

# Policy and Procedure Manual

## Table of Contents

### Section I – General Information

Arizona Nutrition Network Fact Sheet .....	1.1
Arizona Nutrition Network State Staff .....	1.2
Food Stamp Nutrition Education Guiding Principles .....	1.3
Partnership/Membership .....	1.4
Collaboration of Efforts .....	1.5
Program Development .....	1.6
Network Meetings and Trainings.....	1.7
Social Marketing Campaign Waves.....	1.8

### Section II – Program Standards

Allowable/Unallowable Costs .....	2.1
Staffing.....	2.2
Message Development .....	2.3
MyPyramid .....	2.4
MyPyramid for Kids .....	2.5
Nutrition Education Standards.....	2.6
Disparaging Messages .....	2.7
Sources for Nutrition Information .....	2.8
Use of Network Logos and Names .....	2.9
Developing Print Materials .....	2.10
Food Provided at Meetings .....	2.11
Nutrient Standards - Recipes .....	2.12
Recipe Formats .....	2.13
Food Demonstrations .....	2.14

### Section III – Program Operations

Local Incentive Award Program.....	3.1
Responsibilities of Local Incentive Award Partners.....	3.2
Contract Timeline .....	3.3
Amendments to Contracts.....	3.4
Nutrition Education Tools - Written Materials.....	3.5
Nutrition Education Tools - Incentive Items .....	3.6
Nutrition Education Tools - Costumes and Games.....	3.7
Nutrition Education Tools - Community Tool Kits.....	3.8
Release of Photographs.....	3.9
Fingerprinting .....	3.10

**Section IV – Records, Reports, and Monitoring**

Financial General .....4.1  
Time Documentation .....4.2  
    Six-Month Certification Form Sample .....4.3  
    Labor Activity Report Sample .....4.4  
    Teacher Time Documentation Form Sample .....4.5  
    Program Staff Time Documentation Form Sample .....4.6  
    Supervisor Signature Cover Sheet Sample .....4.7  
Financial Reporting.....4.8  
    Local Incentive Award Invoice Form Sample .....4.9  
    FSNE Staff Time Allocation Form Sample .....4.10  
Equipment Inventory .....4.11  
Financial Reviews/Audits .....4.12  
    LIA Internal Control Questions .....4.13  
    LIA Audit Program Form .....4.14  
Local Incentive Award Audit Reference Information .....4.15  
Program Reporting - Quarterly Reports.....4.16  
Program Site Visits .....4.17  
    Site Visit Form.....4.18  
Arizona Nutrition Network Evaluation Survey .....4.19

**Section V – Definitions and Abbreviations .....5.1**

**Section VI – Policy Memos.....6.1**

**Section VII – Program Information Memos .....7.1**

**Section VIII – Reference Documents .....8.1**

## **ARIZONA NUTRITION NETWORK FACT SHEET**

*(Revised October 2007)*

### **Goal:**

To shape food consumption in a positive way, promote health, and reduce disease among all people living in Arizona.

### **Program Components:**

The Arizona Nutrition Network is a public and private partnership led by the Arizona Department of Health's Bureau of USDA Nutrition Programs. Through an interagency agreement with the Department of Economic Security, Family Assistance Administration, the Network provides common nutrition messages to food stamp applicants and recipients.

### **Funding Source:**

Since 1998, the Network has been funded with State and Food Stamp Administration dollars through matching federal financial participation from the United States Department of Agriculture (USDA). The Network in turn administers a funding opportunity for local agencies to contribute matching funds to the Network that qualifies those agencies for additional dollars to expand and enhance their existing nutrition education programs. This is called the Local Incentive Award (LIA) Program. The LIA Program is available to public sector agencies to support nutrition education activities among low-income populations. The Network also uses other funding sources to provide nutrition education.

### **Target Audience:**

The program is targeted at food stamp eligible persons.

### **Service Areas:**

The Network is a statewide collaboration. Partners come from across the state and represent a range of organizations. Examples of Network partners are county health departments, tribal governments and organizations, school districts, food banks, and many other groups. Network 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

## ARIZONA NUTRITION NETWORK STATE STAFF

*(Revised October 2007)*

### Department of Economic Security (DES), Family Assistance Administration

**Anita Sandoval, DES Deputy Operations Administrator**      **602-542-0317**

Email address: [asandoval@azdes.gov](mailto:asandoval@azdes.gov)

Leads and directs DES Food Stamp Nutrition Education (FSNE) activities including submission of the annual FSNE Plan to USDA Western Region, oversight of state agency monitoring activities, implementation of FSNE activities throughout DES including local offices and training programs, and communication with Arizona Nutrition Network partners.

**Carolyn McMahon, DES Facilities Manager**      **602-542-0426**

Email address: [sawkas@azdhs.gov](mailto:sawkas@azdhs.gov)

Directs FSNE activities in DES Food Stamp Offices, Coordinate provisions of materials and services and serves as a liaison between ADHS Bureau of USDA Nutrition Programs Arizona Nutrition Network and DES.

**(TBA), DES Program Project Specialist**      **(TBA)**

Email address: (TBA)

Acts as the liaison between ADHS and DES for delivery of FSNE materials, coordination of training, and quality assurance of FSNE activities in local offices.

### Arizona Department of Health Services (ADHS), Bureau of USDA Nutrition Programs:

**Karen Sell, Bureau Chief**      **602-364-0687**

Email address: [sellk@azdhs.gov](mailto:sellk@azdhs.gov)

Coordinates FSNE activities to promote collaboration, strategic planning, and goal development among Arizona Department of Health Services Bureau of USDA Nutrition Programs.

**Sharon Sass, USDA Nutrition Advisor**      **602-542-2826**

Email address: [sasss@azdhs.gov](mailto:sasss@azdhs.gov)

Develops, implements, and evaluates nutrition education messages, materials, methods, and strategies for USDA programs including FSNE. Evaluates outcomes of nutrition education in USDA programs.

## **ADHS Arizona Nutrition Network Management:**

**(TBA in FY08), Network Manager**

**(TBA)**

Email address: TBA

Directs overall FSNE program including planning, implementation, and evaluation of nutrition education activities: supervises staff; and oversees contracts. (Sharon Sass continues in this role during transition period).

## **Network Partnership Development, Technical Assistance, and Training:**

Conducts partnership development activities for FSNE local projects including recruitment, technical assistance, and evaluation. Administers contracts for Network FSNE Contributing Partners. Develops guidelines, policies, and procedures for the Local Incentive Award program.

**Allison Armenta, Partnership Development Specialist**

**602-542-2834**

Email address: [armenta@azdhs.gov](mailto:armenta@azdhs.gov)

Assigned Projects: City of Phoenix, Coconino County, Iiná Coalition, Maricopa County, Native American Community Health Center, Navajo Area Agency on Aging, St. Michael's Association for Special Education, Yuma County

Lead Areas: USDA Education and Reporting System (EARS) Report, Business Functions, Program Reporting, Evaluation, and Warehouse Services

**Antonio Hernandez, Partnership Development Specialist**

**602-542-2824**

Email address: [hernanac@azdhs.gov](mailto:hernanac@azdhs.gov)

Assigned Projects: City of Tempe, Ha:sañ Educational Services, Mercy Services, Mountain Park Community Health Center, Natural Resource Education Center, Navajo County, St. Elizabeth Health Center, Teen Outreach Pregnancy Services, Western Yavapai Conservation Education Center, White Mountain Apache Tribe, Yavapai County

Lead Areas: Cultural Competency, Learning Management System, Civil Rights

**Dolores Sawka, Partnership Development Specialist**

**602-542-2824**

Email address: [sawkas@azdhs.gov](mailto:sawkas@azdhs.gov)

Assigned Projects: Bullhead City Elementary School District, Center for Academic Success, City of Casa Grande, Civitan Foundation, Desert Mission Food Bank, Lake Havasu Unified School District, Mohave County, Tucson Unified School District, United Way of Tucson and Southern Arizona, University of Arizona Cooperative Extension, Washington Elementary School District

Lead Areas: Food Demonstrations, Adopt an Office

## **Nutrition Education:**

**Sue Zevan, RD, Network Nutritionist**

**602-364-3323**

Email address: [zevans@azdhs.gov](mailto:zevans@azdhs.gov)

Reviews and develops FSNE curriculum for all audiences, selects nutrition education materials, provides training and technical assistance to FSNE local projects, coordinates FSNE nutrition education with other USDA programs including WIC, conducts evaluation of the quality of FSNE nutrition education services.

**(TBA in FY08), Network Public Health Nutritionist**

**602-364-3323**

Email address:

Writes FSNE nutrition education materials, develops and completes nutrient analysis for FSNE recipes, leads and directs food demonstration activities and trainings, and coordinates FSNE nutrition education in grocery stores, Food Stamp offices, and AHCCCS plans.

## **Social Marketing:**

**Cori Lorts, MPH, RD, Social Marketing Manager**

**602-364-1443**

Email address: [lorisc@azdhs.gov](mailto:lorisc@azdhs.gov)

Develops, implements, and evaluates FSNE social marketing efforts including execution of mass media activities, materials production, campaign strategies, and training of FSNE partners on social marketing.

**Patty Moraga-Quezada, Multi-Cultural Specialist**

**602-364-0453**

Email address: [moragap@azdhs.gov](mailto:moragap@azdhs.gov)

Completes English to Spanish translation/transcriptions, reviews materials for accuracy, assesses cultural and linguistic appropriateness of activities and materials, assists with FSNE social marketing campaigns.

## **Data and Reporting Systems:**

**Daryl Hansen, Data and Reporting Specialist**

**602-542-7511**

Email address: [hansend@azdhs.gov](mailto:hansend@azdhs.gov)

Develops and maintains complex tracking systems for quarterly reports, reporting forms and systems, and time and effort documentation records. Creates and maintains partner database. Updates Network website. Develops on-line FSNE learning management systems classes and training modules.

**Program Evaluation, Network Surveys and Data, and Community Needs Assessment:**

**Shelley Kuklish, Network Epidemiologist**

**602-364-1736**

Email address: [kukliss@azdhs.gov](mailto:kukliss@azdhs.gov)

Conducts Network evaluation activities, develops evaluation plans, completes data analysis, and writes FSNE evaluation reports.

**Geni Acosta, Interviewer and Data Entry Specialist**

**602-542-0518**

Email address: [acostag@azdhs.gov](mailto:acostag@azdhs.gov)

Conducts face-to-face interviews in English and Spanish at randomly selected sites that serve Food Stamp participants and applicants. Completes data entry for program evaluation. Tracks and maintains pre- and post-test records.

**Financial Reviews and Systems:**

**Stephen Larson, CIA, Program Compliance Supervisor**

**602-364-1485**

Email address: [larsons@azdhs.gov](mailto:larsons@azdhs.gov)

Conducts on-site monitoring of Local Incentive Award projects including financial records, documentation of activities, and administrative performance. Implements systems for conducting financial reviews and provides training to FSNE partners. Supervises Auditor and coordinates fiscal review schedule with FSNE program reviews.

**David Pliskin, CPA, Program Compliance Auditor**

**602-542-1279**

Email address: [pliskid@azdhs.gov](mailto:pliskid@azdhs.gov)

Conducts on-site monitoring of Local Incentive Award projects including financial records, documentation of activities, and administrative performance. Implements systems for conducting financial reviews and provides training to FSNE partners.

**(TBD in FY08), Accountant**

**(TBD)**

Email address: (TBD)

Maintains monthly tracking systems of state/local and federal share expenditures, prepares FSNE invoices for DES, prepares FSNE Management/Administrative and Direct Delivery time reports, tracks FSNE Labor Activity Report summaries, and completes financial reports.

## **FOOD STAMP NUTRITION EDUCATION (FSNE) GUIDING PRINCIPLES**

*(Revised October 2007)*

The United States Department of Agriculture's (USDA) Food Stamp Program (FSP) provides nutrition assistance benefits to eligible low-income households that can be used to purchase foods from authorized food retailers, thereby providing a food security safety net. When Congress created the FSP in the early 1960's, it envisioned a program that provided households with access to a healthy, nutritious diet.

Today, as this FSP has grown into the largest Food and Nutrition Service (FNS) nutrition assistance program, that goal remains central to its mission and purpose. FNS encourages and supports nutrition education designed to help food stamp participants and eligibles choose healthy foods and active lifestyles.

In 1992, seven State agencies had approved food stamp nutrition education (FSNE) plans; this has grown to include fifty-two State agencies in 2004. Federal funds approved for FSNE grew from \$661,000 in 1992 to over \$228 million in 2004.

The growing interest in providing nutrition education as part of the FSP is supported by clear evidence of need. A USDA study from 2000 indicates many low-income adults do not know specific facts related to what types of dietary practices are healthful, such as what specific foods they should eat to maintain a healthy diet. More recently, attention has focused on providing nutrition education and services to address the rising epidemic of overweight and obesity in America.

The Guiding Principles in this document articulate the FNS vision for FSNE and address the nutrition concerns and food budget constraints faced by FSP eligibles. Consistent nutrition education messages need to be communicated through multiple channels that reach people where they live, work, learn and play in order to have an effect on this multiplicity of factors.

FSNE Guiding Principles:

1. Food Stamp Nutrition Education is intended for food stamp participants and individuals eligible for the Food Stamp Program.
2. Food Stamp Nutrition Education is a set of learning experiences designed to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well being for those on a limited budget.
3. Food Stamp Nutrition Education has the greatest potential impact on the nutrition-related behaviors of the overall food stamp population when it targets women and children in food stamp eligible households.
4. Food Stamp Nutrition Education uses science-based, behaviorally-focused interventions and can maximize its national impact by concentrating on a small set of key outcomes.



5. Food Stamp Nutrition Education can maximize its reach when coordination and collaboration take place among a variety of stakeholders at the local, State, regional and national levels.
6. Food Stamp Nutrition Education is enhanced when the specific roles and responsibilities of local, State, regional and national food stamp agencies and nutrition education providers are defined and put into practice.

To review the USDA Food Stamp Nutrition Education Guiding Principles in their entirety, visit this website: <http://www.fns.usda.gov/oane/menu/FSNE/GuidingPrinciples.pdf>

## **PARTNERSHIP/MEMBERSHIP**

*(Revised October 2007)*

### ***Policy***

Membership (referred to hereafter as “Partners”) in the Arizona Nutrition Network is open to any interested person or organization within the state of Arizona. There are no membership costs involved in becoming a partner and the majority of Arizona Nutrition Network meetings are suitable to all classifications of “Partners.” Partnership classifications are based on varying degrees of involvement: “Contributing Partner”, “Supporting Partner” or “Community Partner.”

### ***Partnership Classifications***

#### **Contributing Partners:**

- Lead agencies approved to participate in the Local Incentive Award (LIA) Food Stamp Nutrition Education (FSNE) Program and/or Community Nutrition Programs contributing local funding and receiving funding reimbursement for participation.
- Contributing Partners must attend LIA Partner meetings and participate in Arizona Nutrition Network committees whenever possible.
- Contributing Partners are granted free access to order and use all Arizona Nutrition Network materials and promotional/incentive items, as well as borrow nutrition education costumes and games for events and activities.

#### **Supporting Partners:**

- Provide resources such as space, staff, and materials that are counted as Local Share for Contributing Partners participating in the Local Incentive Award Program. In return, the Supporting Partners agency receives Food Stamp Nutrition Education Services and Resources from their local Contributing Partner.

#### **OR**

- Supporting partners are programs/agencies that share target audiences and/or serve target areas/communities (Certified, Likely, and Potentially eligible Food Stamp Participants). Supporting Partners may serve on committees and/or provide valuable information about access to food stamp eligible populations. Supporting Partners reach similar target audiences and communities as the Contributing Partners yet according to LIA program guidelines are unable to contribute Local Share funds. Examples include:
  - Programs and individuals working with federally funded agencies (i.e. Head Start, WIC).
  - State Agencies (i.e. Department of Education, Department of Agriculture, etc.).
  - Voluntary and Non-Profit Organizations (i.e. American Heart Association, Local Grocery Stores, some Food Banks, etc.).

- Supporting Partners are able to order (at no cost) most written materials directly through the Arizona Nutrition Network website [www.eatwellbewell.org](http://www.eatwellbewell.org)
- Supporting Partners in coordination with their local Contributing Partner are able to obtain access to various nutrition education related incentive items, costumes and games (depending on availability).

**Community Partners are:**

- Individuals such as community advocates, teachers, self-employed professionals, consultants, etc. who are interested in promoting common nutrition messages with the Arizona Nutrition Network.
- Community Partners are able to order certain materials through the Arizona Nutrition Network website [www.eatwellbewell.org](http://www.eatwellbewell.org) for use with food-stamp eligible populations.

***Procedures***

1. To become a Partner, a person may attend an Arizona Nutrition Network sponsored meeting and submit contact information, or call the Arizona Nutrition Network State Office 602-542-1886 to request materials and/or information, and ask to be placed on the Arizona Nutrition Network “mailing list.”
2. A person is considered a Partner once they have been placed on the Arizona Nutrition Network mailing list. Contributing Partner must be a current Local Incentive Award (LIA) Program contractor. A Supporting Partner generally has a partnership agreement or memorandum of understanding with local LIA Program project. A Community Partner is included on the mailing list.
3. The Arizona Nutrition Network will annually request updated contact information. Updates to contact information can also be made at any time by contacting Arizona Nutrition Network at 602-542-1886.
4. A person can request to be taken off of the Arizona Nutrition Network mailing list at any time by contacting the Arizona Nutrition Network at 602-542-1886.
5. All “Partners” are eligible to attend Arizona Nutrition Network sponsored meetings and to order nutrition education materials through the Arizona Nutrition Network. Contributing Partners are eligible to order a broader variety of materials through the Network and to use loan-out nutrition education costumes and games.
6. Supporting and Contributing Partners are eligible to participate in committees to help plan and conduct Arizona Nutrition Network activities.

## **COLLABORATION OF EFFORTS**

*(Revised October 2007)*

### ***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 to Food Stamp Program (FSP) eligibles delivered through multiple channels. The Arizona Nutrition Network strongly encourages collaboration and coordination of efforts with statewide public and private partners to enhance both the reach and efficacy of the nutrition education efforts. By working together, especially with other USDA Food and Nutrition Service programs, uniform messages of good nutrition can be delivered more successfully.

USDA Food Stamp Nutrition Education (FSNE) funds are limited to supporting common nutrition messages for FSP eligible populations. Specifically, FSNE funds may not pay for staff to participate in initiatives for improving nutrition systems, environments or policies. General briefings and trainings are to be provided only to professionals who serve clientele who are the Food Stamp Nutrition Education target audience.

### ***Procedures***

1. Network state staff will strive to build and maintain partnerships with public and private partners throughout the state, including other USDA Food and Nutrition Service programs such as WIC, Food Distribution Programs on Indian Reservations, and the Child Nutrition Programs.
2. Partnership building will be a key activity of Network state staff.
3. Local Incentive Award recipients will be encouraged to build partnerships and collaborate with public and private partners in their community that serve a majority of FSP eligible clients.
4. An updated Partner List by County and Tribal Nation will be made available to partners annually to aid networking in local communities.

## PROGRAM DEVELOPMENT

(Revised October 2007)

### ***Policy***

The goal of Food Stamp Nutrition Education (FSNE) is to improve the likelihood that persons eligible for the Food Stamp Program (FSP) will make healthy food choices within a limited budget and choose active lifestyles consistent with the current *Dietary Guidelines for Americans* and *MyPyramid.gov*.

Additionally, programs are encouraged to develop and conduct activities that align with Healthy Arizona 2010 objectives, which address critical areas that represent the most significant nutrition-related concerns in Arizona. These objectives include: increase the number of persons at a healthy weight; increase consumption of fruits and vegetables; increase individuals who meet dietary recommendations for calcium; increase the number of pregnancies begun with an optimum folic acid level; increase the number of mothers who breastfeed their babies; reduce iron deficiency anemia; increase food security; and reduce prevalence of food borne illness. (<http://www.hs.state.az.us/phs/healthyaz2010/>).

### ***Procedures***

1. Certain settings offer a high likelihood of reaching FSP eligible persons and are appropriate locations for FSNE delivery. When FSNE is delivered through the following venues, waivers to the FSP exclusivity rule are not required.
  - Food Stamp/TANF offices
  - Public Housing Sites
  - Food Banks
  - Job readiness or training programs for FSP/TANF recipients
2. FSNE has the greatest potential impact on the nutrition-related behaviors of the overall food stamp population when it targets women and children in food stamp eligible households.
3. FSNE may be provided to other food stamp audience segments such as the elderly, men, or adults without children based on a needs assessment of the food stamp eligible population to yield the greatest change in dietary behavior among the largest number of food stamp eligible persons.
4. FSNE activities should include general education features that have been shown to be effective such as:
  - behaviorally-focused messages
  - use of motivators and reinforcements that are personally relevant to the target audience
  - use of multiple channels of communication to convey messages
  - approaches that provide for active personal engagement
  - incorporating an intensity/duration that provides the opportunity for multiple exposures to the message

5. A variety of approaches should be used in delivery of FSNE. Social marketing plays an important role in the design and implementation of many FSNE activities. This approach emphasizes:
  - targeting an identified segment of the food stamp eligible audience
  - identifying nutrition needs of the target audience and associated behaviors and perceptions about reasons for and against changing behavior
  - interacting with the target audience to test the message, materials, approach and delivery channel to ensure that these are understood and meaningful (likely to lead to behavior change)
6. While there are many important nutrition-related issues that impact the food stamp eligible audience, FSNE efforts should focus on the following behavior outcomes:
  - Eat fruits and vegetables, whole grains, and fat free or low-fat milk or milk products every day.
  - Be physically active every day as part of a healthy lifestyle.
  - Balance calorie intake from foods and beverages with calories expended.
7. Messages that are developed and distributed within programs must be consistent with the *Dietary Guidelines for Americans* and the *MyPyramid.gov* (see *Message Development* policy).

## NETWORK MEETINGS AND TRAININGS

(Revised October 2007)

### ***Policy***

The Arizona Nutrition Network state office will provide trainings for its partners throughout the year. At a minimum, this includes one Local Incentive Award training, and three Partners meetings. Local Incentive Award programs are required to have at least one person per program attend each of the trainings.

### ***Procedures***

1. Local Incentive Award (LIA) Training will be held near the beginning of the fiscal year, typically in late October or early November.
  - a. “Save the Date” notices will be sent at least six weeks in advance and agendas will be sent at least four weeks prior to the training.
  - b. This training is open only to LIA program staff; *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 LIA program.
  - c. Travel expenses (travel time, per diem, etc.) are an allowable expense under the LIA program to attend the trainings.
2. Partners Meetings will be held at various locations around the state at least three times during the fiscal year.
  - a. Agendas will be mailed at least four weeks prior to the meeting, and it will be open to all partners of the Network.
  - b. LIA programs are expected to send at least one person from their LIA program to the entire meeting, as the meetings will also be used to provide updates on Network activities and campaigns.
  - c. Travel expenses (travel time, per diem, etc.) are an allowable expense under the LIA program to attend the meetings.
3. In addition to the LIA training and Partners meetings, the Network state office may offer other trainings that will be open to Matching or all Partners. Examples of these trainings may be Health Literacy, How to Do a Food Demonstration, or Social Marketing conference.
4. In the event that staff is unable to attend the training, the LIA agency must obtain the provided information and implement the new guidance or regulations presented.
5. 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.

## **SOCIAL MARKETING CAMPAIGN WAVES**

*(Revised October 2007)*

### ***Policy***

The Arizona Nutrition Network conducts three social marketing campaigns per year. Message development is based on formative research, and pre-tested with the target audience to ensure relevance. These campaigns serve to encourage Food Stamp eligible individuals to choose diets that meet nutrient requirements, promote health and active lifestyles, and ultimately reduce chronic disease risk. Standard components to the campaign themes keep the campaigns consistent and recognizable to the public.

### ***Process***

Campaign themes are selected and approved by the Program Implementation committee. Formative research and pre-testing are conducted before a new campaign wave is developed.

