

South Dakota iCAN SNP Seamless Summer Option

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

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SD Child and Adult Nutrition Services



National School Lunch and School Breakfast Programs
Seamless Summer Option

Log On Screen



Returning Users: Log On

User ID:

Password:

Log On



This iCAN program is for child nutrition and food distribution programs in South Dakota.

If you have questions regarding iCAN, please send an email to DOE.iCANhelp@state.sd.us.

The March Nutrition Bulletin from Child & Adult Nutrition Services is posted at <http://www.doe.sd.gov/cans/nbulletin/index.aspx>.

Links

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

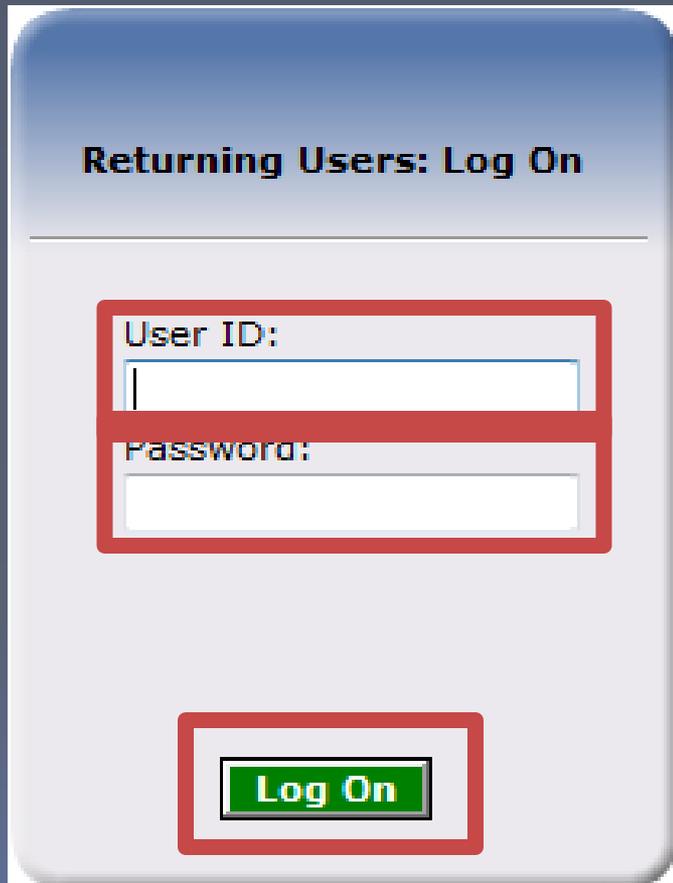
Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>

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



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Logging in to the System



The image shows a login interface with a blue header bar containing the text "Returning Users: Log On". Below the header is a white form area. A red rectangular box highlights the "User ID:" and "Password:" input fields. At the bottom of the form, a green "Log On" button is also highlighted with a red rectangular box.

1. In the Log On box, enter your User ID.
2. Enter your Password.
3. Click Log On.

Logging in to the System

Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed.



Navigating the iCAN System

School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications](#) > [Application Packet](#) > [Packet Site List - SNP](#) >

School Year: 2014 - 2015

7050105 Status: Active

Your School

123 South East Street
Pierre, SD 57501

Navigating the iCAN System

- Program Name
- Menu Items
- Breadcrumb Trail
- Information Box
- Year
- Log Out

School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)



[Programs](#)

[Year](#)

[Help](#)

[Log Out](#)

