

Food Distribution Manual



USDA FOODS IN SCHOOLS

Updated June 2023

This institution is an equal opportunity provider.

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Definition of Terms:

Allocations

An amount or portion assigned to an SFA

Bulk Processing

The conversion of raw, bulk material into ready-to-use end products. (Example whole chickens into chicken nuggets.)

Child and Adult Nutrition Services (CANS)

The South Dakota State Agency that administers the USDA Foods in School program.

DoD Fresh/FFAVORS

The Department of Defense Fresh Fruit and Vegetable Program allows agencies to order fresh fruit and vegetables for their National School Lunch and Breakfast programs.

Entitlement

Entitlement is the dollar value of USDA Foods each SFA is eligible to receive. Entitlement is used to order foods for use in the National School Lunch and Breakfast programs.

iCAN

The Child and Adult Nutrition Services (CANS) online ordering system.

iCAN User Request

Individuals requiring access to the iCAN system need to complete an iCAN User Request form.

School Food Authority (SFA)

Means the governing body that is responsible for the administration of one or more schools; and has the legal authority to operate the Program. This is typically a School District. In iCAN the system refers to the SFA as Agency.

Total Lunches Served (TLS)

Total Lunches Served include Free, Reduced and Paid meals claimed within a year (July 1 – June 30).

Entitlement

Entitlement is the dollar amount of the value of USDA Foods each SFA is eligible to receive. An agency's entitlement is calculated by the number of reimbursable lunches served during the previous school year (July 1 – June 30) multiplied by the current per-meal value. The per-meal value for USDA Foods is set annually by Congress and released usually in July.

- Entitlement is allocated each school year and must be used by the SFA, or it is lost. SFAs cannot carry over entitlement.
 - Districts are not penalized if they don't use all their entitlement, however, CANS will adjust entitlement as needed to ensure overall state entitlement usage is maximized. This means, SFAs that do not use their entitlement throughout the school year can have their entitlement reduced. Their unused entitlement is distributed among SFAs that are maximizing their entitlement usage.
- To find your school's entitlement allocation:
 - Log into iCAN; Go to the *Food Distribution Program*
 - Select *Agencies*
 - Select *Contracts*
 - Select *Contract Entitlement*
 - Review *Entitlement Distribution*

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Contract > Entitlement > Program Year: 2022 - 2023

Contract Entitlement

Agency: **Your School**
Agency Number: 8787878

Contract Information

Program Year: 2022 - 2023
Program: NSLP
Agency: Your School-8787878
Agency Number:

Display Entitlement Cancel

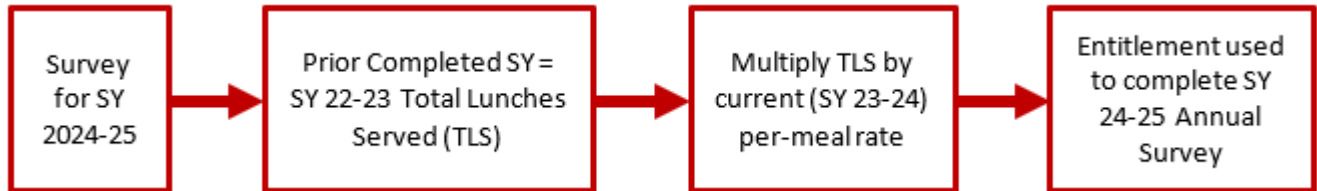
Agency Number	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
8787878	Your School	10	Approved	N	\$3.65	\$0.00	\$3.65

Entitlement Calculations and Adjustments

Entitlement Calculation for Annual Survey to Schools in iCAN:

- A school's initial entitlement is based on their Total Lunches Served (TLS) that were claimed from the prior completed school year multiplied by a per-meal rate. This step must be completed by the state agency for the survey. Entitlement listed on the SY 2024-2025 Annual Survey in iCAN reflects the TLS from SY 2023-24 multiplied by an estimated per-meal rate provided by the USDA.

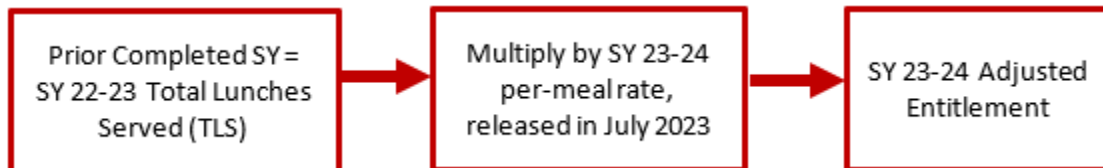
For example:



Adjustment #1 After July:

- The new school year per-meal rate is released by the federal government each July.
- Each school's entitlement is recalculated using the per-meal rate for the current school year.
- Schools may see an increase or decrease in entitlement once the per-meal rate is applied in iCAN in July.

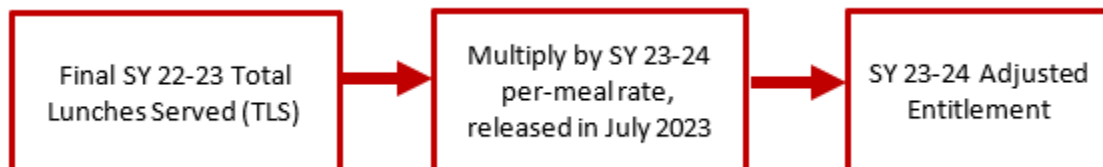
For example:



Final Adjustment (#2) in November or December:

- In November the SY 2022-2023 meal claims are finalized.
- Entitlement for SY 2023-2024 is based on the final SY 2022-2023 Total Lunches Served.
- Schools may see an increase or decrease in entitlement once the updated TLS are applied to iCAN in November/December.

For example:



How to Spend Your Entitlement

There are three ways to spend Entitlement

- The Monthly Order
- DoD Fresh/FFAVORS
- Bulk Processing

Monthly Order

Orders can be placed in iCAN once per month. The foods available to order will vary each month depending on the items and quantities in the state contracted warehouse. Orders are placed a month in advance of delivery. For example, the August order form is for September delivery. The week you will receive your delivery will show on your order form in iCAN.

You can access the iCAN system at <https://ican.sd.gov/ican/Splash.aspx>

DoD Fresh/FFAVORS

The Department of Defense's Fresh Fruit and Vegetable Program allows SFAs to order fresh produce for use in their National School Lunch and Breakfast programs. SFAs place orders using the FFAVORS ordering system

https://ffavors.fns.usda.gov/ffavors_web/usdaproduce/default.aspx. A FFAVORS instruction manual can be found on the CANS USDA Foods in School website at

<https://doe.sd.gov/cans/fdp.aspx>

Bulk Processing

On the Annual Survey, SFAs will designate the number of pounds of raw products they would like to send to a processor. This is the only time of the year you can designate pounds to a processor for the upcoming school year. To determine the number of pounds of product you will need, you will use the Processing Calculator for that particular processor. The Calculators are posted on the CANS USDA Foods in School website at <https://doe.sd.gov/cans/fdp.aspx>.

iCAN

iCAN is South Dakota’s online system that SFAs will use to place their monthly food orders, view their entitlement, and access invoices. Each person that will need access to iCAN must have their own iCAN User ID and Password. Log on information is specific to the user to whom it is assigned and is not to be shared with others.

Obtaining an iCAN Username and Password

Complete an iCAN User Request located under Application and Claim Information on the CANS webpage at this link: <https://doe.sd.gov/cans/snp.aspx>. Once the form is completed, email it to doe.icanhelp@state.sd.us.

Logging in to the System

1. Log into the iCAN System at: <https://ican.sd.gov/ican/Splash.aspx>
 - a. Enter your User ID
 - b. Enter your Password
 - c. Click *Log On*

Returning Users: Log On

User ID:

Password:

Log On

Links

- [Department of Education](#)
- [Child and Adult Nutrition Services \(CANS\)](#)
- [Interested in Applying?](#)

Internet Browser

- To ensure proper function of the iCAN system, please use Chrome or Firefox internet browsers. Most versions of Internet Explorer are no longer supported by Microsoft and can cause errors with the iCAN system.

Questions?

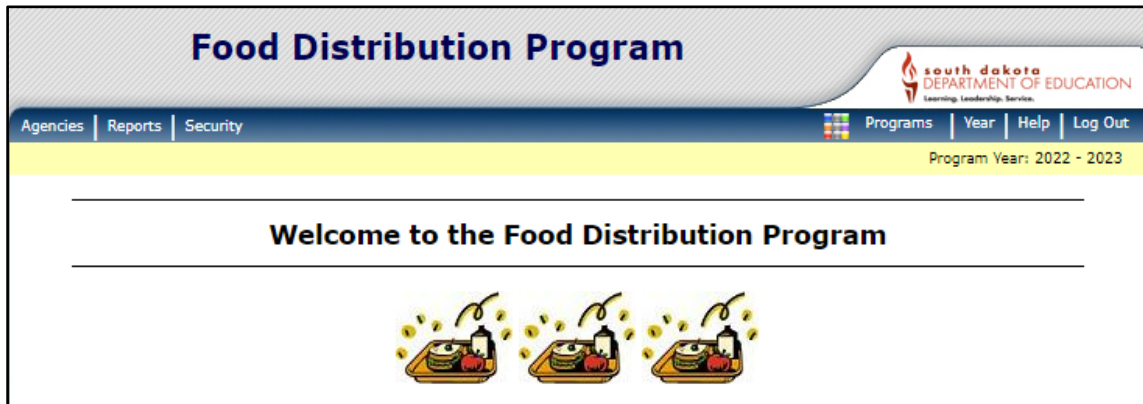
- If you have problems with this site, contact 605-773-3413 or DOE.SchoolLunch@state.sd.us, to be directed to a program specialist for assistance.

