



Katie:

Welcome to the first webinar in the crash course with CANS series. My name is Katie Dryden, and I will be presenting alongside Christina Lusk. I (Katie) am the new Program Specialist for CACFP. I am coming from the National School Lunch Program, and recently made the full transition to CACFP. Today's webinar will cover the topic of completing a renewal application for the Child and Adult Food Program.

We do ask that you update your ID to be your actual name. Because we have had people try to access our online meeting when they aren't supposed to be in, we will not be letting those into the training when we do not know who they are.

This webinar is being recorded.

2020-2021 CACFP iCAN applications have not opened, we hope have the apps opened within the next two weeks. There were some errors within the applications that were noticed and are in the process of being fixed, as soon as the fix is made, we will open the applications for you.

Most Common Issues

- Filing Claims for 2019-2020
- Checklist Items
- Application Packet Notes for Sponsors

Changes/New Items

- Fillable MS Word Documents
- Checklist
 - Sponsor
 - Management Plan- Waiver Questions
 - Audit
 - Sites
 - Civil Rights Data Collection
- COVID-19

Christina:

As Katie mentioned, welcome. For this presentation, Katie and I are going to explain the following items: Most common issues, changes/new items, and COVID-19 items for iCAN.


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Most Common Issues- Filing Claims for 2019-2020

Child and Adult Care Food Program

Select Program Year

1234567 Status: Active
Sample CACFP Agency
 100 Main Street
 Pierre, SD 57501

Currently, there are 10 Program Year(s) available. Select the year you wish to access.

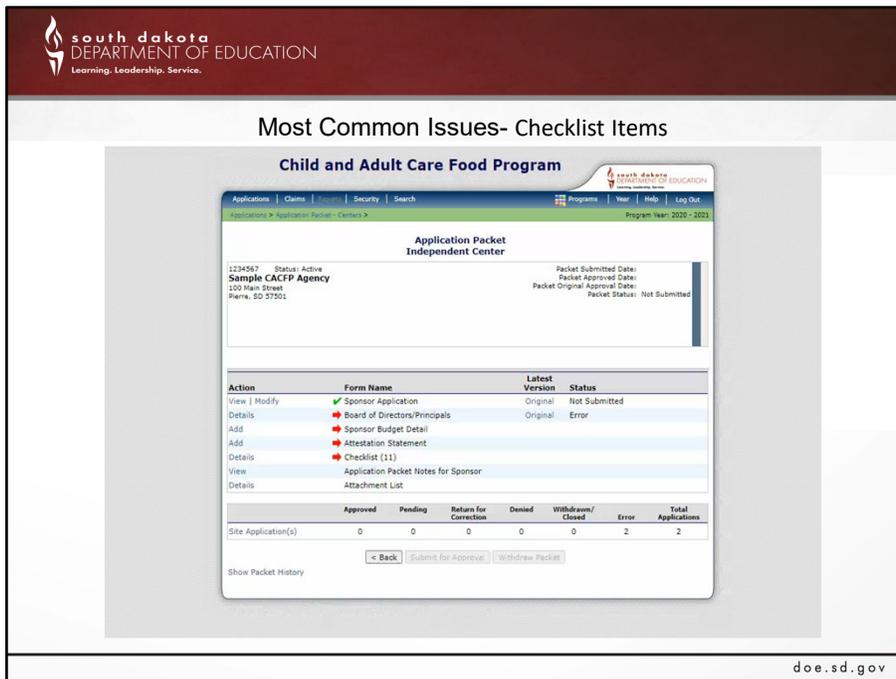
Program Year	Date Range	Application Packet
2020 - 2021	10/01/2020 - 09/30/2021	Application Packet on File
NEW 2019 - 2020	10/01/2019 - 09/30/2020	Application Packet on File
2018 - 2019	10/01/2018 - 09/30/2019	Not Started
2017 - 2018	10/01/2017 - 09/30/2018	Not Started
2016 - 2017	10/01/2016 - 09/30/2017	Not Started
2015 - 2016	10/01/2015 - 09/30/2016	Not Started
2014 - 2015	10/01/2014 - 09/30/2015	Not Started
2013 - 2014	10/01/2013 - 09/30/2014	Not Started
2012 - 2013	10/01/2012 - 09/30/2013	Not Started
2011 - 2012	10/01/2011 - 09/30/2012	Not Started

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Katie:

If you're having issues when you're submitting your September 2020 claim, you're most likely in the 20-21 program year when you should be in the 19-20 program year. This video takes you through step by step how to switch the program year in iCAN.



