

Monthly Update

School Nutrition Programs



August 4, 2026

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

Welcome to the New School Year!

The KSDE Child Nutrition & Wellness team appreciates each of you and your work to prepare for this school year. Please share your back-to-school activities and behind-the-scenes preparations by posting with the hashtag **#FuelingKSKids** or by emailing photos to any member of our team. We appreciate all your hard work preparing for this new school year.

September Town Hall – September 10

The August Town Hall has been cancelled, and the next meeting will be on Thursday, September 10 at 2 p.m. We look forward to seeing you and kicking off the school year with important reminders and program updates. Plan now to join the KSDE Child Nutrition & Wellness team at this link: [Join the meeting now](#) (Meeting ID: 241 814 717 448 Passcode: hW7Wy3Ax). The link is also available on the [CNW Calendar](#).

Cyclospora Outbreak Updates

The Food and Drug Administration (FDA) and Centers for Disease Control and Prevention (CDC), in collaboration with state and local partners, continue to monitor a multistate outbreak of *Cyclospora* infections. At this time, FDA's traceback investigation and outbreak data continue to converge on iceberg lettuce from Taylor Farms de Mexico. Food service operators should continue to avoid all products listed in [Taylor Farms' voluntary recall](#), which was sent to KSDE listservs on July 20. There is currently no recommendation to discontinue serving other types of fresh produce that are not subject to the recall. KSDE will provide updates if there is an expansion of the recall or identification of another food as a possible source of *Cyclospora* infections. Food service staff should continue to follow all standard food safety practices.

Sponsors are encouraged to follow updates on the outbreak, which are available from the FDA at [Investigation of 9-State Outbreak of Cyclospora Illnesses: Iceberg Lettuce](#) and from the Kansas Department of Health and Environment (KDHE) at [Cyclosporiasis Surveillance Data](#).

Reimbursement Rates

Reimbursement rates for July 1, 2026 through June 30, 2027 are now posted at <https://cnw.ksde.gov> under Key Links, Reimbursement Rates.

Indirect Cost Rates

Indirect Cost Rates for SY 2026-27 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%.



SNP & FFVP Reimbursement Claim Reminders

Original and upward claim revisions are due within 60 days of the end of the claiming month. 60-day deadlines for PY 2027 will be outlined in the resource titled "Claim Deadlines – Program Year 2027," which will be available in [SNP Food Service Facts, Chapter 11](#).

Please note that voucher dates are not dependent on or altered by claim due dates. Vouchers, including for School Nutrition Programs and the Fresh Fruit & Vegetable Program, are typically posted on the first and third Tuesdays of each month between 8 and 9:30 a.m. This allows direct deposit payments to be made on Fridays, as posting of vouchers is a four-business day process before payment is received via ACH direct deposit (if ACH is not set up, physical checks are mailed on Thursdays of the vouchering week). Site and Sponsor Claims in "Approved" status by 8 a.m. on each applicable Tuesday will be batched and paid that corresponding Friday. Multiple claims can be paid in one batch. For questions regarding claims or meal reimbursement payments, please contact Dessa Gifford, Public Service Administrator for School Finance, at (785) 296-4965 or desa.gifford@ksde.gov.

REQUIRED: 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 2026. 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 child nutrition consultant or call the Child Nutrition & Wellness office at (785) 296-2276.

Monthly Financial Report FAQs

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 Income 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](#) under K12 Staff, Child Nutrition & Wellness: Tutorials, SNP Tutorials.

Excess Cash Balance in 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 Food Service Fund balance exceeds three months' average expenditures by more than 10%, the Annual Financial Report will include a section titled "Plans and Actions to Reduce Excess Cash Balances." The sponsor will enter their planned expenditures to reduce the excess balance. KSDE will then review and approve the plans. Only allowable expenses will be considered approvable. Before purchasing, sponsors must obtain approval for any capital equipment expenses not on the "CNP Equipment List." Complete the "Equipment Purchase Request Form" to request approval of capital equipment not on the pre-approved list. The "CNP Equipment List" and "Equipment Purchase Request Form" are available in [Chapter 13 of SNP Food Service Facts](#).



Fresh Fruit and Vegetable Program Funds

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 SY 2026-27 awardees will be held on August 25 at 2 p.m. The training link is available on the [CNW Calendar](#). Signed Program Agreement Addendums are due to our office by August 28.

