# Superintendent’s Memo #012-19

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 17, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: School Breakfast Program – Fiscal Year 2019 State Funding Incentive Payment for Increased Student Participation in 2017-2018

The General Assembly appropriated lottery funds for state fiscal year 2019 (FY19) for the incentive program for improved student participation in the school breakfast program. The incentive funding is available to any school division that increased per student breakfast participation in school year 2017-2018 above the baseline established in school year 2003-2004. Each school division’s baseline is unique to its base year breakfast participation.

The level of funding is $.22 for each breakfast meal served above the base year number of breakfast meals served per student for each division. For FY19, actual student breakfast meal counts from school year 2017-2018 were compared to the base year to determine the level of entitlement earned. The attached spreadsheet (Attachment A) shows the total incentive entitlement earned for each school division for FY19.

The current funding appropriation will be paid via electronic data interchange (EDI) on a semi-monthly recurring bases beginning on January 31, 2019. The payments will appear on the EDI notice as “State School Breakfast Incentive Funds – revenue source code 240347.”

These funds must be credited to the school nutrition program account and may not be used for any other purpose. The school nutrition program financial reports submitted annually to the Virginia Department of Education will be monitored to determine compliance with this provision.

In order to receive funding, each school division must sign and return a certification statement (Attachment B) by January 30, 2019. Any division that does not complete the certification form and does not reflect the deposit of the incentive funding to the school nutrition account in their annual financial report, will be required to return the funds directly or have the funds recovered through a future payment. The signed certification statement should be sent to [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov).

Please direct all questions regarding the school breakfast program to Dr. Sandy Curwood, RDN, Director of School Nutrition Programs, at (804) 225-2074 or by email at [sandra.curwood@doe.virginia.gov](mailto:sandra.curwood@doe.virginia.gov). Questions regarding the school breakfast incentive funding formula should be directed to the budget office staff at (804) 225-2025.

JFL/SCC/dbd

### Attachments

1. Total Incentive Entitlement
2. FY 2019 Certification Statement