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TO: PROJECT COORDINATORS  
*NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)*

SUBJECT: PROGRAM LETTER (PL) #09-01  
UPDATES FOR NUTRITION EDUCATION MATERIALS

This PL 09-01 contains several updates regarding nutrition education materials either your agency produces as part of your *Network* contract or materials your agency purchases for your *Network* interventions.

### 1. Educational Materials Checklist

The former Materials Review Form has been updated and abbreviated in size. The new one page form provides critical information the Program Manager (PM) needs as well as provides guidance for contractors when writing for the population we serve. The checklist format will help ensure that many issues, which delayed the approval time in the past, can be addressed prior to submission. This should decrease the turn around time. The checklist has also been reviewed by the *Network* Steering Committee, Operations Subcommittee members and several *Network* contractors.

The Community Development Unit (CDU) now has a designated PM (known as the Material Reviewer) who will be reviewing most submitted materials. This will also assist in expediting the review/approval process and allow for greater consistency in what is approved.

Procedure to be followed:

- Please download and save the checklist (enclosed) on your own computer where you can easily access it. The checklist is also available at <http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx> on the *Network* website.

- Before you develop new material, please review the second bullet under Planning to determine if existing material might be used. You must demonstrate that existing materials are not available before new materials can be approved.
- Review existing material carefully before using; as many of the brochures and pamphlets are not written with the Food Stamp Nutrition Education (FSNE) population in mind. They may be too complex, too detailed, and contain much more information than what you need. We all generally learn best with the KISS principle (keep it simple and short). The content should meet the same criterion that is used when you are developing new materials.
- If you have not indicated on your current Project Summary that you are going to develop new materials, please contact your PM. You are required to submit a revised Project Summary which is then forwarded to United States Department of Agriculture (USDA) for approval. See PL 08-06, dated October 27, 2008, for the process.
- If you develop new material, please complete the checklist and include it with the material you send electronically to your PM.
- Once you have submitted the material and checklist to your PM, it will be reviewed to ensure consistency with Goals, Objectives, and Activities in your Scope of Work.
- Your PM will then pass both the checklist and the material to the Material Reviewer who will reply with recommendations and suggestions to your PM.
- Your PM will review the comments then pass on recommendations or suggestions to you based on what is appropriate for your program.
- If the material is to be printed in only Spanish, it can be submitted without an English translation directly to your PM. It will then be forwarded to the CDU Spanish reviewer and then back to your PM for follow-up with you.
- If the material will be in a foreign language other than Spanish (e.g., Hmong, Chinese, etc.), an English version must be submitted first. Once the English version has been approved and returned to you, the foreign language version can be submitted. This should make the process flow quickly and smoothly especially if you are paying for translation services.

We believe this new form and process will reduce your workload and allow us to respond quickly to your needs. Please note that we are still requesting ten (10) days advance notice.

## **2. Recommended Curricula for Nutrition and Physical Activity Instruction Kindergarten through Grade Twelve and Recommended Supplemental Instructional Materials for Nutrition and Physical Activity Kindergarten through Grade Twelve**

The federal fiscal year 2009 Project Summary in the Funding Application Packet, asks *Network*-funded contractors to individually list the title, source, and language for each educational material being used for the coming contract year. It was noted that several key and readily available nutrition curricula are not being used by *Network* contractors. In addition, it appears some contractors may not be using any nutrition curriculum to provide the basic foundation necessary for promoting changes in nutrition knowledge, skills, and behavior.

The Nutrition Education Consultants, with assistance from CDU, have compiled two documents (enclosed): Recommended Curricula for Nutrition and Physical Activity Instruction Kindergarten through Grade Twelve, and Recommended Supplemental Instructional Materials for Nutrition and Physical Activity Kindergarten through Grade Twelve. These are to be used by contractors working in schools with students in kindergarten through grade twelve.

Criteria for materials on the Recommended Curricula list include:

- Aligns with grade-level nutrition and physical activity California Health Education Content Standards (CHECS);
- appropriately addresses the knowledge and skill standards for nutrition and physical activity;
- states that lessons are organized for planned, sequential instruction;
- provides lessons for specific grade levels;
- integrates or provides connections with other content standards (e.g., science, math, language arts); and
- meets the standards set forth by the California Healthy Kids Resource Center (CHKRC) and is included in the CHKRC collection.

Criteria for materials on the Recommended Supplemental Instructional Materials list include:

- Aligns with MyPyramid, 2005 Dietary Guidelines, and current Nutrition Facts label;
- includes lessons and activities aligned with grade-level nutrition and physical activity CHECS;
- appropriately addresses the knowledge and skill standards for nutrition and physical activity; and

- meets the standards set forth by the CHKRC and is included in the CHKRC collection.

These lists are designed to assist all contractors working in schools and after school settings in the selection of instructional resources that have been reviewed by the CHKRC and are included in the CHKRC collection. As noted in the Local Incentive Awardee (LIA) Guidelines Manual Section III.608, "All LIAs working in schools and after school settings are strongly encouraged to review and select materials included in the CHKRC collection (that are FSNE allowable) to ensure that research-based instructional resources are implemented as part of their interventions." As new materials become available through the CHKRC, the lists will be updated and posted on the CHKRC and *Network* web sites.

