

## **2024-2025 DCYF Nutrition Programs**

### **Background document and Frequently Asked Questions for Potential Distribution Site – Nutrition Programs – 2024 Summer Meal Program and 2024-2025 Afterschool Meals Program**

**Updated as of 2/9/2024**

Thank you for visiting our program summary and FAQs document. The COVID-19 pandemic has significantly changed how DCYF has operated its program. As of May 2023, USDA declared the COVID-19 state of emergency over. This means the waivers we have utilized in the past have expired. The information in this document concerns 2024 Summer Meal Program and 2024-2025 Afterschool Meal Program.

Sites are encouraged to read this document carefully and in its entirety. For questions not answered by this document, please submit your inquiry to [nutrition@dcyf.org](mailto:nutrition@dcyf.org).

#### **Background:**

Since 1991, the Department of Children, Youth, and Their Families (DCYF) administers San Francisco's Children and Youth Fund to invest in services and programs that benefit children, youth, and transitional age youth. With a deep commitment to advancing equity and healing trauma, we bring together government agencies, schools, and community-based organizations to strengthen our communities to lead full lives of opportunity and happiness. Together, we make San Francisco a great place to grow up.

DCYF's Nutrition Programs (DCYF Nutrition Initiative) are designed to ensure that young people's basic nutrition needs are met, as well as to help youth establish a healthy relationship with food. DCYF has been sponsoring free meals for more than 20 years. DCYF leverages two USDA Funds: The Summer Food Service Program (SFSP) grant and Child and Adult Food Care Program At-Risk (CACFP) grant to provide free meals to youth through its programs. For funds that are not reimbursable through these grants, DCYF uses General City funds to recover the cost associated with the Nutrition Programs. Currently for the 2024 Summer Meals Program, DCYF will seek reimbursement through the SFSP grant. For the 2024-2025 Afterschool Meals Program, DCYF will seek reimbursement through the CACFP grant.

The Summer Meal Program (SFSP) and the Afterschool Meal Program (CACFP) are USDA federally-funded child nutrition programs designed to provide free meals for youth when school is not in session. 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. SFSP is traditionally used for summer months (breakfast or snacks, and lunch) and CACFP is traditionally used during school-year months (suppers and snacks).

## **Questions:**

### **1. What are the dates for the Nutrition Programs this year? Will there be a break between summer and school-year?**

The Summer Meals Program will run for 10 weeks, from June 10, 2024 to August 16, 2024. There will be another break or gap in service from August 19, 2024 to September 2, 2024. DCYF will not sponsor meals during this break. The Afterschool Meals program will run from Tuesday, September 3, 2024 to Wednesday, June 4, 2025. Closures for holidays will be announced during training.

Programs that wish to provide food during the break will need to provide their own food during this time. Our current vendor (Chefables) is willing to provide meals at a price point, during this gap service, if your site is already receiving food service through the current school-year. Please reach out to [nutrition@dcyf.org](mailto:nutrition@dcyf.org) if you would like for us to connect your site with our vendor.

### **2. What are the major operational changes, some of which are related to the end of the COVID-19 state of emergency?**

Many of the waivers DCYF opted into during the state of emergency have now expired. USDA has adopted some version of certain waivers, but the majority of our operations will be as they were pre-COVID. More information will be provided at the training. Some of these include:

1. DCYF is no longer approved to do milk suspensions. Sites will need to accept all components of the meal and serve all together as a utilized meal.
2. USDA is looking more closely at eligibility data. We were able to serve some sites even though they did not meet the free-reduced price meal minimum since there was a waiver, but this is no longer the case. In addition, DCYF is not able to use middle school data to qualify sites. This means that sites that were previously using middle school information when elementary school did not qualify may need to use other census data or other income data to qualify. The nutrition team will contact sites that are impacted.
3. Serving time requirements are back to pre-covid (see more information in question #14).
4. Sites are encouraged to enter their fieldtrip meal request early and will have specific deadlines in which this information is required to be on file. Sites can fill out preliminary information in the site application.
5. DCYF is consolidating SFSP and CACFP training. This may change in future years depending on the success of the trainings. See more information #21.

### **3. What are the eligibility requirements for sites wanting to participant in the DCYF Nutrition program?**

Eligibility varies depending on whether sites are participating in the Summer Meal Program and/or Afterschool Meal Program.

