



FFY 2015 SNAP-Ed County Work Plan

Group Meeting – Minutes Summary

April 18, 2014 1:30–2:30 pm



Present or via phone: **CDSS:** Eva Coblentz, Adam Quintana, Katie Lewis, Afiya Boswell, Lin Van, Casey Powers; **CDFA:** Diana Paluszak, Natalie Greenberg; **CDA:** Andrea Bricker; **UC CalFresh:** David Ginsburg, Lindsay Hamasaki; **CDPH:** Caroline Kurtz, Michele Fast; **Catholic Charities:** Kenny Moeller

Timelines and Meeting Summaries:

- The [high level timeline](#) was released and is now posted on the FFY 15 Resources section of the website.
 - Meeting summaries have been posted on the [Resources page](#).
 - [April 4, 2014 Work Group Meeting Summary](#)
 - [April 11, 2014 Work Group Meeting Summary](#)

Budget Templates (Adam):

- Recap: UC CalFresh will be using their own budget template for FFY 15. Moving forward for FFY 16 and onward, CDSS may convene a budget template work group after the FFY 15 State Plan is submitted to develop one template that all state and local implementing agencies will use.
- Clarification of difference between NEOPB LHD budget template and LIA budget template: LHDs were directed to a budget template that is similar but slightly different to the one posted under the FFY 15 Resources page of the CDPH website. The difference lies in formula driven cells specifically for LHD grantees.

Updates from 4/4/14 and 4/11/14 meetings:

- **Topic 1 – CDFA Contract:** CDFA's funding for FFY 2015 is under review at CDSS.
- **Topic 2 – CDA – Planning and Service Areas (PSA):**
 - PSA 3 will be providing services in PSA 2. An MOU is currently being developed.
 - LIAs in PSA 13 (San Benito/Santa Cruz) and PSA 17 (San Luis Obispo and Santa Barbara) counties are advised to move forward without Department of Aging.

- **Topic 3 – FAQs:**
 - **FAQ #1 (February Forum questions):** Forum questions and answers will be posted on the [forum website](#) shortly.
 - **FAQ #2 (April 1 County Work Plan Coordinators Call):** Questions and answers from this meeting may be found on the [UC CalFresh website](#).
 - **FAQ- general:** as questions arise through this work plan development process, responses will be added to the above document (FAQ #2).
- **Topic 4 – County Work Plan Coordinators Call/TA calls:**
 - Each SIA will be holding their own TA calls with LIAs.
 - UC CalFresh hosted a TA call on April 28 that was open to all agencies receiving SNAP-Ed funding. The recording of the webinar will be posted online shortly.

Integrated Work Plan and Budget issues raised summary:

- **Topic 1 – Sites:** LIAs should only include sites that will realistically receive services. Including all possible sites in the work plan does not meet the intent of creating an integrated work plan nor does it truly demonstrate how needs were being met. There may be sites that are jointly worked at by multiple LIAs, as long as each LIA is implementing a different intervention category, e.g. direct education, PSE, etc. Counties are encouraged to assess the communities unmet needs and check with other community partners as to who is providing services and include appropriate sites in the integrated work plan.
- **Topic 2 – Confidentiality:** Home addresses should not be captured. Please only use census track information.
- **Topic 3 – County Profiles:** County Profiles should be used as a guide for LIAs to assess the community’s needs and inform the type and extent of SNAP-Ed services the LIAs can provide to address a need or gap. There may be other data sources that are utilized to ascertain the needs of the same local jurisdiction.