



# DEPARTMENT OF EDUCATION


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Secretary of Education  
(302) 735-4000  
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April 17, 2023

## MEMORANDUM

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

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

**RE:** **2023 Operational Memo #7**  
**2023 SFSP Reapplication and Training**

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Please see the attached documents for reapplication and annual Sponsor training for the 2023 SFSP.

- Annual Sponsor training is to be completed virtually through Schoology. You must register for the course through PDMS. The course number is 28049 and the section number is 72617. A certificate of completion must be submitted to the State Agency (SA) for SFSP Sponsor application approval.
- Civil Rights training is to be completed virtually through Schoology. You must register for the course through PDMS. The course number is 31043 and the section number is 61030. A certificate of completion must be submitted to the SA for SFSP Sponsor application approval.
  - Note: Civil Rights training is now a general training for all Child Nutrition Programs. If you have already completed this training for FY 23 (October 2022-September 2023) then you do not need to take this again. If you are unsure if you have, please contact our office.
- A SFSP Management Plan is to be completed and submitted to the SA for SFSP Sponsor application approval.
- A list of affiliated and unaffiliated sites must be submitted to the SA for SFSP Sponsor application approval.
- The 2023 SFSP LiveBinder is accessible at <https://www.livebinders.com/b/3307036>. There is also a link on the SFSP Page of the DDOE website: <https://www.doe.k12.de.us/Page/2814>.

- All forms for reapplication can be accessed here: <https://www.doe.k12.de.us/Page/2812>.
- The deadline for all applications is May 5, 2023.

**The final deadline for all SFSP Sponsor-level application approvals is June 15, 2023. 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, 2023.**

All hard copy documents can be scanned to Chaneya Edwards at [Chaneya.edwards@doe.k12.de.us](mailto:Chaneya.edwards@doe.k12.de.us) or mailed to:

Delaware Department of Education  
Attention: Nutrition  
35 Commerce Way, Suite 1  
Dover, DE 19904

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

Attachment: SFSP Sponsor Application Checklist 2023  
SFSP Management Plan Template  
SFSP Affiliated vs. Unaffiliated Site(s) Template  
How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team



# Delaware

## Department of Education

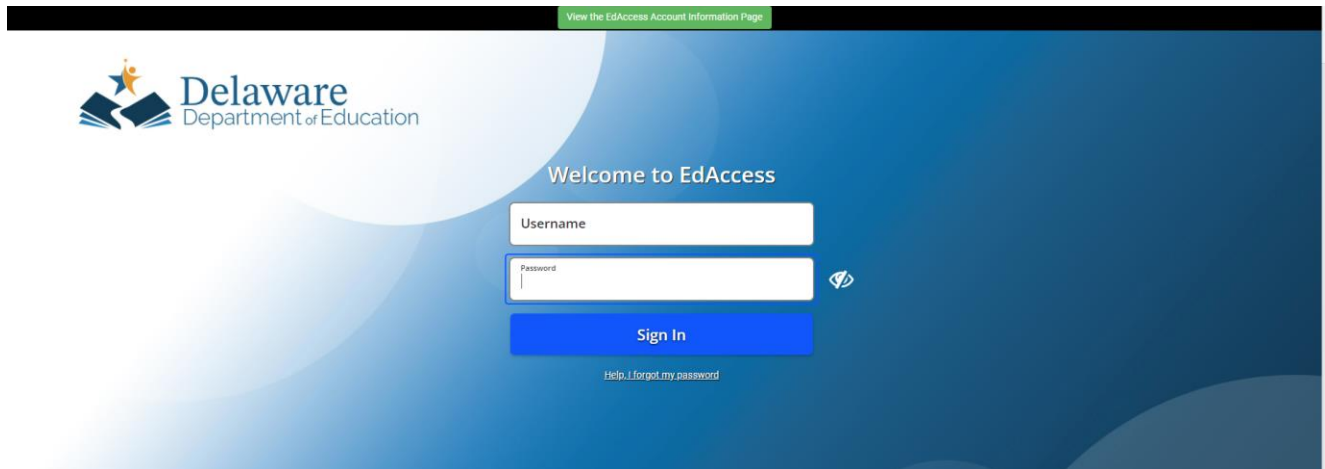
### How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.

