

August 2019

CANS NUTRITION BULLETIN

Child and Adult Nutrition Services
SD Department of Education

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The Grapevine—A Note From Cheriee

Back to school we go! Welcome back returning and new school and sponsor agency staff!

Each summer seems to go by faster and faster. We had lots of great things going on with trainings in nearly all our Child Nutrition programs. Many of our staff attended national trainings and conferences with the USDA or with professional associations like National Commodity Supplemental Food Program Association, National CACFP Sponsors Association, and American Commodity Distribution Association to name just a few. These national conferences and meetings give CANS staff the opportunity to learn directly from the policy makers at the U.S. Dept. of Agriculture Food and Nutrition Service (USDA FNS), and to network and share resources with other states that operate the same programs.

Federal reimbursement rates for school/program year 2019-20 have finally been released by USDA FNS and you can find them posted on the CANS SNP or CACFP website. For SNP, this document also contains the per meal value of USDA donated foods for both National School Lunch Program.

Over the summer and into September we have a few changes in staff. We are excited to welcome our new SNP Assistant Director, Jan (Janice) Johnson the last week of August. Julie McCord our Summer Food Service Program specialist left us to work for another office in DOE. Melissa Halling our Child and Adult Care Food Program specialist will be leaving us in early September for an exciting job near Sioux Falls that still touches CACFP. We are all very sad to see Julie and Melissa leave us, but we will work hard to find qualified candidates to fill those positions. Be on the lookout for our new staff introductions in upcoming issues of this bulletin.

Allow me to end my greetings with an invitation. I would like to invite you to contact the CANS office if you have questions, issues, or concerns that come up now or in the future. It is our goal to provide high quality customer service. We want to help you operate your program to the best of your ability. After all, you all have the critical role of feeding the children and people in South Dakota.

It is time to dig in and get moving again but be sure to stop and enjoy the final moments of summer!

-Cheriee Watterson

South Dakota Sponsor Spotlight!

Is your school or agency is doing anything unique and interesting in your programs that you would like to share!? Do you want to be featured in our South Dakota Sponsor Spotlighting segment!? Submit any pictures along with a summary of the exciting events that you're doing to DOE.SchoolLunch@state.sd.us.

Brookings School District Receives Farm to School Grant

Congratulations to the Brookings School District for receiving a competitive Farm to School Grant that they will utilize to plan their Brookings Farm to Early Care and Learning Initiative. They were granted \$50,000 to work on farm to school initiatives. Check out the full list of awardees here: <https://fns-prod.azureedge.net/sites/default/files/resource-files/FY19-f2s-listofawardees.pdf>

iCAN

iCAN is the online Application, Claim and ordering system. If you have new or existing staff that need access to iCAN, an [iCAN User Request Form](#) will need to be completed and submitted to the CANS office at doe.icanhelp@state.sd.us

To ensure proper function of the iCAN system, please use Chrome or Firefox. Most versions of Internet Explorer are no longer supported by Microsoft and can cause iCAN to not work properly in all areas.

Check in With CANS Monthly Conference Call

Check in with CANS is a monthly conference call scheduled for the first Thursday each month at 2:30 PM CST. This call is open to all agencies on the Child Nutrition Programs. Each call will start with a report from CANS with hot topics, new guidance or program clarifications, and reminders of upcoming dates. There will also be time scheduled during each call for participants to ask questions. September 5 will be the first call of the 2019-20 school year.

Call in number: 866-410-8397. Participant code: 6507733610#.

Remember, you can use these calls toward your annual Professional Standards training requirements!

School Nutrition Programs Upcoming Trainings

Forecasting the Procurement of Foods

Pierre: October 9, 2019

General concepts about basic forecasting for the procurement of foods in Child Nutrition Programs are covered during this session. This training does not discuss federal regulations pertaining to the procurement system. Key topic areas:

- Stakeholders' responsibilities and expectations
- How menus determine goods and services that must be competitively procured
- Inventory management, product movement, and cost management
- Product categories, screening, and specifications
- CN labeling
- Accurate forecasting of products

TARGET AUDIENCE: Food Service Directors and Managers; Minimum of 25 participants needed.

AND

Procuring Local Foods for Child Nutrition Programs

Pierre: October 9, 2019

The Procuring Local Foods for Child Nutrition Programs training provides a basic overview of federal procurement principles and covers a host of topics related to sourcing and purchasing local foods. This training highlights the variety of mechanisms schools can use to purchase local products while staying in accordance with federal procurement regulations, and the many areas within a solicitation where schools can express their desire for local products.

