# SNP Memo #2023-2024-20

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

DATE: September 13, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2023–2024

The purpose of this memorandum is to notify school divisions of the five-year Federal Program Administrative Review (FPAR) cycle and the school year (SY) 2023–2024 schedule of the school nutrition programs (SNP), Summer Food Service Program (SFSP), and the At-Risk portion of the Child and Adult Care Food Program (CACFP) for school divisions only. The SFSP and CACFP review schedule for school divisions and community organizations will be forthcoming. SFSP and CACFP reviews are included in this memorandum only for school divisions on this year’s FPAR schedule.

### Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) Federal Program Monitoring Plan

The [Code of Federal Regulations Title 7, Part 210.18](https://www.govinfo.gov/app/details/CFR-2011-title7-vol4/CFR-2011-title7-vol4-sec210-18) requires the VDOE-SNP to conduct an administrative review of the federally funded nutrition programs in each participating school division. The VDOE-SNP received a waiver to conduct these comprehensive reviews on a five-year cycle.

This mandatory comprehensive evaluation assesses regulatory compliance, standards, and state and federal laws. Attachment A details the five-year review cycle. SFAs in the first year of a food service management company contract are required to be reviewed.

Attachment B to this memo indicates the school divisions scheduled to receive a review during SY 2023–2024 and lists the programs being reviewed.

### Mandatory Virtual FPAR Training

The VDOE-SNP uses Virtual Virginia (VVA) to offer online professional learning opportunities to Virginia schools. The VDOE-SNP created a **mandatory**, self-paced training entitled [*VDOE Federal Program Administrative Review (FPAR) Training*](https://vdoelearning.catalog.instructure.com/courses/vdoe-federal-program-administrative-review-fpar-training)in VVA. This course is intended to prepare SFAs for upcoming FPARs. It reviews the FPAR process, areas of review, common findings, and best practices. It is required that the SFA school nutrition program director or administrator, as designated in SNPWeb, complete this training course. SFAs receiving a FPAR in October and November must complete the course by **Monday, October 2, 2023**. SFAs receiving a FPAR later in the school year must complete the course by **Wednesday, November 15, 2023**.

Users must enroll in the course using the link provided. More information on accessing the VDOE-SNP trainings in VVA can be found on the [VDOE-SNP Training & Resources webpage](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/training-resources).

### Updates to the Review Process

Beginning this school year, all documentation review for NSLP/SBP, SSO, SFSP, and CACFP will be conducted offsite prior to the lead reviewer’s visit to the school division for the meal observation portion of the review. SFAs will submit all SY 2023–2024 and any applicable SY 2022–2023 program documentation **in advance of the onsite portion of the review** to the VDOE-SNP via SNPWeb by the date outlined in the FPAR notification letter. Documents will be reviewed prior to the entrance conference and onsite meal observations.

Two documents must be submitted to VDOE-SNP via the SNPWeb Compliance Module, *Review Attachments* section no later than **Monday, October 2, 2023**. The Local School Wellness Policy and the comprehensive Food Safety Management Plan must be submitted by this date to allow the VDOE-SNP ample time to review and provide feedback to the SFA. All remaining review documents must be submitted by the date indicated in the FPAR Notification Letter.

### For More Information

Questions regarding the SNP FPAR process should be directed to Andrea Nannery, SNP Coordinator by email at [Andrea.Nannery@doe.virginia.gov](mailto:Andrea.Nannery@doe.virginia.gov).

SCC/AMN/cc

Attachments

1. Attachment: Federal Programs Administrative Review (FPAR) Process Master Five-Year Cycle (DOCX)
2. Attachment: School Nutrition Programs, Summer Food Service Program, and At-Risk Child and Adult Care Food Program Monitoring Review Schedule 2023­–2024 (DOCX)