



## CACFP Homes – 2023-2024 Program Certification

August 1, 2023

*Distributed to CACFP Authorized Representatives via Email and posted at [www.kn-eat.org](http://www.kn-eat.org)*

This memo is available at <https://cnw.ksde.org>, CACFP, Program Certification/Initiation. Homes will access their unique combination of program certification documents in KN-CLAIM.

### Program Agreement

A new 2024 Program Agreement is not required. Pull the original signed 2020 Agreement forward in your files and upload a copy as a part of Program Certification.

**2024 CACFP Certification Guide for Home Sponsors – Sponsor Application, Homes Sponsor Budget, and Management Plan** is available at <https://cnw.ksde.org>, CACFP, Program Certification/Initiation.

- Follow instructions given in the 2024 Certification Guide for Home Sponsors to complete the Sponsor Application, Homes Sponsor Budget, and Management Plan online in KN-CLAIM by August 31.
- Home Sponsor's budget worksheet is available for Home Sponsors' use during the development of their 2024 budget at <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 21.
- Sponsors will certify and submit their application at the bottom of the Checklist Tab in KN-CLAIM. **The certification is not finished until this step has been completed.**

### Reminder:

If a Sponsor has a change in Authorized Representative, an Appointment of a New Authorized Representative form must be mailed to KSDE with original signatures. This form can be downloaded from the Checklist Tab in KN-CLAIM.

Please call Child Nutrition & Wellness or your CACFP consultant with any additional questions at (785) 296-2276.

**The Child Nutrition & Wellness team appreciates all you do to create healthier childcare environments!**



For more information, contact:

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