Participants will leave with a solid understanding of how to target local foods when conducting both formal and informal procurements, use the Geographic Preference option, and use the

USDA Foods and DoD Fresh Programs to enhance local purchasing.

TARGET AUDIENCE: School Nutrition Directors; Minimum of 25 participants needed.

[Click Here to register for this training.](#) Registration deadline is September 4th, 2019.

NOTE: The cost of the instructors, training materials, and training facilities are covered by CANS. Participants are responsible for their own travel, meals, and lodging. These are legitimate and allowable expenses for the school food service program. No meals, beverages or refreshments will be provided at this training. Attendance can be counted toward Professional Standards hours.

Registration is a commitment to attend the entire workshop. If you are not an employee of an SFA please contact CANS (605-773-3413) before registering. Please complete the registration form so we have an accurate head count for the space.

New Training Opportunity—How to Approve Free and Reduced Apps

Our office has recently completed a short PowerPoint training to help you make determinations on Free and Reduced Price Applications. This training will take you on a step by step journey through the application approval process and provide you with some useful tips and tricks, and hints at commonly overlooked areas discovered during Administrative Reviews. At the end of the training you will be able to print out a certificate that credits towards your Professional Standards training hours. Don't forget to document the training in your Professional Standards Training Tracker once it is completed!

You can locate this training on the CANS-NSLP webpage at <https://doe.sd.gov/cans/nslp.aspx> listed under Trainings and Webinars, titled **How to Approve a Free and Reduced Price Application.**

iMATCH Training Webinar 9/5

We will be hosting a training webinar for the iMATCH, the system used to identify students directly certified with SNAP and TANF.

We will touch on how to obtain the direct certification list, notification letters, determining daily change, direct certification by site, the File Search feature, and how to use the Potential Matches tab.

[Click Here](#) for slides and notes to the training, or reference the document attached in the iMATCH email sent on 7/10/19.

Click the link below around 2:00PM CT on September 5 to participate. When prompted, use the full audio/video experience, and dial in using the phone number and Conference Code below.

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Call-In Number: [866-410-8397](#)

Conference ID: 6507733610

See the [Skype Attendee Instructions](#) when accessing the webinar.

Fresh Fruit and Vegetable Program Training 8/29

We will be hosting a training webinar for the Fresh Fruit and Vegetable Program. Participation is voluntary, but strongly encouraged for new participants, and anyone with questions about the FFVP.

We will touch on program requirements and promotion, claim submission, and other available resources. Anticipated training time is around an hour and a half.

Click the link below around 2:00PM CT on August 31 to participate. When prompted, use the full audio/video experience, and dial in using the phone number and Conference Code below.

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Call-In Number: [866-410-8397](#)

Conference ID: 5928755239

See the [Skype Attendee Instructions](#) when accessing the webinar.

New Eligibility Memo—SP 30-2019

On June 10, 2019 USDA Food and Nutrition Services (FNS) released a policy memo regarding students transferring from provision schools to non-provision schools (SP30-2019). A provision school is one where all students eat for free and those schools claim based on percentages because they have a high number of free and reduced students. The memo issued a reminder that it is now required for all SFAs to grant up to 10 days of eligibility carryover and free meals when a student transfers from a provision school to a non-provision school to provide time for the family to submit a free and reduced application. The State Agency is also allowing SFAs to extend this carryover for 30 days. This will go into effect on July 1, 2019. The CANS Office has put together a [list of all of the School Districts and Sites](#) within those districts that participate in a special provision to aid in providing those benefits to students. The CANS office will soon be releasing a memo regarding the State Agency implementation of the 30 Day eligibility carryover for Provision schools.

SY19-20 SNP Reimbursement Rates

The SY19-20 SNP Reimbursement Rates are posted on the CANS/NSLP Website: <http://doe.sd.gov/cans/nslp.aspx>. They can be found under the Application and Claim Information “plus sign.”

SNP iCAN Application Due Date

We ask that you had your application submitted by August 16, 2019. The final deadline for application submission is two weeks before the date you wish to submit a claim for reimbursement. For example, if you wish to submit a September claim on September 1, submit your application for approval on August 18. Meeting this deadline will ensure there is no delay in submitting your claim for reimbursement.

