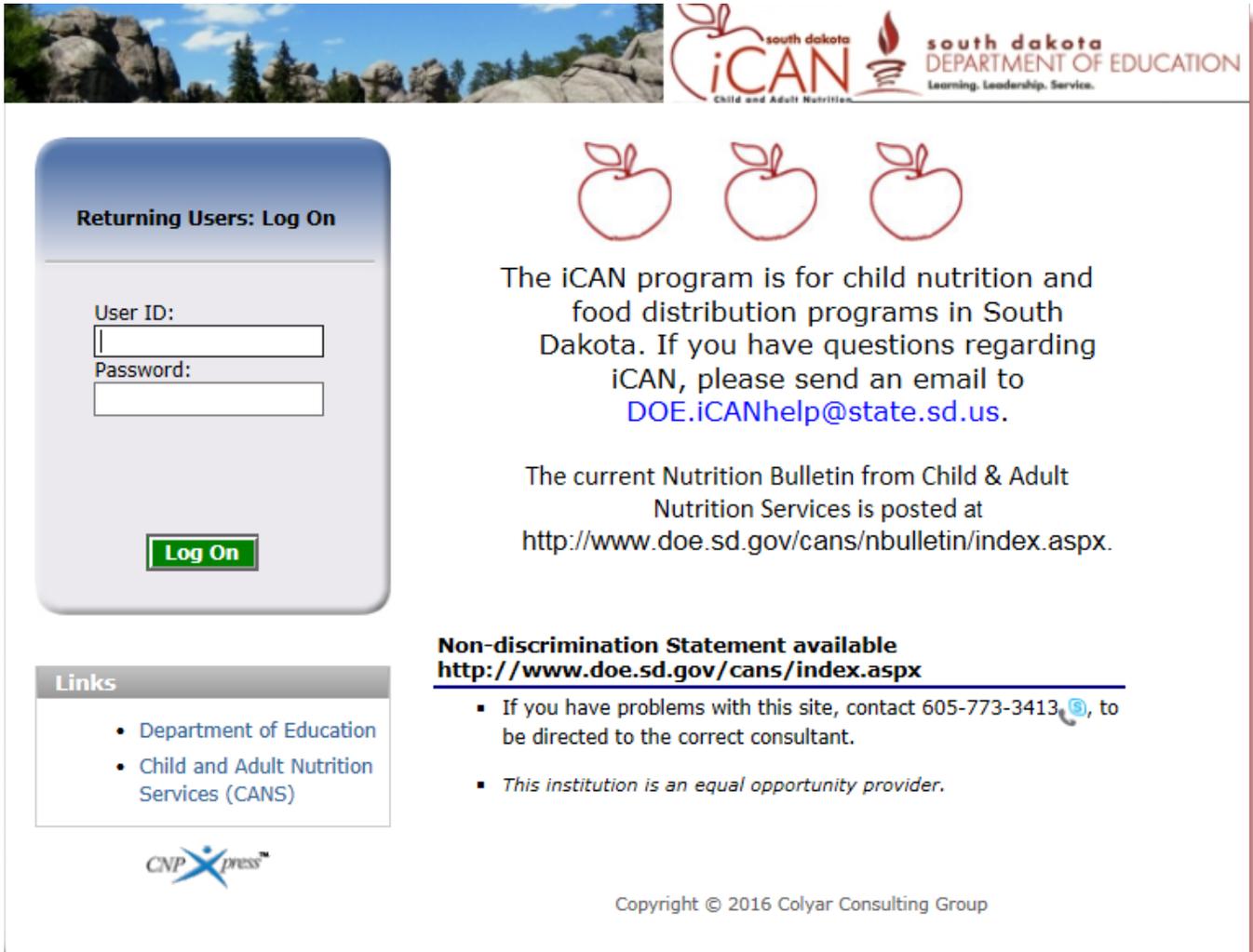


# School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)

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



The screenshot shows the iCAN website splash page. At the top, there is a banner image of a rocky landscape on the left and logos for 'south dakota iCAN Child and Adult Nutrition' and 'south dakota DEPARTMENT OF EDUCATION Learning, Leadership, Service.' on the right. Below the banner, there are three red outline drawings of apples. On the left side, there is a login box for 'Returning Users: Log On' with fields for 'User ID:' and 'Password:', and a green 'Log On' button. Below the login box is a 'Links' section with two bullet points: 'Department of Education' and 'Child and Adult Nutrition Services (CANS)'. At the bottom left is the 'CNP Xpress' logo. On the right side, there is text explaining the iCAN program, contact information for questions, and information about the current Nutrition Bulletin. At the bottom right, there is a 'Non-discrimination Statement available' with a link to the full statement and two bullet points regarding contact and equal opportunity.

**Returning Users: Log On**

User ID:

Password:

**Log On**

**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.
- *This institution is an equal opportunity provider.*

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Updated: March 2019

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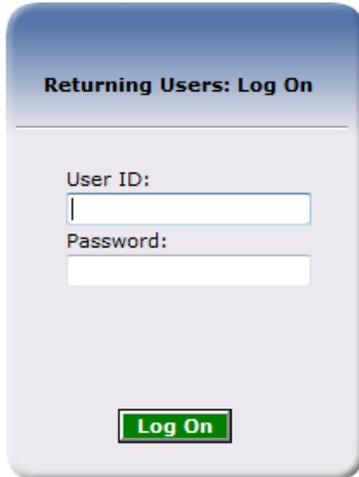
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## Chapter 1 – Logging into the iCAN System

- 1) In the Log On box, enter your User ID.
- 2) In the Password Box, enter your Password.
- 3) Click *Log On*.