Christina:

Please be aware that many of the Checklist documents that appear on this Application Packet may not appear on yours.

One major issue that our office sees happening by Sponsors is attaching Checklist items in the Attachment List– Please do not do this unless instructed by the CANS office. So, how do you find your checklist documents? On your iCAN application, you go to checklist>sponsor or site (depends on what checklist item you’re looking at uploading>as you can see, the free and reduced meal application is not a clickable document so, you will need to go to the downloaded forms. To find the downloaded forms, you need to go to the applications, download forms and then search for you applicable document. The next example you will see on the video is how to access documents that are generated on your checklist items. As you can see, the items have a blue link under the title, this means that this document is a clickable document and once clicked, the document will pop up.

As a reminder the Program Specialist approving your application WILL NOT be uploading any checklist items for you going forward.

Most Common Issues- Application Packet Notes for Sponsors

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Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Application Packet
Independent Center

1234567 Status: Active
Sample CACFP Agency
 300 Main Street
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✔ Sponsor Application	Original	Not Submitted
Details	✘ Board of Directors/Principals	Original	Error
Add	✘ Sponsor Budget Detail		
Add	✘ Attestation Statement		
Details	✘ Checklist (11)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	0	0	0	0	2	2

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[Show Packet History](#)

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Katie:

If you have corrections for your checklist items, you will find those listed in the Application Packet Notes for Sponsor.

This year when we return your application with corrections, we will be emailing you with instructions on how to find the 3 major areas corrections could be listed in. It is our hope that this will not only save us time, but also you because we know your time is valuable and you can't often step away from your regular duties to complete this.

Tip: Another way to make sure your application is approved as quick as possible is to not submit your application until all corrections have been made. This will eliminate continuous back and forth between you and the program specialist approving your application.


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Changes/ New Items- Fillable MS Word Documents

CHILD AND ADULT CARE FOOD PROGRAM
Management Plan Renewal
 Child or Adult Day Care Centers

Local Agency Name:

A. PRODUCTION RECORDS
 Production records must be maintained for all special nutrition programs, except the Special Milk Program and in day care homes. **If infant meals are claimed, also provide a copy of a completed infant production record form.**

Will the agency be using the state's production record book?

Yes- State Agency (CANS) Prototype form will be used
 If yes, how many books are needed?

No, we will be using the State Agency's (CANS) Excel form

No, we have created a form (You must submit a completed sample of the alternate form for state approval).

B. MEAL COUNT METHOD
 It is important that all agencies maintain a reliable method for taking meal counts each day at each meal service. The CANS office must approve any alternate systems. If different methods are used for different ages, sites, etc. provide specific information that identifies the methods used for each age, site, etc. either on this form or on a separate page.

1. How are daily meal counts taken? (Check all that apply)

Unitized meal service; by name meal count is taken once complete meal is served

Family style meal service; count taken once children are seated and food is on table

Point of service; count is taken at point in service line when full meal can be evaluated
(there is a point in the food service operation where a determination can accurately be

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Christina:
 On to changes for iCAN documents. Many of the documents are now fillable Microsoft Word Documents. As you can see in the video, there are designated areas that you're able to change.


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Changes/ New Items- Checklist Sponsor: Management Plan

CHILD AND ADULT CARE FOOD PROGRAM
Management Plan Renewal
 Child or Adult Day Care Centers

Local Agency Name:

A. PRODUCTION RECORDS
 Production records must be maintained for all special nutrition programs, except the Special Milk Program and in day care homes. **If infant meals are claimed, also provide a copy of a completed infant production record form.**

Will the agency be using the state's production record book?

Yes- State Agency (CANS) Prototype form will be used
 If yes, how many books are needed?

