# SNP Memo #2020-2021-03


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: July 13, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Fiscal Year 2019-2020 Summer Food Service Program Administrative Reviews

The purpose of this memo is to notify school food authorities (SFAs) and non-school sponsors of the Virginia Department of Education, Office of School Nutrition Program’s (VDOE-SNP) plan for conducting fiscal year 2019-2020 Summer Food Service Program (SFSP) administrative reviews.

### SFSP Administrative Review Requirements

As per 7 CFR Part 225.7, state agencies must review new SFSP sponsors during their first year of operation. Sponsors must receive a review at least once every three years. State agencies must review every sponsor that experienced significant operational issues in the prior fiscal year. Additionally, state agencies are required to annually review enough sponsors whose program reimbursements, added together, account for at least half of the total program meal reimbursements in the state in the prior fiscal year.

As part of each sponsor review, state agencies must conduct onsite monitoring visits for at least 10 percent of each sponsor’s sites.

### SFSP Administrative Review Plan

Due to COVID-19, the VDOE-SNP will not conduct any form of onsite monitoring visits for a majority of sponsors that are scheduled to receive administrative reviews in fiscal year 2019-2020. This federal requirement was waived by [COVID-19: Child Nutrition Response #31](https://fns-prod.azureedge.net/sites/default/files/resource-files/COVID19MonitoringNationwideWaiverSFSPStateEXTENSION.pdf).

The VDOE-SNP will conduct virtual monitoring visits for new non-school sponsors and any SFAs or non-school sponsors determined to be high-risk. A high-risk determination is based on previous fiscal year’s administrative reviews and monitoring visits, or based on documentation submitted for fiscal year 2019-2020.

All SFSP administrative reviews will be conducted remotely as desk audits. Sponsors will submit fiscal year 2019-2020 program documentation to the VDOE-SNP via Drop Box.

### SFSP Administrative Review Schedule

Attachment A to this memo indicates the SFAs and non-schools sponsors that are scheduled to receive a SFSP administrative review in fiscal year 2019-2020. The schedule also indicates fiscal year 2020-2021 administrative reviews for the At-Risk portion of the Child and Adult Care Food Program (CACFP). Information regarding the VDOE-SNP’s plan for conducting fiscal year 2020-2021 administrative reviews for the At-Risk portion of the CACFP will be forthcoming.

**Please note: This schedule is not final. Additional SFAs and non-school sponsors *will be added* to the schedule based on the U.S. Department of Agriculture’s approval or denial of the VDOE-SNP’s submitted waivers for a five-year National School Lunch Program (NSLP) administrative review cycle and five-year administrative review cycles for SFAs sponsoring the SFSP and the At-Risk portion of the CACFP. Once the school year 2020-2021 NSLP administrative review schedule is finalized, a memo with an updated SFSP administrative review schedule will be distributed.**

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

SCC/MVP/cc

**Attachments**

1. Fiscal Year 2019-2020 Summer Food Service Program Administrative Review Schedule