



## Healthy Returns Frequently Asked Questions

### **What is Healthy Returns?**

Healthy Returns brings well-balanced, healthy and kid-friendly meals and snacks to agencies serving low-income children and at-risk youth throughout the Washington Metropolitan area. In providing agencies with food, DC Central Kitchen allows those organizations to redirect their energy and resources to pursuing their individual mission. The Healthy Returns program also offers nutritional classes in order to teach participants better food choices as well as instill a life-long commitment to healthy eating.

### **Who is eligible to apply for Healthy Returns?**

All agencies are eligible to apply for Healthy Returns. However, Healthy Returns seeks to assist agencies that are committed to providing organized enrichment services to benefit low-income children and families and at-risk youth. The program gives priority to agencies that focus on empowering life-skills, including but not limited to mentoring, apprenticeship, continuing education, counseling, nutrition and health education as well as job readiness skills.

### **What is the cost of enrolling in the Healthy Returns program?**

None! Instead of asking each Healthy Returns agency to pay for the costs of procuring, preparing, and transporting food, DC Central Kitchen only asks that each agency devotes adequate staff time to completing regular paperwork. This paperwork allows DC Central Kitchen to earn reimbursements through USDA nutrition programs called the Child and Adult Care Food Program and Free Summer Foods Program. And these reimbursements help cover expenses related to Healthy Returns snacks and meals.

### **What are the Child and Adult Care Food Program and Free Summer Foods Programs?**

DC Central Kitchen is able to deliver meals for free because the expenses are reimbursed by the USDA through a school-year program called the Child and Adult Care Food Program and the Free Summer Foods Program during the summer. DC Central Kitchen asks that all Healthy Returns agencies enroll in these programs and will help them through the application process. In order to participate in the programs, agencies must pass yearly health and fire inspections, attend between one and three trainings each year, complete regular (weekly or monthly) paperwork, and host DC Central Kitchen staff for several site visits each year.

### **Is my agency required to have a licensed food handler on staff?**

If an agency wishes to receive prepared meals that are delivered hot or cold, a licensed food handler must be on staff to oversee the proper heating and serving of the food. Agencies receiving only packaged snacks are not required to have a licensed food handler on site. Instead, these agencies are responsible for attending a basic training hosted by the Office of the State Superintendent of Education during the summer.

### **What else is expected of me as a Healthy Returns agency?**

In addition to complying with the requirements of the USDA programs, Healthy Returns agencies are expected to stay in regular contact with DC Central Kitchen to notify them about schedule changes, updates in attendance numbers, and quality issues.

### **What does a typical Healthy Returns snack or meal look like?**

Healthy Returns offers snacks comprised of two food groups and meals comprised of five food groups. A typical snack usually contains fresh or canned fruit (i.e. pears, applesauce) and a grain product (i.e. crackers, granola bars). Meals consist of a source of protein, (i.e. chicken or fish), grain (i.e. rice or pasta), vegetable (i.e. salad or greens), fruit (i.e. oranges or sliced peaches), and individual milk cartons to drink. Meals can be delivered hot, cold to be heated on-site, or as sack lunches to take on field trips. DC Central Kitchen strives to use fresh produce, when available, to ensure that all meals are nutritious and delicious.

### **Will my agency be able to know the menu in advance?**

No. DC Central Kitchen creates meals from a combination of donated and purchased items. It is impossible for the Kitchen to anticipate what will be donated, so menus are planned simultaneously with food production.

### **How will my agency get its food?**

DC Central Kitchen employs several full-time drivers to deliver food to the agencies it serves. Partner agencies are welcome to pick up prepared food from DC Central Kitchen or work with DC Central Kitchen staff to set up a weekly delivery schedule.

### **What resources are available to my agency as a Healthy Returns agency?**

All Healthy Returns agencies are eligible to receive nutrition workshops free of charge. The Healthy Returns Coordinator and Nutrition Educator will come to your site and lead an engaging, interactive, and age-appropriate class about healthy eating/healthy living. Cooking demonstrations can be incorporated upon request. Volunteer and gardening opportunities may also be available.

### **How can my agency apply for Healthy Returns?**

To download a guide to application process and a copy of the application, please visit contact the Partner Relations Manager at 202-234-0707, x 127 or [cnicholas@dccentralkitchen.org](mailto:cnicholas@dccentralkitchen.org) or visit the Healthy Returns page on the DC Central Kitchen website: <http://www.dccentralkitchen.org/healthy-returns.php>.

# A Guide to the Healthy Returns Application Process

## Eligibility for Healthy Returns

Healthy Returns seeks to assist agencies that are committed to providing organized enrichment services to benefit low-income children and families and at-risk youth. The program gives priority to agencies that focus on empowering life-skills, including but not limited to mentoring, apprenticeship, continuing education, counseling, nutrition and health education as well as job readiness skills.

