

**CALIFORNIA DEPARTMENT OF AGING****Office of the Director**

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# PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: <b>Area Agencies on Aging</b>		NO: <b>PM 19-06</b>
SUBJECT: <b>Supplemental Nutrition Assistance Program-Education Contract SP-1920 Budget and Reporting Information</b>		DATE ISSUED: <b>July 19, 2019</b>
		EXPIRES: <b>September 30, 2020</b>
REFERENCES:		SUPERSEDES: <b>N/A</b>
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) original contract SP-1920.

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. The funding amount was based on the contracted amount from the California Department of Social Services and is contingent upon the federal award from the U.S. Department of Agriculture, Food and Nutrition Services for Federal Fiscal Year 2020.

**Allocation Methodology**

To determine each AAA's SNAP-Ed contract allocation, CDA used the methodology described in the [SP-1920 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 funds, 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-1920 until the AAA's program budget has been completed in the California Department of Social Services (CDSS) SNAP-Ed SharePoint site at [https://cdss.sharepoint.com/sites/SnapEd\\_v1/Pages/Home.aspx](https://cdss.sharepoint.com/sites/SnapEd_v1/Pages/Home.aspx) and the contract is fully executed.

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**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.

Additionally, the following deadlines are footnoted on the Budget Display within Exhibit B of the Contract:

- Expenditures
  - Closeout Reports
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**Contract Language Updates**

All contract language updates are identified in the [Contract Summary of Changes for SNAP-Ed Contract SP-1920](#) found under the SNAP-Ed section on the Area Agencies on Aging-contract Summaries of Changes page of CDA's website.

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**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).

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/S/  
Kim McCoy Wade  
Acting Director