

School Nutrition Programs iCAN Application Manual

National School Lunch, School Breakfast, and Special Milk Programs
Child and Adult Nutrition Services, SD Dept. of Education

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

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Chapter 1 – Logging into the iCAN System..... 3
Session Conflict Error 4

Chapter 2 – Navigating the iCAN System 5
An Overview of the Application Process 6

Chapter 3 –Application Packet..... 7
Completing a Sponsor Application 7
Errors and Warnings..... 17
Site Applications 19
National School Lunch Program Site Applications 24
School Breakfast Program Site Applications 26
Afterschool School Snacks Site Application 28
Special Milk Program Site Applications 30
Site Application Certification Statement..... 32
Site Application Errors and Warnings 32
Forms and Additional Documents..... 35
Checklist Summary 42
Checklist Summary: Special Provision 2, 3, & District wide Community Eligibility Provision Extra Instructions..... 54
Checklist Summary: Special Milk Program Only Extra Instructions 55

Chapter 4 –Incomplete or Returned Applications 58

Chapter 5 –Approved Applications 61

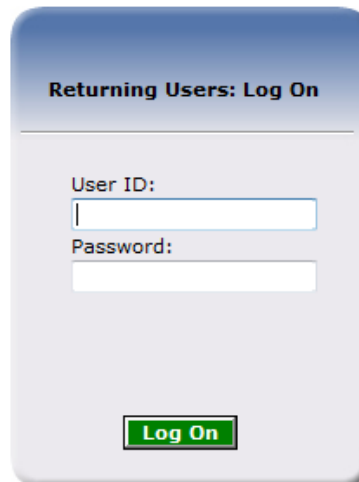
Chapter 6 –Adding a New Site Application 62

Chapter 7 –Community Eligibility Provision (CEP) Site List 65
Completing Community Eligibility Provision (CEP) Site List 65
Completing Community Eligibility Provision (CEP) Schedule 65

Chapter 8 –Changing your Password..... 70

Chapter 1 – Logging in to the iCAN System

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



The image shows a login form titled "Returning Users: Log On". It contains 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 the 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 to iCAN.

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

Session Conflict Error

Session Conflict Error



A session conflict has occurred.

What you can try:

Close all browser windows and try again.

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

Click the Activate button below to make this the active window for this session.

WARNING: Unsaved work in the conflicting window will be lost.

4/27/2017 11:00:59 AM



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) **DO NOT** use your browser arrows to navigate iCAN.
- 7) **Help** will take you to the online help screen where you can search for a specific question or obtain instructions on navigating the iCAN system.
- 8) Please make sure you **Log Out** to exit the iCAN system.



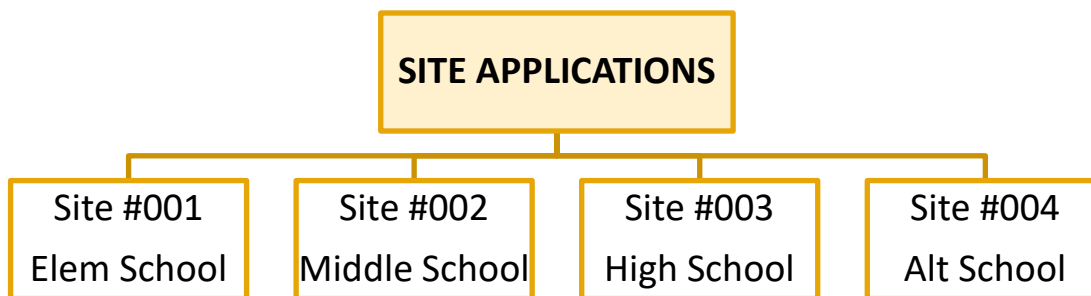
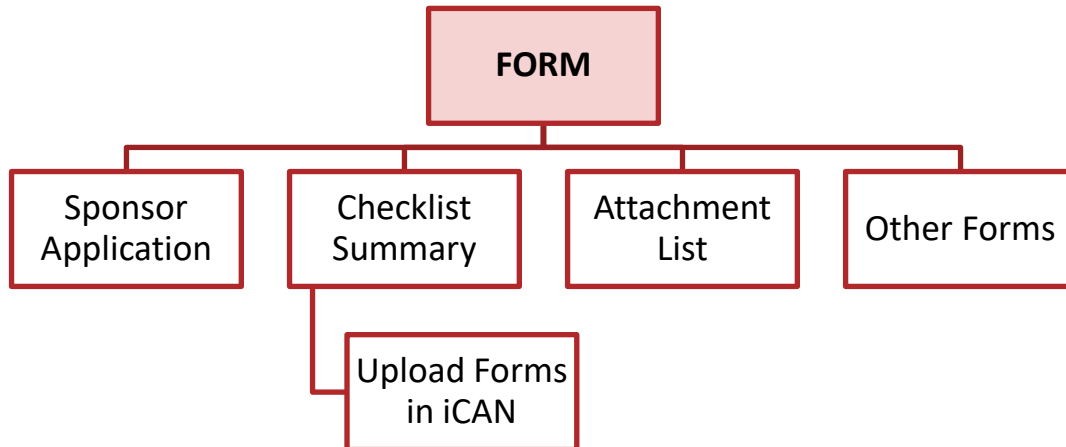
Tip: Action: View or Modify. Be careful once your application is approved to select View. Only select Modify if you need to make changes to the Site Application.

An Overview of the Application Process

The Application Packet consists of two main sections.

FORM: This contains the Sponsor Application, a Checklist Summary and an Attachment List. The 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.



Tip: Sequence is important!

Start with your Sponsor Application.

Complete the Site Applications next.

Complete the Checklist Summary and upload documents.

Complete any other required sections.

Chapter 3 – Application Packet

Completing a Sponsor Application

- 1) Select *Applications* in the Menu line.
- 2) Select *Application Packet*.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with 'Applications' highlighted by a red box and a red circle with the number '1'. Below the navigation bar, there is a table with two columns: 'Item' and 'Description'. The 'Application Packet' item is highlighted by a red box and a red circle with the number '2'. The table lists several items including Verification Report, FFVP Application Packet, Site Enrollment, Community Eligibility Provision, and Download Forms.

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

- 3) Your school or agency name should already be listed. Select the appropriate School Year.

The screenshot shows the 'Select School Year' screen. It features a search box for school names and a table of available school years. The '2016 - 2017' year is highlighted with a red box, and the 'Not Started' status is also highlighted with a red box. A '< Back' button is located at the bottom of the screen.

School Year	Date Range	Application Packet
2016 - 2017	07/01/2016 - 06/30/2017	Not Started
2015 - 2016	07/01/2015 - 06/30/2016	Application Packet on File
2014 - 2015	07/01/2014 - 06/30/2015	Application Packet on File

- 4) If you see this screen choose *add*. This will take you to the *Sponsor Application*.

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 Enrolled

Action	Form Name	Latest Version	Status
Add	Sponsor Application		Not Started

< Back

Show Packet History

- 5) If you see the following screen, select *Enroll* to begin a renewal application. 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

Message from webpage

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

6

Tip: If you work with multiple Sponsor Agencies (such as a Food Service Management Company), you must first search for the Sponsor. Fill in the Sponsor's name and select Search.

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

School Year: 2016 - 2017

SNP Sponsor Search

Search for Sponsors

Agreement Number:

Sponsor Name:

Vendor Number:

FEIN:

County:

Sponsor Status:

Packet Status:

Field Service Rep:

Packet Assigned To:

Program Status:

Sponsors Found: 1

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
------------------	--------------	---------------------------	------------------------	---------------	--------------------

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

Sponsors Found: 1

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

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 Modify	➔ 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

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

[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.

