



May 2019

CANS NUTRITION BULLETIN

Child and Adult Nutrition Services
SD Department of Education

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The Grapevine—A Note From Cheriee

The month of May brings another school year to a close and child care providers and summer food service programs are gearing up to feed those extra children that are no longer receiving a daily school meal.

The iCAN application for Summer Food Service Program ran into computer glitches that the system programmer was working on and had to pass a state security scan before the fix could be installed. The Summer Food Service Program application opened last week.

The iCAN application for School Nutrition Program opened in early May. When you log in, you will be directed to the new application. This always trips up a few folks, be sure to look at the dashboard instructions on how to *Change Application School Years* if you cannot find the SY 2018-19 claims for reimbursement.

If you can find a moment, there are so many wonderful things to celebrate in May, a few of my favorite are:

- **May 3 - School Lunch Hero Day** This is a chance to thank all your school lunch heroes. Our friends at the School Nutrition Association (SNA) have some outstanding ideas to help your school celebrate: <https://schoolnutrition.org/Meetings/Events/SLHD/>
- **May 5 - Cinco de Mayo** A celebration of Mexican culture and heritage. Celebrate this day with some colorful decorations and Mexican food like tacos and churros!
- **May 6-10 - Child Nutrition Employee Appreciation Week** A whole week to thank all child nutrition professionals!
- **May 12 - Mother's Day**
- **May 27 - Memorial Day**

And if you haven't had a chance peek, our staff created a short (8 minute) video that provides a brief overview of all the different programs and services offered through our office. If you have a few minutes handy, check it out on the CANS website <https://doe.sd.gov/cans/index.aspx>.

-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 Spotlight segment!? Submit any pictures along with a summary of the exciting events that you're doing to DOE.SchoolLunch@state.sd.us.

Summit School Implements Flavor Lab

Nancy Pearson, Food Service Director for Summit School, has set up a "Flavor Lab" for students to experiment with their own taste creations. Nancy says since sodium is such a restriction, she wanted to give the kids some flavor without sodium and let them decide what they like and don't like. Some sample creations are Blazing Buffalo, Lemmon Pepper, and Ranch.



Kimball & Armour Incorporate New Menu Items & Develop a Partnership

[The Mitchell Daily Republic](#) highlighted both the Kimball and Armour schools and the various things that they are each doing to enhance their school meals programs, such as creative names for menu items and introducing students to new menu items and more scratch cooking. The foodservice directors at these schools met at a foodservice training in Pierre and hit it off! They have since bounced ideas off of each other to help better both of their programs!

Check in With CANS Monthly Conference Call

Check in with CANS is a monthly conference call scheduled for the first Thursday each month. 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. Minutes from each call are posted on the [CANS webpage](#) after each call ends. The May 2 Check in With CANS was the last call of the 2018-19 school year. Keep an eye out for the SY2019-20 call dates!

School Nutrition Programs Upcoming Trainings

Orientation to School Nutrition Management

Pierre: August 5-9, 2019

This is a 4.5-day session that provides an overview of the management components of school nutrition programs. The target audience includes school nutrition program staff with fewer than 5 years' experience as a director or those who may aspire to be a director, as well as state agency staff, specialists, and trainers. Lesson topics include:

- Program Accountability, Integrity and the Role of the School Nutrition Director
- Food Production and Operation Management USDA Foods
- Meal Pattern
- Special Needs
- Customer Service, Merchandising and Food Presentation
- Federal Regulations
- Farm to School: An Introduction for New School Food Service Directors
- Financial Management
- Procurement and Inventory Management
- Human Resource Management
- Marketing School Nutrition Programs
- Food Safety Essentials
- Work Place Safety and Emergency Preparedness

TARGET AUDIENCE: New and Aspiring Directors; Minimum of 25 Participants Needed

[Click Here to Register for this training.](#) Registration deadline is July 5, 2019.

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.

SNA SD Summer 2019 Conference

Registration for the School Nutrition Association Conference is now available! Conference will be at the Ramkota in Pierre, SD, July 23-25, 2019. Please visit the SNA SD website for details and the registration link. We have a packed schedule with amazing info for anyone who touches the food service operation in your district – cooks, servers, managers and directors!

- 4 pre-conference classes providing 4-8 hours of education
- 4 General Session providing 3.5 hours
- Countless Breakout Sessions providing 5.5 hours
- And 1 Awesome Food & Vendor Show
- Offering up to 18 hours of education!

[Click here to find more details on the SNA SD website!](#)

Certificate of Appreciation

Did you know...

We make certificates of appreciation for staff that has served the school district/ agency starting at 10 years or longer. If you have a staff member that has 10+ years in your district/agency, that you would like to celebrate, please contact Courtney Martin at (605)773-3413 or courtney.martin@state.sd.us.

PLE Tool—Released!

