

South Dakota iCAN Summer Food Service Program Application

<https://ican.sd.gov/ican/splash.aspx>

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SD Child and Adult Nutrition Services



Summer Food Service Program 2016

Today I will learn...

- Applying to be a Summer Food Service Program SFSP Sponsor
- How applications are approved
- What happens if an application is denied
- What is included in the permanent sponsor agreement
- What a sponsor may appeal
- South Dakota iCAN – Application Process for SFSP



New and returning Sponsors

- Sponsor Profile Form
 - Attachments as indicated based on type of organization are outlined on the form
- Access Form – User Id
- Administrative Training is requirement of the program
- Civil Rights Training
- Appeal Process
- South Dakota Department of Education website has many resources you'll use throughout the summer.

Permanent Agreement Sponsor agrees to:

- Operate a nonprofit food service during the summer
- Serve meals that meet the program requirements and maintain documentation supporting the meal pattern chosen
- Serve meals without cost to all children, with exceptions specified by program requirements
- Issue a free meal policy statement
- Train administrative and site personnel as required
- Monitor civil rights are being followed after training staff on them
- Maintain proper sanitation and health standards
- Have access to facilities necessary for storing, preparing and serving food
- Maintain a financial management system
- Maintain on file documentation of required monitoring of site visits, reviews, racial and ethnic data, of each feeding location
- Retain financial and administrative responsibility for the program

Application Updates in Future

- Currently system will have only sponsor profile information in the SFSP section and all information will need to be entered.
- Once initial application has been approved in the software, more limited annual updates will be required.
- Information will roll-over from previous year and you will only need to do review the information and make modifications for the current year.
- Review of Applications
 - Within 30 days
 - Reimbursement for meals will only occur after application has been approved.

Appeal Procedures

Actions which can be appealed:

- Denial of an organization's application for participation
- Denial of an application submitted by a sponsoring organization for a site
- Termination of the participation of a sponsor or a site
- Denial of an advance payment
- Denial of all or a part of a claim for reimbursement
- Demand for the remittance of a payment
- Refusal by the State Agency to forward to FNS an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim
- Denial of a food service management company's application for registration
- Revocation of a food service management company's registration.

See SFSP website and Downloadable Forms in iCAN for the state agency responsibilities, filing and procedures through final determination.

Log On Screen



Returning Users: Log On

User ID:

Password:

Log On



The iCAN program is for child nutrition and food distribution programs in South Dakota. If you have questions regarding iCAN, please send an email to DOE.iCANhelp@state.sd.us.

The current Nutrition Bulletin from Child & Adult Nutrition Services is posted at <http://www.doe.sd.gov/cans/nbulletin/index.aspx>.

Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>

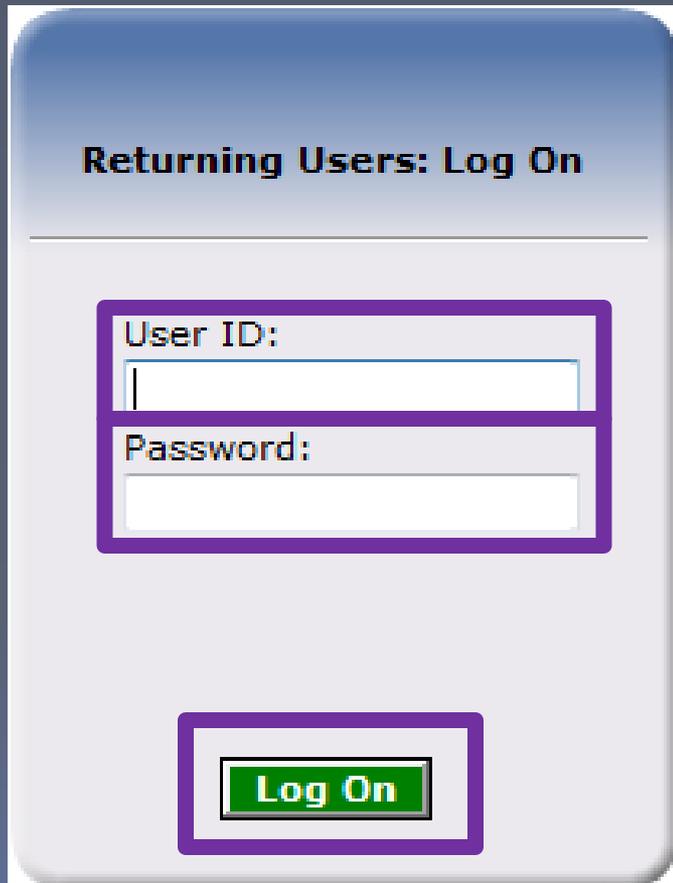
- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- *This institution is an equal opportunity provider.*

Links

- [Department of Education](#)
- [Child and Adult Nutrition Services \(CANS\)](#)



Logging in to the System



Returning Users: Log On

User ID:

Password:

1. In the Log On box, enter your User ID.
2. Enter your Password.
3. Click Log On.

Logging in to the System

The screenshot shows the 'School Nutrition Programs' web application. At the top, the title 'School Nutrition Programs' is displayed in a dark blue header. To the right of the title is the South Dakota Department of Education logo, which includes a torch icon and the text 'south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service.'. Below the header is a navigation bar with links for 'Applications', 'Claims', 'Reports', 'Security', 'Search', 'Programs', 'Year', 'Help', and 'Log Out'. The main content area is titled 'Programs' and contains a 3x3 grid of program tiles. The tiles are: top-left (blue) 'School Nutrition Programs', top-right (green), middle-left (orange), middle-right (purple), bottom-left (red) 'Summer Food Service Program', and bottom-right (yellow). The middle and bottom-middle tiles are greyed out, indicating they are not accessible to the user.

Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed.

Navigating the iCAN System

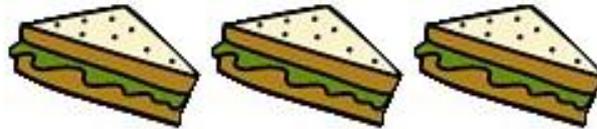
Summer Food Service Program



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[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)



Summer Food Service Program for 2016 applications tentatively open on March 15 and are due in April. Please register for courses before February 18, 2016.

Navigating the iCAN System

- Program Name
- Menu Items
- Breadcrumb Trail
- Information Box
- Year
- Log Out

School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)



[Programs](#)

[Year](#)

[Help](#)

[Log Out](#)

