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# **KN-CLAIM**

**K**ansas  
**N**utrition -  
**CL**aims  
**A**nd  
**I**nformation  
**M**anagement

## **Quick Reference** for the **Wellness Policy Builder**

Child Nutrition & Wellness  
Kansas State Department of Education  
May 2011

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# KN-CLAIM

## School Nutrition Programs

### Quick Reference for the Wellness Policy Builder

We have done our best to assure that the Wellness Policy Builder works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using this tool.

**Do you need help using KN-CLAIM or have a system problem to report?**

**Call 785-296-2276 and ask for KN-CLAIM support.**

#### **This Quick Reference covers:**

- A.** Accessing KN-CLAIM and logging-in
- B.** Navigating to sponsor's Wellness Policy data
- C.** Completing the Wellness Policy Builder
- D.** Printing the Wellness Policy reports
- E.** Uploading a locally developed wellness policy

#### **Important Date**

School Nutrition Program renewal documents for the 2012 Program Year are due to KSDE by July 15, 2011. One component of program renewal is the updated Wellness Policy Builder which is submitted in KN-CLAIM. The update has two purposes:

1. specify the sponsor's new goals for the coming year; and
2. determine the sponsor's status at the end of the school year on the Kansas School Wellness Policy Model Guidelines.

This information is collected in the Wellness Policy Builder for the **school year that was just completed** (i.e. Program Year 2011).

### Program Renewal for 2012

All sub-categories of the WPB summary screen must have a status of “Complete” before the 2012 Sponsor Application can be approved for program renewal. Once 2012 program renewal is completed for all sponsors, the 2011 Wellness Policy Builder data will be available for public viewing. It is important that all data is complete so that the sponsor’s achievement levels are accurately portrayed.

#### A. Access KN-CLAIM and Log-in

1. Go to [www.kn-eat.org](http://www.kn-eat.org).
2. Click on School Nutrition Programs.
3. Select “KN-CLAIM” from the left menu.
4. Log-in using the login and password for your sponsor. If you do not normally use KN-CLAIM, contact the person who files the sponsor’s monthly School Nutrition Reimbursement Claim for assistance.

#### B. Navigate to Sponsor’s Wellness Policy Builder Screen

1. Program Selection Menu – Click <School Nutrition Program>.
2. Program Year Selection – Click <2011>.
3. Click Applications on the blue menu bar at the top of the screen.
4. On the Application Menu, click Wellness Policy Builder.

#### C. Update the Wellness Policy Builder

1. Click on each sub-category (for example, Vending), even if it is not applicable to your sponsor. If the topic is applicable, go to step 2. If the topic is not applicable, check the box indicating that the topic is not applicable, scroll to the bottom of the screen and click <Submit>.
2. Required and Not Applicable Sub-Categories:

On all Wellness Policy Builder screens, the user must either:

- Check the school-level(s) that apply and answer the required items shown in the chart on page 4,  
OR
- Check the box indicating that the sub-category does NOT apply. If a screen does not have such a checkbox, then that sub-category applies to ALL sponsors and one or more school-levels must be checked. If the sub-category is not applicable, the WPB summary screen will show a status of “Complete” and an achievement level of “NA”.

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**Please note!** Because of changes in required fields, the achievement levels for a sub-category may display as “NA” until all required items are completed and the screen is re-submitted.

Category / Sub-Category	The sub-category is not applicable if the sponsor does NOT:
<b>Nutrition</b>	
• Breakfast	• Participate in the School Breakfast Program
• Lunch	• Participate in the School Lunch Program
• A la Carte	• Sell any a la carte foods or beverages
• Vending	• Sell any vended foods or beverages
• School Stores	• Sell any food or beverages in a school store
• After School Program	• Participate in the After School Care Snack Program
<b>Nutrition Education</b>	
• Cafeteria	• Serve any meals in a cafeteria/lunchroom/multi-purpose room
• After School Programs	• Participate in the After School Care Snack Program
<b>Physical Activity</b>	
• General Guidelines & Physical Education	• Provide physical education for students
• Throughout the School Day	• Facilitate physical activity throughout the school day for students
• Recess	• Provide recess for elementary students
• Before & After School	• Provide physical activities, other than team sports, for students before and/or after school

