

Integrated Work Plan Targeting Summary Update Spreadsheet

FFY 2015

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Instructions



SNAP-Ed Implementing Agency

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INSTRUCTIONS

FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

Contents

- Key..... 2
- Required Columns – Implementing Agency, County, Site Type..... 2
- Means Tested Program 3
- School Data – CDS Code and District Name 3
- Required Columns..... 3
- School Data – FRPM Percentage and Source 4
- Means Tested and Alternative Methodology Data and Source..... 4
- Census Data 5
- Audience(s) 6
- Strategy(s) 6
- Implementing Agency – Site 6
- Intervention Category(s) 6
- Objective(s) 6
- Activity Description 6
- CDPH Grant Deliverable(s) and Budget Impact 6
- Printing Instructions..... 7
- Examples 8

INSTRUCTIONS

FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

Key

Tan Cells with Red Font	These are REQUIRED Columns for all sites
Purple Cells	Means Tested Sites, Alternative Methodology sites
Green Columns	Columns for School Site Information
Pink Columns	Columns for Census Tract OR Block Group Information / Sites
Blue Cells	Dropdown list provided
Yellow Cells	Data Entry cells
Patterned cells	These cells will pre-populate based on CDS Code or Census information entered

Required Columns – Implementing Agency, County, Site Type

0.01 Implementing Agency (IA) Requesting Site Change

- This is a dropdown list choose the IA that is requesting the addition or deletion of sites to the county Work Plan
- County Welfare Office = **CWD**
- Local Health Department = **LHD**
- Area Agency on Aging = **AAA**
- County Agriculture Commissioner = **CAC**
- UC CalFresh/County Extension = **UCCE**

0.02 Site Change

- Using pull down choose ADD, DELETE, or CHANGE as appropriate
- If Site is moving from one LIA to another then one will **ADD** the site and the other will **DELETE** (See example Figure 1)

Required Cells					Means Tested	School Data		Req	
0.01	0.02	0.03	0.04	0.05	0.06	0	0.05	0.05	
Implementing Agency Requesting Site Change	Site Change	County	Site Type (Community Or School)	Site Setting *see Instructions for list*	Type of Means-Tested Program *see Site Types tab for list*	14 digit CDS Code (eg. 00000000000000)	School District Name	Site Name OR School Name	Ac
AAA	DELETE	Alpine	Community	Elderly Service Center			-	ABC Congregate Site	
LHD	ADD	Alpine	Community	Elderly Service Center			-	ABC Congregate Site	

Figure 1

- An example of a “Change” would be if a site has changed addresses or moved to a new location (1) Enter the site using the “Change” option; enter the new address in along with the new eligibility information for the new location. (for instance, it may have been part of a census tract previously that qualified but now you are needing to use one of the alternative methods to qualify your site)

0.03 County

- Using the pull down choose the county jurisdiction for your site

0.04 Site Type

- Using the pull down choose either **School** for public schools or **Community** for all other sites

0.05 Type of setting

- Using the pull down menu choose the site type

INSTRUCTIONS

FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

Means Tested Program

0.06 Type of Means-Tested Program

- For sites that fall under “Means Tested” use the drop down menu to choose the “Type” of means tested site.
 - *Means Tested settings are qualified based on the population served and not on the physical location. They offer a **high likelihood** of reaching individuals eligible for SNAP-Ed. These were previously known as **proxy sites** for the purposes of income qualifying for SNAP-Ed, but are currently referred to as **Means Tested** programs.*

School Data – CDS Code and District Name

0.07 14 digit CDS Code (e.g.: 00000000000000)

- If site is a CDS coded school site, enter in the county, district and school code
 - *For Child and Adult Care Food Program (CACFP) sites do not have CDS codes. Write “CACFP Site” in the CDS Code column and include the month and year of the CACFP FRPM data being used in Column 0.14 along with the percentage FRPM in Column 0.13*

0.08 School District Name

- This field will self-populate based on the CDS Code

Required Columns

0.09 Site Name / School Name - *If site is not a school with a CDS Code ,site name and address will need to be entered manually **0.09 – 0.12***

