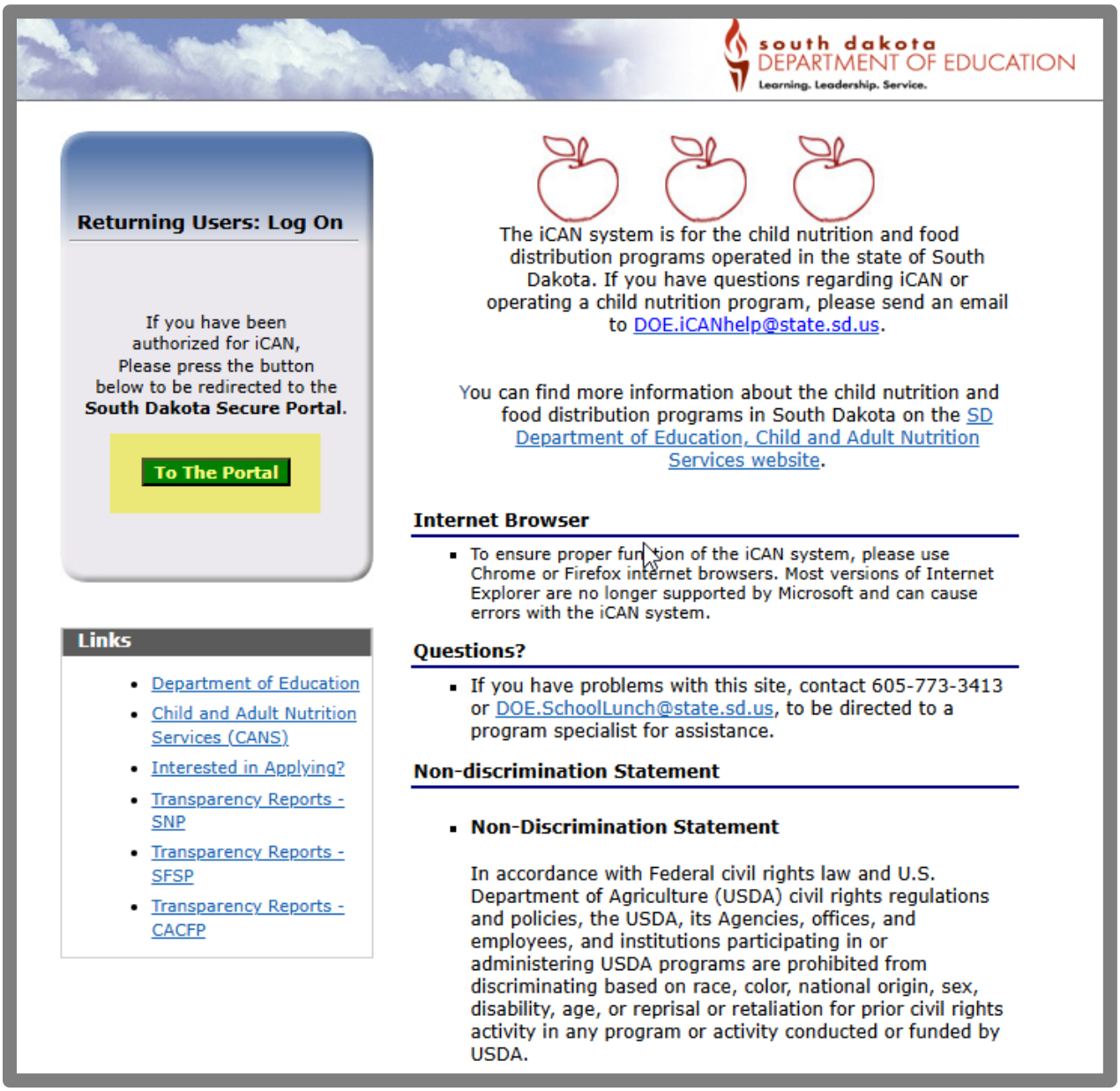
School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)

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



Updated: April 2025

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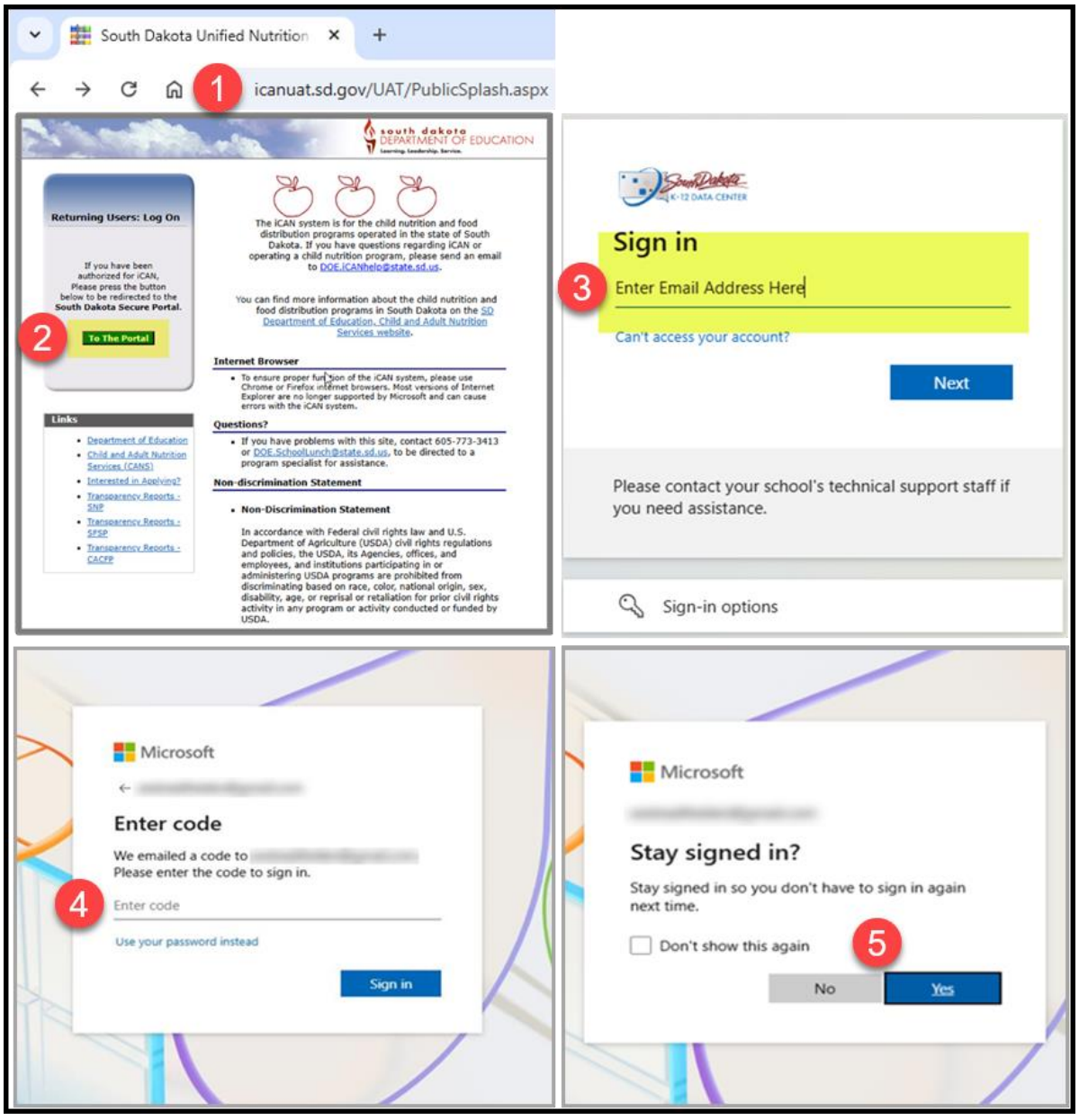
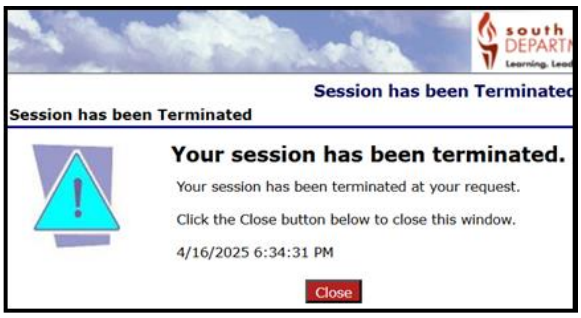
Chapter 1 – Logging into the iCAN System

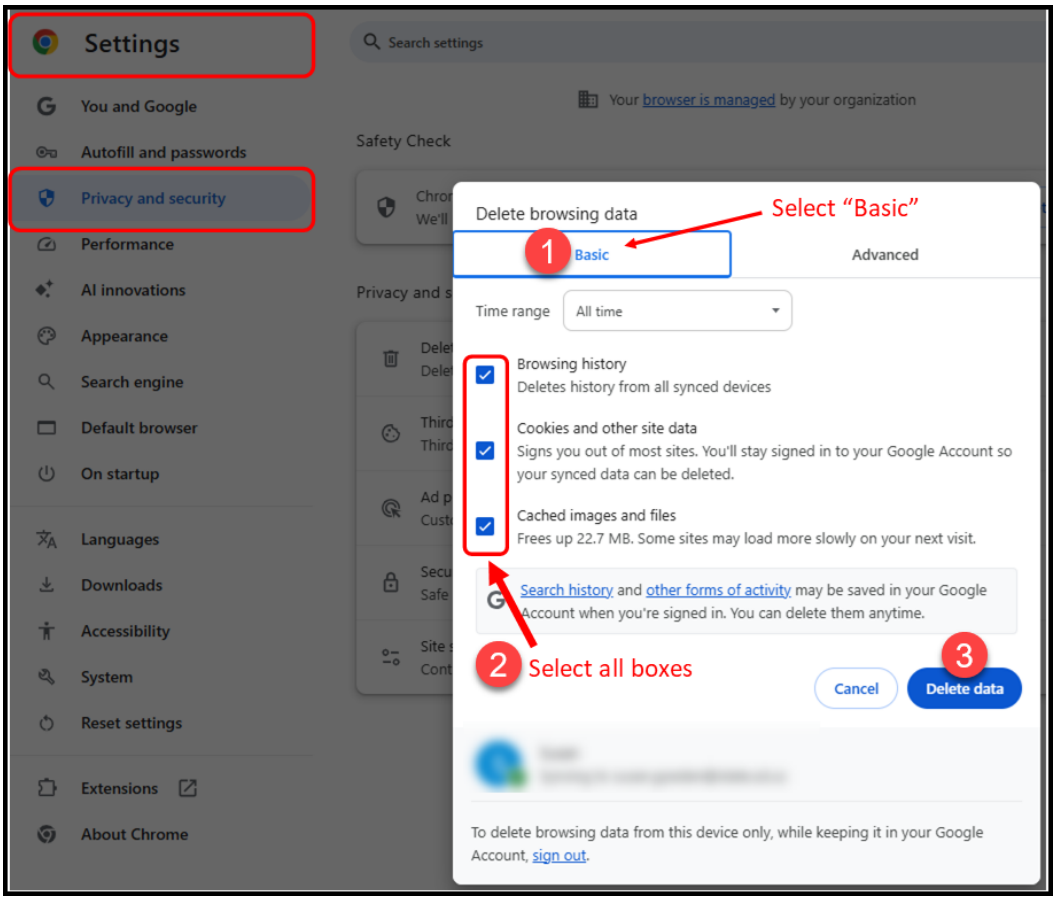
1) Access the iCAN System by entering the URL in your web browser: https://ican.sd.gov/ican/PublicSplash.aspx
2) Click the green “To the Portal” button
3) Enter your email address in the “Sign In” box
4) Check your email and enter the verification code
5) Choose whether or not to stay signed in by selecting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



How to Resolve a Session Error in iCAN



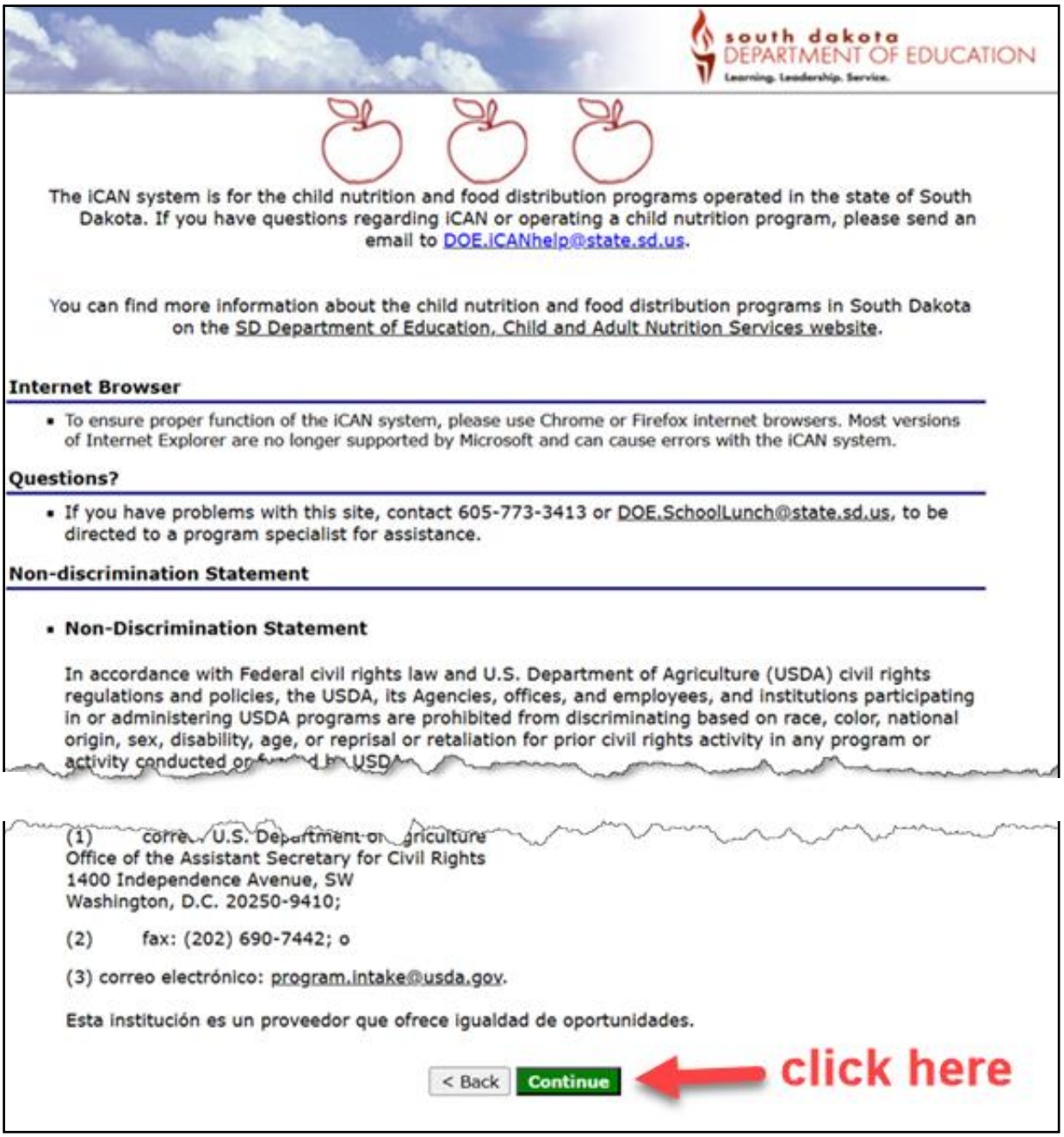
1. If either of the messages above appear, clear your browser data:
   a. With the error page open, **press CTRL + Shift + Delete** on your keyboard.
   b. A "Clear browsing data" window will appear. (Follow the steps shown in the image below.)



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).



Once you successfully log on, the *i*CAN 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 *i*CAN 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 *i*CAN system. Selecting a specific portion of the trail will take you back to that particular screen.

4. The I**nformation Box** shows your School or Agency information.

5. **Year** allows you to select prior Program Years to view information.

