



SAN FRANCISCO HUMAN SERVICES AGENCY

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: WEDNESDAY MAY 7, 2025

SUBJECT: NEW GRANTS: SELF-HELP FOR THE ELDERLY FOR NUTRITION SERVICES FOR OLDER ADULTS AND ADULTS WITH DISABILITIES

	Full Term	Contingency	Total	
GRANT TERM:	7/1/25- 6/30/29			
GRANT AMOUNT:	\$12,573,404	\$1,257,340	\$13,830,744	
ANNUAL AMOUNT:	FY 25-26 \$3,143,351	FY 26-27 \$3,143,351	FY 27-28 \$3,143,351	FY 28-29 \$3,143,351
FUNDING SOURCE:	County \$9,304,319	State	Federal \$3,269,085	Contingency \$1,257,340
PERCENTAGE:	74%		26%	100%

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The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with Self-Help for the Elderly for the provision of nutrition services for older adults and adults with disabilities for the period of July 1, 2025 through June 30, 2029, in the amount of \$12,573,404 plus a 10% contingency for a total amount not to exceed \$13,830,744. The purpose of these grants is to support congregate nutrition services at community dining sites and designated restaurants across multiple districts and neighborhoods in San Francisco.



Program	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Congregate Nutrition Services for Older Adults	\$2,528,477	\$10,113,908	\$1,011,391	\$11,125,299
Congregate Nutrition Services for Adults with Disabilities	\$19,335	\$77,340	\$7,734	\$85,074
Choosing Healthy Appetizing Meal Plan Solutions	\$595,539	\$2,382,156	\$238,215	\$2,620,371
Total	\$3,143,351	\$12,573,404	\$1,257,340	\$13,830,744

Background

The Department of Disability and Aging Services (DAS) is a state-designated Area Agency on Aging under the Older Americans Act (OAA) and the Older Californians Act (OCA). These acts primarily provide services, support, and protections for individuals aged 60 and older, with a focus on supporting those who are socially or economically disadvantaged. In addition to serving older adults, DAS also provides community-based services for adults with disabilities.

One of the core services offered under the OAA, OCA, and administered by DAS is nutrition services. Nutrition services include congregate, home-delivered, and to-go meal programs. Older adults and individuals with disabilities face heightened risks of food insecurity due to factors like fixed incomes and mobility limitations. Rising healthcare costs further strain their financial resources, making it difficult to afford nutritious meals. Mobility challenges can also restrict access to healthy food, increasing the risk of malnutrition and related health issues such as chronic diseases. These barriers can threaten independence and well-being, especially for low-income individuals.

Nutrition services are a vital strategy to address food insecurity and enhance well-being by offering nutritious meals and reducing barriers. Services support individuals in living independently in their homes and communities by promoting health and well-being through improved nutrition and reduced isolation. These programs also serve as an access point for other home and community-based services.

Services to be Provided

Self-Help for the Elderly will provide congregate nutrition services. Self-Help for the Elderly will offer nutritious and culturally relevant meals, nutrition education, and nutrition risk screening. The meals provided by the Self-Help for the Elderly will meet nutritional standards by incorporating the Dietary Guidelines for Americans and provide a minimum of one-third of the Dietary Reference Intakes (DRIs). The meals will be prepared in accordance with nutrition

and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS OCP.

- **Congregate Nutrition Services:**

Self-Help for the Elderly will provide meals for eligible consumers that meet established nutritional standards. The meals will be offered in a group setting, providing opportunities for participants to socialize with one another. Congregate nutrition services also include nutrition education and nutrition risk screening.

Nutrition Compliance and Quality Assurance (NCQA): NCQA are required components of congregate nutrition services that ensure program integrity and quality. These components include ensuring food safety and certifying menu compliance through a quarterly monitoring of a grantee’s food service operation and meal services.

