

Check in with CANS
Conference Call with DOE-Child and Adult Nutrition Services
February 4, 2021; 2:30PM CT/1:30PM MT

Call in number: 866-410-8397, Participant code: 7587919653#

*6 = Mute Line; #6 = Unmute Line

or [Join Meeting Online](#) (←click on colorful hyperlink text)

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

Email: DOE.SchoolLunch@state.sd.us

All Program Reminders/Updates

- **Onsite Monitoring** – Remember that if you are participating in regular SNP and you have more than one feeding location, onsite monitoring is still required. Onsite monitoring must be conducted prior to February 1, 2021. If you are participating in SSO, an onsite monitor should have taken place within the first three weeks of operating that program; this is regardless of how many sites you are operating. If you are unable to conduct SNP onsite monitoring in person, as “normal,” due to COVID-19 restrictions, please contact CANS for guidance.
 - Please note: Food Service Management Company (FSMC) contracts must be monitored twice per year for all sites, as contract maintenance.

- **School Nutrition Program and Summer Meals – Comparison of Meal Count and Claim Operations**
 - See PowerPoint Slides included in minutes posted on the CANS website

New Items from the USDA

- **Child Nutrition Program Emergency Operating Costs During COVID-19** – USDA memo SP06-2021, CACFP 05-2021
 - This is a federal source of funding for some operators to assist with covering emergency operating costs incurred during the public health emergency. This is very early information and more guidance is coming soon.
 - There is a state application and state plan that must be submitted.

- **P-EBT (pandemic-EBT SNAP benefits) for school children and children in childcare**

There is another round. The state Dept. Of Social Services is working on a state plan. DOE is providing support on developing a state plan. It is still early in the planning stages. We will provide updates when we have more information.

NEW iCAN Review Module – Seeking Stakeholder Input

- USDA Technology Innovation Grant funding is being used to purchase and install a CACFP, SFSP, and SNP review system.
- We are weeks away from getting our test platform to begin testing the SNP Admin Review and Procurement Review. CACFP and SFSP are tentatively scheduled for April/May.
- If you are interested in getting a sneak peek or if you would like to share your opinion on this new review system, please let us know! There will be 2-4 scheduled short virtual calls that

maybe scheduled through program/school year 2021-22 to show participants the system and discuss benefits, challenges, and concerns.

- Email DOE.SchoolLunch@state.sd.us to get your name on the work group list!

Food Service Managers ListServ (Mikayla)

- Did you know!? There is a Food Service Managers mailing list that you can use to send out information!
- Anyone can subscribe to this mailing list
- You must be subscribed to the list to utilize it to send out information
- To use the list – open a new email to send, put the address FoodServiceManagers@k12.sd.us in the “To” line of your email and then send as you normally would once your information has been added to the body of the email
- To subscribe to the list – send an email to ListManager@k12.sd.us, you can leave the subject line of the email blank. In the body/text of the email type: Subscribe FoodServiceManagers and then send your email. Once you have sent your email, you will receive a confirmation email to let you know if your command was processed
- To unsubscribe from the list – send an email to ListManager@k12.sd.us, you can leave the subject line of the email blank. In the body/text of the email type: Unsubscribe FoodServiceManagers and then send your email. Once you have sent your email, you will receive a confirmation email back to let you know that you have been unsubscribed

Child and Adult Care Food Program (CACFP) Reminders/Updates

- Please continue to complete required trainings throughout the program year. Trainings for the current program year are due to be completed by September 30, 2021. Trainings are located on the CANS CACFP website. For training to count you will need to take the associated quiz and pass at 70% or higher. As a reminder, our office does not keep copies of certificates, only monitors passing results. You will need to save the certificate and keep it on file for 3 years plus the current operating year.
- ICAN applications: If you have not yet completed your iCAN application for the current CACFP Program Year, please complete this as soon as you are able. The deadline to submit an October and now November claim has passed, and I encourage you to submit your application for approval soon, so you do not miss out on claiming for November. If you have any questions regarding the status of your application please log into iCAN, open your application packet for PY 2020-2021, and view the Packet Status in the upper right-hand corner. If the status is anything other than “Approved” please complete and submit your application for review.

