

Monthly Update

Child & Adult Care Food Program



September 5, 2024

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

September Claims Processing

Child Care Center (CCC) vouchers will resume being posted on the first four Tuesdays of each month beginning with Tuesday, 9/10/2024, allowing payments to direct deposit on Fridays. To ensure timely payments, please make certain Center and Sponsor Claims are in "Approved" status by 8:00 a.m. each applicable Tuesday morning. Questions related to claims and reimbursement payments can be directed to Dessa Gifford at either drgifford@ksde.org or (785) 296-4965.

Claim Reminder – Home Sponsoring Organizations Only

August 2024 Sponsor claims must be in "Pending Approval" status by 3:00 p.m. Monday, 9/23/2024. Vouchers will be posted on Tuesday, 9/24/2024, allowing payments to direct deposit on Friday, 9/27/2024. July upward revisions are due by the end of 9/29/2024.

2025 Certification

Thank you to those Sponsors who have submitted their 2024 packets for certification in KN-CLAIM. Consultants are currently working through certification documents to approve Sponsors for the 2025 program year in the order they were received. If certification information has not been submitted, sponsors can find instructions for certification at <https://cnw.ksde.org>, CACFP, Program Certification. To participate in CACFP for the 2025 Program Year, beginning October 2024, Sponsors must complete program certification requirements as soon as possible to allow sufficient time for review by KSDE consultants. Sponsors cannot claim meals in the 2025 program year until Program Certification is complete and approved by KSDE.

October Claim Reminder – Centers Only

Centers must report the number of free, reduced price, and paid participants on their October claims. The number of participants in each category is reported in the "Center Income Eligibility Categories" (IEC) section of the Center Claim. Sponsors are required to upload the IEC summary into KN-CLAIM in October and any other month that reported numbers are changed. An Excel version of the Income Eligibility Categories Summary template is available at <https://cnw.ksde.org>, CACFP, Administrative Handbook, Chapter 12 Claiming Reimbursement.

Reminder: When the claiming percentages are being established for the year, the IEC Summary must only include those participants who have complete and valid enrollment forms on file AND ate a meal/snack in the month of October.

Note: A recording of the Determining Eligibility for CACFP training that was held via zoom is available in the KSDE Training Portal. This training does include a refresher on completing the Income Eligibility Categories (IEC) summary.



Record Keeping Reminders

- CACFP Records need to be kept for 3 years + the current year. You may discard records older than September 30, 2020. Be sure to shred all Enrollment and Income Eligibility forms and anything that has personal information about the children and parents such as their birthdates, Free-Reduced-Paid status.
- It is not necessary to print KN-CLAIM pages/applications.
- It is recommended to save your monthly claim page. You can print a one page per site report that completely summarizes each claim at KN-CLAIM, Reports, Sponsor Accessible Reports, Center Claim Summary.

USDA Update

On Monday, August 26, 2024, the USDA Food and Nutrition Service (FNS) released memorandum CACFP 12-2024, SFSP 16-2024, *Questions and Answers Related to CACFP 11-2021, SFSP 07-2021, Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and the Summer Food Service Program – Policy Rescission -Set 2*. This memorandum offers guidance to help State agencies and Program operators comply with the Federal requirement to collect race and ethnicity data from Program participants.

Summer EBT

The Summer Electronic Benefit Transfer Program (Summer EBT) is a new federal child nutrition program that provides grocery benefits during the summer months to families with children eligible for free or reduced price school meals. Kansas 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 \(ks.gov\)](https://www.dcfapp.kees.ks.gov). Households can contact the Kansas Department for Children and Families (DCF) at 1-866-369-4777 for more information about eligibility benefits. **Eligible children that were not automatically issued benefits by DCF by the end of July may complete an online application up until September 11, 2024, at www.dcfapp.kees.ks.gov.**

Training Opportunities

Many opportunities for learning are available for CACFP Sponsors. Go to <https://cnw.ksde.org>, Training, CNW Calendar to access the class list with dates, times, and Zoom links. Upcoming trainings, besides those listed below, include: Food Safety Basics on September 18 from 2-5 pm and Farm to Plate on October 2 from 2-3 pm.

