

INSTRUCTIONS FOR COMPLETING THE 2014-2015 COMBINED APPLICATION FOR CHILD NUTRITION PROGRAMS

Please read the instructions carefully. The application consists of pages to be completed and returned with appropriate attachments. One copy is to be completed with original signatures and returned to the State Agency. A copy of the signed application packet and an approval letter from the South Dakota Department of Education, Child and Adult Nutrition Services, will be sent to you after it has been determined that the information meets all guidelines and regulations.

Agencies renewing their application should return according to the due date in the upper left corner of the Combined Application. Review of information and approval of the application is a lengthy process. During this time, the State Agency must secure and approve your materials if changed from the prototypes in Policy Statement Attachments. Your cooperation in submitting them on time and with accuracy will be sincerely appreciated. If you deviate from the list of approved changes on any of the attachments for F&RP meals (letters to parents, application form, etc.), you must secure the permission of Child and Adult Nutrition Services prior to releasing them for distribution

The application is available on the website for downloading and completing on your own computer at <http://www.doe.sd.gov/cans/>. Go to the appropriate program (CACFP, NSLP, SMP, and SFSP) to access the electronic version. Note there are changes from the prior year if you are using a previous copy. Original signatures or agency-approved electronic signatures are acceptable. The application can be submitted on paper or electronically.

COMBINED APPLICATION -- PART 1

All agencies complete and return one copy of Part 1, regardless of how many programs the agency operates. This section has general information about all programs.

Please add your name and number to each page. If you are completing this electronically, you should be able to double-click in that area to open the header information.

A. LOCAL AGENCY DATA

Addresses and Phone Numbers - this is information for the local agency where mail will be sent for the authorized representatives and claim representatives for all programs the agency operates unless changes are noted on page 2.

The second address requested is for package delivery. This applies to agencies that use a PO Box for their mail or that want packages delivered to an alternate address. A physical street address is required for packages sent through package delivery services.

B. PROGRAMS

Check the program(s) the local agency is applying to operate.

- The Food Distribution Program (USDA Foods) box should be checked if the SFA or SFSP agency plans to order USDA Foods.
- It is possible that the Local Agency is not aware of all plans for providing meals in the summer. Documents for Summer Food Service Program (SFSP) and NSLP Seamless Summer Option (SSO) will be mailed in the spring that must be completed and submitted for program approval. We will be on the new computer system by then.

- Fresh Fruit & Vegetable Program has been added to this section. Check this if you have been approved to operate FFVP for the coming year.

C. MEAL/MILK COUNT METHOD

It is imperative that all agencies maintain a reliable method for taking meal counts each day, at each meal (breakfast lunch, snack, supper), and at each point meals are served. There are many acceptable methods for completing meal counts. Check whether point of service is used or an alternate method will be used. Additional information will be requested in Attachments.

Point-of-service means that point in the meal service where a determination can accurately be made that a reimbursable free, reduced-price, or paid meal, or free or paid milk has been served to an eligible child. This is traditionally at the end of the serving line after children have had an opportunity to take all items offered as part of the reimbursable meal.

Alternate systems mean the count is taken in a different manner. Alternate systems must be approved by CANS. Some examples:

- 1) Meals are served family style and the names of children are checked on the roster immediately after they have been served and a determination is made that meals claimed are reimbursable.
- 2) Tickets are taken or roster is checked off at the beginning of the meal service line and the last person in the line or a lunchroom supervisor placed at the end of the line observing all meals makes sure that all children have the right number of food items on their trays. In this instance, a method to let the person completing the roster know if a child does not take a reimbursable meal so the meal is not claimed for reimbursement.
- 3) Children are seated and their individual meals are brought to them. The names of children are checked on the roster immediately after they have been served. Provide additional information to describe any alternate systems used by each site in the Local Agency.

If you use a computer system, list the name of the software program. The information is not released to any companies. It may be shared with other schools seeking ideas for software companies.

D. PRODUCTION RECORDS

Production records must be maintained for all child nutrition programs, except the Special Milk Program and day care homes. A prototype has been provided by the State Agency (CANS) for each program. The one for school meals can be found in SD NSLP Memo #9A. CACFP is in the production records book, and SFSP is distributed at training. If the local agency has developed its own production record or is using one from a company (such as a computerized method), check the alternate form box and include a copy of what is used for state approval. Any changes to the state prototype form or use of a different form must have CANS approval. CACFP agencies should indicate the number of production record books needed – a maximum of one per site.

E. PERSONNEL

This item requests information for personnel for all programs and the address and contact for USDA Foods (commodity) delivery. Sometimes the same person is responsible for all areas of all programs. If that is the case, it is not necessary to complete the information repeatedly. You can write "same" on the top line of that section. The names of the programs are in the columns and the information being requested relative to each program is listed in the rows on the left.

