# **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](mailto: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](mailto: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