

Email Communication to Sponsors Regarding History Reports for USDA Foods:

Subject: USDA Foods History Reports

This email is being sent to All Program Contacts, Billing Contacts and Ordering Contacts listed on the iCAN website.

It is that time of year again when business managers are looking for the history reports from our office.

- iCAN - <https://ican.sd.gov/ICAN/Splash.aspx>, you will be able to find the United States Department of Agriculture (USDA) products purchased through our office by reviewing chapter 10 reports or chapter 3 contract entitlement in the Food Distribution (FD) iCAN manual.
 - Each person should have their own access to iCAN, and should **not** share their information.
- For those schools that have been purchasing Fresh Fruits And Vegetables Order Receipt System (FFAVORS) product, you will want to access your history reports through the FFAVORS website: <http://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>. If you do not have access to this website you will need to contact Karen Kenton at 303-961-1235 or karen.kenton@dla.mil.

If you do not have access to iCAN you will need to work with your food service director to access these reports or request access to iCAN with the new user agreement found on the CANS website.

As we are closing the 2014-15 school year and getting the 2015-16 up and available, time is very precious to everyone. The **first online order** for **September delivery** will **open July 13th** and **close July 20th** at 9:00 am CT. Schools that have school year 2014-15 invoices due (review chapter 8, page 35) are placed on hold until payments are received.

Thank You!
Mark

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