# SNP Memo #2019-2020-42

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

DATE: April 17, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Free and Reduced-Price Policy Statement Requirement

The purpose of this memo is to provide information on the required Free and Reduced-Price Policy Statement collected each year. Federal regulations found at 7 CFR §245.10 require local educational agencies (LEAs) who participate in the National School Lunch Program (NSLP), School Breakfast Program (SBP), or Special Milk Program (SMP) to submit a policy statement that details their process for providing meals to students that qualify for free and reduced-price meals. The Free and Reduced-Price Policy Statement is a supplement to the permanent agreement currently on file with the Virginia Department of Education.

The Free and Reduced-Price Policy Statement is Attachment A to this memo. The statement must be signed by the School Nutrition Program Administrator (as identified in SNPWeb) and returned by May 15, 2020. The policy statement must be returned to [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov).

If you have any questions or need additional information, please call your regional specialist or email [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov).

SCC/BDB/cc

### Attachment

1. Policy Statement for Providing Free and Reduced Price Meals to Students