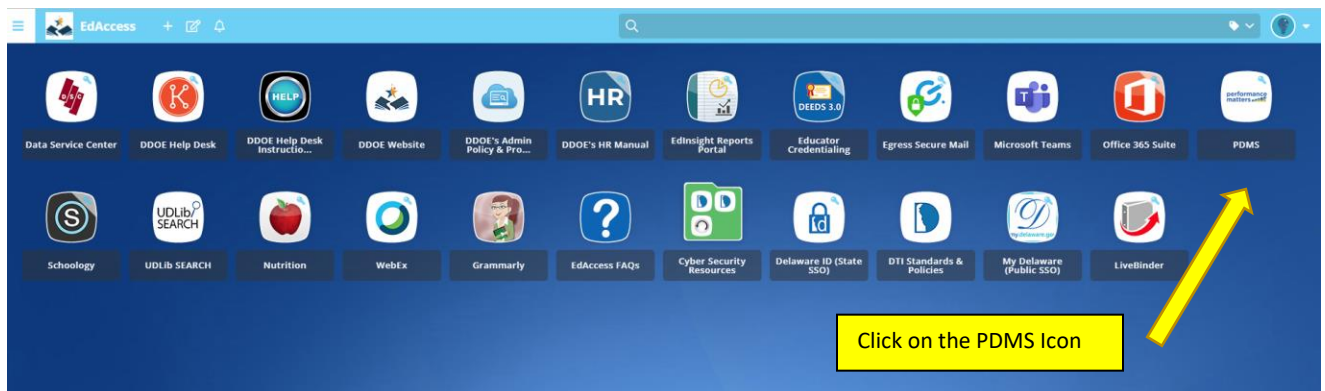


#### How do I register for a training course?

#### 1. Log into EdAccess



#### 2. Click on the PDMS icon



If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

3. Search for the desired course title or course number. If you do not have the course or section number, you can also enter “SFSP” “CACFP” or “SNP” and all related courses should appear.

The screenshot shows the Delaware PDMS Course Catalog interface. At the top, there is a navigation bar with 'Home' and 'Course Catalog' links. Below this, the page is divided into several sections: 'Welcome', 'Course Search', 'My Surveys', and 'My Courses'. The 'Course Search' section features a search input field with a 'Search' button and a 'Show All' link. A yellow arrow points to this search field. The 'My Courses' section on the right lists several courses with their respective sections and locations, including 'SFSP - Civil Rights Training', 'SFSP - Annual Sponsor Training', 'PCard Training', 'Delaware Multi-Tiered System of Support', and 'DCSAP: Strategies for Supporting Families During Remote Learning'. The 'My Surveys' section on the left lists various ongoing surveys.

4. A list of courses matching your search criteria will be displayed in the center column and the applicable sections available for registration will be displayed at the bottom of the course title listed under “Select a section to register”.

5. Click **Register** button

The screenshot shows the registration page for the course '#28049 SFSP - Annual Sponsor Training'. The page includes a header with the course title and a 'Register' button. Below the header, there is a section titled 'Select a section to register' which displays the course details: '#59088 FY 22 SFSP Annual Sponsor Training', 'Instructor(s): Ruth Uhley', '04/01/2022 @ 12:00 am', and 'Seats: 978 left of 999'. A yellow arrow points to the 'Register' button.

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.  
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

6. Click **Next** button (bottom left of page) to confirm Course Selection. You can access the course as soon as you complete the registration. You do not have to wait until the following day.

Course Registration

Registering for Course: School Nutrition - Procurement Part II Buy American  
Registration Progress 25%

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title: School Nutrition - Procurement Part II Buy American  
Section: School Nutrition - Procurement Part II Buy American  
Training Location: Online Schoology

Click Hour Type: How much do I have?	Re-licensure	Hours	
		0.25	\$0.00

Section Notes: Ruth A. Uhley, Ed.D.  
ruth.uhley@doe.k12.de.us

Class Dates: 01/12/2022 - 06/30/2022

Final Submission Date: 06/30/2022

Next



## How do I access the training course?

The courses are delivered through Schoolology (which is accessed through EdAccess, and registered for in PDMS).

The preferred method for accessing a course:

1. Log into your **EdAccess** account
2. Click on the **Schoolology** tile
3. Click the **Courses** link at the top of the page
4. Click the desired course

Alternative Method:

1. Log into your **EdAccess** account
2. Click on the **PDMS** link
3. Click on the course link title. This link will launch Schoolology and open your course.

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.



# How do I print my certificate after I complete my training course?

## 1. Click “My Transcript”

The screenshot shows the PDMS interface. On the left, there are sections for 'Welcome', 'Course Search', and 'My Surveys'. On the right, the 'My Courses' section is expanded to show 'My Learning Opportunities'. A yellow arrow points to the 'My Transcript' button located below the list of courses.

