

School Nutrition Programs

SEAMLESS SUMMER OPTION (SSO)

Website <https://ican.sd.gov/ican/PublicSplash.aspx>

Returning Users: Log On

If you have been authorized for iCAN, Please press the button below to be redirected to the **South Dakota Secure Portal**.

To The Portal

Links

- [Department of Education](#)
- [Child and Adult Nutrition Services \(CANS\)](#)
- [Interested in Applying?](#)
- [Transparency Reports - SNP](#)
- [Transparency Reports - SFSP](#)
- [Transparency Reports - CACFP](#)

Internet Browser

- To ensure proper function of the iCAN system, please use Chrome or Firefox internet browsers. Most versions of Internet Explorer are no longer supported by Microsoft and can cause errors with the iCAN system.

Questions?

- If you have problems with this site, contact 605-773-3413 or DOE.SchoolLunch@state.sd.us, to be directed to a program specialist for assistance.

Non-discrimination Statement

- Non-Discrimination Statement**

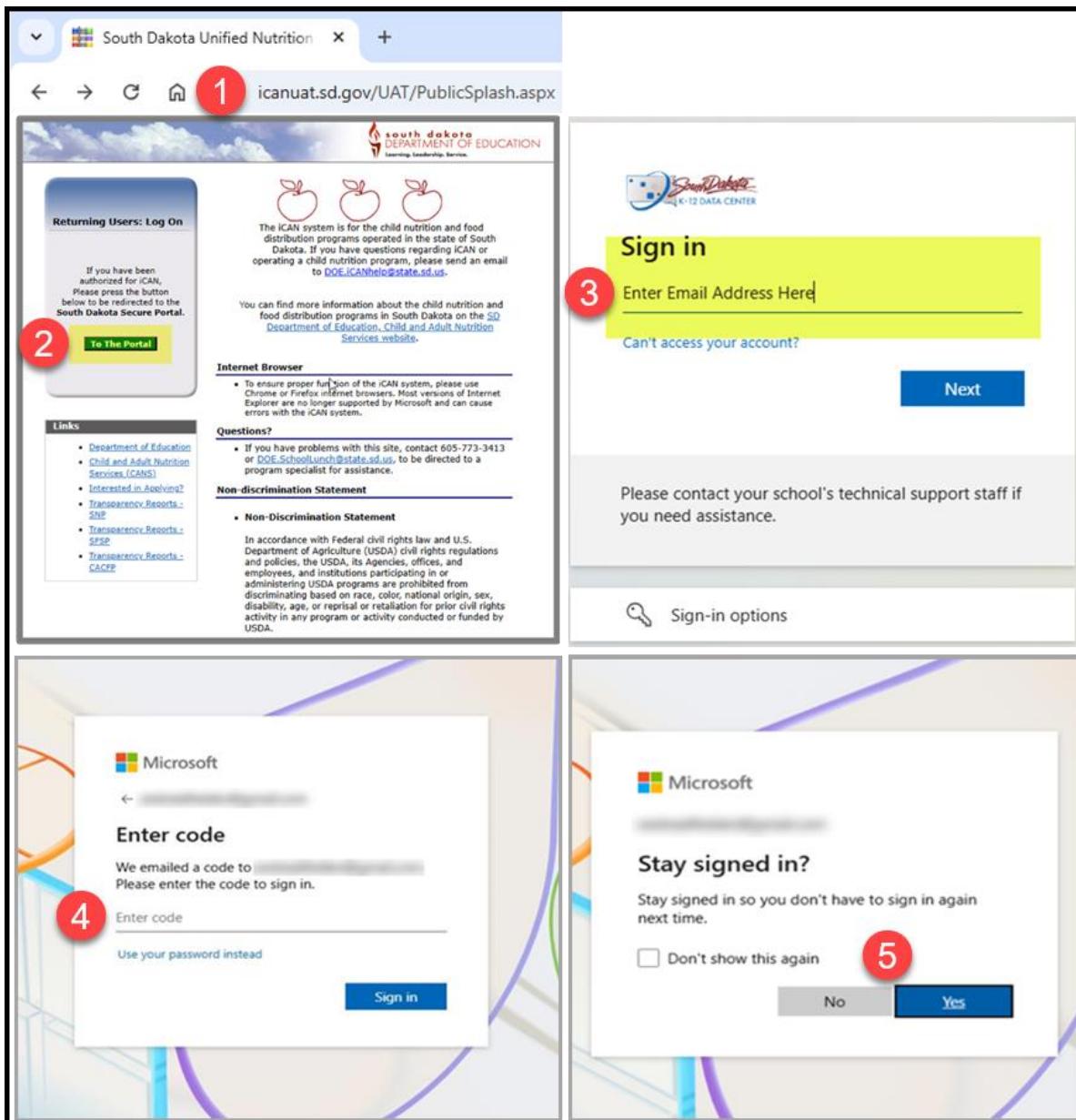
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Chapter 1 – Logging into the iCAN System