- **Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS):**

Self-Help for the Elderly will provide congregate nutrition services for eligible consumers through a program model that offers participants meals that meet established nutritional standards in a restaurant setting through restaurant partnerships. This program model, known as CHAMPSS, offers participants flexible dining times and multiple meal options, in addition to nutrition education, nutrition risk screening, and opportunities for socialization.

For more specific information regarding the breakdown of services, defined objectives, and target population, please refer to the attached Appendix A.

Selection

Grantee was selected through RFP #1177 issued on December 31, 2024.

Funding

This grant will be funded through federal and local funds.

ATTACHMENTS

Self-Help for the Elderly

Congregate Nutrition Services for Older Adults

- Appendix A – Services to be Provided
- Appendix B – Program Budget
- Appendix F – Site Chart

Congregate Nutrition Services for Adults with Disabilities

- Appendix A – Services to be Provided
- Appendix B – Program Budget
- Appendix F – Site Chart

Choosing Healthy Appetizing Meal Plan Solutions

Appendix A – Services to be Provided

Appendix B – Program Budget

Appendix F – Site Chart

Appendix A - Services to be Provided
Self Help for the Elderly
 Congregate Nutrition Services for Older Adults
 July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session(s), including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular review and adaptation based on actual consumption patterns. The grantee may introduce a

consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.

6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteers) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transport, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFPDH) Environmental Health Branch. This includes but is not limited to the following:
 - a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of San Francisco's Department of Public Health.
 - b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
 - c. All staff involved in the preparation, storage, service or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
 - a. Food safety, prevention of foodborne illness, and HACCP principles.
 - b. Accident prevention, instructions on fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:

- a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
 - b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
 - c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).
 - d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of a nutrition education session in SF DAS GetCare and include the estimated number of participants.
12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
 13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
 14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written

procedures in place to protect contributions and fees from loss, mishandling, and theft.

15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15 of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	4310	4310	4310	4310
Number of Meals	180,026	180,026	180,026	180,026

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15, January 15, April 15, and June 15.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.

6. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

with disabilities connect to services throughout the City. These Focal Points are:

For assistance with reporting and contract requirements, please contact:

Tahir.Shaikh@sfgov.org

Senior Contract Manager, Office of Contract Management, SFHSA

or

Tiffany.Kearney@sfgov.org

Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of

provision of training to staff and volunteers regarding Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts, and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

HSA #2	10/25/2016
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Program: Congregate meals for (X) older adults or () adults with disabilities (Same as Line 11 on HSA #1)					Appendix B, Page 3 Document Date: 4/14/2025
Operating Expense Detail					
Annual # Meals Contracted	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
	180,026	180,026	180,026	180,026	720,104
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$46,000	\$46,000	\$46,000	\$46,000	\$184,000
Utilities (Elec, Water, Gas, Phone, Garbage)	\$44,000	\$44,000	\$44,000	\$44,000	\$176,000
Office Supplies, Postage	\$2,996	\$2,996	\$2,996	\$2,996	\$11,984
Building Maintenance Supplies and Repair	\$40,000	\$40,000	\$40,000	\$40,000	\$160,000
Printing and Reproduction	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Insurance	\$7,000	\$7,000	\$7,000	\$7,000	\$28,000
Staff Training	\$500	\$500	\$500	\$500	\$2,000
Staff Travel-(Local & Out of Town)	\$500	\$500	\$500	\$500	\$2,000
Rental of Equipment	\$500	\$500	\$500	\$500	\$2,000
Food Cost					
Raw Food	per meal \$0.17	\$30,604	\$30,604	\$30,604	\$122,416
Cong Food Svc Supplies	per meal \$0.26	\$46,807	\$46,807	\$46,807	\$187,228
Catered Meals	per meal \$6.27	\$1,128,763	\$1,128,763	\$1,128,763	\$4,515,052
Consultant					
Consultant A					
Other					
Auto Insurance		\$9,000	\$9,000	\$9,000	\$36,000
Taxes/License		\$316	\$316	\$316	\$1,264
Communications		\$25,000	\$25,000	\$25,000	\$100,000
Vehicle Repairs & Maintenance		\$1,000	\$1,000	\$1,000	\$4,000
Vehicle Expenses		\$5,000	\$5,000	\$5,000	\$20,000
Total DAS Operating Expenses	\$1,388,986	\$1,388,986	\$1,388,986	\$1,388,986	\$5,555,944
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food	per meal \$0.13	\$23,403	\$23,403	\$23,403	\$93,612
Cong Food Svc Supplies	per meal				
Catered Meals	per meal				
Consultant					
Consultant A					
Other					
Taxes/License		\$1,500	\$1,500	\$1,500	\$6,000
Equipment Lease		\$500	\$500	\$500	\$2,000
Bank Charges		\$4,000	\$4,000	\$4,000	\$16,000
Depreciation - Bldg		\$74,512	\$74,512	\$74,512	\$298,048
Total Non DAS Operating Expenses	\$103,915	\$103,915	\$103,915	\$103,915	\$415,660
Total DAS and Non DAS Operating Expenses	\$1,492,901	\$1,492,901	\$1,492,901	\$1,492,901	\$5,971,604
HSA #3					10/25/2016

