# SNP Memo #2019-2020-41


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 14, 2020

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: COVID-19 Updates

The purpose of this memo is to provide updates in policies related to the COVID-19 pandemic. The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is working with the U.S. Department of Agriculture (USDA) to provide the latest guidance while providing meals during the COVID-19 pandemic. The following updates apply to the Summer Food Service Program (SFSP), Seamless Summer Option (SSO), and the Child and Adult Care Food Program (CACFP).

* The USDA provided updated guidance on serving meals on weekends and holidays. Sponsors **may** serve meals on weekends and holidays. Please update your application packet to change the number of days you request to serve meals.
* Please inform the VDOE-SNP if there is a disruption in service. The VDOE-SNP is committed to helping sponsors with any complications or challenges. Contact your CNP or SNP regional specialist with this information.
* Accountability and data collection remain an important part of the COVID-19 waiver process. Please remember to keep accurate and detailed records. The VDOE-SNP will provide a template to collect all required data.
* A financial assessment tool was provided on April 6, 2020, to estimate your financial viability for the remainder of the school year. If you have an excess balance spend down plan on file with the VDOE-SNP, you may suspend the implementation of that plan to help with the unanticipated closure of schools. Please work with your SNP regional specialist.
* The School Nutrition Programs Director/Sponsor Conference planned for May has been postponed. Details will be provided as they become available.
* Sponsors may provide bulk meals as long as the individual meals are easily identifiable as a reimbursable meal. Sponsors:
	+ must include the required food components in the proper minimum amounts for each reimbursable meal being claimed;
	+ must ensure that food items are clearly identifiable as making up reimbursable meals;
	+ are encouraged to provide menus with directions indicating which items are to be used for each meal and the portion sizes. For example, a pint of milk would contain two, eight-ounce servings of milk that would meet the required milk component requirement for breakfast and lunch;
	+ should consider whether households have access to refrigeration, stoves, microwaves, etc. when providing food that requires refrigeration or further preparation such as reheating; and
	+ should ensure that only minimal preparation is required and that food is not provided as ingredients for recipes that require chopping, mixing, baking, etc. For example, a box of macaroni and packet of cheese mix would not be allowable.
* Community Eligibility Provision (CEP) due dates have been extended based on a March 26, 2020, wavier from USDA.
	+ For the Identified Student Percentage (ISP) Report, School Food Authorities (SFAs) will use direct certification and enrollment data for June 1 rather than April 1.
	+ SFAs will submit the June 1 data by the new June 15, 2020, deadline.
	+ The VDOE-SNP will post the ISP Report publicly by June 30, 2020.
	+ The CEP application deadline is now July 31, 2020.
* Please submit all meal pattern flexibility requests using the online waiver form detailed on the waiver matrix found in Attachment A of SNP Memo #2019-2020-39, CACFP Guidance During Anticipated Closures.
* Revision requests for the non-congregate waiver can be made using the online waiver form detailed on the waiver matrix found in Attachment A of SNP Memo #2019-2020-39, CACFP Guidance During Anticipated Closures.

Please contact your SNP or CNP regional specialist with any questions.

SCC/BDB/cc