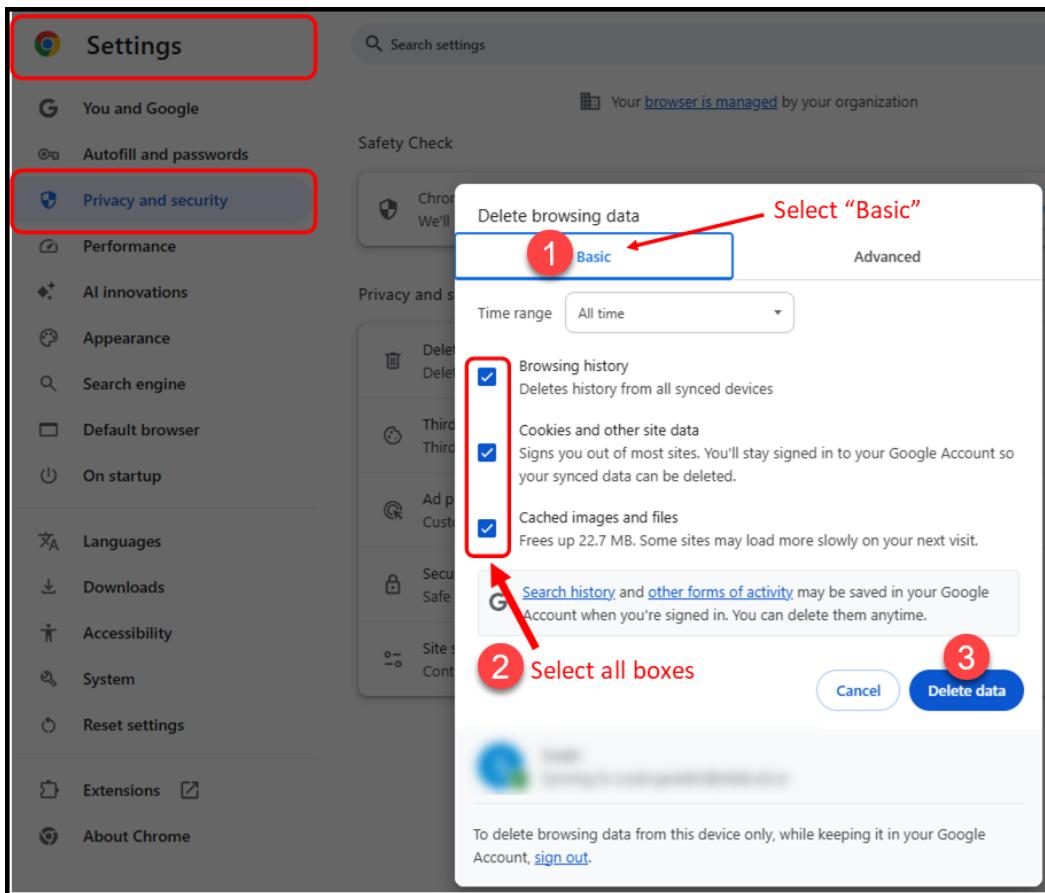
- 1) Access the iCAN System by entering the URL in your web browser:
<https://ican.sd.gov/ican/PublicSplash.aspx>
- 2) Click the green “To the Portal” button
- 3) Enter your email address in the “Sign In” box
- 4) Check your email and enter the verification code
- 5) Choose whether or not to stay signed in by selecting Yes or No
- 6) Sign in again if prompted.



How to Resolve a Session Error in iCAN



1. If either of the messages above appear, clear your browser data:
 - a. With the error page open, **press CTRL + Shift + Delete** on your keyboard.
 - b. A “Clear browsing data” window will appear. (Follow the steps shown in the image below.)



2. After clearing your browser data, enter the iCAN URL:
<https://ican.sd.gov/ican/PublicSplash.aspx> in your web browser to return to the iCAN homepage. Then try logging in again.
3. If the problem persists, please email DOE.iCANHelp@state.sd.us or call 605-773-3413 for assistance.

If sign in is successful, scroll to the bottom of the page and select the green “Continue” button (see image below).

The iCAN system is for the child nutrition and food distribution programs operated in the state of South Dakota. If you have questions regarding iCAN or operating a child nutrition program, please send an email to DOE.iCANhelp@state.sd.us.

You can find more information about the child nutrition and food distribution programs in South Dakota on the [SD Department of Education, Child and Adult Nutrition Services website](#).

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Non-discrimination Statement

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

Esta institución es un proveedor que ofrece igualdad de oportunidades.

[< Back](#) [Continue](#)

click here ←

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.

To request a new User ID, update user access, or change contact information for an existing user in the *iCAN* system, please complete and submit an [iCAN User ID Request Form](#). If you have questions, you can call (605) 773-3413 or email doe.icanhelp@state.sd.us. To avoid delays, please follow the instructions on the form to properly complete and submit this request.

