



DEPARTMENT OF EDUCATION

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February 13, 2023

MEMORANDUM

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

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

SUBJECT: **2023 Operational Memo #4**
FY23 Administrative Review Schedule

The 2023 CACFP Administrative Review schedule has been set. Administrative Reviews will be conducted by both the Delaware Department of Education Nutrition Programs staff, and our contractor, MH Miles Company, CPA, PC.

This year, reviews will be conducted in a hybrid format:

- Document reviews will be conducted as desk audits and will be announced.
- On-site meal observations will be conducted in person and will be unannounced. The meal observation visit may occur at any time between the date of this memo and the review date that will be included in the announcement letter.

The 2023 Administrative Review list includes:

Boys & Girls Clubs of Delaware
Catholic Charities - Centers
Catholic Charities - FDCH
Dover's Children's Village
Indian River School District
Just in Time Learning Academy
Seaford School District
Tender Care Learning Academy
University of Delaware ELC - Newark
YMCA of Delaware
All Beautiful Children Learning Academy
Busy Bees/Bright Paths
Children and Families First - Centers
Children and Families First - FDCH

DAFB - FDCH
Edgemoor Community Center
Kristin's Care Inc. Early Learning Center at Sussex Tech
Lake Forest School District
Milford School District
Wonder Years Preschool
Bright Beginnings Learning Academy
Brilliant Little Minds
Cadence Education, LLC dba Tender Loving Kare of Newark
Children's Beach House
Children's Place Child Development Center
Chosen Children Child Care LLC
Congregation Beth Solomon Kosher Food Program
Corporate Kids Learning Center
Easter Seals
Hand in Hand Child Care Center
Hope Lutheran
Kids Inc. Reformation Lutheran Church
Kindercare Education LLC
Lessons Learned Daycare & Preschool LLC
Linda's Angel's Child Care and Development Center
Little Hearts Childcare LLC
Little Kid's Swagg Learning Center
Little Stars Inc.
Neighborhood House Inc.
New Castle County Head Start
Open Arms Academy
Precious Moments Education & Community Center Inc.
Sharon Temple
Small Wonder Daycare Inc

Announcement letters will be sent over the next several months and will detail the records that need to be submitted for the review.

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

cc: Nutrition Team
Rena Tucker, DDOE Finance