Tip: Update with your actual dates of operation. This is your school start and end dates.



Sponsor Type

1. Type of Agency: Educational Institution

School Year Dates of Operation

2. Operational Dates: Start Date: 07/01/2016 End Date: 06/30/2017

Authorized Representative

3. Name: Salutation First Name Last Name

4. Email Address:

5. Phone: Ext: Fax:

6. Cell/Alt Phone:

7. Title:

8. New Contact?

The Authorized Rep is the person at the SFA responsible for the program

Street Address

9. Address Line 1:

Address Line 2:

10. City:

11. State: Zip:

12. County:

Street Address is your physical location address

Mailing Address

Same as the Street Address

13. Address Line 1:

Address Line 2:

14. City:

15. State: Zip:

16. County:

Mailing Address is your postal mailing address

Food Service Director (FSD) / Manager

Same as the Authorized Representative

17. Name: Salutation First Name Last Name

18. Email Address:

19. Phone: Ext: Fax:

20. Cell/Alt Phone:

21. Title:

22. New Contact?

Food Service Director/Mgr is the person responsible for the Food Service portion of the program

Claim Representative

Same as the Food Service Director (FSD) / Manager

23. Name: Salutation First Name Last Name

24. Email Address:

25. Phone: Ext: Fax:

26. Cell/Alt Phone:

27. Title:

28. New Contact?

Claim Rep is the person that submits the monthly claim for reimbursement

Second Contact

Alternate contact at this site, if needed

Same as the Food Service Director (FSD) / Manager

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

Second Contact is a back up program contact. All programs must have at least two contact people listed on the application

Tip: Correct email addresses for the Authorized Representative, Claim Representative and Food Service Director are very important. These addresses are used by the CANS office for email lists and standard communications with your school/agency.

- Complete all open boxes.

Determining Official

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:

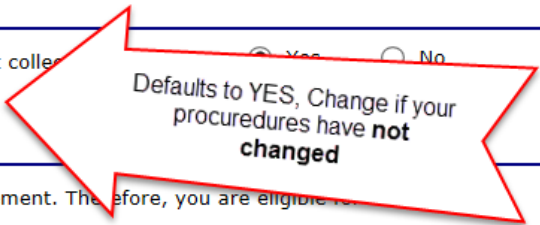
Name can not be the same as Determining Official.

Tip For RCCIs, CEP, and Provision schools only: Verification is not required but Questions #35-37 must be answered.

- **Determining Official is the person that establishes eligibility (when applicable), completes Direct Certification (when applicable), and/or the person that files your claims for reimbursement.**
- **The Hearing Official is the person that handles grievances.**
- **The Verifying Official is the person that completes the 742 Verification Report.**

Meal Count and Collection Procedures

38. Have your meal count procedures and/or your billing and payment collection 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 the distribution 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? Yes No

If yes, what is the name of your scanned application system?

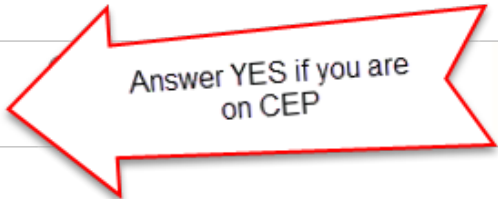
42. Does your organization use online applications? Yes No

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?



Tip: Answer Yes to Question # 44 if any of your sites will be operating a Community Eligibility Provision (CEP). This will trigger the CEP Schedule to your Application Packet.

- If your school/agency contains any RCCI sites, complete questions 45 – 48.
- If your school/agency does not have any RCCI sites this area will be grayed out and you will not be able to enter any information into this area.

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/agency contracts with a Food Service Management Company (FSMC), complete questions 49 – 53. Complete the section for FSMC Contract.
- If your school/agency does not contract with an FSMC, select No.

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

	Salutation	First Name	Last Name
50. 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"/>		

- **Vended Meals:** Complete this section if you have a contract to purchase or sell food in your food service program.
 - Q. 54: Do you purchase meals through a **Vended Meal Contract** with another school/agency that also operates the School Nutrition Programs?
 - List the SFA name.
 - Q. 55: Do you purchase meals through a **Vended Meal Contract** with a company that does not operate the School Nutrition Programs? For example: a grocery store or college.
 - List the vendor's name.
 - Q. 56: Do you sell or provide reimbursable meals to another school/agency that operates the School Nutrition Programs and **your SFA claims the meals** for reimbursement?
 - Q. 57: Do you provide reimbursable meals to another school/agency that operates the School Nutrition Programs and **your SFA does not claim** the meals for reimbursement?
 - List the SFA name.
 - Q. 58: Do you have any other contracts not listed in a. through d. that run through your food service department? For example, a senior meal program.
 - List each contract.

Vended Meals

54. Does your organization purchase meals from a School Food Authority (SFA)? Yes No
 If Yes, please list the School Food Authority (SFA) name(s):
 Do you have a contract? Yes No

55. Does your organization purchase meals/snacks from a vendor other than a School Food Authority (SFA)? Yes No
 List the vendor name(s):
 Do you have a contract? Yes No

56. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)? Yes No
 Do you have a contract? Yes No

57. Does your organization vend meals to a School Food Authority (SFA)? Yes No
 If Yes, please list the School Food Authority (SFA) name(s):

58. Does your organization have any other contracts related to food service? Yes No
 If Yes, please describe additional contracts.

- **Specially Need Lunch** - This section automatically populates using the second prior school year claimed lunch counts for your school/agency.
 - *Yes* = Your school/agency served 60% or more of the lunches during the second preceding school year at the free or reduced price rate.
 - *No* = Your school/agency did not serve 60% or more of the lunches during the second preceding school year at the free or reduced price rate.

Specially Needy Lunch - Reimbursement Rate Determination

Lunches claimed for School Year (2015 - 2016)

Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
4,214	3,843	18,264	44.11 %	No

- **Comments** - If there is any additional information you wish to provide? If so, please add your notes and comments to this box.

Comments from Sponsor

9) Make sure to check the certification box, or you will receive an error.

10) 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 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.

Save

Cancel

Errors and Warnings

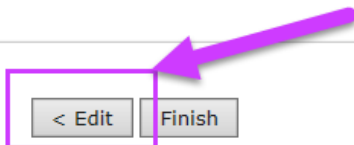
Once saved, you may see the application contains errors. You will need to *edit* your application before you are able to submit. Click the *edit* button to see what your errors are and to make corrections.

2017 - 2018 SNP Sponsor Application



The 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 Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.



- 1) Make corrections and Click *Save* when you are finished

Examples of Errors

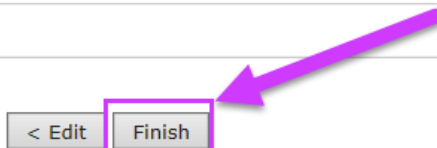
Code	Error Description
1100	Street Address must be completed. Address Line 2 may be blank.
1400	The question 'Student population type must selected' must be answered.
1515	If the school nutrition program is managed by an FSMC, the Sponsor Contact for FSMC Contract is required.
1529	If your organization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

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

2017 - 2018 SNP Sponsor Application



The Application has been saved.



- 3) You will be taken back to the Application Packet Menu.
- 4) This section is now complete! Notice the **green checkmark!**

2017 - 2018 Application Packet

	Packet Submitted Date: 05/01/2017
	Packet Approved Date: 05/01/2017
	Packet Original Approval Date: 05/01/2017
	Packet Status:

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Rev. 1	Pending Validation
Details	✔ FSMC Contract List		1 Contract
Details	✔ Checklist Summary (11)		
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	3	0	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

Tip: If you have a red arrow instead of a green checkmark that means there is an error. The error indicates the section is not complete and your Application Packet cannot be submitted for approval until all errors are corrected.

