



# DEPARTMENT OF EDUCATION


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Secretary of Education  
(302) 735-4000  
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March 6, 2024

## MEMORANDUM

**TO:** Summer Food Service Program (SFSP) Sponsors

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

**RE:** **2024 Operational Memo #12**  
**2024 SFSP Reapplication and Required Annual Training**

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Please see the attached documents for 2024 SFSP reapplication and the required annual Sponsor training.

Annual Sponsor training is to be completed virtually through Schoology. You must register for the course through PDMS. The course number is 28049 and the section number is 85578. A certificate of completion must be submitted to the State Agency (SA) for SFSP Sponsor application approval.

Civil Rights training is now a general training for all Child Nutrition Programs. If you have already completed this training for FY 24 (October 2023-September 2024) then you do not need to take this again. If you are unsure if you have, please contact our office.

Sponsors interested in operating non-congregate meal service at rural sites must complete the [SFSP Rural Non-Congregate Site Request Form](#). One form must be completed per site where non-congregate meals are requested. Requests will not be considered through other methods of communication. The Delaware Department of Education (DDOE) Nutrition Programs Office will make rural eligibility determinations; if you are unsure of the status of your site, please contact Stephanie Burks at [stephanie.burks@doe.k12.de.us](mailto:stephanie.burks@doe.k12.de.us). Non-congregate meals may not be served without prior approval from DDOE. If you have additional questions about rural non-congregate meal service, please contact our office.

The 2024 SFSP LiveBinder is accessible at [2024 SFSP Training Manual - LiveBinder](#).

All forms for reapplication can be accessed here: <https://www.doe.k12.de.us/Page/2812>.

The deadline for all SFSP applications is April 15, 2024.

**The final deadline for all SFSP Sponsor-level application approvals is June 15, 2024. Per USDA, Sponsor applications cannot be approved after this date. Please be aware that the Delaware Department of Education (DDOE) Nutrition Programs Office needs time to review and approve applications prior to June 15, 2024.**

All hard copy documents can be scanned to Stephanie Burks at [Stephanie.Burks@doe.k12.de.us](mailto:Stephanie.Burks@doe.k12.de.us) or mailed to:

Delaware Department of Education  
Attention: Nutrition  
35 Commerce Way, Suite 1  
Dover, DE 19904

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


Attachment: SFSP Sponsor Application Checklist 2024  
How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team

Delaware Department of Education (DDOE) Summer Food Service Program  
**Sponsor Application Checklist 2024**

The Sponsor Application Checklist is designed to guide you through the entire application process. Please follow the instructions provided and you will be guided to all of the forms that apply to your organization. Since most of the application is now completed online, the process is streamlined. However, some forms must have a hard copy submitted. Please submit all documents AS A PACKAGE, not individually. Permanent documents will only be collected once unless there is a change in the organization's administration.

**Sponsor Application Packet**

Title	Who Must Prepare	Location	Number to Complete	Submit: Online or Hard Copy	Instructions	Complete 
<b>Sponsor Application</b>	All Sponsors	DENARS	1	Online	Complete one Sponsor Application.	
<b>Site Applications</b>	All Sponsors	DENARS	1 per site	Online	Complete one site application for each location where you are planning to serve meals.	
<b>Budget</b>	Non-School Sponsors and New SFA Sponsors	DENARS	1	Online	Complete all applicable line items for your planned SFSP program.	
<b>Annual Audit Status Certification Form</b>	All Sponsors	DENARS	1	Online	Fill in this form with the total amount of Federal funds your organization expended in your last complete fiscal year.	
<b>The Next Set of Forms Are Available on the DDOE Website. Complete Forms, Print and Submit to DDOE</b>						
<b>Letter to Health Department</b>	All Sponsors	DDOE Website	1	Hard copy	Complete and submit to local health department. Submit a copy to DDOE.	
<b>Affiliated vs. Unaffiliated Sites</b>	All Sponsors	DDOE Website	1	Hard copy	Submit a copy of Affiliated vs. Unaffiliated Sites to DDOE.	
<b>Schedule C (5 Day Menu)</b>	Optional	DDOE Website	N/A	Hard Copy	A menu can be submitted to DDOE for review, but it is not required.	
<b>This Section is of the Annual Training</b>						
<b>Annual Sponsor Training</b>	All Sponsors	Schoology	1	Hard copy	At least one person from each SFSP Sponsor must complete this training. Submit a copy of the certificate to DDOE.	
<b>This Section Applies to Sponsors Who Contract for Meals (Vended)</b>						
<b>Bid Opening Date</b>	Vended Sponsors	N/A	1	N/A	Contact DDOE to coordinate date for bid opening.	
<b>Bid Advertisement</b>	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of Bid Advertisement to DDOE prior to submitting for public notification.	
<b>Invitation to Bid</b>	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of Invitation to Bid to DDOE prior to submitting for public notification..	
<b>Vendor Contract</b>	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of vendor contract prior to signing.	
<b>Pre-Program Sponsor/Vendor Checklist</b>	Optional	DDOE Website	1	Hard Copy	Submit a signed copy of the checklist to DDOE.	
<b>This Section is for Self-Preparation Sponsors Only</b>						
<b>Health Inspection Report</b>	Self-Preparation Sponsors Only	N/A	1 per site where meals are prepared	Hard Copy	Submit an inspection report for each site where meals will be prepared.	
<b>This Section is for New Sponsors Only</b>						
<b>Management Plan</b>	New Sponsors or Significant Program Changes	DDOE Website	1	Hard copy	Submit a copy of Management Plan to DDOE.	
<b>Permanent Reimbursement Agreement</b>	New Sponsors Only	DDOE Website	1	Hard Copy	Complete and return with original signatures. A signed copy will be returned to you. <b><u>This is a permanent document.</u></b>	
<b>IRS Letter</b>	New Non-Profit	N/A	1	Hard Copy	All Non-Profit Private Sponsors must document their eligibility. You must submit a copy of the IRS Letter of Determination that grants your organization 501(c)	
<b>Pre-Award Civil Rights Questionnaire</b>	New Sponsors Only	DDOE Website	1	Hard Copy	Complete and submit to DDOE. <b><u>This is a permanent document.</u></b>	
<b>Written Code of Conduct</b>	New Sponsors Only	DDOE Website	1	Hard copy	Complete with organization specific information, and submit to DDOE.	
<b>eSupplier Portal</b>	New Sponsors Only	DDOE Website	1	Online	Access to the eSupplier Portal can be found at <a href="https://accounting.delaware.gov/suppliers/">https://accounting.delaware.gov/suppliers/</a> .	
<b>Obtain UEI Number</b>	New Sponsors Only	Hard Copy	1	Hard Copy	Follow instructions in DDOE memo.	
<b>Free/Reduced Price Policy Statement</b>	New Sponsors Only	DDOE Website	1	Hard Copy	Print, sign, and submit to DDOE. <b><u>This is a permanent document.</u></b>	



