



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** December 8, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT: Federal Procurement Monitoring of School Nutrition Programs in 2017-2018**

The purpose of this memo is to notify school divisions of the schedule for federal procurement reviews of school nutrition programs (SNP) for the 2017-2018 school year. Attachments include the three-year review cycle and the detailed 2017-2018 schedule.

State agencies must ensure compliance with procurement requirements in program regulations (7 CFR Parts 210.21, 215.14a, 220.16, 225.17, and 226.22, as applicable), and the government-wide regulations in 7 CFR Part 3016 and 3019, as applicable. School Food Authorities will receive a procurement review every three years.

The procurement review process includes offsite data collection, staff telephone interviews, and document review. Every effort is made to accommodate school calendars. School divisions scheduled for a review during the 2017-2018 school year are asked to immediately compare the review dates to the division calendar. Contact the SNP regional specialist if the review dates conflict with holidays, scheduled breaks, etc.

A SNP procurement review webinar was conducted earlier to review the review process, required documentation, and timelines. The webinar is available on the VDOE website at <http://www.doe.virginia.gov/support/nutrition/index.shtml>.

Questions regarding the SNP procurement review process should be directed to the regional specialist assigned to your division, via email at [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov), or to Sandy Curwood, Director of School Nutrition Programs, at (804) 225-2082 or by email at [sandra.curwood@doe.virginia.gov](mailto:sandra.curwood@doe.virginia.gov).

SRS/SCC

**Attachments:**

- A. [Procurement Review Three Year Review Cycle](#) (XLS)
- B. [School Nutrition Programs Procurement Review Schedule 2017-2018](#) (XLS)