The image shows a login form titled "Returning Users: Log On". It features two input fields: "User ID:" and "Password:". Below the fields is a green "Log On" button.

- 4) Once you successfully log on, the *iCAN Programs* page is displayed. Click on the specific tile you wish to access. In this instance, click on *School Nutrition Programs*.



**TIP:** Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen at all.

## **SESSION CONFLICT ERROR**

Occasionally, you may encounter a *Session Conflict Error* when logging into to iCAN.

First, click the *Activate* button. In most instances this will take you directly to the iCAN Log On screen. If clicking *Activate* does not work, close out your other browsers (after saving your work!) and try to log on again. If the problem persists, please send an email to [DOE.iCANHelp@state.sd.us](mailto:DOE.iCANHelp@state.sd.us) or call 605-773-3413.

Session Conflict Error

---

Session Conflict Error



**A session conflict has occurred.**

**What you can try:**

Close all browser windows and try again.

If you are attempting to open two browser windows for this application, the second window must be opened in a new session.

Click the Activate button below to make this the active session.  
WARNING: Unsaved work in the conflicting session will be lost.

10/6/2014 1:54:31 PM

## Chapter 2 – Navigating the iCAN System

Once you have logged in, the top portion of the iCAN page contains key elements that provide basic information about your location within the system.

1. The **Program Name** will identify which Program you are in.
2. The dark blue line contains the **Menu Items**. Selecting a menu item will take you to that menu page.
3. The light blue line is the **Breadcrumb Trail**. This identifies your location within the iCAN system. Selecting a specific portion of the trail will take you back to that particular screen.
4. The **Information Box** shows your School or Agency information.
5. **Year** allows you to select prior Program Years to view information.
6. **Help** takes you to the online help screen where you can search for a specific question or obtain instructions for navigating the iCAN system.
7. Please make sure you **Log Out** to exit the iCAN system.



## Chapter 3 – Overview of SSO Application Process

### The Application Packet consists of two main sections:

**SITE APPLICATION(S):** There will be an individual application required for each site, just as there is in the SNP Application.

2018 - 2019 Seamless Summer Option Site List							
7050105 Status: Active <b>Your School</b> 123 School Ave Pierre, SD 57501							
Action	Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/ Status
		<b>Totals</b>	2	0	2	0	0
View   Revise	✓ 0004 My School	X		X			Original / Approved
View   Revise	✓ 0005 Your School II	X		X			Original / Approved
Add Site Application							
<b>Total Sites Enrolled: 2</b>							

**CHECKLIST SUMMARY:** This contains your Attachment List. Your list of forms will vary depending on your particular School/Agency, just as in your SNP Application.

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
Civil Rights Form (SSO)	 ✓	03/04/2019	✓	Approved	03/04/2019	bethhenrichsen
Disaster Response Feeding Plan	 ✓	03/04/2019	✓	Approved	03/04/2019	bethhenrichsen
Addendum Open Site - NSLP (9-12)	 ✓	03/04/2019	✓	Approved	03/04/2019	bethhenrichsen
SSO Public Release (Open Sites)	 ✓	03/04/2019	✓	Approved	03/04/2019	bethhenrichsen

# Chapter 4 – Application Packet

## Completing a Seamless Summer Option Site Application

1) Once logged into the iCAN system, select *Applications* in the Menu line.



2) Then, select *Application Packet*.



**TIP:** The School or Agency must have an approved SNP application in the current school year to apply for the Seamless Summer Option.

- 3) Your school or agency name should already be listed. Select the appropriate School Year.

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

Applications >

### Select School Year

7050105 Status: Active  
**Your School**  
 123 School Ave  
 Pierre, SD 57501

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
<b>NEW!</b> 2018 - 2019	07/01/2018 - 06/30/2019	Application Packet on File
2017 - 2018	07/01/2017 - 06/30/2018	Application Packet on File
2016 - 2017	07/01/2016 - 06/30/2017	Application Packet on File

**TIP:** If you do not have multiple schools or agencies, continue with step 5.

- 4) If you have multiple schools or agencies, you must first search for the Sponsor. Click *Search* on the Menu Bar, and then click *Sponsor Search*.

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

School Year: 2018 - 2019

### SNP Search Options

Item	Description
<b>Sponsor Search</b>	Search for SNP Sponsors.
Status Summary Report	Search for SNP Sponsors based on application or claim status.
Address Search	Search for SNP Sponsors by physical address.

On the Search screen, fill in the *Sponsor Name* and select *Search*. The Sponsor Name will appear at the bottom of the screen. Select either the Agreement Number or the Sponsor Name. You may have to repeat steps beginning with Step 2 to get to your Application Packet screen.

**SNP Sponsor Search**

Search for Sponsors

Agreement Number:

Sponsor Name:

Vendor Number:

FEIN:

County:

Sponsor Status:

Packet Status:

Field Service Rep:

Packet Assigned To:

Program Status:

**Sponsors** Found: 1

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

5) Click *Seamless Summer Option* at the bottom of your SNP Application Packet.

**2018 - 2019 Application Packet**

7050105 Status: Active

**Your School**  
123 School Ave  
Pierre, SD 57501

Packet Submitted Date:  
Packet Approved Date:  
Packet Original Approval Date: 05/10/2018  
Packet Status: Not Submitted

Packet Assigned To: Beth Henrichsen

Action	Form Name	Latest Version	Status
View   Revise	✓ Sponsor Application	Rev. 1	Approved
View   Revise	✓ Attestation Statement	Original	Reviewed
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (14)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	2	0	0	0	0	0	2
Seamless Summer Option	0	0	0	0	0	2	2

- 6) The Sites previously approved for Seamless Summer Option display. Select desired site from the list by clicking on the name.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

**2015 - 2016 SSO Available Site(s)**

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

Site	Site Status
0001 - Elementary	Active
0003 - Middle School	Active

[Add New Site](#)

**TIP:** The School or Agency must have an approved SNP application in the current school year to apply for the Seamless Summer Option.

