# SNP Memo #2020-2021-57

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 15, 2021

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: USDA COVID-19 Nationwide Waiver Reporting Requirements Due - Action Required

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), participates in more than 20 nationwide waivers that the U.S. Department of Agriculture Food and Nutrition Service (USDA-FNS) offered in response to the COVID-19 pandemic. The elected COVID -19 waivers provided flexibilities such as non-congregate feeding, parent/guardian meal pickup, and flexible meal service times, which allowed school food authorities (SFAs) and community sponsors to provide nutritious meals and snacks to children across the Commonwealth. As noted during waiver election, data reporting is a requirement for all program sponsors utilizing waivers and the VDOE-SNP is required to report this data to the USDA-FNS.

The data collection process will begin on April 23, 2021, using the waiver tool in the SNPWeb system.

The VDOE-SNP has modified the SNPWeb system by adding a waiver tool to streamline the process for SFAs and community sponsors to enter site level waiver data. The data will be used in quantifying the impact COVID-19 waivers and flexibilities had on child nutrition programs, particularly as the USDA-FNS makes decisions on possible waiver extensions. The COVID-19 waiver data must be entered into the waiver tool in SNPWeb by Wednesday, May 12, 2021, at 5:00 p.m. This data is required to be submitted in this timeframe and non-compliance could result in the withholding of claims.

The VDOE-SNP will host a webinar on Thursday, April 22, 2021, at 2:00 p.m. to review the waiver reporting tool and demonstrate entering the required data. The webinar will provide program operators with the list of data required to be collected in advance of the SNPWeb waiver tool being available on April 23, 2021.

To participate in the COVID-19 Waiver Tool webinar being held on Thursday, April 22, 2021, at 2:00 p.m., please [complete the online webinar registration form](https://doe-virginia-gov.zoom.us/webinar/register/WN_PUIAw0puRfq7Yl2jWRdwoA).

### Important Dates

* COVID-19 Waiver Tool Webinar: Thursday, April 22, 2021, at 2:00 p.m.
* COVID-19 Waiver Tool available in SNPWeb: Friday, April 23, 2021, at 8:00 a.m.
* COVID-19 Waiver Tool completion by program Sponsors: Wednesday, May 12, 2021, at 5:00 p.m.
* COVID-19 Waiver data submission to USDA-FNS by VDOE-SNP: Friday, May 14, 2021, at 5:00 p.m.

### For more Information

We understand the additional burden this places on program sponsors and the short time frame for completion. We appreciate everyone’s diligence and commitment to ensuring all children have equitable access to good, healthy food through our programs.

For more information, please contact Courtney Jones, VDOE-SNP Policy and Research Specialist, via email at [Courtney.Jones@doe.virginia.gov](mailto:courtney.jones@doe.virginia.gov) or by phone at (804) 225-2330.

SCC/CEJ/cc