



DEPARTMENT OF EDUCATION


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Secretary of Education
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October 1, 2018

MEMORANDUM

TO: Child and Adult Care Food Program Sponsors

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

SUBJECT: 2019 Operational Memo #1
2019 CACFP Reapplication

Please see the attached instructions and documents for the reapplication process for Federal Fiscal Year 2019 (October 1, 2018 – September 30, 2019). You will want to note the following dates:

- October 10, 2018: Deadline for September 2018 claims, updates to rosters and applications
- October 12-15, 2018: DENARS access closed to prepare for rollover
- October 16, 2018: DENARS system will “rollover” (FY 19 applications available)
- November 19, 2018: Deadline for all application information to be submitted

Please note the following assignments for reapplication. **October 2018 claims cannot be entered until all reapplication items are submitted and approved.** We ask that you contact the DDOE Nutrition person assigned to you with questions and for document submission.

Heather Coverdale (heather.coverdale@doe.k12.de.us)	Justine Flint (justine.flint@doe.k12.de.us)
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)	Food Bank of DE
EIBA – CBS Food Program	Kindercare
Shell's Daycare	New Castle County Head Start
YMCA	Telamon Corporation
All other sponsors A - H	All other sponsors from I-Y

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

Attachments (6):
FY 19 Reapplication Instructions
CACFP 2017 Operational Memo #26 (Annual Audit Requirements)
FY 19 Compensation Plan
FY 19 Training Checklist
Written Procurement Plan
Schoolology Instructions
Management Plan Addendum

cc: Nutrition Team

Child and Adult Care Food Program

FY 2019 Reapplication Instructions

FY 2019 Application Packet in DENARS will be available on October 16, 2018. Applications must be completed and submitted to the State agency for approval by **November 19, 2018**.

DENARS Items

- I. Annual Audit Status Certification Form (fiscal year 2017 audit) – Access this form under “Applications”.
 - i. Complete form; enter Institution Fiscal Year.
 - ii. If your agency **expended less than \$750,000** in federal funds in the last complete fiscal year (FY17), 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 \$750,000 in federal funds** in the last complete fiscal year (FY 17), you **are required** to submit an audit that is in accordance with CFR 200 Uniform Guidance (Refer to attached 2017 Operational Memo #26 for more details).
 - iv. Nonprofit Sponsors must upload audits to the Federal Audit Clearinghouse website: <http://harvester.census.gov/facweb>
 - v. For Profit Sponsors must submit a copy of the audit directly to your assigned DDOE Field Agent.

NOTE: If audits are required, but are not complete, applications will **NOT** be approved for FY 19.

- II. Application Packet: Review each form and update if needed (forms may rollover in approved status. If this happens, only modify if changes are needed)
 1. Sponsor Application
 - i. Notify State agency if there is a change in sponsor contact email information to ensure the DDOE contact list is updated. Please send changes to Jeremy Coleman at Jeremy.coleman@doe.k12.de.us
 2. Financial Information
 3. Non-Discrimination Policies
 4. Board Members or Owner Information
 - i. This **MUST** be completed with personal information that is different from the sponsor contact information (address, phone number, DOB, etc.)

Child and Adult Care Food Program

FY 2019 Reapplication Instructions

- ii. Board members cannot hold management positions in the company, such as Executive Director
- 5. Management Plan (sponsors of more than one site only)
 - i. Complete management plan addendum for FY 19 and email it to DDOE
- 6. Center and Provider Applications:
 - i. Review all information and update if needed
 - ii. Update Months of Operation (C1) or (F1); ensure months checked are covered by your current license. *For example, if license expiration date in A16 (or E5) is May 30, 2017, the following months should only be checked in C1 (or F1): Oct, Nov, Dec, Jan, Feb, Mar, Apr, and May. Uncheck all other months.*
 - iii. Certify Center/Provider Application.
- 7. Rosters(s) - A snapshot of the September 2018 claim roster will roll forward.
(Note: If parent signature date, reimbursement category, exit dates, etc. are not up-to-date, the roster data will roll forward with outdated enrollment information. Participants with exit dates will not roll forward into the new fiscal year.)
 - i. Reminder: At-Risk sites and Emergency Shelters do not require an online roster
- 8. Sponsor Budget
 - i. Answer the financial system question under the Grand Total section of the budget, and
 - ii. If budget reflects more than a 10% increase in expenditures you must provide written explanation for increase.
 - iii. Include a compensation plan for labor details (template attached)
 - 1. Both administrative and operational 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
 - iv. Note both CACFP and non-CACFP funds

