



September/October 2020

CANS NUTRITION BULLETIN

Child and Adult Nutrition Services
SD Department of Education



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

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The Grapevine—A Note From Cheriee

Greetings! Work continues to move at a fast pace. You have probably noticed that some of our monthly bulletins are covering a couple of months. Because of the various USDA waivers released since August and the extra application work our staff is working very hard to approve application changes as they come in. To make sure timely information gets out to our schools and agencies, we are focusing on the weekly conference calls. Please tune into those calls or check out the posted minutes or recordings on the CANS website (doe.sd.gov/cans) under the Check in with CANS section.

Because we are all so busy, I am going to keep it short this month and end my note with a few thoughts. If you are running on fumes, please don't forget to take care of yourself. My childhood hero, Mr. Fred Rogers, may have said it best, "all of us, at some time or other, need help. Whether we're giving or receiving help, each one of us has something valuable to bring to this world. That's one of the things that connects us as neighbors--in our own way, each one of us is a giver and a receiver." Please reach out to us if there is anything we can do to help; we want to be good neighbors!

And don't forget to stop and celebrate your success, this is especially important during these stressful times. Mr. Rogers says, "there are three ways to ultimate success: The first way is to be kind. The second way is to be kind. The third way is to be kind." I like that measurement of success and I hope you do too!

Be well!

~Cheriee Watterson

South Dakota Sponsor Spotlight!

Is your school or agency 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.

Vegetarian Day at Castlewood School District



Food service staff at Castlewood School District get creative and go the extra mile to entice their students to eat their vegetables! All aboard the veggie train!!

Check in with CANS Bi-Monthly Conference Call

Check in with CANS is a bi-monthly conference call scheduled for the first Thursday of the months listed below at 2:30 PM CST. For SY20-21, we are moving the calls to every other month, to allow for our new Crash Course with CANS webinars.

This call is open to all agencies on the Child Nutrition Programs. We are planning to include information across all of our 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 you to ask questions. Call in number: 866-410-8397. Participant code: 7587919653#. Remember, school lunch staff can use these calls toward your annual Professional Standards training requirements!

SY2020-21 Check in with CANS Call Schedule

- Thursday, November 5
- Thursday, January 7
- Thursday, March 4
- Thursday, May 6

Pick It! Try It! Like It!

Can you guess this month's Pick it! Try it! Like it?



- The scientific name for this produce means "wolf peach".
- They increase in weight as they ripen, even after harvesting.
- The average American eats around 24 pounds of these each year.
- The juice of this vegetable is sometimes used to remove the smell released by a skunk.

[This Photo](#) by Unknown Author is licensed

If you guessed, Lakota: unǰínǰiŋtka; English: tomato, then you are correct!

You will find a variety of materials available from the SDSU Extension link:
<https://extension.sdstate.edu/tomato-pick-it-try-it-it-preserve-it>.



JOIN US EVERY OTHER THURSDAY FOR

Crash Course WITH CANS

Short (30 min) learning opportunities for schools and agencies operating the School Nutrition Programs, Child & Adult Care Food Program, and Summer Food Service Program

SY2020-21 Webinar Topics*:

9/17	CACFP iCAN Application	2/11	School Breakfast Promotion
10/1	Gone Shopping: Procurement Plans for SNP, CACFP, SFSP	2/18	Fresh Fruit & Veg Program
10/15	Civil Rights for SNP, CACFP, SFSP	3/18	Farm to Table/Beef to School
10/29	Hey, That's Not What I Ordered! Monitoring Contracts	4/1	SNP NonProgram Food Costs
11/12	Planning for Summer Feeding	4/15	Community Eligibility Prov, SNP
12/10	Supper Programs in High Need Areas	4/29	SFSP Training
1/14	FDP Surveys: What They Are and Why?!	5/13	SSO Training
1/28	Just Sign Here: Contracts for Interagency, FSMC, & Vended Meals	5/27	FDP Year End Reporting

*Changes to scheduled topics and dates may occur



Child & Adult Nutrition Services
(605)773-3413

DOE.SchoolLunch@state.sd.us
<https://doe.sd.gov/cans/>

School Nutrition Program

Equipment Grants

Equipment grants are now available! You can find the equipment grant memo, application and checklist on the [CANS/SNP website](#) under “Equipment Grants.”

