



Child Nutrition & Wellness

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Excel Application & Back-to-School Update

Distributed to the School Nutrition Program Authorized Representatives Listserv
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Hello everyone! Here are a few back-to-school updates.

Excel Application for CNP Benefits

We have developed an *Excel Application for CNP Benefits* which many of you have recently seen demonstrated at a Child Nutrition & Wellness Administrative Workshop. This tool was designed to:

- Automatically determine student eligibility for reduced price or free CNP benefits,
- Save you time, and
- Assure the accuracy of eligibility determinations.

The Excel Application can be used by school personnel as follows:

- During enrollment, parents/guardians complete the Excel Application with assistance from school personnel.
OR
- During enrollment, school personnel complete the Excel Application with information provided by parents/guardians.
OR
- Parents/guardians submit paper applications. School personnel enter the data from the paper application on the Excel Application.

Please note that the Excel Application is NOT to be posted on a sponsor's website.

Access the Excel Application and its instructions on the KN-CLAIM School Nutrition Program Applications Menu. Be sure to carefully read the instructions and practice working with the Excel Application before using it with households' information.

KN-CLAIM Password

For security purposes, after July 31 you will be required to change your password when you log-in to KN-CLAIM. You might want to have a password in mind in advance of logging in that contains: (1) eight characters or more, (2) both upper and lower case characters, and (3) letters and at least one digit and/or punctuation character.

KN-CLAIM Designated Users

Authorized representatives can now designate additional users to have update access to any or all of the following functions: Food Safety Training, Verification and the Wellness Policy Builder. Each user designated by the authorized representative will have his/her own unique user-id and password. To learn more, read the *KN-CLAIM Quick Reference for Designated Users* which is available on KN-CLAIM and on www.kn-eat.org, Forms & Instructions.

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KN-CLAIM Direct Certification Process

We're hearing lots of positive comments from those of you who are using the new automated Direct Certification process. If you haven't tried it, there's no better time to get started. The *Quick Reference on Direct Certification* is available on KN-CLAIM and on www.kn-eat.org, Forms & Instructions.

KN-CLAIM Annual Financial Status Summary

Please remember that the KN-CLAIM Annual Financial Status Summary is due by August 15 for the 2008 Program Year (July 1, 2007 – June 30, 2008). If you're not already using the Excel Combined Monthly and Annual Financial Status Summary, we encourage you to give it a try for the new school year. It will greatly simplify your end-of-year reporting because all of the monthly amounts are automatically accumulated on the Annual Summary. This spreadsheet is available at www.kn-eat.org, School Nutrition Programs, Policies & Guidance, Food Service Facts, Chapter 10 (forms). Update the year on the July worksheet and it will copy to the worksheets for August through September. Update the year on the January worksheet and it will copy to the worksheets for February through June.

KN-CLAIM Quick References

Until now, KN-CLAIM quick references have only been available through our public website, www.kn-eat.org. They can now be accessed from within KN-CLAIM by clicking **Quick References** on the blue menu bar at the top of the screen.

Indirect Cost Rates

Public school districts' indirect cost rates for 2009 have been posted on www.kn-eat.org, What's New.

Food Service Facts Updates Coming Soon

If you've attended a recent CNW Administrative Workshop, you're already up-to-date on recent changes in federal policies and regulations. This information is currently being incorporated into *Food Service Facts* and will be available on www.kn-eat.org by August 4.

Food Safety Basics Fall Schedule

Are all food service employees current on required food safety training? Check the Food Safety Training information in KN-CLAIM to find out. Registrations for fall classes are now being accepted. To see the schedule and register for classes, go to www.kn-eat.org, School Nutrition Programs, 5-Star Training System.

Spanish Translation Available of Form 7A, Letter to Households about Direct Certification

This new translation is posted on www.kn-eat.org, Forms & Instructions, Foreign Language Translations.

Best wishes for a successful beginning to the new school year!

Jodi Mackey, Director
Child Nutrition & Wellness