

## **Check in with CANS**

### **November 4, 2021 2:30PM CT/1:30PM MT**

CANS Phone: (605) 773-3413  
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#### **All Program Reminders or Updates:**

- Low-Fat (1%) Flavored Milk in NSLP & SBP – Congressional flexibility extended through December 3, 2021 – this still does not apply to Smart Snacks
- **CANS Civil Rights training on Wednesday, November 10 at 2:30 pm CT/1:30pm MT**  
Join us over Zoom as we discuss Civil Rights requirements including a few program clarifications from the USDA. This training fulfills the annual Civil Rights training requirement. We've love for all Sponsors to join this live event, details for this event are listed below in the training section.  
A new Civil Rights training will be posted on the [CANS website](#) under the Civil Rights tab, and a recording of the call will be available. Previous training materials are outdated. Please use these new materials when providing required Civil Rights training at the local level.
- **Supply Chain and Ordering Reminders:**
  - Be flexible, communicate with processors, are there other end products produced by your processor that your SFA can utilize? If not – use emergency procurement flexibilities – which will be discussed in more detail below.
  - Ask how much lead time is needed to place orders
  - Monitoring inventories should be a continuous process throughout the year
- **\*\*NEW\*\* USDA FNS Memo SP23-2021 CACFP18-2021: Questions and Answers for Child Nutrition Programs Emergency Procurement Due to Supply Chain Disruptions SDA Memorandum**

*Memo clarification, this memo and the questions and answers below talk about School Food Authorities (SFAs) which normally refers to the schools and agencies operating the School Nutrition Program. In this memo, any operator of School Nutrition Program or Child and Adult Care Food Program can use the guidance in this memo.*

#### **1. May an SFA use noncompetitive procurements when experiencing certain supply chain disruptions?**

Yes, noncompetitive procurement method can be used when a “public exigency or emergency” prevents an SFA from undertaking a competitive procurement. Unanticipated cancellation of food and supply contracts, count as an emergency.

SFAs do not need to request a waiver or receive State agency or USDA approval to use emergency procurement method and may use it as long as the supply chain disruption occurs. For example, if an SFA experiences an unanticipated food order cancellation, the SFA may go to the local grocery to purchase food as many times as they need using the emergency procurement method until their next food order arrives. The SFA could also do an emergency one-year sole source emergency procurement to ensure they have food the entire school year.

SFAs should document their justification for using noncompetitive procurement, comply with other procurement requirements, and ensure that costs are necessary, reasonable, and allocable.

**2. When does the emergency noncompetitive procurement method apply and for how long?**

Only allowed during the actual public emergency. SFAs should, upon awarding a noncompetitive contract, begin the process of competitively procuring goods and services to transition to the competitively procured contracts as the emergency circumstances end.

**3. Do micro-threshold purchase thresholds apply when an SFA uses the emergency noncompetitive procurement method?**

No, thresholds do not apply to the emergency noncompetitive procurement method, and there is no limit to the number of times an SFA may use this procurement method for the duration of the supply chain disruption.

**4. What documentation should an SFA develop and maintain to support the use of the emergency noncompetitive procurement method?**

Retain information, data, and documents to justify the need for using the emergency noncompetitive procurement method.

Examples of documentation to retain that supports justification of emergency noncompetitive procurement may include:

- Documentation showing that the distributor, processor, or other supplier cancelled of food or supply contracts, deliveries, or orders.
- Documentation showing that the distributor, processor, or other supplier is no longer able to provide food as ordered or failed to consistently deliver goods.
  - Much of this documentation can be collected by saving emails/notes from cancellations, invoices that show food cancellations, and by adding notes (with your initials and date) to add details that relate these issues to COVID-19 supply chain issues.

Retain documentation providing information on food and supplies (e.g., delivery, processing), including the estimated quantity and dollar value of the emergency procurement; and how the emergency procurement was handled, i.e., obtained through negotiation, phone, email, etc.

Keep in mind that separate documentation is required for each noncompetitive procurement process, **not item**, completed due to a COVID-19 supply chain disruption. Failure to plan for a competitive procurement cannot be the basis for continued use of noncompetitive procurement based on emergency circumstances.

**5. Can an SFA award a cost-plus-a-percentage-of-cost contract in exigent or emergency circumstances?**

No. Cost-plus-a-percentage-of-cost contracts are always prohibited.

For instance a box of chicken nuggets may cost \$10.00 and 5% mark up for vendor profit equals \$10.50. A \$ .50 profit per box. If the cost is quickly raised to \$30.00 per box, then the profit per box is now \$1.50. A fixed price must be established for the vendor mark up.