### **3. Updated USDA Acknowledgment: English and Spanish**

In response to a request from the USDA, the *Network* has changed their required acknowledgements of the funding agency USDA Food Stamp Program (FSP) to align with the new name for the FSP which is the USDA Supplemental Nutrition Assistance Program (SNAP). Please see versions of the acknowledgement in English and Spanish below for a variety of use contingencies. Contractors are still required to submit any material to their assigned PM for review and approval prior to utilization of the acknowledgement. Please use this new acknowledgement as of February 1, 2009.

#### **Complete Version**

This material was produced by the California Department of Public Health's *Network for a Healthy California*, with funding from the USDA Supplemental Nutrition Assistance Program (formerly the Food Stamp Program). These institutions are equal opportunity providers and employers. In California, food stamps provide assistance to low-income households, and can help buy nutritious foods for better health. For food stamp information, call 877-847-3663. For important nutrition information visit [www.cachampionsforchange.net](http://www.cachampionsforchange.net).

Este material fue producido por la *Red para una California Saludable* del Departamento de Salud Pública de California, con fondos del *Supplemental Nutrition Assistance Program* (antes conocido como el Programa de Cupones para Alimentos) del Departamento de Agricultura de los Estados Unidos. Estas instituciones son proveedores y empleadores que ofrecen oportunidades equitativas. En California, los Cupones para Alimentos pueden ayudar a gente con bajos ingresos a comprar comida nutritiva para una mejor salud. Para información

sobre los Cupones para Alimentos, llame al 877-847-3663. Para información nutricional, visite [www.campeonesdelcambio.net](http://www.campeonesdelcambio.net).

### **Space-limited Version**

For important nutrition information visit [www.cachampionsforchange.net](http://www.cachampionsforchange.net). For food stamp information, call 877-847-3663. Funded by the USDA Supplemental Nutrition Assistance Program, an equal opportunity provider and employer.

Para información nutricional, visite [www.campeonesdelcambio.net](http://www.campeonesdelcambio.net). Para información sobre los Cupones para Alimentos, llame al 877-847-3663. Financiado por el *Supplemental Nutrition Assistance Program* del Departamento de Agricultura de los Estados Unidos, un proveedor y empleador que ofrece oportunidades equitativas.

### **Shortest Version**

For food stamp information, call 877-847-3663. Funded by the USDA Supplemental Nutrition Assistance Program, an equal opportunity provider and employer.

Para información sobre los Cupones para Alimentos, llame al 877-847-3663. Financiado por el *Supplemental Nutrition Assistance Program* del Departamento de Agricultura de los Estados Unidos, un proveedor y empleador que ofrece oportunidades equitativas.

### **Press Releases**

The *Network for a Healthy California (Network)* is a public health effort working with hundreds of partners and organizations to empower low-income Californians to live healthier lives through good nutrition and physical activity. Funding is from the USDA Supplemental Nutrition Assistance Program (formerly the Food Stamp Program). For food stamp information, call 877-847-3663. For important nutrition information visit [www.cachampionsforchange.net](http://www.cachampionsforchange.net).

La *Red para una California Saludable (Red)* es un esfuerzo de salud pública que trabaja con cientos de afiliados y organizaciones para capacitar a los californianos de bajos ingresos para vivir más saludablemente por medio de una buena nutrición y actividad física. Financiado por el *Supplemental Nutrition Assistance Program* (antes conocido como el Programa de Cupones para Alimentos) del Departamento de Agricultura de los Estados Unidos. Para información sobre los Cupones para Alimentos, llame al 877-847-3663. Para información nutricional, visite [www.campeonesdelcambio.net](http://www.campeonesdelcambio.net).

**Research Articles Published in Journals**

This [report or study] was conducted through the California Department of Public Health, *Network for a Healthy California*, and [funded or partially funded] by the USDA Supplemental Nutrition Assistance Program (formerly the Food Stamp Program). These institutions are equal opportunity providers and employers.

Este [reporte o estudio] fue realizado a través de la *Red para una California Saludable* del Departamento de Salud Pública de California y [financiado o financiado en parte] por el *Supplemental Nutrition Assistance Program* (antes conocido como el Programa de Cupones para Alimentos) del Departamento de Agricultura de los Estados Unidos. Estas instituciones son proveedores y empleadores que ofrecen oportunidades equitativas.

**4. Core Nutrition Messages**

USDA Food and Nutrition Services has released a set of 16 core nutrition messages and supporting content (such as tips and recipes) in a new publication entitled, ***“Maximizing the Message: Helping Moms and Kids Make Healthier Food Choices.”*** In addition to conveying the messages and supporting content, this new resource provides background information, an overview of the developmental approach, lessons learned from 30 focus groups with low-income mothers and children, implementation approaches, and evaluation guidance. This new resource is located at: <http://www.fns.usda.gov/fns/corenutritionmessages/default.htm>.

If you have any questions on the above topics, please contact your PM.

Thank you all for your efforts to improve the health of low-income Californians!



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Enclosures