



## Check in with CANS

**August 17, 2023, 2:30PM CT/1:30PM MT**

Join Zoom Meeting: <https://state-sd.zoom.us/j/99648966220?pwd=cU1tekhDZkJWeFJmUlwaVhmN3JRZz09>

Meeting ID: 996 4896 6220

Passcode: 870082

CANS Phone: (605) 773-3413

CANS Website: <http://doe.sd.gov/cans>

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

---

### All Program Reminders or Updates:

- Welcome and introductions. (Cheriee)
  - Contact List posted on the [DOE CANS website](#)

In South Dakota, the Child and Adult Nutrition Services is Services and Food Distribution Division programs. These commodities to participants.

- [Child and Adult Care Food Program](#)
- [Contact List](#) ←
- [Commodity Supplemental Food Program](#)
- [Fresh Fruit and Vegetable Program](#)
- [School Nutrition Program](#)
- [Summer Food Service Program](#)
- [The Emergency Food Assistance Program](#)
- [USDA Food Distribution for Child Nutrition Programs](#)

- Also on the DOE website, “Contact Us” at the top of the webpage:



- The mission of the South Dakota CANS Division is to guide and support South Dakota Program operators in their efforts of providing nutritious meals and food to eligible participants. We do this by:

- Collaborating with our program operators, the USDA, other state agencies, and stakeholders
  - Streamlining and simplifying program requirements while ensuring integrity is maintained
  - Providing timely and quality customer service and technical assistance to program operators
  - Offering side by side support, guidance, and answers with compassion, empathy, and understanding
  - Offering simple, updated training that is relevant, fun, and free from technical jargon
  - Providing timely food orders and reimbursement
- **Online Training and Registration Moving to CANVAS** (Melissa)
  - All current users' information has been migrated and should be a smooth transition with single sign on. More information will be shared as we move forward into CANVAS.
  - In the future, all CANS trainings will be in CANVAS. CANVAS is the new online learning system supported by the department.
  - iLearn will end at the end of September.
- **Income Eligibility Guidelines for July 1, 2023, through June 30, 2024** (Rob)
  - New guidelines are effective July 1, 2023.
  - Available in iCAN Download Forms, or on the [CANS webpage](#), under Documents, [2023-24 Income Eligibility Guidelines](#)
  - Reminder: earnings are converted when more than one income frequency is listed; convert them all to annual to make the approval or denial.
- **Translated Documents** (Melissa)
  - USDA documents are available for all Child Nutrition Programs on the USDA website. These include the free and reduced applications and SNP parent packets. <https://www.fns.usda.gov/cn/translated-applications>
  - German, Karen, and Spanish translations are available, on the [CANS webpage](#), under translated documents.
- **Farm to School** (Janelle)
  - We are excited to announce the release of the SD Farm 2 School (F2S) Strategic Plan 2023.
    - F2S is **NOT** just for schools...youth in **CACFP** and **SFSP** will benefit too!!
    - The Strategic Plan document is located on the [CANS webpage](#) under Farm to Table Resources, at the link called [South Dakota Farm to School Strategic Plan](#)
    - Once you've read through the strategic plan, the goals and volunteer opportunities can be found on page 2 of the document.
  - A Farm to School Technical Assistance-Cooperative Agreement opportunity for 501(c)3 non-profit organizations or Indian Tribal Organizations (ITO) is currently available. Under USDA's priorities of Food System Transformation, three funding tracks are available that support community and producer engagement. If you know of an organization who may be interested in applying for this grant opportunity...please pass this opportunity along to them. Deadline to apply for the grant is Oct. 10, 2023. Here is the link: <https://www.fns.usda.gov/grant/f2s-24-technical-assistance-cooperative-agreement>

## Child and Adult Care Food Program (CACFP) Reminders or Updates: (Jordan)

- **Program Year 2023-24 iCAN Applications Open August 25**
  - Please complete your iCAN application as soon as possible. Once the PY 2023-2024 applications open, the PY 2022-2023 applications will be closed, however, you will still be able to submit your September claim. Applications are due by Friday, October 20. iCAN applications must be approved before an October claim can be submitted. Avoid the last-minute crunch and work on it soon!
- **Virtual Open Office Hours for iCAN Applications**
  - This year we are hosting virtual open office hours to help sponsors work through their iCAN application. During the open hours, sponsors can ask questions and get help from a CANS Program Specialist. These virtual open office hours are scheduled for every Monday from 1:00 to 3:00 PM Central Time Zone (noon to 2:00 PM Mountain) starting Monday, August 28. To join CACFP virtual office hours, use this [Zoom link](#). Meeting ID: 996 4896 6220; Passcode: 870082.
- **CACFP SY 2023-2024 Wall Calendars**
  - CACFP wall calendars for school year (July 2023- June 2024) are available. If you wish to request one, please complete the CACFP Wall Calendar [request form](#).
- **CACFP Annual Training Requirements**
  - Annual training requirements must be completed by September 30, 2023, to avoid a serious deficiency declaration.
  - Below is a list of the required annual trainings for CACFP and which staff members should be taking these trainings. Please email [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) if you have any questions.