[Applications](#) > [Application Packet](#) > [Packet Site List - SNP](#) >

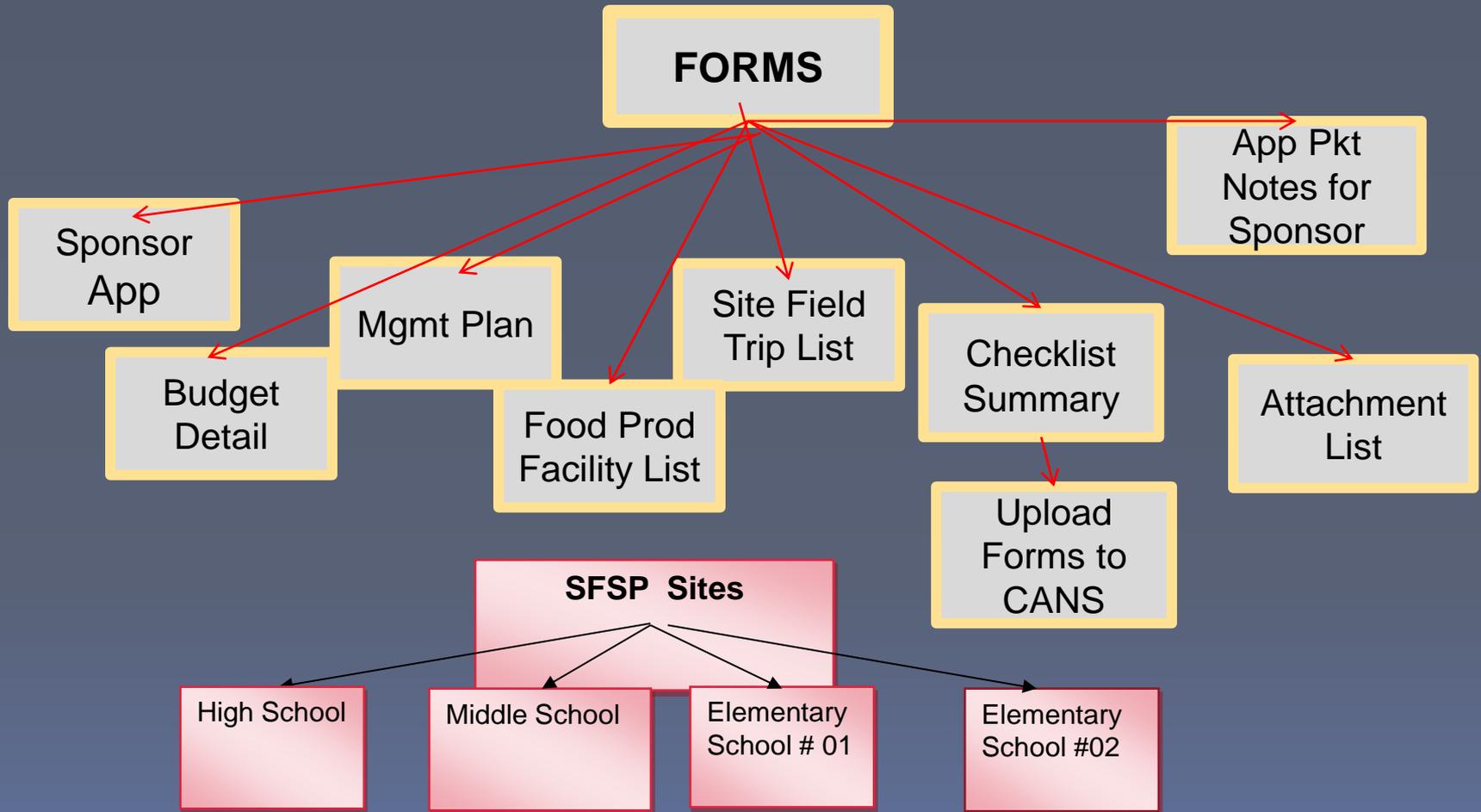
School Year: 2014 - 2015

7050105 Status: Active

Your School

123 South East Street
Pierre, SD 57501

The Application Packet



The Application Packet

Select *Applications* in the Menu line

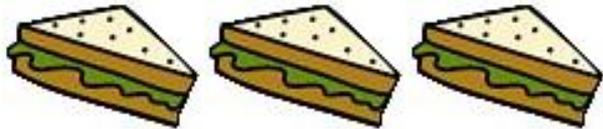


The screenshot shows the website for the Summer Food Service Program. At the top, the title "Summer Food Service Program" is displayed in a large, bold, blue font. To the right of the title is the South Dakota Department of Education logo, which includes a stylized torch and the text "south dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service." Below the title and logo is a navigation menu with several items: "Applications", "Claims", "Reports", "Security", "Search", "Programs", "Year", "Help", and "Log Out". The "Applications" item is highlighted with a purple rectangular box. Below the navigation menu is a red horizontal bar. Underneath the red bar, there are three cartoon illustrations of sandwiches. At the bottom of the page, there is a text block that reads: "Summer Food Service Program for 2016 applications tentatively open on March 15 and are due in April. Please register for courses before February 18, 2016."

Summer Food Service Program

south dakota
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Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out



Summer Food Service Program for 2016 applications tentatively open on March 15 and are due in April. Please register for courses before February 18, 2016.

Completing a New Application

Select *Application Packet*



The screenshot shows a web application interface with a navigation menu at the top. The 'Applications' menu item is highlighted with a purple box. Below the navigation menu is a red header bar with the text 'Applications >' on the left and 'Program Year: 2015 - 2016' on the right. Below the header bar is a table with two columns: 'Item' and 'Description'. The table contains four rows of data.

Item	Description
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Annual Audits	Annual Audits
Download Forms	Forms Available for Downloading

Completing a New Application

Your school or agency name should already be listed.
Select the appropriate School Year; *2015-2016*.

Summer Food Service Program



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Applications | Claims | Reports | Security | SearchPrograms | Year | Help | Log Out

Applications >

Select Program Year

7050666 Status: Active
Private Non-profit Agency
No address on file for this year

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
NEW! 2015 - 2016	10/01/2015 - 09/30/2016	Not Started
2014 - 2015	10/01/2014 - 09/30/2015	Not Started
2013 - 2014	10/01/2013 - 09/30/2014	Not Started

< Back

Completing a New Application

For individuals that work with **multiple Agencies** (such as a Food Service Management Co.), you must first search for the Sponsor. Fill in the Sponsor's name and select **Search**.

Summer Food Service Program



Applications | Claims | Reimbursements | Security | Search | Programs | Year | Help | Log Out

Program Year: 2015 - 2016

SFSP Sponsor Search

7050666 Status: Active
Private Non-profit Agency
No address on file for this year

Search for Sponsors

Agreement Number:

Sponsor Name:

FEIN:

County:

Sponsor Status:

Packet Status:

Field Service Rep:

Packet Assigned To:

Program Status:

Search

Completing a New Application

- The Sponsor's Name will appear at the bottom of the screen.
- Click on either the Agreement Number or the Sponsors name.
- Click on Application at the top of the page

Sponsors

Found: 1

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
7050105	Your School	Not Submitted			

Summer Food Service Program



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Applications

Claims

Reports

Security

Search



Programs

Year

Help

Log Out

Application Packet

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications >

Program Year: 2015 - 2016

Item	Description
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Annual Audits	Annual Audits
Download Forms	Forms Available for Downloading



- Select Application Packet
 - Other options available in this screen, Advance Requests which we will address later today
 - Annual Audits
 - Download Forms – (Daily meal counts, Agreement, Appeal procedures, i.e.)

