

Child Nutrition & Wellness
Kansas State Department of Education

2016 PROGRAM AGREEMENT ADDENDUM

National School Lunch Program, School Breakfast Program, Special Milk Program,
Afterschool Snack Program, Cash-in-lieu-of Commodities, At-Risk Afterschool Meals Program,
Summer Food Service Program, and Seamless Summer Option

Instructions:

1. Two copies of this Agreement Addendum must be completed, signed and submitted to Child Nutrition & Wellness, Kansas State Department of Education (KSDE). Original signatures are required. A signature stamp is acceptable only if it is registered with the Kansas Secretary of State.
2. When this agreement addendum is approved, a copy will be returned for the Sponsor's files.

Please type or print.

Sponsor Number X0939 **Sponsor Name** Sedgwick County Dept of Corrections

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A. Additional Documents Incorporated Into this Agreement – *This replaces Section A of the 2015 Program Agreement.*

The following separate documents are incorporated herein by reference and are a part of this agreement. The Sponsor shall complete these documents using instructions provided by Child Nutrition & Wellness, Kansas State Department of Education (KSDE). The Sponsor agrees to seek approval from KSDE prior to using a modified version of any form or attachment listed below.

All School Nutrition Programs (via the KN-CLAIM computer system):

- Sponsor Application
- Site Application(s)
- Monthly/Annual Financial Report
- Wellness Impact Tool
- Community Eligibility Provision Application, if applicable

**National School Lunch Program (NSLP), School Breakfast Program (SBP),
Cash-in-lieu-of Commodities:**

- Form 3A: Letter to Household
- Form 3B: Application Packet for Free & Reduced Price School Meals
- Form 3D: Notification of Eligibility Determination
- Form 3E: Consent for Disclosure
- Form 3F: Announcement of Child Nutrition Programs
- Form 3G: Change of Authorized Representative
- Form 7A: Letter to Household about Direct Certification
- Form 8D: Letter to Household about Selection for Verification
- Form 8M: Letter to Household about Benefit Decrease
- Paid Lunch Equity (PLE) Tool
- Purchasing Plan

Special Milk Program (SMP) – Paid and Free Milk:

- Form 3H: Special Milk Only – Application Packet for Free Milk
- Form 3J: Special Milk – Information for Households with Kindergarten or Pre-K Students
- Form 3D: Notification of Eligibility Determination
- Form 3E: Consent for Disclosure
- Form 3F: Announcement of Child Nutrition Programs
- Form 3G: Change of Authorized Representative
- Form 7A: Letter to Household about Direct Certification
- Form 8M: Letter to Household about Benefit Decrease

D. Requirements for All Programs – *This revises D5 from the 2015 Program Agreement.*

5. No exempt fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

F. Purchasing – *This adds F7 to the 2015 Program Agreement.*

7. A purchasing plan must be uploaded into KN-CLAIM as a part of Program Renewal and reviewed by KSDE annually.

H. Record Keeping – *This adds H6q to the 2015 Program Agreement.*

6q. Purchasing Plan

I. Reduced Price and Free Policy – *This revises I6 of the 2015 Program Agreement.*

6. The Letter to Household (Form 3A) must be distributed to the households of children attending the school. This letter tells families which Child Nutrition Programs are available and notifies households that meals may be available free or at a reduced price. All Sponsors must be able to provide households with paper applications and instructions (Form 3B) for meals and Form 3H for Special Milk Only. The Letter to Household (Form 3A) may be distributed by the postal service, emailed to the parent/guardian or included in the information packet provided to students. If the Sponsor only uses paper applications, the application packet (Form 3B) must be included with the Letter to Household (Form 3A). If the Sponsor uses a computer or web based system as one of their application processes, the Letter to Household (Form 3A) must inform the household how to access the system in order to apply for benefits. In addition, the Letter to Household (Form 3A) must explain to the household how to obtain and submit a paper application. This may be done by including a telephone number on a form to return requesting that an application be sent.

O. Professional Standards Rule – *This replaces Section O of the 2015 Program Agreement.*

The Sponsor agrees that:

1. All new and current employees will meet minimum continuing education standards as specified in the Professional Standards Final Rule at <http://www.fns.usda.gov/school-meals/professional-standards>. All training taken must be in the key areas of nutrition, operations, administration and/or communications/marketing. USDA may require specific training to address Program integrity and other critical issues. Training received after April 1, 2015 may count toward the training requirements for school year 2015-16.
2. A Food Service Director advertised for and hired after July 1, 2015 must meet the hiring standards based upon the school district size as specified in the Professional Standards Final Rule. Existing Food Service Directors will be grandfathered in their current positions. New Food Service Directors are also required to have eight hours food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date.

P. Afterschool Snack Program Requirements – *This revises the program name from After School Care Snack Program to Afterschool Snack Program in Section P and all Sections of the 2015 Program Agreement.*

W. Community Eligibility Provision – *This revises W1 of the 2015 Program Agreement.*

1. Indicate on the Sponsor Application if the Sponsor, a school or a group of schools will participate in the Community Eligibility Provision and complete the Community Eligibility Application in KN-CLAIM prior to August 31. To be eligible, the Sponsor and/or schools must meet a minimum level (40%) of identified students for free meals in the year prior to implementing the Community Eligibility Provision.

Y. Wellness Policy Requirements – *This revises Y2 and Y3 of the 2015 Program Agreement.*

2. Annually update the Sponsor's status in relation to the Kansas School Wellness Policy Model Guidelines in KSDE's online Wellness Impact Tool.
3. Designate a Wellness Policy Contact person on the Sponsor Application and enter the Wellness Policy Chair and committee members' names in the Wellness Impact Tool.

Signatures on Behalf of Sponsor

Richard Ranzau, BOCC Chairman
Type Name and Title of Board President

Board President

Date

Steven Stonehouse, Deputy Director for Corrections Programs
Type Name and Title of Authorized Representative



Authorized Representative

2/2/15

Date

Signatures on Behalf of KSDE

Approved As to Form

Justin M. Waggoner
Justin M. Waggoner,
Assistant County Counselor

Commissioner of Education

Date

Director, Child Nutrition & Wellness

Date