

Welcome!

We'll get started in just a few minutes. While you wait, answer the **Question of the Day** in the chat box:

What organization or group are you excited to partner with this summer?

The library? The local recreation center?

Tell us in the chat!



School's Out, Food's in!

Planning for Summer Meals: Strategies to plan smarter, not harder

February 28, 2023



HOUSEKEEPING





Agenda

Welcome & Introductions

Planning Resources from No Kid Hungry

Planning Strategies

- Annette Dove, Founder and Director of Targeting Our People's Priorities with Service (TOPPS)
- Kara Moore, Director of Child Hunger Programs at Lowcountry Food Bank
- Missy Poirier, Director of Nutrition Services at Jurupa Unified School District

Q&A

New to Summer Meals?

Check out our website to get started!

New Resource!

[Proactive Planning for Summer Meals Sponsors](#)

Available at: bestpractices.nokidhungry.org



Proactive Planning for Summer Meals Sponsors

Start here:

One of the best ways to sustain, strengthen, and expand your program is to approach planning as a year-round endeavor. This resource is a road map to help identify activities that can benefit your program at different times throughout the year. It also highlights important regulatory tasks necessary to participate in the Summer Food Service Program and NSLP Seamless Summer Option. Use it as a guide to define and refine your summer planning. Consider developing your own timeline and checklist, adding in dates and staff roles and responsibilities. Update your document annually ahead of planning in November-December.

Year-Round

- Participate in statewide or regional sponsor groups (if available) to network and exchange best practices with peer organizations. This will support program growth at your organization and across your region. Contact No Kid Hungry at bestpractices@strength.org for additional information.
- Attend your required state agency trainings to stay informed of policies and procedures and timelines for sponsor application.

October-November

- Submit August meal count claims, if you have not yet done so.
- If offered, attend your state agency or No Kid Hungry sponsored summer debrief session to review this year's outcomes and capture learnings to inform next summer's work.
 - Use the debrief session as an opportunity to set internal goals for your program and establish or deepen community partnerships.
- Use USDA's [Capacity Builder](#) and No Kid Hungry's [Averaged Eligibility Map](#) to identify areas for program expansion.

Sign up for our [What's New Newsletter](#) to receive program updates, learn about new resources, and register for upcoming webinars! For more summer meals resources, check out our [website](#).

Additional Resources

[SFSP & SSO Requirements - Comparison Chart Of Usual Vs. COVID-19 Waiver Operations](#)

[Feeding A Crowd - Tips For Congregate Meal Service](#)

Staffing

- [Hiring & Retaining Staff: Your Most Precious Commodity](#) (webinar recording)
- [Staffing Up: Strategies For Working Through Labor Shortage Challenges](#)
- [Tips For Staffing Summer Meals Programs](#)

Area Eligibility:

- [Navigating Area Eligibility In Summer And Afterschool Meals](#)
- [USDA's Capacity Builder Map](#)
- [Averaged Area Eligibility Map](#)

School's Out, Food's In!

No Kid Hungry Summer Webinar Series

February 28th at 3pm EST - [Planning for Summer Meals: Strategies to plan smarter, not harder](#)

March 28th at 3pm EST - [Make it Mobile: A deep dive into mobile meal programs](#)

April 25th at 3pm EST - [Spread the Word: Summer Meals and Summer Pandemic EBT outreach and promotion](#)

May 23rd at 3pm EST - [Strategies to Improve the Summer Meals Experience for Kids and Families](#)

June 20th at 3pm EST - [Year-Round Meals: Tips for transitioning from summer to afterschool meals](#)