Site Applications

To complete the Site Applications click on the blue *School Nutrition Program* link.

2017 - 2018 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	➔ Checklist Summary (10)		
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	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

1) Click *modify*

2017 - 2018 Application Packet - SNP Site List

--	--

Action	Site ID / Site Name	NSLP SBP AS SMP FFVP					Version/ Status	Snack Elig.%
		Totals	3	0	0	0	0	
View Modify	0001 HI SCH	X					Original / Not Submitted	0.0000
View Modify	ELEM	X					Original / Not Submitted	0.0000
View Modify	JR HI	X					Original / Not Submitted	0.0000
Add Site Application								

Total Sites Enrolled: 3

- **Renewing school/agency sites:** Much of the prior year program information will roll forward into the site application. Please review make changes and additions as needed. Complete any unanswered questions.
- **New school/agency sites:** Your new site will be blank. Please complete all unanswered questions.

- 2) **Modify Program Selection:** To add or drop a program at this site, first select Modify Program Selection and then make your selection under Participating Program(s) then click Save and Continue.

TIP: Make sure you select Modify Program Selection first, or you will lose your work.

Program Information

Participating Program(s)

<input checked="" type="checkbox"/>	A. National School Lunch Program	(NSLP)	CFDA #10.555
<input type="checkbox"/>	B. School Breakfast Program	(SBP)	CFDA #10.553
<input type="checkbox"/>	C. Afterschool Snacks	(AS)	CFDA #10.555
<input type="checkbox"/>	D. Special Milk Program	(SMP)	CFDA #10.556

- 3) Starting with Site Contact complete the SNP Site Application.

Site Contact

1. Name:	Salutation: Ms.	First Name:	Last Name:
2. Email Address:	@k12.sd.us		
3. Phone:	(605)	Ext:	Fax: (605)
4. Cell/Alt Phone:	(605)		
5. Title:	School Lunch Administrator		

Enter the name of the site kitchen contact

Street Address

6. Address Line 1:	
Address Line 2:	
7. City:	
8. State:	SD Zip:
9. County:	
10. Special directions (if needed) to locate the site.	

Enter the physical location of this school site. Add special directions if your location is tricky to find.

4) **Site Type:**

- Traditional Public School: Select if this site is a Public School
- Charter School: There are no charter schools in SD
- Non-Public School: Select if this site is not a Public School or an RCCI.
- Residential Child Care Institution (RCCI): Select if this site is a licensed RCCI or a State run Residential Child Care Institution

Participation Information

11. Site Type: 

5) **New Site:**

- If **Yes**, contact CANS to ensure you complete Q# 12 with the correct lunch data.

If this is a new site and there are no lunch counts for the second prior year. This site may operate 3 months and the SFA may apply for Severe Need Breakfast Reimbursement Rate. There is an allowance to make the SNB reimbursement rate retroactive for 3 months of operation.

- If **No** is selected the data should prepopulate from the second preceding school year claim data for this site.

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.

6) **Severe Need Breakfast Reimbursement Rate Determination:**

- **Yes** = 40% or more lunches were served at the free or reduced price rate in the school year noted on the site application.
- **No** = less than 40% of lunches were served at the free or reduced price rate in the school year noted on the site application.

13. Lunches claimed for School Year (2015 - 2016) 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
857	640	3,094	4,591	32.60%	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:

7. **Kitchen Type:**

- **On-Site Prep:** Food is prepped and served at this site.
- **Walking:** Students walk from one site to another feeding site.
- **Pre-Packaged Satellite:** Individually portioned and trayed food is sent to this location.
- **Bulk Satellite:** Bulk food is sent to this location.
- **Central Kitchen:** This is a food preparation location only. No feeding occurs at this site.
- **Vended Meals:** Meals are purchased from another SFA and are not prepared at this location.
- **Vending Machine Meal Service:** Students are served meals from a vending machine at this site.
- **Combination:** Any combination of the above locations. Please make note of what types of meal service/prep occurs at this site and where food is shipped, when applicable.

Examples:

- This site serves food and also prepares meals to satellite to another location.
- This site serves food and also prepares meals for a vended contract for meal service elsewhere.

15. Kitchen Type:

On-site Prep

If Combination, identify which types:

8. **Adult Meal Price:** Must be set high enough to cover the federal free reimbursement rate, the performance reimbursement, and the value of USDA Foods used in the meal, when applicable.

See [CANS NSLP Memo # 56.2 Meal Pricing: Adult Meals](#) for more information about setting proper adult meal prices.

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)	Pricing	3.75	0.40	4.50
School Breakfast Program (SBP)	Non-Pricing - Universal Free			3.50
Afterschool Snack (AS)	Non-Pricing			.75

Tip: Selecting Pricing Information will trigger different checklist items. Selecting a Provision will trigger Provision status and checklist items. Selecting Non-Pricing - CEP will trigger Questions 17-19 and will pull information from your prior school year CEP Site List.

Community Eligibility Provision (CEP)

17. Identified Students:	122
18. Enrollment:	208
19. This Site's Identified Student Percentage (ISP):	58.65 %

National School Lunch Program Site Applications

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:

Tip: Carefully check mark each month and day of the week this site is in operation. If you miss a check mark for a month you will not be able to submit a claim for reimbursement that month. If you miss a day of the week, you will only be able to claim for the number of days checked.

Tip: 4-day schools: If your site occasionally through the school year operate 5-days per week, please check 5-days (Mon-Fri) to ensure you are able to claim your occasional 5-days per week. Please add a comment to your packet that this site typically operates a 4-day per week program.

A2. Meal Service Times Begin Time: 11:00 AM End Time: 12:00 PM

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:

- 9. **Points of Service (POS):** Please record all points of service at this school. Examples: If you have two POS computer terminals, record 2. If you have classroom meal service, record the number of all the classrooms plus your cafeteria POS.
- 10. **Alternate Points of Service:** An alternate point of service is when the meal count is taken before all the food is served. Be sure to describe all alternate

points of service in the checklist item called: Meal Count Method. Note each Alternate POS in the comment box.

A5. How many Points of Service? 1

A6. Are alternate points of service used? Yes No

Describe your alternate points of service, if used:

School Breakfast Program Site Applications

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:

Tip: Carefully check mark each month and day of the week this site is in operation. If you miss a check mark for a month you will not be able to submit a claim for reimbursement that month. If you miss a day of the week, you will only be able to claim for the number of days checked.

Tip: 4-day schools: If your site occasionally through the school year operate 5-days per week, please check 5-days (Mon-Fri) to ensure you are able to claim your occasional 5-days per week. Please add a comment to your packet that this site typically operates a 4-day per week program.

B2. Meal Service Times

Begin Time: 8:00 AM

End Time: 8:30 AM

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:

1. **Points of Service (POS):** Please record all points of service at this school. Examples: If you have two POS computer terminals, record 2. If you have classroom meal service, record the number of all the classrooms plus your cafeteria POS.
2. **Alternate Points of Service:** An alternate point of service is when the meal count is taken before all the food is served. Be sure to describe all alternate points of service in the checklist item called: Meal Count Method. Note each Alternate POS in the comment box.

B5. How many Points of Service? 1

B6. Are alternate points of service used? Yes No

Describe your alternate points of service, if used:

Afterschool Snacks Site Applications

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:

Tip: Carefully check mark each month and day of the week this site is in operation. If you miss a check mark for a month you will not be able to submit a claim for reimbursement that month. If you miss a day of the week, you will only be able to claim for the number of days checked.

