



July 2019

CANS NUTRITION BULLETIN

Child and Adult Nutrition Services
SD Department of Education

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The Grapevine—A Note From Cheriee

Happy Summer to all! Now that the weather is finally starting to cooperate. This July, many summer feeding sites are opening in South Dakota to help fill the nutrition gap left by the end of the school year and school lunches. Each day that a summer feeding site is open and serving meals or snacks, they are listed on the summer feeding site finder so anyone in the area can find a summer feeding site that is close to them. Right now, there are 50 summer feeding locations in South Dakota!

Help us spread the word! Any child, age 18 or younger, that shows up can get a free meal or snack. There are no eligibility requirements at any open feeding site. Families can find free feeding locations and the dates and times of meal service all summer long by using the USDA Summer Meal Site Finder tool, <http://www.fns.usda.gov/summerfoodrocks>. Locations can also be found by texting "Food" or "Comida" (Spanish) to 877-877, or by texting "Summer Meals" or "Verano" (Spanish) to 97779, or by calling 1-866-3-HUNGRY (1-866-348-6479), or 1-877-8-HAMBRE (Spanish) (1-877-842-6273).

Have you considered operating a summer feeding site? Please consider it for next summer. Many children go without consistent and proper nutrition during the summer months and this issue isn't limited to widespread areas of poverty – there may be a small area of need in your own community. Think about it! You can find more information on the [USDA FNS website](#) or on [our website](#). If you are interesting, please reach out to us this winter when we begin preparing for next summer.

Wishing you a bit of shade, a cool breeze, a frosty beverage, and a few moments to relax and enjoy 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 Spotlight segment!? Submit any pictures along with a summary of the exciting events that you're doing to DOE.SchoolLunch@state.sd.us.

Vermillion School District Summer Food Service Program

Congratulations to the Vermillion School District Summer Food Service Program on winning a Bronze Turnip the Beet Award! To learn more about the Turnip the Beet Awards and to see the full list of winners, you can check out the [June Summer Meals Newsletter!](#)

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. 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

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—New Matches and Upcoming Training

In order to check matches prior to the start of the school year, be sure to select 'Inactive' from the Matched tab, and click apply.

The screenshot shows the iMATCH DC Matching interface. The interface is divided into several sections:

- 1**: Student Eligibility tab in the top navigation bar.
- 2**: Administration menu in the left sidebar.
- 3**: DC Matching menu item in the left sidebar.
- 4**: Matched tab in the main content area.
- 5**: Inactive checkbox in the Student Details section.
- 6**: Exclude Previously Notified Students checkbox in the Options section.
- 7**: Exclude Previously Free Students checkbox in the Options section.
- 8**: Apply button in the bottom right corner.

The main content area includes filters for Academic Year (2019-2020), Site Code, and Site. It also has fields for Student Details (Last Name, First Name, ID, Grade) and Date (From, To). The Match Method section includes checkboxes for System, Sibling, Manual, and Transfers. The File Details section includes a Case Number field.

Students will be identified as 'inactive' until your school year begins.

Upcoming Training:

We will have an iMATCH training session during the **September 5 Check in with CANS call at 2:30PM CT**. Please note that a full Check in with CANS schedule will be coming soon.

Call in number: 866-410-8397

Participant code: 6507733610

Below is a link to a recorded iMATCH Training. For your convenience, I have also attached the training slides and notes.

- [iMATCH Basics Webinar Training – 40 minutes](#)
 - ⇒ Minor updates may be made to the training between now and the training session.

Please feel free to view the recording or review the attached training slides and notes and bring any iMATCH questions to the training session.

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.

Farm to School Census is Coming!

What is the Census?

The Farm to School Census (the Census) is a national survey that examines school districts' farm to school activities. The information gathered from the Census provides insight into the effectiveness, scope, and reach of farm to school activities, nationwide, over time.

What Counts as a Farm to School Activity?

Farm to school covers a wide variety of activities, including the procurement of local foods, school gardens, and educational activities involving food, agriculture, or nutrition.

How Should I Prepare?

The 2019 Census will examine farm to school activities that occurred during the 2018-2019 school year. You can prepare for the Census by gathering your local purchasing and farm to school data. This data includes

- Your SFAs definition of local;
- The grade levels that participated in farm to school activities;
- The number of schools that participated in farm to school activities;
- The number of schools that provided agricultural education;
- The number of schools that had edible school gardens;
- The number of salad bars within the district;
- The number of salad bars that served local foods;
- The top five local foods purchased in 2018-2019;
- The total amount of money spent on food;
- The amount of money spent on local foods;
- The sources of local products; and,
- The number of full- and part-time staff dedicated to farm to school efforts.

Why Should I Complete the Census?

It is important to participate in the Census, regardless of your level of farm to school

participation. Your answers help the USDA, states, and partners have a better understanding of the scope of farm to school activities, and what the best practices and challenges are across the country. The USDA then uses this information to develop new resources, tools, and policies that help strengthen and grow farm to school programs nationwide.

To see results from the last survey, follow this link: <https://farmtoschoolcensus.fns.usda.gov/>



Building for the Future with CACFP

Mealtime Memos for Child Care

The June 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 June 2019 issue is titled **Physical Activity**.

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

Food Distribution

If you missed the webinar: **Be Ready, Prepare Now! Role of USDA Foods in Disasters**, the webinar recording has been uploaded to YouTube at <https://www.youtube.com/watch?v=-bs4gMLtIxc&feature=youtu.be>.

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 opened 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

Entitlement Calculations and Adjustments document posted on the CANS website will help you figure out your schools entitlement adjustments throughout the school year. 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.