**Annette Dove,
Founder & Director of
Targeting Our People's
Priorities with Service
(TOPPS)**

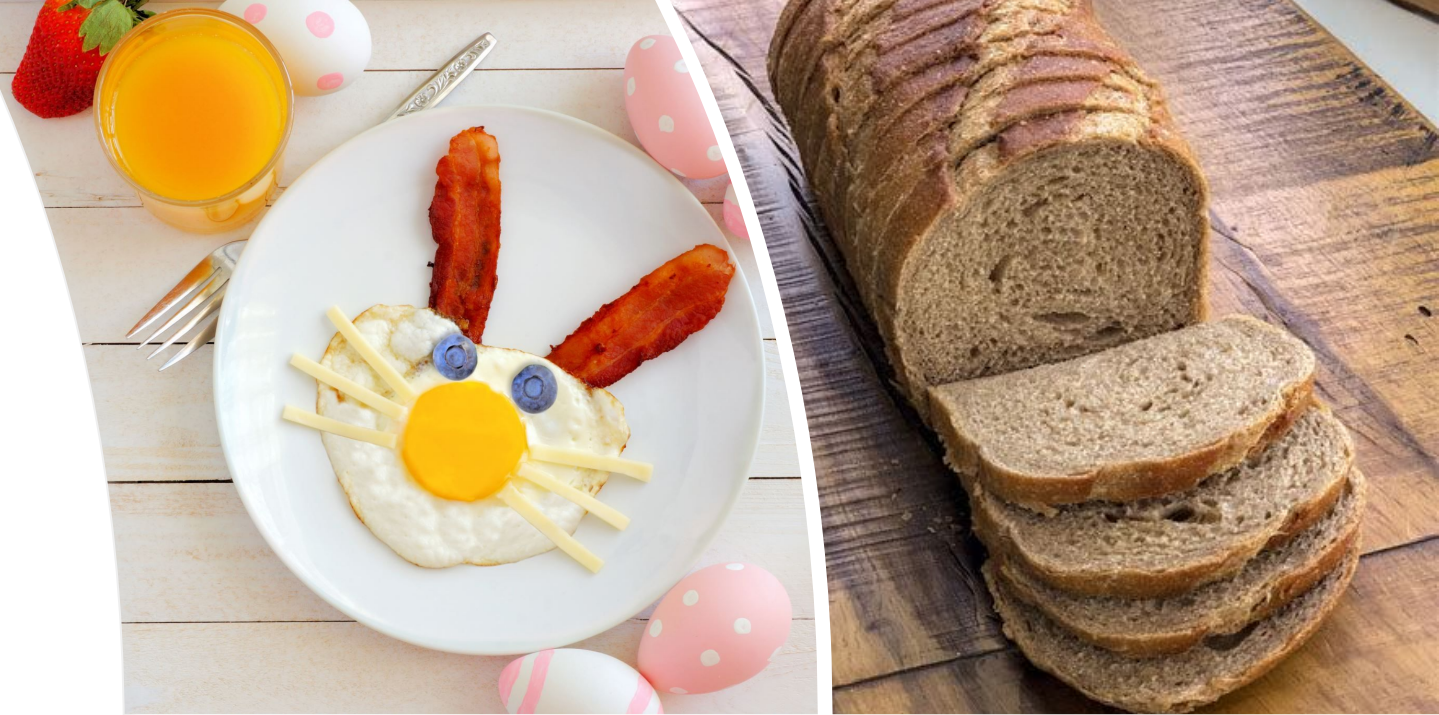


Planning For Summer Meals

Presented By:

Annette H. Dove

TOPPS, Founder, and CEO



Steps in The Planning Process

Questions To Ask?

Questions to ask yourself, in the planning process:

- Why do you want to operate a Summer Food Service Program (SFSP)?
- How many children are in the targeted community?
- Are other organizations operating a SFSP in the area? How many are they serving?
- Know your capacity- How many children can you serve adequately with your space, staff/volunteers, and equipment?
- How will the participants receive their meals?

Additional Questions:

- Do you have the ability to operate a successful program?
- Are you organized and data oriented, do you have enough personnel?
- Can you attend training and have time to read detailed information?
- How will you locate personnel (volunteers/paid staff) and how will they be trained?
- SFSP reimburses sponsors for serving meals to children that meet program requirements for up to two meals. Do you have the revenue to cover the cost in case the reimbursement is delayed?



Source of Vendors

- Who are your vendors?
- Do you need to have a procurement?
- Do you have a backup if the vendor is delayed?
- Do you have storage in place for food to be stored? Where is it located?



Things to Consider in Menu Planning

- Can the menu be reproduced or used in a rotation?
- Where can I find menus to meet USDA guidelines?
- Cost Factor
- Packaging
- Temperature

Link to access USDA Summer Food Regulations:

https://www.fns.usda.gov/resources?f%5B0%5D=program%3A28&f%5B1%5D=resource_type%3A162



Marketing Your Summer Program

- Targeting schools, churches, and community events with flyers push cards, yard signs, and door knockers
- Conversing with school counselors
- Social media
- Media platforms (billboards, news outlets, and radio & television stations)
- Grand opening event
- City league sports teams
- Medical clinics
- Housing authorities



Summer Activities

Things to consider when creating activities:

- Length of serving time
- Staffing
- Age of participants

Example of Activities:

- Reading
- Outdoor games
- Physical Fitness
- Enrichment Partners— 4H, Natural Center, Library, Karate, Dance, etc.