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		4.00					
Congregate site monitoring		44.00					
Nutrition education		44.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	12.00					
Total Non DAS NCQA Expenditure							

HSA #4	10/25/2016
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Appendix F-ANNUAL SITE CHART - CONGREGATE NUTRITION SERVICES												OFFICE OF COMMUNITY PARTNERSHIPS	FY 26-29
AGENCY: Self-Help for the Elderly													
MAILING ADDRESS: 731 Sansome Street, Suite 100, San Francisco CA 94111													
DIRECTOR: Karen Lam												PHONE NO.: 415-677-7603	
PROGRAM MANAGER: Steven Zhong												PHONE NO.: 415-677-7608	
EMAIL: karenl@selfhelpelderly.org													
EMAIL: stevenz@selfhelpelderly.org													
Congregate Nutrition Services: Dine-in meals or To-go meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Total ALL Sites	
Population Served: Older Adults or Adults with Disabilities	Older Adults	Older Adults	Older Adults	Older Adults	Older Adults	Older Adults	Older Adults	Older Adults	Older Adults	Older Adults	Older Adults		
Site Name	Jackie Chan Senior Center	Manilatown Senior Center	Geen Mun Senior Center	Lady Shaw Senior Center	South Sunset Senior Center	Chi Sing Community Center	Woolf House Senior Center	Mendelsohn House	West Portal Club House	John King Senior Center	Geneva Community Center		
Address and Zip	5757 Geary Blvd S.F. CA 94121	848 Kearny St S.F. CA 94108	777 Stockton St S.F. CA 94108	1483 Mason Street S.F. CA 94133	2601 40th Ave/Vicente S.F. CA 94116	3133 Taraval Street S.F. CA 94103	801 Howard Street S.F. CA 94107	737 Folsom Street S.F. CA 94127	131 Lenox Way S.F. CA 94134	500 Raymond Ave S.F. CA 94134	5050 Mission St. Unit C SF, CA 94112		
Phone Number	415-677-7571	415-398-3250	415-391-3843	415-677-7581	415-566-2845	415-369-2210	415-495-0931	415-243-9018	415-650-9796	415-239-9919	415-347-7194		
Alternate Phone Number													
Neighborhood	Richmond	Chinatown	Chinatown	Chinatown	South Sunset	Taraval	South of Market	South of Market	West Portal	Visitacion Valley	Excelsior/Outer Mission		
Supervisory District No.	1	3	3	3	4	4	6	6	7	10	11		
Bus Line #	Muni 38BX, 38L, 38AX, 29, 38	Muni 30x, 8AX, 8BX, 8X, 82X, 1, 10, 12, 30, 41, 45, 91	Muni 8AX, 8BX, 8X, 1, 30, 45, 91	Muni 8AX, 8BX, 8X, 10, 12, 30, 41, 45, 91	Muni 29	Muni 29, 48 L	Muni N, 71L, 5L, 8AX	Muni 8AX, 8BX, 8X, 10, 12, 30, 45	Muni 17, 48, 91, L	Muni 8Bx, 8x, 56, 91	Muni 8, 14, 43, 54		
Site Manager/Coordinator	Amy Huang	Ada Ma	Vicky Kwong	Ben Lam	Xing Mei Wu	Sean Yang	Ella Li	Koobie Lam	Jani Chow	Joe Chen	Joyce Kwok		
Site Hours Open	M - F 9:00 am - 3:00 pm Sat 9:00 am - 2:00 pm	M - F 9:00 am - 2:00pm	M - F 9:00 am - 3:00 pm Sat 9:00 am - 2:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 2:00 pm	M - F 9:00 am - 2:00 pm	M - F 9:00 am - 2:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 3:00 pm		
Brief description of other programming offered at site if applicable	Provides community/social services, nutrition education, activities, food boxes, CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, food boxes, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, food boxes, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, food support, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, and CalFresh healthy living, etc	Provides community/social services, nutrition education, activities, Tai Chi social connections and CalFresh healthy living, etc		