- Applications are due October 9, 2020
- Grants to qualifying SFAs will be announced no later than December 2020
- Grant recipients should fully expend their NSLP equipment assistance grants by June 30, 2021; contact the CANS office if timelines are a concern
- Any funds not used must be returned to the State Agency prior to September 30, 2021

School Nutrition Foundation Grants

Have you heard? The School Nutrition Foundation (SNF) has started a GoFundMe campaign to support your tireless efforts to feed America’s children while schools are closed during the ongoing COVID-19 national emergency. If you are currently participating in the SFSP/SSO program, consider applying today! \$1500 grants are available through December 31, 2021. The application is available on the SNF website: www.schoolnutritionfoundation.org.

iCAN Application Due Date

iCAN Applications were due August 14. 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 August 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.

Verification

The verification webinars scheduled for October 2 and October 23 have been postponed until further notice. Once we have more guidance from USDA regarding the verification process for SY20-21, we will reschedule.

Please contact the CANS office at DOE.SchoolLunch@state.sd.us, or call at 605-773-3413 with any questions.

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

Professional Standards

Any learning or training you receive about any aspect of the School Nutrition Programs can be counted as training time toward the Professional Standards annual training requirement. Remember that anyone involved in School Nutrition programs must obtain and track annual training. You can visit the [CANS/SNP website](#) under the School Meal Programs Requirements section/Professional Standards heading to find more information.

Also, keep in mind that if you hire a new Food Service Director, they must meet the hiring requirements. If they do not meet the minimum hiring requirements, please contact the CANS Office and we can work with you to develop a plan to ensure they do meet requirements.

Mountain Plains Crunch Off

It's that time of year again! Crunch Time!
Register now for the great Crunch Off



In celebration of October being Farm to School Month, states throughout the Mountain Plains Region are competing to see which state can get the most "crunches" into a local apple, or other local produce, per capita. Schools across South Dakota will be competing during the week of October 12-16.

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. Registration and a Crunch guide are located at <https://www.surveymonkey.com/r/535866Q>.

Creating Training Webinars

Many of the training PowerPoints on the CANS Website have not had any updates recently. Aside from containing some outdated information, they did not look the greatest containing old cliparts, pictures, and formats. Sometimes there is just too much information to put on a slide, and some information is better understood through audio instead of text. For all of these reasons, several PowerPoints have been updated and formed into webinars.

Currently, under the Trainings and Webinars tab of <https://doe.sd.gov/cans/snp.aspx>, these five updated PowerPoints and webinars can be found for the following trainings:

- Breakfast Meal Pattern Requirements
- Breakfast Offer Versus Serve
- Lunch Meal Pattern Requirements
- Lunch Offer Versus Serve
- Paid Lunch Equity Tool for Pricing School Food Authorities

More of these trainings are being updated as well and will be posted on the website as soon as possible.

The trainings currently posted go in depth into the components that make up a reimbursable meal and the specifications they must meet for all grade groups. A lot of information is covered and the webinars can be an easy way to refresh your memory – just click the link, press play, sit back, and listen up!

Training is important to stay on top of because procedures and policies change. Hopefully these new webinars will provide a more effective and thorough grasping of the material.

