

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, 2020

NO: PM 19-06

PROGRAMS AFFECTED: SNAP-Ed

DATE ISSUED: July 19, 2019

SUPERSEDES: N/A

SUBJECT: Supplemental Nutrition Assistance Program- Education Contract SP-1920 Budget and Reporting Information

Purpose

This Program Memo provides funding information and specifies reporting requirements for your Supplemental Nutrition Assistance Program-Education (SNAP-Ed) original contract SP-1920.

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 SNAP-Ed contract funding amount is \$1,950,750. The funding amount was based on the contracted amount from the California Department of Social Services and is contingent upon the federal award from the U.S. Department of Agriculture, Food and Nutrition Services for Federal Fiscal Year 2020.

Allocation Methodology

To determine each AAA's SNAP-Ed contract allocation, CDA used the methodology described in the [SP-1920 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 funds, 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-1920 until the AAA's program budget has been completed in the California Department of Social Services (CDSS) SNAP-Ed SharePoint site at https://cdss.sharepoint.com/sites/SnapEd_v1/Pages/Home.aspx and the contract is fully executed.

Deadlines

AAAs should have already submitted their original SNAP-Ed budget in the CDSS SNAP-Ed SharePoint as instructed by CDSS outside this contract process.

Additionally, the following deadlines are footnoted on the Budget Display within Exhibit B of the Contract:

- Expenditures
- Closeout Reports

Contract Language Updates

All contract language updates are identified in the Contract Summary of Changes for SNAP-Ed Contract SP-1920 found under the SNAP-Ed section on the Area Agencies on Aging-contract Summaries of Changes page of CDA's website.

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.

/S/

Kim McCoy Wade
Acting Director