



## Child Nutrition & Wellness

785-296-2276

785-296-0232 (fax)

120 SE 10<sup>th</sup> Avenue • Topeka, KS 66612-1182 • 785-296-6338 (TTY) • [www.ksde.org](http://www.ksde.org)

### July Administrative Update

Distributed to the School Nutrition Program Authorized Representatives and Food Service Directors via Listserv

Friday, July 22, 2011

#### Administrative Workshops

Important updated information about the Healthy Hunger-Free Kids Act is being presented at Administrative Workshops through August 4<sup>th</sup>. Each School Food Authority is **required** to have at least one person attend this training annually. Go to [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, 5-Star Training System to register for back-to-school Administrative Workshops.

#### Reimbursement Rates

Reimbursement Rates for FY 2012 are now available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, Key Links.

#### Indirect Cost Rates

Indirect Cost Rates for 2011-2012 are now available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What's New. The rate for private schools is 14.78%.

#### Attendance Factor

The attendance factor for SY2011-2012 is .95.

#### Direct Certification Conference Call Thursday August 11<sup>th</sup>

All School Food Authorities are required to use the web-based process for Direct Certification because it is easier, faster and more cost effective. Two conference calls (Public Schools from 1-2 pm and Private Schools from 2-3 pm) have been scheduled to answer questions about the Direct Certification process as well as obtain feedback and ideas to make the process more efficient and effective.

- Dial-in number: 1-866-620-7326
- Conference code: 7852962276

#### Excel Application for Child Nutrition Program (CNP) Benefits

The Excel Application is now available in KN-CLAIM. Use of the form is OPTIONAL. The Excel Application is NOT to be posted on a district's website. It automatically determines student eligibility for reduced price or free CNP benefits based on the information entered. The Excel Application CAN be used by school personnel as follows:

- During enrollment, parents/guardians complete the Excel application with assistance from school personnel.
- Parents/guardians submit paper applications as usual. School personnel enter the data from the paper application on the Excel Application.
- Certification Worksheet computes the household size and income and completes most aspects of the determination.
- Error-prone applications are identified on Certification Worksheet.

**Paid Lunch Equity Pricing (PLE) Tool**

To ensure that sufficient funds are provided to the food service account for paid lunches, School Food Authorities (SFA) must compare the average price for paid lunches to the difference between the per meal Federal reimbursement for free and paid lunches. For school year 2011-12, if the SFAs average price of paid lunches is \$2.46 or more, it is in compliance. If a SFAs average price for lunches is less than the difference between reimbursements, it must increase the price by either increasing the price charged to children at least 5 cents, or adding non-Federal funds to the food service account.

For additional information, the Equity in School Lunch Pricing Fact Sheet and a Paid Lunch Equity Pricing Tool to help calculate new lunch prices or the non-Federal source the SFA must pay to be compliant with the price equity requirement are available at [www.kn-eat.org](http://www.kn-eat.org), School Nutrition Programs, What's New.

If a SFA decides NOT to raise meal prices and decides to add non-Federal funds to the food service account to comply with this law, the SFA must complete the Paid Lunch Equity Pricing (PLE) Tool to calculate the amount of non-Federal source contribution and have the amount of the required subsidy approved by the school board. Submit a copy of the PLE tool and the board minutes as documentation of compliance to Child Nutrition & Wellness, KSDE. If you have questions, please call 785-296-2276.

**Monthly Financial Management Reports**

In order to complete the Annual Financial Report in KN-CLAIM by August 15<sup>th</sup>, you MUST complete the on-line Monthly Financial Management Reports for 2010-2011. For SY 2011-2012, the Monthly Financial Reports must be completed within 90 days following the last day of the claim month or reimbursement will be withheld until completed. The Monthly Financial Reports will automatically roll-up to create the Annual Financial Report!