



# DEPARTMENT OF EDUCATION


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August 14, 2025

## MEMORANDUM

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

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

**RE:** **2025 Operational Memo #17 FY26 Reapplication**

Please see the attached instructions and documents for the annual reapplication process for Federal Fiscal Year (FY) 2026 (October 1, 2025 – September 30, 2026). Note the following dates:

- **September 15, 2025:** Deadline for all FY 26 application information to be submitted
- October 10, 2025: Deadline for September 2025 claims
  - **FY26 claims cannot be entered until your sponsor application is approved**

Below are the Field Agent assignments for reapplication:

Heather Coverdale heather.coverdale@doe.k12.de.us 302-857-3398	Justine Flint justine.flint@doe.k12.de.us 302-857-3335
Catholic Charities (Centers and Homes)	Boys & Girls Clubs of DE
City of Wilmington Parks and Rec	Children and Families First (Centers and Homes)
Delaware Parents (Centers and Homes)	KinderCare
	New Castle County Head Start
	YMCA
All other sponsors A - H	All other sponsors from I - Y

Required training information for FY 26 will be sent in a separate memo.

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

**Attachments (3):** FY 26 CACFP Reapplication Instructions  
FY 26 Compensation Plan and Other Revenue Sources  
FY 26 Reapplication Sponsor Checklist

**cc:** Nutrition Team

Compensation Plan - CACFP

FY: \_\_\_\_\_

Directions: Complete this form for all staff that will be paid with CACFP funds. The pay rate on this form should match the pay rate at the time your DENARS budget is submitted for approval. Budgets and compensation plans must be revised if pay rates change or staff changes.

Sponsor Name: \_\_\_\_\_

Position, Staff Name and Duties per DENARS Budget	Administrative or Operational	# staff in the Position	CACFP Hours/Week	Hourly Wage	# of Weeks/Year	Total CACFP Salary/Year
<p><b>EXAMPLE:</b> Position: Cook (Include staff name)</p> <p>Duties: Create menus, preparing and serving food, taking point of service meal counts</p>	Food Service Labor	1	40	7.25	50	\$14,500.00
<p><b>EXAMPLE:</b> Position: Assistant Director (Include staff name)</p> <p>Duties: Collecting/evaluating IEFs, determining F/R/P income, tallying monthly meal count and attendance sheets, entering data in DENARS (for CACFP payment monthly).</p>	Administrative Labor	1	15	10	50	\$7,500.00
Position/Staff Name:						
Duties:						
Position/Staff Name:						\$0.00
Duties:						
Position/Staff Name:						\$0.00
Duties:						



**Please check all that apply, add additional items if needed**

<b>Non-food Items (B-3 in DENARS budget)</b>	
<b>Check if applicable</b>	<b>Item</b>
	Paper plates
	Cups
	Utensils
	Cleaning supplies for foodservice only
	Other (describe)
<b>Equipment (B-6 in DENARS budget)</b>	
<b>Check if applicable</b>	<b>Item</b>
	Purchase of large appliance (list item)
	Purchase of small appliance (list item)
	Repair of kitchen equipment (list repair)
	Other (describe)
<b>Other Sources of Funding (Non-CACFP Funds in DENARS budget)</b>	
<b>Check if applicable</b>	<b>Funding Source</b>
	Day Care Fees
	STARS
	Purchase of Care
	Other (describe)

## CACFP FY26 Sponsor Reapplication Checklist

Sponsor Name:	
Contact Person:	

**Has the Sponsor ensured that there are no responsible individuals (Sponsor or Site-Level) on the National Disqualified List (NDL)?** Yes  No

**Hard Copy Documents:**

- Annual IEF Household Information Letter (Pricing or Non-Pricing)
- Compensation Plan
- FDCH Administrative Costs Narrative (FDCH Sponsors only)
- Monitoring Ratio Analysis Form (For all FDCH Sponsors and Sponsors of >25 Centers)

**Procurement (if applicable):**

- Bid Advertisement
- Bid Packet (IFB or RFP plus responses)
- Current vended meal contract (original or renewal)

**DENARS:**

- Annual Audit Status Certification Form
- Sponsor Application
- Board of Directors/Principals
- Sponsor Budget Detail
- Sponsor Management Plan (Sponsoring Organizations Only)
- Center Applications or Provider Applications

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FY 26 Reapplication Instructions**

Application documents and DENARS applications are due **September 15, 2025**.

