# Superintendent’s Memo #106-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 3, 2019

TO: Division Superintendents

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

## SUBJECT: Submission of the Annual Application Packet for SY 2019-2020

The purpose of this memo is to provide guidance to School Food Authorities (SFAs) on the submission of the Annual Application Packet for participation in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Seamless Summer Option (SSO), and the Afterschool Snack Program (ASP). The application packet will be available on **Monday, May 13, 2019,** and must be submitted by **July 1, 2019.** Claims for reimbursement will not be paid for school year 2019-2020 until the annual application has been submitted and approved by the Virginia Department of Education (VDOE).

### Permanent Agreement to Participate

A permanent agreement remains on file with VDOE. The permanent agreement document is signed by the division superintendent and VDOE and should be readily accessible during federal reviews. An addendum is required if you would like to add an additional program such as the Fresh Fruit and Vegetable Program (FFVP), the At-risk portion of the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). These addendums are available in SNPWeb as part of the application packet. In addition, an addendum is required for the base year of Provision 2 or the Community Eligibility Provision (CEP). The addendum for provisional programs is available in the “download forms” section of SNPWeb.

### Prototype Meal Application, Letters and Forms

Prototype meal applications and letters to households are available to school divisions in SNPWeb in the “download forms” section. The VDOE prototypes will be available May 13, 2019, for school year 2019-2020. United States Department of Agriculture (USDA) prototypes can be found on USDA’s FNS School Meals. SFAs have the option to use their own customized applications and letters to households. Customized applications and letters to households, as well as eligibility notification letters and other required forms must be submitted to VDOE for review and approval as part of the application packet.

### Eligibility for Meal Benefits and Initial Carryover Eligibility

A child’s eligibility is in effect from the date of eligibility determination for the current school year and up to 30 operating days in the subsequent school year or until a new eligibility determination is made. The USDA’s Eligibility Manual for School Meals provides detailed information for eligibility determinations. USDA will not be updating the manual for this current school year. An electronic copy of the manual is available on the [USDA website](https://www.fns.usda.gov/eligibility-manual-school-meals).

### Meal Prices for Students and Adults

The 2019-2020 USDA Paid Lunch Equity Tool (PLE) is used to calculate the weighted average paid lunch price and determine the required paid lunch price increase, if necessary. The PLE tool must be submitted to the SFA’s regional specialist by **May 30, 2019**. Please see Superintendent’s Memo No. 102-19 for additional guidance on completion of the PLE tool. The PLE tool is available in the “download forms” section of SNPWeb.

### Updated Adult Meal Price Guidance

FNS Instruction 782-5 Rev.1 specifies that SFAs must, to the extent possible, ensure that federal reimbursements, children’s payments, and other non-designated nonprofit food service revenues do not subsidize program meals served to adults. In addition, while donated foods may be used in the preparation of adult meals, the current per-meal value of donated foods must be taken into consideration when establishing the prices charged to adults for meals. Calculating adult meal prices was covered at the 2019 spring regional meeting. Each attendee received the regional meeting presentation and coverage of adult meal pricing begins at slide 113. In addition, Attachment A provides the instructions for calculating adult meal prices.

If you have any questions about the application packet, please contact the SNP regional specialist assigned to your SFA for assistance.

JFL/SCC/lj

### Attachment A: [Instructions for Pricing Adult Meals](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/106-19a.docx)