The PLE Tool for school year 2019-2020 has been released! You can find the PLE tool posted on the [CANS NSLP website](#) under the “school meal programs requirements” dropdown under the “Paid Lunch Equity” heading, as well as in your school year 2019-20 iCAN application . There has not been notice of a PLE Tool exemption for this school year, however, [USDA Memo SP27-2019](#) allows schools who had a zero or positive balance as of December 31st, 2018 the option of not raising their prices, regardless of if the PLE Tool says they need to. It is also recommended that even if your school is not going to raise their paid lunch prices for next year because you qualify for this flexibility, that you still complete the PLE Tool so that you have your weighted average price to complete the PLE Tool in school year 2020-21. This flexibility is currently only allowed for the 2019-20 school year.

End of Year Checklist for Kitchens

Prior to heading home for the summer, keep in mind that certain steps may need to be taken when shutting down the kitchen. Some examples may include cleaning vents, freezing particular food items, and delimiting non-aluminum equipment. A standard kitchen shutdown checklist can be found on the CANS-NSLP webpage, under Food Safety: [End of the Year Check List - Kitchen shutdown \(http://doe.sd.gov/cans/documents/EOY-Kitchen-shutdown.pdf\)](http://doe.sd.gov/cans/documents/EOY-Kitchen-shutdown.pdf) Please contact the CANS office with any questions.

Farm to School/Child Nutrition Survey

Are you a school, day care, family day care, summer feeding program, or local producer wondering what you can do to support healthy meals for children in your local community? If so, Farm to School/Child Nutrition is for you! Take this quick survey to help the SD Department of Education help you get involved in this exciting program.

<https://www.surveymonkey.com/r/MZF2YMJ>

Do You Want to Get Kids to Eat More Vegetables!? Plant a Garden!

According to the Farm to School Census, more than 7,000 school gardens have cropped up across the United States. Kids across the country are being taught how to grow and prepare fresh items to bring to their school cafeteria and home dining table. Being involved in planting and tending a garden instills patience and develops a greater appreciation for fresh food. When kids are a part of the process of planting that seed and harvesting that produce they are more likely to try that food item. And like it! If you want to know more about how to start a garden at your school, click on the link below for a fact sheet from the National Farm to School Network. <http://www.farmtoschool.org/Resources/School%20Gardens%20Fact%20Sheet.pdf>

School Breakfast Program



Does your school participate in the School Breakfast Program? If not, consider adding this opportunity for students to begin their day with the necessary fuel to learn, perform, and engage fully in their education.

Does your school operate the Breakfast Program, but would like to learn how to grow participation?

Take a look at the USDA website [Discover School Breakfast Tool Kit](#). Here is a wealth of information to help implement or redesign a Breakfast Program to best fit the unique circumstances of your school. Go ahead – click the link - you won't be disappointed!

If you wonder how to add another item on your 'To Do' list, this a possible opportunity for your school's Wellness Committee to take a leading role. With guidance, research, surveys, and cost analysis are just a few areas a committee of differing talents may help kick start a project.

SNA Webinar Wednesday's

On Wednesdays the School Nutrition Association (SNA) presents webinars relating to various topics across the Child Nutrition Programs. Below you will find a list of upcoming webinars that they will be hosting for the remainder of the school year. You can find more information about each of the webinars as well as registration information here: <http://schoolnutrition.org/learning-center/webinars/>

Registration is Open:

Best of #SNIC19: Procurement Woes: A Case Study

Wednesday, May 15, 2019, 1:00 pm CT / 12:00 pm MT

Directors leading a school nutrition buying group share hard lessons learned in the process of issuing their first bid. Come hear what they did right, what they'll improve next time and how the changing world of procurement continues to affect how we all do business.

Farm to School: Cafeteria, Classroom, Community

Wednesday, May 22, 2019, 1:00 pm CT / 12:00 pm MT

This webinar will offer an overview to farm to school, including why it matters and how it supports the goals of child nutrition programs. Participants will be provided tips and tools for implementing successful farm to school activities.

Professional Standards Training Tracker Tool (PSTTT) 2.0 Enhancements

Do you use the USDA/FNS Professional Standards Training Tracker? If so, FNS has released new enhancements to the Professional Standards Training Tracker Tool (PSTTT) 2.0. The new enhancements include the capability for users to update profile information such as role and job title (for both themselves and/or their employees) more efficiently. It also includes an update to accommodate users who have a hiring date of January 1 or later to automatically adjust the required training hours listed on the tool. This enhancement addresses the Professional Standards Final Rule stating that if the hiring date is on January 1 or later, an employee must only complete half of the required training hours. FNS will promote the new functionalities via multiple venues such as PartnerWeb, twitter, newsletter, and Gov-delivery. <https://pstrainingtracker.fns.usda.gov>



Building for the Future with CACFP

Upcoming Training Workshops for the Child and Adult Care Food Program (CACFP)

We are currently in the process of creating the 2019 CACFP training. These training sessions are designed for agencies that claim meals under the CACFP. The formal announcement and registration information was sent to CACFP agencies via email on March 15, 2019. Registration will be handled through survey monkey. Those links are posted on our website at <http://doe.sd.gov/cans/cacfp.aspx#>. You will need to scroll down to the training section of the website and then select the workshop and then date/location that you wish to attend. The links were also sent via email.

