SNP Memo #2020-2021-66

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: June 30, 2021

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Child and Adult Care Food Program Training and Fiscal Year 2021-2022 Application Renewal

The purpose of this memo is to provide sponsoring organizations of the At-Risk portion of the Child and Adult Care Food Program (CACFP) with upcoming required training dates and information on the fiscal year 2020-2021 application renewal.

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), is hosting a two-part training for the At-Risk portion of the CACFP followed by procurement for community sponsoring organizations on August 12, 2021, at 2:00 p.m.

### CACFP Training

The CACFP training will cover both programmatic and meal pattern regulations. The VDOE-SNP will focus on program operations, as allowed by current United States Department of Agriculture (USDA) waivers, which were extended through June 30, 2022.

***This training is mandatory for any organization that plans to operate the CACFP in fiscal year 2021-2022, which runs from October 1, 2021-September 30, 2022.***

### Procurement Training

The second portion of the training will focus on procurement standards for sponsoring organizations of the CACFP and Summer Food Service Program (SFSP). Proper procurement practices are an important component in the afterschool and summer programs, and are essential in demonstrating an organization’s administrative capability. This training will:

* provide an overview of procurement regulations as set forth in the Code of Federal Regulations;
* demonstrate proper procurement practices in the CACFP and SFSP; and
* review the materials and resources the VDOE-SNP has developed to assist sponsoring organizations in remaining in compliance with federal procurement standards.

*Community sponsoring organizations are highly encouraged to participate in this interactive and engaging training. School division participation is welcome; however, content will be geared toward community organizations.*

### CACFP and Procurement Training Information

The trainings will be held on **August 12, 2021; CACFP training from 2:00-3:00 p.m. and procurement training from 3:00-4:00 p.m.**

[**Register in advance for these trainings.**](https://doe-virginia-gov.zoom.us/meeting/register/tZwkduuprz0jHNW72vyFJw8C-Sw7Xo0OYK9n)After registering, you will receive a confirmation email containing information about joining the webinar.

### Fiscal Year 2021-2022 CACFP Application Renewal

The fiscal year 2021-2022 application renewal will be available in SNPWeb on August 20, 2021.

*Any sponsoring organization that plans to claim for October 2021 must have an approved fiscal year 2021-2022 application renewal by October 31, 2021. Please note that applications in the “submitted” status are not considered approved by the VDOE-SNP and claims may not be submitted for reimbursement until the application is in the “approved” status*.

### Fiscal Year 2020-2021 Application (Current Approved Application)

Please be advised that no changes or updates can be made to the fiscal year 2020-2021 application once a sponsoring organization enrolls in fiscal year 2021-2022. If updates to site applications are needed for August and/or September 2021, or if new sites will operate in August and/or September 2021, these changes must be submitted and approved in the fiscal year 2020-2021 application prior to enrolling in fiscal year 2021-2022.

### CACFP SNPWeb Application Renewal Training

The VDOE-SNP will host a training on how to complete the fiscal year 2021-2022 CACFP application renewal on **August 19, 2021, at 2:00 p.m.**

[**Register in advance for this training.**](https://doe-virginia-gov.zoom.us/webinar/register/WN_bfqzxcnsQKCAO12izb7utA) After registering, you will receive a confirmation email containing information about joining the webinar.

For questions regarding the status of your CACFP application renewal, this memo, or general programmatic questions, please contact your assigned SNP regional specialist for schools or CNP regional specialist for community sponsors. The VDOE-SNP looks forward to another successful CACFP season and working together to ensure access to healthy food for all children in Virginia.

SCC/MVP/cc