

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

INSTRUCTIONS FOR COMPLETING THE LETTER OF AGREEMENT
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A. General Instructions:

- Submit 2 complete copies each with **original** signatures.
- All documents and copies must have **original** signatures.
- Deadline: **JULY 1, 2000** - 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 SL 10 – Agreement)

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

C. ATTACHMENT SL 10A-1 to Letter of Agreement

Fill in the blanks with the appropriate information.

D. ATTACHMENT SL10A-2 List of School Nutrition Programs and operating dates.

1. The school nutrition program units on this form are those that have been approved to participate in the programs listed. Verify this information.
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 phone number** at the end of the list. If a school administration (school name)

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moves to a different site and/or building, the number assigned the new building must be used. SNP Unit numbers do not travel 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.*
6. *Enter any schools/units NOT PARTICIPATING in any school nutrition programs on the bottom or back of the form. Use an additional sheet if necessary.*

E. ATTACHMENT SL 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 on back of the form.*

F. ATTACHMENT SL10A –3: Designation of Division Superintendent.

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

G. 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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