

**Check in with CANS - Minutes**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**November 7, 2019 2:00PM CT/1:00PM MT**  
**Call-in Number: 866-410-8397    Participant Code: 6507733610#**

Website: <http://doe.sd.gov/cans>  
Email: [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)

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## **Reminders**

### **USDA Standardized Recipes**

Final Reminder: USDA's standardized recipes for school meals and the Child and Adult Care Food Program are now available on [The Child Nutrition Recipe Box](#), hosted by the Institute of Child Nutrition. They will be gradually adding all of their recipes to the Recipe Box over the next weeks. As of September 20, 2019, the What's Cooking? USDA Mixing Bowl recipe website will transition to [ChooseMyPlate.gov](http://ChooseMyPlate.gov) and will focus on recipes for households. Your current What's Cooking credentials and content are no longer accessible as of Friday, September 20, 2019.

### **Professional Standards**

Any learning or training you receive about any aspect of the School Nutrition Programs can be counted as training time toward the Professional Standards annual training requirement. Remember that anyone involved in School Nutrition programs must obtain and track annual training. You can visit the [CANS/SNP website](#) under the School Meal Programs Requirements section/Professional Standards heading to find more information.

Also, keep in mind that if you hire a new Food Service Director, they must meet the hiring requirements. If they do not meet the minimum hiring requirements, please contact the CANS Office and we can work with you to develop a plan to ensure they do meet requirements.

### **Administrative Reviews**

Administrative Reviews have begun! If you are receiving an AR led by the CANS Office, your Offsite Assessment has already been submitted. If you are receiving an AR led by CN Resource, our contract company, they will be contacting you shortly to begin the process (if they haven't already!). If you have any questions regarding your AR, whether CANS is leading it or CNR is leading it, please contact the CANS Office and we would be happy to help!

### **Nonprogram Foods**

The Nonprogram Food Revenue Tool is an annual requirement for SFAs who sell nonprogram food items (adult meals, extra milks, second entrees, etc.). The CANS Office has created a resource for SFAs to utilize to help determine their nonprogram foods for their weekly reference period. In addition to this tool that was recently updated to reflect the new performance based reimbursement value, we have also created a multi-option per day tool. These tools can be found on the [CANS/SNP Website](#) under the *School Meal Program Requirements* dropdown under the *Nonprogram Foods* heading.

### **iCAN School Nutrition Program Application – Verification Letters**

Our office recently sent out an email regarding missing the verification templates that your school or agency uses in the verification of free and reduced price applications, as required by 7 CFR 245.10 and the Eligibility Manual for School meals (bottom of page 118). The templates are to show you an example of the type of documentation that we need to collect. You can use your own documentation as long as you have the required language that the prototypes have.

- Notice of selection of verification of eligibility with nondiscrimination statement
- Verification documents accepted for SNAP/TANF/FDPIR households, and income households.
- Letter of verification with adverse action for SNAP/TANF/FDPIR and income households.

### **Food Distribution Program –**

The Cans Office is preparing for School Year 20-21 USDA Food Orders.

To streamline the Annual Survey, a Pre-Survey will be sent out to all schools with a majority of the USDA Foods Available for school year 20-21. This is a brief voluntary yes or no survey and an opportunity for all School's to provide input on what items they would like to see on the Annual Survey. Product that has the majority vote from the pre-survey will be listed on the Annual survey that is released in February. If there is not enough interest in a product from the Pre-Survey, the item will not be listed on the Annual Survey.

The pre-survey will open on Tuesday, December 10<sup>th</sup>. The pre-survey is created in Survey Monkey and the link is emailed to all Food Distribution contacts.

Do you have a signature dish using USDA Foods? Are you willing to share a photo of it? If so, the **Serving UP USDA Food Photo Contest** is for you!

USDA is requesting photos that showcase how schools use only USDA Foods in their school meals. Visit <https://fns-prod.azureedge.net/sites/default/files/resource-files/2020%20Photo%20Contest%20Info%20Sheet.pdf> for more information. The contest begins November 1<sup>st</sup>, 2019 and ends January 15<sup>th</sup>, 2020. All entries should be emailed to USDA Foods mailbox at [USDAFoods@usda.gov](mailto:USDAFoods@usda.gov).

The Child and Adult Nutrition Services office would like to see your creations as well! Please send a copy of your submissions to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us).

Just a reminder, do not accept extra product on your USDA delivery.

### **Fresh Fruit and Vegetable Program (FFVP)**

For those schools which participate in the FFVP snack program for elementary schools, CANS sent an email out on Monday, October 28 identifying a slight increase in funds to participating schools to use from October thru the end of the school year. Please take this amount into consideration for budgeting purposes and pass this information on to whomever makes purchases for the FFVP.

Contact [rob.ingalls@state.sd.us](mailto:rob.ingalls@state.sd.us) with any questions.

### **Upcoming Trainings**

#### **Local Agency Procurement Support (LAPS) Calls**

It's always nice to share information and best practices with your peers. With that thought in mind we will be continuing Local Agency Procurement Support (LAPS) calls. Starting on October 8th at 2 pm Central time we will begin having monthly procurement calls on a variety of topics. They will continue to be held on the second Tuesday of each month unless otherwise notified.

