# SNP Memo #2022-2023-08

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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: Guidance for Setting and Adjusting Average Daily Participation Numbers at Vended Sites in the Summer Food Service Program

The purpose of this memorandum is to inform school food authorities and community organizations that sponsor the Summer Food Service Program (SFSP) of U.S. Department of Agriculture (USDA) guidance related to setting and adjusting average daily participation numbers at **vended sites**. Guidance in this memo was originally published by the USDA on May 31, 2023, via [Approved Levels of Meals for Vended Sites in the Summer Food Service Program](https://fns-prod.azureedge.us/sites/default/files/resource-files/SFSP09-2023os.pdf).

**Action required:** As participation levels fluctuate throughout the summer, sponsors of vended meals sites must adjust the average daily participation (ADP) number indicated in the site application.

As part of the SFSP application, sponsoring organizations are required to provide an ADP number for each sponsored site. For vended sites, this number must be based on the historical records of participation, or on other available information, such as enrollment numbers.

During the summer, the ADP must be adjusted based on information collected during site reviews by the sponsoring organization and state agency. If requesting an upward adjustment for a vended site, the sponsoring organization must maintain documentation to support the request, such as attendance records and meal counts. During site reviews, the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), must disallow meals served above the site’s cap. Downward adjustments are required by VDOE-SNP if a vended site is not meeting their ADP. These adjustments may be made at any point prior to claim submission.

For more information, please contact your assigned school nutrition programs regional specialist for schools or community nutrition programs regional specialist for community organizations.

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