



**COMMONWEALTH of VIRGINIA**  
*Department of Health*

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

PO BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

**Date:** March 14, 2018

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

**From:** The Virginia Departments of Health and Education

**Memo:** AMENDED Notification of Second Phase Program and Staff Transfer from the Virginia Department of Health to the Virginia Department of Education

Greetings Sponsors, Agency Partners and Program Stakeholders:

**Please accept this correspondence as the AMENDED Notification of Second Phase Program and Staff Transfer from the Virginia Department of Health to the Virginia Department of Education. The specific revisions are highlighted in yellow, bold type and underlined for your convenience below.**

More specifically, on Tuesday, May 1, 2018, the administration of the At-Risk Afterschool Meals Program component of the CACFP will transfer from VDH to VDOE. With regard to staffing changes, Mr. John Tirk, Special Nutrition Programs Specialist, will transition from VDH to VDOE on May 1, 2018. Please be advised that VDH will continue to administer the Child Care, Adult Day Care, Head Start, Emergency Shelter, Outside School Hours Care, and Family Day Care Home components of the CACFP.

Below are a few critical dates/deadlines to be mindful of as we enter the second phase of Program transition:

- **March 1, 2018:** VDH will no longer accept new sponsor applications for the At-Risk Afterschool Meals Program. Organizations interested in applying to the Program after March 1, 2018, should contact VDOE and Courtney Jones at (804) 786-0178 or Courtney.Jones@doe.virginia.gov.


- **April 27, 2018: VDH will accept new site applications for the At-Risk Afterschool Meals Program from approved sponsors through 5pm EST on April 27, 2018. Changes to existing site applications are also permitted, per the same deadline.**
- **March 2-4, 2018:** VDH's software system, CHAAMPS, will be taken offline in preparation for final data conversion to VDOE. During this time, access to CHAAMPS will be restricted and sponsors will be unable to submit application changes or file/revise claims for reimbursement.
- **May 1, 2018:** VDOE begins to administer the At-Risk Afterschool Meals Program.
- The **March 2018** and **April 2018** claims for reimbursement should be filed through CHAAMPS.
- The deadline for submitting the **March 2018 claim** is **Wednesday, May 30, 2018.**
- The deadline for submitting the **April 2018 claim** is **June 29, 2018.**

Please feel free to submit questions to VDH pertaining to the At-Risk Afterschool Meals Program transfer to [cacfp@vdh.virginia.gov](mailto:cacfp@vdh.virginia.gov). You may also contact Special Nutrition Programs at (804) 864-7800 to speak with Program staff.

For any questions of the VDOE SNP team, please contact Courtney Jones at (804) 786-0178 or [Courtney.Jones@doe.virginia.gov](mailto:Courtney.Jones@doe.virginia.gov).

As always, thank you for your continued support of Child Nutrition Programs in the Commonwealth and your dedication to our joint effort to combat hunger in Virginia!

Sincerely,



Mandeep Virk-Baker, PhD, MPH, RD  
 Director, Division of Community Nutrition  
 Virginia Department of Health



Sandy Curwood, PhD, RDN  
 Director, Office of School Nutrition Programs  
 Virginia Department of Education