# SNP Memo #2022-2023-63

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 21, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Team Nutrition Readiness and Retention Training Program Grant Award Notification

The purpose of this memorandum is to provide a grant award notification to school food authorities (SFAs) participating in the Team Nutrition Readiness and Retention Training Program (Program) for cafeteria managers. As outlined in [SNP Memo No. 2022-2023-35](https://www.doe.virginia.gov/home/showpublisheddocument/39734/638067385229100000), each participating school cafeteria manager who completes the Program will receive a $175 incentive. Managers are required to complete the Program (i.e., two hours of e-learning modules plus a six hour in-person workshop) by December 31, 2023, to be eligible for the incentive.

Attachment A reflects the maximum award amount each SFA is eligible to receive, which is based on the SFA's total number of cafeteria manager and assistant manager positions. All SFAs listed in Attachment A opted into the Program for cafeteria managers on or before the deadline of January 31, 2023. Only those SFAs that opted into the Program are eligible to receive the award. All awards will be dispersed from the Virginia Department of Education (VDOE) after the conclusion of the Program for cafeteria managers on December 31, 2023. Once dispersed from the VDOE, each SFA is responsible for awarding the incentives to qualifying cafeteria managers.

**About the Program**

The Team Nutrition Readiness and Retention Training Program was developed in response to USDA's February 2022 release of the Final Rule for the Transitional Nutrition Standards for Milk, Whole Grains, and Sodium and the subsequent need for training to ensure the standards are met. The Program consists of training for school nutrition directors (40 hours of professional development) and training for cafeteria managers (8 hours of professional development). The cafeteria manager training is incentivized in order to encourage maximum participation from this subset of school nutrition professionals. The cafeteria manager training includes four, 30-minute e-learning modules (available May-December 2023) and one six-hour in-person workshop (provided in summer 2023). Further information on the Program is outlined in [SNP Memo No. 2022-2023-35](https://www.doe.virginia.gov/home/showpublisheddocument/39734/638067385229100000).

### For more information

Should you have any questions about the Program or the grant award notification, please contact Katelynn Stansfield, Team Nutrition Training Grant Project Specialist, via email at [Katelynn.Stansfield@doe.virginia.gov](mailto:Katelynn.Stansfield@doe.virginia.gov).

AG/SCC/KNS/cc

**Attachments:**

1. Grant Award Notification (GAN) for Cafeteria Manager Training