

Monthly Update

Child and Adult Care Food Program



June 14, 2024

Distributed to CACFP Authorized Representatives and Home Sponsors via Email and posted at <https://cnw.ksde.org>, CACFP, CACFP Monthly Updates

Summer EBT

The Summer Electronic Benefit Transfer Program (Summer EBT) is a new federal nutrition program that provides grocery benefits during the summer months to families with children eligible for free or reduced price school meals. Kansas has elected to participate in Summer EBT beginning in summer 2024. For more information about Summer EBT in Kansas, go to [Summer EBT - Economic & Employment Services \(ks.gov\)](#). Households can contact the Kansas Department for Children and Families at 1-866-369-4777 for more information about eligibility benefits.

Enrollment & Income Eligibility Forms and Income Eligibility Guidelines PY 2025

Enrollment & Income Eligibility Forms (E/IEF) in both English and Spanish and Income Eligibility Guidelines will be posted by July 1 for 2024-2025 at <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 9 for use after July 1, 2024. The E/IEF has not changed but the income guidelines and cover letter have been updated.

A current and complete E/IEF for each participant must be on file to claim reimbursement for meals. The E/IEF should be copied as issued. At-Risk Afterschool Meals and Emergency Shelters participants are not required to have an enrollment and income eligibility form on file. However, if those same participants are claimed through the traditional component of CACFP, E/IEFs must be on file. Note: Outside School Hours Centers do not require an enrollment form but must collect income forms in order to claim reimbursement for meals. Enrollment is required for Outside School Hours Centers providing care during summer break.

For guidance on determining the E/IEF, refer to <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 9. On **August 7 from 1-3 pm**, KSDE will offer a live webinar training focused on Determining Eligibility in the CACFP and completing the Income Eligibility Category Summary. Save the Date! The Zoom link can be accessed at <https://cnw.ksde.org>, Training, CNW Calendar. There are two (2) options the Sponsor may choose from for income applications to become effective: 1) the date the determining official signs the form to certify eligibility of the participation or 2) the date the parent or guardian (participant or adult family member) signs the complete application. IEFs are effective from the beginning of the month in which they are determined to be effective until the end of the month the following year. For example, an IEF determined July 12, 2024, is considered valid from July 1, 2024, until July 31, 2025.

- Q. If a parent indicates that their household income is over guidelines but there is income information reported in the household income section, what should a Sponsor do?**
- A. The sponsor should contact the person who completed the E/IEF to clarify the household income and make notes on the E/IEF **before determining eligibility**.



Q. If a family at a Child Care Center just completed an E/IEF in May, does the family have to complete a new E/IEF on the updated form in July?

- A. No, the E/IEF is valid for 12 months. Therefore, the family would not be required to complete a new form until May 2025. However, a center can elect to have all families complete a new E/IEF during an annual update period.

CACFP Enrollment Reminders

Every child must be enrolled in the CACFP to claim meals. **Name, date of birth, normal days and times of care, normal meals received during care, with parent signature and date** are required. This information must be completed by the parent, not the Sponsor. Forms cannot be filled out in advance by the Sponsor and then given to the parent to sign. Incomplete forms will result in lost reimbursement income. A best practice is to have the forms double-checked by staff members. Enrollment is current for 12 months from the date of the parent's signature.

Procurement – Contract Renewal

Sponsors who contract for meals with an outside entity to obtain meals must have a contract in place. All procurement methods must adhere to the procurement standards set forth in regulations (7 CFR 226.22). Sponsors are responsible for all contractual agreements. A vendor contract prototype is available at <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 7, Related Forms. **All contracts over \$250,000 must be submitted to KSDE for pre-approval prior to signing.** If meals are prepared in a licensed food service facility within a sponsoring organization and served or transported to other program sites within the same organization, a CACFP transport form is recommended to ensure that CACFP requirements are being followed by the staff preparing meals. A prototype can be found at <https://cnw.ksde.org>, CACFP, CACFP Administrative Handbook, Chapter 7, Guidance and Resources. Contact your consultant or Child Nutrition & Wellness (785-296-2276) for more information.

Reimbursement Rates

Reimbursement rates for FY2025 will be posted at <https://cnw.ksde.org>, Key Links, Reimbursement Rates as soon as they are available from USDA.

Administrative Workshop

Program Year 2024-25 CACFP Administrative Workshop will be offered via live webinar on Thursday, July 25 from 1:00 pm–4:00 pm via the following link: <https://ksde.zoom.us/j/81055785532?pwd=ZitZSU5HTzAxNndhdURLd1J4WnVsUT09> Passcode: 835997. Sponsors unable to attend the live webinar training will have the opportunity to take the training through the KSDE Training Portal at a later date. At least one representative from each Sponsor must complete the CACFP Administrative Workshop training.

For Sponsors that operate both the School Nutrition Program and CACFP, a live SNP Administrative Update/CACFP Administrative Workshop training will be held July 9 from 8:30 am–12:30 pm via the following link: <https://ksde.zoom.us/j/89730050845?pwd=SIBIWWQ0akhUeUc0N0tBUTNOOHMxZz09> Passcode: 259874.

Intro to CACFP Training

KSDE will be hosting an Intro to CACFP training on Thursday, August 1 from 2-3 pm via Zoom at <https://ksde.zoom.us/j/86391987215?pwd=arLpyXfzfdSnpYNSIKrgPoeUCej1q.1> Passcode: 435071. The training will provide a high-level overview of CACFP operations including sponsor responsibilities, meal planning and documentation, claiming and reimbursement, and resources available.



