

2024



# Destination Summer

## Year at a Glance

### January

- Determine the individuals in your organization to complete the Required Annual Continuing Education (RACE) online course. RACE Online is mandatory for all SFSP sponsors
- New Sponsors: Complete and submit documentation for the pre-qualification process and begin your summer meals application
- Returning Sponsors: Begin your summer meals application
- SFA Sponsors: Complete the Statement of Intent and obtain required signatures

### February

- Complete the NC Summer Nutrition Programs RACE Online training modules. Deadline is Feb 28
- If invited, register for RACE Live training events to prepare for an Administrative Review
- Continue the procurement process: obtain quotes or prepare an Invitation For Bid (IFB)
- Continue working on your summer meals application. Deadline is March 1 with at least one site

### March

- March 1: Completed summer meals application due with at least one meal site
- March 1: School Food Authorities (SFA) Letter of Intent submission deadline
- Finalize procurement contract with vendors or distributors
- Review corrections required for the SFSP application. Re-submit for approval
- Attend RACE Live if your organization is on the Administrative Review schedule for summer 2024

### April

- Confirm meal production and delivery plans
- Attend DPI continuing education (offered virtually and in-person)
- Conduct meal site, administrative, and staff trainings
- Begin pre-operational site visits for new or problematic meal sites
- Review corrections required for the SFSP application. Re-submit for approval

### May

- Ensure the application packet and all sites are approved prior to operation
- Continue to update your online application
- Complete staff training for site staff, volunteers, and operational and administrative staff
- Complete the beginning inventory prior to summer operations

### June

- June 10: May claim submission deadline
- Update online application and site applications as needed
- Complete the beginning inventory prior to summer operations, if not done in May

### July

- July 10: June claim submission deadline
- Update online application and site applications as needed
- July 14-20: Finalize plans and hold activities during Farm to Summer week

### August

- August 10: July claims submission deadline
- Complete ending inventory
- Prepare your NC Summer Nutrition Program sites for a transition to CACFP At-Risk Afterschool Meals if applicable

### September

- September 10: August claim submission deadline
- Turnip the Beet Award Nominations due
- Conduct a program evaluation
- Potential Sponsors: Submit a SFSP prescreen application on the NCDPI website

### October

- Register for a SummerPalooza! event near you
- Identify unserved or underserved areas for potential new sites. Use online mapping tools to assist in this process
- Develop goals and strategies for next summer

### November

- Attend a SummerPalooza! event to energize and begin preparations for summer 2024
- Start budget, menu, and staff planning for the upcoming summer

### December

- Continue budget, menu, and staff planning for the upcoming summer
- Utilizing the NC Capacity builder, begin exploring the potential for additional meal sites, including mobile meal sites