



Child & Adult Care Food Program

Claim Manual (Centers)

Website <https://ican.sd.gov/ican/PublicSplash.aspx>



Learning. Leadership. Service.



The iCAN system is for the child nutrition and food distribution programs operated in the state of South Dakota. If you have questions regarding iCAN or operating a child nutrition program, please send an email to DOE.iCANhelp@state.sd.us.

You can find more information about the child nutrition and food distribution programs in South Dakota on the [SD Department of Education, Child and Adult Nutrition Services website](#).

Returning Users: Log On

If you have been authorized for iCAN, Please press the button below to be redirected to the **South Dakota Secure Portal**.

To The Portal

Links

- [Department of Education](#)
- [Child and Adult Nutrition Services \(CANS\)](#)
- [Interested in Applying?](#)
- [Transparency Reports - SNP](#)
- [Transparency Reports - SFSP](#)
- [Transparency Reports - CACFP](#)

Internet Browser

- To ensure proper function of the iCAN system, please use Chrome or Firefox internet browsers. Most versions of Internet Explorer are no longer supported by Microsoft and can cause errors with the iCAN system.

Questions?

- If you have problems with this site, contact 605-773-3413 or DOE.SchoolLunch@state.sd.us, to be directed to a program specialist for assistance.

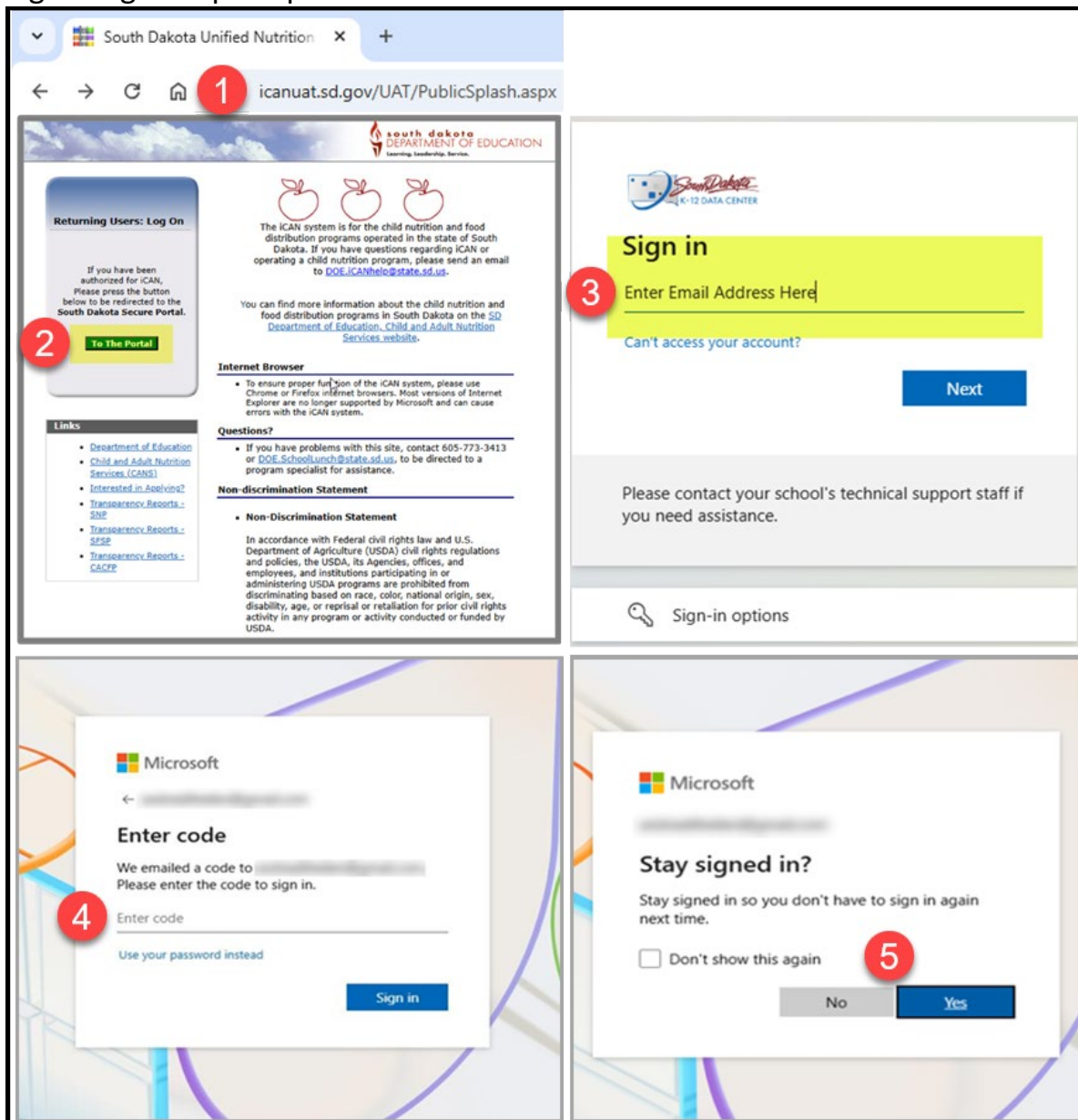
Non-discrimination Statement

- **Non-Discrimination Statement**

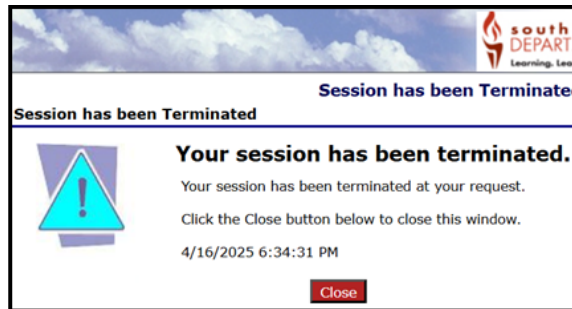
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Logging into the iCAN System

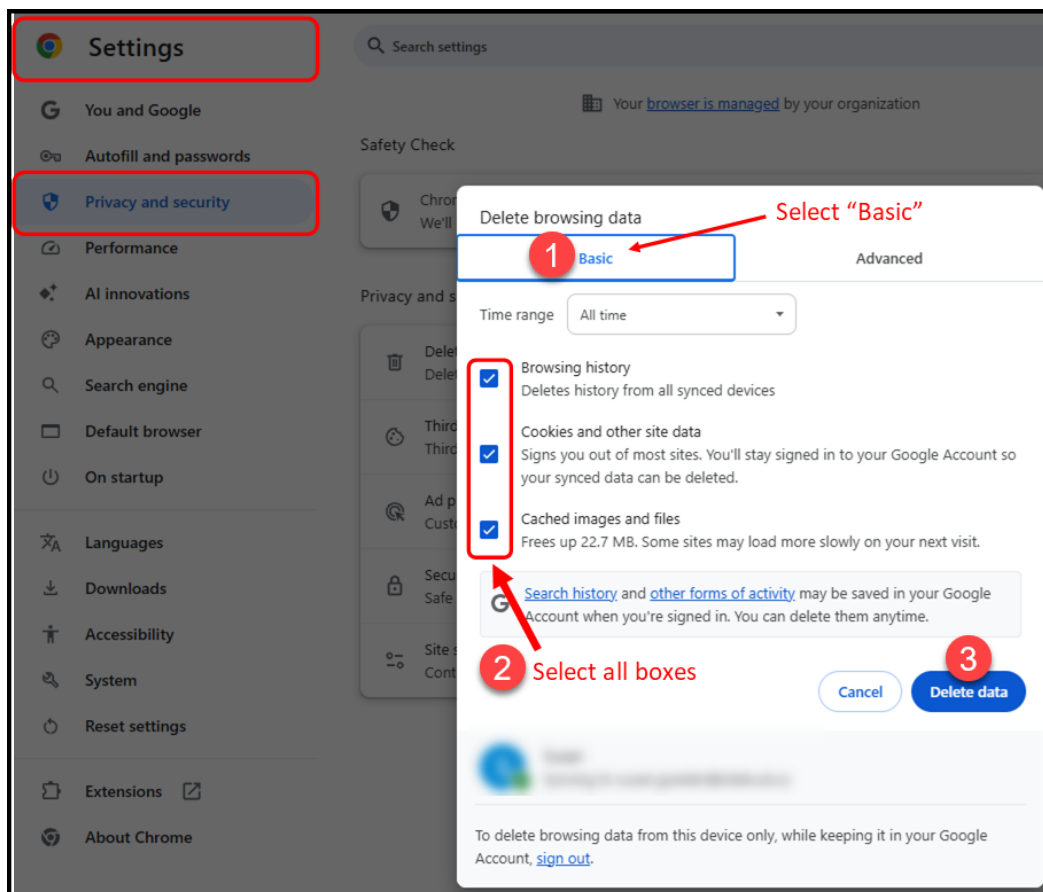
- 1) Access the iCAN System by entering the URL in your web browser:
<https://ican.sd.gov/ican/PublicSplash.aspx>
- 2) Click the green “To the Portal” button
- 3) Enter your email address in the “Sign In” box
- 4) Check your email and enter the verification code
- 5) Choose whether or not to stay signed in by selecting Yes or No
- 6) Sign in again if prompted.