As always, if you have any questions about the material in the webinars, please contact the CANS office.

iMATCH

CANS has recorded a training on the iMATCH Direct Certification system. The recorded training can be found by clicking the link below:

[iMATCH Basics Webinar Training](#)

If you would like to observe the training PowerPoint, click the link below:

[Powerpoint](#)

Remember to track training hours and contact the CANS office with any questions.

iMATCH Tips

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

The screenshot shows the Microsoft Excel interface with the 'Format Cells' dialog box open. The 'Number' tab is selected, and the 'Custom' category is chosen in the left-hand list. A red arrow points to the 'Custom' option. In the 'Type' field, the number format code '0#####' is entered and highlighted in yellow. The 'Sample' field shows a blank space. The 'Delete' button is visible at the bottom right of the dialog box. The background shows a spreadsheet grid with columns A through J and rows 1 through 25.



Cooperative Purchasing Group Purchasing Organization

Group / Coop purchasing is available to School Food Authorities (SFA). Becoming a member of either may provide an opportunity to increase purchasing power and school nutrition participation numbers by offering a higher quality and wider range of products.

Both can accomplish all or part of the purchasing process for goods and services for its members, but there are some important points to understand.

Unless the Coop is comprised of SFAs only, acquiring the services of the group itself is subject to a solicitation process – even if there is no charge for the service or membership.

It is the responsibility of the individual SFA to ensure full and open competition (all suppliers have the same opportunity to compete), so being a member of such a group does not relieve the individual SFA of competitive purchasing.

The agreement between a group of Program operators is not a method of procurement for the individual SFAs within the group - it is an agreement to competitively procure specified goods and services as a group.

The goods and services secured in the Group/Coop Purchasing may be counted as one bid source in the individual SFAs competitive purchasing.

Potential **BENEFITS** to an individual SFA
 Savings – increased buying power
 Improved quality and selection of product

Potential **DRAW BACKS** to an individual SFA
 Possibility of fewer deliveries
 May have to eliminate products to consolidate items with the Group's majority

REMEMBER

Continued strength of the Group depends on members ordering the items secured in its negotiation with vendors. However, if a favorite item of an individual SFA is eliminated, the SFA may procure that item apart from the group in a separate solicitation of goods.

Summer Food Service Program

FRAC Summer Reports 2020

The Food Research & Action Center's (FRAC) latest investigation was released in August 2020 focusing on the participation in the Summer Food Service Programs (SFSP) during the summer of 2019. Their findings indicate that only 1 out of 7 children who participated in the Free and Reduced-Price Meal option during the school year were reached by the Summer Program. The reasons for low participation are ample according to FRAC, including the lack of community awareness, transportation and limiting areas from participation that do not fall into the eligibility criteria for Summer Meals.

The missed opportunities section of the article is very educational, quote: "For every lunch that an eligible child did not receive in 2019, the state and community missed out on \$3.9675 per child in federal Summer Food Service Program funding. If every state had reached the goal of 40 children participating in the Summer Nutrition Programs in July 2019 for every 100 receiving free or reduced-price lunch during the 2018–2019 school year, an additional 5.2 million children would have been fed each day. States would have collected an additional \$458 million in child nutrition funding in July alone (assuming the program operated 22 days)."

In South Dakota the average daily participation for SFSP Lunch in July 2019 was 7131 kids out of 45,163 kids who were participated in School Lunch during the school year.

Please read the full Summer Nutrition Status report by clicking on this [LINK](#) and the Summer Breakfast Status report under this [LINK](#).

Food Distribution Program

Overages, Shortages, and Damages (OS&D) Reports

OS&D reporting must be completed in the following circumstances:

- Your USDA Foods/Commodity delivery was missing product
- Your USDA Foods/Commodity delivery had damaged product
- Your USDA Foods/Commodity delivery had extra product that you did not order

Reporting needs to be completed in iCAN **within 5 days** of your USDA Foods/Commodity delivery. If you received extra product, someone else is expecting it and the overage needs to be reported in iCAN. **DO NOT ACCEPT EXTRA PRODUCT!**

How to complete the OS&D report in iCAN:

- The iCAN system assumes you received your product and places the Units Shipped number in the **Units Received** column. Put the amount of product you truly received in the **Units Received** column; if you did not receive the product, put a zero in the **Units Received** column, if you received 5 cases put a 5 in the **Units Received Column**.
- If a product was delivered damaged, place the amount of damaged cases in the **Units Damaged** column. Damaged product should be returned to the driver. Example shown below; 10 cases were ordered, 5 were received and 5 were damaged.
- If you received extra product that you did not order, place the case amount and product received in the comments section.
- If you received extra cases of an item that you ordered, place the extra cases in the **Units Received** column
- Write a brief summary in the comments section to eliminate confusion.

