# SNP Memo #2022-2023-39

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 3, 2023

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

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

## SUBJECT: School Year 2022–2023 Virginia Local Food Data Collection

The purpose of this memorandum is to inform Virginia school food authorities (SFAs) of the procedure for collecting 2022–2023 local food data and invite SFAs to a training webinar on using the 2022–2023 Local Food Tracking Tool. SFAs should report data on all local food purchased between July 1, 2022–June 30, 2023, using the **2022–2023 Virginia Local Food Tracking Tool that is Attachment A to this memo. Completed Tracking Tools should be submitted to Bee Thorp, SNP Lead Farm to School Specialist, via email at** [**Brittany.Thorp@doe.virginia.gov**](mailto:Brittany.Thorp@doe.virginia.gov) **by August 1, 2023.**

To assist SFAs in completing the 2022–2023 Local Food Tracking Tool, the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) will host a training webinar on **Thursday, January 19, 2023, at 2:00 p.m. Please**[**register in advance for this webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_NaUNwglkR2GG8NI2slRChg)**.**

### 2022–2023 Virginia Local Food Tracking Tool

The 2022–2023 Virginia Local Food Tracking Tool (Attachment A) was developed in partnership with Virginia Tech and according to feedback obtained by school and community sponsors following the previous year's data collection process. The Tool was modified slightly to reduce the burden of reporting and streamlined to focus on necessary data points. This data is collected to:

* **compare** local food procurement data year-to-year;
* **identify** regional gaps in the adoption of farm to school best practices;
* **target** training and technical assistance based on reported data;
* **assist** school and community sponsors in completing the USDA Farm to School Census; and
* **support** the Virginia Roadmap to End Hunger initiative and the Procurement Strategic Objective included in the Virginia Farm to School Strategic Plan.

For SY 2022–2023, SFAs and community sponsors should report local procurement data as it pertains to its own definition of “local” and should also, if available, report local procurement data of food grown and/or raised in Virginia. SFAs and community sponsors should **not** report procurement data on food obtained from DoD Fresh or the Centralized Local Procurement Pilot Program as the VDOE-SNP obtains this data from other sources.

The VDOE-SNP highly encourages SFAs and community sponsors to report local food data via the 2022–2023 Virginia Local Food Tracking Tool, however data provided in any Excel format will be accepted.

### Training Webinar

The VDOE-SNP will host a training webinar on completing the 2022–2023 Virginia Local Food Tracking Tool **on Thursday, January 19, 2023, at 2:00 p.m. Please**[**register in advance for this webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_NaUNwglkR2GG8NI2slRChg)**.** The VDOE-SNP will distribute a recording of this training webinar immediately following the live event.

### For more information

For more information, please contact Bee Thorp, SNP Lead Farm to School Specialist, via email at [Brittany.Thorp@doe.virginia.gov](mailto:Brittany.Thorp@doe.virginia.gov).

SCC/BHT/cc

### Attachments

1. 2022–2023 Virginia Local Food Tracking Tool