

**Check in with CANS - Minutes**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**November 1, 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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**Summer Food Service Program**

- NEW Summer Food Service Program Permanent Agreements will need to be signed and are coming to you this month! The new version is coming to the Authorized Representative by email and can be signed, scanned and electronically returned. These are not those school lunch had due this past October.
- The Federal review determined the current copies were missing a couple sentences in the required assurances.

**iCAN School Nutrition Program Applications:**

- Please keep these dates in mind:
  - October 30 was the LAST day to submit an August claim
  - November 29 is the LAST day to submit a September claim

**Reminders**

- Verification reports are due November 15

**Administrative Reviews**

- Several schools have received offsite assessments; this is the first step for your Admin. Review. Please be aware that this assessment takes the collaboration of several people and takes time to complete. It is not good planning to wait until the day before it is due to begin working on it.
- Once the assessment is returned to the CANS office, your review will be assigned to a program specialist who will contact you to move the review forward. If you have any questions regarding the process, contact [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us).
- It is important to respond to review deadlines immediately to prevent a hold on your claims for reimbursement.

**Smart Snacks**

- The FNS publication A Guide to Smart Snacks in School was recently updated to reflect current policies and guidance for School Year 2018–2019. Minor revisions include updates that reflect the interim final rule for USDA Child Nutrition Programs regarding flexibilities for milk, as well as FDA regulations pertaining to the Nutrition Facts label. The guidebook is now available for free download on the Team Nutrition website and for print orders. FNS intends to update the publication again for School Year 2019–2020 to reflect the final rule.

Available on the Team Nutrition website at <https://www.fns.usda.gov/tn/guide-smart-snacks-schools>.

## **Food Distribution**

- As previously mentioned in the Nutrition Bulletin and during the Check in with CANS calls, we have made a change to the iCAN ordering process and we have gone to a “first-come, first-serve” ordering system. Effective with the December order that opened today, all remaining allocations in iCAN have been cleared and any remaining entitlement dollars have been returned to your district. Available entitlement can be used to order USDA Foods from the unallocated column on your iCAN Agency order form or you can add additional dollars to FFAVORS. If your school currently uses NOI and you are interested in adding additional entitlement dollars to your existing processor account, please contact our office and we will work with you individually.
- As a reminder, the FFAVORS survey number 145 was reopened to allow schools to add additional entitlement dollars. The original date to close this survey was November 5. We have extended this date and the survey will now close on November 12 at 8:00am (CT). Schools are encouraged to spend 105% of their entitlement dollars. Spend, spend, spend!
- The December monthly order form opened today. The December order form will close on Monday, November 12<sup>th</sup>.

## **Procurement**

- Local Agency Procurement Support (LAPS) Conference Call Series
- These calls will be held monthly. There will be a specific topic for each call, but any and all procurement questions will be addressed. These calls will be held the 2<sup>rd</sup> Wednesday of every month at 2pm Central, starting on November 14.
  - November 14 - Code of Conduct
  - December 12 – Procurement Plan
  - January 9 – Micro purchases and informal purchasing
- Dial in phone number will be 1-866-410-8397 and the conference code number will be 3490506657
- If you have ideas procurement topics you would like to go over, please email Geriann at [geriann.headrick@state.sd.us](mailto:geriann.headrick@state.sd.us) or call 605-773-4718

## **SNA Industry Conference**

- The goal of this conference is to bring Industry and School Food Service Partners together to gain a better insight into each other’s roles. This conference should empower you to make the very best procurement, bid, and contract decisions for your programs. This conference will have information that pertains to Business Managers, School Nutrition Directors, Managers, Distributors, Brokers, Manufactures, and anyone that is interested in partnering for quality products and lowering their bottom line.
- January 28-29, 2019 in Sioux Falls
- Registration coming soon

## Equipment Grants for SY 2018-19

- The equipment assistance grant application is posted to the SD CANS NSLP website <http://doe.sd.gov/cans/nslp.aspx>
- Applications are due November 9, 2018.
- Grants to qualifying SFAs will be announced no later than January 2019
- Grant funds should be obligated by June 30, 2019, if there are concerns with this time frame please contact the CANS office.
- Any funds not used must be returned to the State Agency prior to September 30, 2019.
- Grant recipients should fully expend their NSLP equipment assistance grants by September 30, 2019.

## Team Nutrition

### Webinar Series

- Join us on the 2nd Thursday of every month at 2:30 PM (CST)/1:30 PM (MST) for our 2018-2019 Team Nutrition webinar series.
- SDSU Extension Family and Community Health Field Specialist, Francesca Benson (previously Willard), will be conducting this monthly webinar series over the course of the next 6 months. Tune in to learn more about what Team Nutrition has to offer, grant-specific topics, tips on applying for grants, and much more! Learn and understand more about Team Nutrition and be able to ask Francesca about any specific questions you may have! See below for tentative dates and topics for the 6-month webinar series!
  - November 8th – Smarter Lunchrooms
  - December 13th – Tips for Applying for Grants
  - January 10th – Farm to School
  - February 14th – Fuel Up to Play 60
  - March 14th – Team Nutrition Resources
- Please click the following link to join the November webinar:  
<https://sas.illuminate.com/m.jnlp?sid=2007004&password=M.40769048AB4F450D3FCF09DEB370F6>
- If you would like to be included on the listserv for reminder emails and links to upcoming webinars email Francesca at [Francesca.Willard@sdstate.edu](mailto:Francesca.Willard@sdstate.edu).