Non-discrimination Statement

- **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations

2. Not everyone has the same access to iCAN. If you log onto the system and see the following screen, you are logged into the Food Distribution Program

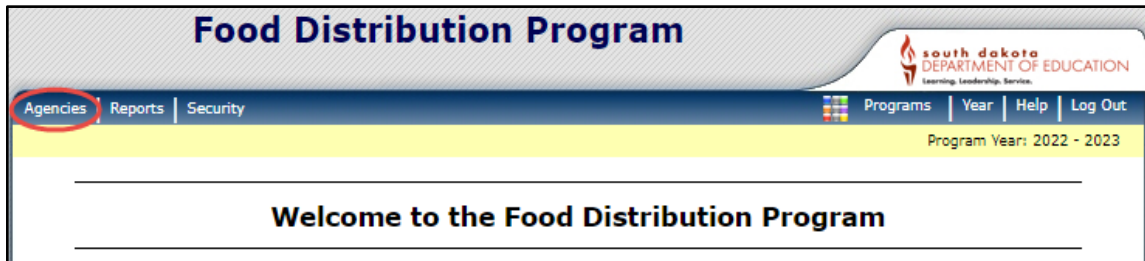


3. If you log on to the iCAN system and see the following screen, you have access to more than one program and will need to click the **Food Distribution** Tile

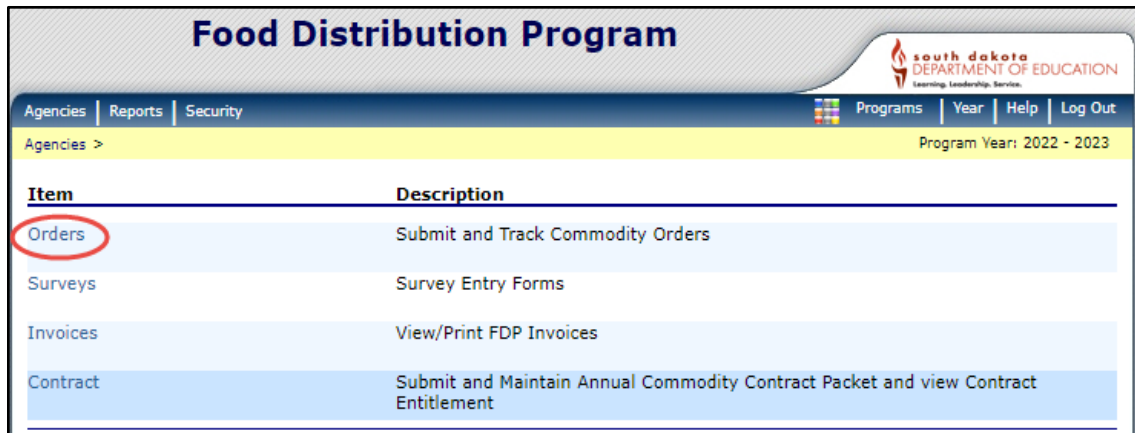


Submitting a Monthly Food Order

1. Log into iCAN and go to the Food Distribution Program.
2. Click **Agencies** in the dark blue bar.



3. Click **Orders**.



4. Click **Open Orders**.



5. Click *Continue*.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023

Open Orders

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Order Search

Program Year: 2022 - 2023
Program: NSLP
Agency: YOUR SCHOOL - 5555555
Agency Number:

[Continue >>](#) [Cancel](#)

6. Click *New Order*.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023

Open Orders - NSLP

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Order Number	Delivery Location	Warehouse	Delivery Period	Actions
No Open Orders exist - Click on New Order below				

[< Back](#) [New Order](#)

- The drop-down boxes will show your Agency name and the state contracted warehouse. If you are authorized to place orders for multiple Agencies (such as a Food Service Management Company), you will need to change the delivery location for each Agencies order. Click **Continue**.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023

New Order - NSLP ADD

Agency: **YOUR SCHOOL**
 Agency Number: 5555555

Delivery Location:

Warehouse:

- Make sure the delivery period shows the correct order month. The Available Non-Allocated Inventory column shows the number of cases available to order. Place the number of cases you would like to order in the boxes under the Non-Allocated Order Quantity column.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Combined Order > Program Year: 2022 - 2023

Order Form - NSLP
New Order ADD

Agency: **YOUR SCHOOL**
 Agency Number: 5555555

Delivery Information

Warehouse: Nordica Warehouses Inc. | Delivery Period:

Delivery Location: Your School | Delivery Type: Carrier Delivery
 Delivery Address: 800 Governors Drive | Contact: Darcy Beougher (605) 773-4673
 Pierre, SD 57501

Order Generate Excel File

Commodity	Available Current Allocation	Allocation Order Quantity	Available Non-Allocated Inventory	Non-Allocated Order Quantity	Total Order Quantity
Bonus Commodities					
100117 - Chicken Fajita Strips Pack Size: 30 LB / Cases Facts USDA Value: \$107.54	0	<input type="text" value="0"/>	1,300	<input type="text" value="5"/>	5
Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00					

9. The Order Form may have Bonus Commodities listed. Bonus Commodities do not use entitlement. If you need to use your entitlement, check to see if the product you want to order is in the Entitlement Commodities list.

Commodity	Current Allocation	Order Quantity	Allocated Inventory	Order Quantity	Order Quantity
Bonus Commodities					
100216 - Apricots, Diced #10 Can Pack Size: 6/#10 cans / Cases Facts USDA Value: \$33.51 Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00	0	<input type="text" value="0"/>	737	<input type="text" value="0"/>	0
110541 - Applesauce Unsweetened Canned Pack Size: 6/#10 / Cases Facts USDA Value: \$23.07 Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00	0	<input type="text" value="0"/>	211	<input type="text" value="0"/>	0
110859 - Mixed Berries, Cup, Frozen Pack Size: 96/4 oz cups / Cases Facts USDA Value: \$38.40 Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00	0	<input type="text" value="0"/>	295	<input type="text" value="0"/>	0
Entitlement Commodities					
100216 - Apricots, Diced #10 Can Pack Size: 6/#10 cans / Cases Facts USDA Value: \$33.51 Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00	0	<input type="text" value="0"/>	320	<input type="text" value="0"/>	0
100329 - Tomatoes, Diced, No Salt added #10 Pack Size: 6/#10 cans / Cases Facts USDA Value: \$14.65	0	<input type="text" value="0"/>	105	<input type="text" value="0"/>	0

10. The State of South Dakota procures some processed items and offers them to SFAs on the Monthly Order form. These items have a Processing Fee. **It is the SFA's responsibility to pay the processing fee for each case ordered.** The Order Form lists the processed product available and the processing fee.

110859 - Mixed Berries, Cup, Frozen Pack Size: 96/4 oz cups / Cases Facts USDA Value: \$38.40 Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00	0	<input type="text" value="0"/>	514	<input type="text" value="0"/>	0
300102 - Tyson-FC Beef Patty Crumbles Pack Size: 8/80 oz packs / Cases Facts USDA Value: \$72.15 Processing Fee: \$37.70 S&H Fee: Total Unit Cost: \$37.70	0	<input type="text" value="0"/>	4	<input type="text" value="0"/>	0

- After you have entered your items on the Order Form, Click the **Certify Box** and then **Save**.

S&H Fee: Total Unit Cost: \$37.70			
300104 - Tyson-FC Sliced Beef			
Pack Size: 192/2.5 oz / Cases Facts USDA Value: \$100.34			
0	<input type="text" value="0"/>	1	<input type="text" value="1"/>
Processing Fee: \$65.97 S&H Fee: Total Unit Cost: \$65.97			
300407 - Turkey & Gravy-Pre-Cooked			
Pack Size: 4/7# Bags / Cases USDA Value: \$23.01			
0	<input type="text" value="0"/>	3	<input type="text" value="3"/>
Processing Fee: \$49.22 S&H Fee: Total Unit Cost: \$49.22			
Totals:		0	0

Entitlement			
Remaining:	\$5,250.00	S&H Fees:	\$0.00
Used: (Non-Allocated Only)	\$0.00	Processing Fees:	\$0.00

The Processing Fee includes a \$0.50 per case handling fee. of the processing fee displayed represents the admin fee for the procurement.

Certification


By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Calculate Entitlement

Save Cancel

- When the order is saved, you will receive a message stating, "Your Order # has been submitted successfully." Click **Finished**.

Food Distribution Program



Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Combined Order > Program Year: 2022 - 2023

Order Form - NSLP Order #16178

Agency: **YOUR SCHOOL**
Agency Number: 5555555

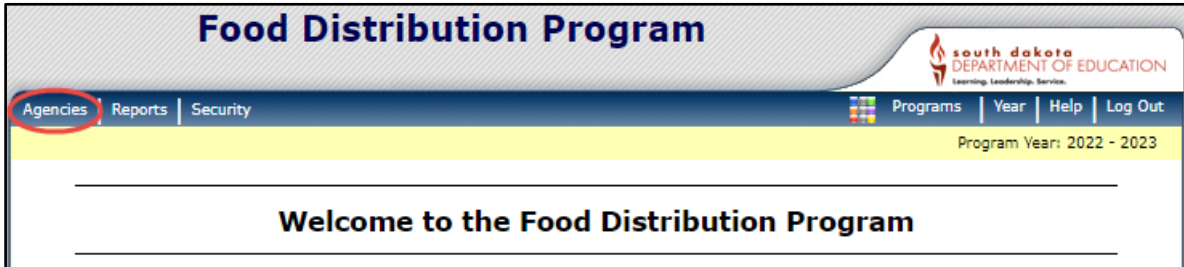
Your Order #16178 has been submitted successfully.

