

# Monthly Update

## School Nutrition Programs



May 8, 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 – May 15**

Agenda items for the May Town Hall include School Nutrition Program (SNP) renewal training and administrative updates. Join the meeting on May 15 at 2 pm at this Microsoft Teams link: [Join the meeting now](#) (Meeting ID: 241 814 717 448 Passcode: hW7Wy3Ax).

#### **Town Hall in June & July**

There will not be regularly scheduled Town Hall meetings in June or July unless new guidance is received from USDA. Town Hall meetings will resume in August.

#### **Retirements**

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

#### **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.

#### **Claim Deadlines for State Fiscal Year End**

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.



### 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.

### 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.

### Community Eligibility Provision (CEP) – Deadline to Apply is 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.

### 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 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.

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 Katy Hatch at [katy.hatch@ksde.gov](mailto:katy.hatch@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. If a child's household did not receive a letter from DCF in January 2025 regarding SUN Bucks eligibility, they can apply through the DCF self-service portal at [dcfapp.kees.ks.gov](https://dcfapp.kees.ks.gov). Applications for 2025 SUN Bucks must be submitted no later than 5 pm on August 29, 2025. The SUN Bucks benefit distributions expected to begin in mid to late April 2025 have been delayed. An updated distribution timeline has not been determined, but updates will be provided on the DCF website and Facebook page - @KansasDCF. More information on SUN Bucks can be found at <https://www.dcf.ks.gov/services/ees/Pages/Food/SUNBucks.aspx>

### **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).

### **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!

### **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.

## 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:

- **Reducing Added Sugars** on May 7 from 2-3 pm
- **Serving Safe Summer Meals** on May 13 from 2-3 pm
- **Summer Meals: Best Practices for Serving Up Success** on May 14 from 2-3 pm
- **Food Safety Basics** on May 21 from 2-5 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
- **Nutrition Standards for School Meals** on June 17 from 8:30 am-3:30 pm
- **Calculating Components** on June 24 from 8:30 am-3 pm
- **SNP Determining Eligibility** on June 26 from 2-4 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](mailto: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](mailto:holly.steinlage@ksde.gov).

**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

*Note the training date – incorrect date was listed in the April monthly update.*

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

*Note the training date – incorrect date was listed in the April monthly update.*

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

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 June 26 from 2 to 4 pm at this link: [Join the meeting now](#) (Meeting ID: 288 113 383 499 Passcode: VL9US2Zx)



### **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](mailto: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

## **New Resources**

### **May Harvest of the Month – Mixed Berries**

Did you know there are 46 berry growers listed on the [Specialty Crop Growers Directory](#)? Consider local berries for breakfast, lunch, Fresh Fruit and Vegetable Programs, and snacks. Newsletters, posters, table tents, and curriculum for the produce you are featuring are available at <https://cnw.ksde.gov/f2p/what's-new/may-harvest-of-the-month-berries>. KSDE would love to see how you serve local berries in your programs – please share your “berry good” stories on social media using #FuelingKSKids!

### **Additional Harvest of the Month Kits Available!**

Additional Harvest of the Month kit materials are now available. Kits include posters, stickers, and static clings for each Harvest of the Month feature. If you would like additional materials, please contact Eryn Davis at [eryn.davis@ksde.gov](mailto:eryn.davis@ksde.gov).

### **Pork Recipe Booklet**

The National Pork Board recently collaborated with School Food Rocks and created a 50-page recipe booklet showcasing tasty and nutritious pork recipes for K-12 cafeterias and CACFP operators. The booklet is now live on the Kansas Pork Association website at <https://www.eatpork.org/pork-on-the-plate/>

Providing children and adults with delicious, nutritious meals is central to school food and CACFP programs. Adding pork to menus delivers rich flavor, high-quality protein, and over 10 essential nutrients to everyday meals. Sourcing pork from U.S. farmers ensures fresh, safe, and sustainable food while supporting local agriculture and the economy. By including pork in meals, we nourish students and support American pig farmers, all while promoting sustainability.

### **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.





### **SY 2025-26 Adopt a Cow Registration Open**

The Discover Dairy “Adopt a Cow” program is an exciting, year-long experience for classrooms. Throughout the program, you’ll get an inside look at dairy farming and be paired with a calf from a working dairy farm in Kansas. You’ll find out what her name is, when her birthday is, where she lives, and how the farmer takes care of her. You’ll also receive progress updates, photos of the cow, live chats from the farm, activity sheets for your students, suggested lessons that follow Common CORE standards, and even opportunities to write letters to your calf! All updates are easily accessible via an online portal and app for Apple and Android.

Enroll in the free program for the 2025-2026 school year between May 1 and September 15 and join the moo-vement that has impacted 1.7+ million students across the globe! Visit [www.discoverdairy.com/adopt](http://www.discoverdairy.com/adopt) to learn more about the free program.

### **New Kansas Food Action Network Website**

The Kansas Food Action Network is pleased to present their new website, [www.ksfoodactionnetwork.org](http://www.ksfoodactionnetwork.org). With the new website, Kansas Food Action Network hopes to strengthen their network with readily available information for food and farm councils and all Kansans interested in food system work. Check the website often for more information and resources being added all the time.

### **Join the Kansas Food Policy Council!**

The Kansas Food Policy Council (KSFPC) is a statewide coalition committed to coordination, education, and action to strengthen our state’s food system. The council envisions a healthy, accessible, resilient, and diversified food system for all Kansans. To continue building a representative and inclusive statewide Food Policy Council, they are now seeking six new members who can speak to different experiences across our food system. An online application is available at <https://forms.gle/1HYYZ3gFA2LBpdsf7> and is open until June 15.

**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:

Kelly Chanay  
Director, Child Nutrition & Wellness  
(785) 296-2276  
<https://cnw.ksde.gov>  
[kelly.chanay@ksde.gov](mailto:kelly.chanay@ksde.gov)

Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
[www.ksde.gov](http://www.ksde.gov)

This institution is an equal opportunity provider.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.