- **Otherwise**, this field will pre-populate based on the CDS Code

0.10 Address

- This field will self-populate based on the CDS Code

0.11 City

- This field will self-populate based on the CDS Code

0.12 Zip

- This field will self-populate based on the CDS Code

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FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

School Data – FRPM Percentage and Source

0.13 Adjusted Percent (%) Eligible FRPM (Ages 5-17)

- This field will self-populate based on the CDS Code. Oct. 2013 data set, Source 2013-14 CALPADS Data System
 - *If site is not a school with a CDS Code either enter an eligible census tract or enter the eligible percentage and the source of the data in column 0.12*

0.14 Source FRPM/CACFP

- Child and Adult Care Food Program (CACFP) sites do not have CDS codes. For these sites write “CACFP Site” in the CDS Code column and include the month and year of the CACFP FRPM data being used.
 - *Enter the percentage enrolled in Free Meals, percentage enrolled in Reduced-Price Meals, and the combined percentage of FRPM enrollment for each school site that qualifies through FRPM data. Schools must have a combined minimum percentage of Free and Reduced of 50.00%.*
 - *Enter in percentages to two decimal places (xx.xx%). Do not round numbers.*
 - *"If you cannot qualify a school site using the FRPM database and you believe that more current FRPM data from the school site would qualify the school, your next step would be to contact the Food Service Director of the site to obtain the most current FRPM data. If the more recent food service data qualifies the school site please take the following actions:*
 - (1) Enter the school information and FRPM data as noted in the instructions.
 - (2) In the Code column, after the CDS code, write in “(School Food Service)” and include the month and year of the FRPM data being used. This notation will indicate that you are not using the FRPM database but more current school food service data."
 - *If you cannot qualify a school by FRPM or CACFP data, the school location may qualify by census tract. If qualifying a school site by census tract, enter the school name, district name, CDS Code and add the qualifying census tract number in parentheses. Leave the percentage columns blank. The school site and census tract number must also be entered on the Census Tract Data Sheet.*

Means Tested and Alternative Methodology Data and Source

0.15 % FPL for Means Tested OR Alternative Qualifying Sites

- For Means Tested sites this percentage will default to 100%
- For **Alternative Methodology Qualifying sites**, enter the qualifying percentage < 185% FPL

0.16 Source if Alternative Methodology used for Eligibility (I.e., Intake Data, CEP Data, etc.)

- If site is Means Tested this cell will default to Means Tested
- IF using Alternative Methodology enter the source of the qualifying data (*I.e., Intake Data, Food Service Director Data, Title IIC Data, Participant Surveys, Etc.*)

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FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

Census Data

0.17 Census tract OR Block Group # (*Data Source: ACS 08-12 All Census Tracts – Eligibility ALL Races / ACS 2008 - 2012 Census Block Groups-Eligibility*) [*census Data from 06-10 may be used for ETHNICITIES ONLY, this data must be manually entered into the correct cells and the audience targeted must be qualified*]

Census Tract / Grpoup Block Information										
0.17	0.18	0.19	0.2	0.21	0.22	0.23	0.24	0.25	0.26	0.27
11 digit Census tract OR Block Group #	BLOCK GROUPS Prop. < 125% FPL	BLOCK GROUPS < 185% FPL	Prop. All Races < 185% FPL	Prop. Non-Hispanic White in poverty (< 100% FPL)	Prop. Non-Hispanic Black in poverty (< 100% FPL)	Prop. Hispanic in poverty (< 100% FPL)	Prop. Asian in poverty (< 100% FPL)	Prop. Native American in poverty (< 100% FPL)	Prop. Native Hawaiian and Pacific Islander in poverty (< 100% FPL)	Prop. Other in poverty (< 100% FPL)

- If this is not a CDS Coded School, Means Tested or Alternative Methodology site enter in the Census tract or block group number here

The Census Tract Data Sheet is for all intervention sites that do not qualify by FRPM data, CACFP data or are classified as Means Tested. Contractors/Grantees are required to use the American Communities Survey (ACS) data from the NEOPB website as the targeting data source to qualify census tracts at 185% or less of the Federal Poverty Level (FPL).

