

Nutrition Education and Obesity Prevention Branch
All SNAP-Ed Local Health Department Call/Webinar – Meeting Notes
Thursday, January 21, 2016
2:00pm – 3:30pm

SNAP-Ed LIA Forum De-brief, *Caroline Kurtz*

- Thank you all for participating at the SNAP-Ed Local Implementing Agency (LIAs) Forum on January 13-14, 2016
- Coming soon will be the PowerPoint presentations from the SNAP-Ed Forum. Click here for [2016 Forum: presentations](#)
- The post Forum evaluation survey was emailed to attendees following the meeting; responses due January 29, 2016
- Please complete the survey because the feedback and input assist with future Forum planning.

Statewide LIA Training and Technical Needs Assessment, *Reema El-Murr*

- The Technical Assistance and Development Support Section will be releasing an annual Training and Technical Assistance online survey to LIAs in February.
- The purpose of the survey is to assess training and technical needs and identify gaps in knowledge and skills among SNAP-ED LIAs.
- Questions will be organized based on the three SNAP-Ed approaches and related support conditions and activities, such as program and fiscal administration, mass media and communications, partnerships and collaboratives, PSE change, community engagement, direct and indirect education, training and coaching, and evaluation.
- Feedback is essential. The information received will be used to inform the development of the Training Plan for FFY 2017 and assures alignment with the three-year State Plan.

Materials Allocation, *Cyndi Walter*

- NEOPB is changing the way it disseminates its materials to State Implementing Agencies (SIAs)/LIAs.
- In an effort at removing barriers to ordering the materials SIAs/LIAs need, NEOPB is no longer allocating maximum amounts of its publications for each SIA/LIA.

- The ordering process remains the same through the NEOPB Web StoreFront. Agencies no longer need to track their materials allocations on an Excel spreadsheet since there isn't a maximum amount of materials allocated to their agencies.
- Instead, NEOPB has set aside materials for the rest of the fiscal year, and SIAs/LIAs may order what they need for their FFY 16 interventions.
- NEOPB encourages SIAs/LIAs to be considerate of other agencies when they order materials, noting that other agencies may want some of the same publications they order.
- When NEOPB runs out of a publication, there will be no additional materials made available until the next fiscal year or until reprinting occurs (budget permitting).
- SIAs/LIAs will, however, have the option of using their own budgets to print additional materials if NEOPB runs out of a resource.
- NEOPB realizes that this may require an amendment for some LHDs that may not have budgeted for printing. LHDs can discuss this issue with their Project Officers and Contract Managers if this is needed.
- For more information, LHDs can also email NEOPBcustomerCare@cdph.ca.gov. Also refer to the January 21 LHD newsletter for more information.

LHD Success Story

Chelsea (Fiss) Baron, San Diego County
Healthy Cocina Initiative

Carry in: Federal Fiscal Year (FFY) 2015, *Gil Sisneros*

- The overall expenditure rate improved. In FFY 2014, it was at 80% and for FFY 2015, it is 86%.
- With successful expenditure rates, there is an estimated \$9 million of carry in for LHDs in FFY 2016.
- A total of 42 LHDs are eligible for the carry in dollars; those LHDs all had an expenditure rate of 80% or higher.
 - 7 LHDs had expenditure rates between 90-95%. Those LHDs include Alameda, Alpine, Kern, Kings, Orange, Ventura and Yolo.
 - 12 LHDs had expenditure rates above 95%. Those LHDs include El Dorado, Imperial, Marin, Mono, Pasadena, San Diego, Santa Barbara, Santa Cruz, Shasta, Siskiyou, Solano and Sutter.
 - The top 8 funded LHDs include Los Angeles, San Diego, Orange, Alameda, San Bernardino, Riverside, Sacramento and Fresno all had expenditure rates above 80%.

- On Monday, January 25, 2016, an email notification will go out to the eligible 42 LHDs from your assigned NEOPB Contract Manager.
- The email will include information on your LHD carry in amount and instructions for submitting a Carry-In BAR to CDPH.
- The deadline for Carry-in (Augmentation) BAR is Monday, February 1, 2016. CDPH will be able to approve Carry-In BARS that the LHD utilizes its Carry-In funding to augment or expand activities and costs already approved in your current FFY 2016 USDA approved budget.
- These types of BARs (Augmentation Carry-In BARs) can be approved by CDPH and do not require review and approval from CDSS and USDA WRO.
- The first week of March is CDPH's goal to have all the Carry-In (Augmentation) BARs approved. Carry-In BARs that include new activities will require review and approval from CDSS and USDA WRO and will require additional time for approval.
- If an LHD has a new activity they would like to fund that is not approved in their current plan, CDPH highly recommends the activity to be deferred in the upcoming three year plan. New activities deferred in the three year plan will provide your LHD a full three year of planning, implementation and evaluation.

