# SNP Memo #2020-2021-61

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 28, 2021

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Submission of the Annual Application for School Year 2021-2022

The purpose of this memo is to provide guidance to school food authorities (SFAs) on the submission of the annual application for participation in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Seamless Summer Option (SSO), and the Afterschool Snack Program (ASP). The application packet will be available on Monday, May 31, 2021, and must be submitted by **July 16, 2021**. Claims for reimbursement will not be paid for school year (SY) 2021-2022 until the annual application has been approved by the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP). The SNP User Manual containing a detailed set of instructions for completing the SNP application packet for SY 2021-2022 is available in the *Download Forms* section of SNPWeb.

The SSO calendar and SNPWeb application operates from October 1-September 30 annually. For SY 2021-2022, July, August, and September 2021 operating months must be entered in the SY 2020-2021 SSO Site Applications. For sites new to SSO, SFAs must begin by adding the sites to the SY 20-21 SSO Site Applications before beginning the SY 2021-2022 SSO Site Applications. July, August, and September 2021 SSO operating days must be added and approved within the SY 2020-2021 packet before clicking *Enroll* on the SY 2021-2022 packet. If *Enroll* is clicked prior to having all sites added and approved in the SY 2020-2021 packet, the information in the site applications will not copy over to the new school year’s site applications and SFAs will have to enter all data manually.

### Permanent Agreement and Addendums to Participate

All SFAs are required to have an updated *Permanent Agreement to Participate* as part of the SY 2021-2022 application process. A copy of the permanent agreement is attachment A and is also in the *Download Forms* section of SNPWeb. The permanent agreement document must be signed by the division superintendent. This document is required for all sponsors operating NSLP, SBP, ASP, SSO, and the Special Milk Program (SMP).

Additional addendums need to be included with the annual application packet. In a director’s memo dated April 17, 2020, the VDOE-SNP requested each SFA sign and return a *Free and Reduced-Price Policy Statement* that is a supplement to the permanent agreement on file and is required to be signed annually. The *Free and Reduced-Price Policy Statement* is located in SNPWeb *Download Forms* and must be signed by the school division’s school nutrition director and the VDOE-SNP. This document is required for all sponsors operating the NSLP, SBP, ASP, SSO, and those SMP sponsors offering free milk only.

Each additional program and provision requires a signed addendum form. The ASP, the Fresh Fruit and Vegetable Program (FFVP), and the At-Risk portion of the Child and Adult Care Food Program (CACFP) require an addendum. These addendums are available in the *Download Forms* section of SNPWeb.

An addendum is also required for the base year of Provision 2 and the Community Eligibility Provision (CEP). The addendum for provisional programs is available in the *Download Forms* section of SNPWeb. More information on the CEP application process was shared via Superintendent’s Memo #131-21 on May 14, 2021, and during the May 20, 2021, webinar also available in the *Download Forms* section of SNPWeb.

The *Permanent Agreement to Participate*, the *Free and Reduced-Price Policy Statement*, and all applicable addendums must be signed by the SNP administrator and attached to the Attachment List within the SNP Application packet in SNPWeb.

### Revenue from Non-Program Foods (A la Carte)

Federal regulations require school divisions to generate at least as great a share of total revenue from non-program foods as the non-program foods contribute to the total food costs. SFAs must ensure that non-program food revenues equal at least the same proportion as their food costs. Non-program foods are considered anything other than reimbursable meals sold in participating schools and purchased with funds from the nonprofit foodservice account. The U.S. Department of Agriculture, Food and Nutrition Services (USDA-FNS) developed a tool to help SFAs calculate the amount of revenue from non-program foods required to meet their cost. The *Non-Program Revenue Tool* is available in the *Download Forms* section of SNPWeb. SFAs are to complete the Tool by **July 31, 2021**, and keep this document on file. SFAs operating SSO during SY 2021-2022 are permitted to sell a la carte items.

### Paid Lunch Equity and Adult Meal Price Guidance

USDA-FNS Instruction 782-5 Rev.1 specifies that SFAs must, to the extent possible, ensure that federal reimbursements, children’s payments, and other non-designated nonprofit food service revenues do not subsidize program meals served to adults. Instructions for calculating adult meal prices can be found in the *Download Forms* section of SNPWeb or you may contact the SNP specialist assigned to your region for additional guidance. SFAs must use the 2020-2021 NSLP and SBP reimbursement rates when calculating meal prices for the 2021-2022 school year.

SFAs operating SSO during SY 2021-2022 are not required to complete the *Paid Lunch Equity Tool*. This tool is only required for SFAs continuing with NSLP and SBP operations. Participation in the NSLP and SBP requires prior approval by the VDOE-SNP.

### SY 2021-2022 Waiver Elections

On April 20, 2021, the USDA-FNS announced the release of 12 new nationwide waivers to provide flexibility to the SFAs implementing the federal nutrition programs and the At Risk After School Meal program of the CACFP for SY 2021-2022. These 12 waivers are outlined in SNP Memo #2020-2021-59 distributed on May 4, 2021.

Sponsors will need to elect the waivers they intend on implementing via the 2020-2021 and 2021-2022 USDA Waivers Tools within the SNP and CACFP application packets in SNPWeb. Please note, July-September 2021 waivers for SSO are indicated in the SY 2020-2021 USDA Waivers Tool.

If you have any questions about the application packet, please contact the SNP regional specialist assigned to your SFA for assistance.

SCC/AMN/cc