

SCHOOL NUTRITION PROGRAMS & SUMMER FOOD SERVICE PROGRAM

**SCHOOL YEAR
2025-26**





This calendar provides information about deadlines, trainings, and other requirements related to School Nutrition Programs and Summer Food Service Program. Please note the calendar is intended to be a helpful tool, but it does not provide a comprehensive list of all important items. You will receive further communication from Child and Adult Nutrition Services throughout the program year. We hope this calendar makes your job a bit easier!

Acronyms and terms used in this calendar:

CANS: Child and Adult Nutrition Services
CEP: Community Eligibility Provision
DOE: South Dakota Department of Education
FDP: Food Distribution Program or USDA Foods in Schools
FFVP: Fresh Fruit and Vegetable Program
F/R App: Approved Free and Reduced Applications
FSMC: Food Service Management Company
iCAN: Online application, claim, and review system
IEG: Income Eligibility Guidelines
iMATCH: Direct Certification, menu planning, and production online system
NSLP: National School Lunch Program
SFSP: Summer Food Service Program
SNA: School Nutrition Association (national)
SNA SD: School Nutritional Association of South Dakota
SSO: Seamless Summer Option
USDA: U.S. Department of Agriculture

Annual requirements:

- Civil Rights training for all staff involved in program administration and operation
- Complete annual Professional Standards Training hours
- Evaluate your Local Wellness Policy
- Review, update, and sign your Food Safety Standard Operating Procedures plan
- Assess Nonprogram Food prices and use the revenue tool (for a la cart, seconds, adult meals)
- Review and update procurement plans
- Complete two kitchen inspections by year-end

Monthly requirements:

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly
- 10- Monthly claims for reimbursement due for prior month of operation through iCAN
- 25- State DOE processes reimbursement payments



Reminder:

SNP application open in
iCAN for new school year

JULY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1

- **SNP** iCAN application due date for 12-month programs
- New F/R App, IEGs, and reimbursement rates go into effect for SNP

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State offices closed

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Monthly claims for reimbursement due for prior month of operation through iCAN

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SNA Annual National Conference, San Antonio, TX

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State DOE processes reimbursement payments

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Open Hours: SNP iCAN application help desk

Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly



AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Ongoing <ul style="list-style-type: none">Update iCAN and iMATCH user accessCheck iMATCH system for directly certified students that are eligible for free meals daily or weekly					1 Summer Feeding (SFSP/SSO) Turnip the Beet Award Nomination form available—due to CANS on Sept. 12	2
3	4 USDA Foods order opens in iCAN for September delivery	5 Open Hours: SNP iCAN application help desk	6	7	8	9
10 Monthly claims for reimbursement due for prior month of operation through iCAN	11 USDA Foods order closes in iCAN for September delivery	12	13	14 Check-in with CANS call, 2:30 p.m. CT/ 1:30 p.m. MT	15 SNP iCAN application due date	16
17	18	19	20	21 LAST CHANCE! Open Hours: SNP iCAN application help desk	22	23
24 31	25 State DOE processes reimbursement payments	26	27	28 Annual Financial Statements due	29	30



This month:

Student carryover eligibility ends
30 operating days into school year

SEPTEMBER

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1

State offices closed

2

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Check in with CANS call,
2:30 p.m. CT/1:30 p.m. MT

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USDA Foods order opens in
iCAN for October delivery

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Monthly claims for reimbursement
due for prior month of operation
through iCAN

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SFSP Turnip the Beet Award
Nominations due to CANS

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- USDA Foods order closes in
iCAN for October delivery
- Afterschool Snack On-Site
Monitoring review #1 due

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Verification Process Training
2:30 p.m. CST

25

State DOE processes
reimbursement payments

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Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly



Farm to School Month

OCTOBER

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly

1

- Begin verification of school meal application process
- Verification Report: Count F/R applications today.

2

Check in with CANS call,
2:30 p.m. CT/1:30 p.m. MT

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USDA Foods order opens in
iCAN for November delivery

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Monthly claims for reimbursement
due for prior month of operation
through iCAN

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State offices closed

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- USDA Foods order closes in
iCAN for November delivery
- **SFSP** year-end survey opens
(tentative)

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National School Lunch Week

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Verification Reporting Training
2:30 p.m. CST

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SNP Fall Training (tentative)

24

SNP equipment grant application
announcement, pending USDA
grant funding

25

State DOE processes
reimbursement payments

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- Complete verification of school meal applications
- Verification Report: Count directly certified students and students approved F/R today
- USDA Area Eligibility Mapper update sent out

31



This Month:

Begin planning for SFSP

NOVEMBER

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly

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3

- DoD FFAVORS transfer survey open (tentative)
- USDA Foods order opens in iCAN for December delivery

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Check in with CANS call,
2:30 p.m. CT/1:30 p.m. MT

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- Monthly claims for reimbursement due for prior month of operation through iCAN
- USDA Foods order closes in iCAN for December delivery

11

State offices closed

12

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14

- Begin forecasting needed food quantities and planning for following year procurement needs
- Begin planning for your SFSP, SSO, or summer school extension to NSLP/ SBP
- Independent Review of Applications report due if notified by CANS

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- Verification of F/R Applications report due in iCAN
- Equipment grants due, pending USDA grant funding

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SFSP training, save the date

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State DOE processes reimbursement payments

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State offices closed

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This Month:
Enjoy your holiday break!

