School Nutrition Programs
iCAN Application Manual

The 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.


- 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.

National School Lunch, School Breakfast, and Special Milk Programs
Child and Adult Nutrition Services, SD Dept. of Education

Website: https://ican.sd.gov/ican/splash.aspx

Updated April 2020
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Chapter 1 – Logging into the iCAN System

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

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

Tip: actual access to specific program tiles is based on the user’s security rights. You may not see all the tiles displayed. If you have access to only one program you will not see this screen.
SESSION CONFLICT ERROR
Occasionally you may encounter a Session Conflict Error when logging into iCAN.

1) Click the *Activate* button.
   a) In most instances this will take you directly to the iCAN Log On
   b) If clicking *Activate* does not work, close all open browsers *(after saving your work!)* and try to log on again
   c) If the problem persists, please send an email to DOE.iCANHelp@state.sd.us or call 605-773-3413
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 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) Your School or Agency information will be shown in the **Information Box**.

5) **Year** will allow you to select prior Program years to view.

6) **Help** will take you to the online help screen where you can search for a specific question or obtain instructions on navigating the iCAN system.

7) Make sure you **Log Out** to exit the iCAN system.

**TIP:** **DO NOT** use your browser arrows to navigate within iCAN.
AN OVERVIEW OF THE APPLICATION PROCESS

The Application Packet consists of two main sections.

**FORM**: This contains the Sponsor Application, a Checklist Summary and an Attachment List. The list of forms will vary depending on your particular School/Agency.

**SITE APPLICATIONS**: There will be an individual application required for each of your sites.

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**Tip**: Sequence is important!

a) Start with your Sponsor Application.

b) Complete the Site Applications next.

c) Complete the Checklist summary and upload documents.

d) Complete any other required sections.
Chapter 3 – Application Packet

Completing a Sponsor Application

1) Select Applications in the Menu line.
2) Select Application Packet.

3) Your School or Agency name should already be listed. Select the appropriate School Year.
4) If you see this screen choose *Add*. This will take you to the *Sponsor Application*.

5) If you see the following screen (6), select *Enroll* to begin a renewal application. If you do not wish to complete an application at this time, select *Cancel*.

6) If you selected *Enroll*, click *OK* to Continue.
TIP: if you work with multiple Sponsor Agencies (such as a Food Service Management company), you must first search for the Sponsor. Fill in the Sponsor’s name and select **Search**.

![SNP Sponsor Search](image)

The Sponsor name will appear at the bottom of the screen. Select either the **Agreement Number** or the **Sponsor Name**.

![Sponsor Application](image)

7) To complete the Sponsor Application select **Modify**.
8) Complete all open boxes of the application.
   a. Renewing agencies will have some prior year information roll forward; review and update as necessary.

   b. Question #2, Operational Dates will automatically default to July 1 to June 30.

   **TIP:** update with your actual dates of operation; this is your school year start and end dates.

   **TIP:** the salutation drop-down box (Mr., Mrs., etc.) is a required field.
TIP: correct email addresses for the Authorized Representative, Claim Representative and Food Service Director are very important. These addresses are used by the CANS office for email lists and standard communications with your school/agency.
c) Complete all open boxes.

35. Determining Official is the person that establishes eligibility (when applicable), completes Direct Certification (when applicable), and/or the person that files your claims for reimbursement.

36. The Hearing Official is the person that handles grievances.

37. The Verifying Official is the person that completes the 742 Verification Report.

38. Confirmation Reviewer reviews all applications chosen for verification prior to verification being conducted.

<table>
<thead>
<tr>
<th>Determining Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>35. This person processes applications and makes eligibility determinations.</td>
</tr>
<tr>
<td>Name/Title:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hearing Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>36. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The Hearing Official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).</td>
</tr>
<tr>
<td>Name/Title:</td>
</tr>
<tr>
<td>*Hearing Official must be in a position higher than the Determining Official and Verifying Official.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Verifying Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>37. This person verifies the eligibility of applicant households in accordance with program regulations, and, if needed, completes the independent review of applications when required.</td>
</tr>
<tr>
<td>Name/Title:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirmation Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>38. This person serves as a &quot;second set of eyes&quot; for reviewing applications that are selected by the Verifying Official for the verification process.</td>
</tr>
<tr>
<td>Name/Title:</td>
</tr>
</tbody>
</table>

TIP: for RCCIs, CEP and Provision schools only: Verification is not required but Questions 35-38 must be answered.
TIP: Answer Yes to Question #45 if any of your sites will be operating a Community Eligibility Provision (CEP). This will trigger the CEP Schedule to your Application Packet.
d) If your school/agency contains any RCCI sites, complete questions 46-49.
   • If your school/agency does not have any RCCI sites this area will be grayed out and you will not be able to enter any information.

