# Superintendent’s Memo #150-20

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

DATE: June 26, 2020

TO: Division Superintendents

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

## SUBJECT: Submission of the Annual Application Packet for SY 2020-2021

The purpose of this memo is to provide guidance to School Food Authorities (SFAs) on the submission of the Annual Application 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, June 15, 2020, and must be submitted by **July 15, 2020**. Claims for reimbursement will not be paid for school year 2020-2021 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 the VDOE. The permanent agreement document is signed by the division superintendent and the VDOE and should be readily accessible during federal reviews. In a director’s memo dated April 17, 2020, the VDOE requested each SFA sign and return a *Free and Reduced-Price Policy Statement* that is a supplement to the permanent agreement on file. Also, 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 will be available in the *Download Forms* section in SNPWeb. SFAs have the option to use their own customized application and letters to households. Customized applications and letters to households, as well as eligibility notification letters and other required forms, must be submitted to the VDOE for review and approval as part of the application packet. The U.S. Department of Agriculture (USDA) also has applications and letters to households available in multiple languages on the [FNS website](https://www.fns.usda.gov/school-meals/web-based-prototype-application).

### 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. For additional and more detailed information on eligibility determinations, please see the USDA’s *Eligibility Manual for School Meals* available on the [USDA website](https://www.fns.usda.gov/cn/eligibility-manual-school-meals).

### 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 programs meals served to adults. Instructions for calculating adult meal prices can be found in the *Download Forms* section of SNPWeb or you may contact the SNP specialist assigned to your region for additional guidance.

### Revenue from Non-Program Foods (A la Carte)

Federal regulations require school divisions to generate at least as great a share of total revenue from non-program foods as the non-program foods contribute to the total food costs. SFAs must ensure that non-program food revenues equal at least the same proportion as their food costs. Non-program foods are considered anything other than reimbursable meals sold in participating schools and purchased with funds from the non-profit foodservice account. The USDA developed a tool to help SFAs calculate the amount of revenue from non-program foods required to meet their cost. The Non-Program Revenue Tool can be found in the *Download Forms* section of SNPWeb. SFAs are to complete the Tool by **July 31, 2020**, and keep this document on file.

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

JFL/SCC/bdb