

## CALIFORNIA DEPARTMENT OF AGING

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# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: <b>Area Agencies on Aging</b>		NO.: <b>PM 18-02</b>
SUBJECT:		DATE ISSUED: <b>February 15, 2018</b>
<b>Supplemental Nutrition Assistance Program-Education Contract SP-1718, Amendment 1 Budget and Reporting Information</b>		EXPIRES: <b>September 30, 2018</b>
REFERENCES:		SUPERSEDES: PM 17-07
PROGRAMS AFFECTED:	<input type="checkbox"/> All <input type="checkbox"/> FA <input type="checkbox"/> HICAP <input type="checkbox"/> MIPPA <input checked="" type="checkbox"/> <b>SNAP-Ed</b> <input type="checkbox"/> Title III-E <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/SCSEP <input type="checkbox"/> Other:	

## Purpose

This Program Memo provides funding information and specifies reporting requirements for your Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Contract SP-1718, Amendment 1.

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

CDA is amending the SP-1718 contract to reflect the allocation of \$43,903 unspent federal funds identified in the SP-1617 contract closeout.

## Allocation Methodology

To determine each AAA's SNAP-Ed allocation, CDA used the methodology described in the [SP-1718 Amendment 1 Allocation Methodology](#) document found on the Area Agencies on Aging - Budget Displays page of CDA's website.

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**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-1718, Amendment 1 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 will have until February 26, 2018 to sign into the CDSS SNAP-Ed SharePoint to update their 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**

This contract amendment does not contain any changes to the original SP-1718 contract language.

**Inquiries**

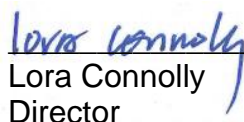
For program inquiries, email: [SNAP-Ed.data@aging.ca.gov](mailto:SNAP-Ed.data@aging.ca.gov).

For fiscal and data inquiries, email: [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov).

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

**Director's Message**

Thank you for your on-going involvement in this SNAP-Ed contract. The Department appreciates all your efforts to increase enrollment in CalFresh, providing healthy eating educational activities, and conducting evidence-based wellness and health promotion programs for older adults in targeted low income communities.

  
Lora Connolly  
Director