

18-19 DCYF Afterschool Meal Program
Frequently Asked Questions for Potential Distribution Site

1. *What is the Afterschool Meal Program?*

The Afterschool Meal Program is an USDA federally-funded child nutrition program designed to provide free meals for youth during the school year. The San Francisco Department of Children, Youth and Their Families (DCYF) is a local sponsor of this program, which means we provide financial and administrative support to ensure that FREE meals are available in all high need neighborhoods of San Francisco to any youth 18 and under.

2. *What are the dates for the Afterschool Meal Program?*

The Afterschool Meal Program will run from August 20, 2018 through June 4, 2019.

3. *What will be expected of food distribution sites/agencies?*

There are a number of federal regulations and expectations that are required of selected distribution sites. This program is NOT designed to simply provide free food to summer programs. General expectations include, but are not limited to, the following:

1. Site is open to the public and serves meals only to youth 18 and under during the days and times the site commits to serve supper and/or snacks.
2. Serve the exact menu items and serving sizes provided by DCYF's food vendor. Additional food may be served, but not substituted.
3. Provide adequate space and supervision during the meal service to accommodate youth. All food must be eaten on-site.
4. Complete all required forms DCYF requests, including daily meal count forms for each approved meal time, and submit them weekly to DCYF staff.
5. Regularly report to DCYF any changes in mealtimes, staffing, numbers of meals needed, dates food will not be served, etc.
6. Follow all Dept. of Public Health guidelines to ensure that food is safe and serving areas are sanitary.
7. Ensure that staff will be on site prior to meal time to receive deliveries.
8. Serve all youth on first-come, first-serve basis without discrimination of race, color, national origin, sex, religion or disability.
9. Attend MANDATORY site training sessions, even if the site has participated in the past.
10. Post outreach materials on-site that are visible from the street and engaging in additional program outreach to the community.

4. *Will all the sites that apply be approved?*

Due to the recent closure of Children Empowerment Inc. (CEI) as a sponsor in San Francisco, DCYF expects that we will receive a higher number of applicants than normal. However, DCYF is limited to selecting 35 sites for the 18-19 School Year due to administrative capacity. Past participation does NOT GUARANTEE a site will be selected again.

5. *Our program will be operating out of a SFUSD campus, will DCYF consider providing meals to our site?*

DCYF has been coordinating with SFUSD to support the implementation phase of their [Wellness Policy](#) passed in April 2015. The policy states that sites operating on SFUSD campuses will need to be supported by SFUSD Nutrition Services for any meal service. As of 3/1/2018, SFUSD does not have their Afterschool Meals Program Application out yet, please check back at this link: <http://www.sfusd.edu/en/nutrition-school-meals/meals/supper.html>. For more information, please contact Robin Knox at knoxr1@sfusd.edu.

6. We are co-located at a site that is receiving meals from another sponsor. Can DCYF provide meals to our site?

USDA regulations state that sites that are located at the same address must work with other programs located at their sites to ensure that meals come from only one sponsor.

7. What are the criteria you will be using to select sites?

Priority of sites include:

1. DCYF Grantees funded through the 2018-2023 cycle
2. Sites open and accessible to youth in the community beyond those that regularly attend the program.
3. Sites in the neighborhoods with the highest need (as indicated by DCYF Equity Analysis, Community Needs Assessment and US Census)
4. Sites capable of serving a larger number of youth.
5. Sites capable of serving meals during both Summer Meals and Afterschool Meals Program
6. Sites serving lunches or both lunches and snacks in the summer
7. Sites serving supper or both supper and snacks during the school-year

Requirements

1. Sites must submit completed applications within the specified application period and meet all requirements specified in the application. Incomplete applications will not be accepted.
2. Per USDA regulations, DCYF will be using SFUSD and state data to determine if sites are located within a SFUSD attendance zone where 50% or more of their students qualify for free/reduced-price lunches
3. Sites generally cannot be within ¼ mile of another program. Exceptions will be made on a case-by-case basis (as approved by the State).
4. If sites are selected to participate in the meal program, sites are required to adhere to all USDA, DPH, and DCYF regulations regarding the program.