School Nutrition Program (SNP) Reminders/Updates

- **Direct Certification Reminder** of the annual direct certification of free students for SNAP and TANF requirements this year. Schools that are operating a summer program (SSO or SFSP) and providing meals at no charge must still conduct direct certification and update the eligibility rosters at least 3 times per year. Schools can continue to perform direct certification more than three times.
- **Verification of School Lunch Applications**
 - This is required if you collected applications for SY20-21

- Training webinars were done in November and December and those trainings can be found on our website under the **Trainings and Webinars** tab
 - Report deadline for verification has been extended to February 26, 2021 for SY20-21
 - Please complete the verification report as soon as possible
 - If you did not collect applications, you must still complete the verification report in iCAN
 - USDA has not issued guidance on how the 30-day eligibility benefits carryover period will work for next school year. We hope that is coming soon and will let you know
- **FFVP Application Request for SY21-22**
 If an elementary school from your district is interested in participating in the FFVP for SY21-22, please complete the Application Request (linked in the Nutrition Bulletin and the Check in with CANS minutes) and provide contact information. The contact person will be notified when applications become available. Schools currently participating in the FFVP will be automatically invited to complete an application for SY21-22 and would not need to request an application.
 - [FFVP 2021-22 Application Request](#) <-- Click
 - **Supplementing Student Bag Lunches – a reminder about reimbursable meal requirements**
 Students participating in your meal program must understand what foods make up a reimbursable meal. We just heard about an idea to encourage students bringing a bag lunch from home to take a milk, vegetable, and fruit free of charge and the school claims that meal as reimbursable.

While encouraging students to add these items to their sack lunch is admirable, the method of telling students which items they need to select does not meet the USDA requirements. Essentially, the school is making the offer versus serve selection for students, which is not allowed. Students must understand what foods go into a full meal. All menu items must be offered to every student that wishes to eat breakfast or lunch, and the items selected by the student must meet the reimbursable meal requirement.

School districts are out of compliance if they are using this style of marketing and meal service. These meals are not eligible for reimbursement.

From the [OVS Guidance Manual](#) (page 4):

Identifying Reimbursable Meals under OVS (Signage, Menus, and Training)

Students, servers and cashiers must be able to identify what constitutes a reimbursable meal. The NSLP regulation at 7 CFR 210.10(a)(2) requires that schools identify, near or at the beginning of serving lines, what foods constitute unit priced reimbursable meals. Schools using OVS must also identify what a student must select in order to have a reimbursable meal under OVS.

Students and their parents/guardians need to be aware of what is included in school meals—parents/guardians, so they can reinforce nutrition education messages at home; and students, so they know how to select a reimbursable meal. Signage and menus should provide clear information about allowable choices. This will help students easily build a reimbursable meal and is especially important to avoid problems at the point of service. Schools are expected to conduct training for cashiers and serving line staff so they can help students select the required food components/food items in the quantities needed for reimbursable lunches and breakfasts. Annual training is required to meet the professional standards requirements.

- **Training for New School Food Service Directors**

Institute of Child Nutrition is offering free training for new and aspiring Food Service Directors. [Introduction to School Nutrition Leadership](#) provides an overview of the management components of school nutrition programs. The target audience includes school nutrition program staff with fewer than 5 years' experience as a director or those who may aspire to be a director.

 - This 4.5 day virtual, instructor-led training will be held through Zoom on dates in March and June.
 - **Monday-Thursday, March 15-18, 2021 – 8:00 am – 5:00 pm Central Time**
 - **Tuesdays, Thursdays, June 15, 17, 22 & 24, 2021 – 8:00 am – 5:00 pm Central Time**
 - Registration links:
 - **March 15-18, 2021** Introduction to School Nutrition Leadership Registration Link <https://app.smartsheet.com/b/form/c51043b0c9954b4e855630dba440d30a>
 - **June 15, 17, 22 and 24, 2021** Introduction to School Nutrition Leadership Registration Link <https://app.smartsheet.com/b/form/75266e9b15924d8e952f87318e5ae15b>
- **Annual Conference on Native American Nutrition Webinar Series** - The Annual Conference on Native American Nutrition is celebrating indigenous women chefs in a new webinar [series](#) through July. Guest chefs will share knowledge and cook recipes online. View the first session and print recipes, or [sign-up for the next live session](#) on February 9 from 12:00-1:15 CST or 11:00-12:15 MT. Chef Kimberly Tilsen-Brave Heart who is an enrolled citizen of the Oglala Lakota of the Pine Ridge Reservation will be featured on March 9.
 - Registration Link <https://www.hfhl.umn.edu/indigenouchefs>