How to Resolve a Session Error in iCAN



1. If either of the messages above appear, clear your browser data:
 - a. With the error page open, **press CTRL + Shift + Delete** on your keyboard.
 - b. A “Clear browsing data” window will appear. (Follow the steps shown in the image below.)



2. After clearing your browser data, enter the iCAN URL: <https://ican.sd.gov/ican/PublicSplash.aspx> in your web browser to return to the iCAN homepage. Then try logging in again.
3. If the problem persists, please email DOE.iCANHelp@state.sd.us or call 605-773-3413 for assistance.

If sign in is successful, scroll to the bottom of the page and select the green “Continue” button (see image below).



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Non-discrimination Statement

▪ Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

(1) correo U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; o

(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

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Continue

 **click here**


- 7) Once you successfully log on, the *iCAN* Programs page is displayed. Click on the specific tile you wish to access. In this instance, click on *Child and Adult Care Food Program*.




TIP: Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen at all.


To request a new User ID, update user access, or change contact information for an existing user in the iCAN system, please complete and submit an [iCAN User ID Request Form](#). If you have questions, you can call (605) 773-3413 or email doe.icanhelp@state.sd.us. To avoid delays, please follow the instructions on the form to properly complete and submit this request.

Child and Adult Care Food Program



Applications | Claims | Compliance | Reports | Security | Search

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Year |
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Log Out



Welcome to the iCAN
CACFP Home Page

As you log into iCAN, you may notice some changes. No need to panic! iCAN is changing the look of the homepage to comply with the Americans with Disabilities Act (ADA).

Monthly Claims for Reimbursement

- Claims are due in the iCAN system on the 10th day following the claim month (e.g. September claim is due by October 10th). Claims will be locked in "view only" on the next business day. If the 10th falls on a weekend or holiday, claims are due by 8 AM CT on the following business day after the weekend or holiday, after 8AM CT claims will be locked in "view only" until payment processing is complete.

Upward Claim Revisions

When errors have been made on the original claim submitted, Sponsors may submit a revision to that claim. Revised claims for an upward adjustment in reimbursement must be submitted within 60 days after the end of the claiming month (see Claim Due Dates chart above). Federal guidance can be found under 7 CFR 210.8(b)(1)(4), 215.10(b), 220.11(b), 225.9(d)(6), 226.10(e).

Guidance for Local and State Agencies on [60-Day Claim Submission and 90-Day Reporting Requirements](#) for Child Nutrition Programs updated on August 2018. A copy can be found at <https://www.fns.usda.gov/cacfp/policy> and find USDA FNS memo numbers SP20-2018, CACFP14-2018, SFSP07-2018

Questions? Please contact Stacey Booth at (605) 773-3456 or stacey.booth@state.sd.us

-Select Program Year that is located at the top on the right side. It will automatically default to the most current open year.