   Licensed Residential Child Care Institution (RCCI) only

   46. Is the site licensed as an RCCI site for the care of children?  
       ☐ Yes  ☐ No
   47. What is the student population type?  
       ☐ Day only  ☐ Residential only  ☐ Residential and day students
   48. What documentation is used to qualify residential students for free meals?  
       ☐ Roster  ☐ Other  
       If Other, please describe:
   49. What documentation is used to qualify day students for free and reduced price meals?  
      (Check all that apply.)  
       ☐ Free and Reduced Price Application  ☐ Direct Certification  ☐ Homeless Liaison  ☐ Other  
       If Other, please describe:

   e) If your school/agency contracts with a Food Service Management Company (FSMC), complete questions 50-54.
   • If your school/agency does not contract with an FSMC, select No.

   Food Service Management Company (FSMC)

   50. Will the school nutrition program be managed by a Food Service Management Company (FSMC)?  
       ☐ Yes  ☐ No

   Sponsor Contact for FSMC Contract
       ☐ Same as Authorized Representative

   Name: ____________________________  First Name: ____________________________  Last Name: ____________________________
   Email Address: ____________________________
   Phone: ____________________________  Ext: ____________________________  Fax: ____________________________
   Title: ____________________________
f) Vended Meals: Complete this section if you have a contract with another agency to purchase or sell food in your food service program.

55. Do you purchase meals through a Vended Meal Contract with another school/agency that also operates School Nutrition Programs?
   • If Yes, list the SFA name.

56. Do you purchase meals through a Vended Meal Contract with a company that does not operate School Nutrition Programs? For example, a grocery store or college.
   • If Yes, list the vendor’s name.

57. Do you sell or provide reimbursable meals to another school/agency that operates School Nutrition programs and your SFA claims the meals for reimbursement?

58. Do you provide reimbursable meals to another school/agency that operates School Nutrition Programs and your SFA does not claim the meals for reimbursement?
   • If Yes, list the SFA name.

59. Do you have any other contracts not listed in 55-58 that run through your food service department? For example, a senior meal program.
   • List each contract.
8) Specially Needy Lunch – this section automatically populates using the second prior school year claimed lunch counts for your school/agency.
   - Yes = your school/agency served 60% or more of the lunches during the second preceding school year at free or reduced-price rate.
   - No = your school agency did not serve 60% or more of the lunches during the second preceding school year at free or reduced-price rate.

9) **Comments from Sponsor** – is there any additional information you wish to provide? If so, please add your notes and comments in this box.

10) Make sure to check the certification box, or you will receive an error.

11) Click Save.
Errors and Warnings
Once saved, you may see the application contains errors. You will need to edit your application before you can submit. Click the Edit button to see what your errors are and to make corrections. Or you can click Finish to save and go back to edit later.

The Application has been saved with errors.

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 Application can be processed. You may correct the errors now by clicking 'Edit' or you may return to the Application later.

Examples of errors:

<table>
<thead>
<tr>
<th>Code</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1104</td>
<td>Authorized Representative contact must be completed. Extension (Ext) and Fax may be blank.</td>
</tr>
<tr>
<td>1100</td>
<td>Street Address must be completed. Address Line 2 may be blank.</td>
</tr>
<tr>
<td>1101</td>
<td>Mailing Address must be completed. Address Line 2 may be blank.</td>
</tr>
<tr>
<td>1102</td>
<td>Food Service Director / Manager contact must be completed. Extension (Ext) and Fax may be blank.</td>
</tr>
<tr>
<td>1105</td>
<td>Claim Representative contact must be completed. Extension (Ext) and Fax may be blank.</td>
</tr>
<tr>
<td>1109</td>
<td>Hearing Official Name/Title must be entered.</td>
</tr>
<tr>
<td>1108</td>
<td>Determining Official Name/Title must be entered.</td>
</tr>
<tr>
<td>1110</td>
<td>Verifying Official Name/Title must be entered.</td>
</tr>
<tr>
<td>1192</td>
<td>Confirmation Reviewer Name/Title must be entered.</td>
</tr>
<tr>
<td>1311</td>
<td>The question 'Do you wish to accept distributions of USDA donated food' must be answered.</td>
</tr>
<tr>
<td>1302</td>
<td>The question 'Does your organization use the Current State prototype household application' must be answered.</td>
</tr>
</tbody>
</table>
1. Make corrections and click *Save* when finished.

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

3. You will be taken back to the Application Packet screen.

4. This section is now complete! Notice the *green checkmark*.

   **Tip:** If you have a red arrow instead of a green checkmark that means there is an error or it is incomplete. The error indicates the section is not complete and your Application Packet cannot be submitted for approval until all errors are corrected.
Completing Site Applications

1) To complete the Site Applications, click on the blue *School Nutrition Program* link.