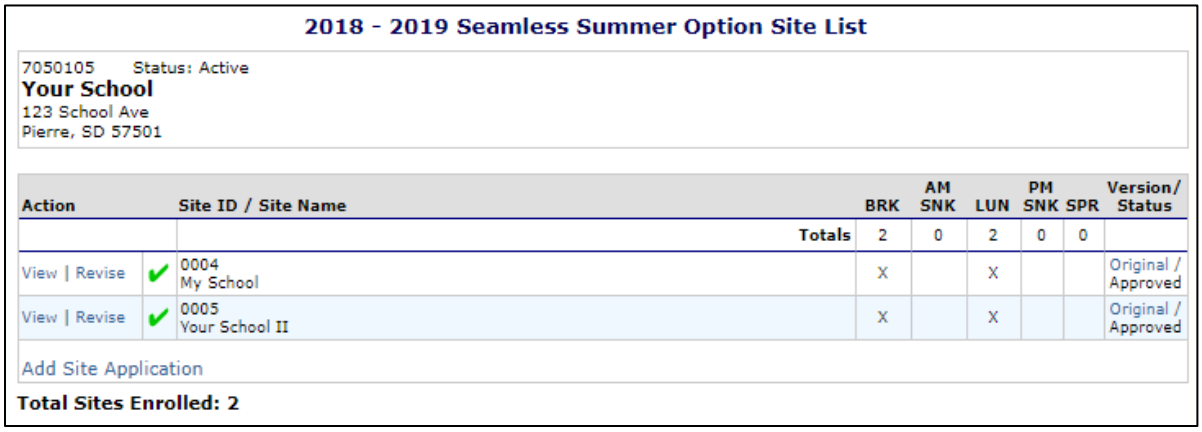
6. **Help** takes you to the online help screen where you can search for a specific question or obtain instructions for navigating the *i*CAN system.

7. Please make sure you **Log Out** to exit the *i*CAN system.

Chapter 3 – Overview of SSO Application Process

The Application Packet consists of two main sections:

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



2018 - 2019 Seamless Summer Option Site List

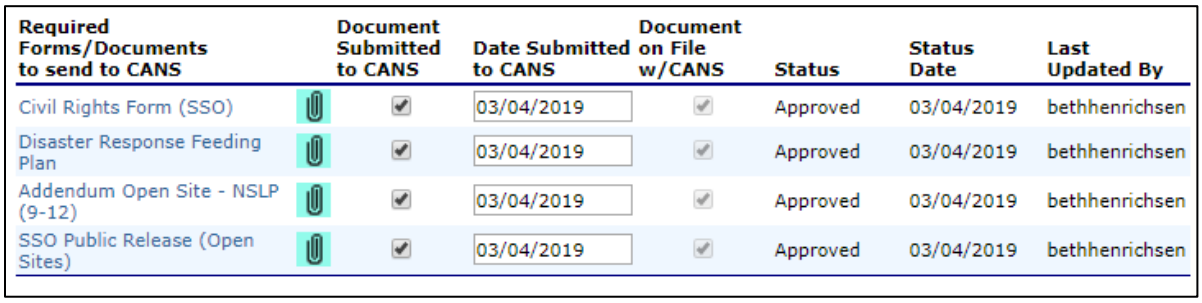
7050105 Status: Active
Your School
123 School Ave
Pierre, SD 57501

Action		Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/ Status
		Totals	2	0	2	0	0	
View | Revise	✔	0004 My School	X		X			Original / Approved
View | Revise	✔	0005 Your School II	X		X			Original / Approved

Add Site Application

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

Chapter 4 – Application Packet

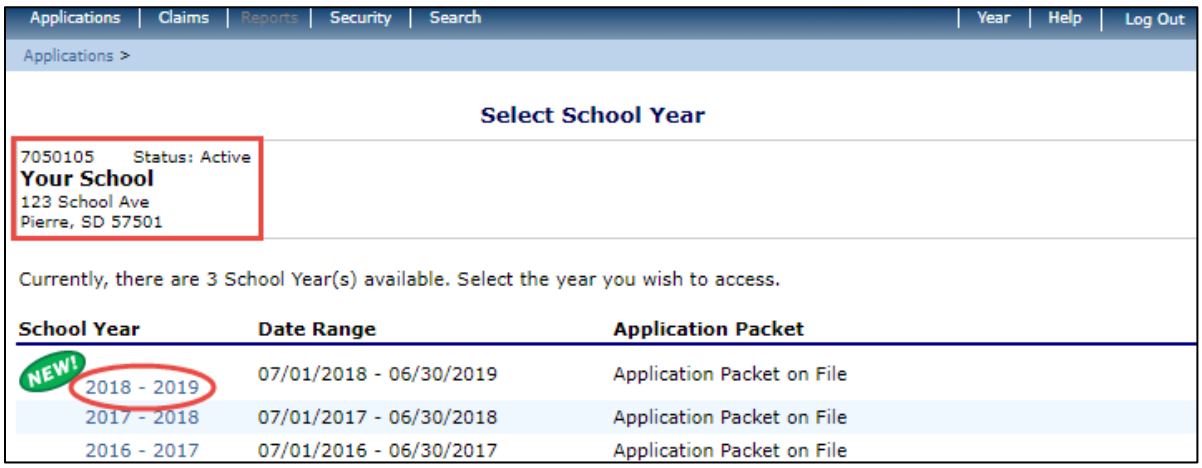
Completing a Seamless Summer Option Site Application

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

2) Then, select *Application Packet*.

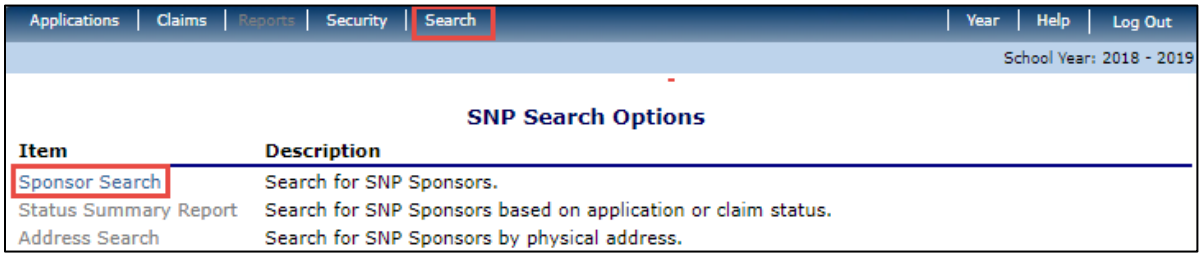
TIP: The School or Agency must have an approved SNP application in the current school year to apply for the Seamless Summer Option.

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

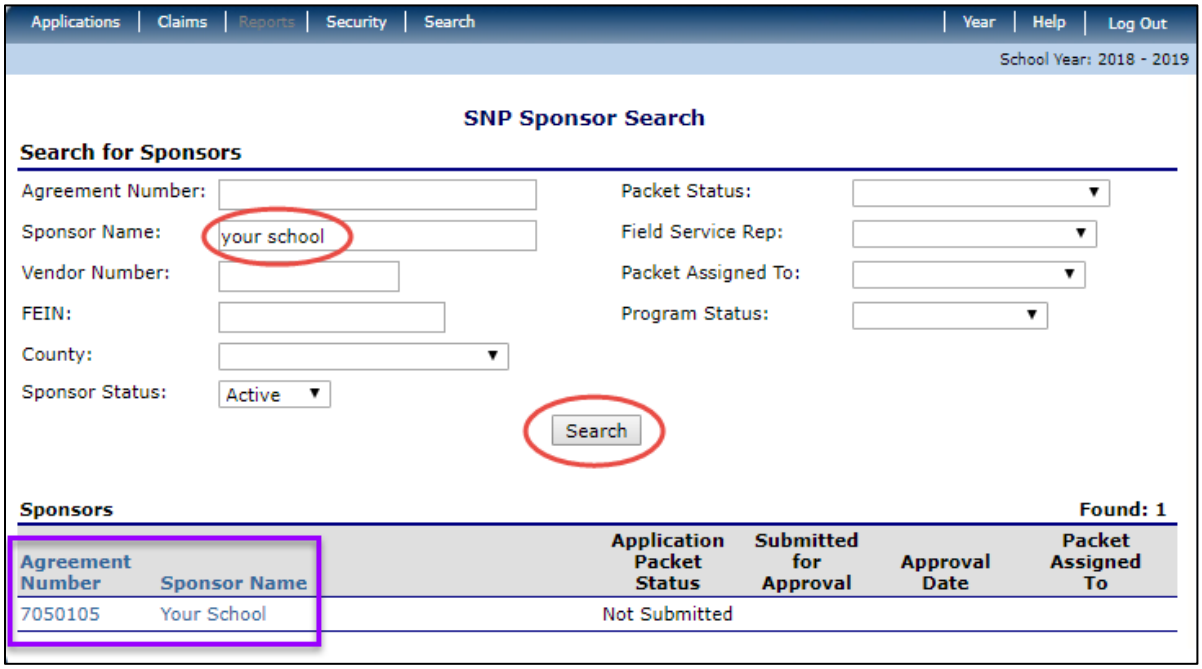


TIP: If you do not have multiple schools or agencies, continue with step 5.

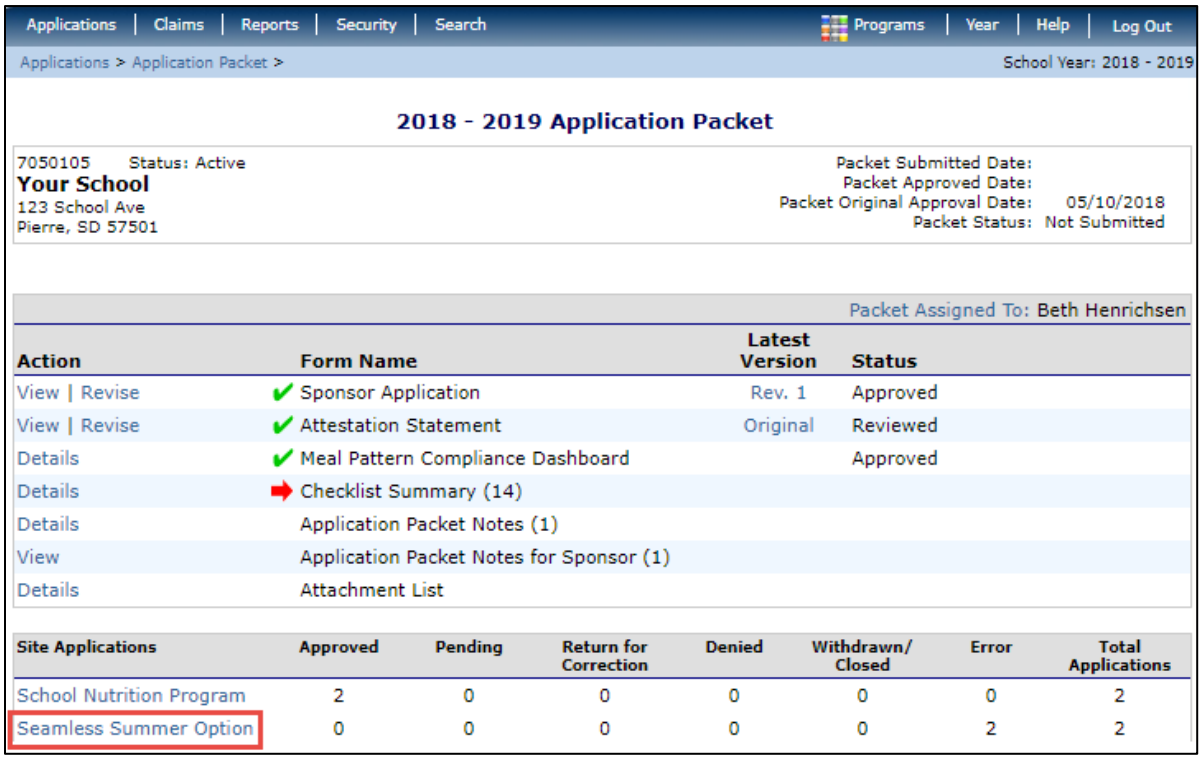
4) If you have multiple schools or agencies, you must first search for the Sponsor. Click *Search* on the Menu Bar, and then click *Sponsor Search*.



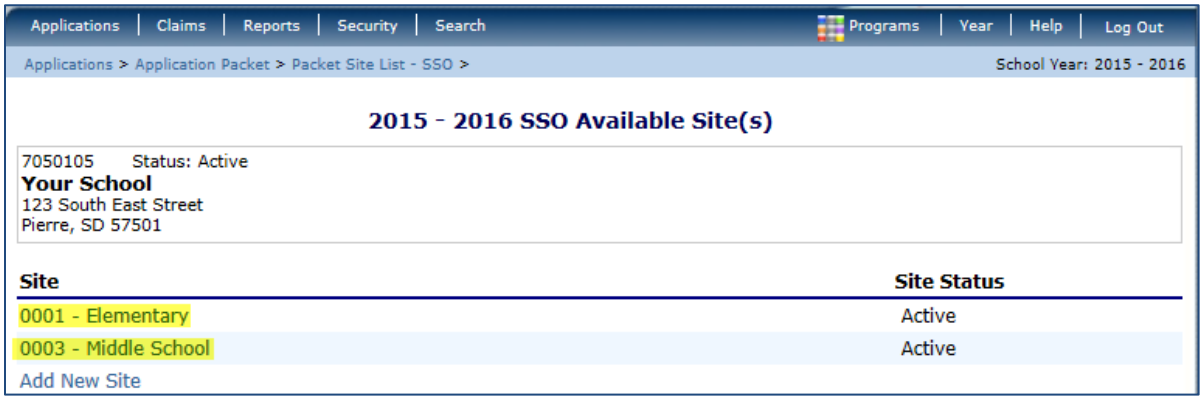
On the Search screen, fill in the *Sponsor Name* and select *Search*. The Sponsor Name will appear at the bottom of the screen. Select either the Agreement Number or the Sponsor Name. You may have to repeat steps beginning with Step 2 to get to your Application Packet screen.



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

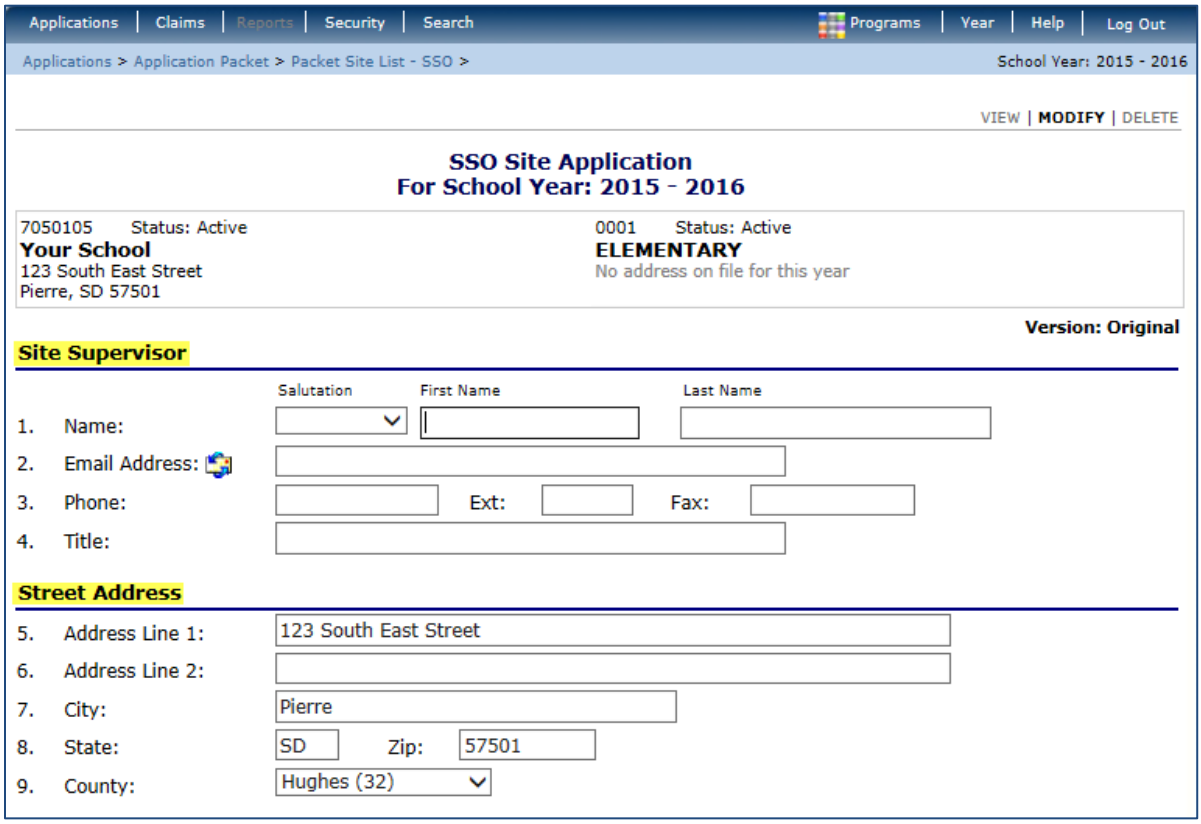


6) The Sites previously approved for Seamless Summer Option display. Select desired site from the list by clicking on the name.