1. In general, all sites must submit completed applications within the specified application period and meet all requirements specified in the application and/or deadlines requested by DCYF. Incomplete applications will not be accepted, and missing information will cause further delay in approving sites or starting meal service on time.
2. Per USDA regulations, a site eligible to receive meals through these programs must be located in an area where at least 50% or more youth qualify for free/reduced-price meals (FRPMs). However, determination of eligibility differs between summer and school year. This means that some sites can qualify for one program but not the other. DCYF can use several different ways to qualify sites.
  - a. For summer program, there are 3 different strategies that are allowable per USDA:
    - i. Attendance zones: sites that are located in an elementary school attendance zone where 50% or more youth qualify for FRPMs. SFUSD no longer uses traditional attendance zones for middle schools, thus we can no longer use middle school data to qualify sites.
    - ii. Census data: sites must be located in a census block or census group where 50% or more youth qualify for free/reduced price meals.
    - iii. Income forms: sites that are located in an elementary school attendance zone where less than 50% of youth qualify for free/reduce meals may need to submit enrollment information.
      1. If the majority of students are enrolled at SFUSD, sites need to submit student names, student ID number, grade and school and other identifying information to determine eligibility.
      2. Sites can have parents submit income forms.
  - b. For school year program (CACFP), USDA only allows sites to qualify based on attendance zones (see Option 1). . Using Option 2 or Option 3 as noted above is not allowable for school-year meals.
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 submit additional paperwork or develop additional policies so that meals are only served to youth enrolled in program (sites may need to operate as a “closed” site, etc.).
4. Sites must have appropriate storing space to participate in the meal program, including refrigeration.
5. All sites must adhere to DPH policies in relation to food safety and other health measures.
6. 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 required documentation and serving meals as discussed during training.

#### **4. What are the criteria or list of priorities you will be using to select sites?**

The priority list is as follows:

1. DCYF grantees:
  - 1) Current participants of the DCYF meal program in which DCYF has an active USDA/CDE site agreement for the site.
  - 2) A returning site that received meals from DCYF in Summer 2023 but is currently not receiving meals.
  - 3) Has not received meals in the past.
2. Rec and Park sites:
  - 1) Current participants of the DCYF meal program in which DCYF has an active USDA/CDE site agreement for the site.
  - 2) A returning site that received meals from DCYF in Summer 2023 but is currently not receiving meals.
  - 3) Has not received meals in the past.
3. Non-DCYF grantees:
  - 1) Current participants of the DCYF meal program in which DCYF has an active USDA/CDE site agreement for the site.
  - 2) A returning site that received meals from DCYF in Summer 2023 but is currently not receiving meals.
  - 3) Has not received meals in the past.

Other criteria:

- Previous participation in DCYF's Summer Together Initiative.
- Sites serving more meal types, particularly breakfast and lunch for summer program and supper and snack for afterschool meals.
- Sites serving more youth.
- Sites located in attendance area where there is a higher % of youth who qualify for free/reduced priced meals.
- Sites that are willing to be an "open" site vs a "closed" site.
- Past compliant performance during site visits.

#### **5. What is an "open" site and what is a "closed" site? Can we operate as an "open" 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).

- Open sites will be required to:
  - Adhere a banner to the building that is viewable from the street.

- Post posters from the inside/outside of the building visible to from the street indicating mealtimes.
- Provide staff and space to accommodate serving additional youth. All youth are required to eat together.
- Sites selected this summer may have the option to be “open” sites should they choose but this will be dependent on sites’ ability to serve youth not enrolled and proximity to SFUSD locations and other sites. Sites may need to operate as “closed” sites. More information will be provided during the training.

“Closed” sites are sites defined as only serving youth enrolled in their program.

- USDA/CDE would like DCYF to document the needs of the sites requesting to be closed-enrolled. Sites will be asked to provide reasoning when choosing to operate as a closed-enrolled site.
  - Some “valid” reasons may include:
    - Site location is within a quarter mile of a school or open site.
    - Community safety concerns.

However, families from the community whose youth are not enrolled in program and are looking for food can also go to their local Food Bank pantry or go to a SFUSD campus operating meal service.

#### **6. What is a “DCYF grantee”?**

DCYF grantees are agencies and/or programs that received an award amount from DCYF to fund their youth program for the current funding cycle. Please note that sites who are previous participants of the meal program may not necessarily be DCYF grantees.

#### **7. What meals will DCYF provide?**

For summer programs, DCYF will provide breakfast, lunch and/or an AM snack or PM snack. Sites can choose any of the following combinations:

- Breakfast and Lunch
- Lunch and AM or PM snack
- Breakfast and PM Snack
- Lunch only
- Breakfast only
- AM or PM Snack only (may have to meet certain minimum number of meals and have enough storage space for weekly deliveries - this will vary depending on proximity to other sites)

For afterschool meal programs, DCYF will provide a combination of the following meals:

- Supper
- Supper and PM snack

- PM Snack only sites (may have to meet certain minimum number of meals and have enough storage space for weekly deliveries - this will vary depending on proximity to other sites)

