



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

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



EDMUND G. BROWN JR.
Governor

December 1, 2015

TO: ALL NUTRITION EDUCATION AND OBESITY PREVENTION PROJECT
COORDINATORS

SUBJECT: PROGRAM LETTER (PL) 16-02
TRANSLATION REQUIREMENTS/SERVICES AND OPTIONS FOR
BUDGET SOLUTION

The California Department of Public Health's (CDPH) Nutrition Education and Obesity Prevention Branch (NEOPB) is sending this PL 16-02 in response to recent Local Health Department (LHD) requests for additional translation resources, acquiring certified translation services, certified translators and allocation of funds.

Each LHD is responsible for providing translation services and interventions for the targeted populations in their respective counties. Beginning with Federal Fiscal Year (FFY) 2017, and thereafter, each LHD is required to budget for their translation services and interventions. This includes translation services, equipment, materials and supplies (i.e., printers, ink and paper) in order to print/download materials for use from the United States Department of Agriculture (USDA), NEOPB and Women, Infants and Children resource libraries.

For FFY 2016, NEOPB will have limited translation funds available and this PL provides guidance to LHDs regarding how to acquire certified translation services. In order to seek translation services, LHDs must first work within their individual Grant Agreement (GA) budgets to determine whether funding is available through the Budget Adjustment Request (BAR) process to incorporate a new line item. If the LHD seeks to reallocate its funds to pay for translations, then this request must be submitted to the assigned NEOPB Project Officer (PO) and Contract Manager (CM) for prior approval. NEOPB's POs and CMs will have final approval of a BAR.

If your GA budgets cannot reallocate translation services through a BAR, NEOPB will determine by priority whether your translation project could be used at the State level. NEOPB will translate and prioritize materials for translation services on a case-by-case basis to reach diverse populations that are speaking a variety of languages (monolingual) in your counties, and under the ten (10) percent "Threshold Languages," as identified below.



December 1, 2015

NEOPB has developed the current "Threshold Languages" for the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and its state-developed materials will be translated into the following languages:

- English,
- Spanish,
- Chinese/Cantonese, and
- Vietnamese

LHD jurisdictions that do not have the established Threshold Languages and are less than 10 percent of their population will pay for translation services out of their budgets. *(Based on CDPH's Office of Health Equity Status Update)*

LHDs can refer to PL 15-02 dated March 27, 2015, entitled Guidelines and Recommendations for Supplemental Nutrition Assistance Program Education (SNAP-Ed) Nutrition Education Materials regarding the Guidelines for Developing SNAP-Ed Materials. This PL states, "USDA requests that materials for SNAP-Ed interventions created with SNAP-Ed funds be developed at the State level and not be local projects to ensure compliance with evidence-based pilot testing requirements in the SNAP-Ed Guidance. Therefore, NEOPB will not approve any curriculum or lessons developed by LHDs or other local projects." Exceptions to this PL are those materials and/or resources developed and approved by NEOPB prior to FFY 2016. Please verify with your PO prior to submitting a request for an exception.

LHDs that do not have certified translators on staff or contracts for these services are encouraged to apply for a Customer Account Number (CAN) with the state Department of General Services (DGS), Office of State Publishing (OSP) to meet their translation needs.

To obtain a CAN application form, visit: <http://www.documents.dgs.ca.gov/ofs/Afs94a.pdf>. In most cases, a CAN is provided within two weeks of application submission. Once the CAN is assigned by DGS/OSP, then LHDs can contract directly for certified translation service from OSP.

Please retain a copy of this PL 16-02 in your grant files to use as a reference. Should you have any questions or concerns regarding the topics discussed above, please contact your assigned PO.

Sincerely,



Rosanne Stephenson, Assistant Branch Chief
Media and Communications
Nutrition Education and Obesity Prevention Branch