



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** January 12, 2018  
**TO:** Division Superintendents  
**FROM:** Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction  
**SUBJECT:** **School Breakfast Program – Fiscal Year 2018 State Funding Incentive Payment for Increased Student Participation in 2016-2017**

The General Assembly appropriated funds for state fiscal year 2018 (FY18) for the incentive program for improved student participation in the school breakfast program. This incentive funding is available to any school division that increased per student breakfast participation in school year (SY) 2016-2017 above the baseline established in SY 2003-2004. Each school division's baseline is unique to its base year breakfast participation.

Because of the growing increase in breakfast participation, the current appropriation is lower than the final school division entitlements under the program formula. Additional funding must be appropriated to fully fund the FY 18 entitlement amounts. School divisions will be notified later in the fiscal year if additional funding is made available to fully fund the actual division entitlements for FY18.

The level of funding is \$0.22 for each breakfast meal served above the base year number of breakfast meals served per student for each division. For FY18, actual student participation from school year 2016-2017 was 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 FY18, as well as the proportionally reduced level of funding that equals the amount of funding currently appropriated for FY18.

The reduced level of funding equaling the current appropriation will be paid via electronic data interchange (EDO) on a semi-monthly recurring basis beginning on January 31, 2018. If additional funding becomes available, payments will be adjusted in May or June 2018 to reflect the full FY18 entitlement earned by each division. 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 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 19, 2018. 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 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 Sandy Curwood, PhD, 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.

/SCC/db

## **Attachments:**

- A. [FY18 State Breakfast Incentive Funding Calculation and Payments](#) (XLS)
- B. [FY18 State Breakfast Funding Certification Statement](#) (Word)

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