2) Click *Modify*. 
a) **Renewing School/Agency Sites**: much of the prior year program information will roll forward into the site application; please review and make changes/additions as needed. Complete any unanswered questions

b) **New School/Agency Sites**: your new site will be blank. Please complete all unanswered questions.

3) **Modify Program Selection**: to add or drop programs at a site, select *Modify Program Selection* and then make your selection under *Participating Program(s)*, then click *Save* and *Continue*.

4) Complete all boxes in the site application.
   a) Enter the information for the person we should contact at this site.
b) Choose the Site Type.
   - Traditional Public School: select if this site is a Public School
   - Charter School: there are no Charter Schools in SD
   - Non-Public School: select if this site is not a Public School or an RCCI.
   - Residential Child Care Institution (RCCI): select if this site is a licensed RCCI or a State-run Residential Child Care Institution

![Participation Information](image1)

![Participation Information](image2)

c) New Site.
   - If Yes, contact CANS to ensure you complete #13 with the correct lunch data
   - If this is a new site and there are no lunch counts for the second prior year, the site may operate 3 months and the school may apply for Severe Need Reimbursement Rate
     - There is an allowance to make this SBP reimbursement rate retroactive for 3 months of operation
   - If No, the data should prepopulate from the second preceding school year claim for this site

![Participation Information](image3)
d) Severe Need Breakfast Reimbursement Rate Determination.
   • Yes = 40% or more lunches were served at free or reduced-price rate in the school year noted on the site application
   • No = Less than 40% of lunches were served at the free or reduced-price rate in the school year noted on the site application

<table>
<thead>
<tr>
<th>Participation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Site Type: Traditional Public School</td>
</tr>
<tr>
<td>12. Is this a new site with a majority of the students transferred from severe need schools? Yes ☐ No ☐</td>
</tr>
<tr>
<td>13. Lunches claimed for School Year (2017 - 2018) - Severe Need Breakfast Reimbursement Rate Determination</td>
</tr>
<tr>
<td>Total Free Lunches</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

e) Check all grades that reside at this site.
   • If you have Early Education, Head Start, Pre-Kindergarten, the text box below is required; please explain where and when these students eat meals

<table>
<thead>
<tr>
<th>Participation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Site Type: Traditional Public School</td>
</tr>
<tr>
<td>12. Is this a new site with a majority of the students transferred from severe need schools? Yes ☐ No ☐</td>
</tr>
<tr>
<td>13. Lunches claimed for School Year (2018 - 2019) - Severe Need Breakfast Reimbursement Rate Determination</td>
</tr>
<tr>
<td>Total Free Lunches</td>
</tr>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

14. Select Grades at this site: (Check all that apply)
   - Early Education: ☐
   - Head Start: ☐
   - Pre-Kindergarten: ☐
   - Kindergarten: ☐
   - Other: ☐

   If Early Education/Head Start/Pre-Kindergarten, where and when do those students eat meals?

15. Kitchen Type: ☐
    IF Combination, identify which types:
f) Complete the Kitchen Type for this site.

- **Pre-Packaged Satellite**: individually portioned and trayed food is sent to this location
- **Bulk Satellite**: bulk food is sent to this location
- **Central Kitchen**: this is a food preparation location only; no feeding occurs at this site
- **On-Site Prep**: food is prepped and served at this site
- **Vended Meals**: meals are purchased from another SFA and are not prepared at this location
- **Vending Machine Meal Service**: students are served meals from a vending machine at this site
- **Combination**: any combination of the above locations; please make note of what types of meal service/prep occurs at this site and where food is shipped, when applicable

Examples:
- This site serves food and also prepares meals to satellite to another location
- This site serves food and also prepares meals for a vended contract for meal service elsewhere

- **Walking**: students walk from one site to another feeding site
g) Enter student meal prices and adult meal prices. Adult meal prices must be set high enough to cover your highest federal free reimbursement rate, plus the performance reimbursement, plus the value of USDA Foods used in the meal. See CANS SNP Memo #223-1 for more information about setting proper adult meal prices.

<table>
<thead>
<tr>
<th>National School Lunch Program (NSLP)</th>
<th>Pricing Information</th>
<th>Paid Price</th>
<th>Reduced Price</th>
<th>Adult Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Breakfast Program (SBP)</td>
<td>▼</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afterschool Snack (AS)</td>
<td>▼</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TIP: Selecting Pricing Information will trigger different checklist items.

TIP: Selecting a Provision will trigger Provision status and checklist items.

TIP: Questions 17-19 pulls info from your prior year CEP site list and is automatically filled in. If you are a CEP school these numbers do not affect your approved percentages.

