# SNP Memo #2022-2023-18

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 19, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Implementation of HB 587: Changes to Processing Timelines for Free and Reduced-Price Meal Applications

The purpose of this memorandum is to notify school divisions of the passage of [House Bill (HB) 587](https://lis.virginia.gov/cgi-bin/legp604.exe?ses=221&typ=bil&val=hb587) during the 2022 Virginia General Assembly session. This legislation amends §22.1-207.2:2, *Code of Virginia*, and requires local education agencies (LEAs) to process paper and online School Breakfast Program (SBP) and National School Lunch Program (NSLP) free and reduced-price meal applications within six operating days after receipt of a completed application. This bill has a delayed implementation date of August 1, 2023. No action is required at this time; however, LEAs are encouraged to begin preparing for implementation.

### Background

Federal regulations at [7 CFR 245.6(c)(6)(i)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-245#p-245.6(c)(6)(i)) require LEAs to notify households of children's school meal eligibility and provide eligible children the benefits to which they are entitled within 10 operating days of receiving a household application. LEAs may establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves the application. This flexibility applies only to complete applications containing all required information at the time of submission. LEAs may use this flexibility when processing household income applications, as well as when waiting for documentation of other source categorical eligibility indicated on a household application.

HB 587 reduces the application processing timeframe from 10 to six operating days to ensure students can access meal benefits and to reduce meal debt accrual. HB 587 is effective August 1, 2023, but LEAs should begin evaluating their policies and procedures and point-of-sale system to ensure compliance with the new law once it takes effect.

### For more information

For more information, please contact your assigned School Nutrition Programs regional specialist or the SNP policy mailbox via email at [SNPpolicy@doe.virginia.gov](mailto:SNPpolicy@doe.virginia.gov).

SCC/KAM/rd