

Check in with CANS

October 3, 2024, 2:30PM CT/1:30PM MT

CANS Phone: (605) 773-3413
CANS Website: <http://doe.sd.gov/cans>
CANS Email: DOE.SchoolLunch@state.sd.us

Welcome!

All Program Reminders or Updates:

- **Update iCAN Applications:** Has your organization had any staffing changes recently? If so, please don't forget to update the iCAN application! Making these updates informs our office to remove inactive staff's access to iCAN and helps ensure that our office communications are sent to the correct people! If any changes are made to the application, please don't forget to submit the application for approval so our office can approve the changes!
- **iMATCH User Updates:** Along with iCAN applications, the iMATCH system also needs to be updated as staff changes. Please remember to contact CANS when changes occur and request an iMATCH form to add/remove users to keep records up to date.
- **DOE Professional [Learning Platform](#):** We have changed the way that the trainings within the system are organized for ease of use for sponsors to choose the appropriate trainings for them. From the Categories drop down select [Child and Adult Nutrition Services](#), enroll in your Program (ex. All SNP trainings are listed under the School Nutrition Programs). See the information at the bottom of the minutes for additional information.
- **Revised Food Buying Guide:** The [Food Buying Guide for Child Nutrition Programs](#) (FBG) has been revised to reflect the final rule, "Child Nutrition Programs: Meal Patterns Consistent With the 2020–2025 Dietary Guidelines for Americans". This important resource assists CNP operators with purchasing the correct amounts of foods and determining the contribution that each food makes toward meal pattern requirements. The FBG is available as a Web Tool, Mobile App, and downloadable PDF.
- **Claim Due Dates: 10th of the following month & 60 days final deadline:**
 - Claims are due in the iCAN system on the 10th of the month (e.g. August claim is due by September 10).
 - For all programs: SNP, SFSP, CACFP, including Sponsors of DCH
 - A final claim for reimbursement shall be submitted no later than 60 days following the last day of the full month covered by the claim. (e.g. August claim final claim date would be October 30)
 - More information can be found at the following links:
 - [CANS Claim Date Reminder](#)
 - USDA Guidance for Local and State Agencies on the [60-Day Claim Submission Manual](#)
- **Equipment Purchase Preapproval Reminder:** This reminder applies to all programs SNP, CACFP, and SFSP. Preapproval is required for equipment (includes computer systems) purchased with nutrition funds, when:
 - the equipment is not listed on the preapproved equipment list found in [CANS memo 241-2](#), or

- the equipment is listed on the preapproved equipment list **and** the cost of that equipment is more than the capitalization threshold (Federal Capitalization threshold is \$10,000, some schools may have a lower threshold).

Check what your agency's capitalization threshold and use this form for preapproval requests: [CNP Equipment Purchase Preapproval Request Form](#)

Child and Adult Care Food Program (CACFP) Reminders or Updates:

- **New Requirement for Sponsoring Organizations:**
 - The integrity final regulation requires CANS to verify one month of CACFP sponsoring organization's bank account activity with supporting documents to verify that the financial transactions meet program requirements, including but not limited to proper use of federal funds and cost allowability.
 - These reviews will begin this program year (2024-25). We are finalizing our procedures and will share more information soon.
 - This requirement does not apply to independent centers or school food authorities operating CACFP and NSLP.
- **The new Program year has started!** As a reminder, you must complete the annual CACFP training during the program year (October 1- September 30). CANS will be hosting an in-person training this summer! Be on the lookout for more information!
- **PY 2024-2025 Applications are due Monday, October 7.** Please complete your iCAN application as soon as possible. If you have questions or need assistance, please contact us!

School Nutrition Program (SNP) Reminders or Updates:

- **Verification:** Verification activities are underway and include all of your Free and Reduced applications on file as of October 1st. The Verification Process webinar can be viewed by going to <https://sded.sd.gov/>. From the Categories drop down select Child and Adult Nutrition Services, enroll in School Nutrition Programs, and find *Verification Process Training*.
- **National School Lunch Week is Oct. 14-28, 2024:** "School Lunch Pirates: Find Your Treasure" is the theme for National School Lunch Week this year. This annual event was established by President Kennedy in 1962 to highlight the benefits of the National School Lunch Program. Schools across the country mark the week with special menus, fun events, and activities that emphasize the positive impact of healthy school meals on students' lives. For ideas on how to bring this theme to life, visit the [School Nutrition Association](#) website. Please let us know how you plan to celebrate and send us pictures!
- **Revised Whole Grain Resource:** The final rule requires that at least 80 percent of the weekly grains offered in school lunch and breakfast programs be whole grain-rich, with USDA defining "whole grain-rich" as products containing 50 to 100 percent whole grains, with any remaining grains being enriched. The [Whole Grain Resource](#) provides clear guidance to help users determine whether grain products meet these standards.



