

Check in with CANS - Minutes
Monthly Conference Call with DOE-Child and Adult Nutrition Services
January 3, 2019 2:30PM CT/1:30PM MT

Call in number: 866-410-8397, Participant code: 6507733610

*6 = Mute Line; #6 = Unmute Line

Website: <http://doe.sd.gov/cans>

Email: DOE.SchoolLunch@state.sd.us

Unpaid Meal Policy: Positive Student Meal Account Balances

- A memo came out from USDA SP 23-2017 Unpaid Meal Charges: Guidance and Q&A.
- Memo refers to meal accounts that have money left in them at the end of the school year when a child leaves the school.
- States that a family who has been approved for reduced price meal MUST receive a refund at the end of the school year for any funds that may left in the account. (#11 of the memo).
- Paid students can have their balances forwarded the next school year or the parents can fill out a form from the school stating that they would like to donate the remaining funds. The school must attempt to refund the money or ask for the donation. Learning more about memo clarifications with questions on what schools can do with money from families that cannot be reached.
- Guidance has been sent to state and federal officials to help determine how to handle the excess funds. When more clarification has been sent, we will post in an upcoming bulletin article.

On-Site Monitoring for Agencies with More Than One Feeding Site **Reminder**

Remember that all agencies with more than one feeding site must conduct Onsite Monitoring before February 1, 2019. The Onsite Monitoring memo (52.1) and forms can be found on the CANS/NSLP webpage:

<https://doe.sd.gov/cans/memos.aspx>

On-Site Monitoring for Snack Programs **Reminder**

- The Afterschool Snack program must be monitored two times per year, the first review should have been completed within the first four weeks of operation. The second review should be done any time before the snack program ends for the school year.
- See CANS NSLP memo #36 [Monitoring Form and Update to Snacks After School](#) on the CANS memo website: <http://doe.sd.gov/cans/memos.aspx>

Administrative Reviews

Offsite assessments have been sent to several schools and several reviews have been conducted. The Offsite assessment completion begins the Admin Review process. For those on the [review list](#) for SY18-19, a preparation checklist was mailed out in May and you should have received announcements for review preparation workshops. If you are on the review list and have any questions, please contact the CANS office.

iMATCH – File Search tab

- As a reminder, a user can use the File Search tab to search a student based on birthdate or case number. These searches are statewide, which can come in handy, especially in transfer situations if a student is not yet officially enrolled at your district.

Fresh Fruit and Vegetable Program – Spend your award

- Review the award amount remaining and adjust your budget accordingly. Spend the award – any amounts that are unspent are sent back to USDA. Please see page 30 of the [FFVP User Manual](#) for more information.

Upcoming Trainings

SNA Industry Conference

The School Nutrition Association of South Dakota has released the registration for their Industry Conference and Sip & Stroll Event. They have a great line up with many great partners to provide you an awesome training. They hope you will join them! [Click here for registration.](#)

Here are some details about the conference:

- Registration deadline is January 11th
- You may pay with credit card or check
- Conference runs afternoon of the 28th and ends before lunch on 29th
- Hotel accommodations are listed in registration link

Team Nutrition

Webinar Series

- Join us on the 2nd Thursday of every month at 2:30 PM (CST)/1:30 PM (MST) for our 2018-2019 Team Nutrition webinar series.
- SDSU Extension Family and Community Health Field Specialist, Francesca Benson (previously Willard), will be conducting this monthly webinar series over the course of the next 6 months. Tune in to learn more about what Team Nutrition has to offer, grant-specific topics, tips on applying for grants, and much more! Learn and understand more about Team Nutrition and be able to ask Francesca about any specific questions you may have! See below for tentative dates and topics for the 6-month webinar series!
 - January 10th – Farm to School
 - February 14th – Fuel Up to Play 60
 - March 14th – Team Nutrition Resources

 - Please click the following link to join the webinar:
<https://sas.illuminate.com/m.jnlp?sid=2007004&password=M.40769048AB4F450D3FCF09DEB370F6>

 - If you would like to be included on the listserv for reminder emails and links to upcoming webinars email Francesca at Francesca.Willard@sdstate.edu.

Local Agency Procurement Support (LAPS)

So, do you have “Oh So Many Questions!!!” about Procurement? Why not network with other agencies and CANS to get those questions answered? Starting on November 14 at 2 pm Central time we will begin having monthly procurement calls on a variety of topics. They will continue to be held on the second Tuesday of each month unless otherwise notified.

- January 9 – Micro Purchases
- February 13 - Informal Procurement
- March 13 - Formal Procurement

The call-in number is 1-866-410-8397 and the conference code is 3490506657. Email reminders will be sent out to Food Service Directors and Business Managers the week before the call. Please mark this on your calendars and have your questions ready. If you have any procurement topics you would like to have addressed, please email or call geriann.headrick@state.sd.us or 605-773-4718.

Equipment Grants for SY 2018-19 will be announced by the end of January.

National School Breakfast Week Contest

- The USDA Mountain Plains Regional Office (MPRO) has given the CANS office a giant salad spinner to give away to one of our SFAs! To give away this salad spinner, we are going to be holding a contest to encourage SFAs and individual schools to celebrate National School Breakfast Week (NSBW).
- **How the contest will work:**
 1. Come up with a plan for how to celebrate National School Breakfast Week (March 4-8, 2019)
 2. Carry out the plan that was set in place
 3. Take pictures of the various ways that you celebrate NSBW
 4. Submit your pictures and a detailed description of your celebrations no later than March 22nd to this survey monkey link: <https://www.surveymonkey.com/r/96M5KL8>
- After the deadline, the submissions will be reviewed and one lucky winner will be chosen to win the salad spinner! The salad spinner is approximately 5 gallons and can hold 6-8 heads of lettuce!
- Any questions can be directed to the DOE.SchoolLunch@state.sd.us email address.

Food Distribution

- Thank you to the schools that took the time to complete the Food Distribution Pre-Survey. This data will help determine what products will be listed on the Annual Survey. The Annual Survey is being prepared for release sometime this month; please keep a look out for the email notification. You will have two weeks to complete the survey once it is open.
- Also this month we will evaluate each School Food Authorities (SFA) entitlement to ensure that they are on track to spend 100% of their entitlement dollars before the end of the school year. For those SFAs not using their entitlement dollars, we will contact them individually to determine their plan to spend those dollars. Agencies that are unable to utilize 100% of their entitlement will have those unused dollars swept; **which means that their unused entitlement is zeroed out and those dollars are then redistributed to agencies that can spend it.** This sweep applies to entitlement in iCAN, FFAVORS and unused pounds sitting at a processor.
- We will continue to monitor entitlement monthly to make sure that each SFA remains on track to spend 100% of their entitlement. Sweeps will continue monthly through April and each month we will individually contact SFAs that are in danger of having their entitlement and/or their pounds swept. No entitlement or pounds will be carried over to the next school year. Please spend your entitlement so we do not have to sweep it from you. **SPEND! SPEND! SPEND!**

Professional Standards Reminder: Any learning or training you receive about any aspect of the School Nutrition Programs can be counted as training time towards the professional standards annual training requirement.

Please retain documentation to show what topics were trained. For example, agenda, topics, handbook, certificate, etc. And record training on a Tracking Tool – we suggest using the [SD Tracker Tool](#) posted on the CANS NSLP website.

This Conference call was 30 minutes long and can credit for 30 minutes of training.

Learning Topics discussed during this call were:

- 3000 Administration: 3200 Program Management - 30 minutes