**6. Can SFAs piggyback onto existing contracts in exigent or emergency circumstances?**

Yes, SFAs may piggyback onto existing contracts during an emergency. SFAs should determine whether the existing contract has a provision allowing “piggybacking” to avoid a material change.

**7. Can SFAs use emergency noncompetitive procurement if they operate CACFP at-risk supper Program?**

Yes, SFAs may use emergency procurement when making purchases for any Child Nutrition Program including, the CACFP at-risk supper Program

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

- iCAN applications are open! Thank you to everyone that has started working on them. Please submit your application at your earliest convenience.
  - If you are new and aren't sure where to start, there are a couple of training videos on the CACFP website as well as a handbook that walks you through the process step by step. A link to the website is below.
    - <https://doe.sd.gov/cans/cacfp.aspx>
- As many of you know by now, Christina and I (Katie) will be going on maternity leave at different times in November. We are trying our best to have all CACFP iCAN applications completed by the time we go on leave. While we are on leave [Andrea Theilen](#) and [Brigitta Bly](#) will be helping CACFP agencies should anything come up. A notification will be sent out to Authorized Representatives once they should start utilizing these two as CACFP point of contacts.
- Training reminder: Please continue to complete the required trainings throughout the next few months. They are due again by September 30<sup>th</sup>, 2022. We will plan to send email reminders a few times through the year.

**School Nutrition Program (SNP) Reminders or Updates:**

- **September FFVP Claim**
  - FFVP schools: Reminder to submit the September FFVP claim as soon as possible
  - If you are not planning on submitting a September FFVP claim, please let me know – this will help us manage remaining funds from the 1st award
- **Verification**
  - As you know you must conduct verification of free/reduced meal applications if you collected any for SY21-22. In September and October, we had trainings for the verification process as well as how do to the reporting. Those trainings can be found on the [CANS SNP website](#) under the

Trainings and Webinars tab. The reporting deadline for verification is November 15, 2021; however, we encourage you to conduct and complete the verification report as soon as possible. If you did not collect applications, you must still complete the verification report in iCAN.

- **Now Available! Procurement and Supply Chain Issues Tip Sheets**

USDA's Team Nutrition initiative has developed tip sheets to help School Food Authorities navigate meal service flexibilities and supply chain issues during this dynamic school year:

- **Summary of Flexibilities:** [fns.usda.gov/sites/default/files/resource-files/schoolmeal-flexibilities-summary.pdf](https://fns.usda.gov/sites/default/files/resource-files/schoolmeal-flexibilities-summary.pdf)
- **Table of Flexibilities:** [fns.usda.gov/sites/default/files/resource-files/schoolmeals\\_flexibilities\\_chart.pdf](https://fns.usda.gov/sites/default/files/resource-files/schoolmeals_flexibilities_chart.pdf)
- **Flexibilities in Practice:** [fns.usda.gov/sites/default/files/resource-files/schoolmeal\\_flexibilities\\_scenarios.pdf](https://fns.usda.gov/sites/default/files/resource-files/schoolmeal_flexibilities_scenarios.pdf)
- **School Meals Supply Chain Issues:** [fns.usda.gov/sites/default/files/resource-files/schoolmeals-supply-chain.pdf](https://fns.usda.gov/sites/default/files/resource-files/schoolmeals-supply-chain.pdf)

For more information and additional resources, please visit Team Nutrition's Planning for a Dynamic School Environment webpage at [fns.usda.gov/tn/planning-dynamic-school-environment](https://fns.usda.gov/tn/planning-dynamic-school-environment).

### Thriving Schools Integrated Assessment

- Efforts have been made to overcome the psychological issues that the COVID-19 pandemic has caused. Educational institutions and students were also hit hard by the stress of a completely new educational system and the burdens these reorganizations of activities have caused to the staff and the students. Healthier generations partnered with many credible institutions to develop a free, easy to access action resource for Schools and School districts to advance improvements in whole child health. The resource is called "Thriving Schools Integrated Assessment."

The Alliance for Healthier Generations assessment tool can be used to identify strengths and areas of growth across a broad range of topics, like social-emotional health, food access, and staff well-being. The goal is to improve factors that impact health and learning such as attendance, discipline, and overall school climate which greatly influenced by staff wellbeing.

The training center courses provide real world tips and advice to help staff focus on their own wellbeing and self-care, stress management for educators and tips to gain understanding why and how to use gratitude and learning how to complain effectively among many other resources. The online training classes are only 15 minute long and they are very interesting and informative.

Some of these courses are eligible for continued education credits.

