

## 3. Program Agreement for School Nutrition Programs

Sponsors of the federal School Nutrition Programs enter into a contractual agreement with Child Nutrition & Wellness, Kansas State Department of Education. The Agreement specifies the responsibilities of both parties for administration of these programs.

The full Program Agreement is completed between Child Nutrition and Wellness and the Sponsor when the Sponsor begins operating the Child Nutrition Programs. When substantial changes occur in the program requirements then a new Program Agreement will need to be completed. In years when only minor changes are made in these requirements, a Program Agreement Addendum is executed in lieu of the full Program Agreement. If no regulatory or policy changes occur, the prior year's Agreement Addendum is carried forward into the current year.

Several forms are incorporated into the Program Agreement as attachments. Among these are the current household application packet for Child Nutrition Program benefits, the letter used to notify a household of its eligibility for reduced price or free meals, and the Free and Reduce Price Policy Statement. These forms are made available as PDF files and as enterable Microsoft Word or Excel documents.

The current version of the complete Program Agreement is available at <https://cnw.ksde.org>, School Nutrition Programs, Administration, Program Initiation/Renewal.

The current versions of the Program Agreement attachments are available in KN-CLAIM under the Checklist Tab.

KSDE's web-based computer system, KN-CLAIM, is used to update the Sponsor Application and Site Application(s). Quick References available within KN-CLAIM contain current guidance on updating the applications.