DECEMBER

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

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Check in with CANS call,
2:30 p.m. CT/1:30 p.m. MT

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USDA Foods order opens in
iCAN for January delivery

Monthly claims for reimbursement
due for prior month of operation
through iCAN

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USDA Foods order closes in
iCAN for January delivery

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- State DOE processes reimbursement payments
- State offices closed

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Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly



JANUARY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly

1

State offices closed

2

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5

- Update specifications for next years procurements
- FSMC contract planning begins
- USDA Foods order opens in iCAN for February delivery

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FDP Pre-Survey for next school year opens (tentative)

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Check in with CANS call, 2:30 p.m. CT/1:30 p.m. MT

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Monthly claims for reimbursement due for prior month of operation through iCAN

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- USDA Foods order closes in iCAN for February delivery
- Equipment Assistance grant awards announced, pending USDA grant funding

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- **SFSP** training announcements sent to sponsors (new, experienced, and site)

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State offices closed

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FDP Pre-Survey for next school year closes (tentative)

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State DOE processes reimbursement payments

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FEBRUARY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly

1	2 <ul style="list-style-type: none">• School Free and Reduced Percentage data shared (based on October data) by CANS• SFSP FDP entitlement allocation order forms sent out (tentative)• Afterschool Snack On-Site Monitoring review #2 is due	3	4 <p>USDA Foods order opens in iCAN for March delivery</p>	5 <ul style="list-style-type: none">• FDP Annual Survey Opens for next school year in iCAN• Check-in with CANS call, 2:30 p.m. CT/ 1:30 p.m. MT	6	7
8	9	10 <p>Monthly claims for reimbursement due for prior month of operation through iCAN</p>	11 <p>USDA Foods order closes in iCAN for March delivery</p>	12	13	14
15	16 <p>State offices closed</p>	17	18	19	20 <p>SFSP training registration deadline for all new and experienced sponsors (tentative)</p>	21
22	23 <ul style="list-style-type: none">• SFSP FDP orders due (tentative)• FDP Annual Survey for next school year closes	24	25 <p>State DOE processes reimbursement payments</p>	26	27 <p>SFSP New Sponsor program inquiry deadline</p>	28

A photograph of two young girls in a school cafeteria. The girl on the left is wearing a white polo shirt and has a pink bow in her hair. The girl on the right is wearing a grey short-sleeved shirt. They are both smiling and looking at a plate of food in the foreground. The plate contains a salad with green lettuce, purple grapes, and a slice of orange. In the background, other students are seated at tables, and the cafeteria has large windows and fluorescent lights.

National Nutrition Month

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <ul style="list-style-type: none"> USDA Foods order opens in iCAN for April delivery Receive FSMC renewal package, complete, submit for preapproval and no later than June 30 Begin annual interagency agreements and colony contracts (due June 30) 	3 <p>SFSP required Administrative Training for Experienced Sponsors (tentative)</p>	4	5 <p>Check in with CANS call, 2:30 p.m. CT/1:30 p.m. MT</p>	6	7
National School Breakfast Week						
8	9 <p>USDA Foods order closes in iCAN for April delivery</p>	10 <ul style="list-style-type: none"> Monthly claims for reimbursement due for prior month of operation through iCAN SNP SSO training date (tentative) 	11 <p>SFSP required Administration training for New Sponsors (tentative)</p>	12 <p>SFSP Grab and Go training for New Sponsors (tentative)</p>	13 <p>FFVP request for application from nonparticipating sites</p>	14
15	16 <p>SFSP and SSO applications open in iCAN (tentative)</p>	17	18	19	20	21
22	23	24	25 <p>State DOE processes reimbursement payments</p>	26	27	28
29	30	31 <p>Audit statements due (or 9 months from end of fiscal year)</p>	<p>Ongoing</p> <ul style="list-style-type: none"> Update iCAN and iMATCH user access Check iMATCH system for directly certified students that are eligible for free meals daily or weekly 			



APRIL

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly

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- CEP report opens
- Assess student paid lunch prices for next SY

2

Check in with CANS call,
2:30 p.m. CT/1:30 p.m. MT

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- SFSP sponsor reminder—open site location notification required to your community
- USDA Foods order opens in iCAN for May delivery

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- SNP iCAN application open (tentative)
- FFVP iCAN application open (tentative)

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- Monthly claims for reimbursement due for prior month of operation through iCAN
- CEP reports due

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USDA Foods order closes in iCAN for May delivery

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SFSP site operation training available on Canvas (tentative)

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State DOE processes reimbursement payments

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MAY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly

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School Lunch Hero Day

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SFSP site additions and changes deadline

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SFSP pre-approval visits scheduled for new sponsors (tentative)

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Check in with CANS call, 2:30 p.m. CT/1:30 p.m. MT

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Monthly claims for reimbursement due for prior month of operation through iCAN

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SFSP applications must be approved for summer operation

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SSO or extended summer school NSLP/ SBP meal service iCAN application updates due

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FFVP awards granted

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- State DOE processes reimbursement payments
- State offices closed

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SFSP sponsor conducted staff training must be completed

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JUNE

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

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SFSP and SSO complete on-site monitoring

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Check-in with CANS call,
2:30 p.m. CT/ 1:30 p.m. MT
(tentative)

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SFSP sponsor review notifications
sent (tentative)

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Monthly claims for reimbursement
due for prior month of operation
through iCAN

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Pathways to Child Nutrition Conference

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State offices closed

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State DOE processes
reimbursement payments

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Ongoing

- Update iCAN and iMATCH user access
- Check iMATCH system for directly certified students that are eligible for free meals daily or weekly



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