7) All open boxes MUST be completed within the site application.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

VIEW | MODIFY | DELETE

### SSO Site Application For School Year: 2015 - 2016

7050105    Status: Active <b>Your School</b> 123 South East Street Pierre, SD 57501	0001    Status: Active <b>ELEMENTARY</b> No address on file for this year
--	---

**Version: Original**

#### Site Supervisor

	Salutation	First Name	Last Name
1. Name:	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

#### Street Address

5. Address Line 1:	<input type="text" value="123 South East Street"/>
6. Address Line 2:	<input type="text"/>
7. City:	<input type="text" value="Pierre"/>
8. State:	<input type="text" value="SD"/> Zip: <input type="text" value="57501"/>
9. County:	<input type="text" value="Hughes (32)"/> v

8) Site Types available include: Open, Restricted Open, Closed Enrolled, Migrant or Camp; each has associated questions.

#### 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.

Migrant (1-3 Meals)

Camp (1-3 Meals)

9) Open, Restricted Open and Closed require these questions to be answered:

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

% Free and Reduced approved, school data. Us this if you are an Open site.

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):  /  If using area eligibility, this should always be 10 of the current school year.  
  
For example: SY18-19 is 10/2018.

Census data

Census Tract No.

Block Group No.

Income eligibility forms are:

Collected

On File Use this if you are a Closed-Enrolled site

SFA Listing

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Other:

Explain:

\*Public school sites are Open.

10) Restricted Open also requires this question to be answered:

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?

**TIP:** *Restricted Open* is usually not selected at application time. Sites typically start as Open and can change to Restricted Open if necessary. If this happens, you will Modify the site and make the selection of Restricted Open. This action requires State Agency approval.

11) Closed Enrolled also requires these questions to be answered:

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?

\*Colony sites are Closed Enrolled.

12) Migrant has no additional questions.

13) CAMP requires following questions to be completed:

Camp (1-3 Meals)

Residential

Non-residential (day camp)

If 'Non-residential' is selected, provide a brief description of the organized program.

Why sponsoring a camp?

Source of documentation for individual children's eligibility:

Regular School Year Eligibility (SFA Listing)

Application Submitted to Camp Site

Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

**TIP:** ACCURATE POINT-OF-SERVICE COUNTS ARE CRITICAL! It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point of service (meals are counted as they are served) to ensure that an accurate count of meals served is obtained and reported. Counting meals at the point of service also allows site personnel to ensure that only complete meals are served.

14) All Site options require the Period of Operation section be completed.

Period of Operation																
11. Is the Site located in an area where the school operates on a year-round calendar?											<input type="radio"/> Yes	<input type="radio"/> No				
12. Summer Operational Dates: Start Date:											<input type="text"/>		End Date:		<input type="text"/>	
13. Enter the number of days the Site will operate each month:																
OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
14. Field Trip Dates:																
<input type="text"/>																

- Question 11: South Dakota does not have any year-round schools at this time, so this should always be answered No
- Question 12: Can be populated by clicking on the calendar icon
- Question 13: The number of days the site will operate each month must fall within the operational dates and cannot exceed the days in that month
  - If operating Monday – Friday for 3 weeks use 15 days
- Question 14: Field Trip dates can be completed if the site has planned field trips
  - This is optional; Seamless Summer Option does not require preapproval of Field Trips
  - Appropriate documentation of the off-site meals including the menu meeting reimbursable meal requirements, production record for the meal, meal counts is required if claiming meals
  - Supporting documentation for claimed meals may be requested during the Administrative Review for Seamless Summer Option

**TIP:** It is **very important**, as the sponsor, to verify what is actually taking place at each of your sites. Please do not just guess at this information or assume you know what they are doing. Have discussions, make visits, etc., to ensure the information is accurate. If we find something other than what is in the application actually happening during a review, it could result in fiscal action.

15) All Site options require the Meal Participation section be completed.

**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	<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"/> 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	<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"/> 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				

Ensure the following sections are completed:

- Type of Meals to be Served: Breakfast, AM Snack, Lunch, PM Snack, Supper (**black box**)
- Estimated Number to be Served: Estimated number to be served each day or average daily participation (**purple box**)
- Time Meal Service Begins: What time will you begin serving meals? (**blue box**)
- Time Meal Service Ends: What time will meal service end? (**blue box**)
- Days Served: Which days of the week will you serve? (**red box**)
- OVS: A checked box indicates you will allow Offer versus Serve (**green box**)

**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	<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 checked="" 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	<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"/> 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				

16) All Site options require the Meal Planning and Service section be completed.

