



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

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www.doe.sd.gov

TO: Authorized Representatives
School Nutrition Programs

FR: Sandra Kangas, Office Administrator
Child & Adult Nutrition Services

DT: June 1, 2015

RE: Application for School Nutrition Programs

The application for child nutrition programs is now to be completed on the iCAN website. You completed the application midyear last year. This year you will need to be sure to complete and all attachments in the checklist summary instead of just checking the boxes that they were submitted.

If you do not have access to the iCAN system, email doe.icanhelp@state.sd.us to request a user id form.

You should be able to download the documents from the download forms portion of the application. Use the manual and webinar to help you through the process. Applications/agreements now cover the period July 1 – June 30.

Direct certification takes on a new look starting with 2014 - 15. The iMATCH system will be the method for schools to access information regarding students directly certified through SNAP or TANF. Direct Certification saves time through not having to gather and approve applications and complete verification for these students, increases eligibility and thus reimbursement through working the unmatched students list and extending eligibility to others in the household, and reduces costs of printing and postage because you do not have to print and mail applications and their approval letter – you only send the notice of direct certification found in the attachments. Recent improvements to the website and program should continue to make it work better and reduce the workload for you at the agencies.

School Food Authorities (SFAs) must use the updated application for free and reduced price meals/free milk. The form has changed significantly based on a national study of people completing the form and recommendations from several schools in the state. The form is available in PDF only. If you must have a change, contact the CANS office for options. The cover letter and instructions do require you to put in information about your agency. Those sections are highlighted. Remove the highlights when you make the changes.

Parts 4, 5, and 6 (Meals Agreement, USDA Foods Agreement, and Policy Statement) will be updated to reflect changes in the programs. Applications are available in multiple languages on the USDA website. By electronically signing the application, the agency agrees to abide by the agreements and policy statement.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as we can. Staff may also be contacted through electronic mail. You can email School Nutrition Program specialists for questions about the program at DOE DOE.SchoolLunch@state.sd.us. If you need help with the iCAN system, you can email doe.icanhelp@state.sd.us.

The application packet can be submitted to CANS at any time with deadline. It is acceptable to submit a paper copy or to submit it electronically if your agency has a policy allowing use of electronic signatures.

Child and Adult Nutrition Services - DOE

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

This institution is an equal opportunity provider

There have been a number of program changes because of the Healthy Hunger-Free Kids Act of 2010. While some parts of the program continue to be tweaked, the majority of the changes have been implemented. The next piece is for food service personnel to meet the sodium targets.

Changes will be provided in email notices, in the Nutrition Bulletin, and will be posted on the CANS website. USDA policy memos can be found at <http://www.fns.usda.gov/school-meals/policy>. The limited number of State memos are available on the CANS website in the Documents section at <http://www.doe.sd.gov/cans/>.

Civil rights are an important part of the program to make sure all participants have equal access.

- A poster should be prominently displayed so it is accessible for the patrons (children and/or parents). Note that the first six protected bases (race, color, national origin, age, disability, and sex) are the six protected bases for applicants and recipients of the Child Nutrition Programs. You can access the poster under the Civil Rights section at <http://www.doe.sd.gov/cans/>.
- All staff that work with the school nutrition programs must receive annual training on civil rights. That can be found in the Civil Rights section mentioned above. Be sure to document who received the training and when.

The Civil Rights statement must be used in its entirety except in limited circumstances. Contact the CANS office if you have a question about this.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs, *"the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs."*

Administrative Reviews will continue this school year. They do take a significant amount of work prior to the onsite portion of the review but have been successful in reducing the amount of time onsite while improving the conversation during the onsite portion. Follow-up Reviews will occur as needed and could be unannounced.

The application must be approved before the claims can be submitted. That may mean loss of payment, not just a delayed payment, in some instances. If you have problems understanding or completing the application, please contact a child nutrition program specialist from this office.

Changes to the application, agreement, or personnel during the year should be submitted through the iCAN system.

