# Superintendent’s Memo #259-20

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: October 2, 2020

TO: Division Superintendents

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

## SUBJECT: 2019-2020 and 2020-2021 Federal Procurement Monitoring of School Nutrition Programs

The purpose of this memo is to notify local school divisions of the schedule for federal procurement reviews of school nutrition programs (SNPs) for the 2019-2020 and 2020-2021 school years. Due to the unexpected closure of schools in March 2020 from the COVID-19 pandemic, the 2019-2020 school year procurement reviews were unable to be conducted and are being rescheduled during the 2020-2021 school year. Attachment A includes the Procurement Review Three-Year Review Cycle.

State agencies must ensure compliance with procurement requirements in program regulations at 7 CFR Parts 210.21, 215.14a, 220.16, 225.17, and 226.22, and the regulations in 7 CFR Part 3016 and 3019, as applicable. School food authorities (SFAs) are scheduled to receive a procurement review every three years.

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) has contracted with CN Resources (CNR) to perform the required procurement reviews. CNR will conduct the required procurement reviews and communications with the local school nutrition program directors during the process. The VDOE-SNP Procurement Specialist is available for any process questions or concerns.

A SNP procurement review webinar will be conducted in October 2020 for all local school divisions receiving a procurement review for the 2019-2020 and 2020-2021 program years. This webinar will serve to introduce the CNR staff, discuss the review process, required documentation, and timelines. The date, time, and log in information will be sent via a SNP Directors memo to the local school nutrition program director, along with review information and the timeline.

The procurement review process includes offsite data collection, staff telephone interviews, and document review. Every effort is made to accommodate school calendars during this process.

Please direct questions regarding the SNP procurement review process to Joy Washington, SNP Procurement Specialist, via email at [joy.washington@doe.virginia.gov](mailto:joy.washington@doe.virginia.gov) or to Dr. Sandy Curwood, Director of School Nutrition Programs, by email at [sandra.curwood@doe.virginia.gov](mailto:sandra.curwood@doe.virginia.gov).

JFL/SCC/jw

### Attachment

1. [Procurement Review Three-Year Review Cycle](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/259-20a.xlsx)