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# CHILD AND ADULT CARE FOOD PROGRAM iCAN APPLICATION OVERVIEW FOR PY22-23



Welcome to the Crash Course with CANS webinar. My name is Christina Lusk, and I will be presenting alongside Andrea Theilen. Today's webinar will cover common issues seen when completing a renewal application, changes and new things you'll see on this year's renewal applications, COVID-19 waivers available, and finally some reminders before you begin your renewal for the Child and Adult Food Program!

We do ask that you update your ID to your actual name as well as mute your line. If you have any questions, feel free to submit them in the chat box or unmute yourself.

This webinar is being recorded, and the PowerPoint along with the recording will be uploaded to the DOE Child and Adult Nutrition Services or CANS Website under the Crash Course with CANS tab.

2022-2023 CACFP iCAN applications have not opened, we hope to have the apps opened Monday, August 22nd. CANS will send out an email to all Authorized Representatives when applications are open.

# AGENDA

- Most Common Issues
- Changes/New Items
  - Permanent Agreement
  - Fillable MS Word Documents
  - Checklist
    - Sponsor
    - Sites
- COVID-19

For this presentation, Christina and I are going to explain the following items: Most common issues, including filing claims for September 2022, checklist items, and application packet notes for sponsors; changes/new items, including fillable MS Word Documents, Checklist items for Sponsor: Management Plan with COVID-19 Waiver Questions; Checklist items for Sites: Civil Rights Data Collection, and finally COVID-19 items for iCAN.



If you're having issues when you're submitting your September 2022 claim, you're most likely in the 22-23 program year when you should be in the 21-22 program year. This video takes you through step by step how to switch the program year in iCAN.

## Most common issues – checklist items

**Child and Adult Care Food Program**

south dakota  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet - Centers > Program Year: 2022 - 2023

**Application Packet  
Independent Center**

5555555 Status: Active  
**YOUR SCHOOL**  
123 Apple Drive  
Brookings, SD 57006

Packet Submitted Date:  
Packet Approved Date:  
Packet Original Approval Date:  
Packet Status: Not Submitted <<

| Action        | Form Name                            | Latest Version | Status           |
|---------------|--------------------------------------|----------------|------------------|
| View   Modify | ✓ Sponsor Application                | Original       | Not Submitted    |
| Details       | ✓ Board of Directors/Principals      | Original       | Pending          |
| View   Modify | ✓ Sponsor Budget Detail              | Original       | Pending Approval |
| View   Revise | ✓ Attestation Statement              | Original       | Reviewed         |
| Details       | ✗ Checklist (8)                      |                |                  |
| View          | Application Packet Notes for Sponsor |                |                  |
| Details       | Attachment List                      |                |                  |

|                     | Approved | Pending | Return for Correction | Denied | Withdrawn/<br>Closed | Error | Total Applications |
|---------------------|----------|---------|-----------------------|--------|----------------------|-------|--------------------|
| Site Application(s) | 0        | 0       | 0                     | 0      | 0                    | 0     | 0                  |

Show Packet History

Please be aware that many of the Checklist documents that appear on this Application Packet may not appear on yours.

One major issue that our office sees happening by Sponsors is attaching Checklist items in the Attachment List– Please do not do this unless instructed by the CANS office. This video will walk us through how to find your checklist documents.

On your iCAN application, you go to checklist>sponsor or site (depends on what checklist item you're looking at uploading>as you can see, the free and reduced meal application is not a clickable document so, you will need to go to the downloaded forms. To find the downloaded forms, you need to go to the applications, download forms and then search for you applicable document. The next example you will see on the video is how to access documents that are generated on your checklist items. As you can see, the items have a blue link under the title, this means that this document is a clickable document and once clicked, the document will pop up.

As a reminder the Program Specialist approving your application WILL NOT be uploading any checklist items for your agency.

## MOST COMMON ISSUES – CHECKLIST ITEMS (CONTINUED)

- Don't forget to save!!