Training is also offered 24/7 through 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: PY2024-2025 CACFP Annual Administrative Training (3 hours).

Annual Civil Rights Training

“Front line staff” and their supervisors must have civil rights training annually. “Front line staff” includes employees who interact with program applicants or participants regarding program services and benefits. Sponsors can use the Annual Civil Rights Training Documentation handout, found in the forms section of Chapter 6 in the Administrative Handbook, and/or go to the KSDE Training Portal at <https://learning.ksde.org> and select Civil Rights Compliance in Child Nutrition Programs (under Child Nutrition & Wellness, General Classes) to conduct a training session. Be sure to keep documentation of civil rights training on file. Training rosters must also be uploaded annually during Program Certification.



CACFP Monitoring Training

If you are a multi-site sponsor of centers or a home sponsoring organization, join KSDE for a review of CACFP monitoring requirements and oversight activities. Participants will learn about required CACFP monitoring review elements, monitoring review tools, resources, and best practices. Join the training on Friday, September 13 from 1-3 pm at

<https://ksde.zoom.us/j/81263261982?pwd=Q0VCa1VaRWo3a3FpT3FJTUVSTHVndz09> Passcode: 468722

Culinary Coaches – NEW Training Program!

KSDE Child Nutrition & Wellness is excited to be launching a Culinary Coaches Program in SY 2025! This training opportunity allows sponsors to request in-person, hands-on culinary training conducted at their site. The sessions will be led by trained culinary coaches and will focus on developing culinary skills that will better enable child nutrition program sponsors to prepare scratch and speed scratch recipes. If interested in the culinary coaches training, please contact Holly at hsteinlage@ksde.org.

FY 2024 Farm to School Grant

KSDE CNW was recently announced as a 2024 Farm to School Grant Awardee! Through the grant, subgrants and technical assistance will be provided to advance eligible farm to plate programming activities including gardening, chicken houses, raising livestock, and more. Regional training will be offered in collaboration with K-State Research and Extension and the Kansas Farm Bureau. More information will be available in October!

CACFP Sponsors Receive Kansans Can Awards

The Kansans Can 2023-2024 Best Practice Awards were presented by Kelly Chanay, Child Nutrition and Wellness (CNW) director for the Kansas State Department of Education (KSDE), during the Aug. 13th Kansas State Board of Education meeting in Topeka. This is the seventh year for the awards.

Patterson Family Child Care Center was recognized for their work to increase access to quality and affordable child care in a high needs area. Patterson Family Child Care has been in operation for 27 years and has been participating in the Child and Adult Food Care Program since 1997. Melissa Patterson and her team were recognized because of their commitment to providing quality, affordable child care in the East Topeka community and therefore increasing access to nourishing meals and snacks through the Child and Adult Care Food Program.

The Opportunity Project and Child Care Aware-Kansas estimate that 44% of children in Shawnee County are without available child care. Patterson Family Child Care Center has stepped up to help meet the need for quality, affordable child care with the recent grand opening of a 2nd child care center for infants and toddlers on August 9th. With the opening of a second child care location in the Highland Park neighborhood, Patterson Family Child Care Center will be able to serve more families in need of affordable, quality child care in high need areas of Topeka and also provide access to nourishing meals and snacks through the Child and Adult Care Food Program. The new center will provide child care for an additional 30 children and was made possible in part by the Topeka Community Foundation and the very hard work of the Patterson Family Child Care Center staff. Congratulations to the Patterson Family Child Care Center team for identifying a need, meeting the need and for making increased access to quality childcare and nourishing meals a reality for the East Topeka community!



Envision Child Development Center received the Kansans Can Serve Local Foods. Envision Child Development Center, located in Wichita, has been providing child care for 14 years and has been participating in the Child and Adult Care Food Program for over 10 years.

