

**SCHOOL NUTRITION PROGRAMS
VIRGINIA DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120**

INSTRUCTIONS FOR COMPLETING THE LETTER OF AGREEMENT

A. General Instructions:

- Submit two complete copies each with **original** signatures.
- All documents and copies must have **original** signatures.
- Deadline: **JULY 1, 2001** - Return all completed documents to:

**Virginia Department of Education
School Nutrition Programs
Post Office Box 2120
Richmond, VA 23218-2120**

B. LETTER OF AGREEMENT between the Virginia Department of Education and the School Food Authority (Form SNP 10 – Agreement)

1. Type in School Division name and division number on page 1.
2. Mark an AX@ in the box next to the Program(s) in which the school division will be participating on page 1.

C. ATTACHMENT SNP 10A-1—School Division Data Sheet

Fill in the blanks with the appropriate information.

D. ATTACHMENT SNP10A-2- List of School Nutrition Programs and operating dates.

1. The school nutrition program units on this form are those that were approved during last school year (2000-01). Please review them carefully, verify the information, and correct as necessary.
2. Make any changes in name, address, program participation offer versus serve, etc., directly on the form **in red ink**.
3. Put a "Y@" for "yes" in the column for offer versus serve, production kitchen, as applicable.
4. Add any new schools **with school name, physical location address, and**

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telephone number at the end of the list. If a school administration (school name) moves to a different site and/or building, the number assigned the new building must be used. SNP Unit numbers are not transferred from building to building. Site and facility numbers are obtained by calling DOE, Facilities Management (804) 225-2035. The electronic claims program will reject any claims for units and/or programs that have not been approved in advance.

5. Provision 2 Schools: Put a "Y" for "Yes" in the column labeled PRV II for each program that is operated under Provision 2. Enter or correct the date of the Base Year.

E. ATTACHMENT SNP 10A-2.1 – Afterschool Snack Form

If your school division will participate in the Afterschool snack program, as described in Superintendent's Regulatory Memo #2 – dated: April 30, 1999, complete this form. Follow the detailed instructions.

F. ATTACHMENT SNP 10A-2.2- Application for Severe Need Reimbursement Rates (OPTIONAL)



If you have schools that are eligible for severe need breakfast rates and you wish to apply for this higher rate, please follow the detailed instructions enclosed with the form.

G. ATTACHMENT SNP 10A-3: Designation of Division Superintendent

This form is only used when there is a change in superintendent. Complete SNP 10A-3 when the Division Superintendent changes - **original signature** required.

I. ATTACHMENT SNP 10B- Agreement/Memorandum of Understanding for the Disclosure of Confidential Free and Reduced Price Meal Eligibility



The School Food Authority will complete this form and follow the procedures as outlined in Superintendent's Regulatory Memo No. 3 dated June 1, 2001, when an office/agency/program requests the release of individual student meal eligibility information. ***Information can only be shared with those programs authorized in the superintendent's memo.***

I. CERTIFICATION REGARDING LOBBYING

1. Read form carefully.
2. Fill in school division name and address.
3. **Original** signature of Superintendent required.

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