



Program Guidelines Manual Update

The Nutrition Education and Obesity Prevention Branch (NEOPB) has made updates to the Program Guidelines Manual which is now available on the NEOPB website. The Program Guidelines Manual is now easier to access as it is conveniently located on the web page under the following link:

<http://cdphinternet/programs/NEOPB/Pages/NEOPBProgramGuidelinesManual.aspx> .

Some of the more important sections to reference are dealing with Integrated Site Changes, the Integrated Work Plan, Evaluations, Acronyms and Definitions, and a handy resource, the Western Regional Office (WRO) Targeting Methodologies.

The Program Guidelines Manual now provides guidance to local agencies on the following topics:

- Integrated Site Changes
- Integrated Work Plan
- SNAP-Ed Activity Guidelines
- Evaluation
- School Programs
- Campaigns, Programs and Resources
- Quarterly Progress Reports
- Technical Assistance, Trainings and Meetings
- Contractor/Grantee Information
- Appendix A: WRO Targeting Methodologies
- Appendix B: Acronyms and Definitions

Please use this update version for clarification. The content will continue to be updated on a regular basis.

Please contact your Project Officer for clarification regarding any of the above topics.

NEOPB Training Resources

Check out the [NEOPB Training Resources](#) webpage for the latest training-related information and calendar of scheduled [NEOPB events](#).

[NEOPB events](#)

[NEOPB Event Highlights for March and April](#)

Let's Get Fiscally Fit: FFY 2016 SNAP-Ed Fiscal and Administrative Training – March 3 & 10

CX³ GIS Neighborhood Mapping Workshop, Data Entry Training and On the Ground Survey Training – March 3 & 10

Smarter Lunchrooms Movement Principles & Practices Workshops - March 3, 7, 9 & 11

Are You Talking to Me? Health Literacy and Effective Communication in SNAP-Ed - March 15

Recruiting and Engaging Youth – March 16

A, B, Cs of Healthy Retail: Fundamentals for Designing a Healthy Retail Program – March 22

Sprouting Healthy Kids in Early Care and Education Settings – March 24

Tools for Building Successful School Wellness Strategies – March 25 & April 19

Make it Last! Creating Sustainable Retail Programs – March 29

The Middle Miles of Youth Engagement – March 30

SNAP - Ed and Physical Activity Integration: Moving Towards Sustainable PA - April 5 & 26

S.N.A.P. Crackle and Learner-Centered Education – April 27

Update to Desk Review Process under Development

The Contract Managers (CMs) began conducting desk reviews during Federal Fiscal Year (FFY) 15. Like any new process, NEOPB has determined areas that can be improved. Currently, supporting documentation is sent by the fiscal contact at the Local Agency to the CM either via email or standard mail. In an effort to protect secure and confidential information, save money on postage, and reduce impact on email systems, a website specifically for submission of desk review supporting documentation is under development and expected to launch in March.

Next Steps: Fiscal contacts at each Local Agency will be contacted by Reyna Tsukiji from NEOPB with instructions on how to access the desk review website.

For additional information, please contact your CM.

Success Story: Building the Momentum, Utilizing the CNAP to Increase EBT Access at Farmers' Markets

Placer County, one of the most agriculturally rich counties in California, boasts several farmers' markets. In 2013, the Placer County Nutrition Education and Obesity Prevention Program (NEOPP) staff identified that no Farmers' Markets in Placer County accepted Electronic Benefit Transfer (EBT) cards. So the most food insecure, low-income families in the county did not have access to local farm-fresh food. Over the course of two years, Placer County NEOPP collaborated with stakeholders and recruited key individuals to participate in the County Nutrition Action Plan (CNAP). Partners prioritized the implementation of the EBT card program at Farmers' Markets to improve services in remote communities of Placer County.

A needs assessment was conducted with Farmers' Markets staff to identify the need for additional administrative support and financial resources to effectively implement EBT cards. Farmers' Markets staff also expressed additional challenges which included their ability to handle the added workload, a loss in profits due to the drought, and not having enough assurance that the Supplemental Nutrition Assistance Program clients would use their benefits at the Farmers' Markets. The barriers were perceived to be insurmountable until the United States Department of Agriculture released a funding announcement for EBT card use at Farmers' Markets in the summer of 2015. Placer County took advantage of this new opportunity and county NEOPP staff convened partners from Nevada, Sacramento and Yolo counties to collaborate and apply for funding. The application was approved and years of relationship building with countless hours of formative work has resulted in this monumental systems change.

For more information, contact Marcella Gonsalves of Placer County at 916-556-3344.