Hours of Scheduled Programming	M - F 9:00 am - 3:00 pm; Sat 9:00 am - 2:00 pm	M - F 9:00 am - 2:00 pm	M - F 9:00 am - 3:00 pm; Sat 9:00 am - 2:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 2:00 pm	M - F 9:00 am - 2:00 pm	M - F 9:00 am - 2:00 pm	M - F 9:00 am - 3:00 pm	M - F 9:00 am - 3:00 pm		
Days Open for Meal Service	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday		
	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday		
	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday		
	<input checked="" type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
Hours of Meal Service	M - F 11:30 am - 12:30 pm; Sat 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm; Sat 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm	M - F 11:30 am - 12:30 pm		
Vegetarian meal option available: (Yes or No)	No	No	No	No	No	No	No	No	No	No	No		
Cuisine Type	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese	Chinese		
Annual # Unduplicated Consumers	650	220	720	350	450	450	300	250	310	360	250	4,310	
Annual Number of Meals	36,500	11,330	33,000	15,438	15,000	15,909	10,400	8,100	12,800	8,749	12,800	180,026	
Annual # Service Days per FY	295	249	295	249	249	249	249	249	249	249	249		
Average # meals per day	124	46	112	62	60	64	42	33	51	35	51	679	
Observed holidays	New Year's Day, Martin Luther King, Jr. Day, Lunar New Year, Presidents' Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day,Thanksgiving Day, Day after Thanksgiving, Christmas Day												
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Nutrition Education													
Annual # Nutrition Education Sessions (4 required)													
Annual # of Participants (average # of meals x # of nutrition education sessions)													
2718													

Appendix A - Services to be Provided
Self Help for the Elderly
 Congregate Nutrition Services for Adults with Disabilities
 July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to adults with disabilities living in the City and County of San Francisco in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session(s), including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

1. A person 18-59 years of age with a disability, and
2. A resident of San Francisco.
3. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular review and adaptation based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteers) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transport, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFPDH) Environmental Health Branch. This includes but is not limited to the following:
 - a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of San Francisco's Department of Public Health.
 - b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
 - c. All staff involved in the preparation, storage, service or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
 - a. Food safety, prevention of foodborne illness, and HACCP principles.
 - b. Accident prevention, instructions on fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
 - a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).

- b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
 - c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).
 - d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of a nutrition education session in SF DAS GetCare and include the estimated number of participants.
12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
 13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
 14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
 15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in

a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15 of each grant year, or on a mutually agreed upon date.