< Edit **Finished**

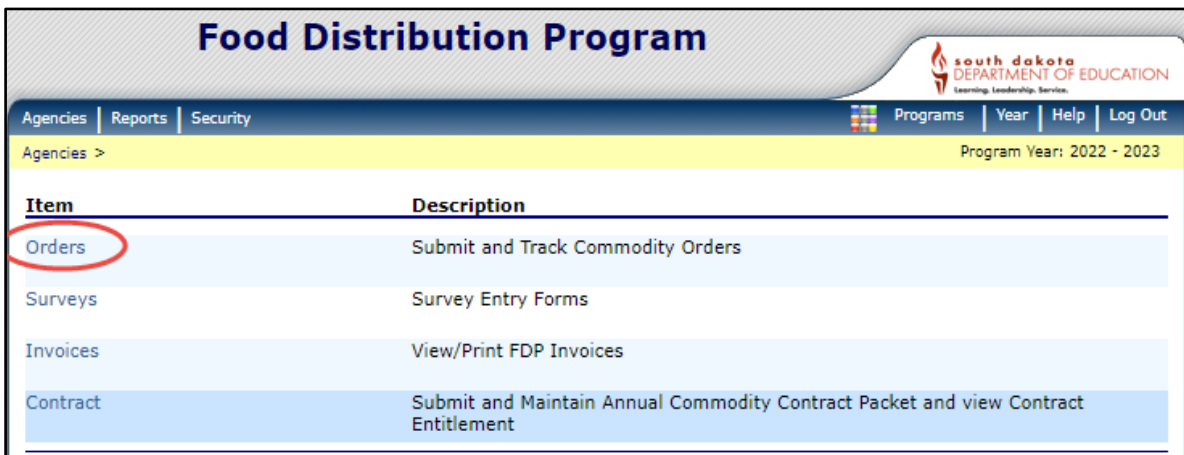
Modifying or Deleting a Food Order

To modify a food order:

1. The order form can be modified until the order closes. No further changes can be made once the order form closes. Click **Agencies**.



2. Click **Orders**.



3. Click **Open Orders**.



4. Click **Continue**.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023

Open Orders

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Order Search

Program Year: 2022 - 2023
Program: NSLP
Agency: YOUR SCHOOL - 5555555
Agency Number:

[Continue >>](#) [Cancel](#)

5. Click **Modify**.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023


Open Orders - NSLP

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Order Number	Delivery Location	Warehouse	Delivery Period	Actions
16178	Your School	Nordica Warehouses Inc.	04/24/2023 - 04/28/2023	View Modify Delete

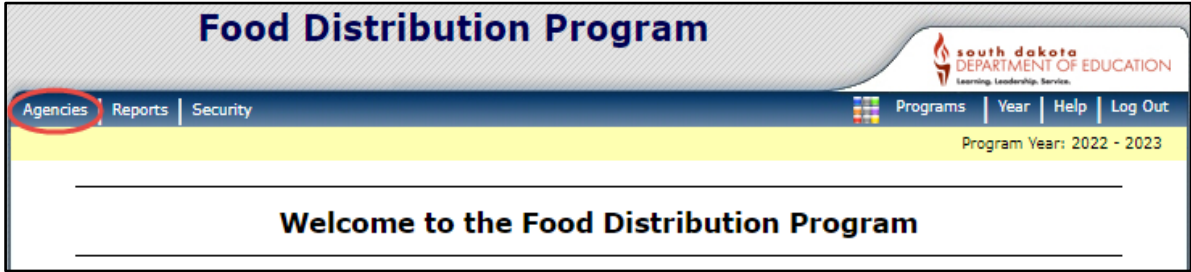
[< Back](#) [New Order](#)

6. Place the changes in the **Non-Allocated Order Quantity Box**. Click **Certify** and **Save**.

Commodity	Available Current Allocation	Allocation Order Quantity	Available Non-Allocated Inventory	Non-Allocated Order Quantity	Total Order Quantity
Bonus Commodities					
100117 - Chicken Fajita Strips Pack Size: 30 LB / Cases Facts USDA Value: \$107.54	0	<input type="text" value="0"/>	1,300	<input type="text" value="5"/>	5
Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00					
100158 CCC - Beef Fine Ground, 85/15 Frozen Pack Size: 4/10 / Cases Facts USDA Value: \$117.28	0	<input type="text" value="0"/>	1,000	<input type="text" value="0"/>	0
Processing Fee: \$0.00 S&H Fee: Total Unit Cost: \$0.00					
Entitlement Commodities					
301002 - Chicken Tender Fritter FC CN WG Pack Size: 150 Servings / Cases Facts USDA Value: \$14.90	0	<input type="text" value="0"/>	98	<input type="text" value="0"/>	0
Processing Fee: \$59.29 S&H Fee: Total Unit Cost: \$59.29					
Totals:		0		6	6
Entitlement					
Remaining:	\$197.38		S&H Fees:	\$0.00	
Used: (Non-Allocated Only)	\$22.25		Processing Fees:	\$0.00	
The Processing Fee includes a \$0.50 per case handling fee.					
Certification					
 By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).					
<input type="button" value="Calculate Entitlement"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>					

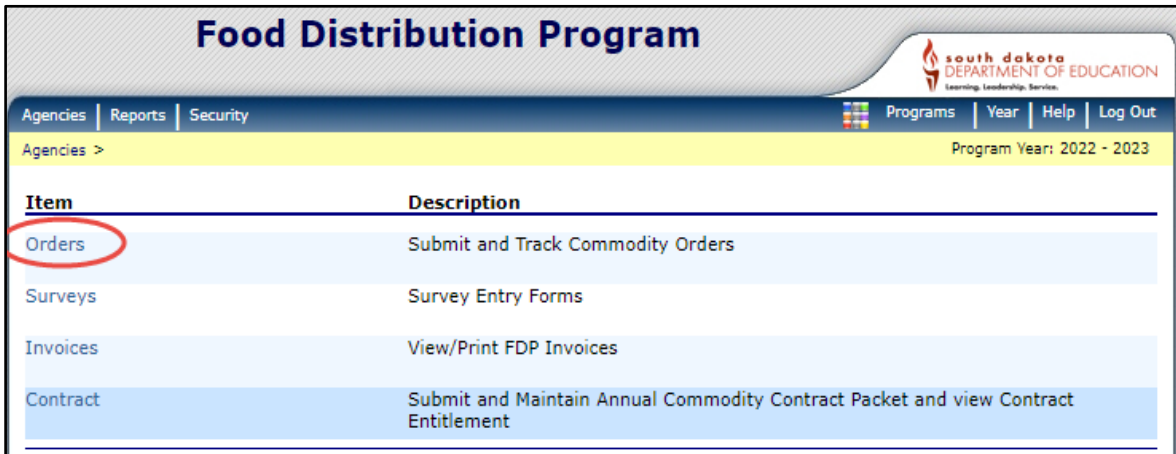
To delete a food order:

1. Orders can be deleted until the order form closes. Once the order form closes, the order cannot be deleted. Click **Agencies**.



The screenshot shows the top navigation bar of the Food Distribution Program website. The 'Agencies' link is circled in red. The page title is 'Food Distribution Program' and the South Dakota Department of Education logo is visible in the top right corner. The program year is listed as 2022 - 2023. The main content area displays 'Welcome to the Food Distribution Program'.

2. Click **Orders**.



The screenshot shows the 'Agencies' page with a table of menu items. The 'Orders' item is circled in red. The table lists the following items and descriptions:

Item	Description
Orders	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Invoices	View/Print FDP Invoices
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement

3. Click **Open Orders**.



The screenshot shows the 'Orders' page with a table of menu items. The 'Open Orders' item is circled in red. The table lists the following items and descriptions:

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipment OS&D Reporting	Report on Shipment Overages, Shortages & Damages

A '< Back' button is located at the bottom center of the page.

4. Click **Continue**.

Food Distribution Program

Agencies | Reports | Security Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023

Open Orders

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Order Search

Program Year: 2022 - 2023 ▾
Program: NSLP ▾
Agency: YOUR SCHOOL - 5555555 ▾
Agency Number:

5. Click the light blue word **Delete** under the Actions column.

Food Distribution Program

Agencies | Reports | Security Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023

Open Orders - NSLP

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Order Number	Delivery Location	Warehouse	Delivery Period	Actions
16178	Your School	Nordica Warehouses Inc.	04/24/2023 - 04/28/2023	View Modify Delete

6. The items ordered will show on the screen. Click **Delete Order**.

Agencies > Orders > Program Year: 2022 - 2023

Agency Order - NSLP DELETE

Agency: **YOUR SCHOOL**
 Agency Number: 5555555

Order Number: 16178	Order Status: Open
Batch Number: N/A	Delivery Period: 04/24/2023 - 04/28/2023
Warehouse: Nordica Warehouses Inc.	Date Entered: 03/10/2023
Deliver To: Your School	Entered by: dbeougher
800 Governors Drive Pierre, SD 57501	Date Processed:
	Delivery Date:

Bonus Commodities

Item	Description	Pack Size	Total Ent. Value	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
100117	Chicken Fajita Strips	30 LB	\$0.00	\$0.000	\$0.00	5	0	\$0.00
Totals			\$0.00	\$0.00	\$0.00	5	0	\$0.00

Entitlement Commodities

Item	Description	Pack Size	Total Ent. Value	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
100307	Beans, Green Low-Sodium Can	6/#10	\$22.25	\$0.000	\$0.00	1	0	\$0.00
Totals			\$22.25	\$0.00	\$0.00	1	0	\$0.00
Grand Total			\$22.25	\$0.00	\$0.00	6	0	\$0.00

Created By: dbeougher On: 03/10/2023 10:37:13 AM

7. Click **Finished**.

Food Distribution Program

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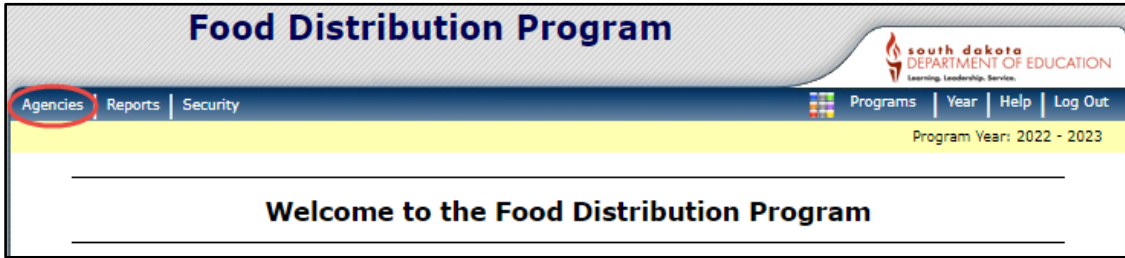
Agencies | Reports | Security Programs | Year | Help | Log Out

