



DEPARTMENT OF EDUCATION


Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
<http://education.delaware.gov>

Cindy Marten
Secretary of Education
(302) 735-4000
(302) 739-4654 - fax

March 31, 2025

MEMORANDUM

TO: Summer Food Service Program (SFSP) Sponsors

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

RE: **2025 Operational Memo #8**
2025 SFSP Annual Sponsor Training

This memo is being sent to announce that the required Annual Sponsor Training for 2025 is now available for registration in PDMS. Register for the course in PDMS, then complete the course in Schoology. Once completed, the certificate will be available for download in your PDMS Transcript.

Course information is as follows:

- Course number: 28049
- Section number: 89028

Please send a copy of your certificate to Stephanie Burks via email (stephanie.burks@doe.k12.de.us) no later than April 15, 2025. The certificate is required as part of reapplication.

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.

Once you have completed the training, you can then use it to train other staff as needed. Please contact us with any questions at 302-857-3356.

cc: Nutrition Team