# **Virginia Department of Education, Office of School Nutrition Programs logo**

# **Data Request Form**

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) requires submission of this data request form prior to providing program data. The requestor must complete the form and return it to the VDOE-SNP via email at SNPPolicy@doe.virginia.gov.

Please allow 1-2 weeks for processing data requests.

## Contact Information

**Date of request:** Click or tap to add date of submission

**Organization/division name:** Click or tap to add organization/division name

**Point of contact first and last name:** Click or tap to add first and last name

**Address:** Click or tap to add organization/division address

**Email address:** Click or tap to add email address

**Phone number:** Click or tap to add phone number

## Details About the Data Request

### Organization Type:

[ ]  Federal Agency

[ ]  State Agency

[ ]  School Division

[ ]  Nonprofit Organization

[ ]  Other: Click or tap to add the purospoe of request

### Program:

[ ]  NSLP - National School Lunch Program

[ ]  SBP - School Breakfast Program

[ ]  SMP - Special Milk Program

[ ]  SFSP - Summer Food Service Program

[ ]  CACFP – At-Risk Component of the Child & Adult Care Food Program

[ ]  SSO – Seamless Summer Option

[ ]  Other: Click or tap to add other programs

### Frequency of request:

[ ]  Once

[ ]  Bi - Weekly

[ ]  Monthly

[ ]  Quarterly

[ ]  Annually

[ ]  Other: Click or tap to if the frequency is different from above

### Purpose of data:

[ ]  Audit

[ ]  Research or analysis

[ ]  Reporting

[ ]  Other: Click or tap to add the intended purpose of requested data

### Program Year(s):

[ ]  2017-2018

[ ]  2018-2019

[ ]  2019-2020

[ ]  2020-2021

[ ]  2021-2022

[ ]  2022-2023

[ ]  Other: Click or tap to add another timeframe

### Data Points Requested:

[ ]  Meal Counts

[ ]  Claim Earnings

[ ]  Program Statistics (number of program sponsors and/or sites)

[ ]  Geographical Data

[ ]  Other: Click or tap to add other data points needed

**Requested deadline:** Click or tap to add requested deadline

Please submit data request forms to VDOE-SNP via email to SNPPolicy@doe.virginia.gov.

### Internal Use Only

Person Responsible: Click or tap to add name

Date completed: Click or tap to add the completion date

Status of this Request: Click or tap to add the status of the report