

**DCYF Nutrition Programs:**  
**Frequently Asked Questions for Potential Distribution Site – Summer Meals 2019 and Afterschool Meals 2019-2020**

**Updated as of 2/28/19**

Thank you for visiting our FAQ's page. Although USDA funds both Summer Meals and Afterschool Meals Program, each program operates differently and we ask that each potential distribution site read this FAQ carefully and in its entirety. In addition, USDA has receded some program operations effective this summer that may change how sites qualify and how they operate. In addition, DCYF has new information regarding fieldtrip meals and other food alternatives. For questions not answered by this FAQ, please submit your inquiry to [nutrition@dcyf.org](mailto:nutrition@dcyf.org).

**Criteria & Priority questions**

**1. *What is the Summer Meal Program and Afterschool Meals Program?***

The Summer Meal Program and the Afterschool Meals Program are USDA federally-funded child nutrition program designed to provide free meals for youth when school is not in session. 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.

The Summer Meals Program allows DCYF to provide lunches and snacks during summer months and the Afterschool Meals program allows DCYF to provide suppers and snacks during the school year.

**2. *What are the dates for the Nutrition Programs this year?***

The Summer Meal Program will run for about 10 weeks, from June 5, 2019 - August 16, 2019. The Afterschool Meal Program will run from August 19, 2019 – June 2, 2020.

**3. *What is an “open” site and what is a “closed” site?***

Open sites are sites that are willing to serve youth enrolled in the program and youth not enrolled in the program (youth from the community). “Closed” sites are sites defined as only serving youth enrolled in their program. Because of changes of how USDA determines site eligibility, sites are highly encourage to apply as an “open” site.

**4. *What are the eligibility requirements for sites wanting to participant in the programs?***

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.

- a. **Summer only:** Per USDA regulations, a site that is eligible to receive meals through the Summer program may qualify based on two eligibility methods. All eligibility methods must be confirmed prior to first day of service, no exceptions. However, all sites should anticipate to qualify based on both methods as USDA may require that one site be closed if it is too close to another program.
  - i. Open sites: If a site applies as an open site, DCYF will use SFUSD data to determine if the site is located within a SFUSD attendance zone where 50% or more of their students qualify for free/reduced-price lunches
  - ii. Closed enrolled: if a site applies as a closed site, DCYF will use SFUSD data or income eligibility data to ensure that 50% of youth enrolled in a particular site qualifies for free/reduced-price lunches. Sites are now required to submit first and last names of SFUSD students enrolled in their program (may also submit SFUSD student ID numbers) or have parents fill out an income eligibility form for non-SFUSD students. A copy of the income eligibility form in [English](#) and in [Spanish](#) can be found on the DCYF Nutrition Website.
- b. **School Year Only:** Per USDA regulations, a site is eligible by using SFUSD data to determine if the site is located within a SFUSD attendance zone where 50% or more of their students qualify for free/reduce-price lunches (regardless if sites are open or closed)
- 3. Sites generally cannot be within ¼ mile of another program, including SFUSD schools. Exceptions will be made on a case-by-case basis (as approved by the State). If a site is determined too close to another program, sites may need to be classified as open or closed (and vice-versa) and may need to submit additional paperwork based on requirement #2.
- 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, including but not limited to submitting the required paperwork as necessary and serving meals as discussed during training.

**5. What are the criteria or list of priorities 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
8. If a previous site, no major corrective action or serious deficiencies from the prior year

**6. *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 lunches, suppers, 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. Serve meals during approved windows that meet USDA's serving time requirements
5. Complete all required forms DCYF requests (including daily meal count forms for each approved mealtime) and submit them weekly to DCYF staff.
6. Regularly report to DCYF any changes in meal times, staffing, numbers of meals needed, dates food will not be served, etc.
7. Follow all Dept. of Public Health guidelines to ensure that food is safe and serving areas are sanitary, including ensure site's has enough refrigeration space
8. Ensure that staff will be on site prior to meal time to receive deliveries during designated meal delivery windows
9. Serve all youth on a first-come, first-served basis without discrimination of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.
10. Attend MANDATORY site training sessions, even if the site has participated in the past.
11. Posting outreach materials on-site that are visible from the street and engaging in additional program outreach to community.