0.18 BLOCK GROUPS Prop. < 125% FPL

- This cell will pre-populate based on the Census Block Group Number entered, must be eleven digits.

0.19 BLOCK GROUPS Prop. < 185% FPL

- This cell will pre-populate based on the Census Block Group Number entered, must be eleven digits.

0.20 Prop. All Races < 185% FPL

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

0.21 Prop. Non-Hispanic White in poverty (< 100% FPL)

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

0.22 Prop. Non-Hispanic Black in poverty (< 100% FPL)

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

0.23 Prop. Hispanic in poverty (< 100% FPL)

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

0.24 Prop. Asian in poverty (< 100% FPL)

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

0.25 Prop. Native American in poverty (< 100% FPL)

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

0.26 Prop. Native Hawaiian and Pacific Islander in poverty (< 100% FPL)

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

0.27 Prop. Other in poverty (< 100% FPL)

- This cell will pre-populate based on the Census Tract Number entered, must be eleven digits.

**Although 2007-2011 Block Group Data was used during the Work Plan Process, we are required to use the most current data sets to qualify sites.*



INSTRUCTIONS

FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

Audience(s)

Audience(s) Columns 0.28 – 0.31

- 0.17 P (0-4) Pre- school – Using the pull down menu choose "P"
- 0.18 S 5-17School [k-12] - Using the pull down menu choose "S"
- 0.19 A 18-59 Adult - Using the pull down menu choose "A"
- 0.20 Sr. 60+ Seniors - Using the pull down menu choose "Sr"

Strategy(s)

Strategy(s) Columns 0.32 – 0.35

- 0.21 Direct Education (DE) - Using the pull down menu choose "DE"
- 0.22 Indirect Education (IE) - Using the pull down menu choose "IE"
- 0.23 Social Marketing (SM) - Using the pull down menu choose "SM"
- 0.24 Policy, Environmental or Systems Change (PSE) - Using the pull down menu choose "PSE"

Implementing Agency – Site

Implementing Agency Columns 0.36 - 0.38

List the agency(s) that is working in the site using acronyms as follows:

- County Welfare Office = **CWO**
- Area Agency on Aging = **AAA**
- UC CalFresh/County Extension = **UCCE**
- Local Health Department = **LHD**
- County Agriculture Commissioner = **CAC**

Intervention Category(s)

Intervention Category Columns 0.39 – 0.41

- Choose from the dropdown list of intervention categories as described in Section C of the Integrated Work Plan

Objective(s)

Objective Columns 0.42 – 0.44

- Choose from the dropdown list of objectives as described in Section C of the Integrated Work Plan

Activity Description

0.45 Activity Description (brief)

- Give a brief three to four word description of activity or services provided at site

CDPH Grant Deliverable(s) and Budget Impact

0.46 (CDPH LHD's Only) Grant Deliverable

- list the Grant Deliverable #, this column is only for CDPH LHD's

0.47 CDPH ONLY Impact on Budget / Budget Adjustment Needed

- list the impact on budget, this column is only for CDPH LHD's

INSTRUCTIONS

FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

Printing Instructions

To print out a copy of the spreadsheet for filing if needed follow these instructions:

1. The spread sheet is set-up with grouped columns (-) for hiding the following columns
 - a. School Data
 - b. Census Data

Required Cells					Means Tested	School Data			Required Cells			School Data		Alternative Methodology / Means Tested Data	
0.01	0.02	0.03	0.04	0.05	0.06	0.07	0.08	0.09	0.1	0.11	0.12	0.13	0.14	0.15	0.16
Implementing Agency Requesting Site Change	Site Change	County	Site Type (Community Or School)	Site Setting (see Instructions for list)	Type of Means Tested Program (see Site Types tab for list)	14 digit CDA Code (eg. 00000000000000)	School District Name	Site Name OR School Name	Address	City	Zip	Adjusted Percent (%) Eligible FRPM (Ages 5-17)	Source FRPM/CACFP	% FPE for Means Tested OR Alternative Qualifying Sites	Source & Alternative Methodology used for Eligibility (i.e., intake data, CFP data, etc.)
Implementing Agency									0	0	0	0	0%		0%

By clicking on the (-) button the school data columns will be hidden if the sites being added do not reference this data set; the same goes for the census tract columns if these contain no data for the sites you have added and wish to print the spreadsheet these can be hidden to reduce the number of columns that will print.

