General FAQs

Question Category	Question	Answer
Program Funding	**Q**: Our agency is national, but we have regional offices with which we do most of our communicating. Would we list our agency as the national or regional office in the Program Funding page?	**A**: You can list your regional office as your program's agency.
Program Funding	**Q**: Our program is a collaboration between two agencies. Which agency budget should we report?	**A**: You should report the lead agency's budget in the "Agency Budget" field. The program budget should only be what the lead agency is setting aside for the program funded through your DCYF grant. The partner agency funding amount for the program can be entered in the in-kind section, even if it is cash.
Program Funding	**Q**: Do we have to go back into the Program Funding page regularly to update the "% of cash-match secured" field?	**A**: You are only expected to enter it once, right before submitting your Workplan. Once submitted, your Workplan will be locked and no changes can be made without consulting with your Program Officer. At the end of the year, you will be asked again how much of the cash match you have secured.
Program Funding	**Q**: What is the definition of "cash-match"?	**A**: "Cash-match" is calculated by the difference between how much money your program projected it will need to provide services, and how much DCYF actually granted your program. DCYF expects you to find alternate funds (a cash-match) to meet the difference.
Services & Projections	**Q**: If my program serves youth that are not San Francisco residents, can I count them as participants?	**A**: No. Even if non-San Francisco youth meet the minimum dosage hours, they cannot be counted because the terms of your DCYF grant specify that the youth you serve using DCYF funds must be San Francisco residents.
Services & Projections	**Q**: The number of participants is autopopulated in my Workplan. Can I change the number of projected participants in my Workplan?	**A**: No. The number is based on your program's RFP and is locked. If your program received less DCYF money than was requested, we have adjusted the number of core youth you must serve accordingly. If you believe there is a mistake regarding your projected number of core youth, please contact your Program Officer.

Question Category	Question	Answer
Services & Projections	Q: How is the minimum hour requirements recorded on CMS? Some of my participants take part in more hours of programming than others, and I want to be able to reflect that.	A: Minimum hours and dosage requirements are measured through Individual and Group Activities entered in the CMS. Programs have the ability to indicate attendance and program participation for each individual participant. Programs will be able to track particpants' progress towards minimum hours and dosage requirements by running reports located in the CMS Reports Menu.
Services & Projections	Q: We will be changing service sites this summer. Which site do we report in CMS?	A: Contact your Program Officer right away to explain why there is the need to change sites.
Services & Projections	Q: We have activities where, in addition to meeting the required service categories, we incorporate other categories into the activity as well. These other categories are not present in the CMS drop down menu. How will I report this?	A: Only activities that fall under the required or optional Service Categories will count towards your minimum required dosage. If you offer other activities that do not fall under any of the categories listed, you should not report them as a DCYF-funded Activity in CMS. However, we would like you to describe them in your narratives in your Monthly Invoices. Also, in this particular case, the other categories are not actually activities themselves, but instead are interwoven into other activities. If this is true for your program, do NOT create a new activity. You should instead describe how you have incorporated this category into the activity in the activity description box.
Services & Projections	Q: I do not see my program's required Service Category in the dropdown menus in the Services & Projections page. What do I do?	A: You should see your required Service Category(ies) and possibly additional, optional Service Categories. If they are not there, or if you would like to know what categories should be available for you to choose from, please contact your Program Officer.
Services & Projections	Q: When is it necessary to include an additional Service Category?	A: For programs that have the option to add additional, optional Service Categories, you should only create activities for additional Service Categories if these activities are a significant part of your program's services. If, for example, you are providing services under Academic Support and Academically-Linked Activities (ACA), but you also provide one hour of dance a month, it is unlikely that you will also include a Category for Arts, Music, and Cultural Activities (ART). If you choose to add additional Service Categories to your Workplan, be prepared to create activities for each category, and to take attendance for each Category. Talk to your Program Officer if you need additional help deciding whether to add another Service Category or not.