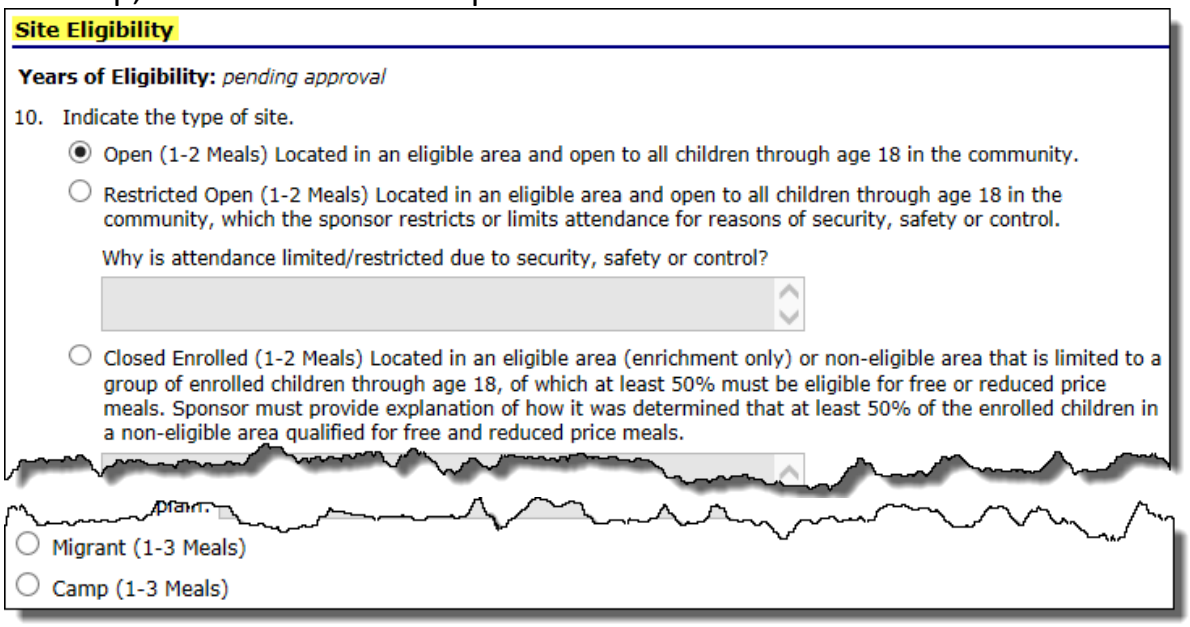


TIP: The School or Agency must have an approved SNP application in the current school year to apply for the Seamless Summer Option.

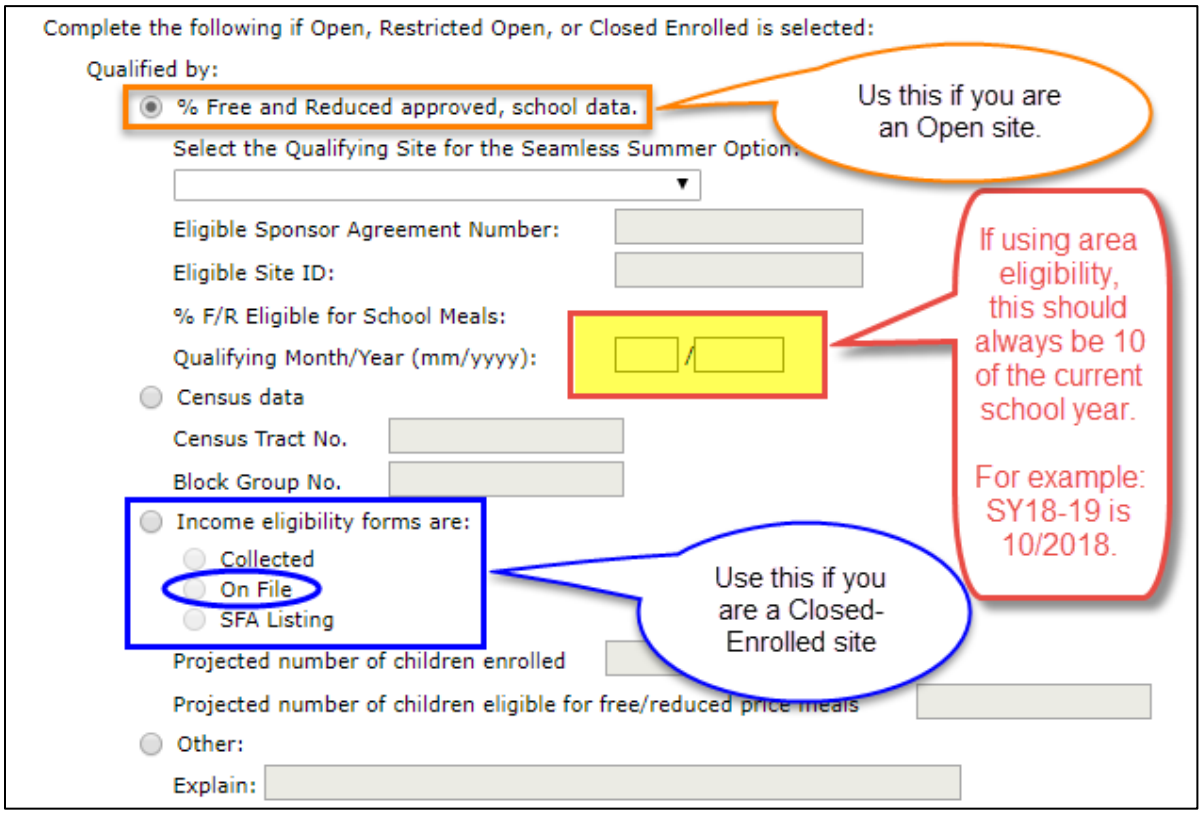
7) All open boxes MUST be completed within the site application.



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

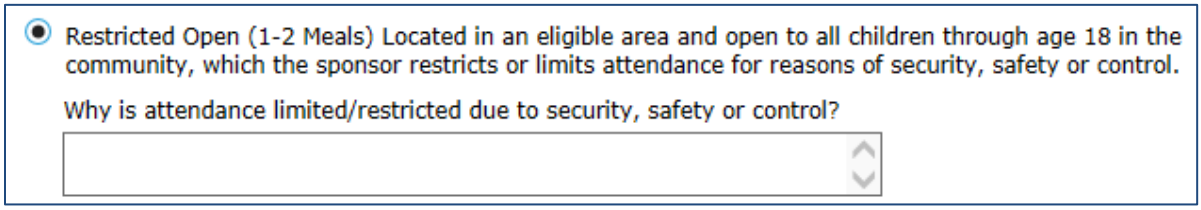


9) Open, Restricted Open and Closed require these questions to be answered:



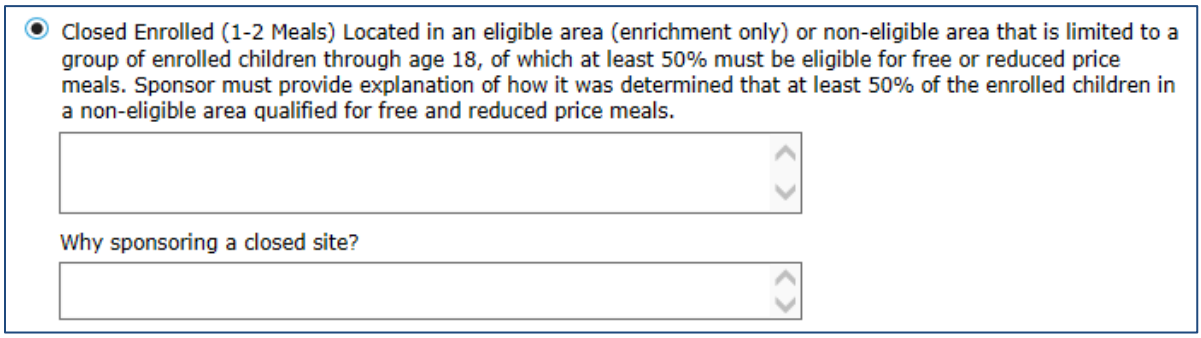
*Public school sites are Open.

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



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.

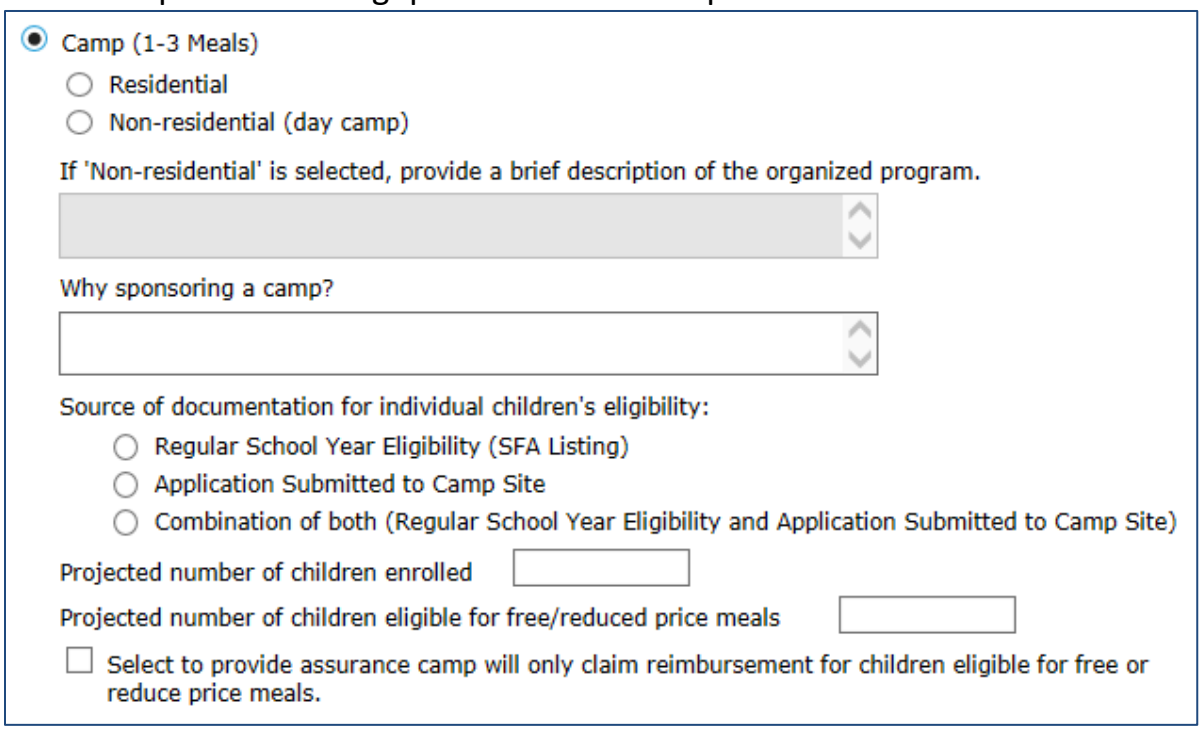
11) Closed Enrolled also requires these questions to be answered:



*Colony sites are Closed Enrolled.

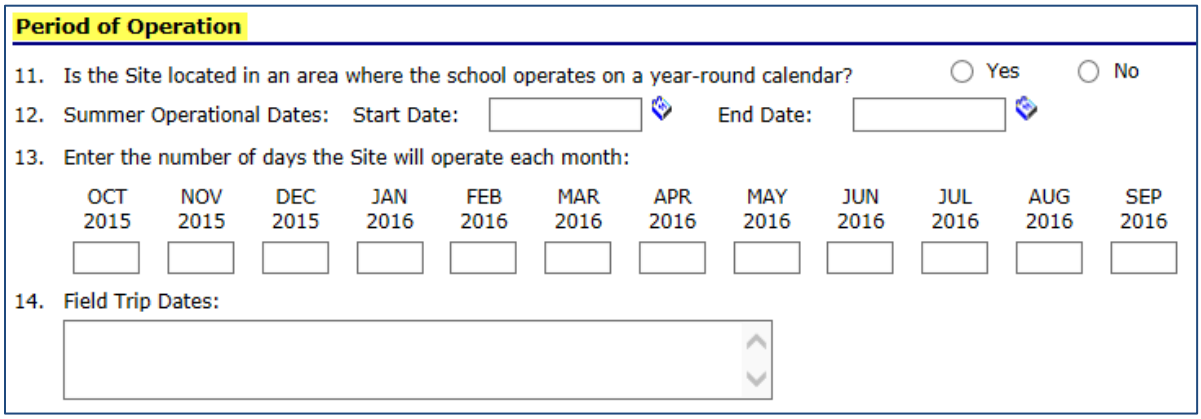
12) Migrant has no additional questions.

13) CAMP requires following questions to be completed:



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.

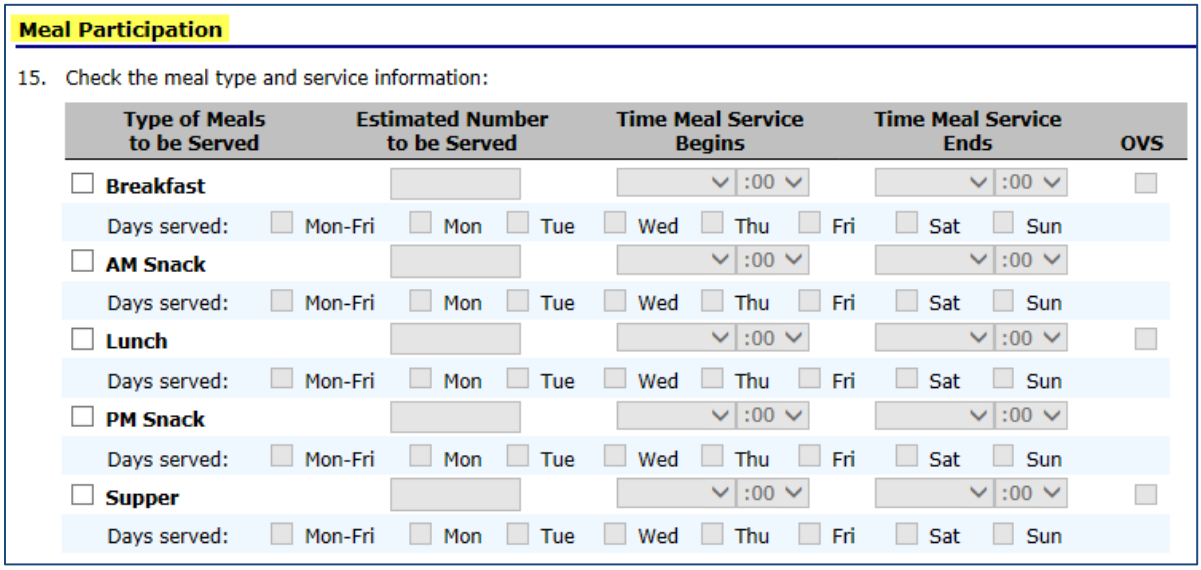
14) All Site options require the Period of Operation section be completed.