<table>
<thead>
<tr>
<th>Community Eligibility Provision (CEP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Identified Students:</td>
</tr>
<tr>
<td>18. Enrollment:</td>
</tr>
<tr>
<td>19. This Site's Identified Student Percentage (ISP):</td>
</tr>
</tbody>
</table>
National School Lunch Program

1) Complete all blank information and review prefilled information.
   a) Carefully check mark each month and day of the week this site is in operation. If you miss a check mark for a month you will not be able to submit a claim for reimbursement that month. If you miss a day of the week, you will only be able to claim for the number of days checked.

   b) 4-day schools – if your site operates 5-days per week occasionally throughout the school year, please check 5-days (Mon-Fri) to ensure you are able to claim your occasional 5-days per week.

   c) If A3 is marked Yes, ensure that A4 indicates which grades participate in OVS.

   d) Points of Service (POS): Please record all points of service at this school. Examples: If you have two POS computer terminals, record 2. If you have classroom meal service, record the number of all the classrooms plus your cafeteria POS.

   e) Alternate Points of Service: An alternate point of service is when the meal count is taken before all the food is served. Be sure to describe all alternate points of service in the checklist item called: Meal Count Method. Note each Alternate POS in the comment box.
School Breakfast Program
1) Complete all blank information and review prefilled information.
   a) Carefully check mark each month and day of the week this site is in operation. If you
      miss a check mark for a month you will not be able to submit a claim for
      reimbursement that month. If you miss a day of the week, you will only be able to
      claim for the number of days checked.

   b) 4-day schools – if your site occasionally through the school year operates 5-days per
      week, please check 5-days (Mon-Fri) to ensure you are able to claim your occasional
      5-days per week.

   c) If A3 is marked Yes, ensure that A4 indicates which grades participate in OVS.

   d) Points of Service (POS): Please record all points of service at this school. Examples: If
      you have two POS computer terminals, record 2. If you have classroom meal service,
      record the number of all the classrooms plus your cafeteria POS.

   e) Alternate Points of Service: An alternate point of service is when the meal count is
      taken before all the food is served. Be sure to describe all alternate points of service
      in the checklist item called: Meal Count Method. Note each Alternate POS in the
      comment box.
After School Snack

1) Complete all blank information and review prefilled information.
   a) Carefully check mark each month and day of the week this site is in operation. If you miss a check mark for a month you will not be able to submit a claim for reimbursement that month. If you miss a day of the week, you will only be able to claim for the number of days checked.

b) Snack service times must begin after school.

c) Site License: if Yes, you will be asked to upload a copy of the license in the Checklist Items.

d) Free and Reduced Enrollment Percentage:
   • Site Eligible = prior October claim data must indicate at least 50% of the enrolled children are eligible for free and reduced-price meals

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The snack program must have an educational or enrichment activity. For example, homework assistance, cooking class, learning about native foods, etc.

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Explain how this program records each eligible student that receives one snack per day; this count must be taken during snack service.
Special Milk Program

1) Complete all blank information and review prefilled information.

a) Site Type:
   - School (no meals): school site where no lunch or breakfast meals are offered to the students
   - School (split session kindergarten): school site and children are in school partial days; they do not have access to the lunch or breakfast meal service
   - Residential Summer Camp: camp where students spend the night at the camp site
   - Other: any other eligible child care institution; this site cannot also offer participants a lunch or breakfast meal program
     o nonprofit nursery school, child care center, settlement house, summer camp, service institution participating in the Summer Food Program for Children, an institution participating in the Child and Adult Care Food Program, or similar nonprofit institution devoted to the care and training of children

1) Milk Pricing:
   - Pricing with Free Option:
     o Milk is sold to children and families can apply for free milk using a household application
     o School receives standard rate for “paid milk” and an average cost of “free milk”
     o Reimbursement payments must be used to lower the cost of “paid milk;” the cost must be reduced to zero if “paid milk” reimbursement is higher than the average cost of a half pint of milk purchase price
   - Pricing without Free Option:
     o All families pay the same price for milk
     o No household application for free milk is collected
     o School receives standard rate of reimbursement for all milk
   - Nonpricing:
     o No families pay for milk
     o No household application for free milk is collected
     o School receives standard rate of reimbursement for all milk
TIP: Children that have access to a meal through the National School Lunch Program or School Breakfast Program are not eligible for milk through the Special Milk Program.

TIP: The milk price charged to students must be decreased by the milk reimbursement and students cannot be charged more than 25 cents.
Site Application Certification Statement
1) Make sure to check the certification box, or you will receive an error.

2) Click *Save* when finished.

