



School Nutrition Program (SNP)

Program Initiation Instructions

Thank you for your interest in the School Nutrition Program. This memo explains how to initiate your organization's sponsorship of the National School Lunch Program, School Breakfast Program, Afterschool Snack Program and/or the Special Milk Program. In order to participate, required documents must be completed and submitted to KSDE for approval. The Child Nutrition & Wellness website, <https://cnw.ksde.org>, contains all the information and documents needed to initiate your organization's participation in the program.

Contact KSDE with questions or for assistance at 785-296-2276.

Program Initiation Documents to be Completed for Preliminary Approval by KSDE		
Download the enterable Microsoft Word version (or the Adobe PDF version, if preferred) of these documents at cnw.ksde.org , School Nutrition Program, Administration, Program Initiation & Renewal		Mail the completed forms/documentation to: Child Nutrition & Wellness, KSDE Landon State Office Building 900 SW Jackson Street, Suite 251 Topeka, KS 66612
Title	Required or Optional	Description
Program Initiation Application	Required	Information to determine sponsor's eligibility to participate.
Program Agreement	Required	Contractual agreement between your organization and KSDE. Complete and return two (2) signed copies with original signatures to KSDE via mail.
Documentation of Tax-Exempt Status	Required for private, non-profit sponsors	Public schools and churches are exempt from this requirement. Private Non-Profit send IRS 501(c)(3) letter.
Form W-9 – Request for Taxpayer Identification Number & Certification	Required	Federal taxpayer identification information.
Authorization for Electronic Deposit of Vendor Payment	Optional	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		
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 SNP 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.		
Title	Required or Optional	Description
Sponsor Application in KN-CLAIM	Required	Complete online and submit for approval.
Site Application in KN-CLAIM	Required for each serving site	Complete online and submit for approval.
Purchasing Plan and Written Standard of Conduct	Required	Provides KSDE with information on Sponsor's purchasing practices for food and supplies. Upload to Checklist Tab in KN-CLAIM.
Menu Certification	Required	All SNP Sponsors must meet the meal pattern requirements. Sponsors must submit menu certification documentation along with the application to participate in the program.
Vended Meal Contract	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.
Other Required Forms	Required	Upload any other forms that are indicated as required on the Checklist Tab in KN-CLAIM.



For more information, contact:

Child Nutrition & Wellness
Assistant Director
<https://cnw.ksde.org>

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

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