

Monthly Update



School Nutrition Programs

June 5, 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

Claim Deadlines for State Fiscal Year End – Complete by 8 am on June 9

SNP April and May claims submitted and in “Approved” status by 8 am on Monday, June 9 will be paid and money deposited on Thursday, June 12. April and May claims not in “Approved” status by that time will not be paid until July due to the state fiscal year end closeout and will not receive the State Match reimbursement. The State Match re-apportionment payment will be processed on Monday, June 9 with direct deposit on Thursday, June 12.

SNP claims submitted after the June 9 deadline will still be paid (assuming the 60-day deadline is met), but they will not receive the State Match portion of the reimbursement, and they will not get processed until the state accounting system re-opens in July with anticipated direct deposit being Friday, July 11. Remember, the April claim deadline for original submissions and upward revisions is Sunday, June 29.

Fresh Fruit & Vegetable Program (FFVP) claims will also need to be submitted and approved in KN-CLAIM by 8 am on Monday, June 9 for payment to direct deposit on Thursday, June 12.

Transfers into the Food Service Fund – Complete by June 30

Remember to make transfers to the Food Service Fund before the end of the state fiscal year, June 30. Transfers may be required for gratis adult meals or to keep the balance at the desired amount. If indirect costs are charged, this also needs to be completed by June 30. KN-CLAIM has “Indirect Cost Value” and “Low-Adult & Gratis Meal Cost Analysis” reports that can help sponsors determine amounts to transfer. These reports are available under Reports (top menu bar), Sponsor Accessible Financial Tools & Reports.

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. 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.

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.



Community Eligibility Provision (CEP) – Apply by June 30

Sponsors, a school, or a group of schools within the sponsor electing the Community Eligibility Provision for SY 2025-26 must complete the Community Eligibility Provision Application in KN-CLAIM by June 30, 2025. Contact your child nutrition consultant or the Topeka office if you have questions about CEP or completing the application.

PY 2026 Renewal Documents – Due July 15

Program renewal instructions and guidance can be downloaded from <https://cnw.ksde.gov> under SNP, Program Initiation/Renewal. Program renewal documents are due by July 15, 2025. Reimbursement claims for SY 2025-26 cannot be processed until all program renewal documents are approved by KSDE.

2026 Program Agreement

A new program agreement is required for 2026. The 2026 Program Agreement contains important updates and revisions. It is important that all sponsors read the program agreement and make sure the terms are understood. **Two paper copies of the 2026 Program Agreement must be completed, signed, and submitted to KSDE Child Nutrition & Wellness. Original signatures are required.** A signature stamp is acceptable only if it is registered with the Kansas Secretary of State. When the agreement is approved, a copy will be returned for the sponsor's file.

Wellness Policy Data

In order to submit PY 2026 renewal documents, the Wellness Impact Tool must be completed in PY 2025 in KN-CLAIM. The information submitted in the Wellness Impact Tool helps to accurately reflect the sponsor's status in relation to the current Kansas School Wellness Policy Model Guidelines as of the end of SY 2024-25. School wellness policy data for every school district in Kansas is available to the public on KSDE Data Central at www.ksde.gov under Data Central, Child Nutrition & Wellness Reports.

Reimbursement Rates

Sponsors will be advised by email when reimbursement rates for July 1, 2025 through June 30, 2026 are posted on our website. Rates are normally not available from USDA until mid-July.

Adult Meal Prices

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.

Attendance Factor

The Attendance Factor for SY 2025-26 is 0.9307. Form 9A: Daily Record of Lunches Served includes this attendance factor in the built-in edit check calculations. The updated form can be found at <https://cnw.ksde.gov> under SNP, Food Service Facts, Chapter 9.

Indirect Cost Rates

Indirect Cost Rates for SY 2025-26 will be posted in July 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%.



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.

Sponsors Serving Meals through Seamless Summer Option (SSO)

Sponsors that plan to operate SSO in **July and/or August** must complete and be approved for SY 2025-26 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 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 on 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.

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. **Now available:** CNW also has summer meal site locator cards available in bulk quantities for program operators. The cards are the size of a business card and contain a QR code that households can scan to access the Locate a Site Near You webpage. Contact Marissa Hales at marissa.hales@ksde.gov to request cards.