Meal Planning and Service	
16. Indicate the menu planning option that will be used:	
<input type="checkbox"/>	SBP/Snack Grades K-5, 6-8, and 9-12
<input type="checkbox"/>	SBP/Snack Grades K-8 and 9-12
<input type="checkbox"/>	SBP/Snack Grades K12
<input type="checkbox"/>	NSLP Grades K-5, 6-8, and 9-12
<input type="checkbox"/>	NSLP Grades K-8 and 9-12
<input type="checkbox"/>	NSLP Grades K-8 waiver
<input type="checkbox"/>	NSLP Grades 9-12 waiver
<input type="checkbox"/>	Snack K12 (2 components and serving size appropriate to age/grade group 9-12)
<input type="checkbox"/>	CACFP Under Age 6
17. Meal Service:	
Are any meals vended?	<input type="radio"/> Yes <input type="radio"/> No
Name of Vendor:	<input type="text"/>
Are meals prepared on this site?	<input type="radio"/> Yes <input type="radio"/> No
Are meals transported to this site?	<input type="radio"/> Yes <input type="radio"/> No
Transported From:	<input type="text"/>
18. How many Points of Service?	<input type="text"/>
19. Is this site a non-congregate site on excessive heat days?	<input type="radio"/> Yes <input type="radio"/> No
20. Is this a mobile feeding site?	<input type="radio"/> Yes <input type="radio"/> No
21. Is this an outdoor site?	<input type="radio"/> Yes <input type="radio"/> No

- Question 16: Mark the appropriate menu planning option you intend to use
  - For NSLP K-8 and 9-12 only, a waiver must be submitted, approved (signed), and attached in the Checklist Summary
- Question 17: If your school or agency contracts with a Food Service Management Company (FSMC), a vended meal contractor, or has any other food service contract, (like a colony contract) verify the contract dates cover the seamless summer option operation dates
  - Attach contract in the Checklist Summary
- Question 18: Indicate the number of meal count points of service you have

**TIP:** ACCURATE POINT-OF-SERVICE COUNTS ARE CRITICAL! It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point of service (meals are counted as they are served) to ensure that an accurate count of meals served is obtained and reported. Counting meals at the point of service also allows site personnel to ensure that only complete meals are served.

17) All Site options require the Advertising section be completed.

**Advertising**

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

Advertisement Date(s):

Newspaper announcement/press release     
  TV/Radio     
  Social Media/Texting  
 Flyers - neighborhood     
  Flyers - school     
  Posters and signs  
 Sponsor website     
  School newspaper  
 Other

- Indicate all the methods of advertising your school will be implementing
- If choosing Other, you must enter description in open box
- *Keep the actual newspaper articles, a copy of advertisements sent out on letter head for the Seamless Summer Option Administrative Review documentation*

18) Your school may have a Food Service Management Company, vendor contract, or colony contract(s) in place that is providing the site staff. If so complete the information in Question 23, otherwise leave blank.

**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:

19) Seamless Summer Option requires a minimum of one self-review (onsite monitor) by the school/agency each summer. The state agency recommends the monitoring take place during the first three weeks of operation. This allows time to make adjustments if needed in program operation to avoid critical issues leading to fiscal action, resulting in non-reimbursement of meals served. Explain the monitor plan and date(s) the administrative staff plans to conduct the monitor visit.

**Sponsor Monitoring Plan**

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

20) This section will automatically populate, if applicable, for your school or agency.

**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 style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	0	0%

21) Make sure to read the Certification and check the box, or you will receive an error. Click *Save*.

**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 South Dakota Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The South Dakota Department of Education 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 South Dakota Department of Education. 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.

22) Click *Finish*.

The screenshot shows the 'SSO Site Application' interface for the school year 2015-2016. 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 reads 'Applications > Application Packet > Packet Site List - SSO >'. The main heading is 'SSO Site Application For School Year: 2015 - 2016'. The form contains two columns of information: the left column for 'Your School' (ID 7050105, Status: Active, 123 South East Street, Pierre, SD 57501) and the right column for 'ELEMENTARY' (ID 0001, Status: Active, 123 South East Street, Pierre, SD 57501). A message box states 'The SSO Site Application has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish', with the 'Finish' button circled in red.

## Errors and Warnings

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.

This screenshot shows the same 'SSO Site Application' interface, but with an error message. The message box states: 'The SSO Site Application has been saved with errors.' Below this, a detailed message explains: 'Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the SSO Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the SSO Site Application later.' At the bottom, the '< Edit' button is circled in red, while the 'Finish' button is disabled.

Make corrections and Click *Save and Finish* once you make corrections.

**TIP:** 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 entry.

## Seamless Summer Option Site List

Once you click *Finish*, you will be taken to the Seamless Summer Option Site List which gives a summary of the sites enrolled, Site ID/Site Name, meal type for the site and the status of the Seamless Summer site application.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

### 2015 - 2016 Seamless Summer Option Site List

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

Action	Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/Status
		<b>Totals</b>					
		1	0	1	0	0	
<a href="#">View</a>   <a href="#">Modify</a>	0001 Elementary	X		X			Original / Not Submitted

[Add Site Application](#) ←

**Total Sites Enrolled: 1**

[< Back](#)

Notice the green check mark next to the Action and Site ID. This indicates the Site Application for Seamless Summer Option is now complete.

**TIP:** You can *View* or *Modify* your sites by choosing the applicable action on the screen.

If you have additional Seamless Summer Option sites to add and they do not show up in your list, please contact the CANS office. Then, repeat the steps for each site that will participate in the Seamless Summer program. If you are finished adding Seamless Summer sites, click *Back*.

You are now finished with the Seamless Summer Option Site Application portion of the Application Packet. You will still need to complete and/or upload documents before you can submit your Application Packet.