## 2. Click on the Certificate number

#	Survey	Office	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Clock Hours	Stipend Cost	Payment Status
1.	Survey completed April 13, 2022	Department of Education	30548	59189	SFSP - Civil Rights Training	04/12/2022	06/30/2023	04/12/2022	40281414	Completed	Complete	1.0 Hours Hours Only	\$0.00	- Not Set -
2.	<a href="#">Take Survey</a>	Department of Education	28049	59088	SFSP - Annual Sponsor Training	04/01/2022	12/31/2022	04/06/2022	- Not Set -	-	-	1.0 Hours Re-licensure	\$0.00	- Not Set -

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

## Delaware Summer Food Service Program Affiliated vs. Unaffiliated Sites

<b>Sponsor Name:</b>	
<b>Year:</b>	
<b>Site Name(s)</b>	<b>Affiliated or Unaffiliated</b>
	<input type="checkbox"/> <b>Affiliated</b> <input type="checkbox"/> <b>Unaffiliated</b>
	<input type="checkbox"/> <b>Affiliated</b> <input type="checkbox"/> <b>Unaffiliated</b>
	<input type="checkbox"/> <b>Affiliated</b> <input type="checkbox"/> <b>Unaffiliated</b>
	<input type="checkbox"/> <b>Affiliated</b> <input type="checkbox"/> <b>Unaffiliated</b>
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	<input type="checkbox"/> <b>Affiliated</b> <input type="checkbox"/> <b>Unaffiliated</b>
	<input type="checkbox"/> <b>Affiliated</b> <input type="checkbox"/> <b>Unaffiliated</b>

\*An unaffiliated site means a site that is legally distinct from the sponsor.

This institution is an equal opportunity provider.

## Summer Food Service Program (SFSP) Management Plan

<b>Section I. Management and Organizational Structure</b>	
Year:	
Sponsor Name:	
The State Agency (SA) will refer to DENARS for the following: <ul style="list-style-type: none"> <li>• Employer Identification Number (EIN)</li> <li>• Unique Entity Identification (UEI)</li> <li>• Tax Exempt Status</li> </ul>	
<b>Responsible Individuals</b> (Example: Nutrition Director for SFAs, Board of Directors for non-profits, etc.) (check box if a chart is attached) <input type="checkbox"/>	
<b>Person #1</b>	
Name:	
Title:	
Email Address:	
Phone:	
<b>Person #2</b>	
Name:	
Title:	
Email Address:	
Phone:	
<b>Organizational Chart</b> (check box to indicate chart is attached) <input type="checkbox"/> The organizational chart should include whomever signed the application and/or agreement to operate the SFSP, the SFSP Supervisor and/or Food Service Director, and the positions responsible for any aspect of the food service.	
<b>Staffing Patterns</b> Complete the following list by entering the position that is responsible for each task. (Example: Administrator, cook, monitor, etc.)	
Task	Staff Person(s) Responsible
Who completes the application packet?	
Who receives administrative level training prior to assuming SFSP duties?	



Who provides the annual training to all site personnel prior to program operations?	
Who fulfills the monitoring requirement? <ul style="list-style-type: none"> <li>• Pre-operational Site Visits</li> <li>• Initial Site Visits</li> <li>• Site Reviews</li> </ul>	
Who maintains written documentation of all monitoring?	
Who is responsible for menu development and ensuring that all menus meet SFSP meal pattern requirements?	
Who notifies the local health department of the locations and dates of operation?	
Who maintains record of signed delivery slips for each site? (For Vended/Self-Prep Satellite Sites)	
Who takes the daily point of service meal counts?	
Who prepares the monthly reimbursement claim submitted to the state agency for payment?	
Who reviews the monthly reimbursement claim for accuracy?	
Who maintains written documentation of all expenses of the food service operation, including food, supplies and payroll?	
If the Sponsor collects Meal Benefit Forms, who distributes and collects them?	
Who ensures proper procurement procedures are followed?	
Who maintains written documentation of Civil Rights data (beneficiary data by racial/ethnic category) for each site?	
Who retains all records pertaining to SFSP for three years plus the current?	

## Budget and Financial History

The organization follows generally accepted accounting principles (GAAP) that conform to accepted standards.

Yes  No  N/A

If no please explain:

The organization developed a SFSP budget, which includes projected operating costs, projected administrative costs, and all sources of funding.

Yes  No  N/A

If no please explain:

A designated person reviews and approves SFSP budget.