Agencies > Orders > Program Year: 2022 - 2023

The order was deleted successfully

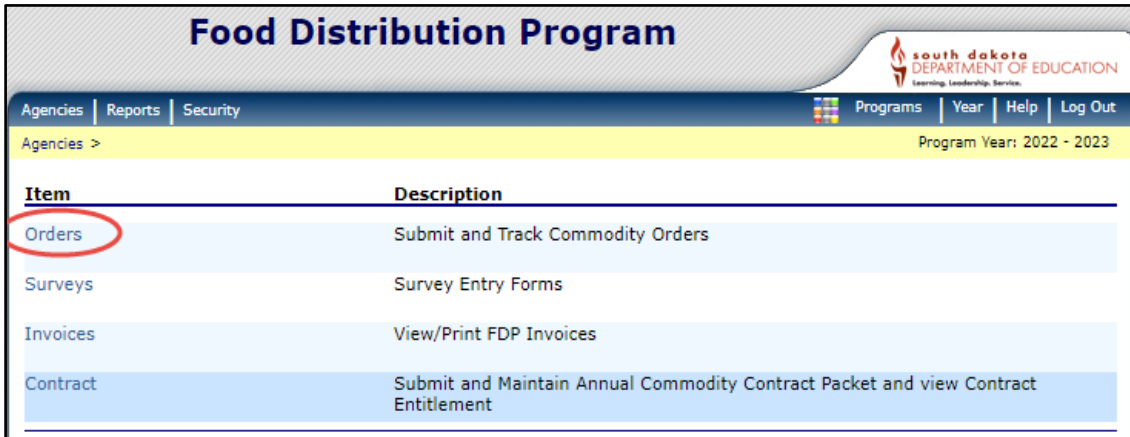
Order Inquiry

1. Click **Agencies**.



The screenshot shows the top navigation bar of the Food Distribution Program website. The 'Agencies' link is circled in red. The page title is 'Food Distribution Program' and the South Dakota Department of Education logo is visible in the top right corner. The program year is listed as 2022 - 2023. The main content area displays 'Welcome to the Food Distribution Program'.

2. Click **Orders**.



The screenshot shows the 'Agencies' page with a table of menu items. The 'Orders' item is circled in red. The table lists the following items:

Item	Description
Orders	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Invoices	View/Print FDP Invoices
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement

3. Click **Order Inquiry**.



The screenshot shows the 'Orders' page with a table of menu items. The 'Order Inquiry' item is circled in red. The table lists the following items:

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipment OS&D Reporting	Report on Shipment Overages, Shortages & Damages

A '< Back' button is located at the bottom center of the page.

4. There are several drop-down boxes to search for an order. Orders can be displayed by Delivery Date, Order Number, or Commodity. The order number is selected by default in the iCAN System. Once you have made your selection, click **Continue**.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Orders > Order Inquiry > Program Year: 2022 - 2023

Order Inquiry

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Inquiry Criteria

Program Year: 2022 - 2023
Program: NSLP
Agency: YOUR SCHOOL-555555
Agency Number:
Delivery Location: All Delivery Locations

Delivery Date Range: From: Through:

Display Criteria

Order Status: All Orders
Display Orders By: Order Number Commodity

< Back | **Continue >>**

5. If the default order number is selected to search for an order, a list of order numbers will appear. Click the **Blue Order Number** to display your order.

Food Distribution Program


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Agencies | Reports | SecurityPrograms | Year | Help | Log Out

Agencies > Orders > Order Inquiry > Order Inquiry - NSLP >Program Year: 2022 - 2023

Order Inquiry - NSLP

Agency: YOUR SCHOOL
Agency Number: 5555555

Order Criteria

Delivery Location:	All Delivery Locations	Program Year:	2022 - 2023
Delivery Date Range	N/A	Order Status:	All Orders

Orders

Order Number	Activity	Delivery Location	Delivery Period	Order Status
16176	Activity	Your School	09/26/2022 - 09/30/2022	Deleted
16178	Activity	Your School	04/24/2023 - 04/28/2023	Deleted

[< Back](#)

6. Your Order is Displayed.

Food Distribution Program

SOUTH DAKOTA
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Agencies | Reports | Security
Programs | Year | Help | Log Out

Agencies > Orders > Order Inquiry > Order Inquiry - NSLP >
Program Year: 2022 - 2023

Agency Order - NSLP

VIEW

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Order Number: 16178	Order Status: Deleted
Batch Number: N/A	Delivery Period: 04/24/2023 - 04/28/2023
Warehouse: Nordica Warehouses Inc.	Date Entered: 03/10/2023
Deliver To: Your School 800 Governors Drive Pierre, SD 57501	Entered by: dbeougher
	Date Processed:
	Delivery Date:

Bonus Commodities

Item	Description	Pack Size	Total Ent. Value	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
There are no commodities in this list.								

Entitlement Commodities

Item	Description	Pack Size	Total Ent. Value	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
Totals			\$0.00	\$0.00	\$0.00	0	0	\$0.00
Grand Total			\$0.00	\$0.00	\$0.00	0	0	\$0.00

Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Created By: dbeougher On: 03/10/2023 10:37:13 AM
Modified By: dbeougher
On: 03/10/2023 11:38:40 AM

Overage, Shortages, and Damages Reporting (OS&D)

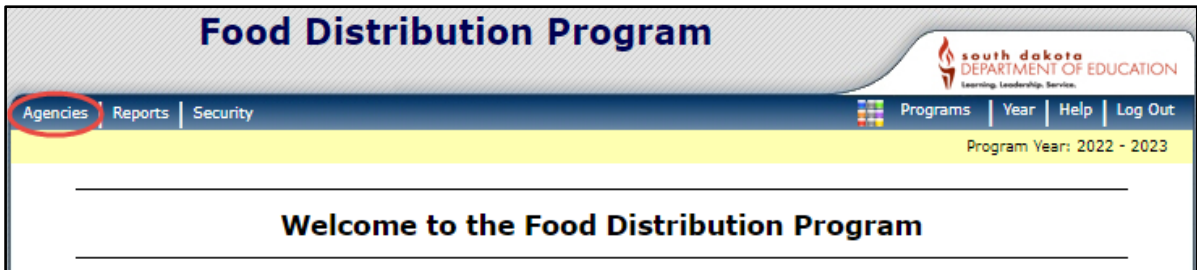
1. If your School District ***did not receive a product, received extra product, or product was damaged*** on your USDA Foods delivery, an OS&D report will need to be completed in iCAN.

Extra product received needs to be returned to the truck driver. ***Please do not accept product that you did not order.*** That product belongs to another school.

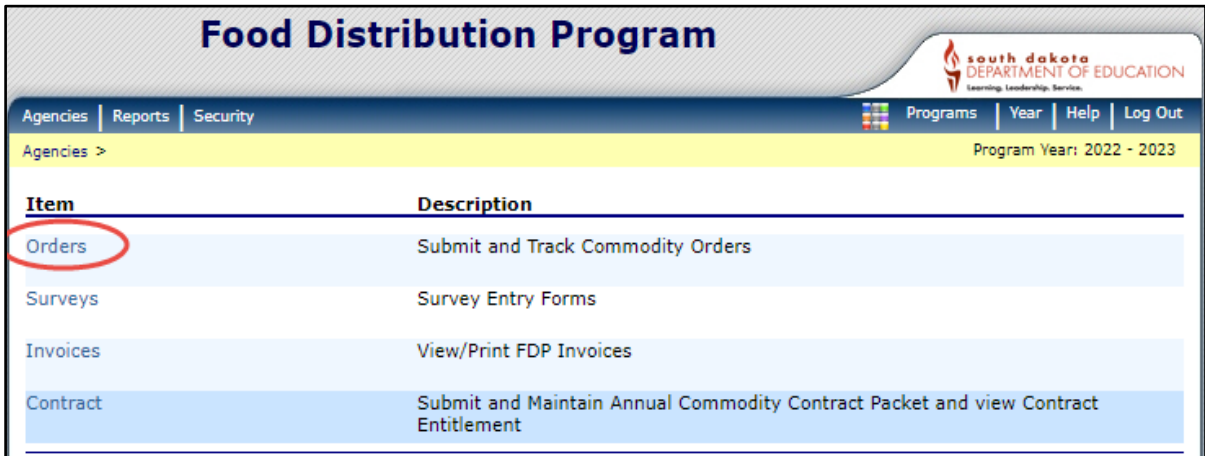
If you received extra product that was not returned to the truck driver, you will need to report the extra product on the OS&D report.

Schools have five (5) days after their delivery is received to complete the OS&D report.

1. Click ***Agencies***.



2. Click ***Orders***.



3. Click **Shipment OS&D Reporting**.

The screenshot shows the 'Food Distribution Program' interface. At the top, there is a navigation bar with 'Agencies', 'Reports', and 'Security' on the left, and 'Programs', 'Year', 'Help', and 'Log Out' on the right. Below this, a breadcrumb trail reads 'Agencies > Orders >'. The main heading is 'Orders'. A table with two columns, 'Item' and 'Description', lists the following items:

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipment OS&D Reporting	Report on Shipment Overages, Shortages & Damages

A '< Back' button is located at the bottom center of the page.

4. Orders can be displayed by the order number, delivery date range, or click **Display Shipments**.

The screenshot shows the 'Food Distribution Program' interface for 'Overages, Shortages & Damages (OS&D) Reporting'. The breadcrumb trail is 'Agencies > Orders > Shipment OS&D Reporting >'. The main heading is 'Overages, Shortages & Damages (OS&D) Reporting'. Below this is a 'Shipment Search' section with the following fields:

- Program Year: 2022 - 2023
- Program: NSLP
- Agency: YOUR SCHOOL-5555555
- Agency Number: [Empty field]
- Order Number: (Optional) [Empty field]
- Delivery Date Range: (Optional) From: [Empty field] Through: [Empty field]

At the bottom, there are two buttons: '< Back' and 'Display Shipments', with the latter being circled in red.