1. Snack Service Times must begin after school.

C2. Snack Service Times Begin Time: 4 PM :00 End Time: 4 PM :15

Alternate Service Times

C3. What time does the normal school day end? 4 AM :00

C4. Describe the Snack Count Method:

Explain how this program records each eligible student that receives one snack per day. This count must be taken during snack service.

C5. Describe educational or enrichment activities.

The snack program must have an educational or enrichment activity. For example, homework assistance, cooking class, learning about native foods, etc.

2. Site License: If Yes is selected, you will be asked up upload a copy of the license in the Checklist Items.

C6. Is the site licensed? Yes No

3. Free and Reduced Enrollment Percentage:

- Site Eligible = Prior October claim data must indicate at least 50% of the enrolled children are eligible for free and reduced price meals.

C7. Free and Reduced Enrollment Percentage: 65.3 %

- 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

	Salutation	First Name	Last Name
C8. 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"/>		

Special Milk Program Site Applications

This section applies for sites that have SMP in addition to other programs or for SMP only sites.

Tip: Children that have access to a meal through the National School Lunch Program or School Breakfast Program are not eligible for milk through the Special Milk Program.

- **Site Type:**
 - School (no meals): Is a school site where no lunch or breakfast meals are offered to the students.
 - School (split session kindergarten): Is a school site and children are in school partial days. They do not have access to the lunch or breakfast meal service.
 - Residential Summer Camp: A camp where students spend the night at the camp site.
 - Other: Any other eligible child care institution. A nonprofit nursery school, child care center, settlement house, summer camp, service institution participating in the Summer Food Program for Children, an institution participating in the Child and Adult Care Food Program, or similar nonprofit institution devoted to the care and training of children. This site cannot also offer participants a lunch or breakfast meal program.

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:

- **Milk Pricing:**
 - Pricing with Free Option:
 - Milk is sold to children and families can apply for free milk using a household application.

- School receives standard rate for “paid milk” and an average cost of “free milk.”
- Reimbursement payments must be used to lower the cost of “paid milk.” The cost must be reduced to zero if “paid milk” reimbursement is higher than the avg. cost of a half pint of milk purchase price.
- Pricing without Free Option:
 - All families pay the same price for milk.
 - No household application for free milk is collected.
 - School receives standard rate of reimbursement for all milk.
- Nonpricing:
 - No families pay for milk.
 - No household application for free milk is collected.
 - School receives standard rate of reimbursement for all milk.

D3. Milk Pricing

Pricing with free option 

Highest charge to children (per ½ pint):	.15
Highest dairy cost (per ½ pint):	.35
Adult Price:	.50
Bid Price:	.35

Tip: The milk price charged to students must be decreased by the milk reimbursement. Students cannot be charged more than 25 cents.

Site Application Certification Statement

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

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: cherieewatterson on: 4/27/2017 9:43:39 AM Modified By: cwatterson on: 4/27/2017 5:47:47 PM

Save Cancel

Site Application Errors and Warnings

Once saved, you may see the Site Application contains errors or warnings. You will need to *Edit* your Site Application before you are able to submit.

- 1) Click the *Edit* button to see what your errors are and to make corrections.

2017 - 2018 SNP Site Application

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

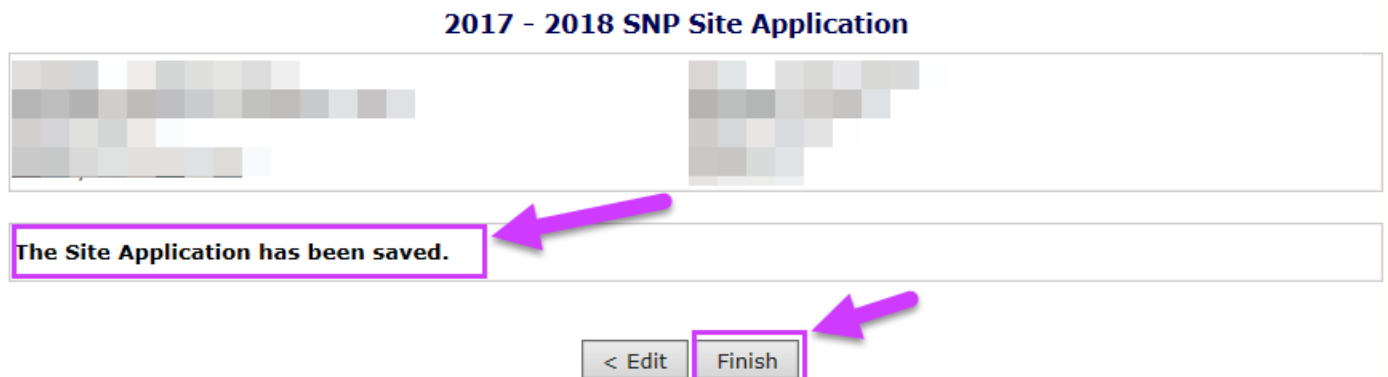
Examples of Errors

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.

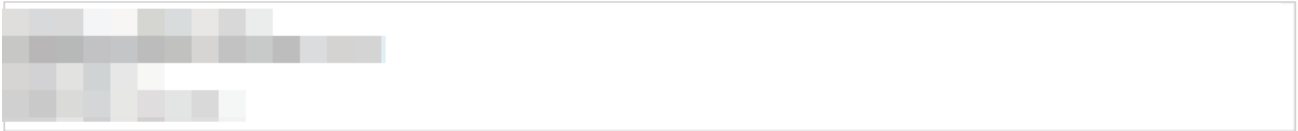
Tip: The red Errors must be corrected before you can submit the application. The blue warnings indicate you may need to review and change an application selection or response.

- 2) Make corrections and Click *Save* when you are finished
- 3) Click *Finish*. If you do not have any more errors or warnings.



- 4) If you have multiple sites, you will need to complete a Site Application for **each** location.
- 5) 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 (do not use your browser arrow).

2017 - 2018 Application Packet - SNP Site List



Action	Site ID / Site Name	Totals	NSLP	SBP	AS	SMP	FFVP	Version/Status	Snack Elig.%
View Modify	0001 HI SCH		X	X		X		Original / Not Submitted	0.0000
View Modify	ELEM		X					Original / Not Submitted	0.0000
View Modify	JR HI		X					Original / Not Submitted	0.0000

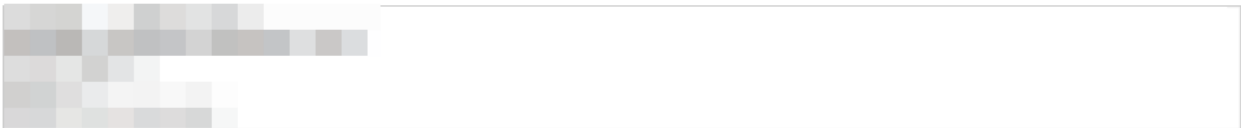
Add Site Application

Total Sites Enrolled: 3

< Back

Tip: Action: View or Modify. Be careful once your application is approved to select View. Only select Modify if you need to make changes to the Site Application.

2017 - 2018 Application Packet - SNP Site List



Action	Site ID / Site Name	Totals	NSLP	SBP	AS	SMP	FFVP	Version/Status	Snack Elig.%
View Modify	0001 HI SCH		X	X		X		Original / Not Submitted	0.0000
View Modify	ELEM		X					Original / Not Submitted	0.0000
View Modify	JR HI		X					Original / Not Submitted	0.0000

Forms and Additional Documents

There will be a list of Forms that need to be completed or documents you will need to attach. The list will vary with each school or agency.