- 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

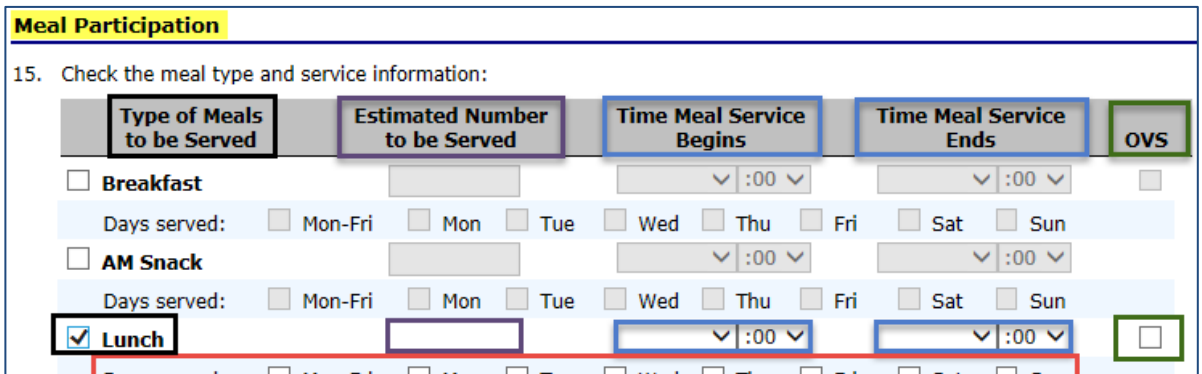
TIP: It is **very important**, as the sponsor, to verify what is actually taking place at each of your sites. Please do not just guess at this information or assume you know what they are doing. Have discussions, make visits, etc., to ensure the information is accurate. If we find something other than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



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**)



16) Answer the following questions related to Non-Congregate Meal Service Operations, also known as Grab and Go.

Non-Congregate Meal Service Operation

16. A Do you plan to provide non-congregate meals at this site? Yes No Both

B If there is a waiver for non-congregate meals due to excessive heat, are you requesting this site be included? Yes No N/A

C Do you plan to provide non-congregate meals at this location as a rural location? Yes No

D Will multiple days of meals be provided? Yes No

E Check the day(s) meals will be distributed.

Mon-Fri: Sun: Mon: Tue: Wed: Thu: Fri: Sat:

F How many calendar days of meals are included?

G Which meals are given in bulk (check all that apply)?

Breakfast AM Snack Lunch PM Snack Supper None

H Will meals be provided to parents/guardians? Yes No

I Is this site providing home delivered meals? 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.

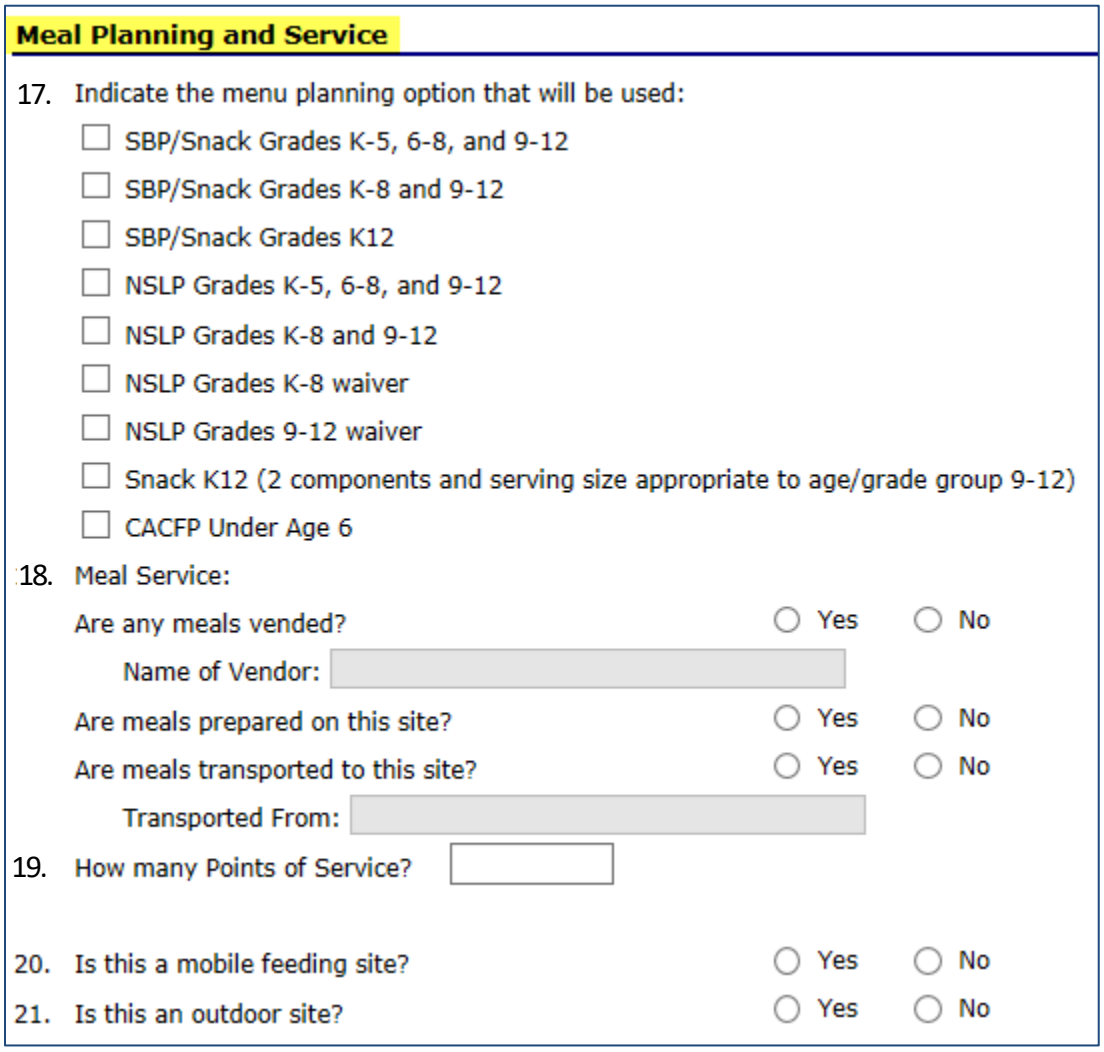
G. Select which meals are provided in bulk by checking all that apply. Bulk meals refer to food items distributed in larger quantities rather than pre-portioned meals. For example, instead of handing out individual sandwiches, the site may provide a whole loaf of bread and a package of lunch meat. Check 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:
- ☐ SBP/Snack Grades K-5, 6-8, and 9-12
- ☐ SBP/Snack Grades K-8 and 9-12
- ☐ SBP/Snack Grades K12
- ☐ NSLP Grades K-5, 6-8, and 9-12
- ☐ NSLP Grades K-8 and 9-12
- ☐ NSLP Grades K-8 waiver
- ☐ NSLP Grades 9-12 waiver
- ☐ Snack K12 (2 components and serving size appropriate to age/grade group 9-12)
- ☐ CACFP Under Age 6

18. Meal Service:

Are any meals vended? ○ Yes ○ No

Name of Vendor:

Are meals prepared on this site? ○ Yes ○ No

Are meals transported to this site? ○ Yes ○ No

Transported From:

19. How many Points of Service?

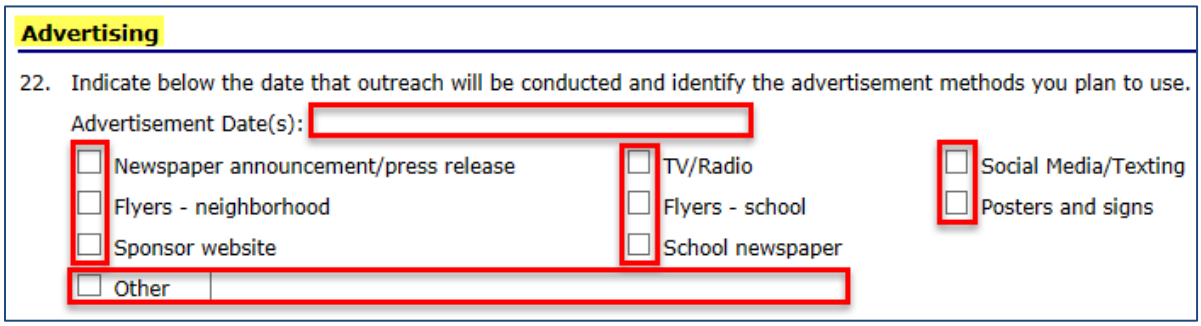
20. Is this a mobile feeding site? ○ Yes ○ No

21. Is this an outdoor site? ○ Yes ○ 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.

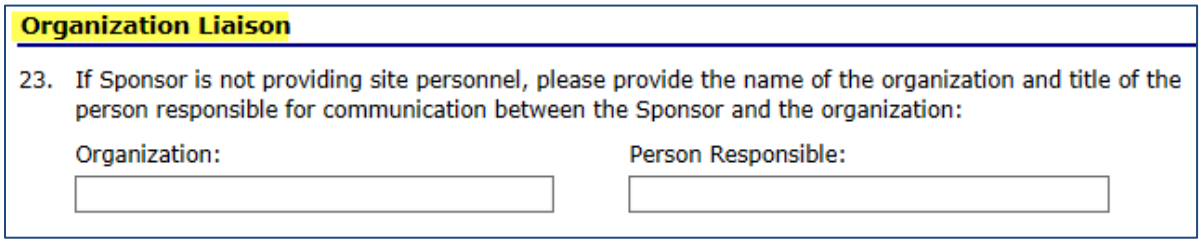
TIP: ACCURATE POINT-OF-SERVICE COUNTS ARE CRITICAL! It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point 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.

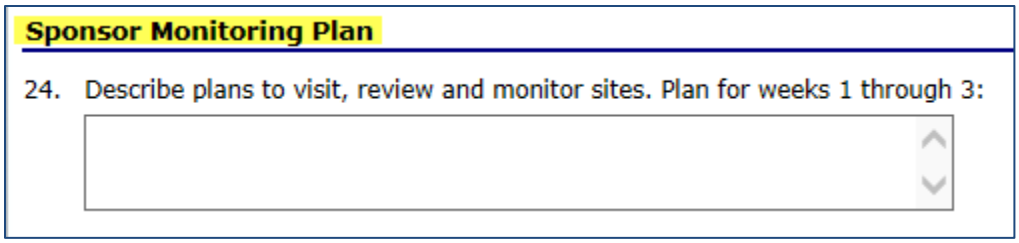


- Indicate all the methods of advertising your school will be implementing
- If choosing Other, you must enter description in open box
- *Keep the actual newspaper articles, a copy of advertisements sent out on letter head for the Seamless Summer Option Administrative Review documentation*

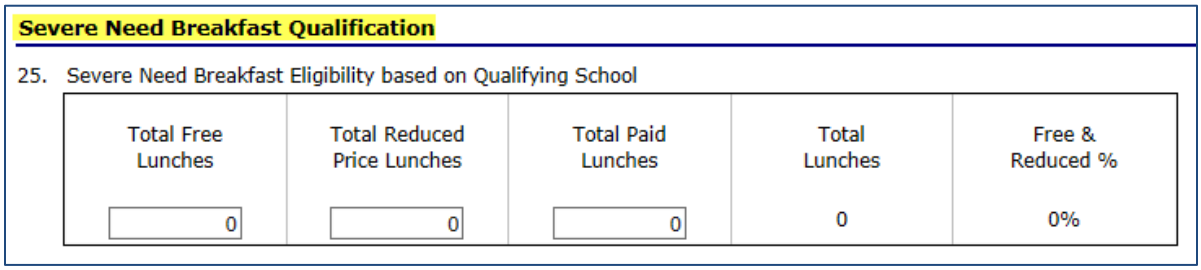
19) Your school may have a Food Service Management Company, vendor contract, or colony contract(s) in place that is providing the site staff. If so complete the information in Question 23, otherwise leave blank.



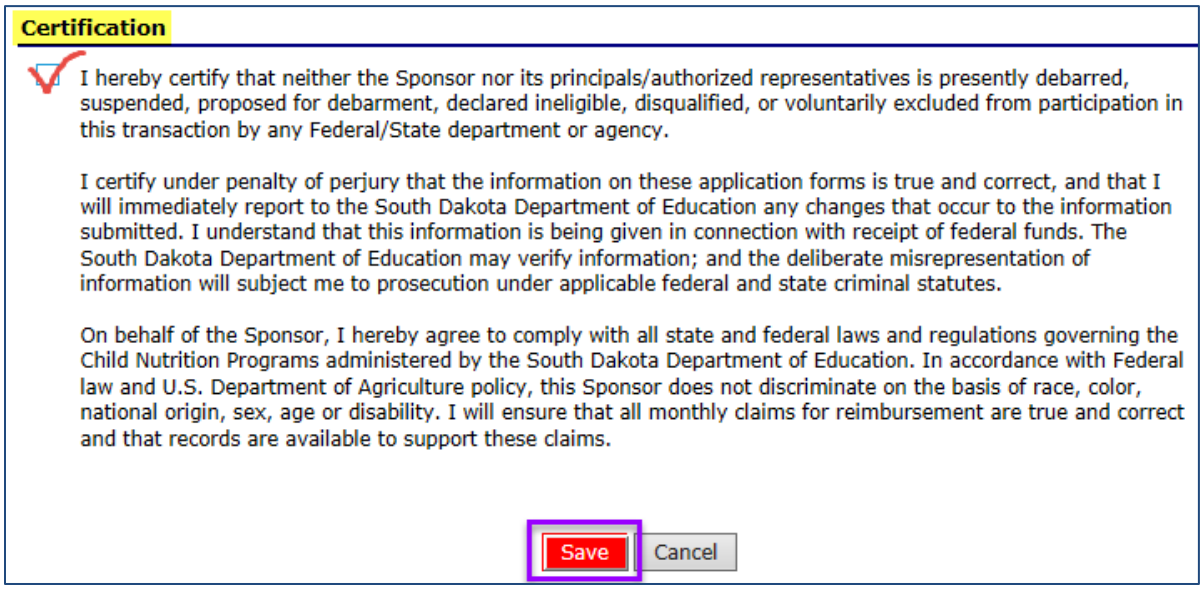
20) Seamless Summer Option requires a minimum of one self-review (onsite monitor) by the school/agency each summer. The state agency recommends the monitoring take place during the first three weeks of operation. This allows time to make adjustments if needed in program operation to avoid critical issues 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.*



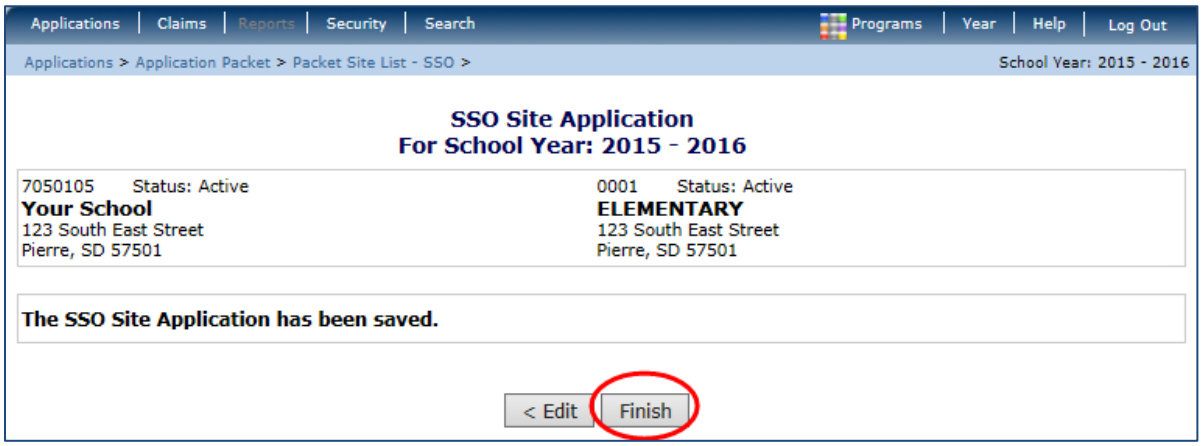
21) This section will automatically populate, if applicable, for your school or agency.



