

School Nutrition Programs SEAMLESS SUMMER OPTION

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

UPDATED 4-15-15



Returning Users: Log On

User ID:

Password:

Log On



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

Links

- Department of Education
- Child and Adult Nutrition Services (CANS)



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.
- *South Dakota is an equal opportunity provider and employer.*

Copyright © 2015 Colyar Consulting Group

National School Lunch and School Breakfast Programs

Updated: April 15, 2015

Table of Contents

Chapter 1 – Logging in to the System.....	4
Session Conflict Error	5
Chapter 2 – How to Navigate the iCAN System	6
An overview of the Application Process	7
Chapter 3 - Application Packet	8
Completing a Seamless Summer Option Site Application ...	8
Errors and Warnings.....	20
Submitting Forms and Documents to CANS.....	22
Chapter 4 – Incomplete or Returned Applications	30
Chapter 5 – Approved Applications	33
Chapter 6 – Changing your Password	34

Chapter 1 – Logging in to the System

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



The image shows a login form titled "Returning Users: Log On". It features two input fields: "User ID:" and "Password:". Below the fields is a green "Log On" button.

- 4) Once you successfully log on, the *iCAN Programs* page is displayed. Click on the specific tile you wish to access. In this instance the *School Nutrition Programs*.



TIP: Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen at all.

SESSION CONFLICT ERROR

Occasionally you may encounter a *Session Conflict Error* when logging into iCAN.

First try clicking the *Activate* button. In most instances this will take you directly to the iCAN Log On. If clicking *Activate* does not work, you will need to close out your other browsers (after saving your work!) and try to log on again. If the problem persists, please send an email to DOE.iCANHelp@state.sd.us or call 605-773-3413.

Session Conflict Error

Session Conflict Error



A session conflict has occurred.

What you can try:

Close all browser windows and try again.

If you are attempting to open two browser windows for this application, the second window must be opened in a new session.

Click the Activate button below to make this the active session.
WARNING: Unsaved work in the conflicting session will be lost.

10/6/2014 1:54:31 PM

Chapter 2 –Navigating the iCAN System

Once you have logged in, the top portion of the *iCAN* page contains key elements that provide basic information about your location within the system.

The **Program Name** will identify which Program you are in.

The dark blue line contains the **Menu** Items. Selecting a menu item will take you to that menu page.

The light blue line is the **Breadcrumb Trail**. This identifies your location within the *iCAN* system. Selecting a specific portion of the trail will take you back to that particular screen.

Your School or Agency information will be shown in the **information box**.

Year will allow you to select prior Program Years to view information.

Help will take you to the online help screen where you can search for a specific question or obtain instructions for navigating the *iCAN* system.

Please make sure you **Log Out** to exit the *iCAN* system.



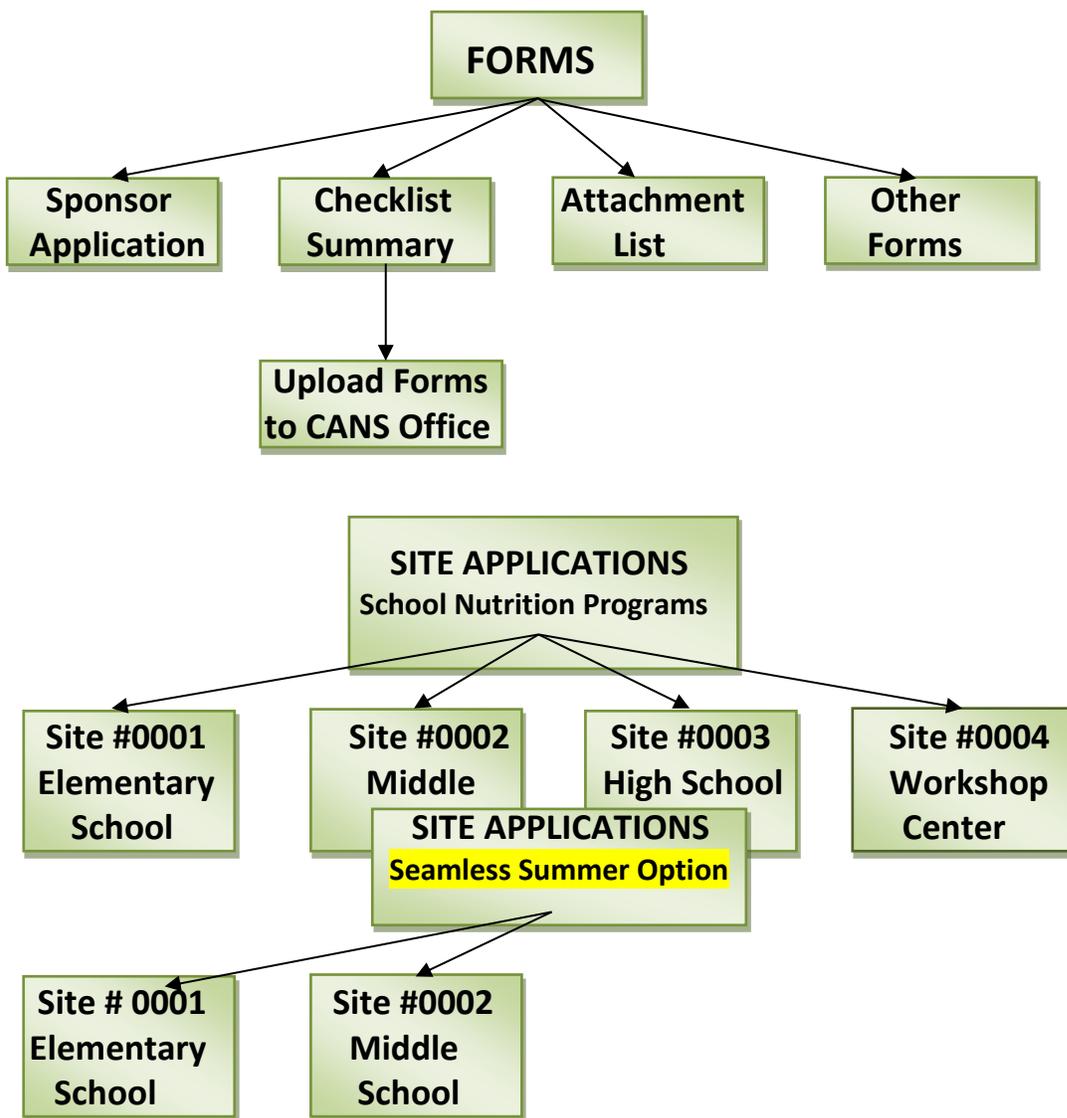
An Overview of the Seamless Summer Option Process