REQUIRED: Buy American Accommodation Process for SY 2025-26 Survey

The Buy American accommodation process provides KSDE the ability to approve temporary relief for Sponsors that demonstrate they cannot meet the thresholds for non-domestic food purchases established in [7 CFR 210.21\(d\)\(5\)](#) and [7 CFR 220.16\(d\)\(5\)](#). The first threshold limit for non-domestic food purchases began in SY 2025-26 and requires that non-domestic food purchases are below an annual threshold of 10% of total commercial food expenditures. **All school sponsors are required to complete a Buy American Accommodation Process for SY 2025-26 survey.** The survey is available at this link: [Buy American Accommodation Process for School Year 2025-2026 Survey](#)

Body Venture Exhibit – SY 2026-27 Spots Still Available!

Body Venture, KSDE's traveling health education exhibit for K-5 students, has openings available in Spring 2027. Body Venture is an immersive walk-through exhibit that teaches students about nutrition, physical activity, and healthy living. Guided by volunteer presenters, students travel through 11 interactive learning stations inside a giant human body. Beginning as a "local Kansas food," students follow the path of digestion and nutrient absorption before journeying through the heart, lungs, bones, muscles, and skin. The experience ends with the "pathway to life," a review of key health concepts. It takes each group of students about an hour to complete the Body Venture experience. To schedule or for more information, contact Jonathan Miller at Jonathan.Miller@ksde.gov.

Reminder: Verification for Cause

Sponsors must annually complete the verification process for randomly selected applications. Additionally, households with questionable information on their application may be verified "for cause" at any time during the school year. The criteria used to verify for cause should be fair and free from discrimination. Sponsors should document the criteria used to verify applications for cause, such as identifying households that submit frequently or make frequent updates to their applications. Determining officials are strongly encouraged to contact the household to clarify any unclear or questionable information *before* certifying the application and proceeding with verification for cause. Verification for cause cannot delay the approval of applications. If an application is complete and indicates the child is eligible for free or reduced price benefits, it must be approved while the sponsor begins verification for cause. Once households are requested to provide documentation for cause, the sponsor must complete the verification process for these households.

**Reminder: Direct Certification Benefit Hierarchy**

The Direct Certification System uses a benefit hierarchy that only displays the top program in which a student qualifies. For instance, if a student qualifies 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 (POS) 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.

Reminder: Kansas Online Application for Free and Reduced Price Meals Downloads

Sponsors using the Kansas Online Application for Free and Reduced Price Meals must print the applications or store them electronically within 30 days of receiving. To see submitted applications, go to "Free and Reduced 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 child nutrition consultant or call the Child Nutrition & Wellness office at (785) 296-2276 if you have questions.

REQUIRED: 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. Sponsors can use the "Civil Rights Annual Front-Line Training" handout found in the forms section of [Chapter 5 of SNP Food Service Facts](#) and/or use the "Civil Rights Compliance in Child Nutrition Programs" training on the [KSDE Training Portal](#) 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.

REQUIRED: Review HACCP Food Safety Plan Annually

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.

REQUIRED: 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 on the [KSDE Training Portal](#) under K12 Staff, Child Nutrition & Wellness: Tutorials, SNP 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.



USDA Updates

Order USDA Team Nutrition Materials

Team Nutrition encourages schools, summer meal sites, and child care organizations to [place orders of print materials](#) by August 14, 2026 to ensure they're stocked and ready for a successful start to the school year. Please note that several print materials will be retired after August 17, 2026, and it's uncertain which items will remain available for printing going forward. Ordering now helps programs prepare for fall activities and ensures they have the resources they need for the upcoming season. For all bulk orders, please email Team Nutrition at TeamNutrition@USDA.gov.

2026 Turnip the Beet! Awards & Nomination Packet

USDA's Food and Nutrition Administration is pleased to share the 2026 Turnip the Beet! [Nomination Packet](#). The Turnip the Beet! Award recognizes outstanding Summer Food Service Program and Seamless Summer Option sponsors across the nation who work hard to offer children high-quality meals that are appetizing, appealing, and nutritious during the summer months. This recognition supports Agriculture Secretary Rollins' commitment to encouraging healthy choices, healthy outcomes, and healthy families. Nominations must be sent by the State agency to the appropriate FNA Regional Office no later than October 2.

