



800 Governors Drive
Pierre, SD 57501-2235
T 605.773.3413
F 605.773.6846

TO: Authorized Representatives
Summer Food Service Program SFSP Applicants

FR: Julie McCord, Program Specialist
Child & Adult Nutrition Services

DT: February 5, 2018

RE: Summer Food Service Program Application/Agreement

Welcome to the Child Nutrition Programs. In order to receive federal funds for meals served, a local agency must have an approved application and signed agreement on file with the Child and Adult Nutrition Services (CANS).

First step in getting started is to complete the <http://doe.sd.gov/cans/documents/18Straining.pdf> and sending it to Julie McCord as instructed. If you are new to the Child Nutrition Programs in South Dakota, please contact doe.icanhelp@state.sd.us also to establish a sponsor profile and obtain a user id of the online application system called iCAN Summer Food Service Program.

The iCAN Summer Food Service Program red icon will be activated once the SFSP handbooks are available and the trainings in March are underway. When the iCAN system is ready with the 2018 information, I will have you enter the information online. The local agency will need to enter birthdates of the administrative staff similar to those administrating the Child and Adult Care Food Program CACFP in preparation for the implementation of the National Disqualified List as part of the integrity requirements and seriously deficient declarations of sponsors when applicable. We are operating under our most current guidance and will update materials as new guidance is available to us.

Training registrations are due February 22, 2018 and we will use information from the registration to contact you prior the application being open and available to those indicating they will be operating the summer of 2018.

The Summer Food Service Program application Checklist Item forms can be downloaded in iCAN and earlier from the CANS website <http://doe.sd.gov/cans/sfsp.aspx>. A completed

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application must be entered in iCAN and submitted to the Child & Adult Nutrition Services by **April 18, 2018**, for a timely approval before school ends and your summer program begins.

The Local Agency must be able to demonstrate administrative capability and financial viability needed to properly operate child nutrition programs. If the Local Agency has successfully operated the NSLP or the School Breakfast Program (SBP) in the past, then the agency is eligible to operate the Summer Food Service Program and choose between the existing meal pattern for SBP, NSLP, afterschool snack or the SFSP Meal Pattern which does not require the vegetable subgroups and has a different set of requirements for offer versus serve on both breakfast and lunch or supper. The sponsor will not be allowed to submit claims for meals for Summer Food Service Program until the iCAN application, site application, management plan, budget and checklist items are approved.

Checklist items/ Attachments are to be completed and uploaded in iCAN Checklist Items List. Some forms are available on the website as a courtesy for those wanting to get things started early. Everyone will complete a **Public / Media Release**, and **Disaster Response Feeding Plan**, the Excessive Heat Demonstration is optional for outdoor sites. A School choosing to use the SBP or NSLP meal pattern at an Open site – may choose to do an addendum to serve one serving size at the open site. If you want to serve one serving size at lunch or supper, please choose the serving size you wish to serve to all participants. If you primarily host children grade 8 and under, choose the Addendum (Open Site) – NSLP (K-8); if the site primarily serves high school children then choose the Addendum (Open Site) NSLP (9-12).

The permanent agreement must be signed after the application has been approved in iCAN along with the SFSP Free Meal Policy Statement.

Copies of the printed articles, posters, etc. as proof of documentation must be kept for Summer Reviews as part of the documentation. The required non-discrimination statement in full must be submitted on all media public releases and states:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination

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Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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