

2024–2025 SUMMER PROGRAMS YEAR AT A GLANCE



NOVEMBER–DECEMBER

- Attend a SummerPalooza! event to energize and begin preparations for summer 2025
- Work on budget, menu, and staff planning for the upcoming summer
- Potential sponsors: submit a SFSP PreScreen application on the NCDPI website
- Utilizing the NC Capacity Builder, begin exploring the potential for additional meal sites
- Research potential non-congregate meal sites if desired, checking rural status and eligibility
- SFA Sponsors: Complete the Statement of Intent and obtain required signatures

JANUARY

- Determine the individuals in your organization to complete the R.A.C.E. Online course, Eat and Learn NC. This course 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
- NCM Sponsors: Review documents, submit NCM Interest Form, and enter NCM sites into survey

FEBRUARY

- At least two administrative staff complete the R.A.C.E. Online course. Deadline is February 28.
- If invited, register for R.A.C.E. 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
- NCM Sponsors: Develop Integrity Plan (IP) and staff/site training

MARCH

- March 1: Completed summer meals application due
- SFA Letter of Intent submission deadline
- NCM Sponsors: Continuing working on NCM documents to submit
- Finalize procurement contract with vendors or distributors
- Review corrections required for the SFSP application. Re-submit for approval
- Register for R.A.C.E. Live if your organization is on the Administrative Review (AR) Schedule.

APRIL

- Confirm meal production and delivery plans
- 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
- NCM Sponsors: Submit NCM documents for approval. If May start date, submit NCM Application by 4/1; if June start date, submit NCM Application by 4/15.
- Attend R.A.C.E. Live if your organization is on the Administrative Review schedule for summer 2025

During Program Operations (May–August)

- Complete Ethnic/Racial information for all meal sites
- Complete all required monitoring forms and visits
- Update online application and site applications as needed

MAY

- Ensure the application packet and all sites are approved prior to operation
- 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
- Complete the beginning inventory prior to summer operations, if not done in May

JULY

- July 10: June claim submission deadline
- Finalize plans and hold activities during Farm to Summer week

AUGUST

- August 10: July claims submission deadline
- Complete ending inventory
- Prepare your summer meals 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
- Sponsors not operating last year: Submit a 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

CACFP = Child and Adult Care Food Program
NCDPI = North Carolina Department of Public Instruction
NCM = Non-Congregate Meals
R.A.C.E. = Required Annual Continuing Education
SFA = School Food Authority
SFSP = Summer Food Service Program

