# SNP Memo #2021-2022-39

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 20, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Submission of the Annual Application for School Year 2022–2023

The purpose of this memo is to provide guidance to School Food Authorities (SFAs) on the submission of the annual application for participation in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and the Afterschool Snack Program (ASP).

The application packet opened in SNPWeb on Monday, May 16, 2022, and must be submitted by **July 1, 2022**. Claims for reimbursement will not be paid for school year (SY) 2022–2023 until the annual application has been approved by the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP). The SNP User Manual containing a detailed set of instructions for completing the SNP application packet for SY 2022–2023 is available in the *Download Forms* section of SNPWeb.

### Addendums to the Permanent Agreement

All addendums to the permanent agreement need to be included with the annual application packet.

In SNP Memo #2019-2020-42, dated April 17, 2020, the VDOE-SNP requested each SFA sign and return a *Free and Reduced-Price Policy Statement* that is a supplement to the permanent agreement on file and is required to be signed annually. The *Free and Reduced-Price Policy Statement* is located in SNPWeb *Download Forms* and must be signed by the school division’s school nutrition director and the VDOE-SNP annually. This document is required for all sponsors operating the NSLP, SBP, ASP, Seamless Summer Option (SSO), and those SMP sponsors offering free milk only.

Each additional program and provision requires a signed addendum form. The ASP, the Fresh Fruit and Vegetable Program (FFVP), and the At-Risk portion of the Child and Adult Care Food Program (CACFP) require an addendum. These addendums are available in the *Download Forms* section of SNPWeb.

An addendum is also required for the base year of Provision 2 and the Community Eligibility Provision (CEP). The addendum for provisional programs is available in the *Download Forms* section of SNPWeb. More information on the CEP application process was shared during the May 12, 2022, [webinar](https://doe-virginia-gov.zoom.us/rec/play/bPhvNy_KmHagEcSm9M4NDOcbYNr9sZsXdet9aMEFwNxE8U9ZJwnmXztq4oaxlWDfy71UE4jEURA8LFKd.oKAdBsiMiO463FX1) and will be shared in an upcoming Superintendent’s memo.

The *Free and Reduced-Price Policy Statement* and all applicable addendums must be signed by the SNP administrator and attached to the Attachment List within the SNP Application packet in SNPWeb.

### Revenue from Non-Program Foods (A la Carte)

Federal regulations require school divisions to generate at least as great a share of total revenue from non-program foods as the non-program foods contribute to the total food costs. SFAs must ensure that non-program food revenues equal at least the same proportion as their food costs. Non-program foods are considered anything other than reimbursable meals sold in participating schools and purchased with funds from the nonprofit foodservice account. The U.S. Department of Agriculture, Food and Nutrition Services (USDA-FNS) developed a tool to help SFAs calculate the amount of revenue from non-program foods required to meet their cost. The *Non-Program Revenue Tool* is available in the *Download Forms* section of SNPWeb. SFAs are to complete the Tool by **July 31, 2022**, and keep this document on file.

### Paid Lunch Equity and Adult Meal Price Guidance

USDA-FNS Instruction 782-5 Rev.1 specifies that SFAs must, to the extent possible, ensure that federal reimbursements, children’s payments, and other non-designated nonprofit food service revenues do not subsidize program meals served to adults. Instructions for calculating adult meal prices can be found in the *Download Forms* section of SNPWeb or you may contact the SNP specialist assigned to your region for additional guidance. SFAs must use the 2021–2022 NSLP and SBP reimbursement rates when calculating adult meal prices for SY 2022–2023.

All pricing SFAs must complete the *Paid Lunch Equity (PLE) Tool*. SFAs operating a combination of CEP/non-pricing programs and pricing programs must complete the PLE tool using the paid lunch prices and meals served in schools **not** participating in the special claiming option. SFAs with a negative balance as of December 31, 2021, must comply with PLE requirements. SFAs with a positive balance as of December 31, 2021, are exempt from PLE requirements and do not have to update paid lunch prices.

The VDOE-SNP will use the SNPWeb semi-annual financial report or the December 2021 monthly financial report in SNPWeb to obtain the SFA’s balance. **Any SFA that has not completed their financial report will be considered as having a negative balance and must follow all PLE guidance.**

The VDOE-SNP is awaiting the release of the SY 2022–2023 PLE tool from the USDA-FNS. A Director’s memo with additional guidance will be distributed when the PLE tool becomes available in the *Download Forms* section of SNPWeb.

### Training Webinar

To assist SFAs in completing the SY 2022–2023 annual application packet in SNPWeb, the VDOE-SNP will host a **mandatory** **training webinar on Thursday, May 26, 2022, at 2:00 p.m.** Local school nutrition directors are required to attend, other staff are welcome to attend. **Please**[**register in advance for this webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_if_VIJWmQbSu5JiY9JhC6w)**.**

### For more information

If you have any questions or need assistance with your application packet, please contact your assigned SNP regional specialist.

SCC/AMN