5. A list of Shipments will be displayed. If the word **report** is not in light blue, you have missed the reporting deadline. Click **Report**.

Food Distribution Program

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[Agencies](#) | [Reports](#) | [Security](#)
[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Agencies > Orders > Shipment OS&D Reporting > Program Year: 2022 - 2023

Overages, Shortages & Damages (OS&D) Reporting - NSLP

Agency: YOUR SCHOOL

Agency Number: 5555555

Shipment Criteria

Order Number: All Orders **Program Year:** 2022 - 2023

Delivery Date Range: All Delivery Dates

Shipments

Order Number	Delivery Location	Ship Date	Reporting Due Date	Status	Action
16179	Your School	04/24/2023	05/04/2023	Not Reported	Report View
16180	Your School	09/26/2022	10/06/2022	Not Reported	Report View

[< Back](#)

- If you did not receive product, put a zero in the Units Received Box. Type a summary in the comments section. Check the I hereby acknowledge receipt box, click continue.

Food Distribution Program

Agencies | Reports | Security
Programs | Year | Help | Log Out

Agencies > Orders > Shipment OS&D Reporting >
Program Year: 2022 - 2023

Overages, Shortages & Damages (OS&D) Report - NSLP

Agency: **YOUR SCHOOL**
 Agency Number: 5555555

Shipment Information

Program Year: 2022 - 2023	Delivery Location: Your School
Order Number: 16179	800 Governors Drive
Ship Date: 04/28/2023	Pierre, SD 57501

Commodities

Enter the number of undamaged units that were received. Report damaged units received as Units Damaged.

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
100117	Chicken Fajita Strips	30 LB	10	0	0
100307	Beans, Green Low-Sodium Can	6/#10	2	2	0

Comments:

Did not receive 10 cases Chicken Fajita

Order Receipt

By Submitting this over/short/damages report you have noted any discrepancies and acknowledge receipt of the above listed USDA donated foods previously ordered by this facility.

I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.

Pam McCown	03/13/2023
Food Service Director	Date

< Back
Continue >>
Cancel

- Click **Submit Report**.

Order Receipt

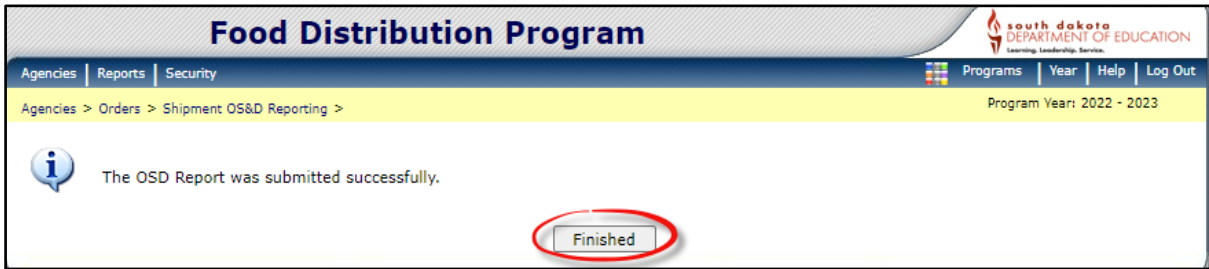
By Submitting this over/short/damages report you have noted any discrepancies and acknowledge receipt of the above listed USDA donated foods previously ordered by this facility.

I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.

Pam McCown	03/13/2023
Food Service Director	Date

< Back
Submit Report
Cancel

- A message appears the OSD report was submitted successfully. Click **Finished**.



- If product was damaged and returned to the truck driver, place the number of cases damaged in the **Units Damaged** column. Do not report damaged product if it's usable; example, if only one can is damaged in a case, you cannot report the whole case as damaged. Type a summary in the comments section, check the I hereby acknowledge receipt box and click **Continue**.

The screenshot shows the 'Overages, Shortages & Damages (OS&D) Report - NSLP' form. It includes sections for Agency Information, Shipment Information, Commodities, Comments, and Order Receipt. The Commodities table has three columns: Item Number, Commodity, Pack Size, Units Shipped, Units Received, and Units Damaged. The 'Units Damaged' column for 'Chicken Fajita Strips' is highlighted in red with the value 5. The Comments section contains the text '5 cases damaged and returned to driver'. The Order Receipt section has a checked box for 'I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.' and a signature line for Pam McCown dated 03/13/2023.

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
100117	Chicken Fajita Strips	30 LB	10	5	5
100307	Beans, Green Low-Sodium Can	6/#10	2	2	0

- Click **Submit Report**.

Order Receipt

By Submitting this over/short/damages report you have noted any discrepancies and acknowledge receipt of the above listed USDA donated foods previously ordered by this facility.

I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.

Pam McCown 03/13/2023
 Food Service Director Date


[< Back](#) **Submit Report** [Cancel](#)

- A message appears the OSD report was submitted successfully. Click **Finished**.

Food Distribution Program

Agencies | Reports | Security Programs | Year | Help | Log Out

Agencies > Orders > Shipment OS&D Reporting > Program Year: 2022 - 2023

 The OSD Report was submitted successfully.

Finished

- 8. If you received additional cases of product you ordered, enter the number of cases you received in the **Units Received Column** and type a summary in the comments section. If you received product you did not order, type the product and number of cases you received in the comments section. Check the I hereby acknowledge receipt box and click **Continue**.

Agencies | Reports | Security | Learning, Leadership, Service | Programs | Year | Help | Log Out

Agencies > Orders > Shipment OS&D Reporting > Program Year: 2022 - 2023

Overages, Shortages & Damages (OS&D) Report - NSLP

Agency: **YOUR SCHOOL**
 Agency Number: 5555555

Shipment Information

Program Year: 2022 - 2023 Delivery Location: Your School
 Order Number: 16179 800 Governors Drive
 Ship Date: 04/28/2023 Pierre, SD 57501

Commodities

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
100117	Chicken Fajita Strips	30 LB	10	12	0
100307	Beans, Green Low-Sodium Can	6/#10	2	2	0

Comments:
 Received 2 extra cases Chicken Fajita
 Received 2 cases Tyson Beef Crumbles that wasn't ordered

Order Receipt

By Submitting this over/short/damages report you have noted any discrepancies and acknowledge receipt of the above listed USDA donated foods previously ordered by this facility.

I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.

Pam McCown 03/13/2023
 Food Service Director Date

< Back **Continue >>** Cancel

- Click **Submit Report**.

Order Receipt

By Submitting this over/short/damages report you have noted any discrepancies and acknowledge receipt of the above listed USDA donated foods previously ordered by this facility.

I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.

Pam McCown 03/13/2023
 Food Service Director Date

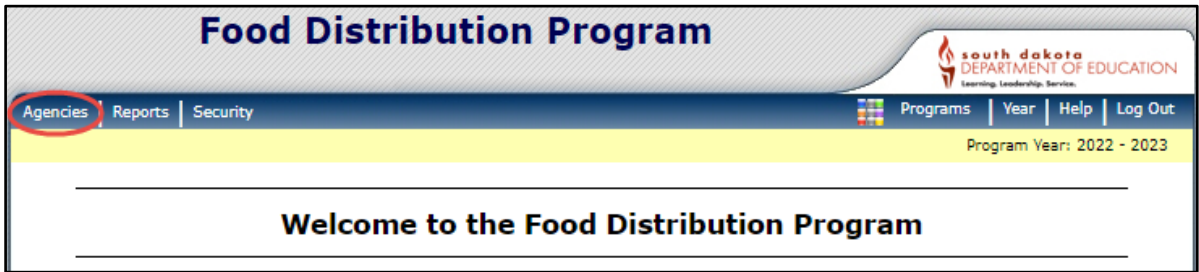
< Back **Submit Report** Cancel

- A message appears the OSD report was submitted successfully. Click **Finished**.

The screenshot displays the 'Food Distribution Program' web interface. At the top, there is a header with the title 'Food Distribution Program' and the South Dakota Department of Education logo. Below the header is a navigation menu with links for 'Agencies', 'Reports', and 'Security'. A secondary navigation bar includes 'Programs', 'Year', 'Help', and 'Log Out'. The main content area shows a breadcrumb trail: 'Agencies > Orders > Shipment OS&D Reporting >'. A message icon (an 'i' in a circle) is followed by the text 'The OSD Report was submitted successfully.'. Below this message is a button labeled 'Finished', which is circled in red.

Invoices

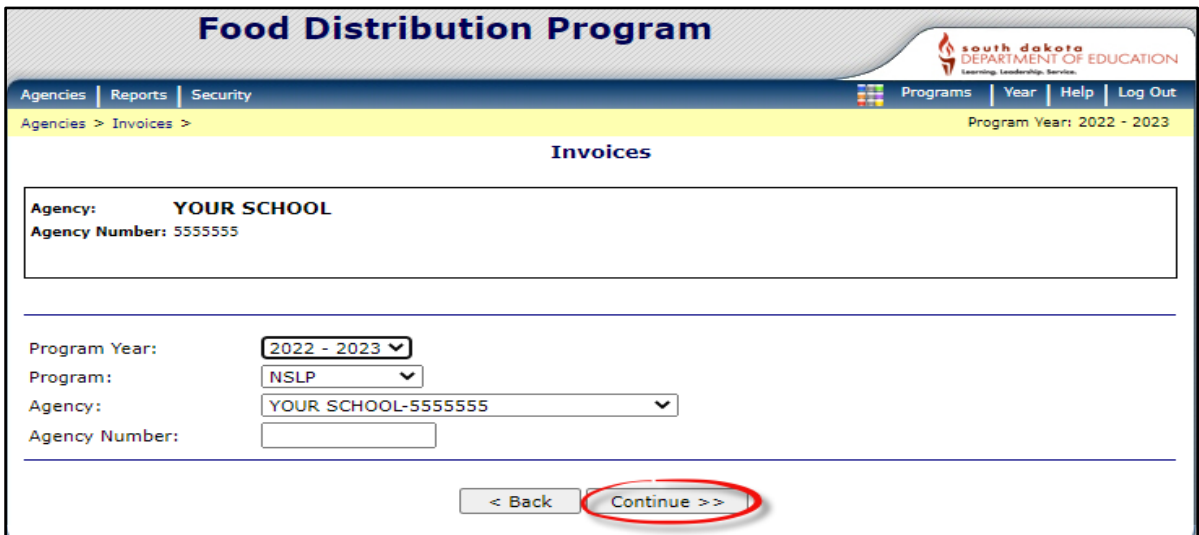
1. Invoices are automatically emailed to the Billing Contact listed on the Food Distribution Contract. Schools have **30 days** to pay their invoice. To find your invoice, Click **Agencies**.



