# SNP Memo #2023-2024-22

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

DATE: September 14. 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Federal Fiscal Year 2023 Pandemic EBT Local Level Administrative Cost Grant Funds Allocations for School Food Authorities

The purpose of this memorandum to announce federal fiscal year (FFY) 2023 Pandemic EBT (P-EBT) local level administrative cost grant allocations for school food authorities (SFAs). The FY 2023 P-EBT local level administrative cost grant funds will be disbursed via electronic data interchange on October 6, 2023. The signed P-EBT Administrative Grant Funds Certification Statement (**Attachment A**) must be signed by the division superintendent and returned to the SNP policy mailbox by **Monday, September 25, 2023**, toreceive funds**.**

Local level P-EBT funds are awarded to SFAs based on the number of P-EBT eligible students. School divisions with less than 1,000 P-EBT eligible students will receive $653; divisions with 1,001–5,000 P-EBT eligible students will receive $3,256; and divisions with more than 5,000 P-EBT eligible students will receive $6,180. **Attachment B** lists school division allocations.

The P-EBT administrative grant funds must be deposited to the nonprofit school foodservice account and may only be used by the school nutrition program as reimbursement for costs incurred to support P-EBT in school year 2022–2023. Tracking and reporting of these costs is not required. General governmentwide grant rules under Title 2 of the Code of Federal Regulations apply to this award.

**Action Item:**

The **Attachment A** certification statement must be signed by the division superintendent and submitted to the SNP policy mailbox at [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov) by Monday, September 25, 2023.

### For more information

For questions, please contact Courtney Jones, SNP Operations Supervisor, via email at [Courtney.Jones@doe.virginia.gov](mailto:Courtney.Jones@doe.virginia.gov) or via telephone at (804) 750-8745.

SCC/CEJ/cc

1. Attachment: P-EBT Administrative Grant Funds Certification Statement (DOCX)
2. Attachment: P-EBT Administrative Funding Allocations for FFY 2023 Reimbursement (XLSX)