# SNP Memo #2020-2021-63

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

DATE: June 17, 2021

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Establishing Summer Food Service Program Sites Using Census Data

The purpose of this memo is to provide guidance to sponsoring organizations on establishing area eligibility for Summer Food Service Program (SFSP) sites using Census data.

Effective immediately, and only for ***newly added sites that are area eligible through Census data***, sponsoring organizations must submit supporting documentation to verify the area eligible determination. Supporting documentation may be a screenshot, screen grab, screen print, etc. and it should be uploaded to the *Attachments* section in the current program year application in SNPWeb.

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) recommends using the Food Research and Action Center’s [Summer Mapper](https://frac.org/research/resource-library/summer-food-mapper) or No Kid Hungry’s [Averaged Eligibility Map](https://bestpractices.nokidhungry.org/Averaged-Eligibility-Map) when establishing area eligibility using Census data.

Once area eligibility is established using Census data, the site is qualified for five years

Due to *COVID-19: Child Nutrition Response #77*, area eligibility is waived in the SFSP through September 30, 2021. However, sites that are located in areas that are traditionally area eligible should continue to establish area eligibility using either Census or school attendance zone data.

### Instructions for Uploading Documents to SNPWeb Attachments Section

1. Log into [SNPWeb](https://p1pe.doe.virginia.gov/ssws/login.page.do).
2. Select the **red tile** for the SFSP.
3. Select the ***Applications*** tab.
4. Select ***Application Packet*** from the items list.
5. Select ***Details*** beside **Attachment List**.
6. Select the red ***Add Attachment*** button.
7. Upload the files.

If you have any questions, please contact the SNP regional specialist assigned to your school division or CNP regional specialist assigned to your community sponsoring organization.

SCC/MVP/cc