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TO: Authorized Representatives
School Nutrition Programs

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

DT: July 17, 2014

RE: Combined Application Renewal for Child Nutrition Programs

The application for child nutrition programs can be accessed on the CANS website <http://www.doe.sd.gov/cans/nslp.asp>. We are not ready to roll out the new computer system for applications and agreements, though we do expect to do that before December.

If you cannot download the documents from the web, call the CANS office at 605-773-3413 and we will fax or mail an agreement packet with the instructions to you. Applications cover the period October 1 – September 30. That will change along with the implementation of the new iCAN computer system for agreements and claims. We will follow the school year of July – June.

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

School Food Authorities (SFAs) must use the updated application for free and reduced price meals/free milk (B1, B2, or B3). Parts 4, 5, and 6 (Meals Agreement, USDA Foods Agreement, and Policy Statement) have been updated to reflect changes in the programs. Applications are available in multiple languages on the USDA website. By signing Part 1, the agency agrees to abide by the new agreements and policy statement.

Please understand this is a very busy time and personnel are apt to be on the telephone. You can leave a message on the voice mail. Be assured your call will be returned as soon as we can. Staff may also be contacted through electronic mail. You can also email School Nutrition Program specialists at DOE DOE.SchoolLunch@state.sd.us.

The application packet can be submitted to CANS at any time with deadline being August 29. It is acceptable to submit a paper copy or to submit it electronically if your agency has a policy allowing use of electronic signatures.

The agency must submit one combined application (Part 1) with information for all of the various programs it operates. We do expect to roll out the iCAN phase for Child & Adult Care Food Program (CACFP) beginning with their agreements. Do include CACFP information as well as National School Lunch & Breakfast Programs (NSLP & SBP) on Part 1. The person signing Part 1 should be the chief administrative officer

Child and Adult Nutrition Services - DOE

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

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authorized to enter into agreements. It is acceptable for that person to designate others to be the "authorized representative" for individual program(s) to receive mailings and correspond with this office.

There have been a number of program changes because of the Healthy Hunger-Free Kids Act of 2010 and more are expected for SY2014-15. Changes will be provided in email notices, in the Nutrition Bulletin, and will be posted on the CANS website. USDA policy memos can be found at <http://www.fns.usda.gov/fns/regulations.htm>. The limited number of State memos are available on the CANS website in the appropriate program section at <http://www.doe.sd.gov/cans/>.

The National School Lunch Program meal pattern changes were effective school year 2012-13 and School Breakfast Program changes began in school year 2013-14. Changes for '14-15 include all grains being whole grain-rich for both programs. An exemption for only pasta can be obtained if the food service cannot find an acceptable product. That exemption form is on the CANS NSLP webpage. Another change for '14-15 is making sure all students have fruit and/or vegetable on their tray at breakfast. The Target 1 sodium levels take effect this year.

The civil rights statement has not changed; however, USDA has still not issued new posters. We will send them out if we get them. In the meantime, use the old one or print your own with the new statement on it. A poster should be prominently displayed so it is accessible for the patrons (children and/or parents). Note that the first six protected bases (race, color, national origin, age, disability, and sex) are the six protected bases for applicants and recipients of the Child Nutrition Programs. The new statement says:

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

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

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

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

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

All SFAs should check through Parts 2 and 3 that are currently on file at the agency and submit changes.

Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) information will utilize the new iCAN phase for that program. Marking the programs on Part 1 of the paper application alone does not qualify the agency for the program but will alert the CANS office of who is interested.

We must suspend reimbursement for meals and use of USDA Foods if the application is not approved by October 1. That may mean loss of payment, not just a delayed payment, in some instances. If you have

problems understanding or completing the application, please contact a child nutrition program specialist from this office.

Changes to the application, agreement, or personnel during the year should be submitted in writing by the authorized representative until the new system is implemented.

Record Retention - All Programs: All records must be kept on file for three (3) years past the current year, unless the local agency requires longer retention. This includes Part 1. In addition,

- Special provision schools must retain base year records for three years past the time that a new base year is established. Be sure these are clearly marked to be retained and for how long.
- Community Eligibility Provision (CEP) SFAs must retain records from the initial year of CEP for three years past the time that a new base year is established. Be sure these are clearly marked to be held.
- If an audit on those records is in process, the records must be kept on file until the audit is complete and closed. If the local agency has a policy to retain records for a longer period of time, that is acceptable.
- Parts 2 & 3 should be updated as needed and kept on file for three years past the year an update is provided.
- Parts 4, 5, & 6 should be kept on file permanently or until further notice. The prior versions should be kept for three years past the year that it was renewed.

Child & Adult Nutrition Services staff must approve contracts with meal vendors and food service management companies (FSMC). The contracts must meet federal contract standards as well as state law, where applicable. Contact CANS for assistance with these.

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

Audit statements and Financial Statements are part of the attachments section. Public School Districts provide the information to DOE through their regular submission. Each local agency must provide a copy of their audit or certify that the agency is exempt from audit.

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

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

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

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

Child & Adult Nutrition Services contact information

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

Child & Adult Nutrition Services – SD Department of Education

800 Governors Drive; Pierre SD 57501-2294

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

Questions about applications and program operation can be referred to the respective Child and Adult Nutrition Services or Finance and Management staff members at 605-773-3413. Direct numbers are also provided.

Child & Adult Nutrition Services - DOE

fax: 605-773-6846

Cherree Watterson cherree.watterson@state.sd.us	605-773-3610	School meal and school milk programs questions regarding agreements, operating procedures, PLE tool, CEP, meal counts, free & reduced price applications, meal patterns, wellness policies, special provisions, technical assistance, training, verification
Jason Person jason.person@state.sd.us	605-773-6026	
Pam McCown Pam.mccown@state.sd.us	605-773-6157	
Jane Cronin Jane.cronin@state.sd.us	605-773-4718	
Rob Ingalls Rob.ingalls@state.sd.us	605-773-2977	Fresh Fruit & Vegetable Program
Julie McCord julie.mccord@state.sd.us	605-773-3110	Summer Food Service applications and procedures, TEFAP
Melissa Halling melissa.halling@state.sd.us	605-280-2696	Child and Adult Care Food Program questions regarding agreement, meal benefit applications, and operating procedures
Mark Moen mark.moen@state.sd.us	605-773-4769	Processing contracts, donated food, net off invoice (NOI), CSFP
Karen Webber-Boyer Karen.webber-boyer@state.sd.us	605-773-4353	USDA Foods orders and receipts, processed USDA Foods
Shar Venjohn shar.venjohn@state.sd.us	605-773-3413	Additional program application sections, refer questions to specialists
Sandra Kangas sandra.kangas@state.sd.us	605-773-4746	General program questions, food service management company contracts
Office of Finance and Management - DOE		fax: 605-773-6139
Phyllis Tomkiewicz phyllis.tomkiewicz@state.sd.us	605-773-3456	Financial statements, special provisions, audits, budgets, exceptions
Laurie Schumacher Rodness laurie.schumacher@state.sd.us	605-773-3349	Claims for reimbursement, revised claims