# SNP Memo #2021-2022-34

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 15, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Important Information for Fiscal Year 2021–2022 Summer Food Service Program

The purpose of this memorandum is to notify Summer Food Service Program (SFSP) sponsoring organizations of important information related to fiscal year (FY) 2021–2022 applications and operations.

### School Data for Establishing Sites

To operate the SFSP, feeding sites must be located in areas where 50 percent or more of residing children qualify for free or reduced-price meals through the National School Lunch Program. This eligibility is determined using attendance zones and school data or Census data and, once established, is valid for five years.

***Newly established feeding sites in FY 21–22, or sites past their five-year expiration must use school year 2019–2020 data to establish area eligibility.*** This data can be found on the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) [Program Statistics and Reports webpage](https://www.doe.virginia.gov/support/nutrition/statistics/index.shtml). The free claiming percentage, calculated using individual student percentage data from April 1, 2021, may also be used for schools participating in the Community Eligibility Provision (CEP). Community sponsors may reach out to their assigned Child Nutrition Programs (CNP) regional specialists to access this data if a site does not qualify through attendance zone and school data or Census data.

### FY 21–22 Waivers

The U.S. Department of Agriculture (USDA) approved the VDOE-SNP’s request to elect the following four rescinded waivers for summer 2022:

* Area Eligibility for Closed Enrolled Sites
* Offer versus Serve
* Meal Time Restrictions
* First Week Site Visits

On March 11, 2022, the VDOE-SNP submitted additional waiver requests to the USDA for the following four waivers:

* Area Eligibility
* Meal Pattern Flexibility
* Non-congregate Feeding
* Parent/Guardian Pick-up

On April 7, 2022, the USDA denied the VDOE-SNP’s request to elect the Area Eligibility and Meal Pattern Flexibility waivers. At this time, the requests for the Non-congregate and Parent/Guardian Pick-up waivers are pending. The VDOE-SNP encourages sponsoring organizations to plan for summer operations without the use of these waivers.

### SNPWeb Enhancements

The VDOE-SNP planned to introduce several upgrades to the SNPWeb SFSP application and claiming system in FY 21–22. The enhancements included:

* a ***calendar function*** in the site applications to automatically calculate the number of operating days for the site and each meal type;
* a ***mobile meals route function*** to assist in streamlining the site applications for multiple stops on a mobile meals route, and;
* a ***mobile meals counter*** that can be used on a computer, tablet, or phone that replaces the traditional meal count form and connects directly to the application and claiming modules.

Due to delays with the software developer, only the calendar function will be available in the FY 21–22 module. The mobile meals route and mobile meals counter will be available for FY 22–23. The VDOE-SNP apologizes for any confusion and extra administrative burden this may cause sponsoring organizations.

***Please note that question 35 in the site applications requests what method the site will use to count meals. Sponsors should select “paper point of service meal count sheet” from the dropdown menu.***

### FY 21–22 Application Open Date

As a reminder, the FY 21–22 application will be available beginning on April 18, 2022.

Application packets should be submitted 30 days prior to program operation; ***the*** ***VDOE-SNP cannot retroactively reimburse sponsors for meals served prior to approval.*** The federal deadline to submit an application is June 15, 2022.

If submitting requests for advance payments, please adhere to the request submission deadlines below:

* May 1 for a June 1 advance
* June 15 for a July 15 advance
* July 15 for an August 15 advance

Please note that advances are not available to school food authorities without demonstrating financial need.

If you have any questions, please contact your assigned SNP regional specialist for school sponsors or CNP regional specialist for community sponsors.

SCC/MVP/rd