Child and Adult Care Food Program



Applications | Claims | Compliance | Reports | Security | Search

 Programs |
Year |
Help |
Log Out

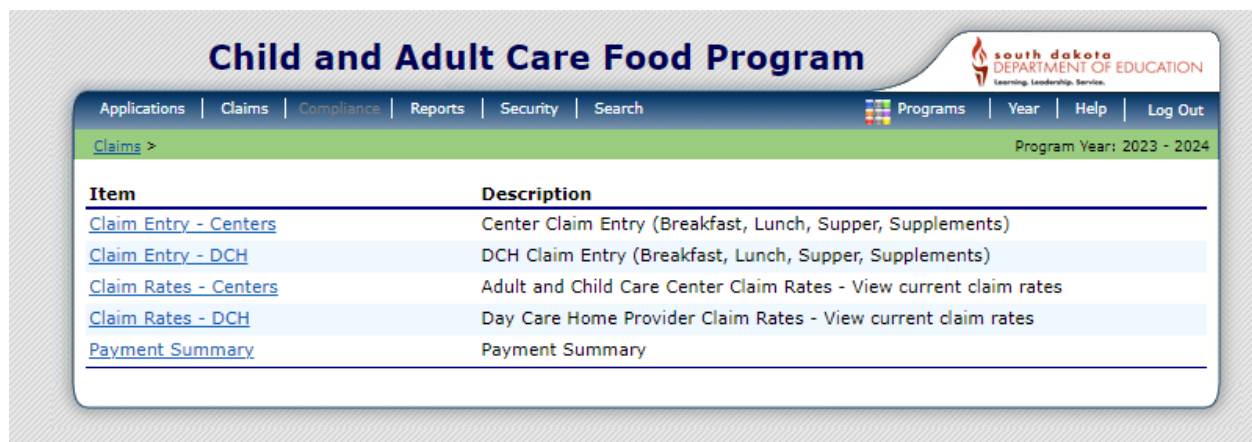


Welcome to the iCAN

-Click on Claims at the top on the left side.



-Under Item, select the program claim you wish to process.



- This screen is set up to individual user's rights, you may not have permissions to all the selections listed above.

CACFP Claim Year Summary Page

The claim months are listed on the page. Any months that are **greyed out** means that you are not able to enter in meals for that specific month. They will come open automatically each month as they are allowed.

Child and Adult Care Food Program

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Claims > Claim Year at a Glance - Centers >

Program Year: 2023 - 2024

Child & Adult Care Food Program


Claim Year Summary for 2023 - 2024

Eligible claims need to be entered into the system prior to 60 days. After 60 days the system will give an ERROR with a message letting you know that it is past the **60-day deadline guidance**. At the end of this document, there is a list of Claim Due Dates.


-Click on Claim Month.

-Click on the “Add Original Claim” box at the bottom of the screen.

Child and Adult Care Food Program



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 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Claims](#) > [Claim Year at a Glance - Centers](#) >
 Program Year: 2023 - 2024

Child & Adult Care Food Program

Claim Month Details for March 2024

Claim Month: March 2024


Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

[< Back](#)
[Add Original Claim](#)


-If there is more than one site listed under your school, the Site and School Name will be listed.

-Under Actions click on "Add"

Child and Adult Care Food Program



[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Claims](#) > [Claim Year at a Glance - Centers](#) >
 Program Year: 2023 - 2024

DELETE

Child & Adult Care Food Program

Claim Site List for March 2024

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2024	0				

Internal Use Only

Actions	Site #	Site Name	Type	Errors	Status
Add	0001	BOYS & GIRLS CLUB	AR		

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[Continue](#)

DELETE

Enter the information into the CACFP Site Claim Report

Child Care Center

– Attendance Reporting

Total Days of Operation

Total Attendance

-Number of enrolled participants in each reimbursement category

Free Category

Reduced Category

Paid Category

-Child Meals/Snacks Served – enter total number of meals served in each category for the claim month

At Risk

– Attendance Reporting

Total Days of Operation

Number of Enrolled (Free)

Total Attendance

At Risk Meals/Snacks Served

Lunch

Snack

The system will total all the meals that have been entered into the 3 categories. This page does not show the total reimbursement amount. The totals with reimbursements will show in the Summary report.

**Child & Adult Care Food Program
Site Claim Report for March 2024**

<div></div>	
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Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Mar 2024	0				

Child Care Center

Attendance Reporting

	Quantity
C1. Total Days of Operation:	<input type="text" value="0"/>
C2. Total Attendance:	<input type="text" value="0"/>
C3. Average Daily Attendance:	0
C4. Number of Shifts:	2

Number of enrolled participants in each reimbursement category

	Quantity
C5. Free Category:	<input type="text" value="0"/>
C6. Reduced Category:	<input type="text" value="0"/>
C7. Paid Category:	<input type="text" value="0"/>
C8. Total Enrolled:	0

Child Meals / Snacks Served

	Free (A)	Reduced (B)	Paid (C)	Total (A + B + C)
C9. Breakfast:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
C10. AM Snack:	0	0	0	0
C11. Lunch:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
C12. PM Snack:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
C13. Supper:	0	0	0	0
C14. Evening Snack:	0	0	0	0

