

CALIFORNIA DEPARTMENT OF AGING

1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7500
FAX 916-928-2267
TTY1-800-735-2929

**PROGRAM MEMO**

TO: Area Agencies on Aging

NO.: PM 21-04

SUBJECT: Supplemental Nutrition Assistance Program- Education Contract SP-2021, Amendment 1 Budget and Reporting Information

DATE ISSUED: March 16, 2021

EXPIRES: September 30, 2021

SUPERSEDES: PM 20-14

PROGRAMS AFFECTED: SNAP-Ed

Purpose:

This Program Memo (PM) provides funding information and specifies reporting requirements for your Supplemental Nutrition Assistance Program- Education (SNAP-Ed) Contract SP-2021, Amendment 1.

Funding:

This contract amendment also reflects a carry-in amount of \$305,743 of federal funds from State Fiscal Year (SFY) 2019-20 to SFY 2020-21 based on SFY 19-20 SNAP-Ed closeouts.

Allocation Methodology:

For the SP-2021 Amendment 1 contract, due to Covid-19, CDA has waived the agreed upon carry-in allocation methodology between CDA and the C4A SNAP-Ed Allocation Workgroup. All AAAs have retained SFY 19-20 unspent funds. Any AAAs that had an unspent balance of more than \$1,000 will also not be penalized in the SFY 2021-22 contract.

Request for Funds and Expenditure Reports:

AAAs can request payments by submitting a completed SNAP-Ed Request for Reimbursement/ Expenditure Report (CDA 2001). For guidance on completing the report, refer to the SNAP-Ed Request for Reimbursement/Expenditure Report Instructions (CDA 2001i). These documents can be found on the [CDA website](#).

CDA will not process payments for SP-2021 Amendment 1 carry-in funds until the AAA's program Budget has been completed in the California Department of Social Services (CDSS) [SNAP-Ed SharePoint site](#) and the contract amendment is fully executed.

Deadlines:

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:

The Contract Summary of Changes can no longer be found on CDA's website. Please contact your assigned program analyst for all contract language updates included in the SP-2021 Amendment 1 contract.

Inquiries:

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

For fiscal inquiries, email: SNAP-ED.Fiscal@aging.ca.gov.

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

For contract inquiries, email: BMBContractAnalyst@aging.ca.gov.

/S/

Irene Walela
Long-Term Care and Aging Services, Deputy Director