# Superintendent’s Memo #326-20

  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: December 18, 2020

TO: Division Superintendents

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

## SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2020-2021

The purpose of this memo is to notify school divisions of the schedule for Federal Program Administrative Reviews of the School Nutrition Programs (SNPs), the Seamless Summer Option (SSO), the Summer Food Service Program (SFSP), and the At-Risk portion of the Child and Adult Care Food Program (CACFP) for the 2020-2021 school year.

The Code of Federal Regulations Title 7, Part 210.18 requires the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, SSO, 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 Healthy, 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. The VDOE-SNP received a waiver to conduct these comprehensive reviews every five years for reviews of the SNPs; however, SFSP and CACFP remain on a three year review cycle.

### SNPs Federal Program Administrative Review Plan

The VDOE-SNP recognizes that in this public health emergency, suspending onsite monitoring is vital to support social distancing. The VDOE-SNP will not conduct in-person onsite monitoring for any SFAs scheduled to receive administrative reviews in school year 2020-2021. This federal requirement was waived by [COVID-19: Child Nutrition Response #41](https://fns-prod.azureedge.net/sites/default/files/resource-files/COVID19%20Monitoring%20Nationwide%20Waiver%20Schools%20Revised%20EXTENSION%202.pdf).

All Federal Program Administrative Reviews will be conducted remotely as desk audits and are scheduled to begin in February 2021. SFAs will submit school year 2020-2021 program documentation to the VDOE-SNP via SNPWeb and the SSWS Drop Box. Attachment A to this memo indicates the school divisions that are scheduled to receive a review during school year 2020-2021.

A mandatory orientation session for staff in school divisions, residential child care institutions (RCCIs), and private schools scheduled for a Federal Program Administrative Review during the 2020-2021 school year will be offered via webinar. It is required that each SFA scheduled for review have at least one representative participate in the orientation. The school nutrition director/administrator is required to participate. Additional information and registration details for the orientation sessions will be sent directly to the school nutrition administrator for each SFA scheduled for review.

### SNPs Federal Program Administrative Review Schedule Updates

Due to COVID-19, the majority of school divisions that were originally scheduled to receive a Federal Program Administrative Review in school year 2020-2021 are now operating under the SFSP or the SSO. These school divisions will now be scheduled to receive their Federal Program Administrative Review in school year 2021-2022. School divisions originally scheduled for a Federal Program Administrative Review in school year 2021-2022 are still scheduled, as planned. Attachment B to this memo outlines the Federal Program Administrative Reviews that have been postponed to school year 2021-2022 and those that remain tentatively scheduled for school year 2021-2022.

School divisions due to receive a Federal Program Administrative Review in school year 2021-2022 and are currently operating SSO will receive the SSO portion of the review in school year 2020-2021.

### SFSP Administrative Review Plan

The VDOE-SNP will not conduct onsite monitoring visits for sponsors scheduled to receive SFSP administrative reviews in fiscal year 2019-2020. This federal requirement was waived by [COVID-19: Child Nutrition Response #31](https://fns-prod.azureedge.net/sites/default/files/resource-files/COVID19MonitoringNationwideWaiverSFSPStateEXTENSION.pdf).

The VDOE-SNP will conduct virtual monitoring visits for new non-school sponsors and any SFAs or non-school sponsors determined to be high-risk. A high-risk determination is based on previous fiscal year’s administrative reviews and monitoring visits, or based on documentation submitted for fiscal year 2019-2020.

All SFSP administrative reviews will be conducted remotely as desk audits. Sponsors will submit fiscal year 2019-2020 program documentation to the VDOE-SNP via SNPWeb. Prior information was sent out in SNP Memo #2020-2021-03. Attachment C to this memo indicates the school divisions that are scheduled to receive a SFSP review for fiscal year 2019-2020.

### At-Risk Portion of CACFP Administrative Review Plan

The VDOE-SNP will not conduct any form of onsite monitoring visits for a majority of sponsors that are scheduled to receive administrative reviews in fiscal year 2020-2021. This federal requirement was waived by [COVID-19: Child Nutrition Response #40](https://fns-prod.azureedge.net/sites/default/files/resource-files/COVID19%20Monitoring%20Nationwide%20Waiver%20CACFP%20State%20EXTENSION%202.pdf).

All At-Risk portions of the CACFP administrative reviews will be conducted remotely as desk audits. The VDOE-SNP will conduct virtual monitoring visits for all sponsors scheduled for review. Sponsors will submit fiscal year 2020-2021 program documentation to the VDOE-SNP via SNPWeb. Attachment C to this memo indicates the school divisions that are scheduled to receive a CACFP review for fiscal year 2020-2021.

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 Dr. Sandy Curwood, Director of School Nutrition Programs, by phone at (804) 225-2074 or by email at [sandra.curwood@doe.virginia.gov](mailto:sandra.curwood@doe.virginia.gov).

JFL/SCC/cc

### Attachments:

1. [School Nutrition Programs FPAR Schedule 2020-202](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/326-20a.docx)1
2. [School Year 2020-2021 School Nutrition Programs FPARs Postponed to 2021-2022](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/326-20b.docx)
3. [Fiscal Year 2019-2020 SFSP and 2020-2021 CACFP Administrative Review Schedule](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/326-20c.docx)