



## Child Nutrition & Wellness

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

(785) 296-2276  
(785) 296-0232 - fax  
[www.ksde.org](http://www.ksde.org)

August 1, 2018

### CACFP CENTERS – 2018-2019 CERTIFICATION

Distributed to CACFP Authorized Center Representatives Email and posted at [www.kn-eat.org](http://www.kn-eat.org)

This memo is available at [www.kn-eat.org](http://www.kn-eat.org), Child and Adult Care Food Program, Program Certification. Centers will access their unique combination of program certification documents in KN-CLAIM.

- **2019 CACFP Certification Guide for Centers – Sponsor Application, Site Application(s), Center Budget and Multiple Center Management Plan** is available at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Program Certification.
  - Follow instructions given in the 2019 Certification Guide for Centers to complete the Sponsor Application, Center Site Application(s), Multiple Center Management Plan, and Budget online in KN-CLAIM by September 17.
  - Sponsors must certify their application on the “packet” tab in KN-CLAIM prior to submitting to KSDE for approval. **The certification is not finished until this step has been completed.**
- **Documents that must be uploaded in KN-CLAIM on the Checklist Tab:**
  - Civil Rights Training
  - Purchasing Plan
  - Code of Conduct
  - Recordkeeping Forms (if different from KSDE provided forms)
  - Verification of CACFP Staff Training
  - Financial Statement
  - Meal Contract (if applicable) – Instructions and forms for meal contracts can be found at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Meal Contracts
  - Other forms indicated as required

#### Reminder

If a Sponsor has a change in Authorized Representative, an **Appointment of a New Authorized Representative** form must be mailed to KSDE with original signatures. This form can be found in the CACFP Administrative Handbook – Related Forms.

#### Certification Help is Available

- **Program Certification Webinars – August 1 from 9:30-11 a.m. and 1:30-3 p.m.** Step by step guidance for completing the Sponsor Application, Center Budget and Multiple Center Management Plan.
  - To join the 9:30-11 am webinar, go to <https://meet.lync.com/ksde/mathompson/6HNK09Z4>.
  - To join the 1:30-3 pm webinar, go to <https://meet.lync.com/ksde/mathompson/L4K1ZZHC>.Audio for the webinar can be heard either through your computer speakers (if your computer has a microphone) or by calling 1-866-620-7326 and entering the conference code 7852962276# when prompted. The webinar will be recorded and posted on the Program Certification webpage.
- Please call Child Nutrition & Wellness or your CACFP consultant with any additional questions (785) 296-2276.

**The Child Nutrition & Wellness team appreciates all you do to create healthier childcare and adult care environments!**