

Monthly Update



School Nutrition Programs

July 12, 2024

Distributed to School Nutrition Program Authorized Representatives and Food Service Directors via Listserv and posted at <https://cnw.ksde.org>, SNP, SNP Monthly Updates.

Reimbursement Rates

Reimbursement rates for SY 2024- 2025 are posted at <https://cnw.ksde.org>, Key Links.

Indirect Cost Rates

Indirect Cost Rates for 2024-2025 will be posted at <https://cnw.ksde.org>, SNP, What's New by mid-August. Food service uses the unrestricted rate in the last column.

Excess Cash Balance – Food Service Fund

To maintain the nonprofit status of the Food Service Fund, the fund balance or net cash resources of the fund should not exceed three (3) months' average expenditures. If the balance exceeds this threshold, the sponsor must take steps to reduce the balance or have an acceptable plan for using surplus revenues. **KSDE will notify Sponsors who have exceeded the threshold in September to develop a plan.** The plan must be reviewed and approved by KSDE. Only allowable expenses to the Food Service Fund are approvable. **Due to the uncertainty of costs and participation in school meal programs for SY 2024-25, Sponsors that have excess cash balances will be allowed to indicate that higher food and labor costs paired with lower reimbursement rates and uncertain participation may impact the food service fund and can be used as acceptable reasoning on a spend down plan.**

Monthly Financial Management Reports

To complete the Annual Financial Report in KN-CLAIM by August 15, you MUST complete the Monthly Financial Management Reports (MFR) in KN-CLAIM for Program Year 2024. The Monthly Financial Reports will automatically roll-up to create the Annual Financial Report (AFR). Remember that the AFR must match the Sponsor's Food Service Fund Account. For technical assistance in completing the MFR/AFR contact your area Child Nutrition Consultant.

Wellness Policy Data

Complete the Wellness Impact Tool in PY2024 in KN-CLAIM to accurately reflect the sponsor's status in relation to the current Kansas School Wellness Policy Model Guidelines as of the end of SY 2023-24. School Wellness Policy data for every school district in Kansas is available to the public at KSDE Data Central: www.ksde.org, Data Central, Child Nutrition & Wellness Reports. Be sure to add this link on the Sponsor website or make current Wellness policies available to the public to meet the USDA requirement to make the Wellness Policies available to the public.

CNW August Town Hall

Plan now to join KSDE for the CNW August Townhall at 2 PM on August 8 using this link: <https://ksde.zoom.us/j/87204779621?pwd=NEhrcHloRjBobGtOZTJEWfJtR0tUQT09> Passcode: 746337. Town Hall details will be provided in the August SNP Update.



Procurement Training

Per the Child Nutrition Program Integrity Final Rule, school nutrition program directors, management, and/or staff who work on procurement activities must complete procurement training annually. Live Procurement Training will be offered via Zoom on July 30 from 2:00-3:00 pm at <https://ksde.zoom.us/j/86257503993?pwd=dFRmRFJvQmRVaXF5QWZmS1MvTGhadz09> Passcode: 192661. Sponsors who are unable to attend the virtual session take the training through the KSDE Training Portal. It is posted at <https://learning.ksde.org>.

Sponsors unable to attend a live virtual session can complete the training on the KSDE Training Portal at <https://learning.ksde.org>, Child Nutrition & Wellness, General Classes, Procurement 101: The Basics (1 hour). Procurement training must be completed by August 23, 2024, and annually thereafter.

SNP Administrative Update

At least one representative from each Sponsor must participate in the SNP Administrative Update training. Sponsors who were unable to attend a live virtual session may now take the training through the KSDE Training Portal. It is posted at <https://learning.ksde.org>, Child Nutrition & Wellness, SNP, SY 24-25 SNP Administrative Training (4 hours).

SNP Determining Eligibility

On July 25 from 9:00 am – 11:00 am, SNP Determining Eligibility will be offered via live Zoom. Join at <https://ksde.zoom.us/j/84369272296?pwd=TmgwSUo1QTNaTkZJZTYrOENDdjEvdz09> Passcode: 483858

Menu Planning for School Meals Training

KSDE Child Nutrition & Wellness will be hosting in-person "Menu Planning for School Meals" training sessions this summer. This six-hour training is intended for individuals responsible for menu planning and will cover the basics of menu planning and production records then break down how to calculate components. Attendees will be able to practice calculating components through multiple activities with guidance from instructors. The training will be held in the locations listed below from 8:30 am to 3:30 pm.

- Goddard – Tuesday, July 23
- Shawnee Mission – Monday, July 29

To register, please email Katy at khatch@ksde.org with the location you plan to attend. Contact Holly Steinlage at hsteinlage@ksde.org with questions.

Jump Start Your Success in School Nutrition Programs – July 31

Plan to join CNW for the Jump Start fall kick-off event on Wednesday, July 31 from 9:00 am to 3:00 pm in Hays. Jump Start is a free, multi-week program that offers a blend of in-person, live virtual, and on-demand trainings for new and aspiring school food service directors and managers. This training opportunity is for those with less than three years of experience. Those with three years of experience or more may participate as a mentor.

Jump Start has been developed to incorporate personalized training and leadership development through mentoring opportunities. The program encourages open-group discussion so participants can be actively involved in learning best practices from the field. Participants who complete the Jump Start program will develop the skills and knowledge needed for the successful operation of school nutrition programs. For more information about Jump Start as a participant or mentor or to register, contact Holly Steinlage at hsteinlage@ksde.org.



Virtual Meal Pattern Training Opportunities

- Is This Meal Reimbursable? Breakfast – August 8 from 8:30-10:00 am
<https://ksde.zoom.us/j/81678619848?pwd=d1ZDR0xVSkk0bVZ5NUMrTlkrS0xMQT09>
 Passcode: 394771
- Is This Meal Reimbursable? Lunch – August 8 from 10:30 am-12:30 pm
<https://ksde.zoom.us/j/81678619848?pwd=d1ZDR0xVSkk0bVZ5NUMrTlkrS0xMQT09>
 Passcode: 394771

CACFP At-Risk Afterschool Meals Training

As summer break wraps up and the school year begins CACFP At-Risk Afterschool Meals and snacks can again be served to children located in low-income locations. Sponsors and sites interested in being reimbursed for a supper and/or snack served after the school day can learn more about CACFP At-Risk Afterschool Meals on Tuesday, August 13 from 1:00 pm–2:00 pm. Join at <https://ksde.zoom.us/j/85999046692?pwd=aXN4akgxWTNxcitaV3IRT2NRRDJCQT09> Passcode: 974579

Staffing Update

Cordell Neely has joined the Child Nutrition & Wellness team as a Child Nutrition Consultant. Welcome Cordell!

As always, if you have questions or need technical assistance, please contact your Child Nutrition Consultant or the Topeka office.

The CNW Team



For more information, contact:

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