

**CALIFORNIA DEPARTMENT OF AGING**  
**Long-Term Care and Aging Services Division**  
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# PROGRAM MEMO

**TO:** Area Agencies on Aging

**EXPIRES:** September 30, 2021

**NO:** PM 20-14

**PROGRAMS AFFECTED:** SNAP-Ed

**DATE ISSUED:** July 15, 2020

**SUPERSEDES:** PM 19-06

**SUBJECT:** Supplemental Nutrition Assistance Program- Education Contract SP-2021 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-2021.

Contract documents and related documents are no longer available on the Area Agencies on Aging (AAA) page of the California Department of Aging's (CDA) website. All documents needed should be attached to the Contract Release email to each AAA.

## **Funding**

The total SNAP-Ed contract funding amount is \$1,785,639. 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 2021.

## **Allocation Methodology**

To determine each AAA's SNAP-Ed allocation, CDA used the methodology described in the SP-2021 Allocation Methodology. The document will be included in the Contract Release email sent to each AAA.

## **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 until the AAA's program Budget has been completed in the California Department of Social Services (CDSS) [SNAP-Ed SharePoint site](#) and the contract 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**

All contract language updates are identified in the Contract Summary of Changes for SNAP-Ed Contract SP-2021. The document will be included in the Contract Release email sent to each AAA.

## **Inquiries**

For program and data inquiries, email: [SNAP-Ed.data@aging.ca.gov](mailto:SNAP-Ed.data@aging.ca.gov).

For fiscal inquiries, email: [SNAP-ED.Fiscal@aging.ca.gov](mailto:SNAP-ED.Fiscal@aging.ca.gov).

For payment inquiries, email: [CDA.Accounting@aging.ca.gov](mailto:CDA.Accounting@aging.ca.gov).

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Deputy Director