

**Check in with CANS - Agenda**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**May 11, 2017 2:30PM CT/1:30PM MT**

Call in number: 866-410-8397, Participant code: 6507733610

\*6 = Mute Line; #6 = Unmute Line

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

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

**iCAN School Nutrition Program Applications: The application is OPEN for SY 2017-18.**

- To find your current school year application or claims, click “Year” on the upper right hand side of your iCAN screen and select 2016-2017.



- SNP Staff will provide some handy reminders and helpful hints
  - Follow the [iCAN Sponsor Manual](#) and look out for “Tips” these tips will save you time and possibly having your application returned for correction!
  - Check out the iCAN “**Download Forms**” for templates of all possible checklist items and handy program reference materials like the SY17-18 Income Eligibility Guidelines and the SY17-18 Free and Reduced Application and Parent Packets.
  - Sequence is important!** Start with the Sponsor Application. Then the Site Applications. Then do your checklist items and any other required areas per your specific SFA. That will help prevent extra work!
  - Carefully review the roll-over information there are several questions in the Sponsor Application and Site Application that **reset each new program year**.
  - Sponsor Application: Question #2 Operational Dates default to July 1 to June 30. Replace with **your** actual dates of operation.
  - Sponsor Application: Question #37 Verifying Official – Provide the name of the person completing verification activities and submitting the Verification Report to CANS.
  - Sponsor Application: Question #38 Meal Count Procedures always defaults to YES. Be sure to review question and select NO if appropriate.
  - Sponsor Application: Question #40 State Prototype applications always defaults to BLANK. Make appropriate selection.
  - Site Application: Question #13 Severe Need Breakfast Determination - Second Prior SY lunch Free, Reduced, and Paid data will auto populate when the site has existed on an iCAN application for at least two school years.

- Site Application: Question #16 Student Paid and Reduced Pricing defaults to BLANK. Enter appropriate dollar amount, if required.
- Site Application: Question #A2-4, B2-4, C2 Meal Service Times and OVS selection defaults to BLANK. Enter current information.
- If you operate a **Special Provision 2/3, District-wide CEP** or a **Special Milk Program only**, check out the special instructions for the required checklist items.
- If you have been approved for CEP, make sure to follow the instructions for *CEP Schedule* in Chapter 7 of the [iCAN Sponsor Manual](#).

**Food Safety vs ServSafe certification: Clarification on the SNP requirement.**

- In South Dakota, there is no federal or state requirement for staff to have one or more ServSafe certified staff in school foodservice. The federal Professional Standards regulations require 8-hours of food safety training every 5 years for your “Food Service Director” or equivalent staff person at the school.
- A school district may have a ServSafe certification requirement, but that is more strict than the minimum federal requirement. You can check with your school supervisor or Administration to see if this is a requirement at your school district.
- [ServSafe](#) is a private company. It is not a class that is administered by the CANS office.
  - In general, as long as you renew before you expire, you can take the short course that does not have a test. If you expire and then take the course, you will have to take the long course with the test.
  - SD Dept. of Health maintains a list of ServSafe courses in the state. There is a SD State Law that requires commercial Food Service Establishments like restaurants to have at least one ServSafe certified manager. You can find that list of available courses at <http://doh.sd.gov/Calendar/ServSafe.aspx>
  - Specific questions about ServSafe should be directed to ServSafe or your ServSafe course instructor.

**Special Diet New Memo [SP 26-2017 Accommodating Disabilities in the School Meal Programs: Guidance & QA](#) (revised 5/1/2017)**

- This memo applies to: National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Fresh Fruit and Vegetable Program (FFVP), the Special Milk Program (SMP), and the NSLP Afterschool Snacks Program.
- The ADA Amendments Act of 2008 made important changes to the meaning and interpretation of the term “disability” under the ADA and under Section 504 of the Rehabilitation Act of 1973. The ADA Amendments Act simplified the question of whether a child has a disability. Under the ADA, anything that substantially limits a major life activity (most physical and mental impairments) constitutes a disability. This includes conditions that impair immune, digestive, neurological, and bowel functions, as well as many others.
- School food authorities (SFAs) and local educational agencies (LEAs) should not be engaged in weighing medical evidence against legal requirements in order to determine if a medical or physical condition is severe enough to meet the definition of a disability. Rather, the focus should be on what can be done to ensure equal opportunity to participate in or benefit from the Programs.
- The SFAs should work collaboratively with parents and guardians to ensure children receive a safe meal and have an equal opportunity to participate in the School Meal Programs.
- There are now procedural requirements that require appeal rights to be provided to families when a meal modification request made for anything that substantially limits a major life activity (most physical and mental impairments) that is a disability is denied.
- Watch for updates to our current Special Diet memo over the summer.

