

**Check in with CANS - Agenda**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**December 5, 2017 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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### **Administrative Reviews**

SY19-20 Administrative Reviews are underway. If CN Resource is conducting your AR and you have any questions, please do not hesitate to contact our office.

### **iMATCH – Remember to check your Potential Matches**

The school's Student Enrollment file is compared with the Department of Social Services SNAP/TANF file. Matches between these two files are automatically dropped into the school's Matched tab in iMATCH.

When the files do not result in an automatic match, but the system identifies a possible match based on some consistent information, the system will display this potential match in the Potential Matches tab. CANS encourages schools to observe the 'High Probability' Potential Matches, and make the Manual Match as needed.

Please see instructions on page 19 of the [iMATCH User Manual](#).

### **Fresh Fruit and Vegetable Program – Keep your budget in mind**

- We had several schools overspend their first award (August, September); keep your October award in mind. CANS sent an email on October 28 for available funds to spend from October thru the end of the school year.
- To check your current FFVP Balance remaining, follow instructions on page 30 of the [FFVP iCAN User Manual](#).

### **Food Distribution**

If you are interested in moving part, or all, of your unspent DoD Fresh/FFAVORS entitlement back into iCAN, please complete the 2019-20 Move Entitlement from DoD Fresh/FFAVORS to iCAN Survey located at this link:

<https://www.surveymonkey.com/r/7NCK59Z>

### **Information to note:**

- All requests will be taken into consideration. However, we may not be able to honor your full request. We will send confirmation once the determination is made.
- Moving entitlement back to iCAN will allow you to place more orders from the warehouse (Nordica).
- **You can only move entitlement that you have not spent.**

- You can **only move entitlement back into iCAN** to place monthly orders from the warehouse (Nordica). We are unable to move entitlement for pound use at a processor.

**The Survey will close on Monday, December 9<sup>th</sup> at 9:00 a.m. To provide an ordering opportunity for schools moving entitlement back to iCAN, the January iCAN order form will remain open until Thursday, December 12<sup>th</sup> at 9:00 a.m.**

If you receive extra product on your monthly USDA Food Order, fill out the Overage, Shortage and Damage report in iCAN. List the extra product and how many cases you received in the comments section.

### **Upcoming Trainings**

Save the date for August 4-5, 2020 to attend “Pathways to School Nutrition”. This 2-day conference is being held in Pierre, SD and is geared towards Foodservice Professionals as well as School Business and Administrative personnel. Registration is NOT yet open but stay tuned for more information.

### **Equipment Grants for SY 2018-19 – DEADLINE EXTENDED TO DECEMBER 16, 2019!**

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.

### **Procurement – Updated Guidance**

Micro-purchasing: Federal regulation 200.67 defines a micro-purchase as “a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.”

In this definition the key word is “purchase” and the question became how purchase defined? After discussing this with the Department of Education Division of Finance and Management, our updated guidance for a micro-purchase is each **payment** made. How often do you make a payment to each vendor? It may be that each charge at a vendor is less than the \$10,000 per transaction, however when payment is made, it could be over the \$10,000 threshold. In that situation an informal or small purchase procurement action needs to be taken.

As an example:

January 10, 2020	-	Vendor ABC/Grocery Store	- \$2560.31
January 12, 2020	-	Vendor ABC/Grocery Store	- \$3346.58
January 18, 2020	-	Vendor ABC/Grocery Store	- \$2190.87
January 21, 2020	-	Vendor ABC/Grocery Store	- \$1634.22
January 26, 2020	-	Vendor ABC/Grocery Store	- \$2608.90

January 28, 2020 - Vendor ABC/Grocery Store - \$3097.82  
**TOTAL** **\$15,438.70**

In this example every transaction, or purchase, is under the \$10,000.00 micro-purchase threshold. However, if the agency pays these transaction as one payment for the month of January, it is above the threshold and an informal or small purchase would need to be done.

### **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.

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

FNS seeks to award up to \$10 million to schools, school districts, nonprofits, State and local agencies, agricultural producers, and Indian tribal organizations to plan, and implement farm to school activities. 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. Each track supports a variety of projects and implementation stages. See below for the specific range of activities for each track.

