



September 2021

CANS NUTRITION BULLETIN

Child and Adult Nutrition Services
SD Department of Education



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The Grapevine—A Note From Cheriee

Hello! Approvals for the School Nutrition Program applications are about 43% complete. Thank you to every school that has worked on their application! With the options and flexibilities available the approval process is a little slower than normal, but we appreciate your hard work and patience as we finish approvals in the next several weeks.

Applications for Child & Adult Care Food Program opened near the start of September (unless we run into some system hiccups). Summer Food Service Program is wrapped up for the year but planning for next summer will start very soon! This continuous cycle helps ensure that children receive nutritious meals, so they grow up healthy and ready to learn.

Last month I talked about the changes in SD DOE and the move of our office into a division. This month we have more happy updates, we have filled our two open positions and new staff will be starting early September. The open CANS claim specialist position has also been filled and will also start in early September. We will have several introductions in the October bulletin.

A short update about the Child Nutrition Program Emergency Operational Reimbursement funds for School Nutrition Programs and Child and Adult Care Food Program. The USDA approved the SD plan for both SNP and CACFP in mid-August. Calculations were made by DOE Finance using claims submitted in the iCAN system. Most payments to eligible School Nutrition Programs went out in late August and most CACFP payments are planned for early September. Each eligible school or agency will receive an email from me with details about the funding. In that email, schools and agencies are given a chance to opt out of this funding. A small number of schools and agencies will need to sign an attestation statement that assures CANS that your school/agency will return to operating the SNP/CACFP once the public health emergency ends before we can pay out these funds. You can find more information about this funding on the CANS website, <https://doe.sd.gov/cans/index.aspx>, under the Child Nutrition Emergency Reimbursement Funds section.

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

We have a lot of new people starting to work in our programs in our schools and agencies. New folks can check out our short (8 minute) video that provides a brief overview of all the different programs and services offered through our office. It is posted on the CANS website at <https://doe.sd.gov/cans/index.aspx>. Reach out to your neighboring districts/agencies to touch base and welcome in the new year. For schools, if you don't know your neighbor look them up in the SD Education Directory, <https://apps.sd.gov/doeforms/ofm/edudir/index.aspx>. This directory is updated every October/November with information for the new year.

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 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.



**WE'D LOVE
TO HEAR
FROM YOU**

Check in with CANS Monthly Conference Call

Join us each month to **Check in with CANS** in the upcoming year! Each check in is normally scheduled for the first Thursday of every month at 2:30pm central time zone or 1:30 pm mountain time zone.

This check in is for all our Child Nutrition Program operators: School Nutrition Program, Child and Adult Care Food Program, and Summer Food Service Program. We invite our Food Distribution Program in Schools and our Procurement Specialists to also attend.

This check in is open to all agencies that are on our programs. Each check in starts with a report from CANS with hot topics, new guidance, program clarifications, and reminders of important dates. Every check in has time scheduled for you to ask questions. Minutes from each check in will be posted after the call is done on our DOE CANS website at <https://doe.sd.gov/cans/index.aspx> and occasionally these calls are recorded and posted for a short period of time.

Tentative Dates
Thursday, Sept. 2
Thursday, October 7
Thursday, November 4
Thursday, December 9
Thursday, January 6
Thursday, Feb 3
Thursday, March 3

Pick It! Try It! Like It! Preserve It!

Can you guess this month's produce based on the following clues?



- This fruit has over 2000 varieties with varying degrees of textures.
- It is high in vitamin C and various antioxidants and is normally consumed fresh.
- This fruit comes in different sizes and colors.

The science of growing this fruit is called pomology.

If you guessed: Apple, you are correct!

SDSU extension features Hurry Up Baked Apples and Apple Slice Pancakes as the recipes this month. If you have an apple tree in your yard there is also information on how to pick it, store it, and preserve it!

<https://extension.sdstate.edu/apple-pick-it-try-it-it-preserve-it>



CRASH COURSE *with* CANS

2021-22

• MEETING SCHEDULE •

THURSDAYS @ 2:30PM CT

- 8/19** Meal Counting & Claiming in SSO
- 9/23** CACFP iCAN Applications
- 10/14** Updates in Professional Standards
- 11/18** School Gardens / Farm to Everything
- 12/2** FSMC Contracts, Amendments, Monitoring
- 12/16** Planning for Summer Feeding
- 1/13** Breakfast in the Classroom - Expanding Breakfast Participation
- 1/27** SFSP Application, Required Training, Announcements
- 2/10** FDP Annual Surveys
- 2/24** FFVP Basics - How Do I Do it?
- 3/10** Procurement Plan - Prepping for Next Year's Purchases
- 3/24** CEP Reporting
- 4/21** Nonprogram Foods Basics AND MORE!
- 5/19** End of Year Report Guidance



School Nutrition Program

Professional Standards for SY21-22

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, you must meet the hiring requirements. If you do not meet the minimum hiring requirements, please contact the CANS Office and we can work with you to develop a plan to ensure you meet requirements.

You can get training from the [CANS/SNP website](#) or the [ICN website](#), along with any in-person or other virtual trainings you may attend. If you are hiring a new food service director and you are unsure as to whether or not they meet hiring requirement, please contact our office and we can discuss.

If you are planning to use teachers, paras, or are recruiting any other help for the food service program this year, please be aware of what those people are doing and consider that they may need to meet some professional standards training requirements. Someone who typically volunteers a couple hours a week may end up working a lot more this year. Please be diligent about ensuring the correct people receive the correct training and number of training hours. Keep in mind that the typical part time employee works approximately 20 hours a week. However, if they are working every single day for at least a few hours, they should be considered part-time.

