

**Check in with CANS - Minutes**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**May 3, 2018 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)

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**iCAN School Nutrition Program Applications:**

**SNP iCAN applications will open May 1.** There are a couple of new items within the application:

1. Attestation Statement is located on Application Packet screen. It is a long document; please scroll through and read, then click the Certification box at the bottom of the screen.
2. Nonprogram Food Tool can be found in the Checklist Items. The document name in the Download Forms is Nonprogram Food Decision Tree. The attachment in the Checklist Items is a risk assessment to determine whether or not you must complete the Nonprogram Food Revenue Tool. Follow the instructions within the risk assessment. The Nonprogram Food webinar will be posted on the NSLP webpage within the next couple weeks.
3. Income Eligibility Guidelines should be released soon. As soon as we receive them, we will update the IEG's on our website as well as the Parent Packet and Public Release.

**Meal Change Request Memo and Form**

[NSLP Memo 232-1](#) and the corresponding [Meal Change Request Form](#) have recently been updated to reflect current guidance.

If you are a CACFP or SFSP program operator, please see the program-consistent memo, as memos are different among programs.

A change to a meal is necessary when a major life activity is impacted. If the meal change request can be met while staying within the meal pattern, a statement from the recognized medical authority is not required.

The menu planner and school should work with the household when accommodating a student's meal change request.

For more information, please review Memo 232-1, along with other Meal Change Request resources:

- [Accommodating Children with Disabilities in the School Meal Programs' guidebook](#)
- [USDA Memo SP 26-2017](#) (Q&As)
- [USDA Memo SP 59-2016](#)

Please feel free to contact the CANS office with any questions.

**End of year Checklist for Kitchens**

Prior to heading home for the summer, keep in mind that certain steps may need to be taken when shutting down the kitchen.

Some examples may include cleaning vents, freezing particular food items, and delimiting non-aluminum equipment.

A standard kitchen shutdown checklist can be found on the CANS-NSLP webpage, under Food Safety: [End of the Year Check List - Kitchen shutdown \(http://doe.sd.gov/cans/documents/EOY-Kitchen-shutdown.pdf\)](http://doe.sd.gov/cans/documents/EOY-Kitchen-shutdown.pdf)

Please contact the CANS office with any questions.

### **After School Snack Monitoring**

Remember to get your second review of your afterschool snack program completed before school is dismissed! Please refer to CANS/NSLP Memo #36, which contains the monitoring form and other information about After School Snacks. The memo is on the CANS/NSLP website in the Numbered Memos section. If you offer After School Snack, and claim snacks for reimbursement, you must monitor your program twice a year.

### **PLE Tool—Released!**

The PLE Tool for school year 2018-2019 has been released! You can find the PLE tool posted on the CANS NSLP website as well as in your school year 2018-19 iCAN application when those open. There has not been notice of a PLE Tool exemption for this school year, however, USDA Memo SP12-2018 allows schools who had a zero or positive balance as of January 31st, 2018 the option of not raising their prices, regardless of if the PLE Tool says they need to. It is also recommended that even if your school is not going to raise their paid lunch prices for next year because you qualify for this flexibility, that you still complete the PLE Tool so that you have your weighted average price to complete the PLE Tool in school year 2019-20. This flexibility is currently only allowed for the 2018-19 school year.

### **Fresh Fruit and Vegetable Program (FFVP) -- Application Request – REMINDER**

Child & Adult Nutrition Services (CANS) is preparing the Fresh Fruit and Vegetable Program (FFVP) application for SY18-19. This is an optional program. An elementary school in your district may be eligible for program participation. If you are interested in participating in the FFVP for SY18-19, please click the below link, and fill out school name and contact information to request an application. The contact person will be notified of when applications become available. Selection for the program is based on free/reduced eligibility percentage from the most recent October site claims (October 2017 lunch claim) and FFVP application responses.

### **[2018-19 Fresh Fruit and Vegetable Program - Application Request](#)**

Please Note: This is the request to receive an application. If requested, you will receive notification of the FFVP application once available. CANS is planning on having the FFVP application available within the iCAN system, which will require a user to have FFVP application access.

The Fresh Fruit and Vegetable Program provides funds to elementary schools for purchase of a fresh fruits and vegetable snack. Preference of site selection is given to high free/reduced eligibility from the most recent October Survey. Participating sites purchase fresh fruits and vegetables for usage on the program, and submit monthly claims. Claims are processed, and reimbursement is provided to the participating site.

The service of the FFVP must be provided during the school day, and not served in conjunction with other federal programs (cannot be served at the same time as breakfast, or lunch). Also, the service of fresh fruits and vegetables *cannot* be served with accompaniments (fruits and vegetables *cannot* be served with juice, milk, bread, etc.). FFVP dollars cannot be used to cover the cost of fruits and vegetable served at lunch or breakfast service. Additionally, the FFVP must be scheduled to be provided at least twice per week.

Feel free to visit the [Fresh Fruit and Vegetable Program webpage](#) for additional information and resources.

All current participants will be automatically invited, once applications are available.

## **2017 Turnip the Beet Awardees—Congratulations to Huron School District!**



USDA recently awarded the second annual Turnip the Beet awards, recognizing outstanding Summer Meal Program sponsors who work hard to offer high quality meals that are appetizing, appealing, and nutritious. In 2017, 111 sponsors from across the country earned Bronze, Silver, or Gold level Turnip the Beet awards. All awardees will receive a certificate and will also be featured in USDA's Food and Nutrition Service (FNS) Summer Newsletter. Gold and Silver awardees will be highlighted in a USDA blog post, and Gold awardees will be identified as Turnip the Beet winners on FNS' Capacity Builder mapping tool (<https://www.fns.usda.gov/capacitybuilder>).