The Application Packet consists of two main sections.

FORMS: This contains the Sponsor Application, a Checklist Summary and an Attachment List. Your list of forms will vary depending on your particular School/Agency.

SITE APPLICATIONS: There will be an individual application required for each of your sites.

SEAMLESS SUMMER



Chapter 3 – Application Packet

Completing a Seamless Summer Option Site Application

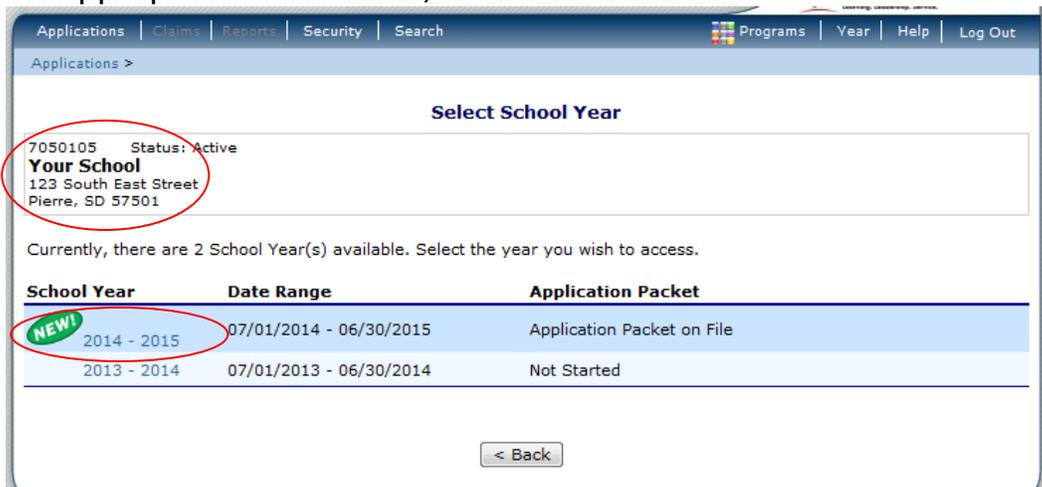
1) Select *Applications* in the Menu line.



2) Select *Application Packet*.



3) Your school or agency name should already be listed. Select the appropriate School Year; in this case *2014-2015*.



- 4) The Sponsor must have been approved for SNP in the current year (2014-2015) to apply for the Seamless Summer Option.

TIP: 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 Name and select *Search*.

★ If you don't have multiple Schools or Agencies, continue with step 5

The screenshot shows the 'SNP Sponsor Search' form. The 'Sponsor Name' field is filled with 'Your School'. The 'Search' button is circled in red. Other fields include Agreement Number, Vendor Number, FEIN, County, and Sponsor Status (set to Active). There are also dropdown menus for Packet Status, Field Service Rep, Packet Assigned To, and Program Status.

The Sponsor Name will appear at the bottom of the screen. Select either the Agreement Number or the Sponsor Name.

Sponsors						Found: 1
Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To	
7050105	Your School	Not Submitted				

- 5) Select *Seamless Summer Option*.

The screenshot shows the '2014 - 2015 Application Packet' details for 'Your School' (Agreement Number 7050105). It includes contact information and dates. Below is a table of application forms and a summary table of site applications.