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								
Action	Site ID / Site Name			BRK	AM	PM	Version/	Status
				Totals	SNK	LUN	SNK	
View Revise	✓ 0004 My School			X		X		Original / Approved
View Revise	✓ 0005 Your School II			X		X		Original / Approved
Add Site Application								
Total Sites Enrolled: 2								

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)		<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

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*.

A screenshot of the "School Nutrition Programs" application. The "Applications" link in the top menu is circled in red. Below it, a sub-menu titled "Applications >" is displayed. The sub-menu lists several items with descriptions:

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

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
2018 - 2019 <i>(NEW!)</i>	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
Sponsor Search	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.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out | School Year: 2018 - 2019

SNP Sponsor Search

Search for Sponsors

Agreement Number:	Packet Status:
Sponsor Name: your school	Field Service Rep:
Vendor Number:	Packet Assigned To:
FEIN:	Program Status:
County:	
Sponsor Status: Active	Search

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.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out | School Year: 2018 - 2019 | Applications > 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

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

Version: Original

Site Supervisor

1. Name:	Salutation	First Name	Last Name
2. Email Address:			
3. Phone:		Ext:	Fax:
4. Title:			

Street Address

5. Address Line 1:	123 South East Street		
6. Address Line 2:			
7. City:	Pierre		
8. State:	SD	Zip:	57501
9. County:	Hughes (32)		

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. Use 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: / If using area eligibility, this should always be 10 of the current school year.

Census data

Census Tract No.

Block Group No.

Income eligibility forms are: Use this if you are a Closed-Enrolled site

Collected

On File

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: Indicate the total number of days meals will be provided to children each month. For example, if a site serves congregate meals Monday through Thursday and distributes Grab and Go meals later that Thursday for Friday, Saturday, and Sunday, the site is considered to be operating 7 days per week. In this case, the site would be operating all 30 days in June.
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="button"/> :00	<input type="button"/> :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="button"/> :00	<input type="button"/> :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="button"/> :00	<input type="button"/> :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="button"/> :00	<input type="button"/> :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="button"/> :00	<input type="button"/> :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="button"/> :00	<input type="button"/> :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="button"/> :00	<input type="button"/> :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="button"/> :00	<input type="button"/> :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) Answer the following questions related to Non-Congregate Meal Service Operations, also known as Grab and Go.

Non-Congregate Meal Service Operation												
A Do you plan to provide non-congregate meals at this site?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Yes	No	Both						
B If there is a waiver for non-congregate meals due to excessive heat, are you requesting this site be included?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Yes	No	N/A						
C Do you plan to provide non-congregate meals at this location as a rural location?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Yes	No							
D Will multiple days of meals be provided?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Yes	No							
E Check the day(s) meals will be distributed.	Mon-Fri: <input type="checkbox"/>	Sun: <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"/>				
F How many calendar days of meals are included?												
G Which meals are given in bulk (check all that apply)?	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	AM Snack	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	PM Snack	<input type="checkbox"/>	Supper	<input type="checkbox"/>	None
H Will meals be provided to parents/guardians?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Yes	No							
I Is this site providing home delivered meals?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Yes	No							
J Other non-congregate meal information:												

- A. Selecting **Yes** or **Both** requires state approval. If you select **Yes** or **Both**, continue with questions B through J. If you select **No**, skip to the next section titled *Meal Planning and Service*.
- B. Selecting **Yes** to request a waiver for non-congregate meals due to excessive heat will require you to complete a form. This form can be found in the Checklist Summary under your SSO site or in the Download Forms section of iCAN, titled *SSO or SFSP Outdoor Sites Excessive Heat Demo for Non-Congregate Feeding*. Once completed, upload the form to the Checklist Summary.
- C. If the site is located in a rural area, select **Yes**. Only sites designated as rural qualify for Grab and Go. To determine eligibility, go to [the USDA's Rural Designation Map](#) and type in the address of the feeding site. If the site is located in a green area, the site is eligible. Take a screenshot of the site located within the green area. The date that the screenshot was taken, and the site address **must be included** in your screenshot. This documentation will need to be uploaded into the attachments section of the iCAN application.
- D. If meals will be distributed for multiple days at once (e.g., 2 or more days of meals provided at one pickup), select **Yes**. Otherwise, select **No**. More than three days of meals will need to be approved by the state agency.
- E. Check all days of the week that meals will be distributed. This should reflect the actual days meals are handed out to participants or guardians. For example, if meals are picked up every Monday and Wednesday, check those two days.
- F. Indicate how many calendar days of meals are included in each distribution. For example, if a Monday pickup includes meals for Monday, Tuesday, and Wednesday, you would enter "3." Up to 10 days can be served at one meal service. Distributing meals for more than three days at a time

must be approved by the state agency, and menus must be submitted to CANS for approval prior to the meal service.

G. Select which meals are provided in bulk by checking all that apply. Bulk meals refer to food items distributed in larger quantities rather than pre-portioned meals. For example, instead of handing out individual sandwiches, the site may provide a whole loaf of bread and a package of lunch meat. Check all applicable meals—such as Breakfast, Lunch, or Supper—that are distributed this way. If no meals are provided in bulk, check None.

