# SNP Memo #2023-2024-25

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 21, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Child and Adult Care Food Program and Summer Food Service Program Administrative Reviews

The purpose of this memorandum is to notify school divisions and community sponsors of the federal fiscal year (FY) 2023–2024 Child and Adult Care Food Program (CACFP) and FY 2022–2023 Summer Food Service Program (SFSP) administrative review schedules.

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

The Code of Federal Regulations Title 7, Parts 226.6 and 225.7 requires the VDOE-SNP to conduct an administrative review of the federally funded child nutrition programs in each participating school division and community sponsors. At a minimum, sponsors are reviewed once every three years, and the review consists of assessing the meal access and reimbursement system, nutritional quality and meal pattern compliance, resource management of program finances, and general programmatic areas.

Attachment A to this memo indicates the school divisions and community sponsors scheduled to receive a FY 2023–2024 CACFP and/or FY 2022–2023 SFSP administrative and remaining FY 2022–2023 CACFP administrative reviews.

Please note that program sponsors newly participating in the CACFP will be added to the administrative review schedule upon application approval.

### Updates to the Review Process

Beginning this fiscal year, all documentation review will be conducted offsite prior to the in person visit to the sponsor for the program review and meal observation. Sponsors must submit all FY 2022–2023 and/or FY 2023–2024 program documentation prior to the **onsite portion of the review** to the VDOE-SNP via SNPWeb by the date outlined in the scheduling letter. Documents will be reviewed prior to the entrance conference and onsite visit.

The VDOE-SNP conducted the meal service observation portion of the SFSP administrative review during summer 2023. Therefore, sponsors scheduled for only an FY 2022–2023 SFSP administrative review will receive a full virtual review.

School divisions should refer to VDOE-SNP Director’s Memo 2023-2024-20 for information on the school nutrition programs federal monitoring plan.

### For More Information

Questions regarding the CACFP and SFSP administrative review process should be directed to Maggie Parker, Child Nutrition Programs Coordinator, by email at [Maggie.Parker@doe.virginia.gov](mailto:Maggie.Parker@doe.virginia.gov).

SCC/MVP/cc

1. Attachment: Child and Adult Care Food Program and Summer Food Service Program Administrative Review Schedule (DOCX)