Hard copy documents required:

- 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)

Child and Adult Care Food Program

FY 2019 Reapplication Instructions

- i. Bid packet
 - ii. Vendor contract
- V. Written requests (if applicable) for costs requiring prior written approval. *For specific costs, contact DDOE and/or refer to FNS 796-2, Rev 4 – Financial Management.*
- VI. Compensation Plan (template attached) if placing labor costs in the budget
- VII. Management plan addendum, if applicable
- VIII. Written procurement plan
- IX. Training checklist (if sponsor did not attend annual training on 9/28/18)
- X. Certificate of completion for Civil Rights course in Schoology (direction for accessing attached to the operational memo)


Other Annual Requirements

- I. Renewing institutions must meet Performance Standards - VCA (*financial viability and financial management, administrative capability, and program accountability*).
- II. Annual training requirements must be met at agency/institution level.
 - a. If a representative from your agency attended our annual training this requirement has been met
 - b. If a representative from your agency did not attend annual training we will email you information to review and sign off on

September 25, 2017

MEMORANDUM

TO: Child and Adult Care Food Program Sponsors

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

SUBJECT: 2017 Operational Memo #26
Annual Audit Requirements in CACFP

The purpose of this memo is to clarify audit requirements in the Child Nutrition Programs. USDA regulations require that organizations that exceed the threshold of the amount of Federal funds expended in a given fiscal year must have an audit completed. Effective January 1, 2015, the audit threshold was raised to \$750,000. This applies to Fiscal Year 2015 and forward.

Non-profit Organizations for Fiscal Year 2016:

USDA Regulation requires all Non-Profit sponsors and Government Agencies who expend more than \$750,000 in federal funds in any fiscal year to procure a program, organization-wide, or single audit. Audits must be submitted on the Federal Audit Clearinghouse Website.

For-profit Organizations for Fiscal Year 2016:

The State Agency requires all For-Profit organizations that expend more than \$750,000 in federal funds in the last fiscal year to obtain a single audit. A copy of this report must be submitted directly to the State Agency.

All audits will be reviewed as part of the annual CACFP reapplication process starting in October. At that time, sponsors will complete the "Annual Audit Status Certification Form" in DENARS. To determine if your organization will need an audit, please calculate the total amount of Federal funds that was expended in the last complete fiscal year (2016). You will go by your organization's fiscal year. Please engage an audit immediately if you exceed the \$750,000 threshold. **If audits are not available for review at the time of CACFP annual reapplication you will not be approved for operation in FY 18.**

Federal funds may include, but are not limited to:

- CACFP
- Purchase of Care
- Other Federal grants
- Note: STARS funds are not all Federal. The majority of the funds are actually state funds. Please confirm this with your STARS contact determining your Federal expenditures.

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

cc: Nutrition Team

Sponsor Name: _____

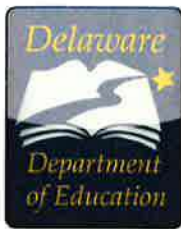
Position Title and Duties per Budget	Admin (C-1) Food (B-4)	# staff in the Position	CACFP Hours/Week	Hourly Wage	# of Weeks/Year	Total CACFP Salary/Year
SAMPLE: Position: Cook (Include staff name) Duties: Create menus, preparing and serving food, taking point of service meal counts	Food Service Labor	1	40	7.25	50	\$14,500.00
SAMPLE: Position: Assistant Director (Include staff name) Duties: Collecting/evaluating IEFs, determining F/R/P income, tallying monthly meal count and attendance sheets, entering data in DENARS (for CACFP payment monthly).	Admin Labor	1	15	10	50	\$7,500.00
Position:						\$0.00
Duties:						
Position:						\$0.00
Duties:						
Position:						\$0.00
Duties:						

