



# DEPARTMENT OF EDUCATION


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March 25, 2025

## MEMORANDUM

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

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

**RE:** **2025 Operational Memo #7**  
**2025 SFSP Reapplication**

This memo is being sent to announce that the 2025 application for SFSP is now open in DENARS. Annual training information will be sent out via operational memo separately.

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.

All forms for reapplication can be accessed under the Forms folder in the SFSP Schoology Group. The access code for the SFSP Schoology Group is B248-BNBZ-CWVRS.

The deadline for all SFSP applications is April 15, 2025. We realize this is a tight deadline and ask that you submit your application with at least one site application so that we can issue sponsor level approval. You can then continue to add and update your site applications prior to the start of meal service.

**The final deadline for all SFSP Sponsor-level application approvals is June 15, 2025. 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, 2025.**

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

cc: Nutrition Team