# SNP Memo #2023-2024-34

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: October 26, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Updated Policy Memoranda Regarding Summer Food Service Program Operations and Procedures

The purpose of this memorandum is to distribute several new and revised U.S. Department of Agriculture, Food and Nutrition Service (USDA-FNS) policy memos regarding Summer Food Service Program (SFSP) operations and procedures.

FNS drafted three new memoranda and revised two existing memoranda. In part, these updates reflect regulatory changes previously codified by the Final Rule, *Simplified Cost Accounting and Other Actions To Reduce Paperwork in the Summer Food Service Program* ([83 FR 25349](https://www.federalregister.gov/documents/2018/06/01/2018-11806/simplified-cost-accounting-and-other-actions-to-reduce-paperwork-in-the-summer-food-service-program)).

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) will incorporate this updated guidance in fiscal year 2023–2024 state agency SFSP training and internal policies and procedures for reviewing annual applications and conducting administrative reviews.

### New Policy Memos

[SFSP 13-2023 *Unused Reimbursement in the Summer Food Service Program*](https://fns-prod.azureedge.us/sites/default/files/resource-files/cn-SFSP13-2023os.pdf)

This memorandum provides guidance to state agencies and sponsoring organizations for managing situations in which more reimbursement is received than what is spent on allowable program costs. It defines “excess funds” and “unused reimbursement” and clarifies when state agencies should recoup funds from sponsoring organizations. It also provides guidance to sponsoring organizations on allocating and spending unused reimbursement.

[SFSP 14-2023 *Best Practices for Managing Unused Reimbursement in the Summer Food Service Program*](https://fns-prod.azureedge.us/sites/default/files/resource-files/cn-SFSP14-2023os.pdf)

This memorandum provides clarification to state agencies and sponsoring organizations on identifying, calculating, and monitoring unused reimbursement in the SFSP. It also provides guidance to sponsoring organizations on allocating and spending unused reimbursement based on several scenarios.

[SFSP 15-2023 *Best Practices for Determining Proximity of Sites in the Summer Food Service Program*](https://fns-prod.azureedge.us/sites/default/files/resource-files/SFSP15-2023os.pdf)

This memorandum provides best practices to state agencies to prevent approval of multiple sites offering meal services at the same time to the same population of children.

### Revised Policy Memos

[SFSP 05-2017 *Summer Food Service Program Questions and Answers*](https://fns-prod.azureedge.us/sites/default/files/resource-files/cn-SFSP05-2017os.pdf)

Due to updated policy guidance included in SFSP 13-2013, this memorandum was revised to remove out of date language concerning “unused reimbursement”, and otherwise includes no new policy guidance.

[SFSP 01-2008 *Nationwide Expansion of Summer Food Service Program Simplified Cost Accounting Procedures*](https://fns-prod.azureedge.us/sites/default/files/resource-files/cn-SFSP01-2008os.pdf)

Due to updated policy guidance included in SFSP 13-2013, this memorandum was revised to remove out of date language concerning “unused reimbursement”. It aligns guidance on identifying, calculating, and monitoring unused reimbursement with the guidance included in SFSP 14-2023.

### Action Required

* Review the new and revised memoranda.
* Attend fiscal year 2023-2024 state agency SFSP training in early spring 2024 to receive additional guidance on the memoranda.

### For More Information

For more information, please contact your assigned SNP regional specialist for school food authorities or Child Nutrition Programs regional specialist for community organizations.

SCC/MVP/cc