# SNP Memo #2020-2021-17

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

DATE: August 31, 2020

TO: Private School, Private RCCI, and Public RCCI Directors, Supervisors, and Contact Persons (Addressed Only)

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

## SUBJECT: SNPWeb Direct Certification Training for Certain Private Schools and RCCIs Only

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) staff, will provide online training for the new direct certification (DC) procedures and software required in the 2020-2021 school year. The training will include an orientation to the new DC process, a demonstration of the SNPWeb software, and hands-on experience. The following types of school food authorities (SFAs) are required to conduct DC and must participate in the training: private schools participating in the National School Lunch Program (NSLP); private RCCIs with day students who participate in the NSLP; and, public RCCIs with day students who participate in the NSLP. The training will be held on Wednesday, September 2, 2020, from 10:00 a.m. to 12:00 p.m. Details are provided at the end of this memo.

### Participation in the Training

The SFA school nutrition program (SNP) approving official who will conduct DC in the software is required to attend. The SNP director/supervisor/contact person may also attend. Participants will do hands-on practice with the new DC software immediately following the training. The hands-on activity log will be sent to you by email. See the list of requirements below and complete them before the training.

### Requirements to Complete Before Attending the Training

Participants must complete the following items prior to attending the training:

* Prepare a file of current SFA student enrollment data for use in the training and DC matching using the required template. Pull the current enrollment data from your student information system (SIS). The required enrollment template will be sent to you by email.
  + Each private SFA submitted an enrollment file in 2019-2020 that met the file format and field definition requirements. The VDOE-SNP used the Excel file to complete DC matching in 2019-2020.
  + The SFA will do its own DC matching beginning in 2020-2021. It is **critical** that the Excel enrollment file follows the format in the template exactly.
    - All columns and data fields in the template are required in the format described. Do **not** add or take away columns.
    - Complete the required data in each column for every enrolled student.
    - Do **not** copy and paste data into the template. Cut and paste disables the format. Manually enter the data.
    - Follow the required format for date of birth: mm/dd/yyyy.
* Provide Karen Patterson with the name(s) of the person(s) who will be responsible for DC in SNPWeb.
* Test your DC permission by logging into SNPWeb and looking for the purple tile. If the purple tile has the words *Direct Certification* visible, you should be able to log into the DC module and find your SFA.
  + SNPWeb DC permission should only be granted to the SFA SNP approving official and the SNP director/supervisor/contact person or designee.
  + Due to the confidential data in the DC software, permission for DC must only be granted to these authorized users.

If you have questions, please contact Lynne Fellin, Technical Assistance Specialist, at [lynne.fellin@doe.virginia.gov](mailto:lynne.fellin@doe.virginia.gov), or Karen Patterson, SNP Specialist for Private SFAs, at [karen.patterson@doe.virginia.gov](mailto:karen.patterson@doe.virginia.gov).

### Zoom Meeting Information

### Topic: Private School Direct Certification Training Time: September 2, 2020, 10:00 AM Eastern Time (US and Canada) Host: Lynne Fellin

### [Join Zoom Meeting](https://doe-virginia-gov.zoom.us/j/98005471841?pwd=V1dGdkhMVkM4ZVR2MVBEeFQ4STJ2UT09)

### For phone audio, dial: 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free) Meeting ID: 980 0547 1841 Passcode: 361953

SCC/LAF/cc