Site Application Errors and Warnings
1) Once saved, you may see the Site Application contains errors or warnings. You will need to *Edit* your Site Application before you are able to submit. You may click *Finish* to save your work and finish later.
Examples of Errors

<table>
<thead>
<tr>
<th>Code</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>The certification checkbox must be checked.</td>
</tr>
<tr>
<td>3300</td>
<td>C1(A) - If the program AS is selected, at least one month must be checked.</td>
</tr>
<tr>
<td>3301</td>
<td>C1(B) - If the program AS is selected, at least one day that snacks are served must be checked.</td>
</tr>
<tr>
<td>3313</td>
<td>C2 - Snack Service Begin Time and End Time must be entered.</td>
</tr>
<tr>
<td>3314</td>
<td>C3 - If the program AS is selected, the normal school day end time must be entered.</td>
</tr>
<tr>
<td>3316</td>
<td>C4 - The question, 'Describe the Snack Count Method' must be answered.</td>
</tr>
<tr>
<td>3322</td>
<td>C5 - If the program AS is selected, the Educational or Enrichment component must be entered.</td>
</tr>
<tr>
<td>3340</td>
<td>AS - Afterschool Snack Contact must be completed. Extension (Ext) and Fax may be blank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Warning Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3084</td>
<td>Pricing information - If AS 'Pricing Information' = 'Non-Pricing' then AS Adult Price must be greater than zero.</td>
</tr>
<tr>
<td>3341</td>
<td>C7 - If the site is Attendance Area Eligible based on its own eligibility, it must have an eligible percentage of at least 50%.</td>
</tr>
</tbody>
</table>

**TIP:** The red errors must be corrected before you can submit the application. The blue warnings indicate you may need to review and change an application selection or response.

2) Make corrections and click *Save* when you are finished.

3) Click *Finish* if you do not have any more errors or warnings.

4) If you have multiple sites, you will need to complete a Site Application for each location.
5) Once all your sites have been saved successfully, you will see a green check mark next to each. Click the Back button to return to the Application Packet (do not use your browser arrow).

**TIP:** View or Modify. Be careful once your application is approved to select View. Only select Modify if you need to make changes to the Site Application.
Forms and Additional Documents
There are several forms and documents that need to be completed and attached. The list will vary with each school or agency.

1) **Attestation Statement**: click the blue *Add* link.

![2019 - 2020 Application Packet](image)

2) Read the Attestation Statement and click the Certification box. Then, click *Save* and *Finish*.

![Certification](image)

The Attestation Statement has been processed.

![Finish](image)
3) Notice the green checkmark. Your Attestation Statement is complete and ready for approval.

1) **Food Service Management Company (FSMC) Contract**: click on the blue *Details* next to FSMC Contract List.

2) Click *Create New Contract*. 
3) Complete all open fields.
   - #4 – the most current renewal date should be entered here. DO NOT enter future renewal dates. Add any additional information in the comments box #7.

<table>
<thead>
<tr>
<th>Contract Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Company Name:</td>
</tr>
<tr>
<td>2. Initial Year:</td>
</tr>
<tr>
<td>2019-2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Contact Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Additional Contract Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Contract Date</td>
</tr>
<tr>
<td>Begin Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>4. Number of Optional Renewal Years:</td>
</tr>
<tr>
<td>1st Renewal Date:</td>
</tr>
<tr>
<td>Begin Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>2nd Renewal Date:</td>
</tr>
<tr>
<td>Begin Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>3rd Renewal Date:</td>
</tr>
<tr>
<td>Begin Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>4th Renewal Date:</td>
</tr>
<tr>
<td>Begin Date:</td>
</tr>
<tr>
<td>End Date:</td>
</tr>
<tr>
<td>5. Final Year of Contract:</td>
</tr>
<tr>
<td>2020</td>
</tr>
<tr>
<td>6. Was the CANS FSMC prototype used?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>7. Comments:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
4) If you terminate one contract before the school year is done, complete #8-9 and explain the early termination in #10. If you choose not to renew the contract for the upcoming school year, check box #11. You will then either have a new contract beginning with the new year, or you returned to self-operating and will have no additional contracts, or you have other vended meal arrangements.

![Early Termination Information](image)

5) Click *Save*, then *Finish, Back*.

![Cancellation of Renewal Years](image)

6) You should see the information name on the screen. Click *Back* to return to the Application Packet screen.

![Food Service Management Company Contracts](image)
7) If you have errors, you will receive a message. Click *Edit*, make required changes, click *Save, Finish, Back*.

8) Notice the status next to the FSMC Contract List shows 1 *Contract* and a green check mark has appeared. If you want to review the FSMC Contract information, click *Details*, then *View*.

1) **Community Eligibility Provision (CEP) Schedule**: click the blue *Add* link.
2) Click *Save, Finish*.

![Community Eligibility Provision (CEP) Schedule](image)

4) Notice the green checkmark. Your CEP Schedule is complete and ready for approval.

![Save Confirmation](image)

![Form List](image)
Checklist Summary

1) Checklist Summary: click *Details* next to Checklist Summary

2) Click on your school or agency name.
3) A list of SNP Checklist items will populate. This list is tailored based on your responses in the Sponsor Application and Site Application(s).

![SNP Checklist](image)

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

**TIP:** In **iCAN**, if the words are printed in **blue** you can click them to jump around in the **iCAN** system or get more information. The blue titles listed in the Checklist Items will jump you to the TEMPLATES or forms to complete and then you will **ATTACH** the completed form to the corresponding Checklist Item.

