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

KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

EDMUND G. BROWN JR.
Governor

October 6, 2016

TO: PROJECT DIRECTORS

SUBJECT: PROGRAM LETTER 16-04

RE: NUTRITION EDUCATION AND OBESTITY PREVENTION BRANCH, FEDERAL FISCAL YEAR (FFY) 2017 SNAP-ED PLAN APPROVAL

This Program Letter informs Nutrition Education and Obesity Prevention Branch (NEOPB) Contractors that the FFY 17 SNAP-Ed Plan has been approved by the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), Western Regional Office (WRO). Thank you for your cooperation and timeliness in getting us the pieces needed to make this happen.

The federal fiscal year begins on October 1, 2016 and ends on September 30, 2017. Your Agency has an agreement in place and the SNAP-Ed services under this agreement should continue for FFY 2017. Likewise, your subcontract agreement(s) have been approved by USDA FNS WRO and should also continue their SNAP-Ed services in FFY 2017.

Please refer to the attached approval letter from USDA FNS WRO as well as the attached list which highlights the approved budget amounts for FFY 2017. Please note that your Agency may only invoice for the amount approved by USDA FNS WRO for FFY 2017. Your assigned Contract Manager (CM) will send your approved budget and invoice template to you via email. Should you need to make any adjustments to the approved budget, please refer to the fiscal and administrative guidelines manual, Section 300, for the budget adjustment request (BAR) process and work directly with your CM.

For your convenience, please also reference the important SNAP-Ed dates which contain the deadlines for submitting invoices and BARs throughout the FFY. If you have any questions, please do not hesitate to contact myself or your assigned CM.

Sincerely,

Melissa Relles, Chief
Contract Operations Section
Nutrition Education & Obesity Prevention

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