# SNP Memo #2022-2023-66

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 2, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Summer Meals Planning Guide – May and June

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is excited to announce the availability of the May and June resources for 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 12-month calendar.

The Summer Meals Planning Guide is available on the [VDOE-SNP SFSP webpage](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/programs-promotions-and-initiatives/summer-food-service-program) and in SNPWeb SFSP *Download Forms*. Director’s memos will notify SFAs and community sponsors of newly released bi-monthly resources.

### May and June Resources

The fifth planning objective is to promote your organization’s (FY) 22–23 SFSP and/or SSO operations. By using a multi-faceted approach, school divisions and community organizations can promote their summer meal programs to a variety of target audiences. The [No Kid Hungry outreach toolkit](https://express.adobe.com/page/3te8qNBRfot7k/) provides school divisions and community sponsors with customizable promotional resources such as a template press release, social media graphics and captions, flyers, and print materials.

### For more information

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

SCC/MVP/CN/cc