

**Check in with CANS - Minutes**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**February 7, 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](mailto:DOE.SchoolLunch@state.sd.us)

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#### **Summer Food Service Program**

- SFSP registrations for trainings available and due February 22, 2019  
<https://doe.sd.gov/cans/documents/19-SummerTraining.pdf>
- Waivers submitted on website: <http://doe.sd.gov/cans> under Announcements on behalf of South Dakota – no word as of January 22, 2019.
- SFSP Permanent Agreement Revisions have been received and updated.

#### **iCAN School Nutrition Program Applications:**

Please remember to update your iCAN application any time you have changes in staff or your program. We rely on your application for contacts at your school and to have an understating of how you are running your programs.

#### **Reminders:**

##### **2019 USDA Show us your Tray Photo Contest**

Do you have a signature dish using USDA Foods? Are you willing to share a photo of it? If so, the USDA Show Us Your Tray Photo Contest is for you!

The USDA is requesting photos that showcase how schools use only USDA Foods in their school meals. Visit <https://www.fns.usda.gov/fdd/2019-show-us-your-tray-photo-contest> for more information. The contest begins November 1<sup>st</sup>, 2018 and ends January 15<sup>th</sup>, 2019. All entries should be emailed to USDA Foods at [USDAFoods@fns.usd.gov](mailto:USDAFoods@fns.usd.gov).

The Child and Adult Nutrition Services office would like to see your creations as well! Please send a copy of your submissions to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us).

#### **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](mailto:DOE.SchoolLunch@state.sd.us) email address.

#### **Final Rule Child Nutrition Programs - Flexibilities for Milk, Whole Grains, and Sodium Requirements**

On December 7th, USDA released the final rule regarding flexibilities that were introduced in May 2017 by Agriculture Secretary Sonny Perdue. The final rule reduces the whole grain rich requirement back to half of the grains served over the week, without needing a waiver, sodium target one will remain in effect until June 2024, and flavored low-fat (1%) milk is allowed without a waiver. These flexibilities will go into effect July 1, 2019. SFAs should continue business as usual for the remainder of the school year but can plan on implementing these flexibilities for school year 2019-20 if your SFA chooses to do so.

## **Administrative Reviews:**

### **iMATCH**

- **Software update coming**
  - Will result in a brief system outage. More communication will be provided when available.

### **Fresh Fruit and Vegetable Program**

- **FFVP Application Request:**
  - If an elementary school from your district is interested in participating in the FFVP for SY19-20, please click the Application Request link and provide contact information. The contact person will be notified when applications become available. Selection for the program is primarily based on the free/reduced eligibility percentage from October 2018.
    - [FFVP 2019-20 Application Request](#) ← Click

### **Positive School Meal Account Balances**

In the School Nutrition Program, we have been talking about unpaid meal charges and negative student balances, but we have not discussed how schools should handle positive student meal balances at the end of the year. That is a question we are hearing more frequently as we become more familiar with the unpaid meal charge regulations and school policies. As we dig into this topic we have found that current school practices range from:

- Rolling the money into the next school year if the student or siblings continues to attend school at the district
- Refunding all the extra money back to the family if the student graduates or transfers schools
- Asking the family to donate the unspent money to cover any unpaid meal charges (or to an angel fund)
- And schools struggle with some families that disappear regardless of how much work put into trying to find them for their refund

Part of the answer to this question can be found in the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) memo SP 23-2017 Unpaid Meal Charges: Guidance and Q&A, revised March 23, 2017.

For students approved for free or reduced-price meal benefits, the School Food Authority (SFA) must attempt to give the student a refund. In memo Q&A #11 answer: When any child leaves the district or graduates, SFAs must attempt to contact the child's household to return any funds remaining in the student's account. Households approved for reduced price meal benefits must receive a refund. There is a Federal requirement that the children eligible for reduced price meals pay a maximum of 40 cents per lunch and 30 cents per breakfast; retaining the unused funds would result in the per meal price exceeding this amount.

For students that pay full meal price, the SFA must make an attempt to refund the remaining money or the SFA can ask the family to donate the excess funds to cover unpaid meal charges that are uncollectable. A donation request can be sent to families at the beginning of school year or near the end of the school year. A donation request letter template is available from the USDA FNS for schools to use or modify. A MS Word document can be downloaded from: <https://fns.usda.gov/sites/default/files/cn/ExcessBalanceDonationTemplate.docx>.

We have reached out to state and federal folks to help us determine how to handle excess funds for families that disappear and cannot be found for a refund. When we have established that guidance, we will be sure to include it in an upcoming bulletin article.

For many more resources on unpaid meal charges, please visit the USDA FNS website:

<https://www.fns.usda.gov/school-meals/unpaid-meal-charges> or the CANS NSLP website:

<http://doe.sd.gov/cans/nslp.aspx> in the School Meal Program Requirements section and under the Unpaid Meal Charge Policy section. Feel free to send questions to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) or call (605) 773-3413.

### **Upcoming Trainings:**

#### **Local Agency Procurement Support (LAPS)**

Do you have “Oh So Many Questions!!!” about Procurement? 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.

- 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 give me a call. [Geriann.Headrick@state.sd.us](mailto:Geriann.Headrick@state.sd.us) or 605-773-4718

#### **2018-2019 Team Nutrition Webinar Series**

Join us on the 2nd Thursday of every month at 2:30 PM (CST) 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!

- February 14th – Fuel Up to Play 60
- March 14th – Team Nutrition Resources

If you would like to be included on the listserv for reminder emails and links to upcoming webinars email Francesca at [Francesca.Benson@sdstate.edu](mailto:Francesca.Benson@sdstate.edu). To join the session, please click on the link below within 30 minutes of the specified time.

<https://sas.illuminate.com/m.jnlp?sid=2007004&miuid=0232187961ff40ba971446b76f5caa34>

#### **SNA University Trainings – Check out the [SNA Webpage](#) for registration information!**

Deadline is February 21<sup>st</sup>. If you would like to attend but need additional time to register due to certain circumstance (needing school board approval etc.) please let Lynn Dunker, SNASD Vice President know as soon as possible. [Lynn.Dunker@k12.sd.us](mailto:Lynn.Dunker@k12.sd.us).

*Central Region*

Pierre, March 30

Orientation to School Food Service

*Northeast Region*

Aberdeen, April 6

Reimbursable meals, Food Safety Basics

**Equipment Grants for SY 2018-19**

Equipment grants have been awarded. Awardees have been notified and a list will be posted on the CANS/NSLP website soon.

**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 45 minutes of training.**

Learning Topics discussed during this call were:

- 3000 Administration: 3200 Program Management - 30 minutes