

# School Nutrition Programs

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

**UPDATED July 7, 2016**

**Returning Users: Log On**

User ID:

Password:

**Log On**

**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.
- *This institution is an equal opportunity provider.*

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## National School Lunch and School Breakfast Programs

Updated: July 7, 2016

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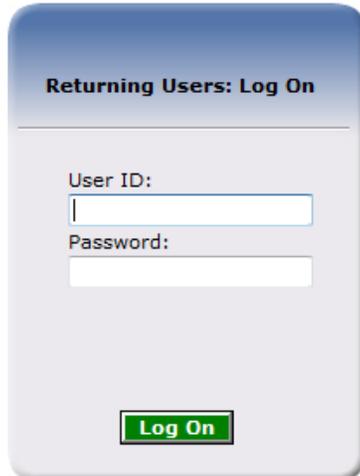
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## Chapter 1 – Logging in to the System

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- 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*.

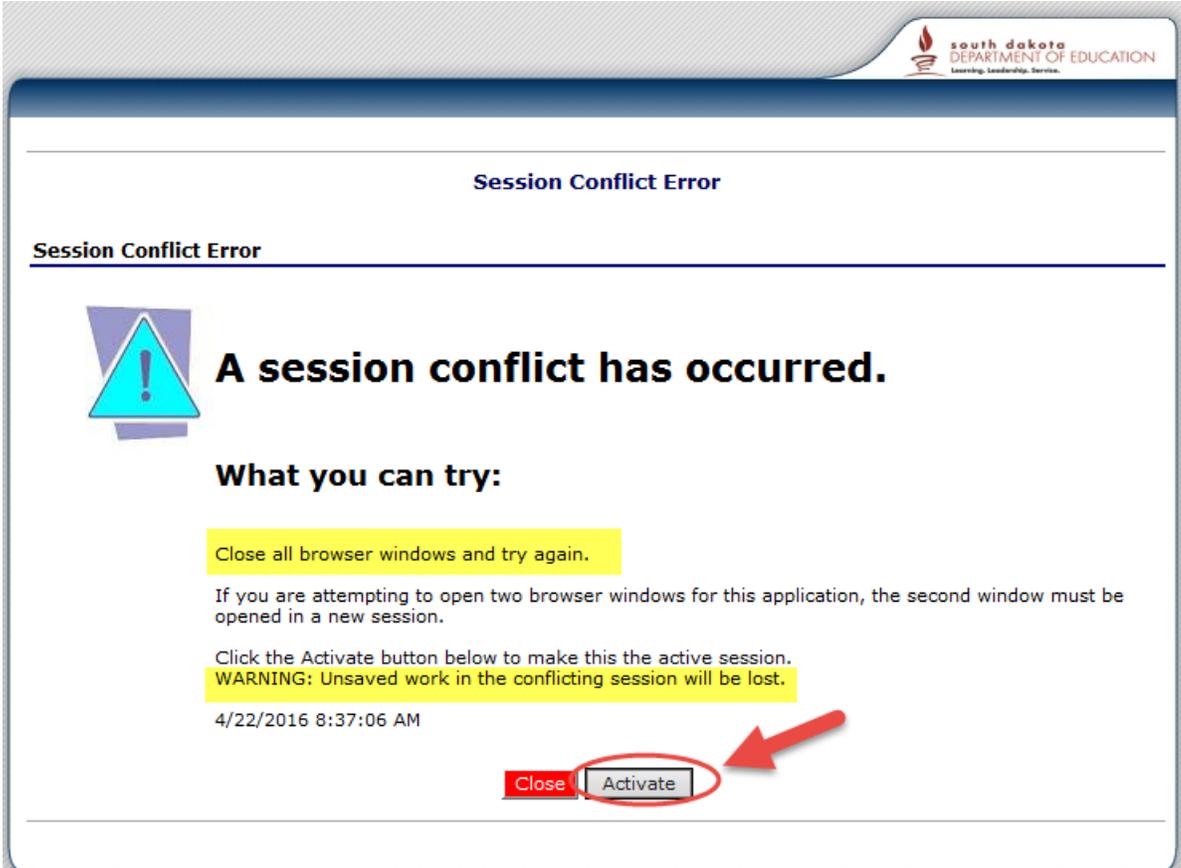


**Tip:** Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen.

## 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](mailto:DOE.iCANHelp@state.sd.us) or call 605-773-3413.



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**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.**

4/22/2016 8:37:06 AM

Close Activate

## 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.

1. The **Program Name** will identify which Program you are in.
2. The dark blue line contains the **Menu** Items. Selecting a menu item will take you to that menu page.
3. 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.
4. Your School or Agency information will be shown in the **information box**.
5. **Year** will allow you to select prior Program Years to view information.
6. **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.
7. Please make sure you **Log Out** to exit the iCAN system.

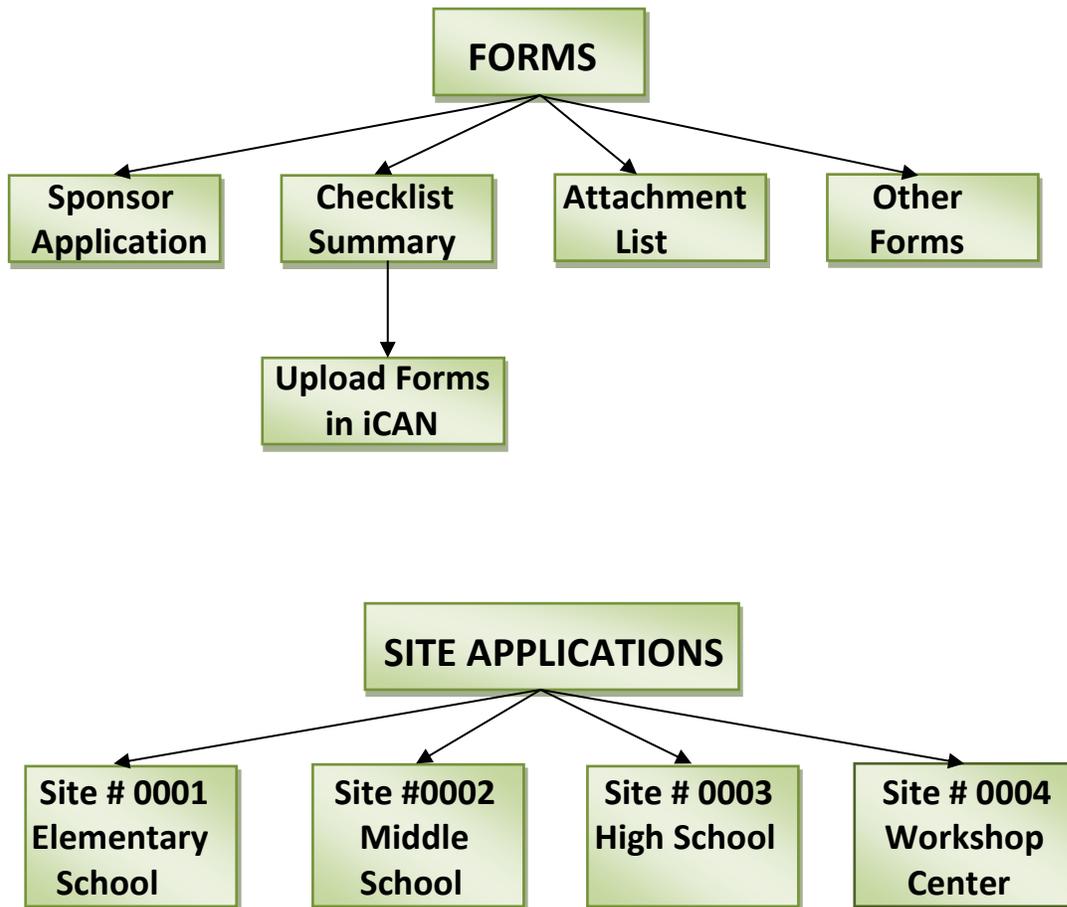


## An Overview of the Application Process

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.



# Chapter 3 – Application Packet

## Completing a Sponsor 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.



- 4) If you see this screen choose **“add”**. This will take you to the **“sponsor application”**.

**School Nutrition Programs** south dakota DEPARTMENT OF EDUCATION  
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Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

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

Action	Form Name	Latest Version	Status
<b>Add</b>	<b>Sponsor Application</b>		Not Started

< Back

Show Packet History

- 5) If you see this screen-Select **Enroll** to begin a renewal application, or if you do not wish to complete an application at this time, select **Cancel**.
- 6) If you selected **Enroll**, Click **OK** to continue.

