# SNP Memo #2022-2023-75


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: June 29, 2023

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Summer Meals Planning Guide – July and August

The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), is excited to announce the availability of the July and August 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.

### July and August Resources

The sixth and final planning objective is to engage your staff, participating students, and community stakeholders. By engaging these audiences, school divisions and community organizations can maintain momentum throughout the summer and address any issues as they arise. Resources for July and August include two pulse surveys, one for students and one for site supervisors, staff, and volunteers. The feedback provided on these surveys can alert you to any necessary changes this summer and inform your planning for next summer.

### For more information

For more information, please contact Callie Nickles, SNP Training and Marketing Specialist, via email at Callie.Nickles@doe.virginia.gov.

SCC/MVP/CN/cc