
KN-CLAIM

Kansas
Nutrition -
Claims
And
Information
Management

CACFP Certification Guide For Centers

**Sponsor Application, Center Site Application,
Center Budget, and Multiple Center Management Plan**

Child Nutrition & Wellness Kansas State
Department of Education
July 2023

Child Nutrition & Wellness
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<https://cnw.ksde.org>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax:

(833) 256-1665 or (202) 690-7442; or

(3) email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Your comments and suggestions are always welcome. If you have questions, please call 785- 296-2276 or contact your area consultant.

What is KN-CLAIM?

KN-CLAIM is the Child Nutrition & Wellness web-based computer system. The acronym stands for **K**ansas **N**utrition – **CL**aims **A**nd **I**nformation **M**anagement. KN-CLAIM is used to collect sponsor and site information and to pay CACFP reimbursement claims.

Important Dates

- **September 15, 2023** – Certification Deadline. Sponsor certification should be in pending approval.
- **October 31, 2023** – Program Certification must be approved in KN-CLAIM. If not, sponsors may lose October reimbursement and be terminated from CACFP.

Help is Available!

KSDE has done our best to assure that KN-CLAIM works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using the system.

*Do you need help using KN-CLAIM or have a system problem to report?
Call 785-296-2276 and ask for KN-CLAIM support.*

This Quick Reference Covers How To:

- A. Access KN-CLAIM and Log-in
- B. Navigate to the Sponsor's Application Data
- C. Update and Save the Sponsor Application.
- D. Complete the Center Budget
- E. Update the Multiple Center Management Plan (Multi-Site Sponsors Only)
- F. Update and Save the Center Site Application(s)
- G. Update the At-Risk Afterschool Meal Site Application(s)
- H. Upload Required Forms
- I. Submit the Sponsor Application, Site Application(s), Center Budget, Multiple Center Management Plan (if applicable) and Forms to KSDE for approval in KN-CLAIM.

Guidance for the following:

- Sponsor Application
- Center Sponsor Budget
- Multiple Center Management Plan (Multi-Site Sponsors Only)
- Center Site Application(s)

Important

- ◆ The Authorized Representative is responsible for assuring that the sponsor’s information in KN-CLAIM is current and correct. The information may be updated at any time throughout the year by following the steps outlined in this document. If you need the assistance of others in your organization to maintain information on KN-CLAIM, consider the “Designated User” option. This allows others to assist using their own log-in and password while ensuring the confidentiality and integrity of the sponsor’s information. To use the Designated User option, go to <https://cnw.ksde.org>, KN-CLAIM, How to Access KN-CLAIM.

A. Access KN-CLAIM and Log-in

- 1 - Go to <https://cnw.ksde.org>. This screen is the home page of the Child Nutrition & Wellness website. It is your gateway to KN-CLAIM and contains valuable information about Child Nutrition Programs.
- 2 - Select “KN-CLAIM” from the top menu.
- 3 - Log-in using your user-id and password.
If this is the first time logging into KSDE Web Applications Common Authentication, users will need to Register and create a new login and password while requesting access to KN-CLAIM. Specific instructions can be found at <https://cnw.ksde.org>, KN-CLAIM, How to Access KN-CLAIM.

B. Navigate to Sponsor’s Application Data

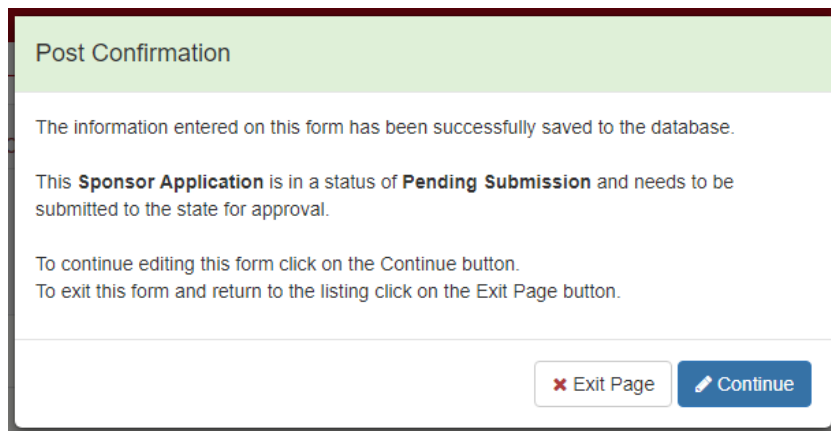
- 1 - Program Selection Menu – Click <CACFP>.
- 2 - Program Year Selection – Click <2024>.
- 3 - Click the tab labeled <Applications>. Next to “Checklist”, Under “Sponsor Summary”.

C. Update and Save the Sponsor Application

- 1 - Sponsor Application – Click <+>.
- 2 - Carefully review all data on the Sponsor Application and update as needed. Specific guidance on the information in the Sponsor Application is at the end of this guide.