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

Applications > Application Packet > School Year: 2015 - 2016

### 2015 - 2016 Application Packet

7050105    Status: Active <b>Your School</b> 123 South East Street Pierre, SD 57501	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: 02/09/2016 Packet Status: Not Submitted
--	--

Action	Form Name	Latest Version	Status
View   Revise	✔ Sponsor Application	Rev. 1	Approved
Details	✔ FSMC Contract List		1 Contract
Details	✔ Meal Pattern Compliance Dashboard		Approved
Details	✔ Checklist Summary (12)		
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	1	0	0	0	0	0	1
Seamless Summer Option	0	1	0	0	0	0	1

## Chapter 5 – Forms and Additional Documents

Once you have completed your Seamless Summer Option Site Application, you will be directed back to the Application Packet Menu. The red arrow indicates the Checklist items need to be addressed. There will be a list of Forms that need to be completed or documents that you will need to attach.

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

Applications > Application Packet >
School Year: 2015 - 2016

### 2015 - 2016 Application Packet

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

Packet Submitted Date:  
 Packet Approved Date:  
 Packet Original Approval Date: 02/09/2016  
 Packet Status: Returned

Action	Form Name	Latest Version	Status
<a href="#">View   Revise</a>	✔ Sponsor Application	Rev. 1	Approved
<a href="#">Details</a>	✔ FSMC Contract List		1 Contract
<a href="#">Details</a>	✔ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	➔ Checklist Summary (12)		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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	1	0	0	0	0	0	1

< Back
Submit for Approval

**TIP:** The list of attachments will vary, depending on your particular school or agency.

# CHECKLIST SUMMARY

The Checklist Summary is where your document attachments are stored.

- 1) Click *Details* to the left of Checklist Summary.

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

Applications > Application Packet > School Year: 2015 - 2016

### 2015 - 2016 Application Packet

7050105 Status: Active Packet Submitted Date:  
**Your School** Packet Approved Date:  
 123 South East Street Packet Original Approval Date: 02/09/2016  
 Pierre, SD 57501 Packet Status: Returned

Action	Form Name	Latest Version	Status
View   Revise	✓ Sponsor Application	Rev. 1	Approved
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
<b>Details</b>	➔ Checklist Summary (12)		
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	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

- 2) Click on the site desired under Seamless Summer Option Sites; in this example: *Elementary*.

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

Applications > Application Packet > Checklist Summary > School Year: 2015 - 2016

### SNP Checklist Summary

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

Sponsor	Total Items	Submitted Items	Approved Items
Your School	8	8	8
<b>School Nutrition Programs Sites</b>			
Elementary	0	0	0
<b>Seamless Summer Option Sites</b>			
<b>Elementary</b>	4	0	0

## SSO Checklist Screen

- 3) Example: Click on *Disaster Response Feeding Plan*. The form will download for you to complete. The form provided in the Downloadable Forms from the state agency is required of all summer feeding sites. Once you complete the form, SAVE with a name in your computer files.

If the form name is black, such as *SSO Vendor Contract*, then there is not a template/form available for download. You are still required to upload/attach your contract and submit it to CANS.

Applications		Claims	Reports	Security	Search	Year	Help	Log Out	
Applications > Application Packet > Checklist Summary >						School Year: 2018 - 2019			
VIEW   MODIFY									
<b>SSO Checklist</b>									
7050105 Status: Active <b>Your School</b> 123 School Ave Pierre, SD 57501				0004 Status: Active <b>MY SCHOOL</b> 123 School Street 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			
Civil Rights Form (SSO)		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019	bethhenrichsen		
<b>Disaster Response Feeding Plan</b>		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019	bethhenrichsen		
Addendum Open Site - NSLP (9-12)		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019	bethhenrichsen		
SSO Public Release (Open Sites)		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019	bethhenrichsen		
<b>SSO Vendor Contract</b>		<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	03/04/2019	bhenrichsen		
Action	Checklist Item	Comment		Attachment Date/Time					
There are no attachments									
<input type="button" value="Save"/> <input type="button" value="Cancel"/>									

4) Click on the “*paperclip*” for the document you wish to upload.

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

Applications > Application Packet > Checklist Summary > School Year: 2018 - 2019

VIEW | MODIFY

### SSO Checklist

7050105 Status: Active <b>Your School</b> 123 School Ave Pierre, SD 57501	0004 Status: Active <b>MY SCHOOL</b> 123 School Street 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
Civil Rights Form (SSO)		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019 bethhenrichsen
Disaster Response Feeding Plan		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019 bethhenrichsen
Addendum Open Site - NSLP (9-12)		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019 bethhenrichsen
SSO Public Release (Open Sites)		<input checked="" type="checkbox"/>	03/04/2019	<input checked="" type="checkbox"/>	Approved	03/04/2019 bethhenrichsen
SSO Vendor Contract		<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	03/04/2019 bhenrichsen

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

5) Select *Browse* so you can select the appropriate document from your computer. If you choose, type in a Comment – it will display on the SSO Checklist. Click *Save*.

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

Applications > Application Packet > School Year: 2018 - 2019

VIEW | MODIFY | DELETE

### Checklist File Upload Detail

**Checklist**

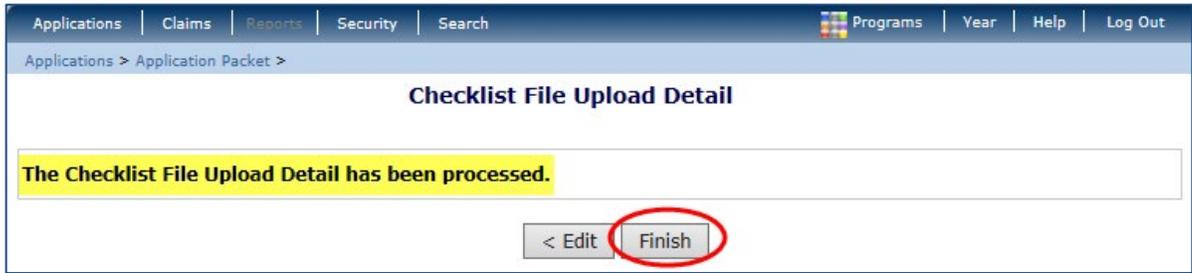
Program: Seamless Summer Option  
Checklist Item: Disaster Response Feeding Plan

