# SNP Memo #2021-2022-32

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 8, 2022

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Supply Chain Assistance Centralized Local Procurement Pilot Program

### Overview

The purpose of this memo is to inform Virginia school food authorities (SFAs) of the Centralized Local Procurement Pilot Program funded through the U.S. Department of Agriculture (USDA) Supply Chain Assistance (SCA) funds. On December 17, 2021, the USDA announced the allocation of SCA funds in an effort to alleviate supply chain disruptions in school meal programs. The USDA allocated $21,935,911 to the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) to disperse to Virginia SFAs administering the School Breakfast Program (SBP), the National School Lunch Program (NSLP), or the Seamless Summer Option (SSO) of the NSLP. The VDOE-SNP released Superintendents Memo 075–22 related to the use of general SCA funding. All eligible SFAs will have the opportunity to opt into utilizing general SCA funds.

Through [the](https://fns-prod.azureedge.net/sites/default/files/resource-files/allocation-sca-funds.pdf) SCA funding, the USDA included discretionary allocation options for state agencies including one option to support local food procurement. The VDOE-SNP plans to utilize 10 percent ($2,193,591) of its total SCA funds allocation to pilot a centralized procurement program involving regional food hubs. Over 60 SFAs are within reach of a food hub and eligible to participate in the program. **Only the identified SFAs will have the opportunity to participate in the Centralized Local Procurement Pilot Program. Please note that this pilot program is in addition to the SCA general funds.**

### Centralized Local Procurement Pilot Program

The purpose of the Centralized Local Procurement Pilot Program is to alleviate immediate supply chain disruptions in school meal programs, provide schools with easy access to local food, and strengthen regional food systems to withstand potential future disruptions. This funding will help SFAs establish relationships with regional food hubs and provide an opportunity to obtain local food for use in school meal service. For SFAs with established food hub relationships, this funding will help expand local food offerings above and beyond current farm to school activities.

Through this program, the VDOE-SNP will provide each identified public SFA with a $10,000 base payment and an additional allocation based on its proportion of total statewide enrollment as of October 2021. Each identified private SFA will receive a $2,000 base payment. The list of identified SFAs and allocations is included in Attachment A to this memo. Each SFA that opts to participate will use its allocated Centralized Local Procurement Pilot Program funds to order unprocessed and minimally processed local food directly from the assigned food hubs. The food hubs will deliver local food to the SFAs and invoice the VDOE-SNP. No funds will transfer between participating SFAs and the regional food hubs for this program.

SFAs must use the local food purchased with Centralized Local Procurement Pilot Program funds for creditable meals served in the NSLP, SBP, and/or SSO of the NSLP. SFAs must track these funds to ensure funds are being utilized and not overspent. Contracted food hubs will also track each assigned SFA’s allocated amount and provide monthly and quarterly reports to the VDOE-SNP.

### Program Participation

In order to participate in this pilot program, SFAs must sign and return the Centralized Local Procurement Pilot Program Attestation Statement that is included in Attachment B to this memo. The attestation statement must be signed and returned via email to the SNP policy mailbox at [SNPPolicy@doe.virginia.gov](mailto:SNPPolicy@doe.virginia.gov) no later than **Friday, April 15, 2022**. **This attestation statement is in addition to, and separate from, the attestation statement required for use of SCA general funds.**

Due to recent changes within the Virginia food hub landscape, the VDOE-SNP will roll out the Pilot Program using a phased approach. The initial phase will begin in May 2022, phase two will begin in fall 2022, and phase three will begin in early 2023. All SFAs, regardless of the phase in which they are assigned, must still opt in to participate by submitting the Centralized Local Procurement Pilot Program Attestation Statement to the SNP Policy mailbox by Friday, April 15, 2022.

SFAs are not required to participate in this pilot program. SFAs that do not wish to participate must notify the SNP policy mailbox no later than Friday, April 15, 2022. Any remaining funds will be reallocated to participating SFAs. Participation or nonparticipation in the Centralized Local Procurement Pilot Program has no impact or bearing on an SFA’s use of general SCA funds. Please note that SFAs not included in the Centralized Local Procurement Pilot Program are welcome to purchase local food from regional food hubs or any other local source using proper federal procurement methods and other allowable funds as available.

### For more information

For more information, please review the [USDA Supply Chain Assistance: Local Food Funding webinar recording](https://doe-virginia-gov.zoom.us/rec/play/pvX84Xzc8JX7HOtqrigwDI2MTvWLJOx7h4lSXnd2pG9rxXTMaQ02oJZxfjgN2LpVvE0Fft_ONDu-25Oh.eaGqMXgcm_CA8jbb) and/or contact Bee Thorp, SNP Farm to School Specialist, via email at [Brittany.Thorp@doe.virginia.gov](mailto:Brittany.Thorp@doe.virginia.gov).

SCC/BHT/rd

1. Attachment: Centralized Local Procurement Pilot Program Identified School Food Authorities and Allocations
2. Attachment: Centralized Local Procurement Pilot Program Attestation Statement