### USDA Secretary Sonny Perdue Proclamation:

- On May 5, 2017, new USDA Secretary Sonny Perdue announced School Lunch Regulatory Flexibilities in the following areas:
  - A postponement of target II sodium requirements for three years,
  - An allowance for occasional non-whole grain rich products to be served, and
  - An allowance for 1 percent milkfat flavored milk to be served.
- **Please continue to operate under current regulations and policies until you hear from us about how and when these changes will be implemented.**
- The national office of USDA Food and Nutrition Services will be issuing guidance to State Agencies in the coming weeks with further information on the proclamation and how it will be implemented into the School Nutrition Programs, including effective dates. Some of these changes may require regulatory changes and some may be implemented through policy memos.
- As soon as we have more information we will communicate all program changes and updates immediately.
- [Click here](#) for a link to the full press release for the proclamation.

### 2017-2018 Team Nutrition Smarter Lunchroom Sub-grants Available:

- SD schools are invited to apply for the opportunity to receive \$1,000 grants from SD Team Nutrition.
- Sub-grants will be used to help increase participation, reduce food waste, and improve consumption of healthy food by implementing simple Smarter Lunchroom strategies! Within limits, funds may be used to purchase food and small kitchen equipment for activities, small equipment to promote physical activity, promotional materials, etc.
- Applications must be **submitted by Aug. 11, 2017**.
- The application and more information can be found on the SD Team Nutrition website at <http://doe.sd.gov/cans/teamnutrition.aspx>

### CEP Implementation for SY17-18

- Thanks to all of the SFAs for submitting the April CEP Report
- The deadline to elect CEP for next school year is June 30, 2017. There are no extensions.
- The CEP Agreement can be found on the CANS NSLP website. **CEP Agreement SY17-18**
- SFAs that were district wide eligible or near eligible for CEP based on the CEP report in iCAN have been notified.
- Your SFA may have sites that are eligible or near eligible to participate in CEP. There is a document posted on the CANS NSLP website that lists these sites. [2017 CEP Annual Notification of Schools and Agencies](#)

### FFVP Site Selections SY17-18 – Status Update

- Currently reviewing applications and working on site selections
- Hope to have communication of selection sent out within the next week
- Only able to identify awards for the beginning of the year thru September 30 – will look to send out remaining program year's award notification in June, once USDA identifies funds

### Annual Reminders:

- **SNP Attestation Statements:** This is a new SD Codified Law. The integrity attestation statements will become an annual attestation. This is became law during the 2016 Legislative session and was revised during the 2017 Legislative session. A state workgroup is developing a state standard that eventually will be adopted by each state agency.
- **Paid Lunch Equity (PLE) Tool \*\*Reminder\*\*** You can find the tool on the CANS NSLP website or in iCAN under Download Forms. Same as prior school years, you will be asked to attach the PLE Excel spreadsheet in your annual iCAN application.

- **Nonprogram Foods Revenue Tool Annual Requirement **\*\*Reminder\*\***** Every school year, all SFA's that sell nonprogram foods must complete a [USDA NonProgram Food Tool](#).
- **Unpaid Meal Policy in SNP **\*\*New Requirement Reminder\*\***** -- Check out NSLP/SBP website for lots of new updated resources!
  - Guidebook on unpaid meal charges
  - Policy self checklists – 4 different checklists available depending on your specific unpaid meal charge policy. Using these checklists will help you know if your policy is compliant.
  - A simple Example Policy is available.
  - This policy will become a part of the Admin Review in SY17-18.

#### School Nutrition Program 2017 Trainings:

- **[June 19-23 & October 16-20: Orientation to School Nutrition \(2 sessions\)](#)**: (4.5 days) in Pierre. This seminar is targeted to new and aspiring school nutrition program directors with 5 yrs. or less experience. This course will provide an overview of school nutrition programs, define the role and responsibilities of a director, and review the relationship between local policies and state/federal regulations.
- **[June 27: Foundations for Training Excellence](#)** (1 day) in Pierre. This course is great for anyone who wishes to become a more effective trainer. This course is intended to assist participants in assessing the current level of skill they already may possess and to encourage further professional development. It will also give participants tools and resources they can take back to their workplaces to use immediately.
- **[July 13-14: Financial Management: A Course for School Nutrition Directors NEW DATE!!](#)** (12 hrs.) in Pierre. We recommend that Business Managers and Food Service leads attend this course together. The training includes pricing guides, recording financial data consistently, determining compliance with regulatory requirements (PLE, non-program foods), and assessing your school nutrition program for better financial outcomes.

Registration is free. Preference will be given to SFAs. Attendance to any of these courses counts towards Professional Standards training requirements. Registration details are posted on the [CANS NSLP](#) website under the Professional Standards section and in the CANS monthly bulletin.

**Professional Standards Reminder:** Any learning or training you receive about any aspect of the School Nutrition Programs can be counted as training time towards the professional standards annual training requirement.

Please retain documentation to show what topics were trained. For example, agenda, topics, handbook, certificate, etc. And record training on a Tracking Tool – we suggest using the [SD Tracker Tool](#) posted on the CANS NSLP website.

**This Conference call was 45 minutes long and can credit for 45 minutes of training.**

Learning Topics discussed during this call were:

- 3000 Administration
- 3200 Program Management
- 1160 Special Diet