



# DEPARTMENT OF EDUCATION

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## MEMORANDUM

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

**FROM:** Aimee F. Beam, MS, RD *BC* for AFB  
Director, Nutrition Programs

**RE:** **2024 Operational Memo #19**  
**Administrative Review Schedule for FY2024**

The United States Department of Agriculture (USDA) requires that the State Agency (Delaware Department of Education [DDOE]) annually conduct Administrative Reviews according to the following criteria:

1. Review all new sponsors in their first year of operation, or those who are returning but did not participate during the last Program year;
2. Review any sponsors who experienced operational issues, had a large number of findings on a prior review, or had high staff turnover.
3. Review all sponsors, at a minimum, once every three years;
4. Review any sponsor more frequently that require additional technical assistance, as determined by the State agency.

Based on these criteria, the following sponsors will be receiving a SFSP Administrative Review this fall:

- Brandywine School District
- Caesar Rodney School District
- Capital School District
- Colonial School District
- Edgemoor Community Center
- Latin American Community Center
- Woodbridge School District
- Wilmington Department of Youth & Families

The time period for these reviews will be for Federal Fiscal Year 2024 (October 2023 - September 2024). Administrative Reviews will be conducted as desk audits and DDOE staff will not be coming onsite. For Sponsors also receiving Administrative Reviews for the Child and Adult Food Care Program (CACFP) and/or School Nutrition Programs (SNP), DDOE will coordinate the scheduling of the reviews to coincide and ease the burden of the reviews on all Sponsors. Further instructions and information will be provided when you are contacted to send documentation for the review.

cc: Nutrition Team