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

Yes, all sites are required to have at least one person on site during service that has a Food Handler's certificate, per DPH guidelines. Sites are required to submit a valid certificate each program year. More information about how to obtain one will be provided, after sites are selected.

**8. *What are the new serving time requirements for the program?***

USDA has recently receded certain policies that effect program operations. One of these receded policies is the waiver for serving times.

**Summer only:** Sites that are serving both lunches and snacks must now adhere to the new serving time regulations. The new serving time regulation is that 3 hours must elapse between the beginning of one meal service, including snacks and the beginning of another meal service. There will be no exceptions to this USDA policy. For example, if a site is serving lunch at 12pm, their snack has to be at 9am or at 3pm. In addition, lunches can only be a maximum of 2 hours long. Snacks can only be a maximum of 1 hour long. All meals must be served between 8am and 6pm.

**School Year only:** 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.

**9. What are the expectations regarding delivery windows?**

Sites should have staff available on site as early as possible. Sites should list the earliest and latest times in which staff is available to receive the meal, providing the widest window as possible. After Rev Foods develops its routing plan, a more narrowed delivery window will be assigned to your site prior to your site's service date. Specifically for Summer programs, please note that if your site has an AM snack prior to lunch, deliveries may arrive the day before.

**Questions regarding my application:**

**10. My site participated last year. Will my application be automatically approved?**

Due to the recent closure of Children Empowerment Inc. (CEI) as a sponsor in San Francisco in 2017, DCYF expects that we will receive a higher number of applicants than normal. DCYF is limited to selecting 85 sites for the 2019 Summer Meals Program and 40 sites for the 2019-2020 Afterschool Meals Program due to administrative capacity. Past participation does NOT GUARANTEE a site will be selected again. In addition, DCYF is now considering past performance as a criteria for selecting sites this year in order to manage the waitlist.

**11. 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. For more information, please contact Robin Knox at [knoxr1@sfusd.edu](mailto:knoxr1@sfusd.edu) or [SummerMeals@sfusd.edu](mailto:SummerMeals@sfusd.edu).

**12. We are co-located at a site that also applied to receive meals from DCYF. 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. All program staff that receive meals at one location must follow the same regulations and must coordinate with each other regarding delivery and ordering of meals as well as submission of paperwork.

**13. 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. Please note that sites that are considered "closed" sites may have to submit additional paperwork for processing.

**14. Do you take paper applications?**

No. All applicants must complete the online application, which can be accessed March 1<sup>st</sup>- March 15<sup>th</sup>, by visiting: <https://form.jotform.com/mking1423/2019-2020-dcyf-nutrition-program-ap>

**15. 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. In addition, jotform will automatically email the email address in the application a copy of their completed applications. If you do not get a confirmation email, please send an email to [nutrition@dcyf.org](mailto:nutrition@dcyf.org) and we can verify whether it was submitted correctly.

**16. When will we find out if we are approved?**

The deadline for applications is Friday, March 15, 2019 at 5pm. We will notify all sites of the status of Summer Meals application by Tuesday, April 2 and the Afterschool Meals application by Friday, May 3. If there is a delay, we will email all applicants.

**17. 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.

**18. What kind of outreach are the "open" sites expected to do?**

As the application specifies, all approved sites will be REQUIRED to post a banner and signs that are visible from the street advertising that they are a Summer 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 are 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.

