



DEPARTMENT OF EDUCATION


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October 10, 2024

MEMORANDUM

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

FROM: Aimee F. Beam, MS, RD 
Director, Nutrition Programs

RE: **2025 Operational Memo #1**
Fiscal Year (FY) 2025 Administrative Review Schedule

The schedule for FY 2025 (October 2024 to September 2025) CACFP Administrative Reviews has been set. Administrative Reviews will be conducted by both the Delaware Department of Education (DDOE) Nutrition Programs staff, and our contractor, MH Miles Company, CPA, PC. Please be advised that the United States Department of Agriculture (USDA) has made regulatory updates that change the frequency in which State Agencies must conduct administrative reviews. Due to these changes, you may have a review two years in a row.

Reviews will be conducted in a hybrid format:

- Document reviews will be conducted as desk audits by MH Miles (unless otherwise noted in the review announcement letter) and will be announced; DDOE will complete the menu evaluation portion of the desk audit at the same time.
- On-site meal observations will be conducted by DDOE 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.

All documents must be uploaded to DENARS by the requested deadline. Reviewers will notify Sponsors if documents are missing and provide an additional 24 hours for response and submission. If required documents are not submitted after the second request, any review areas with missing documentation will have findings issued and may result in fiscal action. Depending on the severity of the findings or the inability to produce required records and/or successful corrective action, DDOE may have to declare Sponsors as Seriously Deficient (SD) in their operation of the CACFP. The goal is to work with you as best we can to help ensure successful and compliant CACFP operations while adhering to a strict review timeline.

School Food Authorities (SFAs) operating the CACFP At-Risk Program will have their reviews conducted in conjunction with other program reviews as applicable.

The FY 2025 Administrative Review list is below (subject to change based on FY25 approval):

All Beautiful Children Learning Academy
Asbury United Methodist Church Child Care
Blossom and Bloom Learning Center
Boys & Girls Clubs of Delaware
Brandywine School District
Bright Beginnings Child Care Center LLC
Bright Beginnings Learning Academy
Bright Kidz, Inc.
Busy Bees/Bright Paths
Cadence Education, LLC
Caesar Rodney School District
Capital School District
Catholic Charities - Centers
Catholic Charities - FDCH
Children and Families First - Centers
Children and Families First - FDCH
Children's Beach House
Children's Place Child Development Center
Chosen Children Child Care LLC
City of Wilmington - Parks and Recs
Colonial School District
Community Education Building PS #5
Corporate Kids Learning Center
DAFB - Child Care Center
DAFB - FDCH
DAFB - Youth Center
Delaware Learning Academy
Delaware Technical & Community College
Dover's Children's Village
DSU Early Childhood Lab School
Easter Seals
Excel Education Lil' Einstein's Learning Academy
Ezion Fair Community Center
Hand in Hand Child Care Center
Happy Place Day Care, LLC
Harrison House Community Programs Inc.
Hilltop Lutheran Neighborhood Center
Hope Lutheran
Just In Time Learning Academy

Kent-Sussex Industries Inc.
Kids Inc. Reformation Lutheran Church
Kind Kids Early Learning Center
Kindercare Education LLC
Kristin's Care Inc. Early Learning Center at Sussex Tech
Latin American Community Center
Lessons Learned Daycare & Preschool LLC
Linda's Angel's Child Care and Development Center
Little Kid's Swagg Learning Center
Little Leaders in Training
Ministry of Caring I - Child Care Center
Ministry of Caring II - Emergency Shelter
Neighborhood House Inc.
New Castle County Head Start
Newark Day Nursery
Open Arms Academy
Our Future Christian Childcare Center
Passion Care Services Inc.
Precious Knowledge ELC
Precious Moments Education & Community Center Inc.
Pyramid Learning Academy
Read to Learn
Seaford School District
Small Wonder Daycare Inc
Smyrna School District
St. Michael's School and Nursery Inc.
Sussex Academy of Arts & Sciences
Sussex Preschools, Inc.
Tender Care Learning Academy
The Learning Tree Children's Academy
University of Delaware ELC - Newark
Wonder Years Preschool
Woodbridge School District
Woodstone Adult Day Care
YMCA of Delaware
YWCA Delaware Emergency Shelter

cc: Nutrition Team
MH Miles Company