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.

SUN Bucks 2025

SUN Bucks, also known as Summer EBT, is a program to help families buy food for their school-aged children during the summer. Families will get a one-time benefit of \$120 per year for each eligible child to help buy groceries during the summer months. Children who get SUN Bucks can still participate in other summer meal programs. Receiving SUN Bucks will not affect children or families' immigration status. For families who were pre-approved in January or applied and received a notice of approval since the application opened, benefits were recently distributed as follows (based on the primary applicant's, not the child's, last name): May 28 – A to G, May 29 – H to M, May 30 – N to S, May 31: T to Z. The one-time \$120 benefit per eligible child was put onto a new or the household's existing EBT card. For those that have not yet applied, the SUN Bucks application is available until 5 pm on August 29, 2025. Visit SUNBucks.dcf.ks.gov for more information.



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!

USDA Updates

SP 11-2025, CACFP 09-2025, SFSP 05-2025: Using Federal Funds to Purchase Local Foods

The purpose of this [memorandum](#) is to remind schools, sponsors, and institutions participating in any U.S. Department of Agriculture (USDA) Child Nutrition Program (CNP), including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), Special Milk Program for Children (SMP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO), of the many ways they can purchase local foods to serve in Program meals. Sourcing and serving locally grown foods, and other farm to school activities, such as taste testing, gardening, and agriculture education, can infuse new energy and vision into CNP operations, support community health, create new opportunities for American farmers, invest Federal dollars in local economies, and strengthen strategies to encourage healthy choices. The policy memo is available at <https://www.fns.usda.gov/schoolmeals/federal-funds-purchase-local>

SP 12-2025: Paid Lunch Equity: Guidance for School Year 2025-26

On May 14, 2025, FNS released SP 12-2025: *Paid Lunch Equity: Guidance for School Year 2025-2026*. Consistent with the guiding principles regarding nutrition programs identified by U.S. Department of Agriculture (USDA) Secretary, Brooke Rollins, to clarify statutory, regulatory, and administrative requirements, this memorandum provides guidance on the Paid Lunch Equity requirements for School Year 2025-2026. The policy memo is available at <https://www.fns.usda.gov/schoolmeals/paid-lunch-equity-guidance-sy2025-26>

SP 13-2025, CACFP 10-2025, SFSP 06-2025: Full-Year Continuing Appropriations and Extensions Act, 2025: Effect on Child Nutrition Programs

On May 14, 2025, FNS released SP 13-2025, CACFP 10-2025, SFSP 06-2025: *Full-Year Continuing Appropriations and Extensions Act, 2025: Effect on Child Nutrition Programs*. Consistent with the guiding principles regarding nutrition programs identified by U.S. Department of Agriculture (USDA) Secretary, Brooke Rollins, to clarify statutory, regulatory, and administrative requirements, this memo provides guidance from the Full-Year Continuing Appropriations and Extensions Act, 2025 (Public Law 119-4). The policy memo is available at <https://www.fns.usda.gov/schoolmeals/appropriations-act-2025-effect>



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 virtual trainings include:

- **Nutrition Standards for School Meals** on June 17 from 8:30 am-3:30 pm
- **Food Safety Basics** on June 18 from 2-5 pm
- **Calculating Components** on June 24 from 8:30 am-3 pm
- **SNP Determining Eligibility** on June 26 from 2-4 pm
- **SNP/CACFP Annual Administrative Training** on July 8 from 8:30 am-12:30 pm
- **SNP Determining Eligibility (repeat session)** on July 30 from 9-11 am
- **Is This Meal Reimbursable? Breakfast** on August 6 from 8:30-10 am
- **Is This Meal Reimbursable? Lunch** on August 6 from 10:30 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.

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.

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.

Procurement Training (REQUIRED) – Complete by June 30!

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. To meet School Year 2025-26 requirements, all sponsors must complete procurement training between January 1 and June 30, 2025. The training was offered virtually on January 22 and May 22 and 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)

Sponsors should make plans to attend SNP Annual Administrative Training. At least one representative from each sponsor must complete this training annually. The remaining live virtual session is for sponsors that operate both SNP and CACFP. Join SNP/CACFP Annual Administrative Training on 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 with the location you plan to attend.