CACFP Certification Webinar

Make plans to participate in a CACFP Certification Webinar via Zoom scheduled for Tuesday, August 6 from 1:00-2:00 pm at <https://ksde.zoom.us/j/81841981600?pwd=SUZrdXA4V01zQVlvZUJQZ3k4SEZIUT09> Meeting ID: 818 4198 1600 Passcode: 102633. Information will be provided about changes to the sponsor and site applications and new guidance for PY 2024-25.

CACFP Determining Eligibility and IEC Summary Training

Join KSDE on Wednesday, August 7 from 1:00-3:00 pm to learn about determining eligibility in the CACFP and completing the Income Eligibility Category (IEC) Summary. Participating in this training can help prevent costly errors found during Administrative Reviews and audits. Join at:

<https://ksde.zoom.us/j/84129289872?pwd=dIVuR2NEN2wxSVR0ZW1rdjF6cXNQZz09> Passcode: 876627

CACFP At-Risk Afterschool Meals Training

As summer break wraps up and the school year begins, CACFP At-Risk Afterschool meals and snacks can again be served to children located in low-income locations. Sponsors and sites interested in being reimbursed for a supper and/or snack served after the school day can learn more about CACFP At-Risk Afterschool Meals on Tuesday, August 13 from 1:00-2:00 pm. Join at:

<https://ksde.zoom.us/j/85999046692?pwd=aXN4akgxWTNxcitaV3IRT2NRRDJCQT09> Passcode: 974579

Catalog of Federal Domestic Assistance (CFDA) Numbers

The Kansas State Department of Education (KSDE) is required to provide sponsors participating in Child Nutrition Programs with CFDA numbers for USDA programs that are administered by KSDE. The following is the list of CFDA numbers and their respective programs:

- 10.555 4553 National School Lunch Program
- 10.555 4553 Afterschool Snack Program
- 10.553 4552 School Breakfast Program
- 10.556 4555 Special Milk Program
- 10.558 4554 Child and Adult Care Food Program
- 10.559 4556 Summer Food Service Program
- 10.582 4557 Fresh Fruit and Vegetable Program
- 10.574 4558 Team Nutrition Grants
- 10.579 4011 Equipment Grant

This information will be useful to auditors when you have an audit. Currently, all program participants that expend over \$750,000 in federal financial assistance from all sources are required to have a Single Audit (previously called A133 Audit) annually. Effective October 1, 2024, the expenditure amount will change to \$1,000,000.

Request to Use Electronic Transactions in Child Nutrition Programs

Sponsors who wish to use an online or accept electronic signatures on any child nutrition form, including the CACFP Enrollment Form, must complete the Request to Use Electronic Transactions in Child Nutrition Programs form located in Chapter 3 of Administrative Handbook. The Request to Use Electronic Transactions in Child Nutrition Programs form must be completed annually and returned to CNW at cnw@ksde.org. A training about this process can be accessed on the KSDE Training Portal at <https://learning.ksde.org>, Child Nutrition Programs, General Classes, 2024-2025 Request to Use Electronic Transactions.



Professional Development Update

Professional development is offered through the KSDE Training Portal and through live virtual events via Zoom. A full listing of live virtual events and links can be found on the CNW Calendar at <https://cnw.ksde.org>, Training, CNW Calendar. No pre-registration is required for the live virtual classes through Zoom. **Upcoming trainings include:** Food Safety Basics on June 20 from 2:00-5:00 pm.

Online Professional Development Classes and Tutorials

Over 30 classes and tutorials, including the 3-hour Food Safety Basics class, can be accessed free of charge 24/7 via the KSDE Training Portal. Create an account at <https://learning.ksde.org>. For detailed instructions on creating an account, go to <https://cnw.ksde.org>, Training. **New to the portal:** Procurement 101: The Basics (1 hour).

Technical Assistance

KSDE will also be offering in-person Technical Assistance sessions throughout the state in July. Reach out to your Child Nutrition Consultant if interested in attending a Technical Assistance session this summer.

Summer Meals Text Numbers and Hunger Hotline

The automated texting service which connects families to local summer meal sites is 914-342-7744. The USDA National Hunger Hotline number is also available. Individuals can call 1-866-3-HUNGRY or 1-877-8-HAMBRE to speak with a representative who will find food resources such as meal sites, food banks, and other nearby social services. Parents and caregivers can also text the word "FOOD" or "COMIDA" to 304-304 to find the nearest meal sites through the No Kid Hungry Hotline.

Local Food Source at the Farmers' Market

Farmers' Markets are a great way to source locally throughout the summer months. The Farmers' Market provides locally grown produce, meat, and eggs, and can be a great way to connect with farmers and ranchers in your community. You can find a list of registered Farmers' Markets [here](#).

Child Nutrition & Wellness KANSANS CAN 2023-24 Best Practice Awards

We encourage you and your staff to make nominations for outstanding and/or innovative practices for recognition of your heroic efforts this past program year. A simple one-page nomination entry form is available at <https://cnw.ksde.org>, SNP, SNP What's New. **Nominations are due to the Child Nutrition & Wellness office on or before June 30, 2024.** Awardees will be notified by July 31 and presentations will be made at the August State Board of Education meeting. Please do not hesitate to contact any Child Nutrition & Wellness team member if we can be of assistance with the application process. We look forward to receiving your nominations and celebrating the Kansans CAN Best Practice Awards with you at the August 2024 State Board of Education Meeting.

Staffing Update

Abi Boxberger has joined the Child Nutrition & Wellness team as a Child Nutrition Consultant. Welcome Abi!

State Holiday CNW Office Closings

The CNW office will be closed on Wednesday, June 19 in observation of the Juneteenth holiday and closed on Thursday, July 4 in observation of Independence Day.

The CNW Team



For more information, contact:

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