- 1) Click on the blue *Details* for the form you wish to complete.

2017 - 2018 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	➔ Checklist Summary (11)		
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	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

- 2) To complete a *Food Service Management Company Contract*. Click on the blue *Details* next to FSMC Contract List.

2017 - 2018 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	➔ Checklist Summary (11)		
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	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

3) Click *Create New Contract*

Food Service Management Company Contracts

--	--

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

4) 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.

- 5) 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: theller on: 5/18/2016 10:53:58 AM Modified By: theller on: 5/18/2016 10:57:28 AM

Save

Cancel

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

6) Click *Finish*.

The screenshot shows the 'School Nutrition Programs' web application interface. At the top, there is a navigation bar with links for Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. Below the navigation bar, the breadcrumb trail reads: Applications > Application Packet > FSMC Contract List > FSMC Contract Detail >. The main heading is 'Food Service Management Company Contract For School Year: 2016 - 2017'. Below this, the contract details are displayed: '5555555 Status: Active', 'Your Agency 2', '123 Jump Street', and 'Somewhere, SD 57888'. A red-bordered box highlights 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.

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

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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

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

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

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

The FSMC Contract has been processed 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 FSMC Contract can be processed. You may correct the errors now by clicking '< Edit' or you may return to the FSMC Contract later.

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

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

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

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

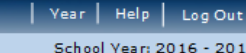
Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details	➔ Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (9)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

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](#)

9) 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
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		

10) Click [view](#) to review information

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](#)

Checklist Summary

Tip: If you operate a Community Eligibility Provision (CEP) or Provision 2 or 3 School or Agency and it is not a district wide provision approval, please contact the CANS office for a specific non-district Provision or CEP checklist.

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



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

Applications > Application Packet >
School Year: 2017 - 2018

2017 - 2018 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	➔ Checklist Summary (11)		
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	3	0	0	0	0	3
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.

SNP Checklist Summary



Sponsor	Total Items	Submitted Items	Approved Items
SCHOOL DISTRICT	11	0	0
School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
ELEM	0	0	0
HI SCH	0	0	0
JR HI	0	0	0



SCHOOL DISTRICT

< Back

- 3) A list of SNP Checklist items will populate. This list is tailored based on your responses in the Sponsor Application and Site Applications.

SNP Checklist

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
Audit Requirements	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Meal Count Method	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Verification & Monitoring	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Notification Letters	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Civil Rights Form	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
FS Management Company Contract	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Annual Information Update	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Paid Lunch Equity Tool - Excel	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Parent Packet	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Production Records	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
SD Attestation (mail in original signature)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/01/2017	

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

Save
Cancel

Tip: Your list of required forms/documents will vary depending on your particular school or agency.

Tip: In iCAN, if the words are printed in blue you can click them to jump around in the iCAN system or get more information. The blue names listed in the Checklist items will jump you to the templates or forms to complete and then attach the completed form to your Checklist Item.


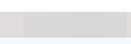

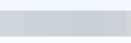

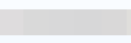


All Checklist Items: *Highlighted rows indicate a document required for all SFAs*

Form ID	Form Download Form Title	Checklist or Download	Use
SNP0001	Income Eligibility Guidelines SY17-18	Download only	Use to calculate household eligibility determination
SNP0002	Meal Attestation Statement - Only for NEW Sponsors	Download only	New SFAs only. Attestation to comply with program meal pattern requirements.
SNP0003	Parent Packets	Checklist Item	For NSLP, SBP, &/or SMP. 3 different parent packets - the notification and free and reduced application packet.
SNP0004	Notification Letters	Checklist Item	For NSLP, SBP, &/or SMP. Notification letters for household applications and direct certification of student meal eligibility.
SNP0005	SD Attestation	Form	For all SFAs. SD Codified Law requires this attestation for conflict of interest and proper use and oversight of federal funding.
SNP0006	RCCI Prototype Roster	Checklist Item	For RCCI's. Please upload the roster in use. This template contains all required info.
SNP0007	Verification & Monitoring	Checklist Item	For all SFAs. Verification and monitoring info.
SNP0008	Annual Information Update	Checklist Item	For all SFAs. Annual program information.
SNP0009	Paid Lunch Equity Tool - Excel	Checklist Item	For all pricing SFAs. PLE tool to set student paid lunch prices.
SNP0010	Meal Count Method	Checklist Item	For all SFAs. Meal count method & payment collection.
SNP0011	On-Site Monitoring Memo #228-1	Download only	For all SFAs with more than one feeding location. This is the annual monitoring form and instruction. This is an annual requirement.
SNP0012	Public Release	Download only	Media release for the program.
SNP0013	CANS Prototype Breakfast Production Record	Download only	Standard Breakfast production record. Upload the breakfast PR template you actually use.
SNP0014	CANS Prototype Lunch Production Record	Download only	Standard Lunch production record. Upload the lunch PR template you actually use.
SNP0015	Afterschool Snack Monitoring #224-1	Download only	For all SFAs with the Afterschool Snack program. This is the twice annual monitoring form with instruction.
SNP0017	Audit Requirements	Checklist Item	For all SFAs. Annual audit requirements.
SNP0018	Civil Rights	Checklist Item	For all SFAs. Annual civil rights training and information requirements.
SNP0019	Free & Reduced Application - SY17-18 (PDF)	Download only	For NSLP, SBP, and/or SMP. The Free and Reduced Application to add to your parent packet. PDF file.
SNP0020	Free & Reduced Application - SY17-18 (WORD DOC)	Download only	For NSLP, SBP, and/or SMP. The Free and Reduced Application to add to your parent packet. Word document.
SNP0022	NonProgram Food Decision Tree	Checklist Item	Use this tool to determine whether or not you must complete the Nonprogram Food Revenue

			Tool.
SNP0023	Online Free/Reduced Application System Approve Request Form	Download Only	Submit this form if you have an online free/reduced application system. This means that families can complete and submit applications electronically.
SNP0024	Permanent Agreement & Free/Reduced Policy Statement FAQ	Download Only	Information regarding the Permanent Agreement & Free/Reduced Policy Statement.
SNP0025	SNP Permanent Agreement	Download Only	Permanent Agreement with CANS stating which programs your agency participates in. If substantive changes are made to programs, this document must be amended.
SNP0026	SNP Free/Reduced Policy Statement	Download Only	Policy statement with CANS free and reduced-price meals, snacks, and milk. If substantive changes are made to programs, this document must be amended.

- 4) First click on the BLUE words (this is called a hyperlink). This will bring up a form or document.

SNP Checklist










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
Audit Requirements	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Meal Count Method	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Verification & Monitoring	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Notification Letters	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending	04/27/2017	

- 5) A pop up screen will ask you if you want to Open, Save, or Cancel.

Applications > Application Packet > School Year: 2017 - 2018

VIEW | MODIFY

SNP Checklist

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
Audit Requirements	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Meal Count Method	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Verification & Monitoring	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Notification Letters	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Civil Rights Form	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
FS Management Company Contract	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Annual Information Update	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Paid Lunch Equity Tool - Excel	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Parent Packet	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	

Do you want to open or save SNP0010_Meal Count Method_3-2017.docx (29.3 KB) from icanuat.sd.gov?

6) Click Save.

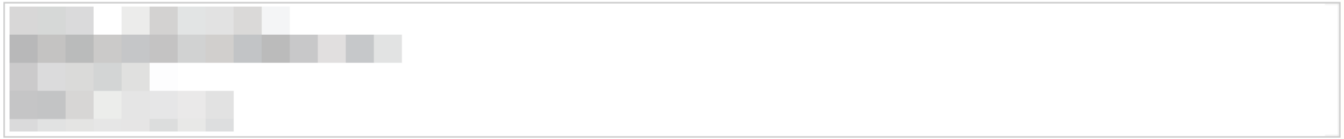
Tip: Save the document on your school server or computer. Remember where you saved the document! You can work on any saved file on your school server or computer without having to log into iCAN.