Q: Can an LHD decline the FFY 2015 Carry in funding?

NEOPB: Yes. In the past, several LHDs for a variety of reasons have declined their Carry In. Please contact your NEOPB Contract Manger by February 1st if your LHD decides to decline the Carry In. Declining the Carry In does not impact future eligibility for Carry In for an LHD.

Q: Can the Carry In be deferred to FFY 2017?

NEOPB: No. The FFY 2015 Carry In accepted by LHDs must be spent by September 30, 2016.

Q: Does accepting or declining the FFY 2015 Carry In impact an LHD's funding for the FFY 2017-2019?

NEOPB: No. Accepting or declining the FFY 2015 Carry In does not impact the future funding for FFY 2017-2019. LHDs can continue to use the projected funding amounts provided by CDPH for FFY 2017-2019.

Q: Can an LHD accept a portion of the full amount in Carry In dollars available?

NEOPB: Please let your Contract Manager know by February 1st the amount your LHD decides to accept.

Q: How will the 2015 Carry In affect the budget for FFY 2017-2019?

NEOPB: Accepting or declining Carry-In funding does not impact an LHD funding for FFY 2017-FFY 2019.

Q: Can subcontractors utilize the Carry In to purchase equipment?

NEOPB: Yes, on case-by-case basis, depending on funding level and FTE. Work with your assigned CM to determine the appropriate decision. Equipment must be prorated by FTE on SNAP-E.d

Q: Can the Carry In be used to increase hours of part-time workers who are on "relief" status (these are non-benefit employees)?

NEOPB: Yes.

Q: When will the budget template for FFY 2017-2019 be available? And the availability of the New Site list?

NEOPB: For the Budget Template, we are hoping CDSS will approve by mid-February. Regarding the site list, CDSS will provide this information updated information in February.

Management Evaluation (ME): FFY 2016, *Gil Sisneros*

- The ME from USDA WRO will likely occur in late March, early April 2016
- ME will include site visits with several LHDs
- Once NEOPB/CDPH receives the ME Notification Letter from USDA WRO, LHDs affected will be notified within 24 hours
- Please review the ME Tool which will be utilized by USDA WRO when conducting upcoming FFY 2016 visits. Click [here](#) for the ME tool.

Site Visit Requirements for NEOPB Project Officers, *Susan Mattingly*

- NEOPB conducts site visits with contractors and grantees on a regular basis. A minimum of two site visits per year in FFY 2016.
- The purpose is to:
 - a. Monitor and evaluate progress in completing grant objectives
 - b. Ensure compliance with USDA guidelines
 - c. Provide programmatic and administrative technical assistance.
 - d. Observe, collect and record documentation on evidence based approaches and strategies for nutrition education activities.
 - e. Observe program activities
- A site visit may include the following:
 - a. Observation of direction education

- b. Verify curriculum fidelity
- c. Check Civil Rights Training certificates
- d. Review Progress of IWP
- e. Observe interventions
- f. Provide technical assistance and if needed, orientation to SNAP-Ed Program for new Project Directors
- For questions related to site visits conducted by Project Officers, contact the NEOPB main line at (916) 449-5400.

Retail Program Survey, *Kathy Streng*

- NEOPB is working on updating and streamlining the State level publications, starting with the Retail Program.
- A Survey Monkey has been shared to identify materials that are useful, needs updating or not used by your program. Click [here](#)
- Complete one response per LHD
- Survey Monkey due by COB January 21, 2016
- For questions, please contact Kathy Streng at (916) 449-5371 or via email at Katharina.Streng@cdph.ca.gov

Updates to Dietary Guidelines for Americans (DGA), *Carma Okerberg*

- The DGA is important for SNAP-Ed because federal law requires that SNAP-Ed promotes healthy food choices consistent with the most current DGA.
- One of the biggest changes in the DGA is to limit the amount of added sugar to your total calories.
- For more information on the DGA, click [here](#)

Additional Questions and Answers

Q; Andy's presentation at the Forum raised several new directions for USDA. Can you provide direction or guidance to LHDs on how to adjust their 3 year work plans late in the planning process?

NEOPB: NEOPB recommends reviewing your needs assessment and prioritizing for FFY 2017-2019. Depending on what your needs assessment says and if those new directions raised in Andy's presentation are similar, it could be something your county may want to consider working on over the next three years. However it is very important whatever your county works on for the three year plan shows progression.

Q: When will the January All LHD minutes be available?

NEOPB: Minutes will be available before the next call, which will be February 11, 2016. It will be shared on the NEOPB website.