Question Category	Question	Answer
Activity Set-Up	**Q**: Since summer is no longer tied to two fiscal years, does that mean we can no longer attach two fiscal years to an activity?	**A**: Correct. Starting with FY13-14, you will be forced to create new activities every fiscal year because you will not be able to attach an activity to more than one year.
Invoices	**Q**: When would I submit my program's invoice if the program begins in June?	**A**: We encourage everyone to complete invoices as soon as possible because it takes the City a long time to process and approve them. Funding will not be available by June, so if your program starts them, you will not be paid until July at the earliest. However, please do complete and submit invoices in CMS each month so that we have it all on record for when funds are made available.
Youth Surveys	**Q**: We have new youth every week. How will we be able to meet with Performance Measure that requires 65% of youth take the survey?	**A**: Give them the surveys at the end of the week or whenever they are about to leave the program. Remember that only youth in grades 3-12 will be required to take the survey.
Youth Surveys	**Q**: If the majority of our youth are unable to take the youth surveys due to language barriers or disabilities, how will we meet the Performance Measure that requires 65% of our youth take the survey?	**A**: Talk to your Program Officer regarding an exemption to this requirement.
Capacity Building and Technical Assistance	**Q**: How will I learn about DCYF-funded Capacity Building and Technical Assistance requirements and opportunities?	**A**: You will be contacted by your Program Officer or another DCYF staff at least a few weeks prior to the date of the Capacity Building or Technical Assistance session.

K-8 Community-Based Afterschool, Scholarship, & Summer FAQs

Question Category	Question	Answer
Activity Schedule	**Q**: My K-8 Summer Learning program runs for 11 weeks. Each week has different youth, but they all participate in the same activities. Do I need to complete a new activity schedule for each week?	**A**: Because the activities are the same across each week, you should create one Comprehensive Programming activity and complete one activity schedule. You should enroll all youth that participate during the 11 weeks into the activity, and take attendance whenever they show up for the program. Please be wary that this program structure may prevent you from meeting the required minimum dosage. Summer Learning programs are required to provide the opportunity for youth in grades K-5 to have at least 120 hours of programming, and youth in grades 6-8 to have at least 48 hours of programming. If you will not meet these requirements, please contact your Program Officer immediately.
Activity Schedule	**Q**: Our agency has multiple grants, but they all have relatively the same type of programming and activities. Is there a way to upload and duplicate data into CMS so that I can avoid inputting the same information for each program?	**A**: There is no way to duplicate data in CMS. You will have to go in and complete the activity schedule for each program manually.
Activity Schedule	**Q**: Our program separates K-1 and 2-5. Do we need to complete 2 different schedules?	**A**: Not necessarily. If the programming for both of those groups looks pretty similar, you can set up one activity and complete one activity schedule. If they are very different in terms of curriculum emphasized or activities (example K-2 spends more time on arts projects and 3-5 spend more time on tutoring), you should create two activities and complete two schedules. Generally, K-5 and 6-8 will have different activities due to the different recreation and leadership requirements, so they will require the completion of two schedules, one for each grade category.
Services & Projections	**Q**: Where did the participants projections by grade category come from? I remember only putting one number in the RFP for the total number of participants that we project to serve.	**A**: We took that total number from your RFP and broke it down proportionally to reflect the number of youth that you projected in each grade category (K-2, 3-5, 6-8) in the RFP. Please contact your Program Officer if you believe these numbers are incorrect.
QSA	**Q**: How often will we have to complete the Quality Self Assessment (QSA), and how do we submit the results?	**A**: The QSA is completed only once per three-year funding cycle, but you can complete it yearly if desired. You will be contacted by DCYF with instructions regarding how to submit your results.

Question Category	Question	Answer
Activities	**Q:** Activities at my program during the School Year differ from activities offered during the School Break. Do I need to set up separate activities to reflect these differences?	**A:** No. Set up a single activity using the required Comprehensive Programming category. This activity should reflect your typical afterschool programs. You can describe the unique elements of the School Break programming in your Monthly Narrative.
Services & Projections	**Q:** My agency provides services during the school day, as well as after school. Should I report the service hours when my program is providing activities during the school day?	**A:** You should only report the hours when you were funded to provide services. Because DCYF K8 Community-based Before Afterschool and Scholarship grants were intended to fund to services during times when school is not in session, you should not report services hours that take place during the school day.
Services & Projections	**Q:** I received a Scholarship grant. Should I record school break and professional development days under School Year Programming Start and End dates?	**R:** You should include all dates when you provide services to youth during the School Year, including breaks. You should not include professional development days when youth are not being served that fall before or after the start and end dates of youth programming. When setting up activities, be sure to include only those days and hours when youth programming takes place.

