

School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)

Website <https://ican.sd.gov/ican/splash.aspx>

Returning Users: Log On

User ID:

Password:

Log On

Links

- Department of Education
- Child and Adult Nutrition Services (CANS)

Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>

- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- *This institution is an equal opportunity provider.*

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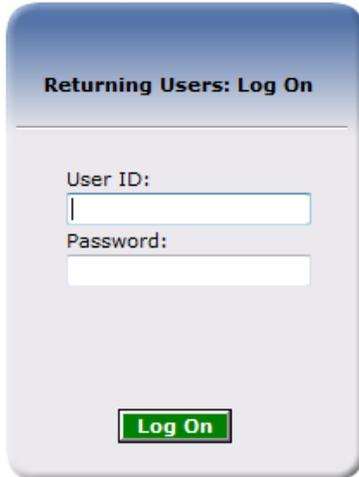
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Chapter 1 – Logging into the iCAN System

- 1) In the Log On box, enter your User ID.
- 2) In the Password Box, enter your Password.
- 3) Click *Log On*.



The image shows a login form titled "Returning Users: Log On". It features two input fields: "User ID:" and "Password:". Below the fields is a green "Log On" button.

- 4) Once you successfully log on, the *iCAN Programs* page is displayed. Click on the specific tile you wish to access. In this instance, click on *School Nutrition Programs*.



TIP: Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen at all.

SESSION CONFLICT ERROR

Occasionally, you may encounter a *Session Conflict Error* when logging into to iCAN.

First, click the *Activate* button. In most instances this will take you directly to the iCAN Log On screen. If clicking *Activate* does not work, close out your other browsers (after saving your work!) and try to log on again. If the problem persists, please send an email to DOE.iCANHelp@state.sd.us or call 605-773-3413.

Session Conflict Error

Session Conflict Error



A session conflict has occurred.

What you can try:

Close all browser windows and try again.

If you are attempting to open two browser windows for this application, the second window must be opened in a new session.

Click the Activate button below to make this the active session.
WARNING: Unsaved work in the conflicting session will be lost.

10/6/2014 1:54:31 PM

Chapter 2 – Navigating the iCAN System

Once you have logged in, the top portion of the iCAN page contains key elements that provide basic information about your location within the system.

1. The **Program Name** will identify which Program you are in.
2. The dark blue line contains the **Menu** Items. Selecting a menu item will take you to that menu page.
3. The light blue line is the **Breadcrumb Trail**. This identifies your location within the iCAN system. Selecting a specific portion of the trail will take you back to that particular screen.
4. The **Information Box** shows your School or Agency information.
5. **Year** allows you to select prior Program Years to view information.
6. **Help** takes you to the online help screen where you can search for a specific question or obtain instructions for navigating the iCAN system.
7. Please make sure you **Log Out** to exit the iCAN system.



Chapter 3 – Overview of SSO Application Process

The Application Packet consists of two main sections.

SITE APPLICATION(S): There will be an individual application required for each site, just as there is in the SNP Application.

2014 - 2015 Seamless Summer Option Site List							
Status: Active							
759 5TH STREET							
Action	Site ID / Site Name	Totals	AM BRK	SNK	LUN	PM SNK	SPR / Version / Status
		2	0	2	0	0	
View Revise	0004		X		X		Rev. 2 / Approved
View Revise	0005		X		X		Rev. 1 / Approved
Add Site Application							
Total Sites Enrolled: 2							

CHECKLIST SUMMARY: This contains your Attachment List. Your list of forms will vary depending on your particular School/Agency, just as in your SNP Application.

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)	<input checked="" type="checkbox"/>	06/08/2015	<input checked="" type="checkbox"/>	Approved	06/10/2015	bethhenrichsen
Disaster Response Feeding Plan	<input checked="" type="checkbox"/>	06/08/2015	<input checked="" type="checkbox"/>	Approved	06/10/2015	bethhenrichsen
Addendum Open Site - SBP (K-12)	<input checked="" type="checkbox"/>	06/08/2015	<input checked="" type="checkbox"/>	Approved	06/10/2015	bethhenrichsen
Public Release (Open Sites)	<input checked="" type="checkbox"/>	06/08/2015	<input checked="" type="checkbox"/>	Approved	06/10/2015	bethhenrichsen
SSO Vendor Contract	<input checked="" type="checkbox"/>	06/08/2015	<input checked="" type="checkbox"/>	Approved	06/10/2015	bethhenrichsen

Chapter 4 – Application Packet

Completing a Seamless Summer Option Site Application

1) Once logged into the *iCAN* system, select *Applications* in the Menu line.



2) Then, select *Application Packet*.



