

## ***Nutrition Education and Obesity Prevention Branch***

### ***All LHD Call/Webinar – Meeting Notes***

**Thursday, May 14, 2015**

**2:00pm – 3:00pm**

#### **FFY 2016 SNAP-Ed State Plan, Caroline Kurtz/Reyna Tsukiji**

- Work plan coordinators now have access to the integrated work plans (IWP) and targeting summaries (TS) on the SharePoint site.
- SIAs came together to review the IWPs and reach consensus on IWP feedback.
- SIAs meet every two weeks to discuss issues regarding the State SNAP-Ed Plan.
- The process for FFY 2016 seemed to work well for LIAs and will be continued for FFY 2017. Your feedback is welcome.
- Timeline:
  - 6/2 – SIA project summaries and budgets submitted
  - 6/26 – Work plan coordinators to resubmit final revised IWP and TS to the SharePoint site
  - 7/10 – CDSS will contact work plan coordinators if needed
  - 7/15 – SIA final project summaries and budgets due

LHD Question: When will the cost recovery store be available? We have funds to purchase cookbooks. Purchases need to be processed as soon as possible since there is a deadline on County purchasing.

NEOPB: We are working with the Office of State Publishing, which is sending out RFPs in order to set up the cost recovery site. Email your project officer with any questions or concerns.

LHD Question: What is a cost recovery site?

NEOPB: The cost recovery site is a website where the general public can place orders for materials at cost.

#### **NEOPB Training Transition Plan, Reema El-Murr**

- NEOPB is developing a training transition plan as the TRC contracts come to an end on 9/30/2015. NEOPB state staff will take on the training and technical assistance.
- FFY 2016 statewide trainings will be offered to all local health departments and local implementing agencies. The train-the-trainer trainings will cover a variety of topics such as evidence-based interventions, collaborative dialogue approach, community engagement, and SNAP-Ed Program and Administration. These trainings were selected based on results of recent training needs assessment surveys of LHDs and input from CDSS.
- NEOPB will continue to post training information and registration links on the [NEOPB Event Calendar](#).
- In preparation for a multi-year plan, NEOPB will develop and conduct an annual statewide training needs assessment survey to inform program planning beyond FFY 2016.

- By October 1, 2015, NEOPB will begin offering each of the seven service areas logistical support services to sustain multi-county coalition planning activities. Services include locating and reserving meeting venues, and if needed, meeting facilitation and note-taking services as well. Developing guidelines for coordinating this statewide service and defining priority areas is currently in progress.

LHD Question: Can you please provide the contact email address for NEOPB's Training Section?

NEOPB: [NEOPBTrainingSection@cdph.ca.gov](mailto:NEOPBTrainingSection@cdph.ca.gov)

### **Harvest of the Month (HOTM), Nestor Martinez**

- WRO has granted a waiver for the Harvest of the Month workbooks from San Bernardino County.
- 4-6<sup>th</sup> grades, direct education.
- The K-3 books are allowed as indirect education, no evaluation required.
- 2016 is a transition year for HOTM
- Teacher's Guide is downloadable online.
- San Bernardino is coordinating the printing of the books.
- Cost is \$0.70 per book, including taxes and shipping.
- Contact your Contract Manager (CM) if you need a BAR.
- Evaluation: 4-6<sup>th</sup> grade books only; K-3 no evaluation.
- All LHDs that implement the 4-6<sup>th</sup> grade books must have five lessons.
  - MyPlate
  - Brain Breaks
  - Start Smart
  - Rethink Your Drink
  - Water is the Way to Go
- LHDs to use pre and post survey before and after using the curriculum.
- Comparison group encouraged but not required.

LHD Question: Will the workbooks be available through the web store front?

NEOPB: No.

LHD Comment: Please send out the five lessons with the dates and criteria.

LHD Comment: Some of the links for the HOTM workbook recipes do not work.

NEOPB: We will look into this.

LHD Comment: From a learning perspective, it would be really helpful, in addition to having an agenda, to have handouts that correspond to detailed information during the All LHD calls. Thank you for your consideration.

NEOPB: Thank you for the comment and suggestion. Notes and details will be sent out.

