

Check in with CANS - Minutes
Monthly Conference Call with DOE-Child and Adult Nutrition Services
May 2, 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

Summer Food Service Program

- SFSP iCAN Status - There will be an email to all sponsors indicating when the iCAN SFSP application is available. Plan to submit application to state agency at a minimum two weeks prior your start date.
- SFSP Pre-Operational visits at each site must take place prior starting your summer feeding program. The form is available in the [Sponsor Monitor's Guide SFSP 2017](#) page 26. Print off the form and complete when the site is available for access. If work needs to be completed another follow-up may be required by your staff prior starting the food program for summer.
- SFSP Sponsor Conducted Training must be documented and submitted to CAN by uploading into the iCAN SFSP Attachment List so verification is present prior your initial SFSP reimbursement for meals served this summer.
- SFSP Off-site Meal Requests for field trips must be approved prior the travel and the template is found on the SFSP website under *Documents*. Include this in the summer sponsor conducted training and the recommendation is to submit two weeks prior the event, allowing us to review and you to resubmit if needed and then the official approval to be returned to your local agency prior trip.

School Breakfast Program

Does your school participate in the School Breakfast Program? If not, consider adding this opportunity for students to begin their day with the necessary fuel to learn, perform, and engage fully in their education.

Does your school operate the Breakfast Program, but would like to learn how to grow participation?

Take a look at the USDA website [Discover School Breakfast Tool Kit](#)

Here is a wealth of information to help implement or redesign a Breakfast Program to best fit the unique circumstances of your school. Go ahead – click the link - you won't be disappointed!

If you wonder how to add another item on your 'To Do' list, this a possible opportunity for your school's Wellness Committee to take a leading role. With guidance, research, surveys, and cost analysis are just a few areas a committee of differing talents may help kick start a project.

Food Distribution

- September Food Distribution orders will open at 9:00 am on Monday, July 29th and close at 9:00 am on Monday, August 5th. The September order form will include 25 different USDA Food items totaling over 22,000 cases of product available
- A Food Distribution yearly calendar is posted on the CANS website at <http://doe.sd.gov/cans/fdp.aspx>. The name of the document is 19-20 Food Distribution Calendar. All Food Distribution deadlines are listed in the 19-20 Food Distribution Calendar. Other reports added to the website include Year End Report Guidance for Schools, Entitlement Calculations and Adjustments and 2019-2020 Anticipated Orders list.

- **FFAVORS or USDA DoD FRESH** Joseph Miller is South Dakota's new USDA DoD Fresh contact. You can get ahold of Joe at joseph.j.miller@dla.mil.

School Nutrition Program iCAN Applications

The SNP online renewal agreement in iCAN IS OPEN! Remember if you want to work on your SY18-19 application, or submit a claim for the current school year, you must click on the 2018-2019 option under Year at the top of your screen. An email was sent out on Tuesday, April 30.

