



School Nutrition Program Renewal for SY 2023-2024

Date: May 15, 2023

To: Authorized Representative of School Nutrition Programs

From: Cheryl Johnson, MS, RD, LD, Director, Child Nutrition & Wellness

Program Renewal Webinar

Plan now to attend the School Year (SY) 2023-24 Program Renewal Webinar during Town Hall on May 16 at 2:00 pm. Information will be provided about changes to the sponsor and site applications, updated forms, and new guidance for SY 2023-24.

- May 16 at <https://ksde.zoom.us/j/84920437369?pwd=dXgrdE5ickp6VVVHRTFWbkowN0FJUT09>

Program Renewal Documents

All program renewal forms are available in KN-CLAIM under the Checklist tab. The Accessing KN-CLAIM Quick Reference that explains how to obtain access to KN-CLAIM, either as an Authorized Representative or Designated User, is available at cnw.ksde.org, KN-CLAIM, How to Access KN-CLAIM.

Program renewal instructions and guidance can be downloaded from cnw.ksde.org, SNP, Program Initiation/Renewal.


- Program renewal documents are due by **July 15, 2023**.
- Reimbursement claims for SY 2023-2024 cannot be processed until all program renewal documents are approved by KSDE.
- If operating the Seamless Summer Option (SSO) in July 2023, Program Renewal documents must all be approved by KSDE by July 1.

Program Agreement

A new 2023 Program Agreement is not required. Pull the original signed 2020 Agreement forward in your files and upload a copy as a part of Program Renewal on the Checklist Tab.

KN-CLAIM Forms

Update the following forms in the KN-CLAIM system:

- Program Year **2023**:
 - MFR/AFR Tab:
 - Monthly/Annual Financial Report
 - Wellness Tab:
 - Wellness Impact Tool
- Program Year **2024**:
 - Applications Tab:
 - Sponsor Application (complete first)
 - Paid Lunch Equity Tool
 - Site Application
 - Training Tab:
 - Food Safety Training Requirements
 - Checklist Tab:
 - Required Forms indicated with  (appears when a Site Application has been initiated)



The Sponsor Application, Paid Lunch Equity Tool, Site Application, Food Safety Training Requirements, and Wellness Impact Tool must be updated by July 15. The Monthly/Annual Financial Report must be completed by August 15. **The KN-CLAIM Quick Reference for Sponsor & Site Application, Direct Certification, Training, Wellness Impact Tool, and Monthly/Annual Report will be available in KN-CLAIM.**

Upload Feature: Renewal documents that do not require an original signature must be uploaded to KSDE via the **Checklist Tab** in the KN-CLAIM computer system. The Safari browser cannot be used to upload forms on either PCs or MACs. To use the upload feature, files will need to be in one of the following formats with the appropriate extension (i.e. the last three/four characters following the period in the file's name):

- Adobe PDF (.pdf)
- Microsoft Word (.doc) or (.docx)
- Microsoft Excel (.xls) or (.xlsx)
- Generic text (.txt)

Note: Be sure to clear cache (delete browsing history) prior to uploading documents.

Instructions for uploading documents are in the *KN-CLAIM Quick Reference for the Sponsor and Site Applications*.

Electronic Forms

All forms that require entry of variable information are available in KN-CLAIM under the Checklist tab as Microsoft Word documents. Using these documents will eliminate the need to use a typewriter or re-key the forms. Print all letters on Sponsor letterhead. Forms/records other than those provided by KSDE, must be reviewed, and approved by KSDE **prior** to use. Alternate forms may be submitted by uploading to the Checklist Tab in KN-CLAIM for approval at times other than during the annual program renewal process.

Sponsors Serving Summer Meals through Seamless Summer Option (SSO) in July and/or August

Sponsors that are serving summer meals through the Seamless Summer Option in July and/or August **must complete and be approved for SY 23-24 operations PRIOR to July 1.** While completing program renewal, Sponsors operating SSO in July and/or August must indicate "Seamless Summer Option Only" within the Summer Meals section of each site application that SSO summer meals will be served. Select and enter the Site Qualification information that reflects how the site qualifies to serve summer meals. Indicate the days in which meals will be served for July and/or August in the Operating Schedule table. Designate the days of operation and complete the meal service table specific for summer meal distribution. For rural sites, indicate if meals will be served non-congregate, congregate or both.

New Sites

If you need to add a new site that will serve lunch, breakfast, after school snacks or Special Milk, complete a Site Application found at cnw.ksde.org, SNP, Program Initiation/Renewal, Site Application and scan and email to Kelly Chanay at kchanay@ksde.org with a cc to your area Child Nutrition Consultant.

Unpaid Meal Charge Policy

Upload current Unpaid Meal Charge Policy on the Checklist Tab. Board Minutes do not need to be uploaded on the Checklist Tab unless the Unpaid Meal Charge Policy has been revised for SY 2023-24.

