



DEPARTMENT OF EDUCATION

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January 9, 2024

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Aimee F. Beam, MS, RD *AB*
Education Associate, Nutrition Programs

**SUBJECT: 2024 Operational Memo #3
FY24 Administrative Review Schedule**

The CACFP Administrative Review schedule for 2024 has been set. Administrative Reviews will be conducted by both the Delaware Department of Education Nutrition Programs staff, and our contractor, MH Miles Company, CPA, PC.

Reviews will continue to be conducted in a hybrid format:

- Document reviews will be conducted as desk audits and will be announced.
- On-site meal observations will be conducted in person and will be unannounced. The meal observation visit may occur at any time between the date of this memo and the review date that will be included in the announcement letter.

The 2024 Administrative Review list includes:

ABC Kids Academy
Beach Babies I - Lewes
Beginnings and Beyond Daycare
Brandywine Child Care Inc.
Bright Futures, Inc.
Children of America
Christina School District
Christina Cultural Arts Center Inc.
Colonial School District
Cornerstone Early Education & Youth Center
Delaware Parents Association - Centers
Delaware Parents Association - FDCH
Future Development Learning Center
Edgemoor

Happy Place Child Care of Middletown
Harvest Christian Academy
Higher Learning Academy
Holly Adult Day Care
Hope House Knowledge Center
JJ's Learning Experience LLC
Kids R Us Learning Center
Las Americas ASPIRA Academy
LifeHouse Early Childhood Center
Little Hearts Childcare
Little Stars
Milford Early Learning Center Inc.
Northeast Early Learning Center
Nurses N Kids Inc.
Precious Little Hands Childcare Center LLC
Red Clay Consolidated School District
Salvation Army Day Care
Salvation Army Emergency Housing Residence
Smyrna School District
Tender Hearts Learning Center
Toddler's Tech
Tot's Turf
The Little Caboose CC and Learning Center
Wilmington Head Start

Announcement letters will be sent over the next several months and will detail the records that need to be submitted for the review.

Please contact us with any questions at 302-857-3356.

cc: Nutrition Team
Rena Tucker, DDOE Finance