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EDMUND G. BROWN JR.  
Governor

May 8, 2018

TO: SNAP-Ed PROJECT DIRECTORS  
Nutrition Education and Obesity Prevention Branch (NEOPB)

SUBJECT: PROGRAM LETTER PL 18-04  
UPDATED WORKSITE QUALIFICATION CRITERIA

This Program Letter serves as notification of an update to the worksite qualification criteria for the Nutrition Education Obesity Prevention Branch programs providing services in worksites implemented with funding from the United States Department of Agriculture's (USDA) Supplemental Nutrition Assistance Program-Education (SNAP-Ed).

Recognizing that a growing proportion of California cities and counties are implementing higher minimum wages in advance of the statewide mandate, the California Department of Social Services and California Department of Public Health (CDPH) NEOPB have worked in partnership with USDA SNAP-Ed to recalculate the qualifying wage for worksite interventions.

California has received approval for an alternate qualifying formula for the hourly wage, rather than a static dollar amount. This means that when new Federal Poverty Level and California SNAP household size data becomes available, CDPH NEOPB can recalculate the qualifying wage.

For Federal Fiscal Year 2018 and until further notice, the eligible worksite wage maximum is \$17.93 per hour effective immediately. A worksite qualifies for participation in programs providing services in worksites if 50 percent or more of its employees are paid an hourly wage less than or equal to \$17.93. As with current practices, the requirement for worksites to complete a form verifying the site's eligibility.

Worksites can still qualify if 50 percent or more of the total employee population at the worksite report that they have household members who participate in CalFresh or other means-tested programs that have similar income criteria to SNAP-Ed. This is done through an employee survey.



A minimum worksite size was established in order to maximize impact and reach. Historically, businesses needed a minimum of 25 full-time employees or a minimum of 35 full- and part-time employees to qualify for worksite services. However, we understand this can be a barrier especially in rural parts of the state, and we encourage you to contact your NEOPB assigned Project Officer directly if you have interest in services to smaller worksites.

For reference, the updated qualification form is attached.

Should you have any questions regarding this change, please contact Peter Muñoz [Peter.Munoz@cdph.ca.gov](mailto:Peter.Munoz@cdph.ca.gov) or your assigned Project Officer.

Sincerely,

A handwritten signature in black ink that reads "Caroline Kurtz". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Caroline Kurtz, PhD, Chief  
Nutrition Education and Obesity Prevention Branch

Attachment: Updated qualification form and survey for SNAP-Ed worksite services.



## Worksite Qualification Form

The Nutrition Education and Obesity Prevention Branch (NEOPB) worksite wellness activities are funded by the USDA SNAP-Ed Program, which helps to improve the health and well-being of qualified households and individuals by providing them with a means to meet their nutritional needs. As such, the USDA requires that we obtain the information below from all potential worksite partners. This information is used solely for the purpose of confirming that we are serving the intended audience.

Company name and location: \_\_\_\_\_

- 1) How many employees do you have at this location?  
Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ Total employees: \_\_\_\_\_
- 2) How many of those employees make at or below \$17.93 an hour? \_\_\_\_\_
- 3) What type of industry is your company? (e.g., manufacturing, hotel industry, food service, agricultural)  
\_\_\_\_\_

**\* By signing this form, I confirm that I am authorized to provide and verify the information provided above.** I understand that, upon the request of the SNAP-Ed funder, we may be asked to provide supporting documentation for the above information. Any salary information requested would exclude personally identifying information about employees and would remain confidential and used solely for the purpose of confirming that the SNAP-Ed services are appropriately targeted per the USDA's funding guidelines.

\_\_\_\_\_  
Name

Signature\*

\_\_\_\_\_  
Title

Date

**Thank you for your participation!**

For *SNAP-Ed* use only

% of employees making at or below \$17.93 an hour	
Does this site have the minimum # of employees needed to qualify?	

