



Summer Lunch Program Timeline

September-December

- Work with community partners to identify potential new summer food sites and activities for the upcoming summer!

January-March

- If you are new to the program, talk to California Department of Education (CDE) about whether you should sign up for the Simplified Summer Food Program or the Seamless Summer Waiver option.
- Attend either the new or returning sponsor training. These are usually held in late February or early March. Check with CDE for exact dates and registration information.
- Begin considering some pre-application questions:
 - Where will your Summer Food site(s) be located?
 - What is your Summer Food budget?
 - What menu options will you be able to offer?
- Identify potential volunteer projects

April-May

- The Sponsor Application is usually due in mid-April. Check with CDE for exact dates.
- Select your sites.
- Begin hiring summer food site coordinators. Make sure they have energy!
- Decided how meals will be prepared and transported to sites.
- Begin contacting schools, community organizations, and churches in your area to let them know about your meal program.
- Identify and attend community events to distribute materials about your summer food program.
- Start planning your Summer Food kick-off event for June.
- Train your site staff.
- Be sure to include Summer Food information in last school menu.

June

- Summer food begins! Celebrate with a kick-off party!
- Make sure that all sites are posting rules and civil rights materials.
- Write and distribute a Summer Food press release. Get the word out!
- Start monitoring your sites.

July

- Prepare our first request for reimbursement. Remember, in order to be reimbursed for your expenses, you must document costs, keep your receipts and track the number of eligible meals served.
- Keep the kids coming! Make good meals, games, activities and crafts available to attract attention.
- This might be a good time to invite people in to see what a great job you're doing!

August

- Evaluate your program: meet with site coordinators or send out surveys to families to get feedback on how your program worked.
- End of you year finale! Give yourself a treat!

Fall

- Remember, your final request for reimbursement is due within 60 days of your last day of service.
- California Department of Education
 - Email: mgarza@cde.ca.gov
 - Website: <http://www.cde.ca.gov/ds/sh/sn/summersites.asp>
- California Association of Food Banks
 - Phone: (916) 321-4435
 - Website: <http://www.cafoodbanks.org>
- US Department of Agriculture:
<http://summerfood.usda.gov>