Add additional lines as needed

Sponsor Name: _____

Please check all that apply, add additional items if needed

Nonfood Items (B-3 on budget)	
Check if applicable	Item
	Paper plates
	Cups
	Utensils
	Cleaning supplies for foodservice only
	Other (please list)
Equipment (B-5 on budget)	
Check if applicable	Item
	Purchase of large appliance (list item)
	Purchase of small appliance (list item)
	Repair of kitchen equipment (list repair)
	Other (describe)
Other Sources of Funding (Non-CACFP Funds on Budget)	
Check if applicable	Funding Source
	Day Care Fees
	STARS
	Purchase of Care
	Other (describe)



**Child and Adult Care Food Program
2019 Fiscal Year**

Training Checklist

Sponsor Name: _____
Sponsor Contact: _____
Telephone Number: () _____
Email: _____

This checklist provides information on a number of topics for the 2019 Child and Adult Care Food Program (CACFP). The checklist serves to meet the State agency's annual training requirement for your institution's CACFP Program. Please review this document in its entirety and check all boxes that pertain to your sponsorship. The completed and signed checklist will validate that you have read each item, understand the program requirements, and agree to implement the regulations.

Fax (302-739-1769) or scan/email a copy of your completed and signed checklist to your assigned Field Agent. Failure to return a completed and signed checklist will result in a delay of your 2019 application approval.

Training

☐ I acknowledge that I have reviewed the 2019 CACFP Annual Sponsor Training PowerPoints and handouts to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Topics included:

- ☐ Grains in CACFP
- ☐ Calculating Ounce Equivalents
- ☐ Viability, Capability and Accountability (VCA)
- ☐ Farm to CACFP (Preschool)

☐ I acknowledge that all staff involved in any aspect of the CACFP will be trained. This training is necessary to meet the annual training requirement as outlined in federal regulations 7 CFR 226. Training topics must include:

Civil Rights	Infant Menus (if applicable)	Recordkeeping Procedures
Claim Completion Procedures	Meal Count Procedures	Time and Attendance Records
Costs Documentation	Meal Pattern Requirements	Monitoring Requirements
Eligibility Determination	Menus	(Sponsor Organizations)
Enrollment Statements	Milk Substitutions	

Non-Discrimination Statement

- ☐ I acknowledge that I have read the federal non-discrimination statement, and will update all CACFP documents to include the current required statement.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Annual Audit Requirements

Sponsors who expended more than \$750,000 in federal reimbursement:

- ☐ **Non-Profit Sponsors (if applicable):** I acknowledge that I have uploaded my agency audit to the National Clearinghouse web site for fiscal year 2017.
- ☐ **For-Profit Sponsors (if applicable):** I acknowledge that I have faxed, emailed, or mailed my organization's audit to my assigned State Agency Field Agent for fiscal year 2017.

-OR-

- ☐ **All Sponsors (if applicable):** I acknowledge that I have **NOT** expended more than \$750,000 for fiscal year 2017; therefore, this audit requirement does not apply to my Program.

Note: If audits are required, but not complete, applications will **NOT** be approved for FY 19.

Sponsor Organization: _____
(Name of Sponsoring Organization or Independent Center Sponsor)

Print Name (Executive Director/Owner or Designee)

Date

Signature (Executive Director/Owner or Designee)

In accordance with 7 CFR §226 Recordkeeping requirements, please retain a signed copy of this Training Checklist

STATE USE ONLY

Reviewed/Approved by: _____
Signature

Date

Delaware Department of Education

Written CACFP Procurement Policy – Template

Adapted from Wyoming Department of Education Written CACFP Procurement Policy

- **Below is a template.** Please feel free to make changes, additions or add any other necessary language to meet your organization's needs. Delete all language that is unnecessary or explanatory. **This document includes sample clauses, please delete samples not utilized.** Please replace **NAME** with your Organizations name if adopted.