All Checklist Items: **Highlighted documents** indicate documents required for **all SFAs**. **Nonhighlighted documents vary based on Sponsor Application and Site Application(s).**

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Form Download Form Title</th>
<th>Checklist or Download</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNP0001</td>
<td>Income Eligibility Guidelines</td>
<td>Download only</td>
<td>Use to calculate household eligibility determination.</td>
</tr>
<tr>
<td>SNP0002</td>
<td>Meal Attestation Statement - Only for NEW Sponsors</td>
<td>Download only (located on Application Packet screen)</td>
<td>NEW SFAs only. Attestation to comply with program meal pattern requirements.</td>
</tr>
<tr>
<td>SNP0003</td>
<td>Parent Packets</td>
<td>Checklist Item</td>
<td>For NSLP, SBP, SMP. 3 different parent packets - the notification and free and reduced application packet.</td>
</tr>
<tr>
<td>SNP0004</td>
<td>Notification Letters</td>
<td>Checklist Item</td>
<td>For NSLP, SBP, SMP. Notification letters for household applications, direct certification of student meal eligibility, verification.</td>
</tr>
<tr>
<td>SNP0005</td>
<td>SD Attestation</td>
<td>Form (located on Application Packet screen)</td>
<td>For all SFAs. SD Codified Law requires this attestation for conflict of interest and proper use and oversight of federal funding.</td>
</tr>
<tr>
<td>SNP0006</td>
<td>RCCI Prototype Roster</td>
<td>Checklist Item</td>
<td>For RCCI's. Please upload the roster in use. This template contains all required info.</td>
</tr>
<tr>
<td>SNP0007</td>
<td>Verification &amp; Monitoring</td>
<td>Checklist Item</td>
<td>For all SFAs. Verification and monitoring info.</td>
</tr>
<tr>
<td>SNP0008</td>
<td>Annual Information Update</td>
<td>Checklist Item</td>
<td>For all SFAs. Annual program information.</td>
</tr>
<tr>
<td>SNP0009</td>
<td>Paid Lunch Equity Tool</td>
<td>Checklist Item</td>
<td>For all pricing SFAs. PLE Tool to set student paid lunch prices.</td>
</tr>
<tr>
<td>SNP0010</td>
<td>Meal Count Method</td>
<td>Checklist Item</td>
<td>For all SFAs. Meal count method &amp; payment collection.</td>
</tr>
<tr>
<td>SNP0011</td>
<td>On-Site Monitoring Memo #228-1</td>
<td>Download only</td>
<td>For all SFAs with more than one feeding location. This is the annual monitoring form and instruction. This is an annual requirement.</td>
</tr>
<tr>
<td>SNP0013</td>
<td>CANS Prototype Breakfast Production Record</td>
<td>Download only</td>
<td>Standard Breakfast production record. Upload the breakfast PR template you actually use.</td>
</tr>
<tr>
<td>SNP0014</td>
<td>CANS Prototype Lunch Production Record</td>
<td>Download only</td>
<td>Standard Lunch production record. Upload the lunch PR template you actually use.</td>
</tr>
<tr>
<td>SNP0015</td>
<td>Afterschool Snack Monitoring #224-1</td>
<td>Download only</td>
<td>For all SFAs with the Afterschool Snack program. This is the twice annual monitoring form with instruction.</td>
</tr>
<tr>
<td>SNP0017</td>
<td>Audit Requirements</td>
<td>Checklist Item</td>
<td>For all SFAs. Annual audit requirements.</td>
</tr>
<tr>
<td>SNP0018</td>
<td>Civil Rights</td>
<td>Checklist Item</td>
<td>For all SFAs. Annual civil rights training and information.</td>
</tr>
<tr>
<td>SNP0019</td>
<td>Free &amp; Reduced Application (PDF)</td>
<td>Download only</td>
<td>For NSLP, SBP, SMP. The Free and Reduced Application to add to your parent packet. PDF document.</td>
</tr>
<tr>
<td>SNP0020</td>
<td>Free &amp; Reduced Application (Word Doc)</td>
<td>Download only</td>
<td>For NSLP, SBP, SMP. The Free and Reduced Application to add to your parent packet. Word document.</td>
</tr>
<tr>
<td>SNP0021</td>
<td>Public Release</td>
<td>Download only</td>
<td>Media release for the program.</td>
</tr>
<tr>
<td>SNP0022</td>
<td>NonProgram Food Decision Tree</td>
<td>Checklist Item</td>
<td>Use this tool to determine whether or not you must complete the Nonprogram Food Revenue Tool.</td>
</tr>
<tr>
<td>SNP0023</td>
<td>Online Free/Reduced Application System Approval Request Form</td>
<td>Download Only</td>
<td>Submit this form if you have an online free/reduced application system. This means that families can complete and submit applications electronically.</td>
</tr>
<tr>
<td>SNP0024</td>
<td>Permanent Agreement &amp; Free/Reduced Policy Statement FAQ</td>
<td>Download Only</td>
<td>Information regarding the Permanent Agreement &amp; Free/Reduced Policy Statement.</td>
</tr>
<tr>
<td>SNP0025</td>
<td>SNP Permanent Agreement</td>
<td>Download Only</td>
<td>Permanent Agreement with CANS stating which programs your agency participates in. If substantive changes are made to programs, this document must be amended.</td>
</tr>
<tr>
<td>SNP0026</td>
<td>SNP Free/Reduced Policy Statement</td>
<td>Download Only</td>
<td>Policy statement with CANS free and reduced-price meals, snacks, and milk. If substantive changes are made to programs, this document must be amended.</td>
</tr>
</tbody>
</table>
4) Click on the blue words (hyperlink). This will open a form or document. You may or may not be prompted to open or save the document, depending on your operating system.