- 16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
- 18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
- 19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
- 20. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
- 21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	35	35	35	35
Number of Meals	1,450	1,450	1,450	1,450

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee’s average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15, January 15, April 15, and June 15.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.
6. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982

Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Tahir.Shaikh@sfgov.org

Senior Contract Manager, Office of Contract Management, SFHSA

or

Tiffany.Kearney@sfgov.org

Program Analyst, DAS OCP

X. Monitoring Activities

1. **Program Monitoring:** Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff and volunteers regarding Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.
2. **Fiscal Compliance and Contract Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost

allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts, and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster, and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1
4/14/2025

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Term Date: 7/1/2025 – 6/30/2029

Name

SELF-HELP FOR THE ELDERLY

(Check One) New ☒X___ Renewal _____ Modification _____
If modification, Effective Date of Mod. _____ No. of Mod. _____

Program: Congregate meals for () older adults or (X) adults with disabilities

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	1,450	1,450	1,450	1,450	5,800
DAS Expenditures					
Salaries & Benefits	\$5,372	\$5,372	\$5,372	\$5,372	\$21,488
Operating Expenses	\$11,441	\$11,441	\$11,441	\$11,441	\$45,764
Subtotal	\$16,813	\$16,813	\$16,813	\$16,813	\$67,252
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	\$2,522	\$2,522	\$2,522	\$2,522	\$10,088
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	\$19,335	\$19,335	\$19,335	\$19,335	\$77,340
Non DAS Expenditures					
Salaries & Benefits	\$3,582	\$3,582	\$3,582	\$3,582	\$14,328
Operating Expenses	\$200	\$200	\$200	\$200	\$800
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	\$3,782	\$3,782	\$3,782	\$3,782	\$15,128
TOTAL DAS AND NON DAS EXPEDITURES	\$23,117	\$23,117	\$23,117	\$23,117	\$92,468
DAS Revenues					
Meals- General Fund	\$18,494	\$18,494	\$18,494	\$18,494	\$73,976
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	\$18,494	\$18,494	\$18,494	\$18,494	\$73,976
PER MEAL COST, DAS	\$12.75	\$12.75	\$12.75	\$12.75	\$12.75
PER MEAL COST (with NCQA), DAS	\$12.75	\$12.75	\$12.75	\$12.75	\$12.75
Non DAS Revenues					
Project Income	\$217	\$217	\$217	\$217	\$868
Agency Cash- Fundraising	\$3,565	\$3,565	\$3,565	\$3,565	\$14,260
Agency In-kind Volunteer					
NCQA Revenue					
Total Non DAS Revenue	\$3,782	\$3,782	\$3,782	\$3,782	\$15,128
PER MEAL COST, Non DAS	\$3	\$3	\$3	\$3	\$3
PER MEAL COST (with NCQA), Non DAS	\$3	\$3	\$3	\$3	\$3
TOTAL DAS AND NON DAS REVENUE	\$22,276	\$22,276	\$22,276	\$22,276	\$89,104
PER MEAL COST, Total	\$15	\$15	\$15	\$15	\$15
PER MEAL COST (with NCQA), Total	\$15	\$15	\$15	\$15	\$15
Full Time Equivalent (FTE)	2.00	2.00	2.00	2.00	8.00
Prepared by: Leny Nair	Date: 2/18/2025				
HSA-CO Review Signature:					
HSA #1	10/25/2016				

Program: Congregate meals for () older adults or (X) adults with disabilities (Same as Line 11 on HSA #1)					Appendix B, Page 3 45761
Operating Expense Detail					
	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	1,450	1,450	1,450	1,450	5,800
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Utilities (Elec, Water, Gas, Phone, Garbage)	\$140	\$140	\$140	\$140	\$560
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance	\$600	\$600	\$600	\$600	\$2,400
Staff Training					
Staff Travel-Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Foodper meal\$0.19	\$276	\$276	\$276	\$276	\$1,104
Cong Food Svc Suppliesper meal\$0.26	\$377	\$377	\$377	\$377	\$1,508
Catered Mealsper meal\$6.24	\$9,048	\$9,048	\$9,048	\$9,048	\$36,192
Consultant					
Consultant A					
Other					
Total DAS Operating Expenses	\$11,441	\$11,441	\$11,441	\$11,441	\$45,764
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance	\$200	\$200	\$200	\$200	\$800
Staff Training					
Staff Travel-Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Foodper meal					
Cong Food Svc Suppliesper meal					
Catered Mealsper meal					
Consultant					
Consultant A					
Other					
Total Non DAS Operating Expenses	\$200	\$200	\$200	\$200	\$800
Total DAS and Non DAS Operating Expenses					
	\$11,641	\$11,641	\$11,641	\$11,641	\$46,564
HSA #3	10/25/2016				