If your organization has a threshold that is stricter than those stated in this document, please use the most strict.

Once updated, this template document can be saved as a single document and adopted as your organizations written procurement policy.

Procurement Policy for **NAME**, hereafter referred to as **ORGANIZATION**

This CACFP participating Sponsor, Organization will adhere to the following policy requirements for any procurement related to the USDA Child and Adult Care Food Program (CACFP) and all federal procurement rules as required by Procurement Regulations **7 CFR 226.6, 21, 22, and 2 CFR Part 200.317-326** (For all recipients of federal funds)

ORGANIZATION uses the following method(s) of procurement when making purchases for the CACFP with CACFP funds.

Micro-purchase method for CACFP goods and services:

- Purchases \$10,000.00 or less (per 2 CFR 200.67) (micro-purchases) may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible, however, the **ORGANIZATION** must distribute micro-purchases equitably among qualified suppliers.

ORGANIZATION will maintain invoices or receipts for purchases from different vendors or suppliers, including the date, vendor or supplier, items, quality, and price.

Small purchase method for CACFP goods and services:

- Purchases greater than a micro and less than \$25,000 (i.e. \$10,001.00 - ≤ \$24,999.00). A small purchase does not require a bid process; however, the small purchase shall be made on a competitive basis.

ORGANIZATION will obtain price or rate quotes from qualified vendors, contractors, or suppliers for these purchases. Our organization uses the "Informal Purchasing Log" provided by the Delaware Department of Education, or a similar tracking method to document this process, and maintains records of any quotes obtained.

ORGANIZATION will attempt to obtain a least three (3) quotes.

Large (Formal) purchase method for CACFP goods and services:

- A purchase \$25,000.00 and over is considered a **formal purchase**, and a contract must be awarded through a formal procurement process. A call for bids or proposals shall be published at least once in a newspaper of general circulation in the State, and region, posted on the **ORGANIZATION's** website, sent to known prospective vendors, and posted to trade periodicals as appropriate. No contract shall be divided for the purpose of avoiding this process.
- **ORGANIZATION** will use all templates provided by Delaware Department of Education
- All proposed contracts shall be publicly announced at least once, 14 calendar days prior to the opening bids. The announcement shall include the time and place of the bid opening. The State Agency shall be notified at least 14 calendar days prior to the bid opening of the bid opening time and place.

Per 2 CFR 200.321 the **ORGANIZATION** will purchase from small, minority and women's business enterprises and labor surplus firms whenever possible.

Geographic Preference:

No Geographic Preference (advantage based on location) is allowed with federal funds except for documented Farm to School (Farm to Preschool, summer) efforts. Therefore, as part of Farm to School, **ORGANIZATION** may choose to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products only.

Below are the ORGANIZATION requirements and policy for all formal purchases.

Bid Specifications:

ORGANIZATION contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents or the contract. Submit bids to State Agency prior to award.

Identical bid specification and/or request for proposals will be provided to all potential vendors.

ORGANIZATION will avoid acquisitions of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.

Debarment and Suspension:

ORGANIZATION must do the following:

ORGANIZATION will obtain verification regarding debarment and suspension for all food service contracts to be paid with Federal assistance.

- To meet this requirement **ORGANIZATION** will include a suspension and debarment statement within the text of all contracts (part of all Delaware Department of Education procurement templates)
- To meet this requirement **ORGANIZATION** shall check the Federal Excluded Parties List System at the site below and document that the vendor has not been debarred or suspended. Verification will occur prior to a vendor being chosen and before a contract has been offered.
<https://www.sam.gov>

ORGANIZATION will submit a copy of signed contract to State Agency prior to beginning program operations.