[Applications](#) > [Application Packet](#) > [Packet Site List - SNP](#) >

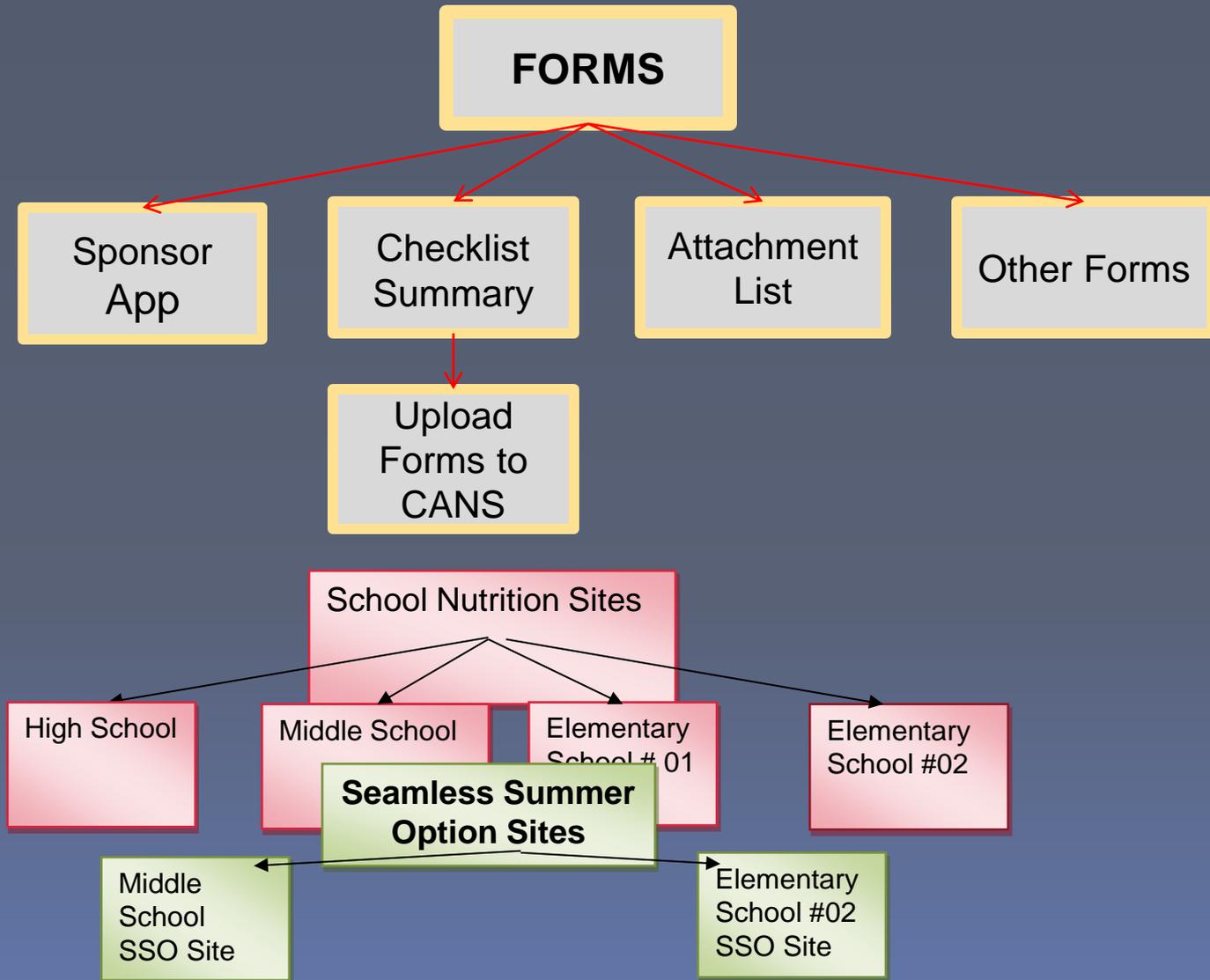
School Year: 2014 - 2015

7050105 Status: Active

Your School

123 South East Street
Pierre, SD 57501

The Application Packet



The Application Packet

Select *Applications* in the Menu line

School Nutrition Programs



Applications

Claims

Reports

Security

Search



Programs

Year

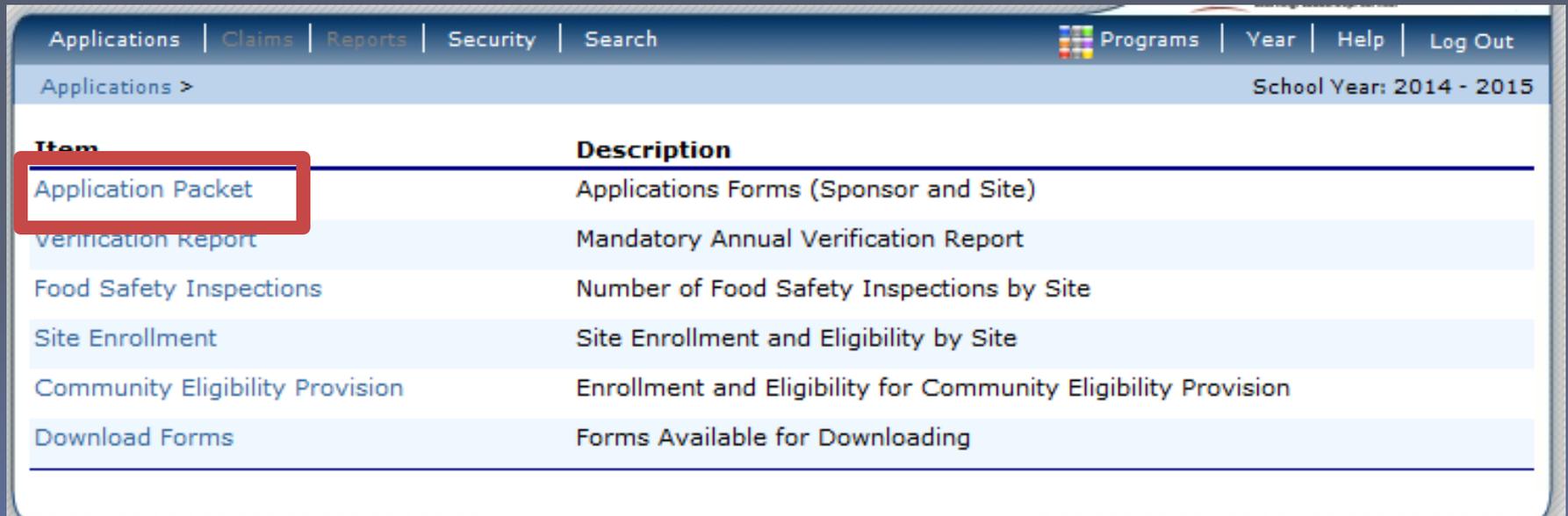
Help

Log Out



Completing a New Application

Select *Application Packet*



The screenshot shows a web application interface with a navigation bar at the top containing links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar, the text 'Applications >' is on the left and 'School Year: 2014 - 2015' is on the right. A table with two columns, 'Item' and 'Description', is displayed. The first row, 'Application Packet', is highlighted with a red box. The table contains the following data:

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Completing a New Application

Your school or agency name should already be listed. Select the appropriate School Year; in this case *2014-2015*.

The screenshot shows a web application interface with a navigation bar at the top containing links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar is a breadcrumb trail for 'Applications >'. The main heading is 'Select School Year'. A red box highlights a school entry with ID 7050105, status 'Active', and name 'Your School' at 123 South East Street, Pierre, SD 57501. Below this, a