When all information has been reviewed and updated, click <Save>. The save button can be found on the menu bar on the left hand side of the screen or at the bottom of the sponsor application. Either option will perform the save function.

- If there are no errors, the following message will appear stating the sponsor application is in a status of pending submission: Click <Exit Page> to return to the Sponsor Summary or click <Continue> to make additional changes to the Sponsor Application.



- If there are errors, the following message will appear stating the sponsor application is in a status of errors: Click <Continue> to make changes to the Sponsor Application. Repeat

Step C2 until there are no errors and the Sponsor Application has a status of pending submission.

Post Confirmation

The information entered on this form has been successfully saved to the database.

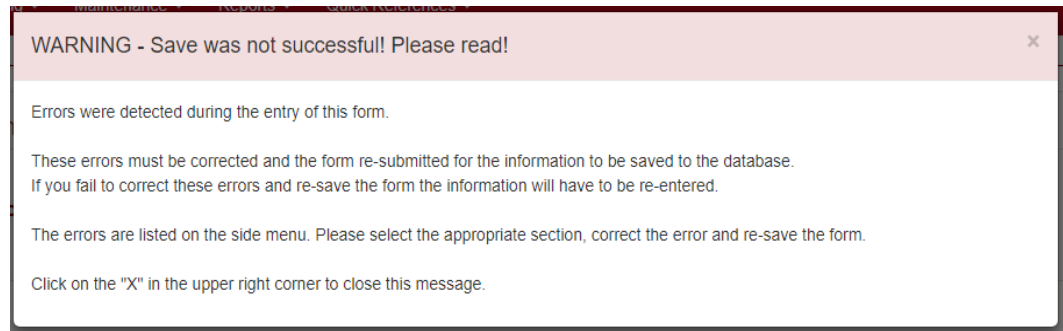
This **Sponsor Application** is in a status of **Errors** and must be corrected before it can be approved.

If you have entered any SD information, please re-enter it after all errors have been corrected

To continue editing this form click on the Continue button.
To exit this form and return to the listing click on the Exit Page button.

✖ Exit Page
✎ Continue

- If the following message appears, click on the <X> in the upper right corner to close the message and fix the errors identified. These errors must be corrected and the form re-submitted for the information to be saved to the database. If you fail to correct these errors and re-save the form the information will have to be re-entered.



D. Complete the Center Budget

- 1 - Center Budget – To select, click <+> in the far right hand column.
- 2 - Complete the Center Budget. Specific guidance for completing the Center Budget is at the end of this guide.
 - Round each amount to the nearest dollar
- 3 - When the budget is complete, click <save>.
 - If there are no errors, a message will appear stating the center budget is in a status of “Pending Submission”. Then click <Exit Page> to return to the Sponsor Summary.
 - If there are errors, click <Continue> to return to the Center Budget. Repeat Step D2-D3 until there are no errors and the Center Budget has a status of “Pending Submission”.

E. Complete the Multiple Center Management Plan (Multi-Site Sponsors Only)

- 1 - Multiple Center Management Plan – Click <+> in the far right hand column.
- 2 - Carefully review all data on the Multiple Center Management Plan and update as needed. Specific guidance for the completing the Multiple Center Management Plan is at the end of this guide.
- 3 - When all information is complete, click <Save>.
 - If there are no errors, a message will appear stating the Multiple Center Management Plan is in a status of “Pending Submission”. Then click <Exit Page> to return to the Sponsor Summary.
 - If there are errors, click <Continue> to return to the Multiple Center Management Plan. Repeat Step E2-E3 until there are no errors and the Multiple Center Management Plan has a status of “Pending Submission”.

F. Update and Save the Center Site Application(s)

- 1 - Center Application – To select, click <+> in the second column from the left.
- 2 - If program type is already designated proceed to Step F3. If it is not designated, select the site's program type (i.e. Child Care Center)
 - CCC - Child Care Center
 - provides child care or preschool,
 - does not receive Head Start funding or is in partnership with Head Start and
 - does not operate strictly outside of school hours
 - ACC - Adult Day Care provides care to adults.
 - OSHC - Outside School Hours Center provides care for school age children only when school is not in session (i.e. before or after school, summer, etc.)
 - HS - Head Start Center serves only students that qualify to participate in Head Start.
 - ES - Emergency Shelter is eligible to participate in CACFP as an emergency shelter, homeless shelter or domestic violence shelter.
 - ASCS – Afterschool At-Risk Meals and Snacks is located in a school boundary area with 50% or more of the children eligible for free and reduced price meals.
- 3 - Carefully review all data on the Site Application and update as needed. **If renewing, the site application should not be blank. If the application is blank, return to the Center Information Sheet and select another site type** Specific guidance on the information in the Center Site Application is at the end of this guide. When all information has been reviewed and updated, click <Save>.
 - If there are no errors, a message will appear stating the site application is in a status of "Pending Submission". Then click <Exit Page> to return to the sponsor summary.
 - If there are errors, a message will appear stating the sponsor application is in a status of errors, click <Continue> to return to the Center Information Sheet. Repeat Step F2-F3 until there are no errors and the Site Application has a status of "Pending Submission". Then click <Exit Page> to return to the Sponsor Summary.
- 4 - If the sponsor has more than one site, repeat steps F1-F3 until all sites are entered.
- 5 - If your agency is adding a new site or closing a site, contact your CACFP Consultant.