**Planning grant** awards range from \$20,000-\$50,000. Planning grants are ideal for applicants just getting started on farm to school activities. A few of these activities include collecting data, engaging stakeholders, identifying gaps in knowledge and resources, pinpointing and developing solutions for obstacles that hinder farm to school programming for a particular community.

**Implementation grant** awards range from \$50,000-\$100,000. An implementation grant is a good fit for those entities that have prior farm to school experience. It can be used to further develop existing farm to school initiatives, such as training and technical assistance, supply-chain development, evaluation activities, curriculum development, creation of promotional materials or campaigns, and formation of networks or coalitions.

**State Agency grant** awards range from \$50,000-\$100,000. State agencies may use this grant to improve access to local food served Child Nutrition Programs (CNP) by facilitating local procurement and agricultural education activities. Eligible State agencies include any State-level agency working to promote farm to CNP activities, such as State Departments of Education, Health, or Agriculture.

Looking for inspiration? Check out the School Grant Applicant Resources Page

<https://www.fns.usda.gov/cfs/resources-farm-school-grant-program-applicants>. There you will find a [list of prior grantees' project descriptions](#) to give you ideas of things your school can do.

The Grant RFA can be found online [here](#). Complete applications must be submitted on [www.Grants.gov](http://www.Grants.gov), by **11:59pm ET on December 13, 2019**.

### **Serving up USDA Food Photo Contest**

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, 2019 and ends January 15, 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).

### **Produce University**

Here is a wonderful training opportunity all expenses paid for you and/or your foodservice staff! We are officially taking nominations for Produce Safety University (PSU) 2020!

**What is Produce Safety University?** Produce Safety University is a one-week, all expenses paid training course for USDA Food and Nutrition Service (FNS) State Agency (SA) and local school district partners hosted by the Food and Nutrition Services' Office of Food Safety.

#### The overall goals of PSU include:

- Provide Child Nutrition Professionals the tools to identify and mitigate the food safety risks associated with produce
- Provide Child Nutrition Professionals the tools to increase produce shelf life, prevent spoilage, and reduce waste
- Improve student acceptance of produce
- Control costs
- Provide Child Nutrition Professionals resources to engage the community and support local agriculture
- Identify best practices for writing produce specifications

PSU covers all aspects of the fresh produce supply chain from farm to fork. A combination of lecture, laboratory, and field-trip instruction is used in a train-the-trainer format.

Participants learn to assess produce upon receiving to ensure that the produce meets bid specifications. They also learn how to safely store and serve fresh produce. Field trips, which vary

due to training locations and seasons, give participants the opportunity to visit sites such as terminal markets, large produce distributors, fresh-cut processing companies, or farms.

Upon completion of the course, graduates receive a USDA certificate of completion for 21 continuing education hours.

**Dates and Locations:**

Dates	Location
April 20-24, 2020	Atlanta, GA
May 4-8, 2020	Burr Ridge, IL
June 15-19, 2020	Davis, CA

**Attendee Qualifications:**

- State agencies are encouraged to select participants who hold a position in their schools that will allow them to broadly implement the information learned from Produce Safety University within their region or state.
- Nominees shall have appropriate education and/or experience that will complement the information taught in the course.
- South Dakota can send up to four people

**When do I know if I am accepted?**

- Nominated individuals must complete the nomination form no later than **December 11, 2019**
- Nominees will be notified of their acceptance by the CANS office.

**What do I do if I am interested in attending (please answer all 4 questions)?**

If you are interested, clear it with your local administration and let me know (Jan) by 5:00 PM Central Time on December 11, 2019

1. Your name/Title
2. Your School District/Agency
3. How you would you benefit from this?
4. How could you share the information you gain with others? (does not have to be a state-wide meeting)

Send your interest to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)

**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 15 minutes long and can credit for 15 minutes of training.**

Learning Topics discussed during this call were:

- 3000 Administration: 3200 Program Management - 15 minutes