Appendix A - Services to be Provided

Self Help for the Elderly

Choosing Healthy Appetizing Meal Plan Solutions for Seniors (CHAMPSS)

July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services for older adults living in the City and County of San Francisco through a program model that offers participants congregate meals at approved local restaurants. This program model, known as CHAMPSS, offers participants flexible dining times and multiple meal options, in addition to nutrition education, nutrition risk screening, and opportunities for socialization. The CHAMPSS program is specifically designed for communities with limited or no access to traditional congregate meal sites, ensuring that older adults in underserved areas can benefit from these services. The CHAMPSS program model also supports individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
CHAMPSS	Choosing Healthy Appetizing Meal Plan Solutions for Seniors, a congregate nutrition services model that provides older adults with congregate meals in a restaurant setting through restaurant partnerships.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).

DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session(s), including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".

Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the CHAMPSS congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

1. A person who is sixty (60) years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age, and accompanies an older adult who participates in the program.
3. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a dine-in setting at DAS OCP-approved restaurant locations. The grantee will ensure that restaurant meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Restaurant meal sites must have sturdy tables and chairs that are appropriate for the target population and arranged to ensure accessibility.
3. Grantee shall recruit restaurants located within DAS OCP-approved supervisorial districts to serve as congregate meal sites for the CHAMPSS program. Each approved supervisorial district shall have one CHAMPSS restaurant site. The grantee shall establish formal written agreements with each participating restaurant. Each CHAMPSS restaurant site shall operate a minimum of five (5) days per week, for no fewer than four (4) hours per day. Days and hours of operation are subject to approval by DAS OCP.
4. Grantee will coordinate all aspects of onboarding restaurants as congregate meal partners. This includes, but is not limited to, developing policies and procedures with

the restaurant to ensure compliance with the requirements of congregate nutrition services.

5. Grantee will ensure restaurant partners comply with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFPDH) Environmental Health Branch. This includes but is not limited to the following:
 - a. A food facility permit, also known as a health permit, is required for each restaurant location. In addition, each restaurant must have a current health inspection report with a “pass” facility rating status, as issued by the Environmental Health Branch of San Francisco’s Department of Public Health.
 - b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service for each restaurant partner.
 - c. All restaurant staff involved in the preparation, storage, service or handling of food and/or meals must engage in approved food safety training.
6. Grantee will ensure that all meals served at partner restaurants are ready to consume and comply with the California Department of Aging’s (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Restaurant partners will implement an offer versus serve (OVS) congregate meal service, allowing consumers to choose the items they wish to eat from the approved CHAMPSS menu to help reduce food waste.
7. Grantee will ensure restaurant partners serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable and that the restaurants comply with the City’s Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
 - a. Food safety, prevention of foodborne illness, and HACCP principles.
 - b. Accident prevention, instructions on fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
9. Grantee will provide a minimum of four (4) hours of annual training for all paid and volunteer program staff and food service staff, including staff from restaurant partners who are involved in preparing and serving food to DAS consumers. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.