## Update: FFY 2015 Management Evaluation, Dr. Talarico, Gil Sisneros

- The participating LHDs did a great job.
- USDA is recommending that we continue with the LHD model.
- The previous ME (FFY 2014) was closed out except for one finding.
- 29 Noteworthy Initiatives
  - 5 for SIAs
  - Colusa – 1
  - Los Angeles – 5
  - Monterey – 1
  - Orange – 4
  - San Benito – 1
  - San Diego – 8
  - Santa Clara - 5
  - Tulare – 1
- 7 findings
- 6 observations/recommendations
- NEOPB will respond to the 7 findings
  1. Untimely reimbursement of invoices. Have made improvements. Average is 54 days; the Prompt Payment Act requires 45 days.
  2. Lack of systems/procedure to notify participants of SNAP activities
  3. Inconsistent delivery of curricular
  4. Inappropriate or not enough time logs for subcontractors
  5. MOU requirement re: projects in conjunction with WIC
  6. Vendor coupons are not allowable.
  7. SNAP-Ed funds not to be used on professional memberships.

LHD Question: MOU/WIC: only required for parent direct/indirect education?

NEOPB: There is a clear delineation of SNAP/WIC. Do an MOU to be on the safe side.

LHD Question: When WIC provides nutrition education to their clients, we provide PA education right when their nutrition education is over. Is this considered a "project" that would merit a MOU?

NEOPB RESPONSE: Yes, CDPH recommends a simple, one-page Letter of Commitment, be developed and kept of file. The letter should simply summarize what type of services is provided by each agency.

WIC: You don't need a specific MOU; you can have a one-page Letter of Commitment stating what types of services is provided by each agency.

### Next Steps:

- NEOPB will release a Program Letter summarizing the seven findings/corrective actions.
- June 19 is the deadline for CDPH to submit responses to CDSS on the 7 findings.
- July 28 is the deadline for CDSS to submit a combined response from the SIAs to USDA/WRO.

## Question and Answer Session

LHD Question: My County Welfare Department (CWD) partner has requested assistance regarding the Cost Recovery and has been referred to CDPH? What should my CWD partner do?

NEOPB: Connect with your project officer. LIAs can contract individually with the Office of State Publishing. We can assist you with that.

LHD Question: Links on HOTM workbook do not work?

NEOPB: We will look into this.

LHD Question: What is the deadline for BARS for HOTM?

NEOPB: The deadline for BARS has passed; however, we are making an exception for HOTM. The deadline for HOTM is July 31, 2015.

LHD Question: I am concerned about the recent additional funds for FFY14/15 for an expenditure rate over 90% for FFY 14 - submitted Budget Justification and have not heard anything. What can be done?

NEOPB: Contact your CM, who will dialogue with Melissa Relles.

LHD Question: On the last LHD call, I believe NEOPB said that if a LHD spends 80 percent of this FFY's budget, we can carry over the remaining 20 percent of our funds to the following FFY. Is this still the case, and is this in writing somewhere for reference and to provide to our fiscal dept.?

NEOPB: You will get carry-in, but not your specific remaining percentage back.

LHD Question: When can we expect FFY 15 BARs to be approved?

NEOPB: BARS have been submitted to CDSS for review as of May 15.

LHD Question: Did they say that the IOE post surveys for youth be submitted by April 30?

NEOPB: Enter and submit data file by 4/30 and submit your report by July 31.

LHD Question: Can you clarify what is considered professional membership? Is this related to CCLHN? or RD registration for Registered Dietitians? What about CAN-Act membership?

NEOPB: You can't use SNAP funds to pay for an individual membership, but you can use them for a county membership.

LHD Question: What stand/suggestion is CDPH/USDA taking on the California drought...water for gardens (not a priority) and more expensive fruit and vegetables (in light of SNAP recipient reduction).

NEOPB: We are aware of the challenges posed by the drought and are discussing internally.

LHD Question: Are aquaponic/barrell-ponic gardens supported/an approved expense?

NEOPB: We will look into this and get back to you.

LHD Comment: We would like to share that your strategy to improve the turnaround time for review and payment of invoices has greatly improved. Our experience is receipt of payment in under 30 days of our invoice submission.

**If you have any questions/comments regarding this document, please email the Nutrition Education & Obesity Prevention Branch at [neopb@cdph.ca.gov](mailto:neopb@cdph.ca.gov) so it may be given to the appropriate person, or contact**

**your Contract Manager or Project Officer. Thank you.**