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# **KN-CLAIM**

**K**ansas  
**N**utrition –  
**C**laims  
**A**nd  
**I**nformation  
**M**anagement

## **Quick Reference for Summer Food Service Program Initiation or Renewal**

Child Nutrition & Wellness  
Kansas State Department of Education

March 2024

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Child Nutrition & Wellness  
Kansas State Department of Education  
Landon State Office Building  
900 SW Jackson Street, Suite 251  
Topeka, KS 66612-1212

Phone: 785-296-2276

Fax: 785-296-0232

<https://cnw.ksde.org>

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- (1) **mail**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- (2) **fax:**  
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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Your comments and suggestions are always welcome. If you have questions, please call 785- 296-2276 or contact your area consultant.

# KN-CLAIM Quick Reference for Summer Food Service Program (SFSP) Initiation or Renewal

## What is KN-CLAIM?

It is the Child Nutrition & Wellness web-based computer system. The acronym stands for **K**ansas **N**utrition – **C**Laims **A**nd **I**nformation **M**anagement.

KN-CLAIM will also be used for logging audit and review findings, and for monitoring corrective action. This information will enable KSDE to track trends and target training and technical assistance efforts where they are most needed.

## Important Dates

- KN-CLAIM is available for entry of SFSP initiation or renewal information by **March 31, 2024**.
- All Sponsor and Site applications must be submitted and pending approval by close of business on **May 1, 2024**.

## Help is Available!

We have done our best to assure that KN-CLAIM works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using the system.

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**Do you need help using KN-CLAIM or have a system problem to report?**

**Call 785-296-2276 and ask for KN-CLAIM support.**

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## This Quick Reference Covers How To:

- A.** Access KN-CLAIM and Log-in
- B.** Navigate to sponsor's application data
- C.** Update the Sponsor Application and submit to KSDE for approval
- D.** Update the Site Application(s) and submit to KSDE for approval
- E.** Enter the Sponsor Budget and submit to KSDE for approval – The Sponsor Budget is required for all sponsors.
- F.** Upload Required Forms
- G.** Submit Sponsor Application and Site Application(s) to KSDE for Approval

## A. Access KN-CLAIM and Log-in

- 1** – Go to <https://cnw.ksde.org>, the home page of the Child Nutrition & Wellness website.
- 2** – Select KN-CLAIM, KN-CLAIM Login Page.
- 3** – Log in using your KN-CLAIM user-id and password.

If this is the first-time logging into KSDE Web Applications Common Authentication, users will need to register and create a username and password while requesting access to KN-CLAIM. Specific instructions can be found at <https://cnw.ksde.org>, KN-CLAIM, How to Access KN-CLAIM.

**IMPORTANT! Never share your user name and password.**

## B. Navigate to Sponsor’s Application Data

- 1** – **Program Selection Menu** – Click SFSP <Summer Food Service Program>.
- 2** – **Program Year Selection** – Click on the most current year.
- 3** – **Applications** – Click on Applications (far left on the menu bar). Select Sponsor Summary from the Application Menu
- 4** – **Sponsor Summary** – Click the yellow tab labeled “Applications”.

## C. Update and submit the Sponsor Application

The sponsor’s prior year application data has been rolled over into the current year’s Sponsor Application. Carefully review all data on the Sponsor Application and update as needed.

- 1** – **Sponsor Application** – Click <+>.
- 2** – Refer to the “Sponsor Application Instructions” on page 6 of this Quick Reference. When all information has been reviewed and updated, click <Save>. Then click <Exit Page> to return to the Sponsor Summary.
  - If there are no errors, the Sponsor Application will have a status of “Pending Submission”.
  - If there are errors, click <Continue> to correct them. Errors will be detailed in red. Repeat this step until there are no errors and the Sponsor Application has a status of “Pending Submission”.

## **D. Update and submit the Site Application(s)**

The sponsor's prior year application data has been rolled over into the current year's Site Application(s). Carefully review all data on the Site Application(s) and update as needed.

**1 – Site Application** – Click <+>.

**2 –** Refer to the attached “Site Application Instructions” on page 7 of this Quick Reference. When all information has been reviewed and updated, click <Save>. Then click <Exit Page> to return to the Sponsor Summary.

- If there are no errors, the Site Application will have a status of “Pending Submission”.
- If there are errors, click <Continue> to correct them. Errors will be detailed in red. Repeat this step until there are no errors and the Site Application has a status of “Pending Submission”.