TIP: The School or Agency must have an approved SNP application in the current school year to apply for the Seamless Summer Option.

- 3) Your school or agency name should already be listed. Select the appropriate School Year.

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

Applications >

Select School Year

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
2015 - 2016	07/01/2015 - 06/30/2016	Application Packet on File
2014 - 2015	07/01/2014 - 06/30/2015	Application Packet on File
2013 - 2014	07/01/2013 - 06/30/2014	Not Started

TIP: If you do not have multiple schools or agencies, continue with step 5.

- 4) If you have multiple schools or agencies, you must first search for the Sponsor. Click *Search* on the Menu Bar, and then click *Sponsor Search*.

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

School Year: 2015 - 2016

SNP Search Options

Item	Description
Sponsor Search	Search for SNP Sponsors.
Status Summary Report	Search for SNP Sponsors based on application or claim status.
Address Search	Search for SNP Sponsors by physical address.

On the Search screen, fill in the *Sponsor Name* and select *Search*. The Sponsor Name will appear at the bottom of the screen. Select either the Agreement Number or the Sponsor Name.

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

School Year: 2015 - 2016

SNP Sponsor Search

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Search for Sponsors

Agreement Number: Packet Status:

Sponsor Name: Field Service Rep:

Vendor Number: Packet Assigned To:

FEIN: Program Status:

County:

Sponsor Status:

Sponsors Found: 1

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
7050105	Your School	Not Submitted			

5) Click *Seamless Summer Option* at the bottom of your SNP application packet.

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

School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active Packet Submitted Date: 02/09/2016
Your School Packet Approved Date: 02/09/2016
 123 South East Street Packet Original Approval Date: 02/09/2016
 Pierre, SD 57501 Packet Status: Approved

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (8)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

6) Click *Add Site Application*.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

2015 - 2016 Seamless Summer Option Site List

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Action	Site ID / Site Name	AM BRK	SNK	LUN	PM SNK	SPR	Version/ Status
No Sites enrolled in this year.							
Add Site Application							

7) The Sites previously approved for Seamless Summer Option display. Select desired site from the list by clicking on the name.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

2015 - 2016 SSO Available Site(s)

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Site	Site Status
0001 - Elementary	Active
0003 - Middle School	Active
Add New Site	

TIP: The School or Agency must have an approved SNP application in the current school year to apply for the Seamless Summer Option.

8) All open boxes MUST be completed.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

VIEW | MODIFY | DELETE

SSO Site Application For School Year: 2015 - 2016

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY No address on file for this year
--	---

Version: Original

Site Supervisor

	Salutation	First Name	Last Name
1. Name:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
2. Email Address:	<input type="text" value=""/>		
3. Phone:	<input type="text" value=""/>	Ext: <input type="text" value=""/>	Fax: <input type="text" value=""/>
4. Title:	<input type="text" value=""/>		

Street Address

5. Address Line 1:	<input type="text" value="123 South East Street"/>
6. Address Line 2:	<input type="text" value=""/>
7. City:	<input type="text" value="Pierre"/>
8. State:	<input type="text" value="SD"/> Zip: <input type="text" value="57501"/>
9. County:	<input type="text" value="Hughes (32)"/>

9) Site Types available include: Open, Restricted Open, Closed Enrolled, Migrant or Camp; each has associated questions.

Site Eligibility

Years of Eligibility: *pending approval*

10. Indicate the type of site.

Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Migrant (1-3 Meals)

Camp (1-3 Meals)

10) Open, Restricted Open* and Closed* require these questions to be answered:

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

% Free and Reduced approved, school data.

Select the Qualifying Site for the Seamless Summer Option:

Eligible Sponsor Agreement Number:

Eligible Site ID:

% F/R Eligible for School Meals:
Qualifying Month/Year (mm/yyyy): /

Census data

Census Tract No.

Block Group No.

Income eligibility forms are:

Collected

On File

SFA Listing

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Other:

Explain:

11) *Restricted Open also requires this question to be answered:

Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

TIP: *Restricted Open* is usually not selected at application time. Sites typically start as Open and can change to *Restricted Open* if necessary. If this happens, you will Modify the site and make the selection of *Restricted Open*. This action requires State Agency approval.

12) *Closed Enrolled also requires these questions to be answered:

Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

13) Migrant has no additional questions.

14) CAMP requires following questions to be completed:

Camp (1-3 Meals)

Residential

Non-residential (day camp)

If 'Non-residential' is selected, provide a brief description of the organized program.

Why sponsoring a camp?

Source of documentation for individual children's eligibility:

Regular School Year Eligibility (SFA Listing)

Application Submitted to Camp Site

Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

15) All Site options require the Period of Operation section be completed.

