# Superintendent’s Memo #207-19

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

DATE: August 30, 2019

TO: Division Superintendents

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

## SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2019-2020

The purpose of this memo is to notify school divisions of the schedule for Federal Program Administrative Reviews of the School Nutrition Programs (SNP), the Summer Food Service Program (SFSP), and the At-Risk portion of the Child and Adult Care Food Program (CACFP) for the 2019-2020 school year. Attachments to this memo include the three-year review cycle and the 2019-2020 schedule. School divisions scheduled for a procurement review for 2019-2020 are also noted on Attachment A with an asterisk. However, procurement reviews will not be conducted concurrently and notice will be sent subsequently.

The Code of Federal Regulations Title 7, Part 210.18 requires the Virginia Department of Education (VDOE) to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, special milk, and other programs, as applicable, in each participating school division and other sponsoring School Food Authorities (SFAs). This review is a comprehensive evaluation designed to assess compliance with regulations, standards, and state and federal laws. Section 207 of the Health, Hunger-Free Kids Act of 2010 amended the National School Lunch Act to require implementation of a unified accountability system to ensure SFA compliance with program requirements. SFAs receive this comprehensive review every three years for each program.

The federal review of meal programs involves offsite and onsite data collection, staff interviews, document reviews, and observation of the meal programs. A detailed review schedule for the 2019-2020 school year is in Attachment B to this memo. Every effort was made to accommodate school calendars. School divisions scheduled for a review during the 2019-2020 school year are asked to immediately compare the onsite review dates to the division calendar. Contact Sandy Curwood, Director of School Nutrition Programs, no later than September 25, 2019, with any dates during the week scheduled for the onsite review when meals would not be offered to students due to a holiday, scheduled break, or other reason.

A mandatory orientation session for staff in school divisions, Residential Child Care Institutes (RCCIs) and private schools scheduled for a Federal Program Administrative Review during the 2019-2020 school year will be offered in two locations. It is required that each SFA scheduled for review have at least one representative participate in the orientation at one of the sessions. The first session will be September 17, 2019 at Roanoke County Public Schools from 8:30 am to 1:00 pm. The second session will be October 9, 2019 from 8:30 am to 1:00 pm at the Virginia Department of Education in the James Monroe Building, Richmond, Virginia. Additional information and registration details for the orientation sessions will be sent directly to the school nutrition administrator for each SFA scheduled for review.

Questions regarding the School Nutrition Federal Program Administrative Review process should be directed to [SNPPolicy@doe.virgnia.gov](mailto:SNPPolicy@doe.virgnia.gov) or to Sandy Curwood, Director of School Nutrition Programs, at (804) 225-2074 or by email at [sandra.curwood@doe.virginia.gov](mailto:sandra.curwood@doe.virginia.gov).

JFL/SCC/bdb

### Attachments:

A. [FPAR Schedule Three-Year Cycle](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/207-19a.docx) (Word)

B. [School Nutrition Program FPAR Schedule 2019-2020](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/207-19b.docx) (Word)