TO: Area Agencies on Aging

NO: PM 18-08

DATE ISSUED: June 29, 2018

PROGRAMS AFFECTED: SNAP-Ed, Title III-C1/C2

SUPERSEDES: PM 18-02

SUBJECT: Supplemental Nutrition Assistance Program- Education Contract SP-1819 Budget and Reporting Information

**Purpose**

This Program Memo provides funding information and specifies reporting requirements for your Supplemental Nutrition Assistance Program-Education (SNAP-Ed) original contract SP-1819.

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 $1,950,750. This is an increase of $1,280,000 compared to FFY 2018. 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 2019.

**Allocation Methodology**

To determine each AAA’s SNAP-Ed allocation, CDA used the methodology described in the SP-1819 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-1819 until the AAA’s program 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 amendment 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, because the original SNAP-Ed budget does not include these additional funds, the updated SNAP-Ed Budget is due no later than 30 days from the date of this PM. CDSS has created a CDA FFY 19 updated budgets folder within SharePoint where the AAAs can update the SNAP-Ed 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**

All contract language updates are identified in the Contract Summary of Changes for SNAP-Ed Contract SP-1819 found under the SNAP-Ed section on the Area Agencies on Aging-contract Summaries of Changes page of CDA’s website.

**Inquiries**

For program inquiries, email: SNAP-Ed.data@aging.ca.gov.

For fiscal and data inquiries, email: FiscalTeam@aging.ca.gov.

For payment inquiries, email: CDA.Accounting@aging.ca.gov.

**Director’s Message**

We are pleased that this new contract includes additional funding to support and expand your involvement in the SNAP-Ed program. The Department appreciates all your efforts to increase enrollment in CalFresh, provide healthy eating educational activities, and conduct evidence-based wellness and health promotion programs for older adults in targeted low-income communities.

Lora Connolly
Director