Program Year and New Application

STEP 1

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
 2015 - 2016	10/01/2015 - 09/30/2016	Not Started
2014 - 2015	10/01/2014 - 09/30/2015	Not Started
2013 - 2014	10/01/2013 - 09/30/2014	Not Started

- Step 1 – select this Program Year
- Click Add

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active Private Non-profit Agency No address on file for this year	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: Not Enrolled
---	---

Action	Form Name	Latest Version	Status
	➔ Sponsor Application		Not Started

[< Back](#)

Private non-profit organization - Addresses

Summer Food Service Program



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Applications | Claims | Reports | Security | Search



Programs



Year

Help

Log Out

Applications > Application Packet >

Program Year: 2015 - 2016

VIEW | **MODIFY**

SFSP Sponsor Application For School Year: 2015 - 2016

7050666 Status: Active

Private Non-profit Agency

No address on file for this year

Version: Original

Sponsor Type

1. Type of Agency: Private Non Profit Organization
2. Type of SFSP Organization: Private Nonprofit

Street Address

3. Address Line 1:
- Address Line 2:
4. City:
5. State: Zip:
6. County:

Mailing Address



Same as the Street Address

7. Address Line 1:
- Address Line 2:

Sponsor Application - Contacts

Summer Food Service Program Contact

10. Name: Salutation First Name Last Name

11. Date of Birth: (mm/dd/yyyy)

12. Email Address:

13. Phone: Ext: Fax:

14. Cell/Alt Phone:

15. Title:

16. This person completed current program year's CANS training. Date Training Completed:

Date Training Completed: 03/08/2016

March 2016						
S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
No Date						Close

Primary Authorized Representative

Same as the Summer Food Service Program Contact

17. Name: Salutation First Name Last Name

18. Date of Birth: (mm/dd/yyyy)

19. Email Address:

20. Phone: Ext: Fax:

21. Cell/Alt Phone:

22. Title:

Mailing Address

23. Address Line 1:

Address Line 2:

24. City:

25. State: SD Zip:

26. This person completed current program year's CANS training. Date Training Completed:

Food Service Director(FSD)/Manager

Same as the Summer Food Service Program Contact

27. Name: Salutation First Name Last Name

28. Date of Birth: (mm/dd/yyyy)

29. Email Address:

30. Phone: Ext: Fax:

31. Cell/Alt Phone:

32. Title:

Sponsor Application - Training

Claim Representative

Same as the Summer Food Service Program Contact

34. Name: Salutation First Name Last Name
35. Date of Birth: (mm/dd/yyyy)
36. Email Address: 
37. Phone: Ext: Fax:
38. Cell/Alt Phone:
39. Title:
40. This person completed current program year's CANS training. Date Training Completed: 

Training Attendance

41. If neither the Summer Food Service Program Contact nor the Primary Authorized Representative attended the current program year's CANS training, provide the name of the supervisory person who attended the training.
Person Who Attended:
42. Date Training Completed: 

Sponsor Application - General

General Questions

43. Does your agency provide year round public services to the community(ies) that would be served by SFSP? Yes No

If **Yes**, which of the following services (If Other, please describe)

- Cultural
- Educational
- Recreational
- Other

If **No**, which of the following applies

If **Other**, please describe.

44. Indicate meal count procedures (Check all that apply)

- Count each complete meal as it is served
- Other

45. List any federal agency providing financial support to your agency or enter "None":



Child and Adult Care Food Program
Commodity Supplemental Food Program
Fresh Fruit and Vegetable Program
National School Lunch, School Breakfast Program
Special Milk Program
Summer Food Service Program
Team Nutrition
The Emergency Food Assistance Program
USDA Food Distribution for Child Nutrition Programs

Sponsor Application – Outreach and Certification

Outreach

46. Will the prototype Public Release provided by CANS be used? Yes No

Certification

47. I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Save

Cancel

VIEW | MODIFY

Application – Errors / Warnings

- When entering a new Sponsor Application it won't let you save if you are having input Errors

SFSP Sponsor Application For School Year: 2015 - 2016	
7050666	Status: Active
Private Non-profit Agency	
247 Summer Fun Beach Road Pierre, SD 57501	
Input Errors	
F	The date entered is not a valid date. Please re-enter.
Version: Original	

11. F	Date of Birth:	02051974	(mm/dd/yyyy)
-------	----------------	----------	--------------

Application – Errors / Warnings

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet >

Program Year: 2015 - 2016

SFSP Sponsor Application For School Year: 2015 - 2016

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

The Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.

< Edit

Finish

SFSP Sponsor Application For School Year: 2015 - 2016

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Code	Error Description
------	-------------------

201225	The question "List any federal agency providing financial support to your agency" must be answered.
--------	---

Application – Errors / Warnings

2014 - 2015 SNP Sponsor Application

7050105 Status: Active

Your School

123 South East Street
Pierre, SD 57501

Code	Error Description
1109	Hearing Official Name/Title must be entered.
1001	The certification checkbox must be checked.

Code	Warning Description
1515	If the school nutrition program is managed by an FSMC, the Sponsor Contact for FSMC Contract is required.
1508	Active FSMC contract(s) found for current program year. Either change 'Will the school nutrition program be managed by a Food Service Management Company (FSMC)' to "Yes" or terminate/cancel any active FSMC contracts on the FSMC Contracts screen accessible from the Application Packet screen.

TIP: The red errors must be corrected before you can submit the application. The blue warnings are indications that you may need to review a particular answer.

Sponsor Application Complete

The screenshot shows the 'Summer Food Service Program' interface. At the top, there is a navigation bar with links for 'Applications', 'Claims', 'Reports', 'Security', 'Search', 'Programs', 'Year', 'Help', and 'Log Out'. Below this is a breadcrumb trail: 'Applications > Application Packet >'. The main heading reads 'SFSP Sponsor Application For School Year: 2015 - 2016'. The application details are as follows:

7050666	Status: Active
Private Non-profit Agency	
247 Summer Fun Beach Road	
Pierre, SD 57501	

A message box states: 'The Application has been saved.'

At the bottom, there are two buttons: '< Edit' and 'Finish'. The 'Finish' button is circled in red.

Click *Finish*.

APPLICATION PACKET

Summer Food Service Program

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: **Not Submitted**

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Add	➔ Budget Detail		
Details	➔ Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (2)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< Back | Submit for Approval | Withdraw Packet

Show Packet History

- Action - View/Modify is available now.
- The **green check** indicates the Sponsor Application is complete, see version and status
- The **red arrows** indicate ATTENTION is NEEDED, either area Not Started or has Errors

APPLICATION PACKET

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Add	➔ Budget Detail		
Details	➔ Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (2)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< Back

Submit for Approval

Withdraw Packet

Common oversight is missing the **Site Applications** location – found at the bottom of the Application Packet screen and highlighted in yellow.

APPLICATION PACKET SEQUENCE of Entering Data

Step 1 Sponsor Application

Step 2 Management Plan

Step 3 Food Production Facility List (If use central kitchen or vendor)

Step 4 Site Applications (Summer Food Service Program - listed at bottom)

Step 5 Checklist Summary (Both Sponsor and Site Checklists must be completed and Site Labor Budget form is required prior completing Budget Detail)

Step 6 Budget Detail

Step 7 Attachment List (Attach the Sponsor Payment and Fees Form)

Step 8 SUBMIT FOR APPROVAL

STEP 2 – Management Plan

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet >

Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Add	➔ Budget Detail		
Details	➔ Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (2)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

Show Packet History

Select Details from Action list for the Management Plan

Management Plan

Summer Food Service Program

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet >

VIEW | MODIFY

2015 - 2016 SFSP Management Plan

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Management Plan Version: Original

Board Chairman
(Required for Private Non-profit Organizations)

Name:	Salutation	First Name	Last Name
Date of Birth:		(mm/dd/yyyy)	
Title:			
Email Address:			
Phone:	Ext:	Fax:	
Home Address			
Address Line 1:			
Address Line 2:			
City:			
State:	SD	Zip:	

Private Non-profit Organizations must complete the Board Chairman section but schools do not.