Note, again these workshops are for agencies that participate in the Child and Adult Care Food Program. During these workshops we **do not** cover requirements related to the National School Lunch Program, School Breakfast Program, Special Milk Program, Fresh Fruit and Vegetable Program, Seamless Summer Program, or Summer Food Service Program. If your agency participates in those programs, you should contact the Child and Adult Nutrition Services (CANS) office to ask what training opportunities are available for your agency or school.

The dates and locations of the CACFP Basic Administrative training are as follows:

- July 9 Administrative Pierre MacKay Building

The dates and locations of the CACFP Basic Food Service training are as follows:

- July 10 Food Service Pierre MacKay Building

The dates and locations of the CACFP Plus! training are as follows:

- May 21 Aberdeen YMCA of Aberdeen
- May 22 Watertown Lake Area Technical Institute
- June 5 Sioux Falls Augustana University
- June 6 Sioux Falls Augustana University
- July 11 Pierre MacKay Building
- June 19 Mitchell Mitchell Technical Institute

Mealtime Memos for Child Care

The March 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 March 2019 issue is titled **The Importance of Breakfast**.

Summer Food Service Program—Additional Crediting Options and Reminders—Ready, Set, SUMMER!

The iCAN SFSP Application Packet will be open soon, if it hasn't opened by the time this is published, emails are being sent directly to those in administration training attendance from each sponsor. Target date for completion is two weeks prior the start of your meal service or before. Sponsors requesting an advance email the SFSP team members to give them notice.

The SFSP Operational Trainings conducted by the state agency are complete for 2019 and the updated [2019 SFSP Operational Training](#) slides are available on the [SFSP website](#) for sponsors to review and use as a resource for the required sponsor conducted trainings prior to summer feeding. Many other useful forms are found on the website.

If you haven't started the required Pre-operational visits to your sites, this form is found in [SFSP Sponsor Monitor's Guide](#) and must be completed prior the start of the summer feeding. In addition, the SFSP training each sponsor is required to conduct with the summer staff and volunteers must be completed prior the beginning of the summer feeding and documented. Documentation must be verified prior sponsors receiving reimbursement for meals served in SFSP. Send in by scanning and emailing to Julie McCord or upload in iCAN SFSP under Attachment List. Document the training by including the agenda, sign in sheet of participants including the site they will be at if the sponsor has multiple feeding locations, the date of their training. The [Sponsor Conducted SFSP Training Certification Form](#) is available on the SFSP website with a list of training requirements and they are also found in the [SFSP Administration Guide](#).

Those planning menus for summer field trips take note of multiple USDA Policy Memos <https://www.fns.usda.gov/sfsp/policy> that further give instruction regarding crediting in the Child Nutrition Programs. In addition, check out the updated tools from [USDA Food Buying Guide for Child Nutrition Programs](#) to aide in summer menu preparations.

The Summer Food Service Program requires preapproval of any off-site meal requests, the form is available on the [SFSP website](#) under *Documents* and please send the completed form and supporting documentation for menu if it applies to Julie.McCord@state.sd.us two weeks prior the event. Enjoy the summer and have fun with families and children!

Food Distribution Program

Food Distribution

Check out the Food Distribution page on the CANS website, <http://doe.sd.gov/cans/fdp.aspx>. A few new documents include:

- 19-20 Anticipated Orders
- Year End Report Guidance for Schools
- Entitlement Calculations and Adjustments
- **19-20 FOOD DISTRIBUTION CALENDAR**

The 19-20 September order form will open on July 29th, 2019 at 9:00 am in iCAN. All Food Distribution deadlines are listed in the 19-20 Food Distribution Calendar. The September order form will include 25 different USDA Food items totaling over 22,000 cases of product available.

FFAVORS or USDA DoD FRESH

Joseph Miller is South Dakota's new USDA DoD Fresh contact. You can get ahold of Joe at joseph.j.miller@dla.mil.

19-20 Entitlement

The entitlement document posted on the CANS website will help you find your school districts entitlement. All schools are encouraged to **SPEND, SPEND, SPEND**. The iCAN system will allow each district to spend 105% of their total annual entitlement dollars.

SUMMER REMINDER

Many schools do not think about a freezer malfunction, but it can happen. **Freezer and cooler temperatures should be monitored throughout the year, including over the summer.**

Follow these steps if your freezer breaks down:

1. Take inventory of the out of condition USDA Foods
2. Take pictures of damaged USDA Foods
3. Report the loss of USDA Foods to the Child and Adult Nutrition Services Office
4. Keep records

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.