- 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 17 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 24

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 24 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

SNP Determining Eligibility Training – June 26 & July 30

This training will discuss the various ways in which student eligibility for free and reduced price meals can be established. The two main options, direct certification and applications, will be discussed. Participants will practice determining free and reduced price eligibility through example applications. Join the training on either of the following dates:

- June 26 from 2 to 4 pm: [Join the meeting now](#) (Meeting ID: 288 113 383 499 Passcode: VL9US2Zx)
- July 30 from 9 to 11 am: [Join the meeting now](#) (Meeting ID: 292 582 905 323 Passcode: GJ2RT9ak)

Baking Boot Camp

KSDE Child Nutrition & Wellness will be hosting in-person "Baking Boot Camp" trainings at the end of July. This two-day training is intended for school bakers and aspiring school bakers. Participants will learn about the baking process and techniques for baking in quantity production. Quick breads will be covered on day one; yeast breads will be covered on day two. The training will be held in the locations listed below from 8:30 am to 3:30 pm on both days. A \$25 fee will be assessed per attendee, per day. To register, email Pam Rosebaugh at pam.rosebaugh@ksde.gov with the location you plan to attend and whether you'll be attending day one (quick breads), day two (yeast breads), or both days.

- Topeka – July 24 & 25
- Garden City – July 30 & 31



Is This Meal Reimbursable? – August 6

These trainings cover the food-based meal pattern requirements for school breakfast and lunch. By going through sample menus and choices, the training will allow participants to practice determining which meals are reimbursable. Both sessions can be accessed from the same link: [Join the meeting now](#) (Meeting ID: 266 413 332 052 Passcode: kb3GS94Y)

- Is This Meal Reimbursable? Breakfast – August 6 from 8:30 to 10 am
- Is This Meal Reimbursable? Lunch – August 6 from 10:30 am to 12:30 pm

New Resources

2025 Kansas Local Food Summit – Registration Now Open!

The Kansas Local Food Summit, hosted by K-State Research and Extension and the Community Resilience Hub at Kansas Wesleyan University, will be held July 29-30 in Salina. Attendees will have a unique opportunity to paint a vibrant future for local food systems in Kansas. Hear stories and connect with people from across the state about strategies for local food system success. The Summit will begin with a day of optional workshops and tours on Tuesday, followed by a full day of speakers, interactive learning sessions, and more opportunities to connect with people from across the state on Wednesday. Registration is now open at this link: <https://www.ksre.k-state.edu/kansaslocalfoods/local-food-summit/registration.html>

At the Lunch Table: A Statewide School Nutrition Coalition

This statewide coalition aims to convene champions and advocates working on efforts to increase food security among students through school nutrition programs and promising practices. Key priorities will be to: identify and address barriers to food access in schools; educate and inform on state and local program opportunities; and highlight policy priorities and share promising practices from around the state.

This coalition is open to any who may be interested in convening, learning, and sharing about school nutrition programs in Kansas. This may include school district staff, food and nutrition staff, school board members, teachers, administrators, community partners, state agencies, PTAs, and other stakeholders. Please contact Jessica Kejr, Nutrition Access Specialist, Kansas Appleseed Center for Law and Justice, at jkejr@kansasappleseed.org if you are interested in information about the next virtual call. More information can be found at www.KansasAppleseed.org

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.



IFMA The Food Away from Home Association Silver Plate Award

The Silver Plate Award, presented by IFMA The Food Away from Home Association, recognizes professionals who have demonstrated foodservice industry segment leadership and noteworthy achievement and have made lasting contributions to the advancement of the industry. School foodservice professionals are encouraged to make nominations for the Silver Plate Award. The deadline for nominations is September 30, 2025. More information about the award can be found at <https://www.ifmaworld.com/IFMA/Events/GSP/IFMA/Programs/IFMA-Awards/silver-plate-awards-criteria.aspx>

Staffing Update

Marissa Hales has joined the KSDE Child Nutrition & Wellness team as a Public Service Administrator. Welcome, Marissa!

State Holidays – June 19 & July 4

The KSDE Child Nutrition & Wellness office will be closed on Thursday, June 19 in observance of the Juneteenth holiday and on Friday, July 4 in observance of Independence Day.

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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