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

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

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

**The Sponsor has not started in the current year (2017).**  
Click 'Enroll' to enroll for this year based on your prior year's information.

5 → **Enroll** Cancel

Message from webpage

? You have clicked the 'Enroll' button. Do you want to continue?

6 → **OK** Cancel

**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's name and select *Search*.

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

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

7) To complete the Sponsor Application select *Modify*

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 <b>Modify</b>	➔ Sponsor Application	Original	Not Submitted
Details	➔ Checklist Summary (3)		

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

[Show Packet History](#)

- 8) Complete all open boxes of the application.  
Renewing agencies will have some prior year information roll forward.  
Review and update as necessary.

**Tip:** The salutation drop-down box (Mr., Mrs., etc.) is a required field.

Question #2, Operational Dates, will automatically default to July 1 to June 30. **Please update using your school or agency's actual dates of operation.**

Sponsor Type	
1. Type of Agency:	Educational Institution
School Year Dates of Operation	
2. Operational Dates:	Start Date: <input type="text" value="07/01/2016"/> End Date: <input type="text" value="06/30/2017"/>

**Authorized Representative**

	Salutation	First Name	Last Name
3. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Email Address:	<input type="text"/>		
5. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
6. Cell/Alt Phone:	<input type="text"/>		
7. Title:	<input type="text"/>		
8. New Contact?	<input type="checkbox"/>		

**Street Address**

9. Address Line 1:   
Address Line 2:

10. City:

11. State:  Zip:

12. County:

**Mailing Address**

Same as the Street Address

13. Address Line 1:   
Address Line 2:

14. City:

15. State:  Zip:

16. County:

If your Street Address (physical address) and Mailing Address are different please make sure this is filled out accordingly.

**Food Service Director (FSD) / Manager**

Same as the Authorized Representative

	Salutation	First Name	Last Name
17. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. Email Address:	<input type="text"/>		
19. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
20. Cell/Alt Phone:	<input type="text"/>		
21. Title:	<input type="text"/>		
22. New Contact?	<input type="checkbox"/>		

**Tip:** Correct email addresses for the Authorized Representative, Claim Representative and Food Service Director is very important. These addresses are used by the CANS office for various communications with your SFA/Agency.

Continue to complete all open boxes.

**Second Contact**

---

Alternate contact at this site, if needed

Same as the Food Service Director (FSD) / Manager

	Salutation	First Name	Last Name
29. Name:	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
30. Email Address:	<input type="text"/>		
31. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
32. Cell/Alt Phone:	<input type="text"/>		
33. Title:	<input type="text"/>		
34. New Contact?	<input type="checkbox"/>		

**Determining Official**

---

35. This person processes applications and makes eligibility determinations.

Name/Title:

Name can not be the same as Verifying Official.

For RCCIs, CEP and Provision schools only: Verification is not required but Questions #35-#37 need to be answered. Some examples; Determining Official-the person who files your claims. Hearing Official-the person who handles grievances. Verifying Official-the person who fills out the 742 Verification Report.

**Determining Official**

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35. This person processes applications and makes eligibility determinations.

Name/Title:

Name can not be the same as Verifying Official.

**Hearing Official**

---

36. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The Hearing Official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Name/Title:

\*Hearing Official must be in a position higher than the Determining Official and Verifying Official.

**Verifying Official**

---

37. This person verifies the eligibility of applicant households in accordance with program regulations, and, if needed, completes the independent review of applications when required.

Name/Title:

Name can not be the same as Determining Official.

**Meal Count and Collection Procedures**

38. Have your meal count procedures and/or your billing and payment collection procedures at any of your sites been revised?  Yes  No

**Food Distribution Program (Commodities)**

Note: The renewal of NSLP will renew your FND Commodity Agreement. Therefore, you are eligible for distributions of food donated by USDA.

39. Do you wish to accept distributions of USDA donated food?  Yes  No

**Eligibility Information**

40. Does your organization use the Current State prototype household application?  Yes  No
41. Does your organization use a software system to read information from scanned applications?  
If yes, what is the name of your scanned application system?
42. Does your organization use online applications?  Yes  No  
If yes, what is the name of your online application system?
43. Are you using an electronic system for processing free and reduced applications?  Yes  No  
If Yes, what is the name of your electronic system?
44. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?  Yes  No

For RCCI, CEP and Provision ONLY; #40 to #43 use base year information.

If your agency is an RCCI, complete questions 45 – 48.

**Licensed Residential Child Care Institution (RCCI) only**

45. Is the site licensed as an RCCI site for the care of children?  Yes  No
46. What is the student population type?  
 Day only  
 Residential only  
 Residential and day students
47. What documentation is used to qualify residential students for free meals?  
 Roster  
 Other  
If Other, please describe:
48. What documentation is used to qualify day students for free and reduced price meals?  
(Check all that apply.)  
 Free and Reduced Price Application  
 Direct Certification  
 Homeless Liaison  
 Other  
If Other, please describe:

If your school or agency contracts with a Food Service Management Company (FSMC), complete questions 49 – 53. You will complete the section for FSMC Contract and upload the contract or renewal.

**Food Service Management Company (FSMC)**

49. Will the school nutrition program be managed by a Food Service Management Company (FSMC)?  Yes  No

**Sponsor Contact for FSMC Contract**

Same as Authorized Representative

50. Name:	Salutation	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
51. Email Address:	<input type="text"/>		
52. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
53. Title:	<input type="text"/>		

If you have a vended meal contract, complete questions # 54 – 57.  
If you have any other food service contract, complete questions #58.

<b>Vended Meals</b>	
54. Does your organization purchase meals from a School Food Authority (SFA)? <input type="radio"/> Yes <input checked="" type="radio"/> No	An SFA on the National School Lunch/Breakfast
If Yes, please list the School Food Authority (SFA) name(s): <input type="text"/>	
Do you have a contract? <input type="radio"/> Yes <input type="radio"/> No	
55. Does your organization purchase meals/snacks from a vendor other than a School Food Authority (SFA)? <input type="radio"/> Yes <input checked="" type="radio"/> No	Example: A grocery store or college.
List the vendor name(s): <input type="text"/>	
Do you have a contract? <input type="radio"/> Yes <input type="radio"/> No	
56. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)? <input type="radio"/> Yes <input checked="" type="radio"/> No	Providing meals to another SFA on the program.
Do you have a contract? <input type="radio"/> Yes <input type="radio"/> No	
57. Does your organization vend meals to a School Food Authority (SFA)? <input type="radio"/> Yes <input checked="" type="radio"/> No	Example: A Senior Meal Program
If Yes, please list the School Food Authority (SFA) name(s): <input type="text"/>	
58. Does your organization have any other contracts related to food service? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If Yes, please describe additional contracts. <input type="text"/>	

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

**Specialty Needy Lunch - Reimbursement Rate Determination**

Lunches claimed for School Year (2014 - 2015)

Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
			0.00 %	No

If there is any additional information you wish to provide, complete #59.

**Comments from Sponsor**

59.

Make sure to check the certification 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 State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State 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 State. 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: theller on: 5/6/2016 12:36:38 PM Modified By: PamMcCown on: 5/10/2016 1:43:49 PM

9) Click *Save*.

## Errors and Warnings

Once saved, you may see that the application contains errors. You will need to *edit* your application before you are able to submit. Click the *edit* button to see what your errors are and to make corrections.

The screenshot shows the 'School Nutrition Programs' web application. The header includes the South Dakota Department of Education logo and navigation links for Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. The current page is titled '2016 - 2017 SNP Sponsor Application'. A message box states: 'The Application has been saved with errors.' Below this, a detailed message explains that the 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

Code	Error Description
1100	Street Address must be completed. Address Line 2 may be blank.
1400	The question 'Student population type must selected' must be answered.
1515	If the school nutrition program is managed by an FSMC, the Sponsor Contact for FSMC Contract is required.
1529	If your organization has any other contracts related to food service, Additional contracts description must be provided.
1001	The certification checkbox must be checked.

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

The screenshot shows the same 'School Nutrition Programs' web application. The message box now states: 'The Application has been saved.' (circled in red). At the bottom, there are two buttons: '< Edit' and 'Finish' (circled in red).

11) You will be taken back to the Application Packet Menu. Notice the green check mark next to the Sponsor Application. This indicates that this section is now complete.

**School Nutrition Programs**

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

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

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		No Contracts
Details	Meal Pattern Compliance Dashboard		Approved
Details	Checklist Summary (9)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

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

[Show Packet History](#)

**Tip:** You are now finished with the Sponsor Application portion of the Application Packet. Next, complete the Site Application section. Then proceed to the Checklist Summary and upload additional documents before you submit your Application Packet.

