



## Proactive Planning for Sponsors

Providing Summer Meals is a year-round effort! At any point throughout the year, there are proactive actions your organization can take to run successful Summer Meal Programs.

Go to [Resources](#).

### Sponsor Planning

This list provides general information that sponsors can use to plan Summer Meal Programs that run smoothly and effectively.

#### 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.



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#### Summer Meals Toolkit

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## 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 preoperational 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.

## PRIOR TO OPENING

- Ensure your sites are still available and ready to serve meals.
- Conduct outreach to families and children near your sites.
- Finish your health inspection letter.
- Ensure site staff and volunteers have been trained.
- Prepare to promote kick-off events in conjunction with your other State and organizational partners.
- **June 15:** Submit your sponsor application 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.
- Ensure all monitoring and financial management documentation is complete and accurate.

## Promising Practices

The following examples highlight methods State agencies use to make it easy for sponsors and partners to stay organized throughout the year.

### Kansas

*Calendar of Sponsor Responsibilities*

[http://www.kn-eat.org/SFSP/SFSP\\_Menus/SFSP\\_Calendar\\_of\\_Responsibilities.htm](http://www.kn-eat.org/SFSP/SFSP_Menus/SFSP_Calendar_of_Responsibilities.htm)

### Indiana

*SFSP Program – SFSP Sponsor Task Calendar*

<https://www.doe.in.gov/nutrition/summer-food-service-program>

### Minnesota

*Summer Food Service - Key Tasks and Recordkeeping Requirements – SFSP*

<https://education.mn.gov/MDE/dse/FNS/SFSP/>

### West Virginia

*SFSP Resources – SFSP Planning Checklist*

<https://wvde.us/child-nutrition/summer-food-service-program/sfsp-resources/>

## Resources

### USDA

*SFSP State Deadlines for Sponsors*

<https://www.fns.usda.gov/summer-food-service-program-sfsp-state-deadlines-sponsors>





### **California Institute for Local Government**

*Three Things to Do Now to Get Ready for Summer*

<http://www.ca-ilg.org/blog-post/three-things-do-now-get-ready-summer>

### **Food Research and Action Center**

<https://frac.org/research/resource-library?type=resource&search=SFSP+Calendar+and+Guide>

### **Share Our Strength**

*Plan Collaboratively*

<http://bestpractices.nokidhungry.org/programs/summer-meals/plan-collaboratively>

## **For Additional Information**

Review these ideas and adopt the strategies that seem reasonable to you and achievable for your Program. The Summer Meals Toolkit has even more creative ideas and resources at <https://www.fns.usda.gov/sfsp/summer-meals-toolkit>

Do you have more questions? Sponsors and the general public should contact their State agency for answers. State agencies should contact their Food and Nutrition Service (FNS) Regional Office.

List of FNS Regional Offices: <http://www.fns.usda.gov/fns-regional-offices>

List of State Agencies: <http://www.fns.usda.gov/sfsp/sfsp-contacts>

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