*Note: Up to five days' worth of meals may be distributed at one time. Distributing more than three days of meals requires prior approval from the state agency.

H. Select **Yes** or **No** to indicate whether meals will be distributed to parents or guardians on behalf of the children. A completed Parent/Guardian Pick-Up Plan must be submitted for approval. (Refer to the *SFSP/SSO Grab and Go Meal Plan* in the Downloads section for additional guidance.)

I. Indicate if the site is providing home-delivered meals by selecting **Yes** or **No**. Home delivery requires state approval, and written consent from the parent or guardian must be obtained before meals can be delivered to children. (For more information, refer to the *SFSP/SSO Grab and Go Meal Plan* available in the Downloads section.)

J. Use the "Other non-congregate meal information" box to provide any additional details or clarifications related to the responses given above.

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

Meal Planning and Service		
17.	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		
18.	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"/>
19.	How many Points of Service? <input type="text"/>	
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 17: 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 18: 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 19: Indicate the number of meal count points of service you have
- Question 20: Select **Yes** if meals are served from a mobile unit (e.g., a bus or van). Select **No** if meals are served at a fixed location.
- Question 21: Select **Yes** if meals are served outdoors. Select **No** if meals are served indoors.

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.

18) 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
- Flyers - neighborhood
- Sponsor website

Other

- TV/Radio
- Flyers - school
- School newspaper

- Social Media/Texting
- Posters and signs

- 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*

19) 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:

20) 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. *E.g., The required SSO onsite monitoring visit will be conducted by the Food Service Director on June 10, 2025 at Molly Elementary school, during the second week of operation. This early review allows time to address any issues with meal service, compliance, or documentation to avoid potential fiscal action.*

Sponsor Monitoring Plan

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

21) 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 %
0	0	0	0	0%

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

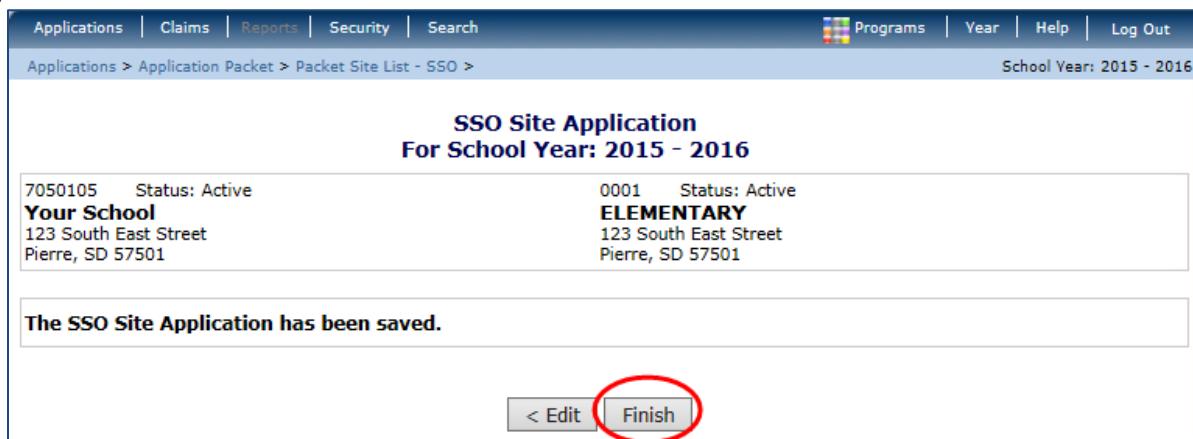
Certification

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.

23) Click *Finish*.



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

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

SSO Site Application
For School Year: 2015 - 2016

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 123 South East Street Pierre, SD 57501
---	---

The SSO Site Application has been saved.

< Edit

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.

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

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

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

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 123 South East Street Pierre, SD 57501
---	---

The SSO Site 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 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.

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.

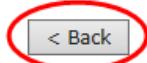
Seamless Summer Option Site List

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	PM LUN	Version/ Status
		Totals	1	0	1 0 0
View Modify	0001 Elementary	X		X	
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.