## SITE APPLICATIONS

Next you will complete the Site Applications.

- 1) Click on the blue *School Nutrition Program* link.

**School Nutrition Programs**

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

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
<b>School Nutrition Program</b>	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

- 2) Click *modify*

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

**2016 - 2017 Application Packet - SNP Site List**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2015
		<b>Totals</b>	2	2	2	0	0	
View   Revise ✓	0001 Farmer Cc amp	X	X	X			Original / Approved	0.0000
View   <b>Modify</b> ➔	0002 City Kid Kamp	X	X	X			Original / Pending Validation	0.0000

Add Site Application

**Total Sites Enrolled: 2**

< Back

**Renewing schools or agencies:** the Participating Program(s) information will roll forward from the prior school year. Please review and *Modify Program Selection* as necessary. Complete any additional open boxes.

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

VIEW | **MODIFY** | DELETE

**2016 - 2017 SNP Site Application**

5555555 Status: Active <b>Your Agency 2</b> 123 Jump Street Somewhere, SD 57888	0001 Status: Active <b>FARMER CCAMP</b> No address on file for this year
--	--

Version: Original

**Program Information**

[Modify Program Selection](#)

Participating Program(s)

- A. National School Lunch Program (NSLP) CFDA #10.555
- B. School Breakfast Program (SBP) CFDA #10.553
- C. Afterschool Snacks (AS) CFDA #10.555
- D. Special Milk Program (SMP) CFDA #10.556

**New schools or agencies,** you will need to check the boxes next to each program you wish to participate in.

3) Click *Save and Continue*

Version: Original

**Program Information**

[Modify Program Selection](#)

Participating Program(s)

Select all that apply:

- A. National School Lunch Program (NSLP) CFDA #10.555
- B. School Breakfast Program (SBP) CFDA #10.553
- C. Afterschool Snacks (AS) CFDA #10.555
- D. Special Milk Program (SMP) CFDA #10.556

[< Back](#)
Save and Continue

VIEW | **MODIFY**

#### 4) Continue to complete the SNP Site Application.

VIEW | MODIFY | DELETE

**2016 - 2017 SNP Site Application**

5555555 Status: Active <b>Your Agency 2</b> 123 Jump Street Somewhere, SD 57888	0001 Status: Active <b>FARMER CCAMP</b> No address on file for this year
--	--

**Version: Original**

---

**Program Information**

[Modify Program Selection](#)

Participating Program(s)

- A. National School Lunch Program (NSLP) CFDA #10.555
- B. School Breakfast Program (SBP) CFDA #10.553
- C. Afterschool Snacks (AS) CFDA #10.555
- D. Special Milk Program (SMP) CFDA #10.556

---

**Site Contact**

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Cell/Alt Phone:	<input type="text"/>		
5. Title:	<input type="text"/>		

---

**Street Address**

6. Address Line 1:

Address Line 2:

7. City:

8. State:  Zip:

9. County:

10. Special directions (if needed) to locate the site.

If applicable for your School/Agency, question # 13, *Severe Need Breakfast Reimbursement Rate Determination* will need to be completed using your claim data from the 2<sup>nd</sup> prior year.

**Participation Information**

11. Site Type:

12. Is this a new site with a majority of the students transferred from severe need schools?  Yes  No  
 If yes, enter the number of lunches for the first 3 months of operation in question 13.

13. **Lunches claimed for School Year (2014 - 2015) - Severe Need Breakfast Reimbursement Rate Determination**

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	%	No

14. Select Grades at this site: (Check all that apply)

Early Education: <input type="checkbox"/>	1st grade: <input type="checkbox"/>	5th grade: <input type="checkbox"/>	9th grade: <input type="checkbox"/>
Head Start: <input type="checkbox"/>	2nd grade: <input type="checkbox"/>	6th grade: <input type="checkbox"/>	10th grade: <input type="checkbox"/>
Pre-Kindergarten: <input type="checkbox"/>	3rd grade: <input type="checkbox"/>	7th grade: <input type="checkbox"/>	11th grade: <input type="checkbox"/>
Kindergarten: <input type="checkbox"/>	4th grade: <input type="checkbox"/>	8th grade: <input type="checkbox"/>	12th grade: <input type="checkbox"/>
Other: <input type="checkbox"/>			

15. Kitchen Type:   
 If Combination, identify which types:

**Tips: Question 15 Kitchen Type-** If multiple Sponsor Sites eat in one cooking/feeding site (example: one building houses K-12) those sites should only have one "On-Site Prep" the other sites are "walking".

- Pre-Packaged Satellite-individually portioned trayed food sent to a satellite site.
- Bulk Satellite-bulk food sent to a satellite site.
- Central Kitchen-food prep site only, no feeding occurs at the site; food sent to other sites.
- On-Site Prep-food is prepped and served at this site.
- Vended Meals-meals are purchased from another SFA with a vended meal contract.
- Vending Machine Meal Service-meals are purchased by students from a reimbursable meal vending machine.
- Combination-combination of Kitchen Types. Example: On-Site Prep and Bulk Satellite. Identify in comment which types and what site receives the transported food.
- Walking-students from one site walk to the feeding site.

**Pricing Information**

16. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

**NON-PRICING:** Select if students will not be charged for meals.

**REDUCED CHARGE WAIVED:** Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Breakfast Program (SBP)	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afterschool Snack (AS)	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Tip: Question 16-**

- "Pricing Information" will trigger checklist items and allow for approval of provision status.
- Adult Price must be completed for all agencies, both pricing and non-pricing. If SFA uses general funds, or another source of funds to cover Adult meal prices, please add comment explaining process.

**Community Eligibility Provision (CEP)**

17. Identified Students:   
18. Enrollment:   
19. This Site's Identified Student Percentage (ISP): 0.00 %

Tip: Selecting CEP here will trigger the CEP Schedule in the Application Packet.

- Skip to CEP approval process instructions when done with sites.

**Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)**

A1. A. Months of Operation: (Check all that apply)  
All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:   
Jan:  Feb:  Mar:  Apr:  May:  Jun:   
B. Days of the week meals served and claimed for reimbursement: (Check all that apply)  
Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:   
A2. Meal Service Times Begin Time:  :00 End Time:  :00  
Additional Meal Service Times   
A3. Will Offer versus Serve (OVS) be implemented for Lunch?  Yes  No  
A4. What grades are utilizing Offer vs. Server (OVS) for Lunch?  
All:  Early Education:  1st grade:  5th grade:  9th grade:   
Head Start:  2nd grade:  6th grade:  10th grade:   
Pre-Kindergarten:  3rd grade:  7th grade:  11th grade:   
Kindergarten:  4th grade:  8th grade:  12th grade:   
Other:   
A5. How many Points of Service?   
A6. Are alternate points of service used?  Yes  No  
Describe your alternate points of service, if used:

• If the month is not checked, you will not be able to claim meals for that month.  
• If days of operation are missed, the claim will prevent you from claiming more than the number checked.  
• If you are a 4-day per week school, but occasionally have 5-days per week (this includes snow days), you should check 5 days per week and include a NOTE that you are typically a 4-day per week schedule.

**Section B - SCHOOL BREAKFAST PROGRAM (SBP)**

B1. A. Months of Operation: (Check all that apply)  
All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:   
Jan:  Feb:  Mar:  Apr:  May:  Jun:   
B. Days of the week meals served and claimed for reimbursement: (Check all that apply)  
Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

B3. Will Offer versus Serve (OVS) be implemented for Breakfast?  Yes  No

B4. What grades are utilizing Offer vs. Server (OVS) for Breakfast?

All:  Early Education:  1st grade:  5th grade:  9th grade:   
 Head Start:  2nd grade:  6th grade:  10th grade:   
 Pre-Kindergarten:  3rd grade:  7th grade:  11th grade:   
 Kindergarten:  4th grade:  8th grade:  12th grade:   
 Other:

B5. How many Points of Service?

B6. Are alternate points of service used?  Yes  No

Describe your alternate points of service, if used:

**Section C - AFTERSCHOOL SNACKS (AS)**

C1. A. Months of Operation: (Check all that apply)

All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:   
 Jan:  Feb:  Mar:  Apr:  May:  Jun:

B. Days of the week snacks served and claimed for reimbursement: (Check all that apply)

Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

C2. Snack Service Times Begin Time:  :00 End Time:  :00

Alternate Service Times

C3. What time does the normal school day end?  :00

C4. Describe the Snack Count Method:

C5. Describe educational or enrichment activities.