Applications | Claims | Accounts | Security | Search | Programs | Year | Help | Log Out

Applications > Application Detail - Centers > Checklist > Program Year: 2022 - 2023

VIEW | MODIFY

CACFP Checklist

5555555 Status: Active  
YOUR SCHOOL  
123 Apple Drive  
Brookings, SD 57006

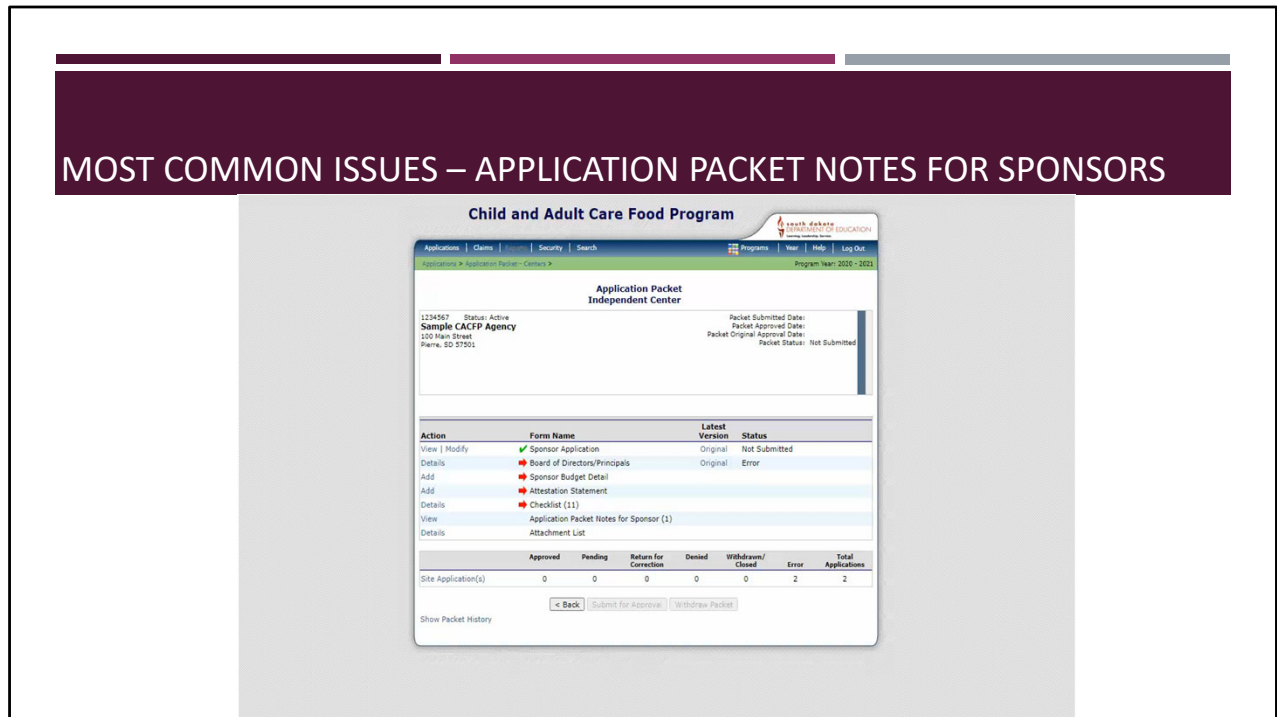
| Required Forms/Documents to send to CANS | Document Submitted to CANS | Date Submitted to CANS | Document Submitted on File w/CANS | Status           | Status Date | Last Updated By |
|--|----------------------------|------------------------|-----------------------------------|------------------|-------------|-----------------|
| Free and Reduced Meal Packet for Centers | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |
| Management Plan - Independent Centers    | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |
| Policy Statement for Sponsors of Centers | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |
| Public Release for Sponsors of Centers   | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |
| Certificate of Authority                 | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |
| Publicly Funded Programs                 | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |
| Permanent Agreement                      | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |
| Audits                                   | <input type="checkbox"/>   | <input type="text"/>   | <input type="checkbox"/>          | Pending Approval | 08/08/2022  | jjohnson        |

| Action | Checklist Item | Comment                  | Attachment Date/Time |
|--------|----------------|--------------------------|----------------------|
|        |                | There are no attachments |                      |

Save Cancel

Please don't forget to save any documents uploaded as checklist items!