G. Secondary Program Type - At-Risk Afterschool Meals Site Application(s)

Sites that have a secondary program type, At-Risk Afterschool Meals, must complete a separate site application for At-Risk Afterschool Meals.

- 1 - Click on the <+> immediately following the site number.
- 2 - Select <ASCS> as the Program Type. Carefully review all data on the Site Application(s) and update as needed. Specific guidance on the information in the Center Site Application is at the end of this guide. When all information has been reviewed and updated, click <Save>.
 - If there are no errors, a message will appear stating the sponsor application is in a status of "pending submission". Then click <Exit Page> to return to the Sponsor Summary.
 - If there are errors, a message will appear stating the sponsor application is in a status of errors, click <Continue> to return to the Center Information Sheet. Repeat Step G2 until there are no errors and the Site Application has a status of "Pending Submission". Then click <Exit Page> to return to the Sponsor Summary.
- 3 - If the sponsor has more than one site, repeat steps G1-G2 until all sites are entered.

H. Upload Required Forms

- 1 - Once the Sponsor Application, Center Sponsor Budget, Center Applications, and Multiple Center Management Plan (if applicable) are in Pending Submission, click on the <Checklist> Tab (located to the left of the applications tab).
- 2 - Upload required forms. **Required forms are marked with a red check mark beneath the "Required" heading.** To begin the file upload, click on the <Upload> button (blue button with an upward arrow) below the "Action" heading, browse for document and select document. Once uploaded, today's date will populate into the "Date Sent" and "Date Received" columns. Check to see that the correct file was uploaded by clicking on the <view> button (white button with picture of an eye). If it is not the appropriate document, click on the <delete> button (white button with trash can) and repeat upload process, selecting a different document to upload.

To download a template of the form (when available) click the icon beneath the “Downloads” heading. Once open, save to your computer and complete before uploading.

Civil Rights Training Roster - Each sponsor must train **all staff** in Civil Rights annually.

- Sponsors may only upload one document. If multiple documents exist, combine before uploading. Where individual training records make uploading multiple documents excessive, a list of trained employees may be uploaded. Consultants will view individual rosters with signatures during an Administrative Review.

Purchasing Plan

- All sponsors must develop and follow a purchasing plan. Click on the Microsoft Word icon to open an enterable purchasing plan prototype.

Code of Conduct

- Each sponsor must have a written standard of conduct for all employees to follow when engaging in the selection, award, or administration of contracts. The standard of conduct must ensure employees, officers, and agents will conduct all procurement transactions in a manner that avoids conflict of interest, real or apparent. It must outline policies that prohibit officers or employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The standard of conduct must also include a policy for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the sponsor. Click on the Microsoft Word icon for an enterable standard of conduct prototype.

Sponsor’s Outside Employment Policy

- Upload a copy of the sponsoring organizations outside employment policy. The policy should address restricting outside employment by all employees that interferes with an employee’s performance of Program-related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest.

Right of Review Memo

- Multi-site Sponsors must upload documentation showing that they have informed sites that KSDE, USDA and other state and federal officials have the right to make unannounced reviews or site visits during the center’s normal hours and days of operation. Click on the Microsoft Word icon to open an enterable right of review prototype.

By-laws of Board Members or Board Meeting Procedures

- Upload the By-laws of board members **or** the board meeting procedures if by-laws do not exist.

Sponsor’s Organization Chart

- Upload an organizational chart, or similar document, that demonstrates what positions are associated with the operation of the CACFP.

List of Board Members

- Upload a list of current board members. The board of directors is responsible for setting policy, fiscal guidance, and ongoing governance. The board should be composed of a majority of members of the community who are not personally financially interested in its activities or related to its personnel or to each other.

Minutes of Board of Directors Meeting

- Board of Directors must meet on a regular basis. Upload the minutes from the most recent Board of Directors meeting. Decisions must be documented in board minutes and should be maintained and available for review.

Sponsor’s Tentative Plan for Staff Training

- Upload a tentative plan for training that will be conducted during the new program year. Detail the training topics, months and locations that the organization plans to conduct training for its staff.

Verification of CACFP Staff Training

- Each sponsor must conduct CACFP related training with program staff. Topics include, but are not limited to, program meal pattern, meal counts, recordkeeping requirements, claims and reimbursement. Sponsors must document staff training conducted during the previous program year. Training documentation should include the date of the training, the topic of the training, and who was trained (name of site

trained, individual staff, all staff, etc.) Click on the Microsoft Word icon for an enterable Verification of Staff Training prototype.

