# 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 reducedprice 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.

#### **SUMMER FOOD** SERVICE PROGRAM 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.