message states 'Currently, there are 2 School Year(s) available. Select the year you wish to access.' A table lists two school years: '2014 - 2015' (marked 'NEW!' in a green bubble) with a date range of 07/01/2014 - 06/30/2015 and 'Application Packet on File', and '2013 - 2014' with a date range of 07/01/2013 - 06/30/2014 and 'Not Started'. A '< Back' button is at the bottom.

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

For individuals that work with **multiple Agencies** (such as a Food Service Management Co.), you must first search for the Sponsor. Fill in the Sponsor's name and select *Search*.

Completing a New Application

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

Applications > School Year: 2014 - 2015

SNP Sponsor Search

Search for Sponsors

Agreement Number:	<input type="text"/>	Packet Status:	<input type="text"/>
Sponsor Name:	<input type="text" value="Your School"/>	Field Service Rep:	<input type="text"/>
Vendor Number:	<input type="text"/>	Packet Assigned To:	<input type="text"/>
FEIN:	<input type="text"/>	Program Status:	<input type="text"/>
County:	<input type="text"/>		
Sponsor Status:	<input type="text" value="Active"/>		

Sponsors Found:

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
------------------	--------------	---------------------------	------------------------	---------------	--------------------

Completing a New Application

- The Sponsor's Name will appear at the bottom of the screen.
- Click on either the Agreement Number or the Sponsors name.

