

**Check in with CANS - Agenda**  
**Monthly Conference Call with DOE-Child and Adult Nutrition Services**  
**April 13, 2017 2:30PM CT/1:30PM MT**

Call in number: 866-410-8397, Participant code: 6507733610

\*6 = Mute Line; #6 = Unmute Line

Website: <http://doe.sd.gov/cans>

Email: [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)

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**iCAN School Nutrition Program Applications:**

- We are close to opening the iCAN SNP application for SY2017-18
- When the application opens, we will send that notification by email to the Authorized Representative, Business Managers, and Food Service Directors/Manager. The notification will also contain details for a conference call to discuss changes to the SY17-18 application, Frequently Asked Questions, and open the call up to participants for questions.
- **\*\*\*New Process\*\*\*** SY17-18 Income Eligibility Guidelines, Parent Packet, lunch and breakfast reimbursement rates, and commodity value cannot be **released until after the feds release this information sometime in July**. Once this information is released by the feds it will appear in the iCAN SNP system (download forms and corresponding checklist items). A notice will appear on the SNP message board when these documents are updated and available.
- For renewing School Food Authorities, the iCAN SNP application is due two weeks prior to your first SY2017-18 claim.

**Summer Food Programs:**

- Applications for Summer Food Service Program (SFSP) and for the Seamless Summer Option (SSO) are open and being approved as they come in.
- **SFSP** applications should **start your iCAN Application Packet by Friday, April 14, 2017** and if you are requesting an advance or starting to feed for SFSP in mid-May please submit as soon as possible. The **deadline to submit for approval is Friday, April 28, 2017**. Thank you to those who have started or submitted already!
- **SSO** applications must be submitted at least two weeks before you wish to operate your summer feeding program.
- If your school offers meals for **summer school** children only, call the School Lunch group and see if you qualify for an extended school lunch or breakfast program.

**April Data - New Reporting Requirement for the School Lunch Program:**

- The report was closed midnight on April 10. We will follow up with any schools that did not report data. Thanks to all that reported by the deadline!

**Annual Reminders:**

- **School Lunch Hero Day** is May 5<sup>th</sup> Check out the SNA Events page for ideas and more information: <https://schoolnutrition.org/>
- **Child Nutrition Employee Appreciation week** is the first full week of May. Have you thanked your Child Nutrition Employees lately?
- **Professional Standards Annual Training Requirements:** based on the program year July 1-June 30. SD allows carry over of extra training into the next school year as long as the SFA can show documentation to support the carryover.
- **Professional Standards Hiring Requirements:** If you are facing a change in staff this summer, please review the hiring requirements and apply for a request to hire if your SFA is less than 500 students and

you are having difficulty hiring a qualified candidate. Check out the CANS NSLP website <http://doe.sd.gov/cans/nslp.aspx> under the Professional Standards section for more information and the form to request a hire.

- **After School Snack On-Site Monitoring:** 2<sup>nd</sup> monitoring review must be completed before the end of the year. Check out CANS NSLP memo #36 (posted on the CANS website <http://doe.sd.gov/cans/memos.aspx> under the NSLP section) for more information and for the monitoring form.
- **Paid Lunch Equity (PLE) Tool:**
  - The feds released an update to the PLE tool. There were a couple of errors in the original spreadsheet that were corrected in the revised tool. You can find a copy of this update on the CANS NSLP website at: <http://doe.sd.gov/cans/nslp.aspx> under the Paid Lunch Equity section.
  - The SY17-18 PLE waiver is also posted on the CANS NSLP website. Please complete and send in to [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us) for approval. This PLE Waiver request should be done before your iCAN SNP Application is approved.
- **Nonprogram Foods Revenue Tool Annual Requirement **\*\*Reminder\*\*****
  - Every school year, all SFA's that sell nonprogram foods must complete a [USDA NonProgram Food Tool](#).
  - *What is a Nonprogram Food?*
    - Nonprogram foods include any non-reimbursable foods and beverages purchased using money from the nonprofit school food service account. For example, all foods sold in schools such as second entrees, a la carte foods, second milks, and adult meals. It also includes foods sold outside of school hours or any foods used for catering or vending activities if the food is purchased using school food service account dollars.
  - The Nonprogram Foods tool evaluates the income (revenue) generated from your nonprogram food sales and compares it to the costs from your nonprogram food purchases.
  - SFAs are required to determine if the percent of total income (revenue) that is generated from their nonprogram food sales is equal to or greater than the percent of total food costs that are attributable to the SFA's purchase of nonprogram foods.
  - More information can be found in FNS policy memo [SP20-2016: Nonprofit School Food Service Account Nonprogram Food Revenue Requirements](#).
  - Both the tool and compliance is checked during your Administrative Review.
- **Unpaid Meal Policy in SNP **\*\*New Requirement Reminder\*\*****
  - SFAs are required to have a written and clearly communicated system to address meal charges local meal charge policy in place no later than July 1, 2017.
  - SFAs must develop and implement a written SFA-level policy. SFAs have discretion to vary the policy based on student grade level. The feds refer to this as a policy, but may be a "policy" or "standard practice" that determination is at the discretion of the SFA.
  - The policy must be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. It must also be provided to staff responsible for policy enforcement.
  - Additional information can be found at:
    - USDA FNS Unpaid Meal Charges website: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>
    - 2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools (memo SP58-2016)
    - Unpaid Meal Charges: Guidance and Q&As (memo SP57-2016)

