

The California Department of Social Services (CDSS) participates in the United States Department of Agriculture (USDA), Supplemental Nutrition Assistance Program-Education (SNAP-Ed) in California. Under the leadership of CDSS, the California Department of Public Health (CDPH), Nutrition Education and Obesity Prevention Branch (NEOPB), Department of Aging, Department of Food and Agricultural, and the University of California, Davis, provide SNAP-Ed to throughout California low-income population.

### **100.1 Fiscal and Administrative Guidelines Manual**

This manual will allow local agencies to easily locate specific fiscal and administrative information and required documents to assist your Agency and partners to successfully adhere to the fiscal and administrative requirements of the USDA, SNAP-Ed program. Please keep a copy of the manual and have it available for Agency staff and subcontractors working on your NEOPB contract.

In conjunction with your contract, NEOPB Program Letters and emails are sent out periodically notifying your Agency of any changes to this manual, other NEOPB manuals, and/or policies. For your convenience, this manual and subsequent NEOPB Program Letters are posted on the NEOPB website at:  
<http://www.cdph.ca.gov/programs/neop/Pages/LHDInitiative.aspx>.

### **100.2 NEOPB Roles and Responsibilities**

As a NEOPB contractor, your Agency will be assigned a team of professionals, consisting of a Contract Manager (CM), a Project Officer (PO), and will have access to the Contract Compliance Monitoring Unit (CCMU) team to provide technical assistance throughout your contract term. The CM provides fiscal and administrative oversight and contract management; the PO provides programmatic oversight and technical assistance; and the CCMU team, partnering with your CM, conducts fiscal and administrative compliance reviews and provides fiscal technical assistance to your Agency and subcontractors.

### **100.3 Contractors Information Changes**

Contractors are required to submit a Contractor Information Form (CIF) (Appendix 1) to the CM at the beginning of each contract term through an annual application process. If any staff changes occur during the contract term, an updated GIF is required and should be sent to the [NEOPBfiscalrequest@cdph.ca.gov](mailto:NEOPBfiscalrequest@cdph.ca.gov) mailbox.