![SNP Checklist](image)

**Tip:** Save the document to your computer and remember where you saved the document and what you named it! You can work on any saved file on your computer without having to log into iCAN.

5) When you have completed the corresponding form and are ready to attach the file, click on the correct “paperclip” for the document you wish to upload.

![SNP Checklist](image)
6) The Checklist File Upload Detail window will open.
   a. Confirm you selected the correct Checklist Item.
   b. Select *Choose File* so you can select the appropriate file (that you named) from your computer. This will upload your document.
   c. Click *Save*.

7) Click *Finish*.  

![Checklist File Upload Detail](image)
8) You will be taken back to the SNP Checklist screen and you will see that the attachment *Meal Count Method* was attached at the very bottom of the screen.

```
SNP Checklist

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
---|---|---|---|---|---|---
Audit Requirements | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
Meal Count Method | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
Verification & Monitoring | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
Notification Letters | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
Civil Rights Form | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
FS Management Company Contract | O | | | | Pending Approval | 03/11/2020 | bethenrichsen
Annual Information Update | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
Other Food Service Contracts | O | | | | Pending Approval | 03/11/2020 | bethenrichsen
Parent Packet | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
Production Records | O | | | | Pending Approval | 01/29/2020 | bethenrichsen
Non-Program Food Tool | O | | | | Pending Approval | 01/29/2020 | bethenrichsen

Action | Checklist Item | Comment | Attachment Date/Time
---|---|---|---
View | Meal Count Method | | 3/11/2020 1:37:21 PM
```

9) Repeat the step in this section until all checklist items are attached.

**Tip:** If you have a Colony or any other Food Service Contract that deals with preparing or claiming meals that is not a Food Service Management Contract, please attach a copy of the signed Colony Contract, Vended Meal Contract, or Multiple School Addendum to your iCAN SNP Application as “Other Food Service Contracts.”
10) Once a document has been uploaded, make sure to check the corresponding box “Document Submitted to CANS.” Once you check the Document Submitted to CANS box, the current date will automatically fill in the Date Submitted to CANS.

![SNP Checklist]

11) Always click Save, Finish at the bottom of the page after you make changes.

![Action History]

![SNP Checklist]

The Checklist has been saved.
12) Click *Back* to return to the Application Packet Screen.

13) The SNP Checklist Summary screen also gives you the status of your Checklist Items.

![SNP Checklist Summary](image)

**Tip:** Do NOT click the back-browser arrow on your computer! Your internet browser may error, and you may lose work. We suggest that you always use a navigation button (Back, Save, Finish, etc.) when moving through your iCAN application.
Submitting the Application

1) Your application should now be complete! Click the *Submit for Approval* button.

TIP: If the *Submit for Approval* button does is not red, please review your iCAN SNP Application looking for areas that do not have a green checkmark, including Site Applications and Checklist Items. Any one area that has an “error” status will prevent the button from turning red.

2) A pop-up message will appear asking you to verify that you wish to submit your Application. If you are ready to submit your application, click *OK*.

TIP: Once you click *OK* to submit your SNP Application for approval you will not be able to make changes to your Application until the state reviews it and either returns it for corrections or makes an approval. If you do not wish to submit your Application at this time, click *Cancel* and your Application will be saved. You can submit the application later.
3) Once your application has been submitted, you cannot make changes. The Packet Status now shows *Submitted for Approval*. If you submitted your application in error, please contact the CANS office for instructions at (605) 773-3413.

![Application Packet Status](image-url)

*The Application Packet is currently under review by the State and is unavailable for changes.*
Chapter 4 – Incomplete or Returned Applications

Upon reviewing the submitted Application, the CANS Office may have additional questions or require additional documents be submitted. If this happens, you will receive an email notification from South Dakota Help Desk doe.icanhelp@state.sd.us advising you that your Application has been returned.