#### **Local Wellness Policy Q&A's in new FNS policy memo SP24-2017**

USDA recently released memo SP 24-2017 – Local School Wellness Policy: Guidance and Q&As. The memo provides clarification on many aspects of the policy, along with providing links to resources. Brief points identified in the policy include:

- Required policy content and actions
- Additional guidance regarding food and beverage marketing requirements
- Triennial assessment and frequency of policy updates – The first policy assessment must take place by June 30, 2020
- Example tools for assessing implementation and compliance available
- Documentation needed for an administrative review
- Additional technical assistance resources

CANS Wellness Policy resources are currently being updated, and the memo is being posted to the CANS-NSLP page. Feel free to check out the USDA Wellness Policy webpage (<https://www.fns.usda.gov/tn/local-school-wellness-policy>) and the wellness policy resource center (<https://healthymeals.fns.usda.gov/local-wellness-policy-resources/school-nutrition-environment-and-wellness-resources-0>) for additional information.

#### **Team Nutrition Smarter Lunchrooms Sub-Grants:**

- **We are accepting submissions now until August 11<sup>th</sup>, 2017 for the \$1,000 Smarter Lunchrooms Team Nutrition sub-grant.**
- **Eligible Applicants:** Any South Dakota school district or organization that participates in the National School Lunch program and has a full lunchroom that serves students in grades 7-12.
- A 1-page grant is simple to fill out and you are not required to specify how you will spend the grant money at this time. If you are selected to receive funding, you will receive one-on-one technical assistance to help you successfully implement the Smarter Lunchrooms Movement in your school. You can find the sub-grant application on the CANS Team Nutrition website: <http://doe.sd.gov/cans/documents/17-SLSgrant2.pdf>
- Here are some video examples of how schools have used their grant funding to create Smarter Lunchrooms:
  1. Purchased materials to promote a “Build-A-Tray” program - <http://bit.ly/1Ib6Me6>
  2. Used signage in cafeteria - <http://bit.ly/1EalkDv>
    - Example: click this link to find Smarter Lunchroom signage products that are customizable and available for purchase: <http://bit.ly/1dIoUPK>
  3. Created pre-packaged, grab-and-go healthy meals and snacks - <http://bit.ly/1K8NHXm>
- If you would like to learn more about the Smarter Lunchrooms Movement, visit <http://smarterlunchrooms.org/> or contact Megan Jacobson at [megan.jacobson@sdstate.edu](mailto:megan.jacobson@sdstate.edu).
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#### **School Nutrition Program 2017 Trainings:**

- **[June 19-23 & October 16-20: Orientation to School Nutrition \(2 sessions\)](#)**: (4.5 days) in Pierre. This seminar is targeted to new and aspiring school nutrition program directors with 5 yrs. or less experience. This course will provide an overview of school nutrition programs, define the role and responsibilities of a director, and review the relationship between local policies and state/federal regulations.
- **[June 27: Foundations for Training Excellence](#)** (1 day) in Pierre. This course is great for anyone who wishes to become a more effective trainer. This course is intended to assist participants in assessing the current level of skill they already may possess and to encourage further professional development. It will also give participants tools and resources they can take back to their workplaces to use immediately.
- **[July 13-14: Financial Management: A Course for School Nutrition Directors](#) **NEW DATE!!**** (12 hrs.) in Pierre. We recommend that Business Managers and Food Service leads attend this course together. The training includes pricing guides, recording financial data consistently, determining compliance with

regulatory requirements (PLE, non-program foods), and assessing your school nutrition program for better financial outcomes.

Registration is free. Preference will be given to SFAs. Attendance to any of these courses counts towards Professional Standards training requirements. Registration details are posted on the [CANS NSLP](#) website under the Professional Standards section and in the CANS monthly bulletin.

**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.

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.

**This Conference call was 30 minutes long and can credit for 30 minutes of training.**

Learning Topics discussed during this call were:

- 3000 Administration