DCYF can provide technical assistance for filling out paperwork. Requests can be made by emailing nutrition@dcyf.org.

8. What if we don't have the room or the staff to accommodate youth from the community that aren't part of our program?

Strong preference will be given to sites that are open to the community (during meal times only) because the purpose of the program is to ensure citywide access to healthy meals for as many

youth as possible. However, we will balance this preference with other priorities, and recognize that some sites have specific needs around safety and access.

9. Do you take paper applications?

No. All applicants must complete the online application by Friday, March 16th at 5 pm, by visiting: <https://www.surveymonkey.com/r/1819nutritionapp>

10. How will we know if you've received our application?

The online application should verify the application was submitted once the last page is completed. DCYF may possibly follow up with sites if there are additional questions regarding the applications. If you are unsure if your application was received please contact nutrition@dcyf.org.

11. When will we find out if we are approved?

The deadline for applications is Friday, March 16th at 5 pm. We will notify all sites of the status of their application no later than Tuesday, May 1st, 2018. If there is a delay, we will email all applicants. DCYF may possibly follow up with sites if there are additional questions regarding the application.

12. What will the food be like?

DCYF will be partnering with Revolution Foods to provide suppers and snacks for our program. Suppers and snacks will be prepared fresh and locally, offering both hot and cold culturally diverse options. All meals will meet USDA child nutrition program minimum standards of nutrition. To get an idea of some of the meals provided by Revolution Foods, you can check out the current menu on our website at <http://dcyf.org/index.aspx?page=100>. Menus and other details will be discussed at the mandatory site training in August.

13. What if my site is only open one or two days out of the week?

One of DCYF's priorities is to pick a site that is most able to serve a larger number of youth. If sites are open for more than 3 days of the week, they are able to serve more youth. However, this priority will be balanced with other priorities to ensure that each neighborhood has access to free meals.

14. Will DCYF provide vegetarian meal options and meet specific dietary requests?

Vegetarian supper options are available every day and all snacks are vegetarian. Approved sites will have the option of ordering a certain number of vegetarian meals for their site. Accommodations for food allergies may be made with a doctor's note but are not guaranteed.

15. Will DCYF be providing meals to sites going on field trips during the school year?

DCYF will be providing field trip meals for approved sites that request them in advance. We will not provide meals for field trips that are not approved. We will try our best to accommodate field trip meal requests, but need to ensure that DCYF staff and DPH are able to monitor your site's meal service at the address listed on your application. Field trip meals will all be cold. Any site that wishes to receive field trip meals will be required to submit their field trip schedule to DCYF prior to the planned field trip before the required deadlines. DCYF cannot accommodate

last minute field trips requests. This will be discussed in further detail at the mandatory site training.

16. What kinds of outreach will the sites be expected to do?

As the application specifies, all approved sites will be REQUIRED to post posters and signs that are visible from the street, advertising that they are an Afterschool Meal site. Sites that are renting or borrowing space must have approval from the property holder to post appropriate signage and allow access to community children. Additionally, sites will be expected to do some form of community outreach to ensure that nearby families know this resource exists. This could include posting flyers or email blasts to local churches and businesses, including information in newsletters and newspapers, etc.

17. Do all of our staff have to attend the MANDATORY Afterschool Meal training or just one person?

Only one person is required to attend from each selected site, but more may attend if desired. We recommend that it is the person who will be serving the meals directly or those training the staff serving meals. All approved sites will have to submit a form verifying that all staff from that site who will be serving food, supervising meal times, or completing paperwork for this program has been appropriately trained by whomever attends the DCYF training by the end of the first week of service.