Meeting Compliance and Monitoring

- Training of staff, monitoring sites
- Paperwork – site agreements
- Daily paperwork, meal pick up, count sheets, temperature log, signatures
- Checking numbers
- Production records

JULY FOOD RECEIPTS

Date	Vendor	Food Cost	Supplies	Total
7-1-22	Sysco	52.27		52.27
7-1-22	Sysco	1182.22		1182.22
7-2-22	Sam's Club	39.80		39.80
7-2-22`	WalMart	57.71		57.71
7-5-22	Super 1 Food	74.24		74.24
7-6-22	Sysco	323.05		323.05
7-6-22	Sysco	913.32		913.32
7-8-22	Sysco	493.24		493.24
7-9-22	Sam's Club	68.96		68.96
7-11-22	Sysco	1498.84		1498.84
7-12-22	Super1 Food	74.24		74.24
7-13-22	Sysco	585.95		585.95
7-14-22	Sam's Club	186.38		186.38
7-15-22	Sysco	1079.08		1079.08
7-18-22	Sysco	1142.49		1142.49
7-18-22	Food Smart	168.03		168.03
7-18-22	Sam's Club		75.70	75.70

SUMMER MILK RECEIPTS

Date	Vendor	Amount purchased	Amount Used	Carryover
6/1/2020	Sysco	624		624
6/3/2020			316	308
6/4/202	Sysco	336		644
6/5/2020			128	516
6/5/20	Thomas Gro.	325		841
6/8/2020			264	577
6/10/2020	Wal- mart	48		625
6/10/2020			316	309
6/11/2020	Sysco	816		1125
6/12/2020			170	955
6/15/2020			372	583
6/16/2020	Sysco	528		1111
6/17/2020			368	743
6/18/2020	Sysco	864		1607
6/19/2020			190	1417
6/22/2020			380	1037
6/24/2020			444	593

Monitoring Sites



Optional

Hiring someone to monitor the site-- if the budget allows.



Make sure all records are completed and submitted on time.



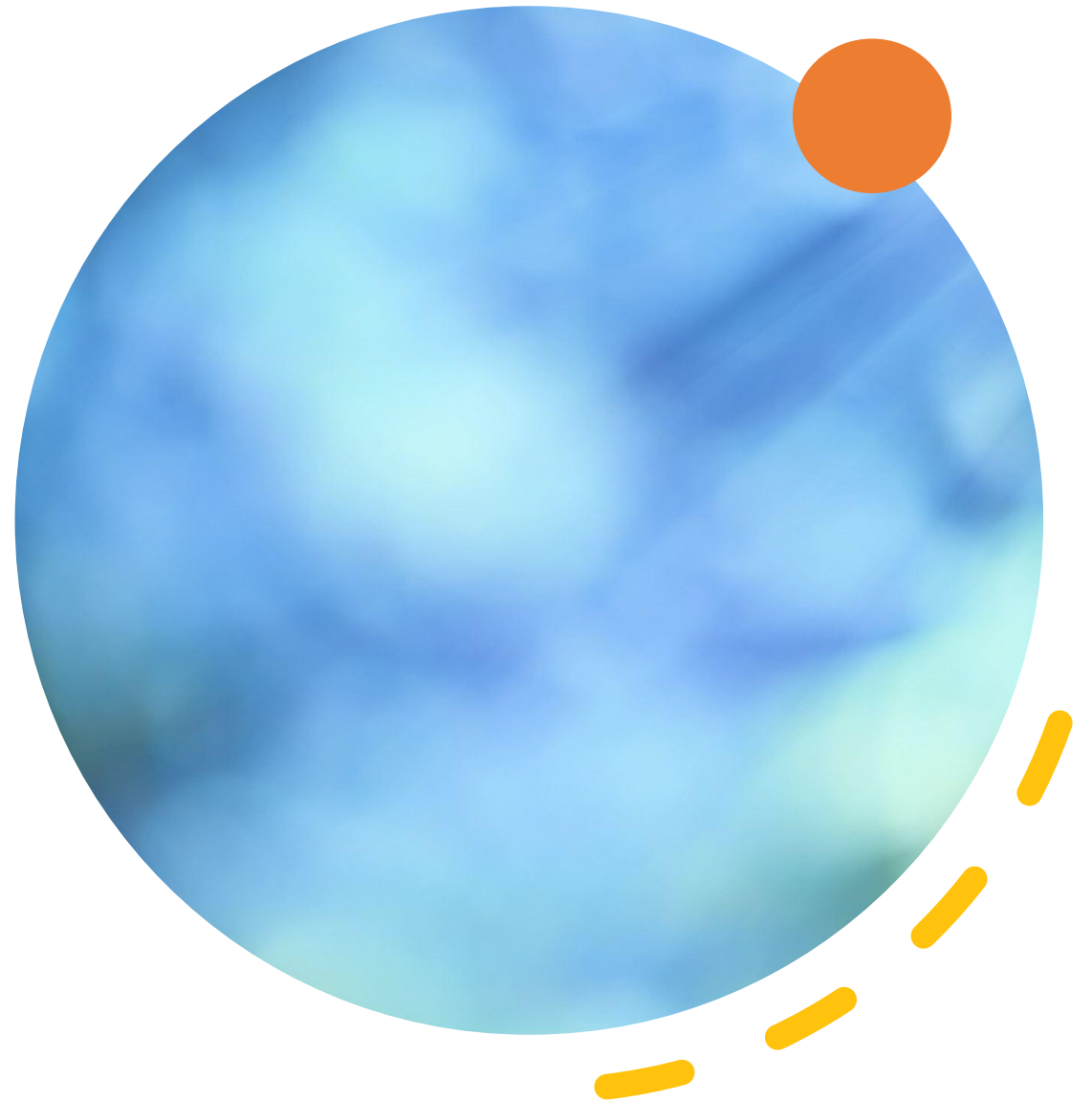
Filing system in place so that site visit is not a problem.