Each campaign consists of a 30-second television commercial in English and Spanish, “Fun Food News” newsletters, recipe cards, posters, direct mail pieces, grocery store advertising, door hangers, outdoor billboards, a community tool kit, event-in-a-box and an educational reinforcement item. The campaigns for FY2008 are: Healthy Eating (January-April); Low Fat Milk (May-August); and Fruits and Vegetables (September-December).



## **ALLOWABLE/UNALLOWABLE COSTS**

*(Revised October 2007)*

### ***Policy***

Both local and federal share funds are considered as Food Stamp Nutrition Education (FSNE) funds. All costs (Local and Federal) claimed by LIA Agencies must meet the “allowable” guidelines. Costs that are considered “unallowable” will not qualify as Local Share, nor will they be considered a reimbursable Federal Share expense.

### ***Criteria to Determine Allowable and Unallowable Costs***

1. FSNE funds must be used for Food Stamp nutrition education topics aimed at primary prevention of disease, and not medical or therapeutic interventions.
2. Nutrition education activities and materials must be for use with Food Stamp eligibles. Only the schools and community settings approved by USDA in the annual Arizona Nutrition Education Plan may be targeted. Any additional sites must be submitted to ADHS for USDA approval before any services can be provided.
3. Costs must be reasonable and necessary.
4. Any supplies or equipment purchased using Local or Federal Share monies must be used for FSNE exclusive use. If other programs share the use of such equipment, costs are to be prorated accordingly.
5. FSNE funds must be used to expand and enhance existing nutrition education activities, not supplant them.
6. FSNE funds must not be used to create derogatory statements about a particular food, beverage, commodity, or food industry.
7. FSNE funds must not be used for local community food security and needs assessment nor used to increase food security through direct purchases of food.
8. FSNE funds must not be used to actively promote and conduct outreach for the Food Stamp Program, the National School Lunch Program, the School Breakfast Program, WIC, or other FNS programs. Brief messages identifying these as sources of food assistance are allowable.
9. FSNE funds must not be used for implementation of initiatives and other resources which have the primary purpose of improving nutrition systems, environments, or policies.
10. FSNE support or partial sponsorship of meetings, conferences, and summits must be prorated based on both the proportion of the target audience that represents FSP eligibles and the proportion of the agenda related to nutrition for low-income audiences.
11. Only out of state travel approved by USDA in the annual Arizona Nutrition Education Plan can be paid with FSNE funds.

## *Considerations*

When determining fund allocation, it is important to consider how much of an impact a particular expense will have in reaching the target population. For example, hiring additional staff to teach nutrition classes at local schools would be a proper use of funds, whereas paying existing staff with new federal funds to teach the nutrition classes and using their prior source of funding for use in another program is not allowed. Attending training in France would be a poor use of funds. Again, the standard is to allocate funds for nutrition education activities that are **reasonable** and **necessary** to achieve program goals but not used to supplant existing personnel costs.

### Reasonable Costs:

- Provide a program benefit generally commensurate with the costs incurred.
- Are in proportion to other program costs for the function that the costs serve.
- Are a priority expenditure relative to other demands on availability of administrative resources
- Carry constructive nutrition education messages consistent with the Dietary Guidelines for Americans.

### Necessary Costs:

- Are incurred to carry out essential functions.
- Cannot be avoided without adversely affecting program operations.
- Do not duplicate existing efforts.

Expenses that are extravagant may be considered unallowable or partially unallowable expenses upon annual auditing of a LIA Agency's program. Should an audit determine that expenses incurred by a LIA Agency are unallowable; reimbursement by the Network may be withheld or adjusted. Unallowable expenses incurred by LIA Agencies will have to be reimbursed to the State and may decrease the amount of federal reimbursement available to the LIA agency.

LIA Agencies may use the table on the following pages in determining allowable or unallowable program costs. The table is not an exhaustive list. For more information or clarification, contact a Network Partnership Development Specialist.

ALLOWABLE	UNALLOWABLE
<b>Literature/Materials/Audiovisuals</b>	
<ul style="list-style-type: none"> <li>• The purchase of FNS nutrition education/promotion materials that address FSNE topics and are for use with FSP eligibles.</li> <li>• The purchase of other nutrition education materials, when there are no FNS materials available that address FSNE topics and will be used with persons eligible for the FSP.</li> <li>• The production of nutrition education materials, for which there <u>is no other existing comparable material</u> that support the State’s goals and objectives for FSNE and will be distributed to FSP eligibles. It is encouraged that States collaborate with other FNS programs on the messages conveyed in and the costs of education materials. The State agency must describe the method used for allocating costs between the programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Costs for any nutrition education materials that have already been charged to another Federal or private program or source.</li> <li>• Any material that endorses or promotes brand name products or retail stores.</li> <li>• Manufacturer’s or store (cents off) coupons.</li> <li>• Influencing a store’s pricing policy.</li> <li>• Any activity or material to lobby or influence Federal, State, or local officials to pass or sign legislation or to influence the outcomes of an election, referendum or initiative.</li> <li>• Negative written, visual, or written expressions about specific foods, beverages or commodities.</li> </ul>
<b>Social Marketing Campaigns</b>	
<ul style="list-style-type: none"> <li>• Local radio and television announcements of nutrition education events for food stamp eligibles.</li> <li>• Appropriate social marketing campaigns that target nutrition messages to food stamp eligibles and are delivered, with an approved exclusivity waiver, in areas/venues where at least 50 percent of persons have incomes equal to or less than 185% of poverty guidelines or thresholds.</li> </ul>	<ul style="list-style-type: none"> <li>• Social marketing campaigns that target the general population. In some instances, prorated costs based upon the numbers of likely FSP eligibles (&lt; 130% of poverty guidelines/thresholds, with certain exceptions) that will be reached with the campaign may be allowed.</li> <li>• Nutrition education messages which convey negative messages or disparage specific foods, beverages or commodity, or which are not consistent with the Dietary Guidelines for Americans and MyPyramid.</li> <li>• Television and radio announcements/ advertisements that do not include a brief message about the FSP, its benefits and how to apply.</li> </ul>

ALLOWABLE	UNALLOWABLE
<b>Equipment</b>	
<ul style="list-style-type: none"> <li>• 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.)</li> <li>• Equipment shared with non-FSP users when cost-shared with those users.</li> <li>• Kitchen appliances only with justification of reasonable and necessary need.</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic equipment that exceeds prior approval thresholds (i.e., \$5,000) unless such prior approval is received from FNS.</li> <li>• Medical equipment.</li> </ul>
<b>Food Samples, Supplies and Provisions</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Food <u>samples</u> associated with a nutrition education lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing snack or food service.</li> <li>• Meal size portions or complete meal service.</li> <li>• Cost of food provided as groceries or supplemental food.</li> </ul>
<b>Nutrition Education</b>	
<ul style="list-style-type: none"> <li>• Classroom setting (salaries, space, equipment, materials) for food stamp eligibles on nutrition related topics (e.g., food budgeting, preparation, safety). Primary purpose of class must be to provide nutrition education. If nutrition education is included with other topics, only that portion of class pertaining to nutrition education is an allowable cost. Schools must be public government entities for in-kind charges.</li> <li>• Physical activity demonstration, promotion, referral that includes a nutrition message.</li> </ul>	<ul style="list-style-type: none"> <li>• Classes that are designed to provide case management or "life skills" training (e.g., classes on English as a second language, parenting, child development, crisis management, rental information).</li> <li>• Medical nutrition therapy and secondary prevention interventions (Refer to Definitions).</li> <li>• Weight loss classes, individualized meal plans, obesity treatment programs, etc.</li> </ul>

ALLOWABLE	UNALLOWABLE
<ul style="list-style-type: none"> <li>• The pro rata share of costs of classes that are provided in conjunction with another program (e.g., WIC), provided the State agency describes the method for allocating costs between the programs.</li> <li>• Breastfeeding education, promotion and support which is coordinated with WIC and which supplements and complements WIC services, rather than supplanting them.</li> <li>• Activities where the primary objectives pertain to allowable nutrition education but brief FSP outreach messages are also shared with FSNE participants. FSP information materials are available for free on the FNS Web site at: <a href="http://www.fns.usda.gov/fsp//outreach/info.htm">http://www.fns.usda.gov/fsp//outreach/info.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing physical activity and exercise classes, equipment or facilities.</li> <li>• Clinical health screenings (i.e., cholesterol testing, body mass index and blood glucose testing, etc).</li> <li>• Distribution of nutrition education reinforcement items over \$4.00.</li> <li>• Nutrition education costs that are charged to another Federal program (e.g., WIC, EFNEP, Head Start, etc.)</li> <li>• Breastfeeding education, promotion and support that duplicates or otherwise is provided for under other funding sources such as WIC, EFNEP, or Head Start.</li> <li>• Education provided to incarcerated or institutionalized persons that are not eligible for the FSP (i.e., persons in jails, prisons, nursing homes, mental institutions etc.).</li> <li>• Most able-bodied students ages 18 through 49 who are enrolled in college or other institutions of higher education at least half time are not eligible for the FSP and therefore not eligible for FSNE. <i>For information on students that may be eligible:</i> <a href="http://www.fns.usda.gov/fsp/applicant_recipients/students.htm">http://www.fns.usda.gov/fsp/applicant_recipients/students.htm</a></li> <li>• Activities where the primary objective(s) is to conduct outreach efforts for the FSP or other programs.</li> </ul>

ALLOWABLE	UNALLOWABLE
<b>Space Allocation</b>	
<ul style="list-style-type: none"> <li>Space allocated between programs in which the plan for the space/cost allocation between programs is documented and the costs are tracked.</li> <li>Space donated by local school districts, but only the cost of space based on depreciation or use allowance.</li> </ul>	<ul style="list-style-type: none"> <li>In-kind charges for space that is donated by a private third-party or costs that are fully funded by another program (e.g., USDA WIC and EFNEP programs, or a FSP local office waiting room).</li> <li>Commercial rental rates cannot be used for publicly owned space.</li> </ul>
<b>Staff and Training Costs</b>	
<ul style="list-style-type: none"> <li>FSNE-related training for program delivery staff. The time volunteers of a public agency spend performing FSNE-specific duties. Time must be charged at a rate commensurate with the duties being performed.</li> <li>Staff time spent delivering nutrition education to food stamp eligibles. Time must be charged at a rate commensurate with the duties being performed.</li> <li>General briefings to community health care providers serving low-income communities about FSNE services in the community.</li> </ul>	<ul style="list-style-type: none"> <li>The time volunteers of a non-public agency (e.g., faith-based organizations, many food banks, etc.) spend performing FSNE specific duties.</li> <li>A physician's time spent 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.</li> <li>University courses that are not relevant to the practical delivery of nutrition education to food stamp eligibles.</li> <li>Training or development costs of food service workers or others not directly associated with delivery of FSNE.</li> </ul>
<b>Costs Associated with Other Activities</b>	
<ul style="list-style-type: none"> <li>Reimbursement for personal costs (such as child care, meals, lodging, and transportation) for recipients of FSNE to actively participate in focus groups, needs assessments and advisory groups to inform and improve FSNE effectiveness.</li> <li>Nutrition education activities that promote the selection of healthy foods from vending machines.</li> </ul>	<ul style="list-style-type: none"> <li>Organized efforts to influence elected officials and lobbying for legislative/policy changes.</li> <li>Costs associated with surveillance or surveys of the general population that are not prorated based on the number of likely FSP eligible respondents (persons with incomes less than or equal to 130% of poverty guidelines/thresholds, with certain exceptions).</li> </ul>

<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
<ul style="list-style-type: none"> <li>• Participation on relevant State and local advisory panels.</li> </ul>	<ul style="list-style-type: none"> <li>• Costs associated with the establishment and maintenance of environmental or policy changes, such as staffing, infrastructure, equipment, space, land, construction or supplies.</li> <li>• Money, vouchers or passes provided to FSNE recipients to offset personal costs incurred so that they may attend nutrition education classes (e.g., for childcare and transportation expenses).</li> <li>• Childcare or transportation services provided for FSNE recipients in conjunction with FSNE activities.</li> </ul>
<b>Physical Activity</b>	
<ul style="list-style-type: none"> <li>• Physical activity education and promotion as part of nutrition education sessions. Includes advice, encouragement, one-time brief exercise demonstration, and resource information.</li> <li>• Educational materials to teach physical activity concepts and to reinforce health benefits when these activities also promote nutrition education.</li> <li>• Physical activity with nutrition messages on bulletin boards or displays around the food stamp offices and approved sites.</li> <li>• Information on local sites for low or no-cost activities to increase physical activity (such as a free fitness event).</li> </ul>	<ul style="list-style-type: none"> <li>• Costs incurred for health club or gym memberships, dues, equipment, (e.g., bicycles, weights, jump ropes, etc.).</li> <li>• Physical activity supplies for class participants except for instructor demonstrations.</li> <li>• Ongoing physical activity and exercise classes, equipment, or facilities.</li> </ul>
<b>Reinforcement Items</b>	
<ul style="list-style-type: none"> <li>• Calendar and refrigerator magnets that contain nutrition education messages.</li> <li>• Measuring cups, measuring spoons, or other items of nominal value which reinforce a nutrition message.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforcement items over \$4.00.</li> <li>• Celebratory items and items designed primarily as staff morale boosters.</li> <li>• Items (even of nominal value) that are not reasonable or necessary.</li> </ul>

<b>ALLOWABLE</b>	<b>UNALLOWABLE</b>
<ul style="list-style-type: none"> <li>• Items that have value as nutrition education aids.</li> </ul>	<ul style="list-style-type: none"> <li>• Items that have no nutrition education message.</li> <li>• Any incentive item intended for persons who are not Food Stamp Eligible.</li> </ul>
<b>Gardening</b>	
<ul style="list-style-type: none"> <li>• Educational supplies, curricula, and staff salaries designed to teach the beneficial nutritional aspects of gardening.</li> </ul>	<ul style="list-style-type: none"> <li>• Costs for rental or purchase of garden equipment (e.g., fertilizer, tractor, etc.).</li> <li>• Purchase or rental of land for garden plots, seeds, plants, and other gardening supplies.</li> <li>• Costs associated with creating and maintaining school learning gardens.</li> </ul>
<b>Space Allocation</b>	
<ul style="list-style-type: none"> <li>• Space allocated between programs in which the plan for the space/cost allocation between programs is documented and the costs are tracked.</li> <li>• Space donated by local school districts, but only the cost of space based on depreciation or use allowance.</li> </ul>	<ul style="list-style-type: none"> <li>• In-kind charges for space that is donated by a private third-party or costs that are fully funded by another program (e.g., USDA WIC and EFNEP programs, or a FSP local office waiting room).</li> <li>• Commercial rental rates cannot be used for publicly owned space.</li> </ul>



## STAFFING

(Revised October 2007)

### ***Policy***

It remains the responsibility of each local agency participating in the Local Incentive Award Program to conduct nutrition education activities that 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. Providing nutrition education that is inaccurate, misleading, or not clear will only serve to confuse and alienate participants, and will weaken the mission of the Arizona Nutrition Network.

### ***Procedures***

1. Each local agency must have access to at least one person qualified to be a “Nutrition Coordinator” as defined below. It is preferred that the Nutrition Coordinator be on staff to work with the project. 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 Network’s Nutritionists. The following are definitions used by the Network pertaining to LIA staff:
  - a. **Nutrition Coordinator:** This person may be responsible for developing and writing curriculum for nutrition education, administering initial training of curriculum (training the trainers), writing nutrition articles, and some types of nutrition counseling. 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), or 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.
  - b. **Nutritionist:** This person is responsible for coordinating nutrition education projects that administer basic nutrition messages (such as those marketed by the Network); 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 community health experience and/or a master’s degree in a related subject are desirable.

- c. **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.

**\*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.

## MESSAGE DEVELOPMENT

(Revised October 2007)

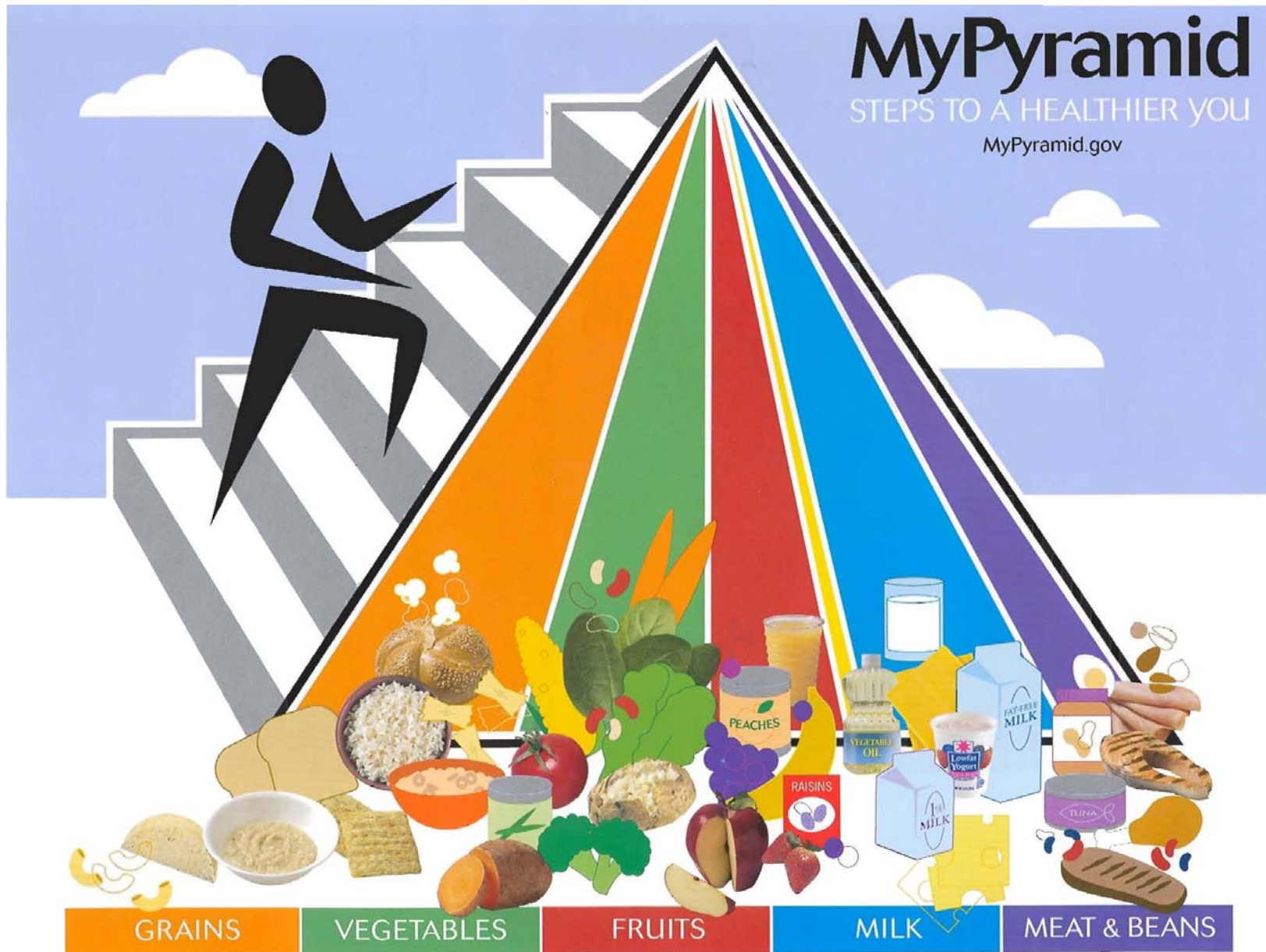
### ***Policy***

All messages conveyed through the Arizona Nutrition Network, including messages conveyed by Local Incentive Award recipients, must be consistent with the *Dietary Guidelines for Americans* and *MyPyramid* (see attached). They must also be consistent with the goal and focus of FSNE, which is to improve the likelihood that persons eligible for the FSP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the *Dietary Guidelines*, and *MyPyramid*. Messages and materials for consumers should include these key points:

- Eat fruits and vegetables, whole grains, and fat free or low-fat milk products every day.
- Be physically active every day as part of a healthy lifestyle.
- Balance caloric intake from food and beverages with calories expended.

### ***Procedures***

1. Existing materials, especially FNS materials such as *MyPyramid*, *MyPyramid for Kids*, *Loving Your Family*, *Feeding their Future*, Team Nutrition, etc. must be used and/or adapted whenever possible rather than developing new materials. (See Sources for Nutrition Information for existing materials).
2. Messages that are developed in the form of print material (handouts, posters, etc.), curriculum or lesson plans, television and radio commercials, sound bites, etc., should use the *Dietary Guidelines for Americans*, outlined above, and *MyPyramid* and *MyPyramid for Kids* to aid in content development. All print materials must give credit to FSP as a funding source and contain a brief outreach message about the FSP. (see Developing Print Materials section for specific messages).
3. Materials must not contain disparaging comments. (See Disparaging Messages).
4. Messages that are not consistent with the *Dietary Guidelines* or *MyPyramid* 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*).
5. It is expected that nutrition education messages will be tailored to address the most urgent nutrition education needs of the food stamp eligible population.
6. To learn more about the Dietary Guidelines, it is recommended that partners access the USDA Center for Nutrition Policy and Promotion website at [www.cnpp.usda.gov](http://www.cnpp.usda.gov). To learn more about *MyPyramid*, see the website [www.MyPyramid.gov](http://www.MyPyramid.gov). Also refer to *Program Development* policy for guidelines on developing nutrition education programs.



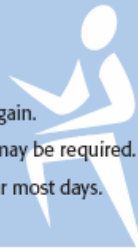
<b>GRAINS</b> Make half your grains whole	<b>VEGETABLES</b> Vary your veggies	<b>FRUITS</b> Focus on fruits	<b>MILK</b> Get your calcium-rich foods	<b>MEAT &amp; BEANS</b> Go lean with protein
<p>Eat at least 3 oz. of whole-grain cereals, breads, crackers, rice, or pasta every day</p> <p>1 oz. is about 1 slice of bread, about 1 cup of breakfast cereal, or 1/2 cup of cooked rice, cereal, or pasta</p>	<p>Eat more dark-green veggies like broccoli, spinach, and other dark leafy greens</p> <p>Eat more orange vegetables like carrots and sweetpotatoes</p> <p>Eat more dry beans and peas like pinto beans, kidney beans, and lentils</p>	<p>Eat a variety of fruit</p> <p>Choose fresh, frozen, canned, or dried fruit</p> <p>Go easy on fruit juices</p>	<p>Go low-fat or fat-free when you choose milk, yogurt, and other milk products</p> <p>If you don't or can't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages</p>	<p>Choose low-fat or lean meats and poultry</p> <p>Bake it, broil it, or grill it</p> <p>Vary your protein routine – choose more fish, beans, peas, nuts, and seeds</p>

For a 2,000-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to [MyPyramid.gov](http://MyPyramid.gov).

Eat 6 oz. every day	Eat 2 1/2 cups every day	Eat 2 cups every day	Get 3 cups every day; for kids aged 2 to 8, it's 2	Eat 5 1/2 oz. every day
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#### Find your balance between food and physical activity

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Children and teenagers should be physically active for 60 minutes every day, or most days.



#### Know the limits on fats, sugars, and salt (sodium)

- Make most of your fat sources from fish, nuts, and vegetable oils.
- Limit solid fats like butter, stick margarine, shortening, and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, *trans* fats, and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.



U.S. Department of Agriculture  
 Center for Nutrition Policy and Promotion  
 April 2005  
 CNPP-15



USDA is an equal opportunity provider and employer.

# MyPyramid For Kids

**Eat Right. Exercise. Have Fun.**  
MyPyramid.gov

**Grains**  
Make half your grains whole

**Vegetables**  
Vary your veggies

**Fruits**  
Focus on fruits

**Milk**  
Get your calcium-rich foods

**Meat & Beans**  
Go lean with protein

**Oils** Oils are not a food group, but you need some for good health. Get your oils from fish, nuts, and liquid oils such as corn oil, soybean oil, and canola oil.

