



COMMONWEALTH of VIRGINIA  
Department of Education

February 12, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: School Breakfast Program – Fiscal Year 2016 State Funding Incentive Payment for Increased Student Participation in 2014-2015**

The General Assembly appropriated funds for state fiscal year 2016 (FY16) for the incentive program for improved student participation in school breakfast programs. This incentive funding is available to any school division that increased per student breakfast participation in school year (SY) 2014-2015 above the baseline established in school year 2003-2004 (base year). Each school division's baseline is unique to its base year breakfast participation.

The level of funding is \$0.22 for each meal served above the base year number of meals served per student for each division. For FY16, actual student participation from school year 2014-2015 was compared to the base year to determine the level of funds earned. The attached spreadsheet ([Attachment A](#)) shows total incentive funding earned for each school division.

The funds will be paid via electronic data interchange (EDI) on a semi-monthly recurring basis through June 30, 2016. The first semi-monthly payment will be February 16, 2016. The payments will appear on the EDI notice as State School Breakfast Incentive Funds – revenue source code 240347.

These funds must be credited to the school nutrition program account and may not be used for any other purpose. The school nutrition program financial reports submitted to the Department of Education will be monitored to determine compliance with this provision.

[Attachment B](#) to this memorandum is a certification statement that is required to be signed and returned to the Department of Education no later than March 18, 2016. Signing and submitting this statement completes the documentation required to receive funds for this program. Any school division that does not complete the certification form and does not reflect the deposit of such funds to the school nutrition program account in their annual financial report submitted to the Department in July 2016, will be required to either return the funds directly to the Department or the funds will be recovered through a deduction from a future payment for Basic Aid. This certification statement should be submitted to:

Office of School Nutrition Programs  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120

Please direct questions regarding the school breakfast program to Catherine Digilio Grimes, director of school nutrition programs, at (804) 225-2074 or by e-mail at [Catherine.digilio-grimes@doe.virginia.gov](mailto:Catherine.digilio-grimes@doe.virginia.gov) or Lynne

Fellin, associate director, at (804) 225-2074 or e-mail at [lynne.fellin@doe.virginia.gov](mailto:lynne.fellin@doe.virginia.gov). Questions regarding the school breakfast funding formula should be directed to the budget office staff at (804) 225-2025.

SRS/CDG/idl

Attachments:

- A. [FY16 State Breakfast Incentive Funding Calculations and Payments](#) (PDF)
- B. [FY16 State Breakfast Incentive Funding Certification Statement](#) (Word)