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## PROGRAM MEMO

**TO:** Area Agencies on Aging

**EXPIRES:** September 30, 2020

**NO:** PM 19-12

**PROGRAMS AFFECTED:** SNAP-Ed

**DATE ISSUED:** December 23, 2019

**SUPERSEDES:** PM 19-01

**SUBJECT:** Supplemental Nutrition Assistance Program- Education Contract SP-1920, Amendment 1 Budget and Reporting Information

### **Purpose**

This Program Memo provides funding information and specifies reporting requirements for your Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Contract SP-1920, Amendment 1.

Contract-related documents 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-1920 contract to reflect the allocation of \$140,498 unspent federal funds identified in the SP-1819 contract closeout.

### **Allocation Methodology**

To determine each AAA's SNAP-Ed allocation, CDA used the methodology described in the SP-1819 Amendment 1 Allocation Methodology document found on the Area Agencies on Aging - Budget Displays page of CDA's website.

### **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-1920, 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://cdss.sharepoint.com/sites/SnapEd\\_v1](https://cdss.sharepoint.com/sites/SnapEd_v1) and the contract amendment is fully executed.

### **Deadlines**

The updated SNAP-Ed Budget is due no later than 30 days from the date of this PM. CDSS has created a "CDA FFY 20 Updated Budgets" folder within SharePoint where the AAAs can 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-1920 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: [SNAP-Ed.Fiscal@aging.ca.gov](mailto:SNAP-Ed.Fiscal@aging.ca.gov).

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

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