

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Participating Area Agencies on Aging		NO.: PM 15-14 (P)	
SUBJECT: SNAP-Ed SNAP-Ed Contract and Budget Display Federal Fiscal Year 2016		DATE ISSUED: November 25, 2015	
		EXPIRES: September 30, 2016	
		SUPERSEDES: N/A	
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title VII <input type="checkbox"/> Title V <input type="checkbox"/> HICAP <input checked="" type="checkbox"/> Other: SNAP-Ed		

Purpose

The purpose of this Program Memo (PM) is to transmit to participating Area Agencies on Aging (AAA) the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Contract and Budget Displays for Federal Fiscal Year (FFY) 2016 October 1, 2015 through September 30, 2016.

Allocation Information

The California Department of Aging (CDA) will allocate \$734,000 in SNAP-Ed funds to 19 AAAs in FFY 2016. This PM includes your Contract Agreement and Budget Display for October 1, 2015 through September 30, 2016.

- \$380,000 of the \$734,000 local assistance has been allocated in the form of a \$20,000 base in funding for each participating AAA.
- The remaining \$354,000 has been allocated by a formula based on three weighted factors as follows:
 - 50 percent is based on the individuals age 60 and older in the participating Planning and Service Area (PSA).
 - 35 percent is based on the number of unduplicated Older Americans Act nutrition program participants in the participating PSA.
 - 15 percent is based on the number of individuals age 60 and older living in geographic isolation in the participating PSAs.

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**Budget
Submission
Instructions
and
Due Dates**

If the AAA is revising the budget, the AAA must submit an original SNAP-Ed Budget Form (CDA 2000) for FFY 2015.

- Obtain the SNAP-Ed Budget Form (CDA 2000) from the CDA website at: http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/
- Incorporate the amounts shown in your Budget Display (attached) on your SNAP-Ed Budget Form (CDA 2000).
- Submit original SNAP-Ed Budget as soon as possible, but no later than 30 calendar days from the date of this PM, to the SNAP-Ed Fiscal email box at: SNAP-Ed.Fiscal@aging.ca.gov.

**Requests for
Funds and
Expenditure
Reporting**

SNAP-Ed funds are distributed to AAAs on a reimbursement basis. AAAs requesting a SNAP-Ed advance must submit an email to the SNAP-Ed Fiscal Analyst at: SNAP-Ed.fiscal@aging.ca.gov.

AAAs must prepare and electronically submit a monthly SNAP-Ed Report of Expenditures/Request for Funds to SNAP-Ed.Fiscal@aging.ca.gov on the 30th day of the month or as directed by CDA.

The SNAP-Ed Request for Funds Form (CDA 2001) is located on CDA's website at: http://www.aging.ca.gov/ProgramsProviders/AAA/Fiscal_Form_Documents/

CDA will not process any SNAP-Ed Contract payments until the AAA's contract is fully executed.

Report of Expenditures/Requests for Funds will be processed based upon approved expenditures and AAAs will be notified of any disputed requests.

**Closeout
Federal
Fiscal Year
Expenditure**

The SNAP-Ed contract requires one FFY final closeout. The FFY final closeout is due no later than October 30, 2016. CDA will send further closeout reporting instructions at a later date.

**Civil Rights
Requirements**

Federal civil rights regulations require all SNAP-Ed agencies to: institute and document annual civil rights training; establish a discrimination complaint procedure; and maintain a control log of discrimination complaints as referenced in the SNAP-Ed contract Exhibit A, Article II., 19 (a)(b)(c).

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**Program
Inquiries**

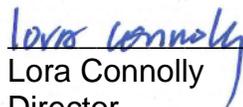
Please contact your CDA SNAP-Ed Program Analyst with questions at:
SNAP-Ed.data@aging.ca.gov

**Fiscal
Inquiries**

Please contact your CDA SNAP-Ed Fiscal Analyst with questions at:
SNAP-Ed.fiscal@aging.ca.gov

Attachments

CDA will mail the Contract and Budget Display to each participating AAA's Contract Representative. The SNAP-Ed Budget Display and Statewide Summary are posted to CDA's website at:
http://aging.ca.gov/ProgramsProviders/AAA/AAA_Budget_Displays/



Lora Connolly
Director