

Appendix A-1 Services to be Provided

I. Purpose of Contract

The purpose of the Great Plates Delivered San Francisco program is to provide meals to adults 65 and older and adults 60-64 who are at high-risk and to support local restaurants and other food provider/agricultural workers at risk during the COVID-19 crisis.

II. Target Population

Individuals who are 65 and older, or 60-64 and at high-risk as defined by the CDC;
Individuals who live alone or with one other program-eligible adult;
Participants must not be currently receiving assistance from other state or federal nutrition assistance programs;
Participants must earn no more than 600% of the federal poverty limit;
Individuals must affirm an inability to prepare or obtain meals.

III. Description of Services

Contractor shall provide the following services during the term of this contract:

Delivery of 3 meals per day to identified eligible participants, per screening conducted by Department of Disability and Aging Services (DAS) Integrated Intake and submitted to Off the Grid.

Meal expectations are as follows:

- Three (3) meals per day
- Menus should rotate to provide variety, and meet preferences per intake screening
- The meals should be healthy and reflect USDA nutrition guidelines ([MyPlateGuidelines](#))
- Breakfast should include
 - 4 ounces protein (yogurt, eggs, cottage cheese, cheese, beans, sausage, etc)
 - Fruit
 - 4 ounces starch (muffin, bagel, tortilla, baked good, etc)
 - Orange juice/apple juice/water (no added sugar)
- Lunch/Dinner should be 14-16 ounces in total weight, broken down by roughly
 - 6 oz protein
 - 4 oz starch or grain
 - 4 oz vegetable
 - Bottled water (12-16 ounces), if requested
- At least dinner must be a hot; breakfast and lunch may be either hot or cold
- Menu Option Requirements:
 - No meals should have nuts or shellfish
 - No apples or raw carrots
 - All meals should be low salt
 - Based on the special needs of clients at each site, these options must be accommodated:
 - Mechanical soft for those with dental issues (ie easy to chew)
 - Diabetic

- Allergic to: eggs/lactose/gluten/ ETC
- Vegan
- Snack examples: (Banana + granola bar), (Cheese, crackers, fruit) (Cliff bar + fruit)

Packaging Requirements:

- Individually wrapped/boxed
- Compostable utensils/napkins, if provided

IV. Delivery Schedule

Meals will be delivered based on participant Intake screening, but will be no less than 3 times per week and no more than daily.

V. Service Objectives

Provide meals to identified eligible individuals per screening by DAS Intake as indicated on daily spreadsheet of participants.

Adhere to food preferences, allergies, and special diets as indicated by Intake assessment.

Collect data and submit to program manager weekly, including:

- Number of individuals receiving meal support
- Number of meals provided per individual
- Dates meals delivered
- Number of recipients over age 65
- Number of recipients ages 60-64

VI. Reporting Requirements

Grantee will provide a monthly report of activities, referencing the tasks as described in Section V Service Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

- a. Total number of meals provided per date per site
- b. Total number of special meal accommodations

For assistance with reporting requirements or submission of reports, contact:

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