No, we will be using the State Agency's (CANS) Excel form

No, we have created a form (You must submit a completed sample of the alternate form for state approval).

B. MEAL COUNT METHOD
 It is important that all agencies maintain a reliable method for taking meal counts each day at each meal service. The CANS office must approve any alternate systems. If different methods are used for different ages, sites, etc. provide specific information that identifies the methods used for each age, site, etc. either on this form or on a separate page.

1. How are daily meal counts taken? (Check all that apply)

Utilized meal service; by name meal count is taken once complete meal is served

Family style meal service; count taken once children are seated and food is on table

Point of service; count is taken at point in service line when full meal can be evaluated (there is a point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price, or paid meal, or free or paid milk has been served to an eligible child. This is traditionally at the end of the serving line).

Alternate Point of Service
 Describe:
(Alternate systems mean the count is taken in a different manner. Examples include: 1) the meals are served family style and the names of children are checked on the roster immediately after they have been served, 2) Tickets are taken, or roster is checked off at the beginning of the meal service line, and the last name in the line indicates that all

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Katie:

This year there are two new questions in your Management Plan renewal document. The new questions listed are B3 and B4. B3 is regarding non-congregate feeding and B4 is regarding parent/guardian pickup. Please note that even though opting into these waivers is optional, you are required to answer these questions either Yes or No. If you select Yes please read that question to see the additional items that will be required in order for your opt in to be complete.

If you applied for these waivers in PY19-20 your approval ends on September 30th and you will need to reapply for the new PY20-21.

Changes/ New Items- Checklist Sponsor: Audit

Child and Adult Care Food Program

Applications | Claims | Security | Search
Programs | Help | Log Out

Application Packet

Independent Center

12/04/2017
Packet Submitted Date
100 Hwy Street
Packet Approval Date
Agency, SD 57001
Packet Original Approval Date

Packet Status
Not Submitted

Action	Form Name	Label	Version	Status
View Details	Sponsor Application	Original		Not Submitted
Details	Board of Directors/Principals	Original		Error
Add	Sponsor Budget Detail			
Add	Repayment Statement			
Details	Checklist (1)			
View	Application Packet Notes for Sponsor (3)			
Details	Attachment List			

	Approved	Pending	Returns for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	0	0	0	0	2	2

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[Distribute Packet](#)

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Christina: Another new item is that the audit form is now a checklist item, which means, no more back and forth with Jackie Mattheis in finance. Once your agency has completed the budget application piece and audit form, if there are any issues or questions, Jackie will be in touch.


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Changes/ New Items- Checklist Site: Civil Rights Data Collection

[Civil Rights Data Collection Form](#)

Child and Adult Care Food Program

SEARCH RESULTS

Application Year: 2020 - 2021

Application Packet
Independent Center

1234567 Status: Active Packet Submitted Date:
Sample CACFP Agency Packet Approved Date:
 100 Main Street Packet Original Approval Date:
 Phone: 605-555-5555 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	<input checked="" type="checkbox"/> Sponsor Application	Original	Not Submitted
Details	<input checked="" type="checkbox"/> Board of Directors/Principals	Original	Error
Add	<input checked="" type="checkbox"/> Sponsor Budget Detail		
Add	<input checked="" type="checkbox"/> Allocation Statement		
Details	<input checked="" type="checkbox"/> Checklist (1)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Applications(1)	0	0	0	0	0	2	0

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Show Packet History

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Christina:

Follow the directions indicated on the form- Walk thru video.

- Each Site to complete

Read the instructions

Make sure you fill out the final page of the document; if you don't know how to convert the numbers to a percentage there are instructions on how to do this in the document.


