# SCNP Memo #2023-2024-85

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

DATE: May 23, 2024

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

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

## SUBJECT: Claims Processing During State Fiscal Year-end Close

As the VDOE prepares for the state fiscal year-end close on **June 30, 2024**, the last week for processing claims for reimbursement in the current fiscal year will be June 10, 2024. Claims not submitted in SNPWeb by **Tuesday, June 11, 2024**, at 1:00 pm will be processed after the new state fiscal year begins on **July 1, 2024**.

No claims will be processed the weeks of **June 17** and **June 24** respectively, however claims may still be entered into SNPWeb during this period.

Please direct any questions related to claims processing to Shannon Girouard, SCNP Finance Specialist via email at [Shannon.Girouard@doe.virginia.gov](mailto:Shannon.Girouard@doe.virginia.gov) .

SCC/SMG/fd