

SUMMER FOOD SERVICE PROGRAM

Proactive Planning for Sponsors

Providing summer meals is a year-round effort. At any point throughout the year, there are things you can do to proactively approach SFSP expansion.

Go to **USDA** and **Partner Resources**.

SPONSOR PLANNING

Given that States have their own deadlines, this list provides general information that sponsors can use to plan their Summer Meal Programs.

FALL

- ☐ Ensure all claims for reimbursement have been filed.
- ☐ Consolidate daily meal counts and submit reimbursement claims.
- ☐ Take time to reflect on the summer with site administrators and what could be improved or what worked.
- ☐ Reflect on the service provided by your vendor. Ensure the food was well-received by the children. Revise menus as needed.
- ☐ Review unserved and underserved areas near current sites. Recruit sites to these areas of need.
- ☐ Compare participation from this year to that of prior years, as well as current participation for free and reduced-price meals in local schools.
- ☐ Reach out to sites that were underutilized and offer support to increase participation for the coming year.
- ☐ Consider providing nonmonetary awards to recognize sites that excelled during the summer.
- ☐ Set participation goals for the next summer and plan how you will accomplish them.
- ☐ Look out for dates on mandatory sponsor training from your State agency.

WINTER

- ☐ Sign up for and attend mandatory sponsor training classes.
- ☐ Determine which sites are returning, explore new site options, and meet with community partners.
- ☐ Plan site staff training, meal production and delivery, and programs and activities.

MARCH/APRIL

- ☐ Review sites and ensure you are aware of their locations, operational hours, staff, and dates for monitoring.
- ☐ Think about how meals will be delivered to the sites and how many will be served.
- ☐ Complete pre-operational site visits.
- ☐ Ensure administrative staff are trained.
- ☐ Finish application and renewal forms.
- ☐ Contract with a food service management company, if necessary.
- ☐ Check with the State agency to determine if there are any potential sites lacking sponsors or areas lacking sites and sponsors and consider extending service to those areas.

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Proactive Planning for Sponsors, Continued

PRIOR TO OPENING

- ☐ Ensure your sites are still available and ready to serve meals.
- ☐ Conduct outreach to families and children near your sites.
- ☐ Finish health inspection letter.
- ☐ Ensure site staff and volunteers have been trained.
- ☐ Prepare to promote SFSP kick-off events in conjunction with your other State and organizational partners.
- ☐ June 15: All sponsor applications must be submitted to the State agency. Note that States may have earlier deadlines.

WHILE OPEN

- ☐ Engage with partners to see what else they need to support the Program.
- ☐ Conduct monitoring visits to sites and ethnic/racial participation evaluation.
- ☐ Ensure all monitoring and financial management documentation is complete and accurate.