Standard of Conduct for ORGANIZATION Employees:

ORGANIZATION maintains the following code of conduct for any employees engaged in award and administration of contracts supported by Federal Funds:

- No **ORGANIZATION** employees will engage in any procurement when there is a conflict of interest, real or perceived, and **ORGANIZATION** employees cannot solicit or accept any gratuities, favors or anything of monetary value from prospective vendors
- No **ORGANIZATION** employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial interest in the firm selected for award:
 - The employee
 - Any member of his/her immediate family
 - People with whom there is an affectionate personal relationship
 - An organization which employs or is about to employ any of the above
- **ORGANIZATION** would like all employees to behave with the utmost integrity and never be self-serving, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.
- Employees found to be in violation of this policy are subject to disciplinary action. Based on the severity of the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

Contract Administration:

ORGANIZATION will maintain a contract administration system which will ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. **ORGANIZATION's** Business Official or designee will review all aspects of any contractor bid documents, expenditures, processes, and procedural aspects to ensure compliance with all federal, state, and **ORGANIZATION** regulations.

ORGANIZATION's contract administration system will address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms. Appropriate sanctions and/or penalties will be included.

All contracts in excess of \$10,000.00 must address termination for cause and for convenience and include the manner by which it will be effected and the basis for settlement.

Contracts made under a Federal Award (such as with funding from the USDA Child Nutrition Programs) will also contain all applicable federal provisions as referenced under *Appendix II to Part 200-Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*.

Discounts, Rebates, Credits:

ORGANIZATION will verify that all food program contracts and procurements are net of all applicable discounts, rebate, and credits. All contractors will maintain records and source documents in support of all costs, discounts, rebates, and credits.

Records Retention and Access:

ORGANIZATION will allow access to all records per 2 CFR 200.336.

ORGANIZATION will retain all Food Program records for three years after final payments and/or three years after any pending matters have been closed and completed.

ORGANIZATION will also maintain records sufficient to detail the history of any procurements. These records will include, but are not limited to, the following: rationale for the method or procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Record retention will adhere to all 2 CFR 200.33 requirements.

Bid Protest Procedures:

SAMPLE 1

Any actual or prospective bidder or proposer who believes they are aggrieved in connection with or pertaining to a bid or proposal may file a protest. The protest must be delivered in writing to the Purchasing Manager, in person or by certified mail. The protest must be received prior to the solicitation's closing date or within seven (7) calendar days after the issuance of the formal bid notification letter. The written protest must include:

1. Organization, mailing address, email address, and business phone number of the protesting party;
2. Appropriate identification of the bid or proposal being protested;
3. A precise statement of the reasons for the protest; and
4. Any documentation or other evidence supporting the protest and any alleged claims.

The business office will attempt to resolve the protest, including at the Purchasing Managers' option, meeting with the protesting party. If the protest is successfully resolved by mutual agreement, written verification of the resolution, which specifies on each point addressed in the protest; will be forwarded to the Finance Officer.

If the business office is not successful in resolving the protest, the protesting party may request in writing that the protest be considered by the Finance Officer. Applicable documentation and other information applying to the protest will be forwarded to the Finance Officer, who will promptly review such documentation and information. If additional information is desired, the Finance Officer may notify the necessary party or parties of the protest to provide such information.

If the Finance Officer is not successful in resolving the protest, the Finance Officer may forward to the Executive Director (Senior Administration) for review. The decision of the Executive Director will be final.

Bid Protest Procedures:

SAMPLE 2

Any potential, or actual, applicant objecting to the award of a contract may file a protest of the award, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract. The protest shall be in writing and shall contain the following information:
 1. The Organization, address, email address, and telephone number of the protestor;
 2. The Organization and number of the bid or proposal being protested;

