# SNP Memo #2023-2024-47

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

DATE: February 8, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Team Nutrition Readiness and Retention Training Program Incentive Payment Notification

The purpose of this memorandum is to notify school food authorities (SFAs) participating in the Team Nutrition Readiness and Retention Training Program (Program) for cafeteria managers of their incentive payments. As outlined in [SNP Memo No. 2022-2023-35](https://www.doe.virginia.gov/home/showpublisheddocument/39734/638067385229100000), each participating school cafeteria manager who completes the Program will receive a $175 incentive. Managers were required to complete the Program (i.e., two hours of e-learning modules plus a six hour in-person workshop) by December 31, 2023, to be eligible for the incentive.

### Incentive Payment Information

The Program incentives are federally funded through the USDA FY 22 Team Nutrition Training Grant (award number 202221N350330, CFDA 10.574, project code DOE86516). Attachment A includes the total incentive amount each SFA will receive, based on the SFA's total number of staff who were enrolled in the Program and completed all requirements by December 31, 2023. Only those SFAs that opted into the Program for cafeteria managers on or before the deadline of January 31, 2023, submitted the required information for cafeteria managers by March 31, 2023, and had cafeteria managers who completed training requirements by the deadline are eligible for the incentive.

Incentive payments will be disbursed from the Virginia Department of Education (VDOE) to each SFA on March 15, 2024, via electronic data interchange (EDI). Once disbursed from the VDOE, each SFA is responsible for providing the incentives to eligible cafeteria managers. **When disbursing the $175 incentive to eligible cafeteria managers, please reference the list that was provided in the *Cafeteria Manager Incentive Eligibility* email sent on January 10, 2024.**If there were changes to the original list that was provided, please use the most updated list.Please note that this is considered income.

### For more information

Please see [SNP Memo No. 2022-2023-35](https://www.doe.virginia.gov/home/showpublisheddocument/39734/638067385229100000) for more information about the Program. Should you have any questions about the Program or the incentives, please contact Katelynn Stansfield, Team Nutrition Training Grant Project Specialist, via email at [Katelynn.Stansfield@doe.virginia.gov](mailto:Katelynn.Stansfield@doe.virginia.gov).

**Attachments:**

1. Team Nutrition Readiness and Retention Training Program Incentive Payments