# SNP Memo #2020-2021-05

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 17, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Fiscal Year 2020-2021 Child and Adult Care Food Program Application Renewal

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), is pleased to announce that the fiscal year 2020-2021 application renewal packet for the At-Risk component of the Child and Adult Care Food Program (CACFP) will open in SNPWeb on Monday, August 17, 2020.

*Sponsoring organizations that plan to claim for the month of October 2020 must have approved fiscal year 2020-2021 application renewals by October 31, 2020. Please note that applications in the “submitted” status are not considered approved by the VDOE-SNP and claims may not be submitted for reimbursement until the application is in the “approved” status*.

Any application renewal that is denied will be afforded CACFP appeal rights.

### FY 2019-2020 Application (Current Approved Application)

Please be advised that no changes or updates can be made to the fiscal year 2019-2020 application once a sponsoring organization enrolls in fiscal year 2020-2021. If updates to site applications are needed for August and/or September 2020, or if new sites will operate in August and/or September 2020, these changes must be submitted and approved in the fiscal year 2019-2020 application prior to enrolling in fiscal year 2020-2021.

### CACFP Application Instructions

In an effort to ease the application renewal process, the VDOE-SNP has developed a CACFP SNPWeb Application Packet Instructions booklet, which will detail how to answer each question in SNPWeb and outline all documents required for application approval. This booklet is available under the *Download Forms* section of the CACFP module in SNPWeb.

### CACFP Waivers

In order to elect the COVID-19 waivers for the following options for the CACFP:

* Meal Time Flexibility,
* Parent Pick-up of Meals,
* Non-congregate Feeding, and
* Meal Pattern Flexibility,

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

For questions regarding the status of your CACFP application renewal, this memo, or general programmatic questions, please contact your assigned SNP regional specialist for schools or CNP regional specialist for non-schools. The VDOE-SNP looks forward to another successful CACFP season and working together to ensure access to healthy food for all children in Virginia.

SCC/MVP/cc