Register Now For the Great Crunch Off!



In celebration of October being Farm to School Month, states throughout the Mountain Plains Region (CO, MT, MO, KS, NE, UT, ND, SD, WY) are competing to see which state can get the most “crunches” into a local apple, or other local produce, per capita. Each state is designing its own event with its respective dates and times. Schools across South Dakota will be competing during the week of October 14-18.

As a Crunch Off participant, you will join students, teachers, farmers, parents, community members, and local food enthusiasts in celebrating the

wonderful produce the Mountain Plains Region has to offer. Your Crunch efforts will encourage healthy eating and support local agriculture while shedding light on the wonderful efforts of our food service partners.

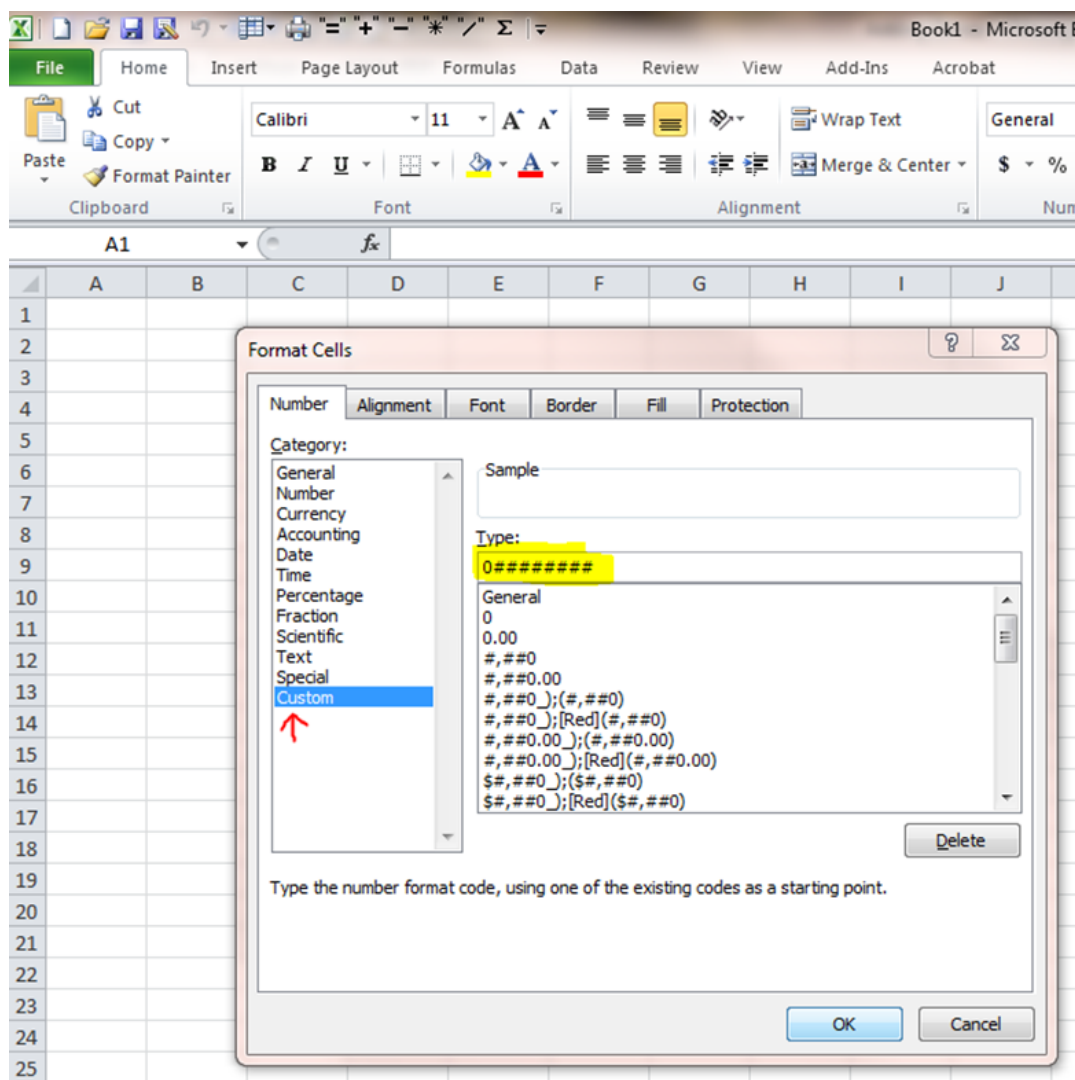
Registration is required for your crunch to be counted and to receive crunch resources: <https://www.surveymonkey.com/r/K8GHSSN>

iMATCH Tips—Exporting a File For Point of Service Upload

When exporting your direct certification list from iMATCH for a point of service system upload, please consider the steps and information below. If a student's ID number has a zero as the 1st digit, this zero will most likely not be displayed in an Excel export.

