



COMMONWEALTH of VIRGINIA
Department of Education

October 2, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2015-2016

The Code of Federal Regulations Title 7, Part 210.18, requires the Virginia Department of Education to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, special milk, and other programs, as applicable, in each participating school division and public residential child-care institution (RCCI). This review, formerly known as Coordinated Review Effort (CRE), is a comprehensive evaluation designed to assess compliance with regulations, standards, and state and federal laws. Section 207 of the Healthy, Hunger-Free Kids Act of 2010 amended the National School Lunch Act to require implementation of a unified accountability system to ensure school food authority (SFA) compliance with program requirements. In response, USDA assessed the administrative review regulations and, as a result, developed an updated administrative review process for the National School Lunch Program and School Breakfast Program, including a new three-year review cycle for all school divisions that began in 2013-2014. For your information, the schedule of school division and RCCI administrative reviews for the ongoing three-year cycle is in Attachment A to this memo.

The federal administrative review of the school nutrition programs involves both off-site and on-site data collection, staff interviews, document reviews, and observation of the school nutrition programs in operation. A detailed review schedule for the 2015-2016 school year, including the dates for off-site pre-review data collection and the on-site review, is in Attachment B to this memo. School divisions scheduled for a review during the 2015-2016 school year are asked to immediately compare the on-site review dates to the division's calendar. Contact Lynne A. Fellin, associate director of school nutrition programs, no later than October 14, 2015, with any dates during the week scheduled for the on-site review when meals would not be offered to students due to holidays, scheduled breaks, or any other reason.

An in-depth orientation session for staff in school divisions and RCCIs scheduled for a school nutrition program federal administrative review during the 2015-2016 school year will be conducted on Wednesday, October 14, 2015. Details of this orientation session will be sent directly to the school nutrition program point of contact for each SFA scheduled for review. It is recommended that each SFA to be reviewed have at least one representative participate in the orientation; the representative should have divisionwide responsibility for the school nutrition programs. Additional information and registration details for the orientation session will be sent directly to the school divisions scheduled to be reviewed.

Questions regarding the school nutrition program federal program monitoring administrative review process should be directed to Lynne A. Fellin, associate director of school nutrition programs, at (804) 225-2717 or by e-mail at lynne.fellin@doe.virginia.gov.

SRS/CDG/LAF/idl

Attachments:

- A. [FPAR Schedule Three-year Cycle](#) (PDF)
- B. [School Nutrition Programs FPAR Schedule 2015-2016](#) (PDF)