2. Click **Invoices**.



3. Click **Continue**.



4. A list of Invoices will appear. Click the blue **Invoice Number**.

Food Distribution Program

[Agencies](#) | [Reports](#) | [Security](#)

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[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Agencies > Invoices >Program Year: 2022 - 2023

FDP Invoice Listing

Agency: YOUR SCHOOL
Agency Number: 5555555

Show All Invoices
 Show Outstanding Invoices Only

Any balance over 30 days may result in future distributions being put on hold.

Invoices

Invoice Number	Invoice Date	Due Date	Invoice Type	Invoice Amount	Balance
23 011910	03/13/2023	04/12/2023	Orders - Warehouse	\$118.58	\$118.58
23 011909	03/13/2023	04/12/2023	Orders - Warehouse	\$0.00	\$0.00
Totals:				\$118.58	\$118.58

- Click the disk icon with the arrow at the top of the screen and choose a program to download the invoice to. Invoices are best displayed as a PDF.

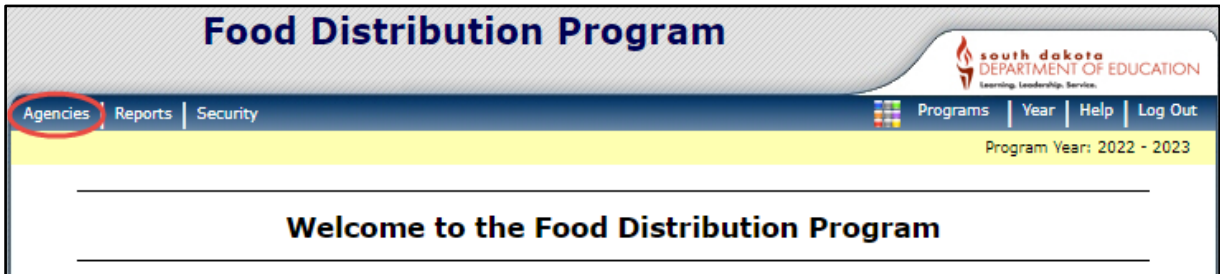
The screenshot shows a web-based invoice viewer. At the top, there is a navigation bar with a search box containing '1 of 1' and a 'Find | Next' button. To the right of the search box is a download icon (a floppy disk with an arrow) circled in red. A dropdown menu is open from this icon, listing various file formats: Word, Excel, PowerPoint, PDF (highlighted in blue and circled in red), TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. Below the navigation bar, the word 'INVOICE' is centered. The main content area is divided into two columns. The left column contains the following text: 'SD Dept. of Ed. - Child and Adult Nutrition Services', 'Food Distribution Program', '(605) 773-4353', 'Vendor # 5555555', 'Bill To:', 'YOUR SCHOOL', 'Darlan Schaefer', '800 Governors Drive', 'Pierre, SD 57501'. The right column contains: 'Remit To:', 'SD Dept. of Ed. - Child and Adult Nutrition Services', 'Child and Adult Nutrition Services', '800 Governors Drive', 'Pierre, SD 57501-2294'. Below this text is a table with the following columns: 'Item Number', 'Commodity', 'Units', 'Total Weight', 'Unit Admin Fee', '* Unit Processing Fee', 'Unit S & H Fees', and 'Total'. The table contains one data row: '301002', 'Chicken Tender Fritter FC CN WG', '2', '69', '0.0000', '59.2900', '0.0000', '118.58'. Below the table, there are four summary rows: 'Total Administrative Fees: \$0.00', 'Total Processing Fees: \$118.58', 'Total S & H Fees: \$0.00', and 'Other Charges/Credits: \$0.00'.

- Once the invoice is downloaded, it can be printed or saved to your computer.

Food Distribution Contract

In the Food Distribution Contract, you will find the names of the individuals designated as your school district’s Food Distribution Program, Ordering and Billing contacts. These are the individuals who will receive emails from the CANS Food Distribution Office, and the automated emails generated from the iCAN system. It is important to notify CANS as soon as possible if there are changes to these contacts for your SFA.

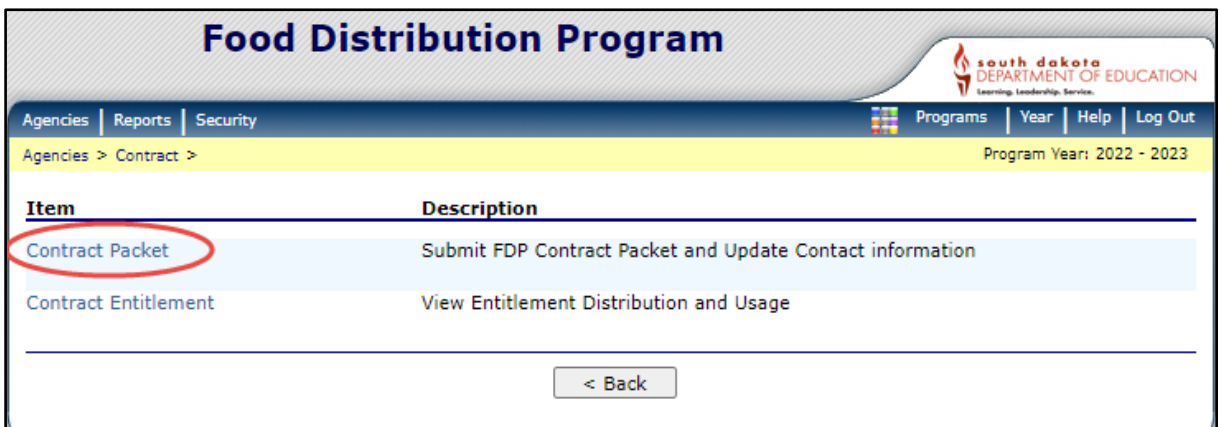
1. To find the Food Distribution Contract, click **Agencies**.



2. Click **Contract**.



3. Click **Contract Packet**.



4. Click **Continue**.

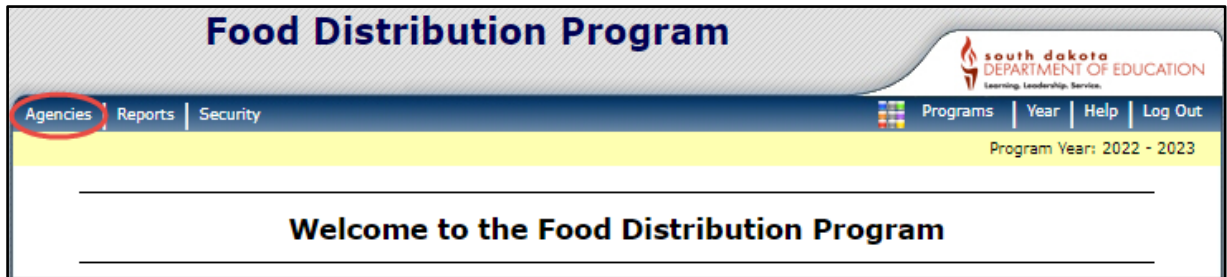
5. Your Agencies Food Distribution Contract will display. To change the Program, Billing, or Ordering Contacts an iCAN User Request will need to be completed and emailed to doe.icanhelp@state.sd.us.

Action	Form Name	Status
View	FDP Contract	
View	✓ Agency Information Update/Certification	Certified
Contacts:		
View	✓ Program Contact: Pam McCown (605) 773-6157 pam.mccown@state.sd.us	Certified
View	✓ Ordering Contact: Darcy Beougher (605) 773-4673 darcy.beougher@state.sd.us	Certified
View	✓ Billing Contact: Darian Schaefer (605) 773-3413 darian.schaefer@state.sd.us	Certified
Delivery Locations:		
View	Your School Warehouse(s):	

Completing the Annual Survey

SFAs (Agencies) provide information on the annual surveys about how they want to spend their entitlement in the upcoming school year. If the Annual Surveys aren't completed by the deadline, your SFA (Agency) will not be able to participate in DoD Fresh/FFAVORS or Bulk Processing for the upcoming school year.

1. To find the Annual Survey's, click **Agencies**.



2. Click **Surveys**



- The example below shows the 22-23 school year. In February of the 22-23 school year, agencies complete 23-24 school year information. Select the 2023-2024 program year in the drop-down box and click **Continue**.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Surveys > Program Year: 2022 - 2023

Survey Entry

Agency: YOUR SCHOOL
Agency Number: 5555555

Survey Search

Program Year: 2023 - 2024
Program: NSLP
Agency: YOUR SCHOOL - 5555555
Agency Number:

- A list of the Annual Surveys are displayed. Choose the blue survey number to fill out each survey.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Agencies > Surveys > Program Year: 2023 - 2024

Survey Entry - NSLP

Agency: YOUR SCHOOL
Agency Number: 5555555

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
194	Submitted	Annual Request Survey	23-24 Annual Survey Request	02/22/2023	Open
197	Not Submitted	DoD / NOI Survey	23-24 Bulk Pound Request Survey	02/22/2023	Open
195	Not Submitted	Monthly/Processed Order Survey	23-24-Processes Item Survey	02/22/2023	Open
199	Submitted	DoD / NOI Survey	23-24 DoD Fresh/FFAVORS Survey	04/01/2023	Open

Annual Request Survey

- Agencies select what USDA foods they want on the annual survey when the pre-survey is completed in January. The majority of USDA foods selected on the pre-survey is placed on the Annual Request Survey. The results of the Annual Request Survey help the State Agency determine how much product to bring into the state contracted warehouse for the upcoming school year.
- Schools order USDA products on the monthly order form in iCAN.
- South Dakota can only order a USDA product if there is a minimum of ¼ truckload requested on the survey.
- Please request **ONLY** what your school will use in the upcoming school year. Over estimating causes excess product in the warehouse.

