



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** May 11, 2018  
**TO:** Division Superintendents  
**FROM:** Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction  
**SUBJECT: Submission of the Annual School Nutrition Application Packet for SY 2018-2019**

The purpose of this memo is to provide information to School Food Authorities (SFAs) on the submission of the Annual Application Packet for participation in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Seamless Summer Option (SSO), and the Afterschool Snack Program (ASP). The application packet will be available on Monday, May 14, 2018, and must be submitted in SNPWeb by July 1, 2018. Claims for reimbursement cannot be paid for school year 2018-2019 until the annual application has been submitted and approved by the Virginia Department of Education (VDOE).

### **Permanent Agreement to Participate**

Your Permanent Agreement remains on file with VDOE. The permanent agreement document signed by the division superintendent and VDOE must remain on file by the SFA and be readily accessible during federal reviews. If you have not previously participated in the following programs and would like to add them, an addendum will be required. These programs include the Fresh Fruit and Vegetable (FFVP), the At Risk portion of Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). The addendums are available in SNPWeb as part of the application packet. Base year applications for the provisional programs, including CEP or Provision 2, require an addendum. The addendum is available in the "download forms" section of SNPWeb and is required with submission of the application packet. These applications are due to VDOE by July 1, 2018.

### **Prototype Meal Applications, Letters and Forms**

Prototype meal applications and letters to households are available to school divisions in SNPWeb in the download forms section. The VDOE prototypes will be available May 14, 2018, for school year 2018-2019. U.S. Department of Agriculture (USDA) prototypes can be found at [USDA FNS School Meals](#) ➔. SFAs have the option to use their own customized application and letters to households. Customized applications and letters to households, as well as eligibility notification letters and other required forms, must be submitted to VDOE for review and approval as part of the application packet.

### **Eligibility for Meal Benefits and Initial Carryover Eligibility**

A child's eligibility is in effect from the date of eligibility determination for the current school year and up to 30 operating days in the subsequent school year or until a new eligibility determination is made. The USDA Eligibility Manual for School Meals provides detailed information for eligibility determinations. An electronic copy of the manual is available on the USDA website at: [USDA FNS Eligibility Manual for School Meals](#) ➔.

## **Meal Prices for Students and Adults**

The 2018-2019 USDA Paid Lunch Equity Tool (PLE) is used to calculate the weighted average paid lunch price and determine the required paid lunch price increase, if necessary. The PLE tool must be submitted to VDOE with the application packet. Please see Superintendent's Memo No. 118-18 for additional guidance on completion of the PLE tool. SFAs that are exempt from raising prices should select the "Price Increase not Required" option in the application.

## **Updated Adult Meal Price Guidance**

FNS Instruction 782-5 Rev. 1 specifies that school food authorities must, to the extent possible, ensure that federal reimbursements, children's payments, and other nondesignated nonprofit food service revenues do not subsidize program meals served to adults. In addition, while donated foods may be used in the preparation of adult meals, the current per-meal value of entitlement and/or bonus donated foods must be taken into consideration when establishing the prices charged to adults for meals.

Adult meal prices for breakfast and lunch are calculated by adding the paid meal price plus the value of donated food assistance (entitlement and bonus USDA foods). For nonpricing programs, the adult charge should be at least the amount of reimbursement received for a free lunch plus the per-meal value of both entitlement and bonus USDA foods or, for breakfasts, the rate established for free meals plus the value of bonus USDA foods.

If you have any questions about the application packet, please contact your Regional Specialist for assistance.

SMC/SCC/bdb