TIP: The person listed as the Authorized Representative (AR) in your iCAN SNP Sponsor Application will receive the automated iCAN email notifications. If someone other than the AR is completing your iCAN SNP application, please make arrangements to ensure that your AR is forwarding these very important emails to the appropriate person.

If you receive this email notification,
1) Log into iCAN SNP Application packet.
2) Look for Notes from your CANS Program Specialist or red arrows.
   • Notes can be found at the top section of the Sponsor Application and Site Application(s) pages.
• Other Application Packet notes can be found in the Application Packet Notes to Sponsor. You will see a number next to the Application Packet Notes for Sponsor. Typically, these notes will refer to Checklist Items. Click View to read the notes.

3) Make all required changes. Click Save, Finish when required. Resubmit your application by clicking the red Submit for Approval button.

**TIP:** It is worth carefully reviewing your complete application before submitting to avoid several Application returns for edit before approval.

**TIP:** If you think your Application is complete and the Submit for Approval button is not red, try this: click Modify next to the Sponsor Application, scroll to the bottom, click Save, Finish.
Chapter 5 – Approved Applications

Once your application has been approved by the CANS Office, you will see your Application Packet Status shows Approved.

The Authorized Representative (AR) will also receive an email notification from the iCAN system.
Chapter 6 – Adding a New Site

1) If you have a new site, please contact the CANS Office at 605-773-3413 or DOE.SchoolLunch@state.sd.us to have the site location added to your Application Packet.

2) Once your site location has been added, you complete that application. Select Applications in the menu line, then Application Packet.

3) Click on the current School Year
4) Select School Nutrition Program under the Site Applications section.

5) Click on Modify next to the new site.

6) Complete the SNP Site Application following the instructions in the Site Application section of this manual.
Chapter 7 – Community Eligibility Provision Site List

TIP: The CEP Site List will be completed once during the prior school year. Schools will report student data as of April 1.

Completing Community Eligibility Provision (CEP) Site List

1) Log into the iCAN system.
2) Select Applications in the menu line, then Community Eligibility Provision.

3) Click Add to work with the current school year.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Packet</td>
<td>Applications Forms (Sponsor and Site)</td>
</tr>
<tr>
<td>Verification Report</td>
<td>Mandatory Annual Verification Report</td>
</tr>
<tr>
<td>Site Enrollment</td>
<td>Site Enrollment and Eligibility by Site</td>
</tr>
<tr>
<td>Community Eligibility Provision</td>
<td>Enrollment and Eligibility for Community Eligibility Provision</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>

TIP: This CEP Site List is outside of your Application Packet. Do not confuse this with the CEP Schedule inside your Application Packet.
4) For each site.
   • Enter the number of Identified Students eligible for CEP as of April 1 (#1 in the image below)
   • Enter the site student enrollment as of April 1 (#2 in the image below)
   • Click *Save*

5) When clicking *Save*, a pop up will appear. If you receive a warning, click *Edit* to correct the errors.
6) Once the warnings are corrected, click Finish.

   Save Confirmation

   Congratulations!
   The form has been validated without errors.

   < Edit  Finish

7) You will then see the Site List status as Submitted.

   Community Eligibility Provision (CEP) Site List

   1234567  Status: Active
   Your School
   No address on file for this year

<table>
<thead>
<tr>
<th>Action</th>
<th>School Year</th>
<th>Reporting Date</th>
<th>Open Date</th>
<th>Close Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Modify</td>
<td>2019 - 2020</td>
<td>April 1, 2020</td>
<td>March 10, 2020</td>
<td>April 17, 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
<td>2018 - 2019</td>
<td>April 1, 2019</td>
<td>March 31, 2019</td>
<td>April 17, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Modify</td>
<td>2017 - 2018</td>
<td>April 1, 2018</td>
<td>March 31, 2018</td>
<td>April 17, 2018</td>
</tr>
</tbody>
</table>

8) You will be able to Modify your information until approximately April 8.
   • To make changes to your Site Information, click Modify
   • When done making changes, click Save and Finish as you did before
Chapter 8 – Changing Your Password

If you have forgotten your password or are locked out of the system, please send an email to DOE.iCANhelp@state.sd.us or call 605-773-3413. Please request an iCAN password reset, as we do have other programs that we reset password for. A confirmation with your temporary password will be sent to the email address on file. No password information will be provided to you over the phone.

You can change your password after you have already logged into iCAN.
1) Click Security in the blue menu bar.

![Security Menu](image)

2) Type a new password in both fields.

![Change Password](image)

**TIP:** Passwords must contain a combination of the following:
- at least 10 characters
- at least 1 number
- at least 1 special character ($, %, ^, &, +, =, !)

3) Click Save. Your password has been changed. Please write down your iCAN password and save it in a secure location for future reference.