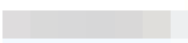

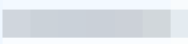

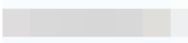

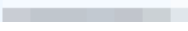
7) When you have completed the corresponding form and are ready to attach the file. Click on the correct “paperclip” for the document you wish to upload.

For the example below, we are using *Meal Count Method*.

“Save as” and name your chosen document (ex. Meal Ct. Method) to your computer, in a locatable, named file (ex. SNP App Forms or something you can remember and search for). Once the forms are completed and saved, you will need to attach them to the appropriate checklist item.

SNP Checklist



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
Audit Requirements	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Meal Count Method	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Verification & Monitoring	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Notification Letters	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending	04/27/2017	

- 8) The Checklist File Upload Detail window will open.
 - a. Confirm you selected the correct Checklist Item.
 - b. Select *Browse* so you can select the appropriate file (that you named) from your computer. This will upload your document
 - c. Click *Save*.

Applications > Application Packet >

VIEW | **MODIFY** | DELETE

Checklist File Upload Detail

Checklist

A Program: School Nutrition Programs
 Checklist Item: Meal Count Method

Upload Detail

1. File To Upload: **B**

2. Comment:

C

VIEW | **MODIFY** | DELETE

- 9) If your document was successfully uploaded, you will see the following message.

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
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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.

- 10) Click *Finish*.

- 11) You will be taken back to the SNP Checklist screen and you will see that the attachment *Meal Count Method* was attached at the very bottom of the screen.

School Nutrition Programs

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

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

Save
Cancel

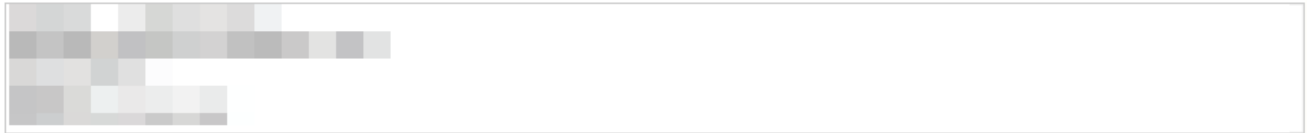
- 12) Repeat the steps in this section to help you complete all the required checklist items.

Tip: If you have a Colony or any other food service contract that deals with preparing or claiming meals that is not a Food Service Management Contract please attach a copy of the signed Colony Contract, Vended Meal Contract, or Multiple School Addendum to your iCAN SNP Application.

- 13) Once a document has been uploaded, make sure to check the corresponding box "Document Submitted to CANS."

- Once you check the *Document Submitted to CANS* box, the current date will automatically fill in the *Date Submitted to CANS*.

SNP Checklist



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
Audit Requirements	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	5/1/2017	
Meal Count Method	<input checked="" type="checkbox"/>	05/01/2017	<input type="checkbox"/>	Pending Approval	04/27/2017	
Verification & Monitoring	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Notification Letters	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Civil Rights Form	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
FS Management Company Contract	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Annual Information Update	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Paid Lunch Equity Tool - Excel	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Parent Packet	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
Production Records	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	04/27/2017	
SD Attestation (mail in original signature)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	05/01/2017	

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Meal Count Method		5/1/2017 3:47:18 PM

14) Always click Save at the bottom of the page after you make changes.

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

15) Always click *Finish* after you make changes.

Applications > Application Packet > Checklist Summary > School Year: 2017 - 2018

SNP Checklist

The Checklist has been saved.

< Edit Finish

16) Click the *Back* button to return to your Application Packet.

Applications > Application Packet > Checklist Summary > School Year: 2017 - 2018

SNP Checklist Summary

Sponsor	Total Items	Submitted Items	Approved Items
SCHOOL DISTRICT	11	1	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
ELEM	0	0	0
HI SCH	0	0	0
JR HI	0	0	0

< Back

Tip: Do NOT click your back browser arrow on your computer! Your internet browser may error and you may lose work. We suggest that you always use a navigation button (Back, Save, Finish, etc.) when moving through your iCAN application.

17) If you completed each step your application should now complete! Click the **Submit for Approval** button.

- If your red **Submit for Approval** button does not show up, please review your iCAN SNP application looking for areas that do not have a green checkmark, including all of your Site Applications. Any one area that has an “error” status will prevent the red button from showing up.

School Nutrition Programs

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

Applications > Application Packet > School Year: 2017 - 2018

2017 - 2018 Application Packet

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

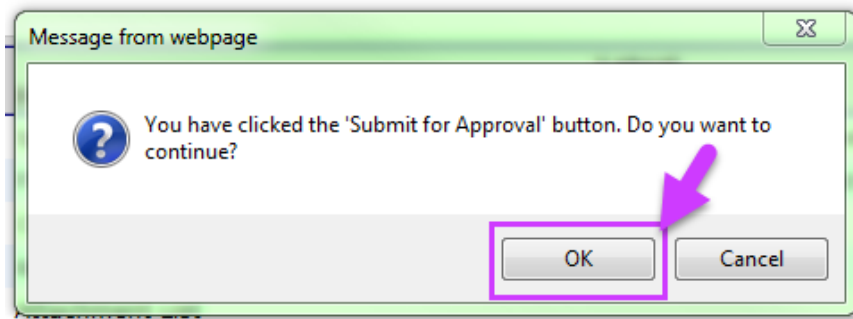
Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ FSMC Contract List		1 Contract
Details	✓ Checklist Summary (11)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

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

< Back **Submit for Approval** Withdraw Packet

Show Packet History

18) A “pop-up” message will appear asking you to verify that you wish to submit your application. If you are ready to submit your application, click **OK**.



Tip: Once you click OK to submit your SNP application for approval you will not be able to make changes to your application until the state reviews the application and either sends it back for corrections or makes the approval.

If you do not wish to submit your application at this time, click Cancel and your application will be saved. You can submit the application at a later date.

- 19) Once your application has been submitted, you will be unable to make changes. The Packet Status now shows *Submitted for Approval*. If you submitted your application in error, please contact the CANS office for instructions at (605) 773-3413.

School Nutrition Programs



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

Applications > Application Packet >
School Year: 2017 - 2018

2017 - 2018 Application Packet

Packet Submitted Date: 05/01/2017
 Packet Approved Date:
 Packet Original Approval Date:
Packet Status: Submitted for Approval

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

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
Details	✓ FSMC Contract List		1 Contract
Details	✓ Checklist Summary (11)		
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	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet









[Show Packet History](#)

Checklist Summary – Special Provision 2, 3, and District Wide Community Eligibility Provision Extra Instructions

Notification Letters: The Checklist Summary is triggering the request to attach your Notification Letters.

- **This document is not required**, however in order to submit your Application Packet you will still need to check the box under *Document Submitted to CANS*.
- Do not attach any documents to the paperclip icon.








Required Forms/Documents to send to CANS		Document Submitted to CANS
Audit Requirements		<input type="checkbox"/>
Meal Count Method		<input type="checkbox"/>
Verification & Monitoring		<input type="checkbox"/>
Notification Letters		<input type="checkbox"/>
Civil Rights Form		<input type="checkbox"/>
Annual Information Update		<input type="checkbox"/>
Production Records		<input type="checkbox"/>
Special Provision Claiming % & Approval Docs		<input type="checkbox"/>

Checklist Summary – Special Milk Programs Only Extra Instructions

These instructions are only if your SFA does not participate in the National School Lunch or Breakfast Programs.