Financial Statement

- Upload a copy of a year-to-date financial statement (Profit & Loss Statement) showing income and expenditures for the entire agency. The financial statement should show how the Agency accounts for income and expenditures to manage a successful business. Do not send a ledger or bank statement. The financial statement should demonstrate adequate funds to continue to pay employees and suppliers (rent, utilities, etc.) during periods of temporary interruptions in CACFP payments and/or to pay debt when fiscal claims have been assessed.

Lobbying Statement

- If contracting for meals over \$100,000 this form is required.

Viability, Capability, and Accountability (VCA) Checklist

- New sponsors are required to submit information sufficient to document that the institution is financially and administratively capable of operating the CACFP.

Averaging Monitoring Visit Plan

- If sponsor has indicated on the management plan that site visits will be averaged, sponsors must upload their policy for averaging site visits and explains the criteria and list of sites.

Program Agreement

- Upload a fully executed copy of the Sponsor's Program Agreement with KSDE. **For PY 2024 upload a copy of the original signed PY2020 Agreement.**

Appointment of a New Authorized Representative

- Upload a fully executed copy of the Appointment of New Authorized Representative form anytime there is a change in Authorized Representative. The form with the original signature must be mailed to the Child Nutrition & Wellness office in Topeka.

Request to use Electronic Transactions in Child Nutrition Programs

- Complete this form and send to KSDE CNW to request the use of electronic transactions such as enrollment, income eligibility and/or electronic signatures.

Alternate Record Keeping Forms

- For each of the listed record keeping forms, if the sponsor is not using a KSDE prototype, upload the form used.
 - Center site visitation (review) form
 - Meal documentation form (production record, transport sheet)
 - Infant meal documentation
 - Meal count roster
 - Daily attendance roster
 - CACFP enrollment form
 - CACFP food service fund
 - Income Eligibility Category Summary
 - Other – Sponsor Created Forms

Sponsors Tentative Plan for Unaffiliated Center Training

- Upload a tentative plan for training unaffiliated center staff that will be completed for the new program year. Detail the training topics, months and locations that the organization plans to conduct training for unaffiliated sites.

Vended Meal Contract – Upload signed contract and bids.

- If there are multiple food service contracts, consolidate all contracts and bids into one document before uploading.
- **Note:** All contracts over \$250,000 must follow formal procurement procedures and be sent to KSDE for approval prior to the sponsor signing. **Meals may not be claimed until the contract has been signed.**

School Boundary Map

- At-Risk Afterschool Meals sites must upload the School Boundary Map that was used to certify the site to participate in At-Risk Afterschool Meals. If a sponsor has more than one site, all boundary maps must be consolidated into one document and then uploaded.

Supporting Documents and Misc Upload

- Any documents that do not have their own individual upload should be consolidated and uploaded here.

I. Submit the Sponsor Application, Site Application(s), Center Budget, Multiple Center Management Plan (if applicable) and Forms to KSDE for approval.

All applications must be saved and in “Pending Submission” status and all required forms must be uploaded or sent before proceeding.

- 1 - Click on the <Checklist> tab.
- 2 - Click in the checkbox found at the bottom of the page to certify the information in the applications is true and correct.
- 3 - Click the <Submit> button (blue button with upward) found at the bottom of the page next to the wording “Submit all forms to the State for Approval.”
- 4 - Status will change to “Pending Approval”.

Note that the Sponsor and Site Applications cannot be edited again until after they are reviewed and approved by KSDE. After KSDE approval, the status of the applications will be “Approved”.

Sponsor Application

Click “Save” to save responses when adding or revising application. Applications can be saved in error for completion at a later date.

1-5: Mailing and Street Address

6-15: Authorized Representative, CACFP Contact, and Claim Contact

- The Authorized Representative is the person designated by the sponsoring agency to be responsible for administration of the CACFP, preparing and signing reports, claims and other documents. KSDE sends e-mail and mail messages directly to this individual.
- If someone other than the Authorized Representative helps administer the CACFP and is the contact for CACFP-related issues, that person is the CACFP Contact. It is best practice to have a CACFP contact to back up the Authorized Representative. KSDE sends e-mail and mail messages directly to this individual.
 - If the CACFP Contact is the same as the Authorized Representative, the box may be checked to transfer information automatically.
- Enter the contact information for the person filing the claim for reimbursement.
 - If the Claim Contact is the same as the Authorized Representative, the box may be checked to transfer information automatically.

16-22: Executive Director Information – If your agency has an Executive Director, the ‘Yes’ box is checked and the Executive Director’s information provided. If this does not apply to your agency, the ‘No’ box is checked and the contact information is blank.

23-34: Board Chairperson or For-Profit Owner – If the agency is nonprofit, complete information for the Board Chairperson (23-28). If the agency is for-profit, complete information for the owner (29-34).