Yes  No  N/A

If no please explain:

The organization reconciles all cash accounts annually.

Yes  No  N/A

If no please explain:

The payroll is prepared following appropriate State and Federal regulations and organizational policy.

Yes  No  N/A

If no please explain:

All expenses of the organization are approved by a designated person before payment is made and are allowable in accordance with 2 CFR 200.403.

Yes  No  N/A

If no please explain:

## Community Need/Recruitment Strategy

### Example:

- Distribute SFSP outreach materials (brochures, posters, etc.) to advertise the Program
- Promote SFSP through the social media tools and website

Community Need/Recruitment Strategy	Staff Person(s) Responsible
1.	
2.	

## Section II. Administrative Requirements and Operations

Sample Menu(s) attached (optional)  Yes  No  N/A

### Section III. Monitoring and Training

All sponsors must conduct annual training. A copy of the training agenda and the employee sign-in sheet must be available for review. Required topics for SFSP staff include:

- Explanation of Program
- Site operations
- Meal pattern requirements
- Recordkeeping
- Monitoring
- Civil Rights

Proposed training schedule(s) attached.  Yes  No  N/A

If no please explain:

Proposed training agenda and employee sign-in sheet(s) attached.  Yes  No  N/A

If no please explain:

Proposed monitoring schedule(s) attached.

- a. Pre-operational Visits  Yes  No  N/A
- b. Initial Visits  Yes  No  N/A
- c. Routine and Follow-up Visits  Yes  No  N/A

If no please explain:

Proposed monitoring staffing pattern attached.  Yes  No  N/A

If no please explain:

### Performance Standards Verification

#### For New Applicants and Returning Sponsors

##### Performance Standards

Each new institution must submit information sufficient to document that it is financially viable, is administratively capable of operating the Program in accordance with this part, and has internal controls in effect to ensure accountability.

##### **Performance Standard 1 – Financial Viability and Financial Management**

The sponsor must be financially viable and demonstrate responsible fiscal management, as described at 7 CFR 225.6(d)(1). To demonstrate financial viability, the sponsor's management plan must meet the following criteria: describe the community's need for summer meals and the sponsor's strategy for the recruitment of sites; describe the sponsor's financial resources and financial history and submit supporting documentation; and ensure that all costs in the sponsor's budget are reasonable, allocable, and necessary.

##### **Performance Standard 2 – Administrative Capability**

The sponsor must be administratively capable, as described at 7 CFR 225.6(d)(2). To demonstrate administrative capability, applying sponsors must have qualified staff; employ sufficient staff to ensure successful operation of the Program; and have written policies and procedures that assign program responsibilities and duties and ensure compliance with civil rights requirements. Sponsors can show that they are administratively capable by maintaining documentation of appropriate management practices, such as written policies and procedures for administrative tasks and recruiting qualified staff.

### **Performance Standard 3 – Internal Controls for Program Accountability**

The sponsor must have internal controls and management systems to ensure fiscal accountability and operation of the program, as described at 7 CFR 225.6(d)(3). To demonstrate program accountability, the sponsor must have a financial system and monitoring activities that prevent fraud and must maintain records to show compliance with program requirements.

### **Certification Statement**

I certify that all applicable state and federal rules and regulations will be observed: that to the best of my knowledge, the information contained in this management plan is true and correct. I also certify that the sponsoring agency is financially and administratively capable to operate the Summer Food Service Program (SFSP). I accept on behalf of the sponsoring agency, final administrative and financial responsibility for the total SFSP operations of all sites, submitted on the Site Information Sheet(s). Reimbursement will be claimed only for meals served to eligible children during the hours they are in attendance at sites approved by the Delaware Department of Education for the SFSP. In accordance with title 7, Code of Federal Regulations, Part 225.6 (e) this certifies that SFSP agency and participating sites under its jurisdiction shall comply with all provisions of Title 7, Code of Federal Regulations, Part 225, DEDOE and the United States Department of Agriculture guidance material and all applicable State laws. All eligible participants in attendance, regardless of economic need, at approved sites will be offered the same meals at no charge with no discriminatory physical segregation or other discrimination because of race, color, national origin, sex, age, or disability. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and federal statutes.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary

for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Delaware Department of Education (DDOE) Summer Food Service Program  
**Sponsor Application Checklist 2023**

The Sponsor Application Checklist is designed to guide you through the entire application process. Please follow the instructions provided and you will be guided to all of the forms that apply to your organization. Since most of the application is now completed online, the process is streamlined. However, some forms must have a hard copy submitted. Please submit all documents AS A PACKAGE, not individually. Permanent documents will only be collected once unless there is a change in the organization's administration.