Period of Operation															
11. Is the Site located in an area where the school operates on a year-round calendar?											<input type="radio"/> Yes	<input type="radio"/> No			
12. Summer Operational Dates: Start Date:											<input type="text"/>		End Date:	<input type="text"/>	
13. Enter the number of days the Site will operate each month:															
OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
14. Field Trip Dates:															
<input type="text"/>															

- Question 11: No – South Dakota does not have any year-round schools at this time
- Question 12: Can be populated by clicking on the calendar icon 
- Question 13: The number of days the site will operate each month must fall within the operational dates and cannot exceed the days in that month
 - If operating Monday – Friday for 3 weeks use 15 days
- Question 14: Field Trip dates can be completed if the site has planned field trips
 - This is optional; Seamless Summer Option does not require preapproval of Field Trips
 - Appropriate documentation of the off-site meals including the menu meeting reimbursable meal requirements, production record for the meal, meal counts is required if claiming meals
 - Supporting documentation for claimed meals may be requested during the Administrative Review for Seamless Summer Option

16) All Site options require the Meal Participation section be completed.

Meal Participation					
15. Check the meal type and service information:					
Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS	
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					

Ensure the following sections are completed:

- Type of Meals to be Served: Breakfast, AM Snack, Lunch, PM Snack, Supper (**black box**)
- Estimated Number to be Served: Estimated number to be served each day or average daily participation (**purple box**)
- Time Meal Service Begins: What time will you begin serving meals? (**blue box**)
- Time Meal Service Ends: What time will meal service end? (**blue box**)
- Days Served: Which days will you serve? (**red box**)
- OVS: A checked box indicates you will allow OVS (**green box**)

Meal Participation					
15. Check the meal type and service information:					
Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS	
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input checked="" type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					

17) All Site options require the Meal Planning and Service section be completed.

Meal Planning and Service	
16. Indicate the menu planning option that will be used:	
<input type="checkbox"/>	SBP/Snack Grades K-5, 6-8, and 9-12
<input type="checkbox"/>	SBP/Snack Grades K-8 and 9-12
<input type="checkbox"/>	SBP/Snack Grades K12
<input type="checkbox"/>	NSLP Grades K-5, 6-8, and 9-12
<input type="checkbox"/>	NSLP Grades K-8 and 9-12
<input type="checkbox"/>	NSLP Grades K-8 waiver
<input type="checkbox"/>	NSLP Grades 9-12 waiver
<input type="checkbox"/>	Snack K12 (2 components and serving size appropriate to age/grade group 9-12)
<input type="checkbox"/>	CACFP Under Age 6
17. Meal Service:	
Are any meals vended?	<input type="radio"/> Yes <input type="radio"/> No
Name of Vendor:	<input type="text"/>
Are meals prepared on this site?	<input type="radio"/> Yes <input type="radio"/> No
Are meals transported to this site?	<input type="radio"/> Yes <input type="radio"/> No
Transported From:	<input type="text"/>
18. How many Points of Service?	<input type="text"/>
19. Is this site a non-congregate site on excessive heat days?	<input type="radio"/> Yes <input type="radio"/> No
20. Is this a mobile feeding site?	<input type="radio"/> Yes <input type="radio"/> No
21. Is this an outdoor site?	<input type="radio"/> Yes <input type="radio"/> No

- Question 16: Mark the appropriate menu planning option you intend to use
 - For NSLP K-8 and 9-12 only, a waiver must be submitted, approved (signed), and attached in the Checklist Summary
- Question 17: If your school or agency contracts with a Food Service Management Company (FSMC), a vended meal contractor, or has any other food service contract, (like a colony contract) verify the contract dates cover the seamless summer option operation dates
 - Attach contract in the Checklist Summary
- Question 18: Indicate the number of meal count points of service you have

TIP: ACCURATE POINT-OF-SERVICE COUNTS ARE CRITICAL! It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point of service (meals are counted as they are served) to ensure that an accurate count of meals served is obtained and reported. Counting meals at the point of service also allows site personnel to ensure that only complete meals are served.

18) All Site options require the Advertising section be completed.

Advertising

22. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.

Advertisement Date(s):

Newspaper announcement/press release
 TV/Radio
 Social Media/Texting
 Flyers - neighborhood
 Flyers - school
 Posters and signs
 Sponsor website
 School newspaper
 Other

- Indicate all the methods of advertising your school will be implementing
- If choosing Other, you must enter description in open box
- *Keep the actual newspaper articles, a copy of advertisements sent out on letter head for the Seamless Summer Option Administrative Review documentation*

19) Your school may have a Food Service Management Company, vendor contract, or colony contract(s) in place that is providing the site staff. If so complete the information in Question 23, otherwise leave blank.