Management Plan – Admin Staff

Administrative Staff

Name: Position title:

Has this person attended the mandatory SFSP training provided by CANS this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by CANS this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by CANS this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by CANS this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

- Administrative staff
- Administrative Personnel – indicate the number in the position and date administrative personnel completed the CANS (State Agency) provided Administrative Training

Administrative Personnel

Duties performed	Number of personnel in this position	Training Date (provided by CANS)
Overall Management	<input type="text"/>	<input type="text"/>
Claims Preparation	<input type="text"/>	<input type="text"/>
Accounting	<input type="text"/>	<input type="text"/>
Training/Monitoring	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Management Plan – Operational

Operational Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by CANS)
Site Supervisor	<input type="text" value="2"/>	<input type="text" value="06/01/2016"/> 
Volunteer(s)	<input type="text" value="1"/>	<input type="text" value="06/01/2016"/> 
<input type="text" value="Youth Development Specialists"/>	<input type="text" value="4"/>	<input type="text" value="06/01/2016"/> 
<input type="text" value="Cooks"/>	<input type="text" value="2"/>	<input type="text" value="06/01/2016"/> 
<input type="text"/>	<input type="text"/>	<input type="text"/> 

- Write in any staff position in the blanks provided
- Number of personnel in this position
- Training date you are meeting with all your site staff to conduct the required training for this program.
- Sample provided here

Management Plan Questions

Sponsor Monitoring Plan

Have you developed a system to ensure all required monitoring visits will be conducted?

Yes No

Who is responsible for performing the site monitoring?

SFSP Contact - Overall Management Staff - Nancy Nelson

List the dates that site monitoring is planned.

SITE ABC - May 13 - Preoperational
June 2 - First Week Visit
June 14 - Review Visit during first 4 weeks

Was the applicant ever terminated or determined to have been seriously deficient in its operation of any USDA food service program?

Yes No

If the answer is yes, please explain.

Under what circumstances would you voluntarily close a site? (Check all that apply)

- Natural Disaster
- Lack of sufficient children to support program
- Lack of qualified staff
- Failure to meet sanitation/safety requirements
- Failure to comply with program requirements
- Other

If "Other", describe.

What actions will be taken to correct any problems that occur at the site? (Check all that apply)

- Suggest corrective action and schedule a follow-up review.
- Recommend adjustments in the meals prepared to prevent leftover food.
- Review all previous problems found at the site and ensure that they have been corrected.
- Document all corrective action taken to solve the problem.
- Notify the site supervisor of any problems found by the monitor.

Management Plan Record Responsibilities & Frequency

Who will be responsible for collecting the following records and when will the records be submitted to the person doing the claim?

Record	Person Collecting	Frequency (e.g., Daily, Weekly, Monthly, End of Session)
Daily Meal Counts	<input type="text" value="Site Supervisor"/>	<input type="text" value="Daily"/>
Employee Time Sheets	<input type="text" value="SFSP Contact"/>	<input type="text" value="Weekly"/>
Itemized Invoices/Receipts	<input type="text" value="Nutritionist"/>	<input type="text" value="Daily"/>
Production Records	<input type="text" value="Nutritionist"/>	<input type="text" value="Weekly"/>
Menus	<input type="text" value="Nutritionist"/>	<input type="text" value="Monthly"/>

Created By: jmccord on: 3/12/2016 4:14:28 PM Modified By: jmccord on: 3/12/2016 4:29:37 PM

Click SAVE, if Errors Edit and if not, see message below and Finish

Summer Food Service Program

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet >

2015 - 2016 SFSP Management Plan

7050105 Status: Active
Your School
123 ABC Lane
Pierre, SD 57501

The Management Plan has been saved.

< Edit

STEP 3 – Food Production Facility

- **If your organization purchases meals from a vendor or you have a central kitchen where you prepare the meals and transport them out to other sites you will need to complete this screen.**
- **If you are doing your own production/cooking on site then you will not be required to complete and can skip this section and move past Not relative to your operation**
- **You will NOT have a red arrow – it is **optional**.**
- **It is a section to complete before you do the Site Application because there is a question within it that asks to tell me who is preparing if using a vendor or where the food is prepared if central kitchen and this information will be in a dropdown for you to select from once you complete this form.**

Food Production Facility (Optional)

Summer Food Service Program

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Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active Packet Submitted Date:
Your School Packet Approved Date:
 123 ABC Lane Packet Original Approval Date:
 Pierre, SD 57501 Packet Status: Not Submitted

Annual Audit form has not been submitted for this Sponsor's prior fiscal year.

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Add	➔ Budget Detail		
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (2)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denie
Summer Food Service Program	0	0	0	0

Show Packet History

Summer Food Service Program

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Food Production Facility List >

Food Production Facilities

7050105 Status: Active
Your School
 123 ABC Lane
 Pierre, SD 57501

Facility Name	Status	Approved Date
There are no Food Production Facilities available.		

Food Production Facility - Add

VIEW | MODIFY

Food Production Facility

7050105 Status: Active

Your School

123 ABC Lane
Pierre, SD 57501

Food Production Facility Information

1. Food Preparation Type: ▼
2. Facility Name:

Facility Address

3. Address Line 1:
- Address Line 2:
4. City:
5. State: Zip:

Facility Contact

6. Name:

Salutation	First Name	Last Name
<input type="text" value=""/> ▼	<input type="text"/>	<input type="text"/>
7. Email Address:
8. Phone: Ext: Fax:
9. Title:

First question asking you about food type – Dropdown asking central kitchen, vended, or other

Food Production Facility - Add

Vended Facility Information

10. If vended by a School Food Authority (SFA), another SFSP Sponsor, or a different entity enter the name.

11. If meals will be vended, indicate whether the Sponsor is using CANS-provided contract/agreement forms, approved alternate form or is exempt from competitive bidding and will use a simple written agreement.

- I will be using DOE's Request for Proposal and contract
- I am exempt from competitive bidding and will use a simple written agreement
- I have received DOE approval to use an alternate form

12. Is the Sponsor extending the Food Service Management Company (FSMC) contract for which it went out for bid?

- Yes
- No
- N/A

13. Contract Start Date:

14. Contract End Date:

15. Number of renewal years specified in the contract:

16. Current extension number:

Save

Cancel

VIEW | MODIFY

Food Production Facility

Summer Food Service Program

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Food Production Facility List > Program Year: 2015 - 2016

Food Production Facility

7050105 Status: Active
Your School
123 ABC Lane
Pierre, SD 57501

The Food Production Facility has been processed.

< Edit Finish

Summer Food Service Program

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Food Production Facility List >

Food Production Facilities

7050105 Status: Active
Your School
123 ABC Lane
Pierre, SD 57501

Facility Name	Status	Approved Date
Food Center	Submitted	

< Back Add Facility

- Food Production Facility has been processed.
- Click Finish
- Add Facility window allows you to enter multiple production sites.
- When done click on the Back to return to the Application Packet and you will see green check and a number of facilities in your list.

STEP 4 – Site Application

Summer Food Service Program

**south dakota**
DEPARTMENT OF EDUCATION
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Applications | Claims | Reports | Security | Search ProgramsYearHelpLog Out

Applications > Application Packet >Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050105 Status: Active

Your School

123 ABC Lane
Pierre, SD 57501

Packet Submitted Date:

Packet Approved Date:

Packet Original Approval Date:

Packet Status: Not Submitted

Annual Audit form has not been submitted for this Sponsor's prior fiscal year.

