



## Child Nutrition & Wellness

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August 1, 2018

### **CACFP HOMES 2019 PROGRAM CERTIFICATION**

Distributed to CACFP Authorized Representatives via Email

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

- **2019 CACFP Certification Guide for Home Sponsors – Sponsor Application, Homes Sponsor Budget, and 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 Home Sponsors to complete the Sponsor Application, Homes Sponsor Budget, and Management Plan online in KN-CLAIM by August 31.
  - **Home Sponsor’s budget worksheet is available for Home Sponsors’ use during the development of their 2019 budget at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Administrative Tools.**
  - Sponsors will 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
  - Financial Statement
  - Operation Expense
  - Wage/Salary Form
  - Overtime/Compensatory Time/Paid Work Time Form
  - Budget Justifications
  - Depreciation Schedule
  - Request to Purchase or Lease Form
  - Out of State Travel (if applicable)
  - Sponsor’s Outside Employment Policy
  - Sponsor’s Organization Chart
  - List of Board Members
  - By-Laws for the Board of Directors
  - Board Meeting Procedures
  - Minutes of Board of Directors Meeting
  - Equipment Inventory
  - Job Title and Description Form
  - Staff Members Completing CACFP Responsibilities Form
  - Sponsor’s Tentative Plan for Provider Training
  - Workshop Cover Sheet
  - Verification of Staff Training
  - Averaging Home Visit Plan (if applicable)
  - SD Process (if applicable)

**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, Home Sponsor Budget and Home Sponsor 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.

**Please review the on-line CACFP Certification Guide for Home Sponsors at [www.kn-eat.org](http://www.kn-eat.org), CACFP, Program Certification for answers to your questions.**

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