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October 27, 2008

TO: PROJECT COORDINATORS
NETWORK FOR A HEALTHY CALIFORNIA (NETWORK)

SUBJECT: PROGRAM LETTER (PL) #08-06
UPDATES: LOCAL INCENTIVE AWARD (LIA) PROGRAM GUIDELINES
MANUAL, FEDERAL FISCAL YEAR (FFY) 2009

This PL #08-06 contains updated procedures for submitting changes in intervention sites and nutrition education material use in your contracts. These changes are based on changes or clarifications from United States Department of Agriculture (USDA) and are effective October 1, 2008.

Section 202 of the LIA Guidelines Manual, Program Planning and Resource Section, "Procedure for Submitting Intervention Site Changes" has been changed to read (new information is highlighted):

202 Procedure for Submitting Intervention Site Changes

All contractors targeting Food Stamp Nutrition Education (FSNE) eligibles at 185 percent of federal poverty level and receiving FSNE funding must submit targeting data for each intervention site on their Project Summary (PS) Form 6B, which is Funding Application Packet (FAP) form that is updated or renewed annually (Exception: Contractors working under the location-specific proxy criteria which includes Women, Infants, and Children clinics, food banks, food pantries, soup kitchens, public housing, and Food Stamp Program/Temporary Assistance for Needy Families job readiness programs). If contractors sites are added or locations changed from the original FAP submissions, contractors are required to request approval from their Program Manager (PM) and provide income targeting data for the new sites prior to conducting activities at those intervention sites. **As USDA will also be approving these sites, one to two months advance notice is recommended.** Any sites or locations for which required targeting data and data sources are not submitted in the annual USDA Plan or in subsequent plan amendments, **and approved by the assigned PM,** may be ineligible to receive FSNE services and in future reviews would result in a disallowance of funding for the

contractor. The process for contractors submitting changes in intervention sites is as follows:

- Contact PM when requesting changes in intervention sites prior to starting at the new sites.
- Obtain appropriate income targeting information and add to the existing approved PS (Form 6A and/or 6B as appropriate), including revisions regarding demographics, narrative, etc.
- Submit a revised PS with the new date of submission to their PM.
- The PM will notify the contractor in writing of approval of new intervention sites.
- New intervention sites will be submitted to USDA for approval on a monthly basis.
- Contact PM if the Scope of Work (SOW) needs to be revised because of changes in intervention sites.

Section 203 of the LIA Guidelines Manual, Program Planning and Resource Section, "Procedure for Submitting Newly Developed Materials Changes" has been changed to read (new information is highlighted):

203 Procedure for Submitting Newly Developed Materials Changes

Contractors are required to list all materials they would like to develop on their PS Form 6B, which is a FAP form that is updated or renewed annually. Effective FFY 2009, if contractors decide to develop materials not listed on their approved PS Form 6B, they will be required to submit an updated form to their PM prior to developing the material. The updated form will be submitted to the USDA for approval on a monthly basis. The contractor will be notified by their PM on whether or not it was approved. If the revised form is approved, the contractor may then develop and submit the material to their PM for approval. If materials are developed without prior approval and do not comply with the *Network* guidelines outlined in Section 402C, the cost of development, production and printing of such materials may not be paid for by the *Network*. The process for contractors submitting changes in newly developed materials is as follows:

- Contact PM requesting approval for development.
- Add the newly developed materials to the existing approved PS, along with any other information (e.g., educational messages/topics, narrative).
- Submit a revised PS including the new date of submission to their PM. The PM will submit the revised PS Form 6B (and 6A if appropriate) to the USDA for approval.
- The PM will notify the contractor in writing of approval of the proposed newly developed material. Once contractors receive approval they can then begin developing the new material. Guidelines for developing new materials are available in Section 402C.
- Contractors must contact their PM if the SOW needs to be revised because of changes in developing new materials.

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- Contractor submits newly developed material to their PM for approval along with an Educational/Promotional Materials Review Form, which is available in the Appendix.

For any questions regarding these revised procedures, please contact your assigned PM.

Thank you for your continued partnership and support to improve the health and well-being of communities throughout the state.



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