Organization Liaison

23. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

Organization: Person Responsible:

20) Seamless Summer Option requires a minimum of one self-review (onsite monitor) by the school/agency each summer. The state agency recommends the monitoring take place during the first three weeks of operation. This allows time to make adjustments if needed in program operation to avoid critical issues leading to fiscal action, resulting in non-reimbursement of meals served. Explain the monitor plan and date(s) the administrative staff plans to conduct the monitor visit.

Sponsor Monitoring Plan

24. Describe plans to visit, review and monitor sites. Plan for weeks 1 through 3:

21) This section will automatically populate, if applicable, for your school or agency.

Severe Need Breakfast Qualification

25. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	0	0%

22) Make sure to read the Certification and check the box, or you will receive an error. Click *Save*.

Certification

I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the South Dakota Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The South Dakota Department of Education may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the South Dakota Department of Education. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

23) Click *Finish*.

The screenshot shows the 'SSO Site Application' interface for the school year 2015-2016. At the top, there is a navigation bar with links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below this, a breadcrumb trail reads 'Applications > Application Packet > Packet Site List - SSO >'. The main heading is 'SSO Site Application For School Year: 2015 - 2016'. The form contains two columns of information: the left column for 'Your School' (ID 7050105, Status: Active, 123 South East Street, Pierre, SD 57501) and the right column for 'ELEMENTARY' (ID 0001, Status: Active, 123 South East Street, Pierre, SD 57501). A message box states 'The SSO Site Application has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish', with the 'Finish' button circled in red.

Errors and Warnings

Once saved, you may see that the application contains errors or warnings. You will need to *edit* your application before you are able to submit.

This screenshot shows the same 'SSO Site Application' interface, but with an error message. The message box states 'The SSO Site Application has been saved with errors.' Below this, a detailed message explains: 'Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the SSO Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the SSO Site Application later.' At the bottom, the '< Edit' button is circled in red, while the 'Finish' button is visible but not highlighted.

Make corrections and Click *Save and Finish* once you make corrections.

TIP: The red errors must be corrected before you can submit the application. The blue warnings are indications that you may need to review a particular entry.

Seamless Summer Option Site List

Once you click *Finish*, you will be taken to the Seamless Summer Option Site List which gives a summary of the sites enrolled, Site ID/Site Name, meal type for the site and the status of the Seamless Summer site application.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

2015 - 2016 Seamless Summer Option Site List

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Action	Site ID / Site Name	Totals	AM BRK	SNK	LUN	PM SNK	SPR	Version/Status
View Modify	0001 Elementary		X		X			Original / Not Submitted

Add Site Application ←

Total Sites Enrolled: 1

Notice the green check mark next to the Action and Site ID. This indicates the Site Application for Seamless Summer Option is now complete.

TIP: You can *View* or *Modify* your sites by choosing the applicable action on the screen.

If you have additional Seamless Summer Option sites to add, click Add Site Application and repeat the steps for each site that will participate in the Seamless Summer program. If you are finished adding Seamless Summer sites, click *Back*.

You are now finished with the Seamless Summer Option Site Application portion of the Application Packet. You will still need to complete and/or upload documents before you can submit your Application Packet.

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

Applications > Application Packet > School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: 02/09/2016 Packet Status: Not Submitted
--	--

Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Rev. 1	Approved
Details	✔ FSMC Contract List		1 Contract
Details	✔ Meal Pattern Compliance Dashboard		Approved
Details	✔ Checklist Summary (12)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	0	1	0	0	0	0	1

< Back
Submit for Approval

Chapter 5 – Forms and Additional Documents

Once you have completed your Seamless Summer Option Site Application, you will be directed back to the Application Packet Menu. The red arrow indicates the Checklist items need to be addressed. There will be a list of Forms that need to be completed or documents that you will need to attach.

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

Applications > Application Packet >
School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date: 02/09/2016
 Packet Status: Returned

Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Rev. 1	Approved
Details	✔ FSMC Contract List		1 Contract
Details	✔ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (12)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

< Back
Submit for Approval

TIP: The list of attachments will vary, depending on your particular school or agency.

CHECKLIST SUMMARY

The Checklist Summary is where your document attachments are stored.

- 1) Click *Details* to the left of Checklist Summary.

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

Applications > Application Packet > School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active Packet Submitted Date:
Your School Packet Approved Date:
 123 South East Street Packet Original Approval Date: 02/09/2016
 Pierre, SD 57501 Packet Status: Returned

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Rev. 1	Approved
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (12)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

- 2) Click on the site desired under Seamless Summer Option Sites; in this example: *Elementary*.

