

# Food Service Summer Program Checklist 2025

Follow the instructions listed below to complete orders for summer programs.

- All Summer Site will login to OneSource using **Main Site**.
- Summer orders will be placed using **Main** site name. (For all sites including SSO, NSL & EEC).
- Summer menu plans will be available for sites to work on, **Wednesday May 07, 2025**.
- **Enter EZ-Steps one week at a time.**
- The on-site Manager doing the ordering must know what programs are being offered at the school and follow the EZ Steps instructions for the programs offered at your site.
- If your school has multiple summer programs, you need to follow the procedures (EZ-Steps / Shopping list, etc.) for the program that has the earliest start date.
- Delivery days will be the same as the regular school year.
- Delivery window of 7:00 AM – 1:00 PM
- Sites serving RAP, and LA’s Best will include meal order in E-Z Steps.
- If program starts after July 1, please contact AFSS for order dates and vendors.

If no Grocery and/or Staples order are needed, you must mark shopping list **“NO ORDER”** for each shopping list not needed. This will let central office and the warehouse know that the order was not missed and is not needed

- Please follow CMS order calendar for remainder of summer:
- **EZ-STEPS – To Be Completed by the On-Site Manager**  
**Complete one week of E-Z Steps at a time (Do Not Do All Weeks Together)**

1. **Due on Wednesday May 7, 2024 - Complete E-Z Steps for summer:**  
**Sites serving EEC, RAP.**  
\_\_\_\_\_ June 11, 2024 – June 13, 2024 (RAP and EEC)  
\_\_\_\_\_ **June 19 is a holiday**; these shopping list must be moved to the last scheduled delivery for the week of **June 9-June 13.**

2. **Due on Wednesday May 27-28, 2025 complete E-Z Steps for summer:**  
**Sites serving (EEC, RAP, BTB & LAB Summer School, Summer Term. & ESY)**  
\_\_\_\_\_ June 16, 2025 – June 20, 2025 Due May 27  
\_\_\_\_\_ June 23, 2025 – June 27, 2025 Due May 28

3. **Due on Wednesday June 4, 2025 complete E-Z Steps for summer:**  
**Sites serving (EEC, RAP, BTB & LAB Summer School, Summer Term. & ESY)**  
\_\_\_\_\_ June 30, 2025 – July 3, 2025  
\_\_\_\_\_ July 7, 2025 – July 11, 2025\* Remember This will create shopping list for M/F deliveries for **July 4<sup>th</sup> which is Holiday**, these shopping list must be moved to the last scheduled delivery for the week of **June 30-July 3.**

**SHOPPING LIST:**  
**NOTE: Edit and save all shopping list that apply to your school**

4. **Initial each line below identifying that you have reviewed, edited, and saved shopping list for the following dates and vendors: Put N/A on each line that is not applicable to your school.**

Week of June 9, 2025, Through June 13, 2025  (EEC, RAP, BTB & LAB Sum. Sch. Sum. Term. & ESY)	Week of June 16, 2025, Through June 20, 2025  (EEC, RAP, BTB & LAB Sum. Sch. Sum. Term. & ESY)	Week of June 23, 2025, Through June 27, 2025  (EEC, RAP, BTB & LAB Sum. Sch. Sum. Term. & ESY)
____ M/F ____ G/S ____ CK ____ Goldstar ____ Chemical ____ Driftwood ____ Clearbrook	____ M/F ____ G/S ____ CK ____ Goldstar ____ Chemical ____ Driftwood ____ Clearbrook	____ M/F ____ G/S ____ CK ____ Goldstar ____ Chemical ____ Driftwood ____ Clearbrook

**PLEASE REMEMBER:**

- TO DOUBLE CHECK EACH SHOPPING LIST FOR NEEDED ITEMS (add packaging supplies, paper goods and condiments). Create shopping lists for chemical shopping list (For trash bags). **I certify that the above duties have been completed.**

Name of School: \_\_\_\_\_Location Code: \_\_\_\_\_

Signature of Food Services Manager \_\_\_\_\_Date \_\_\_\_\_