C6. Is the site licensed?  Yes  No

C7. Free and Reduced Enrollment Percentage: 0.00 %

Site is:  Attendance Area Eligible - Eligible based on this site (claim all snacks free).  
 Attendance Area Eligible - Eligible based on another site (claim all snacks free).  
 Non-Area Eligible (claim all snacks free, reduced and full price).

Select the qualifying site for the Afterschool Snack Program:

Other:

**Tips:**

**C2:** snack must be served after school.

**C4:** Narrative must include a statement how snack count method insures that only one snack per child is counted and claimed. If **Non-Area eligible:** how is eligibility of students tracked for proper claiming?

**C5:** Snack program must have educational/enrichment activity.

**C6:** if yes, you must attach your license in the checklist items under corresponding site.

- 5) Make sure to check the certification box, or you will receive an error.  
Click **Save** when finished.

#### AFTERSCHOOL SNACKS (AS) Contact

Same as the Site Contact

C8. Name:	Salutation	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
C9. Email Address:	<input type="text"/>		
C10. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
C11. Title:	<input type="text"/>		

#### 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: temiheller on: 5/16/2016 11:03:59 AM Modified By: temiheller on: 5/16/2016 11:04:00 AM

**Save** Cancel

VIEW | **MODIFY** | DELETE

## Errors and Warnings

Once saved, you may see that the Site Application contains errors or warnings. You will need to **Edit** your Site Application before you are able to submit. Click the **Edit** button to see what your errors are and to make corrections.

### School Nutrition Programs

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

#### 2016 - 2017 SNP Site Application

5555555 Status: Active <b>Your Agency 2</b> 123 Jump Street Somewhere, SD 57888	0001 Status: Active <b>FARMER CCAMP</b> No address on file for this year
--	--

**The Site Application has been saved with errors.**

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Application later.

< Edit Finish

## Examples of Errors

Code	Error Description
3060	Pricing information is required for each Participating Program selected.
3001	The certification checkbox must be checked.
3110	A2 - Meal Service Begin Time must be prior to End Time.
3222	B4 - Offer vs. Serve was answered yes. You must answer the 'which grade(s)' question.
3322	C5 - If the program AS is selected, the Educational or Enrichment component must be entered.

Code	Warning Description
3065	Pricing information - If NSLP 'Pricing Information' = 'Pricing', then NSLP Adult Price must be greater than zero.
3075	Pricing information - If SBP 'Pricing Information' = 'Pricing' then SBP Adult Price must be greater than zero.
3085	Pricing information - If AS 'Pricing Information' = 'Pricing' then AS Adult Price must be greater than zero.

**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.

Make corrections and Click **Save** when you are finished

If you receive the following message, your Site Application has been saved without errors or warnings. Click **Finish**.

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

**2016 - 2017 SNP Site Application**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

0001 Status: Active  
**FARMER CCAMP**  
 dkjapotyelo  
 jakoyiotay, SD 57888

**The Site Application has been saved.**

< Edit **Finish**

If you have multiple sites, you will need to complete a Site Application for each location. Follow the steps on pages 20-27 for each of your sites.

Once all your sites have been saved successfully, you will see a green check mark next to each. Click the *Back* button to return to the Application Packet.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there are navigation tabs: Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. Below this is a breadcrumb trail: Applications > Application Packet > Packet Site List - SNP >. The page title is '2016 - 2017 Application Packet - SNP Site List'. The agency information is: 5555555 Status: Active, Your Agency 2, 123 Jump Street, Somewhere, SD 57888. A table lists the site details:

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version/Status	% Enroll Free/Redc Oct 2015
		Totals	1	1	1	0	0	
View   Modify	0001 Farmer Ccamp	X	X	X			Original / Not Submitted	0.0000

Below the table is an 'Add Site Application' button and a 'Total Sites Enrolled: 1' summary. A '< Back' button is circled in red at the bottom center.

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

This screenshot is identical to the one above, but with two red arrows pointing to the 'View' and 'Modify' links in the 'Action' column of the table row for '0001 Farmer Ccamp'.

Tip: If you ARE NOT Special Milk only skip this section

## Completing Special Milk Only Site Applications

### SPECIAL MILK ONLY (SMP) Site Applications

- 1) Log into the iCAN system
- 2) Click *Applications* in the blue bar at the top of the screen.
- 3) Click *Application Packet*

The screenshot shows the 'School Nutrition Programs' page with a navigation bar containing 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. A red circle with the number '2' highlights the 'Applications' link. Below the navigation bar is a table with two columns: 'Item' and 'Description'. A red circle with the number '3' highlights the 'Application Packet' row.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

- 4) Click on the blue *School Nutrition Program*

The screenshot shows the '2015 - 2016 Application Packet' details page. It includes agency information, submission dates, and a table of site applications. A red circle highlights the 'School Nutrition Program' row in the 'Site Applications' table.

**2015 - 2016 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, 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	✓ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	2	2
Seamless Summer Option	0	0	0	0	0	0	0

< Back   Submit for Approval   Withdraw Packet

Show Packet History

5) Select *Modify*

**School Nutrition Programs**

south dakota  
DEPARTMENT OF EDUCATION  
Learning, Leadership, Service.

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

**2016 - 2017 Application Packet - SNP Site List**

5555500 Status: Active  
**Another New Agency**  
 adgkpeyt  
 akjdioty, SD 57888

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2015				
		<b>Totals</b>					1	1	1	1	0	
View   <b>Modify</b>	0001 another one	X	X	X			Original / Error (28)	0.0000				
View   <b>Modify</b>	0002 Another two				X		Original / Pending Validation	0.0000				

Add Site Application

**Total Sites Enrolled: 2**

[< Back](#)

6) Continue to complete the SMP Site Application answering questions #1-14.

**Site Contact**

1. Name: Salutation: [v] First Name: [ ] Last Name: [ ]

2. Email Address: [ ]

3. Phone: [ ] Ext: [ ] Fax: [ ]

4. Cell/Alt Phone: [ ]

5. Title: [ ]

---

**Street Address**

6. Address Line 1: [ ]

Address Line 2: [ ]

7. City: [ ]

8. State: [ ] Zip: [ ]

9. County: [v]

10. Special directions (if needed) to locate the site.  
 [ ]

---

**Participation Information**

11. Site Type: [v]

12. Is this a new site with a majority of the students transferred from severe need schools?  Yes  No  
 If yes, enter the number of lunches for the first 3 months of operation in question 13.

13. Select Grades at this site: (Check all that apply)

Early Education:  1st grade:  5th grade:  9th grade:   
 Head Start:  2nd grade:  6th grade:  10th grade:   
 Pre-Kindergarten:  3rd grade:  7th grade:  11th grade:   
 Kindergarten:  4th grade:  8th grade:  12th grade:   
 Other:

14. Kitchen Type: [v]  
 If Combination, identify which types: [ ]

Check all grades that will receive special milk.

14. Kitchen Type:    
 If Combination, identify which types:

**Tips: Question 14 Kitchen Type-** If multiple Sponsor Sites eat in one cooking/feeding site (example: one building houses K-12) those sites should only have one “On-Site Prep” the other sites are “walking”.

- Pre-Packaged Satellite-individually portioned trayed food sent to a satellite site.
- Bulk Satellite-bulk food sent to a satellite site.
- Central Kitchen-food prep site only, no feeding occurs at the site; food sent to other sites.
- On-Site Prep-food is prepped and served at this site.
- Vended Meals-meals are purchased from another SFA with a vended meal contract.
- Vending Machine Meal Service-meals are purchased by students from a reimbursable meal vending machine.
- Combination-combination of Kitchen Types. Example: On-Site Prep and Bulk Satellite. Identify in comment which types and what site receives the transported food.
- Walking-students from one site walk to the feeding site.

7) There are four types of sites on the application D1.  
 Click on the drop down to see the options available.

**Section D - SPECIAL MILK PROGRAM (SMP)**

Students participating in Special Milk are not eligible to also participate in NSLP or SBP.

D1. Site Type:

D2. A. Months of Operation: (Check all that apply)

All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:   
 Jan:  Feb:  Mar:  Apr:  May:  Jun:

B. Days of the week milk served and claimed for reimbursement: (Check all that apply)

Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

**School (no meals)** – this means a school site where no meals are offered.

**School (split session kindergarten)** –this is a school site and children are in school partial days without access to the meal service.

**Residential Summer Camp-** While this says “summer”, we have allowed all camps.

**Other-** nonprofit nursery schools, child care centers, settlement houses, and similar nonprofit institutions devoted to the care and training of children, which do not participate in a meal service program

8) In section D; D3 you will have *Milk Pricing* options.

