



**#259-21**

**Commonwealth of Virginia**  
**Virginia Department of Education**  
**Superintendent's Memo #259-21**

DATE: September 10, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction  
SUBJECT: **Federal Program Monitoring of the School Nutrition Programs in 2021-2022**

The purpose of this memo is to notify school divisions of the five-year cycle and school year (SY) 2021-2022 schedule for **Federal Program Administrative Reviews (FPARs)** of the school nutrition programs (SNP) and the **Seamless Summer Option (SSO)**.

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, SSO, and other programs, as applicable, in each participating school division and other sponsoring school food authorities (SFAs). This review 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 SFA compliance with program requirements. The VDOE-SNP received a waiver to conduct these comprehensive reviews every five years for the SNP. Attachment A to this memo details the five-year review cycle. Please note this cycle is subject to change at any time by the VDOE-SNP.

## School Nutrition Programs Federal Program Administrative Review Plan

At this time, the VDOE-SNP will conduct in-person onsite monitoring for any SFAs scheduled to receive administrative reviews in SY 2021-2022. SFAs will submit SY 2021-2022 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 2021-2022.

A mandatory orientation session for staff in school divisions, residential childcare institutions, and private schools scheduled for a FPAR during SY 2021-2022 will be offered via webinar on Thursday, September 23, 2021, from 8:30 a.m.-1:00 p.m. It is required that the SFA school nutrition program director or administrator participate in the orientation. This must be the person designated in SNPWeb as the program administrator. Other SFA staff are welcome to attend. **Participants must [register in advance for the webinar](#).** After registering, you will receive a confirmation email containing information about joining the webinar.

## School Nutrition Programs Federal Program Administrative Review Schedule Updates

Due to COVID-19, the majority of school divisions originally scheduled to receive a FPAR in school year 2020-2021 were operating under the Summer Food Service Program (SFSP) or the SSO and, therefore, did not receive a review. These school divisions are included in the SY 2021-2022 FPAR schedule. School divisions originally scheduled for a FPAR in SY 2021-2022 will be reviewed in SY 2022-2023, unless they are in the first year of a new food service management company contract. Please refer to Attachment A to this memo for the full five-year cycle.

On May 21, 2021, the USDA-FNS issued [COVID-19: Child Nutrition Response #97](#), *Nationwide Waiver to Provide Flexibility for School Meal Programs Administrative Reviews of School Food Authorities Operating Only the Seamless Summer Option in School Year (SY) 2021-2022*. This waiver allows the VDOE-SNP to exclude NSLP-specific required elements in the review. School divisions scheduled for review in SY 2021-2022 and that are currently operating SSO will receive a FPAR with details reviewed in the mandatory orientation session webinar.

## School Nutrition Programs Federal Program 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. School food authorities (SFAs) are scheduled to receive a procurement review every three years. Please refer to Attachment A to this memo for the full three-year cycle (*\* indicates procurement review*).

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) has contracted with CN Resources (CNR) to perform the required procurement reviews. CNR will conduct the required procurement reviews and communications with the local school nutrition program directors during the process. The VDOE-SNP Procurement Specialist is available for any process questions or concerns.

The procurement review process includes offsite data collection, staff telephone interviews, and document review. Every effort is made to accommodate school calendars. School divisions scheduled for a review during the 2021-2022 program year are noted on **Attachment B**.

A mandatory SNP procurement review webinar will be conducted on September 30, 2021, from 2:00-3:15 p.m. for all local school divisions receiving a procurement review for the 2021-2022 program year. The SNP Director or Administrator is required to attend. This webinar will serve to introduce CNR staff, discuss the review process, and review required documentation and timelines. [Participants must register for the webinar in advance](#). After registering, you will receive a confirmation email containing information about joining the webinar.

## SFSP and At-Risk Child and Adult Care Food Program (CACFP)

### Administrative Review Schedule Updates

A separate memo detailing the review schedules for the SFSP and the At-Risk CACFP is forthcoming.

## For more information

Questions regarding the SNP FPAR process should be directed to the [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov) mailbox or to Dr. Sandy Curwood, Director of School Nutrition Programs, by phone at (804) 225-2074 or by email at [Sandra.Curwood@doe.virginia.gov](mailto:Sandra.Curwood@doe.virginia.gov).

SCC/CC/cc

- A. Attachment: [School Nutrition Programs FPAR Master Five-Year Cycle](#) (DOCX)
- B. Attachment: [School Nutrition Programs FPAR and Procurement Review Schedule 2021-2022](#) (DOCX)

## Resources

- [FPAR Orientation Webinar Registration Form](#)
- [Procurement Review Webinar Registration Form](#)