

CALIFORNIA DEPARTMENT OF AGING
Long-Term Care and Aging Services Division
1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7540
FAX 916-928-2506
TTY1-800-735-2929



PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: September 30, 2018

NO: PM 18-02

PROGRAMS AFFECTED: SNAP-Ed

DATE ISSUED: February 15, 2018

SUPERSEDES: PM 17-07

SUBJECT: Supplemental Nutrition Assistance Program- Education Contract SP-1718, Amendment 1 Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Contract SP-1718, Amendment 1.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website

Funding

CDA is amending the SP-1718 contract to reflect the allocation of \$43,903 unspent federal funds identified in the SP-1617 contract closeout.

Allocation Methodology

To determine each AAA's SNAP-Ed allocation, CDA used the methodology described in the [SP-1718 Amendment 1 Allocation Methodology](#) document found on the Area Agencies on Aging - Budget Displays page of CDA's website.

Request for Funds and Expenditure Reports

To request payments, AAAs must submit a completed [SNAP-Ed Request for Reimbursement/Expenditure Report \(CDA 2001\)](#) found under the SNAP-Ed Documents section on the Fiscal Forms and Documents page of CDA's website.

For guidance on reporting expenditures, refer to the [SNAP-Ed Request for Reimbursement/Expenditure Report Instructions \(CDA 2001i\)](#) found under the SNAP-Ed Documents section on the Fiscal Forms and Documents page of CDA's website.

CDA will not process payments for SP-1718, Amendment 1 until the AAA's program Budget has been completed in the California Department of Social Services (CDSS) SNAP-Ed SharePoint site at <https://snaped.dss.ca.gov> and the contract amendment is fully executed.

Deadlines

AAAs will have until February 26, 2018 to sign into the CDSS SNAP-Ed SharePoint to update their budget.

Monthly Expenditure Reports are due at the end of each following month. Expenditure time periods and closeout deadlines are footnoted on the Budget Display within Exhibit B of the contract.

Contract Language Updates

This contract amendment does not contain any changes to the original SP-1718 contract language.

Inquiries

For program inquiries, email: SNAP-Ed.data@aging.ca.gov.

For fiscal and data inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.

Director's Message

Thank you for your on-going involvement in this SNAP-Ed contract. The Department appreciates all your efforts to increase enrollment in CalFresh, providing healthy eating educational activities, and conducting evidence-based wellness and health promotion programs for older adults in targeted low income communities.


Lora Connolly
Director