**8. What will be expected of sites/agencies participating in the meal program?**

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

1. The site serves meals only to youth 18 and under during the days and times the site commits to serve the meals (breakfast, 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 unless it is a documented field trip with prior approval.**
4. **Sites must be located in San Francisco. Sites must regularly serve meals at the serving location listed on file. Daily field trips that hinder DCYF, DPH, USDA and CDE ability to conduct monitoring visits may not be considered for the program.**
5. Serve meals during approved windows that meet USDA's serving time requirements.
6. Complete all required forms DCYF requests **(including but not limited to documenting meal counts at point of service using our new electronic tally system, submission of delivery receipts, and if applicable, attendance forms and responsible principals list)** and submitting them on set deadlines as determined by DCYF.
7. Regularly report to DCYF any changes in meal service times, staffing, numbers of meals needed, dates food will not be served, closures, etc.
8. Follow all Dept. of Public Health guidelines to ensure that food is safe and serving areas are sanitary, such as ensuring sites have enough refrigeration space. Sites will receive a permit to operate a food program.
9. Site must be available for inspections conducted by DPH, USDA/CDE, and site visits conducted by DCYF staff.
10. Ensure that staff will be on site prior to meal service time to receive deliveries during designated meal delivery windows.
11. 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.
12. Attend MANDATORY site training sessions, even if the site has participated in the past.

13. Post outreach materials on-site that are visible from the street and engage in additional outreach to community.

**9. What is DCYF's Electronic Tally system (ETS)?**

DCYF's Electronic Tally System (ETS) is DCYF's data management system that allows sites to tally meals at point of service and submit required service documents electronically. **All sites are required to use this system.** ETS is a web-based system and to access ETS, sites need an electronic device such as an iPad or laptop that has access to the internet and a web browser. Sites are expected to use ETS at point of service (tallying meals as youth take them). More details will be discussed at DCYF's mandatory training.

**10. 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.

**11. What is the Responsible Principal's List (RPL)?**

CACFP requires that all sites participating in the Afterschool Meal Program fill out this form annually (this form is not applicable for summer). USDA requires this form to ensure that executive leadership from programs have not misused federal programs in the past. This information requires executive leadership's (such as an executive director or superintendent) name, birthdate, home address and email. More information will be available after sites have been selected.

**12. Are attendance forms required for the Summer Meal Program?**

Submission of attendance forms (or record of students attending program) is only required for the Afterschool Meal Program.

**13. I oversee two or more programs; can I submit one Food Handler's Certificate for both sites?**

Food Handler's certificate is only valid per each serving location. This is for when health inspectors have questions for the person who is certified to handle food and folks who oversee two or more programs cannot be at two places at once. Each serving location will require a designated staff person to be certified and be available to answer any questions.

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

Sites must have established meal service times and serve during those reported service times. For the Summer and Afterschool Meal Program, the serving time requirements are listed as below:

1. If serving 2 meals, the beginning of meal services must be 2 hours apart. For example, for summer program– if breakfast is served at 9am then lunch must begin after 11am.
2. Lunch and Supper service cannot exceed 2 hours. For example, for the summer program, lunch can be from 12-2pm. For afterschool program, supper can be from 4-6pm.
3. Breakfast and PM snack cannot exceed 1 hour. For example, breakfast can be from 9am-10am and PM snack can be from 2-3pm.
4. All meals must be served between 8am and 6pm.

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

Sites should have staff available on site as early as possible with at least a 2 hour delivery window, preferably with an end time before 1pm. For example, the latest delivery window will be from 11am-1pm. Site staff must be available on site for the duration of the delivery window. This may vary depending on a site's proximity to other sites. Sites are also required to list hours of operations (i.e. providing the time in which the site is open and providing the widest window as possible). Specifically, sites applying for the Summer Meal Program, please note that if your site has a breakfast or AM snack prior to lunch, deliveries will arrive the day before consumption. For example, Monday breakfast is delivered on Friday the week before, Tuesday breakfast is delivered on Monday, etc.

**Questions regarding my application:**

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

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.

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

SFUSD's Wellness Policy passed in April 2015 states that sites operating on SFUSD campuses will need to be supported by SFUSD Nutrition Services for any meal service. This policy is still in effect for Summer 2023. For more information, please contact SFUSD's Student Nutrition Services at [SchoolLunch@sfusd.edu](mailto:SchoolLunch@sfusd.edu).

**18. 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 programs 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, ordering of meals and submission of paperwork/ETS data. Sites may need to communicate more closely so paperwork/ETS data shows the separation between the two groups in order to streamline the different funding sources used to pay for meals served at locations where multiple programs provide services. Our vendor can separate the delivery packaging but sites are still required to coordinate with each other so the two groups may not accidentally consume the other group's meals.

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

No. All sites must complete the online application. The application link will be available on March 1<sup>st</sup> on the DCYF website.

**20. Do I still need to apply even though I am a DCYF Summer Grantee or have applied in the past?**

YES. You need to submit an online application every year. Anyone who wants to receive meals from DCYF must submit an application for program logistics.

