# SNP Memo #2022-2023-36

[](about:blank)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: December 15, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Summer Meals Planning Guide – January and February

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is excited to announce the availability of the January and February resources 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 is available on the [VDOE-SNP SFSP webpage](about:blank) and in SNPWeb SFSP Download Forms. Director’s memos will notify SFAs and community sponsors of newly released bi-monthly resources.

### January and February Resources

The third planning objective is to plan the specific action steps required to meet your organization’s goals for the (FY) 22-23 SFSP and/or SSO operations. Resources for January and February include fillable five-day and seven-day SFSP menus. These menus also list the SFSP meal pattern and minimum serving sizes for your convenience.

### For more information

For more information, please contact Callie Nickles, SNP Training and Marketing Specialist, via email at [Callie.Nickles@doe.virginia.gov](about:blank).

SCC/MVP/CN/rd