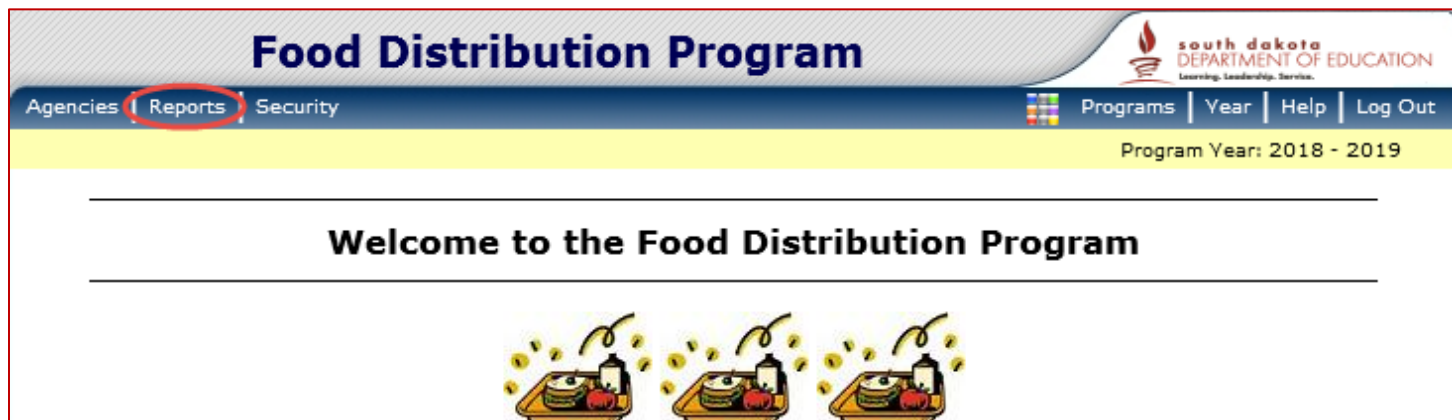


To Find Year End Food Distribution in Schools Reports from iCAN

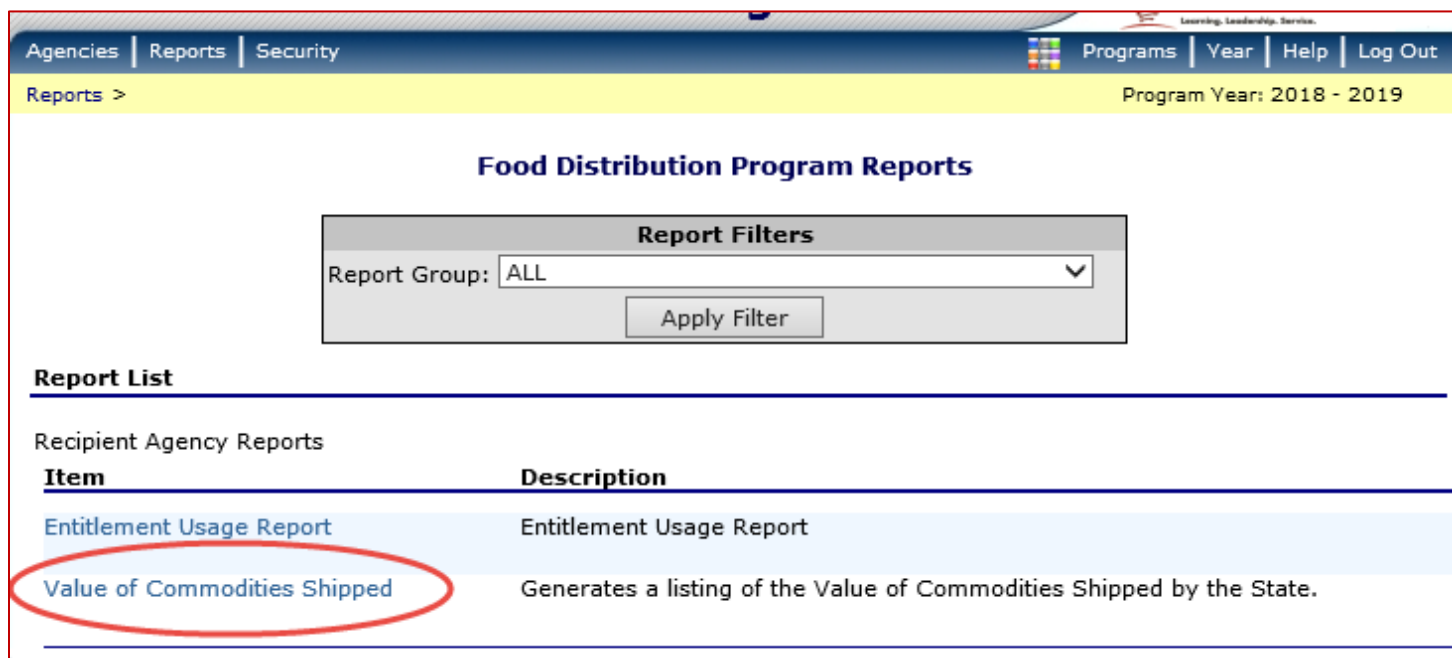
Year End Reports are found in iCAN at this link <https://ican.sd.gov/ican/Splash.aspx>

- Log in to the iCAN System
- Select the yellow *Food Distribution* Button
- Select *Reports* in the blue navigation bar



The screenshot shows the 'Food Distribution Program' splash page. At the top, there is a navigation bar with 'Agencies', 'Reports' (circled in red), and 'Security'. To the right, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar, it says 'Program Year: 2018 - 2019'. The main heading is 'Welcome to the Food Distribution Program'. Below the heading, there are three illustrations of food trays with a fork and knife.

- Select *Value of Commodities Shipped*



The screenshot shows the 'Food Distribution Program Reports' page. At the top, there is a navigation bar with 'Agencies', 'Reports', and 'Security'. To the right, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar, it says 'Program Year: 2018 - 2019'. The main heading is 'Food Distribution Program Reports'. Below the heading, there is a 'Report Filters' section with a dropdown menu for 'Report Group' set to 'ALL' and an 'Apply Filter' button. Below the filters, there is a 'Report List' section with a table of reports.

Item	Description
Entitlement Usage Report	Entitlement Usage Report
Value of Commodities Shipped	Generates a listing of the Value of Commodities Shipped by the State.

- **IMPORTANT REMINDER:** The Value of Commodities Shipped Report is not correct until the end of May.
- **DoD Fresh/FFAVORS** monthly reports will no longer be uploaded into iCAN. Each School District can find their monthly and yearly spending at the DoD Fresh/FFAVORS site at: <https://www.fns.usda.gov/usda-foods/fresh-fruits-and-vegetables-order-receipt-system-ffavors>.
- **Bulk Processing:** Schools that utilize bulk processing pounds gather reports outside of iCAN at:
 - K12 website <http://next.k12foodservice.com>
 - and/or the Processor Link website <https://www.processorlink.com>Each site provides reports on a districts pound usage and dollar amounts spent.