35-42: General Information

Type of Sponsoring Agency

- Nonprofit (Secular) or Nonprofit (Faith-based) is a sponsor with tax-exempt status from the IRS and 501(c)(3) status
- Governmental is a sponsor at a university or community college
- Educational is a sponsor at a public school district
- For-profit is a sponsor who does not have nonprofit status
- **Effective Date** – Date Sponsoring Agency received status

Sponsoring Type is independent (one site) or sponsoring organization (more than one site)

- **Effective Date** – Date Sponsoring type established

Newspaper Serving Community – If your newspaper is not indicated, pick from the drop-down list box. If the newspaper is not in the drop-down list box, type in the newspaper’s name.

Operate in More Than One State – If the agency has sites or offices in other states, ‘Yes’ is indicated. If yes, indicate who is financially and/or administratively responsible for the organization and whether the local affiliate sends money from the non-profit food service account to the parent organization.

Local Foods Served – Does the Sponsor purchase local products to serve as part of CACFP meals? Indicate yes or no. If yes, indicate what local foods are purchased.

43-44: Auditing Information

Month Fiscal Year ends – The sponsoring organization’s fiscal year cycle.

Federal Expenditures – Did the sum of all federal funds expended, including CACFP reimbursement, add up to \$750,000 or more? Indicate yes or no.

45-46: Income Eligibility and Confidentially

Income Information – Will the Sponsor collect Income Eligibility Forms? Indicate yes or no.

Effective Date of Determinations – Indicate the effective date used for income applications.

Confidentially of CACFP Information – Does the Sponsor have a written policy to not disclose eligibility information? Indicate yes or no. If no, Sponsor must upload the local policy regarding disclosure of participant eligibility for KSDE to review in the Supporting Documentation upload section of the Checklist Tab.

47-53: Publicly Funded Programs – The applicable boxes for the publicly funded programs are indicated with ‘**Yes**’ or ‘**No**’. If the agency has participated in a publicly funded program that is not listed, indicate the program(s) in the box provided.

54-55: Administrative Training

Authorized Representative or person who attended Administrative Workshop – Each sponsor is required to attend the CACFP Administrative Workshop to receive Civil Rights Training from KSDE consultants. Enter the name of the attendee (enter only one name if multiple people attended) that attended the Administrative Workshop.

Date of Training – Enter the date the Administrative Workshop was attended/completed on-line.

56-59: Food Safety Training – Sponsors are required to train one individual every 3 years – if more than one person is trained, enter the name of the current employee most recently trained.

60: Outreach Efforts – Describe efforts made to provide information about the Sponsor to grassroots or minority organizations.

Always click “Save” to save responses when adding or revising application.

Center Sponsor Budget

All CACFP reimbursement must be expended on allowable CACFP costs. All sponsors must maintain a non-profit food service fund therefore all reimbursement must be expended.

1. **Anticipated Reimbursement**

Determine total reimbursement earned during the last 12 months from monthly claim reports. For participation of less than 12 months, determine an average monthly amount from the reimbursement received and multiply by 12. If budgeted value exceeds 15% of total reimbursement in previous program year, include justification in line 26 of the budget.

2-23: **Anticipated Expenditures**

List an amount in the appropriate line item(s) to project expenditures for the CACFP. Complete all expense lines that pertain to the CACFP, even if these expenses are not paid with CACFP funds. Budget expenditures are not required on all line items.

Food for CACFP (2) – Determine or estimate the average monthly cost of food (do not include cost for meals purchased from a vendor, see line 3), and multiply by 12 months. Include food expenditures for all sites.

Vended Meals for CACFP (3) – If prepared meals are purchased from a vendor, determine the estimated total for your contract period. Vendor contract totals should match budgeted amount.

Non-Food for CACFP (4) – Non-food includes napkins, dishwashing detergent, disposable plates, cups, or utensils, etc., used for food service. Estimate cost for the budget period as above.

Salaries (5-9) – Include salaries for individuals completing CACFP tasks, such as food service personnel and administrators. Fringe benefits indicate employer's matching portion of FICA, unemployment, worker's compensation, insurance, etc. If salaries are charged to CACFP, a CACFP Time and Task Form must be on file.

Mileage (10) – If it is the policy of the center to pay mileage for grocery shopping or to pick-up prepared meals from the supply source, multiply mileage by the sponsor's current mileage rate (not to exceed IRS business mileage rate). Mileage must be documented and kept on file.

Equipment for Food Service (11-12) – List expenditures for repairs to existing food service equipment, equipment replacement, or addition of equipment.

Contractual Service (13-15) – Prorate to determine the portion of the contractual service costs applicable to the food program. Document method of proration for all applicable costs included in the budget.

Office Costs (16-19) – Prorate the portion of the office costs applicable to the CACFP. Document method for prorating all applicable office costs included in the budget.

