# SNP Memo #2020-2021-34


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: December 8, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: School Nutrition Program SNPWeb Application Updates

The purpose of this memo is to provide detailed information to school food authorities (SFAs) on several changes occurring in the school year (SY) 2020-2021 school nutrition program (SNP) SNPWeb application packets and the actions required. This information was initially discussed during a webinar hosted by the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) on Thursday, December 3, 2020 and the webinar recording and slides were distributed via email and posted in the download forms section of SNPWeb.

The SNPWeb program application revisions impact SFAs that have converted from operating the National School Lunch Program (NSLP) to the Summer Food Service Program (SFSP) or the Seamless Summer Option (SSO). SFAs that continue to operate the NSLP will not be affected. The SNPWeb revisions will be completed by the SNP regional specialists on behalf of the SFA **and require no further action by the school nutrition administrator/director.**

In the SNPWeb SFA application, all SFAs currently operating SFSP/SSO that selected “semi-annual/annual” financial reporting in question #51 will be changed to “monthly” reporting. **Action is required** **by the school nutrition administrator/director** as all SFAs are now required to enter monthly financial reports for all operating months in SY 2020-2021. It is a state agency requirement of the SFSP/SSO to maintain financial oversight of sponsors and this requirement is met through the monthly submission of financial data.

Additionally, the SNP site applications will be reviewed and revised by the SNP regional specialists. Any site that has overlapping NSLP and School Breakfast Program (SBP) operating months with SFSP/SSO operating months will be deselected in the SNP site applications, questions A1 and B1. This is to prevent SFAs from double-claiming the same meal for two different programs.

All application revisions will be completed by the VDOE-SNP no later than Friday, December 18, 2020. An email will be generated and sent from SNPWeb notifying the SFA when the application is returned to the approved status. Upon receipt of this notification, SFAs can begin updating their monthly financial reports in SNPweb.

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

SCC/AMN/cc