At Risk

Attendance Reporting

	Quantity
AR1. Total Days of Operation:	<input type="text" value="0"/>
AR2. Number of Enrolled (Free):	<input type="text" value="0"/>
AR3. Total Attendance:	<input type="text" value="0"/>
AR4. Average Daily Attendance:	0
AR5. Number of Shifts:	1

At Risk Meals / Snacks Served	
	<u>Free</u>
AR6. Breakfast:	0
AR7. Lunch:	<input type="text" value="0"/>
AR8. Snack:	<input type="text" value="0"/>
AR9. Supper:	0
Internal Use Only	
Comments:	
<input type="text"/>	

-Click the Save Button at the bottom of the page.

Save
Cancel

When the information is saved, the system will do edit checks for input errors. These errors may include entry errors such as invalid data for if you enter a greater number of eligible enrolled children, or greater number of operating days. The system checks for error severity that indicates whether an error is considered an Error or a Warning. Errors that appear in red must be corrected before the claim can be submitted. Warnings appearing in blue indicate an “out of the ordinary” data value. Please look over warnings and make sure claims are submitted correctly before submitting for payment. Warning errors do not need to be corrected prior to the claim submission.

-Click **Correct Now**

Here it shows examples of red errors and blue warnings. The red error will need to be corrected before you will be able to submit the claim. Check on the blue errors also just to make sure you entered the correct information.

**Child & Adult Care Food Program
Site Claim Report for November 2020**

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Code	Error Description
323860	Head Start 'Total Attendance' must be greater than 0 if meals are claimed.
323871	Head Start 'Total Enrollment' must be greater than 0 if meals/snacks are claimed.
323955	Total Head Start Lunch cannot be greater than 'Total Attendance'.
323980	Total Head Start PM Snack cannot be greater than 'Total Attendance'.
324054	Summation of all Head Start meals exceeds: Total ADA x Total number of days x 3.

**Child & Adult Care Food Program
Claim Site List for July 2022**

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Code	Error Description
302	Upward adjusted claim cannot be submitted if received date is more than 60-days since last day of claim month/year.

Code	Error Description
23307	NSLP: Reduced Price Lunches Served cannot exceed (Number of Children Approved for Reduced Price Meals x Number Operating Days).
23398	NSLP: Number Operating Days cannot exceed the Days of Operation calculated from the Site Application
23432	SBP: Paid Breakfasts Served is greater than ((Number of Enrolled Children - Number of Children Approved for Free Meals - Number of Children Approved for Reduced Price Meals) x Number Operating Days).
23498	SBP: Number Operating Days cannot exceed the Days of Operation calculated from the Site Application

Code	Warning Description
23318	NSLP: Free Lunches Served is greater than (Number of Children Approved for Free Meals x Attendance Factor x Number Operating Days).
23319	NSLP: Free Lunches Served equals (Number of Children Approved for Free Meals x Number Operating Days).
23328	NSLP: Reduced Price Lunches Served is greater than (Number of Children Approved for Reduced Price Meals x Attendance Factor x Number Operating Days).
23438	SBP: Paid Breakfasts Served is greater than ((Number of Enrolled Children - Number of Children Approved for Free Meals - Number of Children Approved for Reduced Price Meals) x Attendance Factor x Number Operating Days).

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2024	0				

School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	10
G2. Number of Children Approved for Reduced Price Meals:	5

National School Lunch Program

L1. Number of Enrolled Children:	45
L2. Number Operating Days:	20
L3. Reimbursable Lunches Served	
a. Free Lunches Served:	200
b. Reduced Price Lunches Served:	125
c. Paid Lunches Served:	350
d. Total Lunches Served (a + b + c):	675
L4. Lunches Non-reimbursable: (e.g. adults, senior citizens, child care, second lunches)	0

School Breakfast Program (Regular Reimbursement)

B1. Number of Enrolled Children:	45
B2. Number Operating Days:	20
B3. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	100
b. Reduced Price Breakfasts Served:	95
c. Paid Breakfasts Served:	620
d. Total Breakfasts Served (a + b + c):	815
B4. Breakfasts Non-reimbursable: (e.g. adults, senior citizens, child care, second breakfasts)	0

-Click **Continue** at the bottom.

On the right hand side you will see the claim status is Validated.

