**VIRGINIA Whole Grain-Rich Exemption Request Form**

| **INSTRUCTIONS** |
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| The Consolidated Appropriations Act, 2017, Section 474(a) allows states to offer exemptions from the whole grain-rich requirement in the National School Lunch and School Breakfast Programs for School Year 2017-2018. School Food Authorities (SFAs) must demonstrate hardship in procuring, preparing, or serving compliant whole grain-rich products. A copy of SFA’s bid indicating the inclusion of requested items must accompany the form.SFAs must complete the following form for each grain-rich product for which they are seeking an exemption. Only one per category and only a total of two exemptions are permitted. Two products total to be offered at a maximum of once per day, select one meal type. The reason for requesting the product and justification must be complete. Please send this request form to SNPPolicy@doe.virginia.gov by **Friday, August 25, 2017**. Requests submitted after the deadline may not be considered. |
| **SFA INFORMATION** |
| **SFA Name:** |  |  |
| **Submitted by: Name and Title** |  |  |
| **Email:** |  |  |
| **Phone Number:** |  |  |
|  |
| **PRODUCT INFORMATION** |
| **Type of Product:** | **Bread (Group B Only**) *Must specify bread type*.  |
| **Product Name:**  |  |  |
|  | Include description, recipe, manufacturer or product code, etc. |  |
| **Replacement Description:** |  |  |
| **Reason for Request:** | Click to Enter | **Day on the menu:** |  |  |  |
| **Meal to be offered:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Justification Demonstrating Hardship:****(Attach supporting documentation and bid document)** |  |  |
|  |  |  |
| **Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **Click to Enter Date.** |  |

| **PRODUCT INFORMATION** |
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| **Type of Product:** | **Pasta**  |
| **Pasta Description:**  |  |  |
|  | Include description, manufacturer, product codes, etc. |  |
| **Replacement Description:** |  |  |
| **Reason for Request:** | Click to Enter | **Day on the menu:** |  |  |  |
|  |  |  |  |  |  |
| **Justification Demonstrating Hardship:****(Attach supporting documentation and bid document)** |  |  |
|  |  |
| **Signature:** |  | **Date:**  | Click to Enter Date. |  |

| **PRODUCT INFORMATION** |
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| **Type of Product:** | **Rice** |
| **Rice Description:**  |  |  |
|  | Include manufacturer or product code, etc. |  |
| **Replacement Description:** |  |  |
| **Reason for Request:** | Click to Enter | **Day on the menu:** |  |  |  |
|  |  |  |  |  |  |
| **Justification Demonstrating Hardship:****(Attach supporting documentation and bid document)** |  |  |
|  |  |  |  |  |
| **Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:**  | Click to Enter Date. |  |
|  |  |  |  |