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Rev. 1	Not Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Not Submitted
Details	✓ Checklist Summary (10)		
View	Application Packet Notes for Sponsor (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

6) Select *Add Site Application*.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2014 - 2015

2014 - 2015 Seamless Summer Option Site List

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Action	Site ID / Site Name	AM BRK	AM SNK	PM LUN	PM SNK	SPR	Version/Status
No Sites enrolled in this year.							
Add Site Application							

< Back

7) The Sites previously on Seamless Summer Option display.

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

Applications > Application Packet > Packet Site List - SSO > School Year: 2014 - 2015

2014 - 2015 SSO Available Site(s)

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

Site	Site Status
0003 - Middle School	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.

8) Select Site Desired from the List.

Question #4, Title, is required.

Applications	Claims	Reports	Security	Search	Programs	Year	Help	Log Out
Applications > Application Packet > Packet Site List - SSO >						School Year: 2014 - 2015		
VIEW MODIFY DELETE								
SSO Site Application For School Year: 2014 - 2015								
7050105 Status: Active Your School 123 South East Street Pierre, SD 57501			0003 Status: Active MIDDLE SCHOOL No address on file for this year					
Version: Original								
Site Supervisor								
1. Name:	Salutation	First Name	Last Name					
2. Email Address:								
3. Phone:		Ext:		Fax:				
4. Title:								
Street Address								
5. Address Line 1:								
6. Address Line 2:								
7. City:								
8. State:	SD	Zip:						
9. County:								

9) Complete all open boxes of the application.

Site Types available include: Open, Restricted Open, Closed Enrolled, Migrant or Camp; each have associated questions.

Site Eligibility

Years of Eligibility: *pending approval*

10. Indicate the type of site.

- Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.
- Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

- Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

- Migrant (1-3 Meals)
- Camp (1-3 Meals)

Continue to complete all open boxes.

If you choose Open, Restricted Open or Closed Enrolled site type the following questions display. You must choose one and complete all requested information for documentation.

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

- % Free and Reduced approved, school data.

Select the Qualifying Site for the Seamless Summer Option:

Eligible Sponsor Agreement Number:

Eligible Site ID:

% F/R Eligible for School Meals:

Qualifying Month/Year (mm/yyyy): /

- Census data

Census Tract No.

Block Group No.

- Income eligibility forms are:

- Collected
 On File
 SFA Listing

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

- Other:

Explain:

Restricted Open, is usually not selected at application time. Sites start at Open and then if a situation occurs requiring it to be restricted, you will *Modify* the site and make the selection of Restricted Open and will be required to provide a reason. This action will take an approved site to an unapproved status and will require the site to go through the submit for approval process by the State Agency.

10. Indicate the type of site.

- Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.
 Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

If choosing the Closed Enrolled site type, you are required to answer the following questions.

- Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

Migrant has no additional questions.

If choosing CAMP site type, the following questions must be completed.
Continue to complete all open boxes

- Camp (1-3 Meals)
 - Residential
 - Non-residential (day camp)

If 'Non-residential' is selected, provide a brief description of the organized program.

Why sponsoring a camp?

Source of documentation for individual children's eligibility:

- Regular School Year Eligibility (SFA Listing)
- Application Submitted to Camp Site
- Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

- Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

Continue to complete the questions.

Period of Operation

11. Is the Site located in an area where the school operates on a year-round calendar? Yes No

12. Summer Operational Dates: Start Date:  End Date: 

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

OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015
<input type="text"/>											

14. Field Trip Dates:

Question # 11 is No – South Dakota schools do not have year round school, but is here in the event it would ever happen.

Question # 12 can be populated by clicking on the calendar icon 

Question # 13 the number of days the site will operate each month must fall within the operational dates and cannot exceed the days in that month. If operating Monday - Friday for 3 weeks it will be 15 days.

Question # 14 Field Trip Dates can be completed if the site has planned trips. This is optional, Seamless Summer Option does not require preapproval of Field Trips. Appropriate documentation of the off-site meals including the menu meeting reimbursable meal requirements, production record for the meal, meal counts is required. Supporting documentation for claimed meals may be requested during the Administrative Review for Seamless Summer Option.

Meal Preparation, complete question 15 – Type of Meal.

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				

Meal Preparation, complete question 15 – Days served.

Selections include: Monday through Friday, or individually check days of week desired.

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input checked="" type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input checked="" type="checkbox"/> Mon-Fri <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				

Meal Preparation, complete question 15 – Estimated Number to be served each day or average daily participation.

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input checked="" type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input checked="" type="checkbox"/> Mon-Fri <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				

Meal Preparation, complete question 15 – Enter Time Meal Service Begins and Ends, enter hours and minutes.

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input checked="" type="checkbox"/> Lunch	<input type="text" value="100"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input checked="" type="checkbox"/> Mon-Fri <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				

Meal Preparation, complete question 15 – Optional, Offer versus Served OVS indicator for the Breakfast, Lunch or Supper meal types is entered by checking the desired open space.

