



CACFP Homes – 2024-2025 Program Certification

August 6, 2024

Distributed to CACFP Authorized Representatives via Email and posted at <https://cnw.ksde.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 2025 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.

2025 CACFP Certification Guide for Home Sponsors – Sponsor Application, Homes Sponsor Budget, and Management Plan located in KN-CLAIM in the Quick References drop-down menu.

- Follow instructions given in the 2025 Certification Guide for Home Sponsors to complete the Sponsor Application, Homes Sponsor Budget, and Management Plan online in KN-CLAIM by August 31. Pay close attention to the Homes Sponsor Budget as line items have changed.
- Home Sponsor's budget worksheet is available for Home Sponsors' use during the development of their 2025 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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