★ Find your balance between food and fun

★ Fats and sugars — know your limits

## NUTRITION EDUCATION STANDARDS

(Revised October 2007)

### ***Policy***

Nutrition education activities must follow the guidelines outlined in the *Program Development* policy, *Message Development* policy, and the *Sources for Nutrition Information* policy. Nutrition education activities must include only allowable activities for state or local share costs as specified by the USDA for Food Stamp Nutrition Education (FSNE). Activities must be thoughtfully planned with clear, written goals and objectives. Staffing levels for FSNE events/activities must be proportionate and appropriate for the number of participants, their ages and learning needs.

Carefully written lessons plans are necessary as an effective means of reaching nutrition education goals and objectives, improving classroom management, and providing for evaluation of nutrition education activities. Well-written lesson plans ensure that information will be consistently taught by different nutrition educators.

All nutrition education activities must include a brief outreach message about the Food Stamp program. The following statement is recommended: The Food Stamp Program provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet. To find out more, call 1-800-352-8401.

### ***Procedures***

1. Nutrition education activities may include classes, games, print materials, media announcements, single or multi-session classes, food demonstrations, and community presentations.
2. All nutrition education activities should reflect a FSNE, Arizona Nutrition Network, or Healthy Arizona 2010 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](http://www.ade.state.az.us/standards/contentstandards.asp).
3. 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 activity:

- Promote increased consumption of fruits and vegetables.
- Achieve healthy weights in school children.
- Increase physical activity among seniors.

An **Objective** is more concrete, closer in time, and must be more measurable. Objectives are a specific, measurable statement of what is to be accomplished within a given time. 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 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:

- At the end of the class, students will be able to identify 60 minutes as the number of minutes of physical activity they should have each day.
  - 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, students will be able to plan a healthy snack with a fruit or vegetable.
4. Nutrition 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 FSNE event/activity is always proportionate to and appropriate for the number of expected participants, their ages and their learning needs.
  5. 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 arts standards.
  6. Prior to conducting any nutrition education activity, a written lesson plan that outlines the lesson goals and objectives, materials needed, teaching activities, and evaluation methods (use Lesson Plan, attached) should be developed. Activities include classes, after school lessons, food demonstrations, or cooking classes.



Arizona Nutrition Network Lesson Plan

Title of Lesson: \_\_\_\_\_

Topic: \_\_\_\_\_ Estimated Time: \_\_\_\_\_ minutes

Type of Nutrition Education Activity: \_\_\_\_Class \_\_\_\_Game \_\_\_\_Community presentation  
\_\_\_\_Food demonstration \_\_\_\_ Physical activity with nutrition message  
\_\_\_\_Other

Target Audience:

Lesson goal:

Academic Standards:

Lesson Objectives:

(Use SMART = Specific, Measurable, Appropriate, Realistic, Time specific)

- 1.
- 2.
- 3.

Materials and Preparation:

Sequence of lesson/Script (Relate to each objective)

	Yes	No
Objective 1 was addressed in lesson	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2 was addressed in lesson	<input type="checkbox"/>	<input type="checkbox"/>
Objective 3 was addressed in lesson	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation (how was each objective met)

Closure (recap-call to Action)

Brief Food Stamp Outreach Message: The Food Stamp Program provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet. To find out more, call 1-800-352-8401

## **DISPARAGING MESSAGES**

*(Revised October 2007)*

### ***Policy***

Local Incentive Award Contributing Partners *Nutrition Network* Program funds may not be used to convey negative written, visual, or verbal expressions about any specific foods, beverages, or commodities. 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***

1. Local Incentive Award Contributing Partner Agencies 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.
2. All Local Incentive Award Contributing Partner 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.”
3. Local Incentive Award Nutrition Coordinators must review messages messaging provided given 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 Food Stamp Nutrition Education.

(also see *Message Development* policy)

## SOURCES FOR NUTRITION INFORMATION

(Revised October 2007)

### ***Policy***

All Arizona Nutrition Network 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 done prior to developing new materials for nutrition education efforts to avoid duplication of efforts. Messages and lessons should also be simple and practical.

### ***Procedures***

1. Only reputable sources should be used to ensure that messages and lessons are backed by scientific research. The following are examples of reputable sources:
  - a. Print materials from United States Department of Agriculture (USDA).
  - b. Print materials from selected national organizations, federal agencies, or universities such as:
    - Centers for Disease Control (CDC)
    - National Institutes of Health
    - Purdue University Extension (copies of MyPyramid and MyPyramid for Kids)
    - United States Food and Drug Administration (FDA)
  - c. On the Internet, these sites will provide the most appropriate of the nutrition education resources for Food Stamp Nutrition Education:
    - Arizona Nutrition Network [www.eatwellbewell.org](http://www.eatwellbewell.org)
    - Food Stamp Nutrition Connection\* [www.nal.usda.gov/fnic/foodstamp](http://www.nal.usda.gov/fnic/foodstamp)
    - Food and Nutrition Services [www.fns.usda.gov/fns](http://www.fns.usda.gov/fns)
    - Fruits & Veggies More Matters® [www.fruitsandveggiesmatter.gov](http://www.fruitsandveggiesmatter.gov)
    - MyPyramid and MyPyramid for Kids [www.mypyramid.gov](http://www.mypyramid.gov)
    - Team Nutrition [www.fns.usda.gov/TN](http://www.fns.usda.gov/TN)
    - USDA Center for Nutrition Policy and Promotion [www.cnpp.usda.gov](http://www.cnpp.usda.gov)
  - d. On the Internet, other sites that may be useful for FSNE:
    - American Dietetic Association [www.eatright.org](http://www.eatright.org)
    - Building Better Bones [www.buildingbetterbones.org](http://www.buildingbetterbones.org)
    - Food and Nutrition Information Center [www.nal.usda.gov/fnic](http://www.nal.usda.gov/fnic)
    - Gateway to Government Food Safety Information [www.foodsafety.gov](http://www.foodsafety.gov)
    - Kidnetic [www.kidnetic.com](http://www.kidnetic.com)
    - Partnership for Food Safety Education [www.fightbac.org](http://www.fightbac.org)
    - Tufts University [www.healthletter.tufts.edu](http://www.healthletter.tufts.edu)
    - USDA Food and Nutrition Information Center [www.nutrition.gov](http://www.nutrition.gov)
    - Verb [www.VERBnow.com](http://www.VERBnow.com)
    - WIC Works Resource System [www.nal.usda.gov/wicworks](http://www.nal.usda.gov/wicworks)

\*The Network encourages partners to submit materials developed according to the *Message Development* policy to the Food Stamp Nutrition Connection website listed above for consideration of inclusion in the Resource Finder Database.

## **USE OF NETWORK LOGOS AND NAME**

*(Revised October 2007)*

### ***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 recommended that partners work with the Social Marketing Manager before using Arizona Nutrition Network logos or graphics. Additionally, matching partners that develop materials with money from the Local Incentive Award Program must add the Network logo and disclaimer to materials.

### ***Procedures***

1. For information on Network graphic standards and illustrations of various logos and graphics, go to the Network website: [eatwellbewell.org](http://eatwellbewell.org).
2. Review the Developing Print Materials policy and Graphic Standards booklet (can be found on the website, [eatwellbewell.org](http://eatwellbewell.org)) when creating print materials.
3. Contact the Social Marketing Manager before printing materials that include the Arizona Nutrition Network logo or graphics.

## DEVELOPING PRINT MATERIALS

(Revised October 2007)

### *Policy*

An assessment of existing materials and information should be done prior to developing new materials for nutrition education efforts (see *Sources for Nutrition Information* policy). USDA requires the use of existing materials and proposed new materials must be listed and approved in the annual state plan. Materials developed or reprinted with Food Stamp Program (FSP) funds must include the following non-discrimination statement and a statement of the funding source for the materials (see *Procedures*, below). These required statements do not need to be added to materials purchased with FSNE funds.

### *Procedures*

1. The following statements must be used when materials are developed or reprinted using FSP funds:

“In accordance with Federal law and U.S. Department of Agriculture's policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.”

NOTE: There are no print size requirements if the statement above is used. If the material is too small to permit the full statement to be included, the material must, at a minimum, include the statement, in print size no smaller than the text, that “This institution is an equal opportunity provider and employer.”

2. Credit must be provided to the Food Stamp Program as a funding source on newly developed and reprinted materials. The following statements are recommended:

English: “This material was funded by USDA’s Food Stamp Program.”

Spanish: “ Este material se desarrolló con fondos proporcionados por el Programa de Cupones para Alimentos del Departamento de Agricultura de los EE.UU. (USDA para sus siglas en inglés).”

3. A brief outreach message about the Food Stamp Program must be provided on **all** developed or reprinted materials. The following statements are required:

English: “The Food Stamp 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.”

Spanish: “El Programa de Cupones para Alimentos ofrece asistencia relacionada a la nutrición para gente con bajos ingresos. Le puede ayudar a comprar comida nutritiva para una mejor dieta. Para obtener más información, comuníquese al 1-800-352-8401.”

4. Materials developed must be in plain language, culturally sensitive, and at an appropriate reading level for the intended audience. See [www.plainlanguage.gov](http://www.plainlanguage.gov) for a “how-to” guide and examples of plain language documents.
5. See *Sources for Nutrition Information* policy for resources of existing materials and *Use of Network Logos and Name* for information on using the Network and Fruit and Veggies–More Matters™ logos.

## FOOD PROVIDED AT MEETINGS

(Revised October 2007)

### **Policy**

The Arizona Nutrition Network will follow reasonable standards regarding the food that is provided in meetings. These standards will uphold the fundamental messages taught by *The Dietary Guidelines for Americans* and *MyPyramid.gov*. Although food and beverages at meetings are not an allowable cost under the Food Stamp Nutrition Education program, they may be provided using other funds or by donation. It is recommended that all Network partners follow these standards when providing food at a Network-related meeting. Most foods, when consumed in moderation, can fit into a healthy eating plan. However, when a majority of foods available in a captive environment, such as in a meeting, are high-fat, high-sugar, and/or high-salt, one’s ability to maintain a healthy diet may certainly be hindered.

### **Procedure**

1. When food is provided at a Network sponsored meeting, either using other funding or by donation, attempts will be made ahead of time to identify the menu and make any necessary suggestions for improvement and enhancement so that the food provided assists participants in meeting *The Dietary Guidelines for Americans* and the *MyPyramid.gov*.
2. A posted nutrient analysis of the menu for the participants would be considered optimal.
3. For ideas on foods to serve at meetings follow the guidelines\* below.

<b>General Guidelines:</b>	<b>Food Suggestions for Breaks:</b>	<b>Food Suggestion for Lunch/Dinner:</b>
<ul style="list-style-type: none"> <li>• Serve fruits and vegetables when possible.</li> <li>• Offer small portions.</li> <li>• Serve low-calorie and low-fat foods.</li> <li>• Offer fat-free or 1% milk, 100% juice, water or unsweetened iced tea instead of soft drinks.</li> <li>• Include a vegetarian option and allow space on registration form for participant to indicate food allergies, dietary restrictions or vegetarian.</li> <li>• Taste-test the food at the facility ahead of the meeting if possible.</li> <li>• Provide reduced-fat or low-fat milk for coffee rather than cream or half &amp; half.</li> <li>• Provide pitchers or bottles of water.</li> <li>• Avoid fried foods.</li> </ul>	<ul style="list-style-type: none"> <li>• Bagels with low-fat cream cheese or jams cut in halves or quarters.</li> <li>• Low-fat yogurt.</li> <li>• Fresh fruits/vegetables (with low-fat dip)</li> <li>• Pretzels, hot pretzels (cut up) w/mustard.</li> <li>• Lightly seasoned popcorn.</li> <li>• Graham crackers, fig Newton’s.</li> <li>• Dried fruit or trail mix.</li> </ul>	<ul style="list-style-type: none"> <li>• Include whole grain breads and rolls.</li> <li>• Offer low-fat salad dressing on the side.</li> <li>• Offer sandwiches cut in half, so people can take a smaller portion.</li> <li>• Serve broth-based soups or cream soups made with evaporated skim milk.</li> <li>• Limit meat to a 4 ounce portion with plenty of low-fat, low calorie side dishes.</li> <li>• Offer at least two vegetables without butter or cream sauces with each meal.</li> <li>• Provide raw vegetables or pretzels instead of potato chips or french fries.</li> <li>• Include fresh fruit as dessert.</li> </ul>

\*Adapted from New York State Department of Health Center for Community Health “Guidelines for Healthy Meetings.”

## **NUTRIENT STANDARDS – RECIPES**

(Revised October 2007)

### ***Policy***

Recipes used in Food Demonstrations, given as handouts, or otherwise used through the Network should meet the following Recipe Criteria:

#### NUTRIENTS:

Total Fat:	≤ 35% Kcals
Saturated Fat:	≤ 10% Kcals
Trans Fat:	≤ 0.5 g/serving
Sodium:	≤ 600 mg/serving
Fiber:	≥ 0.014 g/Kcal
Added Sugars:	≤ 15% Kcals

COST: 10 ingredients or less (excludes water, salt, pepper, spices/seasonings, optional ingredients, and nonstick cooking spray). Recipes should be thrifty and feature foods available through WIC, gleaning, Commodity Supplemental Food Program (CSFP)/Food Plus, and/or farmers' market nutrition programs.

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

In addition to the criteria above, each fruit or vegetable recipe must meet the Fruits & Veggies More Matters® criteria and provide ½ cup of fruit or vegetable per 250 calories. One half cup 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 fruit or vegetable juice; 1 cup leafy salad greens; ¼ cup dried fruit; or ½ cup cooked dry peas, beans, lentils, kidney beans.

### ***Procedures***

1. Nutrient criteria established by the Center for Disease Control and Produce for Better Health Foundation Fruits & Veggies More Matters® were selected to be the standards used by the Arizona Nutrition Network. These criteria were chosen due to widespread use in industry, consumer familiarity with the Food Label, Dietary Guidelines for Americans, and MyPyramid.
2. The Network provides many recipes that meet the policy outlined above. It is recommended that these recipes be used by partners whenever possible.
3. Recipes that are not provided through the Network must be analyzed using Food Processor, SQL Edition, Version 9.8.1 or above. State Network staff will analyze a limited number of recipes for partners – the timeline for analysis may vary based on current workload of the staff.



4. Required nutrients in Nutritional Analysis are: Calories (Cal); Carbohydrate (gm); Protein (gm); Total fat (g); Saturated fat (g); Trans Fat (g); Cholesterol (mg); Fiber (g); Sodium (mg); Calcium (mg); and percentage of calories from fat (%).
5. Optional nutrients in Nutritional Analysis are: Vitamin A (RE); Vitamin C (mg); Folate (mcg); Potassium (mg); and Iron (mg).
6. Recipes used to promote consumption of 1% low fat or fat free milk must provide at least 100 milligrams of calcium per serving.
7. 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; cholesterol, 0 mg; fiber, 4.5 gm; sodium, 229 mg; calcium, 200 mg; percent calories from fat, 26%.
8. A courtesy line is required if the recipe is donated. Place the courtesy line at the end of the recipe. Example: Courtesy of Cooking Light.
9. The Food and Drug Administrations regulations on food labeling will be used to provide nutrition information.
10. 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”.
11. No recipes containing alcohol will be used in Arizona Nutrition Network materials or activities.

## RECIPE FORMATS

(Revised October 2007)

### *Policy*

Recipes that are developed or recopied by the Arizona Nutrition Network staff and partners will follow the same format as defined below. This will allow nutrient standards to be maintained and provide a consistent look to Network materials.

### *Procedures*

#### Title

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

Example: Turkey Wraps

#### Ingredients

1. Weights and measures used in recipe ingredient list will be spelled out. These include: pound, ounce, teaspoon, tablespoon, and cup. The use of more complex terms such as pint and quart will be avoided if possible, as well as complex fractions such as 1/8, 5/6, 7/8. Abbreviations will only be used for ounce (oz.) if space is limited. Pound, teaspoon, tablespoon, and cup should be spelled out.
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.

Examples: 1 cup black beans  
1½ tomato, chopped

3. Do not use brand names.

Examples: Do Not Use - 1 can Progresso black beans (about 14 ounces)  
Do Use - 1 can black beans (about 12 ounce can)

4. Avoid state of origin descriptions.

Examples: Do Not Use - 3 Washington State Apples  
Do Use - 3 Red Delicious apples or 3 medium 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.

Example: 1 small red onion, finely chopped

6. When an ingredient must be prepared before measured, describe how to prepare it first, followed by the ingredient name.

Example: 1½ cups sliced cucumber

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 an alternative ingredient is listed, separate the primary ingredient and the alternative with “or”

Example: 2 cups 1% low fat or fat free milk

9. When an ingredient does not have a quantity, capitalize the first letter of the ingredient and vertically align with the other ingredient descriptions.

Example: Pinch of red pepper  
1 large green pepper

10. 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.

Example: 1 cup frozen peas, thawed

11. 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”
12. When an ingredient is optional, follow the ingredient description with “optional”

Example: 1 tablespoon reduced-fat margarine, optional

13. Ingredients in the ingredient list should be in the same order as prepared in the Preparation instructions.

### Preparation

1. Preparation text must maintain 4<sup>th</sup> grade readability level. Determine the readability level by using the Fry Readability method or the Flesch-Kincaid grade level through Microsoft Word.
2. Each step should be numbered.
3. Begin the instructions with the statement “wash hands with soap and warm running water” when space permits.

4. When ingredients are placed in a bowl, saucepan, pot or pan, describe the size of the container.

Example: In a small bowl, mix all the dry ingredients.

5. When a blender or food processor is used for a recipe, use the term blender and state that the ingredients be placed in the blender container.

Example: Place all ingredients in the blender container.

6. When a recipe is prepared on the stovetop, describe how hot the burner should be.

Example: In a large saucepan, bring 4 cups of water to a boil over high heat.

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. Use capital letters.

Example: Microwave on HIGH for 3 to 5 minutes.

8. When the recipe contains meat, state the internal cooking temperature that the meat needs to reach in order to be safe for consumption.

Example: Cook the ground beef to an internal temperature of 160°F. Check temperature using a meat thermometer.

9. End each recipe preparation description with an appropriate action statement.

Example: Serve immediately.

### Yield

1. The number of servings a recipe yields should be included at the end of the instructions.

Example: Makes 4 servings.

### 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 (see Nutrient Standards – Recipes policy for information on nutrition analysis requirements).

Miscellaneous:

1. A courtesy line is required if the recipe used with permission from another source. Place the courtesy line at the end of the recipe. Include any required wording as specified as 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 Food Demonstration Guide
- Arizona Nutrition Network, [www.eatwellbewell.org](http://www.eatwellbewell.org)
- Fruits and Veggies – More Matters™, [www.fruitsandveggiesmorematters.com](http://www.fruitsandveggiesmorematters.com)
- Centers for Disease Control and Prevention, [www.fruitsandveggiesmatter.gov](http://www.fruitsandveggiesmatter.gov)
- Food Stamp Nutrition Connection, [foodstamp.nal.usda.gov](http://foodstamp.nal.usda.gov)

**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 thrifty foods (i.e. WIC, gleaning, Farmers' Market, Food Plus/CSFP).
		Recipe follows standard Network 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 instructions are numbered and are written in brief logical steps. 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.
		Text meets the readability level for 4th grade.

Meets	Does Not Meet	Nutrient Criteria
		Recipe analyzed using Food Processor, SQL Edition Software.
		Recipe analysis is included at the end of the recipe and contains the required nutrients.
		<b>Fat:</b> Contains < 35% calories from fat.
		<b>Saturated Fat:</b> < 10% calories from saturated fat.
		<b>Trans Fat:</b> < 0.5 g/serving.
		<b>Sodium:</b> < 600 milligrams of sodium per serving.
		<b>Added Sugar:</b> <15% of total calories.
		<b>Fiber:</b> >0.014g/kcal (28g of fiber per 2,000 kcal).
		<b>Go Low Campaign Recipe:</b> Provides > 100 mg calcium per serving.
		<b>Fruits and Veggies – More Matters™ Recipe:</b> >1 serving of fruit and/or vegetable per 250kcal.

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

## **FOOD DEMONSTRATIONS**

*(Revised October 2007)*

### ***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 conducted by the Arizona Nutrition Network staff or partners 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***

1. Before planning a food demonstration, review and use the document “Food Demonstration Guide” (available through the Network state office). Use recipes from the Fun Food News or recipe cards for current social marketing campaign frequently in food demonstrations.
2. The demonstrator should have a current Food Handlers Card. County health departments regulate food handlers.
3. Demonstrations should be limited to 1-2 techniques and up to three simple recipes per one-hour class. The message should be simple and the learning objective(s) should be defined prior to the demonstration.
4. Demonstrator should observe good hand washing techniques prior to handling any food products (see Food Demonstration Guide).
5. Allow the participants to taste-test the food after the demonstration. This is probably the most important part of the food demonstration.
6. 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.
7. Distribute the recipes after the food demonstration making sure each has a nutrient analysis and appropriate USDA statements required on printed materials.

See *Nutrient Standards-Recipes* for the policy on selecting recipes.

## LOCAL INCENTIVE AWARD PROGRAM

*(Revised October 2007)*

### ***Policy***

The Local Incentive Award (LIA) Program is a funding opportunity offered through the Arizona Nutrition Network to build partnerships with local public and non-profit agencies to enhance and expand nutrition education efforts to the intended target audience of the Food Stamp Nutrition Education (FSNE) Program, United States Department of Agriculture (USDA).

Food Stamp Nutrition Education (FSNE) audiences are categorized according to the likelihood of their being eligible for the Food Stamp Program (FSP). There are three categories that are currently used:

**Category 1 -Certified Eligible:** Includes persons currently participating in or applying for the FSP and/or persons residing in FSP household. This is the true Food Stamp Nutrition Education target audience.

Some examples of persons considered to be Certified Eligible for FSP include:

- Persons referred by the local FSP office
- Persons reached through direct marketing to FSP participants
- Persons participating in the Food Distribution Program on Indian Reservations
- Ineligible parents who receive FSP benefits on behalf of their children
- FSP participants in a FSP Job Readiness Training Program

**Category 2 – Likely Eligible:** Includes persons that are eligible for the FSP but have not yet applied. This audience is less identifiable, so USDA allows FSNE providers to use proxy measures of eligibility based on a) gross income of participants or b) location of FSNE delivery.

Some examples of persons considered to be Likely Eligible for FSP include:

- Persons with gross income levels at or below 130% of the Federal Poverty Guidelines.
- Persons at food banks, food pantries, soup kitchens, public housing and FSP/TANF job readiness program sites.

**Category 3 – Potentially Eligible by Site/Location:** Includes persons at other venues primarily frequented by low-income audiences. States must request an Exclusivity Waiver for programs delivered to Potentially Eligible audiences. Programs should only consider targeting the Potentially Eligible audience after making a clear effort to provide FSNE to Certified and Likely Eligible audiences. At least 50% of persons that receive FSNE in a Potentially Eligible Site must have gross incomes at or below 185% of the Federal Poverty Guidelines. FSNE activities delivered to audiences in these locations have a fair likelihood of benefiting FSP eligibles.



Some examples of persons considered to be Potentially Eligible by Site/Location for FSP include:

- Persons residing in census tract areas where at least 50% of persons have gross incomes at or below 185% of the Federal Poverty Guideline.
- Children in schools where at 50% or more of children receive free and reduced priced meals.
- Persons participating in the WIC program.
- Persons shopping in grocery stores located in census tracts where at least 50% of residents have gross incomes at or below 185% of the Federal Poverty Guideline.

Each location must be included in the Exclusivity Wavier and be approved by USDA prior to delivery of FSNE activities at Potentially Eligible sites.

### *Procedures*

1. The LIA Program requires that LIA Agencies provide Local Share contributing funds to the Network. As a result of the contributions, each LIA Agency is eligible to receive additional funding of up to 50% of the Local Share contribution. This added funding is referred to as “Federal Share Reimbursement”. Funding is not capped, nor is it competitive. However, the Network must approve all agency applications.

**Note: Because this additional funding is a *reimbursement*, the LIA Agency must first spend the money to make a claim for Federal Share Reimbursement.**

2. Application for the program is made in the spring of the year preceding participation. Applications are available starting in January of each year on the Arizona Nutrition Network website: [www.eatwellbewell.org](http://www.eatwellbewell.org).
3. Budget and application training will be conducted yearly and attendance is mandatory for LIA Agencies.
4. In the application process, programs will:
  - a. describe their intended audience and activities.
  - b. identify the source and amount of the Local Share funds to be used for nutrition education.
  - c. identify how they will spend the additional funding they will receive from the Federal Share Reimbursement.
  - d. provide a Scope of Work with goals, objectives, and timelines. Specific deadlines will be outlined in the application packet.
  - e. set goals and objectives according to the State’s Nutrition Education Plan.
5. Network program and fiscal staff will review completed applications and may request additional clarifications and/or changes before pre-approval.
6. Once all clarifications and/or changes have been made to the satisfaction of the Network, each LIA Agency will receive a letter announcing pre-approval of their program.

7. All pre-approved applications are subject to change by USDA direction.
8. A formal state contract will then be processed through the Arizona Department of Health Services' Procurement Department for approval and appropriate signatures.
9. Once a contract has been issued, LIA Agencies become formal contractors for the Arizona Department of Health Services and are considered Local Incentive Award Contributing Partners of the Network (see *Partnership* policy).
10. Contracts are effective once USDA has issued final approval for the Network Annual Nutrition Education Plan.
11. Contracts will follow the federal fiscal year of October 1 – September 30.
12. Agencies must submit applications annually to continue participating in the Network (see *Contract Timeline* policy).

## RESPONSIBILITIES OF LIA PARTNERS

(Revised October 2007)

### ***Policy***

As formal contractors with the Arizona Nutrition Network, each LIA Agency is responsible for implementing their approved nutrition education work plan, using the Arizona Nutrition Network materials and messages, and attending and participating in LIA training sessions and Arizona Nutrition Network meetings.

### ***Procedures***

1. LIA Agencies must become familiar with the Arizona Nutrition Network's Policies and Procedures Manual, as the manual outlines Network nutrition education program practices and standards.
2. LIA Agencies are encouraged to incorporate Network standards into their own nutrition education practices.
3. Community Tool Kits are sent to LIA Agencies with each social marketing campaign wave (see *Nutrition Education Tools – Community Tool Kits* policy). These kits have all of the tools the LIA Agency will need to incorporate Network materials and messages into their activities.
4. LIA Agency training sessions are held near the beginning of the contract year (normally at the end of October or early November). These sessions orient local agency staff on all LIA Program responsibilities and reporting requirements, as well as provide continuing education opportunities for local staff.
5. LIA Agencies are responsible for providing orientation to new FSNE staff on LIA program responsibilities, regulations and requirements. LIA Agencies may request in-service for staff from a Partnership Development Specialist.
6. Arizona Nutrition Network LIA partner meetings are held 3-4 times throughout the year at different locations in the state. These meetings are open to all Arizona Nutrition Network partners and provide continued education on a variety of topics, and are an opportunity for partners to network and share ideas. Examples from previous meetings include osteoporosis prevention, food security issues, gleaning programs, physical activity, and the benefits of fruits and vegetables.
7. LIA Agencies are expected to adhere to all program and fiscal reporting requirements, as detailed elsewhere in this manual (see *Financial-General*, *Financial-Reporting*, and *Program Narrative Reporting* policies).
8. It is *required* that each LIA Agency send, at a minimum, one person from their agency to all LIA Agency trainings and general Arizona Nutrition Network meetings.

9. It is *strongly recommended* that each LIA Agency send a **program representative** and a **financial representative** to the annual training, and at least one program representative to the partners meetings.
10. LIA Agencies are encouraged to send any other staff members who may be directly involved with the LIA program to the partners meetings, such as community nutrition educators, program administrators, and program accountants.
11. Failure to participate in a training, i.e. program fiscal and reporting requirements, may result in the denial of payments.

## CONTRACT TIMELINE

(Revised October 2007)

### ***Policy***

Contracts between the Arizona Department of Health Services (ADHS) and Local Incentive Award Agencies are established according to the type of Agency:

- Intergovernmental Agreement
- Interagency Services Agreement, or
- Grant Agreement.

Contract timelines will be in conjunction with the federal fiscal year (October 1st through September 30th). Contracts are considered effective **once they are approved by the United States Department of Agriculture (USDA)**, signed by ADHS and the contractor's agency, 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. ADHS will process amendments for the new fiscal year accordingly or as needed. Monies awarded for one fiscal year end in September for that year and are not transferable to the following year.

It is possible that a contract will not begin on October 1st of the fiscal year if there are delays in the procurement process due to errors or the need for multiple revisions. In this case, the LIA Agency's contract start date will be the date that it is signed by ADHS and the LIA Agency.

Other examples where a contract start date may not begin on October 1st might be when there is a delay in USDA approval of the Arizona Nutrition Network's Nutrition Education Plan, or in the event that Congress does not approve the United States' federal budget in time.

In the examples described above, as in similar scenarios, services performed and costs incurred by local agencies before the contract is effective shall **not** be claimed as Local Share nor be eligible for Federal Share Reimbursement.

The contract funding cycle end dates will be September 30th of each year.

### ***Procedures***

1. All interested agencies (including continuing LIA Programs) must submit their applications in the spring of each year, for the contract beginning in October of the same year (see *Applications* policy).
2. ADHS Bureau of USDA Nutrition Programs – Arizona Nutrition Network reviews the applications, negotiates and pre-approves the LIA Agency contracts that meet the requirements of the Food Stamp Nutrition Education Plan of the USDA.
3. ADHS Bureau of USDA Nutrition Programs – Arizona Nutrition Network submits a Nutrition Education Plan through the Department of Economic Security that includes all state pre-approved LIA programs to the USDA in July of each year.

4. During this time, the ADHS also processes the new contracts and amendments and sends two copies to each LIA Agency for the signature of the authorized person in their agency.
5. LIA Agencies must sign and send both copies of the new contract or contract amendment back to the ADHS Procurement Office.
6. The ADHS Procurement Office then obtains the Department authorized signatures and returns one original to the LIA Agency. When the signed contract is received by ADHS, it is considered to be effective (except in cases of Inter-Governmental Agreements which must be registered with the Secretary of State's Office before being considered effective).
7. Services may be conducted and invoices submitted to ADHS Bureau of USDA Nutrition Programs – Arizona Nutrition Network by the LIA Agency once USDA gives its approval for the Nutrition Education Plan.
8. Financial reports must be submitted monthly and narrative reports quarterly to ADHS Bureau of USDA Nutrition Programs – Arizona Nutrition Network (see *Financial Reporting* and *Program Reporting* policies).

## AMENDMENTS TO CONTRACTS

(Revised October 2007)

### *Policy*

LIA Agencies must submit an amendment to their contract no later than May 1 of the current fiscal year for the following reasons:

1. To increase approved the Total Federal Share Budget.
2. To add or change activities in their Scope of Work.
3. To release Local Share funds if needed as matching dollars for another program and decrease approved Total Federal Share Budget.
4. To transfer dollars between line items **exceeding** 10% of the total budget or from a funded to a **non-funded** line item.

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.

It is not necessary for agencies to submit an amendment if their actual Federal expenses are lower than the approved projected expenses or if the LIA Agency identifies and claims more Local Share than the approved amount. However, the Total Federal Share Budget cannot be more than one half of their actual Local Share expenditures.

### *Procedures*

1. LIA Agencies should discuss with their Partnership Development Specialist any issues requiring a contract amendment before submitting a written request.
2. If one of the conditions to amend their contract is met, the LIA Agencies must submit to the ADHS a revised Local Share Budget, Local Share Budget Justification, Federal Share Budget, Federal Share Budget Justification, and/or Scope of Work to explain where the contract changes will affect program activities.
3. ADHS will review and notify the LIA Agency when the amendment is fully approved, conditionally approved (e.g., requiring further clarification or adjustments), or declined. A letter from the ADHS Bureau of USDA Nutrition Programs - Arizona Nutrition Network will detail the reason for the conditional approval or decline.
4. When approved, ADHS will send the contract amendment to the LIA Agency for signature and process accordingly.
5. The LIA 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.

## **NUTRITION EDUCATION TOOLS – WRITTEN MATERIALS**

*(Revised October 2007)*

### ***Policy***

All Network Partners may order written materials developed or obtained by the Arizona Nutrition Network for use in their nutrition education or outreach activities targeting food stamp eligible populations.

### ***Procedures***

1. Partners should order materials from the Network website: [www.eatwellbewell.org](http://www.eatwellbewell.org). There is no minimum amount, but very large orders may require justification from the partner (for example, 5,000 copies of “Fun Food News” to be given out in 200 classrooms in 20 low-income schools). Quantities of materials ordered must be consistent with the estimated reach of the program in the Local Incentive Award project’s approved Nutrition Education Plan for the year.
2. Orders will be filled as they come in, and should be received by partners within four weeks of the request.
3. Occasionally, the Network state office may not be able to fill orders due to high demand of products, or other unforeseen circumstances. Backorders will be filled as print materials are received. If you have not received your materials in four weeks, please call the network administrative assistant.
4. The Network inventory changes frequently. Partners can find a current list of items on the website, [www.eatwellbewell.org](http://www.eatwellbewell.org).



## **NUTRITION EDUCATION TOOLS – INCENTIVE ITEMS**

*(Revised October 2007)*

### ***Policy***

Incentive items purchased by the Arizona Nutrition Network are to be used in activities targeting food stamp eligible populations in the state. Incentive items are available to all Contributing Partners

### ***Procedures***

1. The Network state office will maintain an inventory of incentive items such as: pens, dynabands, stress balls, and activity books. Additionally, each campaign wave will have a unique incentive item to support the current campaign.
2. Contributing Partners may order incentive items through the Network website, [eatwellbewell.org](http://eatwellbewell.org). Supporting Partners must work through their Local Incentive Award project as items are available only to Contributing Partners. Materials may be shipped to multiple locations. Quantities of materials ordered must be consistent with the estimated reach of the program in the Local Incentive Award project's approved Nutrition Education Plan for the year.
3. Orders will be filled as they come in, and should be received by partners within four weeks of the request. There is no minimum amount, but very large orders may require justification from the partner.
4. Occasionally, the Network may not be able to fill orders due high demand of products resulting in inventory depletion, or other unforeseen circumstances. Backorders will be filled as incentive items are ordered and received. If orders have not been received after two months, please call the Network Data and Reporting Specialist.
5. A current list of items available is on the Network website, [eatwellbewell.org](http://eatwellbewell.org).

## **NUTRITION EDUCATION TOOLS – COSTUMES, GAMES AND INFLATABLES**

*(Revised October 2007)*

### ***Policy***

Costumes, games, and inflatables are available through the Arizona Nutrition Network state office. These are to be used in activities targeting food stamp participants and applicants in the state. They are available for loan to all Contributing Partners. Supporting Partners must work through a Local Incentive Award project for loan of the costumes.

Due to the high cost of shipping and cleaning of costumes, it is recommended that costumes only be reserved for large events. The games and inflatables can be reserved for smaller events.

### ***Procedures***

1. Contributing Partners may request use of the costumes, games, and inflatables through the Network website [eatwellbewell.org](http://eatwellbewell.org). Requests will be granted on a first-come, first-served basis. However, when multiple requests for the tools occur for the same date(s), priority will be given to Contributing Partners. The Network will attempt to accommodate all requests, which may necessitate filling an order partially (for example, loaning a program one costume when two were requested). Partners will be notified about the status of their order ahead of time.
2. Plan for weekday drop-offs and pickups to lower the cost of shipping. Only in extreme circumstances that weekend drop-offs and pickups are approved.
3. Costumes, games, and inflatables will be delivered and picked up from the Partner's desired location. Guidelines for using the costumes are provided on the website. Partners are responsible for returning costumes, games, and inflatables in a timely fashion.
4. Although Partners are not responsible for cleaning the tools, they are expected to take reasonable efforts to prevent damage and excessive wear and tear. Costumes must always have at least one "helper" to act as an escort, educator, and safety guide for the person wearing the costume.

## **NUTRITION EDUCATION TOOLS – COMMUNITY TOOL KITS**

*(Revised October 2007)*

### ***Policy***

As contractors for the Arizona Nutrition Network, Local Incentive Award Contributing Partners are expected to utilize Network messages and materials to promote consistent messages throughout the state. To assist with this, the Network state office creates Community Tool Kits, which are available with each social marketing campaign wave. Each Community Tool Kit provides samples of materials that can be ordered, as well as the “Event in a Box”, which provides activities and resources so partners can attract media and participants. Kits also contain tips for working with the media, talking points reflecting the current campaign, radio script(s), a press release, a media alert, lesson plan(s) and food demonstration example(s).

### ***Procedures***

1. Community Tool Kits, with all its components, will be available through the Network website, [eatwellbewell.org](http://eatwellbewell.org), as well as mailed to each Contributing Partner. The tool kits will contain ordering instructions for program materials, and contact names and numbers for questions or comments.
2. Other Partners who have a need for the items in the Tool Kits, especially the “Event in a Box” and Talking Points, may also log onto the Network website.
3. Partners are strongly encouraged to conduct one or more community events, media interviews, or other activities utilizing the “Event in a Box” tool that can be found in the Community Tool Kit.
4. Partners are also encouraged to order materials and use them during the campaign wave to promote consistent messages.

**RELEASE OF PHOTOGRAPHS**

*(Revised October 2007)*

***Policy***

All photographs to be used in materials, presentations, reports, or otherwise printed must have a photograph release form completed for all persons in the photograph.

***Procedure***

1. 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.
2. Parents or guardians must the sign the photo release prior to pictures being taken of children in FSNE activities.
3. If it is known ahead of time that photos are to be taken (for example, for a nutrition-based class for children), photograph release forms can be completed at the beginning of the class.
4. An example of a photograph release form can be seen below.

\*\*\*\*\*

**Arizona Department of Health Services  
PHOTOGRAPHIC RELEASE**

Permission is hereby granted to the Arizona Department of Health Services to use photographs taken of \_\_\_\_\_ on this date by \_\_\_\_\_, said photographs to be used in any way that will promote public understanding of the Department’s public health programs and services, or that will promote such public understanding of the activities of other health or related agencies, including local public and voluntary agencies involved in public health activities. Permission includes the use of said photographs for reproduction in newspapers, magazines, television and other communications media. I hereby release the Arizona Department of Health Services from any liability in connection with the use of such photographs.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

TELEPHONE \_\_\_\_\_

## **FINGERPRINTING**

*(Revised October 2007)*

### ***Policy***

Arizona Nutrition Network staff and LIA partners 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 local agency to ensure that all employees have a Fingerprint Clearance Card.

### ***Information***

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>.

Below is a reprint of the frequently asked questions regarding Fingerprint Clearance Cards.

**Q:** How can I obtain an application packet for an initial or renewal Fingerprint Clearance Card?

**A:** You may obtain an application package from your employer or you may request a package directly from DPS by either calling (602) 223-2279 or faxing your request to (602) 223-2947. Office hours are Monday through Friday from 8am to 5pm.

**Q:** How long will it take to obtain my Fingerprint Clearance Card?

**A:** For persons with no state or federal criminal record, processing time is approximately three to five weeks from the date DPS receives the completed application packet. For those persons who do have either a state or federal criminal record, processing time may take four to eight weeks.

**Q:** Does DPS take applicant fingerprints?

**A:** No. An applicant can contact their local law enforcement agency to find out if they take applicant fingerprints or they may contact a private fingerprinting service.

**Q:** What will my fingerprints be used for?

**A:** Your fingerprints will be used to obtain both a state and federal criminal records check.

**Q:** What is the fee to obtain a Fingerprint Clearance Card?

**A:** The current fee is \$46.00 for a person working as a volunteer with minors, the elderly, or the disabled. The fee for all others is \$52.00.

**Q:** What forms of payments are accepted?

**A:** DPS accepts Cashier's Checks, Money Orders or a check drawn on a licensed business account and made payable to the Arizona Department of Public Safety. State agencies may also elect to submit a State Companion Action Transfer form.

**Q:** I lost my Fingerprint Clearance Card. How can I obtain a replacement?

**A:** An application for a replacement card may be obtained by calling (602) 223-2279 or faxing your request to (602) 223-2947. A \$5.00 fee will be charged per replacement card.

**Q:** I am an employer. How may I check to see if a Fingerprint Clearance Card is valid?

**A:** First, never accept a copy of a card from an employee. Always require the actual laminated card. To verify if that card is valid, you may call (602) 223-2279 during normal business hours. Provide the card number, the person's name, and if possible, the person's Social Security Number.

**Q:** How long is my Fingerprint Clearance Card good for?

**A:** Cards issued prior to October 1, 2003 are valid for three years. Cards issued on or after October 1, 2003 are valid for six years.

## **FINANCIAL - GENERAL**

*(Revised October 2007)*

### ***Policy***

The Arizona Nutrition Network, as an approved Food Stamp Nutrition Education Plan, is subject to the USDA Food Stamp Program Reimbursement Structure. Under Section 16 of the Food Stamp Act of 1977, a State Food Stamp Agency is reimbursed up to 50% for allowable administrative costs that are reasonable and necessary to operate approved nutrition education activities.

LIA Agency 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.

LIA Agencies shall comply with the applicable certified finance and compliance audit provisions of the Office of Management and Budget (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.

Charges to the Local Share or Federal Share reimbursement portions of the LIA program 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 both Local Share funds being disqualified and Federal Share Reimbursement being withheld (see *Allowable/Unallowable Costs* policy). If failure to adhere to these guidelines is identified in an audit (or after the fact), the LIA Agency may be requested to reimburse the State for the disqualified Federal Share Reimbursement.

If an agency estimates the Local Share expenditures on a monthly basis, the agency must reconcile the estimated versus the actual expenditures on a quarterly basis. Educational institutions may reconcile on a semester basis.

Periodically, LIA agencies may be requested to provide documentation of costs claimed on monthly invoices.

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

### ***Procedures***

1. LIA Agencies must submit monthly financial reports to the Network using the Local Incentive Award Invoice and FSNE Staff Time Allocation Form templates provided in the diskette (see Financial Reporting Form). If no Federal Share reimbursement is requested for a particular month, the invoice still needs to be submitted showing Local Share expenditures.

2. The LIA Invoice and FSNE Staff Time Allocation Form are to be submitted electronically by the 15th of the month following the reporting period. In addition, a hard copy of the LIA Invoice is to be mailed with original signature of the Authorized Organization Representative.
3. Upon receipt of written authorization from the ADHS Program Manager, LIA Contractors are authorized to transfer up to a maximum of 10% of the Total Federal Share Budgeted Amount between line items without submitting a formal contract amendment to the Network. Transfers of funds are only allowed between funded line items. Transfers exceeding 10% or to a non-funded line item require an amendment (i.e. If a line item amount is \$0.00 in the approved budget, a LIA Agency may not report expenses in that line without a formal contract amendment).
4. Total Federal Share expenses must not exceed the approved budget total, as indicated on the Price Sheet in the contract.
5. The reimbursement for the approved Federal Share budget shall not exceed 50% of the actual Local Share expenditures.
6. Local Share expenditures may exceed the approved total expenses for the Local Share, if additional Local Share is identified and approved during the course of the contract term. However, an increase in the Federal Share requires a contract amendment.
7. The LIA Agency must maintain all financial records supporting costs charged to the Program. These records must be available for auditing purposes at the request of the Arizona Department of Health Services (see *Financial Reviews* policy).
8. If requested, LIA Agency must provide documentation of costs claimed on monthly invoices.



## **TIME DOCUMENTATION**

*(Revised October 2007)*

### ***Policy***

Federal FSNE Guidelines require that LIA Agencies maintain a system of continuous time reporting as well as a breakdown of percent time allocated for FSNE administrative duties versus time spent on FSNE direct delivery services. Weekly records must be maintained and may be signed by pay period or once a month.

In general, the salaries and fringe benefits for persons engaged in approved Network nutrition education activities are allowable costs. However, these costs must meet the criteria set forth in the appropriate OMB Circulars: A-21, Costs Principles for Educational Institutions; A-87, Cost Principles for State, Local, and Tribal Governments; A-122, Cost Principles for Non-Profit Organizations.

Charges to Local Share or Federal Share for salaries and wages must be based on documented payroll records approved by a responsible official of the LIA Agency. If an employee's salary is used entirely for the LIA Agency'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 Local Incentive Award contract (see attached Six-Month Certification Form Sample).

In cases where an employee's salary is only partially claimed as State or Federal Share (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 at least monthly and coincide with one or more pay period
- Must be signed by the employee and the supervisor

See attached Labor Activity Report Sample.

All payroll records kept by LIA Agencies will be subject to Network financial review (see *Financial Reviews* policy).

## *Procedures*

1. LIA Agencies shall develop and/or maintain appropriate labor activity records that reflect a system of continuous time reporting of personnel staff time.

Any budget or other planned spending costs that are only estimated by a LIA Agency 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.
  - c. The budget estimates or other distribution percentages are revised at least quarterly.
2. Teachers in educational institutions must complete weekly records on an approved “Teacher Time Documentation Form” to support all staff time being claimed for nutrition education activities. The forms, signed by the teacher, include weekly reporting of time spent on nutrition education activities for low-income students by reporting actual hours. These forms must be reviewed and signed by a supervisor as designated by the Local Incentive Award agency. The LIA Agency may use a cover sheet for the Supervisor to use in approving these forms (see Staff FSNE Time Documentation Cover Sheet) or may sign each individual form.
  3. LIA Agencies must collect and review these Teacher Time Documentation forms and quantify the cost of nutrition education activities in each form. The cumulative dollar value of the cost of all teachers time will be used as part of the local share. These forms must be kept by LIA Agencies for State compliance auditing.
  4. Using the FSNE Program Staff Time Form, LIA Agencies must also document time spent by each staff member (both Local and Federal Share) on management or administrative time and direct delivery of nutrition education to FSP Participants. This information will be reported on a monthly basis in conjunction with the monthly LIA Invoice.
    - a. Management time is defined as time spent on tasks related to the administration of the FSNE 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.
    - b. Direct Delivery is defined as time spent on providing nutrition education to FSP eligible participants including time spent on preparing for FSNE activities or events.
  5. 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.

**ARIZONA DEPARTMENT OF HEALTH SERVICES**  
**Office of Chronic Disease Prevention and Nutrition Services**  
**Local Incentive Award Program**

*(Revised October 2007)*

**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 for the Federal grant shown above in accordance with the Office of Management and Budget Circular No. A-87, Attachment B, Paragraph 11h, 3-4.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

(Revised October 2007)

Labor Activity Report Department of Nutrition Services				Pay Period _____ To _____														
Name: _____		Employee ID # _____		Date _____														
DESCRIPTION	FFY	PCA	INDEX	S	S	M	T	W	T	F	S	S	M	T	W	T	F	Total
<b>Total Hours Worked</b>																		
	Annual Leave																	
	Sick Leave																	
	Holiday																	
	Comp. Time Used																	
	Jury Duty																	
	Miscellaneous																	
<b>Total Leave Hours</b>																		
<b>Pay Period Totals</b>																		
<p>I certify that the hours above represent, to the best of my knowledge, an accurate record of the time that I have devoted to the identified programs/activities as per ADHS policies and procedures.</p> <p style="text-align: right;">Employee's Signature _____ Date _____</p> <p style="text-align: right;">Supervisor's Signature _____ Date _____</p>																		

# Arizona Nutrition Network



(Revised October 2007)

## Teacher Time Documentation Form

(For staff who provide Direct\* nutrition education, with no FSNE administrative or management duties)

Name \_\_\_\_\_ School \_\_\_\_\_ Grade(s) \_\_\_\_\_  
**Please Print**

<b>For month of:</b>	
<b>Week ending:</b> _____	<b>Hours preparing for and teaching nutrition education:</b> _____
<b>Week ending:</b> _____	<b>Hours preparing for and teaching nutrition education:</b> _____
<b>Week ending:</b> _____	<b>Hours preparing for and teaching nutrition education:</b> _____
<b>Week ending:</b> _____	<b>Hours preparing for and teaching nutrition education:</b> _____
<b>Week ending:</b> _____	<b>Hours preparing for and teaching nutrition education:</b> _____
<b>Total Hours</b>	

**Please check the nutrition/physical activity topics you taught your students this month:**

- Low Fat and Fat Free Milk or Equivalent (and alternate calcium sources)
- Fats and Oils
- Fiber-Rich Foods
- Food Shopping/Preparation
- Fruits and Vegetables
- Lean Meat and Beans
- Limit Added Sugars or Caloric Sweeteners
- MyPyramid - Healthy Eating Plan
- Physical Activity
- Promote Healthy Weight
- Sodium and Potassium
- Whole Grains
- Other: \_\_\_\_\_

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Supervisor Signature\*\* Date

\*Direct time for FSNE includes time spent providing, preparing for and traveling to and from nutrition education activities.  
 \*\*Form may be signed by supervisor designated by the Local Incentive Award program per Policy FY07-02.

# Arizona Nutrition Network



*(Revised October 2007)*

## Program Staff FSNE Time Documentation Form

For Month of \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_  
Please Print Please Print

Week ending	# Hrs Mgt	# Hrs Direct	Total FSNE Hours
<b>Totals</b>			

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\*Management time is time spent doing tasks related to the administration of FSNE Program. This includes personnel supervision, payroll, meetings, preparing reports and proposals, training, professional development activities and the associated travel.

\*\*Direct Delivery time is time spent in preparing and providing nutrition education activities to FSP eligible participants and the associated travel.

**Arizona Nutrition Network Local Incentive Award Program**

*(Revised October 2007)*

**Contributing Partner  
Staff FSNE Time Documentation Cover Sheet**

**For Month of \_\_\_\_\_**

**Organization \_\_\_\_\_ FFY \_\_\_\_\_**  
**Please Print**

I have reviewed these time documentation forms which show an after-the-fact distribution of time spent in FSNE activities.

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

## FINANCIAL REPORTING

*(Revised October 2007)*

### ***Policy***

Each Local Incentive Award (LIA) Agency is required to submit monthly financial reports to the Arizona Nutrition Network. The financial reports include the **Local Incentive Award Invoice Form** and the corresponding **FSNE Staff Time Allocation Form**. ADHS will not accept the use of other forms. Both forms are to be submitted electronically by the 15th of each month following the reporting period. A signed original must also be submitted by mail for reimbursement. Agencies typically receive reimbursement within 4-6 weeks of submitting correct invoices.

The LIA Invoice Form is the official form used by a LIA Agency to document **actual** Local Share expenditures and to request Federal Share reimbursement each month. If there are no expenditures or reimbursement requests for a given month, the LIA Agency will submit the LIA Invoice Form for that month with zeroes entered in the expense column for each funded line. Invoices will be submitted in chronological order; no invoice will be paid before a subsequent invoice is received and approved.

A corresponding monthly FSNE Staff Time Allocation Form must be submitted with the LIA Invoice Form. The FSNE Staff Time Allocation Form includes the following:

- The number of actual hours spent on Management or Administration of FSNE.
- The number of actual hours spent on Direct FSNE.
- The total number of hours spent on FSNE.
- The actual Local Share and Federal Share amount spent on Personnel Costs/Salaries.
- The actual Local Share and Federal Share amount spent on Fringe Benefits.

Each LIA Agency will submit a LIA Invoice Form and a FSNE Staff Time Allocation Form for each month of the program year. In addition, each LIA Agency will have the opportunity to submit a subsequent 13<sup>th</sup> Month invoice to report expenses that were encumbered but not paid during the Fiscal Year. All LIA 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 LIA Invoice workbook and will be submitted within 60 calendar days from the end of the fiscal year (September 30). Agencies 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 a LIA Agency for Federal Reimbursement.



## ***Procedures***

LIA Agencies will be provided with a disk that contains a LIA Invoice Form workbook (Excel) and a FSNE Staff Time Allocation Form workbook (Excel). The workbooks provided to each LIA Agency will contain budget information specific to the Agency. Each month of the fiscal year is designated by a tab in each of the workbooks. LIA Agencies will enter information each month, and electronically submit both workbooks to the Partnership Development Specialist for review. LIA Agencies must submit a correct signed original invoice for reimbursement.

The LIA Invoice Form contains information specific to the LIA Agency and its approved Local and Federal Share Budgets. Information on the top half of the invoice reflects the Local Share budget and expenses, while information on the bottom half of the page reflects the Federal Share Budget and reimbursement information. Reimbursement is based on the Federal Share expenses reported on the invoice.

### **Instructions for completing the LIA Invoice:**

1. Click on the appropriate tab of the workbook for the month to be reported.
2. Enter the date the invoice is being submitted in the space provided. Reporting period, Contract Number, and PO Number have been pre-filled.
3. **Column 1** lists the Budget Categories by line item for Local Share on the top half of the Invoice, and the Federal Share at the bottom half.

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 including 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 \$5000, communication (telephone, fax and internet), printing, photocopying, duplication, reproduction, 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.

- f. **Travel:** Amount spent on travel and per diem for nutrition education and administration purposes. Mileage rates and per diem are determined in accordance with LIA Agency's policy. If LIA Agency 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 LIA Agency Budget and approved by USDA.
  - g. **Building/Space:** The total cost of space utilized for nutrition education program during. This is either the actual rental and/or use costs incurred, or, if the LIA Agency owns the building, the dollar amount as determined by the guidelines outlined in OMB Circular A-87.
  - h. **Maintenance:** This is the sum of all costs incurred for maintenance related to LIA Agency 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 year or more.
  - j. **Indirect Costs:** Costs that benefit more than one 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 LIA Agency claiming Indirect Cost must submit an approved Indirect Cost Allocation plan.
4. **Column 2** lists the line item amounts approved in the LIA Local and Federal Share Budgets for the Fiscal Year. These amounts match the numbers in the approved contract, and may not be changed by a LIA Agency. A LIA Agency may formally request a budget amendment. If approved, the LIA Invoice Form will be changed by ADHS and provided to the LIA Agency.
5. **Column 3** lists the actual expenses for the reported month. The LIA Agency will enter information in Column 3 using documented records of expenses for the month.
- a. Actual expenses may only be reported in budget lines with projected dollar amounts greater than \$0.00. Actual expenses *may not* be claimed in unapproved budget lines. For example, a program may not claim expenses for Maintenance if the budget line has \$0.00 allocated for the Fiscal Year.
  - b. Actual expenses for Local Share may exceed the original approved Local Share Budget amounts.
  - c. Federal Share reported expenses *may not* exceed the Approved Federal Share budget in any line item. A LIA Agency may request an amendment if actual expenses are expected to exceed amount budgeted in any line.

6. **Column 4** automatically calculates Cumulative Expenses to Date. This figure is obtained by adding the “actual expenses” for the current month to the “Cumulative Expenses to Date” from the previous month. The LIA Invoice Form Excel workbook contains protected formulas to automatically calculate this field using the actual expense information entered by the LIA Agency.

Note: The Cumulative Expenses To Date for the Federal Share (reimbursable) must be less than or equal to 50% of the Local Share cumulative expenses, and must not exceed the approved Federal Reimbursement dollar amounts.

7. **Column 5** is pre-filled and calculates the Unexpended Balance, by subtracting Cumulative Expenses for each line item from the Approved dollar amount for each line item.
8. After the Invoice is submitted electronically and is correct, the Authorized Organization Representative for the LIA Agency will sign on the bottom left of the form and the signed original will be mailed to the attention of the Partnership Development Specialist at ADHS.

**The following instructions refer to the FSNE Staffing Allocation Form.**

**Note: The form was revised in October 2007 to allow LIA Agencies to enter factors necessary to complete the formulas for calculating salaries and benefits. If agencies opt to use their own systems for calculations and have adequate supporting documentation, they may use a version of the form with totals only. They may request this version of the form from state Network staff. The instructions that follow are for the totals only.**

1. Complete the header identifying the Contractor Name, Date Submitted, Reporting Period, and Contract Number.
2. In the table, under Position Title, the titles of staff providing FSNE activities as approved in the Local and Federal Share Budgets have been pre-filled.
3. Under # HRS-MGT, list the number of hours that each staff member spent performing management or administrative duties for the nutrition education program. Management or administrative hours include time spent:
  - In travel for training or staff meetings for nutrition education
  - Performing duties related to payroll or accounting
  - Preparing invoices, quarterly or other reports
  - In professional development activities
  - Supervising LIA program personnel

4. Under # HRS-DIRECT, list the number of hours that each staff member spent performing direct delivery services to Food Stamp participants and applicants. Direct hours include time spent:
  - Preparing lesson plans
  - In travel to and from sites where direct delivery services are provided
  - Teaching allowable nutrition education activities to food stamp 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 Food Stamp and WIC programs
  - Setting up for direct delivery nutrition education activities
5. Total Hours is automatically calculated, and does not need to be entered by LIA Agencies. The cells in this column are protected to prevent accidental deletion of formulas.
6. Under Local Share Personnel Costs/Salary, list the amount paid out of Local Share funds to each staff person for salary or wages for the reported period. If using the updated form, this field calculates by multiplying the hourly rate by the number of FSNE hours.
7. Under Local Share Fringe Benefits, enter the amount paid out of Local Share funds for fringe benefits for each staff person for the reported period. If using the updated form, this field calculates by multiplying the percent of fringe benefits by the Local Share amount paid for salary and adding the amount paid for fixed annual fringe benefits. The monthly portion of the annual fixed fringe benefits is calculated by taking using a daily rate and multiplying by the number of paid days in the claim month.
8. Under Federal Share Personnel Costs/Salary, list the amount paid out of Local Share funds to each staff person for salary or wages for the reported period. If using the updated form, this field calculates by multiplying the hourly rate by the number of FSNE hours.
9. Under Federal Share Fringe Benefits, enter the amount paid out of Local Share funds for fringe benefits for each staff person for the reported period. If using the updated form, this field calculates by multiplying the percent of fringe benefits by the Federal Share amount paid for salary and adding the amount paid for fixed annual fringe benefits. The monthly portion of the annual fixed fringe benefits is calculated by taking using a daily rate and multiplying by the number of paid days in the claim month.

10. The percent of time allocation to either Local or Federal Share is determined by the LIA Agency who is submitting the charge. These percentages should be based on the approved LIA Budget. For example, if a position was included in both the Local and Federal Share Personnel Budget, that person will be paid from both Local Share sources of funds and from Federal Share reimbursable funds. The LIA Agency must make a determination of how best to charge the expenses associated with that position so that over the course of the fiscal year, the percentages match the approved budget. In other words, if a position is to be funded 25% by Local Share funds and 75% by Federal Share reimbursable funds, an agency may decide to charge the first quarter to Local Share and the last three quarters to Federal Share, or may charge 25% of the time each month to Local Share and 75% to Federal Share on a monthly basis.
11. Totals are automatically calculated and do not need to be entered by LIA Agencies. The cells in this column are protected to prevent accidental deletion of formulas.
12. The bottom totals (also automatically calculated) are the amounts that will be pre-filled in the corresponding monthly invoice for Personnel Costs/Salary and Fringe Benefits for both Local and Federal Share.

**SAMPLE CERTIFICATION FORM**

Indirect Cost Plan for FY \_\_\_\_\_

This is to certify that I have prepared the Indirect Cost Plan submitted herewith and to the best of my knowledge and belief attest to the following:

1. All costs included in this proposal to establish billing or final indirect cost rates for the period October 1, 2006 through September 30, 2007 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State, Local, and Tribal Governments."
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing information is true and correct.

---

Organization Name

---

Printed Name

Title

---

Signature

(Revised October 2007)

**LOCAL INCENTIVE AWARD INVOICE**

Contractor: Arizona Nutrition Network  
 Address: 150 North 18th Avenue, Suite 310  
 Phoenix, AZ 85007

Date: 10/1/2007  
 Report Period: October 1 - 31, 2007  
 Contract #: HG?????-1  
 PO #: E7H?????

Periodic Report  
 FINAL REPORT

Budget Categories for Local Share	Approved Local Share Budget Total (1)	Actual Expenses This Period (2)	Cumulative Expenses To Date (3)	Unexpended Balance (4)
A. PERSONNEL COSTS/SALARY	\$0.00	\$0.00	\$0.00	\$0.00
B. FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00
C. CONTRACTS/GRANTS/AGREEMENTS	\$0.00		\$0.00	\$0.00
D. NON-CAPITAL EQUIPMENT SUPPLIES	\$0.00		\$0.00	\$0.00
E. MATERIALS	\$0.00		\$0.00	\$0.00
F. TRAVEL	\$0.00		\$0.00	\$0.00
G. BUILDING/SPACE	\$0.00		\$0.00	\$0.00
H. MAINTENANCE	\$0.00		\$0.00	\$0.00
I. EQUIPMENT & OTHER CAPITAL	\$0.00		\$0.00	\$0.00
J. INDIRECT COSTS	\$0.00		\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Budget Categories for Federal Reimbursement	Approved Federal Share Budget Total (1)	Reimbursable Expenses This Period (2)	Cumulative Reimbursable Expenses To Date (3)	Unexpended Balance (4)
A. PERSONNEL COSTS/SALARY	\$0.00	\$0.00	\$0.00	\$0.00
B. FRINGE BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00
C. CONTRACTS/GRANTS/AGREEMENTS	\$0.00		\$0.00	\$0.00
D. NON-CAPITAL EQUIPMENT SUPPLIES	\$0.00		\$0.00	\$0.00
E. MATERIALS	\$0.00		\$0.00	\$0.00
F. TRAVEL	\$0.00		\$0.00	\$0.00
G. BUILDING/SPACE	\$0.00		\$0.00	\$0.00
H. MAINTENANCE	\$0.00		\$0.00	\$0.00
I. EQUIPMENT & OTHER CAPITAL	\$0.00		\$0.00	\$0.00
J. INDIRECT COSTS	\$0.00		\$0.00	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

I certify the above claim is true, correct and complete according to the terms and conditions of the contract. I also certify that the service dates were within the time period of the grant.  <b>NOTE: Cumulative Federal reimbursement expenses must not be greater than 50% of the Local Share cumulative expenses.</b>	<b>This Box is for Official ADHS Staff Only</b>	
	<b>ADHS Reimbursable Allowed: \$0.00</b>	
	PCA: 44161 Index #: 98839	Object Code: 6811 AY: 08
	Signature of Authorized Organizational Representative _____ Date _____	Signature of Authorized Arizona Department of Health Services Staff _____ Date _____

(Revised October 2007)

**FSNE STAFF TIME ALLOCATION FORM**

Contractor: Arizona Nutrition Network  
 Address: 150 North 18th Avenue, Suite 310  
 Phoenix, AZ 85007

Date: 10/1/2007  
 Report Period: October 1 - 31, 2007  
 Contract #: HG??????-1  
 PO #: E7H?????

Number of Staff: 10  
 Paid days during month: 23

POSITION TITLE	FSNE TIME			SALARY/ERE				
	# HRS - MGT	# HRS - DIRECT	TOTAL HRS	LOCAL SHARE		FEDERAL SHARE		Federal Share/ Local Share TOTAL
				Personnel Costs/Salary	Fringe Benefits	Personnel Costs/Salary	Fringe Benefits	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Community Nutritionist			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Manager			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrator			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Director			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Dietitians			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Specialist			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nutrition Educator			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Assistant			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**FSNE STAFF TIME ALLOCATION FORM**

Contractor: Arizona Nutrition Network  
 Address: 150 North 18th Avenue, Suite 310  
 Phoenix, AZ 85007

Date: 10/1/2007  
 Report Period: October 1 - 31, 2007  
 Contract #: HG?????-1  
 PO #: E7H?????

Number of Staff: 10  
 Paid days during month: 23

POSITION TITLE	FSNE TIME			INDIVIDUAL STAFF INFORMATION								SALARY/ERE						
	# HRS - MGT	# HRS - DIRECT	TOTAL HRS	Hourly Salary	Total LIA Salary	% Fringe Benefits	Annual Fixed Fringe Benefits	Fixed Fringe Benefits	Total Fringe Benefits	FTE Local Share	FTE Federal Share	% Local Share	% Federal Share	LOCAL SHARE		FEDERAL SHARE		Federal Share/ Local Share TOTAL
														Personnel Costs/Salary	Fringe Benefits	Personnel Costs/Salary	Fringe Benefits	
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Community Nutritionist			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Manager			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrator			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Director			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Dietitians			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project Specialist			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Nutrition Educator			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrative Assistant			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FSNE STAFF TIME ALLOCATION FORM**

Contractor: Arizona Nutrition Network  
 Address: 150 North 18th Avenue, Suite 310  
 Phoenix, AZ 85007

POSITION TITLE	FSNE TIME		
	# HRS - MGT	# HRS - DIRECT	TOTAL HRS
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Community Nutritionist			0.00
Community Manager			0.00
Administrator			0.00
Director			0.00
Community Dietitians			0.00
Project Specialist			0.00
Nutrition Educator			0.00
Administrative Assistant			0.00
			0.00
			0.00
			0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

INDIVIDUAL STAFF INFORMATION									
Hourly Salary	Total LIA Salary	% Fringe Benefits	Annual Fixed Fringe Benefits	Fixed Fringe Benefits	Total Fringe Benefits	FTE Local Share	FTE Federal Share	% Local Share	% Federal Share
\$0.00	\$0.00		\$0.00	\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
	\$0.00			\$0.00	\$0.00				
\$0.00	\$0.00		\$0.00	\$0.00	\$0.00				

Date: 10/1/2007  
 Report Period: October 1 - 31, 2007  
 Contract #: HG???????-1  
 PO #: E7H?????

Number of Staff: 10  
 Paid days during month: 23

<b>SALARY/ERE</b>				
<b>LOCAL SHARE</b>		<b>FEDERAL SHARE</b>		<b>Federal Share/ Local Share TOTAL</b>
<b>Personnel Costs/Salary</b>	<b>Fringe Benefits</b>	<b>Personnel Costs/Salary</b>	<b>Fringe Benefits</b>	
<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## **EQUIPMENT INVENTORY**

*(Revised October 2007)*

### ***Policy***

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

Local 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***

1. LIA 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.
2. Changes or modifications to the items on the approved budget must be authorized by ADHS before purchases can be made.
3. 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.
4. 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.
5. The ADHS will also send a state tag which the Contractor will need to affix on the equipment.
6. If equipment is determined to be missing or stolen, the local Contractor is required to report the loss to ADHS. ADHS will report the loss to the ADHS Inventory Control Office (ICO.)
7. Local Contractors need to maintain an inventory of equipment. Inventory records must be available during an audit.

## **FINANCIAL REVIEWS/AUDIT**

*(Revised October 2007)*

### ***Policy***

The Arizona Nutrition Network Auditor will conduct financial reviews of at least half (50%) of the current Local Incentive Award Agencies during the fiscal year. The purpose of this review is to build partnerships, deliver technical assistance on financial aspects of local programs, and to ensure program compliance.

It is the responsibility of each LIA Agency to maintain accurate and verifiable records in order to support all expenses claimed under the Local Incentive Award Program.

At any time during the term of a LIA contract, and at any time within five (5) years after termination of that contract, the contractor's or any subcontractor's 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 LIA 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***

1. The Arizona Nutrition Network Auditor will send out a notification letter to the selected LIA Agency 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.
2. The Auditor will also send out a brief questionnaire to be completed by the LIA Agency prior to the financial review (see attached questionnaire). Completion of the questionnaire will expedite the actual review process.
3. The LIA Agency will have available during the audit all proper fiscal and program staff, as well as all records necessary to respond to questions.
4. The Auditor will give an exit interview to make suggestions and comments regarding the preliminary findings of the financial review. A formal report will be sent within two months of completion of the audit.

## **LIA INTERNAL CONTROL QUESTIONS**

*(Revised October 2007)*

The Arizona Department of Health Services Bureau of USDA Nutrition Programs will conduct an on-site review of your agency during the week of \_\_\_\_\_ for the Local Incentive Award Program. Please include the appropriate agency staff in the review to discuss responses to the questions below, identify a strategy to answer questions, or provide detail information to the following questions:

### **General Internal Control**

1. Please provide the name, title, address, and phone number for the department head responsible for the LIA program.
2. Please provide the name, title, address, and phone number for the financial person responsible for the LIA program.
3. Are the accounting records updated, reconciled, and balanced monthly?
4. Is a chart of accounts used at your agency or how are LIA expenditures identified in your agency?
5. Is the LIA budget established and monitored on an ongoing basis at your agency?
6. Identify any internal service funds, self-insurance funds, or self-funded fringe benefit plans.
7. Who prepared the LIA Application Packet?
8. Who maintains the LIA partners book.
9. Who prepares, submits, and authorizes the LIA Invoice and the In-Kind Documentation Report?
10. When and by whom was the last inventory of property done?

## **Payroll**

1. Are individual employee time and attendance records (time sheets) prepared for each pay-period, can partially funded position(s) split time between programs, and signed by a supervisor?
2. Is the distribution of payroll charges reviewed by a second person and are aggregate amounts compared to the budget?
3. Is the time sheet input data subject to review and final approval by responsible persons outside the payroll function?
4. Please provide Certification of Duty Performance documents for LIA fully funded position(s).

## **Employee Related Expense**

1. Are various types of compensated leave paid to employees (sick, vacation, holidays) subject to written policies, charged equitably to related activities, subject to the same accounting basis for the entire agency?
2. Are Employee Related Expenses in the form of employer contributions for social security, employee health, life insurance, etc. allocated to federal awards and other activities in a consistent manner to salaries and wages charged to federal programs and other activities?

## **Travel Claims**

1. Who approves travel claims charged to the LIA program?
2. Does your agency have an established travel claim policy?
3. Do the travel claims reflect detail mileage for reimbursement purposes.
4. Does your travel claim form require an explanation of the trip purpose, breakdown of subsistence, time of departure and arrival, and trip site?



### **Building Space Cost**

1. Is the LIA staff building staff owned or leased?
2. How are building related costs like utilities, maintenance, water, etc. collected and charged to LIA?
3. Are your building costs included in the indirect cost pool?

### **Accounts Payable and Purchasing**

1. Does your agency have a written Procurement policy?
2. Are purchase orders used?
3. What are your criteria (\$ levels) for purchase orders, quotes, written bids, or sealed competitive bids?
4. Does someone other than the accountant do the purchasing?
5. Is the "Receiving" function independent from the procurement and accounts payable functions?
6. Are the items invoiced compared to the purchase order (price and quantity), suppliers monthly statements compared with monthly liabilities and authorized by the Director if disbursements are made from the invoice?

### **Allowable/Unallowable Costs**

1. Please list the staff in your agency that have the LIA allowable/unallowable guidelines, have invoice or purchase order approval authority, and access to the LIA partners book.
2. How are LIA invoiced and matching costs identified in your agencies accounting system?
3. Where are LIA invoice, payroll, purchase order, and financial records filed?
4. Describe the actual Local Share expenses to be incurred during FFY 2006 & FFY 2007.

We appreciate your effort in reviewing and responding to the above questions. This questionnaire plays a significant role in our audit. LIA partners vary in type of organization (charter school, county health department, school district, etc.), size of the program, and the nature of expenditures. This information will outline many internal control activities and may have a direct impact on the field audit workload. We look forward to meeting with your staff, discussing your responses, and providing additional information where possible.

**ARIZONA DEPARTMENT OF HEALTH SERVICES  
DIVISION OF PUBLIC HEALTH SERVICES  
BUREAU OF USDA NUTRITION PROGRAMS  
LOCAL INCENTIVE AWARD (LIA) AUDIT PROGRAM**

*(Revised October 2007)*

Beginning Date \_\_\_\_\_  
Ending Date \_\_\_\_\_ Auditor \_\_\_\_\_  
Agency Name, Address, and P O # \_\_\_\_\_

**OBJECTIVE:** To determine propriety and eligibility of expenditures pursuant to OMB Cir. #21, 87, & 122, ADHS Accounting and Auditing Procedure Manual ([http://www.azdhs.gov/bhs/account\\_audit.htm](http://www.azdhs.gov/bhs/account_audit.htm)), the LIA contract in effect, Arizona Nutrition Network Guidelines, USDA Nutrition Education Plan Guidance, and Arizona Revised Statute references (11-952, 35-181.01-.03, 35-115, 35-211, 35.214, and 35-215) for the agency and period identified above.

**SCOPE:** We rely on the Bureau of USDA Nutrition Programs to update the budget guidelines, initial communication of allowable cost, to coordinate guideline approval with the USDA, and to develop the budget including the timeline, letter of collaboration, budget guidelines, and budget review with subsequent approval.

This financial audit will determine if the (1) financial information is presented in accordance with established or stated criteria, (2) the agency has adhered to specific financial compliance requirements, and (3) the agency's internal control structure over financial reporting and/or safeguarding assets is suitably designed to achieve the control objectives.

---

**W/P**  
**Ref. By Date**

**PLANNING**

**A. Prepare audit working papers file for the agency in concert with the overall audit plan and management input.**

\_\_\_\_\_

1. The agency is notified in writing 2 to 4 weeks in advance of the audit date, carbon copy Nutrition Network management, and make telephone verification of the audit date approximately 1 week in advance of the audit.

\_\_\_\_\_

2. At the beginning of the audit fieldwork, hold an entrance conference with the designated representatives, identifying key staff, outline the audit scope, review the audit questionnaire and pertinent single audit findings, and set a tentative schedule.

up

**B. The following documentation is necessary for the use in detail test work:**

\_\_\_\_\_

1. Copies of the quarterly Local Share Documentation Report and the Invoice Form for the agency covering the period of the review.

\_\_\_\_\_

2. Copies of the Purchase Order and Contracts covering the period of the audit.

\_\_\_\_\_

3. Copies of other financial correspondence including technical explanations, requests for reports, or management guidelines.

\_\_\_\_\_

4. Arizona Financial Information System (AFIS) or USAS reports as necessary including vendor payment data, journal entries making adjustments, or Discover financial extractions.

\_\_\_\_\_

5. Copies of budget documentation for the audit period for the Agency.

**W/P**  
**Ref. By Date**

**C. The following transaction summaries need to be completed.**

\_\_\_\_\_

1. Prepare a spreadsheet (summary) of the Local Share Documentation Report, Invoice Form, FSNE Staff time, and the approved budget by budget categories.

\_\_\_\_\_

2. Prepare a summary of payments to the Agency for the entire period covered by the audits from AFIS (Discover).

**D. The following reconciliation's, detail testing, observations need to be completed.**

\_\_\_\_\_

1. Verify the expenditure summary, fund balances, payments to the agencies financial reports. Review the recording of local funding and supporting documentation. Determine if the Agency identifies the LIA expenditures and revenue in a unique account, department or other financial structure.

\_\_\_\_\_

2. Verify that reasonable salaries and wages are supported by the Agency time reporting practice, including payroll documents in accordance with the generally accepted practice of the unit and approved by the responsible official of the unit. Verify that personal activity reports, time reports, or equivalent documentation meets the following standards:

- a. The document reflects after-the-fact distribution of actual activity.
- b. The document must account for all employee activity.
- c. The document must be prepared at least monthly and coincide with one or more pay period.
- d. The document must be signed by the employee.
- e. Salaries and wages used in meeting cost sharing or matching requirements must be supported in accordance with the Policy and Procedure Manual ([www.eatwellbewell.org](http://www.eatwellbewell.org)).

\_\_\_\_\_

3. Verify that reasonable fringe benefit expenditures are allocated to LIA in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries or wages are chargeable to LIA and other activities.

**W/P**  
**Ref. By Date**

\_\_\_\_\_

4. Verify that Contracts, Non-Capital equipment supplies (-\$5,000), and materials expenditures are supported by an invoice denoting the date, vendor name, service or material provided, rate paid, receiving record and receiving signature if applicable, and total charges when charged to LIA as Local Share or Invoiced Expenditures.

\_\_\_\_\_

5. Verify that travel claims include detailed mileage, subsistence including purpose, dates, time of departure and arrival, travel site, trip mileage etc. The travel claim must be certified by the employee and approved by the employee's supervisor.

\_\_\_\_\_

6. Verify that the building space cost is reasonable in light of rental costs for comparable property, market conditions in the area, alternatives available, and allocations to LIA are on a reasonable basis.

\_\_\_\_\_

7. Verify the indirect cost ratio calculation including activities included in the indirect pool, the reasonability of the rate, and the makeup of the other direct projects.

\_\_\_\_\_

8. Determine if costs invoiced or submitted as Local Share contribution which are **unallowable** including expenditures paid by another federal program, equipment exceeding \$5,000 in cost without prior approval, distribution incentives exceeding \$3 (food item distribution for attendance), gardening equipment, seeds, or plots, life skills training class, physical activity exercise, in-kind charges that are donated by a private third-party or funded by another program, incentive payments over \$3 (\$4 in 05), and university classes tuition.

**NOTE - PRELIMINARY FINDINGS/CONCERNS WILL BE DISCUSSED WITH APPROPRIATE PERSONNEL ON SITE AT THE AGENCY.**

**E. Review and Reporting**

\_\_\_\_\_

1. Summarize findings and draft report.

\_\_\_\_\_

2. Forward work papers to the Manager for review.

\_\_\_\_\_

3. Clear review comments.

\_\_\_\_\_

4. Forward the preliminary draft to appropriate personnel for response.

\_\_\_\_\_

5. Prepare and issue the final report.

## **LOCAL INCENTIVE AWARD AUDIT REFERENCE INFORMATION**

*(Revised October 2007)*

### ***Single Audits***

#### **OMB Circular A-133**

##### **Major concerns include:**

- Financial statements
- Internal controls
- Compliance

##### **Threshold triggers a single audit:**

- Non-federal entities that expend \$500,000 or more per year in federal awards must have a single or program specific audit conducted for the year.

##### **Who does the Single Audits?**

- Counties-Auditor General
- Non-profits/Charter Schools-Public Accounting Firms (CPA'S)

##### **Normal report sections:**

- Schedule of Expenditures of Federal Awards (Catalog of Federal Domestic Assistance CFDA)
- Internal Control over Financial Reporting
- Compliance with Requirements Applicable to Each Major Program
- Schedule of findings and Questioned Costs

#### **Cost Principles**

##### **State and Local Government-OMB Circular A-87**

##### **Educational Institutions-OMB Circular A-21**

##### **Non-Profit Organizations-OMB Circular A-122**

Web Site (<http://www.whitehouse.gov/omb/circulars>)

## PROGRAM REPORTING – QUARTERLY REPORTS

(Revised October 2007)

### ***Policy***

LIA Agencies are required to submit a Quarterly Report using the standard format supplied by the Arizona Nutrition Network. This report will include a description of nutrition education activities completed, the number of direct and indirect contacts, outcome evaluation efforts and results, anecdotal information and unmet needs/challenges for the quarter reported within the following Excel workbook pages (examples at end of this section):

- Agency Information
- Direct Contacts
- Unduplicated Contact
- Indirect Contacts
- Narrative Report

The LIA Agency Quarterly Report format provided to LIA Agencies by the Arizona Nutrition Network is used for program evaluation, future planning, and for providing quantitative data to USDA.

Quarterly reports shall be submitted electronically via email. Failure to submit required reports by the contractual due date(s) may delay or disqualify the Federal Share Reimbursement.

### ***Procedure***

1. LIA Agencies are required to complete quarterly reports using the approved LIA Agency Quarterly Report form(s) and submit to the Arizona Department of Health Services by the 15<sup>th</sup> of the month following the quarter.

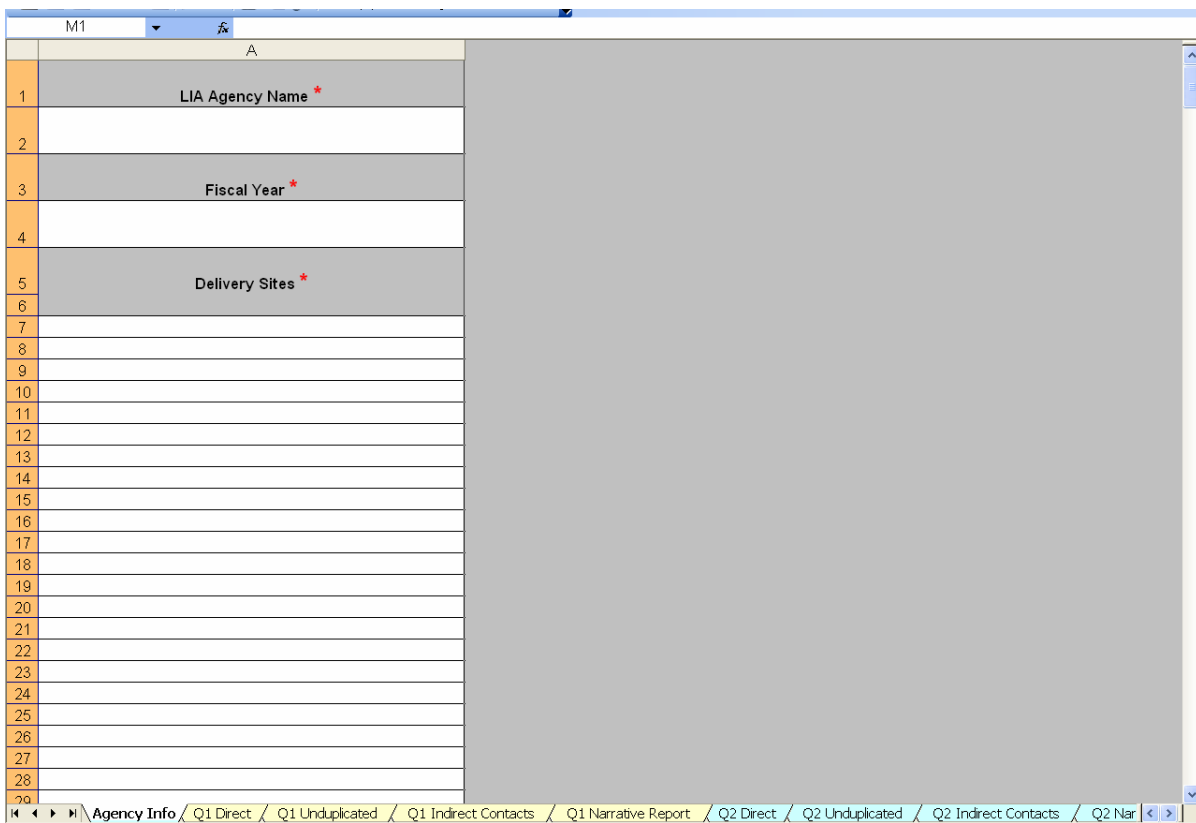
October 1 through December 31	1 <sup>st</sup> Quarter - submit by January 15 <sup>th</sup>
January 1 through March 31	2 <sup>nd</sup> Quarter – submit by April 15 <sup>th</sup>
April 1 through June 30	3 <sup>rd</sup> Quarter – submit by July 15 <sup>th</sup>
July 1 through September 30	4 <sup>th</sup> Quarter – submit by October 15 <sup>th</sup>

Directions for completing the LIA Agency Quarterly Report:

2. Open the LIA Agency Quarterly Report file and save on the computer used to complete forms. Name the file using the following format: Agency Name FY07 Quarterly Report.xls (example: Yuma FY07 Quarterly Report.xls).
3. Complete the information on the **Agency Information (first tab on left of the bottom tool bar)** sheet. Information entered will create dropdown menus in the worksheets that follow. This information is filled out only *once per fiscal year* or after approved changes during the year.



4. Complete each of the remaining worksheets (**Direct Contacts, Unduplicated, Indirect Contacts, and Narrative Report found on the bottom tool bar**) for the quarter being reported. Q1 is first Quarter, Q2 is second quarter, Q3 is third quarter and Q4 is fourth quarter.
5. Email completed Quarterly Report to assigned Partnership Development Specialist on or before due date.
6. Instructions for completing the LIA Quarterly Report are as follows:
  - a) **Agency Info** – Information entered on this worksheet will create dropdown menus in the remainder of the Quarterly Report workbook. Complete this information only *once per fiscal year* unless there have been approved changes during year.



**Enter information in all fields marked with an asterisk (\*).**

- \* **LIA Agency Name** – Enter the agency name as listed on the LIA Contract.
- \* **Fiscal Year** – Enter the fiscal year for which contacts are being reported.

\* **Delivery Sites** – Enter the names of the sites where Food Stamp Nutrition Education (FSNE) will be delivered. These sites are listed on the Final Target Audience Description and Reach form, and were approved as part of the LIA Agency Application. Only sites approved in the LIA Agency Application may be listed; additional sites must be approved by waiver.

b) **Direct Contacts Worksheet** – This worksheet is used to record data from **Direct Education**. Direct Contacts are interventions in which a participant is actively engaged in the learning process (with an educator and/or interactive multimedia) or involved in a food demonstration. FSNE contacts or interventions made during a particular quarter of a fiscal year. Contacts are duplicated, meaning that a single person may be counted multiple times if he/she attends multiple activities. At the end of the year, the data is compiled to determine how many FSNE contacts were made throughout the year.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	: FY													
3	Quarter 1 Direct Contacts													
4	Date *	Delivery Site *	Class Identifier	First Contact with this group? *	FSNE Class *	Session number	Length of Session in Minutes *	Number of classes in series	No. Food Demos *	Total Participants *	Primary Content *			
5											1	2	3	4
6	TOTAL								0	0				
7														
8														
9														
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48														

**Enter information in all fields marked with an asterisk (\*). Other items are optional.**

\* **Date** – Enter the date of the Food Stamp Nutrition Education activity being reported. You may report a single session or a multi-part series on each line. If the same session is taught multiple times to individuals, you may enter all information on the same line (for example, the same nutrition education activity taught multiple times to different individuals on multiple home visits).

- \* **Delivery Site** – Select the Delivery Site from the drop down menu (created by the information you entered on the Agency Info page).

**Class Identifier (optional)** – Use to enter information that will help separate one class from another. For example, if Building Better Bones classes are conducted in multiple classrooms at a single delivery site, a teacher name or room number may be entered in this column.

- \* **First Contact with this Group?** – Answer “YES” if this is the first time that FSNE has been presented to this particular group in this fiscal year, regardless of the number of interventions that may be conducted with this particular group. For example, fruits and vegetables classes are conducted in Mr. Drew’s class at Lincoln Elementary School in the fall and MyPyramid for Kids in the spring. Enter YES only once to avoid counting the group twice on the Unduplicated Count.

- \* **FSNE Class** – Select an approved FSNE class from the drop down menu. The classes in the menu are from the approved Nutrition Education Plan. If the FSNE class conducted is not found on the list, select “Other”, and provide details in the Narrative Report section. When providing details, be sure to include the nutrition message, method of instruction, and allowable activities that were conducted. Drop down choices are as follows:

Buddy Bear  
Building Better Bones  
Creative Pockets  
Eat Smart, Play Hard  
Exercise Your Options  
Fight Bac!  
Fit WIC  
Fruits & Vegetables  
Great Body Shop  
Growing Healthy  
Harvest of the Month  
Healthy Body Awareness  
Milk Matters – Go Low  
MyPyramid  
MyPyramid for Kids  
Nibbles for Health  
Nutrition Explorations  
Portion Distortion  
Power of Choice  
ReCharge!  
Step Up to Health  
Supermarket Persuasion  
Team Nutrition  
Other - specify in Narrative Report

**Session Number (optional):** Use this field to help differentiate between one session of a multi-part curriculum and another (for example, Fruits and Vegetables is taught in four parts, so this field may be used to identify session 1, 2, 3, or 4).

- \* **Length of Session in Minutes:** Enter the number of minutes spent conducting this FSNE activity session.
- \* **Number of Classes in Series:** Select from the drop down menu the category that best describes the total number of classes or activities to be conducted during this particular series. The choices are as follows:

Single Session  
Two to Four Sessions  
Five to Nine Sessions  
Ten or More Sessions

If the activity or class being reported is not part of a series, select Single Session.

- \* **Number of Food Demonstrations:** List the number of FSNE food demonstrations conducted. If a single session included a food demonstration, “1” would be entered in this column. If more than one food demonstration is conducted during a series, include the total number of food demonstrations. For example, in a series of FSNE classes, food demonstrations are provided in Class 1 and Class 3 or a total of two demonstrations in the series so a number “2” would be entered in this column.
- \* **Total Participants:** Enter the total number of participants who attended the session(s) reported.
- \* **Primary Content:** Use the drop down menu to select the content of the Direct FSNE activity. Only the choices given below may be used. If the “Other” category is selected, describe the content in the Narrative Report. Primary content should reflect the activities specified in the LIA Agency’s approved Scope of Work.

Record up to four (4) primary content areas which represent 25% or more of the time in this single session class or series of classes:

A-Low Fat, Fat Free Milk or Equivalent (Include Alternate Calcium Sources)  
B-Fats and Oils  
C-Fiber-Rich Foods  
D-Food Shopping/Preparation  
E-Fruits and Vegetables  
F-Lean Meat and Beans

- G-Limit Added Sugars or Caloric Sweeteners
- H-MyPyramid - Healthy Eating Plan
- I-Physical Activity
- J-Promote Healthy Weight
- K-Sodium and Potassium
- L-Whole Grains
- M-All Content Areas
- N-Other-Specify any other content areas in the Narrative Report

c) **Unduplicated Contacts Worksheet:** This worksheet provides demographic and quantitative information about the people who are reached with Food Stamp Nutrition Education in an unduplicated manner. No single person should be counted more than once in the unduplicated count.

: FY	Quarter 1 Unduplicated Contacts										Participant Age and Gender						
	Date	Delivery Site	Class Identifier	FSNE Class	Type of Setting *	Unduplicate d Count *	% Free Meal Recipients (School, Child Care or ADHC setting only)	Participant Food Stamp Status *			0 - 4 Yrs		5 - 18 Yrs		18 - 59 Yrs		60
								FSP Recipients	Non- FSP Recipients	Food Stamp Status Unknown	M	F	M	F	M	F	M
<b>TOTAL</b>						0		0	0	#VALUE!	0	0	0	0	0	0	0
	1000	1000	1000	1000						#VALUE!							
	1000	1000	1000	1000						#VALUE!							
	1000	1000	1000	1000						#VALUE!							

**ENTER INFORMATION ONLY IN THE WHITE, PARTIALLY FILLED LINES.**

**DO NOT ENTER ANY INFORMATION IN THE SHADED LINES.**

**Enter information in all fields in the white rows marked with an asterisk (\*).**

The white colored rows contain data according to information that was previously entered on the Direct Contacts page. Each white colored row represents the First Contact for a participant or group of participants.

**Date – Do Not Enter; automatically filled from information on Direct Contact worksheet.**

**Delivery Site – Do Not Enter; automatically filled from information on Direct Contact worksheet.**

**Class Identifier – Do Not Enter; automatically filled from information on Direct Contact worksheet.**

**FSNE Class – Do Not Enter; automatically filled from information on Direct Contact worksheet.**

Start with “Type of Setting” (Column E), and enter as much information as possible for the group detailed in that particular row. This will provide *unduplicated* demographic and training information as required by USDA (no group is counted twice).

- \* **Type of Setting:** Choose from the drop down menus to report the setting in which the Food Stamp Nutrition Education was conducted. If the setting conflicts with the intended audience, i.e. you conducted a class at a community center for a group of elementary school parents, select that which best described the *audience*, as opposed to the setting.

A-Adult Education & Job Training Site  
B-Adult Rehabilitation Center  
C-Church  
D-Community Center  
E-Elderly Service Site  
F-Emergency Food Assistance Site  
G-Extension Office  
H-Farmers Market  
I-Food Stamp Office  
J-Food Store  
K-Head Start Program  
L-Home  
M-Library  
N-Other Youth Education Site (incl Parks and Rec)  
O-Public/Community Health Center  
P-Public Housing  
Q-Schools - students K-12  
R-School - adults/parents  
S-Shelter  
T-WIC Program  
U-Worksite  
V-Other -specify in Narrative report

If “Other” is selected, provide a description of the topic of the nutrition education in the narrative (Word) section of the report.

- \* **Unduplicated Contacts Worksheet:** Enter the unduplicated number of individual participants NOT the number of nutrition education contacts. For a single session, the unduplicated count is the number of individual participants in that session. For a series of classes, the unduplicated count would be the number of different people that participated in the series. In some cases LIA projects may choose to enter the number of participants at the first session or the number of participants at the session with the highest attendance, or the total number of students enrolled in the class series.

For example, a series of six FSNE classes were taught to adult women. At the first class, 40 women participated, 45 women attended the second session, and fewer women attended sessions three through six so you would enter “45” in this column.

The LIA project MUST specify the unduplicated count of participants for each FSNE single activity or each FSNE series of classes

**Percent Free Meal Recipients:** Use this column only if reporting a Food Stamp Nutrition Education (FSNE) activity for an audience for whom any of the following were used for eligibility documentation:

- Free and Reduced Priced Meal data – Arizona Department of Education/National School Lunch Program (NSLP)
- Child and Adult Care Food Program (CACFP) Claim Data
- Special Summer Free Meals Program

Enter the percentage of participants at the reported site who qualify for Free Meals according to USDA guidelines. This information may be obtained by referring to the Free Meal Report that was distributed with the Quarterly Report format, or by gathering the latest reimbursement claim information from CACFP sites such as child care and adult day health care centers. The same percentage may be applied throughout the current fiscal year. This percentage is applied to the Unduplicated Count to calculate the numbers of Food Stamp Participation Status section, and may be used for the remainder of the fiscal year. Example: An elementary school program has 100 children participating in FSNE and the school’s free lunch participation rate is 60%. Record 60 students in this column.

**Food Stamp Participation Status:** Whenever possible, this information should be provided from a secondary source such as the number of students eligible for Free Lunch in a school or based on data provided by a program such as Head Start. Electronic files providing information on Free Lunch participation are available for Local Incentive Award partners to use, if needed.

In the few settings where information on Food Stamp participation or other demographics needs to be collected, LIA project must use the form provided by the Arizona Nutrition Network or a similar format included on class evaluation forms. Data provided must be anonymous and voluntary (see Client Data Form in English and Spanish).

- \* **Food Stamp Participants:** Enter the number of Food Stamp or Food Distribution Program on Indian Reservations (FDPIR) participants in the group being reported. In some cases, it is permissible to calculate the number of Food Stamp Participants by using information already available through USDA Programs. The information may be calculated by using a percentage if:
  - This is a **Certified Eligible** Audience; 100% of participants are Food Stamp or FDPIR participants. **Unduplicated Count = Food Stamp Recipients. Enter 0 for Non Food Stamp Recipients.**
  - Percent Free Meal Recipients applies and has been entered in column G; income criteria for Free Meals through USDA is equal to income criteria for the Food Stamp Program. Example: An elementary school program has 100 children participating in FSNE and the school's free lunch participation rate is 60%. Record 60 students in this column.
    - **Food Stamp Participants = Percent Free Meal Recipients x Unduplicated Count**
    - **Enter zero (0) for Non Food Stamp Participants**
  
- \* **Non Food Stamp Participants:** Enter the number of participants in the FSNE activity who are known not to receive FSP or FDPIR benefits. This number is 0 for Certified Eligible sites, and sites using Free Meal eligibility.

**FSP Participation Unknown:** Do not enter information in this column; it will be automatically calculated using the Unduplicated Count minus the sum of Food Stamp and Non Food Stamp Participants.

Under no circumstances shall public disclosure of Food Stamp participation be required for an individual to receive FSNE services. Methods of data collection that are not allowed might include sign-in sheets with a check box indicating Food Stamp participation, asking clients to raise their hands if they are on Food Stamps, requesting that clients show their EBT cards, or other methods that would reveal to others that a particular FSNE participant receives Food Stamp benefits.



- \* **Participant Age and Gender:** Fill in the number of Male and Female FSNE participants for each of following age categories: Ages 0-4, Ages 5-17, Ages 18-59, and Ages 60+. For preschool audiences, use the 0-4 age group. For school aged audiences, use the 5– 17 age group. For senior programs, use the 60+ age group. Do not enter data in the Age and Gender “Unknown” column. It will be calculated by a formula using the Unduplicated Count minus the sum of Males and Females for each age category.
- \* **Participant Race and Ethnicity:** Race and Ethnicity – New federal regulations issued in May of 2006 (7CFR Part 272 RIN 0584-AC75 Food Stamp Program: Civil Rights Data Collection) identify the specific ways that must be used for collecting race and ethnicity data in USDA Food and Nutrition Service Programs.

Self-identification or self-reporting is the preferred method of collecting race and ethnicity data. Program applicants shall not be required to furnish race or ethnicity to receive FSNE services.

Two separate questions must be used when clients provide information on their race and ethnicity.

1. Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

2. Race:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Enter the number of participants in each of the following Race categories according to their reported ethnicity Hispanic or Latino or Non Hispanic or Latino:

- 1-American Indian or Alaska Native
- 2-Asian
- 3-Black or African American
- 4-Native Hawaiian or Other Pacific Islander
- 5-White
- 6-All Others Reporting More Than One Race

For schools or other programs that collect Race and Ethnicity data, enter the information from a secondary source rather than collecting the information from FSNE participants.

In the few settings where information on race and ethnicity needs to be collected from FSNE participants, the LIA project should use the form provided by the Arizona Nutrition Network or a similar format included on class evaluation forms. Data provided must be self-reported, anonymous, and voluntary (See Client Data Form in English and in Spanish).

When in a one-on-one setting and a client declines to provide self-reported information on his/her race and ethnicity, it is appropriate for FSNE staff to make a visual assessment and record the information. This process of visual assessment is not appropriate for FSNE staff to use in a group setting. Consult with the Network Partnership Development Specialist for sources of secondary data that may be used or to establish processes for collecting the data.

**Race and Ethnicity Unreported:** Do not enter information in this column. It will be calculated using the Unduplicated Count minus the sum of participants in each Race and Ethnicity category.

- d) **Indirect Contacts Worksheet:** This worksheet will be used to report the content and reach of FSNE activities that meet the definitions for Indirect Education provided through Social Marketing interventions.

*Indirect Education* is defined as distribution of information and resources and includes any mass communications, public events and materials distribution. All indirect education provided by LIA projects should be related to the Arizona Nutrition Network social marketing campaigns.

*Social Marketing* is defined as a consumer-focused, research-based process to plan, implement and evaluate interventions that are designed to influence the voluntary behavior of a large number of people in the target audience (adapted from Alan Andreasen 1995 and Social Marketing Division of Society for Nutrition Education). For an activity to qualify as a social marketing campaign, the initiative being reported must have included all of the following steps:

- Identification of a specific segment of the food stamp/low income population to target.
- Identification of the specific nutrition needs of the target audience, associated target behavior(s), and the target audience's reasons for and against changing behavior.
- Interaction with the target audience to see if the message, materials, and delivery channel are understood and meaningful (would lead to behavior change).

Date *	Name of Activity *	Name of Campaign *	Projected Audience Demographic Information *				Estim. Number of Food Stamp Recipients	Number other Low Income Persons	Persons not known to be low income	Total Reach	Primary Contact *		
			Ethnicity	Race	Gender	Age					1	2	3
TOTAL						0	0	0	0				
									0				
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**Enter information in all fields in the white colored rows marked with an asterisk (\*).** Report only FSNE activities that reflect the definitions provided for Indirect Education and Social Marketing.

- \* **Date:** Enter the date the FSNE activity was conducted. For an on-going activity, enter the date the activity concluded. For example, if a series of four monthly radio interviews on the “Go Low” campaign was conducted in January through April, you would enter 04/30/07 in the date column.
- \* **Name of Activity:** Enter a brief description of the indirect contact activity, i.e. Go Low Bulletin board, Fruits and Vegetable fliers, etc.
- \* **Name of Campaign:** Choose the name of the Arizona Nutrition Network Campaign from the drop down menu. Options include:
  - Grow a Healthy Child
  - Go Low – Low Fat, Fat Free milk
  - Make Your Move – Physical Activity
  - Breastfeeding

\* **Projected Audience Demographic Information:** Enter the ethnicity, race, gender, and age of the intended primary target audience of the social marketing campaign. Choose from the following choices in the drop down menus:

- Ethnicity – Hispanic or Latino, Non-Hispanic or Latino
- Race – American Indian or Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White
- Gender – Female/Male
- Age – All Ages, Ages 0-4, Ages 5-17, Ages 18-59, and Ages 60+

\* **Estimated Number of Food Stamp Participants:** Enter the estimated number of Food Stamp participants reached through this campaign. For example, if daily announcements are read over the PA system at a school of 1,000 students where 60% receive Free Lunch, enter 600 in this column.

\* **Number of Other Low Income Persons:** Enter the estimated number of low-income persons (excluding Food Stamp participants) reached through this campaign. Use up to 185% of poverty for estimating the number of low-income persons reached. For example, if daily announcements are be read over the PA system at a school of 1,000 students where 30% receive Reduced Lunch, enter 300 in this column.

\* **Persons not Known to have Low Income:** Enter the estimated number of other persons reached by this campaign. For example, you provide daily announcements to be read over the PA system at school of 1,000 students where 10% are not eligible for Free or Reduced Lunch so you would enter 100 in this column.

**Total:** Do not enter information in this column. It will be calculated by formula estimated numbers of Food Stamp Participants, other Low Income Persons (excluding Food Stamp Participants), and Other Persons.

\* **Primary Content:** Use the drop down menu to select the content of the Indirect FSNE activity. Only the choices given below may be used. If the “Other” category is selected, describe the content in the Narrative Report. Primary content should reflect the Arizona Nutrition Network Social Marketing campaigns and the activities specified in the LIA Agency’s approved Scope of Work.

Record up to four (4) primary content areas which represent 25% or more the area of emphasis in the Indirect Nutrition Education linked to a social marketing campaign:

- A-Low Fat and Fat Free Milk or Equivalent (Include Alternate Calcium Sources)
- B-Fats and Oils
- C-Fiber-Rich Foods
- D-Food Shopping/Preparation
- E-Fruits and Vegetables
- F-Lean Meat and Beans
- G-Limit Added Sugars or Caloric Sweeteners

H-MyPyramid - Healthy Eating Plan  
I-Physical Activity  
J-Promote Healthy Weight  
K-Sodium and Potassium  
L-Whole Grains  
M-All Content Areas  
N-Other-Specify any other locations in the Narrative Report

- \* **Delivery Method:** Use the drop down menu to indicate the delivery method that best reflects the FSNE Indirect Nutrition Education provided in conjunction with an Arizona Nutrition Network Social Marketing campaign. If the “Other” category is selected, describe the content in the narrative portion of the report.

A-Nutrition Education Radio - PSA  
B-Nutrition Education TV PSA  
C-Nutrition Education Articles  
D-Billboards, Bus Wraps, or Other Signage  
E-Participation in Community Events/Fairs  
F-Sponsor Community events/fairs  
G-Fact Sheets/Pamphlets/Newsletters  
H-Posters  
I-Calendars  
J-Promotional Materials  
K-Website  
L-Email Info distribution  
M-Videos/CD-Rom  
N-Retail/point-of-purchase activities  
O-Other, Specify in the Narrative Report

- e) **Narrative Report Worksheet:** The Narrative Report may be completed on the Excel worksheet provided or, if preferred, on the Word Document provided as an alternative. The information is the same; only the format is different.

	A	B	C	D	E	F	G	H
1	<b>Arizona Nutrition Network</b>							
2	<b>Local Incentive Award Agency Quarterly Narrative Report</b>							
3	: FY							
4	<b>Quarter 1</b>							<b>October 1 - December 31</b>
5	<b>Quarterly Activities</b>							
6	<b>1. Activities this Quarter:</b>							
7								
8	<b>2. Most Significant Accomplishments:</b>							
9								
10	<b>3. New Materials (provide copy):</b>							
11								
12	<b>4. New Equipment:</b>							
13								
14	<b>Process Evaluation</b>							
15	<b>1. Methods for collecting quantitative and demographic data:</b>							
16								
17	<b>2. Quarterly Total Direct Contacts*:</b>							

- \* **Quarterly Activities:** Describe the activities conducted during the quarter, the most significant accomplishments for the quarter, materials used, and list any equipment purchased during the quarter, including the brand name, model number and serial number for each item.
  
- \* **Process Evaluation:** Process evaluation is a method for measuring numbers and characteristics of people reached through Food Stamp Nutrition Education (FSNE) activities as well as information about the number and types of nutrition education activities provided. Narrative information about process evaluation is to be provided here. Describe methods for collecting direct, unduplicated and indirect contacts. List quarterly and year-to-date totals for direct contacts, indirect contacts and the unduplicated contact count. Quantitative and demographic information for each intervention or class is to be reported in the worksheets that follow.
  
- \* **Outcome Evaluation:** Report the method used to measure knowledge and/or behavioral changes and the results. Some examples of methods for collecting outcome data include: pre-and post-tests, surveys, indications of changes in food and beverage choices such as plate waste studies, and records of environmental or policy change.

Outcome evaluations should focus on the key messages of the Network that concentrate on: (1) consumption of low fat or fat free milk, (2) increasing daily fruits and vegetable consumption, and (3) healthy eating habits. Engaging in physical activity on a daily basis is embedded in the three key messages. These messages align with the Network's Social Marketing Campaign Waves.

If LIA Agencies conduct surveys with adults for outcome evaluation, it is recommended that, at a minimum, the three following questions be used in order to provide consistent and usable information to the Network.

1. What kind of milk do you normally drink or use in cooking?
  - a) Whole milk
  - b) 2% milk (reduced fat)
  - c) 1% milk (low fat)
  - d) Skim milk (1/2 % milk), Fat free
  - e) Combination of types
  - f) Other (specify: \_\_\_\_\_)
  - g) Don't know
  - h) Do not use milk
  - i) Refused
  
2. In the past 30 days, other than your regular job, did you participate in any physical activities or exercise such as running, calisthenics, golf, gardening, or walking for exercise?
  - a) Yes
  - b) No
  - c) Don't know/not sure
  - d) Refused

LIA projects are encouraged to seek assistance from the Network to develop additional assessment questions to enhance their evaluation efforts.


Report the outcome data in the Narrative Report for the quarter in which it was completed. For example, if a pre-test is conducted in September, and a post-test in January, enter the outcome data in the Narrative Report for Quarter 2.

- \* **Anecdotal Information:** Provide information that describes the success of the LIA Agency's program, but may not be captured using traditional evaluation efforts. For example, a school district Food Service Director's statement that the salad bar is more popular with the classes that received fruit and vegetable classes. LIA Agencies may also include quotes from participants, thank you letters received, comments heard, etc. Anecdotal reports are important since they are considered qualitative data that can be used to assess the impact of programs.

- \* **Partnerships:** Describe the professional partnerships you developed or cultivated this quarter with other agencies, organizations, or professionals to enhance nutrition education. If you adopted a Food Stamp Office, this is where the activities are listed. Include dates and number of visits, people contacted, outcomes, and follow up that is needed.
  
- \* **Challenges/Unmet Needs:** Briefly describe any unmet needs or challenges encountered during the quarter, if any, how were they overcome. Include staff turnover, low attendance of a planned activity, lack of adequate resources, etc. Indicate any additional training, resources, or assistance needed by program staff from the State office.



Date (Month/Day/Year): \_\_\_ / \_\_\_ / \_\_\_



Agency/Program: \_\_\_\_\_

Your Zip Code: \_\_\_\_\_

Sex: \_\_\_ Male \_\_\_ Female

Age: \_\_\_\_\_

Are you Hispanic/Latino? \_\_\_ Yes \_\_\_ No  
(Includes Mexican, Cuban, Puerto Rican, Central and South American or other Spanish culture or origin regardless of race)

Race:

\_\_\_ American Indian or Alaskan Native      \_\_\_ Native Hawaiian or other Pacific Islander


\_\_\_ Asian      \_\_\_ White

\_\_\_ Black or African American

Does your family use Food Stamps? \_\_\_ Yes \_\_\_ No

Does your family participate in FDPIR? \_\_\_ Yes \_\_\_ No

This material was funded by USDA's Food Stamp Program. The Food Stamp 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.

**Arizona Nutrition Network**  


Fecha (Mes/Día/Año): \_\_\_ / \_\_\_ / \_\_\_



Agencia/Programa: \_\_\_\_\_

Su Código Postal: \_\_\_\_\_

Sexo: \_\_\_ Masculino \_\_\_ Femenino

Edad: \_\_\_\_\_

¿Es usted Hispano(a) o Latino(a)? \_\_\_ Sí \_\_\_ No  
(Incluye Mexicano, Cubano, Puertorriqueño, Centro y Sudamericano u otra cultura española u origen no importando la raza.)

Raza:

\_\_\_ Indio Americano o Nativo de Alaska      \_\_\_ Nativo de Hawai o de otra isla del Pacifico

\_\_\_ Asiático      \_\_\_ Blanco

\_\_\_ Negro o Africano Americano

¿Participa usted o su familia en El Programa de Cupones para Alimentos? \_\_\_ Sí \_\_\_ No

¿Participa usted o su familia en FDPIR? \_\_\_ Sí \_\_\_ No

Este material se desarrolló con fondos proporcionados por el Programa de Cupones para Alimentos del Departamento de Agricultura de los EE.UU. (USDA para sus siglas en inglés). El Programa de Cupones para Alimentos ofrece asistencia relacionada a la nutrición para gente con bajos ingresos. Le puede ayudar a comprar comida nutritiva para una mejor dieta. Para más información, comuníquese al 1-800-352-8401. Esta institución brinda igualdad de oportunidades en el empleo y en los servicios que provee.

**Arizona Nutrition Network**  


## **PROGRAM SITE VISITS**

*(Revised October 2007)*

### ***Policy***

The Arizona Nutrition Network Partnership Development Specialists will conduct site visits to local agencies. The purposes 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, to provide technical assistance, and to obtain feedback.

Each local agency should expect at least one program site visit per fiscal year. This is in addition to audit site visits made by ADHS Finance Reviewers (see *Financial Audits* policy).

### ***Procedures***

1. Site Visits will be scheduled in advance between Network Partnership Development Specialists and LIA agencies. Agencies 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, a Food Stamp Nutrition Education/Arizona Nutrition Network activity or Community Nutrition Program education session.
2. In addition to observing a Food Stamp Nutrition Education activity, the Partnership Development Specialist may discuss other areas pertaining to the local agency, such as staffing or management evaluation. 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, the Local Incentive Award Program, Technical Assistance, State Resources, Support and Services. (For example, the local 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 LIA Partners' Meetings).
3. Following a site visit, the local agency will receive a Site Visit Report documenting the activities observed and any comments or suggestions about the program. The report is ordinarily sent out within 2 weeks from the date of the site visit. The Arizona Nutrition Network will also retain a copy of the Site Visit Report in the LIA Partner Contract File at the state office.
4. LIA agencies are responsible to correct any findings needing improvement during site visits.
5. Partnership Development Specialist is responsible to provide additional information or technical assistance requested by the agency during the site visit.

*(Revised October 2007)*

# **Food Stamp Nutrition Education Management Evaluation Review Guide For State Management Evaluation Reviewers**

## **SITE VISIT TOOL**

*ADHS Bureau of USDA Nutrition Programs  
Arizona Nutrition Network*

*Modified for the Arizona Nutrition  
Network from a template created by:*

*USDA Food and Nutrition Service  
Colleen Bray, Mountain Plains Region  
Martha Cavanaugh, Northeast Region  
Marisa Cheung, Western Region  
Linda Melcher, Southwest Region*

## Review Process and Participants Template

1. How was the site visit chosen by the State agency?

2. Names, titles, and roles of personnel involved in the site visit.

Name	Title	Role

3. The reviewer may want to obtain a list of people participating in a lesson observation for further evaluation purposes.

## Program Integrity Review Tool

**Ensure all elements are consistent with the approved plan.**

Topic/Question	Comments		
<b>A. Audience</b>			
1. What procedure(s) are used to assure that the target audience is eligible for FSNE services?			
2. Are program records being kept for the required five year period?	YES	NO	
<b>B. Staffing, Training and Competency (Optional)</b>			
1. Is the number and type of staff ( <i>credentials/skills/finger print clearance, etc...</i> ) adequate to achieve the lesson objectives?	YES	NO	
2. Is there a system to evaluate local staff competency?	YES	NO	
3. Is there evidence of on-going training?	YES	NO	
4. Is there evidence of an overall quality assurance system, i.e., program manuals, curriculum guides, program forms?	YES	NO	
5. Are the staff duties/responsibilities performed consistent with the approved plan (and position description)?	YES	NO	
<b>C. Lesson Materials</b>			
1. Are nutrition education activities planned and implemented in accordance with the approved Goals and Objectives for the current fiscal year?	YES	NO	
2. Is the USDA recommended non-discrimination statement on materials?	YES	NO	
3. Is a FSP public education outreach message on appropriate materials and reinforcement items?	YES	NO	
4. Is a FSP funding statement on appropriate materials and reinforcement items?	YES	NO	
5. Are multi-language materials available if applicable?	YES	NO	
6. Are printed materials free from disparaging remarks regarding single foods, commodities, or industries?	YES	NO	

<b>D. Coordination</b>			
1. How is the local food stamp agency/office involved? (optional)			
2. What cross-program (SNAP*) collaboration with other FNS nutrition assistance programs is taking place? (optional)			
3. Do FSNE activities duplicate efforts of other existing nutrition education programs?	YES	NO	
4. Is there evidence of coordination or collaboration with other local nutrition assistance programs?	YES	NO	
5. Were any referrals made to or received from other human service programs?	YES	NO	
<b>E. Evaluation</b>			
1. Is the program being evaluated? How?	YES	NO	
2. What is done with evaluation results?			
<b>F. Civil Rights Compliance</b>			
1. Is there evidence of annual civil rights training?	YES	NO	
2. Is there a procedure in place to handle civil rights complaints?	YES	NO	
3. Have there been any civil rights complaints within the last 12 months?	YES	NO	
4. Is bi-lingual staff available as needed?	YES	NO	
5. Is staff respectful of the target audience?	YES	NO	
<b>G. State Agency Assessment</b>			
1. Are there any recommendations for improvement specific to this review?			
2. What best practices were observed at this site?			
3. Does the project/activity raise any concerns with regard to allowability, legality, public scrutiny, product disparity, lobbying activities, etc.?	YES	NO	

**\*State Nutrition Action Plan**

**Overall comments, observations or corrective actions:**

## Lesson Observation Review Tool

Name of educator being observed: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Length of lesson: \_\_\_\_\_ Obtain a participant list (Optional)

Topic/Question	Comments		
<b>A. Needs Assessment</b>			
1. How was the lesson topic selected for this audience?			
2. How was the educational strategy selected for this audience?			
<b>B. Lesson Objectives</b>			
1. What are the goal(s) and objective(s) of the lesson?			
2. Which State goal(s) and objective(s) does the lesson support?			
<b>C. Audience</b>			
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	
<b>D. Educator</b>			
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	

<b>E. Content</b>			
1. Are lesson activities and materials allowable as outlined in the FSNE Plan Guidance and approved State FSNE 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 FSP 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	
<b>F. Lesson Materials</b>			
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 FSP 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 FSP funding statement on all appropriate materials and reinforcement items?	YES	NO	
<b>G. Evaluation</b>			
1. Was the lesson evaluated? How?	YES	NO	
2. Do participants indicate they intend to use the knowledge and skills learned?	YES	NO	
<b>H. Civil Rights Compliance</b>			
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:**

A large, empty rectangular box with a thin black border, intended for providing overall comments, observations, or corrective actions.

# Fiscal Integrity Review Tool (Technical Assistance)

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Position Title and Name: \_\_\_\_\_

Topic/Question	Comments		
<b>A. Overall Fiscal Integrity</b>			
1. Did the FSNE program(s) being reviewed provide all items requested?	YES	NO	
2. Does the State implementing agency conduct reviews of local operations?	YES	NO	
3. Are local operations reviewed or is it limited to central financial operations?	YES	NO	
4. Are records maintained for at least five years plus the current year?	YES	NO	
5. Is there a system in place to adequately and accurately track FSNE expenditures and cost documentation?	YES	NO	
6. Are all FSNE expenses (e.g. personnel/employment) treated the same under the Federal share as they are under the State share?	YES	NO	
7. Are expenditures in accordance with the local budget?	YES	NO	
<b>B. Applicable Cost Principles</b>			
1. Are expenses claimed under the FSNE Federal and State/local share budgets necessary and reasonable for the provision of nutrition education to FSP eligibles?	YES	NO	
2. Are FSNE costs treated consistently?	YES	NO	
3. Does documentation confirm that FSNE costs are not included as a cost in any other project?	YES	NO	
4. Does documentation confirm that FSNE activities do not supplant (i.e. take the place of) nor duplicate the efforts of any other existing nutrition education programs or requirements (e.g. EFNEP, WIC, Head Start)?	YES	NO	
5. If the project is not exclusively serving FSP recipients and is not considered a "Category 2 site" (FSP/TANF offices, Public Housing, Food Banks/Pantries), do they have an FNS-approved waiver documenting what percentage (must be $\geq$ 50%) of the program audience are FSNE eligible, i.e. $\leq$ 185% poverty?	YES	NO	

6. If the target audience is less than 50% low-income per the exclusivity waiver, are expenses prorated based on the percentage of FSP eligibles, i.e. at <b>130% FPL</b> or less, (including social marketing campaigns, meetings, surveys, classes, etc.)?	YES	NO	N/A: The Arizona Nutrition Network Local Incentive Award Partners only serve audiences who are certified, likely, or potentially eligible for FSP.
<b>C. Invoicing and Reimbursement</b>			
1. Is there a process for approving invoices?	YES	NO	
2. Do expenditure tracking systems work as prescribed?	YES	NO	
3. Are requests for reimbursement submitted within a reasonable timeframe? What is the timeframe?	YES	NO	
4. Do FSNE projects invoice subcontractors in a timely manner and are these invoices submitted and reimbursed in a timely manner?	YES	NO	
5. Is reimbursement of FSNE expenditures based on adequate documentation of <b>both Federal and State/local share costs</b> ?	YES	NO	
<b>D. Contracts and Agreements (Optional Section)</b>			
1. Are contracts procured through competitive bid procedures according to Federal and State regulations/procedures, and are they necessary and reasonable?	YES	NO	
2. Are contract agreements executed for all third party services?	YES	NO	
<b>E. General Federal Share Expenditures Documentation</b>			
1. Is all documentation for expenditures provided to support the request for reimbursement and do they confirm that costs are allowable, reasonable and necessary?	YES	NO	
<b>F. General State/Local Share Expenditures Documentation</b>			
1. Is all documentation for expenditures provided to support the request for reimbursement and do they confirm that costs are allowable, reasonable and necessary?	YES	NO	
2. Are State/local share funding sources shown on the request for reimbursement and does such documentation confirm that State/local share monies are NOT derived from Federal sources?	YES	NO	
3. Are sources of State share funds appropriately documented, allowable and not used as State match for another Federal program?	YES	NO	

## G. Time and Effort

Review a recent sample of time and effort records, payroll records and invoices that reflect staff time claimed under both the Federal and State/local share budgets. Verify that salaries and wages are correctly documented on invoices and based on actual payroll documentation.