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

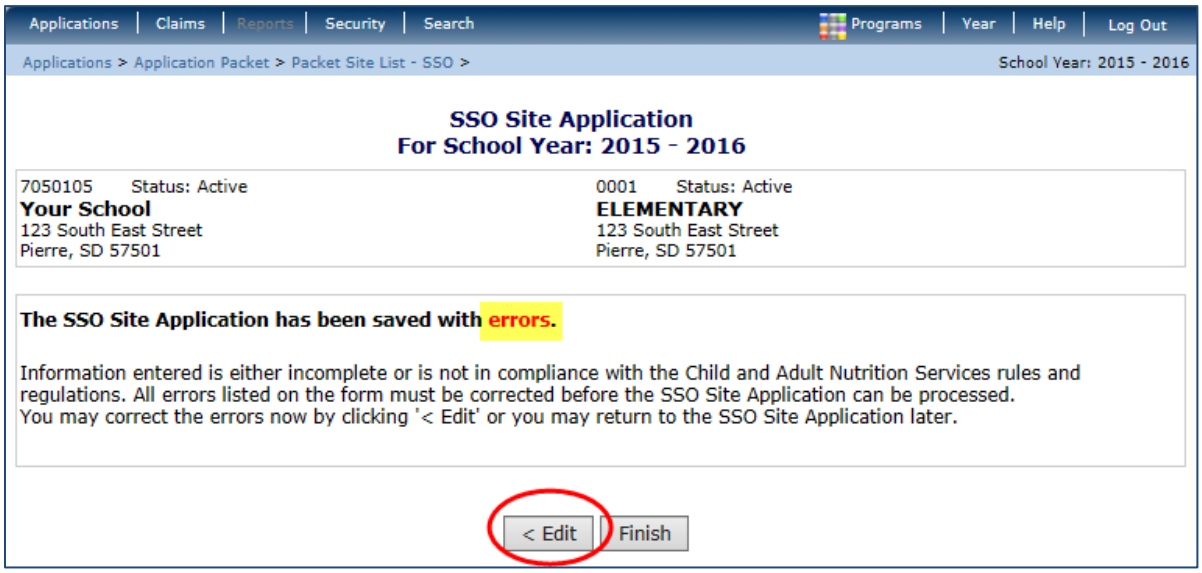


23) Click *Finish*.



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.

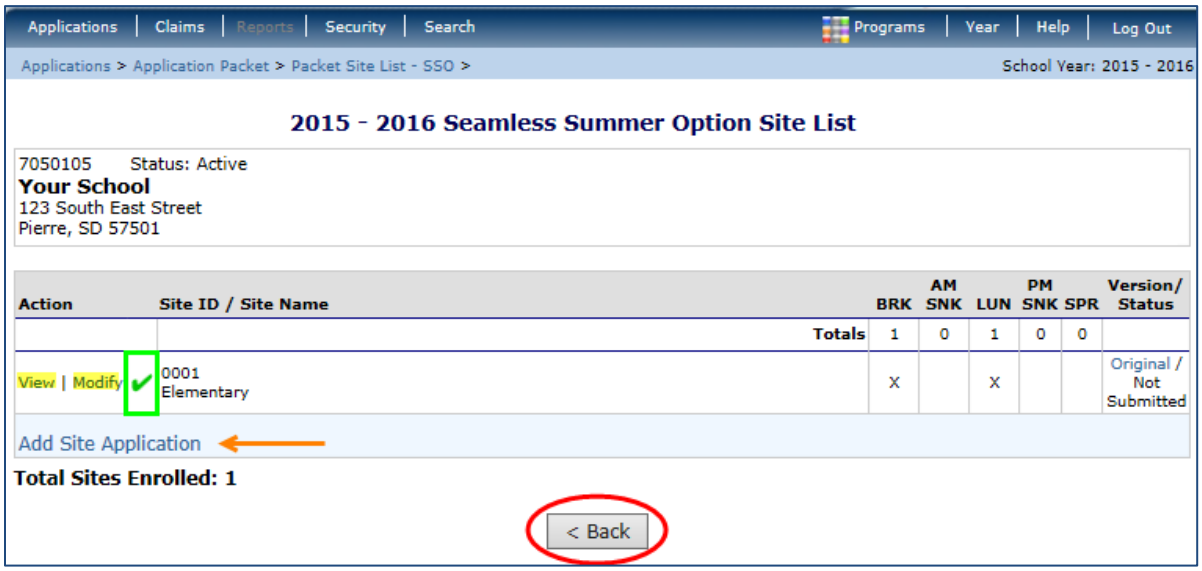


Make corrections and Click *Save and Finish* once you make corrections.

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.

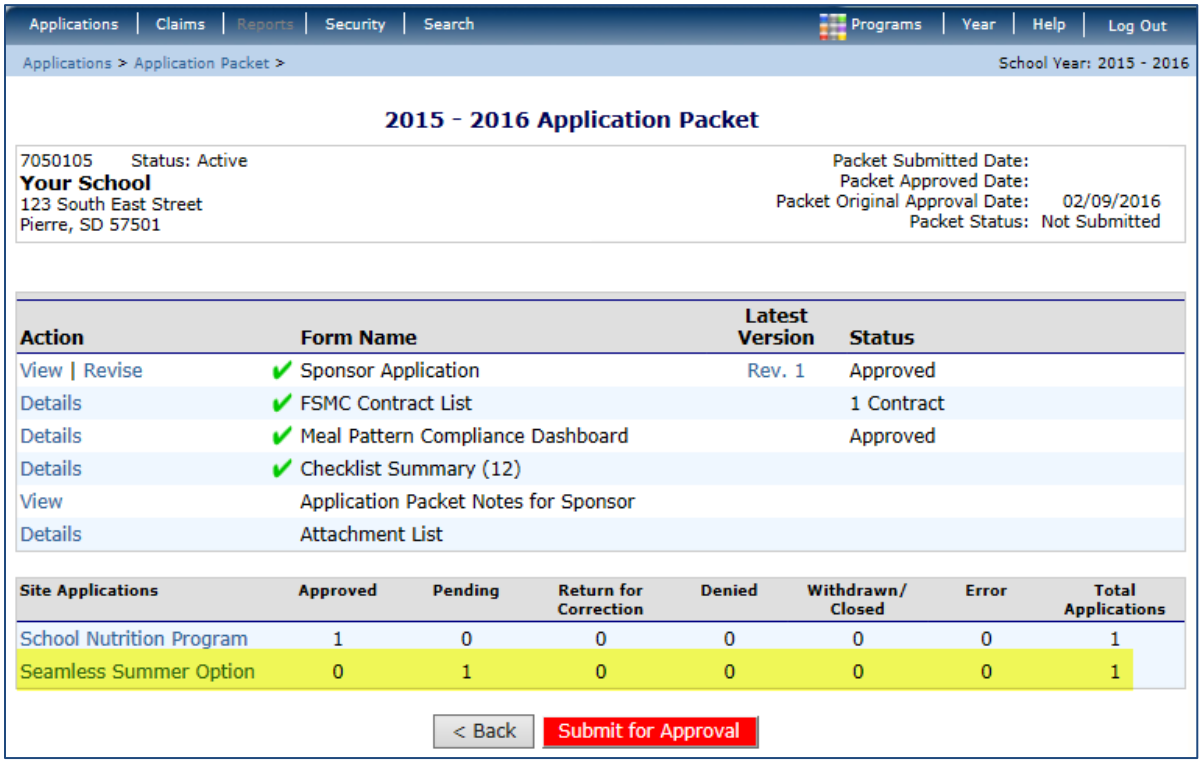


Notice the green check mark next to the Action and Site ID. This indicates the Site Application for Seamless Summer Option is now complete.

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

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

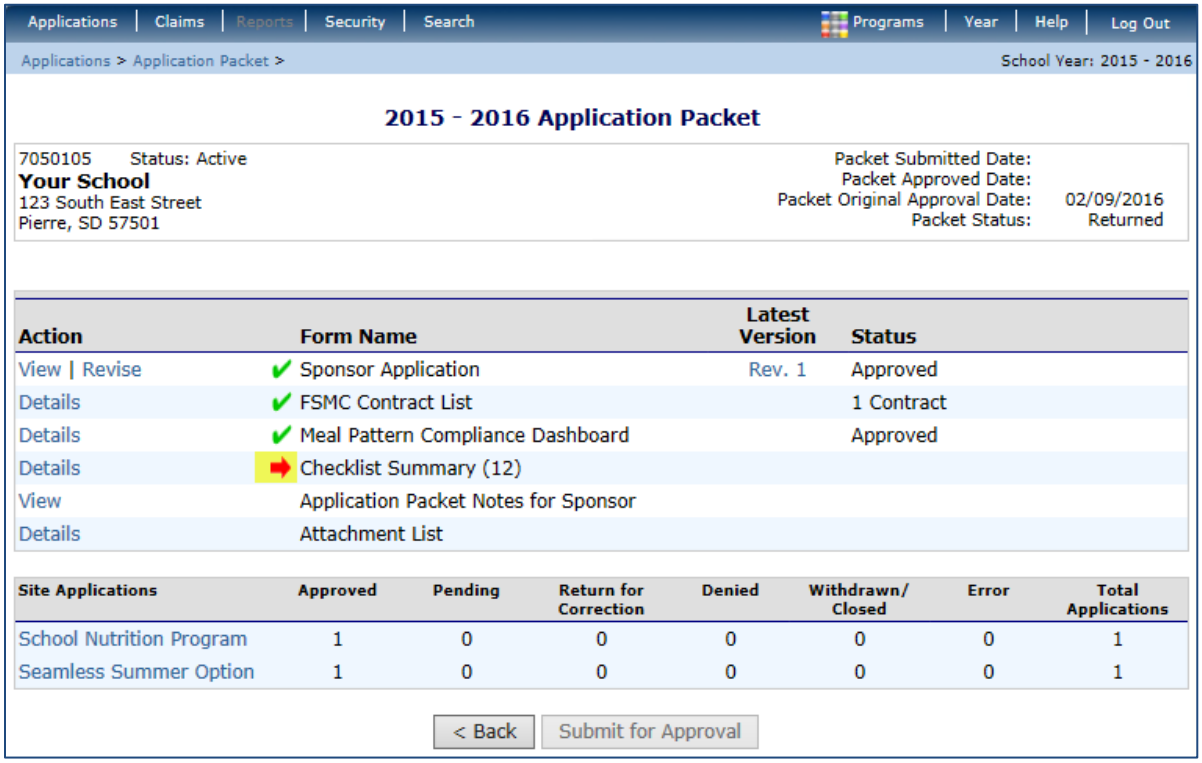
You are now finished with the Seamless Summer Option Site Application portion of the Application Packet. You will still need to complete and/or upload documents before you can submit your Application Packet.


Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out
Applications > Application Packet >
School Year: 2015 - 2016
2015 - 2016 Application Packet
7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501
Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date: 02/09/2016
Packet Status: Not Submitted
Action
Form Name
Latest Version
Status
View | Revise
Sponsor Application
Rev. 1
Approved
Details
FSMC Contract List
1 Contract
Details
Meal Pattern Compliance Dashboard
Approved
Details
Checklist Summary (12)
View
Application Packet Notes for Sponsor
Details
Attachment List
Site Applications
Approved
Pending
Return for Correction
Denied
Withdrawn/ Closed
Error
Total Applications
School Nutrition Program
1
0
0
0
0
0
1
Seamless Summer Option
0
1
0
0
0
0
1
< 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.

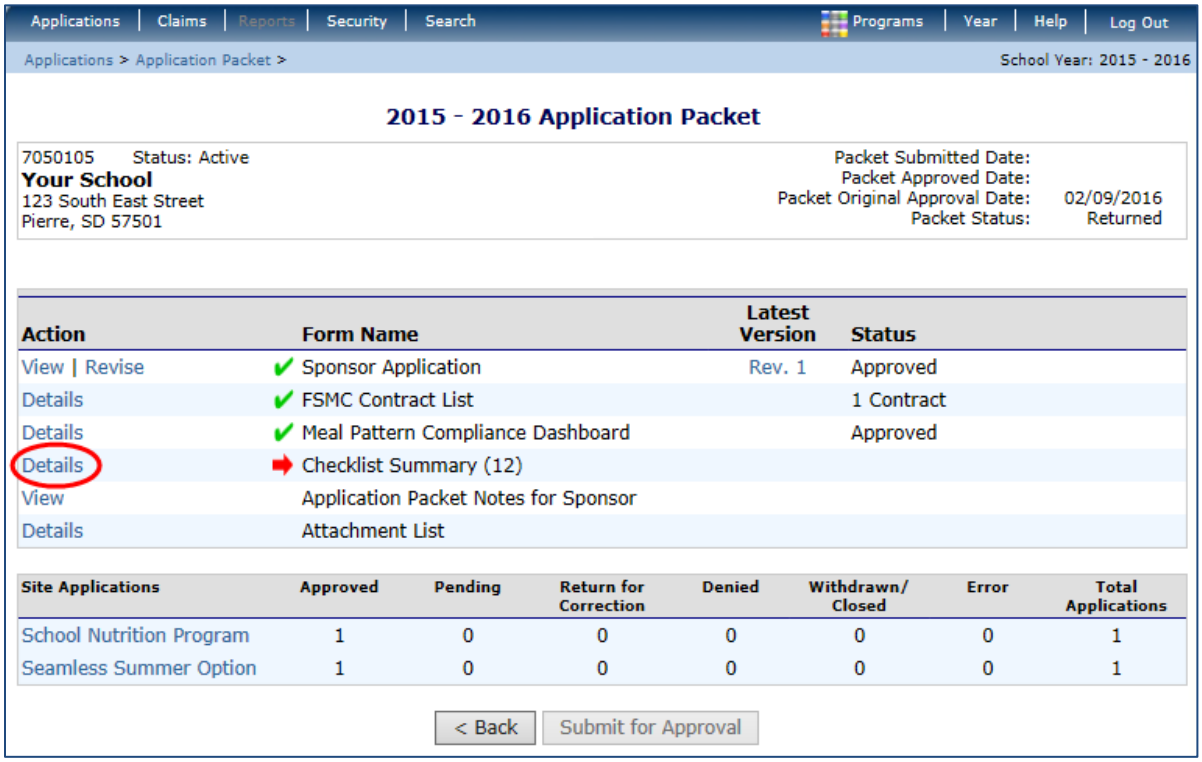


TIP: The list of attachments will vary, depending on your particular school or agency.

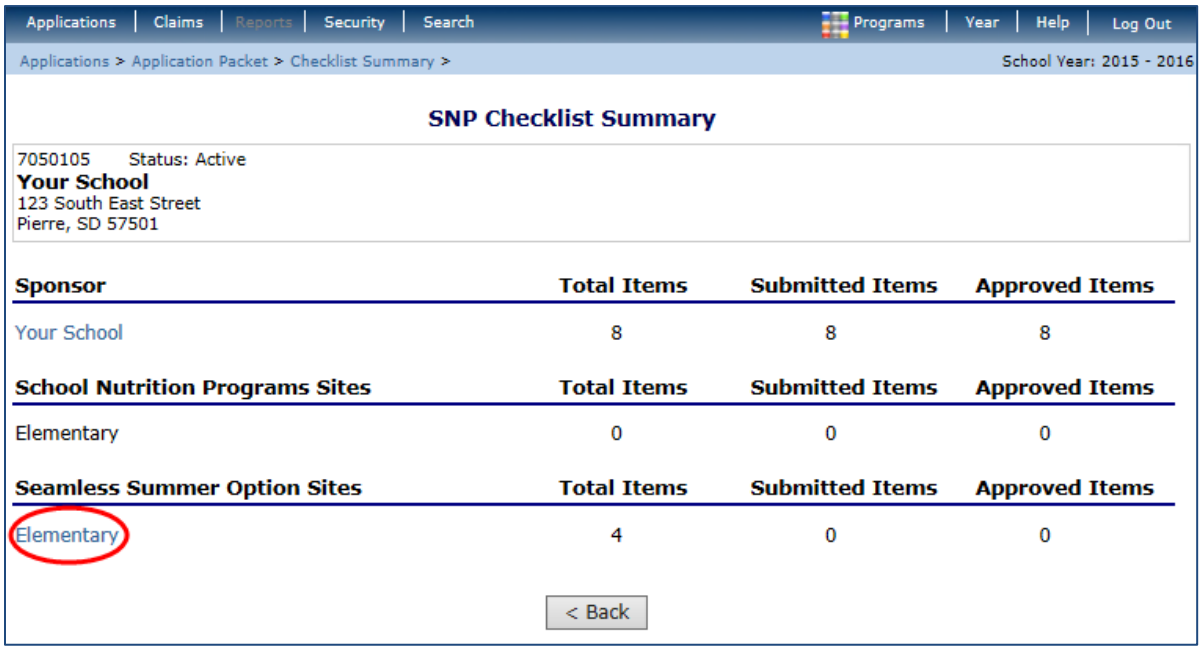
CHECKLIST SUMMARY

The Checklist Summary is where your document attachments are stored.

