

# OSPI Annual Planning Calendar For SFSP Sponsors

The following is a suggested annual timeline of events to assist existing SFSP sponsors with program planning.

<b>September/October</b>	<b>Deadlines &amp; Requirements</b> <ul style="list-style-type: none"> <li>Consolidate final daily meal counts</li> <li>Submit final reimbursement claims</li> </ul>
<b>Goals:</b> <i>Reflect on last Summer's Operations</i>	<b>To complete:</b> <ul style="list-style-type: none"> <li>Evaluate previous summer meal program and set goals/develop ideas for upcoming summer</li> <li>Evaluate outreach efforts from the previous summer meal program and make necessary adjustments</li> <li><a href="#">Subscribe</a> to Summer Meals Program Updates</li> </ul>
<b>November- April</b>	<b>Deadlines &amp; Requirements</b> <ul style="list-style-type: none"> <li>Complete the <a href="#">SFSP Unaffiliated Site Questionnaire</a> (for becoming a site under an existing sponsor)</li> <li>Email <a href="mailto:summermeals@k12.wa.us">summermeals@k12.wa.us</a> if you wish to sponsor unaffiliated sites</li> </ul>
<b>Goals:</b> <i>Consider Sponsoring additional SFSP sites</i>  OR  <i>Become a site under a current SFSP sponsor</i>	<b>To begin:</b> <ul style="list-style-type: none"> <li>Explore new site locations; research existing sites to avoid duplication of services and place new sites where there is a need</li> <li>For financial and outreach planning, analyze participation goals by reviewing last summer's data</li> </ul> <b>To become a site:</b> <ul style="list-style-type: none"> <li>Learn about what participating in summer feeding entails, watch <a href="#">Operating a Summer Food Service Program</a></li> <li>Review the <a href="#">SFSP Reference Sheet</a></li> </ul> <b>To take on additional sites:</b> <ul style="list-style-type: none"> <li>Follow up on any shared new site questionnaire connections</li> <li>Use the <a href="#">SFSP Sponsor Budget Reference Sheet</a> to prepare a budget to submit during the application process</li> <li>Set goals based on how much of an impact each new site could produce</li> </ul>

<b>January</b>	<b>Deadlines &amp; Requirements</b> <ul style="list-style-type: none"> <li>Develop a plan to complete required <a href="#">Sponsor &amp; Site Staff Training</a> (<i>sponsors complete State agency training prior to application approval, and site staff must be trained prior to assuming their duties</i>)</li> </ul>
<b>Goals:</b> <i>Develop Action Plan</i>	<i>To begin:</i> <ul style="list-style-type: none"> <li>Review your meal service plan</li> <li>Begin recruitment for site staff/volunteers and set a deadline on when staffing will be completed</li> </ul> <i>To complete:</i> <ul style="list-style-type: none"> <li>Meet with stakeholders to create an action plan for the upcoming summer</li> <li>Enlist community partners to help with site activities</li> <li>Create an advertising/outreach campaign and determine timeline</li> </ul>
<b>February</b>	<b>Deadlines &amp; Requirements</b> <ul style="list-style-type: none"> <li>Prepare a food production and delivery model for each site with vendor/meal distributor (<i>including delivery time flexibility and meals served</i>)</li> <li>If using a Food Service Management Company, submit contract to OSPI for approval (<i>contracts must be approved prior to operation</i>)</li> </ul>
<b>Goals:</b> <i>Staffing/Operational Planning</i>	<i>To begin:</i> <ul style="list-style-type: none"> <li>Start hiring and training site staff/supervisors using the <a href="#">Sponsor &amp; Site Staff Training</a></li> <li>Ensure appropriate staff obtain their food handlers permit</li> <li>Analyze progress of hiring to stay on track with deadlines</li> </ul> <i>To complete:</i> <ul style="list-style-type: none"> <li>Review food quality from previous summer programs (<i>if applicable</i>) and adjust for new program year if needed</li> <li>Meet with vendors to review menus and determine the quality of food sites will provide</li> </ul>
<b>March/April</b>	<b>Deadlines &amp; Requirements</b> <ul style="list-style-type: none"> <li>Register and attend Annual Training</li> <li>Complete pre-operational site visits and include site staff and supervisors</li> <li>Complete SFSP application/renewal packet <i>*Applications open in April</i></li> </ul>

<b><u>Goals:</u></b> <i>Logistics</i>	<i>To complete:</i> <ul style="list-style-type: none"> <li>• Determine site monitoring visit dates and site review dates</li> <li>• Review daily logistics with site supervisors for staffing, hours of operation, and frequency of submitting paperwork</li> <li>• Review meal distribution plan with vendor (<i>if applicable</i>)</li> <li>• Finalize marketing/outreach campaign</li> </ul>
<b>May/June</b>	<b>Deadlines &amp; Requirements</b> <ul style="list-style-type: none"> <li>• Confirm final site participation</li> <li>• <b><u>Submit completed application by June 15<sup>th</sup></u></b></li> </ul>
<b><u>Goals:</u></b> <i>Outreach/Program Launch</i>	<i>To complete:</i> <ul style="list-style-type: none"> <li>• If not completed, design and order marketing materials</li> <li>• Publicize the program within the school/organization and community</li> </ul>
<b>June-September</b>	<b>Deadlines &amp; Requirements</b> <ul style="list-style-type: none"> <li>• Record meals served at POS</li> <li>• Operate program daily</li> <li>• Complete required monitoring visits</li> </ul>
<b><u>Goals:</u></b> <i>Maintaining momentum</i>	<i>To complete:</i> <ul style="list-style-type: none"> <li>• Maintain financial management system</li> <li>• Maintain program records per requirements</li> </ul>

## Resources

[7 CFR 225](#)

## Acronym Reference

- SFSP – Summer Food Service Program
- OSPI - Office of Superintendent of Public Instruction
- USDA - United States Department of Agriculture