



SAN FRANCISCO HUMAN SERVICES AGENCY

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

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

DATE: JULY 2, 2025

SUBJECT: NEW GRANT: **LEAH'S PANTRY** (NONPROFIT) FOR PROVISION OF CITYWIDE NUTRITION EDUCATION FOR OLDER ADULTS AND ADULTS WITH DISABILITIES

	<u>Full Term</u>	<u>Contingency</u>	<u>Total</u>	
GRANT TERM:	7/1/25-6/30/29			
GRANT AMOUNT:	\$687,884	\$68,788	\$756,672	
ANNUAL AMOUNT:	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>
	\$171,971	\$171,971	\$171,971	\$171,971
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>
	\$343,944		\$343,940	\$68,788
PERCENTAGE:	50%		50%	100%

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The San Francisco Department of Disability and Aging Services (DAS) requests authorization to enter into a new grant agreement with Leah's Pantry for the period of July 1, 2025 through June 30, 2029, in the amount of \$687,884 plus a 10% contingency for a total amount not to exceed \$756,672. The purpose of this grant is to provide the Citywide Nutrition Education for Older Adults and Adults with Disabilities Program.



Background

The Department of Disability and Aging Services (DAS) is a state-designated Area Agency on Aging under the Older Americans Act and the Older Californians Act. These acts focus on providing services and support to individuals aged 60 and older, especially those who are socially or economically disadvantaged. DAS also delivers community-based services for adults with disabilities.

DAS offers a range of nutrition services aimed at promoting the health and well-being of older adults and adults with disabilities. These services help individuals facing food insecurity or nutritional risks by providing reliable access to nutritious foods, meals, and related support. A key part of DAS's work is evidence-based nutrition education, which encourages healthy lifestyle changes and empowers individuals to manage their health.

Through continued investment in health and nutrition initiatives, DAS is committed to building a healthier, more connected community for San Francisco's older adults and individuals with disabilities.

Services to be Provided

Grantee will deliver evidence-based nutrition education to eligible consumers in group settings at accessible locations throughout the City, including but not limited to senior centers, community centers, and congregate dining sites. The program aims to support informed food, nutrition, and physical activity choices, address nutrition-related conditions, and promote lifestyle changes that help individuals maintain or improve their health.

Selection

The grantee was selected through RFP #1180 Citywide Nutrition Education for Older Adults and Adults with Disabilities issued on February 28, 2025.

Funding

Funding for this grant is provided through Federal and County General Funds.

Attachments

Appendix A, Scope of Services
Appendix B, Budget
Appendix C, Site Chart

Appendix A - Services to be Provided

Leah's Pantry

Citywide Nutrition Education Program for Older Adults and Adults with Disabilities

July 1, 2025 through June 30, 2029

I. Purpose

The purpose of this grant is to provide evidence-based nutrition education programming that supports informed food, nutrition, and physical activity choices aimed at improving or maintaining health for older adults and adults with disabilities. The program will address nutrition-related conditions, promoting lifestyle changes that empower individuals to actively manage their health and wellness.

II. Definitions

Grantee	Leah's Pantry
Adult with a Disability	A person 18-59 years of age living 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.
DAS	Department of Disability and Aging Services

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)
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 sex assigned at birth. 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.
Nutrition Education	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent 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 is overseen by a Registered Dietitian. (CCR Title 22 Article 5 Sec. 7630 and CDA Program Memo 21-23)
OCP	Office of Community Partnerships.
Older Adult	Person who is 60 years of age or older; used interchangeably with the term "senior."
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	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>).
Unduplicated Consumer (UDC)	An eligible individual who participates in the citywide nutrition education program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS) Hour	One hour of nutrition education provided to eligible consumers in a group setting.

III. Target Population

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

To be eligible for services, an individual must be:

1. A resident of San Francisco, and
2. A person who is sixty (60) years of age or older (older adult), or
3. A person 18-59 years of age with a disability.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain policies and procedures that comply with the 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 nutrition education to eligible consumers in group settings at accessible locations throughout the City, such as senior centers, community centers,

and community dining sites. With prior approval from DAS, classes may also be offered through online platforms, subject to DAS approval regarding the number or percentage of online offerings.