## Initial Evaluation

Interested parties should contact the Partner Relations Manager at [cnicholas@dccentralkitchen.org](mailto:cnicholas@dccentralkitchen.org) or (202) 234-0707 x127. The Partner Relations Manager will ask a number of preliminary questions to see if the applicant organization is eligible for the program and should move forward in the application process.

## Application

DC Central Kitchen staff will send the applicant organization a copy of the Healthy Returns application. The recipient should specify whether the organization would like this document in a digital format, via fax, or as a hard copy.

## Application Deadlines

In order to begin meal service in the fall, spring, or summer, applicant organizations must submit completed applications by the following deadlines:

- **August 15<sup>th</sup>**, to begin meal service in the fall
- **October 15<sup>th</sup>**, to begin meal service after DCPS winter break
- **January 15<sup>th</sup>**, to begin meal service after DCPS spring break
- **March 15<sup>th</sup>**, to begin meal service in the summer

## Application Content

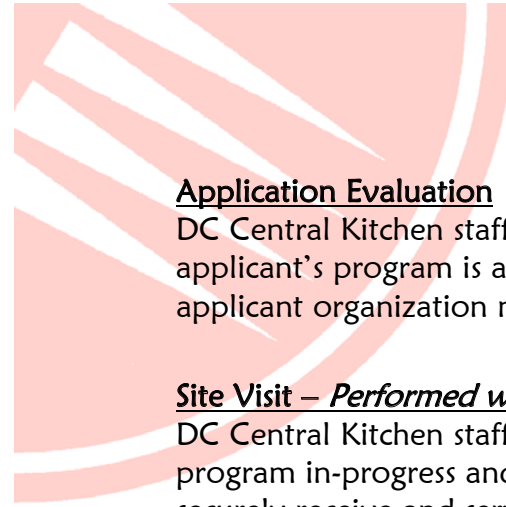
The application asks questions about the applicant organization's program, the population it serves, and its facilities. In addition to the physical application, DC Central Kitchen requires some supplementary paperwork, as listed in the application:

- Proof of the organization's 501 (c) 3 status
- Certificate of occupancy or a building use agreement for the program location
- Any relevant program information/literature
- A one-page letter of intent, explaining the mission of the program, and how food from DC Central Kitchen will help further this mission.

Additional paperwork will be required within 2 weeks of receiving acceptance into Healthy Returns in order to qualify for the Child and Adult Care Food Program.

Applicants should submit the following forms if they already have them:

- Proof of annual inspections the DC Departments of Health and Fire & EMS
- Copy of Food Protection Manager certificates for any certified staff members



### **Application Evaluation**

DC Central Kitchen staff will review the contents of the application and determine if the applicant's program is a good candidate for Healthy Returns. If they deem that it is, the applicant organization must allow the DC Central Kitchen staff to perform a site visit.

### **Site Visit – Performed within 1 month of Receiving Completed Application**

DC Central Kitchen staff will schedule a time to visit the program in order to observe the program in-progress and ensure that the program facility is adequate to safely and securely receive and serve food. DC Central Kitchen staff will also discuss the Child and Adult Care Food Program with agency staff, including the meal reporting responsibilities and health and fire inspection requirements.

### **Decision – Communicated within 2 weeks of Site Visit**

Following the site visit, the Agency Relations Coordinator will contact a representative of the applicant organization with the final decision. If the Healthy Returns Program is at its capacity, an agency can be accepted and then placed on the program's wait list for the next season (summer, fall, after winter break, or after spring break). *Acceptance is contingent upon the applicant organization applying for DC health and fire inspections and can be revoked if the applicant organization fails to apply for these inspections.*

### **Enrollment Paperwork – Due within 2 weeks of Acceptance into Healthy Returns**

After receiving acceptance into the Healthy Returns program, the partner organization is required to complete the following paperwork:

- Submit applications for inspections through the DC Departments of Health and Fire & EMS if the site does not have valid inspections on file at the time. DC Central Kitchen staff will provide resources and instructions for this process. The site will be responsible for the \$150 fee required for the fire inspection.
- Sign and submit the Healthy Returns Client Service Agreement. A representative of DC Central Kitchen will also sign the Client Service Agreement, and a file copy of the signed document will be returned to the organization.

