



COMMONWEALTH of VIRGINIA
Department of Education

DATE: November 2, 2018

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

SUBJECT: **2018-2019 Federal Procurement Monitoring of School Nutrition Programs**

The purpose of this memo is to notify school divisions of the schedule for federal procurement reviews of School Nutrition Programs (SNP) for the 2018-2019 school year. Attachment A includes the procurement review three-year review cycle.

State agencies must ensure compliance with procurement requirements in program regulations at 7 CFR Parts 210.21, 215.14a, 220.16, 225.17, and 226.22, as applicable, and the government-wide regulations in 7 CFR Part 3016 and 3019, as applicable. School Food Authorities (SFAs) will receive a procurement review every three years.

The procurement review process includes offsite data collection, staff telephone interviews, and document review. Every effort is made to accommodate school calendars. School divisions scheduled for a review during the 2018-2019 school year are asked to immediately compare the review dates to the division calendar. Contact the SNP regional specialist if the review dates conflict with holidays, scheduled breaks, etc.

A SNP procurement review webinar will be conducted on November 15, 2018, at 2 p.m. to review the review process, required documentation, and timelines. To join the webinar, visit [VDOE Adobe Connect](#). The phone number is (800) 832-0736 and the access code is: 2577408. The webinar will be posted to the VDOE website following the webinar.

Questions regarding the SNP procurement review process should be directed to the regional specialist assigned to your school division, via email at SNPPolicy@doe.virginia.gov, or to Sandy Curwood, Director of School Nutrition Programs, at (804) 225-2074 or by email at sandra.curwood@doe.virginia.gov.

JFL/SCC/lj

Attachment

A. Procurement Review Three Year Review Cycle