3. Grantee will ensure that the language needs of program participants are met by offering the program in at least three languages and must include English, Chinese, and Spanish. Other language(s) offerings should be determined based on the needs of the target population and are subject to DAS approval.
4. Grantee shall develop and maintain a class schedule, which must be shared with DAS quarterly or more frequently as updated and publicly posted on the grantee's website along with access information for both in-person and approved online classes. The schedule must also indicate the language(s) in which each class will be offered.
5. Grantee shall establish a pre-registration process for nutrition education offerings to ensure feasibility and to meet service deliverables, including the goal of serving unduplicated consumers. Each class shall aim for an average attendance of at least twelve (12) consumers. The grantee will track attendance and maintain accurate attendance logs for all classes.
6. Grantee will maintain a consumer enrollment process for individuals who participate in their nutrition education program. The enrollment process includes eligibility verification and the collection of required consumer data, including SOGI information. The grantee will document consumer enrollment 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.
7. Grantee will coordinate with DAS-funded nutrition service partners, upon request by DAS, to provide nutrition education for their program participants as needed to support compliance with program requirements. This coordination will be prioritized as directed by DAS. Grantee will record the hours of education provided as units of service under their program. Nutrition education sessions will be conducted in English at a mutually agreed-upon day and time. DAS-funded nutrition service partners will be responsible for providing translation services to meet participants' language needs. Pre-registration and consumer enrollment requirements do not apply when education is provided under this arrangement.
8. Grantee will provide DAS with the nutrition education curriculum in advance for review and approval before use. The grantee will ensure that all nutrition education is overseen by a registered dietitian, aligns with the Dietary Guidelines for Americans (DGA), is accurate, and is culturally sensitive.
9. Grantee will conduct outreach to promote the nutrition education program. These efforts will focus on connecting with the target population(s) and ensuring eligible consumers are informed about the program and its services. Outreach activities, including but not limited to informational flyers, community event attendance, meal services, and online postings.

- 10. Grantee will have procedures in place to obtain views of program participants about the services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. The survey will be reviewed and approved by DAS OCP. The results will be shared with DAS by March 15 each year, or on a mutually agreed-upon date. A minimum sample size of 40% consumer enrollment at the time the survey is administered is required.
- 11. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of staff completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12. 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.
- 13. 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. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
- 14. Grantee shall have written policies and procedures in place for accepting and handling program income, in accordance with DAS OCP Policy Memorandum.
- 15. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded culturally responsive nutrition and outreach program, in accordance with DAS OCP Policy Memorandum.
- 16. 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.

VI. Location and Time of Services

The grantee will provide nutrition education in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the days, the locations, and times.

VII. Service Objectives

- 1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY25/26	FY26/27	FY27/28	FY28/29
Number of Unduplicated Consumers (UDC)	767	767	767	767

Hours of Nutrition Education	253	253	253	253
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VIII. Outcome Objectives

Measured via post-workshop consumer surveys:

1. Consumers report increased consumption of fruits and vegetables. Target: 75%.
2. Consumers report making at least one healthy change. Target: 75%
3. Consumers report more confidence in knowing how to choose foods and beverages that are beneficial to their overall health. Target: 75%
4. Consumers report more confidence in knowing where to access nutrition education resources in their community. Target: 75%

IX. Data Collection and Reporting Requirements

1. Grantee will enter all service objectives for the preceding month in SF DAS GetCare by the 5th working day of each month.
2. Grantee will enter the monthly metrics, including at minimum, the number of unduplicated consumers served and units of service provided in the CARBON database system by the 15th of the following month.
3. Grantee will submit a quarterly summary report to DAS OCP on the nutrition education classes provided. The report must include the dates and locations of classes, the language(s) in which each class was facilitated, the number of participants enrolled, and class attendance figures. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
4. 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 day of the month following the end of the program year.
5. Grantee will submit a fiscal closeout report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
6. Grantee will provide ad hoc reports as required by the Department.
7. Pursuant to California Department of Aging requirements, 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.
8. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults 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:

Margarita.Gatam@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

or

Tiffany.Kearney@sfgov.org

Program Analyst, DAS OCP

X. Monitoring Activities

1. **Nutrition Program Monitoring:** Program monitoring will include review of consumer 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, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided 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					
HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM					
Grantee/Contractor: LEAH'S PANTRY				Full Term:	7/1/25 - 6/30/29
Program: CITYWIDE NUTRITION EDUCATION				Effective Date:	7/1/2025
New <input type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> (Check One)				Modification #	
	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$127,181	\$127,795	\$127,795	\$127,795	\$510,566
Operating-Direct	\$29,156	\$28,542	\$28,542	\$28,542	\$114,782
Subtotal	\$156,337	\$156,337	\$156,337	\$156,337	\$625,348
Indirect Percentage (%)	10%	10%	10%	10%	10%
Indirect Costs (Line 12 X Line 13)	\$15,634	\$15,634	\$15,634	\$15,634	\$62,536
Consultant/Subcontractor (\$25,000+)					
Direct Client Pass-Through					
Capital Expenses					
Total Expenses	\$171,971	\$171,971	\$171,971	\$171,971	\$687,884
HSA / DAS Revenues					
General Fund	\$85,986	\$85,986	\$85,986	\$85,986	\$343,944
Federal	\$85,985	\$85,985	\$85,985	\$85,985	\$343,940
State					
Total HSA / DAS Revenues	\$171,971	\$171,971	\$171,971	\$171,971	\$687,884
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues					
Total Revenues	\$171,971	\$171,971	\$171,971	\$171,971	\$687,884
Name, Title	Adrienne Markworth, Executive Director				
Telephone No. & Email:	650-379-4795; adrienne@leahspantry.org			HSA Budget Form (3/24)	

