# Attachment A

# Superintendent’s Memo #201-22

# September 9, 2022

## **Virginia Department of Education**

## **Fiscal Year 2022 Reimbursement Certification Statement**

## **Pandemic EBT Administrative Funding Sub-Grant**

School Division Name:

School Division Number:

The U.S. Department of Agriculture, Food and Nutrition Service (USDA-FNS) designated funds to be sub-awarded to local entities to assist with the administrative costs associated with P-EBT. The USDA-FNS developed a simplified methodology for states to use in applying for and awarding these sub-grants based on division participation in P-EBT.

In order to receive these funds, school divisions must certify that the funds will be credited to the nonprofit school foodservice account. Funds may only be used by the school nutrition program and are intended as a reimbursement for costs incurred to support P-EBT in school year 2021-2022, such as staffing expenses.

**CERTIFICATION**

I hereby certify that administrative funds, received for the division’s participation and efforts in P-EBT, will be credited to the school nutrition program account and will not be used for any other school purposes. I further certify that these funds will be used solely for the school nutrition programs and will not be used to supplant existing funds provided by the local governing body, if any, and that local funds derived from sources that are not generated by the school nutrition programs will not be reduced or eliminated.

Signed Certification Forms must be returned to [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov) no later than September 23, 2022.

**Division Superintendent:**

Signature line for School Nutrition Director

Signature of Superintendent

Line for School Nutrition Director's printed name

Printed Name of Superintendent

Line for date

Date

**School Nutrition Director:**

Signature line for School Nutrition Director

Signature of School Nutrition Director

Line for School Nutrition Director's printed name

Printed Name of School Nutrition Director

Line for date

Date