# SNP Memo #2018-2019-42

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: June 21, 2019

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Frequently Asked Questions

### Production Records

1. ***For the schools participating in the National School Lunch and Breakfast Programs, is the production record template a requirement?***

The production record template is not a requirement; however, if the School Food Authority (SFA) does not use the template, the production record must be submitted for approval.

1. ***On the production record is a column for Farm to School a requirement or a best practice?***

The column for Farm to School is a requirement.

1. ***If the School Food Authority (SFA)******isn’t using the prototype production record but wants to use their production record approved for school year 18-19, do they need to submit a production record with the school year 19-20 application packet?***

Yes, production records must be submitted with the school year 19-20 application packet.

### Web-based Application Requirement

1. ***The new state law passed by the General Assembly that goes into effect on July 1, 2019 requires that SFAs have a web-based application. Does this mean that if we have an online application available to download we are compliant with the law?***

No, an online application that is downloadable does not meet the intent of the law. The application must allow parents/guardians to enter their eligibility information using an electronic platform. The eligibility information should be captured for the SFA to then provide an eligibility determination.

1. ***As the deadline approaches, I do not anticipate having the web-based application process fully implemented by July 1, 2019. What is the expectation and also the penalty?***

SFAs should make efforts to complete this process by July 1, 2019. If this is not achievable, establish and document your efforts in an implementation plan. The Virginia Department of Education does not have the authority to grant a waiver or approve delayed implementation.

1. ***As an SFA that struggles with maintaining a positive balance, we do not have the funds to develop an application or the resources needed to convert the USDA prototype. How do we pay for this?***

SFAs can use funds from the non-profit school food service account to meet this requirement, for example to purchase software that is compatible with their existing software or to adapt the USDA prototype.

### Summer Food Service Program (SFSP)

1. ***Are Summer Food Service Sponsors allowed to feed infants?***

Sponsors of the SFSP are allowed to serve infants. Sponsors can request that they be allowed to serve children under the age of six smaller quantities of food. The sponsor must follow the age-appropriate meal pattern requirements contained in the Child and Adult Care Food Program regulations (7 CFR §226.20).

1. ***For the 2019 program year, is there an updated SFSP administrative guide?***

The latest administrative guidance for sponsors was revised and published in March of 2016.

SCC/bdb/cc