

Check in with CANS - Agenda
Monthly Conference Call with DOE-Child and Adult Nutrition Services
September 7, 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

iCAN School Nutrition Program Applications: Many important iCAN, application, and new school year updates can be found posted on the CANS NSLP website: <http://www.doe.sd.gov/cans/nslp.aspx> under the section called iCAN School Nutrition Program Application and Claim Information.

- Reimbursement Rates for SY17-18
- Claim Due Dates
- iCAN User ID Request form for new users or to change a current user account access
- iCAN SY17-18 SNP Application Manual: Following the manual when you fill out your application will help you avoid extra work!
- Public Media Release for SY17-18
- Financial Statement for SY17-18 – Due August 28, 2017
- Income Eligibility Guidelines for SY17-18
- Permanent Agreement Parts 4, 5, 6 (effective 2013-14)

Application Due Date: We asked for applications to be submitted by August 14, 2017. **The final deadline for application submission is two weeks before the date you wish to submit a claim for reimbursement.** For example, if you wish to submit a September claim on September 1, submit your application for approval on August 18. Meeting this deadline will ensure there is no delay in submitting your claim for reimbursement.

August/September Claims: the iCAN system will not let you submit more than a couple of days from August onto you September claim. Nearly all schools will have to complete the August and Sept. claims separately. However, the SFA can enter those claims at the same time on October 10 (the due date for the September claim).

Reminders:

- **Eligibility Manual for School Meals:** New manual July 2017 posted on the [CANS website](#).
- **Nonprogram Foods Revenue Tool Annual Requirement ****Reminder******
 - We are in the final stages of reviewing our NonProgram Food PowerPoint and hope to have it posted by the end of September/early October. The PowerPoint will walk you through how to fill out the NonProgram Food Revenue Tool and will discuss which items to include and how to figure the numbers.
- **Unpaid Meal Policy in SNP ****New Requirement Reminder****** Check out [NSLP/SBP website](#) updates!
- **Local Wellness Policy:** Check out [NSLP/SBP website](#) updates and the upcoming training opportunity listed below!
- **Procurement Requirement:**
 - **Buy America:** A new memo [SP38-2017](#) was released with clarifications to this requirement. This guidance was updated in a new CANS PPT called "[Training: Buy American Provision](#)" posted on the CANS website under the Procurement section.
 - **3 Bids and a Buy:** Informal procurement PPT was posted to the CANS website under the Procurement section. This short power point explores in detail how to complete 3 bids and a buy to comply with informal procurement requirements.

- **Informal Procurement templates** have been updated to include feedback we received from both schools and vendors. There will be more updates in the future as we hear more feedback to improve our procurement resources.

Administrative Reviews:

- Resources available on the [NSLP/SBP website](#) under the Administrative Review and Administrative Review Training section titles.
- The SY2017-18 review revisions have not been released by the feds, reviews have started for the year using the SY2016-17 Admin Review tools and guidance.

iMATCH

- System fixes were applied on August 25; additional updates are currently going through a security scan. All school districts have matches displayed. For more information, please reference the 'iMATCH System Status' email sent on 8/25/17 to all iMATCH Users.
- If you feel that you are missing any student matches, please use the 'File Search' tab for case numbers or to search a student by Name and Date of Birth, rather than contacting a local DSS office. The DSS office has reported to CANS that many schools are seeking their assistance when the information can be found in the system. Please call the CANS office first. Rob, Cheriee, and Pam can do a manual search of the data loaded into the system; in 99% of questions we find the correct answer without assistance from DSS. This helps us monitor the system.
- To view slides from the recent iMATCH training, click the following link: [iMATCH Training 8/2017 – 26 slides](#)

Special Diet Updated Federal Guidance:

- We are in the final stages of revising our Meal Modification Memo and hope to have it posted soon.
- We have posted the new guidance on our webpage (see links below):
 - [2017 Edition: Accommodating Children with Disabilities in the School Meal Programs](#)
 - [SP 26-2017: Accommodating Disabilities in the School Meal Programs: Guidance and Questions and Answers](#)
 - [SP 59-2016: Modifications to Accommodate Disabilities in the School Meal Programs](#)
- Changes from previous guidance:
 - A meal modification does not have to be called a 'disability' for it to be required. As long as a major bodily function is limited, the school must accommodate the meal modification.
 - A note from a recognized medical authority is only required when a meal modification goes outside of the meal pattern
 - The overall goal of the new guidance is for all children to have an equal opportunity to participate in the School Meal Programs. The guidance also encourages schools and families to work together in a partnership or team approach when providing meal modifications.

