 72-17,145.

7th Annual Mountain Plains Crunch Off – October 2025

Mark your calendars for the 7th Annual Mountain Plains Crunch Off during Farm to School month. Celebrate with crunchable local products any day in October. Register your event at this link to receive a toolkit and list of crunch ideas: <https://www.surveymonkey.com/r/NK578JH>

Healthy Meals Incentives Recognition Award – Congratulations USD 320 Wamego!

Congratulations to USD 320 Wamego for receiving a Healthy Meals Incentives (HMI) Recognition Award for Innovation in Nutrition Education! The Innovation in Nutrition Education Award recognizes nutrition education activities that make classroom, cafeteria, community, and home connections for students and families. USD 320’s participation in Kindergarten Round-Up, STEM lessons, social media outreach, and lunchroom promotions all contributed to their recognition. More information about the HMI Recognition Awards can be found here: <https://healthymealsincentives.org/recognition-awards/>



USDA Updates

SP 17-2025: Reimbursement for Off-Site Meal Consumption

This memorandum updates guidance on reimbursement for school meals that are served or consumed off-site, including clarifying that children participating in off-site extracurricular activities during the breakfast or lunch period can bring reimbursable meals from school with them to the activity. This guidance allows schools to think creatively about how to ensure eligible children maintain access to healthy school meals if they are offsite during the meal service. This clarification supports USDA Secretary Brooke Rollins' guiding principles for nutrition programs, including commitments to clarify statutory, regulatory, and administrative requirements, and to infuse each nutrition program with new energy and vision. The policy memo is available at

<https://www.fns.usda.gov/schoolmeals/reimbursement-offsite-meal-consumption>

SP 18-2025: Guidance on Fees for Electronic Payment Services in the School Meal Programs

Effective immediately, this memorandum rescinds SP 04-2025, *Fees for Electronic Payment Services in the School Meal Programs*, which was issued on November 1, 2024. This memo also clarifies current requirements for fees for electronic payment services and provides best practices. Families that choose to use electronic payment services may be charged a fee, but only if SFAs also offer a free and accessible method for all families to add money to student meal accounts. SFAs must notify families of available payment options and any associated fees in ways that are easy to find and understand. This action is part of the Trump Administration's commitment to reducing administrative burden and aligns with Agriculture Secretary Brooke Rollins' commitment to clarify requirements in the nutrition programs. The policy memo is available at <https://www.fns.usda.gov/schoolmeals/guidance-fees-electronic-payment-services>

A New Way to Find Professional Standards Trainings

The newly re-named and modernized USDA [Professional Standards Trainings and Tracker Tool \(PSTTT\)](#) now has guest access! This enhancement will retire the Professional Standards Training Database, which previously allowed school nutrition professionals to only search and access trainings.

Registered users of the Professional Standards Trainings and Tracker Tool (PSTTT) can now find links to trainings and easily log the training hours once completed, all within one location—the modernized PSTTT. The new guest access feature will allow the same capabilities that the Professional Standards Training Database had with a new look. This integration is the result of customer feedback and supports the development and implementation of modernized systems.

Both registered and guest users will be able to access Professional Standards trainings from the PSTTT. Users may search for trainings and view details such as title, length, format, provider, and cost. Links to the trainings will allow users to navigate to the website where the training is hosted.

The PSTTT is designed to assist school nutrition professionals in searching for relevant training and keeping track of their annually required training hours. For additional information on Professional Standards, please visit the USDA Professional Standards site at

<https://www.fns.usda.gov/tn/professional-standards>.

Check out Team Nutrition's Professional Standards Resources site, which include links to the PSTTT and recorded webinars on how to use the PSTTT at <https://www.fns.usda.gov/tn/professional-standards/resources> and contact USDA at cnpntab@usda.gov for assistance using the PSTTT.



Professional Development & Training

Kansas Certificate in Child Nutrition Management

As of July 1, the Kansas Certificate in Child Nutrition Management program is being paused, and KSDE Child Nutrition & Wellness (CNW) will not be accepting applications until further notice. CNW will begin the process of evaluating the certificate requirements and will develop a revised set of criteria for certificate completion. Please direct any questions to Kelly Chanay at kelly.chanay@ksde.gov.

