



Child & Adult Care Food Program (CACFP) Initiation Instructions

Thank you for your interest in the Child & Adult Care Food Program (CACFP). In order to participate in the program, required documents must be completed and submitted to KSDE for approval and required online training must be completed as outlined below. Contact KSDE with questions or for assistance at 785-296-2276.

Program Initiation Documents and Training to be Completed for Preliminary Approval by KSDE		
Download the enterable Microsoft version (or the Adobe PDF version, if preferred) of these documents at https://cnw.ksde.org , Child & Adult Care Food Program, Program Certification / Initiation		Mail the completed forms/documentation to: Child Nutrition & Wellness, KSDE Landon State Office Building 900 SW Jackson Street, Suite 251 Topeka, KS 66612
Title	Required or Optional	Description
Program Initiation Application	Required	Information to determine sponsor's eligibility to participate.
CACFP Program Agreement	Required	Contractual agreement between your organization and KSDE. Complete and return two (2) signed copies to KSDE.
Documentation of tax-exempt status OR Documentation of For-Profit Eligibility	Required	Churches are exempt from this requirement. Private Non-Profit send IRS 501(c)(3) letter. (For-Profit Eligibility - see below.)
For-Profit qualifying roster	Required for each For-Profit site	List of participating children for each site. Template forms 12-D and 12-F in CACP Administrative Handbook may be used.
CACFP VCA Checklist	Required	Information to determine if sponsor is viable, capable, and accountable in operating the program.
Form W-9 – Request for Taxpayer Identification Number & Certification	Required	Federal taxpayer identification information.
Authorization for Electronic Deposit of Vendor Payment	Optional – upon request	Information to set up electronic deposit of reimbursement payments. Send one copy to KSDE with a voided check.
Intro to CACFP Training	Required	https://learning.ksde.org/ , Child Nutrition & Wellness, Child & Adult Care Food Program (CACFP), Intro to CACFP



Additional Documents and Training to be Completed AFTER Preliminary Approval by KSDE		
<p>When KSDE receives the completed Program Initiation documents, your organization will be assigned a sponsor number and site number(s). The next step is to gain access to the Kansas Nutrition Claiming and Information Management (KN-CLAIM) system. Instructions for registering are available at https://cnw.ksde.org, CACFP, Program Certification / Initiation. Once applications are in Pending Approval status, KSDE will review for final approval. Claims for reimbursement cannot be submitted until a Pre-Approval visit is conducted and KN-CLAIM applications are approved.</p>		
Sponsor Application in KN-CLAIM	Required	Complete online in KN-CLAIM and submit for approval
Site Application in KN-CLAIM	Required for each site	Complete online in KN-CLAIM and submit for approval
Sponsor Budget	Required	Complete online in KN-CLAIM and submit for approval
Management Plan	Required if sponsoring more than one site.	Complete online in KN-CLAIM and upload required documents for approval
Purchasing Plan & Code of Conduct	Required	Provides KSDE with information on Sponsor's purchasing practices for food and supplies. Prototype forms available online in KN-CLAIM or Administrative Handbook, Chapter 7. Upload documents online in KN- CLAIM.
Civil Rights Training	Required	Each sponsor is required to provide Civil Rights training to all frontline staff. Training is available in CACFP Administrative Handbook (Form 6-D) or as online training. Upload roster online in KN-CLAIM.
Contract for Vended Meals	Required if using an outside vendor to prepare meals	All procurements of meals must adhere to the requirements. Requirements and template forms are found at https://cnw.ksde.org , CACFP, Administrative Handbook, Chapter 7.
CACFP Administrative Workshop for Centers Training	Required	In-person or Online at https://learning.ksde.org/ , Child Nutrition & Wellness, Child & Adult Care Food Program (CACFP), PY.... Administrative Workshop
Food Safety Basics Training	Required	In-person or Online at https://learning.ksde.org/ , Child Nutrition & Wellness, Child Nutrition Programs (General Information)
Jumpstart -The Business of CACFP Jumpstart – Meal Planning for CACFP	Complete within 6 months of beginning participation.	In-person or Online at https://learning.ksde.org/ , Child Nutrition & Wellness, Child & Adult Care Food Program (CACFP)

Please do not hesitate to contact our office at (785) 296-2276 with any questions. We look forward to working with you.



For more information, contact:

Cheryl S. Johnson
Director, Child Nutrition & Wellness
(785) 296-2276
<https://cnw.ksde.org>
csjohnson@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

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.