# SCNP Memo #2023-2024-45

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: February 1, 2024

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

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

## SUBJECT: School Year 2023–2024 Virginia Local Food Data Collection

The purpose of this memorandum is to release the 2023–2024 Virginia Local Food Tracking Tool and invite Virginia school food authorities (SFAs) and community sponsors to a training webinar on completing and submitting the Tracking Tool. **Completed Tracking Tools should be submitted to Bee Thorp, Lead Farm to School Specialist, via email at** [**Brittany.Thorp@doe.virginia.gov**](mailto:Brittany.Thorp@doe.virginia.gov) **by August 1, 2024.**

### Training Webinar

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) will host a training webinar on completing the 2023–2024 Virginia Local Food Tracking Tool **on Thursday, February 8, 2024, at 2:00 p.m. Please**[**register in advance for this webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_F1mLld3HQfW4dALHjeKwTA#/registration)**.** The VDOE-SCNP will distribute a recording of this training webinar immediately following the live event.

### 2023–2024 Virginia Local Food Tracking Tool

SFAs and community sponsors should report data on all local food purchased between July 1, 2023–June 30, 2024, using the 2023–2024 Virginia Local Food Tracking Tool that is Attachment A to this memo.The Tracking Tool was developed in partnership with Virginia Tech and with feedback obtained by school and community sponsors following the previous year's data collection process. The Tool was modified slightly to reduce the burden of reporting and streamlined to focus on necessary data points. This data is collected to:

* **compare** local food procurement data year-to-year;
* **identify** regional gaps in the adoption of farm to school best practices;
* **target** training and technical assistance based on reported data;
* **assist** SFAs in completing the USDA Farm to School Census; and
* **support** the Procurement Strategic Objective included in the Virginia Farm to School Strategic Plan.

### For more information

For more information, please contact Bee Thorp, Lead Farm to School Specialist, via email at [Brittany.Thorp@doe.virginia.gov](mailto:Brittany.Thorp@doe.virginia.gov).

SCC/BHT/fd

### Attachments

1. 2023–2024 Virginia Local Food Tracking Tool