- **Fresh Fruit and Vegetable Program:**
 - **FFVP iCAN claim error is corrected.** If you did not get your August claim submitted due to this error, it will be processed with September claims. The final day to submit an August claim is October 30.
 - **First Allocation ended** on September 30. All funds from the first allocation should be utilized by that time. Funds from the first award cannot be carried over to the second award. The second award funding can be used starting October 1 through the end of SY 2024-25. Reach out to [Diana Webb](#) or [Diana Leiseth](#) with questions.

- **Administrative and Procurement Reviews:** Schools scheduled to receive an administrative review in SY24-25 should have received an email notification. Some reviews will be conducted by CANS staff, and some will be conducted by CNR. If CNR is doing your review a representative will be contacting you via email to begin the review process. We work very closely with them so feel free to reach out to us with any questions or concerns as you go through your review with them. We are working on the new 5-year cycle and that will be posted to the website in the coming months.

- **Civil Rights Training Reminder:** All staff that work directly with the School Nutrition Programs and their direct supervisors are required to attend Civil Rights training annually. You can find a link to the [CANS Civil Rights training](#) on the [CANS webpage](#) under the Civil Rights heading.

- **Afterschool Snack Onsite Monitoring:** As a reminder, districts that operate the after-school snack program in addition to the NSLP and SBP must complete a monitoring review within their first four weeks of operation. You can find the dates that your district planned to conduct your monitoring visits in your SNP iCAN application in the Verification and Monitoring Checklist Item. Monitoring forms are found on the CANS website under Documents and Memos
 - [Afterschool Snack Updates and Monitoring Form](#)
 - [Onsite Meal Observation](#)

USDA Foods in School/Food Distribution Program Reminders or Updates:

- Please check your USDA Food Deliveries as everyone makes mistakes including the drivers and warehouse employees. If your USDA Foods order is missing product, has damaged product, or has extra items, an OS&D report needs to be completed in the Food Distribution Program in iCAN within 5 days of your USDA Foods delivery. The OS&D report in iCAN shows the agency's full delivery because the iCAN system does not know what was shorted. Do not put shortages in the damaged column unless the product is damaged and it is given back to the driver. If one can is damaged, do not report the whole case as damaged. Take the numbers out of the units received column and place the correct amount received in the units received column. OS&D reports need to be completed in the Food Distribution Program in iCAN within 7 days of your USDA Foods delivery. Reference the FDP manual for specific instructions <https://doe.sd.gov/cans/documents/FDP-Manual-0623-final.pdf>

- Remember to receipt your DoD Fresh/FFAVORS orders in the FFAVORS system within 7 days of your DoD Fresh/FFAVORS delivery. If you do not receipt your order, the DLA representative will be emailing you to receipt your order ASAP.

Summer Food Service Program (SFSP) and SNP Seamless Summer Option (SSO)

Reminders or Updates:

- We'd like to thank all those who contributed and played a role in ensuring that children in our communities received nourishing meals! Please complete this [SFSP Year End Survey](#). By completing this survey, you are providing important information that will assist with plans for next summer.
- **The new program year has started!** Be on the lookout for the annual administrative training information!

Farm to School Updates:

- **Only 8 Days Left in This Years Crunch Off! South Dakota Crunch Off Is Sept. 15 To Oct. 12.**
 - Help celebrate Farm to School month in October. Make plans now to identify what fruit or vegetable you and your group will "crunch" this year. Learn more about the [SD Crunch Off](#) on the F2S website and register your crunches at the SDSU extension webpage [here](#)
 - Last year SD had 2,749 crunches from 15 cities.
 - The goal for 2024 is 5,000 crunches from 20 cities!! Please help us meet this goal and register your crunches!