Example: If you are enlisting help from around the school and the same people may be helping with condiments or salad bars throughout the entire school year, those people will probably become at least a part-time employees of food service and would need to have the minimum 4 hours of training.

Example: If you enlist teachers or paras, or previous volunteers to actually participate in serving food every day or at least a few times a week, they would require the minimum of 4 hours of training as a part time worker.

Please contact the CANS office at doe.schoollunch@state.sd.us or 605-773-3413 if you are unsure or have any questions about professional standards.

Verification

Hopefully, you have seen by now that you must conduct verification of free/reduced meal applications if you collected any for SY21-22. With that guidance from USDA, we will conduct verification trainings as well. The reporting deadline for SY21-22 is November 15, 2021. However, we encourage you to conduct and complete the verification report as soon as possible. If you do not collect applications, you must still complete the verification report in iCAN.

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 September 28 at 9:30am CT/8:30am MT. The Verification Reporting webinar is scheduled for October 12 at 9:30am CST/8:30am MT.

Click the link below to join both webinars:

<https://state-sd.zoom.us/j/96416824860?pwd=dUV6Mm9vT04xSOJTTEgxdjFIUjBGUT09>

Meeting ID: 964 1682 4860

Passcode: 704379

One tap mobile

+12532158782, 96416824860#, *704379# US (Tacoma)

+13462487799, 96416824860#, *704379# US (Houston)

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

Offering Meats & Meat Alternatives at School Breakfast—A Team Nutrition Resource

School professionals can learn how to offer meats and meat alternatives at breakfast with a [new 20-page training guide from Team Nutrition](#). The resource shows how to offer meat and meat alternatives as part of reimbursable breakfast and includes information on meal pattern requirements, menus, and success stories. The publication is available in English and Spanish and is one of many resources available on [Team Nutrition's Back-to-School Support Kit](#).

Fresh Fruit & Vegetable Program Participants for SY21-22 & Program Reminders

A listing of the FFVP program participants for SY21-22 can be found on [Here](#). Congratulations to the selected sites!

Remember to complete the [FFVP Quiz](#) at least once for your district.

FFVP training is available on the CANS-FFVP website, and a live Zoom session on Thursday, September 9 at 2:30PM CT. See the Zoom link in the Site Selection email from 8/6.

Additional FFVP Reminders

- The FFVP offering may be provided in a non-congregate setting for SY21-22, and can be provided at the same time as another meal service
 - CANS must be aware of the operation
- No current FFVP waivers for parent/guardian FFVP pick-up or alternate FFVP operational sites
- Closed SSO sites approved for FFVP may only provide the FFVP offering to enrolled elementary students
- If SSO non-congregate meals are delivered to households, an FFVP-approved school may provide the FFVP non-congregate offering to all children within the household, regardless of age

Child and Adult Care Food Program

Whole-Grain Rich Criteria Change

Effective October 1, 2021, the required measurement for the grains component change to ounce equivalents. The whole grain rich (WGR) requirement does not apply to the CACFP infant meal patterns for birth through 11 months.

- USDA allows two methods for determining the servings or ounce equivalents of a creditable grain product or recipe. CACFP facilities may use either method, but remember, you must document how the crediting information was obtained.
- **Method 1 (USDA's Exhibit A Chart)** is used for commercial grain products and may also be used for recipes that indicate the weight of the prepared (cooked) serving. This method uses the USDA's chart, [Exhibit A: Grain Requirements for Child Nutrition Programs](#), to determine the required weight (groups A-E) or volume (groups H-I) for the appropriate grain group.
- **Method 2 (creditable grains)** is used for recipes and may also be used for commercial grain products that have a PFS stating the weight of creditable grains per serving. This method determines the grain servings for creditable grain products and recipes by calculating the total weight (grams) of creditable grains per manufacturer's serving (from the PFS) or recipe serving (from the quantities listed in the recipe). For some commercial grain products, CACFP facilities must use method 2 (instead of the USDA's Exhibit A chart) to determine the grain servings.

CACFP Training Requirements

Training Requirements need to be completed by September 30. The Program Director needs to complete all applicable CACFP trainings on both the DOE CACFP website and SD Bright Track. The Director then needs to assign trainings to their staff that make sense based on the job duties the staff perform.

- Please complete all required training by September 30 to avoid a seriously deficient declaration.

WIC (Special Supplemental Nutrition Program for Women, Infants, and Children)

The 2021 updated WIC Approved Food Guide can be found here: https://sdwic.org/wp-content/uploads/2021-Food-Guide_English_DIGITAL_Updated-6-9-21.pdf

Summer Food Service Program

SFSP Important Guidance Materials

Saving the USDA FNS's SFSP guidance materials to your favorites in your browser or printing them and keeping close for quick reference would help you with meeting compliance requirements.

- [SFSP Administrative Guide](#)
- [SFSP Sponsor Monitor's Guide](#)
- [SFSP Site Supervisor's Guide](#)
- [Nutrition Guidance for Sponsors](#)

SD CANS office's [SFSP website](#) is your resource for SFSP program related news and important documents. Please take time to check the website and familiarize with the location of important program documents and any updates throughout the year.

Food Distribution Program

Overages, Shortages, and Damages 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!**

Overages, Shortages, and Damages Reports- Continued

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**

Order Number: 10200 000 Customers Of
 Ship Date: 09/11/2020 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.

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

COVID 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, no new waivers have been released.**

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.