**21. 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 a copy of the completed application to the primary contact's email address. If you do not get a confirmation email, please email [nutrition@dcyf.org](mailto:nutrition@dcyf.org) and we can verify whether it was submitted correctly.

**22. My site does not know how many youth we are serving yet. What number should I put for meals needed?**

Please list the number of youth you expect to serve. This information is used to help approve applications through the USDA/CDE approval process and will help the budgeting process. Sites can finalize logistic information, including meal counts, during the week of training.

**23. When will we find out if we are selected?**

The deadline to apply is Monday, March 15<sup>th</sup> with notices of selection going out Monday, April 1<sup>st</sup>.

**24. Do all of my staff have to attend the MANDATORY Meal Program training or just one person? Can I represent multiple programs who serve at different addresses?**

DCYF plans on consolidating training this year. With approval from our funders, DCYF is able to offer one mandatory annual training going over both SFSP and CACFP requirements for sites since the majority of our sites participate in both. A refresher CACFP training will be hosted in August and will be mandatory for sites that may have issues in the summer (or is only participating in the Afterschool Meal Program).

Only one person is required to attend from each serving location, but more may attend if desired. We recommend that the person who will be serving the meals directly or those training the staff to serve meals attend this mandatory training. USDA/CDE requires that each location serving meals has had at least one staff person trained by DCYF. Because of this, each serving location is required have a different person trained for each address that food is being served since folks who oversee multiple service areas cannot be at two places at once.

All approved sites will have to submit a form verifying that all staff from that site who will be serving food, supervising meal service, or completing paperwork for this program have been appropriately trained by whomever attends the DCYF training by the end of the first week of service.

**Training dates:**

Trainings will be held IN-PERSON and once a site is confirmed, a link will be sent out to register for training. Training dates are currently scheduled for the following days:

**Mandatory training dates (need to attend at least 1 – not all 3)**

Location: San Francisco Main Library, 100 Larkin Street in the Latino Room A/B

Tuesday, May 7 from 9:30-12:30pm

Wednesday, May 8 from 9:30-12:30pm

Thursday, May 16 from 9:30-12:30pm

**Refresher training**

Location: TBD

Friday, August 9 from 9:30-12:30pm

**25. 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 meals. DCYF will work with sites on a case-by-case basis but sites should also try to remain as flexible as possible.

**26. Does our site need to have a minimum number of youth required to participate?**

Currently, DCYF does not have a minimum number of youth required to participate. However, sites should have consistent number of youth participating in the meal program every day. Some snack only sites may have to have a minimum number of youth but this will depend on logistics. DCYF will use ETS 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**

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

DCYF will be collaborating with Chefables for the duration of the 24-25 Nutrition Programs. They offer amazing quality, nutrient dense meals with fresh fruit and vegetables daily that are largely organic or from small farms. They make most of their whole grain breads and entrees from scratch. Their goal is to create healthy choices that are extremely tasty and meet USDA child nutrition program minimum standards of nutrition. To view their website, please visit: <http://chefables.com/>. Menus and other details will be discussed at the mandatory site trainings.

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

#### **What is DCYF'S allergen policy?**

Vegetarian options are available every day. Approved sites will have the option of ordering a certain number of vegetarian meals for their site. Accommodations for food/milk allergies or those who may want vegan options may be requested with a doctor and/or parent's note but are not guaranteed and are subject to USDA rules for medical substitutions. More details will be at the DCYF training.

### **29. 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. 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 measure the appropriate need. Rental equipment will be based on priority and on a case-by-case basis. **However, sites are encouraged to use their current grant funds to purchase their own equipment as rental equipment is limited.**

All sites are required to have refrigeration 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 provide probe thermometers (to measure the temperature of hot and cold food) for those that request them.

For any questions regarding equipment needs, please email [nutrition@dcyf.org](mailto:nutrition@dcyf.org).

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

DCYF is required to report meals taken on fieldtrips (or off-site from reported address of meal service) to vendors, DPH, and USDA/CDE in advance. Sites are encouraged to enter their fieldtrip meal request early and will have specific deadlines for when this information is required to be on file. Sites can fill out preliminary information in the site application. DCYF will have “grab n go” ready meals for sites that prefer this option if sites choose to participate in field trips and take meals off site. However, sites are not allowed to take daily fieldtrips that interfere with regular site monitoring. More information regarding field-trip meals will be discussed at the mandatory site trainings.

**31. 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 free fruit. The process takes about 2-3 weeks, so sites are encouraged to apply as soon as possible. To create a shop account, please see the following link:

<https://www.sfmfoodbank.org/partner-interest/>. Sites that are not able to be a food bank shopper are still encouraged to apply to DCYF nutrition programs so if other food resources become available, DCYF may refer your site.