Action	Form Name	Latest Version	Status
View Modify	✔ Sponsor Application	Original	Not Submitted
Add	➔ Budget Detail		
Details	✔ Management Plan	Original	Pending Approval
Details	✔ Food Production Facility List (1)		
Details	Site Field Trip List		
Details	➔ Checklist Summary (2)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< BackSubmit for ApprovalWithdraw Packet

Show Packet History

Site Application – Add

Summer Food Service Program

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SFSP > Program Year: 2015 - 2016

2015 - 2016 Application Packet - SFSP Site List

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Action	Site ID / Site Name	Version/ Status
No Sites enrolled in this year.		
Add Site Application		

< Back

00001 Status: Active
Summer Fun Inc.
DBA: Summer Fun Inc.
100 Sunshine Road
Des Moines, IA 50228
Type of Agency: Private Non Profit Organization
Type of SFSP Organization: Private Nonprofit

Site	Site Status
0001 - Summer Breeze Site	Active
Add New Site	

< Back

TIP: Renewing agencies will have some application information carried forward from the prior year. If you wish to Add New Site that is not in Site list, **please contact the CANS office**, we must assist in adding the additional site.

Site Application

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SFSP >

Program Year: 2015 - 2016

[VIEW](#) | [MODIFY](#)

SFSP Site Application For School Year: 2015 - 2016

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

0001 Status: Active
OAHE BEACH
No address on file for this year

Version: Original

Street Address

- Address Line 1:
- Address Line 2:
- City:
- State: Zip:
- County:
- Nearest cross street and directions:

Mailing Address

Same as the Street Address

- Address Line 1:
- Address Line 2:
- City:
- State: Zip:

Site Application

Food Service Supervisor

9. Name:	Salutation	First Name	Last Name
	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
10. Email Address:	<input type="text"/>		
11. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
12. Cell/Alt Phone:	<input type="text"/>		
13. Title:	<input type="text"/>		

Site Supervisor

Same as the Food Service Supervisor for this site

14. Name:	Salutation	First Name	Last Name
	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
15. Email Address:	<input type="text"/>		
16. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
17. Cell/Alt Phone:	<input type="text"/>		
18. Title:	<input type="text"/>		

General Site Information

19. Geographic Location:

20. Has the site ever participated in the Summer Food Service Program under this Sponsor? Yes No

Add Site Application - Eligibility

Radio Buttons
open up
questions

Site Eligibility

21. Is this site a licensed child care facility? Yes No
22. If this site is a licensed child care facility, will this site only serve children who are enrolled for care? Yes No
23. If this site will serve children who are enrolled for care and children from the community, will all children be served together and in a common area that is not licensed for child care? Yes No
24. Is this site open only to enrolled summer school students who receive academic credit? Yes No
25. Did this site operate last year? If no, enter pre-operational site visit date below. Yes No
26. Did this site have serious deficiency findings or significant operational deficiencies last program year? If yes, enter pre-operational site visit date below. Yes No
27. Has this site experienced significant SFSP staff turnover since last program year? If yes, enter pre-operational site visit date below. Yes No
28. Date of the Sponsor's pre-operational site visit, if applicable.
29. Are you requesting a waiver for the First Week Site Visit? Yes No
30. Do you know of another Summer Food Service Program or Seamless Summer Option feeding site within one-fourth mile? Yes No

If yes, list the name of the Sponsor and the name of the site that is within one-fourth mile.
(If the site is under your sponsorship, you may list only the site's name.)

Is the site within one-fourth mile under your sponsorship? Yes No

Sponsor Name:

Site Name:

Explain how the two or more sites will not serve the same group of children for the same type of meal service.

Site Application – Site Type

Site Type

Indicate the Site Type, the Eligibility Method, and the Primary Service provided by this site.

31. Site Type:
32. Eligibility Method:
33. Primary service provided by this site:
If Service is Other, describe:
34. If School Data is selected, provide the complete name of the school district, school name, and the number of free and reduced-price eligible students from which this site will draw its attendance.
- School District:
- School Name:
- Percentage of Enrollment Eligible for Free and Reduced-price Meals: %
- Program Year of School Data:
35. If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.
-
36. If census data is the selected eligibility method, enter the following:
- Block Number:
- Group Number:
- Percentage of Needy Children: %
37. If Restricted Open or Closed-Enrolled is selected as Site Type, provide reason for operating this type of site.
-
38. If site type is Closed Enrolled, provide the following information:
- Projected Number of Enrolled Children:
- Projected Number of Enrolled Children who are eligible to receive free or reduced-price meals:
- Percentage of enrolled children: %
39. If site type is a camp, will there be a separate charge for meals served to non-eligible children? Yes No

Site Type: Open ,
Restricted Open, Closed
Enrolled in Needy Area,
Closed Enrolled in Non-
needy area, Camp -
Residential, Camp –
Nonresidential, or
National Youth Sports
Program

Eligibility Method: based
on site type – options
available may be school
data; census data;
Housing Authority
Information; Bureau of
Indian Affairs; Migrant
Operation; Income
applications; Emergency
Shelter Roster; Upward
Bound Documentation;
and NYSP certification

Site Application – School Data

32. Eligibility Method:

33. Primary service provided by this site:

If Service is Other, describe:

34. If School Data is selected, provide the complete name of the school district, school name, and the number of free and reduced-price eligible students from which this site will draw its attendance.

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals: %

Program Year of School Data:

35. If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.

- School District and School Name must be entered
- The percentage must be 50% or more.
- Enter the program year of the school data you are using to qualify
- Question 35 for be used to enter information if another school is being used other than the site; if using CEP enter the ISP and program year and month of eligibility (October yyyy or whatever other month and year used to qualify.) Hope to get added to software soon.

Site Application – Census Data

Site Type

Indicate the Site Type, the Eligibility Method, and the Primary Service provided by this site.

31. Site Type:

32. Eligibility Method:

33. Primary service provided by this site:

If Service is Other, describe:

34. If School Data is selected, provide the complete name of the school district, school name, and the number of free and reduced-price eligible students from which this site will draw its attendance.

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals: %

Program Year of School Data:

35. If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.

36. If census data is the selected eligibility method, enter the following:

Block Number:

Group Number:

Percentage of Needy Children: %

- Block Number or Group Number must be entered and the percentage information can be gathered from F

Census Data Documentation

The screenshot displays the 2016 FRAC Summer Food Mapper interface. The main map area shows census tracts with various colors indicating eligibility. A legend titled "2010 Census Map Layers" lists layers such as 2010_Block_Groups, 2010_Streets, Water Area, and Census Place. Below the legend, an "Eligible? (Yes, No, Maybe)" section provides color-coded keys: light blue for "Maybe - Check w/ State agency", green for "Yes - Block Group eligible", light green for "Yes - Tract eligible (as of 2015)", and pink for "No". A scale bar indicates distances up to 0.03 miles.

At the bottom of the map, there are checkboxes for "School Districts", "Community Sites", "Highway", "Census Place", "2010_Census Tract", "2010_ZIP Code", and "Reservations", along with a "Redraw" button. The FRAC logo and "Food Research and Action Center" text are also present.

On the right side, a window titled "Info - 2016 FRAC Summer Food ..." displays the following data:

Features Found (Scroll & Click for details)	
2010_Block_Groups	460659779003
2010_Census Tract	46065977900
2010_ZIP Code	57501
Census Place	Pierre SD
School Districts	PIERRE 32-2

2010_Block_Groups Information	
BlockGroup	460659779003
Tract	46065977900
County	46065
State	46
County Name	Hughes County
State Name	South Dakota
Eligible? (Yes or No)	Yes
SFSP: Percent 0-18 year olds eligible	55.800
CACFP: Percent 0-12 year olds	66.700

At the bottom of the interface, there is a link to "Download FRAC Mapper Instructions (MSWord Document)" and the text "2016 FRAC Summer Food Mapper". A "Powered by Mapitude for the Web" logo is also visible.