**Paid Lunch Equity (PLE) Tool**

The PLE tool is now integrated into KN-CLAIM with information pulling from prior years to assist completion of the tool. Complete the PLE information under the Applications Tab directly under the Sponsor Application. Once the Sponsor Application is saved the first time, a "+" will appear and you can click on that to complete the PLE information using the Sponsor Site Application Quick Reference as a guide.

Reimbursement Rates

You will be advised by email when reimbursement rates for July 1, 2023 through June 30, 2024 are posted on our website. Rates are normally not available from USDA until mid-July.

Adult Meal Price

The price charged for adult meals must be sufficient to cover the overall cost of the meal, including the value of cash-in-lieu of commodities. If cost data is not available, the sponsor should set the adult meal charge at least equal to the highest paid student price plus paid reimbursement. In non-pricing programs (District Wide Community Eligibility Provision (CEP) and RCCIs) the adult charge must be at least equal to the free reimbursement rate.

Maximum Charges for Reduced Price Meals/Snack/Paid Special Milk

Maximum charge to students for Paid Special Milk is 15¢, Reduced Price Lunch is 40¢, Reduced Price Breakfast is 30¢ and Reduced Price Snack is 15¢.

Distributing Applications & Determining Student Eligibility

Sponsors cannot distribute or begin accepting and processing applications before the beginning of the federally-defined school year which is July 1, 2023.

Non-English Language Versions

USDA has translated the Household Application Packet for Free and Reduced Price School Meals into a total of 49 languages including Spanish that are available at: <http://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>. KSDE provides a Spanish translation on the Checklist Tab in KN-CLAIM.

Income Eligibility Guidelines

The Income Eligibility Guidelines (IEG) chart lists the reduced price and free income guidelines by household size for the period July 1, 2023 through June 30, 2024. This chart can be accessed on the Checklist Tab in KN-CLAIM and is for sponsor use only. It should be provided to each determining official. It should **NOT** be distributed to school patrons.

SY 2023-2024 SNP Administrative Update

At least one representative from each Sponsor is required to attend Administrative Update annually; however, it is strongly encouraged for anyone with administrative duties to participate. Separate webinars will be held for Determining Eligibility, Verification and to train food service professionals in identification of a reimbursable meal. The schedule with dates, times, and webinar links is available at cnw.ksde.org, Training, CNW Calendar.



Transitional Standards for Milk, Whole Grains, and Sodium Final Rule

This rule established standards for milk, whole grains, and sodium for school years 2022-2023 and 2023-2024 to give schools time to transition in the short term. Meanwhile, USDA is working to develop long-term nutrition standards - based on the newest DGA and extensive input from a wide range of partners - that will work for schools, families, and industry alike.

- **Milk:** No change for SY 2023-2024. Schools and child care providers (ages 6 and up) may offer flavored, low-fat milk (1%) in addition to unflavored, low-fat milk and flavored or unflavored nonfat milk.
- **Whole Grains:** No change for SY 2023-2024. At least 80% of the grains served in school lunch and breakfast per week must be whole grain-rich (containing at least 50% whole grains).
- **Sodium:** The new weekly sodium limit, Target 1A, for school lunch only, will decrease marginally (10%) goes into effect on July 1, 2023 for SY 2023-2024. There will be no change to sodium limits for breakfasts served through the School Breakfast Program. Please refer to the chart below for specific Target 1A limits by grade level for lunch:

National School Lunch Program Transitional Sodium Limits:

Age/Grade Group	Target 1: Effective July 1, 2022	Interim Target 1A: Effective July 1, 2023
Grades K-5	≤ 1,230 mg	≤ 1,110 mg
Grades 6-8	≤ 1,360 mg	≤ 1,225 mg
Grades 9-12	≤ 1,420 mg	≤ 1,280 mg

Meal Pattern Training Opportunities

To assist program operators with implementing the transitional standards for milk, whole grains and sodium final rule and to meet all meal pattern requirements, Sponsors are invited to participate in the following meal pattern training opportunities via live webinar. To access the times and webinar links, visit cnw.ksde.org, CNW Calendar.

- Nutrition Standards for School Meals – June 20
- Calculating Components – June 22
- Is This Meal Reimbursable: Breakfast – August 2
- Is This Meal Reimbursable: Lunch – August 3

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.

Sponsors can also access online training through the KSDE Training Portal, <https://learning.ksde.org/> many of which will assist sponsors in menu planning and meeting meal pattern requirements.

Guidance for Determining Officials

The document, *Guidelines for Determining Eligibility for Child Nutrition Program Benefits*, is available at cnw.ksde.org, SNP, Program Initiation/Renewal and should be provided to each determining official. For further information regarding determining eligibility, refer to *Food Service Facts*, Chapter 7, and the *USDA Eligibility Manual for School Meals* (June 2017 edition).



Important: Determining Eligibility webinar training is scheduled for June 28 at 2:00 pm and August 1 at 9:00 am. To obtain webinar links go to cnw.ksde.org, Training, CNW Calendar. The Determining Official should plan to attend one of these two training sessions.

