# SNP Memo #2022-2023-33


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: November 4, 2022

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: Summer Meals Planning Guide – November and December

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

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

### November and December Resources

The second planning objective is to envision your organization’s goals for the (FY) 2022–2023 SFSP and/or SSO operations. Resources for November and December include a Goals Setting Worksheet and a Group Facilitation Guide to assist sponsors in setting their FY 2022–2023 summer meals program goals.

### For more information

For more information, please contact Callie Nickles, Child Nutrition Programs Regional Specialist, via email at Callie.Nickles@doe.virginia.gov.

SCC/MVP/CN/rd