



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

May 23, 2025

MEMORANDUM

TO: Summer Food Service Program (SFSP) Sponsors

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

RE: **2025 Operational Memo #10**
Administrative Review Schedule for FY2025 - REVISED

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 requires 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:

- Caesar Rodney School District
- Children's Beach House
- Ezion Fair Community Academy
- Family Outreach Center
- Indian River School District
- Lake Forest School District
- Milford School District
- Odyssey Charter School
- Red Clay School District

The time period for these reviews will be for Federal Fiscal Year 2025 (October 2024 - September 2025). 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