Request to Use Online Application for Child Nutrition Program Benefits

Any sponsor wishing to use an online free and reduced application must complete and submit to KSDE the *Request to Use Electronic Transactions in the Child Nutrition Program* (available for download on the Checklist Tab in KN-CLAIM) for review annually.

Kansas Online Application for Free and Reduced-Price Meals

Sponsors wishing to use KSDE Child Nutrition & Wellness' free Online Application for Free and Reduced Price meals are not required to complete the *Request to Use Electronic Transactions in the Child Nutrition Program*. Utilizing the Kansas Online Application for Free and Reduced-Price Meals tutorial will help sponsors understand how to create a sponsor specific link, utilize the online application, access and determine submitted applications, and save those applications correctly. Access the training at <https://learning.ksde.org/>, Child Nutrition & Wellness, Tutorials, School Nutrition Programs (SNP) tutorials. The Kansas Online Application for Free and Reduced Price Meals takes the place of KSDE's Excel Application for CNP Benefits. Elect use of the Kansas Online Application for Free and Reduced Price Meals on the Forms Tab in KN-CLAIM.

Direct Certification

All sponsors are required to use the Direct Certification system to assure that all foster students, students eligible for Food Assistance (FA) or Temporary Assistance to Families (TAF) and some Medicaid benefits are approved to receive free or reduced school meals.

Important Note: Only students found on the Direct Certification list as eligible for free or reduced price meals due to Medicaid can be directly certified. A Medicaid number submitted by a household on a paper application cannot be used to certify students for free or reduced price meals because not all Medicaid programs meet Child Nutrition Program Income Eligibility Guidelines.

A complete list of all foster students and students eligible for Food Assistance or TAF or Medicaid will be available online by July 7. The Direct Certification System displays daily matches for public schools and all private schools who send student records to KSDE. KSDE will send an email notification when a new student is added to the Sponsor list. The new students added will be displayed at the top with the date matched. Free meal benefits begin when the sponsor sends the *Letter to Household about School Meal Benefits* or the "created date" if the Sponsor has requested flexibility for establishing effective date of eligibility on the Sponsor Application in KN-CLAIM.

Sponsors can begin directly certifying students as soon as the July list is available. Check the list frequently. Sponsors must send the *Notify Household about School Meal Benefits* to notify households that students in the household are directly certified for free meals in a timely manner so that the household does not take the time to submit an income application. The *KN-CLAIM Quick Reference for Direct Certification* is available in KN-CLAIM, Quick References,



Procurement Plan and Written Standards of Conduct

All Sponsors administrating Child Nutrition Programs must develop and follow a procurement plan and have Written Standards of Conduct. During annual Program Renewal, sponsors are required to upload the plan and standards of conduct which will be reviewed by KSDE prior to program approval. A procurement plan and written standards of conduct are valuable in that they clarify the purchasing practices of the Sponsor and can guide employees to use the appropriate method of purchasing for each category of items. **The Procurement Plan and Written Standard of Conduct Prototypes are available on the Checklist Tab in KN-CLAIM.**

Professional Development Opportunities: Convenient and Free

Make sure to take advantage of convenient and free professional development trainings to meet staffing needs. Many live Zoom training sessions are being offered this summer and details, including the link, can be found on the CNW Calendar at cnw.ksde.org, Training, CNW Calendar.

Online trainings and tutorials can be accessed 24/7 via the KSDE Training Portal. Professional development trainings offer a printable certificate upon successful completion. Tutorials are short lessons on topics such as Verification and Determining Eligibility and provide a quick overview with helpful tips on important program topics. Create an account now at <https://learning.ksde.org> and see the entire list of classes and tutorials available. For detailed instructions on creating an account and accessing the training, go to cnw.ksde.org, Training.

Professional Development Tacking in KN-CLAIM – New for SY2023-24

New for SY 2023-2024, professional development completed, including required Food Safety Training, can now be tracked in KN-CLAIM on the Training Tab. The Training Quick Reference is available in KN-CLAIM to provide specific instructions on how to enter information and use this new tool!

Financial Management Reports – Updated for SY2023-24

Financial Management Reports have been updated and can be accessed in KN-CLAIM under Reports, Sponsor Accessible Financial Tools & Reports. Authorized Representatives and their Designated Users have access to these reports.

Catalog of Federal Domestic Assistance (CFDA) Numbers

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

CFDA	Source Code	Program
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. 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.

Reminders

- It is essential that your program renewal documents contain accurate information for next school year, such as meal prices and the hearing official's name. Do not submit your program renewal documents until data for next school year is available.
- Sponsors or a school or group of schools within the sponsor electing the **Community Eligibility Provision** for SY 2023-24 must complete the Community Eligibility Provision Application in KN-CLAIM by June 30, 2023.
- Please call our office (785-296-2276) or your area consultant if you have questions or need assistance.



For more information, contact:

Cheryl S. Johnson
Director, Child Nutrition & Wellness
(785) 296-2276
cnw.ksde.org
csjohnson@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

This institution is an equal opportunity provider.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.