# Delaware

## Department of Education

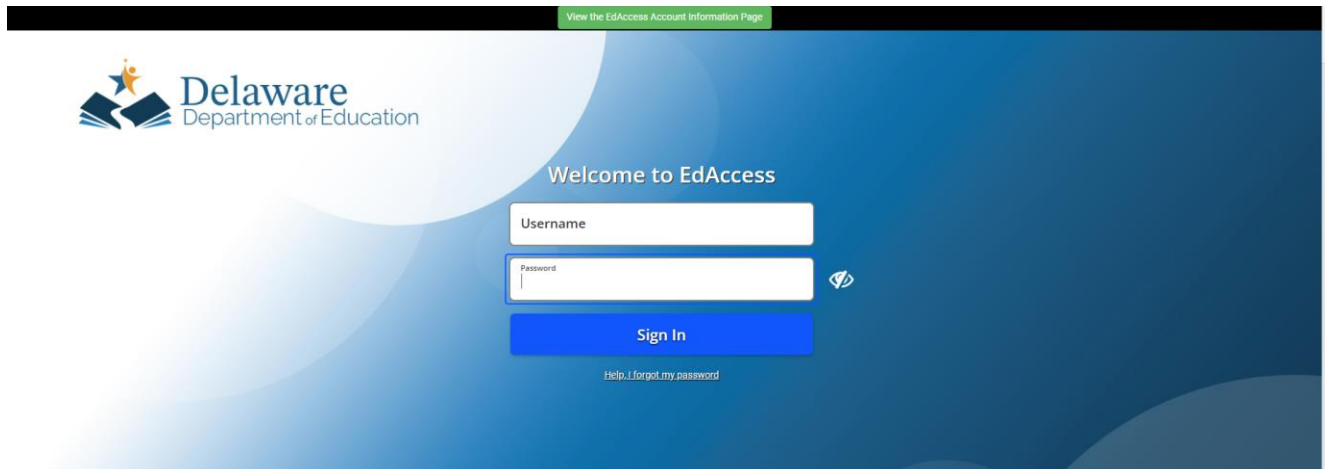
### How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.