**19. Do all of my staff have to attend the MANDATORY Meal Program training or just one person? Do we have to attend both Summer Meals and Afterschool Meal Trainings?**

Only one person is required to attend from each selected site, but more may attend if desired. However, each site is required to attend both the Summer Meals and Afterschool Meal Trainings as the programs slightly differ. We recommend that the person who will be serving the meals directly or those training the staff to serve meals attend this mandatory training. 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.

**Summer Meal Training dates:**

All summer training dates are scheduled at the SF Main library on 100 Larkin St. Training dates are currently scheduled for the following days:

- Tuesday, 5/14 from 9:30am-1pm
- Tuesday, 5/21 from 9:30am-1pm
- Thursday, 5/23 from 9:30am-1pm

**Afterschool Meal Training dates:**

All afterschool training dates are scheduled at DCYF – 1390 Market St, Suite 900.

Training dates are currently scheduled for the following days:

- Tuesday, 8/6 from 9:30am-12pm
- Friday, 8/9 from 9:30am-12pm
- Tuesday, 8/13 from 9:30am-12pm

**20. Do I still need to submit an application even though I am a DCYF Summer Grantee?**

YES. You need to submit an online application. Anyone who wants to receive meals through either the Summer Meals Program or the Afterschool Meals Program must complete the application.

**21. What if the serving times or delivery window requirements 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 lunches, suppers and snacks. DCYF will work with sites on a case-by-case basis but sites should also try to remain as flexible as possible.

**22. Does our site need to have a minimum number of youth required to participant?**

Currently, DCYF does not have a minimum number of youth required to participant; however, sites should have consistent number of youth participating in the meal program every day. DCYF will use tally sheets and site visits to determine if there is consistent number of youth attending the program. To encourage youth participation in the program, DCYF recommends that sites also offer programming, such as STEM or literacy activities. DCYF may be able to provide some nutrition education resources for sites that request them.

## **Food & Equipment**

### ***23. What will the food be like?***

DCYF will be collaborating with Revolution Foods to provide lunches, suppers, and snacks for our program. Lunches and suppers will be prepared fresh and locally, offering both hot and cold culturally diverse options. Summer lunches and snacks will be similar in comparison to the school year suppers and snacks. 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 trainings.

### ***24. Will DCYF provide vegetarian meal options and meet specific dietary requests?***

Vegetarian lunch/suppers 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 or those who may want vegan options may be requested with a doctor's note, but are not guaranteed.

### ***25. Will Rev Foods delivery if I am a snack only site?***

Revolution Foods will only deliver directly to sites that opt to receive a combination of lunch and snack or supper and snack. 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/or suppers in addition to snacks to meet their programmatic needs.

### ***26. 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 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. Most of the rental equipment DCYF is able to secure will require the ability to plug a 220v receptacle or be able to use a T-shape plug. For any questions regarding equipment needs, please email [nutrition@dcyf.org](mailto:nutrition@dcyf.org).

**27. Will DCYF be providing meals to sites going on field trips?**

In partnership with Rev Foods, DCYF is pleased to announce that we are exploring shelf-stable fieldtrip meals this summer. This is to provide extra insurance for food safety as these meals are being taken off site and may accommodate programs who may not have enough refrigeration. In addition, this may accommodate delivery issues as these shelf-stable fieldtrip meals will be delivered the day before the fieldtrip. More information regarding these new type of fieldtrip meals will be discussed at the mandatory site trainings.

DCYF 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. Fieldtrip meals are required every 15<sup>th</sup> of the month prior to the Fieldtrip month. 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 also be discussed in further detail at the mandatory site training.

**28. What are some other food alternatives if our site is not selected to be part of the meal program?**

Sites that qualify but are not selected will be on the waitlist. In the meantime, sites can sign up to be a partner at the SF Marin Food Bank where they can register to have a shop account to purchase low cost snacks and access to free fruit. The process takes about 6 weeks so sites are encouraged to apply as soon as possible. To have a shop account, please see the following link: <https://www.sfmfoodbank.org/partner-interest/>