USDA Foods in School/Food Distribution Program Reminders/Updates

- SD opted into the USDA entitlement waiver that allows SY18-19 NSLP lunch counts (including SSO lunches) to calculate entitlement granted to the state and for allocation to schools. If we did not opt into this waiver, the USDA entitlement and allocation to schools would be based on SY20-21 NSLP lunch counts.
- SFSP lunch counts are not added into the USDA entitlement calculation, so our state is down significantly in NSLP lunch counts this school year. The annual entitlement calculation is done by the USDA based on claims submitted for the school year.
- There are only a few order forms left to spend your entitlement. If your school is still virtual and serving to go meals, Chris Beach from Harrisburg is going to share some pack and go ideas.
- The Annual Surveys will be open on Monday, February 8th at 9:00 a.m. Schools have until Wednesday, February 24th at 9:00 a.m. to complete these surveys.

Summer Food Service Program and Seamless Summer Option (SFSP & SSO) Reminders/Updates

- Media Release (<https://doe.sd.gov/pressroom/documents/2021/0114-SFSP.pdf>) was sent out on January 14, 2021 with the goal to recruit new SFSP sponsors statewide but especially in the underserved counties of SD. If you know an organization who would be interested in the SFSP program or if you would consider adding sites in the following counties: Butte, Jones, Jackson, Haakon, Stanley, Bennett, Dewey, Corson, Buffalo, Hyde, Hand, Brule, Gregory, Aurora, Miner, Turner, Clay, Union, Clark, Kingsbury, Deuel, Corson, and Charles Mix. Please reach out to us via email: DOE.SchoolLunch@state.sd.us; brigitta.bly@state.sd.us or via phone: 605-367-5295.
- SFSP Training Registrations are open:
 - SFSP Administrative Training is a requirement for all SFSP sponsor.
 - Date: March 16th, 2021 2-4pm CT, 1-3pm MT
 - Registration deadline March 10, 2021:
<https://www.surveymonkey.com/r/2021SFSPAdminTraining>
 - SFSP Administrative Training Q&A sessions:
 - Date: March 23, 2021 2-3pm CT, 1-2pm MT
 - Register at: <https://www.surveymonkey.com/r/2021SFSPAdminQnA>
 - Date: April 8, 2021 3-4pm CT, 2-3pm MT
 - Register at: <https://www.surveymonkey.com/r/2021SFSPAdminQnA2>
 - Q&A sessions are not mandatory, it is a chance to ask questions and receive clarifications. It is encouraged to collect questions before the session and a chance for sponsors to learn from each other.
 - SFSP Operational Training is not a requirement and it is suggested for key kitchen staff but it won't replace the training sponsors must provide for their staff.
 - Date: April 20, 2021 2-4pm CT, 1-3pm MT
 - Register at: <https://www.surveymonkey.com/r/2021SFSPOperationalTraining>
 - SFSP Operational Training Q&A
 - Date: April 27, 2021 2-3pm CT, 1-2pm MT.
 - Register at: <https://www.surveymonkey.com/r/2021SFSPOperationalQnA>
- SFSP Survey
 - A survey was sent out to collect data about your 2021 SFSP operations plans. This survey is a requirement for all sponsors who are currently operating or have operated SFSP before but due to the pandemic was unable to operate in 2020.
 - Link to survey: <https://www.surveymonkey.com/r/TZRDSYD>

- The due date is February 10, 2021; please fill it out as soon as possible.

Upcoming Trainings/Calls

- **Next Check in with CANS Conference call:** Thursday, March 4 at 2:30 pm CT/1:30 pm MT **Beginning with the March call, the Check in with CANS calls will move to Zoom.** Please use this login information for future Check in with CANS calls:

Join Zoom Meeting:

<https://us02web.zoom.us/j/87674981580?pwd=a3k5MWlGMmVwckhrVzFvdTBscnU5dz09>

Meeting ID: 876 7498 1580; Passcode: 685271

Dial by your location: 312 626 6799 US (Chicago)

Meeting ID: 876 7498 1580; Passcode: 685271

Find your local number: <https://us02web.zoom.us/u/kcU8lwgv28>

We will plan to discuss updates with any of the waiver extensions, any new guidance from the USDA, any other hot topics, and we save time for questions from our schools and agencies. Minutes are posted on the CANS website (<https://doe.sd.gov/cans/index.aspx>) and a recording of the call is available for a limited amount of time.

