



**#207-22**

**Commonwealth of Virginia**  
**Virginia Department of Education**  
**Superintendent's Memo #207-22**

DATE: September 9, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Federal Program Monitoring of the School Nutrition Programs in 2022-2023**

The purpose of this memo is to notify school divisions of the five-year Federal Program Administrative Review cycle and the school year (SY) 2022-2023 schedule of the school nutrition programs (SNP), Summer Food Service Program, and the Procurement Review schedule. The At-Risk portion of the Child and Adult Care Food Program review schedule will be available in October 2022 after programs have been approved.

**VDOE-SNP's Federal Program Monitoring Plan**

The [Code of Federal Regulations Title 7, Part 210.18](#) requires the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, Seamless Summer Option (SSO), and other programs, as applicable, in each participating school division. The VDOE-SNP received a waiver to conduct these comprehensive reviews every five years.

This comprehensive evaluation assesses 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. Attachment A details the

five-year review cycle. SFAs in the first year of a food service management company contract are required to be reviewed.

The VDOE-SNP will conduct onsite monitoring for all SFAs scheduled to receive administrative reviews in SY 2022-2023. SFAs will submit SY 2022-2023 program documentation in advance of the onsite portion of the review to the VDOE-SNP via SNPWeb. Attachment B to this memo indicates the school divisions scheduled to receive a review during SY 2022-2023.

A mandatory orientation webinar is scheduled for Wednesday, September 14, 2022, from 9:00 a.m.-2:00 p.m. for all divisions receiving an FPAR in SY 2022-2023. It is required that the SFA school nutrition program director or administrator, as designated in SNPWeb, participate in the orientation. Other school division staff are welcome to participate. Participants must register in advance for the webinar. A registration confirmation email containing information about joining the webinar will be sent.

## SNP Procurement Review Schedule

State agencies must ensure compliance with procurement requirements in program regulations at 7 CFR Parts 210.21, 215.14a, 220.16, 225.17, and 226.22, and the regulations in 7 CFR Part 3016 and 3019, as applicable. SFAs receive a procurement review every three years.

The VDOE-SNP has contracted with CN Resource (CNR) to perform the required procurement reviews. CNR will conduct the required procurement reviews and communicate with the local school nutrition program administrator during the process. The VDOE-SNP Procurement Specialist is available for any process questions or concerns. Attachment B lists the school divisions scheduled for a procurement review in SY 2022-2023.

A mandatory procurement review orientation webinar is scheduled for Thursday, September 29, 2022, from 2:00-3:00 p.m. for all divisions receiving a procurement review in SY 2022-2023. Participants must register in advance for this webinar. A registration confirmation email containing information about joining the webinar will be sent.

It is required that the SFA school nutrition program director or administrator, as designated in SNPWeb, participate in the orientation. This webinar will serve to introduce CNR staff, discuss the review process, and review required documentation and timelines.

## For more information

Questions regarding the SNP FPAR process should be directed to Andrea Nannery, SNP Coordinator by email at [Andrea.Nannery@doe.virginia.gov](mailto:Andrea.Nannery@doe.virginia.gov) and questions regarding the Procurement Review process can be directed to Courtney Jones, SNP Operations Supervisor at [Courtney.Jones@doe.virginia.gov](mailto:Courtney.Jones@doe.virginia.gov).

SCC/AN/cc

- A. Attachment: [Federal Programs Administrative Review \(FPAR\) Process Master Five-Year Cycle](#) (DOCX)
- B. Attachment: [School Nutrition Programs and Summer Food Service Program Federal Program Monitoring Review and Procurement Review Schedule 2022-2023](#) (DOCX)