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input checked="" type="checkbox"/> Lunch	<input type="text" value="100"/>	<input type="text" value="12 Noon"/> :00	<input type="text" value="12 Noon"/> :45	<input checked="" type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				

Question # 16 requests the Meal Planning option you are using during the seamless summer option.

Meal Planning and Service

16. Indicate the menu planning option that will be used:

- SBP/Snack Grades K-5, 6-8, and 9-12
- SBP/Snack Grades K-8 and 9-12
- SBP/Snack Grades K12
- 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 K12 (2 components and serving size appropriate to age/grade group 9-12)
- CACFP Under Age 6

Questions # 17-21 requests the Meal Service information about your site. Enter additional information in the fields provided.

17. Meal Service:

Are any meals vended? Yes No

Name of Vendor:

Are meals prepared on this site? Yes No

Are meals transported to this site? Yes No

Transported From:

18. How many Points of Service?

19. Is this site a non-congregate site on excessive heat days? Yes No

20. Is this a mobile feeding site? Yes No

21. Is this an outdoor site? Yes No

Question # 17 - If your school or agency contracts with a Food Service Management Company (FSMC), a vended meal contractor, or has any other food service contract, (like a colony contract) verify the contract dates cover the seamless summer option operation dates and please attach it in the Checklist Items.

Question # 18 – Indicate the number of meal count points of service you have.

Accurate Point-of-Service Counts are Critical!

It is critical that site personnel and monitors understand the importance of accurate point-of service meal counts. Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point of service, i.e., meals are counted as they are served, to ensure that an accurate count of meals served is obtained and reported. Counting meals at the point of service also allows site personnel to ensure that only complete meals are served.

Question # 19 – The Heat Demonstration Project is for outdoor sites without temperature-controlled alternative sites. Any other situation needs Food Nutrition Services (FNS) approval beyond the South Dakota office.

The Seamless Summer Option must be advertised. For question # 22 complete the dates and indicate all the methods of advertising your school will be implementing. If choosing Other, you must enter description in open box. *Keep the actual newspaper articles, a copy of advertisements sent out on letter head for the Seamless Summer Option Administrative Review documentation.*

Advertising

22. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.

Advertisement Date(s):

<input checked="" type="checkbox"/> Newspaper announcement/press release	<input checked="" type="checkbox"/> TV/Radio	<input checked="" type="checkbox"/> Social Media/Texting
<input checked="" type="checkbox"/> Flyers - neighborhood	<input checked="" type="checkbox"/> Flyers - school	<input checked="" type="checkbox"/> Posters and signs
<input checked="" type="checkbox"/> Sponsor website	<input checked="" type="checkbox"/> School newspaper	
<input checked="" type="checkbox"/> Other	<input type="text"/>	

Your school may have a Food Service Management Company, vendor contract, or colony contract(s) in place that is providing the site staff. If so complete the information in question # 23, otherwise leave blank.

Organization Liaison

23. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

Organization:	Person Responsible:
<input type="text"/>	<input type="text"/>

Seamless Summer Option requires a minimum of one self-review by the sponsor/school each summer. The state agency recommends the monitoring take place during the first three weeks of operation. This allows time to make adjustments if needed in program operation to avoid critical issues leading to fiscal action, resulting in non-reimbursement of meals served. Explain the monitor plan and date(s) the administrative staff plans to conduct the monitor visit.

Sponsor Monitoring Plan

24. Describe plans to visit, review and monitor sites. Plan for weeks 1 through 3:

This section will automatically populate, if applicable, for your school or agency.

Severe Need Breakfast Qualification

25. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
1,600	800	200	2,600	92.31%

Make sure to read the Certification and check the box, or you will receive an error.

Certification

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.

Created By: JulieMcCord on: 3/12/2015 5:33:38 PM Modified By: jmmccord on: 3/13/2015 4:26:38 PM

VIEW | **MODIFY** | DELETE

10) Click **Save**. See next page if you see **errors** or warnings.

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

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 SNP Sponsor Application

7050105 Status: Active
Your School
123 South East Street
Pierre, SD 57501

The Application has been saved.

< Edit **Finish**

11) Click **Finish**.

Errors and Warnings

Once saved, you may see that the application contains errors or warnings. You will need to *edit* your application before you are able to submit.

The screenshot shows the top navigation bar with links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar, the breadcrumb trail reads "Applications > Application Packet >". The main heading is "2014 - 2015 SNP Sponsor Application". The application details section shows the ID "7050105", status "Active", and school information: "Your School", "123 South East Street", "Pierre, SD 57501". A message box states: "The Application has been saved with errors and warnings." Below this, a paragraph explains that information entered is either incomplete or not in compliance with rules and regulations, and that all errors must be corrected before processing. At the bottom, there are two buttons: "< Edit" (circled in red) and "Finish".

