



September 2019

# CANS NUTRITION BULLETIN

Child and Adult Nutrition Services  
SD Department of Education

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## The Grapevine—A Note From Cheriee

Happy autumn! We are heading into my favorite time of year to enjoy a warm cup of cider, falling temperatures, and leaves turning beautiful colors. As usual, there is a lot going on at CANS!

The weather has created some emergency situations in certain parts of the state. If your school or CACFP sponsor agency is facing issues caused by recent severe weather, please reach out to the CANS office. We have some limited ability to preapprove temporary changes to your program to deal with weather related emergencies or situations of distress. The important thing is to contact CANS as early as safely possible before making any serious changes to your programs.

Another outcome of this weather will be an increase in free or reduced-price eligible families. As you know, applications can be submitted any time throughout the year when a family or household's income or circumstances change. Some children may not be able to live in their home, they may be staying with friends, family, or at a hotel. These scenarios can fit the definition of homeless and homeless children are eligible for free meals. Please work with your local public school's homeless coordinator to establish homeless benefits for these children. Some families may be facing impacts to their income if their work was damaged. These folks should be allowed to report current income on their application which may make them eligible for free or reduced-price meals. Families that have taken in additional people that have been displaced by flooding or tornado damage may also be eligible for increased meal benefits if additional members of the household are added and the family is sharing finances or "economic resources." Adding more to the household stretches the household income and may make them eligible for free or reduced-price meals.

On a different note – the Farm to School census has begun and CANS is offering a couple of really cool prizes for schools that respond to the census survey and for sharing a farm to school experience or story. Since South Dakota is a heavily agricultural state any support you can give to your local farmers helps them and our local communities. I encourage you to think about Farm to Table opportunities that will come up throughout the next year.

Congress was kind enough to give state another round of school equipment grants. I expect the announcement with application details to be released soon!

Have you ever wondered about all that the CANS office does? If so we have 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>. Please take care and be sure to reach out to us at (605) 773-3413 if you have any questions about our programs.

*-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](mailto:DOE.SchoolLunch@state.sd.us).

## Sioux Falls Middle School Implements Breakfast in the Classroom

A Sioux Falls Middle School is the first in SD to implement breakfast in the classroom! They are taking the steps to ensure that all students have access to and time to eat a healthy breakfast! [You can read the whole article on Keloland!](#)

## Upcoming Procurement Plan Workshops

Procurement Plan Workshops - What's Your Plan? Many South Dakota Child Nutrition Agencies will be having Procurement Reviews this year. Part of that process includes reviewing your agencies Procurement Plan. If you are involved in buying for your agency, you will want to attend one of these workshops. You will leave with an accurate and complete Procurement Plan that reflects how purchases are made at your agency. Space is limited, so sign up early!

- [Aberdeen, October 10, 2019 – 1 pm to 5 pm CDT @ Northern State Library](#)
- [Watertown, October 11, 2019 – 8 am to 12 pm CDT @ the Watertown Public Library](#)
- [Mobridge, October 15, 2019 – 1 pm to 5 pm CDT @ A. H. Brown Public Library](#)
- [Pierre – October 16, 2019 – 1 pm to 5 pm CST @ Mackay Library](#)
- [Chamberlain, October 24, 2019 – 8 am to 12 pm @ the Chamberlain Community Center](#)

- [Huron, October 25, 2019 – 8 am to 12 pm @ the Huron Arena](#)
- [Sioux Falls, October 31, 2019 – 1 pm to 5 pm @ the Sioux Falls School District Central Services Center](#)
- [Sioux Falls, November 1, 2019 – 8 am to 12 pm @ the Sioux Falls School District Central Services Center](#)
- [Martin, November 7, 2019 - 1 pm to 5 pm @ the Library Community Room](#)
- [Rapid City, November 8, 2019 – 8 am to 12 pm at Western Dakota Tech](#)
- [Yankton, November 13, 2019 – 1 pm to 5 pm @ the Yankton Extension Office](#)
- Mitchell, November 14, 2019 – 8 am to 12 pm – site TBA (no registration available yet)

## Check in With CANS Monthly Conference Call

Mark your calendar!! 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.

Check in with CANS is scheduled on the first Thursday of each month starting at **2:30 pm CT / 1:30 pm MT**. Calls are scheduled for:

- October 3rd
- November 7th
- December 5th
- January 2nd
- February 6th
- March 5th
- April 2nd

- May 7th
- June 4th (*tentative*)

To join the conference call, **dial 1-866-410-8397 and enter code: 6507733610**. If you have trouble joining the conference call, or have additional questions, call the CANS office at 605-773-3413. Feel free to send in questions ahead of the call to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) please reference "Conference Call Question" in the subject line.