**Upload Detail**

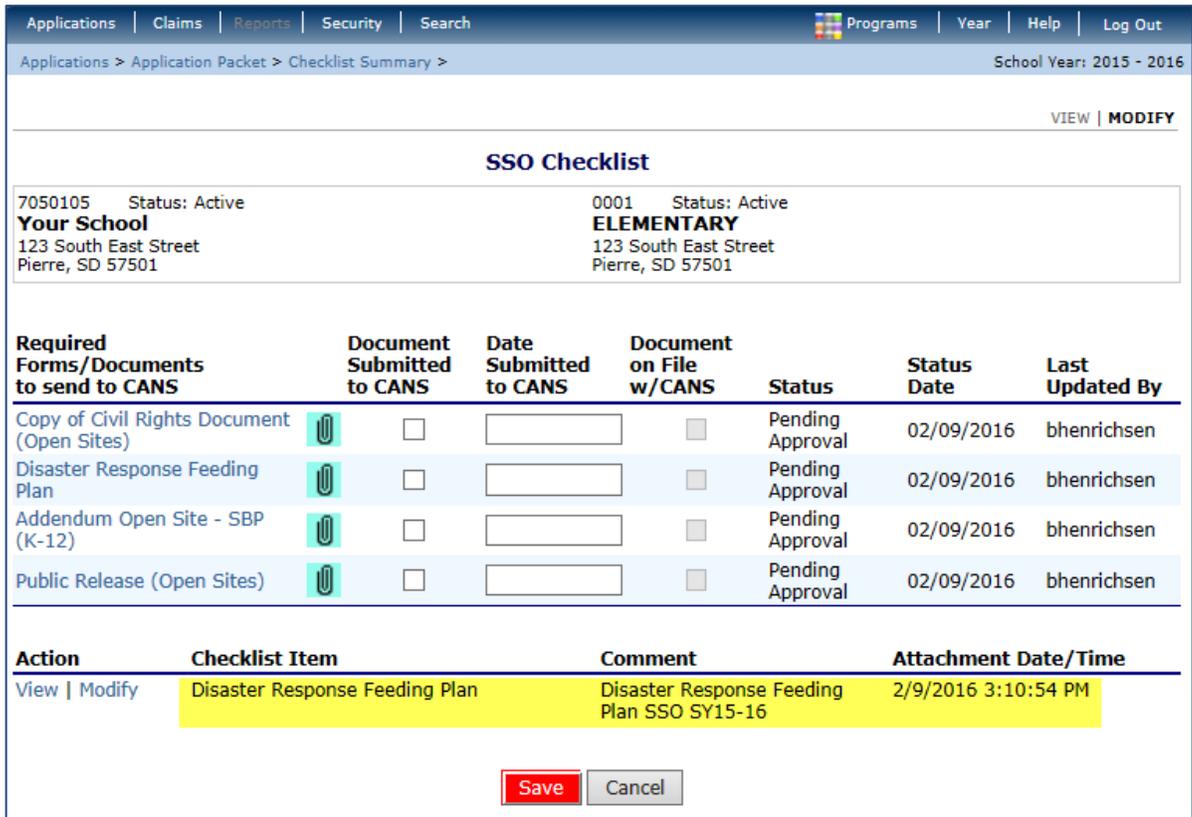
1. File To Upload: N:\CANS\Summer Feeding\2016 SSO\iCAN SNP SSO Agency Manual (v3)

2. Comment: Disaster Response Feeding Plan SSO SY15-16

6) If your file was successfully uploaded, you will see this message. Click **Finish**.



Once you click Finish, you will be taken back to the SSO Checklist screen and you will see that the date and time of the attachment *Disaster Response Feeding Plan* and the comment entered at the bottom of the screen.



- 7) Click the box *Document Submitted to CANS*; the date submitted will prefill in the box *Date Submitted to CANS*.
- 8) Proceed to the next form/document on your checklist.
- 9) When all forms/documents have been uploaded, make sure to check the *Document Submitted to CANS* box for each item.
- 10) Once all boxes have been checked, Click *Save* at the bottom of the page. Then, click *Finish*.

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

Applications > Application Packet > Checklist Summary > School Year: 2015 - 2016

VIEW | MODIFY

### SSO Checklist

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

0001 Status: Active  
**ELEMENTARY**  
123 South East Street  
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="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Disaster Response Feeding Plan	<input checked="" type="checkbox"/>	02/09/2016	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Addendum Open Site - SBP (K-12)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Public Release (Open Sites)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen

Action	Checklist Item	Comment	Attachment Date/Time
View   Modify	Disaster Response Feeding Plan	Disaster Response Feeding Plan SSO SY15-16	2/9/2016 3:10:54 PM

**Save** Cancel

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

Applications > Application Packet > Checklist Summary > School Year: 2015 - 2016

### SSO Checklist

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

0001 Status: Active  
**ELEMENTARY**  
123 South East Street  
Pierre, SD 57501

**The Checklist has been saved.**

< Edit **Finish**

- 11) Clicking *Finish* will return you to the SSO Checklist Summary screen. This shows you have four checklist items submitted, ready for approval.