In-service Training (20-21) – In-service training includes expenses incurred (1) for attending an in-state workshop pertaining to the food service program, and/or (2) for training sessions on CACFP-related topics (food service, nutrition education, etc.) for center staff. This can include room rental, rental of A-V equipment, and/or printing of materials.

Other (22) – Specify any other costs **directly attributable** to the food service program.

Total Anticipated Expenditures from CACFP Reimbursement (23) – Total of lines 2-22.

24. Other Income

Indicate the sources of non-CACFP funds that could be used to pay for unfunded program costs, over-claims, and unallowable costs. Sponsors must have additional funds to cover costs that the CACFP reimbursement does not cover. This includes over-claims (excess reimbursement from what has been properly earned) and unallowable program costs.

25. Budget Method

Indicate the accounting method used by the sponsor to measure financial status. Cash basis accounting matches cash collected with cash disbursed during an accounting period. This method equates revenues with cash collected and expenses with cash paid out. Accrual basis accounting measures revenue when earned rather than when the resulting cash collections occur; and expenses when they create liabilities to pay rather than when bills are actually paid.

26. Comments

Include any comments relevant to budget that would be helpful to KSDE in reviewing the budget for approval.

27. Certification – Click the box to certify the budget information

Click “Save” to save responses when adding or revising application

Multiple Center Management Plan (Multi-Site Sponsors Only)

Follow the instructions given below to complete all required fields of the Management Plan.

General Information

Site Listing

Civil Rights Compliance

Serving All Participants

Collecting Racial/Ethnic Data

- (1) **Civil Rights Training** – Describe the sponsor’s plan to provide annual Civil Rights training.
- (2) **Translating CACFP Forms** – Describe the sponsor’s plan to provide appropriate materials in appropriate translation/s and to communicate with parents or public who speak limited English.

Center Information

Site Eligibility

Center License

- (3) **Enrollment Information** – Indicate the month forms are distributed and updated.
- (4) **Location of Forms and Documents** – Indicate the location of the CACFP forms described in this section (3-ring binder, CACFP file, etc.).

Site Visitation (Reviews)

Center Visits (Reviews)

- (5) **Schedule for Completing Center Visits** – Describe the schedule for ensuring that site visits are completed in compliance with Program regulations.
- #### New Sites
- (6) **Completing a Center Visit Form**
 - (6) **Problems and/or Discrepancies Regarding Center Visits** – Describe the procedure for tracking problems found during center site visits.
 - (7) **Averaging Center Visits (optional)** – Will the sponsor average center visits this program year?

Staff Assistance & Training

- (8) **Distribution of CACFP Policies and Information to Staff** – Describe how CACFP information is distributed in a timely manner to staff members who have CACFP responsibilities.
- (9) **New Staff Training** – Describe the training plan for new staff or staff assuming new CACFP responsibilities.
- (10) **Current Staff Training** – Describe how the sponsor trains staff annually on CACFP duties and responsibilities (include topics to be trained on) each year.
- (11) **Documentation of Staff Training** – Describe how staff attendance at CACFP training(s) is completed and/or documented (sign-in sheet, etc.).
- (12) **Documentation of Staff Training** – Where is the documentation kept (name of file, location of file) and what is the method to track completion?
- (13) **Technical Assistance** – Describe how the need for technical assistance at a center is determined.
- (14) **Technical Assistance** – Indicate the method(s) available to provide technical assistance to a center.
- (15) **Technical Assistance** – If other methods are used to provide technical assistance, describe.
- (16) **Technical Assistance** – Describe how the sponsor determines when a corrective action plan is required at a center.

Menus

- (17) Indicate who (job title) is responsible for planning the menus for each center.
- (18) Indicate at what intervals menus are maintained.
- (19) If menus are done at other time intervals, describe.
- (20) **Menu Feedback** – Indicate who (job title) is responsible for menu review and approval.
- (21) Indicate the procedure to provide feedback to the center about menus (suggestions for improvements, non-creditable meals/components, etc.).

Daily Attendance

- (22) Describe how daily attendance is recorded.
- (23) Indicate who (job title) records the daily attendance.

Processing Meal Counts

- (24) Describe how the center records the meal counts at the point of service and who is responsible (job title).
- (25) Indicate the due date to submit each centers meal count to the Sponsor

Income Eligibility Categories Summary

- (26) Indicate the title of the person who will compile the lists of children/participants.
- (27) Indicate the title of the person who will double-check the lists of children/participants.
- (28) Indicate where the lists will be filed.

Sponsor Claim for Reimbursement

- (29) **Monthly Center Claims** – Describe the process used to total the meal counts for each center's monthly claim.
- (30) Indicate the job title of the person who is responsible for totaling the meal counts.
- (31) Indicate the job title of the person who is responsible for double-checking the totals.
- (32) **Completion of KSDE Claim for Reimbursement** - Indicate the job title(s) for the person(s) who completes and submits the center claims for reimbursement to KSDE.
- (33) **Revised KSDE Claim** – Describe the process to document the revised numbers for a revised claim.
- (34) Indicate the job title(s) of the person(s) who documents and submits revised claims.

