

**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, 2002** - Return all completed documents to:

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

**B. Attachment 2: 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 “X” in the box next to the Program(s) in which the school division will be participating on page 1.
3. Original signatures on two copies are required on page 7.

**C. ATTACHMENT 3: SNP 10A-1—School Division Data Sheet**

Fill in the blanks with the appropriate information. Make sure an E-mail address is included for the School Nutrition point of contact.

**D. ATTACHMENT 4: 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 (2001-02). 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**.

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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 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 5: SNP 10A-2.1 – Afterschool Snack Form**

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

**F. ATTACHMENT 6: SNP 10A-2.2- Application for Severe Need Reimbursement Rates (OPTIONAL)**

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

**G. ATTACHMENT 7: 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.*

**H. ATTACHMENT 8: 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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