Child and Adult Nutrition Services (CANS)
Calendar of Events & Due Dates for School Year 2016-2017

The following list includes important activities, events, and due dates for the school year in South Dakota. While this is specific for 2016-2017, the dates are very close from year to year.

Annual

- ✓ Civil Rights training for all staff involved with any Child Nutrition Program or Food Distribution (NSLP, SBP, SMP, CACFP, SFSP, SSO, FFVP, TEFAP, CSFP)
- ✓ Complete training in the Child and Adult Care Food Program (CACFP) for all staff that have duties in the CACFP.
- ✓ Complete SNP Professional Standard training requirements for school nutrition personnel. Don't forget your cooks, cashiers, determining official(s), meal count & claim staff, and support staff that impact food safety.
- ✓ School Nutrition Program (SNP) annual evaluation of your Local Wellness Policy.
- ✓ Update your SNP Food Safety SOP's (HACCP) plan.
- ✓ SNP complete the Nonprogram Food Revenue tool to ensure revenue from sales of nonprogram foods is sufficient to cover nonprogram food costs.

Every Month

- ✓ Check your iMATCH system for directly certified (for free meals) student matches-check daily or weekly for more student matches!
- ✓ USDA Foods (formerly commodities) orders available starting July for delivery September through May. Orders are placed through iCAN.
- ✓ TEFAP USDA foods order blanks are emailed approximately 6 weeks prior to delivery, watch for monthly deadlines.
- ✓ **5** - TEFAP agencies submit bill of lading and inventory for current month's order.
- ✓ **10** – Monthly claims for reimbursement due for each prior month of operation through iCAN.
- ✓ **20 to 25** – State DOE processes reimbursement payments.

July 2016

- ✓ USDA Foods iCAN ordering opens for September delivery.
- ✓ SNP iCAN application-last chance due date for yearlong (12-month) programs to receive timely claim reimbursement.

August 2016

- ✓ Child and Adult Care Food Program (CACFP) open late August/early September in iCAN.
- ✓ SNP iCAN application-last chance due date for traditional school year (9-month) programs to receive timely claim reimbursement.
- ✓ **31** - Annual Financial Statements due

September 2016

- ✓ SNP 30 operating day carry over reminder: update benefit issuance/eligibility roster with your 30th operating day of school. Change all students without a new application to paid status.
- ✓ AfterSchool Snack On-Site Monitoring-complete 1st monitoring review within the 1st 4-weeks of operation per CANS NSLP memo 36.
- ✓ Child and Adult Care Food Program (CACFP) open late August/early September in iCAN.

October 2016

- ✓ **3** - Verification of School Meal Applications: Count approved F&RP meal applications to determine verification pool per CANS NSLP memo 51.
- ✓ CACFP iCAN applications due.
- ✓ **10 to 14** - National School Lunch Week (https://schoolnutrition.org/)
- ✓ **24** - SNP equipment grant application posted to CANS website
- ✓ **21 to 25** - New School Foodservice Managers Workshops in Pierre.
- ✓ **31** - SNP look up total directly certified students in iMATCH system to report on Verification report.
- ✓ **31** - SNP count students with F&RP eligibility to report on iCAN Verification 742 report.

November 2016

- ✓ Equipment assistance grant applications due to CANS
- ✓ **2 to 9** – Depart. of Defense Fresh Fruits & Veg Ordering System (FFAVORS) transfer survey open.
- ✓ **15** - SNP verification of applications process must be complete and report due in iCAN.
- ✓ **15** - SNP independent review of applications report (742A) due. Schools are notified individually by CANS if required.
- ✓ **30 Equipment grants due**

December 2016

- ✓ Enjoy your holiday break!!!

January 2017

- ✓ SNP complete one on-site monitoring annual review of meal counting procedures per CANS NSLP memo 52.2 if your district/agency has more than 1 feeding site. Complete before Feb. 1.
- ✓ Equipment assistance grants to qualifying SFAs announced.
- ✓ Agencies choosing to use a Food Service Management Company (FSMC) next school year contact CANS for policies, guidance, and prototype Requests for Proposal contract.
- ✓ USDA Foods (formerly commodities) order estimates for the upcoming school year survey.

February 2017

- ✓ AfterSchool Snack On-Site Monitoring-complete 2nd monitoring review per CANS NSLP memo 36.
- ✓ FFVP request for application for new participants available.
- ✓ CACFP training needs assessments emailed.
- ✓ **1** - Summer Food Service Program (SFSP) and SNP Seamless Summer Option sponsor information for summer 2017 available. Schedule posted for SFSP application packet opening in iCAN.
- ✓ **18** - SFSP and SNP SSO training registration deadline.

March 2017

- ✓ SFSP USDA Foods (formerly commodities) orders due.
- ✓ CACFP spring workshops announced.
- ✓ FFVP request for application available in iCAN.
- ✓ **6-10** - National School Breakfast Week (https://schoolnutrition.org/)
- ✓ Summer Food Service Program (SFSP) required administrative workshops for new sponsors
  - o **14** - SFSP Prior Successful Sponsor Webinar (CACFP At Risk and SNP new to SFSP)
  - o **21** - SFSP New or prospective Sponsor Admin Training – Pierre (*3/28 snow date*)
- ✓ **15** - SNP SSO training date.
- ✓ **31** - Audit statements due now or 9 months from end of fiscal year

April 2017

- ✓ SY 17-18 SNP application opens in iCAN.
- ✓ **1** – SNP complete paid lunch equity (PLE) tool to set student paid lunch prices for SY 17-18.
- ✓ **1** – SNP report student enrollment by site and number of directly certified students by site for Community Eligibility Provision report due by end of April. You can report early through iCAN.
- ✓ **3** - SNA Celebration of School Nutrition Heroes (https://schoolnutrition.org/)
- ✓ **18** - SFSP applications due in iCAN.
- ✓ **20** - SFSP operational workshop (New food service workers on SFSP) all day in Pierre (5/4 alt date)

May 2017

- ✓ CACFP training workshops held around the state.
- ✓ SFSP preapproval visits for new sponsors.
- ✓ SNP SSO sponsors complete required program on-site monitoring.
- ✓ SFSP training of site staff and preoperational monitoring form (if applicable); complete and upload to iCAN prior to starting meal service.
- ✓ FFVP application approvals complete and award letters and addendums mailed.
- ✓ **First full week of May** - Child Nutrition Employee Appreciation Week
- ✓ **5 -** SNA School Lunch Hero Day (https://schoolnutrition.org/)

June 2017

- ✓ SFSP site monitoring completed as planned in approved agreement.
- ✓ CACFP training workshops held around the state.
- ✓ **1** - SNP applications due in iCAN.

July 2017

- ✓ USDA Foods (formerly commodities) year-end summaries available through iCAN.
- ✓ SNP annual iCAN application last chance due date for yearlong (12-month) programs for timely claiming.

August 2017

- ✓ SNP annual iCAN application last chance due date for traditional school year (9-month) programs for timely claiming.