10. Grantee will provide the following NCQA activities:
 - a. Menu planning and meal analysis shall be conducted at least once per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
 - b. HACCP restaurant kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved CHAMPSS restaurant meal site conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
 - c. Nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year provided at each CHAMPSS restaurant site. The grantee will record the delivery of a nutrition education session in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate CHAMPSS congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the program.
12. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the CHAMPSS congregate nutrition program. These screenings must be completed each fiscal year that the consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
13. Grantee will offer consumers who receive a meal with the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount, considering the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle, indicating the suggested contribution for eligible individuals. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.

14. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15 of each grant year, or on a mutually agreed upon date.
15. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
16. Grantee will ensure that all program staff, regardless of position, and restaurant partners receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
17. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
18. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition programs, in accordance with DAS OCP Policy Memorandum No.47.
19. Grantee will attend in-service training and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
20. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide CHAMPSS congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the CHAMPSS congregate nutrition services.

VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
----------------	-----------------	-----------------	-----------------	-----------------

Number of Unduplicated Consumers (UDC)	3,700	3,700	3,700	3,700
Number of Meals	49,772	49,772	49,772	49,772

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15, January 15, April 15, and June 15.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide Ad Hoc reports as required by the Departments.

6. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
7. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

with disabilities connect to services throughout the City. These Focal Points are:

For assistance with reporting and contract requirements, please contact:

Tahir.Shaikh@sfgov.org
 Senior Contract Manager, Office of Contract Management, SFHSA
 or
 Tiffany.Kearney@sfgov.org
 Lead Nutritionist, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of

provision of training to staff and volunteers regarding Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HSA #2	10/25/2016
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Program: CHAMPSS (Same as Line 11 on HSA #1)					Appendix B, Page 3 4/14/2025
Operating Expense Detail					
	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	49,772	49,772	49,772	49,772	199,088
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$8,000	\$8,000	\$8,000	\$8,000	\$32,000
Utilities (Elec, Water, Gas, Phone, Garbage)	\$4,322	\$4,322	\$4,322	\$4,322	\$17,288
Office Supplies, Postage	\$200	\$200	\$200	\$200	\$800
Building Maintenance Supplies and Repair	\$200	\$200	\$200	\$200	\$800
Printing and Reproduction	\$297	\$297	\$297	\$297	\$1,188
Insurance	\$6,500	\$6,500	\$6,500	\$6,500	\$26,000
Staff Training					
Staff Travel-Local & Out of Town)					
Rental of Equipment	\$400	\$400	\$400	\$400	\$1,600
Food Cost					
Raw Food	per meal				
Cong Food Svc Supplies	per meal				
Catered Meals	per meal \$6.00	\$298,632	\$298,632	\$298,632	\$1,194,528
Consultant					
Consultant A					
Other					
Software/Database	\$13,780	\$13,780	\$13,780	\$13,780	\$55,120
Total DAS Operating Expenses	\$332,331	\$332,331	\$332,331	\$332,331	\$1,329,324
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-Local & Out of Town)	\$500	\$500	\$500	\$500	\$2,000
Rental of Equipment					
Food Cost					
Raw Food	per meal				
Cong Food Svc Supplies	per meal				
Catered Meals	per meal \$4.25	\$211,531	\$211,531	\$211,531	\$846,124
Consultant					
Consultant A					
Other					
Recruitment Expense	\$300	\$300	\$300	\$300	\$1,200
Bank Fees	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
Total Non DAS Operating Expenses	\$227,331	\$227,331	\$227,331	\$227,331	\$909,324
Total DAS and Non DAS Operating Expenses					
	\$559,662	\$559,662	\$559,662	\$559,662	\$2,238,648
HSA #3	10/25/2016				

Program: CHAMPSS

Appendix B, Page 5

(Same as Line 11 on HSA #1)

4/14/2025

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	\$773.00 /set	4.00	\$3,092	\$3,092	\$3,092	\$3,092	\$12,368
Kitchen and food service monitoring	\$630.00	16.00	\$10,080	\$10,080	\$10,080	\$10,080	\$40,320
Congregate site monitoring							
Nutrition education	\$335.00	4.00	\$1,340	\$1,340	\$1,340	\$1,340	\$5,360
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	16.00	\$1,600	\$1,600	\$1,600	\$1,600	\$6,400
Total DAS NCQA Expenditure			\$16,112	\$16,112	\$16,112	\$16,112	\$64,448

