# SNP Memo #2022-2023-65


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: May 2, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Fiscal Year 2022–2023 Summer Food Service Program SNPWeb Application Packet - Updated Guidance

The purpose of this memorandum is to provide organizations that sponsor the Summer Food Service Program (SFSP) with updated information on the fiscal year (FY) 2022–2023 SNPWeb application packet. This memo replaces the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) Memo #2022-2023-59, published on April 6, 2023.

### FY 2022–2023 Application

***The FY 22–23 SFSP application packet will open in SNPWeb on May 3, 2023, for sponsors operating a summer program. Please do not begin the application process prior to this date. SNPWeb is undergoing an enhancement update and any attempt to begin the application process prior to May 3 2023, will create an application error.*** The FY 22–23 SFSP application packet is only open in SNPWeb for sponsoring organizations planning for emergency closures.

As a reminder, application packets should be submitted as close as possible to 30 days prior to program operation; ***the*** ***VDOE-SNP cannot retroactively reimburse sponsors for meals served prior to approval.*** The VDOE-SNP acknowledges the application packet is opening later than in previous years and will work with sponsoring organizations that submit applications in a timely manner to receive prompt approval.

The federal deadline to submit an application is June 15, 2023.

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 school food authorities without demonstrating financial need.

### Administrative and Operating Plan

Due to updated program regulations as part of the SFSP Final Rule, community organizations that **did not** operate the At-Risk portion of the Child and Adult Care Food Program in FY 2022–2023 are required to complete an Administrative and Operating Plan as part of the FY 2022–2023 SFSP application. This document is in the *Download Forms* section of the SNPWeb SFSP module, and once completed must be uploaded to the *Attachments* section of the SNPWeb SFSP application.

### Non-Congregate Meals in Rural Areas

The VDOE-SNP will track non-congregate meals external from the SNPWeb application in FY 22–23. Sponsoring organizations operating a non-congregate meal service in rural areas will be required to complete additional application components: Non-Congregate SFSP Site Tracker and Home Delivery Certification Form (if applicable). Both documents are in the *Download Forms* section of the SNPWeb SFSP module, and once completed must be uploaded to the *Attachments* section of the SNPWeb SFSP application.

The VDOE-SNP will host a webinar on completing and submitting these documents on

May 2, 2023, at 2:00 p.m., entitled “Tracking Non-Congregate SFSP Feeding Sites in Summer 2023." [Register in advance for this webinar.](https://doe-virginia-gov.zoom.us/webinar/register/WN_tlMIMGggToyA6SQDCSHH4A) After registering, you will receive a confirmation email containing information about joining the webinar. Information regarding this webinar was originally communicated in a Director’s email distributed on April 19, 2023.

### Action(s) Required

* Begin completing the FY 2022­­–2023 SFSP application on or after May 3, 2023.
* Community organizations that did not operate the CACFP FY 2022–2023 must complete an Administrative and Operating Plan as part of the SFSP application.
* Sponsors operating non-congregate meal service in rural areas must:
	+ Complete the Non-Congregate SFSP Site Tracker as part of the SFSP application.
	+ Participate in the “Tracking Non-Congregate SFSP Feeding Sites in Summer 2023” webinar on May 2, 2023.

If you have any questions or for more information, please contact your SNP regional specialist for schools or your CNP regional specialist for community organizations.

SCC/MVP/cc