# SNP Memo #2022-2023-22

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 16, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Summer Meals Planning Guide

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is excited to announce the availability of the Summer Meals Planning Guide. School food authorities (SFAs) and community sponsors can use the guide for planning a successful 2023 Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) operation. The guide separates important planning tasks into six different objectives to be implemented throughout the year:

1. September and October: Evaluate
2. November and December: Envision
3. January and February: Plan
4. March and April: Mobilize
5. May and June: Promote
6. July and August: Engage

In addition to bi-monthly planning pages and resources, the guide includes a twelve-month calendar.

The Summer Meals Planning Guide will be available on the [VDOE-SNP SFSP webpage](https://www.doe.virginia.gov/support/nutrition/programs/sfsp.shtml) and in SNPWeb SFSP Download Forms. Director’s memos will notify SFAs and community sponsors of newly released bi-monthly resources.

### September and October Resources

The first planning objective is to evaluate your organization’s fiscal year (FY) 21-22 SFSP and/or SSO operations. Evaluation resources for September and October include a Summer Meal Service Feedback Survey and a Meal Gap Analysis Spreadsheets to assist sponsors in understanding their FY 21-22 summer meals program reach and effectiveness. Additionally, customizable thank you cards are available to send to site supervisors, staff, and volunteers to recognize their essential role in the program.

### For more information

For more information, please contact Callie Nickles, Child Nutrition Programs Regional Specialist, via email at [Callie.Nickles@doe.virginia.gov](mailto:Callie.Nickles@doe.virginia.gov).

SCC/MVP/CN/rd