

CALIFORNIA DEPARTMENT OF AGING

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PROGRAM MEMO

CDA 1014 (Rev. 02/14)

TO: Area Agencies on Aging		NO.: PM 17-07
SUBJECT: Supplemental Nutrition Assistance Program- Education Contract SP-1718 Budget and Reporting Information		DATE ISSUED: June 20, 2017
		EXPIRES: September 30, 2018
REFERENCES:		SUPERSEDES:
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: Supplemental Nutrition Assistance Program - Education	

Purpose

This Program Memo (PM) provides funding information and specifies fiscal reporting requirements for your October 1, 2017 through September 30, 2018, Federal Fiscal Year (FFY) 2018 Supplemental Nutrition Assistance Program – Education (SNAP-Ed) original contract SP-1718.

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 \$670,750. 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 2018. Any changes to the federal funding amounts will be adjusted through a contract amendment.

Allocation Methodology

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

Request for Reimbursement 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

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Request for Reimbursement and Expenditure Reports, continued

For guidance on reporting expenditures and accruals, refer to the [SNAP-ED Request for Reimbursement/Expenditure Report Instructions \(CDA 2001i\)](#)

CDA distributes SNAP-Ed funds to AAAs on a reimbursement basis. CDA will not process any SP-1718 contract payments until the AAA's original 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 is fully executed.

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; however, if it has not already been completed, it is due no later than 30 days from the date of this PM.

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-1718](#) found under the SNAP-Ed section on the Area Agencies on Aging – contract Summaries of Changes page of CDA's website.

Inquiries

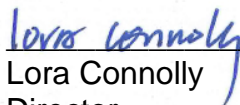
For programmatic inquiries, contact your assigned CDA SNAP-ED Program Analyst at SNAP-Ed.data@aging.ca.gov.

For fiscal and data inquiries, contact your assigned CDA Program Fiscal Team Analyst at SNAP-Ed.fiscal@aging.ca.gov.

For payment inquires, contact CDA's Accounting Section at 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