Record Retention - All Programs: All records must be kept on file for three (3) years past the current year, unless the local agency requires longer retention. This includes all parts completed on paper in prior years. In addition,

- Special provision schools must retain base year records for three years past the time that a new base year is established. Be sure these are clearly marked to be retained and for how long.
- Community Eligibility Provision (CEP) SFAs must retain records from the initial year of CEP for three years past the time that a new base year is established. Be sure these are clearly marked to be held.
- If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.
- Parts 4, 5, & 6 should be kept on file permanently or until further notice. The prior versions should be kept for three years past the year that it was renewed.

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. Contact CANS for assistance with these.

Reimbursement rates for the program year and claim forms will be provided separately and from the CANS website. The claim for July, due in August, will be the first of the year to be submitted on the new form. The June claim, due in July, is still part of the prior year. New reimbursement rates are usually announced in mid-July.

Audit statements and Financial Statements are now to be submitted separately from the application process because of different due dates. Public School Districts provide the information to DOE through their regular submission. Nonpublic agencies submit them to the Office of Finance and Management. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

Claims and claim due dates are available on the CANS website <http://www.doe.sd.gov/cans/nslp.aspx>.

This is a notification of the Catalog of Federal Domestic Assistance (CFDA) numbers. CPA firms who conduct the annual audit need this information for the programs they audit. They are as follows:

National School Lunch Program (NSLP)	10.555	Food Distribution Program (FDP)	10.555
School Breakfast Program (SBP)	10.553	Special Milk Program (SMP)	10.556
Summer food Distribution Program (FDP)	10.559	Team Nutrition Grants	10.574
Summer Food Service Prog (SFSP)	10.559	Child and Adult Care Food Program	10.558
Fresh Fruit & Vegetable Program (FFVP)	10.582		

Page 4 is designed for you to pull and post for ready access to CANS contact information.

Child & Adult Nutrition Services contact information

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

Child & Adult Nutrition Services – SD Department of Education
800 Governors Drive; Pierre SD 57501-2294 Website: <http://www.doe.sd.gov/cans/>

Questions about applications and program operation can be referred to the respective Child and Adult Nutrition Services or Finance and Management staff members at 605-773-3413. Direct numbers are also provided. Email addresses are provided or you can email one of the general email addresses that are monitored by multiple personnel for quicker responses. You can email School Nutrition Program specialists for questions about the program at DOE DOE.SchoolLunch@state.sd.us. If you need help with the iCAN system, email doe.icanhelp@state.sd.us.

Child & Adult Nutrition Services - DOE

fax: 605-773-6846

Beth Henrichsen Beth.henrichsen@state.sd.us	605-773-3610	School meal and school milk programs questions regarding agreements, operating procedures, PLE tool, CEP, meal counts, free & reduced price applications, meal patterns, wellness policies, special provisions, technical assistance, training, verification
Teresita Heller Teresita.heller@state.sd.us	605-773-6026	
Pam McCown Pam.mccown@state.sd.us	605-773-6157	
Jane Cronin Jane.cronin@state.sd.us	605-773-4718	
Rob Ingalls Rob.ingalls@state.sd.us	605-773-2977	Fresh Fruit & Vegetable Program
Julie McCord julie.mccord@state.sd.us	605-773-3110	Summer Food Service applications and procedures, TEFAP
Melissa Halling melissa.halling@state.sd.us	605-280-2696	Child and Adult Care Food Program questions regarding agreement, meal benefit applications, and operating procedures
Mark Moen mark.moen@state.sd.us	605-280-7617	Processing contracts, donated food, net off invoice (NOI), CSFP
Karen Webber-Boyer Karen.webber-boyer@state.sd.us	605-773-4353	USDA Foods orders and receipts, processed USDA Foods
Shar Venjohn shar.venjohn@state.sd.us	605-773-3413	Additional program application sections, refer questions to specialists
Sandra Kangas sandra.kangas@state.sd.us	605-773-4746	Program administrator, food service management company contracts
Cheriee Watterson cheriee.watterson@state.sd.us	605-773-2213	Assistant Program Administrator, general program questions

Office of Finance and Management - DOE

fax: 605-773-6139

Dawn Boyle Dawn.boyle@state.sd.us	605-773-3456	Financial statements, special provisions, audits, budgets, exceptions, claims
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