**DCYF Nutrition Programs:**

**Frequently Asked Questions for Potential Distribution Site – School-year 2021-2022**

Updated as of 7/19/2022

Thank you for visiting our FAQ’s page. This FAQ page includes updated information for the school-year 2021-2022. An updated FAQ will be released for summer programming in March 2023.

Programs are encouraged to read this FAQ carefully and in its entirety. For questions not answered by this FAQ, please submit your inquiry to nutrition@dcyf.org.

1. **What is DCYF?**

   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 leave full lives of opportunity and happiness. Together, we make San Francisco a great place to grow up.

2. **What is the DCYF Nutrition Programs?**

   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 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 Afterschool Meals Program 2022-2023, DCYF will seek reimbursement through the CACFP grant.

3. **What is the Summer Food Service Program (SFSP) and Child and Adult Care Food Program At-Risk (CACFP)?**

   The Summer Meal Program (SFSP) and the Afterschool Meals 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. Prior to COVID, SFSP was traditionally used for summer months (breakfast or snacks, and lunch) and CACFP is traditionally used during school-year months (suppers and snacks).
4. **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). “Closed” sites are sites defined as only serving youth enrolled in their program. Families from the community whose youth are not enrolled in program and are looking for food, may need to go to their local Food Bank pantry or go to a SFUSD site.

5. **What are the dates for the Nutrition Programs this year? Will DCYF provides meals during winter break and spring break?**

DCYF anticipates that the Afterschool Meal Program will run from Tuesday, September 6, 2021 through Friday, June 2, 2023.

DCYF expects to be able to provide meals for spring break and winter break. Programs that will operate during gaps in meal service will need to provide their own food for the gap in service. Our current vendor (Chefables) is willing to provide meals at a price point, during this gap service, if your site is already receiving food from them. Please reach out to nutrition@dcyf.org if you would like for us to connect your site with our vendor.

6. **What are the eligibility requirements for sites wanting to participate in the DCYF nutrition program?**

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, a site that is eligible to receive meals must be located in an attendance area where at least 50% or more youth qualify for free/reduce meals. The only attendance zones that currently qualify are based off of elementary school zones.

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 youth are only served to youth enrolled in program.

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 COVID-19 safety clearance for Out-of-School time.

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 the required paperwork as necessary and serving meals as discussed during training.
7. **What are the criteria or list of priorities you will be using to select sites?**

DCYF is prioritizing sites participating as listed below. **However, all interested sites are encouraged to apply so that DCYF can refer sites to other resources for food. Please refer to question #31 for more information.**

The priority list is as follows:

1. **DCYF Grantees:**
   a. returning site with no major corrective action or serious deficiencies from the prior year
   b. a site that has not participated in DCYF Nutrition Programs or has been inactive for more than a year

2. **Rec and Park Site**
   a. returning site with no major corrective action or serious deficiencies from the prior year
   b. a site that has not participated in DCYF Nutrition Programs or has been inactive for more than a year

3. **Non-Grantees**
   a. A returning site with no major corrective action or serious deficiencies from the prior year
   b. A new site that has not participated in DCYF Nutrition Programs or has been inactive for more than a year

4. Returning site with major corrective action or serious deficiencies may be on some level of probation prior to starting.

8. **What is a “DCYF grantee”**

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

9. **What meals will DCYF provide?**

   DCYF will provide a supper and a snack for the school-year. Sites can opt into both meals or just choose one or the other. Breakfast will not be offered this school-year.

10. **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 to out of school programs. General expectations include, but are not limited to, the following:

    1. Site serves meals only to youth 18 and under during the days and times the site commits to serve the meals (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 documented fieldtrip.
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 or submitting directly into ETS) 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, closures, 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. This also includes maintaining proper physical distancing during COVID-19. Sites will receive both a permit to operate food inspection if they don’t already have one from the summer.
8. Site must be available for inspections conducted by DPH or other stakeholder, and site visits conducted by DCYF staff
9. Ensure that staff will be on site prior to meal time to receive deliveries during designated meal delivery windows
10. 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.
11. Attend MANDATORY site training sessions, even if the site has participated in the past.
12. Posting outreach materials on-site that are visible from the street and engaging in additional program outreach to community.

