**PLANNING CHECKLIST: SUMMER FOOD SERVICE PROGRAM (Fill in blanks with date completed)**

1. \_\_\_\_\_\_\_\_\_\_\_\_ Meet with community leaders, if possible, or survey community for

assistance in determining suitable site locations.

2. \_\_\_\_\_\_\_\_\_\_\_\_ Choose possible sites and compile written documentation supporting the eligibility of each site. This involves determining the method to be used to

show need (such as area eligibility based on census tract or school district

data, or the enrollment of each participating child).

3. \_\_\_\_\_\_\_\_\_\_\_\_ Become familiar with meal pattern requirements. Choose method of meal preparation (self-preparation of meals or purchase of meals from a school

food authority or a public or private food service management company).

4. \_\_\_\_\_\_\_\_\_\_\_\_ If meals will not be prepared by the sponsor, contact local schools and other possible vendors concerning vending meals for the Program. If meals

are prepared by the sponsor, develop a cycle menu and incorporate

relevant nutrition education if possible. Also, when ordering pre-cooked food, ask the company to provide you with a Child Nutrition Label. You will need these for your Reviews. If you are using recipes, both the USDA and the Kansas website have recipes that tell how the food contributes to the meal pattern.

5. \_\_\_\_\_\_\_\_\_\_\_\_ Contact recreation departments, schools, and local service organizations to coordinate recreation activities with planned food service at sites.

6. \_\_\_\_\_\_\_\_\_\_\_\_ Contact reliable site supervisors from previous year(s) to determine if they have an interest in continuing in the Program.

7. \_\_\_\_\_\_\_\_\_\_\_\_ Attend training workshops offered by State agency personnel.

8. \_\_\_\_\_\_\_\_\_\_\_\_ Hire secretarial staff to assist the program director.

9. \_\_\_\_\_\_\_\_\_\_\_\_ Develop specifications for the invitation to bid (if applicable).

10. \_\_\_\_\_\_\_\_\_\_\_ Publicly advertise the bid, at least 14 days before bid openings (if

applicable).

11. \_\_\_\_\_\_\_\_\_\_\_ Estimate potential Program reimbursement and develop budget and

staffing plans for the Program.

12. \_\_\_\_\_\_\_\_\_\_\_ Solicit volunteer help at sites whenever possible.

13. \_\_\_\_\_\_\_\_\_\_\_ Hire an assistant program director, if necessary.

14. \_\_\_\_\_\_\_\_\_\_\_ Gather all the State agency's sample forms for all aspects of Program

operations. (Point of Service, Monitoring, Training, Special Diets, etc.)

**Continued**

**PLANNING CHECKLIST: SUMMER FOOD SERVICE PROGRAM**

15. \_\_\_\_\_\_\_\_\_\_ Set up a filing system for those documents that must be maintained for current year plus 3 years.

16. \_\_\_\_\_\_\_\_\_\_ For camps, obtain data for each child to document eligibility for

free or reduced price school meals. This also applies to sites where

eligibility is based on the enrollment group served.

17. \_\_\_\_\_\_\_\_\_\_ Notify the health department of your intention to operate a food

service program, giving a list of sites you plan to serve.

18. \_\_\_\_\_\_\_\_\_\_ Submit to the State agency a copy of the notification letter to the

health department as part of the application for participation.

19. \_\_\_\_\_\_\_\_\_\_ Conduct a pre-operational visit to all new or problem sites.

20. \_\_\_\_\_\_\_\_\_\_ Complete application in ACES with accompanying documents. Include all attachments as requested by the State agency.

21. \_\_\_\_\_\_\_\_\_\_ Use proper procedures to select a vendor (if applicable).

22. \_\_\_\_\_\_\_\_\_\_ Meet the vendor and develop delivery schedules (if applicable).

23. \_\_\_\_\_\_\_\_\_\_ Arrange for facilities, equipment, and food purchases at self-preparation sites (if applicable).

24. \_\_\_\_\_\_\_\_\_\_ Hire monitors and site supervisors.

25. \_\_\_\_\_\_\_\_\_\_ Hold training workshops for monitors and site supervisors.

26. \_\_\_\_\_\_\_\_\_\_ Announce the availability of the Program and the Non-discrimination policy through the local media.

27. \_\_\_\_\_\_\_\_\_\_ Finalize monitoring schedules (first week visits for any new sites; all other sites need to be visited within the first four weeks of the program) and any emergency procedures.

28. \_\_\_\_\_\_\_\_\_\_ Arrange to have a nondiscrimination poster, either developed by

USDA or approved by the State agency, for each site. These can be printed on the USDA website.

29. If any child participating in your program has a Special Dietary Need, have the parents take the Office of Child Nutrition’s form to their physician, listing any appropriate substitutions.