



DEPARTMENT OF EDUCATION

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October 7, 2013

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Linda C. Wolfe, Ed.D, RN *lcw*
Director, School Support Services

SUBJECT: SY 2013-14 Operational Memo # 10
Schedule A (Statistics Report)

The United States Department of Agriculture requires each School Food Authority (SFA) to report specific data in relation to student participation in the National School Lunch Program, School Breakfast Program and Afterschool Snack Program. Delaware collects this data on the Schedule A Form. The data is to record the SFA status as of October 31 of each year.

Attached are the electronic copy of the revised Schedule A and instructions for completing the required form.

Please submit your completed Schedule A for the October 2013 data (electronically) to Aimee Beam (aimee.beam@doe.k12.de.us) no later than **Friday, December 13, 2013**. We recommend that you maintain a copy for your files.

We recognize that Schedule A Form is a tedious one to complete; however, your close attention to the details will be greatly appreciated. Schedule A is a critical report that depicts the status of Delaware's School Nutrition Programs.

Please contact us if you have any questions.

cc: Aimee F. Beam, RD, LDN, Education Associate
Field Agents

