# SNP Memo #2019-2020-07


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: August 9, 2019

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Updates and Reminders

The purpose of this memorandum is to provide reminders for School Food Authorities (SFAs) at the close of school year 2018-2019 and the beginning of school year 2019-2020.

### Annual Financial Report School Year 2018-2019

Annual financial reports are due on July 31, 2019. Please make sure these reports accurately reflect your revenues and expenditures for School Year 2018-2019. If you have any questions about the financial report or how to complete it, please contact your SNP regional specialist. Failure to submit the annual financial report will result in withholding of claims payments.

### Public Outreach Requirements

As required at 7 CFR 245.5(a), near the beginning of each school year the public must be notified that free and reduced price meals and free milk are available. This notice must include the eligibility criteria for free and reduced price meals or free milk. The public notice must be provided to the local news media. Please keep a copy of the request to publish the media release on file.

### The Nondiscrimination Statement

All information, materials, and sources related to program eligibility, including websites, must contain a nondiscrimination statement. At a minimum, the full version of the nondiscrimination statement must be on application forms, notifications for eligibility or ineligibility, notice of adverse action form, public information (including program literature), program webpage (or link) on the home page. Menus do not need to include the nondiscrimination statement. The statement must be copied exactly as published by USDA. The shorter version of the statement, “This institution is an equal opportunity provider”, can only be used in special circumstances with prior state agency approval. If the material is too small to permit the full statement to be included, the shorter statement can be used in print size no smaller than the text. Please contact your regional specialist with any questions.

### Requirements for Students Transferring from Provision to non-Provision Schools- NEW AS OF JULY 1. 2019

Regulations at 7 CFR 245.96(l) require local educational agencies (LEAs) to provide free, reimbursable meals to students who receive free meals at a Provision school and, during the school year, transfer to a school using standard counting and claiming procedures. Schools must provide these students with free, reimbursable meals for up to 10 operating days or until a new eligibility determination for the current school year is made, whichever comes first. This is an existing requirement for the transfers within the same LEA, and is required for transfers between LEAs effective July 1, 2019.

### Carryover of Eligibility

Regulations found at 7 CFR 245.6(b)(7) state that a child’s prior year’s eligibility remains in effect until a new eligibility determination is made or, if no determination is made, for up to 30 operating days. Operating days are the days on which reimbursable meals or milk are provided by a school or another program sponsor.

### Application Approval

LEAs must process applications as they are received and promptly notify households of their eligibility status. Within 10 operating days of receipt of the application:

* An eligibility determination must be made,
* The family must be notified of its status, and
* The status must be implemented.

### Eligibility Manual for School Meals

The manual provides comprehensive information on federal requirements, policies, and procedures, and helps LEAs accurately determine, certify, and verify children’s eligibility for free and reduced price school meals and free milk. Please take the time to read the manual before approving applications for School Year 2019-2020. The current manual can be found at this link on the [USDA website](https://www.fns.usda.gov/eligibility-manual-school-meals).

If you have any questions about the content of this memo, please contact your regional specialist or SNPPolicy@doe.virginia.gov.

SCC/BDB/cc