

**Check in with CANS – Minutes**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**October 4, 2018 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 – Turnip the Beet Award Nominations/Applications Deadline October 10, 2018**

SFSP and NSLP Seamless Summer sponsors are eligible for this award and nominations forms are available on the [SD DOE SFSP website](#) – send to [julie.mccord@state.sd.us](mailto:julie.mccord@state.sd.us).

**Food Distribution**

- Schools are not required to fill out an Overage, Shortage, and Damaged Report unless the USDA delivery was shorted, damaged, or received extra product.
- To provide our schools with the best quality food products and to simplify the ordering process, we will be making some changes to the iCAN order process over the next few months. Shorter shelf life product and processed items were removed from allocations for the current November order form and the entitlement dollars were returned to the School Districts. These items were moved to surplus and available to order on a first come first serve basis. Effective with the January Delivery Order which will open November 27th, we will no longer allocate products to schools. All ordering, effective with the January 2019 order form, will be on a first come first serve basis. All available products in the warehouse will be listed in the Unallocated column on your iCAN monthly order form. USDA Food is just like ordering from your distributor. The products have expiration dates and we would like to see the product out of the warehouse and into the hands of the schools as soon as possible.

Full details of changes will be posted in the October Nutrition Bulletin which can be found on the CANS website.

**Procurement**

- Local Agency Procurement Support (LAPS)
  - These calls will be held monthly in the beginning. There will be a specific topic for each call, but any and all procurement questions will be addressed. These calls will be held the 2<sup>nd</sup> Wednesday of every month at 2pm Central, starting on November 14. The topic for this call will be Code of Conduct.
  - December 12 – Procurement Plan
  - January 9 – Micro purchases and informal purchasing
- Dial in phone number will be 1-866-410-8397 and the conference code number will be 3490506657
- If you have ideas procurement topics you would like to go over, please email Geriann at [geriann.headrick@state.sd.us](mailto:geriann.headrick@state.sd.us) or call 605-773-4718

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

- iCAN SNP Applications were due August 14, 2018. If you have not yet started your application, please do so as soon as possible. Please remember it takes time for the application to be reviewed before it is approved.
- Please keep these dates in mind:
  - October 30: LAST day to submit an August claim
  - November 29: LAST day to submit a September claim

### **Reminders**

Verification Reporting Webinar- October 10<sup>th</sup> at 2:30pm

### **Administrative Reviews**

- Several schools have received offsite assessments; this is the first step for your Admin. Review. Please be aware that this assessment takes the collaboration of several people and takes time to complete. It is not good planning to wait until the day before it is due to begin working on it.
- Once the assessment is returned to the CANS office, your review will be assigned to a program specialist who will contact you to move the review forward. If you have any questions regarding the process, contact [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us).
- It is important to respond to review deadlines immediately to prevent a hold on your claims for reimbursement.

### **iMATCH**

Webinar recording is located at: <https://doe.sd.gov/cans/nslp.aspx>.

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

- Schools will not be able to submit FFVP claims until the NSLP iCAN application has been approved.
- As a reminder, excess funds (or over-expenditures) from the 1<sup>st</sup> allocation (beginning of SY thru 9/30) cannot be carried forward into the 2<sup>nd</sup> allocation (Oct 1 thru end of SY).
- Other reminders:
  - Remember to complete: [FFVP Link for Quiz](#) ←Click here

### **Equipment Grants for SY 2018-19**

- The equipment assistance grant application is posted to the SD CANS website <http://doe.sd.gov/cans/nslp.aspx>
- Applications are due November 9, 2018.
- Grants to qualifying SFAs will be announced no later than January 2019
- Grant funds should be obligated by June 30, 2019, if there are concerns with this time frame please contact the CANS office.
- Any funds not used must be returned to the State Agency prior to September 30, 2019.
- Grant recipients should fully expend their NSLP equipment assistance grants by September 30, 2019.

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

Join us on the **2<sup>nd</sup> 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 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!

- October 11<sup>th</sup> – What is Team Nutrition
- November 8<sup>th</sup> – Smarter Lunchrooms
- December 13<sup>th</sup> – Tips for Applying for Grants
- January 10<sup>th</sup> – Farm to School
- February 14<sup>th</sup> – Fuel Up to Play 60
- March 14<sup>th</sup> – Team Nutrition Resources

**\*\*Today's full minutes will be posted on the CANS Website: <http://doe.sd.gov/cans/index.aspx> under the Check in with CANS heading.**

**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:

- 1100 Menu Planning/1170 USDA Foods
- 1200 Nutrition/1210 Nutrition Activities
- 3000 Administration/3120 Direct Certification/3200 Program Management/3260 Prep for Administrative Review