1. Place the case amounts you will use in the upcoming school year in the ***Requested Units*** column

Annual Request Commodities			
<input type="checkbox"/> Check here to indicate you will not participate in <input type="text" value="23-24"/> Annual Survey.			
Commodity	Unit Type	Shipped Last Year	Requested Units
110541 - Applesauce Unsweetened Canned / Facts Entitlement Pack Size: 6/#10 / Cases Est. Value: \$23.07 S&H Fee: \$0.00	Cases	0	<input type="text" value="5"/>
110361 - Applesauce, Cups Unsweetened 4.5oz / Facts Entitlement Pack Size: 96/4.5 oz/case / Cases Est. Value: \$15.67 S&H Fee: \$0.00	Cases	0	<input type="text" value="10"/>
100359 - Beans, Black Turtle 6/#10 Can / Facts Entitlement Pack Size: 6/#10 cans / Cases Est. Value: \$14.98 S&H Fee: \$0.00	Cases	0	<input type="text" value="20"/>

2. Click ***Save*** and ***Finished***

DoD Fresh/FFAVORS Survey

- The Department of Defense’s (DoD) Fresh Fruit and Vegetable Program can be used for the National School lunch and/or Breakfast programs. SFAs can request a portion, or all their entitlement to be placed in the DoD Fresh/FFAVORS program to order fresh fruit and/or vegetables. Once the State Agency makes the DoD Fresh/FFAVORS entitlement commitment is made to DoD, the entitlement request cannot be revised.
- Please be as accurate as possible when forecasting your entitlement allocation. Only 75% of your full request will be added to the DoD Fresh/FFAVORS program in July. The additional 25% will be added as long as your SFA (Agency) is spending.
- To accurately forecast DoD Fresh/FFAVORS, figure out what you spend a week on fresh fruit and vegetables. Multiply your weekly produce expenditures by 4 weeks to get a monthly expense total. Multiply the monthly expense total by 9; (nine months in the school year). If you plan to use your DoD Fresh/FFAVORS through June multiply your monthly spending by 10 months. **Entitlement remaining in DoD Fresh/FFAVORS cannot be rolled into the next school year.**

1. In iCAN, fill in the **Units to Process** box using the amount of entitlement you want placed in your DoD Fresh/FFAVORS account. 1 unit = \$1. The example below shows \$4,500 requested. Only use the first line of boxes on this survey. Select Department of Defense FFAVOR as the processor.

Survey Form - NSLP

Agency: **YOUR SCHOOL**
Agency Number: 5555555

Survey Information

Survey Number: 199	Survey Type: DoD / NOI Survey
Due Date: 04/01/2023	Survey Name: 23-24 DoD Fresh/FFAVORS Survey

Special Instructions

Survey Form

Check here to indicate you **will not** participate in this survey.

Commodity	Unit Type	Units Diverted	Units to Process	Processor
DoDEnt - FFAVORS Entitlement Pack Size: 1 pound unit Est. USDA Value: \$1.00 Admin Fee: \$0.000 Min. Units: 150 Min. Units to Multiple Processors: 150	Pounds	0	<input style="width: 50px;" type="text" value="4500"/>	<input style="width: 150px;" type="text" value="Department of Defense FFAVOR"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>
		0	<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text"/>

2. Check the **Certification Box** and **Continue**.

Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

3. **Submit Survey.**

Processing Item Survey

- This survey contains a list of processed food items the State Agency procures and orders to bring into the state contracted warehouse.
- Agencies order the processed items on the monthly order form in iCAN.
- Processed items include a processing fee that agencies are responsible to pay, so that is something to keep that in mind when forecasting your menus and budget.

1. In iCAN, fill in the case amounts you will use per month for each processing product.

Commodity	Unit Type	Units					
301007 - Chicken Chunk Fritter FC CN WG Entitlement Pack Size: 750/.69oz/bag / Facts Est. USDA Value: \$14.37 Processing Fee: \$39.50 S&H Fee: \$0.000 Total per Unit \$39.50	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text" value="1"/>
		Oct	<input type="text" value="2"/>	Nov	<input type="text" value="2"/>	Dec	<input type="text"/>
		Jan	<input type="text"/>	Feb	<input type="text"/>	Mar	<input type="text"/>
		Apr	<input type="text"/>	May	<input type="text"/>	Jun	<input type="text"/>
300201 - Chicken New Orleans Cajun #73002 Entitlement Pack Size: 240/2.85oz / Facts Est. USDA Value: \$21.11 Processing Fee: \$90.31 S&H Fee: \$0.000 Total per Unit \$90.31	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
		Oct	<input type="text" value="1"/>	Nov	<input type="text" value="1"/>	Dec	<input type="text"/>
		Jan	<input type="text"/>	Feb	<input type="text"/>	Mar	<input type="text"/>
		Apr	<input type="text"/>	May	<input type="text"/>	Jun	<input type="text"/>
301006 - Chicken Pattie Fritter FC CN WG Entitlement Pack Size: 148/3.54oz. / Facts Est. USDA Value: \$14.37 Processing Fee: \$40.87 S&H Fee: \$0.000 Total per Unit \$40.87	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text" value="5"/>
		Oct	<input type="text" value="2"/>	Nov	<input type="text"/>	Dec	<input type="text" value="4"/>
		Jan	<input type="text"/>	Feb	<input type="text"/>	Mar	<input type="text"/>
		Apr	<input type="text"/>	May	<input type="text"/>	Jun	<input type="text"/>
300204 - Chicken Tangerine #72001 Entitlement Pack Size: 176/3.9oz / Facts Est. USDA Value: \$16.48 Processing Fee: \$96.65 S&H Fee: \$0.000 Total per Unit \$96.65	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text" value="1"/>
		Oct	<input type="text" value="1"/>	Nov	<input type="text" value="1"/>	Dec	<input type="text" value="1"/>
		Jan	<input type="text"/>	Feb	<input type="text"/>	Mar	<input type="text"/>
		Apr	<input type="text"/>	May	<input type="text"/>	Jun	<input type="text"/>

2. Click **Continue**.
3. Click **Submit Survey**.

Bulk Processing Pound Survey

- Agencies request the amount of raw material pounds they need to produce full cases of end products at a processor for the upcoming school year. For example, bulk beef into beef patties.
- Agencies pound requests cannot be changed once the state agency has requested pounds at the processor. **Pounds not used by the end of the school year will be lost and cannot be rolled over to use in the next school year.**
- To forecast pounds needed to produce full cases of product, use each processors commodity calculator located at: <https://doe.sd.gov/cans/calculators.aspx>
- Bulk Processing needs to be procured by the SFA, unless the state agency has already procured those food items from a processor to bring into the warehouse.
- Check with your distributor to see if there is a minimum monthly order requirement to receive the processing product produced with bulk processing pounds.

1. In iCAN, fill in the Units to Process box. Select which processor you are requesting pounds for. If your SFA uses 100 cases of beef patties in the school year, use the commodity calculator to figure out how many pounds you need. The example below shows how many pounds it takes to make 100 cases of Beef Patties.

Survey Form - NSLP

Agency: **YOUR SCHOOL**
Agency Number: 3333333

Survey Information

Survey Number: 173	Survey Type: DoD / NOI Survey
Due Date: 06/19/2020	Survey Name: 20-21 Bulk Processing Pound Survey

Special Instructions

Enter the number of pounds to be placed at a processor. Distributors deliver the end product. Check with your distributor to see if there is a minimum order.

Survey Form

Check here to indicate you **will not** participate in this survey.

Commodity	Unit Type	Units Diverted	Units to Process	Processor
100154 - Bulk-Beef Froz Entitlement Pack Size: 60 pound carton Est. USDA Value: \$2.32 Admin Fee: \$0.000	Pounds	0	4313	Tyson Foods, Inc./Advanced Pie
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼
		0	<input type="text"/>	▼

Min. Units: 100
Min. Units to Multiple Processors: 100

2. Check the certification box at the bottom of the survey. Click **Continue**

Entitlement and Fees			
Entitlement Remaining:	\$38.18	Estimated Fees:	\$0.00
Estimated Entitlement Used:	\$0.00		

Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Calculate Entitlement **Continue >>** Cancel

3. Click **Submit Survey**

Entitlement and Fees			
Entitlement Remaining:	\$38.18	Estimated Fees:	\$0.00
Estimated Entitlement Used:	\$0.00		


Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Submit Survey < Back Cancel

4. **Please fill out each of the four surveys.** If you are not participating in a survey, check the box under the survey form that you will not participate in this survey.

Food Distribution Program



Agencies | Reports | Security Programs | Year | Help | Log Out

Agencies > Surveys > Survey Form > Program Year: 2023 - 2024

Survey Form - NSLP

Agency: **YOUR SCHOOL**
 Agency Number: 5555555

Survey Information			
Survey Number:	197	Survey Type:	DoD / NOI Survey
Due Date:	02/22/2023	Survey Name:	23-24 Bulk Pound Request Survey

Special Instructions

Enter the amount of pounds needed to produce full cases of product.

Survey Form

Check here to indicate you **will not** participate in this survey.

