**School Nutrition Programs**

**Additional Guidance and Information**

**Updates to Prototype Meal Applications, Letters, and Forms**

Two prototype meal applications and letters to households are available to school divisions in the SNPWeb software. The Virginia Department of Education (VDOE) and USDA prototypes have been updated for school year 2017-2018 and are available for download from the “Download Forms” item in the Applications section of SNPWeb. School divisions electing not to use either prototype must revise locally customized forms to reflect 2017-2018 updates and the required information from the prototype. The 2017-2018 updates to the prototypes are as follows: updated dates and the addition of a field to provide the address for households to submit completed forms. Customized applications and letters to households, as well as eligibility notification letters and other required forms that are not the prototypes, must be submitted to VDOE for review and approval before being implemented.

**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. The USDA Eligibility Manual for School Meals provides detailed information for eligibility determinations. An electronic copy is available on the USDA Web site at: <https://www.fns.usda.gov/2016-edition-eligibility-manual-school-meals>.

**Meal Prices for Students and Adults**

The student lunch price for full paid meals must be evaluated annually and increased gradually if it is not equal to the difference between the annual free reimbursement rate and the paid reimbursement rate. Federal regulations require school divisions participating in the National School Lunch Program (NSLP) to ensure sufficient funds are provided to the nonprofit school food service account to support lunches served to students not eligible for free or reduced price meals. The regulations allow two ways to meet this requirement: through the price charged for paid lunches, or through other nonfederal sources provided to the nonprofit school food service account. School divisions must use the 2017-2018 USDA Paid Lunch Equity Tool (PLE) to calculate the weighted average paid lunch price and determine the required paid lunch price increase, if necessary. The PLE tool must be submitted to VDOE by file upload in the SNPWeb software, even if a price increase is not required.

Meals served to adults are not eligible for federal reimbursement, nor do they count toward determining the value of donated food assistance. Federal reimbursements, students’ meal payments, and other nonprofit food service revenues may not be used to subsidize the price of meals served to adults. The adult meal price should, at a minimum, equal the highest student full price charged plus the value of the federal lunch reimbursement for paid meals for the most recent prior school year. School divisions that are non-pricing for student meals should strive to meet the same standards for the adult meal price and annually evaluate and increase if needed.

**Revenue from Non-Program Foods (À la Carte)**

Federal regulations require school divisions to ensure that non-program food revenue is equal to at least the same proportion as the non-program food cost. Non-program foods are anything other than reimbursable meals sold in participating schools and purchased with School Nutrition Programs (SNP) funds. To document compliance with this requirement, the USDA Non-Program Revenue Tool must be completed by July 31, annually and maintained on file in the division. The tool is available for download from the “Download Forms” item in the Applications section of SNPWeb.