



**Accelerator Annual Curriculum Plan
Year 3 Schedule - August 2022 - July 2023
Plan as of September 22, 2022
Cohort**

Month	Session
August 16, 2022	Webinar: • Welcome and Introductions with Ice Breaker ◦ Introduction of Leadership Team ◦ Introductions of Cohort Agencies (3 min each) • Objectives and Overview of Accelerator Program, MTM Intervention and FIMC • MTM Concepts & Terminology • Closing Discussion
September 7	Office Hours: • Welcome • Introduction of Website • Overview of Deliverables • FIMC Symposium Overview • MTM Concepts, Terminology and Accreditation • Discussion
<i>September 14 2pm-3:30pm EST</i>	<i>Intro Finance Meeting for CFOs and Finance Team Members</i>
September 19, 20, 21	FIMC Symposium – virtual event - required
October 6	Webinar: • Getting Started/Scaling Up • Program Design • Discussion
October 17 (Monday)	Office Hours: • Discussion of FIMC Symposium • Video Tour – God’s Love • Discussion of October Webinar • Video Tour – Community Servings • Discussion of Cohort Deliverable • Cohort Deliverable Due: Narrative of Concept of MTM Program
November 4 Extended Meeting 12pm-5pm EST	Extended Meeting • Staffing Your Program and Organizational Structure • CRM • Policy/Advocacy/Research

	• Deliverable Activity • Breakout Sessions • Discussion
November 17	Webinar: Finance
November 28 (Monday)	Office Hours: • Discussion of November Extended Meeting and Webinar • Introduction to Business Planning
December 15	Webinar: Healthcare Opportunities and How to Secure Contracts
January 5, 2023	Office Hours: • Discussion of December webinar • Overview of January 3-day on-site
January 30, 31, February 1 Community Servings 3-day on- site	3-Day Onsite Meeting – Community Servings – Topics to include: • Building Tour • Kitchen Operations • Recipe and Menu Development – Planning Beyond the DASH Diet • Meal Packaging • Delivery • Getting Started: Referrals • Client Services: Onboarding & Policies • Nutrition: Clinical Work with Clients • Nutrition: Guidelines and Menu Development • Nutrition: Food Safety • Scope of Work • Contract Pitch Deck • Ask The Experts
February 10	Office Hours: • Discussion of January 3-day onsite • Contract Pitch Deck discussion • Checklist discussion
February 16	Webinar: Developing Your MTM Business Plan and Finance
March 2	Office Hours: • Discussion of February webinar • Cohort Deliverable Due: Scope of Work for Contracts (draft), Checklists for Client Services, Nutrition, Kitchen, Delivery, & Meal Packaging, AND Roadmap
March 16	Webinar: HIPAA and Confidentiality AND Fundraising
April 6	Office Hours: • Discussion of March webinar

	Cohort Deliverables Due: • Confirm RDN has been hired/contracted • Report which illnesses (minimum of 3) have been selected as the initial focus of their MTM program • Submit 3-5 MTM recipes - include the nutrition facts and illnesses each recipe addresses • Scope of Work for Contracts – Final • Financial Plan - Draft
April 18, 19, 20 God's Love 3-day on-site meeting	God's Love 3-day on-site meeting: – Topics to include: • Building Tour • Kitchen Operations • Meal Packaging • Delivery • Volunteer Services • Healthcare Contracts - Panel Discussion • Client Intake & Nutrition Assessment • Workflow and Communications Within and Between Departments • Communications and Branding • Quality Assurance • Ryan White • Executive Management Planning Panel Discussion • Ask The Experts • Year 1 Cohort Panel Cohort Present Deliverables Due: • Start cooking and testing meals – include meal evaluation sheet and pictures for each meal • Presentation of Business Plan Outline • Contract Pitch Deck
May 4	Office Hours: • Discussion of April 3-day onsite Cohort Deliverable Due: • Checklist for Volunteer Services
May 18	Webinar: Thought Leadership: How to Create an MTM Eco-System AND Topic TBD
June 1	Office Hours: • Discussion of May webinar Cohort Deliverables Due: • Financial Plan – Final • Business Plan - Draft
June 15	Webinar: Topic TBD

June 28	Cohort Deliverable Due: Business Plan - Final
July 6	Office Hours: • Discussion of June webinar • Deliverable discussion
July 20	Final Meeting/Graduation: • Cohorts Presentation • Presentation of Cohort Achievements • Post 12-Month Accelerator Support and FIMC Benefits of Participation • Program Wrap-up and Celebration
3 rd Thursday of Every Month 1:00pm – 3:00pm EST	Webinars – In-depth presentation and discussion of various topics to guide you in the development of your MTM program
1 st Thursday of Every Month 1:30pm - 3:00pm EST	Office Hours - Your time to ask questions and get feedback, content review, breakout sessions, cohorts report on deliverables

Accelerator Deliverables and Due Dates

Deliverable	Due Date
Narrative of the concept for your MTM program to include how many clients, number of meals and illnesses your program will address (approximately two paragraphs)	October 17 Office Hours
Scope of Work for Contracts - Draft	March 2 Office Hours
Checklists: Client Services, Nutrition, Kitchen, Delivery and Meal Packaging	March 2 Office Hours
Roadmap	March 2 Office Hours
Confirm RDN has been hired or contracted	April 6 Office Hours
Report which illnesses (minimum of 3) have been selected as the initial focus of your MTM program	April 6 Office Hours
Submit 3-5 MTM recipes - include the nutrition facts and illnesses each recipe addresses	April 6 Office Hours
Scope of Work for Contracts - Final	April 6 Office Hours
Financial Plan - Draft	April 6 Office Hours
Start cooking and testing meals (submit pictures and evaluation sheet for each meal)	April 18 - 3-day on-site meeting
Contract Pitch Deck	April 18 - 3-day on-site meeting
Business Plan – Outline	April 18 - 3-day on-site meeting
Checklist: Volunteer Services	May 4 Office Hours
Financial Plan - Final	June 1 Office Hours

Business Plan – Draft	June 1 Office Hours
Business Plan – Final	June 28

Note: The Annual Plan is subject to change due to COVID and customization of topics as needed.