18. What if I am a DCYF Grantee? Do I still need to submit an application?

YES. You need to submit an application. Anyone who wants to be an Afterschool Meal Program site must complete the application.

19. How is snack different now with Revolution Foods as the snack provider?

DCYF is pleased to announce that Revolution Foods is our provider for supper and snacks. Operations and delivery of snacks are different depending on the meals that your site will be serving. Please read carefully as this may affect how your site applies to the Afterschool Meal Program:

- 1) Your site is interested in applying as a supper and snack site:
 - a. Revolution Foods will deliver your supper and snacks together on a daily basis.
- 2) Your site is interested in applying as a snack only site:
 - a. Sites that are snack only will have to pick up snacks on a weekly basis at the DCYF office, located at 1390 Market, Suite 900, San Francisco, CA 94102. There is a loading zone where sites are able to park their vehicle in order to pick up snacks. Snack only sites will be assigned a pick-up timeframe based on availability of the loading zone, site's needs, and preferences. However, due to limitations of storage at the DCYF office, DCYF may not be able to store all the snacks for sites that wish to receive only snacks. Sites are encouraged to explore lunches and lunches/snacks to meet their food needs.

20. Will DCYF require sites to have a Food Handler's certificate?

Yes, all sites are required to have at least one person that has a Food Handler's certificate. More information about how to obtain one will be provided, after sites are selected.

21. Will DCYF provide rental equipment for sites who need them?

DCYF understands the value of quality meals and the need for equipment to keep food wholesome prior to service. In order to follow the Dept. of Public Health regulations as temperature as a public health control, DCYF is working diligently to provide cooling and heating equipment for sites that need them. Please answer honestly, so DCYF can order the appropriate number of equipment. Depending on need, DCYF may not be able to accommodate everyone. Rental equipment will be based on priority, inventory, and on a case-by-case basis.

All sites are required to have refrigeration in order to store all the meals they are receiving through the program. If your site does not have enough refrigeration to store all the meals or does not have space for a refrigerator, please make a comment in the application and DCYF will contact your site to discuss options. DCYF will provide fridge thermometers for sites that do not have one. Not all sites are required to have heating equipment for their site; however, this may mean that your site may only be able to receive cold meals. DCYF will try to provide heating thermometers (to measure the temperature of hot foods) for those that requested them.

Please keep in mind that some of this equipment will have specific electrical requirements and your site will be responsible for ensuring that your building is able to accommodate them. For any questions regarding equipment needs, please email nutrition@dcyf.org.

22. Are there time restrictions for serving suppers and snacks?

Suppers and snacks are limited to 1-hour maximum and cannot be served past 7pm. However, there is no current regulation whether snacks need to be served prior to supper meals. USDA has limited that there must be a 2 hour gap from the start of your first service to the start of your second service. For example, if snacks are served at 3pm, the earliest in which supper meals can be served is at 5pm. Another example is if supper is served at 3:30 pm, snacks can be served at 5:30pm.

23. What if the serving time does not work out for my program?

All serving times must meet USDA regulations, but DCYF is committed to working with sites to accommodate times that your site can serve to ensure that youth have access to healthy suppers and snacks.

24. What is the Responsible Principal's List and does my site have to fill one out?

All programs under DCYF sponsorship has to adhere to USDA/CDE regulations, which includes the submission of certain documents such as the Responsible Principal's List (RPL). In the event that a site is non-compliant and is therefore delinquent, CDE is required by USDA to have birthdates and home addresses for each agency's highest official on file in order to notify them of their delinquency. This form is required and if not turned in, DCYF is not able to sponsor such programs who do not turn in this form, and any other necessary forms required by the program.

25. Is there anything else we have to do at this point?

No. DCYF may contact you by phone or email requesting clarification about your application. Once your agency is notified about your application status, DCYF will give information about next steps. If anything from your site's application changes, please notify DCYF immediately at nutrition@dcyf.org.