Verification & Onsite Monitoring:

- The Checklist Summary is triggering the Verification & Onsite Monitoring Checklist.
- **This document is not required**, however in order to submit your Application Packet you will still need to check the box under *Document Submitted to CANS*.
- Do not attach any documents to the paperclip icon.

Required Forms/Documents to send to CANS		Document Submitted to CANS
Audit Requirements		<input checked="" type="checkbox"/>
Verification & Monitoring		<input checked="" type="checkbox"/>
Notification Letters		<input checked="" type="checkbox"/>
Civil Rights Form		<input checked="" type="checkbox"/>
Annual Information Update		<input checked="" type="checkbox"/>

Meal Count Method

- The Checklist Summary is not triggering the Meal Count Method.
- **This document is required.**
- Please attach your Meal Count Method to the miscellaneous *Attachment List* that can be found under the Forms.
- Click *Details*.

2016 - 2017 Application Packet			
[Blurred]		Packet Submitted Date:	
		Packet Approved Date:	
		Packet Original Approval Date:	
		Packet Status:	Not Submitted
Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Not Submitted
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (5)		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		
Details	Attachment List (2)		

- When the Attachment screen opens, Click *Add Attachment*

Attachments

Action	File Name	Type	Date	Comment
View Modify	UAT doc 1.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	08/01/2016	
View Modify	UAT doc 2.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	08/01/2016	

Total Attachments: 2

< Back Add Attachment

For SFAs that are Special Milk ONLY Programs and are Pricing with Free Option

Parent Packet

- The Checklist Summary is not triggering the Parent Packet.
- **This is a required document.**
- Please attach your Parent Packet to the miscellaneous *Attachment List* that is located under the Forms.
- Click *Details*.

2016 - 2017 Application Packet

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

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Not Submitted
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (5)		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		
Details	Attachment List (2)		

- When the Attachment screen opens, Click *Add Attachment*.

Attachments

Action	File Name	Type	Date	Comment
View Modify	UAT doc 1.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	08/01/2016	
View Modify	UAT doc 2.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	08/01/2016	

Total Attachments: 2

Chapter 4 –Incomplete or Returned Applications

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

From: South Dakota UAT Help Desk <doe.icanhelp@state.sd.us>
To: DOE ICAN Help
Cc:
Subject: iCAN Application Packet Notification

NOTIFICATION EMAIL FOR SNP APPLICATION PACKET

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

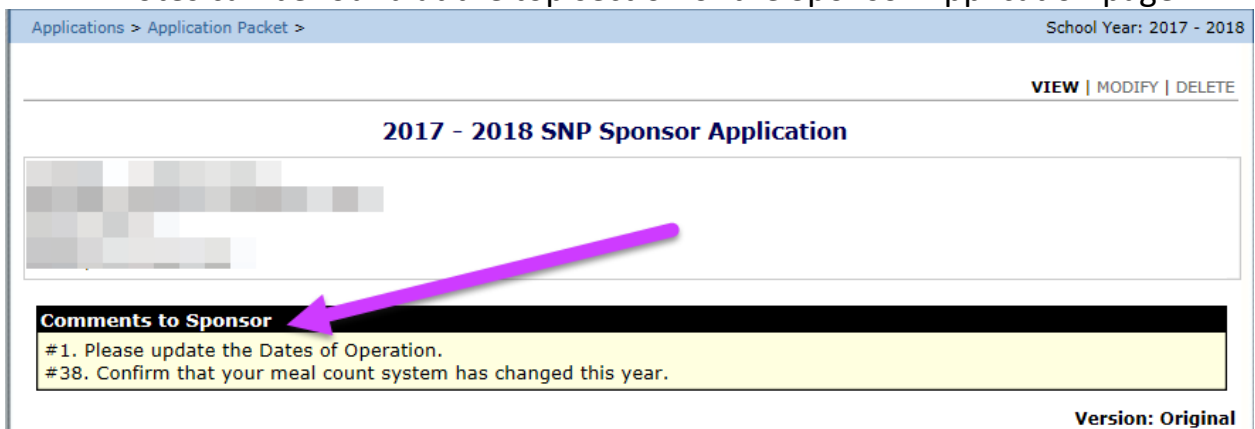
Thank you for submitting your Application Packet for the School Nutrition Programs. **Your application packet has been RETURNED FOR CORRECTIONS**

Sponsor Name: [REDACTED] SCHOOL DISTRICT 52-1
Agreement Number: [REDACTED]
Program Year: 2017/2018
Program: School Nutrition Programs (SNP)
Application Packet Status: Returned for Corrections

Tip: The person listed as the Authorized Representative (AR) in your iCAN SNP Sponsor Application will receive the automated iCAN email notifications. If someone other than the AR is completing your iCAN SNP application, please make arrangements to ensure that your AR is forwarding these very important emails to the appropriate person.

If you receive this email notification,


- 1) Log into iCAN SNP and select your Application Packet.
- 2) Look for Notes from your CANS Program Specialist or **red arrows**.
 - Notes can be found at the top section of the Sponsor Application page.



The screenshot shows the '2017 - 2018 SNP Sponsor Application' page. At the top right, it says 'School Year: 2017 - 2018'. Below the title, there are 'VIEW | MODIFY | DELETE' links. A large redacted area covers the main content. At the bottom, a 'Comments to Sponsor' section is highlighted in black, with a red arrow pointing to a yellow note that reads: '#1. Please update the Dates of Operation. #38. Confirm that your meal count system has changed this year.' The version is noted as 'Original'.

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

Applications > Application Packet >
School Year: 2017 - 2018

2017 - 2018 Application Packet

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

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Returned for Correction
Details	✓ FSMC Contract List		1 Contract
Details	✓ Checklist Summary (11)		
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	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back
Submit for Approval
Withdraw Packet

3) Make all required changes

4) Click **SAVE**

5) Resubmit your application by clicking the red *Submit for Approval* button.

School Nutrition Programs

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

Applications > Application Packet > School Year: 2017 - 2018

2017 - 2018 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		1 Contract
Details	✓ Checklist Summary (11)		
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	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back **Submit for Approval** Withdraw Packet

Show Packet History

Tip: It is worth carefully reviewing your complete application before submitting to avoid several application returns for edit before approval.

Chapter 5 – Approved Applications

Once your application has been approved by the State, you will see your Application Packet Status shows *Approved*.

School Nutrition Programs

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

Applications > Application Packet > School Year: 2017 - 2018

2017 - 2018 Application Packet

Packet Submitted Date:	05/01/2017
Packet Approved Date:	05/01/2017
Packet Original Approval Date:	05/01/2017
Packet Status:	Approved

Your AR will also receive an email notification from the iCAN system.

From: South Dakota UAT Help Desk <doe.icanhelp@state.sd.us>
To: **DOE ICAN Help**
Cc:
Subject: iCAN Application Packet Notification

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: BISON SCHOOL DISTRICT 52-1
Agreement Number: 5200100
Program Year: 2017/2018
Program: School Nutrition Programs (SNP)
Application Packet Status: Approved

Chapter 6 –Adding a New Site

- 1) If you have a new site, please contact the CANS office to have the site location added to your Application Packet at DOE.SchoolLunch@state.sd.us or (605) 773-3413.
- 2) Once your site location has been added, you will complete the Site Application. Select *Applications* in the menu line
- 3) Select *Application Packet*



The screenshot shows the 'School Nutrition Programs' web application interface. The top navigation bar includes 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. The 'Applications' menu is expanded, showing a list of items. The 'Application Packet' item is circled in red. The table below shows the details of the items.

