# SNP Memo #2022-2023-29

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: October 7, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Administrative Reviews for Summer Food Service Program Fiscal Year 2021–2022 and Child and Adult Care Food Program Fiscal Years 2020–2021 and 2022–2023

The purpose of the memo is notify school food authorities (SFAs) and community organizations that sponsor the Summer Food Service Program (SFSP) and At-Risk portion of the Child and Adult Care Food Program (CACFP) of the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) administrative review schedule for fiscal years (FY) 2021–2022 and 2022–2023.

### VDOE-SNP Monitoring Plan

The Code of Federal Regulations, Title 7, Parts 225.7 and 226.6 require state agencies to conduct administrative reviews of federally funded meal and snack programs operated by SFSP and CACFP sponsors a minimum of every three years. Newly participating sponsors must receive an administrative review during their first year of operation, and sponsors with operational deficiencies will receive an administrative review if deficiencies during the program year are identified.

The VDOE-SNP will conduct onsite monitoring for all sponsors scheduled to receive a SFSP and/or CACFP administrative review for federal fiscal years 2021–2022 and 2022–2023. Attachment A to this memo lists the administrative review schedule by sponsor, program, and program year being reviewed.

### SFSP FY 2021–2022

The VDOE-SNP conducted site reviews during summer 2022 for all sponsors scheduled to receive a SFSP administrative review for FY 2021–2022. The upcoming administrative portion of the review will focus on documentation, and may be conducted virtually if the sponsor is only scheduled for a SFSP administrative review.

### CACFP FY 2021–2022- New Sponsors

The VDOE-SNP has already completed the CACFP administrative reviews for FY 2021–2022 for returning sponsors and **are not** included on Attachment A. **Only sponsors that have been newly approved to operate the CACFP since spring 2022 are included on Attachment A.**

CACFP administrative reviews will be conducted onsite, and will include a documentation review and meal service observation.

### CACFP FY 2022–2023

Attachment A indicates all sponsors currently scheduled to receive a FY 2022–2023 CACFP administrative review. Federal regulations require state agencies to conduct administrative reviews for newly participating sponsors during the first year of operation. **Therefore, any sponsors approved after the publication of this memo will be notified and added to the administrative review schedule.**

CACFP administrative reviews will be conducted onsite, and will include a documentation review in accompaniment to a meal service review.

### For More Information

A mandatory webinar for is scheduled for Thursday, November 10, 2022, from 1:00 p.m.–2:00 p.m. for all sponsors receiving a SFSP and/or CACFP administrative review. It is required that the SFA school nutrition program director or administrator and community organization program contact, as reported in SNPWeb, participate in the webinar.

[Participants must register in advance for this webinar](https://doe-virginia-gov.zoom.us/webinar/register/WN_G8TgiGH_TrWHyGuzlkiHiQ). After registering, you will receive a confirmation email containing information about joining the webinar.

Questions regarding the SFSP and CACFP administrative review process should be directed to Maggie Parker, Child Nutrition Programs Coordinator by email at [Maggie.Parker@doe.virginia.gov](file:///C:\Users\kellybowman\Downloads\Maggie.Parker@doe.virginia.gov).

SCC/MVP/rd

### Attachment:

1. Summer Food Service Program Fiscal Year 2021–2022 and Child and Adult Care Food Program Fiscal Years 2021–2022 and 2022–2023 Administrative Review Schedule