Make corrections and Click *Save* when you are finished

Examples of Errors and Warnings

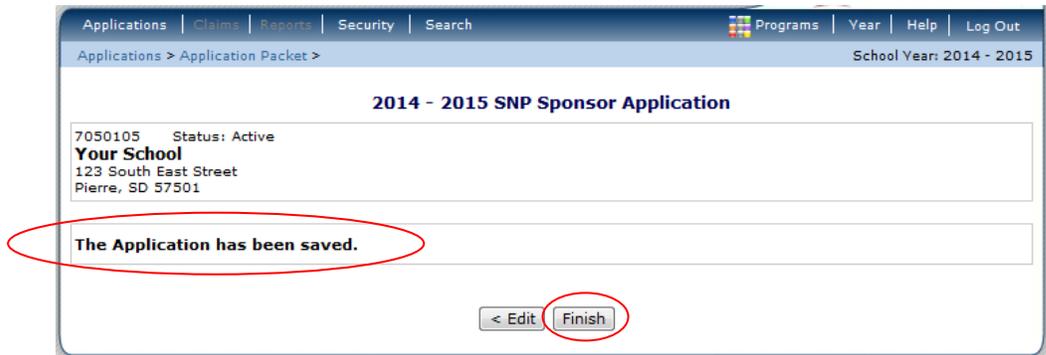
The screenshot shows the same application details as above. Below the details is a table with two sections: "Errors" and "Warnings".

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.

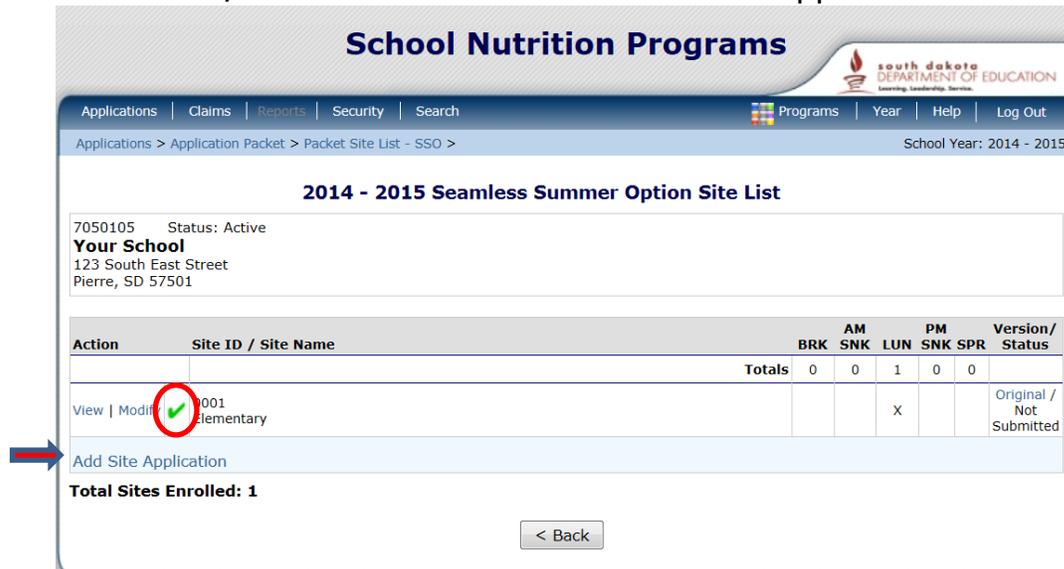
TIP: The red errors must be corrected before you can submit the application. The blue warnings are indications that you may need to review a particular answer.

12) If you receive the following message, your application has been saved without errors or warnings. Click *Finish*.



Seamless Summer Option Site List

You will be taken to the Seamless Summer Option Site List which gives a summary of the sites enrolled, site id/site name, meal type for the site and the version/status of the seamless summer site application.



Notice the green check mark next to the Action and Site ID. This indicates the Site Application for Seamless Summer Option is now complete.

TIP: You are also able to *View* or *Modify* your sites by choosing the applicable action.

If you have additional Seamless Summer Option sites to add, click Add Site Application and repeat the steps for each site that will participate in the summer program. If you are finished adding Seamless Summer Option sites, click *<Back*.

2014 - 2015 Application Packet

7050105 Status: Active

Your School
123 South East Street
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	Rev. 1	Not Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Not Submitted
Details	✓ Checklist Summary (10)		
View	Application Packet Notes for Sponsor (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	1	0	0	0	0	1

< Back **Submit for Approval** Withdraw Packet

Show Packet History

TIP: You are now finished with the Seamless Summer Option Site Application portion of the Application Packet. You will still need to complete and/or upload documents before you can submit your Application Packet.

Forms and Additional Documents

Once you have completed your Seamless Summer Option 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*, see Seamless Summer Option Sites section. 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 **NSLP Seamless Summer Option Application Checklist Items** heading.

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

CHECKLIST SUMMARY

2014 - 2015 Application Packet

7050105 Status: Active Your School 123 South East Street 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	Rev. 1	Not Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Not Submitted
Details	✓ Checklist Summary (10)		
view	Application Packet Notes for Sponsor (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	1	0	0	0	0	1

[Show Packet History](#)

- 1) Click on the blue *Details* for the form you wish to complete. In this example, we will complete the *Checklist Summary*.