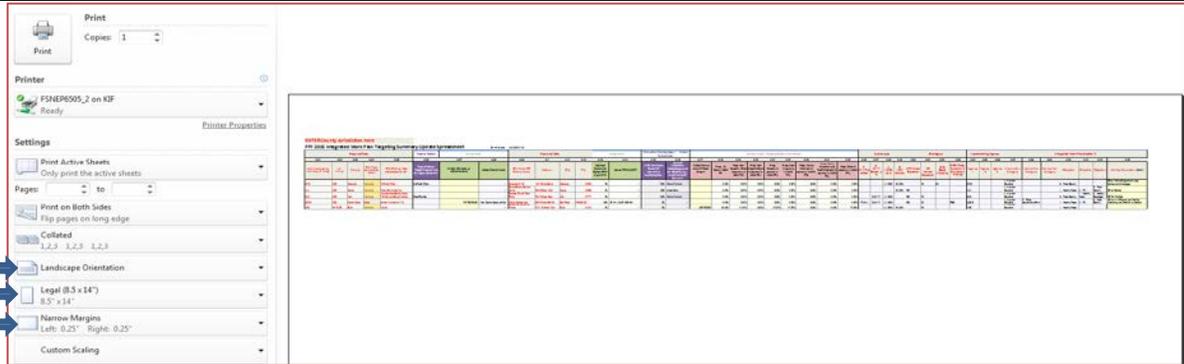
2. Using your mouse highlight the cells you wish to print (rows and columns).
3. Once you have determined the rows and columns you wish to print go to the **Page Layout tab** and choose Print Area and click on **“Set Print Area”**

The screenshot shows the Microsoft Excel interface with the 'Page Layout' tab selected in the ribbon. The 'Print Area' group is highlighted, and the 'Set Print Area' button is specifically pointed out with a red arrow. The spreadsheet content is visible in the background, showing the same header as the previous image.

- a. By doing this the entire spreadsheet will not print only the data you wish to print.
4. Go to “File” Print
 - a. The page set-up should be for a legal piece of paper, narrow margins and landscape orientation; there will be a footer at the bottom of the page with the spreadsheet revised date of 12/2/2014.

INSTRUCTIONS

FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet



Examples

Means Tested Sites: Means tested sites are sites previously known as “Proxy” Sites. These sites offer a high likelihood that CalFresh participants will benefit from SNAP-Ed Activities.

- Means-Tested Programs
- CalFresh Office
- California Food Assistance Program (CFAP)
- Commodity Foods Distribution on Indian Reservation (FDPIR)
- Comprehensive Perinatal Service Program (CPSP)
- Family Resource Center
- Food Banks
- Food Pantries
- Food Stores with Qualifying CalFresh Redemptions
- Head Start
- In Home Supportive Services (IHSS)
- Job Corps
- Low Income Home Energy Assistance Program
- MediCal
- Public Housing
- Section 8 Public Housing Vouchers (LIHEAP)
- Shelter/Temporary Housing
- Soup Kitchen
- SSI-Supplemental Security Income
- TANF (CalWORKS) Job Readiness
- Weatherization Program
- WIC

Columns required when entering a Means Tested Site:

- Implementing Agency Requesting Site Change
- Site Change
- County
- Site Type (Community Or School)
- Type of Means-Tested Program
- % FPL for **Means Tested** OR Alternative Qualifying Sites
- Source if Alternative Methodology used for Eligibility - *this will default to “Means Tested”*
- Audience
- Strategy(s)
- Implementing Agency
- Intervention Category
- Objective
- Activity Description