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 or registration information. Upcoming trainings include:

- **Is This Meal Reimbursable? Breakfast** on August 5 from 8:30-10 a.m.
- **Is This Meal Reimbursable? Lunch** on August 5 from 10:15 a.m.-12:15 p.m.
- **CACFP At-Risk Afterschool Meals** on August 5 from 1-2 p.m.
- **Food Safety Basics** on August 19 from 2-5 p.m.
- **FFVP Administrative Training** on August 25 from 2-3 p.m.
- **Farm to Plate Training** on September 2 from 2-3 p.m.
- **Verification Training** on September 8 from 1-4 p.m.
- **FSMC Fall Monitoring Training** on September 24 from 9-11 a.m.
- **Regional Fall Farm Tours** on September 11 and 18 (locations below)
- **Regional Consultant Meetings (in-person)** in September – see dates below
- **Director's Forum (in-person)** on October 9 in Wichita
- **SNA-KS Annual Conference (in-person)** on October 9-11 in Wichita
- **Jump Start for Directors (in-person)** on October 21 and 22 in Chanute

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. On-demand training is also available from the Institute of Child Nutrition (ICN) at <https://theicn.org>, Training, [iLearn](#). **New to the KSDE Training Portal:** SNP Determining Eligibility (2 hours), under SNP.

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 Training Program

This training opportunity allows sponsors to request in-person, hands-on culinary training conducted at their site. **Sponsors can choose from five training topics: Critical Culinary Skills, Knife Basics, Cooking Basics, and Baking Basics: Quick Breads or Yeast Breads.** The sessions are led by trained culinary coaches and 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.

REQUIRED Training: SNP Annual Administrative Training

At least one representative from each sponsor must complete SNP Annual Administrative Training annually. The virtual training on June 2 was recorded and is now available on the [KSDE Training Portal](#) under K12 Staff, Child Nutrition & Wellness: SNP.

Is This Meal Reimbursable? – August 5

These trainings cover the meal pattern requirements for school breakfast and lunch. By going through sample menus and choices, the trainings will provide participants practice identifying reimbursable meals. Both sessions can be accessed from the same link, available on the [CNW Calendar](#).

- Is This Meal Reimbursable? Breakfast – August 5 from 8:30 to 10 a.m.
- Is This Meal Reimbursable? Lunch – August 5 from 10:15 a.m. to 12:15 p.m.

CACFP At-Risk Afterschool Meals Training – August 5

Sponsors and sites interested in being reimbursed for a supper and/or snack served after the school day can learn more about CACFP At-Risk Afterschool Meals on Wednesday, August 5 from 1 to 2 p.m. This training will discuss CACFP At-Risk Afterschool Meals and help participants identify eligible sites and programs, recognize the required recordkeeping elements, accurately claim meals and/or snacks, and utilize helpful resources. The training link is available on the [CNW Calendar](#).

FFVP Administrative Training – August 25

All sponsors operating the Fresh Fruit and Vegetable Program (FFVP) in SY 2026-27 must have at least one representative complete this virtual training on August 25 from 2 to 3 p.m. The training will help participants understand FFVP regulations and operate successful programs. The training link is available on the [CNW Calendar](#).

Farm to Plate Training – September 2

Prepare for Farm to School Month in October by joining KSDE to learn about resources and best practices available to support Farm to Plate initiatives. The training will be held virtually on Wednesday, September 2 from 2 to 3 p.m., and the training link is available on the [CNW Calendar](#).

Verification Training – September 8

This training will review the verification steps and timeline, demonstrate how to complete verification activities, and review frequently asked questions. Plan now to have all staff members responsible for verification activities attend on September 8 from 1 to 4 p.m. The training link is available on the [CNW Calendar](#).



Food Service Management Company Fall Monitoring Training – September 24

All sponsors contracting with a Food Service Management Company (FSMC) are strongly encouraged to participate in the FSMC Fall Monitoring Training on September 24 from 9 to 11 a.m. This training will provide updates for SY 2026-27 and review sponsor responsibilities for monitoring FSMC contracts. The training link is available on the [CNW Calendar](#).

Regional Fall Farm Tours

KSDE Child Nutrition and Wellness is excited to host the fourth year of regional fall farm tours across Kansas. Tour participants will ride on a bus to visit farms and hear from food partners about sourcing Kansas products. A free local foods lunch will be served at an area school as part of the tour. The farm tours are free to attend. Sponsors attending the tours will receive education, resources, networking, and inspiration to incorporate local products into Child Nutrition Program menus. Locations are below. To register, email Eryn Davis at Eryn.Davis@ksde.gov.

- St John - September 11
- Marysville - September 18

Regional Consultant Meetings (*in-person*) – September

KSDE Child Nutrition & Wellness consultants will be hosting meetings throughout the state in September. The meetings will offer school food service staff the chance to network and connect with other food service professionals. Consultants will provide program updates, conduct professional development training on food safety (in honor of National Food Safety Education Month), and facilitate discussions and sharing among attendees. All food service staff are welcome to attend! Attendance can count towards annual professional development training hours. To register, please email the consultant listed below for the location you wish to attend. All meetings will take place from 2 to 4 p.m. We look forward to seeing you in September!

