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California Department of Public Health



ARNOLD SCHWARZENEGGER
Governor

April 26, 2010

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

SUBJECT: PROGRAM LETTER 10-04
INTERVENTION SITE CHANGES TO *NETWORK* PROJECTS

This letter is to notify you of the policy and procedures for making intervention site changes to *Network for a Healthy California (Network)* projects. All intervention sites added after state plan approval must receive prior approval from the *Network* through your assigned Program Manager (PM) and United States Department of Agriculture (USDA) Western Regional Office (WRO); and all intervention sites deleted after state plan approval must be communicated to your assigned PM. A similar procedure will also be followed by the University of California - Food Stamp Nutrition Education Program (UC-FSNEP). WRO has expressed concerns regarding the potential duplication of nutrition education efforts delivered by the *Network* and UC-FSNEP in the same intervention sites. Statewide Supplemental Nutrition Assistance Program Education (SNAP-Ed) funding levels cannot currently ensure all SNAP-Ed eligible populations are served. Priority therefore should be given to adding sites that are not currently receiving any SNAP-Ed program delivery.

Delivery of SNAP Ed at locations currently shared by the *Network* and UC-FSNEP:

USDA WRO has approved approximately 290 sites where nutrition education is delivered by both UC-FSNEP and the *Network*. At present, both programs have ensured WRO that these shared intervention sites have been carefully coordinated by both programs to ensure optimal education for the target audience. Both programs have committed to working together in these select cases to build thoughtful interventions that leverage each program's strengths and provide complimentary nutrition messaging for the target audience. Ideally, well coordinated programs will work through different channels to complement each other and positively increase behavior change in the target audience. It is required that all nutrition education partners (UC-FSNEP/*Network*) communicate, collaborate and coordinate services at these shared sites to avoid duplication of state share reporting, nutrition education messaging or delivery strategies. If appropriate coordination occurs and duplication is avoided, the *Network* and UC-FSNEP can continue to share intervention sites.

Examples of “coordinated programming” may include (*but are not limited to*):

- *Complimentary programming*: One nutrition education partner (e.g., *Network*) providing taste testing or messaging in the cafeteria to heighten and round out classroom instruction delivered by the other nutrition education partner (e.g., UC-FSNEP).
- *“Focused, grade based delivery”*: *Network* projects and UC-FSNEP can focus on grade based delivery to more comprehensively provide services to the site. One program could deliver to 4th through 6th graders while the other program delivers to Kindergarten through 3rd. It is important to demonstrate there is no duplication in state share reporting, program delivery or in the use of the same materials and resources. It is encouraged to continue to collaborate with UC-FSNEP and other *Network* partners and coordinate services at local sites to avoid duplication at sites currently served by both programs.

Adding new sites for SNAP-Ed: It is important for both programs to respond to any needs assessment findings they may have and look for ways to provide nutrition education in un-served, previously untargeted locations to best meet the needs of the community. New sites being added to your SNAP-Ed plan should not have current programs from either the *Network* or UC-FSNEP. It is important to contact other *Network* programs or the County UC-FSNEP offices to learn more about how and where they are delivering programs and to verify there are not any SNAP-Ed programs being delivered at the proposed location.

All new intervention sites shall not duplicate SNAP-Ed activities currently provided through other *Network* or UC-FSNEP projects. *Network* projects are prohibited from adding sites that are already existing *Network* intervention sites (i.e., Local Incentive Awardee (LIA), *Power Play! Campaign*, Local Food and Nutrition Education, etc.).

Adding sites where current SNAP-Ed is being delivered: If it is not possible to avoid targeting and requesting an overlapped intervention site; a justification must be provided that shows distinct differences in the two interventions planned by both programs. Examples of differences include having interventions in different channels such as grade levels, preschool, after school or parent education at the same site. Coordination among both programs at the site level is required so that the target audience receives complimentary and coordinated services which include direct education combined with social marketing approaches. It will be important and required to verify both programs are not collecting state share from the same teachers on the same dates as it is highly unlikely the teacher will be delivering separate and distinct efforts. The same teacher should not submit state share to both programs. If you have questions or have worked

out local arrangements on coordination, please check in with your PM and UC-FSNEP state office to be sure this can be justified.

Deleting sites for SNAP-Ed: It may be necessary to remove an intervention site from your SNAP-Ed plan. Deleting intervention sites require that you notify your PM. Although these changes do not require approval, it will help keep the *Network*, UC-FSNEP, and USDA WRO apprised of sites that are being served or un-served.

Process for requesting new sites to be added and sites to be deleted: Intervention site additions and deletions can be submitted to your assigned PM one time per quarter of each fiscal year. All *Network* contractors must follow this procedure when adding a new intervention site or deleting an intervention site:

1. Complete the attached Site Change Spreadsheet. The spreadsheet provides tabs at the bottom that identify the three different forms: schools, community, and proxy sites. Select the form that applies to the type of site change you are requesting. In June 2010, the spreadsheet will be available on the *Network* website in the LIA Guidelines Manual located here:
www.cdph.ca.gov/programs/cpns/Pages/LIAProgramGuidelinesManualAppendix.aspx.
 - When adding or deleting school sites: Check the column for either adding or deleting the site. For all sites, provide the school district name, county/district/school (CDS) code, and the school site name. For new sites: list the percent free lunch, percent reduced price lunch, and total free and reduced meal percentage; indicate the Scope of Work (SOW) goal, objective and activities related to the change; describe services provided; and describe impact on budget, if any. For new sites, if there is an overlap with UC-FSNEP then describe the differences in the interventions. Here is the link to view the school lists which are current intervention sites at UC-FSNEP and *Network*:
<http://fsnep.ucdavis.edu/partner-resources>.
 - When adding or deleting community sites: Check the column for either adding or deleting the site. For all sites, provide county name, site name, address, type of setting, and census tract. For new sites: list ethnicities served; list the percentage of population at or below 185 percent of the FPL; indicate the SOW goal, objective and activities related to the change; describe services provided; and describe impact on budget, if any.
 - When adding or deleting a proxy site: Check the column for either adding or deleting the site. For all sites provide site name, address, and type of setting. For new sites: indicate the SOW goal, objective and activities related to the change; describe services provided; and describe impact on budget, if any.

2. Send the completed spreadsheet electronically to your PM. For newly added sites, the request will be reviewed by your PM and then forwarded to USDA WRO for approval on a quarterly basis. *Network* project interventions cannot begin until approval is received from USDA WRO and your PM has notified you in writing. The written approval should be kept on file in case of audit. Your PM will send you an electronic copy of your revised Project Summary/Synopsis form.

For deleted sites, the request will be reviewed by your PM and then used to maintain current lists of intervention sites (e.g., school list mentioned above) that are shared with the USDA. Once your PM has received your request, he/she will send you an electronic copy of your revised Project Summary/Synopsis form.

3. After approval is received for new sites, any SOW revisions or amendments that are needed can be completed and should be submitted to your PM for approval. If a deletion of a site requires any SOW revisions or amendments, these should also be submitted to your PM for approval.

Sincerely,

A handwritten signature in blue ink that reads "Kathleen Acree". The signature is written in a cursive, flowing style.

Kathleen H. Acree, MD, JD, MPH, Chief
Cancer Control Branch