# SNP Memo #2022-2023-59


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 6, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Fiscal Year 2022–2023 Summer Food Service Program SNPWeb Application Packet

The purpose of this memorandum is to provide organizations that sponsor the Summer Food Service Program (SFSP) with information on the fiscal year (FY) 2022–2023 SNPWeb application packet.

### FY 2022–2023 Application

***The FY 22–23 SFSP application packet will open in SNPWeb on April 24, 2023 for sponsors operating a summer program. Please do not begin the application process prior to this date. SNPWeb is undergoing an enhancement update and any attempt to being the application process prior to April 24, 2023, will create an application error.*** The FY 22–23 SFSP application packet is only open in SNPWeb for sponsoring organizations planning for emergency closures.

As a reminder, application packets should be submitted 30 days prior to program operation; ***the*** ***Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) cannot retroactively reimburse sponsors for meals served prior to approval.*** The VDOE-SNP acknowledges the application packet is opening later than in previous years and will work with sponsoring organizations that submitted applications in a timely manner to receive prompt approval.

The federal deadline to submit an application is June 15, 2023.

If submitting requests for advance payments, please adhere to the request submission deadlines below:

* May 1 for a June 1 advance
* June 15 for a July 15 advance
* July 15 for an August 15 advance

Please note that advances are not available to school food authorities without demonstrating financial need.

### Non-Congregate Meals in Rural Areas

The VDOE-SNP will track non-congregate meals external from the SNPWeb application in FY 22–23. Sponsoring organizations operating a non-congregate meal service in rural areas will be required to complete additional application components. Additional information on this process will be forthcoming.

For more information, please contact your assigned SNP regional specialist for schools or Child Nutrition Programs regional specialist for community organizations.

SCC/MVP/cc