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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: September 30, 2019

NO: PM 19-01

PROGRAMS AFFECTED: SNAP-Ed

DATE ISSUED: January 11, 2019

SUPERSEDES: PM 18-19

SUBJECT: SNAP-Ed Contract SNAP-Ed Amendment 1 Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your SNAP-Ed Contract SP-1819, 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

The total contract amendment funding amount is \$20,572 of unspent Federal funds identified in the SP-1718 contract closeout to be carried in to SP-1819. The unspent funds were reallocated to all AAAs participating in the SNAP-Ed program.

Allocation Methodology

To determine each AAA's contract amendment allocation, CDA used the methodology described in the SP-1819 Allocation Methodology document found on the Area Agencies on Aging - Budget Displays page of CDA's website.

Request for Funds and Expenditure Reports

AAAs must use the SNAP-Ed Request for Reimbursement/Expenditure Report (CDA 2001) to request funds. For form instructions, refer to the SNAP-Ed Request for Reimbursement/Expenditure Report Instructions (CDA 2001i).

All contract-related fiscal forms can be found under the SNAP-Ed Documents section of the Fiscal Forms and Documents page on CDA's website.

CDA will not process payments for these additional funds for SP-1819 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 30 days from the date of this PM to sign into the CDSS SNAP-Ed SharePoint to update their budget as instructed by CDSS outside this contract process.

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-1819 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.



for Frances Mueller
Acting Director