# SNP Memo #2022-2023-08


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: July 18, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Download Forms Updates

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) updated all addendums, letters, and forms for use in school year (SY) 2022–2023. These are located in SNPWeb *Download Forms*. All forms contain the new nondiscrimination statement and Spanish translations for pertinent forms have been added.

The reduced-price meal funding language has been updated in response to state funding provided for reduced price meals.

### Updated Download Forms

The modified date has been updated so that sponsors can clearly identify the updated forms in SNPWeb:

* Free and Reduced-Price Meal Policy Statement – This form must be attached in your SY 2022–2023 application packet
* Permanent Agreement Template – This form must be attached in your SY 2022­–2023 packet if you did not participate last year
* Direct Certification Notification Letter Templates (available in English and Spanish)
* Letter to Household Template (available in English and Spanish)
* SY 2022­–2023 Free and Reduced-Price Meal Applications (available in English and Spanish)
* Verification Letter Templates (available in English and Spanish)
* Eligibility Notification Letters for Applications (available in English and Spanish)
* All Community Eligibility Provision Letters to Households (available in English and Spanish) and Media Releases
* Adult Meal Pricing Instructions

For more information please contact your assigned VDOE-SNP regional specialist.

SCC/CNC