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



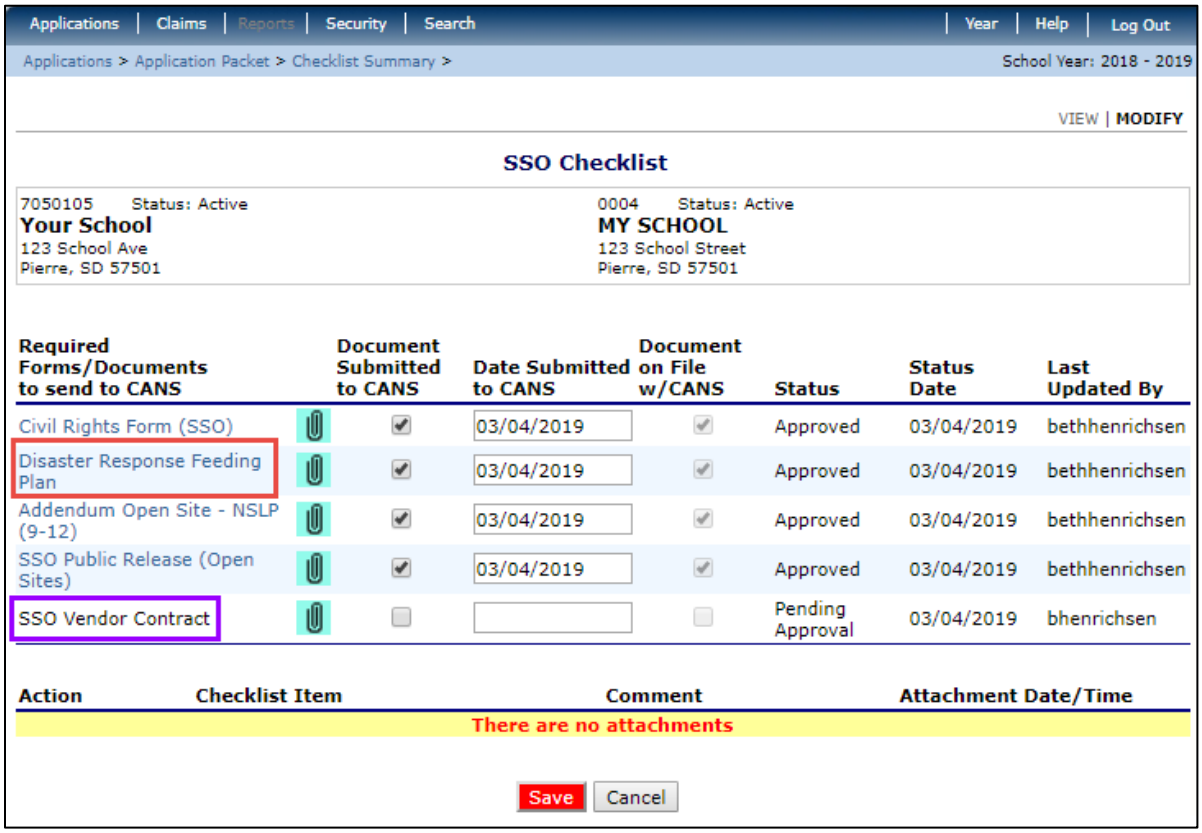
2) Click on the site desired under Seamless Summer Option Sites; in this example: *Elementary*.



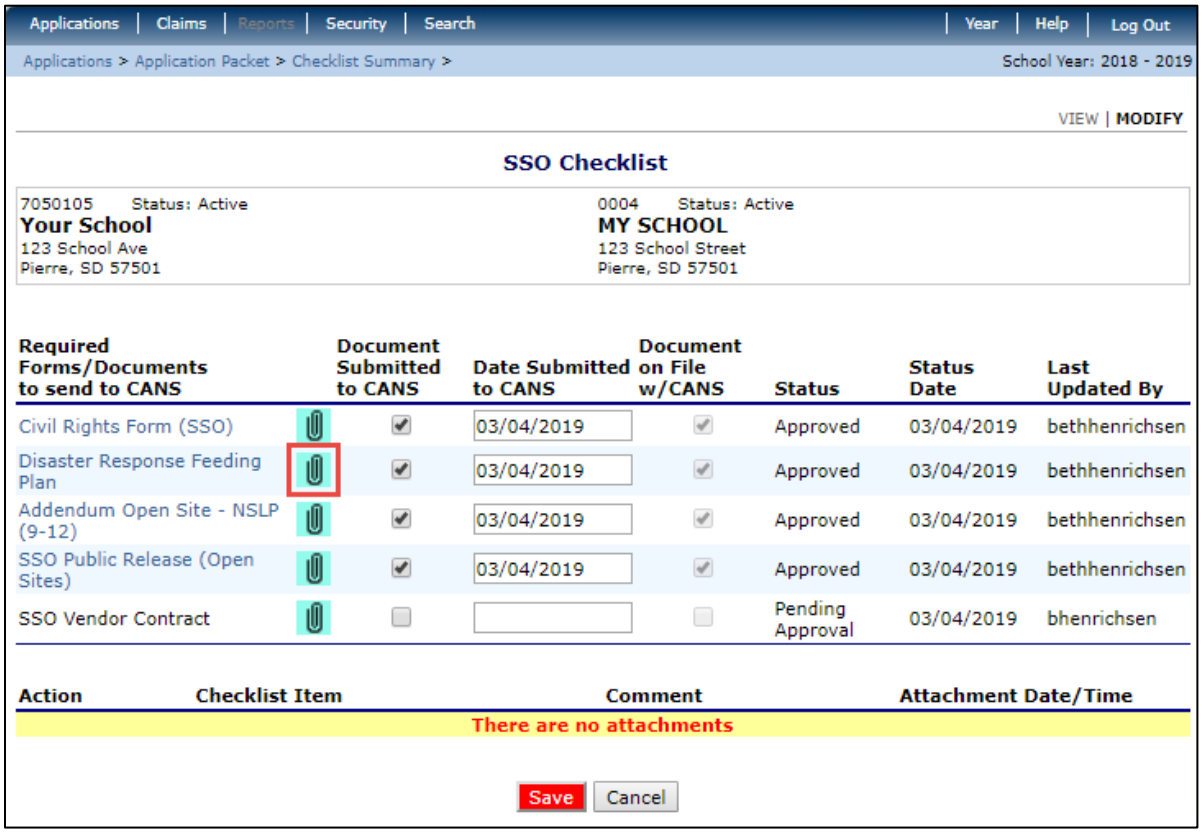
SSO Checklist Screen

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.

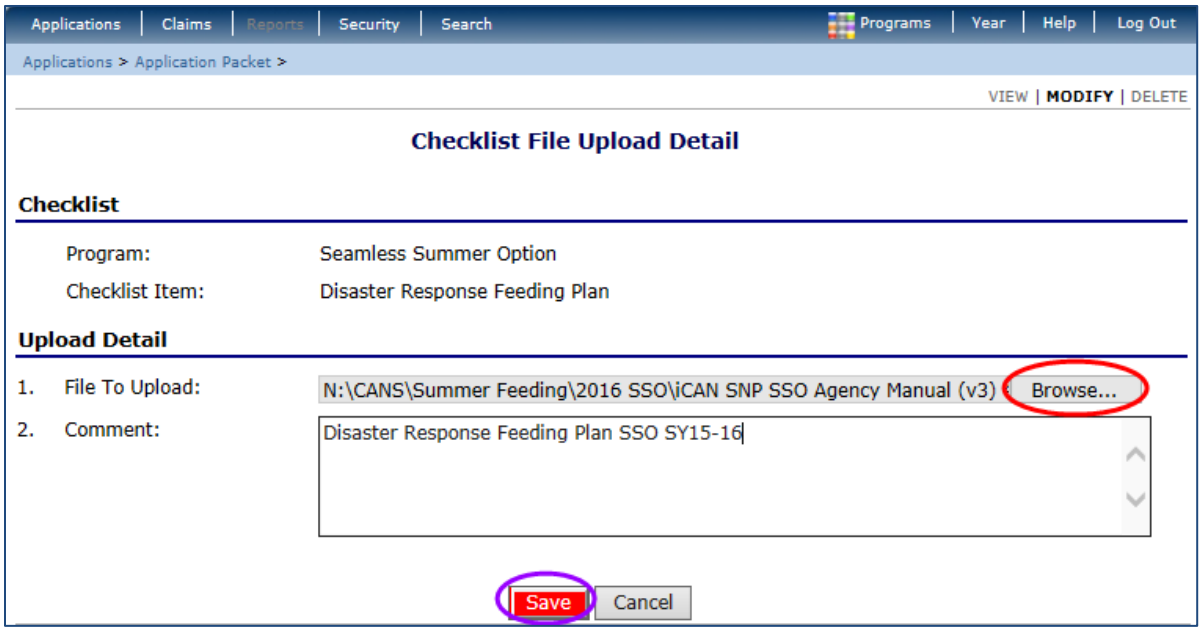
   If the form name is black, such as *SSO Vendor Contract*, then there is not a template/form available for download. You are still required to upload/attach your contract and submit it to CANS.



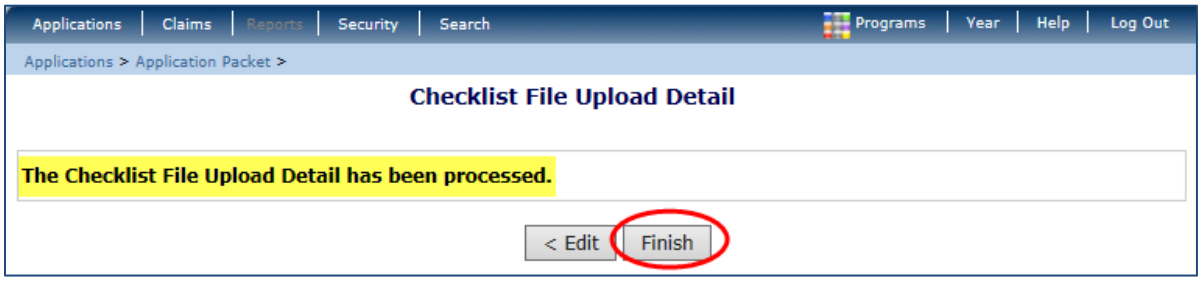
4) Click on the *"paperclip"* for the document you wish to upload.



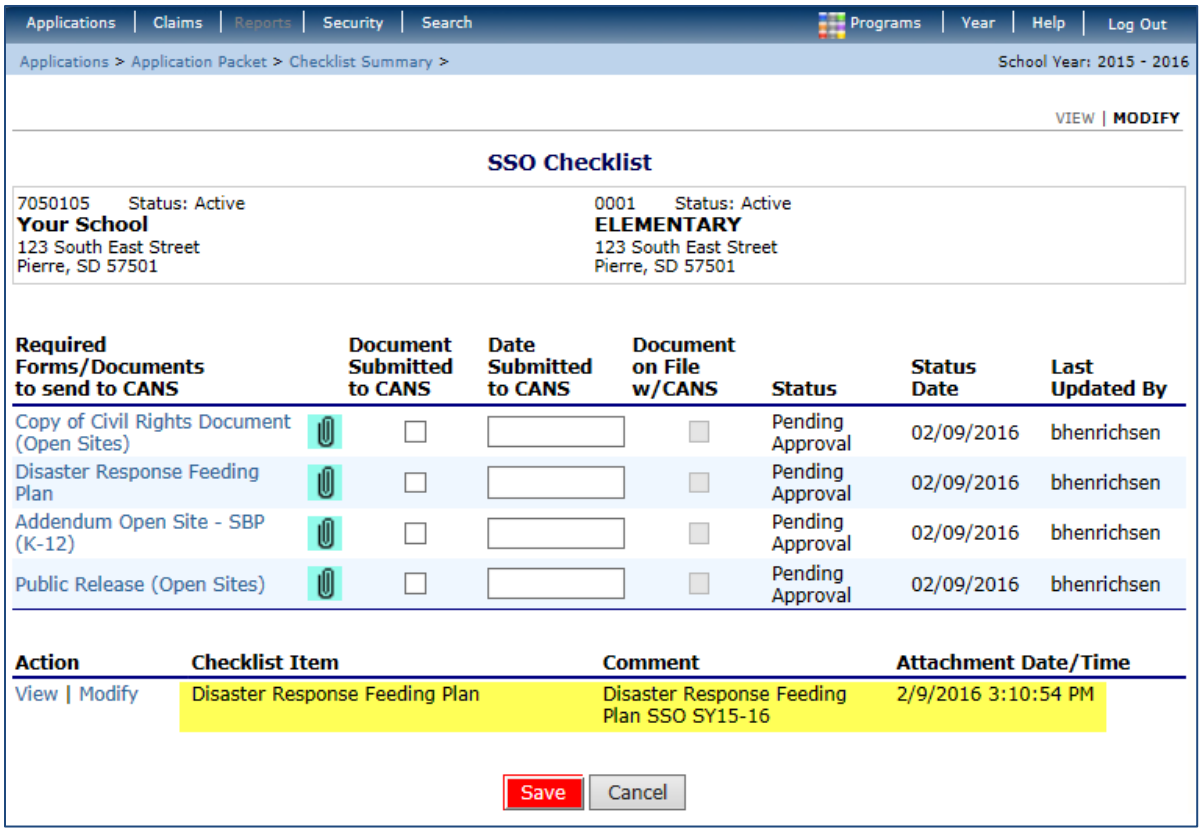
5) Select *Browse* so you can select the appropriate document from your computer. If you choose, type in a Comment – it will display on the SSO Checklist. Click *Save*.



