# SCNP Memo #2023-2024-83

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 23, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Team Nutrition Readiness and Retention Training Program Training Development Application

The purpose of this memorandum is to inform school divisions currently participating in the Team Nutrition Readiness and Retention Training Program (Program) of funding available for divisions to implement hands on culinary training for cafeteria managers. To apply for this funding, directors of divisions participating in the Program must **complete the Application found in Attachment A by June 14, 2024.**

## Background

In 2022, the Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) received a Team Nutrition Training Grant to implement the Team Nutrition Readiness and Retention Training Program. For more information about the Program, please refer to [SNP Memo No. 2022-2023-35](https://www.doe.virginia.gov/home/showpublisheddocument/39734/638067385229100000). The VDOE-SCNP plans to spend remaining grant funds via sub-grants of up to $10,000 to five school divisions to implement hands-on culinary training for cafeteria managers. School divisions that are currently participating in the Program are eligible to apply. The Application and Scoring Rubric are Attachment A to this memo. The application will close on June 14, 2024, and divisions selected to receive the funding will be notified in July 2024.

Funds will be distributed via a grant award notification (GAN). To receive funds, divisions must agree to adhere to the requirements outlined in Attachment B. **All training must be implemented by April 30, 2025.** Only divisions participating in the Team Nutrition Readiness and Retention Training Program are eligible to apply.

**To apply for this opportunity, please complete Attachment A and submit the completed application to Katelynn Stansfield via email at** [**Katelynn.Stansfield@doe.virginia.gov**](mailto:Katelynn.Stansfield@doe.virginia.gov) **by June 14, 2024.**

## For More Information

For more information, please contact Katelynn Stansfield, Team Nutrition Training Grant Project Specialist, via email at [Katelynn.Stansfield@doe.virginia.gov](mailto:Katelynn.Stansfield@doe.virginia.gov).

SCC/KMS/fd