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

Applications > Application Packet > Checklist Summary > School Year: 2015 - 2016

SNP Checklist Summary

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Sponsor	Total Items	Submitted Items	Approved Items
Your School	8	8	8
School Nutrition Programs Sites			
Elementary	0	0	0
Seamless Summer Option Sites			
Elementary	4	0	0

SSO Checklist Screen

- 3) Example: Click on *Disaster Response Feeding Plan*. The form will download for you to complete. The form provided in the Downloadable Forms from the state agency is required of all summer feeding sites. Once you complete the form, SAVE with a name in your computer files.

If the form name is black, such as *SSO Vendor Contract* in this example, then there is not a template/form available for download. You are still required to upload/attach your contract and submit it to CANS.

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

Applications > Application Packet > Checklist Summary >
School Year: 2015 - 2016

[VIEW](#) | [MODIFY](#)

SSO Checklist

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 123 South East Street Pierre, SD 57501
--	--

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Disaster Response Feeding Plan	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Addendum Open Site - SBP (K-12)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Public Release (Open Sites)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen

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

Save
Cancel

4) Click on the “*paperclip*” for the document you wish to upload.

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

Applications > Application Packet > Checklist Summary > School Year: 2015 - 2016

VIEW | MODIFY

SSO Checklist

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 123 South East Street Pierre, SD 57501
---	---

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016 bhenrichsen
Disaster Response Feeding Plan		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016 bhenrichsen
Addendum Open Site - SBP (K-12)		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016 bhenrichsen
Public Release (Open Sites)		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016 bhenrichsen

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

5) Select *Browse* so you can select the appropriate document from your computer. If you chose, type in a Comment – it will display on the SSO Checklist. Click *Save*.