- Authorized Representative is the person designated and authorized by the governing board to enter into contracts on behalf of the local agency and must be administratively responsible to Child and Adult Nutrition Services for all administration and operation terms of the Child Nutrition Programs. A separate mailing address for the authorized representatives can be listed. NOTE: the second contact name and e-mail is for someone who can also be contacted at the agency when the first person may not be available. This is only needed for those agencies that have one person responsible for all areas. This would be used only in emergencies such as food recalls or in the event of nonresponse from the authorized representative.
- Claim Representative is the person responsible for completing the claims for reimbursement who should be contacted in case of questions regarding the claim. Mail for the claim representative is sent to the mailing address from page 1.
- Food Service Director is the person responsible for food service/nutrition program operations at the local agency. This person will receive mail and email for the food service operation. Information will be gathered later requesting information for emergency contact information.

- USDA Foods Delivery Address is the physical address (not PO Box) where the USDA Foods will be delivered if the agency receives them. Fill in the appropriate blanks if the contact person, delivery address, or any other information related to the USDA Foods delivery is different from information provided previously. Child and Adult Care Food Program and Special Milk Programs do not receive USDA Foods. If there are multiple delivery addresses, please add a page with the appropriate information. The charge for each extra drop is \$50. The state is moving to the electronic *iCAN* system for ordering USDA foods; however, we are gathering this information one more time as a safeguard. A space has been added to obtain the Billing Contact information.

F. SITE SUMMARY

This item asks for the name of each attendance center and some relevant information. Each attendance center should be listed, whether or not they are all in the same building. Include any sites that are preparation-only. The columns on the left list the various programs in which a site can participate. The city is needed to help identify the site. Attach additional pages if necessary.

The type of center varies by program.

CHILD AND ADULT CARE FOOD PROGRAM

- ADCC - Adult Day Care Center
- ASC - After School Care
- CC - Child Care Center
- CCCH - Child Care Center - Head Start & Early Head Start
- CCCO - Child Care Center - Other
- DCH - Day Care Home
- ES - Emergency Shelter
- GFDCH - Group Family Day Care Home
- OSH - Outside School Hours
- XX - Title XX for Profit Center

SPECIAL MILK ONLY

- EL SCH - Elementary School
- JHSCH - Junior High School
- MSCH - Middle School
- NPN - Nonprofit Nursery
- PSCH - Pre School (includes kindergarten only)
- SHSCH - Senior High School
- SC - Summer Camp
- SH - Settlement House
- SVCI - Service Institution

SCHOOL NUTRITION PROGRAMS

- (NATIONAL SCHOOL LUNCH, SCHOOL BREAKFAST, AFTERSCHOOL SNACKS)
- EL SCH - Elementary School
- JHSCH - Junior High School
- MSCH - Middle School
- PSCH - Pre School
- RCCI - Residential Child Care Institution
- SHSCH - Senior High School

SUMMER FOOD SERVICE PROGRAM AND SEAMLESS SUMMER SITES

- CAMP - Residential Camp
- ENRL - Enrollment Site
- MIGR - Migrant
- NRC - Nonresidential Camp
- NYSP - National Youth Sports Program
- OPEN - Needy Area

For NSLP/SBP, the attendance centers listed should be the same as those reported to the Department of Education for the Education Directory. You will use these same sites when you complete the October Survey of Data. Attendance centers that are split between buildings should be noted and separate information provided for them on this application.

The Begin Date and End Date are the beginning dates of the program and the end date of the program. The current agreement covers the federal fiscal year of October 1 through September

30. We realize the end date may be an estimate based on schedule changes, such as make-up for bad weather.

Operating Days per Week - Circle which days per week is this attendance center open. Meals in NSLP and SBP can only be claimed on days the school is in regular session. Meals served on "tutoring days" cannot be claimed as part of NSLP/SBP.

Total Number of Operating Days - How many days per year does this attendance center intend to operate?

NSLP only - If Afterschool Snack is offered as part of NSLP, circle the days the agency offers the snack.

G. CONTRACTS

Review contracts listed, and, for any that were answered yes, attach a copy of the contract for approval.

H. ATTACHMENTS

This has some revisions from the prior year. Include copies of required documentation and check which documents are attached. New Local Agencies that are private nonprofit must provide proof of their tax-exempt status under section 501(c)3 of the amended IRS code.

I. AUTHORITY

The authority for program operation is provided in Section I.

J. ASSURANCES

This section provides assurances that the program will be operated according to program requirements, and that the agency has not been suspended or debarred.

Complete and return one copy of the combined application with the appropriate Program Sections and Attachments to

Child and Adult Nutrition Services - DOE
800 Governors Drive
Pierre, SD 57501-2294 or

By email to shar.venjohn@state.sd.us

By fax to 605-773-6846

Please contact the CANS office at 605-773-3413 as question arises during the process of completing the application.