**IMPORTANT! All Site Applications must be saved and in “Pending Submission” status before completing the Sponsor Budget (Step E). Notify Child Nutrition & Wellness if any sites listed will NOT be operating or if a new site needs to be added.**

## **E. Complete and submit the Sponsor Budget**

**1 – Sponsor Budget** – Click <+>. The <+> will only appear after all of the site applications are in pending submission status.

**2 –** Refer to the “Sponsor Budget Instructions” on page 11. When all information has been completed, click <Save>. Then click <Exit Page> to return to the Sponsor Summary.

- If there are no errors, the Sponsor Budget will have a status of “Pending Submission”.
- If there are errors, click <Continue> to correct them. Repeat this step until there are no errors and the Sponsor Budget has a status of “Pending Submission”.

## **F. Upload Required Forms**

**1 –** Once the Sponsor Application, Budget and Site Application(s) are in Pending Submission, click on the <Checklist> Tab (located to the left of the applications tab).

**2 –** Upload required forms. Required forms are marked with a check mark beneath the “Required” heading. To download a template of the form (when available) click the icon beneath the “Downloads” heading. Once open, save to your computer and complete before uploading.

To begin the file upload, click on the <Upload> button (blue button with an upward arrow on the far right-hand side of the screen) below the “Action” heading, browse for document in your files and select document. Once uploaded, today's date will populate into the “Date Sent” and “Date Received” columns. Check to see that the correct file was uploaded by clicking on the button (white button with picture of an eye). If it is not the appropriate document, click on the button (white button with trash can) to delete and repeat upload process, selecting a different document to upload.

## **G. IMPORTANT – FINAL STEP: Submit Sponsor Application and Site Application(s) to KSDE for Approval**

**Sponsor Summary** – Click the yellow “Checklist” tab. Scroll to bottom of page and click on <Submit Form for State Approval>. Status will change to “Pending Approval”.

Note that the Sponsor and Site Applications cannot be edited again until after they are reviewed and approved by KSDE. At that point the status of the applications will be “Approved”.

Prior to the first day of SFSP meal service, the Sponsor and Site Application must be in Approved Status.

### **IMPORTANT! Update Sponsor and Site Applications as needed.**

- **After KSDE approval, the sponsor is responsible to assure that the Sponsor Application, Site Application(s) and Budget remain current and correct. To update (i.e. “edit”) the information, follow the steps outlined in this Quick Reference. Notify KSDE of changes.**
- **The Sponsor Application and Site Application(s) must be in “Approved” status before claims can be entered.**

## Sponsor Application Instructions

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Carefully review all data on the Sponsor Application and complete or update as needed.

- (1-5) Mailing Address:** Some sponsors prefer mail to be sent to a post office box rather than a street address. If the sponsor's mailing address and street address are the same, click on "Check here to copy Mailing Address to Street Address".
- (6-21) Authorized Representative, Sponsor Contact, Claim Contact:** Name the individuals that can answer questions related to the program. It is preferred to have more than one contact per sponsor. The Sponsor Contact may be left blank.
- (22-25) Training:** The sponsor is responsible for training all administrative and site personnel prior to opening the SFSP. Indicate the person who will be responsible and the date(s) of the planned session(s). This individual should attend KSDE training.
- (26-40) General Information: Program Type:** The system displays options to indicate description of Sponsor. Review and complete all information relevant to your sponsor. If Enrolled, Nonresidential Camp, Residential Camp/Upward Bound or Conditional Non-Congregate lines 28-31 must be completed.
- (41-59) Meal Purchasing Information:** Indicate if the sponsor will have a Food Service Contract. If so, complete items 42-50. Complete items 51-59 only if a second contractor is used.
- (60-64) Adult Meals:** Indicate the price for any meal type that will be available for adults to purchase. A meal cost must be entered for programs that serve meals to adults.
- (65-68) Advance Payment:** Indicate if the sponsor requests advance payment. If so, indicate the month(s) and the type of advance requested. The sponsor must operate the SFSP 10 or more days in the month(s) selected in order to qualify for an advance.
- (69-72) Audit Compliance:** Sponsors who have expended over \$750,000 or will expend \$750,000 in Federal funds must indicate date of external audit and date submitted to Federal Audit Clearinghouse, <https://facdissem.census.gov/>.
- (73) or**
- (80) Other Information:** Use this space to enter questions or comments for KSDE.
- (73-79) Management Plan:** For sponsors with more than 10 sites, these fields will display **after** the Site Applications have been added.

## Site Application Instructions

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Carefully review all data on each Site Application and update or complete as needed. If one or more new sites will be opened that are not listed in KN-CLAIM, complete an Initial Site Application form for each new site and submit to KSDE. The form can be downloaded at <https://cnw.ksde.org>, SFSP, Program Initiation/Renewal. KSDE will set up the new site(s) in KN-CLAIM so that you can enter the remaining Site Application information online.

