
SFSP APPLICATION PROCESS 2022

DEPARTMENT OF EDUCATION – CHILD AND ADULT NUTRITION SERVICES
JANUARY 27, 2022



south dakota
DEPARTMENT OF EDUCATION

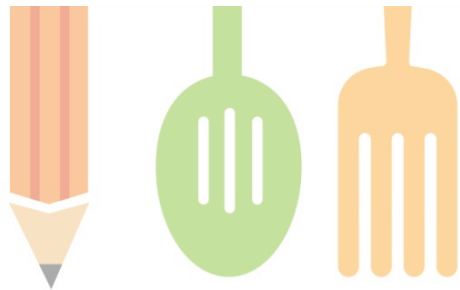
Learning. Leadership. Service.



Announcements



- Training registration due January 31
- Offering options for new sponsors





**Poll #1-Please pick the
correct answer**



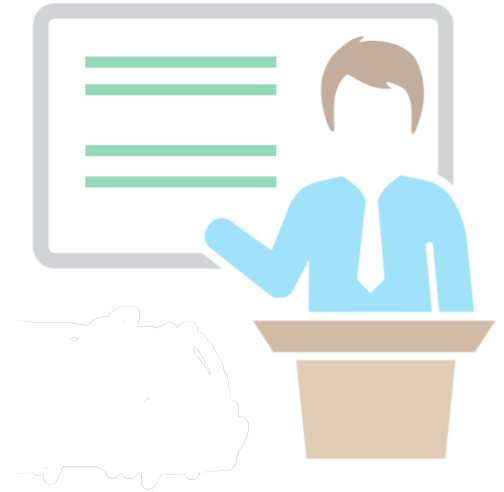


Poll #1- Correct Answer

- After the administrative training I will have to set aside time to train my staff for SFSP operations and civil rights, fill out the iCAN application and receive approval before I can start program operations.
- No trained staff-no site operation
- Must train new staff before assign them to their job.

Training requirements

- Admin Training mandatory:
 - SFSP Administrative staff
 - Authorized Representative
 - Summer Contact
 - FSMC representative
- Training of the site staff based on their job function; civil rights training is a must for all.





Training requirements

- [SFSP Administration Guide](#) pages 107-113 and 175-178
- [Civil Rights Training](#) recording; [Civil Rights Training](#) slides





Waivers for 2022

- Meal service times waiver
- Area eligibility waiver for closed enrolled sites
- First week visit waiver
- OVS waiver



Poll #2- What is the #1 thing to pay attention to during iCAN application?





Poll #2- Correct Answer

- **To follow the application sequence.**
- No error-next part.
- To read all the questions thoroughly before answering.
- To read the application guide before starting the application.

iCAN application

- Application Packet Sequence

The screenshot displays the 'Summer Food Service Program' application interface. At the top, the title 'Summer Food Service Program' is centered. To the right is the logo for the South Dakota Department of Education, with the tagline 'Learning. Leadership. Service.' Below the title is a navigation bar with links for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', 'Search', 'Programs', 'Year', 'Help', and 'Log Out'. The 'Year' link is highlighted in green. Below the navigation bar is a red bar with the text 'Select Year >'. The main content area is titled 'Year Select' and contains a list of year ranges. The first item, '2021 - 2022 < Selected', is highlighted in yellow. The other items are '2020 - 2021', '2019 - 2020', '2018 - 2019', '2017 - 2018', '2016 - 2017', '2015 - 2016', and '2014 - 2015'.

Select Year
2021 - 2022 < Selected
2020 - 2021
2019 - 2020
2018 - 2019
2017 - 2018
2016 - 2017
2015 - 2016
2014 - 2015

iCAN application



The screenshot displays the iCAN application interface. At the top, there is a navigation menu with the following items: Applications (highlighted), Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the menu, there is a sub-menu for 'Applications >' and a 'Program Year: 2020 - 2021' indicator. The main content area features a table with two columns: 'Item' and 'Description'. The 'Application Packet' item is highlighted in yellow. A red callout box with the text 'PY 2021-2022' points to the 'Application Packet' row.

