

<b>CALFRESH OUTREACH - FISCAL GUIDELINES MANUAL</b>
<b>100 Introduction &amp; Funding Structure</b>

**101. Background and Purpose of Manual**

The United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP), known in California as *CalFresh*, helps low-income people and families buy the food they need for good health. *CalFresh* is a program that works to reach out to eligible low-income people who are currently not participating in SNAP and share information about the nutrition benefits of SNAP to help them make an information participation decision. *CalFresh* is funded by the USDA and administered by the California Department of Public Health (CDPH) *Network for a Healthy California (Network)* and the California Department of Social Services (CDSS).

The purpose of this manual is to provide *Network CalFresh* contractors with fiscal and administrative information to assist them with the management of their contracts. This manual provides procedures and forms to be used in order to meet the requirements of *Network* funding.

**102. Network Staff Support**

The *Network* assigns a team consisting of a Contract Manager (CM) and Program Manager (PM) to each *Network* contract. The CM is part of a team that provides fiscal and program review, oversight, and management to the Contractor. The CM has primary authority over budgets, budget revisions, expenditure documentation, contract issues, invoice payments, subcontract agreements, equipment management, travel reimbursement, and review of the *Fiscal Section* of progress reports. Questions about the fiscal and administrative aspects of a *Network* contract should be directed to the assigned CM. Contractors should contact their PM if they have specific questions regarding any programmatic aspect of their *Network* contract.

**103. Fiscal Year**

The *CalFresh* program follows a federal fiscal year, which is October 1, 20XX – September 30, 20XX. The budgets reflect costs for this time period.

**104. Funding Source and Structure**

Funding for *CalFresh* comes from USDA to CDSS. CDSS enters into an interagency agreement with the CDPH to administer the program.

USDA reimburses non-federal funds used for *CalFresh* outreach activities dollar-for-dollar. California's entire state share is generated by local partners. A minimum of 10% of state share goes to Prime Contractors for statewide subcontractor coordination and administration; 50% goes to Subcontractors to enhance their efforts at the local level; approximately 40% is used by the *Network* to support local partners' activities and conduct and coordinate statewide activities.

At the local level, the subcontractor budget includes the 50% reimbursement and the original state share contributed. For example, if a subcontractor contributes \$100,000 of allowable state share, they will receive \$50,000 in federal reimbursement. Their *CalFresh* Outreach budget will be \$150,000.

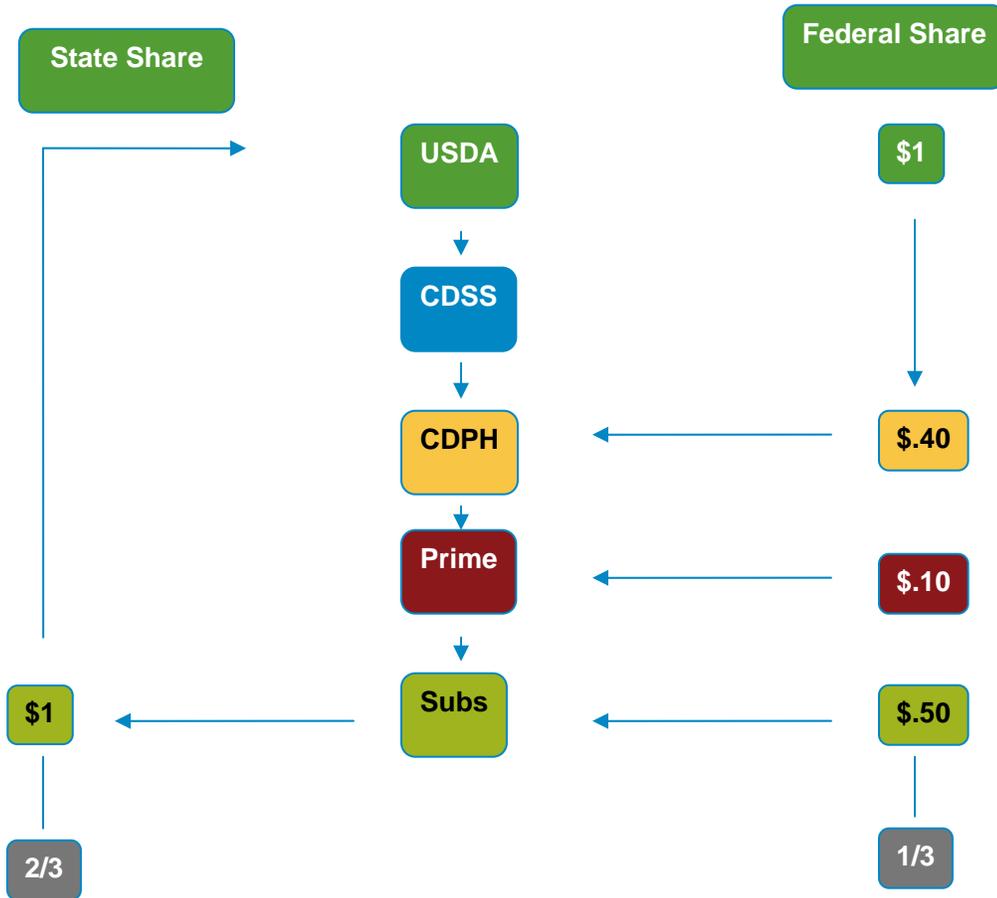
\$100,000 state share/local agency contribution (2/3)  
+ \$50,000 federal share/federal reimbursement (1/3)

\$150,000 total subcontractor *CalFresh* Outreach budget

It can also be described this way: 2/3 of a subcontractor's total FSO budget is state share and 1/3 of a subcontractor's total FSO budget is federal share.

Refer to section 105 on the next page for a schematic for a visual on how the funding flows from USDA to state and local agencies.

### 105. *CalFresh* Outreach Reimbursement Diagram



### 106. Allowable Sources of State Share

State Share contributions must be from non-federal public sources (i.e., state or local public funds) or private cash donations and cannot be used to match other federal programs during the term of the contract.