11. 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.

12. 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.
13. **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.

*Sites should serve within the window of their meal service times as indicated.* In addition, supper can only be a maximum of 2 hours long. Snacks can only be a maximum of 1 hour long. There must be at least 2 hours between suppers and snacks. All meals must be served by 6pm.

14. **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 our vendor develops its routing plan, a more narrowed delivery window will be assigned to your site prior to your site’s service date.

**Questions regarding my application:**

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

DCYF is limited to selecting sites this year due to funding and staff 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.

16. **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 during the pandemic. For more information, please contact Jennifer Lebarre, Executive Director for SFUSD’s Student Nutrition Services at lebarrej@sfusd.edu.

17. **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, ordering of meals and submission of paperwork. Sites may need to communicate more closely so paperwork 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 is able to 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.

18. Do you take paper applications?
   No. All sites must complete the online application. The application link is available here.

19. 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 1’s email address. If you do not get a confirmation email, please send an email to nutrition@dcyf.org and we can verify whether it was submitted correctly.

20. 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. Sites can finalize logistic information, including meal counts, during the week of training.

21. When will we find out if we are selected?
   The deadline to submit an application is Friday, July 29th with notices of selection going out by Wednesday, August 3rd.

22. Do all of my staff have to attend the MANDATORY Meal Program training or just one person?
   All sites must attend a training manually. However, since our summer trainings are extensive, sites that do not have a record of a corrective action from their previous summer program and/or the past year do not need to attend as they are in good standing. They must, however, attend the training annually in May. DCYF will notify sites which sites are in good standing and have the option to opt out of the fall training.

   Sites that has a record of needing corrective actions from this past summer or need an annual training will need to attend this training. At least one staff member from each approved site must attend mandatory trainings even if they have served in the past. If your site does not attend one of the mandatory training dates, your site may not be able to begin service on time.

   The staff that attend should be those directly serving the meals or those who will be training the staff to serve. All trainings are the same and staff only need to attend one. However, multiple staff may choose to attend multiple dates.
All trainings will be held via webinar, through Zoom, in order to meet the health department's physical distancing requirement. **Your site's primary contact will receive a registration link for training from DCYF once your site is confirmed meal site.**

The training days scheduled so far are:

- Tuesday, August 16 from 9:30-12:30pm
- Wednesday, August 17 from 9:30-12:30pm
- Friday, August 19 from 9:30-12:30pm

23. I am from a program that serves at multiple addresses. Can I attend training to represent all different serving locations receiving food?
   USDA/CDE requires that each location that is serving meals has had at least one staff person trained by DCYF. Because of this, each serving location has to 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. However, DCYF may be able to host separate trainings outside the schedule training dates above to accommodate this training requirement for programs that serve at multiple addresses. Sites requesting for this accommodation may do so by emailing nutrition@dcyf.org.

24. Do I still need to apply even though I am a DCYF grantee or a previous Summer Together/Community Hub site?
   YES. You need to submit an online application. Anyone who wants to receive meals from DCYF need to submit an application for program logistics.

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 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 daily participation numbers 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 this year. 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 get healthy choices to the children that are extremely tasty and meet USDA child nutrition program minimum standards of nutrition. To view their website, please visit: [http://chefables.com/](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 such as allergen meals?**
Vegetarian options are available every day. Sites will have the option of ordering a certain number of vegetarian meals for their site but need to request this in advance. Accommodations for food allergies or those who may want vegan options may be accommodated through Chefable’s allergen meal program. A signed note by a parent must be on file but a doctor’s may or may not be required depending on the request. Meal substitution based on allergen or dietary request are not guaranteed based on the circumstances. More details will be discussed at the 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. 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 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 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 probe thermometers (to measure the temperature of hot foods) for those that requested them.

For any questions regarding equipment needs, please email nutrition@dcyf.org.
30. **Will DCYF be providing meals to sites going on field trips?**
   DCYF will have “grab n go” ready meals for sites that prefer this option if sites choose to participate in field trips, if allowable by current DPH Health and Safety Directives for Out-of-School Time. More information regarding fieldtrip 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 to free fruit. The process takes about 2-3 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/](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 becomes available, DCYF may be able to refer your site.