Sponsors

Found: 1

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

Completing a Seamless Summer Option Site Application

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

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

1300100 Status: Active Packet Submitted Date:
VERMILLION SCHOOL DISTRICT 13-1 Packet Approved Date:
 17 PROSPECT ST Packet Original Approval Date:
 VERMILLION, SD 57069-2158 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		No Contracts
Details	Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (2)		
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	0	4	0	0	0	0	4
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

Add Site Application

Seamless Summer Option Site List

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2014 - 2015

2014 - 2015 Seamless Summer Option Site List

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

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

[< Back](#)

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2014 - 2015

2014 - 2015 SSO Available Site(s)

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

Site	Site Status
0003 - Middle School	Active
Add New Site	

[< Back](#)

Renewing agencies will have some of their application information carried forward from the prior year. Update information as needed.

Completing a SSO Site Application

Seamless Summer Option Site Application

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2014 - 2015

VIEW | MODIFY | DELETE

SSO Site Application For School Year: 2014 - 2015

7050105	Status: Active	0003	Status: Active
Your School		MIDDLE SCHOOL	
123 South East Street		No address on file for this year	
Pierre, SD 57501			

Version: Original

Radio Buttons may open up more questions!

Site Supervisor

1. Name:	Salutation	First Name	Last
2. Email Address:			
3. Phone:		Ext:	Fax:
4. Title:			

Street Address

5. Address Line 1:			
6. Address Line 2:			
7. City:			
8. State:	SD	Zip:	
9. County:			

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.

Why sponsoring a closed site?

- Grant (1-3 Meals)
- Camp (1-3 Meals)

Completing a SSO Site Application Eligibility Determination Continued

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:

Completing a SSO Site Application

■ Period of Operation

Period of Operation

11. Is the Site located in an area where the school operates on a year-round calendar? Yes No

12. Summer Operational Dates: Start Date: End Date:

13. Enter the number of days the Site will operate each month:

OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015
<input type="text"/>											

14. Field Trip Dates:

■ Meal Participation

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	
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	
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				

Completing a SSO Site Application

Meal Planning & Service

Meal Planning and Service

16. Indicate the menu planning option that will be used:

- SBP/Snack Grades K-5, 6-8, and 9-12
- SBP/Snack Grades K-8 and 9-12
- SBP/Snack Grades K12
- NSLP Grades K-5, 6-8, and 9-12
- NSLP Grades K-8 and 9-12
- NSLP Grades K-8 waiver
- NSLP Grades 9-12 waiver
- Snack K12 (2 components and serving size appropriate to age/grade group 9-12)
- CACFP Under Age 6

17. Meal Service:

Are any meals vended? Yes No

Name of Vendor:

Are meals prepared on this site? Yes No

Are meals transported to this site? Yes No

Transported From:

18. How many Points of Service?

19. Is this site a non-congregate site on excessive heat days? Yes No

20. Is this a mobile feeding site? Yes No

21. Is this an outdoor site? Yes No

Completing a SSO Site Application

- Advertising
- Organization Liaison
- Sponsor Monitoring Plan
- Severe Need Breakfast Qualification

Advertising

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

Advertisement Date(s):

- | | | |
|---|---|---|
| <input type="checkbox"/> Newspaper announcement/press release | <input type="checkbox"/> TV/Radio | <input type="checkbox"/> Social Media/Texting |
| <input type="checkbox"/> Flyers - neighborhood | <input type="checkbox"/> Flyers - school | <input type="checkbox"/> Posters and signs |
| <input type="checkbox"/> Sponsor website | <input type="checkbox"/> School newspaper | |
| <input type="checkbox"/> Other | <input type="text"/> | |

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:

Sponsor Monitoring Plan

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

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 type="text" value="1,600"/>	<input type="text" value="800"/>	<input type="text" value="200"/>	2,600	92.31%

Completing a SSO Site Application Continued

Make sure to check
this box, or you will
receive an error.

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 State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State 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 State. 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.

