

What Are Your Plans for the Summer?

Every summer feeding program must start with a well-thought-out plan for administration and operations. Thinking through the answers to some basic but crucial questions helps you begin planning for your summer feeding program in earnest. Ask yourself:

Who...

- How many low-income children need service through this summer nutrition program to keep from going hungry?
- Is lunch the primary requirement, or is there a need for breakfast, snacks or even dinner?
- What support do I need from the community? Are there community leaders who will help sponsor and/or promote the program?
- Will there be staff or volunteers to help lead enrichment activities?
- Who will be in charge at each site?
- Who will monitor participation counts?
- How many staff hours will I need to run the program? Do I need to hire extra staff?
- Can I use volunteers for certain responsibilities?
- Do I have a training plan for staff who will manage and carry out the program at each site?
- How will we handle unauthorized adults who try to eat meals?

Where...

- Where will I serve the food?
- Do service locations have facilities and/or equipment for refrigeration, warming, preparation, holding and storage of food and meals, if necessary?
- Do service sites have adequate shelter in case of inclement weather?
- Do service locations have access to a telephone?
- Do service sites require special transportation provisions?
- When and how do I need to notify the health department of off-site feeding plans?
- Have I conducted a pre-operational visit to each site?
- How will trash be removed?

What...

- Can I use my existing cafeterias and/or central kitchen to make the meals?
- Can I use ingredients and prepackaged food items that were originally procured for my NSLP operation?

- Will grab-and-go packaging/service items be required?
- Can I use existing vendor contracts to supply what I need?
- Do my proposed meals and menus meet nutritional requirements?
- Are my planned foods appealing to children for summer eating?
- What food safety measures need to be implemented?
- What monitoring procedures need to be in place?

How...

- How will food be delivered to the sites?
- What is my proposed delivery schedule?
- Do I need to coordinate with the school transportation office or another entity to arrange for transportation?
- How will I determine and document each child's eligibility?
- How will I keep necessary records? What records are required?
- Do I need to attend state agency training?
- Do I have a plan for regular site visits and inspections?

For additional checklists and planning tools, visit the USDA's guide to administering a summer feeding program at

www.fns.usda.gov/cnd/Summer/library/handbooks.html.

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