**(1-5) Mailing Address:** Some sites prefer mail to be sent to a post office box rather than a street address. If the site's mailing address and street address are the same, click on "Check here to copy Mailing Address to Street Address".

**(6-11) Site Manager/Supervisor:** Indicate the food service contact person who is responsible for daily site operation. A different site manager should be listed for each site. The Site Manager/Supervisor must be trained and on site for the duration of meal service.

**(12-29) Site Qualification:**

**(12)** Indicate if site is an unaffiliated site, a site that is legally distinct from the sponsor.

**(13)** Indicate if site is a Restricted Open Site.

Select One Qualification option from the options listed.

- **(14) Open Site Using School or School Boundary Data:** Indicate the eligibility information and the school name.
- **(15) Open Site Using Census Block Group or Census Tract Data:** Census information must reflect the most recent annual update of the census.
- **(16) Open Site Using Census Averages** – Contact a KSDE consultant for assistance.
- **(17) Open Site Using Community Eligibility** – The individual school site eligibility must be used.
- **(18) Open Site Using Migrant Information** – The information must be submitted to KSDE.
- **(19) Other Open Site Qualification** – Select one of the options from the drop down box and send the information to KSDE.

**(20) Date of Documentation** – Enter today's date (mm/dd/yyyy) if site is being certified as area eligible this program year OR enter date that site was originally certified as area eligible. Eligibility is effective for 5 years from date of documentation.

**(21) Enrolled Site – Income Applications, Estimated Number of Eligible Children:** Indicate the number of children anticipated to be eligible for reduced price and free school meals. Within 5 days of opening food service, confirm the eligibility and enrollment with the Enrollment Certification form. The reported number of eligible children should reflect 50% of the Anticipated Daily Attendance (ADA), which is reported in the Meal Service table for each projected meal type (items 33-37).



**(22-26) Enrolled Site – Area Eligible:** Select one of the options listed and provide the required information. If site is eligible using school or school boundary data complete line 23. If site is eligible using census data complete line 24. If site is eligible using census averages, contact a KSDE consultant for assistance. **(26)** Enter today's date (mm/dd/yyyy) if site is being certified as area eligible this program year OR enter date that site was originally certified as area eligible. Eligibility is effective for 5 years from date of documentation.

**(27) Residential Camp, Estimated Number of Eligible Children:** Indicate the number of students anticipated to be eligible for reduced price and free school meals.

**(28) Nonresidential Camp, Estimated Number of Eligible Children:** Indicate the number of students anticipated to be eligible for reduced price and free school meals.

**(29) Conditional Non-Congregate:** Indicate if applications are collected or on file. Indicate paid child meal prices for each meal type served. If non-eligible children will be provided meals free of charge, list \$0.00 as the paid meal price. Non-Federal funds must be transferred to the Food Service Fund for each non-eligible meal served. Indicate the number of children anticipated to be eligible for reduced price and free school meals. Provide the plan to prevent overt identification.

**(30) Number of Operating Days:** Record the number of operating days each month. The total operating days will be calculated by the system.

**(31-32) Days of Operation:** Check the days meals will be served. If Rural, Non-Congregate and serving multiple meals at one time, indicate day of the week meals will be distributed. As a reminder, if serving non-congregate meals, no more than 5 days of meals may be distributed at one time.

**Describe any schedule variations:** Explain any exceptions that are not clear in the information above; e.g. meals will not be served on July 4th or breakfast is not served on Mondays but the day has been checked for meal service.

**(33-37) Meal Service:**

**Select the Meal Type:** Indicate all information as it relates to the meal service.

- **OVS (SNP Sponsors Only) or Serve:** Serve is the only option for snacks.
- **Begin and End Times:** Meals served prior to approved beginning time or after approved ending time cannot be claimed for reimbursement. Service periods should consider time food can be safely held. Breakfast must be served at or close to the beginning of the day. A minimum of at least one hour must elapse between the end of one meal service and the beginning of another.
- **ADA (Anticipated Daily Attendance):** Indicate the number of children expected to participate on a daily basis. This total multiplied by the number of operating days becomes the maximum number of meals allowed on the site claim for the month. If participation exceeds original expectations, this initial projection must be updated in order to claim additional meals. KSDE must approve all changes to the site application.
- **Self-Preparation or Vended:** Indicate if meals are prepared by Sponsor or purchased from another Sponsor or Vendor/ Food Service Management Company
- **Total Days Served:** Indicate the total number of days meals/snacks will be served for meal service option.
- **Service Dates:** Indicate the date meal service begins and ends at the site.