Reminders

- **Adult Meal Prices:** Adult meals are considered a nonprogram food and prices must be set according to guidance outlined in CANS SNP memo 223-1 <https://doe.sd.gov/cans/documents/Memo-223-1.pdf>. Please note, if you are working on your iCAN application, the adult meal price cannot be approved until the SY19-20 reimbursement rates are announced.
- **PLE Tool** has been released by the USDA FNS. You can find the memo and tool in the Download forms in iCAN or on the [CANS/NSLP website](#) under the School Meals Programs Requirements plus sign, Paid Lunch Equity heading.
- **Nonprogram Foods:** SFAs that sell nonprogram foods must annually evaluate their nonprogram foods prices to ensure that they are in compliance with nonprogram foods regulations (7 CFR 210.14(F) and [USDA Memo SP 20-2016](#)).
 - Nonprogram foods are any foods or beverages sold outside of the reimbursable meal such as:
 - Adult Meals
 - Second Entrees
 - Extra milks
 - A la carte items
 - The [USDA Nonprogram Food Tool](#) should be utilized to ensure compliance and documentation should be kept on file at the SFA.
 - The CANS office has also developed several resources that can be found on the [CANS/NSLP webpage](#) under the School Meal Programs Requirements dropdown under the Nonprogram Foods heading.
- **CEP Reminder:** Schools that have their 4-year CEP cycle expiring should continue working on their directly certified students. Schools that have never participated in CEP before and think they may be eligible or would like to participate should also begin working with their directly certified students to qualify.
- **Donated Funds:** Specific questions regarding donated funds at public schools can be directed to Susan Woodmansey or Bobbi Leiferman, DOE Finance & Mgt. The following applies directly to public schools in SD.
 - A donation is made to the school district's food service fund with no direction on the school district's use of those funds. A district should receipt these funds into their *food service fund as local donations revenue* (51 1670). This type of donation is probably not very common.
 - The most likely scenario of food service donations is regarding the latest trend of "Angel Fund" support for specific delinquent meal accounts. These donations are specifically identified by the donor to be used toward purchasing meals for students in need or targeted toward paying delinquent meal accounts for students in need. In this case, a district should hold the funds in the *food service fund unearned revenue account* (specifically 51 475) until such time as the district applies it toward a student's delinquent balance or to purchase lunches for students in need.
 - The *Trust & Agency* option would also work, however there are changes that will be implemented in the next couple years regarding use of Trust & Agency accounts that may make this a less desirable option, so we suggest the Unearned Revenue route for tracking and accounting for these funds.

Administrative Reviews

Schools that are on the review list for SY19-20 will be receiving a self-evaluation checklist packet in the mail sometime in the next couple weeks. If you are not sure if you are on the list or not, check out the CANS/NSLP webpage under the [Administrative Review](#) section. As you may have heard, we did request a five year waiver, so the schools on the current list may change if we receive approval.

Farm to School/Child Nutrition Survey

- CANS has developed a Farm to School/Child Nutrition survey. This survey is designed to help us better understand what schools may already be doing in the Farm to School program and also what key areas of Farm to School/Child Nutrition do schools want more information on. Please take the survey at: <https://www.surveymonkey.com/r/MZF2YMJ>

iMATCH

- **Software update coming in spring**
 - Will result in a brief system outage. More communication will be provided when available.
- **Email notification**
 - Instances where it appears email notification is not working; if you notice a match that occurred that did not prompt an email notification, please let me know.

Fresh Fruit and Vegetable Program

- **FFVP Applications – Available in iCAN – See email FFVP email sent on 4/30/19 from Rob**
 - Applications to be submitted through in the iCAN system
 - All 18-19 participants invited, along with any schools which have shown interest. If interested, please contact Rob Ingalls (rob.ingalls@state.sd.us)
 - USDA to notify CANS of available funds in mid/late May; CANS will not be able to select participants until June at the earliest. FFVP Contact on the application will be notified.

Upcoming Trainings

SNA State Conference

Registration for the School Nutrition Association of SD Conference is now available! The conference will be held at the Ramkota in Pierre, SD, July 23-25, 2019. Please visit the [SNASD website](#) for details and the registration link. SNA has a packed schedule with amazing info for anyone who touches the food service operation in your district – cooks, servers, managers and directors!

- 4 pre-conference classes providing 4-8 hours of education
- 4 General Session providing 3.5 hours
- Countless Breakout Sessions providing 5.5 hours
- And 1 Awesome Food & Vendor Show
- Offering up to 18 hours of education!

CANS Sponsored Trainings

Training registration links are available on the [CANS/NSLP website](#) under the Trainings & Webinars heading.

Administrative Review Training

Rapid City: June 25-26, 2019

Chamberlain: July 9-10, 2019

Orientation to School Nutrition

Pierre: August 5-9, 2019

Forecasting the Procurement of Foods/Procuring Local Foods for Child Nutrition Programs

Pierre: October 9, 2019

Next Call

We will not have a Check in with CANS call in June. We will restart the calls in September – have a great rest of the school year and an awesome summer!

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