The screenshot shows the 'SNP Checklist Summary' page. 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 breadcrumb trail reads 'Applications > Application Packet > Checklist Summary >' and the school year is '2015 - 2016'. The main heading is 'SNP Checklist Summary'. Below this, there is a box containing the school ID '7050105', status 'Active', and school name 'Your School' with address '123 South East Street, Pierre, SD 57501'. The main content consists of three tables. The first table, 'Sponsor', shows 'Your School' with 8 total items, 8 submitted, and 8 approved. The second table, 'School Nutrition Programs Sites', shows 'Elementary' with 0 total, 0 submitted, and 0 approved. The third table, 'Seamless Summer Option Sites', shows 'Elementary' with 4 total items, 4 submitted, and 0 approved. A '< Back' button is located at the bottom center.

Sponsor	Total Items	Submitted Items	Approved Items
Your School	8	8	8

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

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

[< Back](#)

- 12) To return to your Application Packet, Click the *Back* button.

This screenshot is identical to the one above, showing the 'SNP Checklist Summary' page. The only difference is that the '< Back' button at the bottom center is circled in red to highlight it.

13) Your application is now complete! Click the *Submit for Approval* button.

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

Applications > Application Packet > School Year: 2015 - 2016

### 2015 - 2016 Application Packet

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

Packet Submitted Date:  
 Packet Approved Date:  
 Packet Original Approval Date: 02/09/2016  
 Packet Status: **Not Submitted**

Action	Form Name	Latest Version	Status
View   Modify	✓ Sponsor Application	Rev. 2	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (12)		
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	1	0	0	0	0	0	1
Seamless Summer Option	1	0	0	0	0	0	1

< Back **Submit for Approval**

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

- If you are sure you are ready to submit your application, click *OK*.
  - Once you click *OK* you will be unable to make changes to your application
- If you do not wish to submit your application at this time, click *Cancel*.
  - Your application will be saved and you can submit it at another time

Action	Form Name	Latest Version	Status
View   Modify	✓ Sponsor Application	Rev. 2	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details			
Details			
View			
Details			

Message from webpage

You have clicked the 'Submit for Approval' button. Do you want to continue?

OK Cancel

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	1	0	0	0	0	0	1

< Back **Submit for Approval**

You should now notice that the Packet Status shows *Submitted for Approval*. If you submitted in error, please contact the CANS office for instructions.

Action	Form Name	Latest Version	Status
<a href="#">View</a>	✓ Sponsor Application	Rev. 2	Submitted
<a href="#">Details</a>	✓ FSMC Contract List		1 Contract
<a href="#">Details</a>	✓ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	✓ Checklist Summary (12)		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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	1	0	0	0	0	0	1

# STATUS of Application Packet - Approved

When submitting a claim your packet must be in *Approved* status

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

Applications > Application Packet > School Year: 2015 - 2016

### 2015 - 2016 Application Packet

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

Packet Submitted Date: 02/09/2016  
 Packet Approved Date: 02/09/2016  
 Packet Original Approval Date: 02/09/2016  
 Packet Status: **Approved**

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View   Revise</a>	✓ Sponsor Application	Rev. 2	Approved
<a href="#">Details</a>	✓ FSMC Contract List		1 Contract
<a href="#">Details</a>	✓ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	✓ Checklist Summary (12)		
<a href="#">Details</a>	Application Packet Notes		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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	1	0	0	0	0	0	1

< Back | Submit for Approval | Approve | Return | Deny

The Authorized Representative of your agency/school will receive an email for every step of the process.

**iCAN Application Packet Notification**

South Dakota UAT Help Desk <doe.icanhel@state.sd.us>

Sent: Tue 02/09/2016 4:05 PM

To:  DOE ICAN Help

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**NOTIFICATION EMAIL FOR SNP APPLICATION PACKET**

South Dakota Unified Nutrition Programs System  
 South Dakota Department of Education  
 Child and Adult Nutrition Services

Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been APPROVED.

Sponsor Name: Your School  
 Agreement Number: 7050105  
 Program Year: 2015/2016  
 Program: School Nutrition Programs (SNP)  
 Application Packet Status: Approved

## Chapter 6 –Incomplete or Returned Applications

Upon reviewing your submitted application, the CANS office may have additional questions or require that you submit additional documents. In this event, you will receive an email notification from South Dakota Help Desk [doe.icanhelp@state.sd.us](mailto:doe.icanhelp@state.sd.us) advising you that your application has been returned to you for corrections.

**iCAN Application Packet Notification**

South Dakota UAT Help Desk <doe.icanhelp@state.sd.us>

Sent: Tue 02/09/2016 4:13 PM

To:  DOE iCAN Help

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**NOTIFICATION EMAIL FOR SNP APPLICATION PACKET**

South Dakota Unified Nutrition Programs System  
South Dakota Department of Education  
Child and Adult Nutrition Services

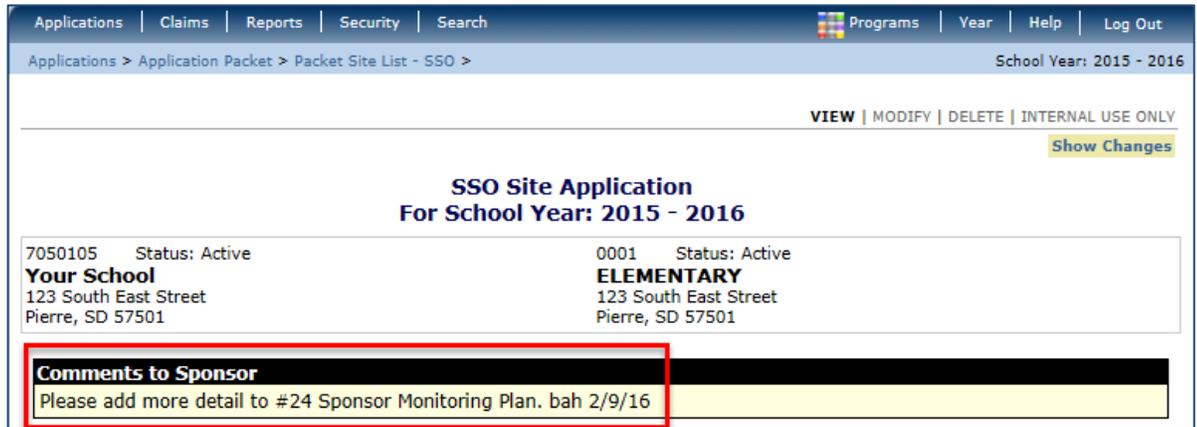
Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been RETURNED FOR CORRECTIONS.

