# SNP Memo #2020-20201-04

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 15, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: School Year 2020-2021 Annual Application Packet, Guidance for Waiver Election, Toolkit Distribution, and COVID-19 Considerations for School Meal Service

The purpose of this memo is to provide additional clarifications to school food authorities (SFAs) on the submission of the Annual Application for Participation in the School Nutrition Programs (SNPs), provide the survey link to elect the COVID-19 USDA waivers, provide the *Return to School Toolkit*, and provide considerations for school meal service during the COVID-19 pandemic.

A webinar to review these topics in detail will be held on Thursday, July 16, 2020, at 2:00 p.m. Click on the link for Thursday’s webinar to join: [**Join Webinar**](https://www.google.com/url?q=https://zoom.us/w/98628928819?tk%3D9iP2AWEZtyBH9AH70Xg83-DrI2xf8dxq91N2ZqBpHJI.DQIAAAAW9r4FMxZSVTJQYlBTdFNyQ0FVQk1jRXNHNnNRAAAAAAAAAAAAAAAAAAAAAAAAAAAA%26pwd%3DVGEwTGl6NGFIY0xEd0NRUktCdzZmZz09%26uuid%3DWN_ubfk3YtMSCKPfNGp2oi3iQ&sa=D&source=calendar&ust=1595335383915000&usg=AOvVaw2d2R_u2xj3b6GYyvo8U8Ht)**.**

The Annual Application for Participation in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Seamless Summer Option (SSO), and the Afterschool Snack Program (ASP) must be submitted by the school nutrition administrator for approval by July 20, 2020. All COVID-19 waivers for school year (SY) 2020-2021 must first be submitted to the Virginia Department of Education (VDOE) for approval before they can be implemented. A superintendent’s memo with additional details regarding waiver submissions will be distributed.

The information listed below addresses the sections of the SNP application packet impacted by changes in school operations related to COVID-19.

* Site Applications
  + Question A2, Meal Service Times: If the site will utilize the meal time waiver, indicate “no” and explain in the comments that “the COVID-19 meal time waiver is being implemented.”
  + Question A4 and B3, Offer Versus Serve (OVS): Under normal circumstances, OVS is required at the high school level. However, OVS can be waived at the high school level with the implementation of the COVID-19 OVS waiver. The SFA must indicate that the waiver is being utilized at the high school level by selecting “no.” Middle and elementary schools have the option to choose whether or not to implement OVS without the submission of a waiver by answering “no” to the question.
* Community Eligibility Provision (CEP) Schedule: SFAs must submit a CEP application in SNPWeb by July 31, 2020. The deadline for applications must be met and applications must be reviewed and approved by the VDOE for CEP participation.
* The Annual Application to Participate in School Meal Programs, including the NSLP, SBP, and ASP, in SNPWeb must be submitted for approval by July20, 2020. SFAs may modify their application packets after the July 20, 2020 application deadline in order to complete the CEP schedules.
* Attachment List: The following documents must be signed and uploaded into SNPWeb along with the submitted annual application in SNPWeb. Please do not email or place in the dropbox. These documents must be signed and uploaded annually. Templates can be found in SNPWeb *Download Forms*.
  + Certification of Lobbying Activities
  + Certification Regarding Debarment
  + Free and Reduced-Price Meal Policy Statement

If you have any questions about the application packet, please contact the SNP regional specialist assigned to your SFA for assistance.

In order to elect the COVID-19 waivers for the following options for the NSLP and SBP:

* Meal Time Flexibility,
* Parent Pick-up of Meals,
* Non-congregate Feeding,
* Offer Versus Serve in High Schools, and
* Meal Pattern Flexibility,

use the [online SurveyMonkey tool](https://www.surveymonkey.com/r/covid-waiver-app).

The *Return to School Toolkit* is provided with this memo and posted in SNPWeb in *Download Forms*.

We have received questions regarding COVID-19 meal service, such as students attending a school that is not the home school and the impact on identified student percentage (ISP)/CEP, student eligibility, grade level meal patterns, and counting and claiming procedures. These topics will be reviewed during the webinar and written guidance will be provided following the webinar.

If you have any questions, please contact your assigned SNP regional specialist.

SCC/AMN/cc