## MOST COMMON ISSUES – APPLICATION PACKET NOTES FOR SPONSORS

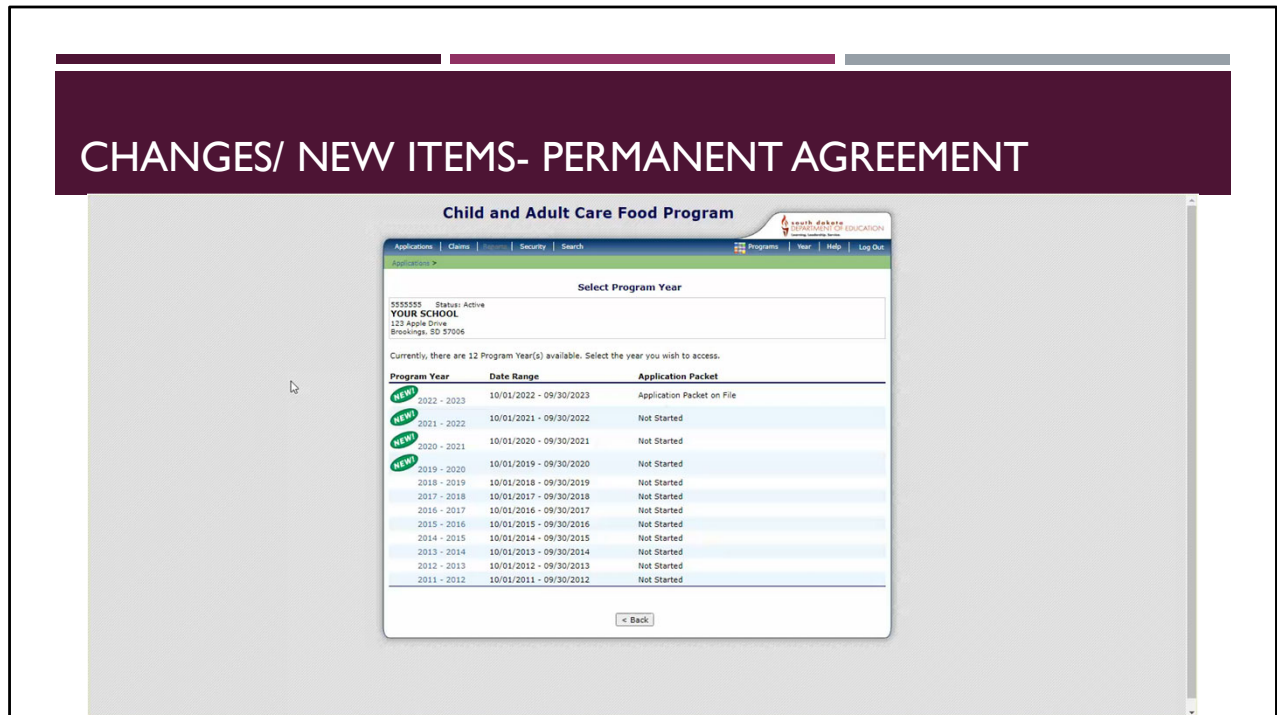


If you have any application corrections to be made, you will find those listed in the Application Packet Notes for Sponsor.

This year when we return your application with corrections, we will be emailing you with instructions on how to find application packet notes, where you will find what corrections are needing to be made to your application. It is our hope that this will not only save us time, but also you because we know your time is valuable and you can't often step away from your regular duties to complete this.

Tip: Another way to make sure your application is approved as quick as possible is to not submit your application until all corrections have been made. This will eliminate continuous back and forth between you and the program specialist approving your application.

## CHANGES/ NEW ITEMS- PERMANENT AGREEMENT



For this CACFP year, we are needing all sponsors to complete a new Child Nutrition Program Agreement. This document will be attached to the notification email regarding open applications, but you can also find the document in the download forms. For Centers, the document number is CACFP\_030 and for Day Care Home Sponsors, the document is number CACFP DCH-021.

The Authorized Representative of your agency must wet sign the agreement and the document can be uploaded as an attachment to your iCAN application.

When clicking on the download forms, please ensure that your pop-up blocker is turned off.

**CHANGES/NEW ITEMS –  
FILLABLE MS WORD  
DOCUMENTS**

**CHILD AND ADULT CARE FOOD PROGRAM  
Management Plan Renewal  
Child or Adult Day Care Centers**

Local Agency Name:

**A. PRODUCTION RECORDS**

Production records must be maintained for all Child Nutrition Programs, except the Special Milk Program and in day care homes. **If infant meals are claimed, also provide a copy of a completed infant production record form.**

**Will the agency be using the state's production record book?**

Yes- State Agency (CANS) Prototype form will be used

If yes, how many books are needed?

No, we will be using the State Agency's (CANS) Excel form

No, we have created a form (You must submit a completed sample of the alternate form for state approval).

**B. MEAL COUNT METHOD**

It is important that all agencies maintain a reliable method for taking meal counts each day at each meal service. The CANS office must approve any alternate systems. If different methods are used for different ages, sites, etc. provide specific information that identifies the methods used for each age,

On to changes for iCAN documents. Many of the documents are now fillable Microsoft Word Documents. As you can see in the video, there are designated areas that you're able to change.



## CHANGES/NEW ITEMS – CHECKLIST SPONSOR: MANAGEMENT PLAN

### CHILD AND ADULT CARE FOOD PROGRAM Management Plan Renewal Child or Adult Day Care Centers

Local Agency Name:

#### A. PRODUCTION RECORDS

Production records must be maintained for all Child Nutrition Programs, except the Special Milk Program and in day care homes. **If infant meals are claimed, also provide a copy of a completed infant production record form.**

Will the agency be using the state's production record book?