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	/set	4.00					
Kitchen and food service monitoring		16.00					
Congregate site monitoring							
Nutrition education		4.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	16.00					
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure			\$16,112	\$16,112	\$16,112	\$16,112	\$64,448
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HSA #4

10/25/2016

Appendix F-ANNUAL SITE CHART - CONGREGATE NUTRITION SERVICES					OFFICE OF COMMUNITY PARTNERSHIPS		FY 26.29		
AGENCY:		Self-Help for the Elderly							
MAILING ADDRESS:		731 Sansome Street, Sutie 100, San Francisco, CA 94111							
DIRECTOR:		Karen Lam		EMAIL:		karenl@selfhelpelderly.org		PHONE NO.:	415-677-7603
PROGRAM MANAGER:		Steven Zhong		EMAIL:		stevenz@selfhelpelderly.org		PHONE NO.:	415-677-7608
Congregate Nutrition Services: Dine-in meals or To-go meals		Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Dine-in meals	Total ALL Sites
Population Served: Older Adults or Adults with Disabilities		Older Adults	Older Adults	Older Adults	Older Adults				
Site Name		Venus Café	SoHoMei	S&E Cafe	Crazy Pepper				
Address and Zip		700 Clement St	1240 Noriega Street	2406 - 19th Ave.	2257 San Jose Ave				
		S.F. CA 94118	SF, CA 94122	SF, CA 94116	S.F. CA 94112				
Phone Number		(415) 964-8888	(415) 564-8818	(415) 665-7868	(415) 337-1888				
Alternate Phone Number									
Neighborhood		Richmond	Sunset	Sunset	Excelsior				
Supervisorial District No.		1	4	7	11				
Bus Line #		Muni 1, 2, 38, 38R, 28, 28R, 31	Muni 28, 28R, 91, 7, 7R, 7X	Muni 28, 28L, and L routes	8, 8BX, 43, 49, 54, K				
Site Manager/Coordinator		Sheila Li	Sheila Li	Sheila Li	Sheila Li				
Site Hours Open		2:00pm - 6:00pm	11:00am - 9:00pm	11:00am - 8:00pm	11:00am - 1:30pm and 5:00pm - 8:30pm				
Brief descirption of other programming offered at site if applicable		Nutrition Education	Nutrition Education	Nutrition Education	Nutrition Education				
Hours of Scheduled Programming									
Days Open for Meal Service		<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday	<input type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday	
		<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Wednesday	
		<input checked="" type="checkbox"/> Thursday M <input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday M <input type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday M <input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Thursday M <input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Thursday M <input type="checkbox"/> Friday	<input type="checkbox"/> Thursday M <input type="checkbox"/> Friday	<input type="checkbox"/> Thursday M <input type="checkbox"/> Friday	
		<input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	<input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Hours of Meal Service		2:00pm - 6:00pm	11:00am - 9:00pm	11:00am - 8:00pm	11:00am - 1:30pm and 5:00pm - 8:30pm				
Vegetarian meal option available: (Yes or No)		Yes	Yes	Yes	Yes				
Cuisine Type		American, Chinese	American, Chinese	American, Chinese	American, Chinese				
Annual # Unduplicated Consumers		1,200	650	1,200	650			3,700	
Annual Number of Meals		16,572	8,100	17,000	8,100			49,772	
Annual # Service Days per FY		365	312	312	312				
Average # meals per day		45	26	54	26			152	
Observed holidays		Lunar New Year, Thanksgiving Day, Christmas Day							
ADA Accessible		Yes	Yes	Yes	Yes				
Nutrition Education									
Annual # Nutrition Education Sessions (4 required)		4							
Annual # of Participants (average # of meals x # of nutrition education sessions)		607							