



COMMONWEALTH of VIRGINIA
Department of Education

DATE: September 7, 2018

TO: Division Superintendents

FROM: James F. Lane, Superintendent of Public Instruction

SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2018-2019

The purpose of this memo is to notify school divisions about the schedule for Federal Program Administrative Reviews (FPARs) of the School Nutrition Programs (SNP), Summer Food Service Program (SFSP), and the At Risk portion of the Child and Adult Care Food Program (CACFP) for the 2018-2019 school year. Attachments provided include the three-year review cycle and the 2018-2019 schedule. School divisions scheduled for a procurement review for 2018-2019 are also noted on the schedule with an asterisk. However, procurement reviews will not be conducted concurrently and notice will be sent subsequently.

The Code of Federal Regulations Title 7, Part 210.18, requires the Virginia Department of Education (VDOE) to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, special milk, and other programs, as applicable, in each participating school division and other sponsoring School Food Authorities (SFAs). This review is a comprehensive evaluation designed to assess compliance with regulations, standards, and state and federal laws. Section 207 of the Healthy, Hunger-Free Kids Act of 2010 amended the National School Lunch Act to require implementation of a unified accountability system to ensure SFA compliance with program requirements. SFAs receive this comprehensive administrative review every three years for each program.

The FPARs of the meal programs involves both off-site and on-site data collection, staff interviews, document reviews, and observation of the meal programs in operation. A detailed review schedule for the 2018-2019 school year is in Attachment B to this memo. Every effort is made to accommodate school calendars. School divisions scheduled for a review during the 2018-2019 school year are asked to immediately compare the onsite review dates to the division calendar. Contact Sandy Curwood, Director of School Nutrition Programs, no later than September 21, 2018, with any dates during the week scheduled for the on-site review when meals would not be offered to students due to holidays, scheduled breaks, or other reasons.

A mandatory orientation session for staff in school divisions and Residential Child Care Institutes (RCCIs), and non-school sponsors scheduled for Federal Administrative Review during the 2018-2019 school year, will be conducted by a webinar on September 20, 2018, from 1:00-4:00 p.m. It is required that each SFA, scheduled for review, have at least one representative participate in the orientation and the representative should have division-wide responsibility for the SNP. Additional information and registration details for the orientation session webinar will be sent directly to the school nutrition director or point of contact for each SFA scheduled for review.

Questions regarding the SNP federal administrative review process should be directed to SNPPolicy@doe.virginia.gov or Sandy Curwood, Director of School Nutrition Programs, at (804) 225-2074 or by email at sandra.curwood@doe.virginia.gov.

JL/SCC/bdb

Attachments:

- A. FPAR Schedule Three-Year Cycle
- B. School Nutrition Programs FPAR Schedule 2018-2019