3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A statement as to the form of relief requested; and
 5. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered if it is received by the business office, within the following periods:
1. A protest based on alleged improprieties in the issuance of the solicitation or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals.
 2. If the protest relates to the announced intent to award the contract, the protest shall be filed no later than 3:00 p.m. of the seventh (7th) calendar day after the issuance of the formal letters sent to all responding applicants regarding the intent to make the award. The date on these letters to responding applicants is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.
- C. An untimely protest may be considered if it determines that the protest raises issues significant to the organization procurement system. An untimely protest is one received by business office after the time periods set forth in Items A and B of this section.
- D. All protests must be filed at the following location **(Insert Address):**
- E. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director determines that a delay will severely disadvantage the organization. The applicant(s) who would have been awarded the contract shall be notified of the receipt of the protest. The Business Office shall issue written decisions on all timely protests and shall notify any applicant who filed an untimely protest as to whether or not the protest will be considered.



How to Register and Access Courses in PDMS and Schoology for the Child and Adult Care Food Program (CACFP) School Nutrition Programs (SNP) and the Summer Food Service Program (SFSP)

Using the School Nutrition Civil Rights Training course as an example, the following steps are to be used when registering for a course in PDMS, and accessing a course in Schoology.



How do I register for the School Nutrition – Civil Rights Training course?

1. Log into **IMS**
2. Click on the red **PDMS** icon
3. Search for the desired course title (**Civil Rights**) or course number (**25950**). 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 to the right of the course title.
4. Click **Register** button
5. Click **Next** button (bottom right of page) to Confirm Course Selection. You can access the course as soon as you complete registration. You don't have to wait until the following day.



How do I access the School Nutrition – Civil Rights Training course?

The School Nutrition –Civil Rights Training is delivered through Schoology which can be accessed through IMS or PDMS.

The preferred method for accessing the course:

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

Alternative Method:

1. Log into your **IMS** account
2. Click on the **PDMS** link
3. Click on the link titled "**School Nutrition – Civil Rights Training Section 1 (thru 2018 Sch Yr)**". This link will launch Schoology and open your course.

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

Welcome

Welcome to the Professional Development Management System (PDMS)! PDMS is designed to allow you to register for pertinent opportunities and document your professional development activities. When activities are marked as completed in PDMS, they will appear on your transcript (where you can also print certificates) and be transferred to DEEDS to document re-licensure hours.

Course Search

Search 

Advanced Search Show All

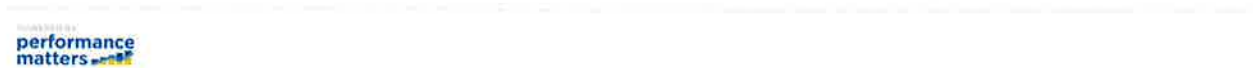
My Courses

No learning opportunities were found.

[My Transcript](#)[My Courses](#)

My Surveys

Has completed 1 survey that requires your attention.



All Re-licensure District Credit (i.e. PDJ) Cluster Hours Only Historical													
#	Survey	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Clock Hours	Stipend Cost	Payment Status
1	No surveys to take.	25907	43610	Being a Wise Health Care Consumer: What's in it For Me?	09/28/2016	03/09/2017	11/03/2016	10186682	Completed	Complete	1.0 Hours Re-licensure	\$0.00	- Not Set

Delaware Department of Education
Child and Adult Food Program
Application Addendum

In order to meet USDA /FNS guidelines the following management plan addendum has been created. This addendum includes specific assurances to be included in the application packet.

1. Each applicant / sponsor shall develop, implement, and maintain written standard sanitation operation procedures in accordance with USDA / FNS sanitation guidelines.

- a. Do you agree to comply with USDA / FNS sanitation requirements?

Yes_____ No_____

Comments:

2. Each applicant / sponsor shall provide the source of funding when expenses exceed reimbursement.

- a. Please list source of funding below:

3. Each applicant / sponsor shall provide a list of publicly funded institutions and principals that have participated in the program over the past seven years.

- a. Provide list:

4. As an applicant / sponsor, I certify that I have not been convicted or had civil judgement rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction or contract under a public transaction; or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statement, or receiving stolen property.

Signature and title required:

Date: _____

USDA Nondiscrimination Statement

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
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