November 12, 2019 - Forecasting

December 10, 2019 – Market Basket

The call-in number is 1-866-410-8397 and the conference code is 3490506657. Email reminders will be sent out to Food Service Directors, Business Managers and Superintendents the week before the call. Please mark this on your calendars and have your questions ready. If you have any procurement topics you would like to have addressed, please email or call [geriann.headrick@state.sd.us](mailto:geriann.headrick@state.sd.us) or 605-773-4718.

### **Procurement Plan Workshops**

What's Your Plan? Many South Dakota Child Nutrition Agencies will be having Procurement Reviews this year. Part of that process includes reviewing your agencies Procurement Plan. If you are involved in buying for your agency, you will want to attend one of these workshops. You will leave with an accurate and complete Procurement Plan that reflects how purchases are made at your agency. Space is limited, so sign up early!

- [Yankton, November 13, 2019 – 1 pm to 5 pm @ the Yankton Extension Office](#)
- [Mitchell, November 14, 2019 – 8 am to 12 pm @ the Mitchell Career & Technical Education Academy](#)
- [Aberdeen, November 21, 2019 – 1 pm to 5 pm @ Northern State Library](#)
- [Watertown, November 22, 2019 – 8 am to 12 pm @ the Watertown Public Library](#)

### **Food Service Management Company – Upcoming trainings**

12/5 @ 10 am Central or 12/11 @ 2 pm Central – FSMC Contract Renewal, **required if you are renewing a current contract for SY 20-21**

2/4/20 @ 2 pm Central – FSMC Contract Negotiation

2/12/20 @ 2 pm Central – FSMC Contract Negotiation

4/8/20 @ 10 am Central – FSMC Final Contract

4/14/20 @ 2 pm Central – FSMC Final Contract

### **FY 2019 School Nutrition Equipment Grants**

A prime opportunity for schools to obtain or replace equipment is provided by the Fiscal Year (FY) 2019 Consolidated Appropriations Act. These funds will allow SFAs to purchase equipment to serve healthier meals that meet the meal patterns, with emphasis on serving more fruits and vegetables in school meals, including items purchased locally, improving food safety, and expanding access. Check out the application for grant requirements and details. Awards will be announced by the end of January. You can find the Equipment Grant Application on the [CANS/SNP webpage](#) under the Equipment Grants heading.

### **Farm to School**

#### **F2S Census**

F2S Census is coming to a close, but don't forget about the drawings being held.

- ✓ All schools that complete the Farm to School Census will be entered into a drawing for a commercial Sunkist Sectionizer.
- ✓ A second drawing will be held for schools that share a Farm to School (or Farm to Table) story or activity with CANS. The second drawing is for a commercial Lettuce Spinner (holds 6-8 heads of lettuce). Please submit your story/photos to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) **before to December 1, 2019.**

#### **2020 Farm to School Grants Available**

F2S Grants are now available. Grants ranging in size from \$20,000 to \$100,000 will be available for approved proposals in FY 2020. The Request for Applications (RFA) includes three tracks – Implementation, Planning, and a new State Agency track. If you would like to see what prior grantee's have done with their awarded dollars, check out the 'Summary of Grant Awards' tab on the grant resource page found at <https://www.fns.usda.gov/cfs/resources-farm-school-grant-program-applicants>. The Grant RFA can be found online [here](#) and also in the "Farm to Table Resource" tab on our website. Complete applications must be submitted on [www.Grants.gov](http://www.Grants.gov), by **11:59pm ET on December 13, 2019.**

### **Food Waste in Schools Article**

At this summer's SD SNA conference, SDSU Extension gave a presentation on food waste in schools and various strategies to reduce it. This is a very hot topic among schools so Extension put their presentation into article form. You can find the article here: <https://extension.sdstate.edu/food-waste-schools-and-strategies-reduce-it>

### **Website Updates**

On the CANS page, the National School Lunch/Breakfast Programs link is now School Nutrition Program. The Special Milk Program has been removed from this page.

The Special Milk Program information is now here: <https://doe.sd.gov/cans/snp.aspx> under the School Meal Programs Resources section.

The SNP page has also changed in the link: <https://doe.sd.gov/cans/snp.aspx>. So, if you have the NSLP/SBP page saved with NSLP, you will need to update your favorites.

Another section of our webpage that got updated over the summer is our [Memos](#) page. Please note that memos were updated, and the numbering system has changed. If you had an old memo on file, please see if there is an updated version here.

Visit the [CANS website](#) and the [SNP website](#) to check out the changes!

### **SFSP Surveys**

Prior to last summer beginning, the CANS office applied for waivers on behalf of our SFSP sponsors to waive the removal of several SFSP memos. We need your help to report summer 2019 data to ensure that South Dakota remains eligible for these waivers in the future. If you utilized any of the waivers, you would have received an email from Mikayla Hardy providing you with a link to a survey regarding the specific waiver that you utilized. If you believe you utilized one of these waivers and did not receive an email or if you have any questions regarding the submission of these surveys, please email her at [Mikayla.Hardy@state.sd.us](mailto:Mikayla.Hardy@state.sd.us) or 605-773-8072.

**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