Created By: PamMcCown on: 9/3/2014 6:23:11 PM Modified By: PamMcCown on: 9/3/2014 6:23:37 PM

Click Save

Save

Cancel

when finished

VIEW | MODIFY | DELETE

Completing a SSO Site Application - Continued

The screenshot shows a web application interface with a dark blue header. The header contains navigation links: Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the header is a breadcrumb trail: Applications > Application Packet >. The school year is indicated as 2014 - 2015. The main content area is titled "2014 - 2015 SNP Sponsor Application". Below the title, there is a box containing the application ID "7050105" and the status "Status: Active". The school name is "Your School", and the address is "123 South East Street, Pierre, SD 57501". A red box highlights a message box that says "The Application has been saved." Below the message box, there are two buttons: "< Edit" and "Finish". The "Finish" button is highlighted with a red box.

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.

Completing a SSO Site Application

- Continued

Examples of Errors and Warnings

2014 - 2015 SNP Sponsor Application

7050105 Status: Active

Your School

123 South East Street
Pierre, SD 57501

Code	Error Description
1109	Hearing Official Name/Title must be entered.
1001	The certification checkbox must be checked.

Code	Warning Description
1515	If the school nutrition program is managed by an FSMC, the Sponsor Contact for FSMC Contract is required.
1508	Active FSMC contract(s) found for current program year. Either change 'Will the school nutrition program be managed by a Food Service Management Company (FSMC)' to "Yes" or terminate/cancel any active FSMC contracts on the FSMC Contracts screen accessible from the Application Packet screen.

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 answer.

Click Save   **when finished**

Completing a SSO Site Application

- Continued

If you receive the following message, your application has been saved without errors or warnings. Click *Finish*.

This screenshot shows the top navigation bar with 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. Below it, the breadcrumb 'Applications > Application Packet >' and 'School Year: 2014 - 2015' are visible. The main heading is '2014 - 2015 SNP Sponsor Application'. The application details for '7050105' are shown as 'Status: Active' and 'Your School' with address '123 South East Street, Pierre, SD 57501'. A message box states 'The Application has been saved.' At the bottom, there are '< Edit' and 'Finish' buttons, with the 'Finish' button highlighted by a red box.

Green Check indicates Site is complete

This screenshot shows the 'School Nutrition Programs' interface. The top navigation bar includes 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. The breadcrumb is 'Applications > Application Packet > Packet Site List - SSO >' and 'School Year: 2014 - 2015'. The heading is '2014 - 2015 Seamless Summer Option Site List'. The application details for '7050105' are shown as 'Status: Active' and 'Your School' with address '123 South East Street, Pierre, SD 57501'. Below is a table with columns: Action, Site ID / Site Name, AM BRK, AM SNK, PM LUN, PM SNK, SPR, and Version/Status. A red arrow points to the 'View | Modify' link and a green checkmark next to the '0001 Elementary' site. The table shows a total of 1 site enrolled. At the bottom, there is an 'Add Site Application' link and a '< Back' button.

Action	Site ID / Site Name	AM BRK	AM SNK	PM LUN	PM SNK	SPR	Version/Status
		Totals	0	0	1	0	0
View Modify	0001 Elementary			X			Original / Not Submitted

FORMS AND ATTACHMENTS

- List of forms than need to be completed or attached
- Click on Details to take Action

The screenshot shows a web application interface for managing application packets. At the top, there are navigation tabs: Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. The current page is titled 'Applications > Application Packet >' and is for the 'School Year: 2014 - 2015'. The main heading is '2014 - 2015 Application Packet'. Below this, there is a summary box for '7050105 Status: Active' with the school name 'Your School' and address '123 South East Street, Pierre, SD 57501'. It also shows dates for 'Packet Submitted', 'Packet Approved', and 'Packet Original Approval', and a 'Packet Status: Not Submitted'. A table lists forms with columns for Action, Form Name, Latest Version, and Status. The 'Checklist Summary (4)' link is highlighted with a red box. Below the table is a summary table for 'Site Applications' with columns for Approved, Pending, Return for Correction, Denied, Withdrawn/Closed, Error, and Total Applications. At the bottom, there are buttons for '< Back', 'Submit for Approval', and 'Withdraw Packet', and a link for 'Show Packet History'.

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	Checklist Summary (4)		

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

The list will vary, depending on your particular school or agency.

