

Those returning and had entered information in iCAN SFSP last year, when you go in you will see this display and you want to click on the 2016-2017 Program Year.

Summer Food Service Program

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Applications >

Select Program Year

5100200 Status: Active
HILL CITY SCHOOL DISTRICT 51-2
440 Main Street
Hill City, SD 57745

Currently, there are 2 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
2016 - 2017	10/01/2016 - 09/30/2017	Not Started
NEW! 2015 - 2016	10/01/2015 - 09/30/2016	Application Packet on File

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Click **Enroll** so some of the information comes from last year's entries.

Summer Food Service Program

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Applications > Application Packet > Program Year: 2016 - 2017

2016 - 2017 Application Packet

5100200 Status: Active
HILL CITY SCHOOL DISTRICT 51-2
440 Main Street
Hill City, SD 57745

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Enrolled

The Sponsor has not started in the current year (2017).
Click 'Enroll' to enroll for this year base on your prior year's information.

Enroll Cancel

NEW – Under Applications Tab:

Annual Audits (Must be completed) Contact Jackie Mattheis if you have questions.

Download Forms (Many required – including Attestation Statement, some will display in Checklist Items)

The forms list the requirements you are agreeing to with the Agreement and Attestation statement and the templates that apply must be revised using your agency or school letterhead and uploaded in the appropriate Checklist Items.

Application Packet

You will still need to review everything for its accuracy and to enter new training dates. Make sure you still follow the same entry sequence we emphasized last year:

- 1) Sponsor Application
- 2) Management Plan
- 3) Food Production Facility List (complete for central kitchen/vended/FSMC) skip if cooking on-site. There are questions to answer here on contracts if you have one for vended or FSMC but the copy of the contract is uploaded in step 6 Budget Detail.
- 4) Site Applications (Summer Food Service Program – listed at bottom of application screen).
- 5) Checklist Summary
 - a. Sponsor Items (Upload the Meal Count Form and Health Inspection Letter on your letterhead)
 - b. Site Checklist Items (Some items you need to complete and upload others are templates and you must put on your agency / school letterhead and complete and then upload). The Site Labor Budget form for each feeding location is required to be uploaded here. Make copies and total them if you have more than one feeding site for use in the next step Budget Detail.
- 6) Budget Detail (Upload copies of all contracts, rental equipment, colony agreements, and Food Service Management Company Contracts).
- 7) Attachment List (This is where you will attach your on-site training later after it is completed).
- 8) SUBMIT FOR APPROVAL



Summer Food Service Program

south dakota
DEPARTMENT OF EDUCATION
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Welcome to the iCAN SFSP Home Page

iCAN SFSP

- See the SFSP iCAN Manual; Appendix with the sequence of entering the information and sample application; and the SFSP iCAN Application Webinar Recording available on <http://doe.sd.gov/cans/sfsp.aspx> for assistance in completing your application.

SFSP Application Questions and Advances

- If you have questions about the application, please contact Julie McCord Julie.McCord@state.sd.us or by calling (605) 773-3110.

If you have questions about the budget, annual audit, claims or advances, please contact Jackie Mattheis at Jacquelynn.Mattheis@state.sd.us or by calling (605) 773-3456.
You may also send questions to doe.icanhelp@state.sd.us for assistance.

Financial Statements and Audit Statements:

- * If school with Financial Statements on file for 2016-17 already - disregard.
Non-Public schools and agencies: to avoid delays in reimbursement, please fill out the financial statements completely and accurately. If you have questions concerning these reports, refer to the SchoolFoodservice Accounting Handbook dated March 1995, or contact Jackie Mattheis at 605-773-3456 or Jacquelynn.Mattheis@state.sd.us.

SFSP Claiming

- Claims are due in iCAN on the 10th day following the claim month (e.g. September claim is due by October 10). Claims will be locked in "view only" at 8:00 am CT on the next business day. If the 10th falls on a weekend or holiday the claims are due the following business day. Claims will be locked in "view only" in iCAN at 8:00 am CT until the payment process is complete.

If you have any questions about your claims, please contact Jackie Mattheis by phone at (605) 773-3456 or by email at Jacquelynn.Mattheis@state.sd.us.

Procurement

- For procurement guidance see the Procurement Section of the South Dakota Department of Education Child and Adult Nutrition Services website <http://doe.sd.gov/cans/index.aspx>

Attestation and Download Forms

- Attestation Statement is required to be signed and dated by the SFSP Authorized Representative Then mailed by US Postal Service and received in the CANS office prior application approval
The SFSP Agreement, Appeal Rights and Procedures and Nondiscrimination Statement, SFSP Free Meal Policy Statement, SFSP Outreach Letter TEMPLATE, required Monitoring forms and other documents are available un the Application tab above and choosing Download Forms

CANS Nutrition Bulletin

- **The Nutrition Bulletins are available at:** <http://doe.sd.gov/cans/index.aspx>