**DENARS (Online)**

- I. Annual Audit Status Certification Form – Access this form under “Applications”.
- i. Enter Sponsor’s 12-Month Fiscal Year.
  - ii. If your agency **expended less than \$1,000,000** in federal funds in your last complete fiscal year (beginning FY25), you are **not required** to submit an audit. However, records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).
  - iii. If your agency **expended more than \$1,000,000 in federal funds** in your last complete fiscal year (beginning FY25), you **are required** to submit an audit that is in accordance with 2 CFR 200 Uniform Guidance (**Refer to 2022 Operational Memo #18 for more details**).
    1. For all audits in FY 2023 and beyond, non-profit sponsors must submit their audit on the Federal Audit Clearinghouse website, <https://www.fac.gov/>. Per §200.512, the auditee must electronically submit to the FAC the data collection form described in paragraph (b) of this section and the reporting package described in paragraph (c) of this section.
    2. For Profit Sponsors must submit a copy of their single audit reporting package directly to the assigned DDOE Field Agent.

NOTE: If audits are required, but are not complete, applications will **NOT** be approved for FY 26.

- II. Application Packet: Review each form and update as needed. Forms may rollover in approved status. If this happens, choose revise to make updates.
1. Sponsor Application
    - i. Ensure all contact information is correct and up to date. Notify the State agency if there is a change in sponsor contact information to ensure the DDOE contact list is updated. Please send changes to Jeremy Coleman at [Jeremy.coleman@doe.k12.de.us](mailto:Jeremy.coleman@doe.k12.de.us)
  2. Board of Directors/Principals
    - i. Click Revise and then open, review, modify, and save each individual Board member or owner. Remember to update question #2 “Length of Time on Board” and verify all other information is current for **each** Board member.
      1. Non-profit Sponsoring Organizations must enter Board Member information. This includes personal information that is different

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from the sponsor contact information (address, phone number, DOB, etc.).

- a. Board members cannot hold management positions in the company, such as Executive Director.
2. For-Profit Sponsors will need to enter owner information in this section.
3. Sponsor Budget
  - i. Revise your budget to reflect Program anticipated expenditures for Fiscal Year 2026.
    1. Complete both CACFP and non-CACFP funds columns
    2. Any anticipated expenditures that you will pay with CACFP funds must be listed. If you use CACFP funds for any costs not listed and approved in the DENARS budget the expenditure will be disallowed during an Administrative Review.
  - ii. Answer the financial system question under the Grand Total section of the budget.
  - iii. **If budget reflects more than a 10% increase in expenditures from the prior fiscal year, you must provide written explanation for increase (email to assigned Field Agent).**
  - iv. Include a Compensation Plan for labor details (template attached) if you include labor in your budget.
    1. Both administrative and operational (foodservice) labor must be documented
    2. If you sponsor more than one site, you can submit separate compensation plans or indicate employment location for each staff member.
    3. Complete all sections of the Compensation Plan including pre-approval equipment requests and list all other funding sources.
    4. The Compensation Plan can be uploaded and attached to the Budget in DENARS.
4. Sponsor Management Plan (sponsors of more than one site only)
  - i. Identify the position/staff person for each responsibility.
5. Center and Provider Applications
  - i. Review **all information** and update as needed.
  - ii. You **must** update free/reduced/paid numbers in #22
  - iii. You **must** update racial and ethnic data in #23 and #24
  - iv. For-Profit Centers should also update Purchase of Care Enrollment numbers in the For-Profit Centers Only section that follows question #24.
  - v. In #34, **update Months of Operation**; ensure months checked are covered by the current license. *For example, if the license expiration date*

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*is May 30, 2026, only the following months should be checked: Oct, Nov, Dec, Jan, Feb, Mar, Apr, and May. Uncheck all other months.*

- vi. Check that #35 and #36 are correct.
- vii. Certify Center/Provider Application.

**Hard copy documents required (other documents may be requested):**

- I. Administrative Costs Narrative (FDCH sponsors only)
- II. Allocation Formula Form (if applicable)
- III. Monitor/Home Ratio Analysis Form (Sponsors of FDCH or Centers >25)
- IV. Procurement Packet (if applicable)
  - i. Bid packet.
    - 1. RFP, IFB, quote log, Bid Advertisement, etc.
  - ii. Responses received.
  - iii. Vendor contract
- V. Written requests (See FNS Instruction 796-2, Rev. 4 (Exhibit I))
  - i. Specific Prior Written Approval items are those that are not customarily incurred in the routine operation of the SFSP/CACFP.
- VI. Compensation Plan (refer to Budget section above)
- VII. Training Certificates and Training Checklist
- VIII. Procurement Procedures and Code of Conduct (Field Agents will verify document in DDOE electronic file).
- IX. Civil Rights Complaint Procedures (Field Agents will verify document in DDOE electronic file).

Reminder - Renewing institutions must meet Performance Standards - VCA (*financial viability and financial management, administrative capability, and program accountability*).