



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

Summer Food Service Program (SFSP) Program Initiation Instructions

Thank you for your interest in the Summer Food Service Program (SFSP). In order to participate in the program, required documents must be completed and submitted to KSDE for approval. The Child Nutrition & Wellness website, www.kn-eat.org, contains all of the information and documents needed to initiate your organization's participation in the program. Training is required prior to participation in the SFSP. Training options are detailed at www.kn-eat.org, SFSP, Training. 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 Word version (or the Adobe PDF version, if preferred) of these documents at www.kn-eat.org , Summer Food Service Program, Guidance, 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.
SFSP Agreement	Required	Contractual agreement between your organization and KSDE. Complete and return two (2) signed copies to KSDE.
Documentation of tax exempt status	Required for private, non-profit sponsors	Churches are exempt from this requirement. Send one copy to KSDE.
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	Information to set up electronic deposit of reimbursement payments.
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 by registering following instructions provided in the KN-CLAIM Quick Reference for Accessing KN-CLAIM. Once access to KN-CLAIM has been granted, use the KN-CLAIM Quick Reference for SFSP Program Application and Renewal to enter the required information so the Sponsor and Site Applications can be approved. Reimbursement claims cannot be processed until all program application documents are approved by KSDE.		
Title	Required or Optional	Description
Sponsor Application in KN-CLAIM	Required	Complete online and submit for approval.
Site Application in KN-CLAIM	Required for each serving site	Complete online and submit for approval.
Sponsor Budget	Required for all sponsors	Complete and submit online for approval.
Letter to Health Department	Required	Upload to Checklist Tab in KN-CLAIM. Send to health department prior to opening. Informs the local health department of the site(s) where the sponsor will operate the SFSP.

Title	Required or Optional	Description
Training Certification	Required prior to payment of claims	Upload to Checklist Tab in KN-CLAIM. Documents the SFSP training provided by the sponsor to its staff. Staff must be trained before a site opens.
Purchasing Plan	Required for non-school sponsors	Upload to Checklist Tab in KN-CLAIM. Provides KSDE with information on Sponsor's purchasing practices for food and supplies.
For each planned meal type, provide menus for two weeks and production records for one week.	Requested prior to program opening	Upload to Checklist Tab in KN-CLAIM. Documents planned food items and quantities
Vended Meals Agreement	Required if purchasing meals	Upload to Checklist Tab in KN-CLAIM. Contract provides the specific details for food services between sponsor and vendor.
Letter to Household	Required if sponsor collects individual eligibility documentation	Upload to Checklist Tab in KN-CLAIM.
Waiver to Unitized Meals Requirement	Required if requesting a waiver for unitized meals	Upload to Checklist Tab in KN-CLAIM. If Sponsor contracts for meal service and wishes to request a waiver from the SFSP requirement that each meal is provided as a unit (i.e. unitized).