FORMS AND ATTACHMENTS

Click on Site Name for Checklist Summary

- Click on Seamless Summer Option Site Desired

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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

Applications > Application Packet > Checklist Summary > School Year: 2014 - 2015

SNP Checklist Summary

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

Sponsor	Total Items	Submitted Items	Approved Items
Your School	10	10	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Elementary	0	0	0
High School	0	0	0
Middle School	0	0	0

Seamless Summer Option Sites	Total Items	Submitted Items	Approved Items
Elementary	4	0	0

< Back

FORMS AND ATTACHMENTS

Disaster Response Feeding Plan - Continued

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

Applications > Application Packet > Checklist Summary > School Year: 2014 - 2015

VIEW | MODIFY

SSO Checklist

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 800 Culver Blvd. 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	03/12/2015	jmcCORD
Disaster Response Feeding Plan	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2015	JulieMcCord
Public Release (Open Sites)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2015	jmcCORD
SSO Vendor Contract	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/13/2015	jmcCORD

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

Save
Cancel

Your list of required forms/documents will vary depending on your particular school or agency.

FORMS AND ATTACHMENTS

Disaster Response Feeding Plan - Continued

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: C:\Julie\SFSP\2015 SFSP SSO\Your School Disaster Response Feeding Plan.c

2. Comment:

VIEW | **MODIFY** | DELETE

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

Applications > Application Packet >

Checklist File Upload Detail

The Checklist File Upload Detail has been processed.

FORMS AND ATTACHMENTS

Disaster Response Feeding Plan - Continued

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

Applications > Application Packet > Checklist Summary > School Year: 2014 - 2015

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

SSO Checklist

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 800 Culver Blvd. 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	03/12/2015	jmccord
Disaster Response Feeding Plan	<input checked="" type="checkbox"/>	03/14/2015	<input type="checkbox"/>	Pending Approval	03/12/2015	JulieMcCord
Public Release (Open Sites)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2015	jmccord
SSO Vendor Contract	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/13/2015	jmccord

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Disaster Response Feeding Plan	Summer 2015	3/14/2015 2:17:43 PM

Save
Cancel

FORMS AND ATTACHMENTS

Checklist Summary

- Click on your school or agency name.

SSO Checklist

7050105 Status: Active

Your School

123 South East Street
Pierre, SD 57501

0001 Status: Active

ELEMENTARY

800 Culver Blvd.
Pierre, SD 57501

The Checklist has been saved.

< Edit

Finish

Application Packet

- You application is now complete!
- Click the *Submit for Approval*.

The screenshot shows a web application interface for managing application packets. At the top, there is a navigation bar with links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar, the current page is identified as 'Applications > Application Packet >' and the 'School Year: 2014 - 2015' is displayed.

The main heading is '2014 - 2015 Application Packet'. Below this, there is a summary box for the application packet. It includes the ID '7050105', the status 'Active', and the school name 'Your School' with the address '123 South East Street, Pierre, SD 57501'. On the right side of this box, it shows 'Packet Submitted Date:', 'Packet Approved Date:', 'Packet Original Approval Date:', and 'Packet Status: Not Submitted'.

Below the summary box is a table with the following columns: Action, Form Name, Latest Version, and Status.

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

Below the table is another table with the following columns: Site Applications, Approved, Pending, Return for Correction, Denied, Withdrawn/Closed, Error, and Total Applications.

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

At the bottom of the interface, there are three buttons: '< Back', 'Submit for Approval' (highlighted with a red box), and 'Withdraw Packet'. Below the buttons, there is a link for 'Show Packet History'.

Application Packet

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

The screenshot displays a web application interface. At the top, there is a header bar with 'Details' on the left, 'FSMC Contract List' in the center, and '1 Contract' on the right. Below this, another 'Details' section shows a green checkmark and 'Checklist Summary (4)'. The main content area is titled 'Site Applications' and contains a table with two rows: 'School Nutrition Program' with a value of '1' and 'Seamless Summer Opti' with a value of '0'. A 'Total Applications' column is on the right. A 'Show Packet History' link is at the bottom left. A modal dialog box titled 'Message from webpage' is overlaid on the table. It contains a question mark icon and the text: 'You have clicked the 'Submit for Approval' button. Do you want to continue?'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel', both of which are highlighted with red rectangular boxes.