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

Applications > Application Packet > VIEW | MODIFY | DELETE

Checklist File Upload Detail

Checklist

Program: Seamless Summer Option
 Checklist Item: Disaster Response Feeding Plan

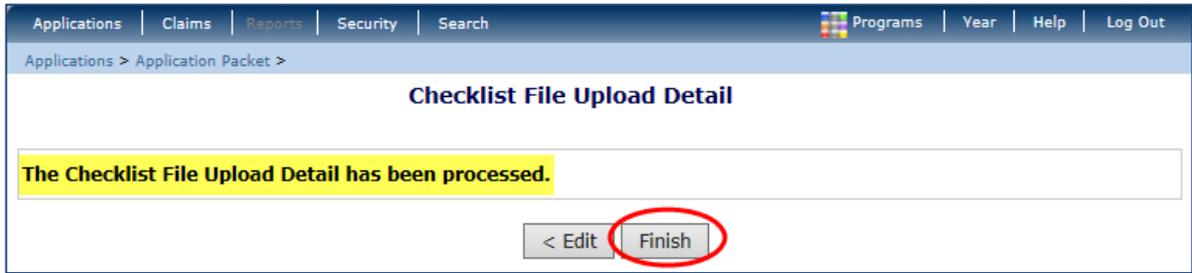
Upload Detail

1. File To Upload: N:\CANS\Summer Feeding\2016 SSO\iCAN SNP SSO Agency Manual (v3) Browse...

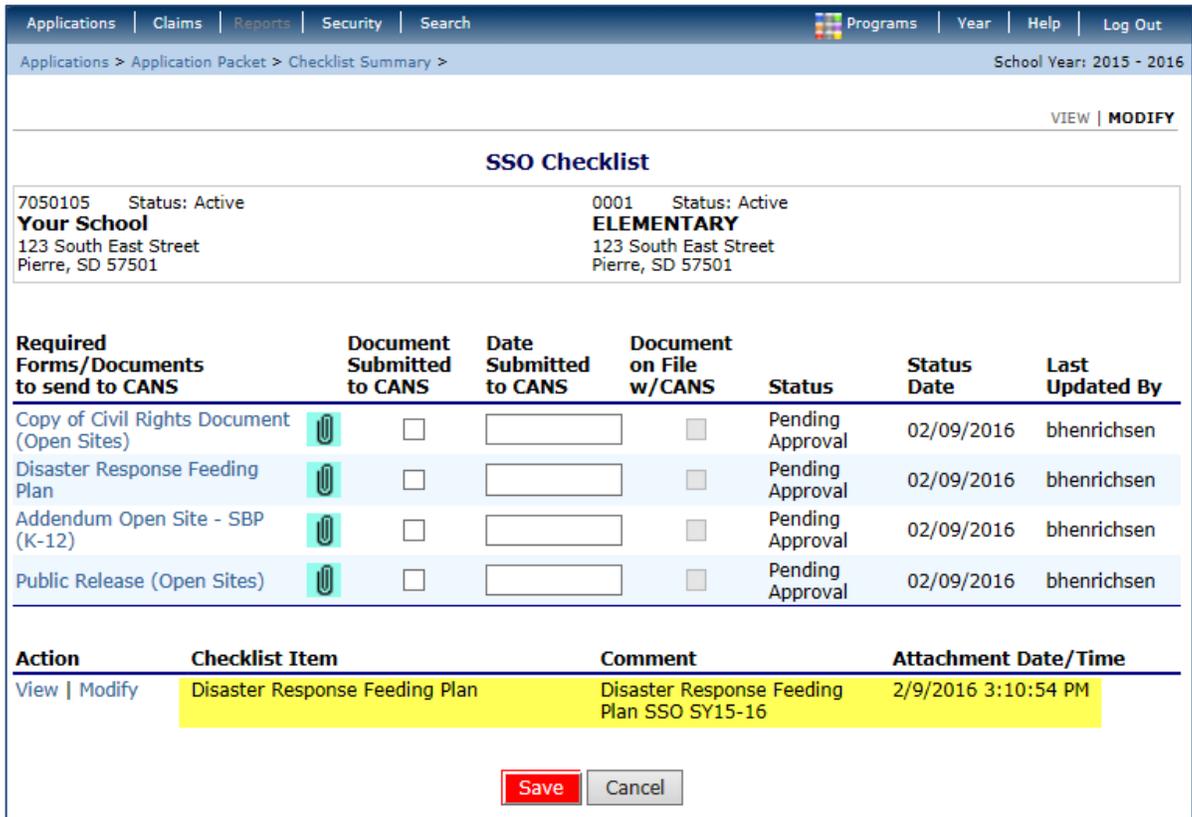
2. Comment: Disaster Response Feeding Plan SSO SY15-16

Save

6) If your file was successfully uploaded, you will see this message. Click **Finish**.



Once you click Finish, you will be taken back to the SSO Checklist screen and you will see that the date and time of the attachment *Disaster Response Feeding Plan* and the comment entered at the bottom of the screen.



- 7) Click the box *Document Submitted to CANS*; the date submitted will prefill in the box *Date Submitted to CANS*.
- 8) Proceed to the next form/document on your checklist.
- 9) When all forms/documents have been uploaded, make sure to check the *Document Submitted to CANS* box for each item.
- 10) Once all boxes have been checked, Click *Save* at the bottom of the page. Then, click *Finish*.

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

Applications > Application Packet > Checklist Summary > School Year: 2015 - 2016

VIEW | MODIFY

SSO Checklist

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

0001 Status: Active
ELEMENTARY
123 South East Street
Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Disaster Response Feeding Plan	<input checked="" type="checkbox"/>	02/09/2016	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Addendum Open Site - SBP (K-12)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Public Release (Open Sites)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Disaster Response Feeding Plan	Disaster Response Feeding Plan SSO SY15-16	2/9/2016 3:10:54 PM

Save Cancel

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

Applications > Application Packet > Checklist Summary > School Year: 2015 - 2016

SSO Checklist

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

0001 Status: Active
ELEMENTARY
123 South East Street
Pierre, SD 57501

The Checklist has been saved.

< Edit **Finish**

11) Clicking *Finish* will return you to the SSO Checklist Summary screen. This shows you have four checklist items submitted, ready for approval.

The screenshot shows the 'SNP Checklist Summary' page for school year 2015-2016. It includes a navigation bar at the top with links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail is 'Applications > Application Packet > Checklist Summary >'. The school information is: 7050105, Status: Active, Your School, 123 South East Street, Pierre, SD 57501. The main content is a table with three sections: Sponsor, School Nutrition Programs Sites, and Seamless Summer Option Sites. The 'Elementary' row under 'Seamless Summer Option Sites' is highlighted in yellow, showing 4 total items, 4 submitted items, and 0 approved items. A '< Back' button is located at the bottom center.

Sponsor	Total Items	Submitted Items	Approved Items
Your School	8	8	8
School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Elementary	0	0	0
Seamless Summer Option Sites	Total Items	Submitted Items	Approved Items
Elementary	4	4	0

[< Back](#)

12) To return to your Application Packet, Click the *Back* button.

This screenshot is identical to the one above, showing the 'SNP Checklist Summary' page. The only difference is that the '< Back' button at the bottom center is circled in red to indicate it should be clicked to return to the Application Packet.