D3. Milk Pricing	<input type="text"/>
Highest charge to children (per ½ pint):	<input type="text"/>
Highest dairy cost (per ½ pint):	<input type="text"/>
Adult Price:	<input type="text"/>
Bid Price:	<input type="text"/>

There are three options for offering the Special Milk Program:

- Pricing with Free Option
  - Families can apply for free milk. Others pay a fee.
  - School receives standard rate for “paid milk”, and average cost of milk for free.
- Pricing without Free Option
  - All families pay the same price for milk. School receives standard rate for all milk.
- Nonpricing
  - No families pay for milk. School receives standard rate for all milk.

9) Check the certification box.

Click *Save*.

#### 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: terriheller on: 6/16/2016 9:25:01 AM Modified By: terriheller on: 6/16/2016 9:25:46 AM

VIEW | **MODIFY** | DELETE

## Errors and Warnings

Once saved, you may see that the Site Application contains errors.

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2015 - 2016

**2015 - 2016 SNP Site Application**

5555555 Status: Active <b>Your Agency 2</b> 123 Jump Street Somewhere, SD 57501	0001 Status: Active <b>FARMER CCAMP</b> 123 Jump Street Somewhere, SD 57501
--	--

**The Site Application has been saved with errors.**

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Application later.

< Edit Finish

## Examples of Errors

Code	Error Description
3001	The certification checkbox must be checked.
3412	D1 - If the program SMP is selected, the Site Type must be selected.
3400	D2(A) - If the SMP program is selected, at least one month must be checked.
3401	D2(B) - If the program SMP is selected, at least one day that milk is served must be checked.
3405	D3 - Milk Pricing option must be selected.
3407	D3 - If the program SMP is selected, the highest charge to children must be entered.
3409	D3 - If the program SMP is selected, the highest dairy cost must be entered.
3420	D3 - Bid Price must be entered.

Red errors must be corrected before you can submit your application.

Click the *Edit* button to correct errors.

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2015 - 2016

**2015 - 2016 SNP Site Application**

5555555 Status: Active <b>Your Agency 2</b> 123 Jump Street Somewhere, SD 57501	0001 Status: Active <b>FARMER CCAMP</b> 123 Jump Street Somewhere, SD 57501
--	--

**The Site Application has been saved with errors.**

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Application later.

< Edit Finish

Make corrections and Click **Save** when you are finished.

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: Skangas on: 4/19/2016 2:12:38 PM Modified By: teller on: 4/19/2016 2:55:02 PM

**Save** Cancel

VIEW | **MODIFY** | DELETE

If you receive the following message, your Site Application has been saved without errors or warnings. Click **Finish**.

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2015 - 2016

**2015 - 2016 SNP Site Application**

5555555 Status: Active  
**Your Agency 2**  
123 Jump Street  
Somewhere, SD 57501

0001 Status: Active  
**FARMER CCAMP**  
123 Jump Street  
Somewhere, SD 57501

**The Site Application has been saved.**

< Edit **Finish**

If you have multiple sites, you will need to complete a Site Application for each location. Follow the steps for each of your sites.

Once all of your sites have been saved successfully, you will see a green check mark next to each.

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2015 - 2016

**2015 - 2016 Application Packet - SNP Site List**

5555555 Status: Active  
**Your Agency 2**  
123 Jump Street  
Somewhere, SD 57501

Action	Site ID / Site Name	NSLP SDB AS SMP FFVP					Version/ Status	% Enroll Free/Redc Oct 2014
		Totals	0	0	0	2		
View   Modify <input checked="" type="checkbox"/>	0001 Farmer Ccamp				X	Original / Not Submitted	0.0000	
View   Modify <input type="checkbox"/>	0002 City Kid Kamp				X	Original / Error (13)	0.0000	

Add Site Application

**Total Sites Enrolled: 2**

< Back

If you see the red arrow, this means your site has not been successfully completed.

**School Nutrition Programs** 

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

**2016 - 2017 Application Packet - SNP Site List**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version / Status	% Enroll Free / Redc Oct 2015
		<b>Totals</b>	2	2	2	0	0	
View   Revise 	0001 Farmer Ccamp	X	X	X			Original / Approved	0.0000
View   Modify 	0002 City Kid Kamp	X	X	X			Original / Pending Validation	0.0000

Add Site Application

**Total Sites Enrolled: 2**

< Back

**School Nutrition Programs** 

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2015 - 2016

**2015 - 2016 Application Packet - SNP Site List**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57501

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version / Status	% Enroll Free / Redc Oct 2014
		<b>Totals</b>	0	0	0	2	0	
View   Modify 	0001 Farmer Ccamp					X	Original / Not Submitted	0.0000
View   Modify 	0002 City Kid Kamp					X	Original / Error (13)	0.0000

Add Site Application

**Total Sites Enrolled: 2**

< Back

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

To make corrections and/or complete a site go to *Modify*. When all sites are completed successfully, click the *Back* button to return to the Application Packet.

**School Nutrition Programs**

south dakota  
DEPARTMENT OF EDUCATION  
Ensuring a bright future for every child.

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2015 - 2016

**2015 - 2016 Application Packet - SNP Site List**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57501

Action	Site ID / Site Name	NSLP SBP AS SMP FFVP					Version/ Status	% Enroll Free/Redc Oct 2014
		Totals	0	0	0	2		
View   Modify	0001 Farmer Ccamp				X		Original / Not Submitted	0.0000
View   Modify	0002 City Kid Kamp				X		Original / Not Submitted	0.0000

Add Site Application

**Total Sites Enrolled: 2**

[< Back](#)

## Forms and Additional Documents

There will be a list of Forms that need to be completed or documents that you will need to attach.

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

### School Nutrition Programs



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Learning. Inspiring. Serving.

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet >
School Year: 2016 - 2017

#### 2016 - 2017 Application Packet

5555555 Status: Active  
**Your Agency 2**  
123 Jump Street  
Somewhere, SD 57888

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

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✔ Sponsor Application	Original	Not Submitted
<a href="#">Details</a>	FSMC Contract List		No Contracts
<a href="#">Details</a>	➔ Meal Pattern Compliance Dashboard		Pending
<a href="#">Details</a>	➔ Checklist Summary (9)		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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](#)

1) Click on the blue *Details* for the form you wish to complete. In this example, we will complete a *Food Service Management Company Contract*.

**School Nutrition Programs** south dakota DEPARTMENT OF EDUCATION  
 Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✓ Sponsor Application	Original	Not Submitted
<a href="#">Details</a>	FSMC Contract List		No Contracts
<a href="#">Details</a>	➔ Meal Pattern Compliance Dashboard		Pending
<a href="#">Details</a>	➔ Checklist Summary (9)		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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

2) Click *Create New Contract*

**School Nutrition Programs** south dakota DEPARTMENT OF EDUCATION  
 Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > FSMC Contract List > School Year: 2016 - 2017

**Food Service Management Company Contracts**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Action	Company Name	Initial Year	Final Year	Status
No data to display.				

< Back [Create New Contract](#)

3) Complete all open fields.

#4-The most current renewal date should be entered. **DO NOT** enter future renewal dates. Add any additional information in the comments box #7.

**Food Service Management Company Contract  
For School Year: 2016 - 2017**

5555555 Status: Active  
**Your Agency 2**  
123 Jump Street  
Somewhere, SD 57888

---

**Contract Information**

1. Company Name:

2. Initial Year:

---

**Company Contact Information**

---

**Additional Contract Information**

3. Contract Date  
Begin Date:

End Date:

4. Number of Optional Renewal Years:

1st Renewal Date: Begin Date:  End Date:

2nd Renewal Date: Begin Date:  End Date:

3rd Renewal Date: Begin Date:  End Date:

4th Renewal Date: Begin Date:  End Date:

5. Final Year of Contract: 2017

6. Was the CANS FSMC prototype used?  Yes  No

7. Comments:

If you terminate one contract before the school year is done, complete #8-10 and explain the early termination. If you choose not to renew the contract for the upcoming school year, check box #11. **You will then either have a new contract beginning with the new current year,** or you returned to self-operating and will have no additional contracts, or you have other vended meal arrangements. When finished click **Save**.

**Early Termination Information**

To terminate this Food Service Management Company contract mid-school year, please complete the following questions.

