

Nutrition Education and Obesity Prevention Branch
SNAP-Ed Local Health Department Call/Webinar – Meeting Notes
December 10, 2015 2:00pm - 3:00pm

SNAP-Ed Program Advisory (SPA) Team Nominations - *Caroline Kurtz*

- The vision for the Supplemental Nutrition Assistance Program - Education (SNAP-Ed) Program Advisory (SPA) Team of the Nutrition Education and Obesity Prevention Branch (NEOPB) is a state and local health department collaboration that meets to most effectively inform planning and implementation of SNAP-Ed projects, and to strengthen the partnership between the NEOPB and the Local Health Departments (LHDs).
- In November, NEOPB accepted nominations for LHD SPA members for FFY 16 (LHD SPA Members serve the term of October 1 – September 30).
- Snapshot of LHD SPA Member Roles and Responsibilities:
 - Provide strategic advice on programmatic issues impacting the delivery of SNAP-Ed programs.
 - Participate in the scheduled monthly teleconferences.
 - Serve as a liaisons and conduits for information-sharing between NEOPB and LHDs.
 - Facilitate regular communication opportunities with LHD counterparts within their designated service area.
- **FFY 2016 SNAP-Ed Program Advisory (SPA) Team Members**
 1. **April Jurisich** - North Coast and Cascades (Butte, Colusa, Glenn, Humboldt, Lake, Mendocino, Shasta, Siskiyou, Tehama, and Trinity)
 2. **Jenny Wang** - San Francisco Bay Area (Alameda, Berkeley, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma)
 3. **Kyle Fliflet** - Delta and Gold Country (El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, Sutter, Yolo, and Yuba)
 4. **Niaomi Hrepich** - Central Coast (Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz)
 5. **Sara Bosse** - Central Valley (Fresno, Kern, Kings, Madera, Merced, and Tulare)
 6. **Steve Baldwin and Maridet Ibanez** - Greater Los Angeles (Long Beach, Los Angeles, Pasadena, Orange, and Ventura)
 7. **Gayle Hoxter** - Inland Desert (Imperial, San Bernardino, San Diego, and Riverside)
 8. **Zach Revene and Elizabeth Ramos** - Very Small and Rural (Alpine, Amador, Calaveras, Del Norte, Inyo, Lassen, Modoc, Mono, Plumas, and Tuolumne)
- FFY 2016 SNAP-Ed Program Advisory (SPA) contact list will be sent out to LHD Project Directors.

Question and Answer Session

1. LHD: Would NEOPB consider multiple reps from one area?
 - a. NEOPB: Yes, Additional LHD and CDPH-NEOPB SPA members may be added as

deemed necessary and appropriate.

FFY 2016 LIA SNAP-Ed Forum - *Jessie Gouck*

- Held at DoubleTree Hotel, Sacramento, CA
 - Cut-off date to book rooms is December 22, 2015
- 400 registrants so far
- Below are steps that have or will be taken in order to prepare the LHDs for the FFY 2016 SNAP-Ed Forum and multi-year SNAP-ED Planning
 - LHD PDM – November 2015
 - **UPDATE!** PowerPoint presentations are available on the PDM [Website](#)
 - [Pre Forum Webinars](#)
 - IWP Template Webinar – November 2015
 - Finalized template, instructions, and sample
 - IWP Template Q&A Webinar – December 2015
 - Resources: **UPDATE!** [FFY17-19 Work Plan Template, Instructions, and Sample](#)
 - Suggested Forum Preparation Steps
 - Convene the integrated work plan partnership in advance
 - Review IWP template
 - Discuss roles and responsibilities
 - Create internal timeline for work plan development
 - Discuss local objectives with regards to this work plan and how to choose activities that progress with time
 - Review SNAP-Ed Evaluation Framework
- [Forum Agenda discussed](#)
- [Continued Education Credits available](#), info will be on final agenda
- **UPDATE!** [FFY 2016 LIA SNAP-Ed Forum presentations and handouts](#)

Updates from Local Agency Support – *Susan Mattingly*

- Notification System and Process for SNAP-Ed eligible persons
 - All SNAP-Ed Programs are required to notify applicants, participants, and eligible individuals to the maximum extent possible, about the availability of SNAP-Ed activities in local communities. As an example, a local health department may inform potential SNAP-Ed participants through linkages and referrals with facilities and programs that serve the low-income population such as county offices, food banks, public housing, or public assistance offices, etc. by providing information on bulletin boards or through electronic media.
 - LHDs are responsible for the compliance of subcontractors on this topic
 - NEOPB was reminded of this requirement at the last management evaluation from Western Regional Office.
 - NEOPB is requesting all LHD's to share their methods of notification with the first quarter progress report which is due January 15, 2016.
 - The notification plan portion is being added to the revised progress report

form as check boxes and includes an "other" section to type in methods that are not described in check boxes.