Administrative Procedures

Internal Controls – Indicate the job title(s) of the person(s) who is responsible for the following items:

- (35) Collecting and approving Enrollment and Income Eligibility Forms
- (36) Collecting Infant Meal Records (if applicable)
- (37) Food purchasing
- (38) Food preparation
- (39) Completing meal production records (Menu Book)
- (40) Completing infant meal documentation (if applicable)
- (41) Documenting food service fund
- (42) Overseeing civil rights compliance

Disbursement to Centers**Management Fee**

- (43) Does the sponsor charge a management fee?
- (44) If yes, describe the formula/procedure for determining and collecting the management fee from sites under your sponsorship.

Monitoring of Staff Standards (only for agencies with 25 or more sites)

- (45) List the name and position of each employee who performs CACFP monitoring responsibilities and indicate the number of hours devoted to monitoring (e.g. Jane Smith, bookkeeper, 2 hours monthly to review menus and attendance, 24 hours annually).

Sponsor Certification

- (46) Check the certification box. When all errors have been corrected, check the certification box to indicate that all information is current and correct.

Click "Save" to save responses when adding or revising application.

Center Site Application – Child Care Center (CCC) Application

Carefully review all data on the Site Application and update as needed. **If this is a renewing site application, it should not be blank. If the application is blank, return to the Center Information Sheet and select another site type – (i.e. child care center, At-Risk Afterschool Meals Program, etc.).**

- (1-6) **Street and Mailing Address** – The Street Address must match the address from the KDHE license and be the physical location of the center.
- (7-8) **Site Manager** – An individual in charge at the site will be listed here. Sponsors of unaffiliated sites must enter the site managers date of birth. Each site must have a different person assigned as Site Manager.

General Information

- (9) **Profit Type**
- (10) **Primary Type**
- (11) **Months of Operation** are the months that the site will be submitting a claim (if the site is closed during the summer and will not have a June and July claim, June and July should not be checked).
- (12) **Unaffiliated or Affiliated.** Indicate whether the site is unaffiliated or affiliated with the sponsor. Affiliated sites are owned and operated by the sponsoring organization. Unaffiliated sites are owned by another business entity, but have entered into an agreement with a sponsoring organization for the management of their food service program.
- (13-14) **Care for Infants** – Does the site provide infant care? If yes, what type/brand of formula is offered by the center?
- (15-16) **Meal Charges** – Does this site charge for any meal charges separate from daycare fees? If yes, does site assure that there will be no overt identification of free and reduced-price meal recipient and no discrimination against any participant on the basis of race, color, national origin, sex, age or disability?

Licensing Information

- (17) **Number and Extension** from center license (only KDHE licenses have an extension) and effective date.
- (17) **License Effective Date**
- (18) **Type of License**
- KDHE: A facility with a license issued by Kansas Department of Health and Environment
 - Temporary: A facility with a temporary license.
 - Military: A center located on an Army or Air Force Base
 - Tribal: A site licensed by an Indian reservation
 - Exempt: A special child or adult care facility that does not require licensing or an emergency shelter
 - Department on Aging: For adult care centers
 - DCF: For adult care centers
- (18) **Capacity**
- (18) **License Expiration Date**

Type of Food Service

- (20-23) **Vendor Information**
- (20) **Vendor Name** (Sites that only prepare meals 'On-Site' will not have a vendor name.)
- (21) **Contract Type** (Sites that only prepare meals 'On-Site' will not have a vendor contract.)
- a. Vended Meals Contract is for one or more meal types with an outside agency. The total contract amount is less than \$150,000 per year, or the contract is with school vendor.
 - b. Solicitation Contract is for one or more meal types with an outside agency that is greater than \$150,000 per year.
 - c. Procedural Agreement is a contract for one or more meal types from a preparation facility within the sponsoring agency.
- (22) **Effective Date of Contract** Must match date indicated in Vended Meals Contract

- (23) **Expiration Date of Contract** Must match date indicated in Vended Meals Contract
- (24-29) **Meal Service** – The meal type(s) are checked, meal preparation is selected from drop-down box for each meal type, check if center serves meal in shifts, the begin time and end time indicated, and the day(s) of the week are checked for the meal services claimed by the site. Provide service dates to include the first day and last day meals will be served in this program year.
- (30) **Additional Information** – Include any comments or additional information about the site. (optional)
- (31) **Racial/Ethnic Data** – Enter the estimated racial/ethnic makeup of the site’s enrollment, or the actual racial/ethnic makeup based on collected enrollment. Total race may exceed 100%. Total ethnicity must be 100%. Sites may use the school year racial-ethnic data for estimations. KSDE Data Central data found at https://datacentral.ksde.org/report_gen.aspx can be used. From the drop-down options select:
Report: Attendance Rate by Race and Gender
Data Grouping: Totals by School-All Schools in One District/Organization
Select a District/Organization: Select the district in which the site lies within the boundaries of.
School Year: Most recent school year
- (32) **Source of Information** – Indicate the source of the Racial/Ethnic information
- (33) **Date of Information** – Enter the date the information was reported

Click “Save” to save responses when adding or revising application.

