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.

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.

Proactive Planning for Sponsors

MARCH/APRIL, Continued
- ✓ Complete pre-operational site visits.
- ✓ Ensure administrative staff is 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.
- ✓ Look out for dates on mandatory sponsor training from your State agency.

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 1: All sponsor renewals must be submitted to the State agency.

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.

PLANNING CHECKLIST: SUMMER FOOD SERVICE PROGRAM	
Date completed	**Action**
1. _____	Meet with community leaders, if possible, or survey community for assistance in determining suitable site locations.
2. _____	Choose possible sites and compile written documentation supporting the eligibility of each site. This involves determining the method to be used to show need (such as area eligibility based on census tract or school district data, or the enrollment of each participating child).
3. _____	Choose method of meal preparation (self-preparation of meals or procuring of meals from a school food authority or a public or private food service management company).
4. _____	If meals will not be prepared by the sponsor, contact local schools and other possible vendors concerning vending meals for the Program. If meals are prepared by the sponsor, develop a cycle menu and incorporate relevant nutrition education if possible.
5. _____	Contact recreation departments, schools, and local service organizations to coordinate recreation activities with planned food service at sites.
6. _____	Contact reliable site supervisors from previous year(s) to determine if they have an interest in continuing in the Program.
7. _____	Attend training workshops offered by State agency personnel.
8. _____	Hire secretarial staff to assist the program director.
9. _____	Develop specifications for the invitation to bid (if applicable).
10. _____	Publicly advertise the bid, at least 14 days before bid openings (if applicable).
11. _____	Estimate potential Program reimbursement and develop budget and staffing plans for the Program.
12. _____	Solicit volunteer help at sites whenever possible.
13. _____	Hire an assistant program director, if necessary.
14. _____	Design forms, use the State agency's sample forms, or the sample forms in the Reference Section of this handbook for all aspects of Program operations.
15. _____	Read and understand all the guidance and regulations.
16. _____	Assure organizations' business policies are consistent with all USDA, NYS requirements, insurances and workers compensation.

Date completed	Action
PLANNING CHECKLIST: SUMMER FOOD SERVICE PROGRAM	
17. _____	Set up a filing system for those documents that must be maintained for at least 3 years.
18. _____	For camps, obtain data for each child to document eligibility for free or reduced price school meals. This also applies to sites where eligibility is based on the enrollment group served.
19. _____	Conduct a pre-operational visit to all new or problem sites.
20. _____	Submit a complete application with accompanying documents to the State agency. Include all attachments as requested by the State agency.
21. _____	Use proper procedures to select a vendor (if applicable).
22. _____	Meet the vendor and develop delivery schedules (if applicable).
23. _____	Arrange for facilities, equipment, and food purchases at self-preparation sites (if applicable).
24. _____	Hire monitors and site supervisors.
25. _____	Hold training workshops for monitors and site supervisors.
26. _____	Announce the availability of the Program and the nondiscrimination policy through the local media.
27. _____	Finalize monitoring schedules and any emergency procedures.
28. _____	Arrange to have a nondiscrimination poster, either developed by USDA or approved by the State agency, for each site.