# SNP Memo #2019-2020-30

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: February 21, 2020

TO: Directors, Supervisors, Contact Persons, and SFSP Sponsors Addressed

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

## SUBJECT: Federal Fiscal Year 2019-2020 Summer Food Service Program Application

The purpose of this memo is to notify School Food Authorities (SFAs) and non-school sponsors of important application deadlines for the federal fiscal year 2019-2020 Summer Food Service Program (SFSP) application.

### Federal Fiscal Year 2019-2020 Application

The federal fiscal year 2019-2020 SFSP application packet is open in SNPWeb for sponsoring organizations planning for emergency closures. The SFSP application packet is also open for sponsoring organizations, both SFAs and non-school sponsors, to begin completing the application for summer 2020. The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) will begin reviewing federal fiscal year 2019-2020 SFSP SNPWeb applications for summer in mid-April.

As a reminder, applications must be submitted 30 days prior to program operation; ***VDOE-SNP cannot retroactively reimburse sponsors for meals served prior to approval.*** The federal deadline to submit an application is June 15, 2020.

If submitting requests for advance payments, please adhere to the request submission deadlines below:

* May 1 for a June 1 advance
* June 15 for a July 15 advance
* July 15 for an August 15 advance

Please note that advances are not available to SFAs without demonstrating financial need.

### SFSP Application Instructions

In an effort to ease the application process, the VDOE-SNP has provided application packet instructions for both SFAs and non-school sponsors. The application instructions can be accessed in the “Download Forms” section of SNPWeb, in the SFSP module.

For questions, SFAs should contact their assigned SNP Regional Specialist and non-school sponsors should contact their assigned CNP Regional Specialist. The VDOE-SNP looks forward to a successful SFSP season and working together to ensure equitable access to healthy foods to all children in Virginia.

SCC/MVP/cc