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
Learning, Leadership, Service

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)
[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications >](#) [Application Packet >](#) [Checklist Summary >](#)
School Year: 2014 - 2015

SNP Checklist Summary

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	
--	--

Sponsor	Total Items	Submitted Items	Approved Items
Your School	10	10	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Elementary	0	0	0
High School	0	0	0
Middle School	0	0	0

Seamless Summer Option Sites	Total Items	Submitted Items	Approved Items
Elementary	4	0	0

- 2) Click on the site desired under Seamless Summer Option Sites, in this example: *Elementary*

SSO Checklist screen

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

Applications > Application Packet > Checklist Summary >
School Year: 2014 - 2015

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

SSO Checklist

7050105 Status: Active Your School 123 South East Street Pierre, SD 57501	0001 Status: Active ELEMENTARY 800 Culver Blvd. 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
Copy of Civil Rights Document (Open Sites)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2015	jmccord
Disaster Response Feeding Plan		<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2015	JulieMcCord
Public Release (Open Sites)		<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/12/2015	jmccord
SSO Vendor Contract		<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/13/2015	jmccord

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

Save
Cancel

1) Click on the blue *Disaster Response Feeding Plan*; the form will download for you to complete. The form provided in the Downloadable Forms from the state agency is required of all summer feeding sites. Once you have it complete SAVE with a name in your computer files. If the form name is black, such as *SSO Vendor Contract* in this example, then there is not a template/form available for download. You are still required to upload/attach your contract and submit it to CANS.

2) Click on the “paperclip” for the document you wish to upload.

TIPS: -Your list of Required Forms/Documents will vary depending on your particular school or agency.
 -In iCAN, if the words are printed in blue you can click them to go further in the system or to obtain additional information.
 For example, if you click *Disaster Response Feeding Plan* it will open an instruction page for items to include in your attachment.

- 3) Select **Browse** so you can select the appropriate document from your computer. Type in any Comment – it will display on the SSO Checklist. Upload your file and **Save**.

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

Applications > Application Packet >

VIEW | **MODIFY** | DELETE

Checklist File Upload Detail

Checklist

Program: Seamless Summer Option
Checklist Item: Disaster Response Feeding Plan

Upload Detail

1. File To Upload: C:\Julie\SFSP\2015 SFSP SSO\Your School Disaster Response Feeding Plan **Browse...**

2. Comment: Summer 2015

Save Cancel

VIEW | **MODIFY** | DELETE

- 4) If your file was successfully uploaded, you will see this message. Click **Finish**.

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

Applications > Application Packet >

Checklist File Upload Detail

The Checklist File Upload Detail has been processed.

< Edit **Finish**

You will be taken back to the SSO Checklist screen and you will see that the date and time of the attachment *Disaster Response Feeding Plan* and the comment entered displays at the bottom of the screen.

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

Applications > Application Packet > Checklist Summary > School Year: 2014 - 2015

VIEW | MODIFY

SSO Checklist

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

0001 Status: Active
ELEMENTARY
 800 Culver Blvd.
 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
Copy of Civil Rights Document (Open Sites)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	03/12/2015	jmccord
Disaster Response Feeding Plan	<input checked="" type="checkbox"/>	★ 03/14/2015	<input type="checkbox"/>	Pending Approval	03/12/2015	JulieMcCord
Public Release (Open Sites)	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	03/12/2015	jmccord
SSO Vendor Contract	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	03/13/2015	jmccord

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Disaster Response Feeding Plan	Summer 2015	3/14/2015 2:17:43 PM

Save Cancel

- 5) Click on the box *Document Submitted to CANS*; the date it was submitted will display in the box to the left of the box, see star by the date.
- 6) Proceed to the next form/document on your checklist.
- 7) When all forms/documents have been uploaded, make sure to check the box for each item.
- 8) Once all boxes have been checked, Click *Save* at the bottom of the page.

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Disaster Response Feeding Plan	Summer 2015	3/14/2015 2:17:43 PM

Save Cancel

9) You will then see that your checklist has been saved. Click *Finish*

The screenshot shows the 'SSO Checklist' page. At the top, there is a navigation bar with 'Applications', 'Claims', 'Reports', 'Security', and 'Search' on the left, and 'Programs', 'Year', 'Help', and 'Log Out' on the right. Below the navigation bar, the breadcrumb trail reads 'Applications > Application Packet > Checklist Summary >' and the school year is '2014 - 2015'. The main heading is 'SSO Checklist'. Below this, there are two school information boxes. The first box is for 'Your School' (ID 7050105, Status: Active) with address '123 South East Street, Pierre, SD 57501'. The second box is for 'ELEMENTARY' (ID 0001, Status: Active) with address '800 Culver Blvd., Pierre, SD 57501'. A red-bordered box contains the message 'The Checklist has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish', with 'Finish' circled in red.

10) This will return you to the SSO Checklist Summary. The Submitted Items will display those checklist items you attached for CANS and are ready for them to review.

