



COMMONWEALTH of VIRGINIA
Department of Health

Marissa J. Levine, MD, MPH, FAAFP
State Health Commissioner

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Memorandum

Date September 14, 2017

To: Virginia Child and Adult Care Food Program Sponsors and Summer Food Service Program Sponsors; State Agencies; Other Program Stakeholders and Partners

From: Virginia Department of Health

Re: Notification of Staff Transfer from the Virginia Department of Health to the Virginia Department of Education

Dear Sponsors, Agency Partners and Program Stakeholders:

The Virginia Department of Health (VDH) and Virginia Department of Education (VDOE) have been working together to create a transition plan as outlined in the correspondence from May 23, 2017 pertaining to the transfer of the Summer Food Service Program (SFSP) and the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) from VDH to VDOE.

On August 18, 2017, a Memorandum of Agreement (MOA) between VDH and VDOE was signed. The MOA outlines the specifics of the transfer, including identification of the VDH staff that will steward the SFSP and At-Risk Afterschool Meals program transition to VDOE as noted below:

October 2, 2017:

Courtney Jones, SNP Certification and Training Team Supervisor
Brandon Archer, SNP Compliance Review Team Liaison
Kennra Buyalos, SNP Certification and Training Team Liaison
Maggie Erbaugh, SNP Certification and Training Team Liaison

May 1, 2018:

Jon Tirk, SNP Compliance Review Team Liaison

Please note, as of September 30, 2017, the transition team will no longer be accessible through their VDH email addresses and/or phone numbers. Leadership at both agencies will provide updated contact information for their respective staff following the transfer to all sponsors, partners and stakeholders.

Please note that VDH will continue to manage the SFSP current year FY17 for questions, claims, and reviews.

VDOE will administer the SFSP beginning with the application process for FY2018. During the time period between October 2, 2017 and the closeout of FY2017, transferring staff listed above will be available to assist with questions and training for the SFSP for FY2018. Contact information and additional details will be provided as soon as details are finalized.

Please submit any questions pertaining to the SFSP transfer to sfsp@vdh.virginia.gov. For inquiries regarding the At-Risk Afterschool Meals Program transfer, please contact cacfp@vdh.virginia.gov. Additionally, you may contact Special Nutrition Programs staff at (804)-864-7839.

For any questions of the VDOE SNP team, Sandy Curwood may be reached at 805-225-2074 or Sandra.curwood@doe.virginia.gov.

Thank you,



Dr. Mandeep Virk-Baker

Director, Division of Community Nutrition

Virginia Department of Health



Dr. Sandy Curwood

Director, School Nutrition Program

Virginia, Department of Education