



**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: September 22, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2017-2018

The purpose of this memo is to notify school divisions of the schedule for federal administrative reviews of the school nutrition programs (SNP) for the 2017-2018 school year. Attachments provided include the three-year review cycle and 2017-2018 schedule. School divisions scheduled for a procurement review for 2017-2018 are also noted on the schedule. However, procurement reviews will not be conducted concurrently and notice will be sent subsequently.

The Code of Federal Regulations Title 7, Part 210.18, requires the Virginia Department of Education (VDOE) to conduct an administrative review of the federally funded breakfast, lunch, afterschool snack, special milk, and other programs, as applicable, in each participating school division and other sponsoring school food authorities (SFAs). This review is a comprehensive evaluation designed to assess compliance with regulations, standards, and state and federal laws. Section 207 of the Healthy, Hunger-Free Kids Act of 2010 amended the National School Lunch Act to require implementation of a unified accountability system to ensure school food authority (SFA) compliance with program requirements. SFAs receive this comprehensive administrative review every three years.

The federal administrative review of the SNP involves both off-site and on-site data collection, staff interviews, document reviews, and observation of the SNP in operation. A detailed review schedule for the 2017-2018 school year is in Attachment B to this memo. Every effort is made to accommodate school calendars. School divisions scheduled for a review during the 2017-2018 school year are asked to immediately compare the on-site review dates to the division calendar. Contact Sandy Curwood, Director of School Nutrition Programs, no later than October 13, 2017, with any dates during the week scheduled for the on-site review when meals would not be offered to students due to holidays, scheduled breaks, or other reasons.

A mandatory orientation session for staff in school divisions and Residential Child Care Institutes (RCCIs), scheduled for a SNP federal administrative review during the 2017-2018 school year, will be conducted by a webinar on October 5, 2017, at 2:00 pm. It is required that each SFA, to be reviewed, have at least one representative participate in the orientation; the representative should have divisionwide responsibility for the SNP. Additional information and registration details for the orientation session webinar will be sent directly to the school nutrition director or point of contact for each SFA scheduled for review.

Questions regarding the SNP federal administrative review process should be directed to SNPPolicy@doe.virginia.gov or Sandy Curwood, Director of School Nutrition Programs, at (804) 225-2074 or by email at sandra.curwood@doe.virginia.gov.

SRS/SCC

Attachments:

- A. [FPAR Schedule Three-Year Cycle](#) (Word)
- B. [School Nutrition Programs FPAR Schedule 2017-2018](#) (XLS)

