

## 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 17-01</b>
SUBJECT:		DATE ISSUED: <b>January 31, 2017</b>
<b>Supplemental Nutrition Assistance Program- Education Contract SP 16-17, Amendment #1 Budget and Reporting Information</b>		EXPIRES: <b>September 30, 2017</b>
REFERENCES:		SUPERSEDES: <b>PM 16-07</b>
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"/> <b>Other: Supplemental Nutrition Assistance Program – Education</b>	

## Purpose

This Program Memo (PM) provides funding information and specifies reporting requirements for your October 1, 2016 through September 30, 2017, Federal Fiscal Year (FFY) 2017 Supplemental Nutrition Assistance Program – Education (SNAP-Ed) Contract SP16-17, Amendment #1.

All contract-related documents, including Budget Displays and the Local Assistance Contract Checklist (CDA 9007), can be found on the [Aging Area Agencies on Aging \(AAA\) page](#) of the California Department of Aging's (CDA) website.

## Funding

CDA is amending the contract to reflect the allocation of \$47,226 of unspent federal funds identified in the closeout process to be carried in from FFY 2016. The unspent funds were relocated to all AAAs participating in the SNAP-Ed program.

## Allocation Methodology

CDA allocated the \$47,226 as follows:

- 50 percent of the remaining funds based on each participating Planning and Service Area's (PSA) proportional share of the number of Medi-Cal beneficiaries age 60 and older.
- 35 percent of the remaining funds based on each participating PSA's proportional share of the number of unduplicated Older Americans Act nutrition program participants.
- 15 percent of the remaining funds based on each participating PSA's proportional share of the number of individuals age 60 and older living in geographic isolation.

*Continued on next page*

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**Deadlines**

AAAs must submit the SNAP-Ed Budget (CDA 2000) as soon as possible, but no later than 30 days from the date of this PM. The budget form is available from the Program Fiscal Team at [SNAP-Ed.fiscal@aging.ca.gov](mailto:SNAP-Ed.fiscal@aging.ca.gov).

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

- Expenditures
  - Closeout Reports
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**Request for Funds**

AAAs must submit a completed [SNAP-Ed Request for Funds Form \(CDA 2001\)](#) to request payments.

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

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**Contract Language Updates**

This contract amendment does not contain any changes to the original 2016-17 contract language.

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**Inquiries**

For programmatic inquiries, contact your assigned CDA SNAP-Ed Program Analyst at [SNAP-Ed.data@aging.ca.gov](mailto:SNAP-Ed.data@aging.ca.gov).

For payment inquiries, contact CDA's Accounting Section at [CDA.Accounting@aging.ca.gov](mailto:CDA.Accounting@aging.ca.gov).

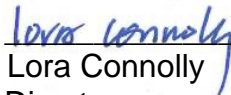
For fiscal inquiries, contact your assigned CDA Fiscal Team Analyst at [SNAP-Ed.fiscal@aging.ca.gov](mailto:SNAP-Ed.fiscal@aging.ca.gov).

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**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.

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Lora Connolly  
Director