2023 - 2024 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2024	0				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Modify	0001			Validated
Add	0002			
Add	0004			

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Continue

Upload Claim Data

Re-Process

DELETE

If you have more than one site, you will continue with instructions listed above until you have completed entering meals for all the approved sites. Once you have all the sites information entered:

-Click **Continue**

The system will show you the total meals served for each meal category with the federal rate and the Reimbursement Federal Amount. The Claim Reimbursement Total will be listed toward the bottom of the page.

**School Nutrition Programs
Claim Month Details for January 2024**

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2024	0				

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	215	4.2500	913.75
Reduced	90	3.8500	346.50
Paid	550	0.4000	220.00
Total	855		1,480.25
Performance-Based Reimbursement (Lunch)			
Claimed	855	0.0800	68.40
Adjusted	0	0.0800	0.00
Total	855		68.40
School Breakfast Program			
Free	160	2.2800	364.80
Reduced	80	1.9800	158.40
Paid	680	0.3800	258.40
Total	920		781.60
Claim Reimbursement Total			2,330.25

Certification

- ☐ By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

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[Submit For Payment](#)

On the bottom of the screen, you will need to check the box under Certification.

-Click on **Submit for Payment**

School Nutrition Programs

Claim Month Details for January 2024

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2024	0	01/24/2024	01/24/2024		Original

Confirmation Number: **APJELD**

Thank you for your **January 2024** Claim Submission.

An email confirmation has been sent to: [Redacted]sen@k12.sd.us

Finished

This screen will appear showing you the confirmation number and who this email will be sent to. We recommend that the email be saved for verification that all information was accepted prior to the 60 day guidance.

-Click **Finished**

Here you will see the Claim month has been accepted with a date listed.

2023 - 2024 SNP Claim Month Details

Claim Month: January 2024

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	01/24/2024	01/24/2024		\$2,330.25	Accepted
Total Earned					\$2,330.25	

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-Click Back

On the Claim Year Summary page, it will show “Accepted”. That means your claim is ready to process. **If it shows “Pending”, that means you have not finished your claim and it will not be paid.** Pending state means it is not completed and cannot be processed. If not caught in time, it can pass the 60 day deadline where the claim will no longer be valid for payment.

If you do not see “Accepted” go back into the claim and go through the steps to ensure every site has a validated status and then continue through by checking the certification box and submit for payment. Please make sure you submit your claims in a timely manner.

2023 - 2024 SNP Claim Year Summary					
					<<
Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2023					\$0.00
Aug 2023					\$0.00
Sep 2023					\$0.00
Oct 2023					\$0.00
Nov 2023					\$0.00
Dec 2023					\$0.00
Jan 2024	0	Accepted	01/24/2024		\$2,330.25
Feb 2024					\$0.00
Mar 2024					\$0.00
Apr 2024					\$0.00
May 2024					\$0.00
Jun 2024					\$0.00
Year to Date Totals					\$2,330.25
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Modifying Unprocessed Claims

Claims can be modified as many times as necessary until the claim has been processed by the State for payment distribution.

From the Claims menu, select the claim you are modifying, under Claim Items, select Modify.

2023 - 2024 SNP Claim Month Details

Claim Month: January 2024

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	01/24/2024	01/24/2024		\$2,330.25	Accepted
Total Earned					\$2,330.25	

Select the Site you wish to modify by clicking on Modify under Actions. Update the information, Save, and Continue.

2023 - 2024 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2024	0	01/24/2024	01/24/2024		Original

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Modify	0001	<div style="background-color: #4f81bd; width: 50px; height: 20px; display: inline-block;"></div> HIGH SCHOOL		Approved
View Modify	0002	<div style="background-color: #4f81bd; width: 50px; height: 20px; display: inline-block;"></div> RENCE ELEMENTARY		Approved
View Modify	0004	<div style="background-color: #4f81bd; width: 50px; height: 20px; display: inline-block;"></div> MIDDLE SCHOOL		Approved

DELETE

Check the Certification box at the bottom of the page and select the Submit for Payment button.

School Nutrition Programs Claim Month Details for January 2024



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2024	0	01/24/2024			Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
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National School Lunch Program

Free	215	4.2500	913.75
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Reduced	80	1.9800	158.40
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[Submit For Payment](#)

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School Nutrition Programs
Claim Month Details for January 2024



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2024	0	01/24/2024	01/24/2024		Original

Confirmation Number: **ATDDXF**

Thank you for your **January 2024** Claim Submission.