- (38-42) Meal Service Structure: Congregate Meals vs Non-Congregate Meals:** These questions only appear if site is qualified as Rural.
- (38)** Indicate if meal service will be congregate, non-congregate or both. If congregate go to question 43. If non-congregate or both, complete questions **(39-42)** If non-congregate meals are served, the Community Non-Congregate Meal Service Plan must be completed and uploaded to the Checklist tab in KNCLAIM.
- (43-45) Menu Planning Options:** Select the Menu Planning Option used for breakfast, lunch and supper. All snacks must follow the SFSP pattern.
- (46-47) Activities at Site:** List any activities conducted in conjunction with the food service program.
- (48-57) General Information:** Select the responses that describe the site activity.
- (48)** Indicate who will supervise children during meal service
- (49-50)** Documentation required if sponsor operates more than one program at the same site.
- (51)** Sponsor must document the preapproval site visit.
- (52)** Outdoor sites do need a plan for inclement weather.
- (53)** Describe arrangements that have been for food service during inclement weather.
- (54)** Indicate whether the site, if serving congregate meals, will allow a child to take a single item off-site. Sponsors should assure that sites are aware of this procedure if allowed.
- (55-57)** Sites receiving meals must have provisions to keep food safe.
- (58-63) Health Inspection:**
- (58)** Indicate whether this site serves shelf-stable meals.
- (59)** Indicate whether this site receives prepared meals from another location. If yes, provide address of production facility.
- (60-63)** Indicate whether the serving site has a food service license. Sites with a food service license indicate the date of the last inspection and the name of the establishment holding the license.
- (64-66) Racial/Ethnic Data:** Report estimated racial/ethnic makeup of the site's enrollment and the source and date of the information. Total race may exceed 100%. Total ethnicity must be 100%. For school-based sites, the school year racial-ethnic data may be used. For camps or enrolled sites, prior year data is acceptable. KSDE Data Central data found at [https://datacentral.ksde.org/report\\_gen.aspx](https://datacentral.ksde.org/report_gen.aspx) can be used. From the drop-down options select:
- **Report:** Attendance Rate by Race and Gender
  - **Data Grouping:** Totals by School-All Schools in One District/Organization
  - **Select a District/Organization:** Select the district in which the site lies within the boundaries of.
  - **School Year:** Most recent school year
- (67) General Comments:** Use this space to enter comments for KSDE.

## Sponsor Budget Instructions

Complete the SFSP Budget for the period of January – December

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- (1-5) Revenue:** Maximum federal reimbursement for operation and administration is calculated and displayed based on current reimbursement rates multiplied by the “Number of Operating Days” and estimated Anticipated Daily Attendance (i.e. ADA) reported on the Site Application(s).

Additional sponsor funds must be available if the revenue estimated in items (1) and (2) is less than the total expenditures projected in line 26.

Total Revenue in item (5) must equal or exceed total expenditures. The sponsor will be responsible for all costs incurred in excess of maximum reimbursement.

- (6) Staffing Plan Tool – Administrative Staffing Plan** (examples personnel management, claim submission, staff training, planning): Sponsors must demonstrate administrative capability to comply with program requirements. Indicate the position, number of staff, time, and wages committed to oversight of the SFSP-administrative duties ONLY. Click <Add Lines> to list additional staff if needed.  
**Operational Staffing Plans:** Sponsors should indicate operational staffing for food preparation and service, cleaning, point of service accountability. Indicate the position, number of staff, time, and wages committed to oversight of the SFSP-administrative duties ONLY. Click <Add Lines> to list additional staff if needed. Individuals who serve in both administrative and operating roles should keep time logs to document activities.

- (7-25) Expenditures:** All costs must be allowable according to SFSP guidelines.

**(7-17) Estimated Administrative Expenditures:** Indicate the projected SFSP administrative expenditures. The sponsor will be responsible for all costs incurred in excess of maximum reimbursement.

**(18-25) Estimated Operating Expenditures:** Operating labor includes time for food preparation and meal service. Indicate the projected SFSP operating expenditures. The sponsor will be responsible for all costs incurred in excess of maximum reimbursement. List details for the items included under non-food supplies (20) and equipment (22) in the general comments text box (28).

- (27) Indirect Costs:** If indirect costs are reported in item (15), indicate the rate used to calculate these costs.

- (28) General Comments:** Use this space to enter questions or comments for KSDE.