# SCNP Memo #2023-2024-88

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: June 20, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## **SUBJECT: New Simplified Approach to The Nonprogram Revenue Tool**

This memo provides guidance to school food authorities (SFAs) on how to complete the Nonprogram Revenue Tool using the new simplified approach. Federal regulations require that all SFAs ensure that nonprogram food revenues equal at least the same proportion as their food costs (7 CFR 210.14(f)). Nonprogram foods include any non-reimbursable foods purchased using funds from the nonprofit school food service account (NSFSA). This encompasses all foods sold in schools as well as adult meals, foods sold outside of school hours, or any foods used for catering or vending activities. For the majority of SFAs, a la carte foods and beverages offered during meal service account for the largest share of nonprogram foods.

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) will now be requiring the new simplified approach to assess compliance with the tool. The SFAs are to complete the Tool by **July 31, 2024.**

## **Action Required:**

* Review Attachment A to this memo, Nonprogram Revenue Tool
* Review the pre-recorded training webinar located in the VDOE-SCNP Training Hub in Virtual Virginia
* Complete Nonprogram Revenue Tool
* File the completed Nonprogram Revenue Tool locally in your office for three years plus the current year

**For more Information**

For more information or questions regarding the Nonprogram Revenue Tool, please contact your assigned School Nutrition Programs regional specialist.

**Attachment:**

1. Nonprogram Revenue Tool

SCC/CNC/fd