Sponsor Name: Your School  
Agreement Number: 7050105  
Program Year: 2015/2016  
Program: School Nutrition Programs (SNP)  
Application Packet Status: Returned for Corrections

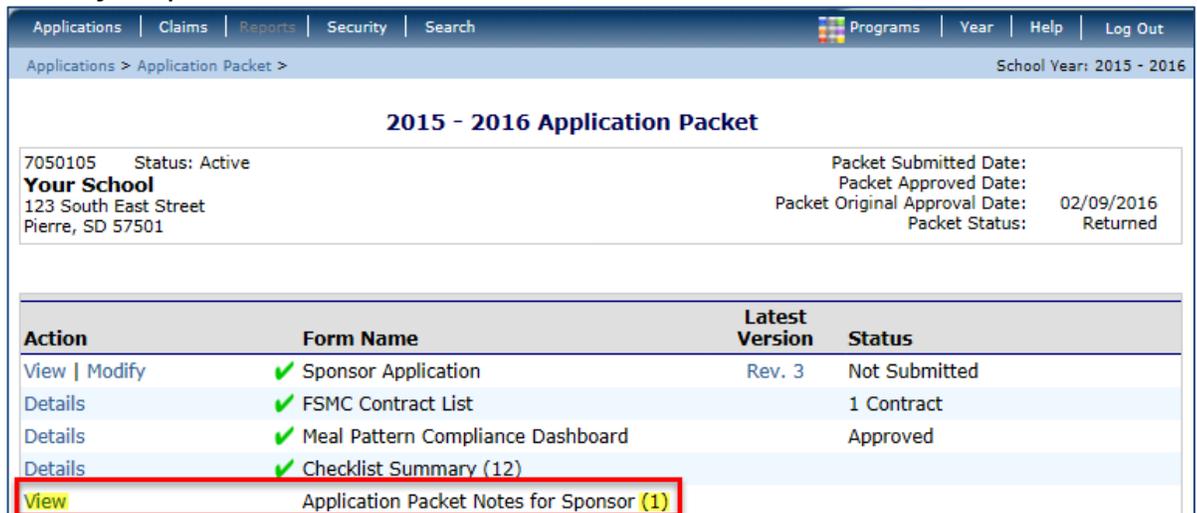
**TIP:** The person listed as the Authorized Representative for your school or agency will receive the automated email notifications. If someone other than the Authorized Representative is completing this application, please make arrangements to have these emails forwarded to the appropriate person.

1) If you receive this email notification, log into *iCAN* and select your Application Packet. Notes regarding the corrections required can be found:

a. At the top of the *Site Application*.



b. In the Application Packet Screen. If there are notes in the Application Packet screen, you will see a number next to the *Application Packet Notes for Sponsor*. Click *View* to read the notes.



2) If corrections are needed, make the applicable corrections and click *Save, Finish*.

3) Resubmit your application by clicking the red *Submit for Approval* button. Your Authorized Representative will once again receive an email once the application has been approved.

## Chapter 7 – Approved Applications

Once your application has been approved by the State you will see your Application Packet Status shows Approved. The Authorized Representative will also receive an email notification advising you of this.

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

Applications > Application Packet >
School Year: 2015 - 2016

### 2015 - 2016 Application Packet

7050105    Status: Active

**Your School**  
123 South East Street  
Pierre, SD 57501

Packet Submitted Date: 02/10/2016  
 Packet Approved Date: 07/10/2016  
 Packet Original Approval Date: 02/09/2016  
**Packet Status:** Approved

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View   Revise</a>	✓ Sponsor Application	Rev. 3	Approved
<a href="#">Details</a>	✓ FSMC Contract List		1 Contract
<a href="#">Details</a>	✓ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	✓ Checklist Summary (12)		
<a href="#">Details</a>	Application Packet Notes		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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	1	0	0	0	0	0	1

< Back
Submit for Approval
Approve
Return
Deny

## Chapter 8 – Changing your Password

This feature only works once you are already logged in. If you have forgotten your password or are locked out of the system, you will need to send an email to [DOE.iCANhelp@state.sd.us](mailto:DOE.iCANhelp@state.sd.us) or contact 605-773-3413 and request a password reset. A confirmation with your temporary password will be sent to the email address we have on file for you. No password information will be provided to you over the phone.

- 1) Click on **Security** in the blue menu bar



- 2) Type a new password in both fields. Click **Save**.

A screenshot of the 'Change Password' form in the 'School Nutrition Programs' web application. The page title is 'Change Password'. Below the title, there is a message: 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' There are two yellow input fields: 'New Password:' and 'Re-Enter New Password:'. At the bottom of the form, there are two buttons: 'Save' (highlighted with a purple circle) and 'Cancel'.

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