Yes- State Agency (CANS) Prototype form will be used

If yes, how many books are needed?

No, we will be using the State Agency's (CANS) Excel form

No, we have created a form **(You must submit a completed sample of the alternate form for state approval).**

#### B. MEAL COUNT METHOD

It is important that all agencies maintain a reliable method for taking meal counts each day at each meal service. The CANS office must approve any alternate systems. If different methods are used for different ages, sites, etc. provide specific information that identifies the methods used for each age, site, etc. either on this form or on a separate page.

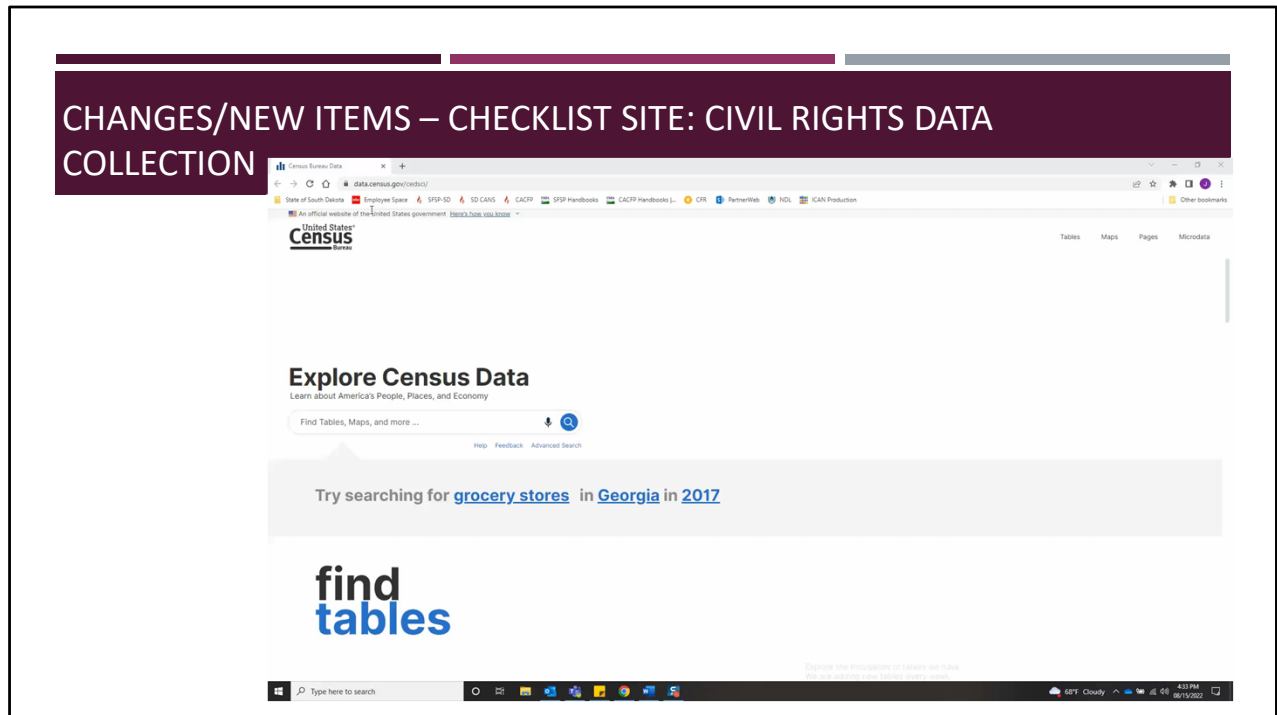
1. How are daily meal counts taken? (Check all that apply)

This year a new link to MS Forms has been added to your Management Plan renewal document. This form is regarding the covid waivers that are available to opt into, including non-congregate, parent/guardian pickup, meal service times, and Sponsoring onsite monitoring visits. Please note that even though opting into these waivers is optional, you will need to answer these questions. If you select Yes, please read that question to see the additional items that will be required in order for your opt-in to be complete.

As a reminder, these waivers are only available for when pandemic conditions limit program operations.

These waivers are applicable till June 30, 2023.

## CHANGES/NEW ITEMS – CHECKLIST SITE: CIVIL RIGHTS DATA COLLECTION



### Civil Rights Data Collection Reminders:

- Must be completed for each site
- Visual observation is no longer allowed, see USDA Memo CACFP 11-2021, SFSP 07-2021-  
[https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP11\\_SFSP07os.pdf](https://fns-prod.azureedge.us/sites/default/files/resource-files/CACFP11_SFSP07os.pdf).

