



Child Nutrition & Wellness

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

Exhibit A

(785) 296-2276
 (785) 296-0232 - fax
www.ksde.org

Child & Adult Care Food Program (CACFP) Program Initiation Instructions

Thank you for your interest in the Child & Adult Care Food Program (CACFP). In order to participate in the program, required documents must be completed and submitted to KSDE for approval. Online Intro to CACFP training is required prior to participation in the CACFP. Training is detailed at www.kn-eat.org, CACFP, Training, Online classes. The Child Nutrition & Wellness website, www.kn-eat.org, CACFP, contains the information and documents needed to initiate your organization's participation in the program. Contact KSDE with questions or for assistance at 785-296-2276.

Program Initiation Documents to be Completed for Preliminary Approval by KSDE

Download the enterable Microsoft version (or the Adobe PDF version, if preferred) of these documents at www.kn-eat.org , Child & Adult Care Food Program, Administration, Program Initiation		Mail the completed forms to: Child Nutrition & Wellness, KSDE Landon State Office Building 900 SW Jackson Street, Suite 251 Topeka, KS 66612
Title	Required or Optional	Description
Program Initiation Application	Required	Information to determine sponsor's eligibility to participate and to set-up the sponsor in KSDE's computer systems. Complete and return to KSDE
CACFP Program Agreement	Required	Contractual agreement between your organization and KSDE. Complete and return two (2) signed copies to KSDE.
Documentation of tax exempt status OR Documentation of For Profit Eligibility	Required	Churches are exempt from this requirement. Private Non Profit send IRS 501(c)(3) letter. For Profit send qualifying list according to criteria. Send one copy to KSDE
Sponsor Financial Statement	Required	Profit and Loss statement for the sponsor.
For-Profit qualifying roster	Required for each For-Profit site	List of participating children for each site. Template forms 12-D and 12-F in CACP Administrative Handbook may be used.
Form W-9 – Request for Taxpayer Identification Number & Certification	Required	Federal taxpayer identification information. Send one copy to KSDE.
Authorization for Electronic Deposit of Vendor Payment	Optional – upon request	Information to set up electronic deposit of reimbursement payments. Send one copy to KSDE with a voided check.

Additional Documents to be Completed AFTER Preliminary Approval by KSDE

When KSDE receives the completed Program Initiation documents, your organization will be assigned a sponsor number and site number(s). The next step is to gain access to the Kansas Nutrition Claiming and Information Management (KN-CLAIM) system. Instructions for registering are available at www.kn-eat.org , CACFP, Administration, Program Initiation. Once access to KN-CLAIM has been given, use the KN-CLAIM Quick Reference for CACFP Certification Guide and enter all required information. Once applications are in Pending Approval status, KSDE will review for final approval. Claims for reimbursement cannot be submitted until a Pre-Approval visit is conducted and KN-CLAIM applications are approved.		
Sponsor Application in KN-CLAIM	Required	Complete online and submit for approval
Site Application in KN-CLAIM	Required for each site	Complete online and submit for approval
Sponsor Budget	Required	Complete and submit online for approval
Management Plan	Required if sponsoring more than one site.	Complete online and upload required documents for approval
Purchasing Plan & Code of Conduct	Required	Provides KSDE with information on Sponsor's purchasing practices for food and supplies. Prototype forms available online. Upload documents online.
Civil Rights Training	Required	Each sponsor is required to provide Civil Rights training to all frontline staff. Training is available in CACFP Administrative Handbook (Form 6-D) or as online training. Upload roster online.
Contract for Vended Meals	Required if using an outside vendor to prepare meals	All procurements of meals must adhere to the requirements. Requirements and template forms are found at www.kn-eat.org , CACFP, Administration, Meal Contracts.