

# CACFP Administrative Handbook

## Table of Contents

### 1. Contacts & Websites

Child Nutrition & Wellness.....	1-1
School Finance .....	1-1
Child Nutrition & Wellness Team.....	1-2
Administration .....	1-2
Child Nutrition Consultants.....	1-2
Professional Development .....	1-2
Body Venture .....	1-2
School Finance Team .....	1-3
Food Service Unit .....	1-3
Other Helpful Contacts .....	1-3
Child Nutrition & Wellness Website .....	1-4

# 1. Contacts & Websites

Kansas State Department of Education  
Landon State Office Building  
900 SW Jackson Street, Suite 251  
Topeka, Kansas 66612-1212

Dr. Randy Watson, Commissioner  
785-296-3202

Dr. Frank Harwood, Deputy Commissioner  
785-296-3871

## Child Nutrition & Wellness

Kelly Chanay, M.Ed., RDN, LD, Director  
Phone: 785-296-2276  
Fax: 785-296-0232  
[kchanay@ksde.org](mailto:kchanay@ksde.org)

The Child Nutrition & Wellness Team administers the following programs:

National School Lunch Program (NSLP)  
School Breakfast Program (SBP)  
Special Milk Program (SMP)  
Afterschool Snack Program (ASP)  
Summer Food Service Program (SFSP)  
Child and Adult Care Food Program (CACFP)  
At-Risk Afterschool Meals  
Body Venture – Health Education Program  
Team Nutrition (TN)  
Fresh Fruit & Vegetable Program (FFVP)

## School Finance

Dale Brundgardt, Director  
Phone: 785-296-3872

The School Finance Team is responsible for Child Nutrition Program:

Reimbursement Claim Processing  
Financial Status Summary Information

## Child Nutrition & Wellness Team

### Administration

Kelly Chanay, M.Ed, RDN, LD, Assistant Director	<a href="mailto:kchanay@ksde.org">kchanay@ksde.org</a>
Karen Campbell, Assistant Director	<a href="mailto:kcampbell@ksde.org">kcampbell@ksde.org</a>
Emily Bonilla, MPH, Assistant Director	<a href="mailto:ebonilla@ksde.org">ebonilla@ksde.org</a>
Pam Rosebaugh, PSA III - Administration Lead	<a href="mailto:prosebaugh@ksde.org">prosebaugh@ksde.org</a>
Katy Hatch, Administrative Specialist	<a href="mailto:khatch@ksde.org">khatch@ksde.org</a>
Diane Dysart, Program Consultant II	<a href="mailto:ddysart@ksde.org">ddysart@ksde.org</a>
Barb Depew, RD, LD, Farm to Plate Project Director	<a href="mailto:bdepew@ksde.org">bdepew@ksde.org</a>
Eryn Davis, RDN, LD, Farm to Plate Coordinator	<a href="mailto:edavis@ksde.org">edavis@ksde.org</a>

### Child Nutrition Consultants

Arleen Anderson, RD, LD	<a href="mailto:aanderson@ksde.org">aanderson@ksde.org</a>
Robert Dillman, MS, RD, LD	<a href="mailto:rdillman@ksde.org">rdillman@ksde.org</a>
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Karen Seymour, RD, LD	<a href="mailto:kseymour@ksde.org">kseymour@ksde.org</a>
Hannah Tillery	<a href="mailto:htillery@ksde.org">htillery@ksde.org</a>

### Professional Development

Holly Steinlage, MPH, RD, LD Professional Development Project Director	<a href="mailto:hsteinlage@ksde.org">hsteinlage@ksde.org</a>
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### Body Venture

Paula Price, Body Venture Consultant	<a href="mailto:pprice@ksde.org">pprice@ksde.org</a>
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## School Finance Team

### Food Service Unit

(Vacant), Public Service Administrator II

Phone: 785-296-4965

Fax: 785-296-0459

Email:

(Vacant), Accounting Specialist

Phone: 785-296-2020

Fax: 785-296-0459

Email:

## Other Helpful Contacts

### **U.S. Department of Agriculture (USDA) Mountain Plains Regional Office (MPRO)**

Special Nutrition Programs

Food and Nutrition Service

1244 Speer Boulevard, Suite 903

Denver, CO 80204-3585

Phone: 303-844-0354

Website: [www.fns.usda.gov/cnd/](http://www.fns.usda.gov/cnd/)

### **Kansas Department of Health & Environment**

Child Care Licensing

Curtis State Office Building

1000 SW Jackson

Suite 200

Topeka, KS 66612-1274

Phone: 785-296-1270

Website: [www.kdheks.gov](http://www.kdheks.gov)

### **Institute of Child Nutrition**

The University of Mississippi

P.O. Box 1848

University, MS 38677

Phone: 1-800-321-3054

E-mail: [helpdesk@theicn.org](mailto:helpdesk@theicn.org)

Website: [www.theicn.org](http://www.theicn.org)

**Kansas Association for the Education of Young Children (KAEYC)**

633 Albert  
Salina, KS 67401  
Phone: 785-280-0088

**Child Care Aware of Kansas**

1508A East Iron  
Salina, Kansas 67401  
Phone: 785-823-3343  
Website: [www.ks.childcareaware.org](http://www.ks.childcareaware.org)

**Kansas Department for Children and Families**

Office of the Secretary  
915 SW Harrison Street  
Topeka, Kansas 66612  
Phone: 785-296-3271  
Website: [www.dcf.ks.gov](http://www.dcf.ks.gov)

## Child Nutrition & Wellness Website

The KSDE Child Nutrition & Wellness website provides guidance, policies, and current information. All forms in *Administrative Handbook* are available on the website in Adobe PDF and/or Microsoft format (i.e. Word or Excel).

Additionally, the KSDE Child Nutrition & Wellness website is used to access **KN-CLAIM**, (**K**ansas **N**utrition – **CL**aims **A**nd **I**nformation **M**anagement), the Internet system for filing and paying reimbursement claims. KN-CLAIM is also used to collect sponsor and site information.

<https://cnw.ksde.org>