



TO: Authorized Representatives  
Summer Food Service Program SFSP Applicants

FR: Julie McCord, Program Specialist  
Child & Adult Nutrition Services

DT: February 1, 2016

RE: Summer Food Service Program Application/Agreement

Welcome to the Child Nutrition Programs. In order to receive federal funds for meals served, a local agency must have an approved application and signed agreement on file with the Child and Adult Nutrition Services (CANS). The iCAN Summer Food Service Program red button will be activated once the training on March 14, 2016 had been completed. When the iCAN system is ready, we will have you enter the information online. The local agency will need to enter birthdates on the administrative staff similar to those administrating the Child and Adult Care Food Program CACFP in preparation for the implementation of the National Disqualified List as part of the integrity requirements and seriously deficient declarations of sponsors when applicable.

The Summer Food Service Program application Checklist Item forms can be downloaded in iCAN and earlier from the CANS website <http://doe.sd.gov/cans/sfsp.aspx>. A completed application must be entered in iCAN and submitted to the Child & Adult Nutrition Services by **April 8, 2016**, for a timely approval before school ends and your summer program begins.

The Local Agency must be able to demonstrate administrative capability and financial viability needed to properly operate child nutrition programs. If the Local Agency has successfully operated the NSLP or the School Breakfast Program (SBP) in the past, then the agency is eligible to operate the Summer Food Service Program and choose between the existing meal pattern for SBP, NSLP, afterschool snack or the SFSP Meal Pattern which does not require the vegetable subgroups and has a different set of requirements for offer versus serve on both breakfast and lunch or supper. The sponsor will not be allowed to submit claims for reimbursing meals for Summer Food Service Program until the iCAN application, site application, management plan, budget and checklist items are approved.

**Checklist items/ Attachments** is to be completed and returned in iCAN it is available on the website as a courtesy for those wanting to get things started early. Everyone will complete a **Public / Media Release** ; **Disaster Response Feeding Plan** is required, and Excessive Heat Demonstration is optional for outdoor sites. A School choosing to use the SBP or NSLP meal pattern at an Open site – may choose to do an addendum to serve one serving size at the open site. If you want to serve one serving size at breakfast, please complete the Addendum (Open Site) – SBP (K-12) or SBP (K-8). If you want to serve one serving size at lunch, please choose the serving size you wish to serve to all participants. If you primarily host children grade 8 and under, choose the Addendum (Open Site) – NSLP (K-8); if the site primarily serves high school children then choose the Addendum (Open Site) NSLP (9-12).

Copies of the printed articles, posters, etc. as proof of documentation must be kept for Summer Reviews as part of the documentation. The required non-discrimination statement in full must be submitted on all media public releases and says:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Child & Adult Nutrition Services staff must approve contracts with meal vendors and food service management companies (FSMC). The contracts must meet federal contract standards as well as state law, where applicable. Make sure the contracts extend through the summer meal service period, please contact CANS for assistance with these if you have questions.

The 2016 SFSP Reimbursement Rates are provided and available on the SFSP website under the Useful links.

Claim due dates for summer 2016

When the due date falls on a weekend or holiday, the claim is due the following business day.

SFSP claims should be submitted in iCAN. Claim due dates and instructions are available at

<http://doe.sd.gov/cans/documents/Claimdues.pdf>.

Claim Month:	Due Date	(60 days) Final Deadline	(90 days) Upward Revisions Due
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28
July	Aug 10	Sep 29	Oct 29
Aug	Sep 10	Oct 30	Nov 29

Contact Julie McCord at (605) 773-3110 or e-mail [julie.mccord@state.sd.us](mailto:julie.mccord@state.sd.us) if there are any questions.