



# Child Nutrition & Wellness

Kansas State Department of Education  
 Landon State Office Building  
 900 SW Jackson Street, Suite 251  
 Topeka, Kansas 66612-1212

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 (785) 296-0232 - fax  
[www.ksde.org](http://www.ksde.org)

## Summer Food Service Program (SFSP) Program Initiation Instructions

Thank you for your interest in the Summer Food Service Program (SFSP). In order to participate in the program, required documents must be completed and submitted to KSDE for approval. Training is required prior to participation in the SFSP. Training options are detailed at [www.kn-eat.org](http://www.kn-eat.org), SFSP, Training.

The Child Nutrition & Wellness website, [www.kn-eat.org](http://www.kn-eat.org), contains all of the information and documents needed to initiate your organization's participation in the program.

### New Sponsor Application Documents

Complete and return two (2) signed copies of the SFSP Agreement and one (1) copy of all other required forms.

Title	Required or Optional	Description
<b>Program Initiation Documents to be Completed for Preliminary Approval by KSDE</b>		
Program Initiation Application	Required	Information to determine sponsor's eligibility to participate and to set-up the sponsor in KSDE's computer systems.
SFSP Agreement	Required	Contractual agreement between your organization and KSDE
Documentation of tax exempt status	Required for private, non-profit sponsors	Churches are exempt from this requirement.
Form W-9 – Request for Taxpayer Identification Number and Certification	Required	Federal taxpayer identification information
Authorization for Electronic Deposit of Vendor Payment	Optional	Information to set up electronic deposit of reimbursement payments
<b>Additional Documents to be Completed AFTER Preliminary Approval by KSDE</b>		
Sponsor Application in KN-CLAIM	Required	Complete online and submit for approval; refer to KN-CLAIM Quick Reference Additional information about the sponsor's SFSP administration and operations
Site Application in KN-CLAIM	Required for each serving site	Complete online and submit for approval; refer to KN-CLAIM Quick Reference Additional information about each site's SFSP administration and operations
Sponsor Budget	Required for non-school sponsors	Complete and submit online; refer to KN-CLAIM Quick Reference Summary of the sponsor's anticipated SFSP revenue, staffing and expenditures
Letter to Health Department	Required	Send to KSDE and health department prior to opening. Informs the local health department of the site(s) where the sponsor will operate the SFSP
Training Certification	Required prior to payment of claims	Send to KSDE. Documents the SFSP training provided by the sponsor to its staff. Staff must be trained before a site opens.
Purchasing Plan	Required to be submitted by non-school sponsors	Provides KSDE with information on Sponsor's purchasing practices for food and supplies. Send completed plan to KSDE.
For each planned meal type, provide menus for two (2) weeks and production records for one (1) week.	Requested prior to program opening	Send to KSDE. Documents planned food items and quantities

Download the enterable Microsoft Word version (or the Adobe PDF version, if preferred) of these documents at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Forms & Instructions. Mail the completed forms to:

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Kansas State Department of Education  
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When KSDE receives the completed Program Initiation documents, your organization will be assigned a sponsor number and site number(s). You will receive a user-id and password for KSDE's Child Nutrition claiming and information system, KN-CLAIM.

Use the [KN-CLAIM Quick Reference for SFSP Program Application and Renewal](#) to access KN-CLAIM and enter the necessary information. In addition, complete and return the additional documents as specified in the table above.

SFSP **reimbursement rates** are posted at [www.kn-eat.org](http://www.kn-eat.org), Summer Food Service Program, Program Rates are updated in February each year. Administrative reimbursement rates are higher for sponsors that have rural or self-preparation sites. Sponsors that serve vended meals or have non-rural sites receive a lesser amount. To determine your reimbursement rate, contact KSDE.

If adult meals are served, adults must pay an amount equal to the current total (i.e. administrative plus operating) SFSP reimbursement rate or the full cost of the meal. No SFSP reimbursement may be used to subsidize adult meals. Adult meals are optional, but frequently provide an incentive for adults to bring children to a meal site.

Before sending completed program documents to KSDE for approval, make copies of **all** pages for your file. **Reimbursement claims** cannot be processed until **all** program application documents are approved by KSDE.

If you have questions or need assistance, please call the Child Nutrition & Wellness office (785-296-2276) or your area child nutrition consultant.

Follow the instructions on the next page to identify additional SFSP documents that may be required for program initiation.

## Program Initiation Documents

**Complete ONLY those documents that apply to your organization.**

Answer the following questions. Return this checklist and the appropriate forms indicated below with the sponsor's other SFSP Program Initiation documents.

Organization Name: \_\_\_\_\_

1.  Yes  No Does the sponsor collect new eligibility documentation (i.e. Application for Meal Benefits) for SFSP participants?  
If yes, return one copy of each document listed below and check the boxes to indicate that they are enclosed.  
 **Letter to Parents/Guardians Regarding SFSP Availability**  
 **Application for Meal Benefits**
2.  Yes  No Does the sponsor contract with a school sponsor to provide SFSP meal service?  
If yes, return one completed and signed copy of the document listed below and check to indicate that it is enclosed.  
 **Agreement for a School Sponsor to Provide Meals**
3.  Yes  No Does the sponsor contract with a Food Service Management Company to provide SFSP meal service?  
If yes, return one completed and signed copy of the document listed below and check to indicate that it is enclosed.  
 **Agreement for a Food Service Management Company to Provide Meals**
4.  Yes  No Does the sponsor contract for meal service with a Food Service Management Company that is NOT currently registered with KSDE?  
If yes, return one completed and signed copy of the document listed below and check to indicate that it is enclosed.  
 **Food Service Management Company Registration**
5.  Yes  No Does the sponsor contract for meal service and wish to request a waiver from KSDE from the SFSP requirement that each meal is provided as a unit (i.e. "unitized")  
If yes, return one completed and signed copy of the document listed below and check to indicate that it is enclosed.  
 **Waiver to Unitized Meals Requirement**
6.  Yes  No Does the sponsor wish to request an advance payment of reimbursement?