School Nutrition Programs
SEAMLESS SUMMER OPTION (SSO)

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

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


- If you have problems with this site, contact 505-773-3413, to be directed to the correct consultant.
- This institution is an equal opportunity provider.

Updated: March 2019
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Chapter 1 – Logging into the iCAN System

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

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

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

First, click the Activate button. In most instances this will take you directly to the iCAN Log On screen. If clicking Activate does not work, close out your other browsers (after saving your work!) and try to log on again. If the problem persists, please send an email to DOE.iCANHelp@state.sd.us or call 605-773-3413.
Chapter 2 – Navigating the iCAN System

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

1. The Program Name will identify which Program you are in.

2. The dark blue line contains the Menu Items. Selecting a menu item will take you to that 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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Site ID / Site Name</th>
<th>BRK</th>
<th>SNK</th>
<th>LUN</th>
<th>PM SNK</th>
<th>SFR</th>
<th>Version/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View / Review</td>
<td>0004 Your School</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Original/Approved</td>
</tr>
<tr>
<td>View / Review</td>
<td>0003 Your School II</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Original/Approved</td>
</tr>
<tr>
<td>Add Site Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Sites Enrolled: 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Required Forms/Documents to send to CANS</th>
<th>Document Submitted to CANS</th>
<th>Date Submitted to CANS</th>
<th>Document on File w/CANS</th>
<th>Status</th>
<th>Status Date</th>
<th>Last Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Rights Form (SSO)</td>
<td></td>
<td>03/04/2019</td>
<td></td>
<td>Approved</td>
<td>03/04/2019</td>
<td>bethhenrichsen</td>
</tr>
<tr>
<td>Disaster Response Feeding Plan</td>
<td></td>
<td>03/04/2019</td>
<td></td>
<td>Approved</td>
<td>03/04/2019</td>
<td>bethhenrichsen</td>
</tr>
<tr>
<td>Addendum Open Site - NSLP (9-12)</td>
<td></td>
<td>03/04/2019</td>
<td></td>
<td>Approved</td>
<td>03/04/2019</td>
<td>bethhenrichsen</td>
</tr>
<tr>
<td>SSO Public Release (Open Sites)</td>
<td></td>
<td>03/04/2019</td>
<td></td>
<td>Approved</td>
<td>03/04/2019</td>
<td>bethhenrichsen</td>
</tr>
</tbody>
</table>
Chapter 4 – Application Packet

Completing a Seamless Summer Option Site Application

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

2) Then, select Application Packet.

TIP: The School or Agency must have an approved SNP application in the current school year to apply for the Seamless Summer Option.
3) Your school or agency name should already be listed. Select the appropriate School Year.

![Select School Year](image)

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

<table>
<thead>
<tr>
<th>School Year</th>
<th>Date Range</th>
<th>Application Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW! 2018 - 2019</td>
<td>07/01/2018 - 06/30/2019</td>
<td>Application Packet on File</td>
</tr>
<tr>
<td>2017 - 2018</td>
<td>07/01/2017 - 06/30/2018</td>
<td>Application Packet on File</td>
</tr>
<tr>
<td>2016 - 2017</td>
<td>07/01/2016 - 06/30/2017</td>
<td>Application Packet on File</td>
</tr>
</tbody>
</table>

**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**.

![SNP Search Options](image)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Search</td>
<td>Search for SNP Sponsors.</td>
</tr>
<tr>
<td>Status Summary Report</td>
<td>Search for SNP Sponsors based on application or claim status.</td>
</tr>
<tr>
<td>Address Search</td>
<td>Search for SNP Sponsors by physical address.</td>
</tr>
</tbody>
</table>
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.
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:

- 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.

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

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

<table>
<thead>
<tr>
<th>Type of Meals to be Served</th>
<th>Estimated Number to be Served</th>
<th>Time Meal Service Begins</th>
<th>Time Meal Service Ends</th>
<th>OVS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM Snack</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM Snack</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Meal Planning and Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Indicate the menu planning option that will be used:</td>
</tr>
<tr>
<td>□ SBP/Snack Grades K-5, 6-8, and 9-12</td>
</tr>
<tr>
<td>□ SBP/Snack Grades K-8 and 9-12</td>
</tr>
<tr>
<td>□ SBP/Snack Grades K12</td>
</tr>
<tr>
<td>□ NSLP Grades K-5, 6-8, and 9-12</td>
</tr>
<tr>
<td>□ NSLP Grades K-8 and 9-12</td>
</tr>
<tr>
<td>□ NSLP Grades K-8 waiver</td>
</tr>
<tr>
<td>□ NSLP Grades 9-12 waiver</td>
</tr>
<tr>
<td>□ Snack K12 (2 components and serving size appropriate to age/grade group 9-12)</td>
</tr>
<tr>
<td>□ CACFP Under Age 6</td>
</tr>
</tbody>
</table>

17. 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: [ ]

18. How many Points of Service? [ ]

19. Is this site a non-congregate site on excessive heat days? □ Yes □ No

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

21. Is this an outdoor site? □ Yes □ No

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

<table>
<thead>
<tr>
<th>Advertising</th>
</tr>
</thead>
<tbody>
<tr>
<td>22. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use. Advertisement Dates:</td>
</tr>
<tr>
<td>☐ Newspaper announcement/press release ☐ TV/Radio</td>
</tr>
<tr>
<td>☐ Flyers - neighborhood ☐ Flyers - school</td>
</tr>
<tr>
<td>☐ Sponsor website ☐ School newspaper</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

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

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

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

![Sponsor Monitoring Plan](image)

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

![Severe Need Breakfast Qualification](image)

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

![Certification](image)
22) 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.
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.

![Application Packet Menu](image)

**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.

![SNP Checklist Summary](image)

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

![SNP Checklist Summary](image)
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.

![2015-2016 Application Packet](image)
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.

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**iCAN Application Packet Notification**

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

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

To: DOE SCAN 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.

Noticication 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.

   ![Site Application Image]

   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.

   ![Application Packet Image]

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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Form Name</th>
<th>Latest Version</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Revise</td>
<td>Sponsor Application</td>
<td>Rev. 3</td>
</tr>
<tr>
<td>Details</td>
<td>FSMC Contract List</td>
<td>1 Contract</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Meal Pattern Compliance Dashboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Checklist Summary (12)</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Application Packet Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>Application Packet Notes for Sponsor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>Attachment List</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<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>
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 ($, %, ^, &, +, =, !)