K-8 Specialized FAQs

Question Category	Question	Answer
Services & Projections: Cycles	**Q**: My program is held during the school year, and it is continued through the summer after a brief hiatus. A participant continues attending services in both sessions. Activities are pretty similar across both sessions. Will her hours start over in the summer, or do they roll over from the school year?	**A**: Hours do not roll over, so she must meet the minimum dosage requirements in both the school year AND summer cycles if she is to be counted as a core participant. She should therefore be reported as a new participant twice because her involvement in the program spans two fiscal years.
Services & Projections: Cycles	**Q**: I will have a summer program starting in Summer 2014. Should I create a cycle for this one in the FY2013-14 Workplan?	**A**: Summer 2014 will not be attached to FY2013-14. You must report this program in next year's Workplan (FY2014-15). If you are funded to provide a Summer 2013 program but will instead be providing a Summer 2014 program, please contact your Program Officer right away.
Services & Projections: Cycles	**Q**: My program is split into 4 chunks, each spanning 2 months. The same youth will be served, and the activities build on top of each other. Should I create 4 cycles under "Other"?	**A**: No. You will create only one cycle because the same youth are being served and the activities are sequential and absed on the experiences gained from the previous chunk. If each of your program chunks fall under Summer or SFUSD School Year calendar, you should create one cycle and enter Summer or School Year in the Time of Cycle field, respectively. You should only create an "Other" cycle if a program chunk spans both of those cycles. For example, if your program runs from November to July, it crosses both school year and summer, so it should be labeled "Other."
Services & Projections: Cycles	**Q**: My program serves the same youth at two different sites. Should I create two service sites or two cycles?	**A**: Neither. You should create one service site and one cycle. You should only list the service site where the youth are primarily receiving services. If their time is evenly split between the two sites, talk you your Program Officer, who will help determine how you should report your programming.
Services & Projections: Cycles	**Q**: I have entered my cycles into the Services & Projections page and have submitted them, but now we have made a program change and have decided to move our service from School Year to Summer. Can I change my cycles?	**A**: Once you have submitted your Workplan, it will be locked to all editing. If you would like to make changes, you must contact your Program Officer to request that your Workplan be unlocked.

Question Category	Question	Answer
Services & Projections: Cycles	**Q:** I have 2 weeks of programming in June, which continues into July and August as a second session. The second session stops serving the younger youth, but the older youth continue. How will I report the participants?	**A:** If the younger youth in the 2 week session are continuing from a previous session that allows them to receive their minimum dosage before July, you should create one cycle for them, and then create another one for the older youth. If the younger youth only attend the 2 week session and were not able to reach the minimum dosage, you shouldnot report them as core, and you should have one cycle just for the older youth.
Youth Surveys	**Q:** My program begins services in the summer. We serve a different group of youth during the school year. However, if we don't administer the required youth surveys in the summer, we will not meet the Performance Measure that requires 65% of our youth complete it.	**A:** If you serve a cohort of youth only in the Summer, you will receive an email with survey instructions and copies of the surveys in English, Chinese, and Spanish in late June. If you are a YLEAD grantee you should already have received an email from DCYF with instructions to attend a mandatory survey training on June 26. If you did not recieve this email and should have, please contact your Program Officer.

K-8 Specialized Assigned FAQs

Question Category	Question	Answer
DCYF Funded and Non-Funded Sites	**Q**: If the comprehensive program that we serve is funded by DCYF, does it pay the K-8 Specialized Assigned programs that are also funded by DCYF to provide services?	**A**: No. K-8 Specialized Assigned programs are funded to provide services at no cost to the sites assigned to them by DCYF, whether the site is DCYF funded or not. However, K-8 Specialized Assigned programs can contract with and receive payments from sites that were NOT assigned to you by DCYF.
DCYF Funded and Non-Funded Sites	**Q**: We chose sites that we would like to serve in our RFP, and we received just enough in grants to serve those sites. How will we serve the additional sites that our Program Officers assigned to us?	**A**: DCYF is responsible for assigning all sites. Some sites might be in the ones indicated in your RFP, and some might not. If you believe the assigned sites will be an issue for your specialized assigned program for whatever reason, contact your Program Officer with work it through with them.
Participant Data Sharing	**Q**: What demographics are shared between comprehensive programs and K-8 Specialized Assigned?	**A**: This depends on whether the comprehensive program is a DCYF-funded program, an ExCEL program site, or a program not funded by DCYF. If it is funded by DCYF and is not an ExCEL program, all demographics that the program has collected will be attached to the participants that your Specialized Assigned program reported serving. The comprehensive program will be responsible for all demographics. You will not be able to see any of the information except participant name, but we will generate an end-of-the-year report for your program so that you can see aggregate information about your participants. If the program is not DCYF-funded, your Specialized Assigned program will be responsible for collecting all of the required demographic data. If you are serving an ExCEL site, you will also be responsible for the demographics due to privacy issues regarding SFUSD data.
Participant Data Sharing	**Q**: We were funded for K-8 Specialized in FY2012-2013. Will our K-8 Specialized Assigned program have access to those participant records if we're serving the same youth?	**A**: You will have to contact DCYF's Data & Evaluation unit to inquire about making those old records available. They are generally two separate records that cannot be shared unless under special circumstances.

