

Check in with CANS

December 1, 2022, 2:30PM CT/1:30PM MT

Join Zoom Meeting: <https://state-sd.zoom.us/j/93990420264?pwd=dE1nZONPc2JwaCtJOXlqNVVIZ3I3QT09>

Meeting ID: 939 9042 0264

Passcode: 415931

CANS Phone: (605) 773-3413

CANS Website: <http://doe.sd.gov/cans>

CANS Email: DOE.SchoolLunch@state.sd.us

All Program Reminders or Updates:

- DOE Communication Policy Update Reminder:
 - Changes were made about six months ago.
 - DOE and Food Service News Hub: <https://doe.sd.gov/>.
 - Will keep a running list of hot topics. This is reserved for hot topics that are included in the CANS News Update email and sometimes other email listservs like the Superintendent email listserv.
 - CANS News Update emails replaced the CANS bulletin. Working to keep emails to once a week for child nutrition programs.
 - CANS News listserv will better automate the emails, but still working through technical difficulties. Email addresses come from the iCAN applications, please keep those updated through the year with changes in staff. Additional people can be added by sending an email request to DOE.SchoolLunch@state.sd.us.
 - Email address that emails will come from: CANSNEWS@listserv.sd.gov
 - Monthly Check in Calls, Crash Course webinars, and other trainings dictated by program requirements.
- CANS iLEARN online learning management system plans for the CNP's:
 - **CACFP** – For CACFP, iLEARN is up and running! The SD Bright Track and Survey Monkey will not be used for training in program year (PY) 2022-23. iLEARN contains a library of all the required CACFP trainings, training quizzes, and training certificates. Instructions on how to access the iLearn system are located on the CANS website under the documents tab.
 - **SFSP & SNP** – so far we haven't had any significant issues with the launch of iLEARN for CACFP, so we plan to add trainings to the system for both SFSP and SNP beginning in January. You will receive an email with information on how to log into the system once it is ready to go for those programs. Once we have fully implemented the LMS, we will no longer be posting trainings on our webpages.
- Team of CANS staff attending USDA-State Agency workshop in Washington Dec in early December. It is a chance for us to hear and speak directly from the USDA national office and for them to hear from states.
- State offices are closed Friday, Dec. 23 and Monday, Dec. 26 for Christmas.

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

- We are wrapping up with approving CACFP applications. We will be sending out the CACFP approval letters soon!
- CACFP reviews are right around the corner! We will be notifying agencies who are on the review list soon! Additionally, CNR will be helping CANS conduct the CACFP reviews this year as well.

School Nutrition Program (SNP) & Seamless Summer Option (SSO) Reminders or Updates:

- **Produce Safety University: 2023** Nominations of State agency and district-level child nutrition professionals are under way. PSU is a [one-week training course](#) designed to help school food service staff identify and manage food safety risks associated with fresh produce. PSU addresses produce purchased from traditional suppliers, direct from farmers, and through the DoD Fresh program. The course was developed by USDA's FNS and [Agricultural Marketing Service](#). Five sessions will be offered during February, March, April, and May. Nominations are due via this [Microsoft Form](#) by December 6, 2022. If you are selected as a nominee from South Dakota, you will be asked to complete a nomination form for USDA.
- **SAVE THE DATE – Upcoming Trainings:**
 - Basic Procurement Jan. 10th 1:30-3pm
 - Advanced Procurement Jan. 24th 1:30-3pm.
 - SNP Summer (in person) Training in Pierre- June 13-15, 2023
 - Training registration will be released soon – we will send it out in a CANS News email – so keep an eye out!
- **Families who fail to apply for F/R meals, ([Eligibility Manual for School Meals, page 42](#))**
 - “local school officials may complete an application for a child known to be eligible for meal benefits if, after household applications have been disseminated, the household has not applied. This option is intended for limited use in individual situations and must not be used to make eligibility determinations for categories or groups of children.”
 - This option is commonly used when for households that are known by the school to be in crisis, are eligible for free or reduced meals, but have not submitted an application.
 - School completes the application on behalf of the child based on the household size and income information or Other Source Categorical Eligibility status known to the official. The household must be notified that their child has been certified to receive free or reduced price benefits.
 - Application documentation must include the source of the information used by the school and must be recorded on the application. Not required on the application are: Names of household members, the last four digits of the Social Security Number, and the signature of an adult household member.
- **Fresh Fruit and Vegetable Program**
 - A small amount of funding was available to help cover over-expenditures from the first allocation (August and September); schools receiving this funding will notice the September FFVP claim re-submitted by the CANS office
 - Additional October funding has been received; we will be providing additional funds to schools that have not previously received the maximum amount available; an email will be coming in early December indicating the additional amount, if applicable, and amount remaining
- **School Nutrition Program Equipment Grant**