Shortly before the call, an agenda will be posted to the CANS website main page, <http://doe.sd.gov/cans/index.aspx>, under *Check in With CANS*. Shortly after the call is complete, the call minutes will replace the agenda with additional information. Please mark your calendar for these dates and join us!

## Nutrition Bulletin Survey

We need your input! We have created [a short survey regarding our](#) Child Nutrition Bulletin. We would love your feedback about our Nutrition Bulletin, the parts you enjoy, and things you think we could add! We hope that you can take a few minutes out of your day to complete this survey. Your feedback is very important to us! To access the survey, you can click the link above or use this link: <https://www.surveymonkey.com/r/nutritionbulletin>.

## CANS Welcomes Jan Johnson

Dare I say, Happy Fall Ya'll! If you can't tell, Fall is my favorite time of year. Back to school, leaves falling, crisp fresh air and of course pumpkin spice latte's.

My name is Jan Johnson, I am the new Assistant School Nutrition Program Director in the Child and Adult Nutrition Services (CANS) office. I am a South Dakota born and raised girl, native to the Pierre area for the past 25 years. I have a master's degree in professional counseling and have been with state government for the past nine years. Prior to that I worked in the private sector for non-profit agencies serving people in the community. I have a passion for helping others, coming to the CANS team is an exciting new opportunity. I believe nutrition is so important to the success of our children to allow them to focus on learning and develop skills to be strong healthy adults. I look forward to meeting you all and our continued partnerships.

# 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.

## 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>

## Verification

CANS is preparing to host webinars specific to how to conduct and report results of verification activities. We will work through the Verification process and the Verification Collection Report, also known as the 742 form in two separate webinars.

The Verification Process webinar is scheduled for October 2 at 9:30am CST.  
The Verification Reporting webinar is scheduled for October 23 at 9:30am CST.

Click the link below to join both webinars.

**Call-in number is 866-410-8397. Conference ID is 8664108397.**

[Join Skype Meeting](#)



The PowerPoint slides will be posted on the website prior to both webinars. Please visit <https://doe.sd.gov/cans/nslp.aspx> under the Trainings and Webinars heading. If you have trouble getting into Skype, you can follow along with the PowerPoint.

Remember-you can begin verification activities once the application approval process for the current school year begins and there are approved applications on file. Please refer to the Eligibility Manual for more information or contact the CANS office. The sooner the process starts, the easier it is to meet the November 15 reporting deadline!

Please contact the CANS office at [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us), or call at 605-773-3413 with any questions.

## iMATCH Training

As a reminder, follow the below steps to obtain your direct certification list:

After logging into iMATCH, click Student Eligibility (1) → Administration (2) → DC Matching (3) → Matched tab (4) → Uncheck the Exclude checkboxes (5) → Click Apply (6)

The screenshot shows the iMATCH DC Matching interface. The navigation menu on the left has 'Student Eligibility' (1) selected. Under 'Administration' (2), 'DC Matching' (3) is selected. The 'Matched' tab (4) is active. In the 'Options' section (5), the checkboxes for 'Exclude Previously Notified Students' and 'Exclude Previously Free Students' are unchecked. The 'Apply' button (6) is highlighted in the bottom right corner.

If you were unable to attend the training or would like a refresher, [Click Here](#) to view the **iMATCH Training slides and notes**.

View the **iMATCH User Manual** by [Clicking Here](#).

Additionally, schools that operate Community Eligibility Provision (CEP) or Provision 2/3 would usually only need to access the iMATCH information around April for reporting purposes.

# Complete the Farm to School Census and Win a Sectionizer!

## **What is the Census?**

This is the 3<sup>rd</sup> 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) - 2<sup>nd</sup> 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



# 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!?".

**Who:** All SFAs that participate in the National School Lunch Program

**What:** President John F. Kennedy created National School Lunch Week in 1962. This year's National School Lunch Week Theme is "School Lunch: What's on Your Playlist?". The theme is all about spotlighting the ways that cafeterias are serving items that students enjoy and love! The CANS office would love to see how your school celebrates National School Lunch Week!

**When:** October 14th—18th, 2019

**Where:** In your cafeterias and schools!

**Why:** National School Lunch Week celebrations are a great way to promote your lunch program to students and parents! You can use this week to plan new and exciting items and activities to help increase participation in your programs.



