# SNP Memo #2024-2025-23

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 12, 2024

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Federal Program Monitoring of the School Nutrition Programs in 2024–2025

The purpose of this memorandum is to notify school divisions of the five-year Federal Program Administrative Review (FPAR) cycle and the school year (SY) 2024–2025 schedule of the school nutrition programs (SNP), Summer Food Service Program (SFSP), and the At-Risk portion of the Child and Adult Care Food Program (CACFP) for school divisions only. The SFSP and CACFP review schedule for school divisions and community organizations will be forthcoming. SFSP and CACFP reviews are included in this memorandum only for school divisions on this year’s FPAR schedule.

### Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) Federal Program Monitoring Plan

The [Code of Federal Regulations Title 7, Part 210.18](https://www.govinfo.gov/app/details/CFR-2011-title7-vol4/CFR-2011-title7-vol4-sec210-18) requires the VDOE-SCNP to conduct an administrative review of the federally funded nutrition programs in each participating school division. The VDOE-SCNP received approval from the United States Department of Agriculture (USDA) to conduct these comprehensive reviews on either a five-, three-, or two-year cycle, based on established criteria and a risk assessment.

This mandatory comprehensive evaluation assesses regulatory compliance, standards, and state and federal laws. Public school food authorities (SFAs) in good standing based on risk assessment with the federal school and child nutrition programs are on a five-year cycle. Public SFAs and residential childcare institutions in good standing that utilize food service management company contract (FSMC) are on a three-year cycle. These SFAs will receive an FPAR in the first year of a new FSMC contract. Private SFAs are on a two-year cycle. Attachment A details the review cycles.

Attachment B indicates the school divisions scheduled to receive a review during SY 2024–2025 and the programs being reviewed.

### Mandatory Virtual FPAR Training

The VDOE-SCNP uses Virtual Virginia (VVA) to offer online professional learning opportunities to Virginia schools. The VDOE-SCNP created a **mandatory**, self-paced training entitled [*VDOE Federal Program Administrative Review (FPAR) Training*](https://vdoelearning.catalog.instructure.com/courses/vdoe-federal-program-administrative-review-fpar-training)in VVA. This course is intended to prepare SFAs for upcoming FPARs. It reviews the FPAR process, areas of review, common findings, and best practices. It is required that the SFA SNP director or administrator, as designated in SNPWeb, complete this training course. SFAs receiving an FPAR in October and November must complete the course by **Monday, October 7, 2024**. SFAs receiving an FPAR later in the school year must complete the course by **Friday, November 15, 2024**.

Users must enroll in the course using the link provided. More information on accessing the VDOE-SCNP trainings in VVA can be found on the [VDOE-SCNP Training & Resources webpage](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/training-resources).

### Updates to the Review Process

All documentation review for the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Seamless Summer Option (SSO), SFSP, and CACFP will be conducted offsite prior to the reviewers visit to the school division. The onsite portion of the review will include meals observations and alignment of practices with written procedures. SFAs will submit all SY 2024–2025 and any applicable SY 2023–2024 program documentation **in advance of the onsite portion of the review** to the VDOE-SCNP via SNPWeb by the date outlined in the FPAR notification letter. Documents will be reviewed prior to the entrance conference and onsite review and observations.

Two documents must be submitted to VDOE-SCNP via the SNPWeb Compliance Module, *Review Attachments* section no later than **Friday, October 4, 2024**.for all SFAs receiving a review in SY2024-2025. The Local School Wellness Policy and the comprehensive Food Safety Management Plan must be submitted by this date to allow the VDOE-SCNP time to review and provide feedback to the SFA. All remaining review documents must be submitted by the date indicated in the FPAR Notification Letter.

### For More Information

Questions regarding the SNP FPAR process should be directed to your assigned School Nutrition Programs regional specialist or Andrea Nannery, SNP Coordinator by email at [Andrea.Nannery@doe.virginia.gov](mailto:Andrea.Nannery@doe.virginia.gov).

SCC/AMN/cc