## Annual Training Resources:

<b>Training:</b>	<b>Required Staff:</b>
CACFP Recording Keeping	Auth. Rep/Program Director and others that work with records.
CACFP Claims	Auth. Rep/Program Director and others that work with claims.
CACFP Meal Counting	Auth. Rep/Program Director and others that work with meal counting.
CACFP Production Records	Auth. Rep/Program Director and others that work with production records.
CACFP Free and Reduced- Price Meal Applications	Auth. Rep/Program Director and others that work with free and reduced applications.
CACFP Children Meal Patterns	Auth. Rep/Program Director and others that help with ensuring meal patterns are met.
CACFP Infant Meal Pattern Requirements	Auth. Rep/Program Director and others that work with infants and <b>if meals are claimed for reimbursement.</b>
Civil Rights	All CACFP staff.

## School Nutrition Program (SNP) & Seamless Summer Option (SSO) Reminders or Updates:

- **iCAN Applications** (Diana)
  - iCAN Applications were due yesterday. If you have not submitted your application, it is late. It is important to get your application submitted for approval so you can make your claims on time.
- **Direct Certification** (Rob)
  - Remember to review iMATCH and update the Point of Service system/eligibility roster with direct certification student eligibility.
  - Review the start of the school year procedures to get a jump start matching your students. Check out Chapter 3 in the [iMATCH\\_SFA User Manual](#) posted on the [CANS website](#).
  - Review the Potential Matches tab to match even more students.
  - More assistance can be found in the [iMATCH Basics Webinar](#) or [Slide Deck](#)
- **Hutterite Colony Income Applications** (Rob)
  - Each family in the colony must apply for meal benefits on a household application to receive free or reduced-price meals. Using the colony per person income calculation is not acceptable.
  - There is a USDA memo that we can share with more details. Contact [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) if you have specific questions.
- **Administrative Reviews** (Andrea)
  - Virtual training is scheduled for September 12, 2023. The information is below in Upcoming Trainings or Calls.
  - Schools scheduled to receive an administrative review in SY23-24 should have received an email notification. Some reviews will be conducted by CANS staff, and some will be conducted by CNR. If CNR is doing your review a representative will be contacting you via email to begin the review process. We work very closely with them so feel free to reach out to us with any questions or concerns as you go through your review with them.
- **Financial Statements for Nonpublic Schools** (Cheriee)
  - The worksheet for the financial statements can be found on the [CANS SNP webpage](#) under Applications and Claim Information, the link is called [Financial Statement \(due Aug. 28, 2023\)](#)
  - Due to Stacey Booth by August 28.
- **Sodium Target 1A at Lunch** (Diana)
  - On July 1, 2023, the requirements for sodium changed. This is for NSLP only. The table below reflects daily averages for a week. One day may be less or more, as long as the weekly limits are not exceeded. Amounts are listed as less than or equal to the Target 1A limits. There are no changes to sodium limits for breakfasts served through the School Breakfast Program (SBP).

Age/Grade Group	Target 1: Effective July 1, 2022	Interim Target 1A: Effective July 1, 2023
Grades K-5	< 1,230 mg*	< 1,110 mg*
Grades 6-8	< 1,360 mg*	< 1,225 mg*

<b>Grades 9-12</b>	< 1,420 mg*	< 1,280 mg*
--------------------	-------------	-------------

- **Fruit and Veggie Bar Seconds** (Andrea)
  - As long as you are meeting dietary specifications (calories, saturated fat, sodium) and it fits in your budget, students are allowed to have free seconds from the fruit and veggie bar. This is a district decision. Typically, fruit and vegetables will not increase your dietary specifications too much and so therefore are allowed.
  - Allowing kids to “fill up” on fruits and veggies encourages them to consume fruits and vegetables which is a key piece of the National School Lunch Program!
- **Department of Public Safety (DPS) Health Inspections – New Process** (Cynda)
  - The DPS health inspection system is now electronic. This requires a slight change in how schools receive health inspections.
  - The inspector will complete the inspection like normal, but they will not leave a paper copy at the end, now they will email it to the appropriate recipients and CANS.
  - Each school district must ensure that the inspection is printed out and posted in a publicly visible location.
- **Schools with Food Service Management Companies** (Quanna)
  - Please ensure all employees of the FSMC have completed and submitted the FSMC Confidentiality Agreement found in the Download Forms in iCAN. This document is required to be submitted to the school at the beginning of each school year and when a new FSMC employee is hired during the school year.
- **SNP SY 2023-2024 Wall Calendars** (Diana)
  - SNP Wall Calendar for - [Request calendar form](#). Note: The calendar is specific to school settings and may not be as useful in non-school centers. These were handed out at our Summer SNP Pathways Training and at the SNA SD Conference.