Always ask (email) state questions if you are unsure. Keep all correspondence.

Questions, Comments & Concerns

Thank you for
listening and
participating.





**Kara Moore,
Director of Child Hunger
Programs at Lowcountry
Food Bank**





Lowcountry Food Bank Charleston, SC

Kara Moore, Director of Child Hunger Programs



Summer Meals at LCFB

- 18 SFSP sites in seven counties
- Self-Prep
- Combination of urban and rural
- All unaffiliated
- Non-congregate program operating in Williamsburg County-
10 additional sites



Summer Planning Tools: Action Item Workbook

- Program Compliance Coordinator maintains active planning workbook where Child Hunger team assigns and manages tasks associated with all summer programs

SUMMER FOOD SERVICE PROGRAM - GENERAL TIMELINE ACTION ITEM WORKBOOK					
Summer Programs Workbook to Provide Guidance and Assign Action items					
SFSP Dates: June 12-August 11					
TIME FRAME	ACTION ITEM	DUE DATE	ASSIGNED TO	COMPLETED ON	NOTES/COMMENTS/HELP NEEDED/ADDITIONAL ACTION NEEDED
February	Post SCBO Ad to solicit bids for SFSP	2/24/2023	Misty		
February	Contact Sysco, US Foods for menu item quotes	2/24/2023	Misty		
February	Continue site recruitment and planning (meal production, delivery, staffing, etc) consult with NKH sponsor for helpful ideas and resources	2/28/2023	Team		
February	Develop/modify menu and prepare food budget with Chef	2/28/2023	Misty/Emily & Nutrition Team		REVIEW BREAKFAST AND LUNCH
February	Contact SFSP sites from previous year and confirm desire to participate again and what type of meal service they would like	2/28/2023	Misty	DONE	APPLICATION SENT OUT ON 2/15/23
February	Add Google Form to LCFB website for potential summer meal sites: collaborate with Communications	1/30/2023	Misty	Done	
February	Send out application to previous and potential partners	2/15/2023	Misty	Done	
February	Identify and begin contacting PUP sites	2/28/2023	LaShonda		Determine which locations from last year we want to return to and if we need to scout any new locations to ensure we reach at least 4 sites
March	Begin conversations with Communications and Marketing team RE: summer outreach tools/needs	3/31/2023	Kara/LaShonda		
March	Contact ECMHS and Beaufort-Jasper YMCA about receiving pantry boxes and produce again this summer- determine potential delivery schedule and quantities	3/31/2023	Kara		

Summer Planning Tools: Site Monitoring Workbook

- Program Compliance Coordinator assigns each Child Hunger team member sites to monitor. Workbook allows sharing of essential information and tracking of findings that could be compliance issues.

