



**COMMONWEALTH of VIRGINIA
Department of Education**

September 30, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2016-2017

The Code of Federal Regulations Title 7, Part 210.18, requires the Virginia Department of Education to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, special milk, and other programs, as applicable, in each participating school division and other sponsoring school food authorities. This review is a comprehensive evaluation designed to assess compliance with regulations, standards, and state and federal laws. Section 207 of the Healthy, Hunger-Free Kids Act of 2010 amended the National School Lunch Act to require implementation of a unified accountability system to ensure school food authority (SFA) compliance with program requirements. In response, USDA assessed the administrative review regulations and developed an updated administrative review process for the National School Lunch Program and School Breakfast Program, including a three-year review cycle for all school food authorities (SFA). For your information, the schedule of school division and public residential childcare institution (RCCI) administrative reviews for the ongoing three-year cycle is in Attachment A to this memo.

The federal administrative review of the school nutrition programs involves both off-site and on-site data collection, staff interviews, document reviews, and observation of the school nutrition programs in operation. A detailed review schedule for the 2016-2017 school year, including the dates for off-site pre-review data collection and the on-site review, is in Attachment B to this memo. School divisions scheduled for a review during the 2016-2017 school year are asked to immediately compare the on-site review dates to the division calendar. Contact Lynne A. Fellin, Associate Director of School Nutrition Programs, no later than October 14, 2016, with any dates during the week scheduled for the on-site review when meals would not be offered to students due to holidays, scheduled breaks, or other reasons.

An orientation session for staff in school divisions and RCCIs scheduled for a school nutrition program federal administrative review during the 2016-2017 school year will be conducted by webinar on Thursday, October 13, 2016. It is recommended that each SFA to be reviewed have at least one representative participate in the orientation; the representative should have divisionwide responsibility for the school nutrition programs. Additional information and registration details for the orientation session webinar will be sent directly to the school nutrition director or point of contact for each SFA scheduled for review.

Questions regarding the school nutrition program federal administrative review process should be directed to Lynne A. Fellin, Associate Director of School Nutrition Programs, at (804) 225-2717 or by email at lynne.fellin@doe.virginia.gov or Sandra Curwood, Director of School Nutrition Programs, at (804) 225-2074 or by email at sandra.curwood@doe.virginia.gov.

SRS/SCC/LAF/idl

Attachments:

- A. [FPAR Schedule Three-year Cycle](#) (PDF)
- B. [School Nutrition Programs FPAR Schedule 2016-2017](#) (PDF)