Item	Description
Sponsor Manager	SFSP Sponsor's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Sponsor and Site)
Application Manager Dashboard	Application Management Tool
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

iCAN application

Application Packet

Organization name and details

2021-2022

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Enrolled

«

Annual Audit form has not been submitted for this Sponsor's prior fiscal year.

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
Add	Sponsor Application		Not Started

< Back

Show Packet History



iCAN application

Internal Comments:

Comments to Sponsor:

[VIEW](#) | [MODIFY](#) | [DELET](#)

The Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.

iCAN application

Annual Audit form has not been submitted for this Sponsor's prior fiscal year.

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Error
Add	Budget Detail		
View Revise	✓ Attestation Statement	Original	Reviewed
Details	Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (4)		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		
Details	Attachment List		
Details	NDL Application Packet Dashboard		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

iCAN application-Management Plan

Administrative Personnel

Duties performed	Number of personnel in this position	Training Date (provided by CANS)
Overall Management	1	03/16/2021
Claims Preparation	1	03/16/2021
Accounting	1	03/16/2021
Training/Monitoring	1	03/16/2021

CANS Training date: experience d sponsor 3/8/2022

Operational Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by CANS)
Site Supervisor	2	04/28/2021
Volunteer(s)		

Training you provide to your staff. This must match what you submit on your training sheet.



iCAN application-Site Application

31. Site Type: Open

32. Eligibility Method: Census Data

33. Primary service provided by this site: Recreation

If Service is Other, describe:

34. If School Data is selected, provide the complete name of the school district, school name, and the number of free and reduced-price eligible students from which this site will draw its attendance.

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals: %

For CEP - Percentage of Enrollment Eligible for Free Meals (ISP X Factor): %

Program Year of School Data:

Month:

***NOTE: if month other than October, upload documentation in ATTACHMENT LIST of the Application Packet.**

35. If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.

36. If census data is the selected eligibility method, enter the following:

Census Tract Number: 46101959700

Block Group Number: 461019597002

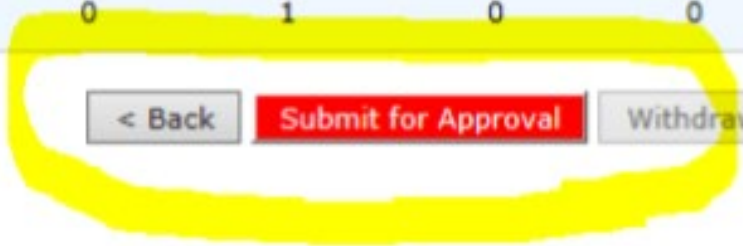
Percentage of Needy Children: 59.60 %

37. If Restricted Open or Closed-Enrolled is selected as Site Type, provide reason for operating this type of site.

iCAN application

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (6)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1



< Back

Submit for Approval

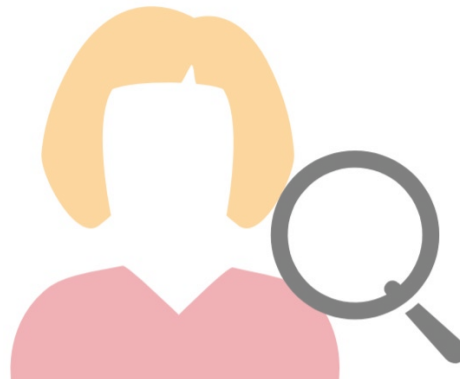
Withdraw Packet

Show Packet History



iCAN application

- Uninterrupted time.
- iCAN app packet guide
- Reach out to your Program Specialist.





Poll #3- How confident are you with the iCAN application?





CANS SFSP website

- Any updates: <https://doe.sd.gov/cans/sfsp.aspx>
- New documents



THANK YOU FOR JOINING US TODAY!

QUESTIONS?

PLEASE CONTACT BRIGITTA BLY

- CALL: 605-367-5295

- EMAIL: brigitta.bly@state.sd.us

Survey:

<https://www.surveymonkey.com/r/KBN2927>

THANK YOU !

<https://doe.sd.gov/cans/>

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(1) mail: 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; or

(3) email: program.intake@usda.gov.

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