Sponsor	Total Items	Submitted Items	Approved Items
Your School	8	8	8
School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Elementary	0	0	0
Seamless Summer Option Sites	Total Items	Submitted Items	Approved Items
Elementary	4	4	0

[< Back](#)

13) Your application is now complete! Click the *Submit for Approval* button.

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

Applications > Application Packet > School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date: 02/09/2016
 Packet Status: **Not Submitted**

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Rev. 2	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (12)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

< Back **Submit for Approval**

A “pop-up” will appear asking you to verify that you wish to submit your application.

- If you are sure you are ready to submit your application, click *OK*.
 - Once you click *OK* you will be unable to make changes to your application.
- If you do not wish to submit your application at this time, click *Cancel*.
 - Your application will be saved and you can submit it at another time.

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Rev. 2	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details			
Details			
View			
Details			

Message from webpage

You have clicked the 'Submit for Approval' button. Do you want to continue?

OK Cancel

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

< Back **Submit for Approval**

You should now notice that the Packet Status now shows *Submitted for Approval*. If you submitted in error, please contact the CANS office for instructions.

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

Applications > Application Packet > School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date: 02/09/2016
 Packet Approved Date:
 Packet Original Approval Date: 02/09/2016
 Packet Status: **Submitted for Approval**

The Application Packet is currently under review by the State and is unavailable for changes.

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Rev. 2	Submitted
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (12)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

< Back
Submit for Approval

STATUS of Application Packet - Approved

When submitting a claim your packet must be in *Approved* status

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

Applications > Application Packet > School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date: 02/09/2016
 Packet Approved Date: 02/09/2016
 Packet Original Approval Date: 02/09/2016
 Packet Status: **Approved**

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Rev. 2	Approved
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (12)		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

< Back Submit for Approval Approve Return Deny

The Authorized Representative of your agency/school will receive an email for every step of the process.

iCAN Application Packet Notification

South Dakota UAT Help Desk <doe.icanhel@state.sd.us>

Sent: Tue 02/09/2016 4:05 PM

To: DOE ICAN Help

NOTIFICATION EMAIL FOR SNP APPLICATION PACKET

South Dakota Unified Nutrition Programs System
 South Dakota Department of Education
 Child and Adult Nutrition Services

Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been APPROVED.

Sponsor Name: Your School
 Agreement Number: 7050105
 Program Year: 2015/2016
 Program: School Nutrition Programs (SNP)
 Application Packet Status: Approved

Chapter 6 –Incomplete or Returned Applications

Upon reviewing your submitted application, the CANS office may have additional questions or require that you submit additional documents. In this event, you will receive an email notification from South Dakota Help Desk doe.icanhelp@state.sd.us advising you that your application has been returned to you for corrections.

iCAN Application Packet Notification

South Dakota UAT Help Desk <doe.icanhelp@state.sd.us>

Sent: Tue 02/09/2016 4:13 PM

To: DOE iCAN Help

NOTIFICATION EMAIL FOR SNP APPLICATION PACKET

South Dakota Unified Nutrition Programs System
South Dakota Department of Education
Child and Adult Nutrition Services

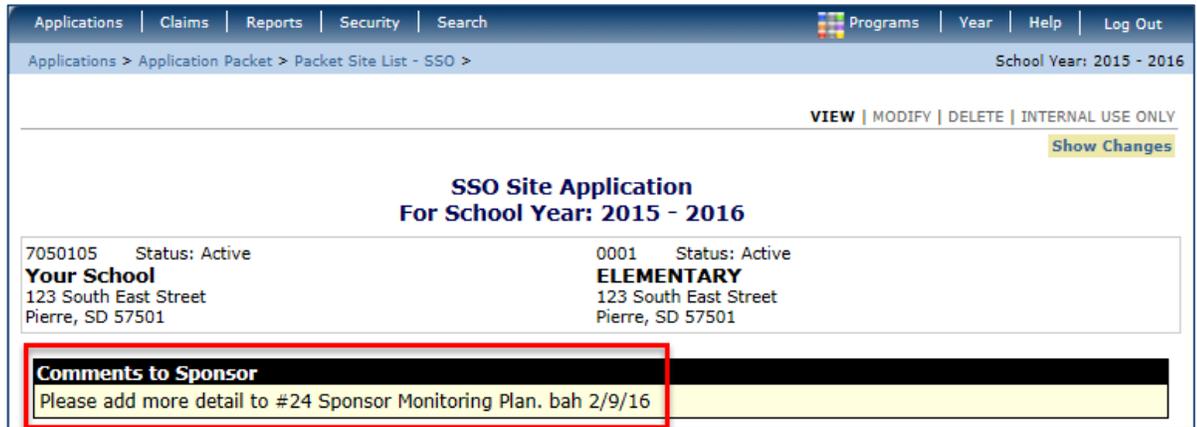
Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been RETURNED FOR CORRECTIONS.