Upcoming Trainings or Calls:

- **In-Person SNP Training Opportunity: Survival Guide Training for Child Nutrition Professionals: A Crash Course in School Meals:**
 - [Registration](#) for the 2024 Survival Guide Training for Child Nutrition Professionals: A Crash Course in School Meals is [open](#).
 - High level overview of USDA School Breakfast Program and National School Lunch Program
 - Information provided will help participant get through their first quarter on the job
 - See the schedule at a glance on the registration blank for specific topics to be covered
 - Training is schedule for: Oct. 23-25, 2024. 2 ½ day course (8-5 on Wednesday and Thursday, 8-12 on Friday CT). Registered attendees are expected to attend all 3 days of training
 - Designed for new or "newer" (3 years or less in a lead or supervisor position) head cook, Managers, food service directors, or food service lead
 - Interactive training with a mixture of hands-on activities and lecture
 - Snow date: Nov. 6, 7, and 8
- **Farm 2 School (F2S) crew Zoom calls (for K-12 Schools):** Thinkers needed!!! Please make plans to attend the next F2S Crew meeting, as we are going to have a brainstorming session on how best to serve you and your needs when it comes to moving F2S forward in SD. The next call will be Tuesday, October 8 at 3pm CT, 2pm MT. New [Zoom link](#) for SY 2024-25, Meeting ID: 960 8709 9021, Passcode: 817290. Information can also be found on the F2S [website](#) under the [Trainings and Meetings](#).

- **Check in with CANS Zoom Meetings:** Scheduled for the first Thursday of each month at 2:30pm CT / 1:30pm MT. These check ins' cover the latest program updates and reminders for the child nutrition programs and USDA Foods in Schools. They are an opportunity to get **your** questions answered. Mark your calendars! Check in with CANS calls months and dates for this year:

Nov	7	Feb	6	May	1
Dec	5	Mar	6	June <i>tentative</i>	5
Jan	9*	Apr	3		

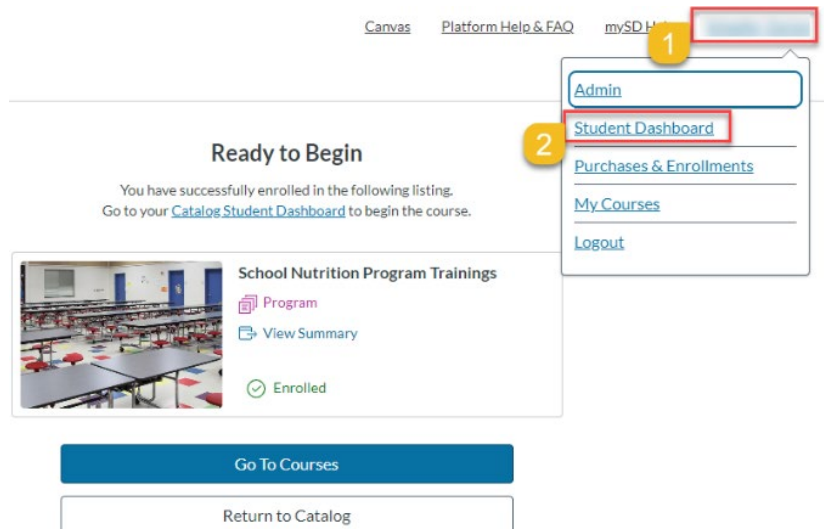
*Adjusted date to second Thursday of the month due to holiday

[Zoom link](#) for SY2024-25, Meeting ID: 984 7563 6311, Passcode: 317903

- **On Demand Training From CANS:** All trainings are moving onto the DOE online professional development platform. They will not be on the CANS websites. Current training videos can be found at <https://sded.sd.gov/>.
 - Log in with your K-12 email.
 - If you don't have a K-12 email, review instructions [here](#) under "I do not have a K-12 email account"
 - Problems logging in, review instructions [here](#) under "Issue while logging in to platform"

TO FIND COURSES

1. Use the "Categories" drop down to select Child and Adult Nutrition Services to filter training options.
2. You will need to "enroll" in the trainings you want to take.
3. Click on your name at the top and choose student dashboard. This is where you can start your enrolled courses.



4. Please Note- Specific Program trainings are within their own course. Ex. School Nutrition Program trainings include all SNP trainings.

Thank you for joining us and for your service feeding children across South Dakota!