Fresh Fruit and Vegetable Program

- We are waiting for a system update to iCAN before allocation amounts can be assigned to approved sites. This update is expected to clear security before the end of September. Please continue operating your FFVP as normal and Rob will announce when the iCAN system is ready for action.
- FFVP Sponsor Application in iCAN – Needed prior to assigning allocation amounts. Please make sure that you complete the FFVP Sponsor Application in iCAN, as this is needed in order for CANS to approve your site for FFVP. [Click Here for instructions](#)
- FFVP Attestation/Addendum: Authorized representative of the iCAN application or Superintendent sign and email back.
- FFVP Quiz: If not yet completed, have at least one representative from the school district complete the quiz. [FFVP Link for Quiz](#) ←Click here
- Please reference the reminder email sent on August 29 for more information on these items.

- To view training slides and previously recorded training webinars, please go to the CANS-FFVP page: <http://doe.sd.gov/cans/ffvp.aspx>

Upcoming Trainings:

- **September 19: SD Associated School Business Officials (ASBO) Preconference: School Nutrition Update** (3 hrs.) in Pierre
This is the preconference for the fall SDASBO conference. This update will include several hot topics for school business officials including: the Nonprogram Foods requirement, informal procurement, unpaid meal charge policy requirement, and hot topics. A copy of this PowerPoint will be posted in advance of the preconference on the [CANS NSLP website](#) under the "Training & Webinars" section. Registration for Fall Conference may be done through <https://www.sasd.org/sdasbo/>. *This is not a CANS sponsored event.*
- **October 12: Procurement, A Practical Approach** (7 hrs.) in Pierre
This 7 hour workshop will give you a great, common sense approach for procurement in your district. The training will include information on how to decide which procurement method to use, how to write a bid specification for different products and how to send out a request for quote. All while following your local, state and federal regulations. This is a CANS sponsored event, see registration link below.
- **October 16-20: Orientation to School Nutrition** (30.5 hrs.) in Pierre
This 4 ½ day seminar is targeted to new and aspiring school nutrition program directors with five years 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. This is a CANS sponsored event, see registration link below.
- **October 23 & 24: Financial Management: A Course for School Nutrition Directors** (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. This is a CANS sponsored event, see registration link below.
- **October 26: School Wellness Policy - Implementing the Final Rules** (6 hrs.) in Pierre
The school health program in the SD DOE and SD Health in collaboration with [Action For Healthy Kids](#) will offer training on *School Wellness Policy - Implementing the Final Rules* on October 26, 2017 from 8:30-3:30 p.m. at Red Rossa in Pierre, SD. The training is designed to provide continued support to schools/school districts as they work to comply with [the new wellness policy rules](#) and to help schools/school districts strengthen and effectively implement their wellness policies. [Registration](#) information and in-depth details about the training in the [School Wellness Policy on-line binder](#). *This is not a CANS sponsored event.*
- **November 15: Procurement, A Practical Approach** (7 hrs.) in Pierre
This 7 hour workshop will give you a great, common sense approach for procurement in your district. The training will include information on how to decide which procurement method to use, how to write a bid specification for different products and how to send out a request for quote. All while following your local, state and federal regulations. This is a CANS sponsored event, see registration link below.

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 and Training Opportunities section and in the CANS monthly bulletin.

Verification

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 26 at 9:30am CST. The Verification Reporting webinar is scheduled for October 11 at 9:30am CST.

Remember-you can begin verification activities once the application approval process for the current school year begins and there are approved applications on file. Please refer to the SY17-18 Eligibility Manual for more information or contact the CANS office. The sooner the process starts, the easier it is to meet the November 15 reporting deadline!

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

Equipment Grants for SY 2017-18

- The application is in final review and should be posted to the [CANS NSLP website](#) under the “Equipment Assistance Grants” section sometime in late September or early October.

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 45 minutes long and can credit for 45 minutes of training.

Learning Topics discussed during this call were:

- 3000 Administration: 3200 Program Management - 30 minutes
- 3000 Administration: 3100 Free & Reduced Price Meal Benefits - 15 minutes