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 live virtual trainings include:

- **Food Safety Basics** on August 20 from 2-5 pm
- **Fresh Fruit & Vegetable Program Administrative Training** on August 21 from 2-3 pm
- **Farm to Plate Training** on September 3 from 2-3 pm
- **Verification Training** on September 4 from 1-4 pm
- **FSMC Fall Monitoring Training** on September 25 from 9-11 am

On-demand 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.

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.

KSDE Training Portal – Tips & Tricks

To decrease connectivity issues when completing training on the KSDE Training Portal, remember these tips and tricks:

- Use Edge, Firefox, or an Apple-based browser – please do NOT use Google Chrome.
- Use a laptop or desktop computer – please do NOT use a portable device (tablet or phone).
- If you need to stop/pause the training for a long period of time, click “Exit Activity” (top right).
- If your internet becomes unstable, click “Exit Activity” (top right) then re-enter the video once a strong connection is established.
- Contact the KSDE Child Nutrition & Wellness office at (785) 296-2276 or training@ksde.gov if you need further assistance.

Culinary Coaches – NEW Training Program!

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.

SNP Annual Administrative Training (REQUIRED)

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> under K12 Staff, Child Nutrition & Wellness: SNP.

**Verification Training – September 4**

Plan now to have all staff members responsible for verification activities attend training on September 4 from 1-4 pm. Join the training at this link: [Join the meeting now](#) (Meeting ID: 259 271 167 944 Passcode: 5HE2dj9i).

Food Service Management Company (FSMC) Fall Monitoring Training – September 25

All sponsors contracting with a Food Service Management Company are strongly encouraged to participate in the FSMC Fall Monitoring Training on September 25 from 9-11 am. This training will provide updates for the 2025-26 school year as well as review sponsor responsibilities for monitoring FSMC contracts. Join the training at this link: [Join the meeting now](#) (Meeting ID: 260 349 961 019 Passcode: 9ZJ6p7Ji)

Save the Date! Director's Forum – October 3

KSDE Child Nutrition & Wellness will be hosting an SNP Director's Forum on Friday, October 3 from 1-5 pm. The forum is open to all SNP Directors and will be held in conjunction with the SNA-KS Annual Conference at the DoubleTree by Hilton Wichita Airport Hotel. Make plans to attend the meeting to hear updates from KSDE and connect with other directors! For more information, contact Holly Steinlage at holly.steinlage@ksde.gov. Please register at the following link by September 26: <https://www.surveymonkey.com/r/3CKWVFW>

School Nutrition Association of Kansas (SNA-KS) Annual Conference – October 3-5

Make plans to attend the SNA-KS Annual Conference & Industry Showcase (Food Show) in Wichita on October 3-5, 2025. More information and a link to register are available at <https://snakansas.com/events/2025conference/>.

SNA-KS Conference Farm Tour – October 3

KSDE Child Nutrition & Wellness is excited to be part of the SNA-KS Conference with a Farm Tour being offered on Friday, October 3 from 11 am to 5 pm. A lunch will be provided by USD 266 Maize with a local food presentation and tour of the district's local food education opportunities. Afternoon transportation will be provided for the area farm tours. The tour is available for free when you register at this link: <https://www.surveymonkey.com/r/XVJVYS2>

Jump Start for New Directors – October 7 & 8

A two-day training opportunity for new directors (authorized representatives and/or food service directors) will be held in Manhattan on October 7 and 8, 2025. This orientation training is designed to give an overview of program responsibilities to new directors with less than three years of experience. Participants will receive valuable tips, guidance, and ideas from KSDE child nutrition consultants while also meeting other new directors. For more information or to register, contact Holly Steinlage at holly.steinlage@ksde.gov.

New Resources**Chef Ann Foundation's Healthy School Food Pathway Fellowship**

[Applications](#) are now open for [Chef Ann Foundation's Healthy School Food Pathway Fellowship](#)! The [Fellowship](#) is designed for experienced school food professionals who are committed to driving healthy, sustainable, and equitable school food reform. The application is open now through September 10 at 11:59 pm MT. If you'd like to learn more about the program and its impact, you can [register](#) for the Voices of the Healthy School Food Pathway Fellowship webinar taking place on August 13 at 2 pm MT.



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.

You are Appreciated!

The KSDE Child Nutrition & Wellness team appreciates each of you and your work to create healthy habits for a lifetime through the SNP. Be sure to share your best practices by using the hashtag #FuelingKSKids! Not on social media? Don't hesitate to email pictures of the great meals and activities being offered in your programs to anyone on the Child Nutrition & Wellness team!

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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