# SNP Memo #2019-2020-08

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 13, 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 Management Plan for Non-School Sponsors

The Virginia Department of Education, Office of School Nutrition, will be collecting Management Plans from non-school sponsor organizations during the FY 2019-2020 CACFP renewal. As per 7 CFR Part 226.6(b)(1) and (2), both new and renewing organizations must submit Management Plans and these plans are to be updated and approved by the state agency on an annual basis. The purpose of the CACFP Management Plan is to ensure that sponsoring organizations are financially viable and administratively capable, and demonstrate program accountability.

All non-school sponsors will receive training on Management Plans during the 2019 Fall Regional Meetings. Information on the Fall Regional Meetings will be forthcoming.

In an effort to ease the completion of the Management Plan and allow sponsors additional time to gather needed information, a copy of the plan is available under the “Download Forms” section of the CACFP module in SNPWeb.

As a reminder, the FY 2019-2020, CACFP renewal will open on Monday, August 19, 2019. The CACFP Application Packet Instructions booklet will include directions for completing the Management Plan. This booklet will be available under the “Download Forms” section of the CACFP module in SNPWeb on August 19, 2019.

*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.

SCC/MVP/cc