The Cathy G. Hudson Envision Child Development Center is one of the Wichita area's most unique child care centers. The center serves both visually impaired and typically developing children in an integrated setting. It is their mission to provide comprehensive early intervention services for children birth through age 5. Teresa Houston, Center Director, shared that at Envision Child Development Center, "We love to encourage farm-to-table experiences. We are able to provide those experiences by partnering with our local farmers with Common Ground Producers and Growers INC and by using our very own herbs from our garden beds."

Children at Envision Child Development Center (ECDC) savor farm-to-table meals, engage in nutrition education activities, and contributed to the creation of the sensory garden at ECDC. Staff at the ECDC, are passionate about encouraging farm-to-table experiences. Every week, the students at ECDC are able to experience farm fresh fruits and vegetables thanks to the center's partnership with Common Ground Producers and Growers Inc. The partnership has enabled a wide range of delicious foods including, but not limited to, cantaloupe, watermelon, onions, cabbage, and eggplant. Children are encouraged to experience foods from the ECDC gardens that were made possible through the collaborative efforts of the Sedgwick County Extension Office Master Gardeners. The Master Gardeners came to ECDC to help the students plant tomato plants and various herbs in the garden beds to create a sensory garden.

Congratulations to Patterson Family Child Care Center and Envision Child Development Center! Thank you to all of the amazing CACFP program operators here in Kansas – you all are award winners in the eyes of KSDE and we appreciate each of you!

Healthier Kansas Menus Revisions

The CNW team will soon begin work on revising the Healthier Kansas Menus and would like to hear from Kansas Sponsors. Watch your email inbox for a short survey.

The 6th Annual Mountain Plains Crunch Off – October 2024

Mark your calendars for the 6th annual Mountain Plains Crunch Off! Celebrate with any crunchable local product any day in October to participate in the crunch off. Crunchable local products can be found in many places – school/childcare gardens, farmer's market, or local distributors. Register your crunch here: https://ksde.sjc1.qualtrics.com/jfe/form/SV_6QBF0bpkiChGNSe

Regional Farm Tours – Save the Date!

The KSDE Child Nutrition and Wellness staff are excited to host the second year of regional Farm Tours across Kansas. Tour participants will ride on a bus to visit farms and hear from food partners about sourcing Kansas products. A free local foods lunch will be served at an area school as part of the tour. The Farm Tours are free to attend and will take place in the Southwestern, Southeastern, and North Central areas of Kansas. Sponsors attending the tours will receive education, resources, networking and inspiration to incorporate local products into Child Nutrition Program menus.

Southwest Kansas: Begins and ends in Garden City, KS on September 20th from 8:00 AM – 2:00 PM

- Tour will include Diamond W Farm & Ranch (Lakin, KS), Ehresman Packing Company (Garden City, KS), Prairie Wind Produce (Garden City, KS) with a local lunch provided by Garden City Schools and a lunch presentation (TBD)



Southeast Kansas: Begins and ends in Pittsburg, KS on September 27th, from 8:00 AM – 2:00 PM

- Tour will include Cleland Cattle Company (Arma, KS), Misty Morning Farm (Mulberry, KS), Dragon Farms (Pittsburg, KS) with a local lunch provided by Pittsburg Schools and lunch presentation by McCune Farm to Market/Schenker Family Farms

North Central Kansas: Begins and ends in Courtland, KS on October 4th from 8:00 AM – 2:00 PM

- Tour will include Creekside Land & Cattle (Formoso, KS), C & C High Tunnels (Scandia, KS), Depot Market (Courtland, KS) with a local lunch provided by Pike Valley Schools and lunch presentation by R Family Farms

Click the following link to register: [CNW Fall 2024 Regional Farm Tour Registration \(qualtrics.com\)](https://qualtrics.com)
Registration will be open until September 13th.

Staffing Update

Please join the CNW team in welcoming the newest members to the CNW team. Cassie Calloway has joined the Child Nutrition & Wellness team as a Child Nutrition Consultant. Jonathan Miller has joined the Child Nutrition & Wellness team as consultant for the Body Venture exhibit. Welcome Cassie and Jonathan!

As always, if you have questions or need technical assistance, please contact your Child Nutrition Consultant or the Topeka office.

The CNW Team



For more information, contact:

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