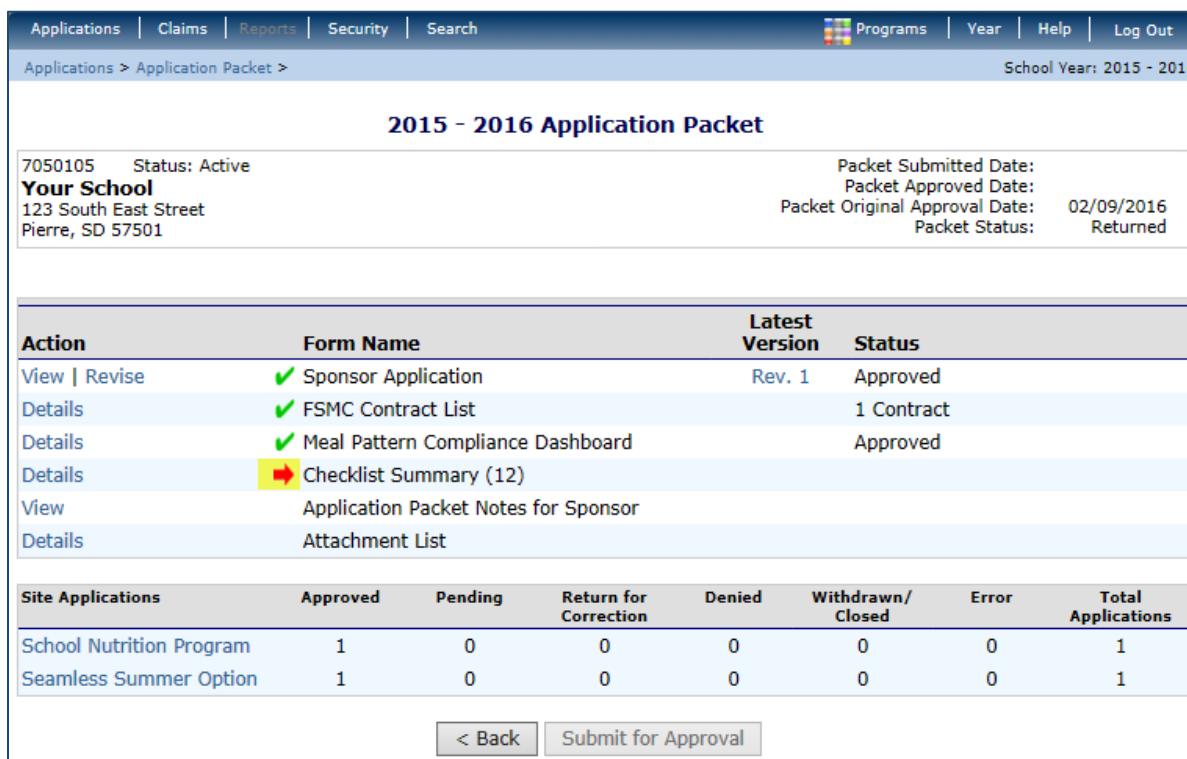
If you have additional Seamless Summer Option sites to add and they do not show up in your list, please contact the CANS office. Then, repeat the steps for each site that will participate in the Seamless Summer program. If you are finished adding Seamless Summer sites, click *Back*.

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 >																															
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																													
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< Back Submit for Approval																															

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.



The screenshot shows the '2015 - 2016 Application Packet' interface. At the top, there is a header with 'Applications', 'Claims', 'Reports', 'Security', 'Search', 'Programs', 'Year', 'Help', and 'Log Out'. The 'School Year: 2015 - 2016' is also displayed. Below the header, the application details for 'Your School' (7050105, Status: Active, 123 South East Street, Pierre, SD 57501) are shown, along with packet submission details (Packet Submitted Date: 02/09/2016, Packet Approved Date: 02/09/2016, Packet Original Approval Date: 02/09/2016, Packet Status: Returned). A table lists the forms with their latest versions and statuses:

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		

Below the forms table is a summary table for site applications:

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

At the bottom, there are buttons for '< Back' and '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.

The screenshot shows the '2015 - 2016 Application Packet' page. At the top, it displays the school information: 7050105 Status: Active, Your School, 123 South East Street, Pierre, SD 57501. To the right, it shows the packet status: Packet Submitted Date, Packet Approved Date, Packet Original Approval Date (02/09/2016), and Packet Status (Returned). Below this is a table with the following data:

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		

Below the table is a table for 'Site Applications' with the following data:

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

At the bottom are buttons for '[< Back](#)' and '[Submit for Approval](#)'.

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

The screenshot shows the 'SNP Checklist Summary' page. At the top, it displays the school information: 7050105 Status: Active, Your School, 123 South East Street, Pierre, SD 57501. Below this is a table with the following data:

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

Below this is another table for 'School Nutrition Programs Sites' with the following data:

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

Below this is a table for 'Seamless Summer Option Sites' with the following data:

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

At the bottom is a button for '[< Back](#)'.

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.

