Attachment A, Memo No. 114-18

May 4, 2018

**VIRGINIA Whole Grain-Rich Exemption Request Form**

INSTRUCTIONS

On November 30, 2017, the United States Department of Agriculture (USDA) published the interim final rule extending the Consolidated Appropriations Act, 2017, Section 474(a) allowing states to offer exemptions from the whole grain-rich requirement in the National School Lunch and School Breakfast Programs for School Year 2018-2019. School Food Authorities (SFAs) must demonstrate hardship in procuring, preparing, or serving compliant whole grain-rich products. A copy of SFA’s bid indicating the inclusion of requested items must accompany the form.

SFAs must complete the following form for each grain-rich product for which they are seeking an exemption. Only **one** per category and only a total of **two** exemptions are permitted (two products total to be offered at a maximum of once per day for one meal type). The reason for requesting the product and justification must be provided. Please send this request form to [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov) by **Friday, June 8, 2018**. Requests submitted after the deadline may not be considered.

SFA INFORMATION

**SFA Name:**

**Submitted by (Name and Title):**

**Email:**

**Phone Number:**

PRODUCT INFORMATION

**Type of Product: BREAD (Group B Only)** Must specify bread type.

**Product Name** (Include description, recipe, manufacturer or product code, etc.)**:**

**Replacement Description:**

**Reason for Request:**

**Day on the Menu:**

**Meal to be Offered:**

**Justification Demonstrating Hardship (Attach supporting documentation and bid document):**

**Signature:**

**Date:**

PRODUCT INFORMATION

**Type of Product: PASTA**

**Product Name** (Include description, recipe, manufacturer or product code, etc.)**:**

**Pasta Description:**

**Reason for Request:**

**Day on the Menu:**

**Meal to be Offered:**

**Justification Demonstrating Hardship (Attach supporting documentation and bid document):**

**Signature:**

**Date:**

PRODUCT INFORMATION

**Type of Product: RICE**

**Product Name** (Include description, recipe, manufacturer or product code, etc.)**:**

**Rice Description:**

**Reason for Request:**

**Day on the Menu:**

**Meal to be Offered:**

**Justification Demonstrating Hardship (Attach supporting documentation and bid document):**

**Signature:**

**Date:**