3. Make sure that the school-level boxes at the top of the screen are checked to indicate those that apply to the sub-category. For example, if the sub-category is Vending and there is vending only at the high school(s), click only the high school box.  
**Important:** If the school-level box is not checked, any responses for that school-level are not saved.
4. **Required Items:** The following table lists each sub-category of the WPB and the required items in each sub-category. Required items cannot be answered with “NA” (i.e. not applicable) if the related school-level is checked.

**KN-CLAIM – Quick Reference for Wellness Policy Builder**

<b>2011 Wellness Policy Builder</b>	
Required Items that Cannot be Answered “NA” If the Related School-Level is Checked	
<b>Nutrition</b>	
• General Atmosphere	1-7
• Breakfast	1-6
• Lunch	1-10
• A la Carte	1, 5
• Vending	1, 3
• School Stores	1, 3
• During the School Day	1, 3, 7
• After School Programs	1
• Nutrition Education	None
<b>Nutrition Education</b>	
• General Guidelines & Classroom	None
• Cafeteria	None
• Events During the School Day	None
• After School Programs	None
• Family & Community	None
• Staff Wellness	None
<b>Physical Activity</b>	
• General Guidelines & PE Classes	None
• Throughout the Day	None
• Punishment	1
• Recess	None
• Before & After School	2
• Family & Community	None

- For each guideline under a checked school-level (such as Elem), review the status displayed in the drop-down box and determine if it is still correct. Update as needed using the drop-down box to indicate whether the guideline is not applicable, a new goal, in progress or achieved. Refer to the chart on page 4 for a list of required fields. “NA” is not a valid response for a required field. If a screen is submitted without completing one or more required fields, error messages will display at the top of the screen indicating the items that must be completed.

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**Please note:** There are many groups of related guidelines that are increasingly healthier. If you indicate that the sponsor has “achieved” the advanced or exemplary level in a group of guidelines, it is not necessary to indicate that the sponsor has also achieved the lower levels. When you submit the screen, the system will automatically update the lower levels to a status of “achieved”.

For example, below is a related group of guidelines for the Lunch sub-category:

- Fresh fruits or vegetables are offered:
- a. Fewer than 3 days a week (*Basic*)
  - b. At least 3 days a week (*Advanced*)
  - c. Daily (*Exemplary*)

If the sponsor is offering fresh fruits and vegetables daily, then indicate that item c. is “achieved”. It is not necessary to select anything on the two lower levels (a. and b.).

6. When you complete a screen, click <Submit> at the bottom of the screen.
7. You will return to the **Wellness Policy Builder** summary screen.

Repeat this process until all sub-categories are “Complete”. You can access this screen and revise the information as many times as necessary.

### D. Print the Wellness Policy Reports

1. Based on the selections made on the Wellness Policy Builder screens, the system can generate Wellness Policy reports in four categories: Board Policy, Elementary, Middle School and High School.
2. At the bottom of the **Wellness Policy Builder** screen, click the button for the desired report.
3. On the **Report Criteria** screen, click the <Generate Report> button.
4. On the report screen, click the printer icon to print the report.

### E. Upload a Locally Developed Wellness Policy

Sponsors may choose to use the Kansas School Wellness Policy Guidelines or develop their own guidelines. Another option is to use a combination of the Kansas guidelines and locally developed ones.

Any locally developed policies, which have been modified during the last year by the sponsor’s governing board, are to be uploaded to KSDE using the following steps.

1. At the bottom of the **Wellness Policy Builder** screen, click the icon next to the words “Upload locally developed wellness policy.”
2. On the upload screen, enter the filename or browse to its location on your computer.
3. Click the <Upload File> button.