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

SUBJECT: PROGRAM LETTER (PL) #09-02
FOOD STAMP NUTRITION EDUCATION (FSNE)
TEACHERS' SALARIES

Current policy for the *Network* FSNE program requires states use actual teachers' salaries when calculating FSNE reimbursement for teachers involved in nutrition education. California was one of several states requesting the Food and Nutrition Service (FNS) allow the use of average teachers' salaries, in order to reduce the reporting burden for FSNE.

FNS will allow the use of average teacher salaries using the following parameters:

- Timesheets must be used to document actual hours worked for all staff working less than 100 percent of their time on FSNE.
- Average teachers' salaries must be calculated for each specific school district involved in FSNE, and cannot be averaged state-wide.
- The calculated average must only include the salaries of staff that actually provide FSNE activities. No other teacher or staff salaries can be incorporated into the average.
- A weighted average must be calculated to ensure it reflects all of the individual staff involved in FSNE rather than capturing only the upper and lower bounds of a range of teacher salaries.
 - Must capture each teacher's salary involved in FSNE.
 - Example: 100 teachers are paid \$10 an hour and two are paid \$20 an hour.
Average weighted salary = $[(100 \times \$10) + (2 \times \$20) / 102] = \$10.20$ average.
- Weighted averages must be updated annually.
- No other FSNE costs can be averaged, only the teachers' salaries.

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If your agency would like to request the use of average teachers' salaries methodology to reduce FSNE reporting burden, provide the following documentation to your assigned Contract Manager (CM):

- 1) List of all FSNE teachers in your school district
- 2) Corresponding rate of pay (dollars per hour) for each FSNE teacher
- 3) Weighted average calculation

Please do not use this methodology until written approval has been received from your assigned CM. Maintain a copy of your approval email for future reference during a program compliance review or audit.

If you have any questions, please contact your assigned CM.



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