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COVID-19

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Instructions
CACFP COMPLETE SITES
+

Answer Each Yellow Highlighted Questions, Below, for Every Site List

Click on the Yellow Box Below to Select Your SFA/Sponsor Agency From the List	Site or Provider ID	Site or Provider Name	NonCongregate Opt In (Yes or No)	# of "To Go" or Meal Pick Up Locations	# of Meal Delivery Routes (including Bus Routes)	Other, please describe
	0001	Example Site: Happy Hills Little Learner	Yes	0	3	NA
	0002	Example Site: Happy Hills Bigger Learner	Yes	2	0	NA
SELECT YOUR AGENCY HERE	-					

Questions for Your Sponsor Agency								
Meal Svc Time Opt In (Yes or No)	# of Breakfasts served at one time	# of Lunches served at one time	# of Suppers served at one time	Parent Pick Up Opt In (Yes or No)	For NSLP Only: HS OVS Opt In (Yes or No)	Sponsor On-Site Monitoring Waiver (Yes or No)	Comments	Parent Request Attached Initial
No	0	1	0	Yes	NA	Yes		CW 08/24/
No	0	1	0	No	NA	Yes	Staggered sched: M-T & W-F	CW 08/24/
					NA			

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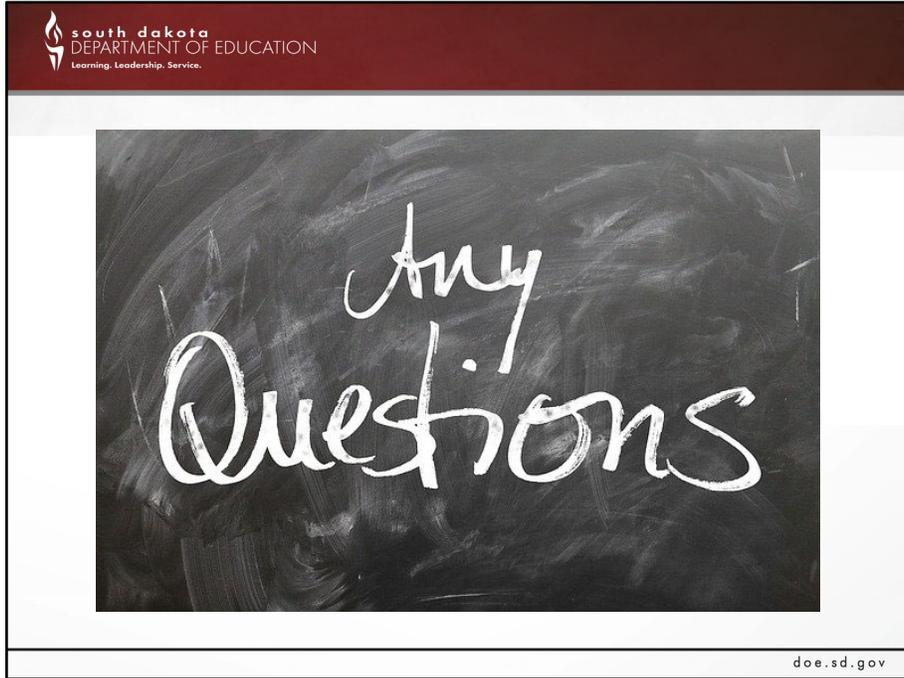
Katie:

With all of the waivers regarding COVID-19 this year, USDA is requiring additional tracking by all state agencies. Our office found the easiest way to do this is to have them all in one excel document for you to complete and submit with your iCAN application. When our office notifies you that the applications are open, this document will be attached.

Please review the instructions tab thoroughly before you start filling out the document. You will click the drop-down box to find your agency and answer the questions for every site. Please do not make any markings in the dark grey area (where the red X is) as that is for state agency staff only.

Please email this completed document to DOE.SL (email on the next slide and in the document instructions). Please do not attach this to your iCAN application because we will not be notified if that happens.

Reminder: Please review your application to make sure the answers you give in the excel document match. Your iCAN application will not be approved until the excel document is completed accurately. This document is a requirement for all PY20-21 iCAN applications.



Katie & Christina:

CONTACT US



Main office contact information:
(605) 773-3413
DOE.SchoolLunch@state.sd.us

Katie's Contact information:
605-773-4769
Katie.Dryden@state.sd.us

Child and Adult Nutrition Services (CANS)
800 Governors Drive
Pierre, SD 57501
Fax: 605-773-6846

Katie:
SHOW THE NDS on the next slide

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Christina: