

Arizona Nutrition Network Policies and Procedures Made Simple



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Introduction:	Page
Arizona Nutrition Network Fact Sheet	1
SNAP-Ed Goal and Focus	2
Key Behavioral Outcomes	3
Guiding Principles	4
Chapter One: General Program Administration	Page
Overview	5
Contractors and Subcontractors	6
Program Site Visits	8
Staffing	9
Time Documentation	11
Coordination and Collaboration Requirements	13
Memorandum(s) of Agreements	14
Trainings and Meetings	15
Qualifying Sites and Exclusivity Waivers	16
Civil Rights Compliance	18
Chapter Two: Nutrition Education and Obesity Prevention	Page
Overview	19
Program Approach	20
Nutrition and Obesity Prevention Education Lessons and Activities Development	23
Physical Activity Education and Promotion	26
Nutrition and Obesity Prevention Education Curriculum Guidance	28
Submitting Curricula & Resources to the SNAP-Ed Connection Resource Finder	30
Food Demonstrations	33
Recipe Nutrient Standards	34
Recipe Format	36
Chapter Three: Social Marketing	Page
Overview	41
Message and Material Development	42
Disparaging Messages	46
Use of AzNN Logos and Names	47
Ordering Materials	48
Release of Photographs and Videos	49
Media Opportunities	50

Chapter Four: Contracts and Financial Management	Page
Overview	51
Financial Responsibilities of Contractors	52
Contract Timeline	53
Amendments to Contracts	54
Financial Reporting	56
Program Reporting	61
Allowable and Unallowable Costs	70
Financial Reviews and Audits	77
Equipment Inventory	78

Appendices

Appendix A: AzNN Consultant (AzNN Consultant) Site Visit Tool
Appendix B: Lesson Observation Review Tool
Appendix C: Labor Activity Report
Appendix D: Sample MOU/MOA
Appendix E: Social Ecological Model
Appendix F: AzNN Lesson Plan Form
Appendix G: AzNN Recipe Evaluation and Nutrient Criteria Check Sheet
Appendix H: AzNN Logo Options
Appendix I: Sample Photo/Video Release Form
Appendix J: Allowable/Unallowable Costs Table
Appendix K: AzNN Site Qualifying Data Instructions
Appendix L: Sample Certification of Duty Performance

Arizona Nutrition Network Fact Sheet

Goal:

To influence healthy eating and active living in a positive way that promotes health and reduces disease among all people living in Arizona.

Program Components:

The Arizona Nutrition Network (AzNN) is a public and private Partnership led by the Arizona Department of Health Services (ADHS) Bureau of Nutrition and Physical Activity. Through an interagency agreement with the Arizona Department of Economic Security (DES), Family Assistance Administration, the AzNN provides nutrition education and obesity prevention activities and interventions to Supplemental Nutrition Assistance Program (SNAP-formerly the Food Stamp Program) recipients and those eligible.

Funding Source:

From 1998 - 2012, the Arizona Nutrition Network had been funded with State and Food Stamp Administration dollars through matching federal financial participation from the United States Department of Agriculture (USDA). The Arizona Nutrition Network in turn administered a funding opportunity for local agencies to contribute matching funds to the Arizona Nutrition Network that qualifies those agencies for additional dollars to expand and enhance their existing nutrition education programs. This was called the Local Incentive Award (LIA) Program. Beginning in federal fiscal year 2013, the funding structure of the AzNN changed with the passage of the Healthy Hunger Free Kids Act. The required match went away and the program became a Nutrition Education and Obesity Prevention (NEOP) grant program. This change also brought a finite funding cap to the program. The AzNN program is available to qualified agencies to support nutrition education and obesity prevention activities among low-income populations.

Target Audience:

The program is targeted at SNAP recipients and eligible persons.

Service Areas:

The AzNN is a statewide collaboration. Contractors/Grantees/Partners come from across the state and represent a wide range of organizations including, but not limited to, county health departments, **Cooperative Extensions**, tribal governments and organizations, and school districts. AzNN social marketing campaigns are targeted statewide. Community education efforts are implemented throughout the state.

For Additional Information Contact:

Arizona Nutrition Network
150 North 18th Avenue, Suite 310
Phoenix, Arizona 85007
(602) 542-1886
FAX: (602) 542-1890

Supplemental Nutrition Assistance Program Education (SNAP-Ed) Goal and Focus

As outlined in the Supplemental Nutrition Assistance Program Education Guidance from the USDA the SNAP-Ed goal is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and U.S. Department of Agriculture (USDA) food guidance.

The focus of SNAP-Ed is:

- Health promotion to help the SNAP-Ed target audience establish healthy eating habits and a physically active lifestyle; and,
- Primary prevention of diseases to help the SNAP eligible population that have risk factors for diet-related chronic disease prevent or postpone the onset of disease by establishing healthier eating habits and being more physically active.

The SNAP-Ed plan includes behaviorally focused, evidence-based nutrition education and obesity prevention interventions, projects, or social marketing campaigns that are consistent with the mission, goal and focus of SNAP-Ed.

The Dietary Guidelines for Americans are the foundation of nutrition education in all USDA Food and Nutrition Services (FNS) nutrition assistance programs. SNAP-Ed activities must promote healthy food choices based on the most recent Dietary Guidelines for Americans. Therefore, messages delivered through SNAP-Ed should continue to be consistent with the Dietary Guidelines and the associated USDA Food Guidance System, MyPlate. For complete information on the Dietary Guidelines and MyPlate, refer to the USDA Center for Nutrition Policy and Promotion's website.

As SNAP-Ed nutrition education and obesity prevention activities and interventions are grounded in the Dietary Guidelines for Americans, project messaging and activities may be based on any or all of the Dietary Guidelines for Americans recommendations or messages, including promoting foods and nutrients to increase as well as foods and food components to reduce. FNS has determined that SNAP-Ed funds may not be used to convey negative written, visual, or verbal expressions about any specific brand of food, beverage, or commodity. Such messaging about specific brands are not acceptable parts of SNAP-Ed.

AzNN Key Behavioral Outcomes

The focus of Arizona Nutrition Network (AzNN) program efforts is on the following behavioral outcomes for SNAP-Ed participants in order to magnify the impact of SNAP-Ed:

- Make half your plate fruits and vegetables, at least half your grains whole grains, and switch to fat-free or low-fat milk and milk products;
- Increase physical activity and reduce time spent in sedentary behaviors as part of a healthy lifestyle; and,
- Maintain appropriate calorie balance during each stage of life --- childhood, adolescence, adulthood, pregnancy and breastfeeding, and older age.

SNAP nutrition education and obesity prevention services are any combination of educational strategies, accompanied by environmental supports, designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP participants and low-income individuals eligible to participate in SNAP and other Federal assistance programs. Nutrition education and obesity prevention services are delivered through multiple venues and involves activities at the individual, community, and appropriate policy levels. Acceptable policy level interventions are activities that encourage healthier choices based on the current Dietary Guidelines for Americans.

AzNN activities must be evidence-based; additionally, the types of activities should be those that have the greatest impact on behavior change and show promise in demonstrating the effectiveness of a wide range of approaches. An evidence-based approach for nutrition education and obesity prevention is defined as the integration of the best research evidence with the best available practice-based evidence. The best research evidence refers to relevant rigorous nutrition and public health nutrition research including systematically reviewed scientific evidence. Practice-based evidence refers to case studies, pilot studies, and evidence from the field on nutrition education interventions that demonstrate obesity prevention potential.

Evidence may be related to obesity prevention target areas, intervention strategies, and/or specific interventions. The target areas are identified in the current Dietary Guidelines for Americans. Intervention strategies are broad approaches to intervening on specific target areas. Interventions are a specific set of evidence-based, behaviorally-focused activities and/or actions to promote healthy eating and active lifestyles. Evidence-based allowable use of funds for SNAP-Ed include conducting and evaluating intervention programs, and implementing and measuring policy, systems and environmental; changes in accordance with SNAP Guidance.

SNAP-Ed Guiding Principles

In 2007, USDA developed Guiding Principles that characterize its vision of quality nutrition education and address the nutrition concerns and food budget constraints faced by those eligible for SNAP. These Guiding Principles are the basis for SNAP-Ed activities in conjunction with the SNAP-Ed goal and behavioral outcomes for the Arizona Nutrition Network.

The six SNAP-Ed Guiding Principles are as follows:

The SNAP-Ed Program:

1. Is intended to serve SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested Federal assistance programs.
 2. Includes nutrition education and obesity prevention services consisting of any combination of educational strategies, accompanied by environmental supports, designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP participants and low-income individuals eligible to participate in SNAP and other means-tested Federal assistance programs. Nutrition education and obesity prevention services are delivered through multiple venues and involve activities at the individual, community, and appropriate policy levels. Acceptable policy level interventions are activities that encourage healthier choices based on the current *Dietary Guidelines for Americans*.
 3. Has the greatest potential impact on the nutrition-related behaviors of the overall SNAP low-income population when it targets low-income households with SNAP-Ed eligible women and children.
 4. Uses evidence-based, behaviorally focused interventions and can maximize its national impact by concentrating on a small set of key local outcomes and/or environmental or policy-level interventions.
 5. Can maximize its reach when coordination and collaboration takes place among a variety of stakeholders at the local, State, regional and national levels through publicly or privately-funded nutrition intervention, health promotion, or obesity prevention strategies.
 6. Is enhanced when the specific roles and responsibilities of local, State, regional and national SNAP agencies and nutrition education providers are defined and put into practice.
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Chapter 1 Overview This chapter covers general program administration for Arizona Nutrition Network local Contractors. This chapter is divided into nine (9) sections:

- I. Contractors and Subcontractors
- II. Program Site Visits
- III. Staffing
- IV. Time Documentation
- V. Coordination and Collaboration Requirements
- VI. Memorandum(s) of Agreements
- VII. Trainings and Meetings
- VIII. Qualifying Sites and Exclusivity Waivers
- IX. Civil Rights Compliance

Section I Contractors and Subcontractors

Policy

As formal contractors with the Arizona Nutrition Network (AzNN or Network), each contractor is responsible for implementing their approved nutrition education and obesity prevention work plan, utilizing Network materials and messages, and attending and participating in Network meetings and trainings.

The state Supplemental Nutrition Assistance Program (SNAP) agency is accountable for the content of the state (SNAP-Education) SNAP-Ed Plan and provides oversight of any local sub-grantees.

- All Contractors and subcontractors program activities must ensure compliance with all applicable Federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) regulations governing cost issues.
- All Contractors must ensure the reporting and fiscal information provided to the State Agency is accurate. This includes the information the Contractor receives from its subcontractors.
- Each participating State Agency must meet U.S. Department of Agriculture - Food and Nutrition Service (USDA-FNS) fiscal record keeping and reporting requirements.
- All Contractors must ensure the information they gather from their subcontractors and share with AzNN is valid.

AzNN Contractors must ensure that any subcontracts providing nutrition education using AzNN funds must adhere to the contract terms and conditions found in RFGA #ADHS-1365. In addition, Contractors must ensure that all subcontractors follow all policies and procedures listed in the AzNN **Policies and Procedures** Manual.

Procedures

Contractors must become familiar with the AzNN **Policies and Procedures** Manual, as the manual outlines AzNN nutrition education and obesity prevention program practices and standards.

Contractors are responsible for providing orientation to new staff on program responsibilities, regulations and requirements. Contractors may request in-service for staff from **an AzNN Consultant (AzNN Consultant)**.

Contractors are required to submit financial and data reports on a monthly basis and narrative reports quarterly. AzNN Contractors are responsible for verifying the accuracy of subcontractor data before it is submitted to ADHS. Subcontractor data must be compiled and included in Contractor reports. Contractors must collect Contractor Expenditure Reports (CER) and Staff Time Allocation Forms from subcontractors in a timely manner in order to submit reports to the Arizona Department of Health Services (ADHS) by the 30th of each month following the

reporting period. All subcontractor financial reporting must be included in the Contractor's CER that is submitted to AzNN. Any revised subcontractor CER's must be reflected in the Contractor CER's submitted to ADHS. Contractor must ensure subcontractors have records to support billing including but not limited to time documentation as stated in Chapter Four (4), Contracts and Finance Management. These records should be reviewed annually at a minimum.

Data: AzNN Contractors must collect Education and Administrative Report System (EARS) data from subcontractors in a timely manner in order to add it to the Contractor's monthly report that is submitted to ADHS no later than the 30th of each month following the reporting period.

Section II Program Site Visits

Policy

AzNN will perform formal site visits to subcontractors at least one (1) time a year and with greater frequency if deemed necessary. The purpose of the visits is to strengthen partnerships, gain a better understanding of the programs, observe the quality of nutrition education activities, observe areas of improvement and/or expansion, provide technical assistance, and to obtain feedback. Additionally, Contractors are expected to perform site visits with subcontractors at least one (1) time a year. During an AzNN Consultant formal site visit, the AzNN Consultant may request to visit a subcontractors' site and the Contractor will be asked to facilitate this visit.

Procedures

Site visits will be scheduled in advance between Arizona Nutrition Network state staff and local Contractors. Contractors will be asked to submit possible dates for the site visits so that a nutrition education activity can be observed during the visit, or management and operations reviews and interviews can be conducted. Activities may include review of Management Systems and/or a SNAP-Ed / AzNN activity.

In addition to observing a SNAP-Ed activity, the AzNN Consultant may discuss other areas pertaining to the Local Agency, such as staffing or audits. Suggestions for enhancements or improvements may be made. Agencies are encouraged to use this time to ask questions and to give feedback about the Arizona Nutrition Network, technical assistance, state resources, support and services. (For example, the Contractor agency may desire to use this time to emphasize their program's need for a particular type of print material to be produced by the Arizona Nutrition Network, or they may have ideas for future Contractors' Meetings).

Following all site visits the Contractor will receive a site visit report documenting the activities observed and any comments or suggestions about the Program. The Arizona Nutrition Network will also retain a copy of the report in the Contractor contract file at the state office. Contractor agencies are responsible to correct any findings needing improvement during site visits.

Site visit tools for monitoring are available in Appendix A and B. If a Contractor decides to utilize a monitoring tool for subcontractors that is not provided by ADHS, they must first submit it to ADHS for approval.

Section III Staffing

Policy It remains the responsibility of each Contractor participating in the AzNN Program to ensure staff is qualified and have retained all necessary documents.

To ensure nutrition education activities are of good quality and provide accurate, relevant information to the targeted audience, it is essential to have the input of trained nutrition professionals when developing classes or materials, as well as planning other nutrition education materials.

Also, it is required that all staff working with juveniles or developmentally disabled adults obtain a Fingerprint Clearance Card.

Procedures Each Contractor must have access to at least one (1) person qualified to be a Nutrition Coordinator **and at least one (1) Physical Activity Coordinator, on staff or on contract.** In cases of budget restraints and/or lack of availability in the hiring pool, the program must use the services of a consultant Registered Dietitian and work closely with the AzNN's Nutritionists. In addition, dependent on program size, the Contractor may also have Nutritionists and/or Community Nutrition Workers on staff. The following are definitions used by AzNN pertaining to Contractor staff:

Nutrition Coordinator/Registered Dietitian: This person is responsible for developing and writing curriculum for nutrition education, administering initial training of curriculum (training the trainers), and writing nutrition articles. They must possess considerable knowledge of nutrition and food science.

Qualifications: Shall have a minimum of an undergraduate degree from an accredited institution* in nutrition (community nutrition, public health nutrition, nutrition education, human nutrition, or nutrition science), home economics or biochemistry with an emphasis in nutritional sciences, and be certified by the Commission on Dietetic Registration as a Registered Dietitian (RD). Previous community health experience, and/or a Master's degree in a related subject are desirable.

Nutritionist: This person is responsible for coordinating nutrition education projects that administer basic nutrition messages (such as those marketed by AzNN); may conduct classes, provide prevention counseling, write general nutrition articles and materials, do media appearances, and train Nutrition Educators. Qualifications: Shall have a minimum of an undergraduate degree from an accredited institution* in nutrition (community nutrition, public health nutrition, nutrition education, human nutrition, or nutrition sciences) or a related field, such as home economics or biochemistry, with an emphasis in nutrition science. Previous nutrition or health related job experience is desirable.

Community Nutrition Worker: This person is responsible for providing nutrition education messages, materials and pre-approved classes to the target population. Qualifications: Shall have a minimum of a high school degree or equivalent. Previous nutrition or health related job experience is desirable.

Physical Activity Coordinator: This person is responsible for developing and writing curriculum for physical activity education, administering initial training of curriculum (training the trainers), and writing physical activity articles. This person must possess considerable knowledge of physical activity and exercise science. Qualifications: Must be certified through an National Commission for Certifying Agencies (NCCA) accredited institution and have three (3) years of experience; or, must have a Bachelor's degree in Exercise Science or related field and two (2) years of experience; or, must have a Bachelor's degree in Exercise Science, or related field, and a have a certificate through an NCCA accredited institution and one year of experience. The preferred candidate will have, or be working towards; attaining the Physical Activity and Public Health certification through American College of Sports Medicine (an NCCA accredited institution). To find out more about NCCA accredited institutions for fitness and wellness, visit www.credentialingexcellence.org.

Arizona Nutrition Network staff and Contractors who provide direct services to juveniles or developmentally disabled adults are required to obtain a Fingerprint Clearance Card. It is also the responsibility of each Contractor to ensure all employees have a Fingerprint Clearance Card. Complete, up-to-date information on obtaining a Fingerprint Clearance Card can be found on the Arizona Department of Public Safety (DPS) website at <http://www.azdps.gov/reports/fingerprint/default.asp>.

*U.S. Recognized Accrediting Organizations - Institutional and programmatic accrediting organizations that are or have been recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE) or both.

Section IV Time Documentation

Policy Federal SNAP-Ed Guidelines require that Contractors maintain a system of continuous time reporting as well as a breakdown of percent time allocated for SNAP-Ed administrative duties versus time spent on SNAP-Ed direct delivery services. Biweekly certification of weekly time and effort reporting is required. Records must be maintained and must be signed by pay period bimonthly or twice a month, including a supervisor signature.

Procedures In May of 2009, FNS approved the use of electronic signatures for time and effort reporting for both individual SNAP-Ed providers and supervisors. FNS determined the use of electronic signatures for time and effort reporting is a viable method to reduce reporting burden for SNAP-Ed State and implementing agencies. Salaries and wages must be based on documented payroll records approved by a responsible official of the Contractor.

If an employee's salary is used entirely for the Contractor's nutrition education activities, charges for his/her salary and fringe benefits must be confirmed by periodic (six month) certifications that the employee works solely on approved activities under the AzNN contract.

In cases where an employee's salary is only partially claimed (i.e., that person works on more than one grant or activity), his/her salary and fringe benefits must be documented by personnel activity reports or equivalent time documentation that meets the following standards:

- Must show an after-the-fact distribution of actual activity performed by the employee;
- Must account for all activities for which the employee is paid or compensated;
- Must be prepared bi-monthly and coincide with one or more pay periods; and
- Must be signed by the employee and their supervisor.

Any budget or other planned spending costs that are only estimated by a Contractor before nutrition education activities are performed do not qualify as support for charges, but may be used for interim accounting purposes, provided that:

- a. The system for establishing the estimates produces reasonable approximations of the activity actually performed;
- b. At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made; and
- c. The budget estimates or other distribution percentages are revised at least quarterly.

Contractors must also document time spent by each staff member on management/administrative time and direct delivery of nutrition education to SNAP participants. This information will be reported on a monthly basis in conjunction with the monthly invoice.

- Management time is defined as time spent on tasks related to the administration of the SNAP-Ed Program. These activities include: personnel supervision, payroll, traveling to and attending meetings, preparing reports and proposals, traveling to and providing staff training, and professional development activities.
- Direct delivery is defined as time spent on providing nutrition education to SNAP eligible participants including preparing lesson plans, travel to and from sites where direct delivery services are provided, teaching allowable nutrition education activities to SNAP eligible persons, administering surveys or evaluation questionnaires, summarizing results of nutrition education activities, ordering nutrition education materials, conducting physical activity demonstrations and promotions that include a nutrition message, making referrals to SNAP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), and setting up for direct delivery nutrition education activities. Public Health Approach activities are also included in this definition. Preparing for meetings, attending meetings, providing presentations, etc.

All time documentation forms must be reviewed and corrected for mathematical errors that could lead to under/over-claiming staff time. Significant alterations made to time documentation records must be initialed and annotated with a reason for the alterations.

See Labor Activity Report Sample in Appendix C.

Section V Coordination and Collaboration Requirements

Policy The effectiveness of nutrition education in changing behaviors can be greatly enhanced through cross-program collaboration and coordination with others interested in promoting consistent and repeated messages. In an effort to maximize SNAP-Ed impact, Contractors will coordinate their SNAP-Ed activities with other public or privately funded health promotion or nutrition improvement strategies, particularly those implemented by other FNS nutrition assistance programs and initiatives such as WIC and Child Nutrition Programs. By working together, especially with other USDA Food and Nutrition Service programs, uniform messages can reinforce and amplify program efforts.

Procedures Documentation and descriptions of coordination efforts should be identified within Contractor work plans.

Contractors must continue to show in their SNAP-Ed Plans that the funding received from SNAP-Ed will remain under the administrative control of the Contractor agency as they coordinate their activities with other organizations. Contractors must describe the relationship between the Contract agency and other organizations with which it plans to coordinate provision of services. Contractors should formalize these relationships through letters of support or commitment. Copies of contracts and Memorandums of Agreement when funds are involved must be available for inspection upon request.

Section VI Memorandum(s) of Agreement

Policy

It is recommended that Contractors have working agreements or Memorandums of Agreement (MOA) with all other agencies where SNAP-Ed is delivered, to provide a clear understanding of the responsibilities of both parties. There is not a specific agreement or memorandum format that must be utilized, but there are specific statements that must be included, they are detailed below.

Procedures

The following statements are required on an MOA:

- This MOA does not include the reimbursement of funds between the two Agencies.
- Program activities do not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them. This applies to all activities and costs under the budget.

The agreements should be completed at the time the AzNN fiscal year application is submitted. Submission of MOAs is not required. The AzNN Contractor will maintain records of all written MOAs.

Memorandums of Understanding (MOUs) are not required but may be utilized for Contractor use. For more information, instructions or samples of MOAs and MOUs see Appendix D.

Section VII Trainings and Meetings

Policy

The Arizona Nutrition Network state office will provide trainings and meetings for Contractors throughout the year. At a minimum, this includes **one (1) Contractor** meeting and one (1) policies and procedures training. Contractors are required to have a minimum of at least one (1) person per program attend each of the trainings or meetings.

Procedures

Policy and procedure training will be held near the beginning of the fiscal year. It is important for both the program staff and financial staff to attend this training, as it outlines all of the policies and procedures of the Program. Travel expenses (travel time, per diem, etc.) to attend the trainings are an allowable expense under the Program and must be part of the approved budget. Failure to implement new guidance/regulations provided during training may result in denial of payments for unallowable activities identified during a site visit or an audit.

Contractor meetings will be held **annually** during the fiscal year. Agendas will be available online. Contractors are required to send at least one (1) person from their program to the entire meeting, as the meetings will also be used to provide updates on ADHS/AzNN activities and campaigns. Travel expenses (travel time, per diem, etc.) are an allowable expense under the Program and must be part of the Contractors' approved budget.

AzNN provides a minimum of one (1) food demonstration training class each fiscal year. Each Contractor agency is required to attend if food demonstrations are part of their SNAP-Ed Plan. Each person who will be providing food demonstrations should have completed the food demonstration training within one (1) year of their first food demonstration. This training **must be** repeated as a refresher **every five (5) years**. Each class provides instruction on how to teach SNAP-Ed through food demonstrations. Attendees will be instructed on correct methods for planning food demonstrations either for an adult or child audience. Information and techniques will be shared along with hands-on experience for food preparation and presentation. A Food Demonstration Manual and resource material will be provided to each agency represented at the training.

The AzNN state office coordinates **work-group meetings**, such as Physical Activity, **Nutrition Materials and Evaluation subcommittee**. These groups will provide an opportunity to identify effective nutrition and physical activity curriculum, resources and opportunities around public health approaches. One individual per contract will represent a Contractor. Subcommittees will be held in Phoenix and via iLinc.

Section VIII Qualifying Sites

Policy

The Food and Nutrition Act of 2008 indicates that nutrition education activities should be directed to persons eligible for SNAP. The population eligible for SNAP-Ed is SNAP participants and low-income individuals eligible to receive SNAP benefits or other means tested Federal assistance.

Certain settings offer a high likelihood of reaching individuals eligible for SNAP-Ed and are appropriate locations for SNAP-Ed delivery. Such venues include but are not limited to SNAP or Temporary Assistance for Needy Families (TANF) offices, public housing sites, food banks, job readiness or training programs for SNAP/TANF recipients.

Contractors may deliver SNAP-Ed to the target population through other venues if the audience meets the general low-income standard (i.e. > 50 percent of persons have household incomes of < 185 percent of the Federal Poverty Guidelines). Examples of such venues may include schools, childcare centers, Summer Food Service Program sites, WIC clinics, community centers, and grocery stores.

For other venues than those previously described, Contractors must prorate SNAP-Ed's share of the total cost based on the estimated number of the SNAP-Ed target audience that may receive SNAP-Ed.

Contractors may submit project plans for approval that include alternate delivery sites for SNAP-Ed activities and interventions that do not meet the general low-income standard described above for consideration. The plans must propose and describe reasonable methodology the Contractor will use to determine the proportion of the low-income target audience that may be reached. All requests will be submitted to USDA for final approval.

Contractors are required to qualify all sites where SNAP-Ed activities will be delivered.

- A site/location that serves low-income persons. At least 50% of those persons should have incomes at or below 185% of poverty.
- Retail grocery stores with average monthly levels of \$50,000 of SNAP benefit redemptions.
- Alternative delivery sites, submitted with detailed descriptions, may be approved by USDA.

Procedures

All contractors shall first qualify a site based on instructions provided in the Qualifying Site Data Instructions sheet found in Appendix K. Exclusivity waivers requests are submitted with the AzNN fiscal year application and at any time sites are added to a project. Information required on the request form includes:

- Complete name and address of the site/location;
- Documentation of low income;
- Percentage of eligible persons (must be at least 50%); and
- Anticipated number of persons reached.

Low-income documentation can be provided through a number of sources; for example, Census American Community Survey (ACS) Data, CACFP (Child and Adult Care Food Program), NSLP (National School Lunch Program) Report and/or participation in other eligible programs. Details for obtaining low-income documentation are provided in the Qualifying Data instructions on the eatwellbewell.org website. Conduct a search through the contractor file cabinet for “Qualifying Data” or see AzNN Site Qualifying Data in Appendix K.

All waivers are submitted to ADHS for review and approval. Alternative delivery sites are submitted to ADHS for review and must be approved by USDA. Once approved, the Contractor is notified and sends the most current monthly report to ADHS to have the new sites added.

Section IX Civil Rights Compliance

Policy

ADHS and AzNN Contractors must comply with all applicable Federal laws, rules, and regulations including Civil Rights and the OMB regulations. Contractors are required to complete Civil Rights training annually. Training is required so people involved in all levels of administration of programs that receive Federal financial assistance understand Civil Rights related laws, regulations, procedures, and directives. Like Contractors, subcontractors are required to complete a Civil Rights training annually.

Contractors must review personnel records during site visits of subcontractors in order to ensure that this training requirement has been fulfilled. If an agency does not have an established Civil Right training program, Culturally and Linguistically Appropriate Services (CLAS) training is available for use at:<http://eatwellbewell.org/contractors/housekeeping/training-resources>.

Procedures

“Frontline staff” that interacts with program applicants or participants, and those persons who supervise “frontline staff,” must be provided Civil Rights training on an annual basis. Specific subject matter must include, but not be limited to:

- Collection and use of data;
- Effective public notification systems;
- Complaint procedures;
- Compliance review techniques;
- Resolution of noncompliance;
- Requirements for reasonable accommodation of persons with disabilities;
- Requirements for language assistance;
- Conflict resolution; and
- Customer service.

A Civil Rights Training is available on the AzNN website at <http://www.eatwellbewell.org/contractors/housekeeping/training-resources> for Contractor agencies that do not have an established training of their own. Training must be completed annually and records must be maintained by the Contractor agency for all AzNN staff. ADHS formal site visits will include a review of personnel records to verify compliance with this policy.

Chapter 2 Overview This chapter covers the requirements for nutrition education and obesity prevention services for Arizona Nutrition Network local Contractors. This chapter is divided into eight (8) sections:

- I. Program Approach
- II. Nutrition and Obesity Prevention Education Lessons and Activities Development
- III. Physical Activity Education and Promotion
- IV. Nutrition and Obesity Prevention Education Curriculum Guidance
- V. Submitting Curricula & Resources to the SNAP-Ed Connection Resource Finder
- VI. Food Demonstrations
- VII. Recipe Nutrient Standards
- VIII. Recipe Format

Section I Program Approach

Policy

The AzNN nutrition education and obesity prevention approach is based on the Social Ecological Model (SEM) which provides the framework for cross-sector collaborations, including individuals and families, educators, communities and organizations, health professionals, small and large businesses, and policymakers collaborating to shape an individual's food and physical activity choices, and ultimately one's calorie balance and chronic disease risk.

The AzNN approach is comprehensive, addressing multiple levels of this framework to reach the Arizona SNAP-Ed target population in ways that are relevant and motivational to them, while addressing constraining environmental and/or social factors. Collaboration with community **Contractors** is critical to maximize efforts, reduce duplication of efforts, and align SNAP-Ed's strategies with current public health practices for health promotion and disease prevention.

Procedures

Contractors should align all program efforts with the goal of SNAP-Ed to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and MyPyramid.gov / ChooseMyPlate.gov.

SNAP-Ed activities should include general education features that have been shown to be effective such as: (1) behaviorally-focused messages; (2) use of motivators and reinforcements that are personally relevant to the target audience; (3) use of multiple channels of communication to convey messages; (4) approaches that provide for active personal engagement; and (5) incorporating an intensity/duration that provides the opportunity for multiple exposures to the message.

SNAP-Ed funds may be used for evidence-based activities using these three approaches:

1. Individual or group-based nutrition education, health promotion, and intervention strategies;
2. Comprehensive, multi-level interventions at multiple complementary organizational and institutional levels; and
3. Community and public health approaches to improve nutrition

See Appendix E for the Social Ecological Model.

Examples of Potential SNAP-Ed Activities Based on the SEM:

Examples of allowable activities conducted at the individual and interpersonal level include, but are not limited to:

- Conducting nutrition education programming on all Dietary Guidelines for Americans messages, including promoting foods and nutrients to increase such as vegetables, fruits, and foods with more potassium, and recommending limitations on foods and food components to reduce such as sodium, solid fats, and foods and beverages with added sugar.
- Conducting individual or group educational sessions on calorie balance and weight management based on the Dietary Guidelines for Americans. This could include measuring height and weight or using self-reported height and weight to determine body mass index (BMI).
- Integrating nutrition into ongoing physical activity group sessions.
- Implementing classes to build basic skills such as **cooking**.
- Distributing a family-oriented newsletter that includes child/parent activities, recipes, etc.

Examples of allowable comprehensive, multi-level interventions at multiple complementary organizational and institutional levels include, but are not limited to:

- Developing/implementing nutrition and physical activity policies at organizations where SNAP eligible groups are predominantly located such as work-sites of low-wage earners or eligible youth and faith-based organizations.
- Collaborating with schools and other organizations to improve the school nutrition environment including providing nutrition education classes and serving on school wellness committees or School Health Advisory Councils (SHACs).
- Coordinating with outside groups to strategize how healthier foods may be offered at sites such as emergency food sites frequented by the target audience.
- Establishing community gardens in low-income areas such as public housing sites, eligible schools, and qualifying community sites.
- Working to bring farmers' markets to low-income areas.
- Coordinating with the WIC Program to promote and support breastfeeding activities.

Examples of allowable community and public health approaches to improve nutrition, focusing activities on settings with large numbers of low-income individuals include, but are not limited to:

- Working with local government in developing policies for eliminating food deserts in low-income areas and nutrition environments and to make changes related to the physical activity environment to facilitate the adoption of healthier nutrition and physical activity behaviors in low-income areas.
- Providing consultation to SNAP authorized retailers on stocking healthier food options.
- Facilitating the reporting of statewide surveillance and survey data on nutrition indicators among the SNAP eligible population.
- Providing interventions at settings such as schools, child care, worksites, community centers, places of worship, community gardens, farmers' markets, food retail venues, or other settings with a low-income population of 50% or greater.
- Conducting social marketing campaigns.

Secondary prevention intervention and Medical Nutrition Therapy (MNT) is not within the scope of SNAP-Ed and should not be included in the program approach. Secondary prevention interventions include activities that help people who already have a chronic disease cope with and control these conditions and prevent additional disability. If an educator becomes aware of the need for an individual diet or meal plan, the educator should refer to a local physician or Registered Dietitian.

Section II Nutrition and Obesity Prevention Education Lessons and Activities Development

Policy Nutrition education and obesity prevention activities must be thoughtfully planned with clear, written goals and objectives. Staffing levels for SNAP events/activities must be proportionate and appropriate for the number of participants, their ages and learning needs.

When targeting the individual level of the SEM, carefully written lesson plans are necessary as an effective means of reaching nutrition education and obesity prevention goals and objectives, improving classroom management, and overall evaluation. Well written lesson plans ensure information will be consistently taught by different nutrition educators.

All nutrition education and obesity prevention activities must include a brief outreach message about the SNAP Program. See Chapter Three - Social Marketing, of the AzNN **Policies and Procedures** Manual.

- Procedures**
1. Nutrition education and obesity prevention activities at the individual level of the SEM may include single or multi-session classes, games, print materials, media announcements, food demonstrations, and community presentations.
 2. All nutrition education and obesity prevention activities must focus on primary prevention, be consistent with the Dietary Guidelines for Americans and the USDA Food Guidance System.
 3. Only resources from the SNAP-Ed Approved Resource List can be used to create single or multi-session lesson plans. The SNAP-Ed Approved Resource List is available at: <http://www.eatwellbewell.org/contractors/teaching-tools/lesson-plans>.
 4. All nutrition education and obesity prevention activities should reflect a SNAP-Ed, Arizona Nutrition Network goal. Goals for activities conducted in schools should include one or more Arizona Academic K-12 Standards. The standards can be found at www.ade.state.az.us/standards/contentstandards.asp.
 5. Clearly written goals and objectives are the foundation of effective nutrition education activities. Use the following information to develop goals and objectives for your activities that will lead to behavior change in the target population.

A **Goal** is a statement of direction and general purpose or wide interest. Goals tend to be a broad description of what is to be accomplished through the class or series or learning activity.

Examples of a goal for a nutrition education and obesity prevention activities are:

- Promote increased consumption of fruits and vegetables
- Promote increased consumption of healthy proteins
- Promote increased physical activity among seniors

An **Objective** is a specific, measurable, realistic, time/space statement of what is to be accomplished within a given time. (Use SMART = Specific, Measurable, Appropriate, Realistic, Time specific). Objectives should describe what participants will know that is new or what behavior they will be able to perform following the learning activity. Each objective must state how the new knowledge, skill, or attitude will be demonstrated by the participant. In other words, how can it be shown that the participant has achieved the objective following completion of the learning activity?

The long-term outcome of all nutrition education and obesity prevention activities is to achieve positive behavior change. Objectives for a single learning activity may address knowledge, skills, or attitudes that lead to the behavior change. Examples of objectives are given below:

- X% of students will be able to record the fruits and vegetables they ate in one day and plan how to eat one more the next day.
- At the end of the class, X% of students will be able to plan a healthy snack with a fruit or vegetable.
- At the end of the class, X% of students will be able to identify 60 minutes as the number of minutes of physical activity they should have each day.

6. Nutrition and obesity prevention activities that are hands-on and interactive are recommended. Information included in the activities must relate to the objectives for the session. Age and developmentally appropriate activities should be included for all nutrition education efforts. Make accommodations to ensure staffing support for a given SNAP-Ed event/activity is always proportionate to and appropriate for the number of expected participants, their ages and their learning needs.
7. Lessons that are planned are a more effective means of reaching nutrition education goals. If lessons are written they can be consistently taught and the students receive the same information from anyone doing the presenting. They can also be developed to include a variety of academic standards. For example, in addition to nutrition or health standards they can incorporate math or writing standards.

Chapter 2 – Nutrition Education and Obesity Prevention

8. Prior to conducting any nutrition education and obesity prevention activity, a written lesson plan that outlines the lesson goals and objectives, materials needed, teaching activities, and evaluation methods should be developed. See the Lesson Plan Form in Appendix F.
 9. All SNAP-Ed activities that address the topic of breastfeeding shall be planned and implemented in collaboration with Arizona WIC and the State Breastfeeding Coordinator. The WIC Program should have the lead and primary role in all breastfeeding activities with SNAP-Ed supplementing existing WIC activities.
-

Section III Physical Activity Education and Promotion

Policy

The inclusion of physical activity promotion as a part of SNAP-Ed is an allowable expenditure consistent with the Dietary Guidelines for Americans. Physical Activity messaging should align with the 2008 Physical Activity Guidelines for Americans.

Educational and program materials developed to promote and reinforce physical activity for all target audiences should include messages that link nutrition and physical activity, and the associated health benefits of active lifestyles. Generally, physical activity materials should include a nutrition education message that promotes healthy eating and link nutrition and physical activity.

All programming such as workshops, conferences, and trainings that encourages physical activity should include a focus on promotion of healthy eating behaviors. Activities may include physical activity demonstration for the SNAP-Ed audience and training for staff to develop skills to help SNAP-Ed participants.

Procedures

AzNN supports efforts to improve health and fitness of program participants through:

- Activities to help participants eat a nutritious diet by providing and linking nutrition education and program benefits; and
- Activities to encourage physical activity every day by promoting active living and connecting people with community-based physical activity resources funded by other appropriate entities. Physical activity, particularly when combined with appropriate calorie intake, may aid weight loss and maintenance of healthy weight.

Successful evidence-based interventions developed by others is preferable to developing new materials. AzNN contractors are encouraged to coordinate with community, faith-based, youth, recreational, and other organizations whose primary mission is to make regular opportunities for physical activity accessible and actively promote and coordinate activities.

Examples of Allowable SNAP-Ed Physical Activity Education and Promotion Costs

Physical activity education and promotion, as part of nutrition education sessions, in SNAP-Ed may include provision of advice, demonstrations (instructional in nature), nutrition education integrated into ongoing physical activity sessions, and community resource information (such as a free local fitness event), in order to encourage the SNAP-Ed population to engage in regular physical activities.

Examples of Beyond the Scope for SNAP-Ed Physical Activity Education and Promotion Costs

Examples of unallowable costs include, but are not limited to, costs incurred for: health club, gym, or fitness class membership fees; large expenditure equipment (e.g., bicycles, treadmills, elliptical machines, weight sets, etc.); facilities (rental or modifications); and instructors for continuing exercise classes.

Note that nutrition education and physical activity reinforcement items are permitted when they are of nominal value (\$4.00 or less per item).

Section IV Nutrition and Obesity Prevention Education Curriculum Guidance

Policy

All AzNN messages and lessons will be developed using credible, scientifically based information about food, nutrition, and physical activity. Information that is not backed by credible research shall not be used. An assessment of existing information should be completed prior to developing new materials for nutrition education to avoid duplication of efforts. Messages and lessons should also be simple and practical. **All materials must be pre-approved prior to use.**

Procedures

Only reputable sources should be used to ensure that messages and lessons are backed by scientific research. The most up-to-date lists of SNAP-Ed approved curricula and resources are available at:

<http://www.eatwellbewell.org/contractors/teaching-tools/lesson-plans>.

The following are *examples* of reputable sources.

- a. Print materials from USDA.
- b. Print materials from selected national organizations, federal agencies, or universities such as:
 1. Centers for Disease Control and Prevention (CDC):
<http://www.cdc.gov/>
 2. National Institutes of Health (NIH): <http://www.nih.gov/>
 3. United States Food and Drug Administration (FDA):
<http://www.fda.gov/>
- c. On the Internet, these sites will provide the most appropriate nutrition education resources for SNAP Nutrition Education:
 1. Academy of Nutrition and Dietetics: <http://www.eatright.org/>
 - Kids Eat Right: <http://www.eatright.org/kids/>
 2. Arizona Nutrition Network: www.eatwellbewell.org
 3. Dietary Guidelines for Americans (2010):
<http://www.health.gov/dietaryguidelines/>
 4. Choose MyPlate: www.choosemyplate.gov
 5. Food and Nutrition Services: www.fns.usda.gov/fns
 6. Fruits & Veggies More Matters®:
www.fruitsandveggiesmatter.org
 7. SNAP-Ed Connection: www.nal.usda.gov/nal_display
 - SNAP-Ed Interventions: A Toolkit for States.
 8. Physical Activity Guidelines for Americans (2008):
<http://www.health.gov/paguidelines/>

9. Team Nutrition: www.fns.usda.gov/TN
10. Youth Physical Activity Guidelines Toolkit:
<http://www.cdc.gov/healthyouth/physicalactivity/guidelines.htm>

The following SNAP-Ed Curricula and Resource List Guidance provides guidance on allowable activities when developing single lesson plans, curricula, and toolkits.

1. All curricula and supplemental resources (materials and educational tools) used must focus on primary prevention and be consistent with the Dietary Guidelines for Americans and the USDA Food Guidance System.
2. Avoid the use of single lesson plans, curricula and supplemental resources that include:
 - brand names;
 - disparaging messages; or
 - Medical Nutrition Therapy.
3. Contractors are allowed to purchase educational reinforcement items (ERIs - memorabilia, souvenirs, promotional items, incentives, and educational extenders) that coordinate with a nutrition message.
4. ERIs may include:
 - nutrition or physical activity posters
 - physical activity brochures and newsletters
 - food models
 - tear pads
5. Physical activity and gardening are beneficial activities that can be used to support the core nutrition message of an activity, single lesson plan or curriculum.
6. The creation of a single lesson plan is allowable. Only resources from the SNAP-Ed Approved Resource List can be used to create a single lesson. All single lesson plans created by Contractors must be reviewed and approved by a Registered Dietitian.
7. The creation of curricula is allowable. Only resources from the SNAP-Ed Approved Resource List can be used to create curricula. All curricula created by Contractors must be reviewed and approved by a Registered Dietitian.
8. Any changes to the nutrition content or other modifications to lesson plans or curricula must be reviewed and approved by a Registered Dietitian. Single lesson plans and curricula may be shortened to meet time requirements.
9. All recipes used must meet AzNN Nutrient Standards identified in Section VII of Chapter Two of the AzNN **Policies and Procedures** Manual.

Section V Submitting Curricula & Resources to the SNAP-Ed Connection Resource Finder

Policy All nutrition education and obesity prevention curriculum or materials that Contractors want to be included in the ADHS approved curricula and resources list will be submitted to the SNAP-Ed Connection Resource Finder.

Procedures Visit the SNAP-Ed Connection’s [Review Criteria](http://snap.nal.usda.gov/resouce-library/resource-finder/review-criteria) (<http://snap.nal.usda.gov/resouce-library/resource-finder/review-criteria>) section for details on submitted curricula and resources for inclusion in the Resource Finder. **SNAP-Ed Connection Review Criteria disclaimer statement:**

- These “Review Criteria” are intended to apply generally to all materials. SNAP-Ed Connection encourages educators to reference any applicable State or Agency-developed review criteria for further guidance when evaluating a resource for potential use.
- Inclusion in this database does not imply endorsement of either the material or the author/source by the Federal government. Please see Using Resource Finder Materials for more information regarding use of these materials.

The SNAP-Ed Connection Recipe Review Criteria does not meet Arizona Nutrition Network’s Nutrient Standards. All recipes submitted to the SNAP-Ed Connection’s Resource Finder must meet AzNN Nutrient Standards identified in section VII of Chapter Two of the AzNN [Policies and Procedures](#) Manual.

Only utilize the [SNAP-Ed Connection Resource Sharing Form](http://snap.nal.usda.gov/resouce-library/sharing-center/submission-form) (<http://snap.nal.usda.gov/resouce-library/sharing-center/submission-form>) to submit any curricula and resources you would like to be reviewed for inclusion in the Resource Finder. When you have finished completing the online form, click the “submit” button at the bottom of the page. Please print and keep a copy of the completed form for your records. A copy of the curricula or resource must be sent to the SNAP-Ed Connection Food and Nutrition Information Center if the entire curricula or resource is not available online. Submit a copy to the following address:

SNAP-Ed Connection
Food and Nutrition Information Center
National Agricultural Library
10301 Baltimore Avenue, Suite 108
Beltsville, Maryland 20705

The time frame for review of submitted materials varies based on how many items have been recently submitted and other projects that the SNAP-Ed Connection team is currently working on. However, after curricula or resources are submitted, agencies may follow-up via email at snap-ed@ars.usda.gov. Contact the SNAP-Ed Connection team directly with any questions. The whole SNAP-Ed Connection team has access to this email.

After your submission is approved and available on the SNAP-Ed Connection Resource Finder, please email the Network Nutritionist at ADHS with a copy of the SNAP-Ed Connection Resource Sharing Form and an electronic copy of this page with the following information about your approved curricula or resource:

Who is the target audience? Select all that apply.

- | | |
|--------------------------------|------------------------------------|
| <input type="checkbox"/> Adult | <input type="checkbox"/> K-8 |
| <input type="checkbox"/> CACFP | <input type="checkbox"/> Gardening |

Does it include MyPlate?

- Yes
 No

Check the box of the food group it teaches. Select all that apply.

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Whole Grain | <input type="checkbox"/> Protein |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Fruit/Veggies |

Is there a physical activity (PA) component included? Select only one option.

- Discusses and Provides PA | Discusses PA

Is it consistent with the Dietary Guidelines for Americans?

No

Yes

Is the SNAP Outreach message included?

No

Yes

Allow up to two weeks for the ADHS team to respond with an update.

Section VI Food Demonstrations

Policy Food demonstrations are a simple, economical way to illustrate appetizing and healthful recipes, and they can be an effective method in changing dietary behaviors of the target population. Food demonstrations must follow basic guidelines on recipe standards and food safety. In order to conduct a simple food demonstration, basic culinary skills, communication skills and food safety knowledge are essential.

Procedures Contractors wishing to complete food demonstrations must complete AzNN Food Demonstration Training within one (1) year of first food demonstration. ADHS staff will announce the trainings as available. This training must be repeated every five (5) years as a refresher.

Before planning a food demonstration, review and use the document “Food Demonstration Guide” (available on eatwellbewell.org). Utilize recipes from the Fun Food News, AzNN website or recipe cards for current social marketing campaigns frequently in food demonstrations.

The demonstrator must have a current Food Handler’s Card. County Health Departments or Tribal governments regulate testing for food handlers.

Demonstrations should be limited to 1-2 techniques and up to three (3) simple recipes per one-hour class. The message should be simple and the learning objective(s) should be defined prior to the demonstration.

The Demonstrator should practice good hand washing techniques prior to handling any food products and proper use of gloves during demonstrations. (See Food Demonstration Guide on www.eatwellbewell.org).

Allow the participants to taste-test the food after the demonstration. This is probably the most important part of the food demonstration. Serve **sample size** portions only in the food demonstrations. Food samples associated with a nutrition education lesson are an allowable expense but meal size portions or a complete meal service are not.

Distribute the recipes after the food demonstration making sure each has a nutrient analysis and appropriate USDA statements required on printed materials as specified in the AzNN Recipe Standards.

Section VII Recipes Nutrient Standards

Policy Recipes used in food demonstrations, given as handouts, or otherwise used through AzNN should meet the following Recipe Criteria:

COST: Recipes should contain foods that are readily available, low cost, and consist of 10 ingredients or less (excludes water, salt, pepper, spices/seasonings, and nonstick cooking spray).

EASE: Preparation time for each recipe should be 30 minutes or less, if possible.

NUTRIENTS:

Nutrients	Recipe Standards
Total Fat	≤ 35% Kcals ¹
Saturated Fat	≤ 10% Kcals
Trans Fat	≤ 0.5 g/serving
Sodium	≤ 480 mg/serving
Fiber	≥ 0.014 g/Kcal ²
Added Sugars	≤ 15% Kcals
Calcium	≥ 100 mg/serving ³

¹The fat found naturally in fruits and vegetables does not contribute to the limits above. Further, up to ¼ oz. of nuts is allowed per serving without their fat content contributing to these restrictions. Nuts and nut butters must be in their natural form without anything added or removed (e.g., no added oils, removed oils, added sodium, or added sugars).

²Fiber standard does not apply to low fat dairy recipes.

³Calcium standard applies only to low fat dairy recipes.

In addition to the criteria above, each recipe that carries the Fruits & Veggies–More Matters® logo must provide one (1) serving of fruit or vegetable per 250 calories. One serving of fruit or vegetable is: 1 medium piece of fruit; ½ cup of cut up fruit or vegetable, cooked or raw; ½ cup (4 oz.) unsweetened 100% fruit or vegetable juice; 1 cup leafy salad greens; ¼ cup dried fruit; or ½ cup cooked dry peas, beans, lentils, and/or kidney beans.

Procedures ADHS provides many recipes that meet the criteria outlined above. They are available at www.eatwellbewell.org. It is recommended that these recipes be used by Contractors whenever possible.

Chapter 2 – Nutrition Education and Obesity Prevention

Recipes that are not provided through ADHS must be analyzed using Food Processor, SQL Edition, Version 9.8.1 or above for any fruit or vegetable recipes. Any other recipes can be analyzed using Nutritionist Pro or other software approved by the ADHS Network Nutritionist. ADHS staff will analyze a limited number of recipes for Contractors.

Required nutrients in Nutritional Analysis are: Calories (Cal); Carbohydrate (gm); Protein (gm); Total Fat (gm); Saturated Fat (gm); Trans fat (gm); Cholesterol (mg); Fiber (gm); Total Sugars (g); Sodium (mg); Calcium (mg); Folate (mcg); Iron (mg); and Calories from Fat (%). Optional nutrients in Nutritional Analysis are: Vitamin A (RE); Vitamin C (mg); and Potassium (mg);

Foods (or recipes) containing $\geq 20\%$ Daily Value for a nutrient may be indicated by the following phrases: “High In”, “Excellent Source of”, or “Rich In.” Foods (or recipes) containing 10-19 % Daily Value for a nutrient may be indicated by the following phrases: “Good Source”, “Contains”, or “Provides.”

No recipes containing alcohol will be used in Arizona Nutrition Network materials or activities.

Section VIII Recipe Formats

Policy Recipes that are developed or recopied by the Arizona Nutrition Network staff and Contractors will follow consistent formatting. This will allow nutrient standards to be maintained and provide a consistent look to materials.

Procedures The required recipe format is as follows:

Title

1. The first letter of each word should be capitalized.

Ingredients

1. Weights and measures used in the recipe ingredient list will be spelled out. These include: pound, ounce, teaspoon, tablespoon, and cup. Abbreviations will only be used for ounce (oz.) if space is limited. The use of more complex terms such as pint and quart will be avoided if possible.
2. The quantities of ingredients should be left justified when listed in whole numbers. If an ingredient contains a fraction, the denominations of the fractions should be aligned with the whole numbers.
3. Do not use brand names.
4. Avoid state of origin descriptions. For example, use 3 Red Delicious apples, not 3 Washington State apples.
5. Description of ingredients should be in lower case letters. When using a whole ingredient, list the ingredient first, followed by preparation instructions. If appropriate, describe the size of the ingredient.
6. When an ingredient must be prepared before being measured, describe how to prepare it first, followed by the ingredient name.
7. Common preparation terms should be used such as sliced, finely sliced, chopped, finely chopped, and cut into 2-inch strips. More complex terms such as julienne and minced should be avoided.
8. When using frozen fruits or vegetables, list the quantity of the ingredient (cup) instead of the weight of the bag (e.g. 1, 16-ounce bag). Describe whether the frozen item should be thawed or frozen.

9. When a recipe contains honey as an ingredient, place an asterisk at the end of the word honey and reference the asterisk at the end of the recipe with * “honey should not be fed to infants less than one year of age.”
10. Ingredients in the ingredient list should be in the same order as in the preparation instructions.

Directions

1. Directions must be written in plain language and easy to understand.
2. Each step should be numbered.
3. Begin the directions with the statement “wash hands with soap and warm water” when space permits.
4. If there is a fresh fruit or vegetable in the recipe, include the statement “wash fruit or vegetable before preparing.”
5. When ingredients are placed in a bowl, saucepan, pot or pan, describe the size of the container.
6. When a recipe is prepared on the stovetop, describe how hot the burner should be.
7. When a recipe is prepared in the oven, state the temperature in °F. When a recipe is prepared in the microwave oven, describe the power level of the microwave setting in capital letters.
8. When the recipe contains meat, state the internal cooking temperature in °F that the meat needs to reach in order to be safe for consumption.
9. End each recipe preparation description with an appropriate action statement such as “serve immediately.”

Yield

At the end of the directions include the number of servings a recipe yields and the approximate serving size (i.e., Makes 6 servings, approximately ½ cup each).

Nutrient Analysis

1. Include the recipe analysis at the end of each recipe, displayed in either a vertical or horizontal format depending on document format. The order and type style for listing nutrients should be as follows: Nutrient Analysis per serving: Calories, 88; Carbohydrate, 12 gm; Protein, 5 gm; Total Fat, 2 gm; Saturated Fat, 1 gm; Trans Fat, 0 gm; Cholesterol, 0 mg; Fiber, 4.5 gm; Total Sugars, 18 gm; Sodium, 229 mg; Calcium, 200 mg; Folate, 85 mcg; Iron, 1.2 mg; Calories from Fat, 26%.

Miscellaneous:

1. A courtesy line is required if the recipe is used with permission from another source. Place the courtesy line at the end of the recipe. Include any required wording as specified by the publisher or owner of the recipe. Example:
Courtesy of Cooking Light.
2. Utilize existing tested recipes when possible from these or similar resources:
 - Arizona Nutrition Network, www.eatwellbewell.org
 - Fruits & Veggies– More Matters®, www.fruitsandveggiesmorematters.org
 - Centers for Disease Control and Prevention, www.fruitsandveggiesmatter.gov
 - SNAP-Ed Connection, <http://snap.nal.usda.gov>

See the following recipe for an example of correct recipe format.

Apple Broccoli Salad

Ingredients:

3 apples, chopped
3 cups fresh raw broccoli, chopped
1 tablespoon chopped red onion
1/3 cup raisins
1/2 cup fat free vanilla yogurt

Directions:

1. Wash hands with warm water and soap.
2. Wash apples and broccoli. Cut the apple and take out the seeds.
3. Chop the apples, broccoli, and onion.
4. Mix all ingredients together.
5. Serve cold.

Makes 6 servings, approximately 1/2 cup each.

Nutrition information per serving: Calories, 96; Carbohydrate, 22 gm; Protein, 2.4 gm; Total Fat, 0.25 gm; Saturated Fat, 0.03 gm; Trans Fat, 0 gm; Cholesterol, 0.42 mg; Fiber, 3 gm; Total Sugars, 18 gm; Sodium, 30 mg; Calcium, 63 mg; Folate, 28 mcg; Iron, 0.07mg; Calories from Fat, 2%.

This material was federally funded by USDA's Supplemental Nutrition Assistance Program through the Arizona Nutrition Network. The Supplemental Nutrition Assistance Program provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet. To find out more, contact 1-800-352-8401. This institution is an equal opportunity provider and employer.

Note: Use the Recipe Evaluation and Nutrient Criteria Check Sheet found in Appendix G to ensure that all Nutrient Standards and Recipe Format policies are met.

Chapter 3 Overview

This chapter covers social marketing and program messaging for AzNN **Contractors**. AzNN links comprehensive social marketing and community education efforts to change dietary behaviors and physical activity habits among SNAP participants and applicants in Arizona. Social marketing is a consumer-focused and research-based process and uses multiple channels of communications to achieve voluntary behavior change. This chapter is divided into six (6) sections:

- I. Message and Material Development
- II. Disparaging Messages
- III. Use of AzNN Logos and Names
- IV. Ordering Materials
- V. Release of Photographs and Videos
- VI. Media Opportunities

Section I. Message and Material Development

Policy

Utilizing social marketing principles, AzNN conducts two message-specific campaigns each year which are reinforced through community education provided by Contractors such as classes, cooking demos, events, and other activities. Use of common messages and materials helps to ensure message consistency and allows AzNN to provide frequent, ongoing, and consistent messages in multiple locations to promote the adoption of healthy eating and active living habits. All messages conveyed through the Arizona Nutrition Network, including messages conveyed by Contractors, must be consistent with the Dietary Guidelines for Americans and MyPlate. They must also be consistent with the goal and focus of SNAP-Ed, which is to improve the likelihood that persons eligible for the SNAP participant will make healthy food choices within a limited budget and choose physically active lifestyles. Messages that are not consistent with the Dietary Guidelines for Americans and MyPlate should not be used. For example, a lesson plan designed to promote a fad diet that is high in fat or excludes a food group such as milk would directly conflict with the Guidelines. Specific communication and outcome objectives are established for each campaign. All social marketing messages are based on the 2010 Dietary Guidelines Communication Plan and the USDA Core Messages. Evaluation is completed to determine the impact of each social marketing campaign.

Procedures

ADHS provides targeted delivery of the common messages during each campaign in a variety of ways such as online advertising, radio ads, billboards, or other methods to reach large numbers of low-income mothers and their children, ages 2-11. ADHS also provides materials featuring the consistent campaign messages for Contractors to give to participants during community education activities. Examples of these materials provided in quantity to contractors include posters for children and adults, Fun Food News bulletin for children, Fun Food News bulletin for parents, Senior Bulletin, recipe cards, and other items.

The AzNN website www.eatwellbewell.org also features the common social marketing messages along with recipes, videos, games, and more for parents and kids. The website also includes a special section for contractors providing a wide array of materials to support community education activities for each campaign including special “Contractor Downloads” that are quick, easy, and ready-to-use nutrition education activities for use with small or large groups.

Existing materials, especially FNS materials such as MyPlate, Loving Your Family, Feeding their Future, Team Nutrition, etc. must be used and/or adapted whenever possible rather than developing new materials. (See www.eatwellbewell.org for the most recent list of materials).

All print materials must give credit to SNAP as a funding source and contain a brief outreach message about SNAP.

The following statements must be used when materials are developed or reprinted using SNAP funds:

Full Non-Discrimination Statement

English:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the Arizona Nutrition Network Hotline; in Maricopa County call 602-542-9935, outside of Maricopa County call 1-800-352-8401.

Spanish:

El Departamento de Agricultura de los Estados Unidos (por sus siglas en inglés "USDA") prohíbe la discriminación contra sus clientes, empleados y solicitantes de empleo por raza, color, origen nacional, edad, discapacidad, sexo, identidad de género, religión, represalias y, según corresponda, convicciones políticas, estado civil, estado familiar o paternal, orientación sexual, o si los ingresos de una persona provienen en su totalidad o en parte de un programa de asistencia pública, o información genética protegida de empleo o de cualquier programa o actividad realizada o financiada por el Departamento. (No todos los criterios

prohibidos se aplicarán a todos los programas y/o actividades laborales).

Si desea presentar una queja por discriminación del programa de Derechos Civiles, complete el [USDA Program Discrimination Complaint Form](#) (formulario de quejas por discriminación del programa del USDA), que puede encontrar en internet en http://www.ascr.usda.gov/complaint_filing_cust.html, o en cualquier oficina del USDA, o llame al (866) 632-9992 para solicitar el formulario. También puede escribir una carta con toda la información solicitada en el formulario. Envíenos su formulario de queja completo o carta por correo postal a U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, por fax al (202) 690-7442 o por correo electrónico a program.intake@usda.gov

Las personas sordas, con dificultades auditivas, o con discapacidad del habla pueden contactar al USDA por medio del Federal Relay Service (Servicio federal de transmisión) al (800) 877-8339 o (800) 845-6136 (en español).

Para obtener más información acerca de cuestiones del programa SNAP, las personas deben contactar al número de línea directa del USDA SNAP al (800) 221-5689, que también está en español, o llamar a [State Information/Hotline Numbers](#) (dé clic en el enlace para obtener un listado de números de línea directa por estado); lo puede encontrar en internet en http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

El USDA es un proveedor y empleador que ofrece igualdad de oportunidades.

Additions, edits, or deletions to the Civil Rights statement are not allowed. There are no print size requirements when the statement above is used. If the material is too small to permit the full statement to be included, the material at a minimum shall include the statement, in print size no smaller than the text that states:

English: “This institution is an equal opportunity provider and employer.”

Spanish: “USDA es un proveedor y empleador que ofrece oportunidad igual para todos.”

Credit must be provided to SNAP as a funding source on newly developed and reprinted materials. The following statements are recommended:

English: “This material was funded by USDA’s Supplemental Nutrition Assistance Program (SNAP).”

Spanish: “Este material se desarrolló con fondos proporcionados por el Supplemental Nutrition Assistance Program (SNAP en inglés) del Departamento de Agricultura de los EE.UU. (USDA siglas en inglés).”

A brief outreach message about the Supplemental Nutrition Assistance Program

must be provided on **all** developed or reprinted materials. The following statements are required:

English: “The Supplemental Nutrition Assistance Program (SNAP) provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet. To find out more, contact 1-800-352-8401.”

Spanish: “El Supplemental Nutrition Assistance Program (SNAP en inglés) ofrece asistencia relacionada con la nutrición para gente con recursos limitados. Estos beneficios le pueden ayudar a comprar comida nutritiva para una mejor dieta. Para obtener más información, comuníquese con la oficina de servicios sociales de su condado.”

Materials must not contain disparaging comments. (See Disparaging Messages Policy Chapter 3, Section II).

It is expected that nutrition education messages will be tailored to address the most urgent nutrition education needs of the SNAP eligible population.

All materials (newsletter, website, handouts, etc.) utilized by the Contractor must be cited in the annual work plan and approved by the ADHS Network Nutritionist prior to distribution.

Materials developed must be in plain language, culturally sensitive, and at an appropriate reading level for the intended audience. See www.plainlanguage.gov for a “how-to” guide and examples of plain language documents.

To maintain a consistent image through all marketing materials, it is recommended you choose one of the following typefaces. Daily News, Big Flirt, Youbee, and ITC Officina Sans STD are the only fonts to be used in the AZNN campaign. Even though typefaces used with logos are standard and cannot deviate, the typefaces used in published materials can vary among the following: Daily News Bold, Daily News Regular, Big Flirt and Youbee. If you cannot access these fonts, use Time New Roman for Daily News, and Impact for Big Flirt and *Comic Sans MS* for Youbee.

Section II Disparaging Messages

Policy AzNN Program funds may not be used to convey negative written, visual, or verbal expressions about any specific foods, beverages, commodities or food industry. This includes messages of belittlement or derogation of such items, as well as any suggestion that such foods, beverages, or commodities are never to be consumed.

Procedures AzNN Contractor Program Coordinators must review their program messages (i.e. lesson plans, campaigns, handouts, brochures, materials) to ensure there are no disparaging messages against specific foods, beverages, or commodities.

All AzNN Contractor media campaigns and media materials must be submitted and approved by the Arizona Nutrition Network State Agency to ensure appropriate USDA review and to ensure that all messages and activities are “free from disparaging messages.”

AzNN Nutrition Coordinators must review messages provided in classes, activities, community events, and written materials. This review is required to ensure that negative messages against specific foods, beverages, or commodities are not included in SNAP-Ed.

Section III Use of AzNN Logos and Names

Policy

The Arizona Nutrition Network provides consistent nutrition education and social marketing messages; it is very important to maintain a consistent image throughout all marketing and outreach materials. To maintain consistency and quality, it is required that Contractors work with the ADHS Social Marketing Manager before using Arizona Nutrition Network logos or graphics. Additionally, Contractors that develop materials with money from the AzNN Program must add the AzNN logo and disclaimer to materials.

Usage of the Fruit and Veggies More Matters® logo is strictly controlled as this is a copyrighted logo.

Procedures

Contact the AzNN Social Marketing Manager before printing materials that include the Arizona Nutrition Network logo or graphics. For more information, see the Graphics Standards booklet found on the website, www.eatwellbewell.org, and then search “Graphic Standards” under the Contractors filing cabinet.

For hi-resolution logos please contact the AzNN Social Marketing Manager.

The Fruit and Veggies More Matters logo® is licensed to ADHS. Any usage of it must be approved by ADHS before the FVMM® logo can be utilized.

For information on AzNN graphic standards and illustrations of various logos and graphics, go to www.eatwellbewell.org or contact the AzNN Social Marketing Manager.

See AzNN logo options in Appendix H.

Section IV Ordering Materials and Nutrition Education Reinforcement Materials

Policy All AzNN Contractors may order written materials developed or obtained by AzNN for use in their nutrition education and obesity prevention or outreach activities targeting SNAP eligible populations.

Only Contractors may order education reinforcement items. Education reinforcement items purchased by AzNN are to be used in activities targeting SNAP eligible populations in the State. ADHS will maintain an inventory of education reinforcement items.

Procedures Contractors must order all AzNN materials and items through the AzNN website, www.eatwellbewell.org. Contractors must submit an account access request to be given the ability to order materials. Non-contracted nutrition educators need to work through their AzNN Contractor to obtain AzNN materials and items. Quantities of items ordered must be consistent with the estimated reach of the AzNN project. There is no minimum order. Large orders may require justification. For example, a Contractor ordering 4000 copies of “Fun Food News” may need to explain it is for 200 classrooms in 20 (20x200 = 4,000) low income schools.

Nutrition education reinforcement materials refers to a group of goods that are given to the SNAP education/outreach audience. These materials contain or convey nutrition or obesity prevention messages and promote healthy eating and active living. Such items shall have a direct relationship to program objectives and the expected behavior change. These items are sometimes called promotional items, incentives, and educational extenders. These are considered allowable costs only if they are deemed reasonable and necessary, contain a reinforcing nutrition message, and are of nominal value (\$4.00 or less per item). If the reinforcement material is designed for physical activity promotion, it should be provided in conjunction with relevant nutrition and physical activity messages.

Prior to approving any orders, the **AzNN Consultant** will verify that the Contractor’s CER’s (Contractor Expense Report) and monthly reports are submitted and current. Contractors who are not current with CERs or monthly reports will not have orders approved.

Orders will be filled as they come in, and should be received by Contractors within four weeks of the request. Backorders will not be taken and will not be maintained. The AzNN inventory changes frequently. Contractors can find a current list of items on the website, www.eatwellbewell.org. For questions or concerns about material orders, contact the AzNN Social Marketing Manager.

Section V Release of Photographs and Videos

Policy All photographs and videos to be used in materials, presentations, reports, other printed materials, or on webpages must have a “Photo/Video Release” form completed for all persons in the photograph.

Procedures When photographs are to be taken at events, meetings, or other activities, a photograph release must be signed by all persons included in the photograph. Photo/Video Release Forms can be included in meeting packets or as part of meeting registration.

Parents or guardians must sign the photo release prior to pictures being taken of children in SNAP activities.

If it is known ahead of time that photos are to be taken (for example, for a nutrition-based class for children), “Photo/Video Release” forms can be completed at the beginning of the class.

The Photo/Video Release Form provided in Appendix I must be used unless a Contractor’s agency has a required form that includes all the information on the form from the Arizona Department of Health Services.

Permission to use the photos or video recordings is effective for five years after the date the images were taken and persons signing the release may revoke their permission at any time.

Contractors must assign an ID# to each Photo/Video Release and maintain a log that includes the date, person’s name, and date the release was signed.

Section VI Media Opportunities

Policy AzNN welcomes all media opportunities and requests. For the purposes of this policy, media contact includes, but is not limited to: responding to media opportunities over the phone, via email, print, web, and interviews on television or radio.

Procedures The following information must be provided to the Social Marketing Manager prior to scheduling a media opportunity.

- Describe all media inquiries to the ADHS BNPA Communications Manager
- Provide objective and outcome
- Intended audience
- Media Outlet details (station, television, radio, web, print. etc.)
- Proposed date and time
- Live or taped
- English or Spanish
- Length of the proposed segment
- Talking points
- Lesson plan and props that will be used/highlighted during segment (if applicable)
- Spokesperson

All spokespeople will be briefed prior to interview and debriefed after. Journalists are to be treated respectfully and courteously by all staff at all times

Chapter 4 Overview This chapter covers the requirements of AzNN program contracts, operating budgets, the use of funding for local projects, the administrative control of program funding when coordinating activities with other organizations, and reporting. This chapter is divided into eight (8) sections:

- I. Financial Responsibilities of Contractors
- II. Contract Timeline
- III. Amendments to Contracts
- IV. Financial Reporting
- V. Program Reporting
- VI. Allowable and Unallowable Costs
- VII. Financial Reviews and Audits
- VIII. Equipment Inventory

Section I Financial Responsibilities of Contractors

Policy The Arizona Nutrition Network, as an approved SNAP-Ed Provider, is subject to the USDA SNAP Reimbursement Structure. Contractor contracts shall use the practices, procedures, and standards specified in and required by the Accounting and Auditing Procedures Manual for Arizona Department of Health Services funded programs.

Contractors shall comply with the applicable certified finance and compliance audit provisions of the OMB Circulars: A-21 Cost Principles for Educational Institutions; A-87, Cost Principles for State, Local, and Tribal Governments (Governmental Subdivisions); A-122, Cost Principles for Non-Profit Organizations; or, A-133, Single Audit.

Procedures Charges can only be made after expenses have been incurred and must adhere to the guidelines for allowable/unallowable costs. Failure to adhere to these guidelines will result in Federal Reimbursement being withheld. The Contractor may be requested to reimburse the State for the disqualified Federal Reimbursement if failure to adhere to these guidelines is identified in an audit (or after the fact).

All records of the Contractor must be retained for five (5) years from Federal fiscal year closure. This requirement applies to all fiscal records, reports, and client information.

Section II Contract Timeline

Policy Contract timelines should run with the Federal fiscal year (October 1st through September 30th). Contracts are considered effective once they are approved by USDA, signed by ADHS and the Contractor, and a Purchase Order for services is issued by ADHS. Timelines for individual contracts are defined on the contract Special Terms and Conditions or Award page.

Monies awarded for one (1) Federal fiscal year end in September and are not transferable to the following year. Regardless of contract start date, the contract funding cycle end date will be September 30th of each year.

Procedures The contract start date is the date the contract is signed by ADHS and the Contractor but no earlier than October 1st. It is possible that a contract will not begin on October 1st if there are delays in the procurement process due to errors, there is a need for multiple revisions, there is a delay in USDA approval of the AzNN Annual Plan, or in the event that Congress does not approve the United States' federal budget in time.

Services performed and costs incurred by Contractors before the contract is effective shall not be eligible for Federal Reimbursement.

While USDA is reviewing the AzNN Annual Plan, ADHS will begin the procurement process. Each Contractor price sheet will be submitted with the conditionally approved budget (approved by ADHS, but not USDA). An amendment after October 1st may be required to adjust the price sheet if USDA would not approve pieces of the budget. ADHS will send two copies of the new contract or amendment to each Contractor agency for signature by the authorized person in their agency. Contractors must sign and return both copies of the new contract or contract amendment back to the ADHS Procurement Office. The ADHS Procurement Office then obtains ADHS authorized signatures and returns one original to the Contractor.

Section III Amendments to Contracts

Policy

Informal contract amendments must be submitted when Contractors are requesting to transfer less than 10% of the total budget between funded line items. This 10% cap covers the entire year. For example, if the total budget is \$100,000 then the Contractor may move up to \$10,000 in the fiscal year. This can be moved all at once or in smaller increments throughout the year. Informal amendments should be handled through an email request to the **AzNN Consultant**. Informal amendments to contracts will not produce a new price sheet and will not change the invoice. Instead, one or more line items may appear to be over-expended while other line items appear to be under-expended.

Formal amendments are required when a Contractor wants to:

- Increase the approved Total Budget;
- Transfer dollars between line items exceeding 10% of the total budget; or
- Transfer dollars from a funded line item to a non-funded line item.

Formal amendment requests must be submitted, complete with supporting documentation to USDA no later than *May 1st*.

Formal amendments are effective only after they are reviewed, approved, and processed by the Arizona Nutrition Network and the ADHS Procurement Office. In some cases, the proposed amendment must also be sent to USDA for approval. The Contractor Agency must operate under the original contract until the contract amendment has been filed with the Secretary of State (Intergovernmental Agreements) or signed by the ADHS Procurement Officer. It is not necessary for agencies to submit an amendment if their actual expenses are lower than the approved projected expenses.

Procedures

Contractor agencies should discuss with their **AzNN Consultant** any issues requiring a contract amendment before submitting a written request.

If one or more of the conditions for a formal amendment to their contract is met, the Contractor must submit the following to ADHS:

- a. Revised Budget Justification
- b. Revised Budget
- c. Revised Work Plan (if needed)
- d. Explanation of what is changing and why

ADHS will review and notify the Contractor agency when the amendment is fully approved, conditionally approved (e.g., requiring further clarification or adjustments), or declined.

Chapter 4 - Contracts and Financial Management

When approved, ADHS will send the contract amendment to the Contractor agency for signature and process accordingly.

The Contractor will be required to send the most current CER's and monthly reports to ADHS so that updates can be made to the workbooks. Updated workbooks will then be returned the Contractor.

Section IV Financial Reporting

Policy

Each Contractor is required to submit monthly financial reports to the **AzNN Consultant**. The financial reports include the Contractor's Expenditure Report (CER) formerly called an Invoice Form and the corresponding Staff Time Allocation Form. ADHS will not accept the use of other forms. Both forms are to be submitted electronically by the 30th of each month following the reporting period. Once approved, a signed original must also be submitted by mail for reimbursement. Agencies typically receive reimbursement within 4-6 weeks of submitting correct CERs.

Procedures

The CER is the official form used by a Contractor to document actual reimbursements each month. If there are no expenditures for a given month, the Contractor will submit the CER for that month with zeroes entered in the expense column for each funded line. CERs will be submitted in chronological order; no CER will be paid before a preceding CER is received and approved.

Contractors must collect and review time documentation forms and quantify the cost of nutrition education activities in each form. These forms must be kept by the Contractor agencies for state compliance auditing.

Each Contractor will submit a CER and a Staff Time Allocation Form for each month of the program year. In addition, each Contractor will have the opportunity to submit a subsequent 13th Month CER to report expenses that were encumbered but not paid during the fiscal year. All Contractor agencies will submit a final Cumulative Expense Report for the period of October 1 through September 30. The final Cumulative Expense Report is included as a tab in the CER workbook and will be submitted within 60 calendar days from the end of the fiscal year (September 30). Contractors must request approval for an extension to submit the final report after November 30.

Failure to submit required reports by the contractual due date(s) may disqualify for reimbursement.

Contractors will be provided with an electronic copy of the CER and Staff Time Allocation Form workbook (Excel). The workbook provided to each Contractor will contain budget information specific to their agency. Each month of the fiscal year is designated by a set of tabs in the workbook. Contractors will enter information each month, and electronically submit the workbook to the **AzNN Consultant** for review. After the **AzNN Consultant** has approved the electronic draft, Contractors must submit a correct signed original CER for reimbursement.

Information on the CER reflects the budget and expenses. Reimbursement is based on the expenses reported on the CER.

Total expenses must not exceed the approved budget total, as indicated on the Price Sheet in the contract. An increase in the budget requires a contract amendment.

Contractors will also be provided an electronic CER template to be utilized with their subcontractors. This template will NOT include any subcontractor budget information but editing will be unlocked so data can be entered by the Contractor if needed. Subcontractor expense reports will NOT be submitted to the AzNN Consultant for review, but will be maintained by the Contractor and made available for State staff review if requested. All subcontractor expenses will be reported on the Contract/Grants/Agreements line of the CER. Subcontractor expenditures should be reported in the month it is processed through the Contractors accounting system. This is approximately the month after the Subcontractor submits their expense report to the Contractor.

Instructions for completing the Contractor's Expenditure Report:

1. Click on the appropriate tab of the workbook for the month to be reported.
2. Lines numbered 1-4 on the top of the CER will be prefilled with the contract number, PO number, contractor name, title of program and reporting period.
3. Section number five (5) labeled *Cost Reimbursement* lists the budget categories by line item. The definitions of each line item are as follows:
 - a. **Personnel Costs/Salary:** Amount spent on salaries and wages.
 - b. **Fringe Benefits:** Benefits paid including statutory benefits, comprehensive benefits or other benefits such as medical, dental, vision coverage, long-term disability, accidental death insurance, and tax-sheltered annuity programs.
 - c. **Contracts/Grants/Agreements:** Expenses incurred associated with use of subcontractors to conduct specialized nutrition activities. This may include consultants, dietitians, and contracted educators.
 - d. **Non-capital Equipment Supplies:** Expenses incurred for food and equipment for food demonstrations, office supplies, office equipment with a unit cost of less than \$5,000, printing, photocopying and reproduction costs, and postage. Computers less than \$5,000 are included in non-capital equipment.
 - e. **Materials:** Expenses incurred for nutrition education resources such as books, posters, and handouts, etc.

- f. **Travel:** Amount spent on travel expenses for nutrition education and administration purposes. Mileage rates and per diem are determined in accordance with Contractors' policy. If the Contractor has no policy in place, the state rates are to be used as default. Out-of-state travel is not permitted unless included in submitted Contractor Agency Budget and approved by USDA.
 - g. **Building/Space:** The total cost of space utilized for the nutrition education program during the billing month.
 - h. **Maintenance:** This is the sum of all costs incurred for maintenance related to nutrition education activities.
 - i. **Equipment & Other Capital:** Non-expendable property used for nutrition education program, having a unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
 - j. **Indirect Costs:** Costs that benefit more than one (1) program but are not easily identified to a specific program. The general rule is that if a cost can be readily attributed to a specific program, it should be classified as a direct cost rather than included in the indirect cost pool. A Contractor claiming Indirect Costs must have submitted an Indirect Cost Allocation plan with the application for the current fiscal year.
4. The column labeled *Approved Budget Total*, column (a) lists the current approved line item amounts. These amounts match the price sheet and approved budget submitted with the annual plan. These amounts will not change without a formal amendment. Once a formal amendment is approved, the CER will be updated by AzNN staff to match the new/revised price sheet. It will then be provided to the Contractor.
5. The column labeled *Prior Report Period Year to Date Expenditures*, column (b), automatically calculates the cumulative expenses to date by adding the "Current Reporting Period Expenditures" for the current month to the "Prior Report Period Year to Date Expenditures" from the previous month. This column is protected and cannot be changed.
6. The column labeled *Current Reporting Period Expenditures*, column (c), lists the actual expenses for the reported month. The Contractor will enter this information using documented records of expenses for the month. The rows relating to Personnel and Fringe Benefits costs will pre-fill based on the information entered in the Staff Allocation Form.
- a. Actual expenses *cannot* be claimed in unapproved budget lines. For example, a program cannot claim expenses for Maintenance if the budget line has \$0.00 allocated for the fiscal year.

- b. Reported expenses must not exceed the approved budget in any line item. A Contractor may request a 10% budget transfer between funded budget lines.
7. The column labeled *Total Year to Date Expenditures*, column (d), automatically calculates the total expenditures by adding “Prior Report Period Year to Date Expenditures” for each line item with the “Current Reporting Period Expenditures” for each line item.
8. After the CER is submitted electronically and provisional approval by the **AzNN Consultant** is received, the Authorized Representative for the Contractor will sign on the bottom right of the form and mail the signed original to the attention of the **AzNN Consultant** for final approval.

Instructions for completing the Staff Time Allocation Form:

The following procedure is for the default Staff Time Allocation Form only (the template issued by AzNN Staff). Some agencies have altered this sheet to function better with their accounting systems and corresponding reports. Please contact the **AzNN Consultant** if you have any questions about an altered Staff Time Allocation Form or would like to explore making changes to your current reporting form. Contractors will also receive a blank Staff Allocation Sheet, unlocked for editing, for use with subcontracting agencies. These forms will not be submitted to the **AzNN Consultant** but maintained by the Contractor and made available for state staff review if requested. Instructions for completing the form are below.

1. Click on the appropriate tab of the workbook for the month to be reported.
2. Enter the date the CER is being submitted in the space provided.
3. The column labeled *Position Title* (column A in Excel) lists each position and is prefilled with the information provided in the approved annual budget. This column is protected. Work with the **AzNN Consultant** to add or modify any position titles.
4. Enter the month’s total Management Hours (column B in Excel) and total Direct Hours (column C in Excel) for each position. The spreadsheet will automatically calculate the total hours by position (column D in Excel) and the total management and total direct hours for the month.

5. The column labeled *Hourly Salary* (column E in Excel) lists the hourly rate for each position. This information must be entered by the Contractor. Once the information is entered, it will carry forward through all following months Staff Time Allocation Forms. Any changes to the hourly rate will only change the following months and will not change the hourly rates entered in previous months.
 6. The column labeled *Total AzNN Salary* (column F in Excel) will automatically calculate by taking the “Total AzNN Hours” and multiplying it by the “Hourly Salary” for each position. This column is protected and cannot be changed.
 7. The column labeled *% Fringe Benefits* (column G in Excel) lists the fringe benefits rate for each position. This information must be entered by the Contractor. Once the information is entered, it will carry forward through all following months Staff Time Allocation Forms. Any changes to the fringe benefits rate will only change the following months and will not change the fringe benefits rate entered in previous months.
 8. The column labeled *Annual Fixed Fringe Benefits* (column H in Excel) lists the annual fringe costs (if applicable) for each position. This information must be entered by the Contractor.
 9. The column labeled *Fixed Fringe Benefits* (column I in Excel) will automatically calculate by taking the “Annual Fixed Fringe Benefits” and multiplying it by the total FTE (columns K and L added together) for each position. This column is protected and cannot be changed.
 10. The column labeled *Total Fringe Benefits* (column J in Excel) will automatically calculate by multiplying the “% Fringe Benefits” and the “Total Salary” and adding it with the “Fixed Fringe Benefits” for each position. This column is protected and cannot be changed.
 11. The remaining columns (columns K thru M in Excel) total the Personnel/Salary Costs, Fringe Benefits Costs, and Total Costs. These columns contain formulas and are protected. These columns cannot be changed.
-

Section V Program Reporting

Policy Contractors are required to submit a Monthly Report using the standard format supplied by the Arizona Nutrition Network. This report format was built from the USDA EARS requirements. Quarterly reports outlining **Policy, Systems and Environmental (PSE) activities and** the program progress are also required.

Procedures The **monthly** report includes detailed information about all activities completed by Contractors and their subcontractors. The report includes Three (3) sections which must be completed. They are:

- **Direct:** This section is where all direct education interventions are recorded. Information including class size, session number, class length, number of participants and contacts, and primary content is recorded. Direct time is defined by the EARS reporting rules as: Interventions where a participant is actively engaged in the learning process with an educator and/or interactive media. This information is reported monthly.
- **New Demographics (formerly Unduplicated):** This section is where the demographic data is reported for all participants. Demographic data includes SNAP status, age, gender, and race/ethnicity. This information is reported monthly.
- **Indirect:** This section is where all indirect education interventions are recorded. This category is broken down into two (2) sections: Materials Distributed and Communication and Events. This information is reported monthly.

Monthly reports shall be submitted electronically via email no later than the 30th of the following month. Failure to submit required reports may prevent materials orders from being processed. The following procedure describes how to complete the Monthly Report (the template issued by ADHS). The sections listed above are required and cannot be changed. Some Contractors have additional sections that help with their data collection methods. Please contact the **AzNN Consultant** if you have any questions about an additional worksheet in your workbook or would like to explore making changes to your data collection methods and reporting. Each Contractor will be sent a Master Monthly Report and a Subcontractor Monthly Report. The Master Monthly Report contains a macro that will allow Contractors to compile all subcontractor reports into one main master report.

Instructions for completing the Direct Tab:

1. Click on the Direct tab for the month to be reported. Remember, direct time is defined as: Interventions where a participant is actively engaged in the learning process with an educator and/or interactive media.
2. Enter the date of the activity in the column titled *Date* (**column A in Excel**).
 - a. Note: Each intervention should be recorded and sessions should not be grouped. For example, a three (3) series session will be recoded with three (3) separate entries.
3. Select the delivery site from the drop down menu in the column titled *Delivery Site* (**column B in Excel**). This field documents where the nutrition education took place. This information is pre-filled based on the list of sites provided in the annual application. Contact your **AzNN Consultant** to add additional sites.
4. The column titled *Class Identifier* (**column C in Excel**) is optional. This field was added so Contractors could make a notation to identify the class provided. For example: Ms. Jones' Class or Headstart is the *Class Identifier* but the *Delivery Site* is Brookfield Elementary School. SNAP-Ed may be provided to multiple programs at the same delivery site.
5. **This is a Required field.** Select the delivery site from the drop down menu in the column titled *Service Setting* (**column D in Excel**). This field documents the service setting as described in the application. This information is pre-filled and the choices are Adult, K-8, CACFP or Gardens.
6. Select “yes” or “no” from the drop down menu in the column titled *First Activity With This Group* (**column E in Excel**). Select “yes” if it is the first time this particular group/class has met or select “no” if this class/group has already received SNAP-Ed. Also select “yes” or “no” from the drop down menu in the column titled *Any New Participants* (**column F in Excel**). Select “yes” if it is the first contact or if there are new people joining the class/group or select “no” if there are no new participants in the class/group. The answers selected here will determine if these people are counted as contacts or participants.
7. Enter the session number in the column titled *Session Number* (**column G in Excel**). This refers to which session this entry is, in a series of sessions. For example, if it is a single session enter “1”, and if it is the second session of a four (4)session series enter “2”, etc.
8. Enter the total number of sessions of this series in the column titled *Total Number of Sessions in Series* (**column H in Excel**). For example, if it is a single session enter “1”, and if it is a four (4)session series enter “4”, etc.
 - a. This column combined with the column titled *Session Number* (**column G in Excel**) will tell us, for example, that this is the 2nd session of a four (4) part series.

9. Enter the length of the session in the column titled *Length of Session in Minutes* (**column I in Excel**). This column should list the actual length of each session in minutes (i.e. 30, 120, etc.).
10. Enter the percent of time the participant or contact would spend with interactive media in the column titled *% Interactive Media* (**column J in Excel**). Examples of interactive media include: a kiosk at a community event, computer based trainings, etc.
11. Select “yes” or “no” from the drop down menu in the column titled *Food Demos Provided* (**column K in Excel**). The selection of “yes” means a food demo was performed and a selection of “no” means there was not a food demo performed.
12. The columns titled *Participants* (**column L in Excel**) and *Contacts* (**column M in Excel**) list the number of people that took part in the nutrition education session. These columns will be “available” depending on the information entered in columns *First Activity With This Group* (**column E in Excel**) and *Any New Participants* (**column F in Excel**).
 - a. A person will be categorized as a participant for their first intervention only. All other interventions must be categorized as contacts.
13. The *Primary Content* is reported in four (4) columns (**columns N thru Q in Excel**). Each column is a drop down menu based off the approved nutrition topics listed in the annual application. Contractors may report up to four (4) topics.
 - a. Note: The primary content refers to the nutrition education being taught, not necessarily the delivery method. For example, if a Contractor is teaching about the importance of fruits and vegetables while working in the community garden, then the primary content would be fruits and vegetables.

Instructions for completing the New Demographics Tab (formerly Unduplicated Tab):

Note: This worksheet will only be used for the interventions where there were participants recorded. If an intervention has only contacts you will not need to fill out this worksheet.

1. Click on the New Demographics tab for the month to be reported.
2. The column titled *Date* (**column A in Excel**) lists the date of the event. This column will carry forward from the Direct tab if there are participants involved.
3. The column titled *Delivery Site* (**column B in Excel**) lists the location where the event took place. This column will carry forward from the Direct tab if there are participants involved.
4. The column titled *Class Identifier* (**column C in Excel**) lists the identifier used by the Contractor (not required). This column will carry forward from the Direct tab if there are participants involved.

5. **This is a required field.** Select the delivery site from the drop down menu in the column titled *Service Setting* (**column D in Excel**). This field documents the service setting as described in the application. This information is pre-filled and the choices are Adult, K-8, CACFP or Gardens.
6. The column titled *Type of Setting* (**column E in Excel**) will auto-populate with the USDA EARS type of setting based on the delivery site selected. This information was pre-filled based off of the information in the annual application. For example, if ABC Elementary is selected as the delivery site then this column will automatically enter “Q-Public School.”
7. The column titled *Participants 1st Time* (**column F in Excel**) lists the number of participants (people taking part for the first time). This column will carry forward from the Direct tab if there are participants involved.
8. The columns titled *School Sites* (**column H in Excel**), *All Additional Sites* (**column I in Excel**), and *Other Participants* (**column J in Excel**) are used to record the SNAP status of participants. The number of participants receiving SNAP at *School Sites* is automatically calculated using the National School Lunch Program (NSLP) free percentage when a school is selected. The column for *Other Participants* should be used to record SNAP recipients for all other settings. This column must be entered by the Contractor (it will not calculate). The final column for *Other Participants* will automatically calculate by taking the total number of participants and subtracting the total participants receiving SNAP (*School Sites* and *All Other Sites*). This column will reflect the participants that are not receiving SNAP or the SNAP status is unknown. Demographic data must be self-reported by adults and can be estimated for children.
9. The column titled *SNAP Participation Total* (**column K in Excel**) lists the total number of SNAP Participants and is automatically totaled from the Participant SNAP Status *School Sites* (**columns H in Excel**) and *All Additional Sites* (**columns I in Excel**).
10. Participant age and gender information should be entered in **Excel columns L thru S**. The *Age/Gender Total* column must match the *Participants 1st Time* column. Age/Gender categories are based on the USDA EARS requirements and are broken down as follows:
 - a. 0 – 4 Years, M and F (**columns L and M in Excel**)
 - b. 5 – 17 Years, M and F (**columns N and O in Excel**)
 - c. 18 – 59 Years, M and F (**columns P and Q in Excel**)
 - d. 60+ Years, M and F (**columns R and S in Excel**)Demographic data must be self-reported by adults and can be estimated for children.
11. Participant race and ethnicity information should be entered in **Excel columns T thru AN**. The *Race and Ethnicity Total* column (**column AO in Excel**) must match the *Participants 1st Time* column. Race/Ethnicity categories are based on the USDA EARS requirements and are broken down as follows:

- a. American Indian or Alaskan Native, Hispanic or Non Hispanic (**columns U and V in Excel**)
- b. Asian, Hispanic or Non Hispanic (**columns W and X in Excel**)
- c. Black or African American, Hispanic or Non Hispanic (**columns Y and Z in Excel**)
- d. Native Hawaiian or Other Pacific Islander, Hispanic or Non Hispanic (**columns AA and AB in Excel**)
- e. White, Hispanic or Non Hispanic (**columns AC and AD in Excel**)
- f. American Indian or Alaskan Native and White, Hispanic or Non Hispanic (**columns AE and AF in Excel**)
- g. Asian and White, Hispanic or Non Hispanic (**columns AG and AH in Excel**)
- h. Black or African American and White, Hispanic or Non Hispanic (**columns AI and AJ in Excel**)
- i. American Indian or Alaskan Native and Black or African American, Hispanic or Non Hispanic (**columns AK and AL in Excel**)
- j. All Others Reporting More than One Race, Hispanic or Non Hispanic (**columns AM and AN in Excel**)

Demographic data must be self-reported by adults and can be estimated for children.

Instructions for completing the Indirect Tab:

This section of the report is broken down into two sections: Materials Distribution (ex. mailing out a newsletter) and Communications and Events (ex. having a booth at a community health fair). Click on the Indirect tab for the month to be reported.

Materials Distribution

1. Enter the date the activity took place in the column titled *Date* (**column A in Excel**).
2. Enter the activity name in the column titled *Name of Activity* (**column B in Excel**). For example, a quarterly newsletter to participants/contacts may be entered as “First Quarter Newsletter.”
3. Enter the estimated number of people reached through this activity in the column titled *Estimates Reach* (**column C in Excel**). This does not need to be an actual count. In the example listed above, this would be estimated by counting the number of newsletters distributed.
4. Select the type of materials distribution from the drop down menu in the column titled *Type* (**column D in Excel**). These selections are from the USDA EARS requirements.
 - a. A-Calendars
 - b. B-Electronic (email) materials/info distribution
 - c. C-Fact sheets/pamphlets/newsletters
 - d. D-Posters

- e. E-Promotional Materials
- f. F-Videos/CD Rom
- g. G-Website
- h. H-Other

Communications and Events

1. Enter the date the activity took place in the column titled *Date* (**column F in Excel**).
2. Enter the activity name in the column titled *Name of Activity* (**column G in Excel**). For example, participating at the local farmers' market by handing out information and conducting a food demonstration may be entered as "Phoenix Farmers' Market."
3. Enter the estimated number of people reached through this activity in the column titled *Estimates Reach* (**column H in Excel**). This does not need to be an actual count. In the example listed above, this would be estimated by counting the number of handouts distributed or a visual estimate.
4. Select the type of communication or event from the drop down menu in the column titled *Type* (**column I in Excel**). These selections are from the USDA EARS requirements.
 - a. A-Nutrition Education Radio PSAs
 - b. B-Nutrition Education TV PSAs
 - c. C-Nutrition Education Articles
 - d. D-Billboard, Bus or Van Wraps, or Other Signage
 - e. E-Community Events/Fairs - Participant
 - f. F-Community Event/Fairs - Sponsor
 - g. H-Other
5. Select the source data used to estimate the reach in the column titled *Source Data* (**column J in Excel**). These selections are from the USDA EARS requirements.
 - a. 1-Commercial market data on audience size
 - b. 2-Survey of target audience
 - c. 3-Visual estimate
 - d. 4-Other
6. Select "yes" or "no" from the drop down menu in the column titled *Food Demos Provided?* (**column K in Excel**). The selection of "yes" means a food demo was performed and a selection of "no" means there was not a food demo performed.
7. The *Primary Content(s)* is reported in four (4) columns (**columns L thru O in Excel**). Each column is a drop down menu based off the approved nutrition topics listed in the annual application. Contractors may report up to four (4) topics.
 - a. Note: The primary content refers to the nutrition education being taught, not necessarily the delivery method. For example, if a Contractor is teaching about the importance of fruits and vegetables while working in the community garden then the primary content would be fruits and vegetables.

Instructions for completing the Master Monthly Report:

Contractors will receive a Master Monthly Report and a regular Monthly Report for each month on the fiscal year. Monthly Reports can be used for all subcontractors or other sub reports. Only one Monthly Report or a compiled Master Monthly Report will be accepted by ADHS. Therefore, if the Contractor wishes to utilize multiple Monthly Reports to document activities during the month then all the Monthly Reports must be compiled into the one Master Monthly Report before submission to ADHS.

Open the Master Monthly Report and all the Monthly Reports that are to be compiled into the Master Monthly Report. Only the Master Monthly Report and all the Monthly Reports that are to be compiled for the specific month should be open at this time.

1. Make sure the Master Monthly Report is the active workbook open and then select the tab on the Excel 2007/2010 Ribbon that reads “AzNN Monthly Report.”
2. Click the option on the “AzNN Monthly Report” tab that reads “Master Data Entry” If the active workbook open is a Monthly Report then this option will not be available.
3. A dialog box will then open titled “FY13 Master Monthly Report Data Entry.”
4. Click the “Copy Data” button. When the data is copied the button will gray out. Then click the “Close” button. It is recommended that this process be done only once per month with a blank Master Monthly Report to avoid any data duplication.
5. Select the “MasterInfo” tab at the bottom of the Master Monthly Report workbook and verify that all the file names listed were the intended files to be copied.

Save the Master Monthly Report and submit to ADHS for approval

Instructions for completing the Quarterly Report:

The Quarterly Report includes both a narrative **word** document that is used by Contractors to summarize quarterly activities and an Evaluation Report that reflects work plan activities. The report will only be submitted at the end of each quarter of the Federal Fiscal Year (December, March, June and September).

The narrative section includes: Highlights, Budget, Reach, Planned Improvements/Overall Assessment and Assistance Requested from AzNN Staff.

1. **Contractor Name:** *Provide agency name*
2. **Name of Person completing Report:** *Provide the name of person responsible for Quarterly Report*
3. **Select one: Check a box**

1st Quarter (October-December)

2nd Quarter (January-March)

3rd Quarter (April-June)

4th Quarter (July- September)

4. **Highlights**

Progress Achieving State Goals (Activities):

Please describe SNAP-Ed activities that have been conducted in the current quarter.

Major Achievements:

Highlight recent successes of the program including new staff, successful Partnerships, anecdotal information...

Major Unmet Needs/Challenges:

Explain any unmet needs or challenges that the program has recently encountered. If applicable please address how challenges were overcome.

5. **Budget (refer to Contractor Expenditure Report)**

Total Amount Spent to Date = \$ *Refer to current Contractor Expenditure Report (cell F25 on most recent invoice)*

% of Total Budget Expended = *Refer to Performance Graphs tab*

6. **Reach (refer to Monthly Report Data)**

of participants reached to date = *Refer to Monthly Report, Direct tab, Participants Column (Column L) combine the totals from each month in the quarter. Example: First quarter would include the totals from Column L on the October, November and December Reports.*

% of projected annual reach met =

Divide total participants reached to date by the total number of projected participations. The total number of projected participants can be found on the Sites tabs (cell C6) on the FFY13 Application. Be sure to add the total

number from the Site-Certified tab, Sites-Likely tab, Sites-Potentially-Schools tab, and Sites Potentially-Non-Schools tabs.

7. Planned Improvements/Overall Assessment:

- *Discuss your progress towards fully expending budgeted amounts in each line. Provide explanations if your agency is failing to spend on target.*
- *Discuss your progress towards meeting projected annual reach and corrective actions being taken if your agency is struggling to meet projections.*
- *How is the program running overall?*
- *Any plans for improvement to the Program?*

8. Assistance Requested from ADHS staff

Is there any assistance ADHS can provide your agency to aid in meeting program goals? Any technical assistance required? Any issues with ADHS provided materials?

The Evaluation Report is an excel document that reflects each Contractors individual AzNN Work Plan activities. Each Contractor will be provided a partner specific Evaluation Report to complete for each quarter and submit to the AzNN Consultant. The data will progress each quarter so the 4th quarter report will be a culmination of all quarters.

Denominators pre-filled where possible and percentages will auto calculate.

Enter numerators into the space provided for each measure being reporting on, along with the date the data was collected and any notes or comments to be included about the data entered.

When a measure asks for a percentage, enter the numerator and the percent will be auto calculated from the entry and the pre-filled denominator.

When a measure asks for a number, enter the number into the numerator field. The denominator and percent field will be greyed out for these measures.

When working on strategies where measures include sales or ordering data please enter all of the numerator, denominator and percent fields.

Section VI Allowable and Unallowable Costs

Policy All costs claimed by Contractors must meet the “allowable” guidelines and be approved by ADHS and USDA. Costs that are considered “unallowable” will not be a reimbursable Federal expense.

Procedures Allowable costs are specified in the following sources:

OMB Guidance:

- 2 CFR 225 (OMB Circular A-87): cost principles for State and local governments
- 2 CFR 220 (OMB Circular A-21): cost principles for universities
- 2 CFR 230 (OMB Circular A-122): cost principles for not-for-profit organizations
- 2 CFR 215 (OMB Circular A-110): administrative requirements for universities, hospitals, and not-for-profit organizations.

USDA departmental regulations:

- 7 CFR 3016: administrative requirements for State and local governments
- 7 CFR Part 3019: administrative requirements for universities, hospitals, and not-for-profit organizations (USDA codification of OMB Circular A-110)

Program-specific guidance:

- SNAP regulations at 7 CFR 277
- FNS policy statements

Administrative Expenses

Allowable administrative costs are operational costs of carrying out SNAP-Ed in accordance with the State’s approved SNAP-Ed Plan. Lists of allowable and unallowable cost items as examples appear in OMB Guidance and Appendix J. The OMB Guidance states that its failure to mention a particular item of cost does not imply that the cost is either allowable or unallowable; rather, contractors should determine allowable costs on a case-by-case basis, considering the treatment or standards given in the OMB Guidance for similar or related items of cost. Allowable administrative expenses include, but are not limited to:

- Salaries and benefits of personnel involved in SNAP-Ed and administrative support.

All staff wages, salaries, and benefits must be computed on a reasonable hourly basis commensurate with duties being performed, or the Federal minimum hourly wages established by the United States Department of Labor. The wages and salaries are not necessarily commensurate with compensation that would be paid to the individual when performing duties for which he/she is credentialed, but shall relate to the task they are actually performing for SNAP-Ed.

- Office equipment, supplies, postage, and duplication costs that are necessary to carry out the project's objectives.
- Charges for travel necessary to fulfill the approved plan. The travel must conform to official State, local, or university travel regulations. Allowable travel costs are subject to restrictions, such as prohibiting the charging of commercial airfare in excess of coach or its equivalent.
- Development and production of SNAP-Ed materials when no other appropriate materials exist.
- Memberships, subscriptions, and professional activities.

Costs of institution memberships in business, technical, and professional organizations are allowable. Costs of individual memberships in such organizations for nutrition personnel that work in SNAP-Ed are not allowable. Professional registration or license fees paid by individuals are unallowable costs because the fees would be considered personal expenses, not institutional expenses.

- Lease or rental costs
- Maintenance expenses
- Indirect costs
- Nutrition Education Reinforcement Materials
- Cost of Using Publicly-Owned Building Space. Includes depreciation or use allowance derived based on the building's original acquisition cost, and such building-related costs as maintenance and utilities; must not include costs of maintenance, utilities, etc. directly if they are already charged as indirect costs.

Details on unallowable administrative expenses can be found in the applicable OMB Circular. If you should have any questions about allowable/unallowable costs refer to your OMB Circular, the tables to follow, or contact your **AzNN Consultant**.

Reasonable and Necessary Costs

While OMB regulations define what is allowable, cost that may be covered by the SNAP for nutrition education and obesity prevention shall also meet a "reasonable and necessary" test. The Federal cost principles identify certain criteria that an allowable cost must satisfy. These criteria include, but are not limited to, the following:

- Reasonable Costs: A reasonable cost is one that a reasonable, prudent person would opt to incur under the circumstances.
- Necessary Costs: Refers to the cost item's relationship to the Program's mission and objective(s). Factors to consider necessity include:
 - a. Is the cost item needed to carry out the Program?
 - b. Can the cost item be foregone without adversely impacting the program's operations?
 - c. Will incurring the cost duplicate existing efforts?
- Allocable Costs: Allocation entails correlating costs with the Program benefits obtained by incurring them. If a cost item benefits only SNAP-Ed, then 100% of it is allocable to SNAP-Ed. If a cost benefits multiple programs or activities, a portion of the cost is allocable to each. That portion must be proportionate to the benefit each program received.

Contractors must show how prorated costs are calculated when applicable; fully describe the nature of such costs; and demonstrate the value of the proposed activity to SNAP-Ed. Since activities that target general audiences are often not designed with the needs of the SNAP-Ed target audience in mind, Contractors must justify how the activity is a good vehicle for reaching the SNAP-Ed audience and influencing their nutrition-related behaviors.

Property Procurement and Management

ADHS must receive USDA approval before procuring or requesting reimbursement for equipment valued at more than \$5,000 per item. Review and approval is normally conducted during review of the proposed budget. Proposed equipment requests should not duplicate previous year's equipment purchases for the same project. Inventory must be maintained for equipment that is paid for in full, or in part, with federal funds.

Indirect Cost Rates

Indirect cost is a general term for certain types of costs that are incurred by an agency in support of other allowable activities that are charged directly to the agency. These indirect costs are determined through a variety of rates or "cost allocation plans" that detail how the costs are to be shared by the funding agency. Indirect cost rates are documented through an indirect cost plan, which is approved by a "cognizant agency."

Indirect cost rate is a rate typically computed by summing all indirect costs then dividing the total by the Modified Total Direct Costs. The resulting percentage is applied to each grant to determine its share of the indirect or overhead costs. Indirect cost rates applied in the SNAP-Ed plan shall be documented through an indirect cost plan that is approved by a cognizant agency. If the rate is not approved, the computation of the rate shall be acceptable to FNS.

Indirect cost rates for colleges and universities that have been approved by the appropriate cognizant entity will be accepted. Unless justification is provided,

only the off-campus rates may be used. If additional categories such as “other sponsored activities” are covered, “instructional rates” will not be accepted without justification.

In most plans, only one rate may be used. As a result any justification for using either the “on-campus” or “off-campus rate” should be based on where the majority of the allowable activities take place. In the case of SNAP-Ed, the allowable activities are defined as those activities that provide nutrition education to the SNAP eligible population. Other activities such as research and data analysis are not the primary purpose of SNAP-Ed and should not be used in determining where the majority of the activities take place. According to OMB Circular A-21, indirect costs at colleges and universities are limited to 26% of the total modified direct costs.

Small agencies may not have staff with the expertise to develop indirect cost rates. Local Agencies that do not have a cognizant agency to review and approve their rates may apply to ADHS for approval to use a rate developed either by or for the Local Agency. They may obtain contracted accounting services as an allowable program cost. Any costs of determining the indirect costs are themselves allowable costs and may be included in the proposed budget. Only the proportionate share of the costs of developing the indirect cost rate may be charged to SNAP-Ed.

In-kind Donations Not Involving Transfers of Cash

In-kind donations that are the value of volunteer time or other non-billable goods or services are not allowable as charges to this grant if they are provided to or by a non-governmental agency. In-kinds from government agencies cannot be charged to another Federal grant.

A Local Agency cannot claim a donated service of a good as in-kind if:

- It is not allowable, reasonable, or necessary for the delivery of SNAP-Ed
 - Although public schools are considered a governmental agency, the cost of students’ time to get high school credit hours by volunteering with SNAP-Ed activities is not an allowable in-kind charge to SNAP-Ed.
 - The minimum age for a SNAP-Ed volunteer is 18 years of age.
- Payments are made by the Local Agency for any goods and services.
- The Local Agency claiming the in-kind is a private organization.

In valuing a volunteer’s time or service to a public organization, the following principles apply: (1) the volunteers’ wages are computed on a reasonable hourly basis in accordance with the duties being performed for SNAP-Ed or wages are computed based on the Federal minimum hourly wage established by the United States Department of Labor, (2) the volunteer records their time, and (3) the value of the volunteer’s time is not being used as match for any other Federal grant.

In valuing donated goods, the following principles apply: (1) the value of goods other than publicly owned space is computed on reasonable fair market value, (2) when valuing space owned by a public agency, depreciation or use allowance is used for cost computations, and (3) the value is not being used as match for any other federal grant.

Use of Student Interns

SNAP-Ed activities may not be utilized to fulfill a dietetic or academic field work requirement. Such participation would need to be voluntary, outside of coursework. The cost of student's time to get school credit hours by volunteering with SNAP-Ed activities is not an allowable in-kind charge to SNAP-Ed. Paid student internships are allowable costs.

Health Care Organizations

The allowability of this type of partnership for the delivery of SNAP-Ed hinges on whether the organization is public or private. The organization's profit or non-profit status is not relevant. USDA has determined that unless an absolute need is documented, (i.e. no other SNAP-Ed provider is available) participation by non-governmental (private) health care organizations is not reasonable or necessary and should be discouraged. There are four (4) major problem areas associated with using health care organizations as a sub-grantee. These include:

1. A valid determination as to the health care organization's status as public (governmental) or private (non-governmental) is difficult to ascertain. Many public health care organizations are not governmental and this determination is vital since some or all of their funding contribution will be in the form of an in-kind (non-cash) contribution. Only government entities may use in-kind contributions to meet the state or local share of allowable costs.
2. Procurement regulations in some states or counties prevent awarding a contract to a private health care organization without a public notice allowing other health care organizations an opportunity to bid on the work. In addition, once a grantee moves beyond using other governmental services, procurement requirements become mandated. These include items such as the method of procurement, dollar limits, etc.
3. While the nature of a public health care organization may mean that SNAP participants and eligible households will be involved, the health care organization should still validate that it meets one of the eligible target audience categories. Additionally, the health care organization should meet the provisions of allowable SNAP-Ed activities, which states that health promotion and primary prevention of disease should be the focus and aim of SNAP-Ed activities. The disposition of these types of health care organizations already leans towards secondary prevention and medical nutrition therapy, which are not allowable SNAP-Ed expenditures.

4. Private (non-profit) health care organizations receive the majority of their funding from Medicare/Medicaid. Activities funded under one Federal grant may not be billed to another Federal grant. Unless the state involved is dedicated in tracking these expenditures, it would be difficult to clearly document costs in this environment.

In order to work with a health care organization, (as a SNAP-Ed site) a written justification must be submitted that addresses all four (4) concerns listed above.

Medical Equipment & Clinical Health Assessments

Medical equipment or health services related to the health assessments of recipients, obtaining clinical data on nutritional status, and chronic disease or chronic disease risk assessments are not a necessary and reasonable cost to provide nutrition education in SNAP-Ed. Therefore, they are not allowable costs. For example, measurement of skin fold thickness, blood pressure, cholesterol, blood glucose and iron levels are not allowable costs. However, salaries and benefits of personnel to administer dietary intake data questionnaires on nutrition knowledge and behaviors are allowable costs.

Body Mass Index (BMI)

A simple measurement of height and weight by SNAP-Ed staff, or using self-reported height and weight measurement, to determine BMI is an allowable cost.

Gardening

Gardening is a beneficial activity that leads to the economical production and consumption of healthy and fresh food. Costs for the rental or purchase of garden equipment (tractors, etc.) or the purchase or rental of land for garden plots are not allowable. The purchase of seeds, plants, and small gardening tools and supplies, such as fertilizer and potting soil, to assist in developing school and community gardening projects are allowable SNAP-Ed costs. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. Staff salaries to establish and maintain community gardens, i.e., in low-income housing projects, schools, etc. may be allowable but should be submitted to ADHS for prior approval. Provision of time for garden maintenance is an example of an opportunity for community participation in addition to SNAP-Ed funding. Participants may use program benefits to purchase seeds and plants for individual gardening purposes.

Travel and Meeting or Conference Attendance

Travel expenditures are a variable cost. In order to be considered for funding, the request shall provide a direct and clear link to providing nutrition education and obesity prevention activities for the SNAP-Ed audience. Travel requests should be identified for in-state and out-of-state purposes. Contractors should note the destination of the meeting, training, or conference attendance including:

Travel Purpose and Justification:

- Justify the purpose of the travel request.
- Describe how attendance will benefit SNAP-Ed program goals and objectives and how the travel request supports the State's SNAP-Ed goals and objectives.
- Demonstrate how information will be disseminated to in-state educators, collaborators, and SNAP office staff.

Number of Staff Attending:

- Identify and justify the number and type of staff making the travel request.
- For attendance at national level conferences, the request should be limited to no more than four (4) staff persons per State and therefore requires coordination and approval with ADHS.

Prorating Costs for Nutrition Education

When a broader audience benefits from a nutrition effort that is otherwise allowable, prorated costs that reflect SNAP-Ed's share of the total costs may be allowed. In these situations, the calculation of SNAP-Ed's share of the total cost is based on the number of likely SNAP eligibles (persons at or below 130% of the Federal Poverty Level). Any supplies or equipment purchased using AzNN monies must be used for SNAP-Ed exclusive use. If other programs share the use of such equipment, costs are to be prorated accordingly.

College/University Students

Most able-bodied students ages 18 to 49 who are enrolled in college or other institutions of higher education at least half time are not eligible for SNAP and therefore not eligible for SNAP-Ed. However, there are exceptions. If you plan to work with this particular audience, contact your assigned **AzNN Consultant**.

Staff Wages and Benefits

All staff wages and benefits shall be computed on a reasonable hourly basis suitable to duties being performed. The wages are not necessarily in line with wages that would be paid to the individual when performing duties for which he/she is credentialed, but shall relate to the task they are performing for SNAP-Ed.

See Appendix J, Allowable and Unallowable Cost Table.

Section VII Financial Reviews and Audits

Policy

The Arizona Nutrition Network Auditor will conduct financial reviews of at least half (50%) of the current Contractors during the fiscal year. The purpose of this review is to ensure program compliance. (OMB Circular A-133)

It is the responsibility of each Contractor agency to maintain accurate and verifiable records in order to support all expenses claimed under the AzNN Program.

At any time during the term of an AzNN contract, and at any time within five (5) years after termination of that contract, the Contractors' or any subcontractors' books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the AzNN contract. In the event of an audit, an agency or organization's nutrition program records must be sufficient and clear enough to support all claims.

Procedures

The Arizona Nutrition Network Auditor will send out a notification letter to the selected Contractor at least one month prior to the scheduled review. The review may look at financial activity from all financial periods not previously audited to the most current financial period. The auditor will also send out a brief questionnaire to be completed by the Contractor prior to the financial review. Completion of the questionnaire will expedite the actual review process.

The Contractor will have available during the audit all proper fiscal and program staff, as well as all records necessary to respond to questions. The auditor will give an exit interview to make suggestions and comments regarding the preliminary findings of the financial review.

Upon returning to ADHS, the auditor will meet with State Arizona Nutrition Network staff to discuss any findings. A formal report will be sent to the Contractor agency within two months of completion of the audit.

Section VIII. Equipment Inventory

Policy

The Arizona Nutrition Network must approve capital equipment and non-capital equipment purchased by Contractor agencies, regardless of cost. All Contractor programs are required to report the purchases in the narrative of their monthly reports and to maintain an inventory of state-furnished equipment or equipment purchased through the AzNN Program with reimbursement funds.

Contractor agencies wishing to purchase capital equipment will be provided with the Arizona Department of Health Services policy entitled “Material and Capital Equipment Control, Capitalization Policy and Inventory Control of Fixed Assets.”

Procedures

Contractors may purchase equipment costing less than \$5,000 as listed in their budget as approved by the ADHS and USDA, and included in their contracts and the state Nutrition Education Plan. All supplies/non capital equipment with a value greater than \$200 must have an AzNN Asset tag and records maintained in an inventory. Changes or modifications to the items on the approved budget must be authorized by ADHS before purchases can be made.

If the equipment has a \$5,000 or higher cost per unit, the Contractor is required to submit two original signed letters to ADHS indicating the purpose of the purchase, the price of the equipment, and the location where the equipment is to be kept. Upon approval, one letter will be marked “OK to buy” and returned to the Contractor for their files. This file will be reviewed during an audit. The other letter will be kept in the ADHS contract file. All capital and non-capital equipment that is purchased with AzNN funds must be State asset tagged. Contact information for State tagging of equipment: 602-629-7353 or 602-220-6154.

Commodities that are used and diminished need not be tagged, but a log should be kept of your purchases. Items that were provided by ADHS are not required to be State tagged such as Food Demonstration Kits. If a piece of equipment is no longer functional and needs to be discarded, a record must be kept for this equipment and when it is discarded. If a piece of equipment is shared with another department other than the AzNN Program, it must be State tagged, logged and record the percentage of use by each department (i.e., 65% Contractor Program, 35% ABC office – using the appropriate percentages). When a piece of equipment is used by another cost sharing department a record must be kept of its location at all times. If equipment is determined to be missing or stolen, the Contractor is required to report the loss to ADHS. ADHS will report the loss to the ADHS Inventory Control Office (ICO). Contractors need to maintain an inventory of equipment. Inventory records must be available for review at site visits and for the USDA audits.

Appendix A

AzNN Consultant Site Visit Tool

<p>5. Are fingerprint cards on file for all staff providing SNAP-Ed directly to children?</p> <p>6. Is there documentation of annual civil rights training available (dates, agendas, sign in sheets/certificates)?</p> <p>7. Is an R.D. on staff or on contract?</p> <p>8. Is a Physical Activity expert on staff or on contract?</p>				
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Program Lessons				
Review Area	Yes	No	N/A	Comments
<p>1. Are SNAP-Ed activities planned and implemented in accordance with approved Goals and Objectives for current fiscal year?</p> <p>2. Is the USDA recommended non-discrimination statement on sample materials?</p> <p>3. Is a SNAP public education outreach message on appropriate materials and reinforcement items?</p> <p>4. Is a SNAP funding statement on appropriate materials and reinforcement items?</p> <p>5. Are printed materials free from disparaging remarks regarding single foods, commodities or industries?</p> <p>6. Is SNAP-Ed funding for activities related to physical activity provided within the context of nutrition education?</p>				

Program Integrity

Review Area	Yes	No	N/A	Comments
<ol style="list-style-type: none"> 1. Is the Policies and Procedures Manual and available? 2. Is there a curriculum schedule available and is it being implemented? 3. Are program records maintained and archived for a minimum of 5 years? 				

Applicable Cost Principles

Review Area	Yes	No	N/A	Comments
<ol style="list-style-type: none"> 1. Are sub-contracts (outside organizations and individuals) available for review? 				

Contractor Expense Reports (CER) and Reimbursement

Review Area	Yes	No	N/A	Comments
<p>Questions 1 and 2 should be answered after in office review of CER records and before site visit.</p> <ol style="list-style-type: none"> 1. Are monthly CERs submitted within a reasonable timeframe? 2. What month was the most recent CER submitted to AzNN? 3. Are there internal procedures in place to assure monthly CERs are submitted in a timely matter? 				

Reports				
Review Area	Yes	No	N/A	Comments
<p>Questions 1 and 2 should be answered after in office review of monthly reports and before site visit.</p> <ol style="list-style-type: none"> 1. Are monthly reports submitted by the 15th of the following month? 2. What month is the most recent month submitted to AzNN? 3. Are there internal procedures to assure monthly reports are submitted in a timely matter? 4. Does data collection method meet the EARS standards? 5. Is back-up documentation available for monthly reports? 6. Are Quarterly Narrative reports submitted by the 30th of the following month? 				

Time and Effort				
Review Area	Yes	No	N/A	Comments
<ol style="list-style-type: none"> 1. Are timesheets and time documentation forms available for review? 2. Is staff time spent on the program consistent with the SNAP-Ed plan? 3. When accounting for time and effort of staff committing less than 100% time to SNAP-Ed, is the total cost, including time not worked (annual and sick leave) computed and charged as required by FNS? 				

<p>4. Are time records and certifications signed bi-weekly by both employees and immediate supervisors?</p> <p>5. Are staff salaries reasonable and necessary?</p> <p>6. Are timesheets after the fact and do they reflect actual time?</p> <p>7. Is all staff salaries documented as “actual”?</p>				
---	--	--	--	--

Travel				
Review Area	Yes	No	N/A	Comments
<p>1. Are in-state and out-of-state travel expenditures consistent with approved SNAP-Ed budget submitted to AzNN?</p> <p>2. For staff that commit less than 100% of their time to SNAP-Ed, are their non-SNAP-Ed specific travel expenses (general nutrition conference) pro-rated based upon their percentage of time spent on SNAP-Ed?</p>				

Miscellaneous Allowable Cost Issues				
Review Area	Yes	No	N/A	Comments
<p>1. Do all SNAP-Ed educational reinforcement items cost less than \$4 each and are they allowable, reasonable and necessary?</p> <p>2. Are professional membership fees limited to institutional memberships and SNAP-Ed related?</p>				

Subcontractors Review				
Review Area	Yes	No	N/A	Comments
1. Do you have any subcontractors? List subcontractors: 2. Have site visits been conducted with subcontractors during the fiscal year? Date: 3. Do subcontractors have any outstanding corrective action plan? 4. Do you provide technical assistance to your subcontractor currently under a corrective action plan?				

Corrective Action Items:

AzNN Consultant Staff Comments:

Contractor Representative Comments:

Appendix B

Lesson Observation Review Tool

Lesson Observation Review Tool

Name of educator being observed:

Location:

Date:

Length of lesson:

Topic/Question	Comments		
A. Needs Assessment			
1. How was the lesson topic selected for this audience?			
2. How was the educational strategy selected for this audience?			
B. Lesson Objectives			
1. What are the goal(s) and objective(s) of the lesson?			
2. Which State goal(s) and objective(s) does the lesson support?			
C. Audience			
1. What procedure(s) are used to document audience attendance?			
2. Is there a system to document unduplicated contacts and audience demographic data?	YES	NO	
3. Is the audience consistent with the approved exclusivity waivers?	YES	NO	
4. Is the location/site conducive for learning?	YES	NO	
5. Is the lesson offered at a time period that is appropriate to the audience?	YES	NO	
6. Did the educator have a good rapport with the audience?	YES	NO	
7. Did the audience actively participate throughout the lesson?	YES	NO	
D. Educator			
1. Is information presented in a culturally sensitive manner?	YES	NO	
2. Did the educator treat all participants respectfully?	YES	NO	
2. Is educator knowledgeable about the information?	YES	NO	
3. Was the educator well prepared?	YES	NO	

E. Content			
1. Are lesson activities and materials allowable as outlined in the SNAP-ED Plan Guidance and approved State SNAP-ED Plan?	YES	NO	
2. Are lesson strategies designed to change behavior and appropriate for the audience?	YES	NO	
3. Was information relevant to audience?	YES	NO	
4. Are recipes/cooking demonstrations appropriate and related to lesson content?	YES	NO	
5. Did the recipe provide sample sizes rather than meal sized portions?	YES	NO	
6. Was the required SNAP public education outreach message communicated?	YES	NO	
7. Was lesson content free from disparaging remarks regarding single foods, commodities, or industries?	YES	NO	
8. Was content of lesson consistent with U.S. Dietary Guidelines for Americans and My Pyramid?	YES	NO	
9. Did the lesson provide physical activity or discuss physical activity?	Yes	NO	
10. If the lesson provided physical activity, was the activity age appropriate and provided in a safe environment?	YES	NO	
11. If the lesson discussed physical activity, was the discussion consistent with the 2008 Physical Activity Guidelines for Americans?	YES	NO	
12. If the lesson provided or discussed physical activity, was it integrated into a nutrition lesson?	YES	NO	
F. Lesson Materials			
1. Do lesson materials reflect current information, appropriate literacy levels and cultural relevancy?	YES	NO	
2. Are USDA materials used where appropriate?	YES	NO	
3. If reinforcement items are provided, do they contain a nutrition message that reinforces the lesson content?	YES	NO	
4. Is a SNAP public education outreach message on all appropriate materials and reinforcement items?	YES	NO	
5. Is the USDA recommended non-discrimination statement on materials?	YES	NO	
6. Is the SNAP funding statement on all appropriate materials and reinforcement items?	YES	NO	

G. Evaluation			
1. Was the lesson evaluated? How?	YES	NO	
2. Do participants indicate they intend to use the knowledge and skills learned?	YES	NO	
H. Civil Rights Compliance			
1. Are program participants aware of how to make a complaint?	YES	NO	
2. Is the program site accessible to all?	YES	NO	

Overall comments, observations, or corrective actions:

Appendix C

Labor Activity Report

Appendix D

Sample MOU/MOA

**MEMORANDUM OF UNDERSTANDING (MOU)
or MEMORANDUM OF AGREEMENT (MOA)**

Between _____ [insert name of Party A] (**Contractor**)

and

_____ [insert name of Party B]
(*Supporting* **Agency**)

This is an agreement between “Party A”, hereinafter called _____ and “Party B”, hereinafter called _____.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to...

Include the Key Educational Messages from the AZNN application in this section and be sure to reference the target population i.e., SNAP participants.

Examples of descriptive terms include: enhance, increase, reduce costs and/or establish.

II. BACKGROUND

Brief description of agencies involved in the MOU with mention of any current/historical ties to FSP nutrition education.

III. [PARTY A] RESPONSIBILITIES UNDER THIS MOU

[Party A] shall undertake the following activities:

Examples of descriptive terms include: Develop, Deliver, Provide, Train, and Evaluate

IV. [PARTY B] RESPONSIBILITIES UNDER THIS MOU

[Party B] shall undertake the following activities:

Examples of descriptive terms include: Deliver, Support, Provide, Comply, Train, and Maintain records

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

Discuss any contingencies or modifications to this understanding/agreement and terms to terminate.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

- Approximately \$_____ is being leveraged from _____ (Party B) for the _____ (Party A)
- None of the funds used in this MOU are federal funds or funds being used to match other federal funds.
- No portion of the proposed Local Share funds is being counted more than once, or for another AzNN Contract.
- _____ (Party B) will provide documentation as requested by _____ (Party A.)

(FOR MOA'S ONLY)

Program activities do not supplant existing nutrition education and obesity prevention programs, and where operating in conjunction with existing programs, enhance and supplement them. This applies to all activities and costs under both Federal and State budget shares.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from October 1, 2____ to September 30, 2____. Parties A and B indicate agreement with this MOU by their signatures.

(Dates must not exceed three years)

Signatures and dates

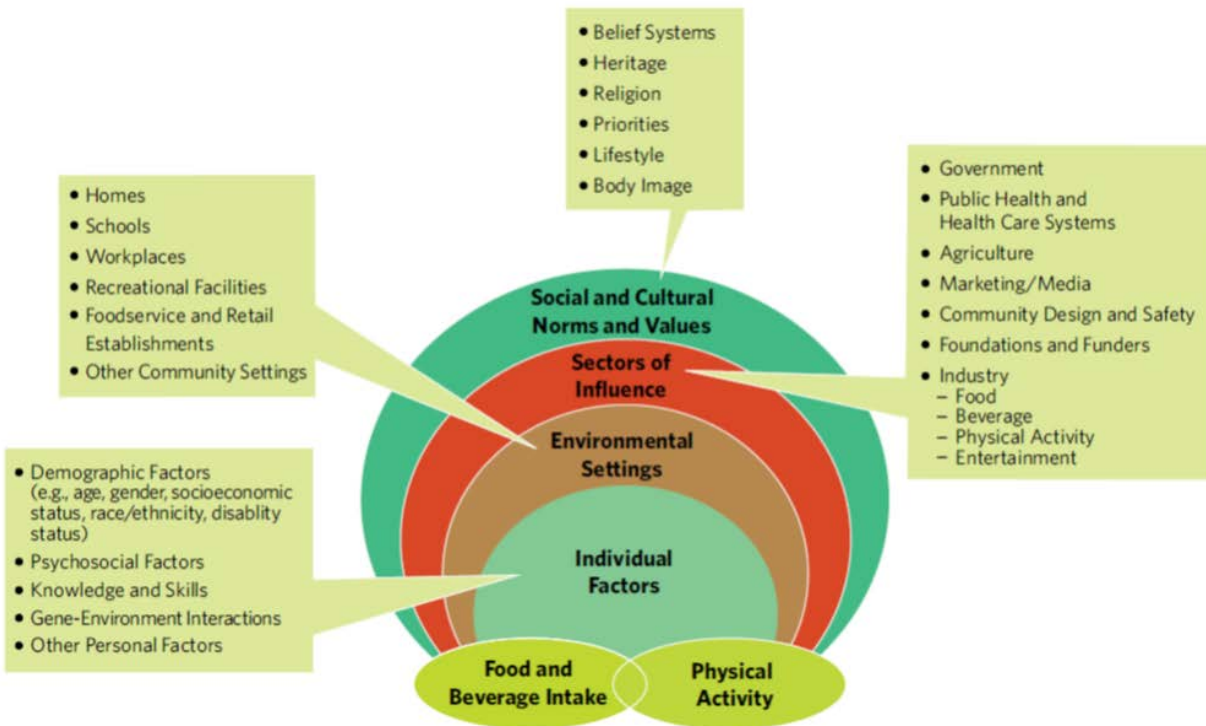
[insert name of Party A]

[insert name of Party B]

Appendix E

Social Ecological Model

Social Ecological Model



The *Dietary Guidelines for Americans* identifies how the Social-Ecological Model (SEM) provides a framework to illustrate how all sectors of society, including individuals and families, educators, communities and organizations, health professionals, small and large businesses, and policymakers combine to shape an individual's food and physical activity choices, and ultimately one's calorie balance and chronic disease risk. The SEM offers an opportunity to address providing SNAP nutrition education and obesity prevention services to the low-income SNAP target audience through the three approaches – individual and group-based activities, multi-level interventions, and community and public health approaches.

Source: <http://www.dietaryguidelines.gov>. Adapted from: (1) Centers for Disease Control and Prevention. Division of Nutrition, Physical Activity, and Obesity. State Nutrition, Physical Activity and Obesity (NPAO) Program: Technical Assistance Manual. January 2008, page 36. Accessed April 21, 2010. http://www.cdc.gov/obesity/downloads/TA_Manual_1_31_08.pdf. (2) Institute of Medicine. Preventing Childhood Obesity: Health in the Balance, Washington (DC): The National Academies Press; 2005, page 85. (3) Story M, Kaphingst KM, Robinson-O'Brien R, Glanz K. Creating healthy food and eating environments: Policy and environmental approaches. *Annu Rev Public Health* 2008;29:253-272.

Appendix F

AzNN Lesson Plan Form

Appendix G

AzNN Recipe Evaluation and Nutrition Criteria Check Sheet

**Arizona Nutrition Network
Recipe Evaluation and Nutrient Criteria Check Sheet**

Recipe Name: _____

Yes	No	Recipe Evaluation
		Recipe contains 10 ingredients or less. (Excludes water, cooking spray, and seasonings).
		Recipe features readily available, low cost foods.
		Recipe follows standard AzNN format for capitalization, margin justification, and terminology.
		Weights and measures are specified and spelled out for all ingredients.
		No brand names are used in the recipe.
		Common preparation terms are used.
		Recipe directions are numbered, written in brief logical steps and easy to understand. Recipe ends with an action statement (e.g. Serve immediately).
		Cooking times and temperatures are complete.
		The number of servings is included at the end of the instructions with an approximate serving size.

Meets	Does Not Meet	Nutrient Criteria
		Recipe analyzed using approved nutrition analysis software.
		Recipe analysis is included at the end of the recipe and contains the required nutrients.
		Fat: Contains \leq 35% calories from fat.
		Saturated Fat: \leq 10% calories from saturated fat.
		Trans Fat: \leq 0.5 g/serving.
		Sodium: \leq 480 milligrams of sodium per serving.
		Added Sugar: \leq 15% of total calories.
		Fiber: \geq 0.014g/kcal (except low fat dairy recipes)
		Calcium: \geq 100 mg calcium per serving for low fat dairy recipes.
		Fruits and Veggies – More Matters® Recipe: \geq 1 serving of fruit and/or vegetable per 250kcal.

Reviewed by: _____

Date: _____

Appendix H

AzNN Logo Options

Horizontal Logo Options (white logo available upon request)

1 Color



1 Color w/website



1 Color USDA/Website



3 Color



CMYK 3 Color



3 Color USDA/Website



3 Color w/Website



CMYK 3 Color USDA/Website



CMYK w/Website



Black



Black w/Website



100% Black USDA/Website



Grayscale



Grayscale w/Website



Grayscale USDA/Website



Vertical Logo Options (white logo available upon request)

1 Color



1 Color w/Website



1 Color USDA/Website



3 Color



3 Color w/Website



3 Color USDA/Website



CMYK



CMYK w/Website



CMYK USDA/Website



Vertical Logo Options Continued

Black



Black w/Website



Black USDA/Website



Grayscale



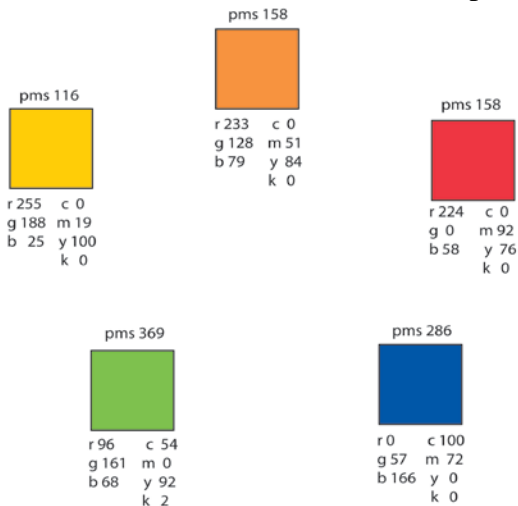
Grayscale w/Website



Grayscale USDA/Website



These five colors are for the 4-color process applications only.



Appendix I

Sample Photo/Video Release Form

PHOTO/VIDEO RELEASE

I hereby grant permission to the Arizona Department of Health Services (ADHS) to use photograph(s) and/or video recording(s) of

(PRINT NAME)

made on _____

(DATE)

I agree that permission includes the use of photograph(s) and video recording(s) for reproduction in publications, newspapers, magazines, television, social media, websites and other communications media. I understand that photograph(s) and video recording(s) are used to promote public understanding of ADHS programs and services.

I understand that permission to use photograph(s) and video recording(s) will be in effect for **FIVE YEARS** from the date the images were captured and that ADHS will retain a digital copy of all photograph(s) and video recording(s) for that time period. I understand that permission can be revoked at any time by contacting ADHS verbally, in writing, in person, or by email.

I hereby release the State of Arizona, ADHS, and its officers, employees, and agents from any liability in connection with the use of photograph(s) and video recording(s).

DATE: _____

SIGNATURE: _____

(Parent or Legal Guardian for persons less than 18-years-old)

ADDRESS: _____

City	State	Zip Code
------	-------	----------

TELEPHONE: _____

E-MAIL: _____

Please check if you would like a copy of this release send to you by e-mail _____

-----**DO NOT WRITE BELOW THIS LINE—FOR AGENCY USE ONLY**-----

Photographer: _____ Photo/Video Release ID# _____

Appendix J

Allowable/Unallowable Costs Table

Examples of Allowable and Unallowable Costs

ALLOWABLE	UNALLOWABLE
Literature/Materials/Audiovisuals	
<ul style="list-style-type: none"> • The purchase of Food, Nutrition and Consumer Services (FNCS) nutrition education/promotion materials that address SNAP-Ed topics and are for use with or distribution to the SNAP-Ed • The purchase of other nutrition education materials, when there are no FNCS materials available that address SNAP-Ed topics and will be used with or distributed to the SNAP-Ed target audience • The production of State SNAP-Ed materials, for which no other comparable materials exist that support the State’s goals and objectives for SNAP-Ed and will be used with or distributed to the SNAP-Ed audience. States are encouraged to collaborate with other FNS programs on the messages conveyed in SNAP-Ed materials and in sharing the production costs. 	<ul style="list-style-type: none"> • Costs for any nutrition education materials that have already been charged to another Federal or private program or source. • Any material that endorses or promotes brand name products or retail stores. • Manufacturer’s or store (cents off) coupons. • Purchase or production of written or visual material for purposes of lobbying or influencing Federal, State, or local officials to pass or sign legislation or to influence the outcomes of an election, referendum, or initiative • Purchase or production of written or visual nutrition education messages, that is not consistent with the current Dietary Guidelines for Americans and MyPlate.
Social Marketing Campaigns	
<ul style="list-style-type: none"> • Local radio and television announcements of nutrition education events for the SNAP-Ed target audience. • Appropriate social marketing campaigns that target nutrition messages to the SNAP-Ed target audience and are delivered in areas/venues where at least 50 percent of persons are income eligible for SNAP. 	<ul style="list-style-type: none"> • Social marketing campaigns that target the general population. In some instances, prorated costs based upon the number of the SNAP-Ed target audience that will be reached with the campaign may be allowed. FNS may consider alternate methods with justification. • Publication or dissemination of nutrition education and obesity prevention messages that are inconsistent with the current Dietary Guidelines for Americans and MyPlate • Television and radio announcements/ advertisements that do not include a brief message about the SNAP, benefits and how to apply.

ALLOWABLE	UNALLOWABLE
Equipment	
<ul style="list-style-type: none"> • Purchase of office equipment. A county can donate equipment and use fair market value; however, any fair market value has to be adjusted to reflect Federal funding provided for the equipment. This can be arrived at by multiplying the fair market value times the state's percentage share invested in the equipment. • Equipment shared with non-SNAP users when cost-shared with those users or used by non-SNAP users when not needed for SNAP-Ed purposes. • Kitchen appliances only with justification of need. 	<ul style="list-style-type: none"> • Expenditures for equipment that exceeds prior approval thresholds. (i.e. \$5,000 per unit, unless prior approval is received). • Medical equipment except for inexpensive equipment such as anthropometric measuring tools that can be used to measure height and weight to determine and discuss BMI and calorie balance/physical activity.
Gardening	
<ul style="list-style-type: none"> • Educational supplies, curricula and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening. • Purchase of seeds, plants, and small gardening tools and supplies to assist in developing school and community gardening projects are allowable. • Staff salaries to establish and maintain community gardens, i.e., in low-income housing projects, schools, etc. may be allowable but should be submitted to FNS for prior approval. 	<ul style="list-style-type: none"> • Cost for the rental or purchase of garden equipment. • The purchase or rental of land or garden plots.

Memberships, Subscription and Professional Activity Cost	
<ul style="list-style-type: none"> • Cost of institution memberships in business, technical, and professional organizations are allowable consistent with the effort to promote quality nutrition services to SNAP eligibles. 	<ul style="list-style-type: none"> • Professional registration or license fees paid by individuals would not be allowable costs since the fees would be considered personal expenses, not institutional expenses. • Costs of institutional memberships for nutrition personnel that work directly for SNAP-Ed projects are not allowable.
Food Samples, Supplies and Provisions	
<ul style="list-style-type: none"> • Cost of food for recipe/taste testing purposes and cost of kitchen equipment and supplies necessary for food storage, preparation and display of food prepared for demonstration purposes. • Food samples associated with nutrition education lessons. 	<ul style="list-style-type: none"> • Ongoing snack or food service. • Meal sized portions or complete meal service. • Cost of food provided as groceries or supplemental food.
Nutrition Education and Obesity Prevention	
<ul style="list-style-type: none"> • Classroom setting (salaries, space, equipment, materials) for SNAP Ed audience. Primary purpose of class shall be to provide nutrition and obesity prevention education. If nutrition and obesity education is included with other topics, only that portion of class pertaining to these topics is an allowable cost. • Physical activity demonstration, promotion, referral that includes a nutrition-related message based on Dietary Guidelines for Americans. • Classes on calorie balance (nutrition and physical activity) to manage weight consistent with the Dietary Guidelines for Americans • Activities that assist in advancing a nutrition education or obesity prevention-related community or environmental change for the low-income population • The pro rata share of costs of classes that are 	<ul style="list-style-type: none"> • Classes that are designed to provide case management or “life skills” training such as (but not limited to) classes on English as a second language, parenting, child development, or crisis management. • Medical nutrition therapy and secondary prevention interventions. • Weight loss classes specific to individuals, individualized meal plans, obesity treatment programs, etc. • Gym memberships, trainers, gym equipment, or facilities. • Clinical health screening (i.e., cholesterol testing, and blood glucose testing, etc). • Distribution of nutrition education reinforcement items costing over \$4.00 each.

<p>provided in conjunction with another program, e.g., WIC, provided the State agency describes the method for allocating costs between the programs.</p> <ul style="list-style-type: none"> • Breastfeeding education, promotion, and support which is coordinated with WIC and which supplements and complements WIC services, rather than duplicating or supplanting. • Activities where the primary objectives pertain to allowable nutrition education but brief SNAP outreach messages are shared with SNAP-Ed participants. Free SNAP information materials are available on the FNS Web site at: http://www.fns.usda.gov/SNAP//outreach/info.htm. 	<ul style="list-style-type: none"> • Nutrition education costs that are charged to another Federal program such as WIC, EFNEP, Head Start, etc. • Breastfeeding education, promotion, and support that duplicates or is provided through WIC, EFNEP, or Head Start funding. • Education provided to incarcerated or institutionalized persons who are not eligible for SNAP. • SNAP-Ed activities delivered to most able-bodied students, ages 18 through 49, enrolled in college or other institutions of higher education at least half time. For information on students that may be eligible: http://www.fns.usda.gov/SNAP/applicant_recipients/students.htm. • Activities where the primary objective(s) is (are) to conduct outreach efforts for SNAP or other programs.
Space Allocation	
<ul style="list-style-type: none"> • Space allocated to SNAP-Ed and other programs under a plan whereby the method of space/cost allocation between programs is documented and the costs are tracked. • Space donated by local school districts, but only the cost of the space based on depreciation or use allowance. 	<ul style="list-style-type: none"> • Commercial rental spaces cannot be used for publicly owned space.
Nutrition Education Reinforcement Materials	
<ul style="list-style-type: none"> • Reinforcement items of nominal value (\$4.00 or less per item) that contain a reinforcing nutrition message. • Reinforcement material designed for physical activity promotion that is provided in conjunction with relevant nutrition and physical activity messages. 	<ul style="list-style-type: none"> • Reinforcement items over \$4.00.

Physical Activity	
<ul style="list-style-type: none"> • Physical activity demonstration, promotion, and referral (based on 2008 Physical Activity Guidelines for Americans) that includes a nutrition-related message based on Dietary Guidelines for Americans. Allowable physical activity costs include: purchase of educational materials promoting physical activity (such as brochures, newsletters, posters, etc.) and education and promotion as part of nutrition education sessions. • Measuring heights and weights or using self-reported heights and weights to determine BMI. • Classes on caloric balance. • Inexpensive physical activity equipment such as stability balls, hand weights, jump ropes, hula hoops, etc. 	<ul style="list-style-type: none"> • Weight loss classes specific to individuals, individualized meal plans, obesity treatment programs, etc. • Costs incurred for health club, gym, or fitness class membership fees; large expenditure equipment (e.g., bicycles, treadmills, ellipticals, weight sets, etc.); facilities (rental or modifications); and instructors for continuing exercise classes.
Medical Nutrition Therapy	
<ul style="list-style-type: none"> • Allowable SNAP-Ed activities include health promotion activities and interventions aimed at primary prevention of disease designed to help SNAP eligibles establish and maintain physically active lifestyles and healthy eating habits. 	<ul style="list-style-type: none"> • Medical nutrition therapy and secondary prevention interventions.
Breastfeeding	
<ul style="list-style-type: none"> • Breastfeeding education, promotion and support which is coordinated with WIC and which supplements and complements WIC services, rather than supplanting them. 	<ul style="list-style-type: none"> • Breastfeeding education, promotion and support that duplicates or otherwise is provided for under other funding sources such as WIC, EFNEP, or Head Start.
Staff and Training Costs	
<ul style="list-style-type: none"> • SNAP-Ed-related training for program delivery staff. • Staff time spent delivering nutrition education and obesity prevention services to the SNAP-Ed 	<ul style="list-style-type: none"> • The time volunteers of a non-public agency, e.g., faith-based organizations, many food banks, etc. spend performing SNAP-Ed specific duties. • A physician's or other professional time spent

<p>target audience. Time must be charged at a rate commensurate with the duties being performed.</p> <ul style="list-style-type: none"> • General briefings to community health care providers serving low-income communities about SNAP-Ed services in the community. 	<p>distributing nutrition flyers at health fairs when charges are based on a rate commensurate with his/her credentials as opposed to the duties he/she is performing.</p> <ul style="list-style-type: none"> • University courses that are not relevant to the practical delivery of SNAP-Ed to the SNAP population. • Training or development costs of food service workers or others not directly associated with delivery of SNAP-Ed.
<p>Costs Associated with Other Activities</p>	
<ul style="list-style-type: none"> • Reimbursement for personal costs (such as childcare, meals, lodging, and transportation) for recipients of SNAP-Ed to actively participate in focus groups needs assessment and advisory groups to inform and improve SNAP-Ed effectiveness. <ul style="list-style-type: none"> ▪ Interventions that promote the selection of healthy foods from vending machines ▪ Participation on relevant nutrition education and obesity prevention related State and local advisory panels focusing on the interests of the SNAP-Ed target audience ▪ Costs associated with the implementation and maintenance of environmental, systems, or policy changes within the scope of SNAP-Ed <ul style="list-style-type: none"> • Off campus SNAP-Ed event. • Costs related to the transportation of SNAP-Ed staff to an education site. ▪ Cell phone costs are allowable for those assigned to work primarily in the field 	<ul style="list-style-type: none"> • Organized efforts to influence elected officials and lobbying for legislative/policy changes. • Costs associated with surveillance or surveys of the general population that are not prorated based on the number of likely SNAP eligible respondents (persons with incomes \leq130% of poverty guidelines/thresholds, with certain exceptions). • Costs associated with the establishment and maintenance of environmental or policy changes, such as staffing, infrastructure, equipment, space, land, construction or supplies. • Money, vouchers or passes provided to SNAP-Ed recipients to offset personal costs incurred so that they may attend nutrition education classes (e.g., for childcare and transportation expenses). • Childcare or transportation services provided for SNAP-Ed recipients in conjunction with SNAP-Ed activities. • Transportation cost of taking students to SNAP-Ed event.

Policy, Systems, and Environmental Changes

- Consultation with partner organizations on promoting organizational practice changes that support healthy food and beverages
- Preparing data reports and sharing information on the nutrition and health benefits of appropriate policy, environmental, and systems changes
- Consultation with food retailers, farmers, food distributors, and farmers market managers on increasing access to whole grains, fruits and vegetables, and low-fat dairy
- Conducting environmental scans or assessments of the food and activity environments where nutrition education is provided
- Community forums or meetings with SNAP-Ed recipients or service providers on healthy eating and active living Point purchase or point-of-decision making signage that promotes healthy food choices or physical activity
- Resource kits with strategies for adopting, implementing, maintaining, and evaluating policy, systems, and environmental changes
- Costs associated with infrastructure, construction, or other capital improvements to retail stores, sidewalks, trails, bicycle paths, or dining facilities
- Costs associated with refrigeration units in grocery or convenience stores
- Financial incentives to community partners or retailers to support environmental or policy changes
- Salaries for retail store staff, farmers market managers, or food service workers for service operations
- License or permit fees for farmers markets or food retailers

Appendix K

AzNN Site Qualifying Data Instructions

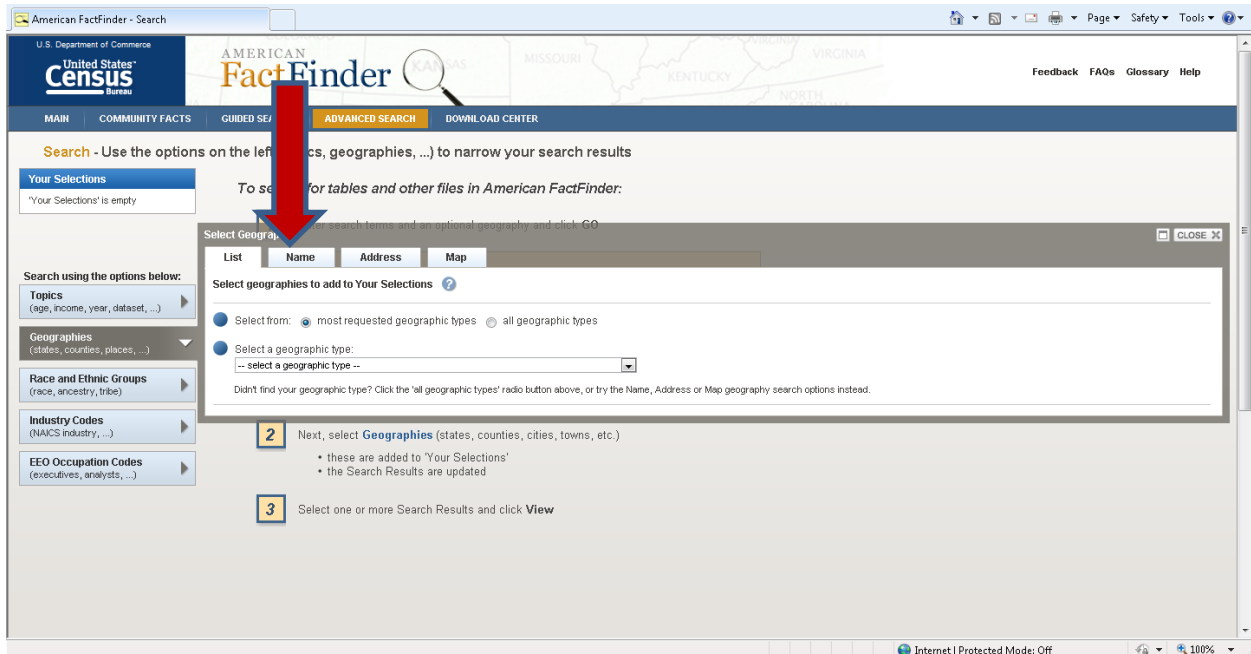
AzNN SITE QUALIFYING DATA

Sites must be qualified using a 3rd. party data source. You may not ask individuals for personal income data to determine whether the target audience is low income. Public disclosure of SNAP Participation is not allowed by USDA. Examples of data sources to qualify sites include (but are not limited to):

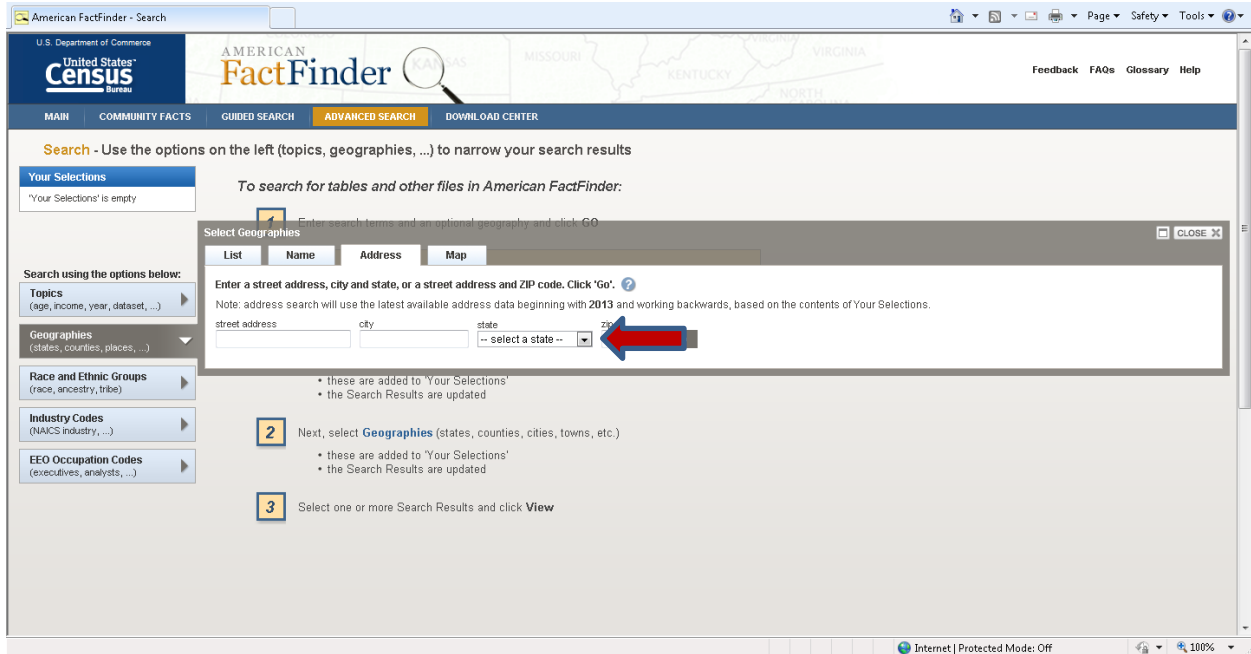
Census - ACS Data: Provides percentage of population at or below 185% poverty level. **CACFP Mapper:** Provides percentage of population at or below 185% poverty level. **National School Lunch Report (NSLP):** The USDA Income Guidelines for reduced price meals are equal to 185% of the Federal Poverty Level. Therefore, if 50% or more of the students at that particular school qualify for Free or Reduced Meals the school is eligible to receive SNAP-Ed **Participation in other eligible programs** (i.e. CSFP, SFSP, Head Start, SNAP, WIC, SSI, TANF, AHCCCS, etc.): For example, a DES office would qualify based on SNAP participation.

Steps to Qualify a Site using **Census - ACS Data**

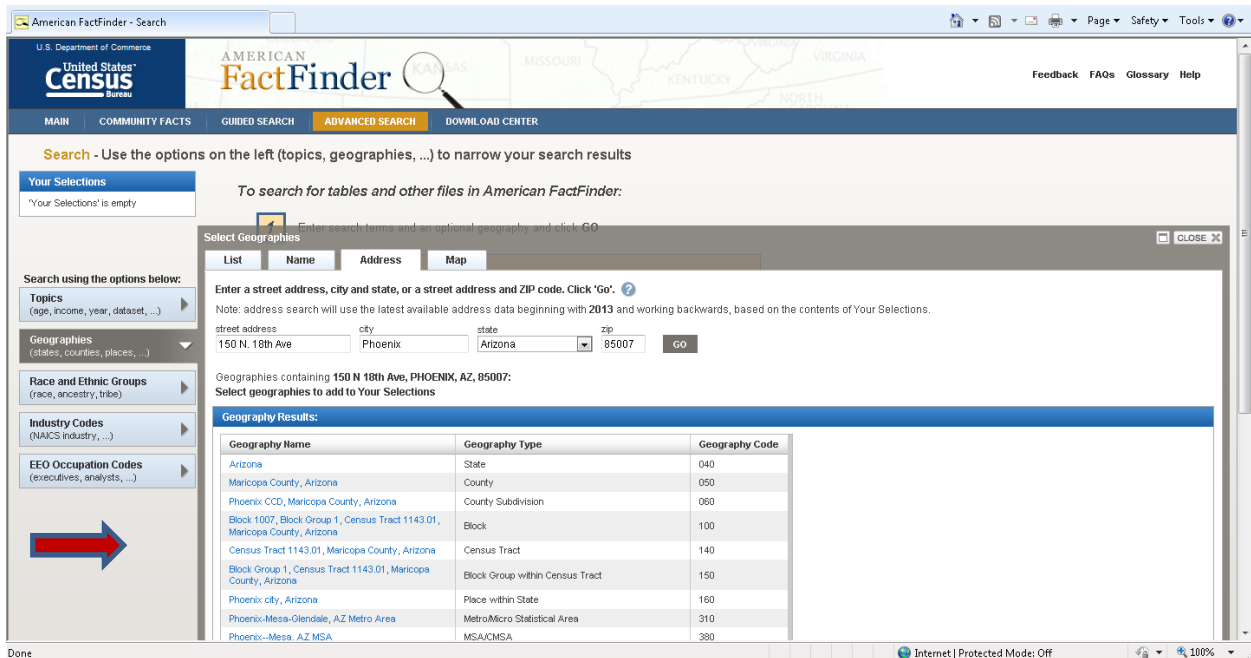
1. Click on the link [American FactFinder - Search](#) for the U.S. Census Tract. Your screen will look like this:



- Click on the “address search” tab near the top of the page (indicated in the above picture with the red arrow). Your screen will now look like:



- Enter the address of the site you are researching and click the “Go” button (indicated in the above picture with the red arrow). Your screen will now look like:



- Write down the census tract number (indicated in the above picture with the red arrow). The above example is showing Census Tract # 1143.01.

- Go to the ACS Census Tract Summary 2007-2011 spreadsheet found on EatWellBeWell.org. Link: [ACS Census Tract Summary 2007-2011](#). Look for census tract #1143.01 in Maricopa County. Your screen will look like this:

Tract	D	E	F	G	H
496 Maricopa Tract 1126.02	87.3%	88.8%	64.9%	66.2%	75.1%
497 Maricopa Tract 1127	75.0%	66.0%	59.1%	54.5%	64.7%
498 Maricopa Tract 1129	37.1%	80.2%	49.0%	60.0%	58.0%
499 Maricopa Tract 1130	74.5%	29.9%	31.9%	44.4%	38.0%
500 Maricopa Tract 1131	79.4%	48.4%	52.1%	81.0%	59.8%
501 Maricopa Tract 1132.01	100.0%	66.3%	63.6%	87.5%	70.0%
502 Maricopa Tract 1132.02	100.0%	76.5%	78.9%	70.9%	84.9%
503 Maricopa Tract 1132.03	96.2%	96.8%	80.5%	76.1%	85.9%
504 Maricopa Tract 1132	86.9%	93.6%	79.0%	85.5%	84.3%
505 Maricopa Tract 1134	N/A	N/A	100.0%	N/A	100.0%
506 Maricopa Tract 1135.01	67.5%	87.7%	66.9%	39.3%	74.1%
507 Maricopa Tract 1135.02	70.2%	79.4%	66.7%	40.5%	72.3%
508 Maricopa Tract 1136.01	83.9%	68.5%	46.7%	0.0%	55.8%
509 Maricopa Tract 1136.02	100.0%	96.0%	64.9%	57.1%	77.7%
510 Maricopa Tract 1137	89.2%	80.6%	43.6%	43.8%	60.4%
511 Maricopa Tract 1138.01	86.8%	74.7%	54.9%	80.4%	60.4%
512 Maricopa Tract 1138.02	N/A	N/A	N/A	N/A	N/A
513 Maricopa Tract 1139	100.0%	100.0%	90.6%	78.0%	95.6%
514 Maricopa Tract 1140	51.7%	86.7%	58.0%	77.0%	63.5%
515 Maricopa Tract 1141	100.0%	N/A	65.1%	11.1%	67.1%
516 Maricopa Tract 1142	94.3%	92.4%	72.1%	100.0%	80.0%
517 Maricopa Tract 1143.01	100.0%	87.3%	75.5%	83.0%	78.9%
518 Maricopa Tract 1143.02	94.1%	78.2%	80.2%	90.1%	82.9%
519 Maricopa Tract 1144.01	63.9%	55.3%	47.4%	34.8%	53.4%
520 Maricopa Tract 1144.02	100.0%	93.8%	74.9%	67.6%	84.8%
521 Maricopa Tract 1145	89.8%	86.0%	73.5%	40.5%	80.2%
522 Maricopa Tract 1146	73.6%	80.1%	61.2%	84.4%	72.0%
523 Maricopa Tract 1147.03	100.0%	94.3%	71.6%	59.3%	79.2%
524 Maricopa Tract 1148	87.1%	87.6%	54.5%	84.3%	68.1%
525 Maricopa Tract 1149	100.0%	83.7%	78.1%	88.3%	83.8%
526 Maricopa Tract 1157	95.6%	100.0%	68.7%	56.3%	82.4%

- Based on the age group you are planning on reaching select the appropriate percentage from the column (indicated in the above picture with the red arrow).

Note: To be eligible for these programs all site must be 50% or greater.

- Document the census tract and the percentage in the Sites section as shown below:

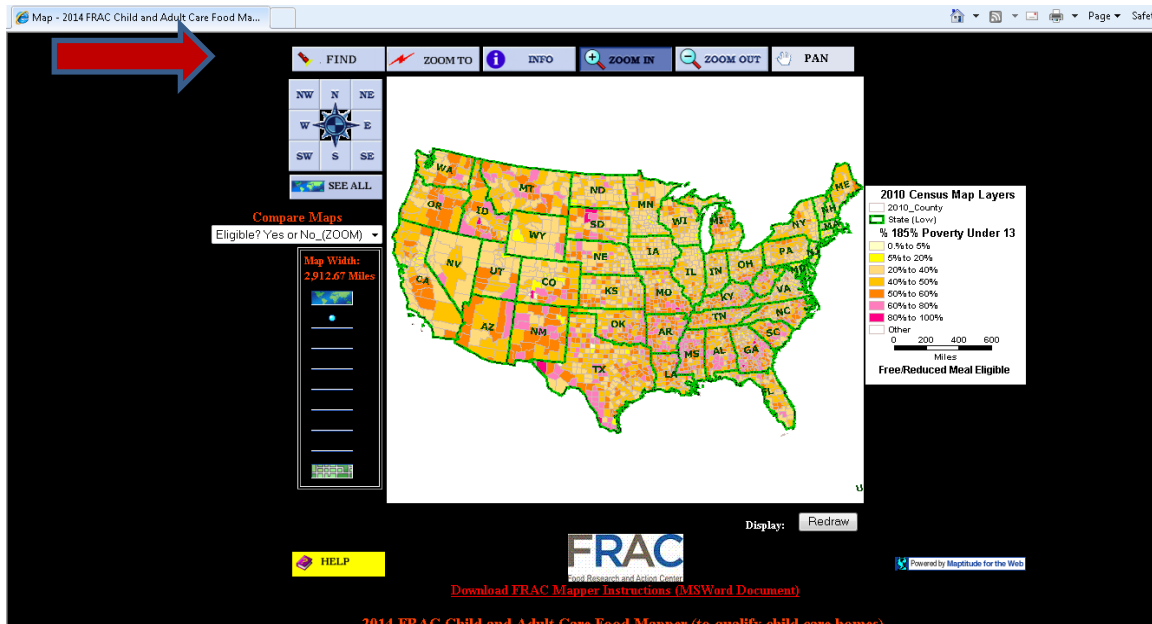
Low Income Documentation	Participant Data (%)
2007-2011 ACS Data Tract 1143.01 All Ages < 185% FPL	78.90%



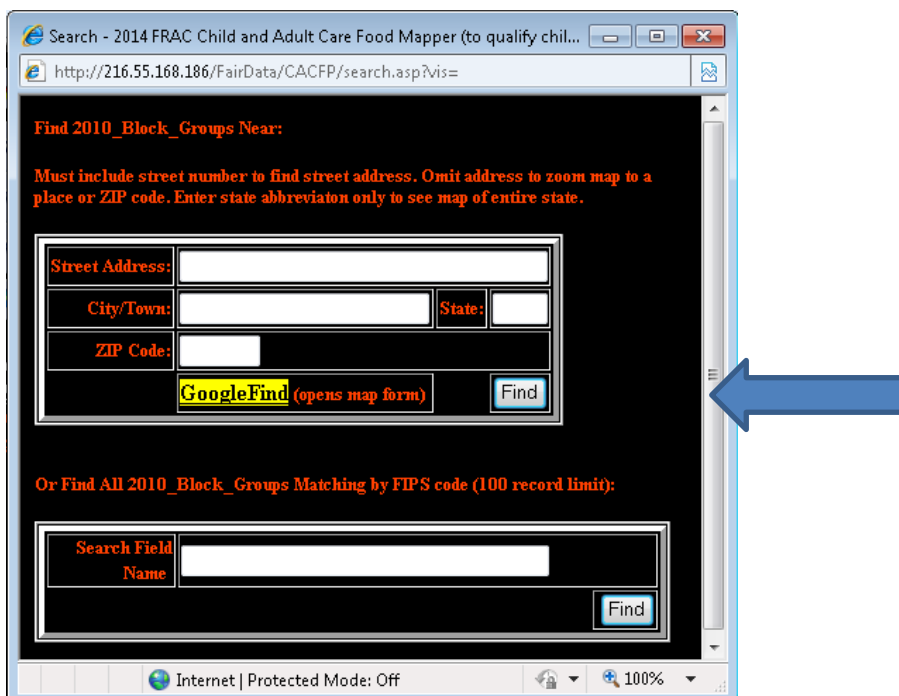
NOTE: This example uses All Ages (indicated in the above picture with red arrow). Other age groups listed in the ACS data are: Under 6 years, 6 to 17 years, 18 to 64 years and 65 years Plus. The age group you select must match the intended target audience. The All Ages age group does cover any audience but, for example, if your intended audience is Adults, you cannot qualify them using the Under 6 years data.

Steps to Qualify a Site using the **Child and Adult Care Food Program Mapper**

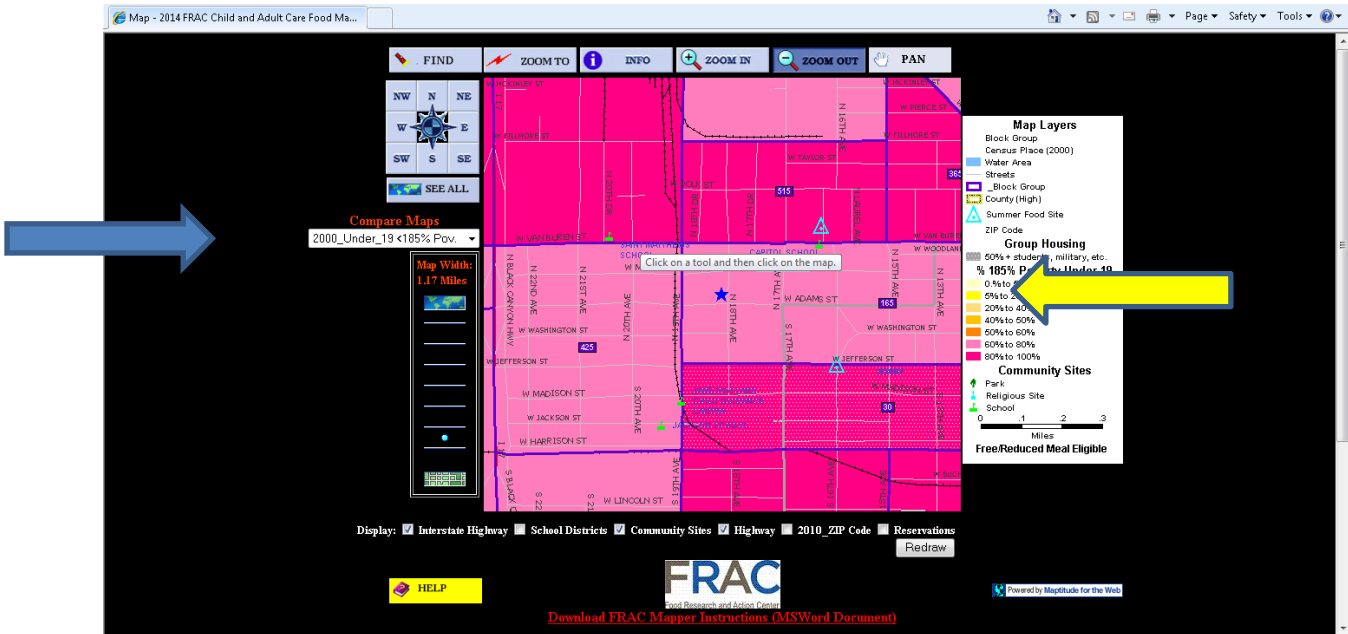
1. Click on the link: [Child and Adult Care Food Mapper](#). Your screen will look like this:



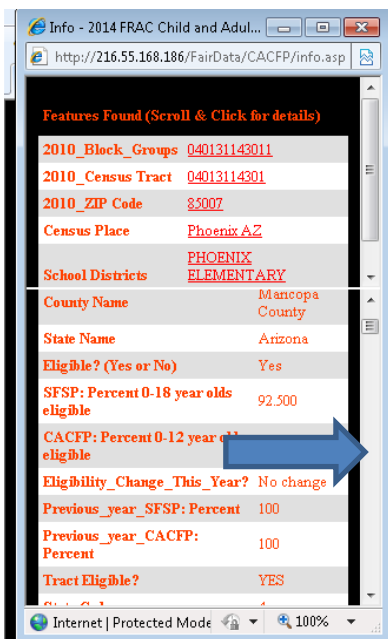
2. Click on the “find” button near the top of the page (indicated in the above picture with the red arrow). A window will pop up that looks like this:



- Enter the address of the site you are researching and hit the “Find” button (indicated in the above picture with the blue arrow). Your screen will now look similar to this:



- Click on the “Compare Maps” button near the middle of the page (indicated in the above picture with the blue arrow). Click either 2000_Under_19 <185% Pov. Or 2000_Under_13 <185% Pov. as appropriate.
- The chart to the right of the map (indicated with a yellow arrow in the figure above) provides a color coded scale indicating the percentage of poverty.
- Click on the blue star (this is the site address you typed in). A window will pop up that looks like this:



7. Scroll down to where the poverty level information appears (CACFP level is indicated above by a blue arrow and SFSP – summer food service program, indicated above with the green arrow).
8. Document that CACFP Mapper was used and the percentage in the Sites section.
Document as follows:

Low Income Documentation	Participant Data (%)
CACFP Mapper, <19 years, FPL <185	69.05%

9. Document that SFSP Mapper was used and the percentage in the Sites section.
Document as follows:

Low Income Documentation	Participant Data (%)
SFSP Mapper 0-18 yrs FPL <185%	92.50%

The following are samples of how to document other low income data:

National School Lunch Program Data

Low Income Documentation	Participant Data (%)
Free & Reduced Lunch Data (NSLP) Oct 2009	69.57%

Emergency Food Assistance Site and Public Housing Site

Low Income Documentation	Participant Data (%)
Public Housing Site	100.00%
Emergency Food Assistance Site	100.00%

Program Participation- includes CSFP, Head Start, SNAP, WIC, SSI, TANF, AHCCCS

Low Income Documentation	Participant Data (%)
SNAP Participation	100.00%
AHCCCS Participation	75.00%
WIC Participation	100.00%

Appendix L

Sample: Certification of Duty Performance

ARIZONA DEPARTMENT OF HEALTH SERVICES

**Bureau of USDA Nutrition Programs
Arizona Nutrition Network**

Certification of Duty Performance

FEDERAL FISCAL YEAR: _____

PERIOD (select one):

- October 1 – March 31
- April 1 – September 30

NAME: _____

POSITION TITLE: _____

As the incumbent of the position listed above, I certify that all work performed during this period was solely for the Federal grant shown above in accordance with the Office of Management and Budget Circular No. A-87, Attachment B, Paragraph 8h, 3-4, Circular No. A-122, Attachment B, Paragraph 8B, 1-2, Circular No. A-21, Attachment J, Paragraph 10 A-D.

Employee Signature

Date

Supervisor Signature

Date