- Census Data Documentation should be uploaded in the Attachment List in the Application Packet screen.

SFSP Application Restricted Open or Closed Enrolled

37. If Restricted Open or Closed-Enrolled is selected as Site Type, provide reason for operating this type of site.

38. If site type is Closed Enrolled, provide the following information:

Projected Number of Enrolled Children:

Projected Number of Enrolled Children who are eligible to receive free or reduced-price meals:

Percentage of enrolled children: %

39. If site type is a camp, will there be a separate charge for meals served to non-eligible children? Yes No

- Answer additional questions if Restricted Open or Closed Enrolled Site Type.
- Enter projected numbers.
- Family style meal service is allowed at Closed Enrolled sites who have adequate staffing to ensure minimum serving sizes of each component are taken for a reimbursable meal.

Site Application – Site Operation Questions

Site Operation

40. Enter the number of days the Site will operate each month:

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
<input type="text" value="0"/>											

41. Operation Dates: Start: End:

42. Check meal type(s) to be served at this site:

Breakfast AM Snack Lunch PM Snack Supper

43. If this is not a camp or a site whose primary service is migrant and if this site is serving supper instead of lunch, please explain why.

44. Indicate your system for serving meals to attending children:

- Cafeteria Style
 Unitized meal
 Family Style (for Closed Enrolled and Camp sites only)
 Offer vs. Serve
 Other (provide explanation)

45. Is this an outdoor or mobile site? Yes No

46. Does this site allow a grain, fruit or vegetable component to be consumed offsite? Yes No

- Enter all information including start and end dates. There is a calendar there for you.
- Select meals being served

Site Application Meal Pattern

47. Indicate the age/grade groups that will be used for menu planning:

Note: SKIP unless you are a school using NSLP and/or SBP meal pattern(s) for summer meals; then indicate the age/grade group(s) that you will be using for menu planning.

- SBP/Snack Grades K-5, 6-8, and 9-12
- SBP/Snack Grades K-8 and 9-12
- SBP/Snack Grades K-12
- NSLP Grades K-5, 6-8, and 9-12
- NSLP Grades K-8 and 9-12
- NSLP Grades K-8 waiver
- NSLP Grades 9-12 waiver
- Snack K-12 (2 components and serving size appropriate to age/grade group 9-12)
- CACFP Under Age 6

48. Indicate how the site supervisor will communicate the number of meals that will be needed for the following day:

- Only a school that is on NSLP/SBP has the option to use these meal options
- Question 48 requires an answer from the dropdown box.

Site Application – MEAL INFO

including Meal Pattern & Meal Time

Lunch

72. Meal Service Method:

73. Menu Planning Option:

74. Enter the number of days the meal will be served each month:

Same as the Site Operation

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
<input type="text" value="0"/>											

75. Meal Serving Dates (non-camp only): Start: End:

76. Days served: Mon-Fri Sun Mon Tue Wed Thu Fri Sat

77. Meal Times: Start: :00 End: :00

78. Will Offer Versus Serve (OVS) be implemented? Yes No

79. Average Daily Participation (non-camp only):

80. Maximum number of meals that may be served (state use only):

81. Indicate your plan for the receipt and storage of meals before serving to children:

Appropriate holding equipment is not available.
Meals will be delivered no earlier than one hour prior to the beginning of meal service.

Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

82. Indicate your plan for the storage or disposal of leftover meals or components:

83. Indicate your plan for serving meals during inclement weather (ex: Ozone action days, excessive heat, rain):

Describe the Other plan:

- Self-preparation or Vended meal service method
- SFSP Meal Pattern
- Days meal served
- Time of meal
- Proposed Average Daily Participation which will populate in Budget Detail

Site Application – General

Special Meal Pattern and Dietary Needs

108. Will this site be serving children under age 1 year (infants 0 to 12 months)? Yes No

109. Does this site anticipate the need to plan and/or prepare special diets for children with disabilities? Yes No

110. Is this site requesting to feed children under 6 a smaller serving size? Yes No

Food Production Facility Information

111. If meals served at this site are prepared at another facility, identify the name of where meals are prepared.
A Food Production Facility form, provided on the Application Packet screen, must be completed to populate the following fields.

Facility 1:

Facility 2:

Food Safety and Sanitation

112. Describe how your Sponsor will deliver and hold meals until the time of meal service according to the standards prescribed by State and local health department:

- Food Production Facility Information will display from the dropdown those entered earlier and be available for selection here.
- Question 112 is required

Site Application – Outreach, Advertisement Methods and Certification

Outreach

Indicate below the date that outreach will be conducted and list advertisement methods you plan to use.
(Not applicable for Closed Enrolled and Camp sites.)

113. Advertisement Date(s):

114. Advertisement Method:

- Newspaper announcement/press release
- TV/Radio
- Social Media/Texting
- Flyers - neighborhood
- Flyers - school
- Posters and signs
- Sponsor Website
- School newspaper
- Other

Certification

115. I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the South Dakota Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The South Dakota Department of Education may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the South Dakota Department of Education. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Save

Cancel

- Outreach – Explain plan including dates, the SFSP Toolkit has many resources
- Advertisement Methods you plan to use should be marked.
- Check the certification after reading the assurance. This is your electronic signature.

Site Application – Save and

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SFSP >

Program Year: 2015 - 2016

SFSP Site Application For School Year: 2015 - 2016

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

0001 Status: Active
OAHE BEACH
No address on file for this year

The Site Application has been saved.

< Edit **Finish**

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SFSP >

Program Year: 2015 - 2016

2015 - 2016 Application Packet - SFSP Site List

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Action	Site ID / Site Name	Version / Status
View Modify	➔ 0001 Oahe Beach	Original / Not Submitted

Add Site Application

Total Sites Enrolled: 1

< Back

APPLICATION PACKET

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet >

Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Add	➔ Budget Detail		
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (6)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

- Site application status summary is displayed at the bottom of the Application Packet.
- Click Details for the Checklist Summary – the (6) indicates the number of Checklist items to be addressed. The number varies on answers given in site application.

Forms and Additional Documents

Once you have completed your Summer Food Service Program Site Application, you will be directed back to the Application Packet Menu. There will be a list of Forms that need to be completed or documents that you will need to attach. This is found in the Checklist Summary under *Details*.

- The **red arrow** indicates the Checklist items need to be addressed.

The Checklist Items forms are available in advance on the CANS summer website <http://doe.sd.gov/cans/sfsp.aspx> under the Summer Food Service Program Application Checklist Items heading.

TIP: The list will vary, depending on your particular school or agency.

STEP 5 - Checklist Summary

Summer Food Service Program

 south dakota
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Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary > Program Year: 2015 - 2016

SFSP Checklist Summary

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Sponsor	Total Items	Submitted Items	Approved Items
Private Non-profit Agency	2	0	0
Summer Food Service Program Sites	Total Items	Submitted Items	Approved Items
Oahe Beach	4	0	0

[< Back](#)

- SFSP Checklist Summary
- Sponsor items – 2 not started
- SFSP Sites items – 4 not started
- Sponsors – these are the attachments needed based on sponsor and site application answers

SFSP Checklist – Sponsor Items

Summer Food Service Program



Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary >
Program Year: 2015 - 2016

[VIEW](#) | [MODIFY](#)

SFSP Checklist

7050666 Status: Active
Private Non-profit Agency
 247 Summer Fun Beach Road
 Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
SFSP Daily Meal Count Sheets	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2016	jmccord
SFSP Health Inspection Letter	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2016	jmccord

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

- Light blue form name indicates available in Download Forms in iCAN
- Paperclip allows you to attach and it will then appear in the lower portion of this screen.