The screenshot shows the 'SSO Checklist Summary' page. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The main heading is 'SSO Checklist Summary'. Below this, there is a box for 'Your School' (ID 7050105, Status: Active) with address '123 South East Street, Pierre, SD 57501'. Below the school information, there are three tables. The first table is for 'Sponsor' with columns 'Total Items', 'Submitted Items', and 'Approved Items'. The row for 'Your School' shows 10 Total Items, 10 Submitted Items, and 0 Approved Items. The second table is for 'School Nutrition Programs Sites' with columns 'Total Items', 'Submitted Items', and 'Approved Items'. The rows for 'Elementary', 'High School', and 'Middle School' all show 0 Total Items, 0 Submitted Items, and 0 Approved Items. The third table is for 'Seamless Summer Option Sites' with columns 'Total Items', 'Submitted Items', and 'Approved Items'. The row for 'Elementary' shows 4 Total Items, 4 Submitted Items, and 0 Approved Items. The 'Submitted Items' column in the third table is circled in red. At the bottom, there is a '< Back' button.

11) To return to your Application Packet, Click the *Back* button.

School Nutrition Programs



DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 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	Rev. 1	Not Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Not Submitted
Details	✓ Checklist Summary (10)		
View	Application Packet Notes for Sponsor (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	1	0	0	0	0	1

< Back
Submit for Approval
Withdraw Packet

[Show Packet History](#)

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.

- If you are sure you are ready to submit your application, click *OK*. 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.

Details FSMC Contract List 1 Contract

Details ✓ Checklist Summary (4)

Site Applications	Total Applications
School Nutrition Program	1
Seamless Summer Option	0

Message from webpage

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

OK
Cancel

[Show Packet History](#)

Once your application has been submitted, you will be unable to make changes. You will also note that the Packet Status now shows *Submitted for Approval*. If you submitted in error, please contact the CANS office for instructions.

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

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date: 03/14/2015
 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	Rev. 1	Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Meal Pattern Compliance Dashboard		Submitted
Details	✓ Checklist Summary (10)		
View	Application Packet Notes for Sponsor (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	1	0	0	0	0	1

[Show Packet History](#)

STATUS of Application Packet – Goal “Approved”

When submitting a claim your packet must be in *Approved* status

School Nutrition Programs



south dakota
 DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Security | Search Programs | Year | Help | Log Out

School Year: 2014 - 2015

2014 - 2015 Application Packet

DISTRICT 11-1

Packet Submitted Date: 03/14/2015
 Packet Approved Date: 03/14/2015
 Packet Original Approval Date: 09/29/2014
 Packet Status: Approved

Chapter 4 –Incomplete or Returned Applications

Upon reviewing your submitted application, the CANS office may have additional questions or require that you submit additional documents. In this event, you will receive an email notification from South Dakota Help Desk doe.icanhelp@state.sd.us advising you that your application has been returned to you for correction.

NOTIFICATION EMAIL FOR SNP APPLICATION PACKET

South Dakota Unified Nutrition Programs System
South Dakota Department of Education
Child and Adult Nutrition Services

Thank you for submitting your Application Packet for the School Nutrition Programs. Your application packet has been RETURNED FOR CORRECTIONS.

TIP: The person listed as the Authorized Representative for your school or agency will receive the automated email notifications. If someone other than the Authorized Representative is completing this application, please make arrangements to have these emails forwarded to the appropriate person.

1) Once you receive this email notification, log into iCAN and select your Application Packet. Notes regarding the corrections required can be found:

A) At the top section of the Sponsor Application page.



The screenshot shows the iCAN application interface. At the top, there are navigation links: Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. Below this, the breadcrumb trail reads 'Applications > Application Packet >' and the school year is '2014 - 2015'. There are 'VIEW | MODIFY | DELETE' options. The main heading is '2014 - 2015 SNP Sponsor Application'. Below this, the application details are shown: '7050105 Status: Active', 'Your School', '123 South East Street', 'Pierre, SD 57501'. A warning table is displayed with the following content:

Code	Warning Description
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.

Below the warning table is a 'Comments to Sponsor' section with a red arrow pointing to the comment: 'Please submit a copy of your Food Service Management Contract and resubmit your Application Packet.' At the bottom right, it says 'Version: Original'.

- B) Contained in the Application Packet
 If there are notes in the Application Packet, you will see a number next to the *Application Packet Notes for Sponsor*.
 Click **View** to read the notes.

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

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date: 11/17/2014
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status:

Packet Assigned To: Pam McCown

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details	FSMC Contract List		1 Contract
Details	Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (10)		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

- 2) Make the applicable corrections and click **SAVE**.
 3) Resubmit your application by clicking the red **Submit for Approval** button.