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



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

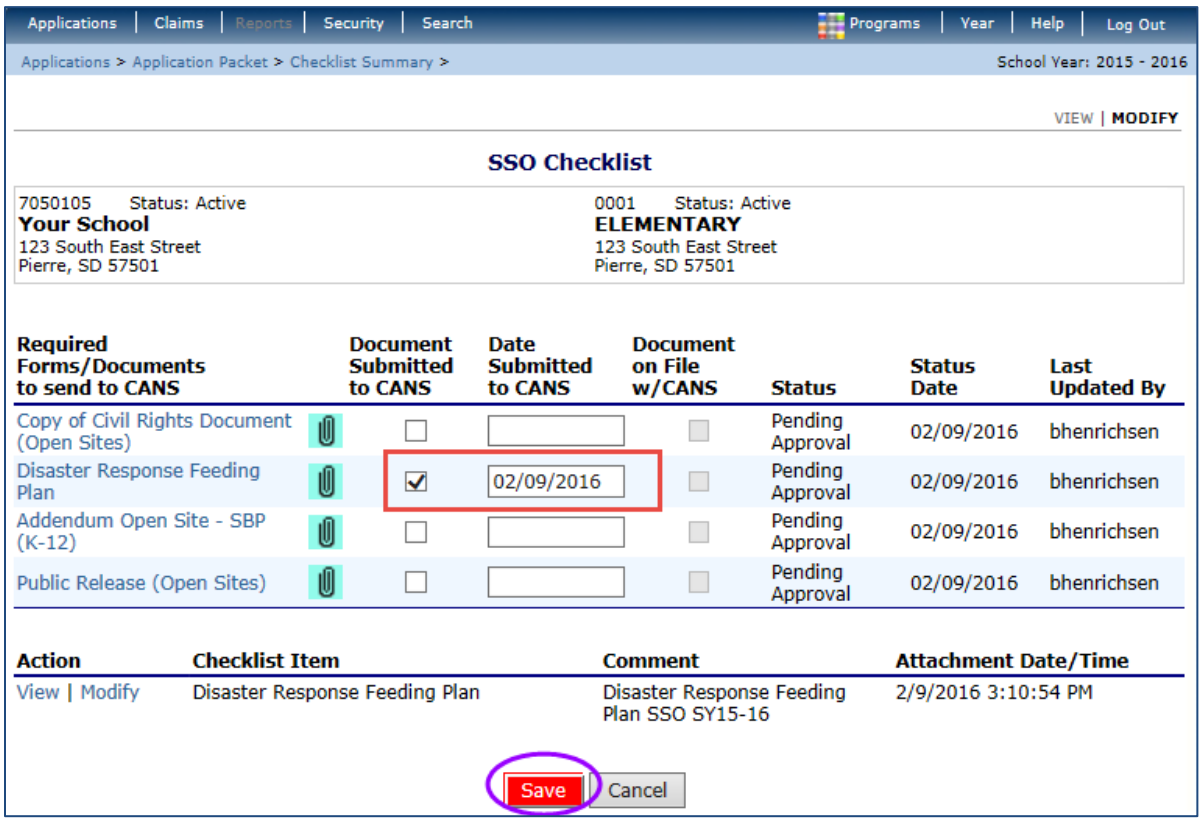


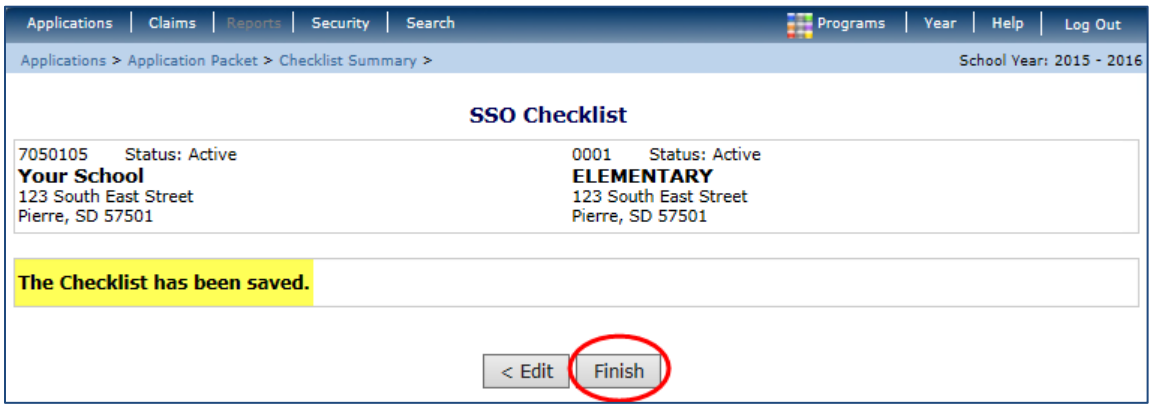
7) Click the box *Document Submitted to CANS;* the date submitted will prefill in the box *Date Submitted to CANS*.

8) Proceed to the next form/document on your checklist.

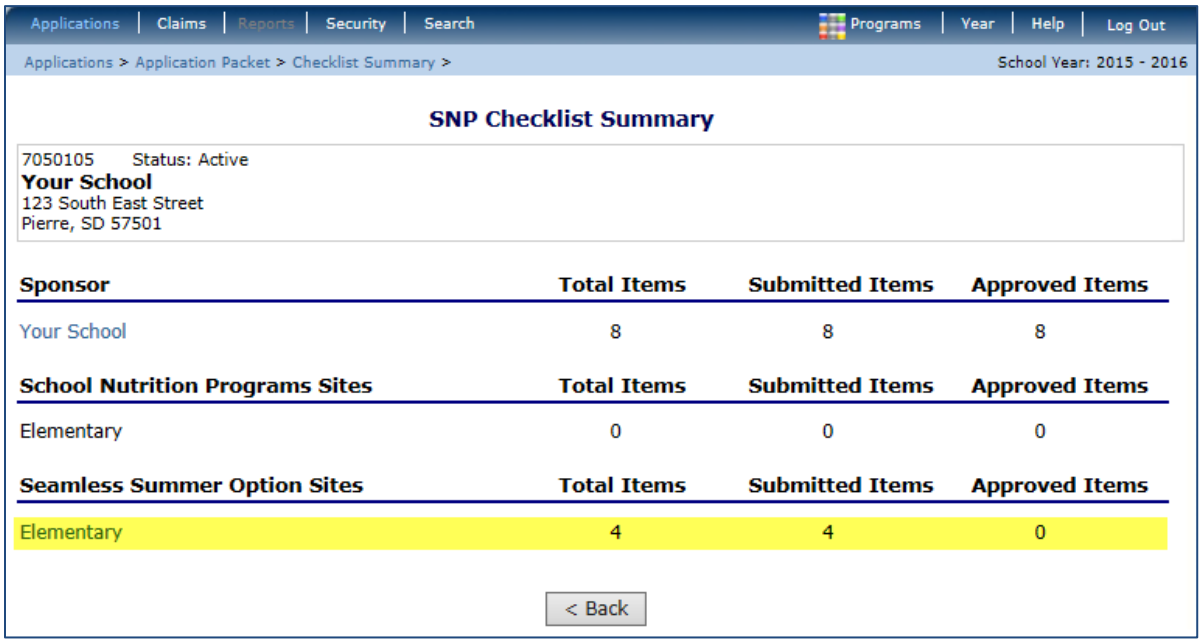
9) When all forms/documents have been uploaded, make sure to check the *Document Submitted to CANS* box for each item.

10) Once all boxes have been checked, Click *Save* at the bottom of the page. Then, click *Finish*.

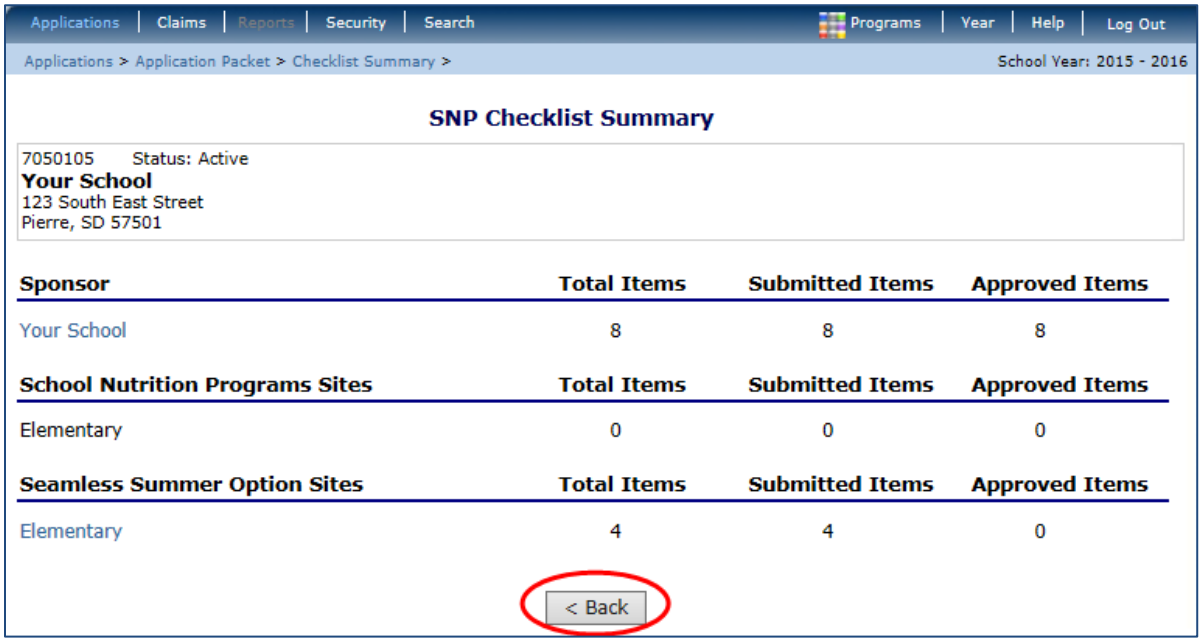




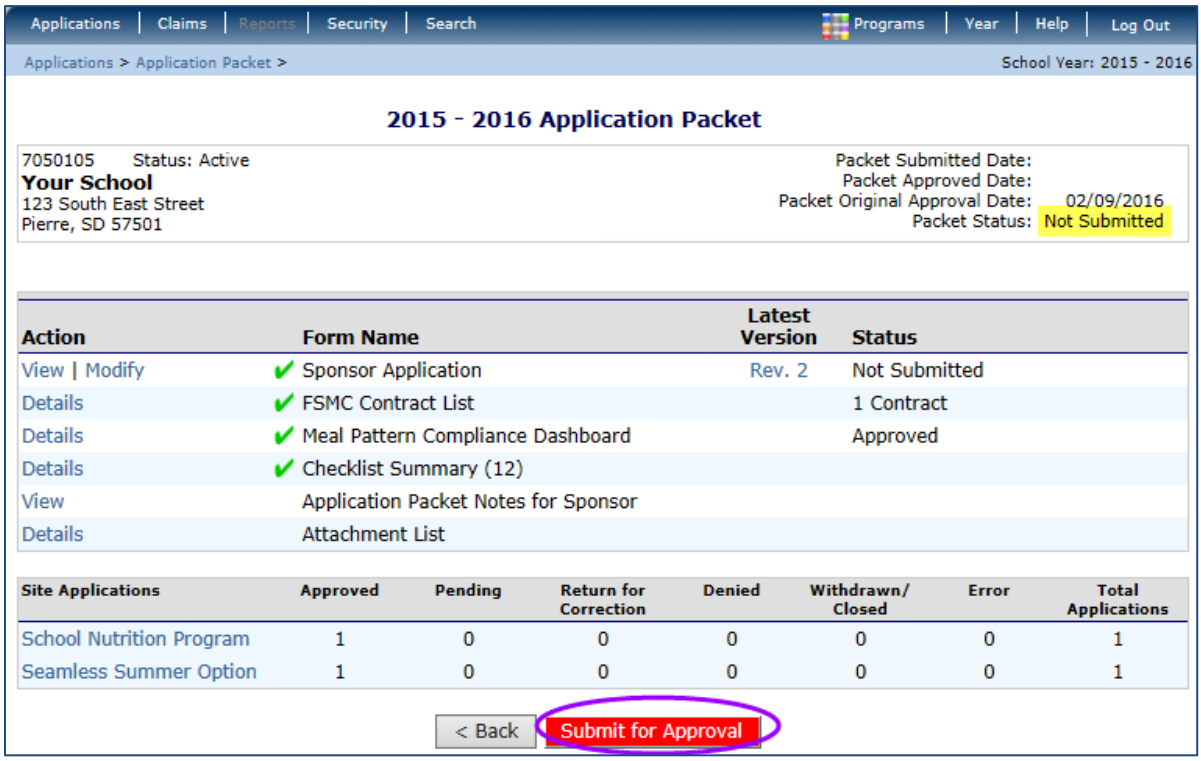
11) Clicking *Finish* will return you to the SSO Checklist Summary screen. This shows you have four checklist items submitted, ready for approval.



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

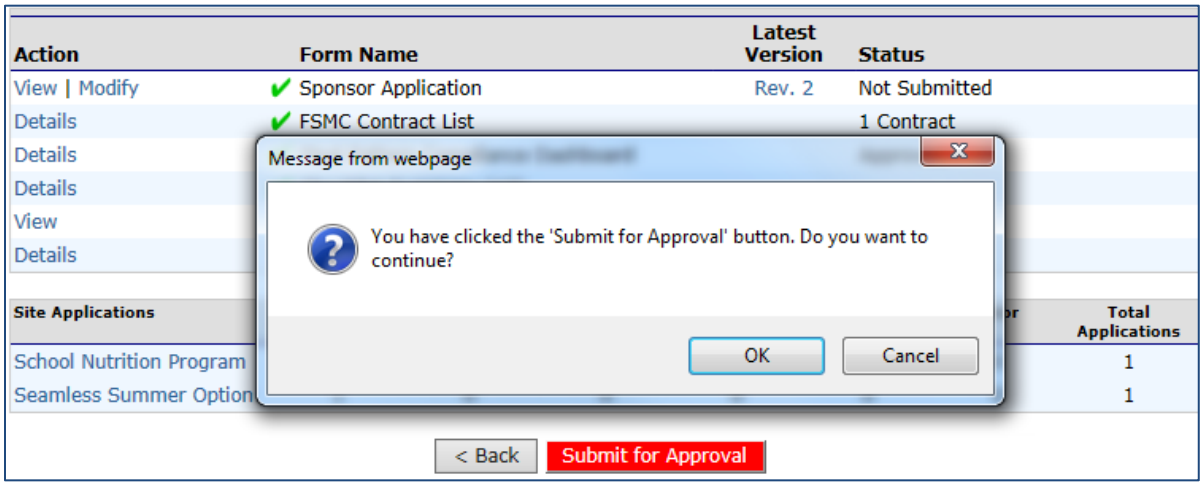


13) Your application is now complete! Click the *Submit for Approval* button.

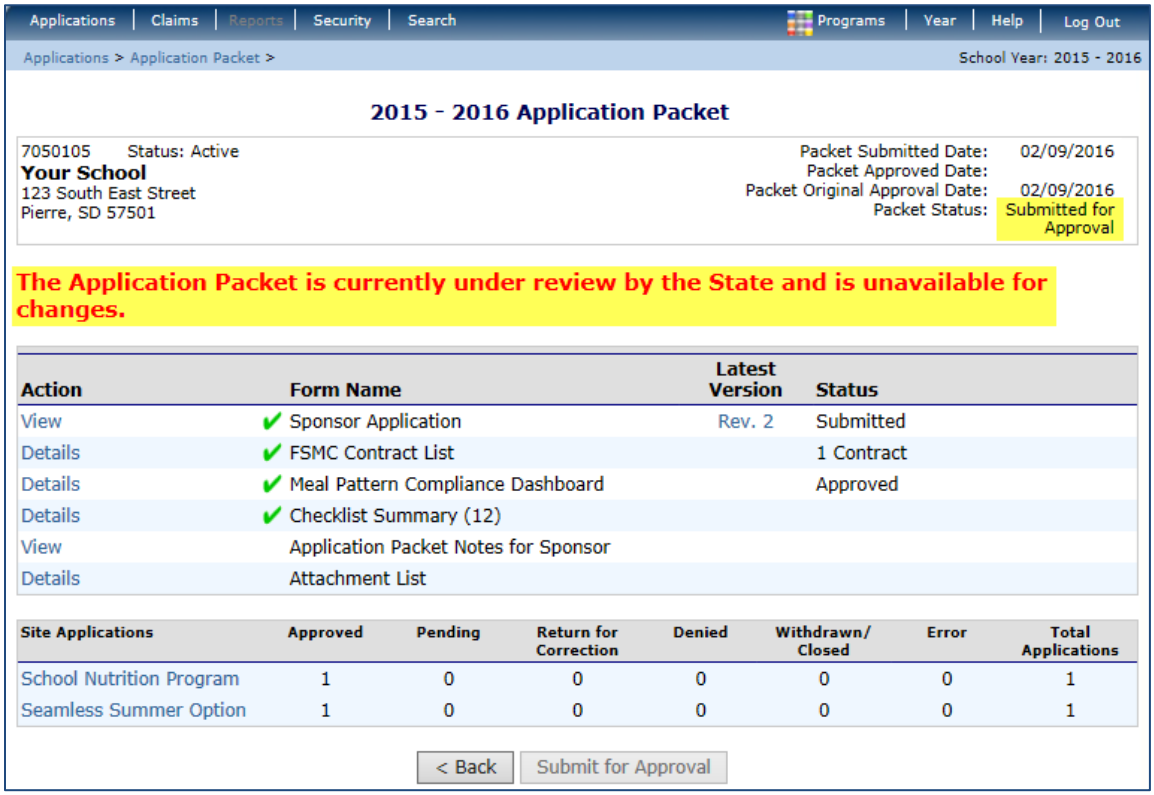


A "pop-up" will appear asking you to verify that you wish to submit your application.

