# SNP Memo #2019-2020-04


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: August 2, 2019

TO: SNP Directors, Supervisors, Contact Persons, and At Risk CACFP Sponsors, Addressed

FROM: Sandra C. Curwood, PhD, RDN, Director, Office of School Nutrition

## SUBJECT: FY 2019-2020 CACFP At-Risk Afterschool Application Renewal

The Virginia Department of Education (VDOE), Office of School Nutrition Programs, is pleased to announce that the FY 2019-2020 CACFP At-Risk Afterschool application renewal period will open Monday, August 19, 2019. Please see below for information regarding FY 2019-2020 renewals.

Current CACFP applications for FY 2018-2019 with the VDOE are valid through September 30, 2019. The new fiscal year begins on October 1, 2019. Application renewal will open on Monday, August 19, 2019. At this time, sponsoring organizations should begin to update their At-risk Afterschool applications.

*Sponsoring organizations that plan to claim for the month of October 2019 must have approved FY 2019-2020 applications by October 31, 2019. Please note that applications in the “submitted” status are not considered approved by the VDOE and claims may not be submitted for reimbursement until the application is in the “approved” status*.

Any application renewal that is denied will be afforded CACFP Appeal Rights.

### FY 2018-2019 Application (current approved application)

Please be advised that no changes or updates can be made to the FY 2018-2019 application once a sponsoring organization enrolls in FY 2019-2020. If updates to site applications are needed for August and/or September 2019, or if new sites will operate in August and/or September 2019, these changes must be submitted and approved in the FY 2018-2019 application prior to enrolling in FY 2019-2020.

### CACFP Application Instructions

In an effort to ease the application renewal process, the VDOE will disperse a CACFP SNPWeb Application Packet Instructions booklet, which will detail how to answer each question in SNPWeb and outline all documents required for application approval. This booklet will be available under the “Download Forms” section of the CACFP module in SNPWeb on August 19, 2019.

For questions regarding the status of your CACFP application, this memo, or general programmatic questions, please contact your assigned SNP or CNP Regional Specialist. The VDOE looks forward to another successful CACFP season and working together to ensure access to health foods to all children in Virginia

SCC/MVP/cc