- Thank you for mailing in equipment grant applications; the applications will be reviewed and scored; We will look to notify schools by the end of December
- As a reminder, selected applicants must use equipment grant funds must be used by June 30, 2023
- **Request For Proposal for Food Service Management Company Contract**
 - We are in the final stages of the Request For Proposal/Fixed Price contract prototype update, and expect to share it with Agencies by mid to end of Dec. There are a handful of schools who will be required to complete a new RFP for SY 23-24, but this also a reminder to all Agencies that a new Request For Proposal may be initiated whenever necessary.
- **SNP Administrative and Procurement Reviews**
 - The ARs and Procurement Reviews are under way for this year. Mikayla sent out emails to schools letting them know if CANS or CNR would be conducting their review. Administrative Reviews will have an onsite component conducted by either CANS or CNR staff. CNR is reaching to schools to begin submitting their documents and get the review process started and you will be hearing from your CANS reviewer in the next few weeks.
- **SNP Approval Letters**
 - Similar to CACFP, the School Nutrition Program approval letters will be coming out shortly. These letters contain information that is useful during audits. You will want to be sure to save a copy of your approval letter for the current school year once they are sent out.
- **Supply Chain Survey from USDA**
 - On November 22, school Authorized Representatives should have received an email with a survey on supply chain issues and student participation from Qualtrics, a contractor of USDA. These surveys are due by January 6. Please complete the survey and share any issues that your district may be facing with USDA.

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

- Total Lunches Served (TLS) have been reconciled in iCAN. South Dakota received extra entitlement because of the TLS reconciliation. Many schools will see an increase in their entitlement. A DoD Fresh/FFAVORS Microsoft forms survey will be sent out in the coming weeks for agencies that have additional entitlement and want to readjust their DoD Fresh/FFAVORS allocations.
- It is the schools' responsibility to check their USDA Food order for shortages, overages and damages. Have your business manager or someone who knows what was ordered check in your district's USDA Foods order if you are busy. The drivers are new and are not quite familiar with the product yet. The wrong product is being placed at the end of the truck and schools are accepting it and not reporting extra cases or missing cases. Schools have 5 days to report shortages, overages, and damages on their USDA food deliveries. If you receive extra product, give it back to the driver (another school is expecting the product and will be shorted). If you do not report your shortage within the timeframe, your school district will be charged the processing fee and/or entitlement for product that wasn't received. If your delivery is on a Friday, the iCAN system counts Saturday and Sunday as part of the 5 days.
- The trucking company does not know school districts' holiday and conference schedules. If your school is not in session the week of your USDA foods delivery, let CANS know as soon as possible so the information can be emailed to the trucking company and a time for the delivery can be relayed to the food service director. Truck drivers have many deliveries to make and cannot make exceptions for every school. You may have to come in to accept the USDA foods delivery when school is not in session.

- Check your storage capacity before placing your monthly USDA Foods order. Once you place your order double-check it before the order form closes. Mistakes can happen. Trucking costs have risen and refusing products that you didn't think you ordered but did may be subject to unnecessary shipping costs charged to your school district.
- DoD Fresh/FFAVORS orders need to be receipted within two days of your delivery. If you have a shortage or damaged product, email the vendor, dla representative, and the state agency immediately. The vendor will let you know what to do with damaged DoD Fresh/FFAVORS product. The DoD Fresh/FFAVORS complaint process document has been updated on the CANS website, USDA Food Distribution for Child Nutrition Programs page at the following link <https://doe.sd.gov/cans/documents/DoD-Complaint.pdf>.

Summer Food Service Program (SFSP) Reminders or Updates:

- Summer is right around the corner! If you are interested in operating the Summer Food Service Program for Summer 2023, you should begin your prep work now. Reach out to CANS if you have any questions regarding the SFSP. Now is a great time to begin looking at your eligibility for SFSP to ensure that your sites are still eligible.

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: January 5, 2023
 - Join Zoom Meeting (Recurring every Thursday 2-4pm) <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)
Find your local number: <https://state-sd.zoom.us/u/adtnoWDDK8>
Passcode: 415931
Dial by your location +1 312 626 6799 US (Chicago)
Find your local number:
- Crash Course with CANS
 - 12/8 – Local Procurement
 - 12/15 – Planning for Summer Feeding (SFSP & SSO)
 - 1/12 – Preventing/Limiting Food Waste
 - 1/19 – Procurement Plan, Prepping for Next Year's Purchases
 - 2/9 – Food Distribution Program Annual Surveys
 - 2/23 – Fresh Fruit and Vegetable Program Basics – How to Operate the Program

School Nutrition Program 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 can credit for 15 minutes of training. Learning Topics discussed during this call were:
3000 Administration: 3200 Program Management – 15 minutes