- **Crash Course with CANS ZOOM Webinar** upcoming dates and topics:
 - Feb. 11: Breakfast in the Classroom: Learn about breakfast in the classroom and breakfast promotion with Andrea T
 - Feb. 18: Fresh Fruit and Vegetable Program Basics: How Do I Do It? Hear about the benefits of exposing children to a variety of fresh fruits and vegetables through the FFVP with Rob
 - Mar. 18: Farm to Table and Beef to School with Andrea K
 - Apr. 1: Community Eligibility Provision (CEP): Feeding All Students Free Meals with Mikayla and Andrea T
 - Apr. 15: Nonprogram Foods and Costs in the School Nutrition Programs. A walk through of the rules and how schools complete those evaluations with Rob
 - Apr. 29: SFSP Training and Application (for the summer months) with Brigitta
 - May 13: SSO Training and Application (for the summer months) with Mikayla
 - May 27: Food Distribution Program Year End Reports (for SNP) with Darcy

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 45 minutes long and can credit for 45 minutes of training.

Learning Topics discussed during this call were:

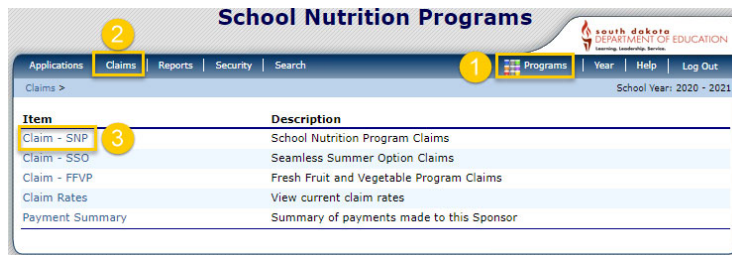
- 3000 Administration: 3200 Program Management - 45 minutes

School Nutrition Program or Summer Meals



School Nutrition Program (NSLP/SBP)

- Submitting claims under 'SNP' claim section in iCAN



- Point of Service meal counts must be taken 'by student'
- Meals claimed based on student eligibility – not enrollment
 - If special provision, meals claimed based on established claiming percentage

2

doe.sd.gov

Schools that have not opted in to operating a summer meal program during the school year are running the typical school nutrition programs, such as the National School Lunch Program or the School Breakfast Program.

Schools operating the National School Lunch Program and School Breakfast Program would submit claims for reimbursement under the SNP section in iCAN.

- Keep in mind that you may need to select Programs in the upper right portion of the menu and then select the blue 'School Nutrition Programs' tile.

Meal counts are always required to be taken at the Point of Service, or the point where the meal is provided to the child. If operating under a Parent/Guardian waiver, the Point of Service would occur when the meal is provided to the Parent or Guardian for the child.

The operators cannot base a meal count on enrolled children, or the number of meals prepared. Actual meal counts must be taken.

Meal counts may be taken by a manual method, such as using a list of names and making 'X's' in columns with corresponding dates. We also have schools using an electronic Point of Service, where the child, or in some cases with a waiver, the parent/guardian, may enter a PIN number at the Point of Service, when the meal is received. Other times, the worker at

the Point of Service may be entering a PIN number, or finding a student in the computer system.

