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PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: September 30, 2019

NO: PM 18-08

PROGRAMS AFFECTED: SNAP-Ed, Title III-C1/C2

DATE ISSUED: June 29, 2018

SUPERSEDES: PM 18-02

SUBJECT: Supplemental Nutrition Assistance Program- Education Contract SP-1819 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-1819.

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. This is an increase of \$1,280,000 compared to FFY 2018. The funding amount was based on the contracted amount from California Department of Social Services and is contingent upon the federal award from the United States Department of Agriculture, Food and Nutrition Services for FFY 2019.

Allocation Methodology

To determine each AAA's SNAP-Ed 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

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-1819 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 should have already submitted their original SNAP-Ed budget in the CDSS SNAP-Ed Sharepoint as instructed by CDSS outside this contract process; however, because the original SNAP-Ed budget does not include these additional funds, the updated SNAP-Ed Budget is due no later than 30 days from the date of this PM. CDSS has created a CDA FFY 19 updated budgets folder within Sharepoint where the AAAs can update the SNAP-Ed 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

All contract language updates are identified in the [Contract Summary of Changes for SNAP-Ed Contract SP-1819](#) found under the SNAP-Ed section on the Area Agencies on Aging-contract Summaries of Changes page of CDA's website.

Inquiries

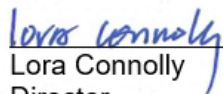
For program inquiries, email: SNAP-Ed.data@aging.ca.gov.

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

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

Director's Message

We are pleased that this new contract includes additional funding to support and expand your involvement in the SNAP-Ed program. The Department appreciates all your efforts to increase enrollment in CalFresh, provide healthy eating educational activities, and conduct evidence-based wellness and health promotion programs for older adults in targeted low-income communities.


Lora Connolly
Director