**USDA Foods in School/Food Distribution Program Reminders or Updates:** (Darcy)

- It will soon be time for September USDA Foods deliveries!
- **Overage, Shortages, and Damages (OS&D) to Delivered Food**
  - If product is missing or damaged on your delivery, agencies have 5 days to complete an Overage, Shortages, and Damages (OS&D) report in iCAN. Only report damaged items if the entire case is damaged.
- **Food Distribution Manual**
  - This new manual is posted on the CANS website, [USDA Food Distribution Page](#) under documents under the link called [Food Distribution Manual](#). This manual contains useful information for food service staff, including instructions on how to submit an OS&D report in iCAN.
- **DoD Fresh/FFAVORS deliveries**
  - Check your order carefully when the food arrives. You may return an item(s) that do not meet quality standards.
  - Ensure all produce returned and/or shorted is documented on your delivery ticket and in the FFAVORS system.
  - If you are unable to check in your produce at the time of delivery, you have 24 hours to notify the vendor and DoD representative of any damages or shortages. Take pictures of any damaged product and send to the vendor and DoD representative asap. Do not

throw away any item. The vendor will identify whether to hold product for pick up, or to discard it.

- Orders need to be receipted in the FFAVORS system within two days of delivery.

### **Summer Food Service Program (SFSP) Reminders or Updates:** (Susan)

- **Do you want recognition for having a stellar summer food program (SFSP or SSO)?**
  - Apply for Turnip the Beet! Nominations due September 15, 2023. This fun award recognizes outstanding summer meal program sponsors across the nation who work hard to offer high quality meals to children that are appetizing, appealing, and nutritious during the summer months. Please submit your nomination to [doe.school lunch@state.sd.us](mailto:doe.school lunch@state.sd.us). You can access the simple nomination form [here](#), just answer 4-5 easy questions and submit a month of menus and any other supporting documents you have.
- **Year End Sponsor Survey**
  - To help us understand your experience as a SFSP sponsor, we would like your input! CANS will use the information to ensure we are providing you the resources needed to actively and efficiently operate the SFSP. An email with the survey link will be sent out in the coming weeks to gather your valuable feedback. Submit your survey by Sept. 25, 2023. Thank you for your participation!

### **Upcoming Trainings or Calls:**

- **SNP Administrative Reviews** (Andrea): CANS will be hosting a virtual training on September 12, 2023. There will be a morning session from 9:30-11:30 CST / 8:30-10:30 MST and an afternoon session from 1:30-3:30 CST / 12:30 – 2:30 MST. Below is the information to join the call. The same Zoom information will be used for both calls.  
[Zoom Link](#)  
Meeting ID: 996 4896 6220  
Passcode: 870082
- **SNP October Food Service Director in Person Training** (Janelle): Survival Guide for the Child Nutrition Professional: A Crash Course in School Meals
  - Mark your calendars for Oct. 18-20 for this 2.5-day training in Pierre.
  - Training is geared towards new or “newer” (3 years or less experience in lead/supervisory position) head cooks, head cook/manager, manager/foodservice director/food service lead.
  - Registration will be available on/around August 23
  - Janelle Peterson will lead the training.
- **Check in with CANS** (Christina)
  - Scheduled for the first Thursday of each month at 2:30pm CT/1:30 pm MT.
  - Next Check in Date: September 7, 2023
  - Join Zoom Meeting (Recurring every Thursday 2-4pm)  
<https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3I3QT09>
  - Meeting ID: 939 9042 0264  
Passcode: 415931  
Dial by your location +1 312 626 6799 US (Chicago)  
Find your local number: <https://state-sd.zoom.us/u/adtnoWDDK8>

- **Crash Course with CANS** (Christina)
  - Farm to School with Janelle Peterson – 8/24/2023
    - We'll be talking about the F2S strategic plan, volunteer opportunities, SD Crunch Off, and what F2S might look like in your program.