# SNP Memo #2022-2023-30

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: October 12, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Join the Virginia Standardized Recipe Development Team!

The purpose of this memorandum is to recruit new members to the Virginia Standardized Recipe Development Team. **All interested school divisions must complete and submit Attachment A, the Virginia Standardized Recipe Development Team Application, by COB Friday, October 27, 2023, to be considered for this opportunity.**

The Recipe Development Team will:

* develop, standardize, and implement a total of eight new standardized recipes featuring Virginia Harvest of the Month items
* consist of four regionally-diverse school division teams
  + A school division team includes a school nutrition director plus one additional school nutrition team member
  + School nutrition team members could include chefs, nutritionists, menu planners, field supervisors, managers, etc.
* meet monthly with the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) to develop recipes, provide updates, and troubleshoot any hurdles
* receive a stipend ($4,800 per team member) once recipes are successfully implemented in participating school divisions
* receive up to $500 (per school division team) for recipe testing food and supplies

Additional details and specific requirements for serving on the Recipe Development Team can be found in the Sample Memorandum of Agreement that is Attachment B to this memo.

### For more information

For questions or for more information about the Virginia Standardized Recipe Development Team, contact Kelly Shomo, SNP Training, Program Improvement, and Grants Supervisor, via email at [Kelly.Shomo@doe.virginia.gov](mailto:Kelly.Shomo@doe.virginia.gov).

SCC/KNS/cc

### Attachments

1. 2023–2024 Virginia Standardized Recipe Development Team Application
2. Sample Memorandum of Agreement