# SNP Memo #2019-2020-43


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 20, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Program Monitoring Review Requirements during COVID-19

The purpose of this memo is to provide guidance to sponsors of the Summer Food Service Program (SFSP) and the At- Risk Afterschool Meal Program of the Child and Adult Care Food Program (CACFP) for conducting their required program monitoring. The U.S. Department of Agriculture (USDA) recently issued two waivers to guide sponsors through monitoring requirements during the COVID-19 pandemic.

### SFSP Monitoring Requirements

* Sponsors must visit each of their sites at least once during the first week of operation and sponsors must review food service operations at least once during the first four weeks of operation.
* Under the waiver, sponsors are still required to monitor sites but the monitoring does not have to be conducted onsite. We encourage, to the maximum extent practicable, that sponsors conduct all monitoring offsite (e.g., through a desk audit).

### Sponsor Action

* **Sponsors that are not continuing SFSP during normal summer operations (May through August)** are required to complete their monitoring visits before the end of the COVID-19 pandemic. Sponsors can complete the monitoring visits either onsite or offsite through a desk audit. The Virginia Department of Education (VDOE) will provide an updated offsite monitoring form to aid in completing the monitoring visits.
* **Sponsors that will operate the SFSP after the COVID-19 pandemic (i.e., during normal summer months, May through August)** may postpone required site visits until summer 2020, after the COVID-19 pandemic. The VDOE encourages sponsors to complete monitoring visits as soon as they are operational to ensure program integrity.

### CACFP Requirements

1. CACFP sponsors are required to monitor each site three times each year.
	* Under the wavier, CACFP sponsors of the At-risk Afterschool Program may conduct only **two** monitoring visits of their sites between October 2019 and September 2020.
2. When conducting these monitoring visits, two of the three visits must be unannounced.
	* Under the waiver, only **one** of the visits must be unannounced.
3. When conducting the unannounced monitoring visits, one of them must include the observation of a meal service.
	* Under the wavier, the unannounced visit **does not have to include the observation of a meal service**.
4. When the CACFP sponsor opens a **new** site, the sponsor must conduct a monitoring visit during the first four weeks of operation.
	* Under the waiver, the required visit of the new facility during the first four weeks of operation **does not have to be onsite**. The sponsor can conduct an offsite monitoring review, such as a desk audit.

The VDOE encourages sponsors to complete the first new site visit onsite, as it can be very informative and provide an excellent training opportunity for a new site and staff.

1. When conducting the required monitoring visits, not more than six months can elapse between visits.
	* Under the waiver, **six months can elapse** between each visit. The unanticipated closure of all schools in March created barriers for sponsors to complete their visits without having six months or more elapse between visits. Sponsors can complete the two required monitoring visits at any time during the program year between October 2019 and September 2020.

**Sponsor Action: CACFP sponsors must complete two monitoring visits any time between October 2019 and September 2020 and only one of the visits must be unannounced without observation of meal service.**

All sponsors should evaluate the number of monitoring visits that have been completed as of the date of this memo. If additional monitoring is needed, the sponsor should determine if the visits can be conducted onsite or offsite, announced or unannounced. If a sponsor needs to adjust any portion of the monitoring requirements and implement any part of this waiver, they must notify the VDOE by **May 22, 2020.**

Sponsors are encouraged to conduct as many onsite monitoring visits as possible. If you have any questions, please contact your regional SNP or CNP specialist.

SCC/BDB/cc