# SNP Memo #2022-2023-71

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 23, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Submission of the Annual Application for School Year 2023–2024

This memo provides guidance to school food authorities (SFAs) on how to submit the school year 2023-2024 SNPWeb application for participation in the school nutrition programs. These programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and the Afterschool Snack Program (ASP).

The school year (SY) 2023–2024 application packet opened in SNPWeb on Monday,

May 22, 2023, and must be submitted by **July 1, 2023**. SY 2023–2024 claims for reimbursement cannot be paid until the annual application is approved by the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP).

The SNP User Manual containing a detailed set of instructions for completing the annual application packet for SY 2023–2024 is available in the *Download Forms* section of SNPWeb.

### Training Webinar

To assist SFAs in completing the SY 2023–2024 annual application packet in SNPWeb, the VDOE-SNP will host a **training webinar on Thursday, May 25, 2023, at 2:00 p.m.** Local school nutrition directors are encouraged to attend. Other staff are also welcome to attend. **Please**[**register in advance for this webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_nNsMJfmjQiyEwrD5mX9lIA)**.**

The webinar recording and slides will be added to the *Download Forms* section of SNPWeb following the training.

### Changes to the SY 2023–2024 Application Packet

No federal or state waivers are available for SY 2023–2024. SFAs will not be completing the SNPWeb USDA Waiver Tool for the upcoming school year.

The VDOE-SNP is currently updating the SNPWeb Financial Report to allow SFAs to input accurate financial data. **All SFAs must submit monthly financial reports for SY 2023–2024**. Training will be provided prior to implementation of the new financial report.

### Addendums to the Permanent Agreement

All addendums to the permanent agreement need to be included with the annual application packet in the *Attachment List* section. The following addendums are required to be submitted with the application packet every year. These addendums are located in the *Download Forms* section of SNPWeb.

* **Free and Reduced-Price Policy Statement** must be signed by the school division’s school nutrition director and is required for all sponsors operating the NSLP, SBP, ASP, Seamless Summer Option (SSO), and those SMP sponsors offering free milk only. Both pricing and non-pricing SFAs must upload this signed form.
* **ASP addendum**, if applicable.
* **Fresh Fruit and Vegetable Program addendum**, if applicable.
* **Provision 2 and Community Eligibility Provision (CEP) addendums** are required for SFAs in their base year of the provision. More information about the CEP application process is forthcoming in a Superintendent’s memo.

### Revenue from Non-Program Foods (A la Carte)

Federal regulations require SFAs to ensure that non-program food revenues equal at least the same proportion as their food costs. Non-program foods are considered anything other than reimbursable meals sold in participating schools and purchased with funds from the nonprofit school foodservice account. The U.S. Department of Agriculture, Food and Nutrition Service (USDA-FNS) developed a tool to help SFAs calculate the amount of revenue from non-program foods required to meet their cost. The *Non-Program Revenue Tool* is available in the *Download Forms* section of SNPWeb. SFAs are to complete the Tool by **July 31, 2023**, and keep this document on file.

### Paid Lunch Equity and Adult Meal Price Guidance

USDA-FNS Instruction 782-5 Rev.1 specifies that SFAs must, to the extent possible, ensure that federal reimbursements, children’s payments, and other non-designated nonprofit food service revenues do not subsidize program meals served to adults. Instructions for calculating adult meal prices can be found in the *Download Forms* section of SNPWeb. SFAs must use the 2022–2023 NSLP and SBP reimbursement rates when calculating adult meal prices for SY 2023–2024. Do not include any temporary assistance funds received in SY 2022–2023 in the adult meal price calculation.

All pricing SFAs must complete the *Paid Lunch Equity (PLE) Tool*. Information about completing the tool is located in SNP (Director's) Memo #2022-2023-68, Paid Lunch Equity Guidance for School Year 2023-2024.

### For more information

For more information or assistance with completing the application packet, please contact your assigned SNP regional specialist.

SCC/AMN/cc