SNP Memo #2023-2024-26


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: September 28, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Federal Fiscal Year 2023–2024 Child and Adult Care Food Program Make-Up Training

The purpose of this memo is to provide sponsoring organizations of the At-Risk portion of the Child and Adult Care Food Program (CACFP) with information on the upcoming make-up training, scheduled for October 10, 2023, from 1:00–2:30 p.m.

Action required:

* Register for and attend the CACFP make-up training if you plan to participate in the CACFP and have not attended one of the previous three training sessions.

Federal regulations require CACFP sponsoring organizations to attend annual state agency training. This requirement was outlined in the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) memo 2023-2024-07, distributed on July 17, 2023. The VDOE-SNP is hosting a make-up training for any sponsoring organization that did not attend one of the three previously offered training sessions. ***The school nutrition program director must attend for school food authorities and the executive director or program contact must attend for community organizations.***

The make-up training is also open to any CACFP sponsoring organization wanting additional training.

[Register in advance for the make-up training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_FEFAFOQYR3yO6sOmIelZQw) After registering, you will receive a confirmation email containing information about joining the webinar.

### For more information

For information, please contact your assigned SNP regional specialist for schools or Child Nutrition Programs regional specialist for community organizations.

SCC/MVP/cc