



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

SNP Memo #2016-2017-08

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, *Sandy*
Director, School Nutrition Programs

DATE: December 7, 2016

SUBJECT: On-site Accountability Review Guidance

Every school year, prior to February 1, according to 7 CFR 210.8(a)(1) and 7 CFR 220.11(d)(1), each school division with more than one school (as defined by 7 CFR Part 210.2), to include Residential Child Care Institutions (RCCIs), must perform no less than one on-site review of the meal counting and claiming system and the general areas of review identified under 7 CFR 210.18(h). New this year, a review must be conducted in each school/site operating the National School Lunch Program (NSLP) **and** in 50% of the schools/sites operating the School Breakfast Program (SBP) under its jurisdiction. In the following year, the remaining 50% of the SBP sites must be completed, to ensure all sites are reviewed over a two year period. Each on-site review must ensure the claim is based on the counting and claiming system, as implemented, and the system yields the actual number of reimbursable free, reduced price, and paid meals, respectively, served for each day of operation.

The individual conducting these reviews for the NSLP and SBP, as well as the required reviews for the Afterschool Snack Program (ASP), should be familiar with information in the approved Annual Agreement to Participate and the regulations governing these programs.

Accountability Reviews for NSLP and SBP: These on-site evaluations are the responsibility of the Central Office and **must be completed by February 1, of each school year.**

Accountability Reviews for the Afterschool Snack Program (ASP): The first review must be conducted during the **first four weeks** that the program is in operation and the second review must be completed before the end of program operation for the school year.

Attached are the updated, combined NSLP/SBP checklist form for the accountability review and the instructions for these reviews. The form and instructions may also be downloaded from the Online Forms section of SNPweb; they are Form ID SNP 300. On-site accountability reviews for lunch completed prior to the release of this form do not need to be completed again on the new form. The form for ASP reviews is also available in SNPweb, Online Forms and is listed as SNP 300 ASP.

If you have any questions, please contact the specialist assigned to your division or (804) 225-2082/2074.

SCC/cc

Attachments