SSO Checklist						
Your School		MY SCHOOL				
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			
				Save	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 Your School 123 School Ave Pierre, SD 57501	0004 Status: Active MY SCHOOL 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			

Save **Cancel**

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 > Checklist File Upload Detail

VIEW | MODIFY | DELETE

Checklist

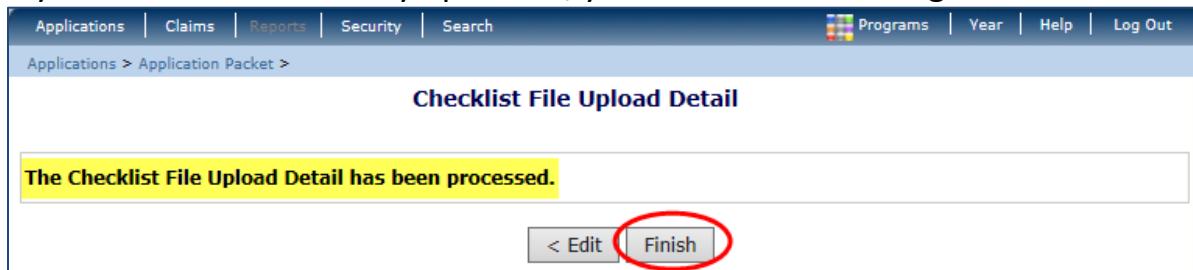
Program:	Seamless Summer Option
Checklist Item:	Disaster Response Feeding Plan

Upload Detail

- File To Upload: **Browse...**
- Comment:

Save **Cancel**

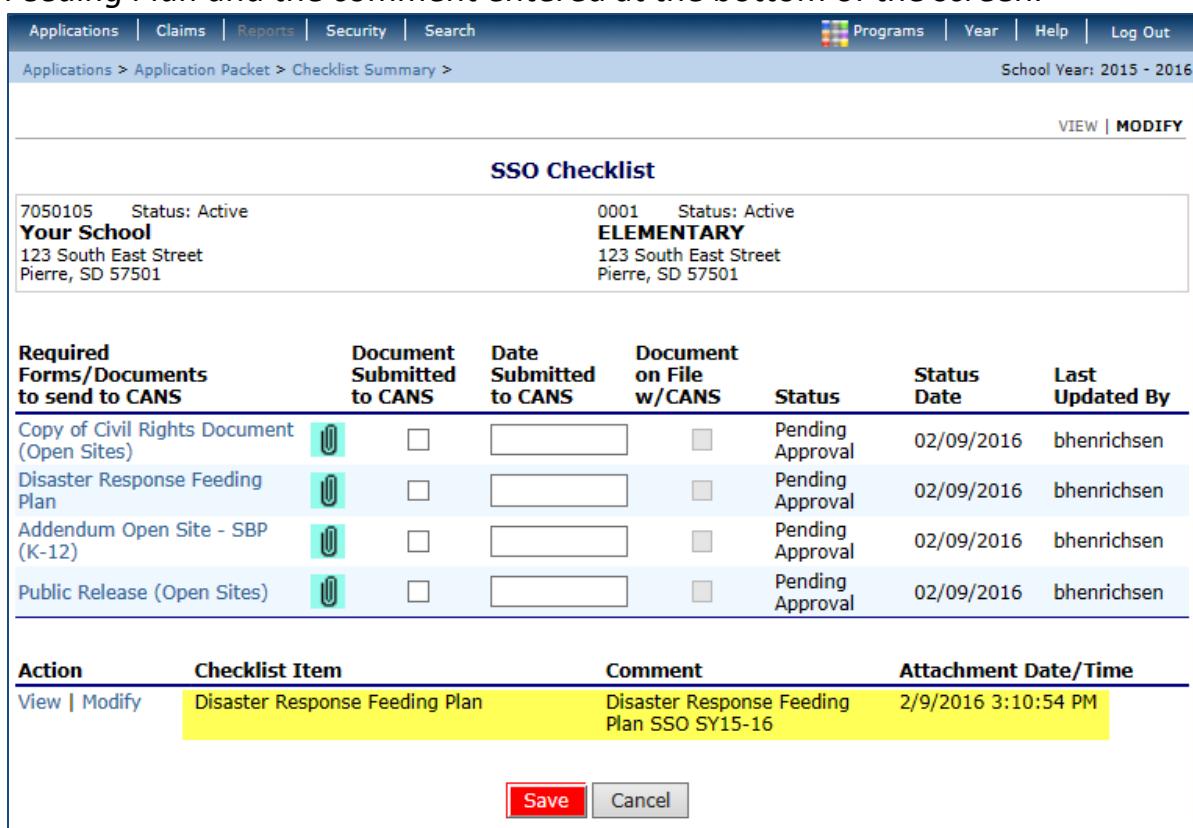
6) If your file was successfully uploaded, you will see this message. Click *Finish*.



The Checklist File Upload Detail has been processed.

< Edit **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.



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																																							
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Disaster Response Feeding Plan		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen																																	
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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

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="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Disaster Response Feeding Plan	<input checked="" type="checkbox"/>	<input checked="" type="text" value="02/09/2016"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Addendum Open Site - SBP (K-12)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	02/09/2016	bhenrichsen
Public Release (Open Sites)	<input type="checkbox"/>	<input type="text"/>	<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.

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
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.