You can find more information and resources for your National School Lunch Week Celebrations on the [School Nutrition Association website!](#)

## USDA Standardized Recipe Update

USDA's Standardized Recipes for School Meals and the Child and Adult Care Food Program (CACFP) are now available on the [Child Nutrition Recipe Box](#), hosted by the [Institute of Child Nutrition](#).

They will be gradually adding all of their recipes to the Recipe Box over the next weeks. On September 20, 2019, the [What's Cooking? USDA Mixing Bowl](#) recipe website will transition to [ChooseMyPlate.gov](#) and will focus on recipes for households.

If you wish to save and download any recipes or cookbooks that you may have on the [What's Cooking](#) site, they ask that you do so before September 20, 2019. Your current [What's Cooking](#) credentials and content will no longer be accessible as of Friday September 20, 2019.

## Colony Eligibility Reminder

Some school districts in South Dakota recognize a Hutterite Colony as a site within the district. USDA Memo SP 95-04 summarizes needed information.\

- Each family must individually apply for free or reduced-price meals by submitting a free/reduced meal application
- All community members must contribute their labor to the work of the community, and they are not paid money in any direct form; for Federal income tax purposes, the SFA should receive documentation from a tax preparer indicating the colony's income along with the free/reduced-price applications
- SFA determining officials must carefully review the actual household income of each household, as each household could possibly have individual income

## Upcoming Equipment Grants

The CANS office will have equipment grants available again this year. Check out next month's nutrition bulletin for more information! See below for the anticipated equipment grant timeline:

- The equipment assistance grant application will be posted to the SD CANS/SNP website: <https://doe.sd.gov/cans/nslp.aspx> by October 2019
- Applications are due November 8, 2019
- Grants to qualifying SFAs will be announced no later than January 2020
- Grant funds should be obligated by June 30, 2020; if there are concerns with this time frame please contact the CANS office
- Any funds not used must be returned to the State Agency prior to September 30, 2020
- Grant recipients should fully expend their NSLP equipment assistance grants by September 30, 2020



## Building for the Future with CACFP

### **Mealtime Memos for Child Care**

The August 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 **Benefits of Drinking Water**.

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

The 2019-2020 iCAN renewal applications for the Child and Adult Care Food Program must be completed by October 1, 2019 to make sure there is enough time to process the application before November 10 to ensure an on-time payment for the month of October 2019. Please make every effort to get them submitted as quickly as possible, if you have not already done so. Also, remember that you must click on the red Submit for Approval button before we will review them. If you are having a problem getting the Submit for Approval button to engage (turn red), see the Frequently Asked Questions document under Applications, then Download Forms within the iCAN system.

## Food Distribution Program

### **Ordering Contacts**

Each school should make sure that they have a backup who can place Food Distribution orders in iCAN. If the backup does not already have access to iCAN Food Distribution, please submit an iCAN User Request form for that person. The iCAN User Request form can be found on the [Food Distribution Page on the CANS website under USDA Foods iCAN Ordering](http://doe.sd.gov/cans/fdp.aspx) at this link <http://doe.sd.gov/cans/fdp.aspx>

### **Monthly Order Form**

iCAN Food Distribution order form will close at **9:00 am Central Time**. Refer to the ordering schedule on the new Food Distribution calendar located on the Food Distribution Page on the CANS website under documents at this link <http://doe.sd.gov/cans/fdp.aspx>. If you intend to place an order, please make sure you have it completed in iCAN prior to 9:00am Central Time. Once the order is closed it will not be reopened.

## **DoD FFAVORS**

New Federal Guidance has been issued for USDA DoD Fresh or FFAVORS. Only 75% of the DoD amount requested by each school will be available to use at the beginning of the year. Entitlement usage for each school will be monitored monthly. Schools that are on track to spend their DoD entitlement during the school year will receive the full amount they requested.

Joseph Miller and Karen Kenton are South Dakota's DLA representatives. You can contact Joe at [joseph.j.miller@dla.mil](mailto:joseph.j.miller@dla.mil) or 270-407-9457 or Karen at [karen.kenton@dla.mil](mailto:karen.kenton@dla.mil) or 303-961-1235.

## **Important Resources and links**

- USDA Food Product Information Sheets—<https://www.fns.usda.gov/usda-fis/usda-foods-product-information-sheets>
- Processing Specification sheets are located on the Food Distribution Page on the CANS website under Useful Links. Jenni-O has separate specification sheets located in the same place as the SD Processor Specification Sheets. Food Distribution Page link—<https://doe.sd.gov/cans/fdp.aspx>
- DoD FFAVORS log in— <https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>

# 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](mailto: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.