



**Maria Su, Psy.D.**  
DIRECTOR



**Gavin Newsom**  
MAYOR

March 4, 2010

Dear Community Partner:

It is hard to believe that it is time to start thinking about summer! Thank you so much for your interest in distributing food to the youth of our community. It is such an important contribution you make to the health and well-being of so many San Francisco children, especially during these tough economic times when families need the help more than ever.

The Summer Lunch program is a USDA program that is offered as a way for San Francisco to ensure that youth continue to receive at least one free, healthy meal each day, even when school is out. DCYF is proud to be a sponsor of this program and serve as the coordinating body to ensure that access sites are plentiful, food is available and the community is informed about where to get meals.

Please find included with this letter the 2010 application and instructions to participate as a distribution site in the Summer Lunch Program. This year DCYF will offer an 8-week program (**June 14-August 6, 2010**). Distribution sites have the option to receive and serve FREE lunches and/or snacks. You may sign up for both the snack and lunch program on this application. As a distribution site, you will be responsible for the following:

- Committing to serve meals for at least one week during the Summer Lunch Program. You will need to serve at least 2 days a week,
- Ensuring that adequate staff are available every day meals are served to receive the delivered meals, serve the food and complete the paperwork,
- Serving any youth 18 years and younger (first-come, first-served) that comes into the site during meal times,
- Attending one of our **MANDATORY** training sessions—even if your site has attended in the past (see dates below),
- Following all regulations and procedures of programs,
- (if serving snacks) Picking up snacks from SF Food Bank once a week,
- Returning the completed application no later than **April 9, 2010**. **Please note that applying does not guarantee you will be approved.**

**Please be aware that sites that serve less than 50 youth daily may be asked to pick up their lunches from a nearby location in their neighborhood.** This year, we cannot make direct deliveries to sites serving less than 50 lunches. There is no minimum for snacks, as you must pick up a weekly supply of those at the SF Food Bank. Please keep this in mind as you are planning your summer program and try to enroll at least 50 children. Please note that as a Summer Lunch site you need to be open to the community, so doing outreach to the community may help increase your program's numbers, if necessary. DCYF will also be doing a lot of outreach to families this year.

**The San Francisco Department of Children, Youth & Their Families**  
1390 Market Street, Suite 900, San Francisco, California 94102 • 415 554-8990 • Fax 415 554-8965 • [www.DCYF.org](http://www.DCYF.org)

Additionally, because we will deliver lunches to nearly 100 sites around the city, we are asking sites to stagger their lunch times. It seems many sites want lunch delivered at noon and this puts a burden on the delivery company to deliver all the meals on time. If possible, please choose either 11:30 or 12:30 for your meal time. **Please note, for food safety reasons lunch will not be served after 1 PM.** Your patience and understanding are greatly appreciated. We will allow a small number of sites to have a noon mealtime, so if you absolutely must serve lunch at noon, we will try to accommodate you.

Please mark your calendars for the Summer Lunch Training. If you wish to offer lunches and/or snacks it is **mandatory** for you to attend one of the following sessions:

<b>Wednesday May 26, 2010</b>	<b>9:30am – 12:00pm</b>
<b>Friday May 28, 2010</b>	<b>9:30am – 12:00pm</b>
<b>Thursday June 3, 2010</b>	<b>9:30am – 12:00pm</b>

**Trainings will be held at Department of Public Health, 101 Grove Street in the Health Commission Room (Rm 300) on the 3<sup>rd</sup> Floor.**

Please indicate on the application the training you plan to attend. If at all possible, we prefer the staff that will be handling the lunch program to attend.

There is an electronic version of the application on DCYF's website: [www.dcyf.org](http://www.dcyf.org). Please fax, email or mail the completed by **April 9, 2010**.

We understand that many organizations may not have their summer plans/staff/budget finalized by the April 9 deadline. If you are interested in becoming a Summer Lunch site, **PLEASE APPLY EVEN IF YOU CANNOT FINALIZE YOUR COMMITMENT AT THIS TIME.** We need to start coordinating sites as soon as possible and it's easier for us to adjust to drop a site than to add one later. There is a "comments" section in the application where you can let us know the specifics of your situation.

Feel free to call or email if you have questions or need assistance filling out the application. I can be reached most days M-F at phone number (415) 554-3506 or at the email listed below. I look forward to working with you this summer and helping get meals out to the kids!

Sincerely,

**Amy Portello Nelson**  
Asst. Child Nutrition Coordinator  
1390 Market Street, Suite 900  
San Francisco, CA 94102  
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**Email: [summerlunch@dcyf.org](mailto:summerlunch@dcyf.org)**