EXAMPLE

FFY 2015 Integrated Work Plan Targeting Summary Update 12/2/2014.JQ

Required Cells				Means Tested	Required Cells				Alternative Methodology / Means Tested Data		Audience(s)				Strategy(s)			Implementing Agency			Integrated Work Plan Section C									
0.01	0.02	0.03	0.04	0.05	0.06	0.09	0.1	0.11	0.12	0.15	0.16	0.26	0.27	0.28	0.29	0.30	0.31	0.32	0.33	0.34	0.35	0.36	0.37	0.38	0.39	0.40	0.41	0.42	0.43	
Implementing Agency Requesting Site Change	Site Change	County	Site Type (Community Or School)	Site Setting (use Instructions for list)	Type of Means-Tested Program (see Site Types tab for list)	Site Name OR School Name	Address	City	Zip	% FPL for Means Tested OR Alternative Qualifying Sites	Source if Alternative Methodology used for Eligibility (list, include data, CFAP data, etc.)	P (0-4) Pre-school	S (5-17) School (K-12)	A (18-59) Adult	Sr (60+) Seniors	(DE) Direct Education	(IE) Indirect Education	(SM) Social Marketing	(PSE) Policy, Systems, & Environment Change	Agency 1	Agency 2	Agency 3	Intervention Category	Intervention Category	Intervention Category	Objective	Objective	Objective	Activity Description (brief)	
CMD	ADD	Calaveras	Community	CalFresh Office	CalFresh Office	Calaveras CMD	123 A Street South	Calaveras	99999	100% Means Tested				A (18-59)	Sr (60+)		IE	SM		CMD			A, Nutrition Education				S, Food Security			IE at Welfare Department using handouts and messages

Figure 2 means Tested Site Example

Alternative Methodology: Alternative Methods are methods of eligibility that are **not** from a source of data such as *School FRPM percentage, Census Tract or Means Tested*. These sites are serving the target population, but do not fall into a qualified census tract, school or site type and therefore require other methods to qualify the participants in the site. Some of the **Approved** Alternative Methods for California are:

- Worksite Wellness Initiatives
- Community County Fair: Pro-rating Expenses
- Agency Eligibility Verification Form

Columns required when entering a Means Tested Site:

INSTRUCTIONS

FFY 2015 Integrated Work Plan Targeting Summary Update Spreadsheet

- Implementing Agency Requesting Site Change
- Site Change
- County
- Site Type (Community Or School)
- % FPL for Means Tested OR **Alternative Qualifying Sites**
- Source if **Alternative Methodology** used for Eligibility - *this will default to "Means Tested"*
- Audience
- Strategy(s)
- Implementing Agency
- Intervention Category
- Objective
- Activity Description

EXAMPLE

FFY 2015 Integrated Work Plan Targeting Summary Update: 12/2/2014 JO

Required Cells					Means Tested	Required Cells				Alternative Methodology / Means Tested Data		Audience(s)				Strategy(s)				Implementing Agency			Integrated Work Plan Section C							
0.01	0.02	0.03	0.04	0.05	0.06	0.09	0.1	0.11	0.12	0.15	0.16	0.26	0.27	0.28	0.29	0.30	0.31	0.32	0.33	0.34	0.35	0.36	0.37	0.38	0.39	0.40	0.41	0.42	0.43	
Implementing Agency Requesting Site Change	Site Change	County	Site Type (Community Or School)	Site Setting (see Instructions for list)	Type of Means-Tested Program (see Site Types Tab for list)	Site Name OR School Name	Address	City	Zip	% FPL for Means Tested OR Alternative Qualifying Sites	Source if Alternative Methodology used for Eligibility (i.e., Income Data, CDF Data, etc.)	P (0-4) Pre-school	S (5-17) School (K-12)	A (18-59) Adult	Sr (60+) Seniors	(DE) Direct Education	(IE) Indirect Education	(SM) Social Marketing	(PSE) Policy, Systems, & Environment Change	Agency 1	Agency 2	Agency 3	Intervention Category	Intervention Category	Intervention Category	Objective	Objective	Objective	Activity Description (brief)	
AAA	ADD	Colusa	Community	Elderly Service Center		Colusa Elderly Service Center	456 B Street North	Colusa	95668	68%	Income Data				Sr (60+)	DE				AAA				A. Nutrition Education			1. Healthy Foods	3. PA	5. Food Security	NE for Seniors

Figure 3 Alternative Methodology Example