An email confirmation has been sent to: rsen@k12.sd.us

Finished

-Click Finished

Make sure the Claim Status shows "Accepted".

2023 - 2024 SNP Claim Year Summary

«

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2023					\$0.00
Aug 2023					\$0.00
Sep 2023					\$0.00
Oct 2023					\$0.00
Nov 2023					\$0.00
Dec 2023					\$0.00
Jan 2024	0	Accepted	01/24/2024		\$2,330.25
Feb 2024					\$0.00
Mar 2024					\$0.00
Apr 2024					\$0.00
May 2024					\$0.00
Jun 2024					\$0.00
Year to Date Totals					\$2,330.25

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Revise a Processed Claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within the 60 day deadline of the last day of the original claim month. Revised claims must be re-processed by the State regardless of their original claim status.

From the Claims menu, select the Claim Month you wish to revise.

2023 - 2024 SNP Claim Year Summary					
<div></div> <div></div>					
Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2023	0	Processed	08/13/2023	09/20/2023	\$2,784.73
Aug 2023	0	Processed	09/20/2023	09/20/2023	\$3,673.15
Sep 2023	0	Processed	10/05/2023	10/06/2023	\$26,501.11
Oct 2023					\$0.00
Nov 2023					\$0.00
Dec 2023					\$0.00
Jan 2024	0	Accepted	01/24/2024		\$925.05
Feb 2024					\$0.00
Mar 2024					\$0.00
Apr 2024					\$0.00
May 2024					\$0.00
Jun 2024					\$0.00
Year to Date Totals					\$33,884.04
<div>< Back</div>					

The claim month details screen displays.

-Click **Add Revision**.

2023 - 2024 SNP Claim Month Details						
<div></div>						
Claim Month: September 2023						
Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	10/05/2023	10/05/2023	10/06/2023	\$26,501.11	Processed
Total Earned					\$26,501.11	
<div> <div>< Back</div> <div>Add Revision</div> </div>						

Under Actions, select Revise to the left of the Site Name whose claim you wish to revise.

DELETE

2023 - 2024 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2023	1				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Revise	0001			Paid
View Revise	0002			Paid
View Revise	0004			Paid

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Continue

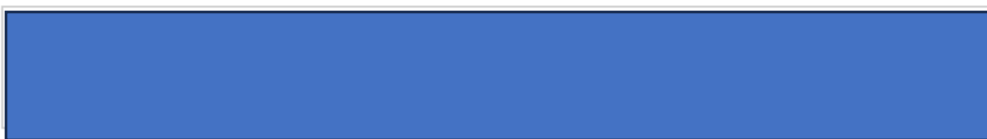
Upload Claim Data

Re-Process

DELETE

The Site Claim Report screen displays.

2023 - 2024 SNP Site Claim Report



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2023	1				

School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	62	41.660000 %
G2. Number of Children Approved for Reduced Price Meals:	0	0.000000 %

National School Lunch Program

L1. Number of Enrolled Children:	150	
L2. Number Operating Days:	18	
L3. Reimbursable Lunches Served		CEP %
a. Free Lunches Served:	937	41.660000 %
b. Reduced Price Lunches Served:	0	0.000000 %
c. Paid Lunches Served:	1,313	58.340000 %
d. Total Lunches Served (a + b + c):	2,250	100.000000 %
L4. Lunches Non-reimbursable:	36	
(e.g. adults, senior citizens, child care, second lunches)		

School Breakfast Program (Severe Need Reimbursement)

N1. Number of Enrolled Children:	150	
N2. Number Operating Days:	18	
N3. Reimbursable Breakfasts Served		CEP %
a. Free Breakfasts Served:	780	41.660000 %
b. Reduced Price Breakfasts Served:	0	0.000000 %
c. Paid Breakfasts Served:	1,092	58.340000 %
d. Total Breakfasts Served (a + b + c):	1,872	100.000000 %
N4. Breakfasts Non-reimbursable:	21	
(e.g. adults, senior citizens, child care, second breakfasts)		

Internal Use Only

Performance-Based Reimbursement Meal Count Adjustment (Lunch):

Internal Comments:

Make the necessary changes to the claim.

Select **Save** and **Continue**.

The claim month screen displays. Review the information. To submit the revised claim, check the Certification box and select the Submit for Payment button.