Sponsor Name: Your School
Agreement Number: 7050105
Program Year: 2015/2016
Program: School Nutrition Programs (SNP)
Application Packet Status: Returned for Corrections

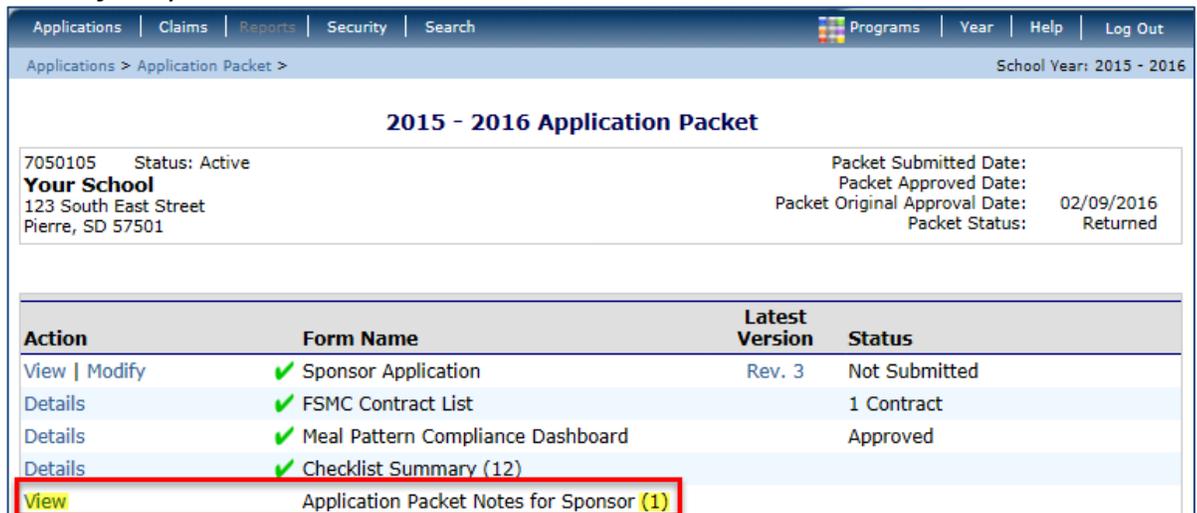
TIP: The person listed as the Authorized Representative for your school or agency will receive the automated email notifications. If someone other than the Authorized Representative is completing this application, please make arrangements to have these emails forwarded to the appropriate person.

1) If you receive this email notification, log into *iCAN* and select your Application Packet. Notes regarding the corrections required can be found:

a. At the top of the *Site Application*.



b. In the Application Packet Screen. If there are notes in the Application Packet screen, you will see a number next to the *Application Packet Notes for Sponsor*. Click *View* to read the notes.



2) If corrections are needed, make the applicable corrections and click *Save, Finish*.

3) Resubmit your application by clicking the red *Submit for Approval* button. Your Authorized Representative will once again receive an email once the application has been approved.

Chapter 7 – Approved Applications

Once your application has been approved by the State you will see your Application Packet Status shows Approved. The Authorized Representative will also receive an email notification advising you of this.

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

Applications > Application Packet >
School Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active

Your School
123 South East Street
Pierre, SD 57501

Packet Submitted Date: 02/10/2016
 Packet Approved Date: 07/10/2016
 Packet Original Approval Date: 02/09/2016
Packet Status: Approved

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Rev. 3	Approved
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (12)		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

< Back
Submit for Approval
Approve
Return
Deny

Chapter 8 – Changing your Password

This feature only works once you are already logged in. If you have forgotten your password or are locked out of the system, you will need to send an email to DOE.iCANhelp@state.sd.us or contact 605-773-3413 and request a password reset. A confirmation with your temporary password will be sent to the email address we have on file for you. No password information will be provided to you over the phone.

- 1) Click on **Security** in the blue menu bar



- 2) Type a new password in both fields. Click **Save**.

A screenshot of the 'Change Password' form in the 'School Nutrition Programs' web application. The form is titled 'Change Password' and includes the instruction: 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' There are two yellow input fields: 'New Password:' and 'Re-Enter New Password:'. Below the input fields, there are two buttons: 'Save' (highlighted with a purple circle) and 'Cancel'. The breadcrumb trail at the top of the form reads 'Security > Change Password >'. The navigation bar at the top of the page is the same as in the previous screenshot.

- A password must contain a combination of the following:
 - At least 10 characters
 - Contain at least one number
 - Contain at least one special character (\$, %, ^, &, +, =, !)