- The notification section will be added to each quarterly progress report. The posting of the revised progress report is expected the end of December.

UPDATE! [Posted Quarterly Progress Report Template.](#)

- **Manufacturer Coupons**
 - In addition, NEOPB has updated the form that we call the Non-disparagement Certification form.
 - In the updated version NEOPB has added a portion for an agreement not to distribute manufacturers or cents off coupons.
 - This revised form will be sent out as a mass e-mail and is due back to the Project Officer by January 15, 2016, the same date as the due date for the 1st quarter progress report.
- **Civil Rights Training**
 - Annual requirement
 - All staff working with the SNAP-Ed program need to complete the training each federal fiscal year. This requirement includes local health department staff as well as subcontractors working in SNAP-Ed.
 - Local health departments are required to maintain the training certificates on file for their staff and subcontractors.
 - During site visits, Project Officer's will be verifying the training through a review of the training documentation on file. Also, if you are selected as a health department that will undergo a management evaluation from Western Regional Office, they might also want to review them.
 - [Civil Right Training](#) - LHD may also contact their respective POs for further guidance and assistance

Question and Answer Session

2. LHD: Do all LHD Staff listed on the budget have to take the Civil Rights training?
 - a. NEOPB: Local agencies are responsible for training their staff, including frontline staff and sub-grantees. All frontline staff who interact with program applicants or participants, and those who supervise frontline staff, must be provided civil rights training on an annual basis. If a LHD financial staff/analyst/accountant does not have direct contact with the SNAP-Ed population (public), they do not have to take the training.
3. LHD: Is the Civil Rights training translated into Spanish?
 - a. NEOPB: No, it is not available in Spanish.
4. LHD: Some of our subcontractors have in-kind or promotoras conducting nutrition education in the community; are they required to complete the Civil Rights training. Can we do a single training for all of them?

- a. NEOPB: All frontline staff who interact with program applicants or participants, and those who supervise frontline staff, must be provided civil rights training on an annual basis. The training is done online and can be completed at their convenience in a timely matter; training is self-paced.
- 5. LHD: Please clarify – LHDs need to notify eligible persons of SNAP-Ed services; our LHD works in schools and does education training in classrooms, smarter lunchrooms, and school gardens.
 - a. NEOPB: Yes, this notification requirement would apply to these types of services and venues as well, especially since the SNAP-Ed service engage the public and parents for participation.
- 6. LHD: With regards to notify eligible persons of SNAP-Ed services, would notification of services be appropriate on Facebook?
 - a. NEOPB: The use of social media for notification can be considered one source of a communication strategy, but should not be the only strategy used as some eligible participant may not have access or not use a social media. Please utilize and report back on a mix of strategies.
- 7. LHD: In order to fulfill the requirement to inform the target population of upcoming classes, would placing a flyer of the classes at the facility where the classes take place be sufficient?
 - a. NEOPB: The use of a flyer at the facility in which a class is taking place can be considered one source of notification, but should not be the only strategy used. Please utilize and report back on a mix of strategies.
- 8. LHD: When LHDs are posting the notification of classes and services, does it need to state that these are classes for CalFresh eligible or CalFresh participating individuals? Will a flyer or notification with the Champion for Change logo and attribution statement be sufficient?
 - a. NEOPB: A notification system and process is a priority for USDA/WRO and NEOPB. The intent of the notification system and process for SNAP-Ed eligible persons is to communicate to those individuals who are eligible of services, programs, and activities are available to them; the key activity is clear awareness. NEOPB will continue to communicate the strategies that are being implemented at the state and local levels to USDA/WRO in order to obtain feedback and further guidance, if needed.

