



Summer Food Service Program (SFSP) Program Initiation Instructions

Thank you for your interest in the Summer Food Service Program (SFSP). In order to participate in the program, required documents must be completed and submitted to KSDE for approval. The Child Nutrition & Wellness website, <https://cnw.ksde.org>, contains all of the information and documents needed to initiate your organization's participation in the program. Training is required prior to participation in the SFSP. Contact KSDE to gain access to the required training.

Contact KSDE with questions by calling 785-296-2276 or emailing lhodgson@ksde.org.

Program Initiation Documents to be Completed for Preliminary Approval by KSDE		
Title	Required or Optional	Description
Download the enterable Microsoft Word version (or the Adobe PDF version, if preferred) of these documents at https://cnw.ksde.org , Summer Food Service Program, Program Initiation / Renewal		Email completed forms to Laura Hodgson at lhodgson@ksde.org and Kelly Chanay at kchanay@ksde.org
Program Initiation Application	Required	Information to determine sponsor's eligibility to participate and to set-up the sponsor in KSDE's computer systems. Complete and return to KSDE.
SFSP VCA Checklist	Required for Sponsors not currently participating in a Child Nutrition Program (School Nutrition Program or Child and Adult Care Food Program (CACFP))	Submit information to document the institution is financial and administratively capable of operating the SFSP. The institution must be able to demonstrate in its application, it is viable, capable, and accountable of operating in conformance with program regulations.
SFSP Agreement	Required	Contractual agreement between your organization and KSDE. Complete and return two (2) signed copies to KSDE via mail. Original signatures are required on the documents mailed.
Documentation of Tax-Exempt Status	Required for private, non-profit sponsors	Churches are exempt from this requirement.
Form W-9 – Request for Taxpayer Identification Number & Certification	Required	Federal taxpayer identification information.
Authorization for Electronic Deposit of Vendor Payment	Optional – To request this form, email lhodgson@ksde.org .	Information to set up electronic deposit of reimbursement payments. This document must be mailed to KSDE, do not send via email.



Additional Documents 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 by registering following instructions provided in the KN-CLAIM Quick Reference for Accessing KN-CLAIM. Once access to KN-CLAIM has been granted, use the KN-CLAIM Quick Reference for SFSP Program Application and Renewal to enter the required information so the Sponsor and Site Applications can be approved. Reimbursement claims cannot be processed until all program application documents are approved by KSDE.</p>		
Title	Required or Optional	Description
Sponsor Application in KN-CLAIM	Required	Complete online and submit for approval.
Site Application(s) in KN-CLAIM	Required for each serving site	Complete online and submit for approval.
Sponsor Budget	Required for all sponsors	Complete and submit online for approval.
Site Qualification Documentation	Required for all sponsors	Demonstrates how site(s) qualify to participate on the SFSP. Examples of documentation include: <ul style="list-style-type: none"> School Boundary Map KSDE Data Central Data for Free and Reduced Price Data Area Eligibility Maps Upload to Checklist Tab in KN-CLAIM Area Eligibility Waiver
Letter to Health Department	Required to be uploaded within 2 weeks of approval or prior to opening (whichever is sooner)	Informs the local health department of the site(s) where the sponsor will operate the SFSP. Upload to Checklist Tab in KN-CLAIM
Training Certification	Required prior to opening	Each sponsor must hold program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training must be completed before a site opens and documentation of training must be uploaded to Checklist Tab in KN-CLAIM.
Purchasing Plan and Written Standard of Conduct	Required for non-school/CACFP sponsors	Provides KSDE with information on Sponsor's purchasing practices for food and supplies. Upload to Checklist Tab in KN-CLAIM.



Title	Required or Optional	Description
For each planned meal type, provide menus for two (2) weeks and production records for one (1) week.	Optional: Sponsors may submit to KSDE prior to opening for review of meal pattern regulations	Documents planned food items and quantities. Email to Child Nutrition Consultant for review.
Vended Meals Agreement	Required if purchasing meals from another organization	Upload to Checklist Tab in KN-CLAIM. Contract provides the specific details for food services between sponsor and vendor.
Waiver to Unitized Meals Requirement	Required if requesting a waiver for unitized meals	Upload to Checklist Tab in KN-CLAIM. If Sponsor contracts for meal service and wishes to request a waiver from the SFSP requirement that each meal is provided as a unit (i.e. unitized).



For more information, contact:

Child Nutrition & Wellness
 (785) 296-2276
<https://cnw.ksde.org>

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