



DEPARTMENT OF EDUCATION


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October 8, 2020

MEMORANDUM

TO: Summer Food Service Program (SFSP) Sponsors

FROM: Aimee F. Beam, MS, RD, LDN 
Education Associate, Nutrition Programs

RE: **2021 SFSP Operational Memo #1**
Administrative Reviews for FY2020

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

1. Review all new sponsors in their first year of operation
2. Review all sponsors, at a minimum, once every three years
3. Review at least 50% of the reimbursement paid out in the prior fiscal year
4. Review any sponsors who experienced operational issues, had a large number of findings on a prior review, or had a large turnover of staff

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

- Boys and Girls Club of Delaware
- Cape Henlopen School District
- Charter School of New Castle
- Christina School District
- Delmar School District
- Harvest Christian School
- Here 2 Help Association
- Indian River School District
- Kids Inc. Reformation Church
- Laurel School District
- New Castle County VoTech
- Newark Charter
- Polytech
- Positive Outcomes
- Providence Creek
- Sussex Tech
- Tarbiyah

- City of Wilmington Parks and Receptions

The time period for these reviews will be for Federal Fiscal Year 2020 (October 2019- September 2020). Administrative Reviews will be conducted as desk audits and DDOE staff will not be coming on site. We will be utilizing sampling as allowed by USDA to ease the burden of the review on all sponsors. Further instructions and information will be provided when you are contacted to send documentation for the review.

Thank you in advance for your patience while we all navigate this new process!

Cc: Nutrition team