<b>Sponsor Application Packet</b>						
Title	Who Must Prepare	Location	Number to Complete	Submit: Online or Hard Copy	Instructions	Complete
<b>Sponsor Application</b>	All Sponsors	DENARS	1	Online	Complete one Sponsor Application.	
<b>Site Applications</b>	All Sponsors	DENARS	1 per site	Online	Complete one site application for each location where you are planning to serve meals.	
<b>Budget</b>	Non-School Sponsors and New SFA Sponsors	DENARS	1	Online	Complete all applicable line items for your planned SFSP program.	
<b>Annual Audit Status Certification Form</b>	All Sponsors	DENARS	1	Online	Fill in this form with the total amount of Federal funds your organization expended in your last complete fiscal year.	
<b>The Next Set of Forms Are Available on the DDOE Website. Complete Forms, Print and Submit to DDOE</b>						
<b>Letter to Health Department</b>	All Sponsors	DDOE Website	1	Hard copy	Complete and submit to local health department. Submit a copy to DDOE.	
<b>Management Plan</b>	All Sponsors	DDOE Website	1	Hard copy	Submit a copy of Management Plan to DDOE	
<b>Schedule C (5 Day Menu)</b>	Optional	DDOE Website	N/A	Hard Copy	A menu can be submitted to DDOE for review, but it is not required.	
<b>This Section is of the Annual Training</b>						
<b>Annual Sponsor Training</b>	All Sponsors	Schoology	1	Hard copy	At least one person from each SFSP Sponsor must complete this training. Submit a copy of the certificate to DDOE.	
<b>Civil Rights Training</b>	All Sponsors	Schoology	1	Hard copy	At least one person from each SFSP Sponsor must complete this training. Submit a copy of the certificate to DDOE.	
<b>This Section Applies to Sponsors Who Contract for Meals (Vended)</b>						
<b>Bid Opening Date</b>	Vended Sponsors	N/A	1	N/A	Contact DDOE to coordinate date for bid opening.	
<b>Bid Advertisement</b>	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of Bid Advertisement to DDOE prior to submitting for public notification.	
<b>Invitation to Bid</b>	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of Invitation to Bid to DDOE prior to submitting for public notification..	
<b>Vendor Contract</b>	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of vendor contract prior to signing.	
<b>Pre-Program Sponsor/Vendor Checklist</b>	Optional	DDOE Website	1	Hard Copy	Submit a signed copy of the checklist to DDOE.	
<b>This Section is for Self-Preparation Sponsors Only</b>						
<b>Health Inspection Report</b>	Self-Preparation Sponsors Only	N/A	1 per site where meals are prepared	Hard Copy	Submit an inspection report for each site where meals will be prepared.	
<b>This Section is for New Sponsors Only</b>						
<b>Permanent Reimbursement Agreement</b>	New Sponsors Only	DDOE Website	1	Hard Copy	Complete and return with original signatures. A signed copy will be returned to you. <b><u>This is a permanent document.</u></b>	
<b>IRS Letter</b>	New Non-Profit Sponsors Only	N/A	1	Hard Copy	All Non-Profit Private Sponsors must document their eligibility. You must submit a copy of the IRS Letter of Determination that grants your organization 501(c) status. <b><u>This is a permanent document.</u></b>	
<b>Pre-Award Civil Rights Questionnaire</b>	New Sponsors Only	DDOE Website	1	Hard Copy	Complete and submit to DDOE. <b><u>This is a permanent document.</u></b>	
<b>Written Code of Conduct</b>	New Sponsors Only	DDOE Website	1	Hard copy	Complete with organization specific information, and submit to DDOE.	
<b>Procurement Standards Checklist</b>	New Non-Profit Sponsors Only	DDOE Website	1	Hard copy	Complete and submit to DDOE. <b><u>This is a permanent document.</u></b>	
<b>eSupplier Portal</b>	New Sponsors Only	DDOE Website	1	Online	Access to the eSupplier Portal can be found at <a href="https://accounting.delaware.gov/suppliers/">https://accounting.delaware.gov/suppliers/</a> .	
<b>Obtain UEI Number</b>	New Sponsors Only	Hard Copy	1	Hard Copy	Follow instructions in DDOE memo.	
<b>Free/Reduced Price Policy Statement</b>	New Sponsors Only	DDOE Website	1	Hard Copy	Print, sign, and submit to DDOE. <b><u>This is a permanent document.</u></b>	