# SCNP Memo #2023-2024-57

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

DATE: February 29, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Fiscal Year 2023-2024 Summer Food Service Program and Seamless Summer Option Training and Application

The purpose of this memorandum is to notify new and returning Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) sponsoring organizations of the federal fiscal year (FY) 2023-2024 state agency training and application timeline.

### FY 2023-2024 SFSP Programmatic Trainings

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) will host two identical FY 2023-2024 programmatic training sessions. The sessions will include programmatic and meal pattern requirements and guidance on rural non-congregate feeding.

***All sponsoring organizations planning to operate the SFSP in FY 2023–2024 must attend one of the sessions. The school nutrition program director must attend for school food authorities and the executive director or program contact must attend for community organizations. This training is not required for sponsors operating the SSO.***

March 20, 2024, 2:00–4:00 p.m. [Register in advance for the March 20 SFSP programmatic training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_HOSXQyt5TMeex9yIWc25Cg) After registering, you will receive a confirmation email containing information about joining the webinar.

March 28, 2024, 2:00–4:00 p.m. [Register in advance for the March 28 SFSP programmatic training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_KBopocioTjqudDEOgXMY3Q) After registering, you will receive a confirmation email containing information about joining the webinar.

### Rural Non-Congregate Workbook Webinar

The VDOE-SCNP will host a webinar on how to complete the rural non-congregate workbook, which is a required application component for sponsoring organizations operating rural non-congregate meal services in the SFSP and SSO. A recording of this webinar will be distributed.

March 25, 2024, 2:00–3:00 p.m. [Register in advance for the March 25 Rural Non-Congregate Workbook webinar.](https://doe-virginia-gov.zoom.us/webinar/register/WN_JiEuXalVSymkq73Sr8O0Zg) After registering, you will receive a confirmation email containing information about joining the webinar.

### FY 2023-2024 SFSP Application

The FY 2023-2024 SFSP application packet will open in SNPWeb on April 1, 2024, for sponsors operating a summer program. Please do not begin the application process prior to this date, as the VDOE-SCNP is working to update resources needed to complete the application. The FY 2023-2024 SFSP application packet is only open in SNPWeb for sponsoring organizations planning for emergency closures.

***Sponsoring organizations operating rural non-congregate meal service this summer must submit the SFSP application by May 1, 2024. The rural non-congregate workbook must be submitted along with the SNPWeb application packet.***

Application packets should be submitted 30 days prior to operation; ***the*** ***VDOE-SCNP cannot retroactively reimburse sponsors for meals served prior to approval.***

The federal deadline to submit a SFSP application is June 15, 2024.

If submitting requests for advance payments, please adhere to the request submission deadlines below:

* May 1 for a June 1 advance
* June 15 for a July 15 advance
* July 15 for an August 15 advance

Please note that advances are not available to school food authorities without demonstrating financial need.

### SSO Applications

School sponsors choosing to operate the SSO instead of SFSP will need to complete the SSO site applications within the school year 2023-2024 School Nutrition Programs application packet in SNPWeb. ***SSO site applications must be submitted by May 1, 2024.***

***The rural non-congregate workbook must be submitted along with the SNPWeb application packet. Meals served prior to VDOE-SCNP application approval will not be considered reimbursable.***

### Actions Required

* Register for and attend the March 20 or March 28 SFSP programmatic training session.
* If operating a rural non-congregate meal service in summer 2024, register for and attend the March 25 webinar on completing the rural non-congregate workbook.
* Complete the SFSP or SSO application packet and rural non-congregate workbook, if applicable, by the prescribed application deadline.

The VDOE-SCNP looks forward to another successful summer partnering with school divisions and community organizations across the Commonwealth to ensure children have equitable access to good, healthy food. If you have any questions, please contact your assigned SNP regional specialist for school sponsors or CNP regional specialist for community sponsors.

### For More Information

For more information, please contact your School Nutrition Programs regional specialist for schools or Community Nutrition Programs regional specialist for community organizations.

SCC/MVP/fd