8. Early Termination?  Yes  No

9. Early Termination Date:

10. Early Termination Comments:

---

**Cancellation of Renewal Years**

11.  This Food Service Management Company contract will not be renewed for the upcoming school year 2016-2017.

Created By: teller on: 5/18/2016 10:53:58 AM Modified By: teller on: 5/18/2016 10:57:28 AM

4) If your contract page has been completed correctly you will see *The FSMC Contract has been processed*. Click *Finish*.

The screenshot shows the 'School Nutrition Programs' interface. The header includes the South Dakota Department of Education logo and navigation links for Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. The breadcrumb trail is 'Applications > Application Packet > FSMC Contract List > FSMC Contract Detail >'. The page title is 'Food Service Management Company Contract For School Year: 2016 - 2017'. Below the title, the agency information is displayed: '5555555 Status: Active', 'Your Agency 2', '123 Jump Street', and 'Somewhere, SD 57888'. A red-bordered box contains the message: 'The FSMC Contract has been processed.'. At the bottom, there are two buttons: '< Edit' and 'Finish', with the 'Finish' button circled in red.

If there are errors you will see this image. Click *edit*, make required changes, *save and finish*.

The screenshot shows the same 'School Nutrition Programs' interface as above. The breadcrumb trail is 'Applications > Application Packet > FSMC Contract List > FSMC Contract Detail >'. The page title is 'Food Service Management Company Contract For School Year: 2016 - 2017'. Below the title, the agency information is displayed: '5555555 Status: Active', 'Your Agency 2', '123 Jump Street', and 'Somewhere, SD 57888'. A red-bordered box contains the message: 'The FSMC Contract has been processed with errors.'. Below this message, there is a paragraph of text: 'Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the FSMC Contract can be processed. You may correct the errors now by clicking '< Edit' or you may return to the FSMC Contract later.'. At the bottom, there are two buttons: '< Edit' and 'Finish', with the '< Edit' button circled in red.

Click the *back* button to return to the application packet.

**School Nutrition Programs**

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

Applications > Application Packet > FSMC Contract List > School Year: 2016 - 2017

**Food Service Management Company Contracts**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Action	Company Name	Initial Year	Final Year	Status
View   Modify				Pending Approval

< Back Create New Contract

5) Notice the status next to the FSMC Contract List shows *1 Contract* entered and a *green* check mark has appeared.

**School Nutrition Programs**

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

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (9)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

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

6) Click *details* to open FSMC Contract list.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Packet Submitted Date: 05/18/2016  
 Packet Approved Date:  
 Packet Original Approval Date:  
 Packet Status: Submitted for Approval

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
<b>Details</b>	✓ FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	✓ Checklist Summary (9)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

7) Click *view* to review information

**School Nutrition Programs** south dakota DEPARTMENT OF EDUCATION  
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Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > FSMC Contract List > School Year: 2016 - 2017

**Food Service Management Company Contracts**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Action	Company Name	Initial Year	Final Year	Status
<b>View</b>   Modify				Pending Approval

< Back Create New Contract

8) The Meal Pattern Compliance Dashboard contains the *Months Certified* and is for State use only.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Packet Submitted Date: 05/18/2016  
 Packet Approved Date:  
 Packet Original Approval Date:  
 Packet Status: Submitted for Approval

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
Details	✓ FSMC Contract List		1 Contract
<b>Details</b>	➔ Meal Pattern Compliance Dashboard		Pending
Details	✓ Checklist Summary (9)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

# CHECKLIST SUMMARY

Tip: If you operate a CEP or Provision 2 or 3 SFA/Agency and it is not district wide, contact the CANS office for a specific non-district Provision or CEP checklist.

- 1) Click on **Details** next to Checklist Summary

**School Nutrition Programs** | south dakota DEPARTMENT OF EDUCATION  
 Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>	✓ Sponsor Application	Original	Not Submitted
<a href="#">Details</a>	✓ FSMC Contract List		1 Contract
<a href="#">Details</a>	➔ Meal Pattern Compliance Dashboard		Pending
<a href="#">Details</a>	➔ Checklist Summary (9)		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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

- 2) Click on your school or agency name.

**School Nutrition Programs** | south dakota DEPARTMENT OF EDUCATION  
 Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > Checklist Summary > School Year: 2016 - 2017

**SNP Checklist Summary**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Sponsor	Total Items	Submitted Items	Approved Items
<a href="#">Your Agency 2</a>	8	0	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Farmer Ccamp	1	0	0

< Back

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 into the system or to obtain additional information.

**Possible Checklist items:**

[-]	SNP (16)	
	<a href="#">Income Eligibility Guidelines</a>	Income Eligibility Guidelines - SY2016-17
	<a href="#">Meal Attestation Statement</a>	Meal Attestation Statement - For use by NEW Sponsors only
	<a href="#">Free &amp; Reduced Price Application</a>	Free & Reduced Price Application SY16-17
	<a href="#">Parent Packets</a>	Parent Packets
	<a href="#">Notification Letters</a>	Notification Letters
	<a href="#">RCCI Prototype Roster</a>	RCCI Prototype Roster
	<a href="#">Verification &amp; Monitoring</a>	Verification & Monitoring
	<a href="#">Annual Information Update</a>	Annual Information Update
	<a href="#">Paid Lunch Equity Tool - Excel</a>	Paid Lunch Equity Tool - Excel
	<a href="#">Meal Count Method</a>	Meal Count Method
	<a href="#">On-Site Monitoring Memo #52.1</a>	On-Site Monitoring Memo #52.1
	<a href="#">Public Release</a>	Public Release
	<a href="#">Breakfast Production Record</a>	CANS Prototype Breakfast Production Record
	<a href="#">Lunch Production Record</a>	CANS Prototype Lunch Production Record
	<a href="#">Afterschool Snack Monitoring #36</a>	Afterschool Snack Monitoring #36
	<a href="#">Audit Requirements</a>	Audit Requirements

Formerly Eligibility Dates

Formerly Milk & Meal Counts & Collection

**There will be a new document titled “Civil Rights” to be uploaded for SY16-17.**

**This will change for SY17-18 to require a copy of the previous year’s training to be uploaded.**

- 3) Click on the “paperclip” for the document you wish to upload. For this example, we are using *Meal Count Method*.

**School Nutrition Programs**

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

Applications > Application Packet > Checklist Summary > School Year: 2016 - 2017

VIEW | MODIFY

**SNP Checklist**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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
Meal Count Method		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/17/2016	theller
Verification & Monitoring		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/16/2016	theller
Notification Letters		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/17/2016	theller
FS Management Company Contract		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/18/2016	theller
Annual Information Update		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/17/2016	theller
Paid Lunch Equity Tool - Excel		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/17/2016	theller
Parent Packets		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/17/2016	theller
Production Records		<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/17/2016	theller

**Action**      **Checklist Item**      **Comment**      **Attachment Date/Time**

There are no attachments

- 4) Select *Browse* so you can select the appropriate document from your computer. Upload your file and *Save*.

**School Nutrition Programs**

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

Applications > Application Packet > School Year: 2016 - 2017

VIEW | MODIFY | DELETE

**Checklist File Upload Detail**

**Checklist**

Program: School Nutrition Programs  
 Checklist Item: Meal Count Method

**Upload Detail**

1. File To Upload:

2. Comment:

VIEW | MODIFY | DELETE

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

**School Nutrition Programs**

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

Applications > Application Packet >

**Checklist File Upload Detail**

**The Checklist File Upload Detail has been processed.**

You will be taken back to the SNP Checklist screen and you will see that the attachment *Meal Count Method* was submitted.

**School Nutrition Programs**

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

Applications > Application Packet > Checklist Summary > School Year: 2016 - 2017

VIEW | MODIFY

**SNP Checklist**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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
Meal Count Method	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller
Verification & Monitoring	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller
Notification Letters	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller
FS Management Company Contract	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller
Annual Information Update	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller
Other Food Service Contracts	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/19/2016	teller
Paid Lunch Equity Tool - Excel	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller
Parent Packets	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller
Production Records	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/19/2016	teller

Action	Checklist Item	Comment	Attachment Date/Time
View   Modify	Meal Count Method		5/18/2016 2:29:57 PM

- 6) Proceed to the next form/document on your checklist.

- 7) If you have a Colony in your school district you will attach a copy of the signed Colony Contract. You will do this under *Other Food Service Contracts* in the checklist.

**School Nutrition Programs**

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

Applications > Application Packet > Checklist Summary > School Year: 2016 - 2017

VIEW | MODIFY

**SNP Checklist**

5555555 Status: Active  
**Your Agency 2**  
123 Jump Street  
Somewhere, SD 57888

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
Meal Count Method	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Verification & Monitoring	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Notification Letters	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller
FS Management Company Contract	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Annual Information Update	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Other Food Service Contracts	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	05/19/2016	theller
Paid Lunch Equity Tool - Excel	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Parent Packets	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Production Records	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	5/19/2016	theller

- 8) When all forms/documents have been uploaded, **make sure to check the box for each item.** Once you check the *Document Submitted to CANS* box, the current date will automatically fill in the *Date Submitted to CANS*.