Question Category	Question	Answer
Services & Projections: Cycles	**Q**: The comprehensive program at which we provide services have slightly different youth in the summer. These youth may not come on a regular basis, and may not receive their 16 hours minimum dosage. Will I have to change my projections to account for that?	**A**: Be strategic about projecting your number of participants. You do not want to use the maximum number of youth you can accommodate or the number you will ideally serve, but rather the number that you realistically will be able to serve after accounting for space, budget, youth that may come and go, etc. If you really need to make changes to your projections, contact your Program Officer.
Services & Projections: Cycles	**Q**: We serve some youth that are older than 13. Are we required to report them?	**A**: The DCYF-funded comprehensive program at which you are providing services are responsible for demographics. You are to take basic attendance for all youth at your program only if they are between the ages of 6-13 and if you are seving them during out-of-school time. You are not responsible for taking attendance for youth older than 13 and/or youth that you are serving during the school day at both DCYF-funded and non-funded sites. You may still take attendance if desired, but they will not count towards your required program goals. You may continue to serve youth that enter your program at age 13 and that turns 14 during the cycle. You will be asked to explain why and how you serve youth over 13 years of age.

Specialized Teen & YEF FAQs		
Question Category	**Question**	**Answer**
RFP Requirements	**Q**: Are the minimum dosage requirements per year, or per cycle?	**A**: All participants in all Strategies should meet their minimum dosage requirements. Your program must provide the opportunity to meet this requirement in every cycle during this fiscal year.
RFP Requirements	**Q**: If a participant is 18 years old, but not in high school, can I still count him/her as a core participant?	**A**: You will not count those 18 and older AND not in high school as a core participant, even if the youth is meeting the 80 hours minimum requirement. This is a teen program that serves those 13-17, or those in high school. If the participant is 18 or older and still in high school, you can count them. If the participant 18 or older but not in school, you may not do so.
RFP Requirements	**Q**: The RFP says that we must have a youth to staff ratio of no more than 15:1. What does this mean?	**A**: For every 15 youth that you serve, you must have one direct service provider staff. For example, if you have 16 youth, you should have 2 direct service providers. This does not include the Executive Director, the Clerk, Youth Assistant, etc. The staff member must be providing services directly to the youth.
Services & Projections	Q: What if my Workplan projected to provide services to 40 youth, but another 20 youth shows up later on? How do I record attendance for them? Do I assume they will all become core participants?	A: If the 20 youth do not meet the minimum dosage requirements, they should be considered non-core. However, because you will not know until later in the programming whether they will be core or non-core, enroll all of them in activities as core, and then take attendance.
Services & Projections	**Q**: I was required to project core and non-core youth in my Workplan. What is the reason for recording non-core youth if DCYF does not require that much information about them, and if the programs aren't even accountable for reporting them?	**A**: While it is not necessary to report non-core participants, there are programs that only serve a small number of core youth, but end up touching the lives of many others through their programming. DCYF acknowledges that, and provides the programs a change to show us how far-reaching and powerful their services are through tracking non-core participants.
Services & Projections	**Q**: My program serves 18 and 19 year olds, but the age categories on CMS only goes up to 17. Which box should I check off?	**A**: You can count those 18 and older as participants ONLY if they are still in high school. You will check off the 14-17 year old box in the Services & Projections page and count them as core participants if they meet the minimum 80 hour dosage. We are only trying to get a general idea of the average age range of participants that you serve in this section of the Workplan.