Date (from 2-4 p.m.)	Location	Email to Register
Wednesday, September 9	De Soto	Cassie.Callaway@ksde.gov
Wednesday, September 9	Garden City	Arely.Baeza@ksde.gov
Wednesday, September 9	Haysville	Lynette.Osner@ksde.gov
Wednesday, September 16	Manhattan	Valerie.Donelan@ksde.gov
Thursday, September 17	Atchison	Karen.Seymour@ksde.gov
Thursday, September 17	Chanute	Alicia.Newland@ksde.gov
Thursday, September 17	Hutchinson	Abi.Boxberger@ksde.gov
Thursday, September 17	Newton	Jeanie.Galemore@ksde.gov
Thursday, September 17	Pratt	Hilary.Hanvey@ksde.gov
Thursday, September 17	Salina	Angela.Dittmer@ksde.gov
Thursday, September 17	Topeka	Laura.Hodgson@ksde.gov
Monday, September 21	Lawrence	Hannah.Tillery@ksde.gov
Wednesday, September 23	Hays	Jessica.Reece@ksde.gov
Wednesday, September 23	Hoxie	Dayna.Kriley@ksde.gov
Wednesday, September 23	Wichita	Jeanie.Galemore@ksde.gov

**Director's Forum (in-person) – October 9**

KSDE Child Nutrition & Wellness will be hosting an SNP Director's Forum on Friday, October 9 from 1 to 5 p.m. The forum is open to all SNP Directors and will be held in conjunction with the SNA-KS Annual Conference in Wichita. 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 October 2: <https://www.surveymonkey.com/r/3N5CKJC>

School Nutrition Association of Kansas Annual Conference (in-person) – October 9-11

The School Nutrition Association of Kansas (SNA-KS) Conference and Industry Showcase (Food Show) will be held on October 9 to 11 in Wichita. The conference provides a great opportunity to connect with vendors and fellow school nutrition professionals during a weekend of professional development and social activities. For more information or to register, visit the [SNA-Kansas 2026 Conference](#) website.

School Nutrition Association of Kansas Conference Scholarships – Apply by August 10

The School Nutrition Association of Kansas (SNA-KS) will be awarding scholarships to attend the 2026 SNA-KS Conference on October 9 to 11 in Wichita. Scholarships will be awarded in the amount of \$175 each. This year, four first-time attendee scholarships, five returning attendee scholarships, and two Esther Krug Memorial Scholarships will be awarded. The Esther Krug Memorial Scholarship is open to both first-time and returning attendees, and preference will be given to applicants from Western Kansas. Applications are due by August 10 and available at this link: [SNA-Kansas 2026 Conference Scholarships](#).

Jump Start for Directors (in-person) – October 21 & 22

A two-day orientation for school nutrition program directors (including authorized representatives and food service directors) will be held in Chanute on October 21 and 22. This training offers a comprehensive introduction to program responsibilities and highlights key resources and tools that support compliance with federal and state regulations. Attendees will gain practical guidance, insights, and best practices from KSDE child nutrition consultants while connecting with fellow directors to build a supportive professional network. To register, email Pam Rosebaugh at pam.rosebaugh@ksde.gov.

New Resources

Applications Open: 2027 Healthy School Food Pathway Fellowship

Are you a K-12 school food professional ready to take the next step in your career and help transform school food? Applications are now open for the Chef Ann Foundation's [2027 Healthy School Food Pathway Fellowship](#). This fully funded, 13-month program supports experienced school food professionals as they build the leadership skills, operational knowledge, and innovative vision needed to lead healthier, more equitable, and sustainable school food programs rooted in scratch cooking. Fellows join a national network of school food changemakers and gain the tools and support to drive meaningful change in their districts and beyond.

More information about the Fellowship, including program components, timeline, eligibility requirements, and the application link, is available [here](#). You can also [join the "Voices of the Healthy School Food Pathway Fellowship"](#) webinar on August 5 at 3 p.m. to hear directly from Fellowship alumni about its impact. Questions? Reach out to Madi and Meg at fellowship@chefannfoundation.org. Applications close September 2, 2026, at 5 p.m. PT (7 p.m. CT).

**Earn a FREE Culinary Kit for Your School Kitchen!**

Does your kitchen need a new digital scale or blender? Participate in the Local Foods Culinary Training 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. The training is available on the [KSDE Training Portal](#) under K12 Staff, Child Nutrition & Wellness: General Classes, Local Foods Culinary Training (2 Hours).

If you have questions or need technical assistance, please contact your child nutrition consultant or call the Child Nutrition & Wellness office at (785) 296-2276.



For more information, contact:

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

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