STEP 5 - Checklist Summary

Summer Food Service Program

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet >

VIEW | MODIFY

Checklist File Upload Detail

Checklist

Program: Summer Food Service Program
 Checklist Item: SFSP Daily Meal Count Sheets

Upload Detail

1. File To Upload:

2. Comment:

Summer Food Service Program

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

VIEW | MODIFY

SFSP Checklist

7050666 Status: Active
Private Non-profit Agency
 247 Summer Fun Beach Road
 Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
SFSP Daily Meal Count Sheets	<input checked="" type="checkbox"/>	03/13/2016	<input type="checkbox"/>	Pending Approval	03/12/2016	jmccord
SFSP Health Inspection Letter	<input checked="" type="checkbox"/>	03/13/2016	<input type="checkbox"/>	Pending Approval	03/12/2016	jmccord

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	SFSP Daily Meal Count Sheets		3/13/2016 10:03:05 PM
View Modify	SFSP Health Inspection Letter		3/13/2016 10:03:28 PM

STEP 5 - Checklist Summary – Now SFSP Site Checklist Items

Summer Food Service Program

 **south dakota**
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Applications | Claims | Reports | Security | SearchPrograms | Year | Help | Log Out

Applications > Application Packet > Checklist Summary >Program Year: 2015 - 2016

SFSP Checklist Summary

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Sponsor	Total Items	Submitted Items	Approved Items
Private Non-profit Agency	2	2	0

Summer Food Service Program Sites	Total Items	Submitted Items	Approved Items
Oahe Beach 	4	0	0

[< Back](#)

SFSP Checklist Complete

Summer Food Service Program



[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet >
Program Year: 2015 - 2016

[VIEW](#) | [MODIFY](#)

SFSP Checklist

7050666 Status: Active
Private Non-profit Agency
 247 Summer Fun Beach Road
 Pierre, SD 57501

0001 Status: Active
OAHE BEACH
 12 N Beach Road
 Pierre, SD 57501

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
SFSP Civil Rights Documentation	 <input checked="" type="checkbox"/>	<input type="text" value="03/13/2016"/>	<input type="checkbox"/>	Pending Approval	03/13/2016	jmccord
SFSP/SSO Disaster Response Feeding Plan	 <input checked="" type="checkbox"/>	<input type="text" value="03/13/2016"/>	<input type="checkbox"/>	Pending Approval	03/13/2016	jmccord
SFSP Site Labor Detail	 <input checked="" type="checkbox"/>	<input type="text" value="03/13/2016"/>	<input type="checkbox"/>	Pending Approval	03/13/2016	jmccord
SFSP Public Release (Open Sites)	 <input checked="" type="checkbox"/>	<input type="text" value="03/13/2016"/>	<input type="checkbox"/>	Pending Approval	03/13/2016	jmccord

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	SFSP Civil Rights Documentation		3/13/2016 10:15:14 PM
View Modify	SFSP Site Labor Detail		3/13/2016 10:14:56 PM
View Modify	SFSP Public Release (Open Sites)		3/13/2016 10:13:04 PM

Save
Cancel

SFSP Checklist Summary

Summer Food Service Program

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

SFSP Checklist

7050666 Status: Active Private Non-profit Agency 247 Summer Fun Beach Road Pierre, SD 57501	0001 Status: Active OAHE BEACH 12 N Beach Road Pierre, SD 57501
---	---

The Checklist has been saved.

[< Edit](#) [Finish](#)

Summer Food Service Program

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary > Program Year: 2015 - 2016

SFSP Checklist Summary

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Sponsor	Total Items	Submitted Items	Approved Items
Private Non-profit Agency	2	2	0

Summer Food Service Program Sites	Total Items	Submitted Items	Approved Items
Oahe Beach	4	4	0

[< Back](#)

Details

✓ Checklist Summary (6)

APPLICATION PACKET

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet >

Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
 247 Summer Fun Beach Road
 Pierre, SD 57501

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Add	→ Budget Detail		
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (6)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

- Checklist Items has a green check
- Red arrow shows the item that is not started or has errors
- Select Add, Budget Detail

STEP 6 – Budget Detail – Anticipated reimbursement

2015 - 2016 SFSP Budget Detail

7050666 Status: Active
Private Non-profit Agency
 247 Summer Fun Beach Road
 Pierre, SD 57501

Budget Version: Original

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	10,400	\$35,256.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Sub Total			\$35,256.00

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	10,400	\$3,692.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Sub Total			\$3,692.00

- Total Meals is prepopulated based on the information you entered in the Site Application ADP for each meal entered.
- The information of self-preparation, rural or urban generates the administrative rate.

STEP 6 – Budget Detail – Expenses

Projected Operating Costs

Food for all vended and self-pre meals:		\$-	<input type="text"/>
Total Site Labor (complete checklist item for each site):		\$-	<input type="text"/>
Non Food Supplies:		\$-	<input type="text"/>
Utilities:		\$-	<input type="text"/>
Kitchen or Truck Rental:		\$-	<input type="text"/>
Equipment Rental:		\$-	<input type="text"/>
Transportation:	Rate per mile: <input type="text" value="0.00"/>	\$-	<input type="text" value="0.00"/>
Other:	<input type="text"/>	\$-	<input type="text"/>
Sub Total			\$0.00

Projected Administrative Costs

Total Administrative Salaries:		\$-	<input type="text"/>
Expenses for Attending Workshop:		\$-	<input type="text"/>
Utilities:		\$-	<input type="text"/>
Office Supplies:		\$-	<input type="text"/>
Audit Fees:		\$-	<input type="text"/>
Transportation (administrative and monitoring):	Rate per mile: <input type="text" value="0.00"/>	\$-	<input type="text" value="0.00"/>
Telephone:		\$-	<input type="text"/>
Postage:		\$-	<input type="text"/>
Legal Fees:		\$-	<input type="text"/>
Use Allowance:		\$-	<input type="text"/>
Office Building Maintenance:		\$-	<input type="text"/>
Other:	<input type="text"/>	\$-	<input type="text"/>
Sub Total			\$0.00

Operation Costs: Food, Site Labor, Non food supplies, Utilities, Rental costs for food service, i.e.

Administrative Costs: Total office staff labor, training costs, i.e.

STEP 6 – Budget Detail

Cost Reimbursement Summary

Total SFSP Costs		\$34,108.00
Total SFSP Reimbursement		\$38,948.00
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	<input type="text" value="0"/>
Amount from other funding resources (e.g. grant, donations)	\$	<input type="text" value=""/>
Other funding resources	<input type="text" value=""/>	
Balance		\$4,840.00

Additional Information

Identify how excess funds will be used

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of other child nutrition programs

Will your organization expend and account for funds in accordance with the requirements 7 CFR Part 225.17 and 2 CFR Part 200? Yes No

Certification

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Child and Adult Nutrition Services any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Child and Adult Nutrition Services may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments

If the budget includes office building maintenance that includes contracted services, attach a copy of the contract.

