![south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service.]

SFSP iCAN SEQUENCE OF

APPLICATION PACKET ENTRY

Please complete the iCAN application in the following sequential order	Created 10/16/2020 Revised 1/26/2022

1. **Sponsor Application**

2. **Management plan**

*. **Food Production Facility list** (Don't hit modify unless using central kitchen or FSMC vendor)

3. **Site Applications**

4. **Checklist Summary** (Sponsor and site checklist must be completed and uploaded. Site Labor must be uploaded prior to completing the budget detail.)

5. **Budget Detail**

6. **Attachment List** (SFSP Sponsor and Civil Rights Training)

*. **Attestation Statement** (Don't click into it if you see a green check. It means this has already been approved in a different program you operate.)

7. **Click-Submit for Approval**

The **Submit for Approval** button is enabled only if the following conditions have been met:

1. **Sponsor application must contain no errors.**

2. **At least one site application completed with no errors.**

3. **Management Plan completed with no errors.**

4. **All items in the Checklist Summary is submitted.**
   (Attachments are uploaded, submitted checkbox checked and date submitted is entered)**.**

5. **Budget completed with no errors.**

This institution is an equal opportunity provider.