- 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

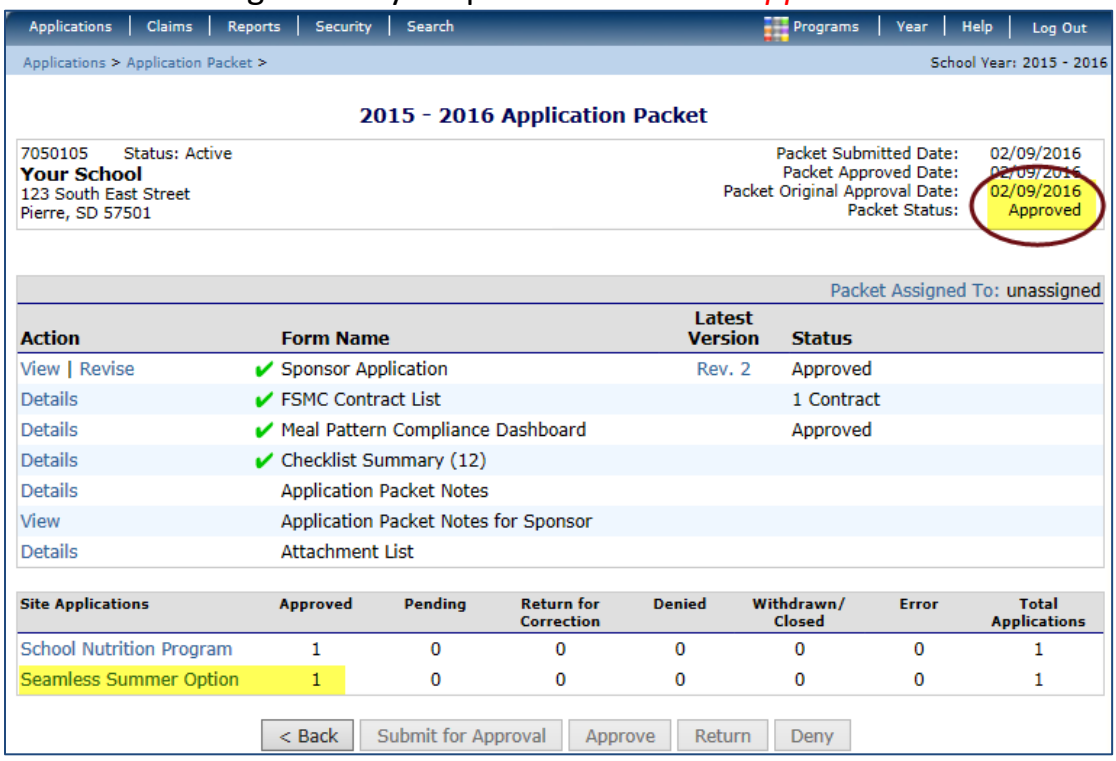


You should now notice that the Packet Status shows *Submitted for Approval.* If you submitted in error, please contact the CANS office for instructions.

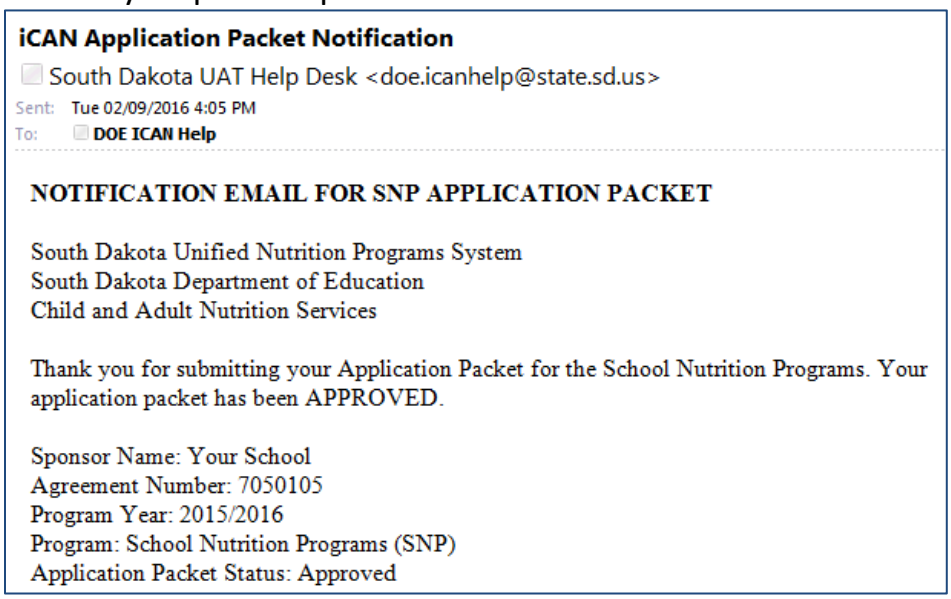


STATUS of Application Packet – Approved

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



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



iCAN Application Packet Notification

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

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

To: **DOE ICAN Help**

NOTIFICATION EMAIL FOR SNP APPLICATION PACKET

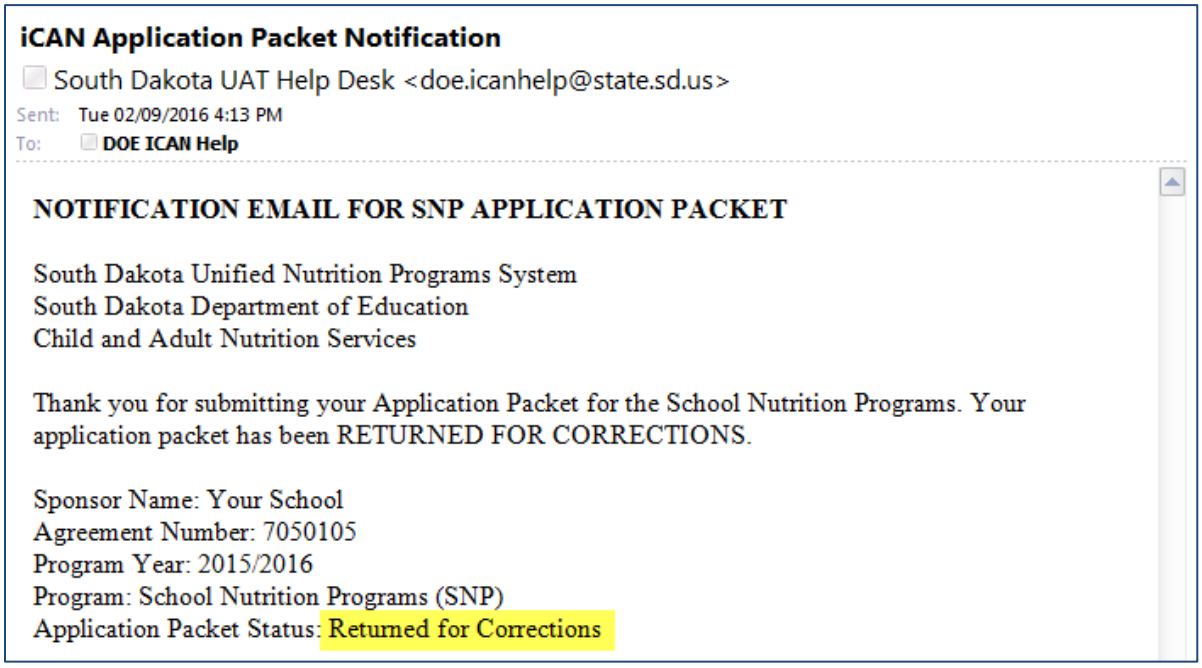
South Dakota Unified Nutrition Programs System
South Dakota Department of Education
Child and Adult Nutrition Services

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

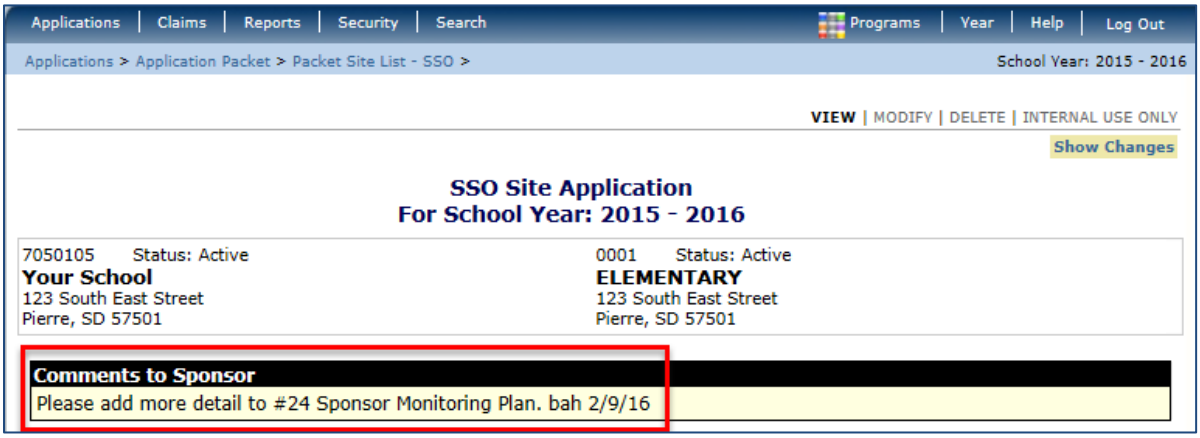
Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been RETURNED FOR CORRECTIONS.

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

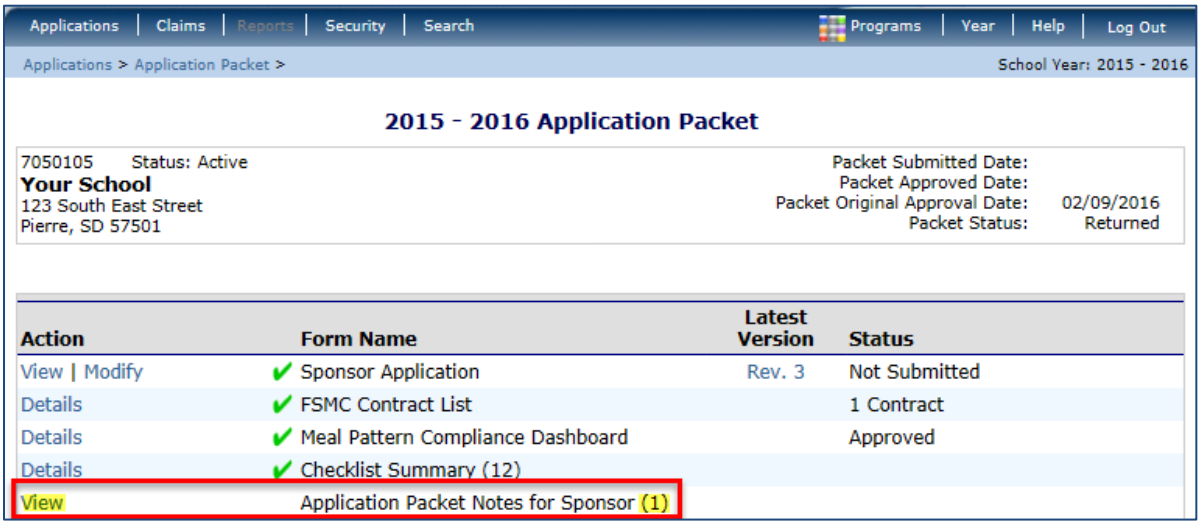
TIP: The person listed as the Authorized Representative for your school or agency will receive the automated email notifications. If someone other than the Authorized Representative is completing this application, please make arrangements to have these emails forwarded to the appropriate person.

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

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



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

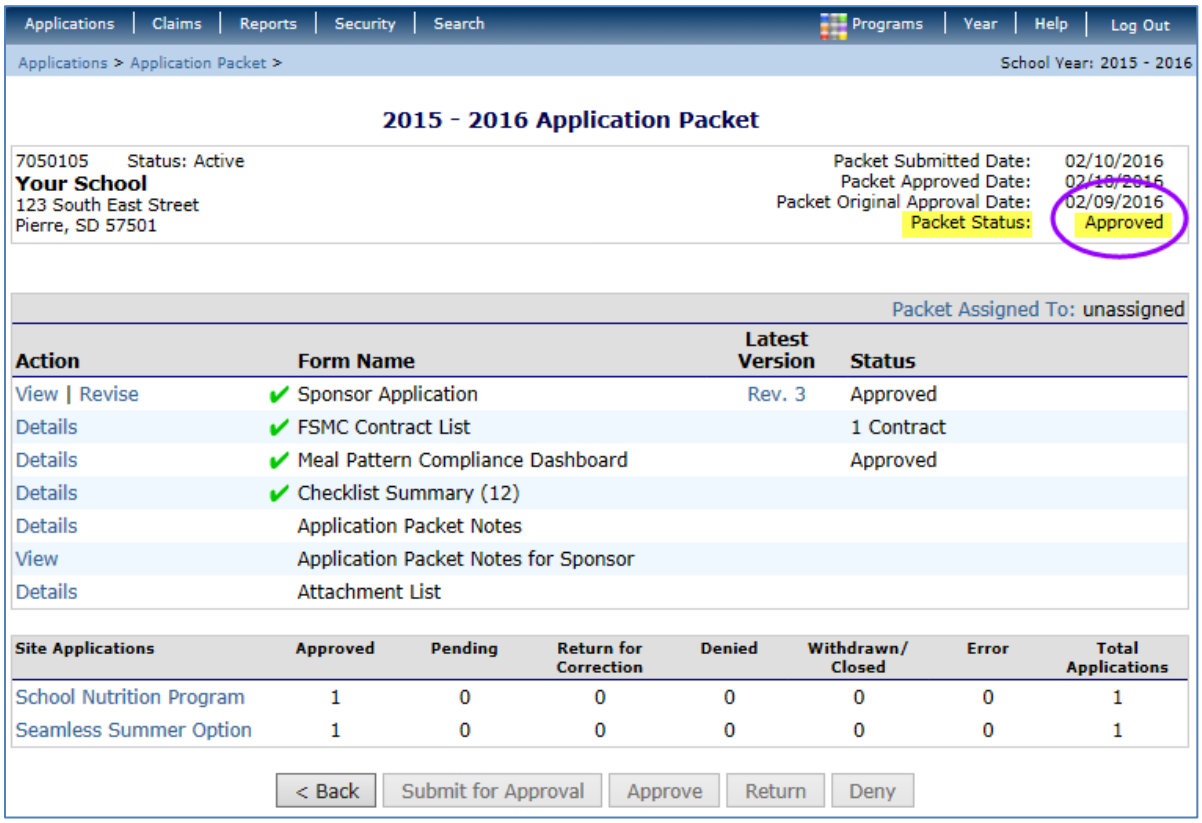


2) If corrections are needed, make the applicable corrections and click *Save, Finish.*

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

Chapter 7 – Approved Applications

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

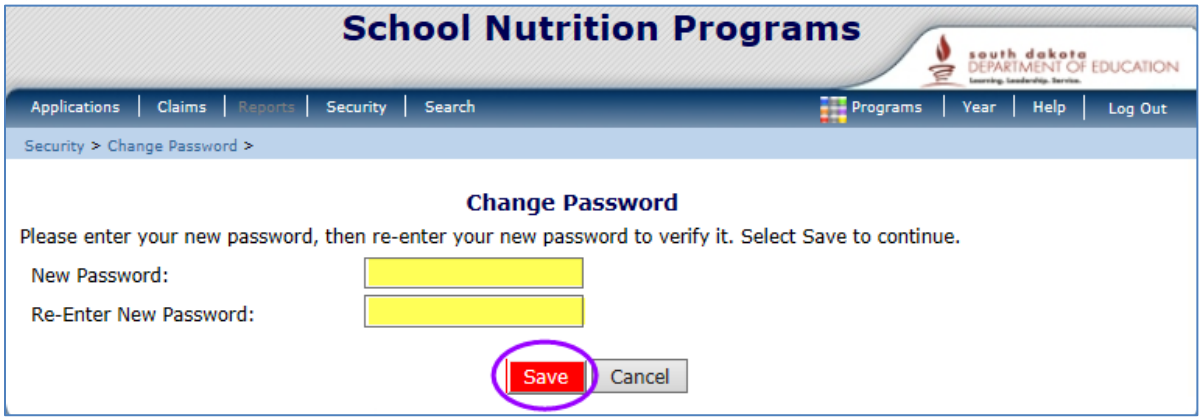


Chapter 8 – Changing your Password

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

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



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