After exporting your student list to Excel, follow the steps below to add the front zero to all IDs.

1. Highlight the column which contains the student ID
2. Right click, select Format Cells
3. Select Custom from the Number tab
4. Type '0#####' (lead zero, followed by eight #'s), and click OK



Complete the Farm to School Census and Win a Sectionizer!

What is the Census?

This is the 3rd survey conducted by USDA's Food and Nutrition Service, which captures information about the level to which farm to school efforts are underway or increasing across the nation.

Why: The data collected is used for:

- academic research, policy making, promoting local food procurement, educating families on their school's support for local food, schools applying for F2S grants, and the USDA uses the information for future planning

Who: Every School District receiving National School Lunch Program (NSLP) funding should complete the Census, even if they currently do not participate in any F2S activities.

How: The survey is completed on-line, information can be saved and completed at a later time if needed.

When:

- September 2019 - SFA's will be contacted directly via e-mail with links to the survey.
- Early Nov 2019 - Survey ends
- Winter 2020 - Data analysis
- Spring 2020 - Census data released on-line

Incentives!

- Sectionizer (see top picture) - A drawing will be held in December for those schools that complete the F2S Census.
- Lettuce Spinner (see bottom picture) - 2nd drawing will be held for those schools that complete the census and also share with us a F2S/CN story/activity that they are currently doing. Please submit your story/photos to DOE.SchoolLunch@state.sd.us prior to December 1st, 2019.



National School Lunch Week 2019

Mark your calendars for National School Lunch Week 2019! NSLW19 will take place October 14-18th. The theme for this year's NSLW is "School Lunch: What's On Your Playlist!?". Check out next month's bulletin for more information and resources for you to celebrate National School Lunch Week!



Building for the Future with CACFP

Mealtime Memos for Child Care

The July 2019 issue of *Mealtime Memo for Child Care*, the monthly newsletter that includes menus, recipes, and activities related to child care, is now online at <https://theicn.org/icn-resources-a-z/mealtime-memo/>. The July 2019 issue is titled **Celebrate and Stay Alert**.

Child and Adult Care Food Program – 2019-2020 Renewal Applications

We are working on the 2019-2020 CACFP renewal application packets in the iCAN system. We are hoping to be ready to go live with them by early September this year. When the applications are ready we will send out an email to the authorized representatives for all CACFP agencies. We will also post a notice in the iCAN system, so you see it when you log in. The 2018-2019 application is valid through September 30, 2019 (the end of the program year for the CACFP). Feel free to contact our office if you would like more information or a current update on the status of the 2019-2020 packets.

Summer Meals Resources Available

The Summer Food website <http://doe.sd.gov/cans/sfsp.aspx> has multiple tips and helps to assist you as you promote summer food programs throughout the state.

Directly below the Summer Food Service Program page title is the link to the approved 'Free Summer Feeding Sites' in South Dakota in a spreadsheet and the National link to all in feeding sites in the USA including South Dakota in a mapping tool called 'USDA Summer Meal Site Finder'.

The gray title bar *SFSP Sponsor Newsletter* has links to the June 2019 newsletter which has lots of current information, including the 2018 Turnip the Beet Winners – congratulations to South Dakota's winner in the Bronze category – Vermillion School District.

Complete all required monitoring visits, the SFSP compliance reviews are underway and Site Visit must be completed within the first four weeks of your location starting.

Food Distribution Program

Welcome back to a new school year!

