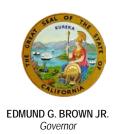


State of California—Health and Human Services Agency California Department of Public Health



Date: February 17, 2017

TO: ALL NUTRITION EDUCATION AND OBESITY PREVENTION

PROJECT COORDINATORS

SUBJECT: PROGRAM LETTER (PL) 17-02

GUIDELINES AND RECOMMENDATIONS FOR SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION (SNAP-ED)

TRANSLATIONS

The California Department of Public Health's (CDPH) Nutrition Education and Obesity Prevention Branch (NEOPB) is sending this PL 17-02 to replace PL 16-02 regarding translations.

The United States Department of Agriculture (USDA) requests that materials developed with Supplemental Nutrition Assistance Program-Education (SNAP-Ed) funds be developed at the State level and not by local projects. The NEOPB develops educational materials with SNAP-Ed funds in the following languages, funding permitting and when deemed appropriate: English, Hmong, Spanish, Traditional Chinese, and Vietnamese.

Translations, Acquiring Certified Translations Services, and Allocation of Funds As of this Federal Fiscal Year (FFY) 2017 and thereafter, if a Local Health Department (LHD) conducting SNAP-Ed funded work needs translations of materials to support community events, for example, event flyers, then the LHD must utilize a certified translator, who must use NEOPB's approved glossary of terms for Hmong, Spanish, Traditional Chinese, and Vietnamese found at our Resource Library: (http://www.cdph.ca.gov/programs/cpns/RL/Pages/ResourceLibrary.aspx).

LHDs that do not have access to a certified translator on staff must receive approval in advance to budget for these services. If a LHD does not know of vendors that can do this work, a LHD can purchase the services of a certified translator from the Department of General Services (DGS), Office of State Publishing (OSP) by opening a Customer Account Number (CAN). To obtain a CAN application, visit our Publications webpage: (http://www.cdph.ca.gov/programs/NEOPB/RL/Pages/NEOPBPublications.aspx) and click on the excel spreadsheet that can be found under the Purchase Materials heading. Once the CAN is issued by DGS/OSP, then a LHD can initiate a job for a



Nutrition Education and Obesity Prevention Project Coordinators Page 2 February 17, 2017

certified translator from DGS/OSP by calling Nicki Bailey, Customer Service Representative, DGS/OSP, at (916) 323-4323.

Please keep a copy of this PL 17-02 in your grant files to use as a reference. If you have questions or concerns regarding this issue, please contact your assigned Project Officer.

Sincerely,

Cyndi Walter

Indi Waeter

Chief

Information and Communications Section

Nutrition Education and Obesity Prevention Branch