Actions	Notes	Version	Uploaded By
<input type="text" value="Add an attachment"/>			

Created By: jmcord on: 3/13/2016 10:32:03 PM Modified By: jmcord on: 3/13/2016 10:32:03 PM

Save

Cancel

STEP 7 – Attachment List

Summer Food Service Program

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active Packet Submitted Date:
Private Non-profit Agency Packet Approved Date:
 247 Summer Fun Beach Road Packet Original Approval Date:
 Pierre, SD 57501 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (6)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn
Summer Food Service Program	0	1	0	0	0

[Show Packet History](#)

Summer Food Service Program

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Attachments >

Attachments

7050666 Status: Active Packet Submitted Date:
Private Non-profit Agency Packet Approved Date:
 247 Summer Fun Beach Road Packet Original Approval Date:
 Pierre, SD 57501 Packet Status: Not Submitted

Attachments

Action	File Name	Type	Date	Comment
View Modify	Private NonProfit Agency Payment and Fees Form.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	03/13/2016	Payment and Fee Form

Total Attachments: 1

APPLICATION PACKET – Ready

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet >

Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (6)		
View	Application Packet Notes for Sponsor		
Details	Attachment List (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back **Submit for Approval** Withdraw Packet

Show Packet History

No Red Arrows

Only Green Check marks

Submit for Approval Red button is on

If not red - incomplete

STEP 8 – SUBMIT FOR APPROVAL

- Your application is now complete! Click the **Submit for Approval** button.
- A “pop-up” will appear asking you to verify that you wish to submit your application.
- Once you click **OK** you will be unable to make changes to your application.
- If you do not wish to submit your application at this time, click **Cancel**. Your application will be saved and you can submit it at another time.

The screenshot displays the 'Summer Food Service Program' application interface. At the top, there is a navigation bar with links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. The main content area shows the '2015 - 2016 Application Packet' for application ID 7050666, which is in an 'Active' status. The agency is identified as 'Private Non-profit Agency' located at 247 Summer Fun Beach Road, Pierre, SD 57501. A confirmation dialog box is overlaid on the screen, asking 'You have clicked the 'Submit for Approval' button. Do you want to continue?'. Below the dialog, there is an 'Attachment List' and a table showing the status of site applications. The table indicates that for the 'Summer Food Service Program', there are 0 approved, 1 pending, 0 return for correction, 0 denied, 0 withdrawn/closed, 0 errors, and a total of 1 application. At the bottom, there are buttons for '< Back', 'Submit for Approval', and 'Withdraw Packet', along with a 'Show Packet History' link.

Summer Food Service Program

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action

View | Modify
View | Modify
Details
Details
Details
Details
View
Details

Message from webpage

You have clicked the 'Submit for Approval' button. Do you want to continue?

OK Cancel

Attachment List

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

APPLICATION PACKET SUBMITTED TO STATE AGENCY

Summer Food Service Program

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date: 03/13/2016
Packet Approved Date:
Packet Original Approval Date:
Packet Status: **Submitted for Approval**

The Application Packet is currently under review by the State and is unavailable for changes.

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
View	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (6)		
View	Application Packet Notes for Sponsor		
Details	Attachment List (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

- Packet Status in upper left corner is now Submitted for Approval
- Red message – the packet is unavailable for changes.
- To modify anything you must email Julie at CANS and request it back to make changes before I start the approval process.

Application Packet

Incomplete Applications

CANS will send an email notification requesting additional information.

Please provide the required information and submit.

Application Packet APPROVED

Summer Food Service Program



Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Application Packet >
Program Year: 2015 - 2016

2015 - 2016 Application Packet

7050666 Status: Active

Private Non-profit Agency

247 Summer Fun Beach Road
Pierre, SD 57501

Packet Submitted Date: 03/13/2016

Packet Approved Date: 03/14/2016

Packet Original Approval Date: 03/14/2016

Packet Status: **Approved**

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
View Revise	✓ Budget Detail	Original	Approved
Details	✓ Management Plan	Original	Approved
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (6)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	1	0	0	0	0	0	1

< Back
Submit for Approval

[Show Packet History](#)

- Application Packet Notes for Sponsor (1) - indicates State Agency sent a note.
- Click on View Application Notes for Sponsor

Application Notes for Sponsor

Summer Food Service Program



Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Notes > Program Year: 2015 - 2016

2015 - 2016 SFSP Application Packet Notes

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

3/14/2016 Welcome

Welcome to SFSP - Everything looks great and we look forward to working with you in the future.

Created By: JulieMcCord on: 03/14/2016 9:24:38 AM Modified By: JulieMcCord on: 03/14/2016 9:25:33 AM

[< Back](#)

Advance Requests

- After you have an approved packet – you are available to access Advance Requests.
- You must have over 10 days of meal service in the month you are requesting an advance for.



Summer Food Service Program

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Program Year: 2015 - 2016

Item	Description
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Annual Audits	Annual Audits
Download Forms	Forms Available for Downloading

Advance Requests

Summer Food Service Program



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Applications | Claims | Reports | Security | SearchPrograms | Year | Help | Log Out

Applications > Advance Summary >Program Year: 2015 - 2016

Summer Food Service Program Advance Requests for 2015 - 2016

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Action	Advance Month	Advance Type	Advance Amount	Outstanding Balance	Status	Date Processed
	Oct 2015				n/a	
	Nov 2015				n/a	
	Dec 2015				n/a	
	Jan 2016				n/a	
	Feb 2016				n/a	
	Mar 2016				n/a	
	Apr 2016				n/a	
	May 2016				n/a	
Add	Jun 2016				n/a	
Add	Jul 2016				n/a	
Add	Aug 2016				n/a	
	Sep 2016				n/a	
Totals			\$ 0.00	\$ 0.00		

Advance Requests

Summer Food Service Program

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Advance Summary > Program Year: 2015 - 2016

VIEW | MODIFY | DELETE

Advance Request Detail for 2015 - 2016

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

Advance Date: Jun 2016

First Advance Request

Operating

Administrative

I understand that any advance payment received will be deducted from future reimbursement payments. Further I understand that the sponsor will be responsible for repayment of any part of the advance that exceeds the amount reimbursed to the sponsor for the number and types of meals actually served during the operation of the Summer Food Service Program.

Created By: jmccord on: 3/14/2016 9:43:55 AM

Save Cancel

Send email to Jackie in Finance and to Julie to alert us an Advance Request Detail was submitted.

Written Justification for Start-up requests must be attached to the email for Jacquelynn Mattheis.

Summer Food Service Program

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Advance Summary > Program Year: 2015 - 2016

Advance Request Detail Confirmation

7050666 Status: Active
Private Non-profit Agency
247 Summer Fun Beach Road
Pierre, SD 57501

The Advance Detail has been saved.

< Edit Finish

SECURITY – Change Password

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications >

Program Year: 2015 - 2016

Item	Description
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Annual Audits	Annual Audits
Download Forms	Forms Available for Downloading

Summer Food Service Program



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Security > Change Password >

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Re-Enter New Password:

Save

Cancel

Are You Ready?

You will receive an email from Julie when SFSP is live and ready for you to enter information, if you haven't already you will get an user id status email from someone in CANS regarding your security.

Meanwhile, you can work on forms on the SFSP website and get them prepared to upload when iCAN SFSP is available.

Q & A



Upcoming Trainings

Operational Training – April 26, Pierre

Webinar for iCAN SFSP Claims - TBD but likely in late May

SFSP website has slide presentations to various educational aspects of the program.

These slides and a manual for iCAN SFSP will be available on the website sometime next week.

Thank you!!

If you have any questions, please contact Julie McCord at julie.mccord@state.sd.us 605-773-3110.