FFY 2016 Management Evaluation (ME) and Tools - *Caroline Kurtz*

- Management Evaluation
 - Periodic assessment of accomplishments of program objectives and compliance of State agency and local program operations including compliance efficiency, effectiveness , and quality of services conducted by USDA/WRO (funder)

- Annual California SNAP-Ed ME
 - FFY 2016: Tentatively scheduled for March 2016, however CDPH has not received any formal notification from CDSS or USDA WRO.
- LHD Action - Review and become familiar with the [SNAP-Ed ME Tool/Checklist within the FFY 2016 SNAP-Ed Guidance](#) (ME Tool/Checklist begin on page 53)

Question and Answer Session

9. LHD: Does USDA/WRO come to LHDs for the ME?
 - a. NEOPB: Yes, USDA/WRO conducts the ME at both the state and local levels. LHDs are notified in advance and preparation activities need to take place.
10. LHD: Do you expect the same number of LHD MEs to occur this year as last?
 - a. NEOPB: The number and type of MEs (site visit versus desk review) for FFY 2016 has not been determined yet.

Smarter Lunchroom Funding Opportunity – Jackie Richardson

- [Smarter Lunchroom Funding Opportunity](#)
 - The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) awarded the Nutrition Services Division (NSD) the 2015 Team Nutrition (TN) Training Grant in the amount of \$344,998.
 - The TN Smarter Lunchrooms Movement (SLM) of California (CA) (TN SLM of CA) grant total for school food authorities is \$340,000 to support funding approximately 25 school food authorities (SFA) up to \$13,600 to implement the TN SLM strategies with nutrition education at two TN school sites.
 - **UPDATE! Deadline extended to Monday, March 7, 2016**
 - Grant period is from March 1, 2016 to June 30, 2017
 - Questions? smarterlunchrooms@cde.ca.gov

Question and Answer Session

11. LHD: If an LHD are working with a school that has undergone a Smarter Lunchroom Movement (SLM) grant, is an LHD allowed to apply for the SLM on their behalf or does the school need to apply directly?
 - a. NEOPB: Questions? smarterlunchrooms@cde.ca.gov
12. LHD: Regarding the SLM grant, is this an approved way to use of SNAP-Ed grantees' time? Does NEOPB allow LHDs to apply for the grant for a school?
 - a. NEOPB: Only school food authorities (SFA) can apply for a TN SLM of CA grant on behalf of its two eligible schools. In partnership with an identified SFA, LHD staff funded by SNAP-Ed may contribute to the grant application, if the grant proposal is intended to serve the SNAP-Ed eligible population and complement the identified community change goals of the SNAP-Ed

integrated work plan. SNAP-Ed time on such activity must be reasonable and necessary.

Upcoming - 2016 Schedule for All LHD Calls/Webinars

- NEOPB values the opportunity to connect with the SNAP-Ed Local Health Departments (LHDs) on a monthly basis through the regularly scheduled All LHD Calls/Webinars.
 - Below is the schedule for the upcoming monthly All LHD Calls/Webinar for January – December 2016:
 - **Thursday, January 21, 2016** from 2:00pm – 3:30pm (3rd Thursday of the month) *Please note: the date of January's call/webinar has been changed in recognition of the scheduled 2016 SNAP-Ed Local Implementing Agency Forum*
 - **February – December 2016:** calls/webinars will convene on the second Thursday of the month from 2:00pm – 3:30pm
- As the date of each All LHD Call/Webinar draws nearer, additional information will be provided.
- LHDs are always welcomed and encouraged to submit suggested agenda items for the monthly calls/webinars. Please submit your agenda items through your assigned Project Officer and/or Contract Manager.
- As a reminder, notes from the previous All LHD calls/webinars are available on the NEOPB [website](#)

General Question and Answer Session

13. LHD: When will the first quarter FFY16 progress report template be available?

- a. NEOPB: The template is being updated and will be posted by the end of December. **UPDATE!** [Posted Quarterly Progress Report Template](#). For FFY 16, the progress reports remain quarterly (4 times a year). Starting in FFY 17, the progress reports will be on a semi-annual and annual schedule (2 times a year). More to come.

14. LHD: Is direct education required in the FFY17-19 SNAP-Ed integrated workplan?

- a. NEOPB: Direct education is an important component of the SNAP-Ed work plan; it is one of the intervention categories LHDs will see noted specifically within the IWP template for FFY 17-19. LHDs are encouraged to utilize direct education along with the other intervention categories types to support the selected PSE strategies in order to help achieve local SNAP-Ed objectives.

Important Reminder: All final supplemental invoices that are due December 31, 2015. Carry-in amounts for the LHDs cannot be determined until all invoices are received.

Questions/comments regarding this document, please email neopb@cdph.ca.gov so it may be given to the appropriate person, or contact your Contract Manager or Project Officer.