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) Select the current school year



The screenshot shows the 'Select School Year' screen in the 'School Nutrition Programs' web application. The page displays the user's agency information and a table of available school years. The '2016 - 2017' school year is circled in red.


555555 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

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



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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

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](#)

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

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	Totals	NSLP	SBP	AS	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2015
		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

7) Complete the SNP Site Application following the instructions in the Site Application section of this manual.

Chapter 7 –Community Eligibility Provision (CEP) Site List

Tip: The CEP Site List will be completed once during the prior school year. The data will report April 1st student data.

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*

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. The 'Applications' menu is circled in red with a '2' in a red circle. Below the navigation bar, there is a table with the following items:

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

The 'Community Eligibility Provision' item is circled in red with a '3' in a red circle.

Tip: This CEP Site List is outside of your Application Packet. Do not confuse this with the CEP Schedule inside your Application Packet.

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

The screenshot shows the 'Community Eligibility Provision (CEP) Site List' interface. At the top, there is a navigation bar with 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. The 'Applications' menu is circled in red with a '2' in a red circle. Below the navigation bar, there is a table with the following items:

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

The 'Add' button in the table is highlighted with a red box.

- 5) For **each site**:

- Enter the number of identified students eligible for CEP on April 1 (#5 below)
- Enter the site student enrollment on April 1(#6 below)

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

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

VIEW | MODIFY | DELETE

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		<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 1

Export

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

VIEW | MODIFY | DELETE

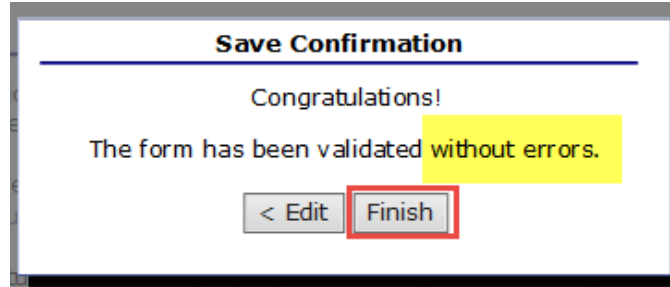
Tip: If you are currently participating in CEP or are interested in applying for CEP, complete the CEP Site List using the current year April 1st data. If you are not interested in participating in CEP, complete the CEP Site List using the data from your current year Verification Report. The Verification report data is called proxy data.

- 6) Click *Save*. A pop up will appear. If you receive a warning, click edit to correct your errors

Save Confirmation

The form contains warnings.

7) Correct your errors, if any, and click *Finish*



8) You will then see the site list Status-Submitted

Action	School Year	Reporting Date	Open Date	Close Date	Status
View Modify	2016 - 2017	April 1, 2017	April 1, 2016	July 1, 2016	Submitted

- 9) You will be able to *Modify* your information until approximately April 8th.
- To make changes to your site information click *Modify*
 - When done making changes click *Save*
 - Then Log Out

Action	School Year	Reporting Date	Open Date	Close Date	Status
View Modify	2016 - 2017	April 1, 2017	April 1, 2016	July 1, 2016	Submitted

Completing Community Eligibility Provision (CEP) Schedule

Tip: The CEP Schedule inside your Application Packet. The CEP Site List (discussed in the prior section) is outside of your Application Packet.

The **CEP Schedule** will default to **Auto Mode** and will pull the current data you entered into your CEP Site List in April.

Community Eligibility Provision (CEP) Schedule
For School Year: 2017 - 2018

Summary Mode: **Auto** Total Sites: 3

Group Name	Show Detail	Nbr of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	3	2015	2017	46	60	76.66	100.0	0.0

Group Count: 1

The CANS office will need to change the **Mode** from **Auto** to **Manual** so that your approved CEP data pulls correctly into the CEP Schedule.

- 1) Once you have submitted your application packet for approval, CANS will change the **Mode** from **Auto** to **Manual** and return the Application Packet back to you.
- 2) You will need to click **Modify** for your CEP Schedule.

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

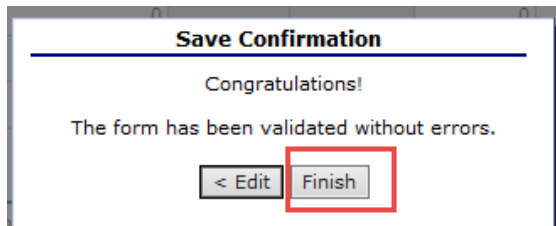
Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Submitted
View Modify	✓ Community Eligibility Provision (CEP) Schedule	Rev. 1	Submitted

- 3) Click **Save**

Created By: PamMcCown on: 4/19/2017 11:09:05 AM Modified By: pmccown on: 4/19/2017 11:09:52 AM

Save Cancel

- 4) Click **Finish**



5) Click *Submit for Approval*



Once you have resubmitted your Application Packet the CANS Program Specialist assigned to your school/agency will continue to work with you on the approval.

Chapter 8 –Changing your Password

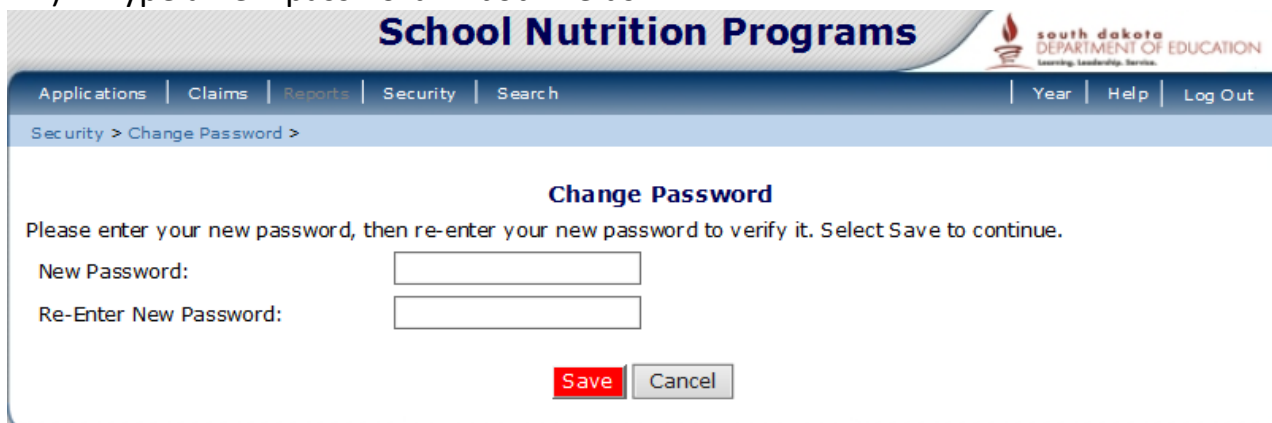
If you have forgotten your password or are locked out of the system, please send an email to DOE.iCANhelp@state.sd.us or calling (605) 773-3413. Please request an iCAN password reset. A confirmation with your temporary password will be sent to the email address on file. **No password information will be provided to you over the phone.**

To change your password after you have already logged into iCAN:

- 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 navigation bar is the same as in the previous screenshot, but the 'Security' menu item is not circled. The breadcrumb trail shows 'Security > Change Password >'. The form title is 'Change Password'. Below the title, there is a instruction: 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' There are two input fields: 'New Password:' and 'Re-Enter New Password:'. At the bottom of the form, there are two buttons: 'Save' (in red) and 'Cancel' (in grey).

Tip: 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**. **Your password has been changed**. Please write down your iCAN password and save in a secure location for future reference.