Grantee/Contractor: LEAH'S PANTRY
Program: CITYWIDE NUTRITION EDUCATION

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Salaries & Benefits Detail																														
POSITION TITLE	Agency Totals			HSA Program			7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	Agency Totals			HSA Program			7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	Agency Totals			HSA Program			7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/29 - 6/30/30	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	MOD/Revision	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	MOD/Revision	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	MOD/Revision	Revised	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	MOD/Revision	Revised	Total	
Program Manager	\$78,750	1.00	53%	0.53	\$41,738		\$41,738	\$80,325	1.00	51%	0.51	\$40,966		\$40,966	\$80,325	1.00	51%	0.51	\$40,966		\$40,966	\$80,325	1.00	51%	0.51	\$40,966		\$40,966	\$164,636	
Program Coordinator	\$68,000	1.00	74%	0.74	\$50,320		\$50,320	\$69,360	1.00	74%	0.74	\$51,326		\$51,326	\$69,360	1.00	74%	0.74	\$51,326		\$51,326	\$69,360	1.00	74%	0.74	\$51,326		\$51,326	\$204,296	
Nutrition Educator(s)	\$53,560	1.00	26%	0.26	\$13,926		\$13,926	\$54,631	1.00	26%	0.26	\$14,204		\$14,204	\$54,631	1.00	26%	0.26	\$14,204		\$14,204	\$54,631	1.00	26%	0.26	\$14,204		\$14,204	\$96,536	
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TOTALS	\$200,310	3.00	1.53	1.53	\$105,984		\$105,984	\$204,316	3.00	151%	1.51	\$106,496		\$106,496	\$204,316	3.00	151%	1.51	\$106,496		\$106,496	\$204,316	3.00	151%	1.51	\$106,496		\$106,496	\$425,472	
FRINGE BENEFIT RATE	20%							20%							20%														20%	
EMPLOYEE FRINGE BENEFITS					\$21,197		\$21,197					\$21,299		\$21,299					\$21,299		\$21,299					\$21,299		\$21,299	\$85,094	
TOTAL SALARIES & BENEFITS					\$127,181		\$127,181					\$127,795		\$127,795					\$127,795		\$127,795					\$127,795		\$127,795	\$510,566	

HSA Budget Form (3/24)

Grantee/Contractor: LEAH'S PANTRY
 Program: CITYWIDE NUTRITION EDUCATION

Appendix B, Page 3

Operating Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
<u>Expenditure Category</u>					
Rental of Property	\$6,408	\$6,408	\$6,408	\$6,408	\$25,632
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction	\$8,823	\$8,209	\$8,209	\$8,209	\$33,450
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Rental of Equipment					
<u>Consulting/Professional Services</u>					
Consultant A (first \$25k; anything over on next tab)					
Subcontractor A (first \$25k; anything over on next tab)					
<u>Other</u>					
Food for Cooking Demonstrations	\$6,325	\$6,325	\$6,325	\$6,325	\$25,300
Cooking Demonstration Equipment and Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
Nutrition Education Workshop Attendee Supplies	\$1,600	\$1,600	\$1,600	\$1,600	\$6,400
Translation and Interpreter Services	\$1,500	\$1,500	\$1,500	\$1,500	\$6,000
<u>Total Operating Expense</u>	\$29,156	\$28,542	\$28,542	\$28,542	\$114,782

HSA Budget Form (3/24)

ANNUAL SITE CHART Citywide Nutrition Education		Department of Disability and Aging Services OFFICE OF COMMUNITY PARTNERSHIPS		FY 2025-2029	
AGENCY:	Leah's Pantry				
MAILING ADDRESS:	3019 Mission Street. San Francisco, CA 94110				
DIRECTOR:	Adrienne Markworth	EMAIL:	adrienne@leahspantry.org	PHONE NO.:	650-379-4795
PROGRAM MANAGER:	Lura Jones	EMAIL:	lura@leahspantry.org	PHONE NO.:	650-825-1964
Site Name	LEAH'S PANTRY				
Address and Zip Code	3019 Mission Street. San Francisco, CA 94110				
Phone Number	650-379-4795				
Alternate Phone Number	650-825-1964				
Neighborhood	Mission				
Supervisorial District No.	9				
Bus Line #	Muni #14, #49				
Site Manager/Coordinator	Lura Jones				
Site Hours Open	9:00 AM - 5:00 PM				
Brief Description of Other Programming Offered at Site, if Applicable	N/A				
Hours of Scheduled Programming	9:00 AM - 5:00 PM				
Days Open for Services	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday				
Scheduled Hours of Nutrition Education	253				
Annual # Unduplicated Consumers	767				
Annual Hours of Nutrition Education	253				
Annual # Service Days per FY	245				
Observed holidays	13 days: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Christmas, Holiday Break (day after Christmas).				
ADA Accessible (Yes or No)	Yes				