



CDSS

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GOVERNOR

February 21, 2014

TO: CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)
PROJECT DIRECTORS
CALIFORNIA DEPARTMENT OF AGING (CDA) PROJECT DIRECTORS
UNIVERSITY OF CALIFORNIA, SNAP-Ed "CALFRESH NUTRITION
EDUCATION" PROGRAM MANAGERS AND ADVISORS
COTHOLIC CHARITIES OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, NUTRITION
EDUCATION AND OBESITY PREVENTION BRANCH (CDPH-NEOPB)
LOCAL HEALTH DEPARMENT (LHD) SNAP-Ed PROJECT DIRECTORS
AREA AGENCY ON AGING SNAP-Ed DIRECTORS
COUNTY WELFARE DEPARTMENT (CWD) SNAP-Ed PROJECT
DIRECTORS

SUBJECT: ROLE OF COUNTY NUTRITION ACTION PLAN COLLABORATIVES IN
THE CREATION OF THE CALIFORNIA SNAP-Ed STATE PLAN FOR
FFY 2015

The purpose of this letter is to share important new information with County Nutrition Action Plan (CNAP) collaboratives, including Supplemental Nutrition Assistance Program-Education (SNAP-Ed) funded Local Implementing Agencies (LIAs), regarding the SNAP-Ed State Plan for Federal Fiscal Year (FFY) 2015 and the opportunity for LIAs to participate more actively in the development of the State Plan.

The California Department of Social Services (CDSS) is the state agency with overall responsibility for the development, oversight and implementation of the SNAP-Ed State Plan. To assist CDSS with the task of implementing SNAP-Ed services, CDSS partners with four other State Implementing Agencies (SIAs): The California Department of Public Health, Nutrition Education Obesity Prevention Branch (CDPH-NEOPB), the University of California at Davis, CalFresh Nutrition Education Program (UC CalFresh), the California Department of Aging (CDA), and the California Department of Food and Agriculture (CDFA). In past years, the State Plan was comprised of individual plans from each SIA. CDSS collected, reviewed and combined these individual plans for submission to the United States Department of Agriculture, Food Nutrition Service

(USDA-FNS). However, CDSS has received new instructions from USDA-FNS to submit one integrated State Plan for FFY 2015.

New SNAP-Ed Work Plan Template for FFY 2015

All SNAP-Ed funded LIAs will soon receive a new SNAP-Ed Work Plan Template with instructions and a sample plan. SNAP-Ed funded LIAs will be expected to work together in their respective jurisdictions to identify community needs, target messaging and intervention strategies. SNAP-Ed funded LIAs will collaborate in the development of one integrated work plan for their respective jurisdiction. The integrated work plan will identify each LIA's goals, objectives, key messages, educational materials, description of target populations, intervention plans, etc. LIAs will also work closely with their respective SIAs as well as with CDSS. The SNAP-Ed State Plan for FFY 2015 will include data from both SIAs as well as LIAs.

CNAP Collaboratives

CNAP collaboratives are groups of public, private, and non-profit organizations that work on nutrition and physical activity issues in each county. These agencies, which include SNAP-Ed funded agencies, come together to develop and implement strategies to improve collaboration among participating groups. CDSS and its SIAs have identified CNAP collaboratives as the ideal vehicle to achieve the development of each integrated work plan. The cities of Berkeley, Long Beach, and Pasadena will also submit incorporated work plans for their jurisdictions. Topics of discussion at CNAP collaboratives include, but are not limited to:

- Improving communication among programs providing nutrition education and physical activity services.
- Eliminating barriers to collaboration and/or barriers to participation in programs thus eliminating duplication of services.
- Coordinating nutrition and physical activity messages among CalFresh eligible individuals.
- Increasing participation in local food and nutrition programs.
- Identifying gaps in services and discussing possible solutions.

SNAP-Ed State Plan Workgroup

As the oversight agency in California, CDSS will create a SNAP-Ed State Plan Workgroup comprised of all SIAs. This workgroup will hold monthly teleconferences with a coordinator and/or back-up coordinator from each CNAP collaborative. During these monthly teleconferences, CDSS and SIAs will respond to questions, address concerns, and monitor progress of the integrated work plan at each jurisdiction. CDSS is requesting that each CNAP collaborative please identify a CNAP collaborative

coordinator and back-up coordinator to act in a leadership capacity to represent each CNAP collaborative in these monthly teleconferences sponsored by CDSS.

CNAP collaboratives that have already identified a LIA to act in a leadership capacity, can share this information with CDSS. Please provide the contract information for the coordinator and back-up coordinator to CDSS no later than March 7, 2014. For CNAP collaboratives that have not yet identified a LIA to act in a leadership capacity, please make a selection as soon as possible. Local Health Departments (LHDs) may also be selected to act in a lead capacity for this purpose.

Role of CNAP Collaborative Coordinator

CNAP coordinators will perform the following functions:

- Provide their contact information to CDSS by March 7, 2014.
- Participate in monthly teleconferences with CDSS.
- Enforce teleconference rules and serve as point of contact for CDSS.
- Collect questions from their respective CNAP collaboratives, bring up these questions to the workgroup and deliver responses to CNAP collaboratives in a timely manner.
- Report on progress and bring up issues of concerns.
- Request assistance from CDSS with conflict resolution when necessary.
- Ensure that all SNAP-Ed funded LIAs are working collaboratively on the SNAP-Ed Work Plan template.
- Ensure that the SNAP-Ed Work Plan template is submitted to the state timely and be available to respond to follow up questions.
- It is anticipated that the CNAP collaborative coordinator will act in this capacity from March 1, 2014 to June 30, 2014.

SNAP-Ed Local Implementing Agency Forum

On February 27 and February 28, 2014, CDSS and its implementing agencies will sponsor a SNAP-Ed Forum with the primary objective of introducing and discussing the new SNAP-Ed Work Plan Template. All LIAs are expected to attend and participate in this Forum. During the Forum, LIAs will have the opportunity to ask questions and/or identify areas of concern. Also, during the Forum LIAs will have the opportunity to attend various workshops designed to enhance program knowledge.

Thank you for your participation and continued commitment to SNAP-Ed in the State of California. Should you have any questions regarding this letter, please contact Casey Powers of my staff at (916) 651-0582 or via e-mail Casey.Powers@dss.ca.gov.

Sincerely

Original Document Signed By:

A handwritten signature in black ink, appearing to read "Linda Patterson", is written over a horizontal line. The signature is fluid and cursive.

LINDA PATTERSON
CalFresh Branch Chief

cc: Andrew Riesenber, FNS Team Leader
Supplemental Nutrition Assistance Program, Western Region
United States Department of Agriculture

John Talarico, DO, MPH, Chief
Nutrition Education and Obesity Prevention Branch
California Department of Public Health

David Ginsburg, MPH, Director
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