Monitor	SITE NAME	ADDRESS	DATES OF OPERATION	DAYS OF OPERATION	APPROVED LEVEL OF SERVICE	MEAL SERVICE TIME	CLOSURES	DATE TO COMPLETE PRE OP VISIT COMPLETE BEFORE 5/20 <small>*Sites in Orange require in person visit</small>	DATE COMPLETED	FINDINGS	1ST WK VISIT PLANNED DATE	FINDINGS	4TH WEEK REVIEW PLANNED DATE
Misty	Love House Center	423 Parris Island, Beaufort, SC 29906	6/13-7/29	Mon-Fri	40	B: 8:30-9am L: 12-12:30pm	7/4/2022	5/11/2022	5/11/2022	None	6/16/2022	none	7/13/2022
Misty	Power in the Word Worship	2819 S. Live Oak Dr. Moncks Corner, SC 29461	6/13-8/12	Mon-Fri	40	L: 12-12:30pm Sn: 3:30-4:00 pm	7/4/2022	5/23/2022	5/23/2022	may need to adjust operation hours once up and going depending on parent schedules.	6/16/2022	menu not posted, considering stopping breakfast service	7/12/2022
Kara	Seven Farms Apartments	305 Seven Farms Drive Daniel Island, SC 29492	6/13-8/5	Mon-Fri	25	B: 9:00-9:30 am L: 12:00-1:00pm	7/4/2022	5/11/2022	5/11/2022	confirmed everything	6/14/2022	menu not posted, corrected that day, placed thermometer in fridge	7/1/2022
Jennifer	Ivy Ridge Apartments	2215 Green Ridge Rd. North Charleston, SC 29406	6/13-7/13/22	Mon-Fri	20	B: 10:00-10:30 am L: 1:00-1:30pm	July 4th	6/9/2022	6/9/2022	None	6/15/2022	none	
Kim	Felix Pinckney Community Center	4790 Hassel Avenue North Charleston, SC 29405	6/13-8/5	Mon.-Fri.	40	B: 8:30-9:00AM	6/20, 7/4	5/6/2022	5/6/2022	None	6/14/2022	none	7/8/2022
Kara	Gethsemani Community Center	2449 Beacon St. North Charleston, SC 29405	6/13-8/5	Mon.-Fri.	25	B: 8:30-9:00AM	6/20, 7/4	5/6/2022	5/6/2022	None	6/14/2022	none	7/7/2022

What else do we do to ensure compliance?

- Link2Feed for real-time meal tracking and managing waste
- Reviewing menus annually with Executive Chef and Nutrition team
- Thorough screening and in-person pre-operational site visits to new partners to ensure they have what they need to operate a successful meal site
- Site Coordinator training
- Annual Sponsor training with state agency

Contact Information

Kara Moore

(843) 747-8146, ext. 110

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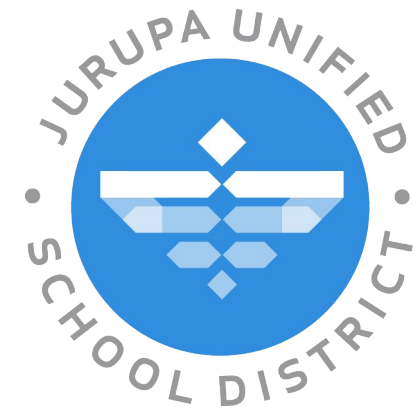
**Missy Poirier,
Director of Nutrition
Services at Jurupa Unified
School District**



PLANNING FOR SUMMER MEALS!

Missy Poirier
Director of Nutrition Services
Jurupa USA





The way to get started is to quit talking and begin doing.

Walt Disney

How to get the partnership needed for your summer program

Reach out to:

Libraries

Parks and Recs departments

Boys and Girls Club, YMCA, Summer camps

Churches

Other districts, entities and find out what works for them-don't try to recreate the wheel

Have some plans ahead of the conversations-plan EARLY

- Make meal service easy for your partners
- Create the atmosphere of “fun” and “fresh”.
- Plan BBQ's or summer picnic themed events.
- Get them excited about your vision.
- Research the partner and plan around their needs





○ **PLAN NOW FOR A
SUCCESSFUL SUMMMER!!!**





Q&A



Stay in Touch!

Sign up for our newsletter:

www.bestpractices.nokidhungry.org/subscribe

Visit the CBP website:

www.bestpractices.nokidhungry.org



We Want Your Feedback!

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Please take a moment to complete the short survey!



THANK YOU

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