# SCNP Memo #2024-2025-02

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 3, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Child and Adult Care Food Program Additional Requirements, Upcoming Training, and Fiscal Year 2024-2025 Application Renewal

The purpose of this memorandum is to provide sponsoring organizations of the At-Risk Afterschool Meals portion of the Child and Adult Care Food Program (CACFP) with information on additional requirements that become effective October 1, 2024. This memorandum also provides information on several upcoming training opportunities to support sponsoring organizations in implementing these changes as well as information on the fiscal year (FY) 2024–2025 application renewal.

### Actions Required

* Register for and attend the [August 22, 2024, Production Records Training webinar](https://doe-virginia-gov.zoom.us/webinar/register/WN_qHkdwtrQRpW3Pc-Jc5SCeA#/registration).
* Register for and attend the [September 19, 2024, CACFP Financial Reviews Training webinar](https://doe-virginia-gov.zoom.us/webinar/register/WN_k-s8rw7BT-yWrXZ9q-8REQ) (community organizations only).
* Register for and attend one of the mandatory CACFP Programmatic Training webinars, on [August 8, 2024](https://doe-virginia-gov.zoom.us/webinar/register/WN_vZ6dq0y4Rqqnzs6ZkHLZag#/registration), or [August 15, 2024](https://doe-virginia-gov.zoom.us/webinar/register/WN_CnvvEKhhSTu_m21lGyfp5w#/registration).
* Update your organization’s FY 2023–2024 CACFP application to reflect August and September 2024 operations, then submit your organization’s FY 2024–2025 CACFP application renewal on or after August 12, 2024. FY 2024–2025 renewals must be approved by October 31, 2024, to claim October 2024 meals.

### Production Records *(school divisions and community organizations)*

Effective October 1, 2024, CACFP sponsoring organizations, including both school divisions and community organizations, will be required to maintain production records for each meal and snack service claimed for reimbursement. Production records are an essential tool for forecasting, studying menu trends, conducting nutrient analysis, and assessing compliance with meal pattern requirements.

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) will host a Production Records Training webinar on August 22, 2024, from 2:00–3:00 p.m. [Register in advance for this training](https://doe-virginia-gov.zoom.us/webinar/register/WN_qHkdwtrQRpW3Pc-Jc5SCeA). After registering, you will receive a confirmation email containing information about joining the webinar.

### Two Year Review Cycle *(community organizations only)*

On August 23, 2023, the U.S. Department of Agriculture, Food and Nutrition Service (USDA-FNS) published the [Child Nutrition Program Integrity Final Rule](https://www.federalregister.gov/documents/2023/08/23/2023-17992/child-nutrition-program-integrity), which requires community organizations sponsoring the CACFP to receive an administrative review every two years. Effective October 1, 2024, the VDOE-SCNP will place all community organizations sponsoring the CACFP on a two-year administrative review cycle. *School divisions sponsoring the CACFP will remain on a three-year administrative review cycle.*

### Financial Reviews *(community organizations only)*

The Child Nutrition Programs Integrity Rule also requires state agencies to conduct annual financial reviews for community organizations sponsoring the CACFP, effective October 1, 2024. On May 28, 2024, the USDA-FNS published [CACFP 09-2024: Implementation Guidance: State Agency Financial Review Requirements](https://fns-prod.azureedge.us/sites/default/files/resource-files/cacfp09-2024os.pdf), which provides additional guidance to state agencies on conducting CACFP financial reviews. *School divisions are exempt from this requirement.*

The VDOE-SCNP is currently developing a policy and procedure for conducting CACFP financial reviews and will share details on this process on September 19, 2024, from 2:00–3:00 p.m. [Register in advance for this training](https://doe-virginia-gov.zoom.us/webinar/register/WN_k-s8rw7BT-yWrXZ9q-8REQ). After registering, you will receive a confirmation email containing information about joining the webinar.

### Monthly Community Sponsor Calls *(community organizations only)*

Beginning in September 2024, the VDOE-SCNP will offer monthly calls for community organizations sponsoring the CACFP and/or Summer Food Service Program. These calls are an opportunity for community organizations to share best practices, connect with CNP regional specialists, and receive direct guidance from the VDOE-SCNP.

Details for the September 2024 meeting, including the date, agenda, and registration information, are forthcoming via Director’s email.

### FY 2024–2025 CACFP Annual Programmatic Training *(school divisions and community organizations)*

The VDOE-SCNP will host two identical CACFP programmatic training sessions. ***All sponsoring organizations planning to operate the CACFP in FY 24-25 must attend one of the sessions. The school nutrition program director must attend for school divisions and the executive director or program contact must attend for community organizations.***

August 8, 2024, 1:00–3:00 p.m. [Register in advance for the August 8 CACFP programmatic training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_vZ6dq0y4Rqqnzs6ZkHLZag) After registering, you will receive a confirmation email containing information about joining the webinar.

August 15, 2024, 1:00–3:00 p.m. [Register in advance for the August 15 CACFP programmatic training.](https://doe-virginia-gov.zoom.us/webinar/register/WN_CnvvEKhhSTu_m21lGyfp5w) After registering, you will receive a confirmation email containing information about joining the webinar.

### FY 2024-2025 CACFP Application Renewal *(school divisions and community organizations)*

The FY 2024–2025 application renewal will be available in SNPWeb on August 12, 2024.

***Any sponsoring organization that plans to claim for October 2024 must have an approved fiscal year 2024–2025 application renewal by October 31, 2024. Please note that applications in the “submitted” status are not considered approved by the VDOE-SCNP and claims may not be submitted for reimbursement until the application is in the “approved” status*.**

Please be advised that no changes or updates can be made to the current FY 2023–2024 application once a sponsoring organization enrolls in FY 2024–2025. If updates to site applications are needed for August and/or September 2024, or if new sites will operate in August and/or September 2024, these changes must be submitted and approved in the FY 2023–2024 application prior to enrolling in FY 2024–2025.

As a reminder, the Code of Virginia §22.1-207.4:2 requires eligible schools to participate in the At-Risk portion of the CACFP. School divisions must attend one of the programmatic training sessions prior to operation.

### For more Information

For more information, please contact your assigned SNP regional specialist for schools or CNP regional specialist for community organizations.

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