DoD Fresh/FFAVORS

DoD Fresh/FFAVORS is a separate site from iCAN. DoD Fresh/FFAVORS website can be found at:

<https://www.fns.usda.gov/usda-foods/fresh-fruits-and-vegetables-order-receipt-system-ffavors>

How to Obtain DoD Fresh/FFAVORS Access

- For access to FFAVORS, email South Dakota's current Department of Logistics Agency (DLA) Account Manager (DLA is the Department of Defense's contracting agency). DLA representatives must establish a user profile for each new user within FFAVORS.
- Once added to FFAVORS, an email notification is sent to the user with step-by-step instructions on how to create the eAuthentication account. Without the profile in FFAVORS, the user will not gain access to the application. For those that have an eAuthentication ID, the user profile must still be created in FFAVORS before accessing the site.
- To find the user's manual plus order and receipting guidelines, log into DoD Fresh/FFAVORS and click the help button in the upper right-hand corner.



Bulk Processing

Bulk Processing is the conversion of raw material into usable end products. The end products are ordered through a distributor at a discount. The discount reflects the value of the USDA material used in the end product.

Processors must have a National Processing Agreement with USDA and a State Participation Agreement with South Dakota to participate in bulk processing.

Schools request pounds at an approved processor on the Annual Survey every February. To find the pounds needed to produce usable product, agencies use the processors processing calculator. Processors update their commodity calculator's yearly due to changing costs. Processing calculators are located on the Child and Adult Nutrition Services website on the USDA Food Distribution for Child Nutrition Programs page under the Bulk Processing tab:

<https://doe.sd.gov/cans/calculators.aspx>.

Schools are required to monitor their pounds. Processors use either the K12Food Service site or Processor Link to report pound usage.

- K12 website <http://next.k12foodservice.com>
- Processor Link website <https://www.processorlink.com>

For more information on Bulk Processing go to USDA's Food and Nutrition website. The link to USDA Foods Processing is: <https://www.fns.usda.gov/usda-fis/processor>.

Year End Reports

Your Business Manager, or other official will need documentation of the value of the USDA Foods your SFA received in the completed school year. Depending on how your SFA spend its entitlement, you may need to run reports from several different sources. To find the total value of commodities, you would need to add the totals from the Value of Commodities Shipped report in iCAN, DoD Fresh/FFAVORS yearly spending report in the DoD Fresh/FFAVORS website (if you are using DoD Fresh), and the bulk processing pound reports (if you use bulk processing).

Important Reminders:

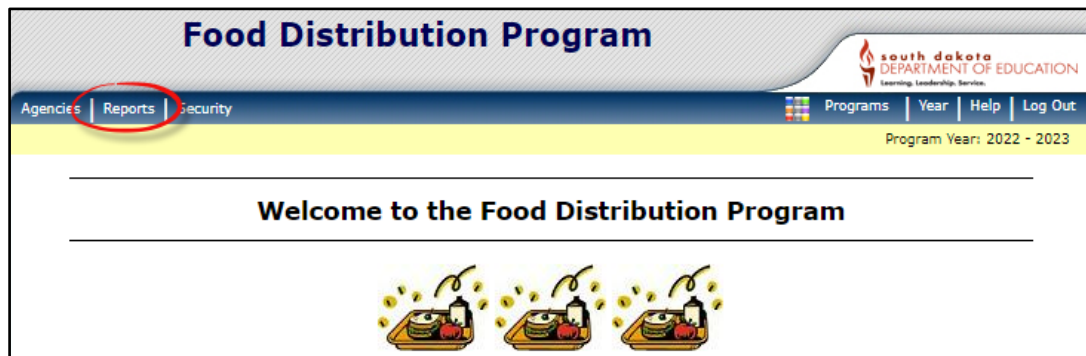
- The processing fees are recorded as an additional food cost and is not to be included in the value of commodities.
- Reports should be run after all deliveries have been received for the year.

Monthly Orders placed in iCAN

The Value of Commodities Shipped report is found in iCAN at this link.

<https://ican.sd.gov/ican/Splash.aspx>

- a. Log in to the iCAN System.
- b. Select the yellow *Food Distribution* button.
- c. Select *Reports* in the blue navigation bar.



d. Select *Value of Commodities Shipped*.

Food Distribution Program

Agencies | Reports | Security | Programs | Year | Help | Log Out

Reports > Program Year: 2022 - 2023

Food Distribution Program Reports

Report Filters

Report Group: ALL [v] [Apply Filter]

Report List

Recipient Agency Reports

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

DoD Fresh/FFAVORS

SFAs 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>.

1. Log into DoD Fresh/FFAVORS system, click on usage under reports.

Orders

[Past Due Receipts](#) *** You have receipts that are past due.

Budget

[School Budget](#)
[Import NSLP Budget](#)

Reports

Usage
[Budget Balance/Spent](#)
[Catalog](#)
[Organization/POC](#)
[User](#)
[Delivery Day](#)

My Profile

[My Profile](#)

2. Click Summary by Customer. Click view report.

3. The total DV is the amount spent. If there are two or more DV numbers, your district has more than one serving site and the numbers need to be added together for the total spent. Click on the upper left corner to print or save the report.

State name	District code	District name	Fund code	Program	Customer code	Customer name	Total DV
SD			FED	NSLP	YSD002		11,823.91
SD			FED	NSLP	YSD003		43,047.59

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.

Food Losses

Power outages are the number one cause of USDA Food losses. Schools are required to monitor refrigerator and freezer temperatures through the school year, even in the summer.

- If your school experiences a power outage, keep appliance doors CLOSED as much as possible. Opening and closing doors will release cold air and cause the safe storage time of perishable items to reduce.
- A fully stocked refrigerator will stay cold for about 4 hours. A freezer will keep its temperature for 24 hours if half full or 48 hours if full.
- If the power has been out for 4 hours, and a cooler and ice are available, transfer perishable foods in the refrigerator to the cooler to maintain a temperature of 40 °F or below. Be sure to add ice or a cold source.

After power returns

- Check the temperature of the refrigerator and freezer. If foods in both are still under 40 °F, they are safe to keep and/or refreeze. If the foods are above 40 °F, they should be discarded.
- Also check foods that were in a cooler before putting them back into the refrigerator. Discard any that are over 40 °F.
- Unsure if a food is still safe? Review these food evaluation charts that are available for refrigerated foods and the frozen foods after a power outage.
- Discard any food that has an unusual odor, color, or texture, or feels warm to the touch.
- Never taste a food to determine its safety.

If you have questions about the safety of your food, please call the USDA Meat and Poultry Hotline at 1-888-MPHotline (1-888-674-6854) or chat live with a food safety specialist at ask.usda.gov, available from 10 a.m. to 6 p.m. ET, Monday through Friday.

Report food losses to the state agency. Food losses are subject to review requirements. Processing Fees are considered an additional cost and not part of the value of the USDA food. South Dakota is unable to replace most USDA food losses. Agencies can submit a claim to their insurance company including the USDA value plus the processing fee to replace the food lost.

Food Recalls

In the event of a food recall, USDA guidance is provided, including instructions and procedures for all parties in responding to the recall. Agencies will receive guidance from the state agency in the event of a recall.

REPORT OF LOSS OF USDA FOODS

Instructions: Complete this form. Retain the original for your files and email a copy to |
DOE.Schoollunch@state.sd.us

Date/Time loss occurred and/or was discovered	
School Food Authority	
Mailing Address	
Phone Number	

List USDA Food loss below. Attach additional sheet(s) if necessary.

USDA Food	Pack Size	Pack Date	Item #	Cases Lost	Value per case	Total Value	Processing Fee per case	Processing Fee Total

Nature of Loss	
<input type="checkbox"/> Refrigeration/Freezer Failure	<input type="checkbox"/> Theft
<input type="checkbox"/> Infestation/Spoilage	<input type="checkbox"/> Fire
<input type="checkbox"/> Contamination	<input type="checkbox"/> Damage
<input type="checkbox"/> Other, please explain	

Date: _____

Printed Name: _____

Signature: _____

Frequently Asked Questions

1. Does my SFA lose entitlement next school year if entitlement isn't spent this year?

- No, entitlement is based on the previous full school year's Total Lunches Served. However, entitlement cannot be carried over from year to year, so what agencies do not use in a school year is lost.

2. How much entitlement does our SFA have left to spend?

- Open the Food Distribution Program in iCAN and go to Agencies>Contract>Contract Entitlement.

3. Where do I find my monthly order amount?

- Open the Food Distribution Program in iCAN and go to Agencies>Orders>Order Inquiry.

4. Why am I not receiving open order emails?

- Open the Food Distribution Program in iCAN and go to Agencies>Contract>Contract Packet. Make sure the contacts are correct. If the contacts are not correct, an iCAN User Request will need to be completed. If an iCAN User Request has been completed and the contacts are still not correct, email doeschoollunch@state.sd.us or icanhelp@state.sd.us.
- Occasionally, a school's firewalls will block emails. Look in your spam or junk folder to check if CANS emails are being directed to a different folder.

e. Why am I receiving a past due payment email?

- Agencies have 30 days to pay their invoices. If the payment has not been received within that 30 day timeframe, a past due notification is emailed.
- If you need to find an invoice, open the Food Distribution Program in iCAN and go to Agencies>Invoices
- Billing contacts receive the Food Distribution invoices. If your billing contact is not correct, an iCAN User Request will need to be completed.

6. Why is my invoice \$0?

- SFA's receive invoices from the Food Distribution Office when they order processing product. If you did not order processing product, your SFA will have a zero balance on the invoice.

7. Why does my school have to pay storage and shipping fees?

- Public schools' storage and shipping charges are paid with state funds. Since non-public schools do not receive any state funding, they are required to pay storage and shipping fees.

8. I have forgotten my iCAN password and I can't get into the system to place an order. What should I do?

- Email doeschoollunch@state.sd.us or icanhelp@state.sd.us and request a password reset. You will receive an email from Child Nutrition staff with instructions to reset your password.

Each person who needs access to iCAN ***must have their own individual User ID and Password*** to log into the system. User ID and Passwords are not to be shared with others. iCAN Users agreed to not share their log on information with others when they signed the iCAN User Request form.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (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.

This institution is an equal opportunity provider.

For more information, contact the Child and Adult Nutrition Services office at (605) 773-3413.