Site Applications	Total Applications
School Nutrition Program	1
Seamless Summer Opti	0

Application Packet

Once your application has been submitted, you will be unable to make changes. 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: 2014 - 2015

2014 - 2015 Application Packet

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

Packet Submitted Date: 09/20/2014
Packet Approved Date:
Packet Original Approval Date:
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	Original	Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

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

< Back Submit for Approval Withdraw Packet

Show Packet History

Application Packet

Incomplete Applications

CANS will send an email notification requesting additional information.

Please provide the required information and submit.

Application Packet

APPROVED APPLICATION

- Once your application has been approved by the State you will see your Application Packet Status shows Approved.

The screenshot displays a web application interface for managing application packets. 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 shows 'Applications > Application Packet >' and the 'School Year: 2014 - 2015'.

The main heading is '2014 - 2015 Application Packet'. Below this, a summary box contains the following information:

- 7050105 Status: Active
- Your School**
- 123 South East Street
- Pierre, SD 57501
- Packet Submitted Date: 09/20/2014
- Packet Approved Date: 09/20/2014
- Packet Original Approval Date: 09/20/2014
- Packet Status: Approved

Below the summary box is a table with the following columns: Action, Form Name, Latest Version, and Status.

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details	FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

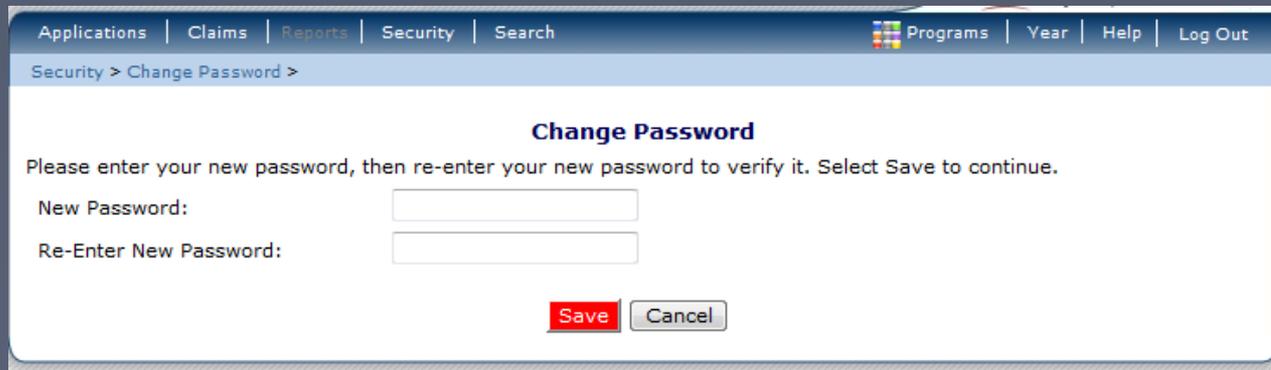
Below the table is a summary table for 'Site Applications' with the following columns: Site Applications, Approved, Pending, Return for Correction, Denied, Withdrawn/Closed, Error, and Total Applications.

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

At the bottom of the interface, there are two buttons: '< Back' and 'Submit for Approval'. A link 'Show Packet History' is also present.

CHANGING YOUR PASSWORD

Type a new password in both fields.



The screenshot shows a web application interface for changing a password. At the top, there is a navigation bar with links for Applications, Claims, Reports, Security, and Search. On the right side of the navigation bar, there are links for Programs, Year, Help, and Log Out. Below the navigation bar, the breadcrumb trail reads 'Security > Change Password >'. The main content area is titled 'Change Password' and contains the instruction: 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' There are two text input fields: 'New Password:' and 'Re-Enter New Password:'. At the bottom of the form, there are two buttons: 'Save' (highlighted in red) and 'Cancel'.

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

Click Save   **when finished**

Thank you!!

If you have any questions or comments regarding the training materials, please contact Julie McCord at julie.mccord@state.sd.us 605-773-3110.

For specific Application questions, please contact Beth Henrichsen at beth.henrichsen@state.sd.us 605-773-3610.

