# SCNP Memo #2023-2024-77

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 9, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Submission of the Annual Application for School Year 2024-2025

This memo provides guidance to school food authorities (SFAs) on how to submit the school year (SY) 2024–2025 SNPWeb application for participation in the school nutrition programs. These programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), and the Afterschool Snack Program (ASP).

The SY 2024–2025 application packet will open in SNPWeb on Monday, May 10, 2024, and must be submitted by **July 1, 2024**. SY 2024–2025 claims for reimbursement cannot be paid until the annual application is approved by the VDOE-SCNP.

### Training Webinar

To assist SFAs in completing the SY 2024–2025 annual application packet in SNPWeb, the VDOE-SCNP will host a **training webinar on Wednesday, May 15, 2024, at 2:00 p.m.** Local school nutrition directors are encouraged to attend. Other staff are also welcome to attend. **Please**[**register in advance for this webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_ykTUdcq2ThypKCe-liG09w)**.**

The webinar recording and slides will be added to the *Download Forms* section of SNPWeb following the training.

### Addendums to the Permanent Agreement

All addendums to the permanent agreement need to be included with the annual application packet in the *Attachment List* section. The following addendums are required to be submitted with the application packet every year. These addendums are located in the *Download Forms* section of SNPWeb.

* **Free and Reduced-Price Policy Statement** must be signed by the school division’s school nutrition director and is required for all sponsors operating the NSLP, SBP, ASP, Seamless Summer Option (SSO), and those SMP sponsors offering free milk only. Both pricing and non-pricing SFAs must upload this signed form.
* **SSO addendum**, if applicable.
* **Fresh Fruit and Vegetable Program addendum**, if applicable.
* **Provision 2 and Community Eligibility Provision (CEP) addendums** are required for SFAs in their base year of the provision. More information about the CEP application process is forthcoming in a Superintendent’s memo.

### Revenue from Non-Program Foods (A la Carte)

Federal regulations require SFAs to ensure that non-program food revenues equal at least the same proportion as their food costs. Non-program foods are considered anything other than reimbursable meals sold in participating schools and purchased with funds from the nonprofit school foodservice account. The U.S. Department of Agriculture, Food and Nutrition Service (USDA-FNS) developed a tool to help SFAs calculate the amount of revenue from non-program foods required to meet their cost. The *Non-Program Revenue Tool* is available in the *Download Forms* section of SNPWeb. SFAs are to complete the Tool by **July 31, 2024**, and keep this document on file.

### Paid Lunch Equity and Adult Meal Price Guidance

USDA-FNS Instruction 782-5 Rev.1 specifies that SFAs must, to the extent possible, ensure that federal reimbursements, children’s payments, and other non-designated nonprofit food service revenues do not subsidize program meals served to adults. Instructions for calculating adult meal prices can be found in the *Download Forms* section of SNPWeb. SFAs must use the 2023–2024 NSLP and SBP reimbursement rates when calculating adult meal prices for SY 2024–2025.

All pricing SFAs must complete the *Paid Lunch Equity (PLE) Tool*. Information about completing the tool will be distributed in an upcoming Director’s Memo.

### Private Schools and Residential Child Care Institutions (RCCIs) Only

All private schools and RCCIs are now required to complete the VDOE Federal Funding Accountability and Transparency Act (FFATA) Reporting form. The form can be found in the *Download Forms* section of SNPWeb.

The form, along with a screenshot of your organization’s Unique Entity Identifier (UEI) in SAM.gov, must be uploaded.  Send questions related to this form to [VDOEFinancialReporting@doe.virginia.gov](mailto:VDOEFinancialReporting@doe.virginia.gov).

### Actions Required

SFAs participating in the NSLP, SBP, SMP, and the ASP must complete the following actions for SY 2024-2025:

* Complete the annual application packet within SNPWeb by July 1, 2024.
  + Attach all required addendums and documents to the Attachments List within the application packet.
    - Free and Reduced-Price Policy Statement
    - Addendums to the Permanent Agreement if participating in FFVP, CEP (base year), Seamless Summer Option (SSO), or other Provisional options (base year), as applicable
    - Certifications Regarding Lobbying and Debarment (signed by Superintendent)
    - FFATA Reporting form is required for all private schools and residential child care institutions (RCCIs)
    - PLE Tool for SFAs charging students for school meals
* Complete the Nonprogram Revenue by July 31, 2024.

### For more Information

The SNP User Manual containing a detailed set of instructions for completing the annual application packet for SY 2024–2025 is available in the *Download Forms* section of SNPWeb.

For more information, please contact your assigned School Nutrition Programs regional specialist or the SNP policy mailbox via email at [SNPpolicy@doe.virginia.gov](mailto:SNPpolicy@doe.virginia.gov).

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