Purpose

The meal card program exists to ensure that residents and clinical fellows can acquire healthy meals while rotating at UCSF Health and Benioff Children’s Hospital. These guidelines are being issued to help program coordinators understand who is eligible to receive meal money.

Eligibility

Residents or clinical fellows who are assigned to a rotation with an average shift length of 12 hours or more at UCSF will receive meal money in the amount of $200 per month. All other trainees will receive meal money in the amount of $75 per month. Rotations that determine eligibility will be collected from the program coordinators by OGME prior to the start of each academic year in May.

Process for Program Coordinators

For FreedomPay access to the meal card system, contact Joann.Florendo@ucsf.edu. Instructions are located on the FreedomPay Client Services website, Help menu, Stipend-Fund section, page 18. Provide to Joann your department’s speedtype which should include either function code 41 or 40.

If the trainee goes to another department mid year, please coordinate between departments to update the trainee’s meal card to the new department’s speedtype.

Monthly: Load meal card money for eligible trainees up to your department’s budgeted amount on the first business day of the each month. Meal card budgets are located your department’s BOX folder, labelled Meal Cards.

Quarterly: Zero out meal cards on the first business day of the month following quarter end, complete the Meal Card Zero Out template and upload this report to their program’s BOX Meal Card folder. The process is to insure that the trainee does not spend over their budgeted amounts.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
<th>Date to Zero Out Cards and upload to Meal Card Box folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>July 1, 2017 – September 30, 2017</td>
<td>October 2, 2017</td>
</tr>
<tr>
<td>2nd</td>
<td>October 1, 2017 – December 31, 2017</td>
<td>January 3, 2018</td>
</tr>
<tr>
<td>3rd</td>
<td>January 1, 2018 – March 31, 2018</td>
<td>April 2, 2018</td>
</tr>
<tr>
<td>4th</td>
<td>April 1, 2018 – June 30, 2018</td>
<td>July 2, 2018</td>
</tr>
</tbody>
</table>

Funds Transfer/Reconciliation

Funds will be transferred to the departments the first week of each month for previous month’s charges. The transfer amount will be based on the actual charges registered on the FreedomPay readers, which Moffitt Cafeteria uses to determine how much to recharge the departments.
Meal cards are accepted at the following locations:

<table>
<thead>
<tr>
<th>Accepted at These Locations</th>
<th>Not Valid at These Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parnassus</strong></td>
<td><strong>Parnassus:</strong></td>
</tr>
<tr>
<td>Moffitt Café **</td>
<td>Moffitt Hospital Gift Shop</td>
</tr>
<tr>
<td>Moffitt Café Express **</td>
<td>Walgreen’s</td>
</tr>
<tr>
<td>Carmelina’s Taqueria</td>
<td>UCSF Campus Store</td>
</tr>
<tr>
<td>Panda Express</td>
<td></td>
</tr>
<tr>
<td>Café Bellini</td>
<td></td>
</tr>
<tr>
<td>Subway</td>
<td></td>
</tr>
<tr>
<td>Palio</td>
<td></td>
</tr>
<tr>
<td>Caffe Central</td>
<td></td>
</tr>
<tr>
<td>Ladle &amp; Leaf</td>
<td></td>
</tr>
<tr>
<td><strong>Mission Bay</strong></td>
<td><strong>Mission Bay</strong></td>
</tr>
<tr>
<td>Café 24</td>
<td>Caffe Terzetto</td>
</tr>
<tr>
<td>Publico</td>
<td>Mission Bay Gift Shop</td>
</tr>
<tr>
<td>Peasant Pies</td>
<td>SF Kebab</td>
</tr>
<tr>
<td>Subway</td>
<td>The Pub</td>
</tr>
<tr>
<td>Shorenstein Family Café **</td>
<td>Walgreen’s</td>
</tr>
<tr>
<td>Bay Café Express **</td>
<td></td>
</tr>
<tr>
<td>Outpatient Bldg Express **</td>
<td></td>
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<tr>
<td><strong>Mount Zion</strong></td>
<td><strong>Mount Zion</strong></td>
</tr>
<tr>
<td>Mount Zion Café **</td>
<td>Friend to Friend Gift Shop</td>
</tr>
<tr>
<td>Daily Grind **</td>
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</tr>
<tr>
<td><strong>Laurel Heights</strong></td>
<td></td>
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<tr>
<td>The View</td>
<td></td>
</tr>
<tr>
<td><strong>Mission Center Bldg (MCB)</strong></td>
<td></td>
</tr>
<tr>
<td>Carmelina’s Café</td>
<td></td>
</tr>
</tbody>
</table>

Department funded FastPay meal cards are not to be used for non-meal purchases, such as alcoholic beverages or gift cards. Abuse will result in rescinding the meal cards.

** indicates a 10% discount at these locations