### **For More Information**

Please visit the Healthy Returns page on the DC Central Kitchen website:

<http://www.dccentralkitchen.org/healthy-returns.php> or contact the Partner Relations Manager at 202-234-0707, x 127 or [cnicholas@dccentralkitchen.org](mailto:cnicholas@dccentralkitchen.org)





Office Use Only:

Date Received \_\_\_\_\_

RTH

HR

RTH Contract

HR CACFP

HR FSMP

Status: Pending Accepted Denied

Reason: \_\_\_\_\_

Date \_\_\_\_\_

Preferred Meal

Delivery Start Date \_\_\_\_\_

## Partner Agency Application – Food Recipient

### I. CONTACT INFORMATION

Agency Name \_\_\_\_\_

Site Address \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_

Primary Contact (for all programmatic purposes) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Primary Contact (for daily/transportation issues) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Executive Director \_\_\_\_\_

425 Second Street, NW, Washington, DC 20001  
Phone: 202.234.0707 Fax: 202.986.1051  
www.dccentralkitchen.org info@dccentralkitchen.org

**II. FOOD SERVICE INFORMATION**

- |   |                          |                          |
|---|--------------------------|--------------------------|
|   | YES                      | NO                       |
| Does your agency maintain a 501 (c)(3) status?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your agency have a certified food handler on site during all meal distributions? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will your agency submit to an initial and periodic site visits?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your agency currently serving food?  | <input type="checkbox"/> | <input type="checkbox"/> |

If so, from what sources does the agency receive food? \_\_\_\_\_

- |                                   |                          |                          |
|-----------------------------------|--------------------------|--------------------------|
| Does your kitchen have:           | YES                      | NO                       |
| 1. Operational Refrigerator       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Operational Oven               | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Operational Microwave          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Adequate Storage               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Food Sinks with Hot/Cold Water | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Hand Washing Sinks             | <input type="checkbox"/> | <input type="checkbox"/> |

Number of people you are requesting meals for:

Adults: \_\_\_\_\_ Staff/Volunteers: \_\_\_\_\_  
Children (snacks): \_\_\_\_\_ Children (meals): \_\_\_\_\_

Select the days of the week you would like to serve meals.

- Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**III. PROGRAM INFORMATION**

Types of Services Provided by Agency/Program:

Children and Youth

- After-School Program
- Day Care Center
- Youth Academic Enrichment
- Youth Services

Health Care

- Clinic/Hospital Services
- Chemical Dependency Services
- Disability Services
- Mental Health Services

Education

- Adult Education
- ESL
- Life Skills Training

Housing Services

- Community Residential
- Emergency Shelter
- Homeless Drop-In
- Permanent Housing
- Rental Assistance
- Transitional Housing

Employment Services

- Job Referrals
- One Stop Workforce
- Voc. Rehab/Job Training

Other

- Case Management
- Domestic Violence Services
- Legal Services/Aid
- Prisoner Re-Entry/Parole
- Street Outreach
- Veteran's Services

Program Primarily Serves:

<input type="checkbox"/> Children	<input type="checkbox"/> Men	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Elderly	<input type="checkbox"/> Persons with Addictions	_____
<input type="checkbox"/> Homeless	<input type="checkbox"/> Women	_____
<input type="checkbox"/> Low Income	<input type="checkbox"/> Youth (18-25)	

Indicate the number of individuals who receive services from your agency:

Ethnicity	# Individuals	Gender	# Individuals	Age	# Individuals
African American		Male		0-5	
Asian		Female		6-12	
White				13-17	
Hispanic/Latino				18-34	
American Indian				35-64	
Pacific Islander				65+	
Other:					

Total number of individuals served by your agency: \_\_\_\_\_

**IV. ADDITIONAL APPLICATION MATERIALS**

**Please include with your application the following:**

- Proof of your 501(c)3 status (if applicable)
- Proof of agency and/or program operational budget
- Copy of current Food Protection Manager certificate(s)
- Any current material regarding the program for which you requesting meal service

**For agencies serving children and youth, please also include the following:**

- Copy of a certificate of occupancy or building use agreement for each location where food will be served
- Proof of your most recent health inspection from the DC Department of Health
- Proof of your most recent fire inspection from the DC Fire & EMS Department

**V. DC CENTRAL KITCHEN MARKETING MATERIALS**

Please initial below if you give DC Central Kitchen the following permissions:

\_\_\_\_\_ I permit DC Central Kitchen to use the information I have provided in this application for their communications materials and grant applications.

\_\_\_\_\_ I permit DC Central Kitchen to arrange in advance a visit to my site for one or more members of their marketing team to interview clients during a meal service time and possibly take photographs and video.

**VI. DC CENTRAL KITCHEN PARTNERSHIP INFORMATION**

In the space below, please provide a short description of your agency and its mission, and how meal services from DC Central Kitchen would assist you in achieving that mission.

<b>Signature</b> _____	<b>Date</b> _____
<b>Print Name</b> _____	<b>Title</b> _____