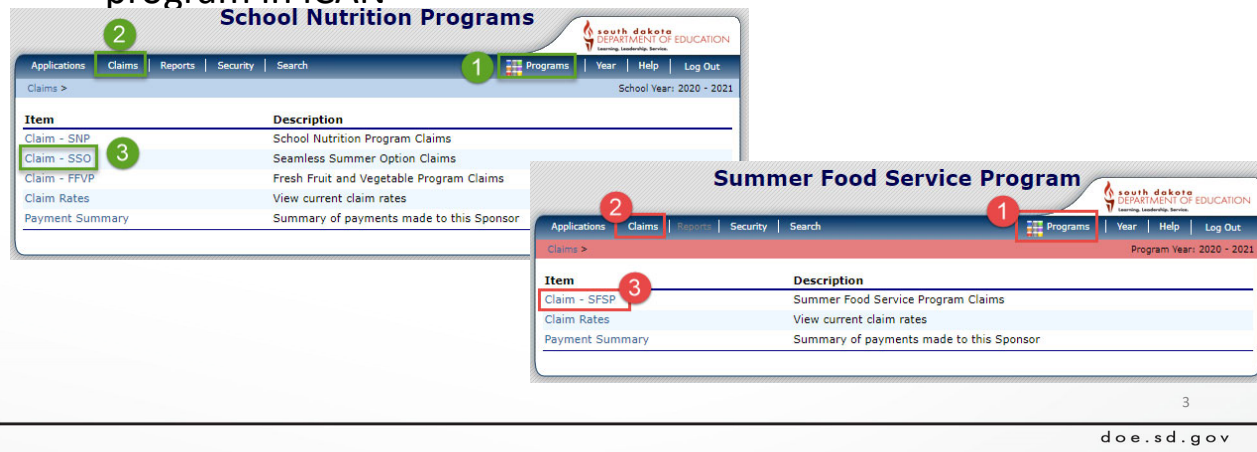
Operating under NSLP and SBP mean that student eligibility is used when claiming meals for reimbursement.

- If a school did not opt into a summer meal service like SSO or SFSP, the school is operating as typical, and claiming meals based on the student's eligibility status as being free, reduced-price, or paid status.

- If the school did not opt into a summer meal service but has a special provision approval, such as Provision 2 or CEP, the school must still take student-specific meal counts at the point of service, but the approved eligibility percentages would be applied when submitting a claim.

Summer Meals (SSO or SFSP)

- Submitting claim under 'SSO' claim section or within the SFSP program in iCAN



School Nutrition Programs

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

Summer Food Service Program

Item	Description
Claim - SFSP	Summer Food Service Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

doe.sd.gov

Operators that have opted in to operating a summer meal program during the school year are running either the Seamless Summer Option, known as SSO, or running the Summer Food Service Program, known as SFSP.

- Both of these options allow for the school to provide meals at no charge, and claim the meals for reimbursement at the free rate.

SSO operation would submit claims for reimbursement under the SSO claim section in iCAN.

- Keep in mind that you may need to select Programs in the upper right portion of the menu and then select the blue 'School Nutrition Programs' tile.

SFSP operation would submit claims for reimbursement under the SFSP claim section in iCAN.

- Keep in mind that you may need to select Programs in the upper right portion of the menu and then select the red 'Summer Food Service Program' tile.

Meal counts are always required to be taken at the Point of Service, or the point where the meal is provided to the child. If operating under a Parent/Guardian waiver, the Point of Service would occur when the meal is provided to the Parent or Guardian for the child.

Summer Meals Continued

- Point of Service meal counts must be taken
 - Under Summer Meals, a ‘count’ of meals can be taken at the POS
 - Does not need to be student-specific
 - Actual count must be taken – cannot be based on enrollment or number of prepared meals
- Meals provided to children at no charge and claimed at the free rate of reimbursement
 - Choice of operating as a Closed site, providing meals at no charge to only those students enrolled, or as an Open site, providing meals to no charge to children 0-18

4

doe.sd.gov

Meal counts are always required to be taken at the Point of Service, or the point where the meal is provided to the child. If operating under a Parent/Guardian waiver, the Point of Service would occur when the meal is provided to the Parent or Guardian for the child.

For summer meals, Meal counts may be taken by a manual method, making Tally X's with corresponding dates. We also have schools choosing to use an electronic Point of Service, where the child, or in some cases with a waiver, the parent/guardian, may enter a PIN number at the Point of Service, when the meal is received. Other times, the worker at the Point of Service may be entering a PIN number, or finding a student in the computer system.

The operators cannot base a meal count on enrolled children, or the number of meals prepared. Actual meal counts must be taken.

Operating under SSO or SFSP mean that student eligibility is not used when claiming meals for reimbursement.

- If a school opts into a summer meal service like SSO or SFSP, the school is providing meals to children at no charge, and claiming at the Free reimbursement rate.
- The school has the choice of operating as a closed site, providing meals at no charge to

only those students enrolled, or as an open site, providing meals at no charge to children 0-18.