Center Site Application – After School At Risk Meals and Snack (ASCS) Application

Carefully review all data on the Site Application and update as needed. **If this is a renewing site application, it should not be blank. If the application is blank, return to the Center Information Sheet and select another site type – (i.e. child care center, At-Risk Afterschool Meals Program, etc.).**

- (1-6) **Street and Mailing Address** – The Street Address must match the address from the KDHE license and be the physical location of the center.
- (7-8) **Site Manager** – An individual in charge at the site will be listed here. Sponsors of unaffiliated sites must enter the site managers date of birth.

General Information

- (9) **Profit Type**
- (10) **Primary Type**
- (11) **Months of Operation** are the months that the site will be submitting a claim (if the site is closed during the summer and will not have a June and July claim, June and July should not be checked).
- (12) **Unaffiliated or Affiliated.** Indicate whether the site is unaffiliated or affiliated with the sponsor. Affiliated sites are owned and operated by the sponsoring organization. Unaffiliated sites are owned by another business entity, but have entered into an agreement with a sponsoring organization for the management of their food service program.

Licensing Information

- (15) **Number and Extension** from center license (only KDHE licenses have an extension) and effective date.
- (15) **License Effective Date**
- (16) **Type of License-If your site is licensed, the license information must be entered.**
 - KDHE: A facility with a license issued by Kansas Department of Health and Environment
 - Temporary: A facility with a temporary license.
 - Military: A center located on an Army or Air Force Base
 - Tribal: A site licensed by an Indian reservation
 - Exempt: A special child or adult care facility that does not require licensing or an emergency shelter
 - Department on Aging: For adult care centers
 - DCF: For adult care centers
- (16) **Capacity**
- (16) **License Expiration Date**

Type of Food Service

- (18-21) **Vendor Information**
- (18) **Vendor Name** (Sites that only prepare meals 'On-Site' will not have a vendor name.)
- (19) **Contract Type** (Sites that only prepare meals 'On-Site' will not have a vendor contract.)
 - a. Procedural Agreement is a contract for one or more meal types from a preparation facility within the sponsoring agency.
 - b. Solicitation Contract is for one or more meal types with an outside agency that is greater than \$150,000 per year.
 - c. Vended Meals Contract is for one or more meal types with an outside agency. The total contract amount is less than \$150,000 per year, or the contract is with school vendor.
- (20) **Effective Date of Contract** Must match date indicated in Vended Meals Contract
- (21) **Expiration Date of Contract** Must match date indicated in Vended Meals Contract
- (22-27) **Meal Service** – The meal type(s) are checked, meal preparation is selected from drop-down box for each meal type, check if center serves meal in shifts, the begin time and end time indicated, and the day(s) of the week are checked for the meal services claimed by the site. Provide service dates to include the first day and last day meals will be served in this program year.
- (28) **Additional Information** – Include any comments or additional information about the site. (optional)

At-Risk Certification

- (29) **Qualifying School** – Enter name of school in which site qualifies to participate in At-Risk Afterschool Meals.
- (30) **Percentage of Free/Reduced Price** – Enter free/reduced percentage for qualifying school
- (31) **Share Table** – Indicated if share table variance will be used.
- (32) **Educational/Enrichment** – Indicate what type of educational or enrichment activities will be made available to children participating in the meal program.
- (33) **Care for Children** – Indicate if site is organized primarily to provide care for children for children after school or on weekends, holidays, or school vacations during the regular school year.
- (34) **Attendance Area** – Indicate if site is located in the attendance area of a school where at least 50% or more of children are eligible for free or reduced price meals.
- (35) **Summer Vacation** – Indicate if the program will claim meals or snacks during summer vacation.
- (35a) If (35) is marked yes, indicate whether the site is located in the attendance area of a school operating on a year-round calendar.
- (36) **Meal Pattern** – Indicate if the program will use the NSLP or CACFP meal pattern.
- (37) **Racial/Ethnic Data** – Enter the estimated racial/ethnic makeup of the site's enrollment, or the actual racial/ethnic makeup based on collected enrollment. Total race may exceed 100%. Total ethnicity must be 100%. Sites may use the school year racial-ethnic data for estimations. KSDE Data Central data found at https://datacentral.ksde.org/report_gen.aspx can be used. From the drop down options select:
Report: Attendance Rate by Race and Gender
Data Grouping: Totals by School-All Schools in One District/Organization
Select a District/Organization: Select the district in which the site lies within the boundaries of.
School Year: Most recent school year
- (38) **Source of Information** – Indicate the source of the Racial/Ethnic information
- (39) **Date of Information** – Enter the date the information was reported

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