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

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

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

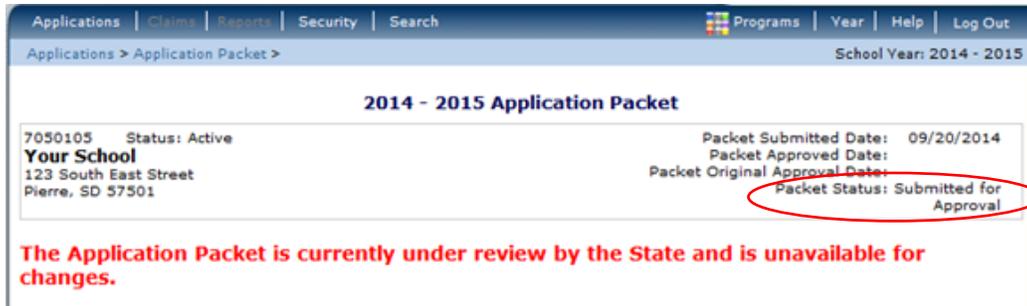
Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	FSMC Contract List		1 Contract
Details	✓ Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

< Back
Submit for Approval
Withdraw Packet

Show Packet History

You will see that the Packet Status now shows that it was Submitted for Approval. At this point you will be unable to make additional changes to your application.



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

Applications > Application Packet > School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105	Status: Active	Packet Submitted Date: 09/20/2014
Your School		Packet Approved Date:
123 South East Street		Packet Original Approval Date:
Pierre, SD 57501		Packet Status: Submitted for Approval

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

Chapter 5 – Approved Applications

Once your application has been approved by the State you will see your Application Packet Status shows Approved. You will also receive an email notification advising you of this.

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

Applications > Application Packet >
School Year: 2014 - 2015

2014 - 2015 Application Packet

7050105 Status: Active
Your School
 123 South East Street
 Pierre, SD 57501

Packet Submitted Date: 09/20/2014
 Packet Approved Date: 09/20/2014
 Packet Original Approval Date: 09/20/2014
Packet Status: Approved

Action	Form Name	Latest Version	Status
View Revise	✔ Sponsor Application	Original	Approved
Details	FSMC Contract List		1 Contract
Details	✔ Checklist Summary (4)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	1	0	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

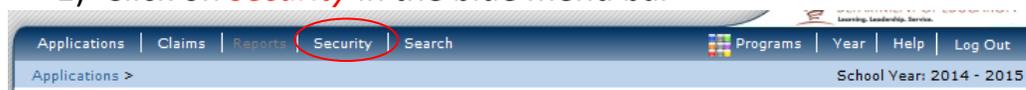
< Back
Submit for Approval

[Show Packet History](#)

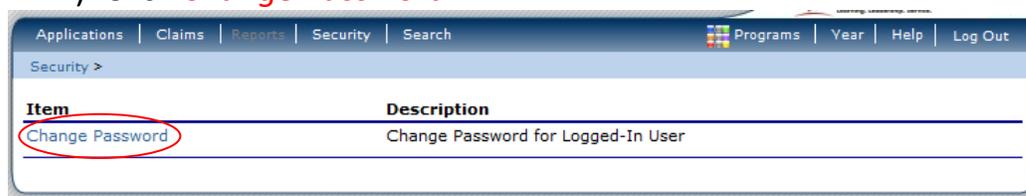
[Chapter 6 –Changing your Password](#)

This feature only works once you are already logged in. If you have forgotten your password or are locked out of the system, you will need to send an email to DOE.iCANhelp@state.sd.us or contact 605-773-3413 and request a password reset. A confirmation with your temporary password will be sent to the email address we have on file for you. No password information will be provided to you over the phone.

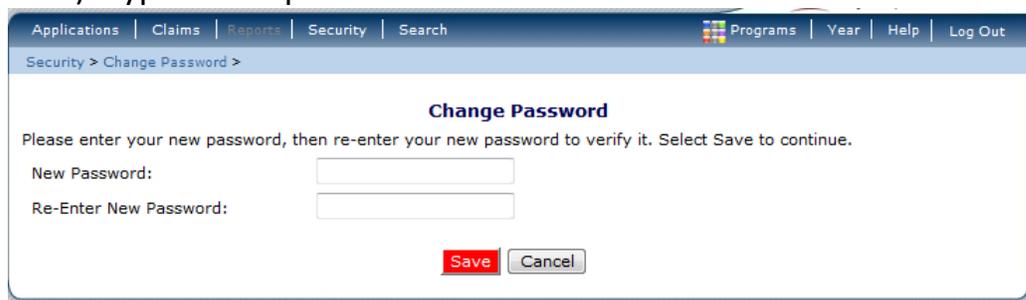
1) Click on *Security* in the blue menu bar



2) Click *Change Password*



3) Type a new password in both fields.

A screenshot of the 'Change Password' form. The navigation bar and breadcrumb trail are the same. The form title is 'Change Password'. Below the title, there is a instruction: 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' There are two input fields: 'New Password:' and 'Re-Enter New Password:'. At the bottom of the form, there are two buttons: 'Save' (highlighted in red) and 'Cancel'.

A password must contain a combination of the following:

- Be at least 10 characters long
- Contain at least one number
- Contain at least one special character (\$, %, ^, &, +, =, !)

4) Click *Save*