



California
Department of
Health Services

SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



Governor

April 5, 2007

TO: PROGRAM DIRECTORS
*REGIONAL NUTRITION NETWORK FOR HEALTHY, ACTIVE FAMILIES
(RNN)*

SUBJECT: PROGRAM LETTER 07-03
NOTIFICATION OF UPDATES TO THE *RNN* PROGRAM GUIDELINES
MANUAL

This Program Letter 07-03 serves as notification of updates to the *RNN* Program Guidelines Manual. These changes have been documented on the enclosed federal fiscal year (FFY) 2007 Updates/Revisions Log which should be filed in your Program Guidelines Manual behind the Updates/Revisions Log tab, located in the front of your Manual.

A revision date is noted in the bottom right hand corner of the enclosed pages to help ensure that the correct pages are placed in the manual. Please remove the following sections from your manual and replace them with the enclosed sections, as described below:

Administrative Section, 100, Progress Reports

- Revised to include guidance for reporting progress on the implementation of the *Be Active! Worksite Program* (103); and

Administrative Section, 1100, Attribution/Acknowledgement Guidelines

- Revised to reflect an updated funding acknowledgement statement and to provide clarification on and additions to the United States Department of Agriculture (USDA) *Network Acknowledgement Reference Table* (1102 and 1103).

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As always, please ensure that you rely upon the most up-to-date version of the USDA Allowable and Unallowable Costs chart, available on our web site at <http://www.dhs.ca.gov/ps/cdic/cpns/network/FAP/Continuing.html>. Please be sure to print a copy of the chart and insert it in your Manual under the tab marked II. Administrative Section, 400. USDA Guidelines – Allowables/Unallowables.

Thank you for your attention to this request to update your *RNN* Program Guidelines Manual. If you have any questions, please contact your program manager.

A handwritten signature in black ink, reading "Susan B. Foerster", followed by a horizontal line extending to the right.

Susan B. Foerster, M.P.H., R.D., Chief
Cancer Prevention and Nutrition Section

Enclosures