Huron School District received the Silver Turnip the Beet Award. Nice job! We thank you for your commitment to the health and well-being of our nation's children and encourage you to keep up the great work.

## **Recognize Your #LunchHeroes on School Lunch Hero Day!**

On Friday, May 4th we will kick off School Nutrition Employee Week (May 7-11) with a celebration, as we take part in the 6th Annual School Lunch Hero Day! School Lunch Hero Day is a day to recognize and celebrate the hardworking professionals in school cafeterias across the country, who fuel our emerging future leaders with the healthy meals that make a difference in their success.

There are lots of ways to celebrate! Get students involved by downloading School Lunch Hero Day activity sheets and cards, make signs and banners to decorate the cafeteria or share School Lunch Hero Day artwork on the school or district Facebook page. For additional ideas on how to celebrate, visit [schoolnutrition.org/SLHD/Recognize](http://schoolnutrition.org/SLHD/Recognize).



Looking for some extra special recognition? Consider gifting employees with a School Lunch Hero Day apron, t-shirt or other fun merchandise from the SNA Emporium! Order TODAY, to ensure lunch heroes receive their gifts in time.

For more information about this festive day, visit SNA's [School Lunch Hero Day page](#).

## **National School Breakfast Week!**

We want to hear what your school did for National School Breakfast Week! NSBW was **March 5th – 9th 2018**. School Nutrition Association has announced this year's theme as "I Heart School Breakfast." The theme encourages parents, students and school officials to promote the importance of school breakfast through social media and the use of breakfast emojis. Submit pictures with a summary of what your school is doing for NSBW to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) with subject line "National School Breakfast Week" or "NSBW."

## **Upcoming Trainings:**

### **ICN Orientation to School Nutrition Management**

- The training will be held in **Pierre on June 11th - 15th 2018**
- 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.
- Who should this training? We recommend this training to new and aspiring school nutrition program directors with five years or less experience
- **Register for this training by May 25th, 2018.**
- CANS Webpage -> NSLP -> Training Opportunities OR Registration Link:  
[https://www.surveymonkey.com/r/CANS\\_ICN\\_Orientation\\_to\\_School\\_Nutrition\\_training](https://www.surveymonkey.com/r/CANS_ICN_Orientation_to_School_Nutrition_training)

## ICN Financial Management

- The training will be held in **Pierre, on July 17th - 18th 2018**
- Good financial management is critical for successful school nutrition programs. The ability to interpret the financial outcomes of operational decisions is essential to effective management of school nutrition programs.
- The training includes procedures for consistently recording financial data, recommendations for generating standard financial reports, and guidelines for interpreting the outcomes of financial decisions.
- Who should attend Financial Management: A Course for School Nutrition Directors training? 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), meals per labor hour and assessing your school nutrition program for better financial outcomes.
- **Register for this training by June 15th, 2018.**
- CANS Webpage -> NSLP -> Training Opportunities OR Registration Link: [https://www.surveymonkey.com/r/CANS\\_ICN\\_Financial\\_Management](https://www.surveymonkey.com/r/CANS_ICN_Financial_Management)

## Administrative Review Training

- School Food Authorities (SFAs) that are **scheduled to receive an Administrative Review in SY 18-19** are invited to attend a 10-hour workshop to prepare for the review.
- Participants will leave the workshop with most of the Off-Site Assessment form completed and a firm understanding of the review process and modules.
- We recommend that Business Managers and Food Service leads attend this training together or whoever works with the program for example: a determining official who is also the authorized representative
- There will be four trainings held throughout the summer in different regions of the state. **An email has been sent to the Authorized Representative listed in iCAN for your SFA, inviting you to a particular training. If you did not receive an invitation and are on the review list for next year please contact our office!**

## SNA SD State Conference

- July 24<sup>th</sup>- 26<sup>th</sup> in Watertown, SD
- CANS is hosting a **Team Up for School Nutrition as an SNA SD State pre-conference on July 24th**. Team Up for School Nutrition Success is a unique learning experience that serves to enhance schools' food operations by providing tailored technical assistance to school nutrition programs that want to maintain a healthy environment and student meal program participation.
- This workshop will pair participants with a mentor so that effective peer-to-peer mentoring is provided in a variety of areas. The workshop will include panel discussions of creative solutions for implementing the regulations and possibly some specific training.
- Pre-conferences are now part of the SNA SD State Conference registration cost. **You must register for conference before registering for this pre-conference.** A registration link for this preconference will be included on your SNA SD State Conference registration. **Register for this training by June 8th, 2018.**

If you have any questions about the trainings held this summer please contact Andrea Hollin by email [Andrea.hollin@state.esd.us](mailto:Andrea.hollin@state.esd.us) or by phone (605) 773-5213.

### **CANS Nutrition Bulletin**

- The Child and Adult Nutrition Services Nutrition Bulletin will now be posted in the summer months!  
Keep an eye out for the bulletin during the summer!

### **This is our final call for the school year-have a great summer!**

**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 30 minutes long and can credit for 30 minutes of training.**

Learning Topics discussed during this call were:

- 3000 Administration: 3200 Program Management; 3400 Human Resources & Staff Training
- 2000 Operations: 2600 Food Safety & HACCP