Question Category	Question	Answer
Services & Projections	Q: Can MYEEP placements at our program be counted as core participants if they are there for at least the minimum required hours?	A: If the MYEEP youth is working at your program as part of a placement, he/she cannot be counted as a core participant. However, if he/she participates in your program outside of work for a minimum of 80 hours per cycle, you can count the youth as a core participant.
Services & Projections: Cycles	Q: I have 2 weeks of programming in June, which continues into July and August as a second session. The second session stops serving the younger youth, but the older youth continue. How will I report the participants?	A: If the younger youth in the 2 week session are continuing from a previous session that allows them to receive their minimum dosage before July, you should create one cycle for them, and then create another one for the older youth. If the younger youth only attend the 2 week session and were not able to reach the minimum dosage, you shouldnot report them as core, and you should have one cycle just for the older youth.
Services & Projections: Cycles	Q: My program is required to project the number of anticipated core youth. We have mostly the same core youth throughout the year, with 2-3 new youth joining us each season and 2-3 youth dropping out. The program operates year-round, with a culminating event in August. How will I report this?	A: Enter "Other" as your cycle, since your program operates year-round. You should record all youth in your activities and take attendance accordingly.
Services & Projections: Cycles	Q: My program is held during the school year, and it is continued through the summer after a brief hiatus. A participant continues attending services in both sessions. Activities are pretty similar across both sessions. Will her hours start over in the summer, or do they roll over from the school year?	A: Hours do not roll over, so she must meet the minimum dosage requirements in both the school year AND summer cycles if she is to be counted as a core participant. She should therefore be reported as a new participant twice because her involvement in the program spans two fiscal years.
Services & Projections: Cycles	Q: I will have a summer program starting in Summer 2014. Should I create a cycle for this one in the FY2013-14 Workplan?	A: Summer 2014 will not be attached to FY2013-14. You must report this program in next year's Workplan (FY2014-15). If you are funded to provide a Summer 2013 program but will instead be providing a Summer 2014 program, please contact your Program Officer right away.

Question Category	Question	Answer
Services & Projections: Cycles	Q: My program serves the same youth at two different sites. Should I create two service sites or two cycles?	A: Neither. You should create one service site and one cycle. You should only list the service site where the youth are primarily receiving services. If their time is evenly split between the two sites, talk you your Program Officer, who will help determine how you should report your programming.
Services & Projections: Cycles	Q: I have entered my cycles into the Services & Projections page and have submitted them, but now we have made a program change and have decided to move our service from School Year to Summer. Can I change my cycles?	A: Once you have submitted your Workplan, it will be locked to all editing. If you would like to make changes, you must contact your Program Officer to request that your Workplan be unlocked.
Services & Projections: Cycles	Q: I have 2 weeks of programming in June, which continues into July and August as a second session. The second session stops serving middle school youth, but high school youth continue. How will I report the participants?	A: If the younger youth in the 2 week session receive their minimum dosage before July, you will create two seperate cycles: one cycle for the younger youth and one cycle for the older youth. If the younger youth only attend the 2 week session and were not able to reach the minimum dosage, you will not report them as core, and you will have one cycle just for the older youth.
Services & Projections: Cycles	Q: My program is split into 4 chunks, each spanning 2 months. The same youth will be served, and the activities build on top of each other. Should I create 4 cycles under "Other"?	A: No. You will create only one cycle because the same youth are being served and the activities are sequential and absed on the experiences gained from the previous chunk. If each of your program chunks fall under Summer or SFUSD School Year calendar, you should create one cycle and enter Summer or School Year in the Time of Cycle field, respectively. You should only create an "Other" cycle if a program chunk spans both of those cycles. For example, if your program runs from November to July, it crosses both school year and summer, so it should be labeled "Other."
Activity Setup & Attendance	Q: If I offer an activity that is attended by both core participants and non-core participants, do I have to set up two activities to track attendance, or can I track attendance of the core participants in the Workshop Module?	A: You should NEVER track core participant attendance in the Workshop Module. If core participants participate in or lead a workshop for non-core participants, for example, you must record the attendance of the core participants in a group activity while recording the non-core participant attendance in the Workshop Module.

Question Category	Question	Answer
Youth Surveys	**Q:** My program begins services in the summer. We serve a different group of youth during the school year. However, if we don't administer the required youth surveys in the summer, we will not meet the Performance Measure that requires 65% of our youth complete it.	**A:** If you serve a cohort of youth only in the Summer, you will receive an email with survey instructions and copies of the surveys in English, Chinese, and Spanish in late June. If you are a YLEAD grantee you should already have received an email from DCYF with instructions to attend a mandatory survey training on June 26. If you did not recieve this email and should have, please contact your Program Officer.
RFP Requirements	**Q**: For Youth Empowerement Fund (YEF) grants, what are the requirements when it comes to acknowleding DCYF as a funder?	**A**: Please list your funder as the Children's Fund, or YEF specifically, on all of your program materials.

