



DATA & EVALUATION REQUIREMENTS

Updated Requirements for Obtaining a SFUSD Memorandum of Understanding (MOU) & Administering Consent Forms

Prior to FY21/22, DCYF required all grantees to (1) obtain a San Francisco Unified School District (SFUSD) MOU and (2) obtain signed DCYF/SFUSD Consent Forms before registering and enrolling participants in the Contract Management System (CMS). Changes to legal agreements between SFUSD and DCYF waived the DCYF SFUSD MOU requirement for many grantees effective FY21/22. As a result, DCYF only requires the administration of DCYF/SFUSD Consent Forms in specific circumstances as indicated below. DCYF requires all grantees to report individual-level information in the CMS. If you have any questions regarding your agency's reporting requirements, please contact your DCYF Program Specialist.

DCYF no longer requires all grantees to obtain a SFUSD MOU

Programs are required to obtain a SFUSD MOU if:

- You provide in-person services to students at SFUSD school sites
- You provide virtual services to SFUSD students through their school, meaning you require access to SFUSD's communication platforms such as Google Classroom, teacher-led Zoom classes, or require an SFUSD email to contact students via their SFUSD email
- If the points above do not apply to your program, you do not need an MOU! If you have an existing MOU with SFUSD that is expiring, there is no need to renew it. Your contractual agreements with DCYF include new provisions for protecting any SFUSD student information you might access.
- Refer to [SFUSD's Community Partnerships Office](#), [FAQs for DCYF Grantees](#) and [common scenarios](#) for more information.

DCYF/SFUSD Consent Form Requirements have changed

If your program is required to obtain a SFUSD MOU:

- You are not required to collect DCYF/SFUSD Consent Forms for students participating in services covered under the MOU

If your program is not required to obtain a SFUSD MOU:

- **SFUSD Students:** You are required to obtain DCYF/SFUSD Consent Forms for SFUSD students prior to registering and enrolling them in CMS activities
- **Non-SFUSD:** You are not required to obtain DCYF/SFUSD Consent Forms for non-SFUSD students prior to registering and enrolling them in CMS activities

DCYF Consent Forms have been updated for FY21/22

- DCYF/SFUSD Consent Forms have been updated for FY21/22 to clearly define data sharing among DCYF grantees, DCYF and SFUSD.
- Updated forms can be found in the 'Resources' tab in CMS.
- Your agency may create and administer electronic versions of the DCYF/SFUSD Consent Form if desired.

Update your DCYF/SFUSD Consent Forms at your earliest opportunity

- If you are required to collect DCYF/SFUSD Consent Forms according to the requirements noted above, administer the updated Consent Forms as your program registers and enrolls youth in summer 21' and 21/22 school-year activities.
- If your participants are already registered in CMS due to prior participation in your program(s), obtain signed DCYF/SFUSD Consent Forms at your earliest opportunity.
- If a youth participant participates in multiple DCYF-funded programs run by your agency, a single signed consent form is sufficient for all programs.

DCYF does not encourage grantees to deny services to participants who refuse to have their personal information shared

- Programs may continue to serve participants who refuse to share their personal information with DCYF/SFUSD.
- The purpose of the consent form is to let participants and their parents/guardians know how their personal information is being used and shared and to protect their privacy.
- If your program does not have direct contact with parents/guardians because you work with youth at the site of a different program, coordinate with the host program to have the consent forms administered.
- DCYF uses participant information to monitor and evaluate funded services, to understand the populations served by DCYF-funded programs, and to ensure that San Francisco's most vulnerable children, youth, and families have access to services.
- If your program anticipates issues collecting consent forms for a significant number of participants, inform your DCYF Program Specialist.

Copies of signed DCYF/SFUSD Consent Forms must be kept on file (either electronic or physical copies) for the remainder of the Funding Cycle

- DCYF may request to view copies of signed consent forms at any time during the funding cycle.
- DCYF may verify that your agency has processes in place to collect and maintain such forms.

DCYF recognizes the importance of privacy and has policies and practices in place to protect the confidentiality of the personal information of participants in DCYF-funded programs. For more information, refer to the section on DCYF's privacy policies and practices in *Doing Business with DCYF*.