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
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**](#)

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 >																															
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																													
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Details	Attachment List																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Site Applications</th> <th>Approved</th> <th>Pending</th> <th>Return for Correction</th> <th>Denied</th> <th>Withdrawn / Closed</th> <th>Error</th> <th>Total Applications</th> </tr> </thead> <tbody> <tr> <td>School Nutrition Program</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td>Seamless Summer Option</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table>				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				
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	<input checked="" type="checkbox"/> Sponsor Application	Rev. 2	Not Submitted																								
Details	<input checked="" type="checkbox"/> FSMC Contract List		1 Contract																								
Details	Message from webpage																										
Details	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> You have clicked the 'Submit for Approval' button. Do you want to continue? <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div>																										
View																											
Details																											
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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.

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: Packet Original Approval Date: 02/09/2016 Packet Status: Submitted for Approval
--	---

The Application Packet is currently under review by the State and is unavailable for changes.

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Rev. 2	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](#)

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 >							
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				
View Revise	<input checked="" type="checkbox"/> Sponsor Application	Rev. 2	Approved				
Details	<input checked="" type="checkbox"/> FSMC Contract List		1 Contract				
Details	<input checked="" type="checkbox"/> Meal Pattern Compliance Dashboard		Approved				
Details	<input checked="" type="checkbox"/> Checklist Summary (12)						
Details	Application Packet Notes						
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 Approve Return Deny							

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

iCAN Application Packet Notification	
<input type="checkbox"/> South Dakota UAT Help Desk <doe.icanhelp@state.sd.us>	
Sent: Tue 02/09/2016 4:05 PM	
To: <input type="checkbox"/> DOE ICAN Help	
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 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

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

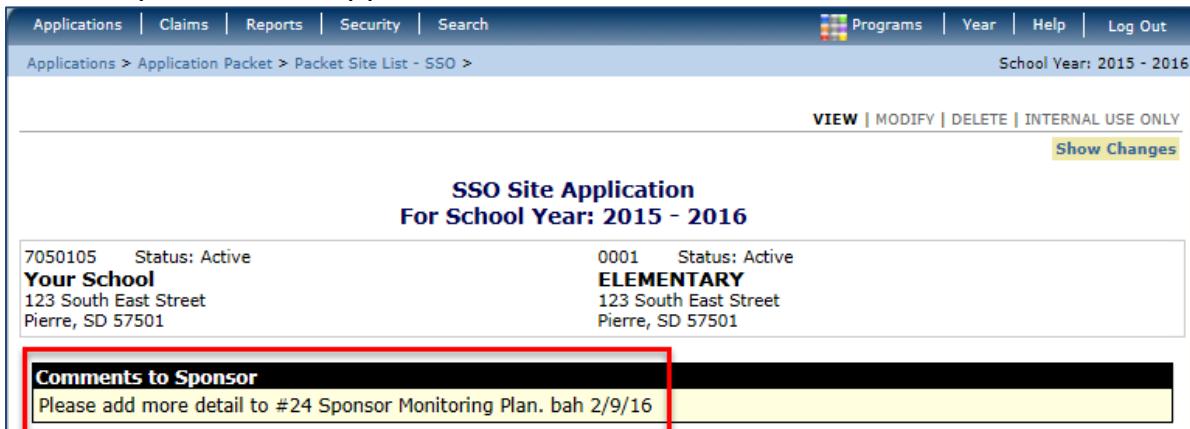
Program: School Nutrition Programs (SNP)

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*.



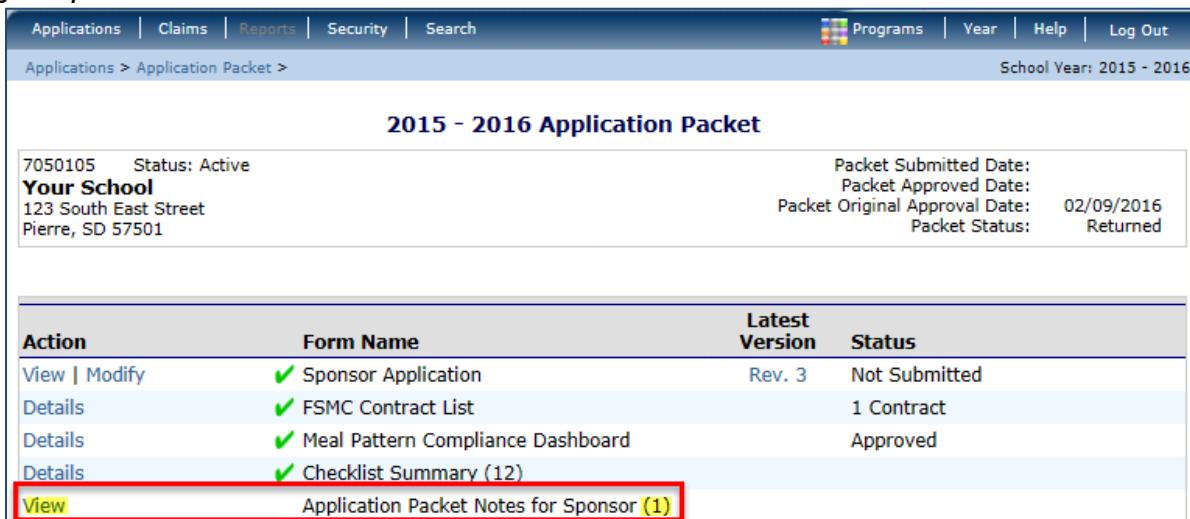
The screenshot shows the 'Applications > Application Packet > Packet Site List - SSO' screen. It displays two school records:

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 123 South East Street Pierre, SD 57501
---	---

Below the records is a 'Comments to Sponsor' box with the following text:

Comments to Sponsor
Please add more detail to #24 Sponsor Monitoring Plan. bah 2/9/16

- 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.