Click **Continue** and **Submit**

See next page for iCAN screenshot

Order Number: 10270
Ship Date: 09/11/2020

500 Governors Dr
Pierre, SD 57501

Commodities

Enter the number of undamaged units that were received. Report damaged units received as Units Damaged.

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
100329	Tomatoes, Diced, No Salt added #10	6/#10 cans	10	0	0
100216	Apricots, Diced #10 Can	6/#10 cans	10	10	0
100364	Beans, Vegetarian, Baked in Sauce	6/#10 cans	10	5	5
300102	Tyson-FC Beef Patty Crumbles	8/80 oz packs	4	4	0
300104	Tyson-FC Sliced Beef	192/2.5 oz	1	2	0
300407	Turkey & Gravy-Pre-Cooked	4/7# Bags	3	3	0

Comments:

Did not receive 10 cases diced tomatoes
Received 5 cases of Vegetarian Beans, 5 cases damaged and returned
Received 5 cases of Chicken Patties

Order Receipt

By Submitting this over/short/damages report you have noted any discrepancies and acknowledge receipt of the above listed USDA donated foods previously ordered by this facility.

I hereby acknowledge receipt and accept title to the above USDA donated foods previously ordered by this facility as noted above.

Pam McCown 05/20/2020
Food Service Director Date

< Back Continue >> Cancel

DoD Fresh/FFAVORS Receipting Guidelines

- Please check your order carefully when your delivery arrives.
- You may return an item(s) that do not meet quality standards.
- Ensure all produce returned and/or shortages are documented on your delivery ticket.
- If you are unable to check in your produce at time of delivery, you have 24 HOURS to complete notification.
- **Email any discrepancies/issues to the vendor and DLA Representative**
- When requesting CREDIT, please do NOT throw away any item.
- The vendor will identify whether to hold product for pick up, or to discard.
- Enter changes, if any.
- Use your reason codes (drop down box) to identify the change.
- Remember when changing the quantity you must identify a reason for the change.
- Receipt order within 24hrs of delivery.
- Process pending receipt. Print as needed.

******PLEASE REMEMBER THAT RECEIPTING IS MANDATORY FOR EACH DELIVERY.******

DoD Fresh/FFAVORS must follow Buy American Guidance.

Handling Fresh Produce in Classrooms

USDA has come out with guidance for School Nutrition Staff, Teachers and Aids on handling fresh produce in classrooms—check out the information at the link below.

https://fns-prod.azureedge.net/sites/default/files/foodsafety_classrooms.pdf

Program Policy Memos

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>.

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 https://www.fns.usda.gov/resources?f%5B0%5D=resource_type%3A160&f%5B1%5D=program%3A35

New COVID-19 Waivers

To find a current list of the waivers that South Dakota has opted in to, you can visit the CANS webpage under the "Announcements Regarding Coronavirus/COVID-19" heading. Here, you will find a chart that lists all of the current waivers South Dakota is operating under. Since the last nutrition bulletin the following waivers have been released and opted in to by South Dakota.

USDA	Waiver Name	Program	Expiration Date
58	<u>Nationwide Waiver of Area Eligibility in the Child and Adult Care Food Program At-Risk Afterschool Care Component</u>	CACFP	12/31/2020
NA	<u>FFVP Parent/Guardian Pick-Up Waiver</u>	FFVP	6/30/2021
NA	<u>FFVP Alternate Site Waiver</u>	FFVP	6/30/2021

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.