Youth Workforce Development FAQs

Question Category	Question	Answer
RFP Requirement	**Q**: Are the minimum dosage requirements per year, or per cycle?	**A**: All participants in all Strategies should meet their minimum dosage requirements. Your program must provide the opportunity to meet this requirement in every cycle during this fiscal year.
RFP Requirement	**Q**: When will OTTP assessments start?	**A**: The Occupational Training Therapy Program (OTTP) assesses Justice System-Involved youth in order to refer them to a Service Provider for program placement. OTTP will not begin assessing and referring Justice System involved youth until fall 2013.
RFP Requirement	**Q**: Should YWD-General and Career Awareness prioritize spaces for Justice System-Involved youth?	**A**: Programs funded under the Youth Workforce Development (YWD) or the Career Awareness strategies are not required to reserve spaces for Justice System Involved Youth. These programs can still serve youth involved with the Justice System but are not required to receive their participants from the Referral Coordinator. Programs funded under the Youth Workforce Development for Justice System Involved Strategy as Service Providers are required to receive all of their participants through referrals from the Referral Coordinator, The Occupational Training Therapy Program (OTTP).
RFP Requirement	**Q**: When does Transition Planning have to be provided?	**A**: Transition Planning (TRP) should be incorporated in your programming throughout your cycle. Programs funded under the Youth Workforce Development Strategy must also conduct follow-up with each youth for a minimum of 2 months after the end of the program cycle. Programs funded under the Youth Workforce Development for Justice System Involved Youth must conduct follow-up with each youth for a minimum of 3 months after the end of the program cycle. This follow-up may be in the form of a meeting, phone call, etc.
RFP Requirement	**Q**: Are the hours at work-based learning opportunities tracked in any way?	**A**: As of now, DCYF does not track hours spent by youth at work-based learning opportunities. Instead, programs are required to report each participant's work-based learning opportunity placement using the Placement & Retention form in the CMS. Each youth in a YWD program must have at least one placement.
Services & Projections	**Q**: Should we record all of the sites at which our youth are doing their work-based learning opportunities in our Workplan?	**A**: No. You should only report your primary service site where the youth are receiving training and other program services.

Question Category	Question	Answer
Services & Projections: Cycles	**Q**: Because Summer 2013 is now attached to FY13-14, will the youth in 2013 summer programs be counted as new, even if they are continuing from a FY12-13 cycle?	**A**: The first cycle of every fiscal year will have no returning participants. Subsequent cycles for the same program in the same fiscal year, if any, may have returning participants, if those from the previous cycle choose to continue. In essence, you will be starting fresh every fiscal year in terms of reporting new and returning participants.
Services & Projections: Cycles	**Q**: Our program runs on a multi-year cycle. What is the best way to set this up in CMS?	**A**: For now, report it as a full year cycle under "Other." The dates should be July 1, 2013 to June 30, 2014. Repeat this every year until you get a new group of youth or your programming ends. Your Program Officer will work with you individually to discuss specifics regarding your program's set-up.
Services & Projections: Cycles	**Q**: My program is held during the school year, and it is continued through the summer after a brief hiatus. A participant continues attending services in both sessions. Activities are pretty similar across both sessions. Will her hours start over in the summer, or do they roll over from the school year?	**A**: Hours do not roll over, so she must meet the minimum dosage requirements in both the school year AND summer cycles if she is to be counted as a core participant. She should therefore be reported as a new participant twice because her involvement in the program spans two fiscal years.
Services & Projections: Cycles	**Q**: I will have a summer program starting in Summer 2014. Should I create a cycle for this one in the FY2013-14 Workplan?	**A**: Summer 2014 will not be attached to FY2013-14. You must report this program in next year's Workplan (FY2014-15). If you are funded to provide a Summer 2013 program but will instead be providing a Summer 2014 program, please contact your Program Officer right away.
Services & Projections: Cycles	**Q:** I have 2 weeks of programming in June, which continues into July and August as a second session. The second session stops serving the younger youth, but the older youth continue. How will I report the participants?	**A:** If the younger youth in the 2 week session are continuing from a previous session that allows them to receive their minimum dosage before July, you should create one cycle for them, and then create another one for the older youth. If the younger youth only attend the 2 week session and were not able to reach the minimum dosage, you shouldnot report them as core, and you should have one cycle just for the older youth.