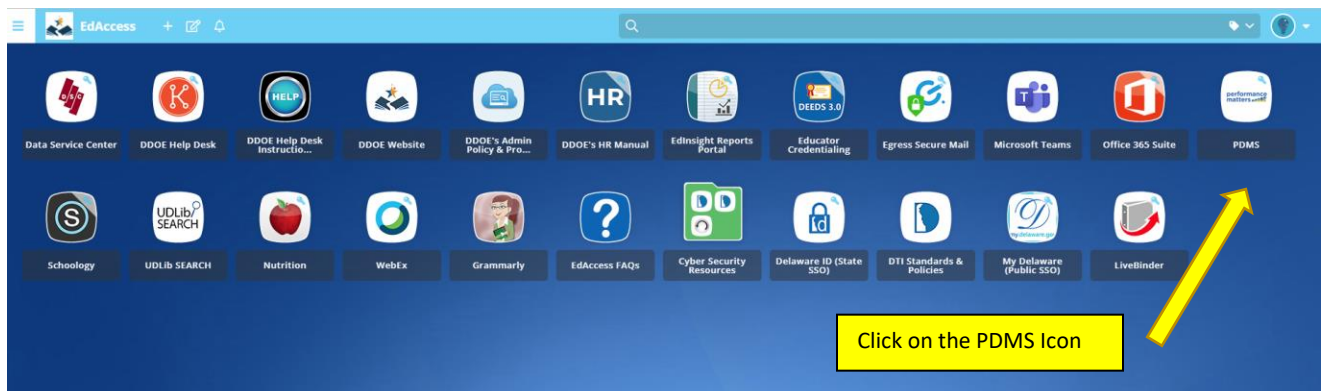


#### How do I register for a training course?

##### 1. Log into EdAccess



##### 2. Click on the PDMS icon



If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

3. Search for the desired course title or course number. If you do not have the course or section number, you can also enter “SFSP” “CACFP” or “SNP” and all related courses should appear.

The screenshot shows the Delaware PDMS Course Catalog interface. At the top, there is a navigation bar with 'Home' and 'Course Catalog' links. Below this, the page is divided into several sections: 'Welcome', 'Course Search', 'My Surveys', and 'My Courses'. The 'Course Search' section features a search input field with a 'Search' button and a 'Show All' link. A yellow arrow points to this search bar. The 'My Courses' section on the right lists several courses with their respective sections and locations, including 'SFSP - Civil Rights Training', 'SFSP - Annual Sponsor Training', 'PCard Training', 'Delaware Multi-Tiered System of Support', and 'DCSAP: Strategies for Supporting Families During Remote Learning'. The 'My Surveys' section on the left lists various ongoing PD surveys.

4. A list of courses matching your search criteria will be displayed in the center column and the applicable sections available for registration will be displayed at the bottom of the course title listed under “Select a section to register”.

5. Click **Register** button

The screenshot shows the registration page for the course '#28049 SFSP - Annual Sponsor Training'. The page includes a header with the course title and a 'Welcome to the Summer Food Service Program (SFSP) Annual Sponsor Training!' message. Below this, there is a section titled 'Select a section to register' which displays the course details: '#59088 FY 22 SFSP Annual Sponsor Training', 'Instructor(s): Ruth Uhley', '04/01/2022 @ 12:00 am', and 'Seats: 978 left of 999'. A yellow arrow points to the 'Register' button in the bottom right corner of the registration section.

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.  
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

6. Click **Next** button (bottom left of page) to confirm Course Selection. You can access the course as soon as you complete the registration. You do not have to wait until the following day.

Course Registration

Registering for Course: School Nutrition - Procurement Part II Buy American  
Registration Progress 25%

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title: School Nutrition - Procurement Part II Buy American  
Section: School Nutrition - Procurement Part II Buy American  
Training Location: Online Schoology

Click Hour Type: How much do I have?	Re-licensure	Hours	
		0.25	\$0.00

Section Notes: Ruth A. Uhey, Ed.D.  
ruth.uhey@doe.k12.de.us

Class Dates: 01/12/2022 - 06/30/2022

Final Submission Date: 06/30/2022

Next



## How do I access the training course?

The courses are delivered through Schoolology (which is accessed through EdAccess, and registered for in PDMS).

The preferred method for accessing a course:

1. Log into your **EdAccess** account
2. Click on the **Schoolology** tile
3. Click the **Courses** link at the top of the page
4. Click the desired course

Alternative Method:

1. Log into your **EdAccess** account
2. Click on the **PDMS** link
3. Click on the course link title. This link will launch Schoolology and open your course.

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.



# How do I print my certificate after I complete my training course?

## 1. Click “My Transcript”

The screenshot shows the PDMS interface. On the left, there are sections for 'Welcome', 'Course Search', and 'My Surveys'. On the right, the 'My Courses' section is expanded to show 'My Learning Opportunities'. A yellow arrow points to the 'My Transcript' button at the bottom of the 'My Courses' section.

## 2. Click on the Certificate number

The screenshot shows a table with the following columns: #, Survey, Office, Course #, Section #, Title, Start Date, End Date, Completion Date, Certificate #, Registration Status, Grade, Clock Hours, Stipend Cost, and Payment Status. A yellow arrow points to the 'Certificate #' column in the second row.

#	Survey	Office	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Clock Hours	Stipend Cost	Payment Status
1.	Survey completed April 13, 2022	Department of Education	30548	59189	SFSP - Civil Rights Training	04/12/2022	06/30/2023	04/12/2022	40281414	Completed	Complete	1.0 Hours Hours Only	\$0.00	- Not Set -
2.	<a href="#">Take Survey</a>	Department of Education	28049	59088	SFSP - Annual Sponsor Training	04/01/2022	12/31/2022	04/06/2022	- Not Set -	-	-	1.0 Hours Re-licensure	\$0.00	- Not Set -

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

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