# SNP Memo #2021-2022-27

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: February 25, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Claims for Reimbursement submission in SNPWeb – Change in

The purpose of this memorandum is to advise school and child nutrition program sponsors of an upcoming change in the timeline for submitting claims for reimbursement into SNPWeb.

TIMELINE: **Beginning March 29, 2022**,the VDOE-SNP will adopt the following schedule:

**SNPWeb will be locked at 1:00 p.m. on Tuesdays and will be unlocked at 12:00 p.m. on Wednesdays.**

This revised schedule will provide staff with additional time to process claims to ensure the accuracy of payments for all federal and state funds.

As a reminder, monthly claims for reimbursement must be filed within 60 calendar days of the last day of the claim month. Program operators may request a one-time late claim exception every 36 months for each program in the event this deadline is missed. However, program sponsors are strongly encouraged to file claims promptly after the end of the month.

For more information or questions, please email the SNP policy mailbox at [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov).

SCC/rd