### Farm to School Grant Opportunity

- The FY 2019 USDA Farm to School Grant Request for Applications (RFA) is available! Grants are designed to expand farm to school programs that improve access to local foods in eligible schools.
- Awards are up to \$100,000 for Implementation Grants, and \$50,000 for Planning & Training Grants. Applications are due December 4, 2018.

## Fresh Fruit and Vegetable Program

- **Claim access**
  - Once the NSLP iCAN application is approved, CANS is able to approve the selected sites for FFVP within the iCAN system. This is a manual observation process at this point.
  - After the FFVP site has been approved in iCAN, Finance & Management is alerted to add the FFVP award to the FFVP site in iCAN.
  - Once the award has been added, an email communication is provided to the FFVP Site Contact, indicating that claim access is now available.

- **FFVP Approvals with CEP**

- Site selection is primarily based on free/reduced percentage as of the October from the previous year.
  - For example, FFVP selection for SY19-20 will be based on the October '18 F/R site percentage.
- If a site is participating in CEP, CANS is required to consider the individual site 'Identified Student Percentage', rather than the determined Group ISP.
  - For example, if the school district has grouped together multiple sites for CEP, achieving a 100% Free claiming percentage, CANS would still need to take the individual site ISP, or 'would-be' individual site claiming percentage regarding FFVP site selection.

### **Upcoming Trainings**

#### Produce Safety University

With September being National Food Safety Education Month, we would like to make you aware of a course being offered by the U.S. Department of Agriculture and Nutrition along with the Office of Food Safety. This course is titled Produce Safety University (PSU) and is a week-long course covering the fresh produce supply chain and how to handle raw, uncooked produce to prevent the spreading of foodborne illness. This course will be held at one of five regional offices in the spring of 2019. Attendees will enjoy the course with all travel expenses paid. If you would like to attend, or know someone that would benefit from this course, they must be nominated by a State Director of a Child Nutrition Program by December 3, 2018. You can learn more about that process here: <https://www.fns.usda.gov/food-safety/produce-safety-university>.

#### SNA Webinar Wednesdays

On Wednesdays the School Nutrition Association (SNA) presents webinars relating to various topics across the Child Nutrition Programs. Below you will find a list of upcoming webinars that they will be hosting. You can find more information about each of the webinars as well as registration information here:

<http://schoolnutrition.org/Webinars/>

#### **Best of #ANC18: How To Find a Chef**

*Wednesday, November 7, 2018, 1:00 pm CT / 12:00 pm MT*

Join a panel of experts for personal stories, advice and answers on how to find your perfect culinary match.

## iMATCH

- Potential Matches
  - Consider observing the 'high probability' potential matches in the system (Student Eligibility → Administration → DC Matching → Potential Matches tab)

The screenshot shows the iMATCH DC Matching interface. On the left is a navigation menu with items: Student Eligibility (1), Administration (2), Direct Approvals, DC Matching (3), DC Compliance, Grace Period Letters, Patrons, and Eligibility Reports. The main area is titled 'DC Matching' and has tabs for Potential Matches (4), Sibling Search, Matched, and File Search. Below the tabs are 'Student Details' fields (Last Name, First Name, ID, Birth Date) and a 'Probability' section (5) with 'High' (checked) and 'Medium' options. To the right is a 'Compare Status' section with 'Not Reviewed' (checked) and 'Reviewed' options, and 'Reset' and 'Apply' (6) buttons. A table below shows two columns: 'PrimeroEdge Student Details' (green header) and 'Certification File Details' (orange header). The table has columns for Student ID, Last Name, First Name, Birth Date, ID on File, Last Name, First Name, Birth Date, and Probability. A red arrow points to a 'Compare...' button in the table. A red box at the bottom says: 'Click 'Compare' to investigate the two files, and decide to make a match'. Two green and orange boxes explain the data sources: 'Students enrolled at school - system identifies a potential match' and 'Student records from SNAP/TANF - system identifies this record may match with enrolled student'.

- Student records on the left (green header) come from your school's enrollment
- Student records on the right (orange header) come from the SNAP/TANF list
  - The system identifies that these two student records may be a match, however, there are not enough consistent points for an automatic match to occur.
- Click the 'Compare' button (red arrow) to look closely at the 'Scorecard' of the two files.
  - Click the 'Match' button on the Scorecard if it is determined that the two records identify the enrolled student.

See the recorded **iMATCH Training Webinar (iMATCH Basics Webinar Training – 40 minutes)** or the **iMATCH User Manual (<http://doe.sd.gov/cans/documents/iMATCH-SFA.pdf>)** for more information.

### Thank You!

- The CANS office wants to thank those schools that submitted pictures from National School Lunch Week! Keep an eye out for more information in the coming Nutrition Bulletins and check in with CANS calls about National School Breakfast Week in March!
- Schools that have not submitted pictures can still do so by emailing them to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)

**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:

- 2000 Operations: 2400 Purchasing/Procurement – 15 minutes
- 3000 Administration: 3200 Program Management – 30 minutes