SNP Memo #2023-2024-07

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 27, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Federal Fiscal Year 2023–2024 Child and Adult Care Food Program Training and Application Renewal Timeline

The purpose of this memo is to provide sponsoring organizations of the At-Risk portion of the Child and Adult Care Food Program (CACFP) with upcoming required training dates and application information.

Action required:

* Register for and attend one of the mandatory CACFP state agency training sessions, listed below.
* Update your organization’s FY 22–23 CACFP application to reflect August and September 2023 operations.
* Submit your organization’s FY 23–24 CACFP application renewal on or after August 21, 2023. FY 23–24 renewals must be approved by October 31, 2023, to claim October 2023 meals.

### CACFP Training

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), will host three identical CACFP programmatic training sessions. ***All sponsoring organizations planning to operate the CACFP in FY 23–24 must attend one of the sessions. The school nutrition program director must attend for school food authorities and the executive director or program contact must attend for community organizations.***

August 16, 2023, 1:00-3:00 p.m. [Register in advance for the August 16 CACFP programmatic training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_4PmpIE3oRuWJPV_e1wvXlQ) After registering, you will receive a confirmation email containing information about joining the webinar.

August 24, 2023, 1:00-3:00 p.m. [Register in advance for the August 24 CACFP programmatic training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_3fTyfntgQpecqavUq3QUFA) After registering, you will receive a confirmation email containing information about joining the webinar.

August 29, 2023, 1:00-3:00 p.m. [Register in advance for the August 29 CACFP programmatic training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_KlOd-RHjSgaLqB95_NPDJw) After registering, you will receive a confirmation email containing information about joining the webinar.

### Fiscal Year 2022–2023 Application (Current Approved Application)

Please be advised that no changes or updates can be made to the fiscal year 2022–2023 application once a sponsoring organization enrolls in fiscal year 2023–2024. If updates to site applications are needed for August and/or September 2023, or if new sites will operate in August and/or September 2023, these changes must be submitted and approved in the fiscal year 2022–2023 application prior to enrolling in fiscal year 2023–2024.

### Fiscal Year 2023–2024 CACFP Application Renewal

The fiscal year 2023–2024 application renewal will be available in SNPWeb on August 21, 2023.

*Any sponsoring organization that plans to claim for October 2023 must have an approved fiscal year 2023–2024 application renewal by October 31, 2023. Please note that applications in the “submitted” status are not considered approved by the VDOE-SNP and claims may not be submitted for reimbursement until the application is in the “approved” status*. *More information on application renewal training will be forthcoming.*

**CACFP School Year 2023–2024 Participation**

As a reminder, the Code of Virginia §22.1-207.4:2 requires eligible schools to participate in the At-Risk portion of the CACFP. School food authorities must attend one of the programmatic training sessions prior to operation.

### For more information

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

SCC/MVP/cc