The screenshot shows the 'Applications > Application Packet >' screen with the title '2015 - 2016 Application Packet'. It displays the following information:

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
---	---

Below this is a table of forms:

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Rev. 3	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (12)		
View	Application Packet Notes for Sponsor (1)		

- 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

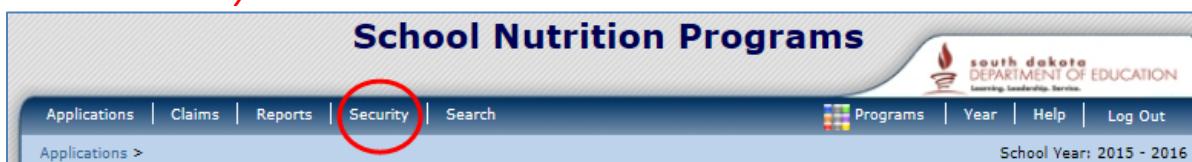
Once your application has been approved by the State you will see your Application Packet Status shows Approved. The Authorized Representative will also receive an email notification advising you of this.

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: 02/10/2016 Packet Original Approval Date: 02/09/2016 Packet Status: Approved					
Packet Assigned To: unassigned							
Action	Form Name	Latest Version	Status				
View Revise	<input checked="" type="checkbox"/> Sponsor Application	Rev. 3	Approved				
Details	<input checked="" type="checkbox"/> FSMC Contract List		1 Contract				
Details	<input checked="" type="checkbox"/> Meal Pattern Compliance Dashboard		Approved				
Details	<input checked="" type="checkbox"/> Checklist Summary (12)						
Details	Application Packet Notes						
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 Approve Return Deny							

Chapter 8 – Changing your Password

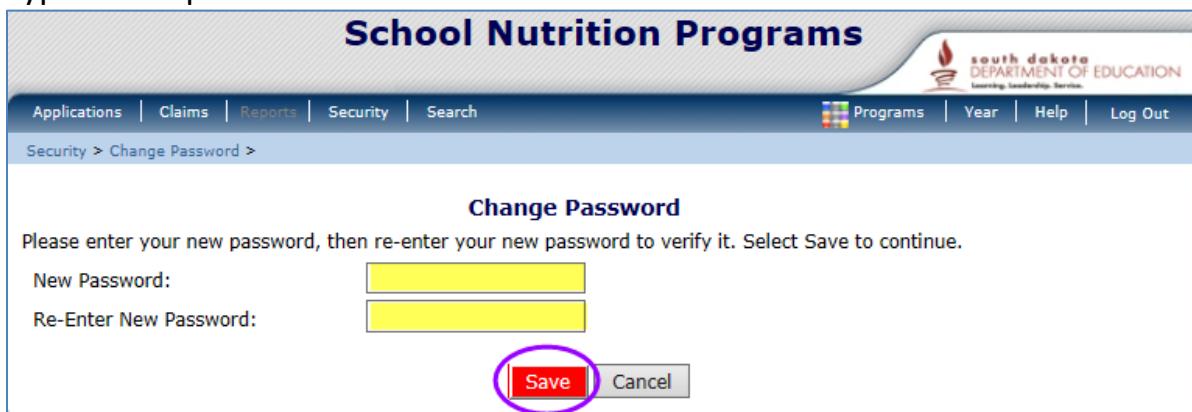
This feature only works once you are already logged in. If you have forgotten your password or are locked out of the system, you will need to send an email to DOE.iCANhelp@state.sd.us or contact 605-773-3413 and request a password reset. A confirmation with your temporary password will be sent to the 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



The screenshot shows the 'School Nutrition Programs' dashboard. At the top, there is a navigation bar with links for 'Applications', 'Claims', 'Reports', 'Security' (which is circled in red), and 'Search'. To the right of the navigation bar is the South Dakota Department of Education logo and links for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar, the text 'School Year: 2015 - 2016' is displayed. The main content area shows a breadcrumb trail 'Applications > Security > Change Password >' followed by a 'Change Password' form. The form has fields for 'New Password' and 'Re-Enter New Password', both of which are highlighted with yellow boxes. Below the fields are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

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



The screenshot shows the 'Change Password' form. The title is 'Change Password'. The instructions say 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' There are two input fields: 'New Password' and 'Re-Enter New Password', both highlighted with yellow boxes. Below the fields are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

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