Read more about this new assessment tool at:

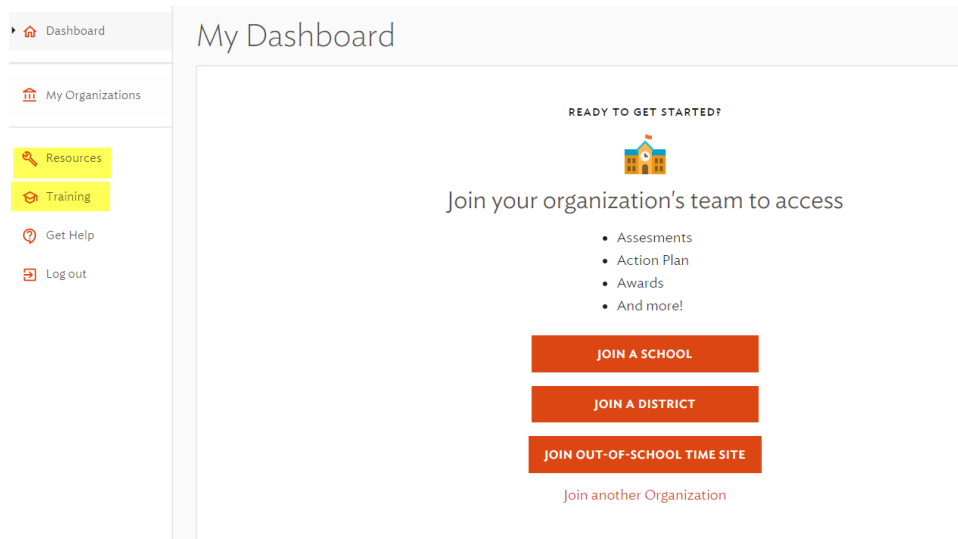
- <https://www.healthiergeneration.org/our-work/schools/thriving-schools-integrated-assessment>

To browse the training topics, you will have to register in the action center (after registering you can set up access for everyone in your organization by joining as a school, district or out of school-time site):

- <https://www.healthiergeneration.org/app/account/login>

On the left hand side, you will find the resources and training tabs.

Click on these to navigate for courses and training curriculums:



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

- Check your DoD Fresh/FFAVORS spending. Schools that have not used any of their DoD Fresh/FFAVORS entitlement by January 1<sup>st</sup>, risk ½ of their entitlement being swept and distributed to schools that are using their entitlement.
- As a reminder, agencies have 2 days to receipt their DoD Fresh/FFAVORS shipment. Agencies need to receipt their order on the DoD Fresh/FFAVORS ordering site.
- The order form for December delivery is now open in iCAN. The order form will close on Monday, November 8<sup>th</sup>. There are plenty of USDA Foods in the warehouse. Please evaluate your storage capacity before ordering USDA Foods. Once the orders are processed at the Food Distribution Office no changes or cancellations will be allowed.
- If your USDA Foods order has damaged product, missing product, or you received extra product, an Overage, Shortage, and Damaged (OS&D) report needs to be completed in iCAN within 5 days of your delivery. Make sure to complete the report so your school district is not charged processing fees for product that was not received.

### Upcoming Trainings or Calls:

- **Check in with CANS** occur on the first Thursday of each month at 2:30pm CT/1:30 pm MT.
  - **Next Check in Date: December 9, 2021**
  - Join Zoom Meeting (Recurring every Thursday 2-4pm)  
<https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3I3QT09>
  - Meeting ID: 939 9042 0264  
 Passcode: 415931  
 Dial by your location +1 312 626 6799 US (Chicago)  
 Find your local number: <https://state-sd.zoom.us/u/adtnoWDDK8>
- **CANS Civil Rights training on Wednesday, November 10 at 2:30 pm CT/1:30pm MT**
  - Join Zoom Meeting:
  - <https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3I3QT09>
  - Meeting ID: 939 9042 0264  
 Passcode: 415931
  - Dial by your location +1 312 626 6799 US (Chicago)  
 Find your local number: <https://state-sd.zoom.us/u/adtnoWDDK8>

- **Crash Course with CANS- Thursday November 18, 2021 at 2:30 pm CT/1:30 pm MT.**
  - School Gardens/Farm to Everything
  - Zoom Link:  
<https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVIZ3I3QT09>  
Meeting ID: 939 9042 0264  
Passcode: 415931  
Dial by your location +1 312 626 6799 US (Chicago)  
Meeting ID: 939 9042 0264  
Passcode: 415931  
Find your local number: <https://state-sd.zoom.us/u/adtnoWDDK8>

**Professional Standards Annual Training Requirement 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 SNP 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 - 30 minutes