Question Category	Question	Answer
Services & Projections: Cycles	Q: My program is split into 4 chunks, each spanning 2 months. The same youth will be served, and the activities build on top of each other. Should I create 4 cycles under "Other"?	A: No. You will create only one cycle because the same youth are being served and the activities are sequential and absed on the experiences gained from the previous chunk. If each of your program chunks fall under Summer or SFUSD School Year calendar, you should create one cycle and enter Summer or School Year in the Time of Cycle field, respectively. You should only create an "Other" cycle if a program chunk spans both of those cycles. For example, if your program runs from November to July, it crosses both school year and summer, so it should be labeled "Other."
Services & Projections: Cycles	Q: My program serves the same youth at two different sites. Should I create two service sites or two cycles?	A: Neither. You should create one service site and one cycle. You should only list the service site where the youth are primarily receiving services. If their time is evenly split between the two sites, talk you your Program Officer, who will help determine how you should report your programming.
Services & Projections: Cycles	Q: I have entered my cycles into the Services & Projections page and have submitted them, but now we have made a program change and have decided to move our service from School Year to Summer. Can I change my cycles?	A: Once you have submitted your Workplan, it will be locked to all editing. If you would like to make changes, you must contact your Program Officer to request that your Workplan be unlocked.
Placement & Retention Form	Q: Our program works to place youth in work-based learning opportunities that will hopefully last forever (careers rather than temporary placements). How do we complete the Expected End Date and Actual End Date fields?	Your Expected End Date will be the last day of the Fiscal Year (June 30, 2014). When the expected date approaches, you will receive a message prompting you to complete the Actual End Date field. At this time, you can either update the expected end date, or enter the actual end date. If you have questions, please contract your Program Officer.
Placement & Retention Form	Q: Not all of the work placements that we projected are funded by DCYF, but instead receive funding from other organizations. Will these placements still be considered subsidized?	A: You will still count these positions as if they are funded by DCYF (you will count them as "subsidized"). This will help us get a better picture of the amount of services you are providing your youth.

Question Category	Question	Answer
Placement & Retention Form	**Q:** Our participants receive more than one work-based learning opportunity. Do we create multiple forms for one youth?	**A:** You should add multiple placements in the Placement & Retention Form for any participant that has more than one work-based learning placement.
Placement & Retention Form	**Q:** All of our youth will have the same placement at around the same time. Will we have to enter each record individually, or can we upload and duplicate our data instead?	**A:** As of now, you will have to enter each youth individually. We will be working to change that soon.
Youth Surveys	**Q**: When will YWD-Justice System-Involved Youth programs administer surveys?	**A**: YWD-Justice Involved programs are currently required to administer and correct pre and post surveys as part of the Violence Prevention and Intervention (VPI) and YWD Justice System- Involved evaluation. Responses to questions on this survey will be used to inform Performance Measures. If you are new to the YWD Justice System- Involved Strategy, you will be contacted regarding these pre and post surveys.
Youth Surveys	**Q:** My program begins services in the summer. We serve a different group of youth during the school year. However, if we don't administer the required youth surveys in the summer, we will not meet the Performance Measure that requires 65% of our youth complete it.	**A:** If you serve a cohort of youth only in the Summer, you will receive an email with survey instructions and copies of the surveys in English, Chinese, and Spanish in late June. If you are a YLEAD grantee you should already have received an email from DCYF with instructions to attend a mandatory survey training on June 26. If you did not recieve this email and should have, please contact your Program Officer.
Youth Surveys	**Q**: We have youth entering our program throughout the year, and the moment they are placed at a work-based learning opportunity, we lose all contact with them. When will I be able to administer the youth surveys so that my program can meet the minimum 65% requirement, as specified in the Performance Measure?	**A**: If you are lose contact with youth when they are placed, you should administer the survey immediately before they transition to the placement portion of programming. Starting this year, all programs are required to have at least 65% of their youth in grades 3-12 complete a youth survey. YWD-General and Career Awareness will receive their youth surveys early in the summer. Youth survey trainings will take place throughout the year. During these trainings, you can ask questions about administering the surveys at your program.