**School Nutrition Programs**

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

Applications > Application Packet > Checklist Summary > School Year: 2016 - 2017

VIEW | MODIFY

**SNP Checklist**

5555555 Status: Active  
**Your Agency 2**  
123 Jump Street  
Somewhere, SD 57888

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
Meal Count Method	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Verification & Monitoring	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Notification Letters	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller
FS Management Company Contract	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Annual Information Update	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Other Food Service Contracts	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	05/19/2016	theller
Paid Lunch Equity Tool - Excel	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Parent Packets	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller
Production Records	<input checked="" type="checkbox"/>	05/19/2016	<input type="checkbox"/>	Pending Approval	5/19/2016	theller

9) Once all boxes have been checked, Click Save at the bottom of the page.



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



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



Your application is now complete! Click the *Submit for Approval* button.

## School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet >

School Year: 2016 - 2017

### 2016 - 2017 Application Packet

5555555    Status: Active <b>Your Agency 2</b> 123 Jump Street Somewhere, SD 57888	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: Not Submitted
---	---

Action	Form Name	Latest Version	Status
<a href="#">View   Modify</a>	✔ Sponsor Application	Original	Not Submitted
<a href="#">Details</a>	✔ FSMC Contract List		1 Contract
<a href="#">Details</a>	➔ Meal Pattern Compliance Dashboard		Pending
<a href="#">Details</a>	✔ Checklist Summary (9)		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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](#)

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.

**School Nutrition Programs** south dakota DEPARTMENT OF EDUCATION  
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Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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			
Details			
View			
Details			

**Site Applications**

	Total Applications
School Nutrition Program	1
Seamless Summer Option	0

< Back **Submit for Approval** Withdraw Packet

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.

## School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet >
School Year: 2016 - 2017

### 2016 - 2017 Application Packet

5555555    Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Packet Submitted Date: 05/18/2016  
 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
<a href="#">View</a>	✔ Sponsor Application	Original	Submitted
<a href="#">Details</a>	✔ FSMC Contract List		1 Contract
<a href="#">Details</a>	➔ Meal Pattern Compliance Dashboard		Pending
<a href="#">Details</a>	✔ Checklist Summary (9)		
<a href="#">View</a>	Application Packet Notes for Sponsor		
<a href="#">Details</a>	Attachment List		

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](#)

## ***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](mailto: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.

Sponsor Name: Your Agency 2  
Agreement Number: 5555555  
Program Year: 2016/2017  
Program: School Nutrition Programs (SNP)  
Application Packet Status: 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 and Comments to Sponsor can be found:

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

**School Nutrition Programs** | south dakota DEPARTMENT OF EDUCATION  
 Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > | School Year: 2016 - 2017  
 VIEW | MODIFY | DELETE

**2016 - 2017 SNP Sponsor Application**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Code	Error Description
1807	If your organization uses online applications, the name of your online application system must be answered.
1509	A31 - Active FSMC contract found for current program year. Either change A31 to "Yes" or terminate/cancel active FSMC contracts on the FSMC Contracts screen accessible from the Application Packet screen.

**Comments to Sponsor**

#2 Please recheck the school year operational dates and change to reflect your days of operation.

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.

**School Nutrition Programs** | south dakota DEPARTMENT OF EDUCATION  
 Applications | Claims | Reports | Security | Search | Year | Help | Log Out  
 Applications > Application Packet > | School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Packet Submitted Date:  
 Packet Approved Date:  
 Packet Original Approval Date:  
 Packet Status: Returned

Action	Form Name	Latest Version	Status
View   Modify	✓ Sponsor Application	Original	Submitted
Details	✓ FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	✓ Checklist Summary (10)		
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.

## School Nutrition Programs

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

### 2016 - 2017 Application Packet

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

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	➔ Meal Pattern Compliance Dashboard		Pending
Details	✓ Checklist Summary (10)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

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.

## School Nutrition Programs

south dakota  
DEPARTMENT OF EDUCATION  
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Applications | Claims | Reports | Security | Search
Year | Help | Log Out

Applications > Application Packet >
School Year: 2016 - 2017

### 2016 - 2017 Application Packet

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Packet Submitted Date: 05/20/2016  
 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.

## 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.

School Nutrition Programs


  
DEPARTMENT OF EDUCATION  
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[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

[Applications > Application Packet >](#) School Year: 2016 - 2017

2016 - 2017 Application Packet

5555555    Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Packet Submitted Date: 05/20/2016  
 Packet Approved Date: 05/20/2016  
 Packet Original Approval Date: 05/20/2016  
Packet Status:    Approved

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View   Revise</a>	✓ Sponsor Application	Original	Approved
<a href="#">Details</a>	✓ FSMC Contract List		1 Contract
<a href="#">Details</a>	Meal Pattern Compliance Dashboard		Pending
<a href="#">Details</a>	✓ Checklist Summary (10)		
<a href="#">Details</a>	Application Packet Notes (1)		
<a href="#">View</a>	Application Packet Notes for Sponsor (1)		
<a href="#">Details</a>	Attachment List		

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
Approve
Return
Deny

[Show Packet History](#)

### 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 APPROVED.

Sponsor Name: Your Agency 2  
 Agreement Number: 5555555  
 Program Year: 2016/2017  
 Program: School Nutrition Programs (SNP)  
 Application Packet Status: Approved

## Chapter 6 – Adding a New Site

- 1) You will need to contact the CANS office to have the site location added to your Application Packet.
- 2) Once your site location has been added, you will complete the Site Application.
- 3) Select *Applications* in the menu line



- 4) Select *Application Packet*

The screenshot shows the 'School Nutrition Programs' web application interface with the 'Applications' menu expanded. The 'Application Packet' item is circled in red. The table below shows the items and their descriptions.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

5) Select the current school year

**School Nutrition Programs**

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

Applications >

**Select School Year**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
2016 - 2017	07/01/2016 - 06/30/2017	Application Packet on File
2015 - 2016	07/01/2015 - 06/30/2016	Application Packet on File
2014 - 2015	07/01/2014 - 06/30/2015	Application Packet on File

[< Back](#)

6) Select *School Nutrition Program* under the Site Applications

**School Nutrition Programs**

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

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Packet Submitted Date: 05/20/2016  
 Packet Approved Date: 05/20/2016  
 Packet Original Approval Date: 05/20/2016  
 Packet Status: Approved

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)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	1	1	0	0	0	0	2
Seamless Summer Option	0	0	0	0	0	0	0

[< Back](#) [Submit for Approval](#)

[Show Packet History](#)

7) Select *Modify* for the applicable site. In this example, site City Kid Kamp.

**School Nutrition Programs**

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

**2016 - 2017 Application Packet - SNP Site List**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

Action	Site ID / Site Name	NSLP	SBP	AS	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2015
<b>Totals</b>		2	2	2	0	0		
<a href="#">View</a>   <a href="#">Revise</a> ✓	0001 Farmer Ccamp	X	X	X			Original / Approved	0.0000
<a href="#">View</a>   <a href="#">Modify</a> →	0002 City Kid Kamp	X	X	X			Original / Pending Validation	0.0000

[Add Site Application](#)

**Total Sites Enrolled: 2**

[< Back](#)

8) Complete the SNP Site Application

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

Applications > Application Packet > Packet Site List - SNP > School Year: 2016 - 2017

VIEW | **MODIFY** | DELETE

**2016 - 2017 SNP Site Application**

5555555 Status: Active  
**Your Agency 2**  
 123 Jump Street  
 Somewhere, SD 57888

0002 Status: Active  
**CITY KID KAMP**  
 No address on file for this year

Version: Original

**Program Information**

[Modify Program Selection](#)

Participating Program(s)

- A. National School Lunch Program (NSLP) CFDA #10.555
- B. School Breakfast Program (SBP) CFDA #10.553
- C. Afterschool Snacks (AS) CFDA #10.555
- D. Special Milk Program (SMP) CFDA #10.556

**Site Contact**

1. Name: Salutation  First Name  Last Name

2. Email Address:

3. Phone:  Ext:  Fax:

4. Cell/Alt Phone:

5. Title:

**Street Address**

6. Address Line 1:

Address Line 2:

7. City:

8. State:  Zip:

9. County:

10. Special directions (if needed) to locate the site.

**Participation Information**

11. Site Type:

12. Is this a new site with a majority of the students transferred from severe need schools?  Yes  No  
 If yes, enter the number of lunches for the first 3 months of operation in question 13.