**School Nutrition Programs
Claim Month Details for September 2023**



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2023	1				

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	3,595	4.2500	15,278.75
Reduced	0	3.8500	0.00
Paid	5,035	0.4000	2,014.00
Total	8,630		17,292.75
Performance-Based Reimbursement (Lunch)			
Claimed	8,630	0.0800	690.40
Adjusted	0	0.0800	0.00
Total	8,630		690.40
School Breakfast Program			
Free	2,124	2.2800	4,842.72
Reduced	0	1.9800	0.00
Paid	2,976	0.3800	1,130.88
Total	5,100		5,973.60
School Breakfast Program Severe Need			
Free	780	2.7300	2,129.40
Reduced	0	2.4300	0.00
Paid	1,092	0.3800	414.96
Total	1,872		2,544.36
Claim Reimbursement Total			26,501.11

Certification

- ☐ By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

[< Back](#)
[Submit For Payment](#)

-Click **Finished**.

Make sure the claim shows "Accepted". It will be processed with the next round of payments.

Viewing a Claim

From the Claim Year Summary, select the claim month, the claim month will display. Under Actions, select View to the left of the site name to view to only view the site meals information.

Viewing Claim Summary

The Claim for Reimbursement Summary allows the user to view a summary of the month's claim in an easy-to-read or print format. It shows total meals for all sites, plus the federal reimbursement rates and total claim reimbursement amount. This page will only show once the claim has been accepted or processed. No modification can be made from this page.

For site information, click on "Show Site Meal Details" at the bottom of the screen. This will show each site and all the claimed meals divided out by free, reduced and paid.

Deleting a Claim

If the sponsor has entered a claim in error and the claim has not been included in the batch payment process (i.e. the status of the claim shows processed) the claim can be deleted.

From the Claims menu, select the claim month, the claim month will display on the screen. Select View, and then select Delete at bottom right hand corner. The system transfers the user to the bottom of the screen and a warning message is displayed. Select the Delete button at the bottom of the page. Make sure your claim has been deleted by going back to the Claim Year Summary page to see if it is gone.

Claim for Reimbursement Due Dates and Important Information

Reimbursement rates for the program year are available on the CANS website. Claims for reimbursement are filed through the iCAN system. Please contact Child and Adult Nutrition Services at 605-773-3413 or DOE.SchoolLunch@state.sd.us if you have questions about claims or claim submission. You can find additional federal guidance on your program webpage. To receive reimbursement each sponsor agency will submit a monthly Claim for Reimbursement by the 10th day following the last day of the month covered by the claim month. If for some reason, you cannot submit claims by the due date, the sponsor agency has no later than 60 days from the end of the month served to file claims and receive reimbursement. Agencies have 60 days to file a revision if you find an error in the claim for reimbursement. Final Reimbursement Claim Submission Deadline – 60 Days Final claim for reimbursement shall be submitted in the iCAN system no later than 60 days following the last day of the full month covered by the claim. When the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day.

Claim Month	Due Date	(60 days) Final Deadline
July	Aug. 10	Sept. 29
August	Sept. 10	Oct. 30
September	Oct. 10	Nov. 29
October	Nov. 10	Dec. 30
November	Dec. 10	Jan. 29
December	Jan. 10	Mar. 1**
January	Feb. 10	April 1**
February	Mar. 10	April 29
March	April 10	May 30
April	May 10	June 29
May	June 10	July 30
June	July 10	Aug. 29

**during a leap year, the due date is one day earlier

Effective October 2018:

Upward Revision When errors have been made on the original claim submitted, sponsors may submit a revision to that claim. Revised claims for an upward adjustment in reimbursement must be submitted within 60 days after the end of the claiming month (see Claim Due Dates chart above). Federal guidance can be found under 7 CFR 210.8(b)(1)(4), 215.10(b), 225.9(d)(6), and 226.10(e)

Effective April 2016:

Claims are due in the iCAN system on the 10th day following the claim month (e.g. September claim is due by October 10). Claims will be locked in “view only” on the next business day. If the 10th day falls on a weekend or holiday, claims are due by 8 AM CT on the following business day after the weekend or holiday, after 8 AM CT claims will be locked in “view only” until payment processing is complete.

Four-day week schools: Note that meals can be claimed only on days when classes are held that meet the state requirements for class time.