### Instructions:

1. Click on the census data website:  
<https://data.census.gov/cedsci/>.
2. Select the “Advanced Search” link located under the search bar.
3. Under the “Find a Filter” column on the left-hand side of the screen, select the “Geography” link.
4. Under the “Most Commonly Used Geographies”

section, select “Zip Code Tabulation Area.”

5. Scroll down until you find *South Dakota* and select the file.
  - i. Search your zip code and select the box.
  - ii. Select the “Search” button on the lower right corner of the screen.
6. Next in the search bar search B03002
7. Click on the report under “Tables”
8. Record the numbers listed in the “Estimate” column for each category requested on the form below.

## CACFP iCAN APPLICATION REMINDERS:

- Don't forget to update your iCAN applications throughout the year!
- Don't share your iCAN password/username! Contact DOE.
- Green checkmark = ready to submit    Red arrow = needs attention!

| Action        | Form Name                       | Version  | Status        |
|---------------|---------------------------------|----------|---------------|
| View   Modify | ✓ Sponsor Application           | Original | Not Submitted |
| Add           | ➔ Board of Directors/Principals |          |               |

- Contact Stacey for Budget or Audit questions (contact info on upcoming slide).

Reminder, if there are any changes in staffing such as new director, authorized representative, etc., your iCAN application must be updated. In addition, iCAN login and password sharing is not permissible. If you need access to iCAN, you must complete the iCAN User ID Request form– which is located on the CACFP website under the Applications for the Child and Adult Care Food Program tab.

If you need your password reset, please email the DOE.iCANhelp email- contact information on upcoming slide.

# CACFP UPDATES:

- Watch out for more CACFP updates and news on the weekly CANS News emails and the News Hub on the DOE website!



This message was sent to:  
School Nutrition Program Authorized Representatives, Business Managers, and Food Service Directors  
Child and Adult Nutrition Program Contacts  
Summer Food Service Program Contacts

Greetings, this email contains updates from the Department of Education (DOE) Division of Child and Adult Nutrition Services (CANS) about the School Nutrition Programs, Child and Adult Care Food Program, and the Summer Food Service Program.

**Check in with CANS Zoom Calls.** The next call is scheduled on tomorrow, **Thursday, August 4, 2022, at 2:30pm CT / 1:30pm MT.** The August call will discuss the recent USDA waivers and hot topics in the School Nutrition Program such as the application deadline of August 19, 2022. These check in calls are for any agency that operates a USDA Child Nutrition Program: School Nutrition Program, Child and Adult Care Food Program, and Summer Food Service Program. Following the call, notes will be posted on the DOE CANS website.

- Join Zoom: <https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NlPzJwaC1OXiNlVlZ3l3Q0l0>. Or dial by your location 1 312 626 6799 US (Chicago), Meeting ID: 939 9042 0264; Passcode: 415931.

[Hot Topics](#) [Administrators](#) [Teachers](#) [Food Service](#) [Counselors](#)

## Food Service

**July 18, 2022**

### School meal applications required for SY 2022-23

Families that may qualify for free or reduced-price school meals will need to submit an application for SY 2022-23. Waivers that allowed schools to serve universal free meals, due to the pandemic, have expired. Schools should communicate early and often with families about the application process.

[Learn more.](#)

**July 15, 2022**

### Harvest of the Month Grant available from DOH

The South Dakota Department of Health is offering a grant to fund up to \$1,500 to implement Harvest of the Month for 10 youth programs across the state. The purpose of this grant is to actively engage children in learning about and exposing them to fruits and vegetables through Harvest of the Month educational lesson plans, recipes, and supporting materials. Applications are due Aug. 10 by 5 p.m. CT. [Learn more and access the grant application.](#)

**July 8, 2022**

**Keep Kids Fed Act and new USDA nationwide waivers**

We have more ways to connect with CANS! CANS is no longer sending out Nutrition Bullentis, but rather informing Sponsors of program updates via the DOE News Hub or the CANS News emails. Be sure to subscribe to our emails to receive important program information.

## CONTACT INFORMATION

CANS Office:

Phone: (605) 773-3413

Fax: (605) 773-6846

[DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)

- Program questions

[DOE.iCANHelp@state.sd.us](mailto:DOE.iCANHelp@state.sd.us)

- iCAN access or password reset

800 Governors Drive

Pierre, SD 57501

Stacey Booth

Finance

605-773-3456

[stacey.booth@state.sd.us](mailto:stacey.booth@state.sd.us)

Please feel free to contact CANS with any questions!

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1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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