13. Lunches claimed for School Year (2014 - 2015) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	%	No

14. Select Grades at this site: (Check all that apply)

Early Education:  1st grade:  5th grade:  9th grade:   
 Head Start:  2nd grade:  6th grade:  10th grade:   
 Pre-Kindergarten:  3rd grade:  7th grade:  11th grade:   
 Kindergarten:  4th grade:  8th grade:  12th grade:   
 Other:

15. Kitchen Type:   
 If Combination, identify which types:

**Pricing Information**

16. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

**NON-PRICING:** Select if students will not be charged for meals.

**REDUCED CHARGE WAIVED:** Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Breakfast Program (SBP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afterschool Snack (AS)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP)**

A1. A. Months of Operation: (Check all that apply)

All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:   
 Jan:  Feb:  Mar:  Apr:  May:  Jun:

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

A2. Meal Service Times Begin Time:  End Time:   
 Additional Meal Service Times:

A3. Will Offer versus Serve (OVS) be implemented for Lunch?  Yes  No

A4. What grades are utilizing Offer vs. Server (OVS) for Lunch?

All:  Early Education:  1st grade:  5th grade:  9th grade:   
 Head Start:  2nd grade:  6th grade:  10th grade:   
 Pre-Kindergarten:  3rd grade:  7th grade:  11th grade:   
 Kindergarten:  4th grade:  8th grade:  12th grade:   
 Other:

A5. How many Points of Service?

A6. Are alternate points of service used?  Yes  No  
 Describe your alternate points of service, if used:

**Section B - SCHOOL BREAKFAST PROGRAM (SBP)**

B1. A. Months of Operation: (Check all that apply)

All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:   
Jan:  Feb:  Mar:  Apr:  May:  Jun:

B. Days of the week meals served and claimed for reimbursement: (Check all that apply)

Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

B2. Meal Service Times Begin Time:  :00 End Time:  :00

Additional Meal Service Times

B3. Will Offer versus Serve (OVS) be implemented for Breakfast?  Yes  No

B4. What grades are utilizing Offer vs. Server (OVS) for Breakfast?

All:  Early Education:  1st grade:  5th grade:  9th grade:   
Head Start:  2nd grade:  6th grade:  10th grade:   
Pre-Kindergarten:  3rd grade:  7th grade:  11th grade:   
Kindergarten:  4th grade:  8th grade:  12th grade:   
Other:

B5. How many Points of Service?

B6. Are alternate points of service used?  Yes  No

Describe your alternate points of service, if used:

**Section C - AFTERSCHOOL SNACKS (AS)**

C1. A. Months of Operation: (Check all that apply)

All:  Jul:  Aug:  Sep:  Oct:  Nov:  Dec:   
Jan:  Feb:  Mar:  Apr:  May:  Jun:

B. Days of the week snacks served and claimed for reimbursement: (Check all that apply)

Mon-Fri:  Mon:  Tue:  Wed:  Thu:  Fri:  Sat:  Sun:

C2. Snack Service Times Begin Time:  :00 End Time:  :00

Alternate Service Times

C3. What time does the normal school day end?  :00

C4. Describe the Snack Count Method:

C5. Describe educational or enrichment activities.

C6. Is the site licensed?  Yes  No

C7. Free and Reduced Enrollment Percentage: 0.00 %

Site is:  Attendance Area Eligible - Eligible based on this site (claim all snacks free).  
 Attendance Area Eligible - Eligible based on another site (claim all snacks free).  
 Non-Area Eligible (claim all snacks free, reduced and full price).

Select the qualifying site for the Afterschool Snack Program:

Other:

**AFTERSCHOOL SNACKS (AS) Contact**

Same as the Site Contact

C8. Name: Salutation  First Name  Last Name

C9. Email Address:

C10. Phone:  Ext:  Fax:

C11. Title:

**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: terrheller on: 5/23/2016 1:30:36 PM Modified By: terrheller on: 5/23/2016 1:30:36 PM

VIEW | **MODIFY** | DELETE

9) Remember to check the Certification box, or you will receive an error. Click *Save*

10) Click *Submit for Approval*

**School Nutrition Programs**

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Applications | Claims | **Forms** | Security | Search | Year | Help | Log Out

Applications > Application Packet > School Year: 2016 - 2017

**2016 - 2017 Application Packet**

5555555 Status: Active Packet Submitted Date:  
**Your Agency 2** Packet Approved Date:  
 123 Jump Street Packet Original Approval Date: 05/20/2016  
 Somewhere, SD 57888 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		Pending
Details	✓ Checklist Summary (10)		
View	Application Packet Notes for Sponsor (1)		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	1	1	0	0	0	0	2
Seamless Summer Option	0	0	0	0	0	0	0

Show Packet History

Tip: If you ARE NOT CEP skip this section

## Chapter 7 –Community Eligibility Provision (CEP) Site List

Tip: You will do this once a year on April 1<sup>st</sup>.

### Completing Community Eligibility Provision (CEP) Site List

- 1) Log into the iCAN system
- 2) Click *Applications* in the blue bar at the top of the screen.
- 3) Click *Community Eligibility Provision*

**School Nutrition Programs**

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

Applications > School Year: 2016 - 2017

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

- 4) Click *Add* to work with the current school year

**School Nutrition Programs**

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

Applications > CEP Year List > School Year: 2016 - 2017

**Community Eligibility Provision (CEP) Site List**

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2016 - 2017	April 1, 2017	April 1, 2016	July 1, 2016	Not Started

- 5) For **each site**, enter the number of identified students eligible for CEP
- 6) Enter the site enrollment

**Community Eligibility Provision (CEP) - Site Eligibility**  
For School Year: 2016 - 2017

**General Information**

Reporting Date: April 01, 2017  
Due Date: April 07, 2016

**Instructions**

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0013		5	6	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 1

Export

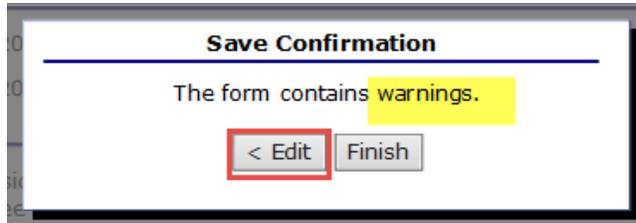
Created By: theller on: 6/15/2016 11:33:49 AM

7 Save Cancel

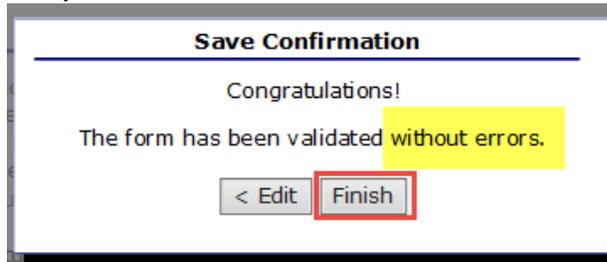
**Tip:** If you are currently participating in CEP or are interested in participating in CEP, complete the CEP Site List using the current year, April 1<sup>st</sup> data. If you are not interested in participating in CEP complete the CEP Site List using the data from your current year Verification Report.

- 7) Click **Save**

8) A pop up will appear. If you receive a warning, click edit to correct your errors



9) Correct your errors and click *Finish*



You will then see the site list Status-Submitted

Community Eligibility Provision (CEP) Site List					
Action	School Year	Reporting Date	Open Date	Close Date	Status
View   Modify	2016 - 2017	April 1, 2017	April 1, 2016	July 1, 2016	Submitted

You will be able to *Modify* your information until April 8<sup>th</sup>.

10) To make changes to your site information click *Modify*

When done making changes click *Save*

11) Then Log Out

Community Eligibility Provision (CEP) Site List					
Action	School Year	Reporting Date	Open Date	Close Date	Status
View   <b>11</b> Modify	2016 - 2017	April 1, 2017	April 1, 2016	July 1, 2016	Submitted

## Chapter 8 –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](mailto: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) Type a new password in both fields.

A screenshot of the 'Change Password' form within the 'School Nutrition Programs' web application. The form is titled 'Change Password' and includes the 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:'. Below the input fields are two buttons: a red 'Save' button and a grey 'Cancel' button. The navigation bar at the top shows 'Security > Change Password >'.

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 (\$, %, ^, &, +, =, !)

- 3) Click *Save*