New Processors for Beef and Turkey Products:

South Dakota's contracts for Beef and Turkey were awarded this Spring. Beef was awarded to Tyson and the contract for Turkey was awarded to Jennie-O. The Beef and Turkey processed products that are now available to the schools are different than the products that were listed on the Annual Survey you completed in February. The new processed Turkey and Beef products are as follows:

Tyson—Beef

- 300102 Beef Crumbles - FC
- 300103 Beef Patties, Soy Added 2.15 oz
- 300104 Cooked Sliced Beef
- 300105 Beef Premium Charbroiled Burgers, 3 oz
- 300106 Beef Meatball .5oz – FC (Fully Cooked)
- 300107 Beef Taco Meat-FC (Fully Cooked)

Jenni-O Turkey Store

- 300400 TURK-Sliced Oven Roasted Breast
- 300401 Turkey Ham-Sliced
- 300403 Turkey -Pre-cooked Brst&Thigh Roast
- 300404 Turkey Ham, 1/2"-Diced
- 300407 Turkey & Gravy W/D Pre-cooked
- 300408 Pre-Cooked Ground Turkey

Product Specification sheets are found at: <http://doe.sd.gov/cans/documents/Jenni-O.pdf>

New Resources

Check out our new resources available on the CANS website at <http://doe.sd.gov/cans/fdp.aspx>. These new resources include SY 2019-20 Anticipated Orders, **SY 2019-20 Food Distribution Calendar**, Entitlement Calculations and Adjustments, Year End Report Guidance for Schools, and a DoD FFAVORS Complaint Process.

The Monthly Ordering Schedule for SY 2019-2020 can be found on the SY 2019-2020 Food Distribution Calendar at <https://doe.sd.gov/cans/documents/2019-calendar.pdf>.

SPEND, SPEND, SPEND

We encourage schools to start spending your entitlement early in the school year. The iCAN system is set up for every school to spend 105% of their entitlement. Please do not wait until April and May to use most of your entitlement, we plan to draw down inventory in the warehouse, so we don't have lots of food sitting over the summer getting old.

Past Due Invoices

Orders will be placed on Hold Status if invoices are not paid within 30 days of delivery.

Loss of USDA Foods

All losses of USDA Foods must be reported to the Child and Adult Nutrition Services office as soon as possible. This includes reporting USDA Foods that are lost as a result of a freezer malfunction.

Important Resources and links

- USDA Food Product Information Sheets— <https://www.fns.usda.gov/usda-fis/usda-foods-product-information-sheets>
- DoD FFAVORS log in— <https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>
 - New Federal Guidance has been issued for USDA DoD Fresh or FFAVORS. Only 75% of DoD survey requests will be available to use at the beginning of the year. They have found that many schools are not spending their entire FFAVORS entitlement requested on the annual survey. Schools that are good at using up their FFAVORS entitlement will receive their full allocation.
 - Joseph Miller and Karen Kenton are South Dakota's DLA representatives. You can contact Joe at joseph.j.miller@dla.mil or 270-407-9457 or Karen at karen.kenton@dla.mil or 303-961-1235.
 - FFAVORS Complaints: the FFAVORS Complaint Process document, found on the CANS website at <https://doe.sd.gov/cans/documents/DoD-Complaint.pdf> gives step by step instructions to file a complaint.

Food Distribution Contract

Please review your Food Distribution Contract in iCAN to make sure your *contact* information is correct. Many schools have the same person listed as the Program, Ordering, and Billing *contact*. When the same person is listed as all three contacts, issues arise if the employee is no longer with the school district. If changes need to be made to your Program, Ordering or Billing *contact*, an iCAN user request form will need to be completed. To request iCAN access, complete and return the [iCAN User Request form](#) to doe.icanhelp@state.sd.us.

Updated Policies

Some policies have multiple numbers. That means those apply to multiple programs.

Child & Adult Care Food Program

Current policies can be found at <http://www.fns.usda.gov/cacfp/policy> (CACFP memos).

School Nutrition Programs (SP Memos)

Policies that apply to school operation and administration can be found at <http://www.fns.usda.gov/school-meals/policy>.

Summer Food Service Program

Policies can be found at <http://www.fns.usda.gov/sfsp/policy>.

Food Distribution

Food Distribution policies can be found at <http://www.fns.usda.gov/fdd/policy>.

Contact CANS

For any questions, comments, or concerns

Email: DOE.SchoolLunch@state.sd.us

Phone: (605) 773-3413

Fax: (605) 773-6846

This institution is an equal opportunity provider.

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. Reading the bulletin each month does count towards training hours.

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.

To credit training hours for time spent reading the Nutrition Bulletin, you will need to keep track of the time you spent reading and determine the applicable training codes. Appropriate documentation for this would be a copy of the bulletin signed and dated with the amount of time written on it.