

CALIFORNIA DEPARTMENT OF AGING
Long-Term Care and Aging Services Division
1300 National Drive, Suite 200
Sacramento, CA 95834
www.aging.ca.gov
TEL 916-419-7540
FAX 916-928-2506
TTY1-800-735-2929



PROGRAM MEMO

TO: Area Agencies on Aging

EXPIRES: October 31, 2019

NO: PM 18-11

PROGRAMS AFFECTED: SNAP-Ed

DATE ISSUED: September 5, 2018

SUPERSEDES:

SUBJECT: Area Plan Contract AP-1819 Amendment 1 Budget and Reporting Information

Purpose

This Program Memo provides a closeout reporting overview, instructions, and deadlines for the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) contract SP-1718.

Overview

The SNAP-Ed closeout consists of the [SNAP-Ed Final Report of Expenditures \(CDA 2003\)](#) form. Instructions are provided in the [SNAP-Ed Final Report of Expenditures Instructions \(CDA 2003i\)](#).

Both the form and the form instructions can be found on the Fiscal Forms and Documents page on the California Department of Aging's (CDA) website.

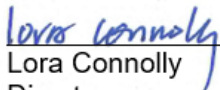
Deadlines

Your SP-1718 contract closeout is due to CDA no later than October 31, 2018.

By the due date, email your completed electronic copy of the SNAP-Ed Final Report of Expenditures (CDA 2003) form along with a scanned copy of the signature page to SNAP-Ed.fiscal@aging.ca.gov. Original signatures are not required to be sent to CDA; however, should be maintained in your files.

Inquiries

For closeout reporting inquiries, email: SNAP-Ed.fiscal@aging.ca.gov.


Lora Connolly
Director