1. Are salaries reasonable/necessary (e.g. no physician salaries, etc.) and do they support FSNE delivery to FSP eligibles?	YES	NO	
2. Is staff time spent on the program consistent with the FSNE Plan and subcontractor agreements and do the time sheets reflect allowable activities performed for the FSNE program?	YES	NO	
3. Is time spent on FSNE reported by hours (versus percentage of time) and based on actual time (versus projected)?	YES	NO	
4. When accounting for time and effort of staff committing less than 100% time to FSNE, is the total cost, including time not worked (annual and sick leave) computed and charged as required by FNS?	YES	NO	
5. Do time records for all staff committing less than 100% time to FSNE, both paid and volunteer, meet one of the three accepted methodologies for FSNE – 1) time records retained on a minimum of a weekly basis, 2) Plan Confirmation supported by documentation of HHS approval, or 3) a federally approved random moment time study?	YES	NO	
6. Do staff (paid and volunteer) who claim 100% of their time as FSNE, retain semi-annual certifications that confirm they work solely on FSNE?	YES	NO	
7. Are time records and certifications signed by both employees and immediate supervisors?	YES	NO	
8. Are salaries and wages correctly documented on invoices and based on actual time and effort documentation?	YES	NO	(Where employees work on multiple activities or cost objectives, distribution of salaries or wages must be supported by reports of an after-the-fact distribution of actual activity and account for the total activity for which compensated.)
9. Are fringe benefits correctly documented?	YES	NO	

## H. Travel

Review a recent sample of records for travel (e.g. vouchers, mileage logs, invoices, etc.) claimed under *both the Federal and State/local share budgets*.

1. Are in-state and out-of-state travel expenditures consistent with approved FSNE Plan?	YES	NO	
2. Is budgeted employee travel consistent with the FSNE Plan and in accordance with state travel regulations?	YES	NO	
3. Are no more than 4 staff funded for each trip to an out-of-state destination or a national-level meeting/conference?	YES	NO	
4. For staff that commit less than 100% of their time to FSNE, are their non-FSNE specific travel expenses (e.g. to a general nutrition conference) pro-rated based upon their percentage of time spent on FSNE?	YES	NO	

## I. Equipment Inventories

1. Is there a process for requesting supplies and equipment for FSNE activities?	YES	NO	
2. Does the project maintain inventory records for all equipment partially or fully funded through FSNE and does the FSNE inventory list match equipment and supplies observed during the site visit?	YES	NO	
3. Is a physical inventory conducted at least every two years for equipment paid partially or fully with FSNE funds?	YES	NO	
4. Where equipment costs are shared by several programs, including FSNE, are these costs allocated (i.e. cost-shared) and documented appropriately?	YES	NO	
5. Has the project requested prior Federal approval for all equipment items that cost \$5000 or more?	YES	NO	

## J. Space

1. Is reimbursement for publicly-owned space calculated using a FSNE-accepted methodology (e.g. depreciation, use allowance or FNS standard space calculation)?	YES	NO	
2. Where space costs are shared by several programs, are the FSNE costs allocated based on FSNE FTE's and documented appropriately?	YES	NO	

**K. Indirect Costs**

Note that rates for colleges/universities may not exceed 26%.

1. Does the FSNE project have a current and allowable indirect cost rate, approved by the cognizant agency?	YES	NO	
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**L. Program Income**

1. Is any profit realized by the FSNE project (e.g. from curricula/material sales), reported as income on form SF-269?	YES	NO	
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**M. Miscellaneous Allowable Cost Issues**

1. Do all FSNE educational reinforcement items cost no more than \$4 each and are they allowable, reasonable and necessary?	YES	NO	
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2. Is FSNE funding for garden-based activities limited to the educational component and exclusive of supplies, tools, land, etc.?	YES	NO	
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3. Is FSNE funding for activities related to physical activity limited to one-time demonstrations or events (e.g. no ongoing exercise classes) and provided within the context of nutrition?	YES	NO	
--	-----	----	--

4. Is FSNE funding for staff trainings and meetings based on allowable topics and exclusive of refreshments/meals (unless circumstances meet FNS criteria)?	YES	NO	
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5. Are professional membership fees limited to institutional memberships (NOT personal or individual membership fees)?	YES	NO	
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**Overall comments, observations, or corrective actions:**

# ARIZONA NUTRITION NETWORK EVALUATION SURVEY

(Revised October 2007)

## ***Policy***

An annual Arizona Nutrition Network Evaluation Survey will be conducted to acquire comprehensive evaluation information for ongoing Network nutrition education efforts statewide. This evaluation is designed to determine whether the Network is helping to shape food consumption and promoting healthy behaviors among Arizona's Food Stamp eligible women and their children.

Upon completion of the survey data collection, data is analyzed, interpreted and submitted with the annual report to the United States Department of Agriculture (USDA) in November. Results from this survey are also reported in the needs assessment plan submitted to the USDA for the following year. Data from this survey helps guide the Network's efforts in accomplishing its mission.

The survey includes assessments of eight areas selected for the USDA Food Stamp Nutrition Education and Healthy Arizona 2010 efforts. The questions in the survey are divided into core and module sections. The core section questions are asked every time while module section questions are rotated every three months. The program efforts of the Network are designed to affect each of these areas/elements. The following is the distribution of sections:

### **Core Sections:**

Food Security  
Dietary Quality  
Demographics  
Awareness of Network Nutrition Education Messages

### **Module Sections:**

Food Safety  
Physical Activity  
WIC Satisfaction  
Food Resource Management and Shopping Behaviors

## ***Procedures***

1. A list of places serving low-income families throughout Arizona is randomly selected by the network epidemiologist.
2. The network interviewer makes arrangements with local offices such as DES offices, WIC clinics, Local Incentive Award Agency sites and others to interview clients from the selected places.
3. After schedules have been arranged, the network interviewer travels to the selected offices and conducts the surveys in English and Spanish. Incentive items promoting the Network's key messages are given to all survey participants.
4. The network epidemiologist analyzes the questionnaire data and presents the results in a report to the network. Comparisons from previous years may also be analyzed for trends.

## DEFINITIONS AND ABBREVIATIONS

*(Revised October 2007)*

### **Definitions**

**Behaviorally Focused Nutrition Messages** are those that are (a) related to healthy food choices, for example, eating lower fat foods, adding one fruit each day, and switching to whole grain breads; (b) related to other nutritional issues, for example encouraging breast feeding practices, or physical activity (c) related to the environmental impact of dietary practices, including safe food handling, promoting community walking groups (d) related to food shopping practices that increase purchasing power and availability of food including using store coupons, joining store clubs for added discounts, and purchasing in bulk, and (e) food security such as applying for nutrition assistance programs (i.e. WIC, FSP, Child Nutrition Programs, Food Distribution Programs, etc).

**Capital Equipment** is non-expendable property having a value of \$5000 or more per item at the time of acquisition. Capital equipment must be inventoried and accounted for every two years by a physical inventory process. Capital equipment must be disposed of in accordance with Federal property management requirements.

**Effectiveness** is the extent to which pre-established objectives are attained as a result of program activity, as indicated by performance measures.

**Fiscal Year** is the Federal Fiscal Year that runs from October 1<sup>st</sup> of one year through September 30<sup>th</sup> of the following year.

**Full-Time Equivalent (FTE)** employment, as defined by the Federal government, means the total number of straight-time hours (i.e., not including overtime pay or holiday hours) worked by employees divided by the number of compensable hours (2,080 hours) in the Fiscal year. According to this definition, annual leave, sick leave, compensatory time off and other approved leave categories are considered “hours worked” for purposes of defining FTE employment.

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

**Lobbying** is any activity or material to influence Federal, State, or local officials to pass, or sign legislation or to influence the outcomes of an election, referendum, or initiative.



**Medical Nutrition Therapy Services** means the assessment of the nutritional status of patients with a condition, illness, or injury (such as diabetes, hypertension, gout, etc.) that puts them at risk. This includes review and analysis of medical and diet history, laboratory values, and anthropometric measurements. Based on the assessment, nutrition modalities most appropriate to manage the condition or treat the illness or injury are chosen and include the following:

- Diet modification and counseling leading to the development of a personal diet plan to achieve nutritional goals and desired health outcomes.
- Specialized nutrition therapies including supplementation with medical foods for those unable to obtain adequate nutrients through food intake only; parenteral nutrition delivered via tube feeding into the gastrointestinal tract for those unable to ingest or digest food; and parenteral nutrition delivered via intravenous infusion for those unable to absorb nutrients.

Medical Nutrition Therapy Services are not allowable FSNE costs.

**Needs Assessment** is the process of identifying and describing the extent and type of health and nutrition problems and needs of individuals and/or target populations in the community.

**Non-Capital Equipment** is property having a value of less than \$5000 per item at the time of acquisition. This equipment is generally treated as supplies and is not required to be included in any property management system. Treatment and disposition of non-expendable equipment should be done in accordance with State or local property management requirements.

**Nutrition Education** is a set of learning experiences designed to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well being for those on a limited budget.

**Primary Prevention** is the method taken to avoid the development of a disease. Most population-based health promotion activities are **primary** preventive measures.

**Poverty Guidelines** are an administrative version of the Federal poverty measure and are issued annually by the Department of Health and Human Services in the Federal Register. Sometimes referred to as the Federal Poverty Level, these guidelines are often used to set eligibility for certain programs. <http://aspe.hhs.gov/poverty/index.shtml>.

**Public Education Outreach Message** is a brief message providing information on the availability, benefits, and application procedures for the Food Stamp Program, preferably with information on local application sites, (or a toll-free number, or other useful information on how to find services). When FSNE is provided to low-income persons not participating in the Food Stamp Program, by virtue of approved waivers, a critical component of the nutrition message must be to provide an educational message about the availability and benefits of the program and how to apply. This should be done “in the context” of nutrition education, meaning the Food Stamp Program should routinely be referenced in nutrition education sessions and on materials as an important source of nutrition assistance to help low income persons achieve a better diet.

**Secondary Prevention Interventions** mean activities that help people who already have a chronic disease cope with and control these conditions and prevent additional disability. Secondary prevention interventions are not allowable costs in the Food Stamp Program.

**Social Marketing** is defined as a disciplined, consumer-focused, research-based process to plan, develop, implement and evaluate interventions, programs and multiple channels of communications designed to influence the voluntary behavior or a large number of people in the target audience. (Adapted from Alan Andreasen 1995 and Social Marketing Division of Society for Nutrition Education.)

Abbreviations:

ADE – Arizona Department of Education  
ADHS – Arizona Department of Health Services  
AHCCCS – Arizona Health Care Cost Containment System  
CACFP – Child and Adult Care Food Program  
CSFP – Commodity Supplemental Food Program  
DES – Department of Economic Security  
EARS – Education and Administrative Reporting System  
EFNEP – Expanded Food and Nutrition Program  
FDPIR – Food Distribution Program on Indian Reservations  
FPG – Federal Poverty Guidelines  
FSNC – Food Stamp Nutrition Connection  
FSNE – Food Stamp Nutrition Education  
FNS – Food and Nutrition Service  
FSP – Food Stamp Program  
FY – Federal Fiscal Year  
ITO – Indian Tribal Organization  
LIA – Local Incentive Award Program  
LYFFTF – Loving Your Family Feeding Their Future  
OMB – Office of Management and Budget  
MNT – Medical Nutrition Therapy  
MOU – Memorandum of Understanding  
NAL – National Agricultural Library  
NETWORK – Arizona Nutrition Network  
SNAP – State Nutrition Action Plan  
SSI – Supplemental Security Income  
TANF – Temporary Assistance for Needy Families  
WIC – Special Supplemental Food Program for Women, Infants and Children  
USDA – United States Department of Agriculture

## **POLICY MEMOS**

*(Revised October 2007)*

Numbered Policy Memos may be issued throughout the year and serve as additions to the policies and procedures provided in this manual. Place copies of any Policy Memos in this section of the manual.

## **PROGRAM INFORMATION MEMOS**

*(Revised October 2007)*

Numbered Program Information Memos may be issued throughout the year and provide important information on program resources or nutrition education materials useful in Food Stamp Nutrition Education Programs. Place copies of any Program Information Memos in this section of the manual.

# ARIZONA DEPARTMENT OF HEALTH SERVICES

## Memorandum

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**To:** Arizona Nutrition Network  
FY08 Local Incentive Award Projects

**From:** Sharon Sass, R.D.  
Community Nutrition Team Leader  
Office Chronic Disease Prevention and Nutrition Services

**Date:** October 11, 2007

**RE:** Program Information Memo FY08-01 Program Resources

The Arizona Nutrition Network provides Local Incentive Award projects with resources and materials to enhance the quality and consistency of Food Stamp Nutrition Education provided in Arizona. Enclosed in this mailing are the following items:

### **USDA, Food and Nutrition Service – Food Stamp Photo Gallery**

This two-disc CD set provides a wide range of professional quality photos that can be used in presentations and materials developed by local projects. Additions to the Photo Gallery can be found at the USDA website:

[http://grande.nal.usda.gov/foodstamp\\_album.php](http://grande.nal.usda.gov/foodstamp_album.php)

USDA requests that these pictures be used only for promotion, informational and educational purposes of a non-profit nature. You may also find pictures from the USDA, Agricultural Research Service, useful as well. The photos of fruits, vegetables, and other foods can be found at this USDA website:

<http://www.ars.usda.gov/is/graphics/photos/>

### **Arizona Nutrition Network – Eat Well Be Well Video**

This promotional video can be used to provide information within your agency and for supporting partners about the Arizona Nutrition Network. The purpose is to present the Network as a funding opportunity.

Please contact your Partnership Development Specialist with any questions about these materials or suggestions on additional materials that might be useful to your local project in providing Food Stamp Nutrition education.

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# ARIZONA DEPARTMENT OF HEALTH SERVICES

## Memorandum

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**To:** Arizona Nutrition Network  
FY08 Local Incentive Award Projects

**From:** Sharon Sass, R.D.  
Community Nutrition Team Leader  
Office Chronic Disease Prevention and Nutrition Services

**Date:** October 27, 2007

**RE:** Program Information Memo FY08-02 Program Resources

This memo provides information on a new MyPyramid for Pregnancy and Breastfeeding and a web link for obtaining USDA Food Stamp outreach materials.

### **USDA, MyPyramid for Pregnancy and Breastfeeding**

USDA's Center for Nutrition Policy and Promotion (CNPP) announced on Thursday, October 25<sup>th</sup>, the launch of "MyPyramid for Pregnancy and Breastfeeding," a new addition to the [MyPyramid.gov](http://MyPyramid.gov) website.

MyPyramid for Pregnancy and Breastfeeding was developed by CNPP in conjunction with USDA's WIC Program. The content was developed in consultation with a number of experts in maternal and child nutrition from various agencies of USDA, the Department of Health and Human Services (HHS), and academic institutions. The content was also reviewed for consistency with the Dietary Guidelines for Americans by committees on dietary guidance within both USDA and HHS.

This new site will allow for the creation of a personalized "MyPyramid Plan for Moms." A pregnant woman can enter her age, height, pre-pregnancy weight, physical activity level, and due date. A breastfeeding woman can enter similar information, the baby's birth date and whether they are feeding their baby breast milk only or are supplementing with formula. The resulting Plan shows what and how much to eat from each food group during each trimester or breastfeeding stage. It can be viewed on-screen or downloaded as a full-color printout.

You can access and use "MyPyramid for Pregnancy and Breastfeeding" by going to the [MyPyramid.gov](http://MyPyramid.gov) homepage and clicking the link found on the right side of the page.

## **USDA, Food Stamp Outreach Resources**

Extensive Food Stamp outreach activities, such as assisting participants fill out application forms or conducting Food Stamp outreach campaigns, are not allowable as Food Stamp Nutrition Education (FSNE) expenses. FSNE classes and materials should always include a brief Food Stamp outreach message.

Samples of some USDA Food Stamp outreach materials were provided recently to each Local Incentive Award project. To order additional copies of Food Stamp outreach materials (free-of-charge), please visit this website:

<http://www.fns.usda.gov/fsp/outreach/default.htm>

Please order quantities of the materials sufficient for your needs for a three to six month time period. If there are delays in receiving the outreach materials, please let your Partnership Development Specialist know when you placed the order, what was requested, and any information that you receive about the materials (backordered, no longer available, etc.). We will use this information to assist in obtaining the materials for you.

You may wish to share the Food Stamp Outreach toolkits featured on the websites with others in your community that might be involved in food security or hunger issues.

Please contact your Partnership Development Specialist with any questions about these resources or suggestions on additional materials that might be useful to your local project in providing Food Stamp Nutrition education.

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## **REFERENCE DOCUMENTS**

*(Revised October 2007)*





## Official USDA Food Plans: Cost of Food at Home at Four Levels, U.S. Average, August 2007<sup>1</sup>

Age-gender groups	Weekly cost <sup>2</sup>	Monthly cost <sup>2</sup>
	Thrifty plan	
<b>Individuals<sup>3</sup></b>		
<b>Child:</b>		
1 year	19.10	82.70
2-3 years	20.20	87.40
4-5 years	21.00	91.10
6-8 years	26.60	115.30
9-11 years	30.60	132.40
<b>Male:</b>		
12-13 years	32.50	140.80
14-18 years	33.60	145.60
19-50 years	36.00	155.80
51-70 years	32.90	142.50
71+ years	33.00	142.90
<b>Female:</b>		
12-13 years	32.40	140.40
14-18 years	32.10	139.30
19-50 years	32.40	140.30
51-70 years	31.80	137.70
71+ years	31.20	135.10
<b>Families</b>		
<b>Family of 2:<sup>4</sup></b>		
19-50 years	75.20	325.70
51-70 years	71.10	308.20
<b>Family of 4:</b>		
Couple, 19-50 years and children—		
2-3 and 4-5 years	109.50	474.50
6-8 and 9-11 years	125.50	543.80

Age-gender groups	Weekly cost <sup>2</sup>			Monthly cost <sup>2</sup>		
	Low-cost plan	Moderate-cost plan	Liberal plan	Low-cost plan	Moderate-cost plan	Liberal plan
<b>Individuals<sup>3</sup></b>						
<b>Child:</b>						
1 year	24.90	28.60	34.80	107.70	123.90	150.80
2 years	24.20	28.60	34.70	105.00	124.10	150.40
3-5 years	26.50	32.60	39.70	114.90	141.20	172.00
6-8 years	35.80	44.10	51.80	155.20	191.20	224.60
9-11 years	40.20	51.20	59.90	174.30	222.00	259.70
<b>Male:</b>						
12-14 years	45.50	56.10	66.50	197.10	243.00	288.10
15-19 years	46.90	58.20	67.70	203.40	252.00	293.20
20-50 years	46.40	57.50	70.30	201.00	249.20	304.80
51 years and over	44.00	54.20	65.20	190.50	234.90	282.40
<b>Female:</b>						
12-19 years	39.40	47.50	57.70	170.70	205.90	249.80
20-50 years	40.40	49.30	63.50	175.00	213.60	275.20
51 years and over	39.20	48.70	58.40	169.80	211.00	253.00
<b>Families</b>						
<b>Family of 2:<sup>4</sup></b>						
20-50 years	95.50	117.50	147.20	413.60	509.10	638.00
51 years and over	91.50	113.20	135.90	396.30	490.50	588.90
<b>Family of 4:</b>						
Couple, 20-50 years and children						
2 and 3-5 years	137.50	168.10	208.30	596.00	728.20	902.40
6-8 and 9-11 years	162.80	202.20	245.60	705.50	876.00	1064.30

<sup>1</sup>Basis is that all meals and snacks are purchased at stores and prepared at home. For specific foods and quantities of foods in the Thrifty Food Plan, see the report [Thrifty Food Plan, 2006 \(2007\)](#) for specific foods and quantities of foods in the Low-Cost, Moderate-Cost, and Liberal Plans, see [The Low-Cost, Moderate-Cost, and Liberal Food Plans, 2003 Administrative Report \(2003\)](#). The Thrifty Food Plan is based on 2001-02 data; and the Low-Cost, Moderate-Cost, and Liberal Food Plans are based on 1989-91 data. All four Food Plans are updated to current dollars by using the Consumer Price Index for specific food items.

<sup>2</sup>All costs are rounded to nearest 10 cents.

<sup>3</sup>The costs given are for individuals in 4-person families. For individuals in other size families, the following adjustments are suggested: 1-person—add 20 percent; 2-person—add 10 percent; 3-person—add 5 percent; 4-person—no adjustment; 5- or 6-person—subtract 5 percent; 7- (or more) person—subtract 10 percent. To calculate overall household food costs, (1) adjust food costs for each person in household and then (2) sum these adjusted food costs.

<sup>4</sup>Ten percent added for family size adjustment.

Note: The age-gender groups differ for the Thrifty Food Plan compared with the other food plans because the Thrifty Food Plan is based on more recent dietary standards, which incorporate age-gender groupings that better represent variation in nutrient requirements of different life stages. Updates of the Low-Cost, Moderate-Cost, and Liberal Food Plans, which will reflect recent dietary standards, are in development.

# MyPyramid

## Food Intake Patterns

The suggested amounts of food to consume from the basic food groups, subgroups, and oils to meet recommended nutrient intakes at 12 different calorie levels. Nutrient and energy contributions from each group are calculated according to the nutrient-dense forms of foods in each group (e.g., lean meats and fat-free milk). The table also shows the discretionary calorie allowance that can be accommodated within each calorie level, in addition to the suggested amounts of nutrient-dense forms of foods in each group.

Daily Amount of Food From Each Group												
Calorie Level <sup>1</sup>	1,000	1,200	1,400	1,600	1,800	2,000	2,200	2,400	2,600	2,800	3,000	3,200
Fruits <sup>2</sup>	1 cup	1 cup	1.5 cups	1.5 cups	1.5 cups	2 cups	2 cups	2 cups	2 cups	2.5 cups	2.5 cups	2.5 cups
Vegetables <sup>3</sup>	1 cup	1.5 cups	1.5 cups	2 cups	2.5 cups	2.5 cups	3 cups	3 cups	3.5 cups	3.5 cups	4 cups	4 cups
Grains <sup>4</sup>	3 oz-eq	4 oz-eq	5 oz-eq	5 oz-eq	6 oz-eq	6 oz-eq	7 oz-eq	8 oz-eq	9 oz-eq	10 oz-eq	10 oz-eq	10 oz-eq
Meat and Beans <sup>5</sup>	2 oz-eq	3 oz-eq	4 oz-eq	5 oz-eq	5 oz-eq	5.5 oz-eq	6 oz-eq	6.5 oz-eq	6.5 oz-eq	7 oz-eq	7 oz-eq	7 oz-eq
Milk <sup>6</sup>	2 cups	2 cups	2 cups	3 cups	3 cups	3 cups	3 cups	3 cups	3 cups	3 cups	3 cups	3 cups
Oils <sup>7</sup>	3 tsp	4 tsp	4 tsp	5 tsp	5 tsp	6 tsp	6 tsp	7 tsp	8 tsp	8 tsp	10 tsp	11 tsp
Discretionary calorie allowance <sup>8</sup>	165	171	171	132	195	267	290	362	410	426	512	648

**1 Calorie Levels** are set across a wide range to accommodate the needs of different individuals. The attached table “Estimated Daily Calorie Needs” can be used to help assign individuals to the food intake pattern at a particular calorie level.

**2 Fruit Group** includes all fresh, frozen, canned, and dried fruits and fruit juices. In general, 1 cup of fruit or 100% fruit juice, or 1/2 cup of dried fruit can be considered as 1 cup from the fruit group.

**3 Vegetable Group** includes all fresh, frozen, canned, and dried vegetables and vegetable juices. In general, 1 cup of raw or cooked vegetables or vegetable juice, or 2 cups of raw leafy greens can be considered as 1 cup from the vegetable group.

Vegetable Subgroup Amounts are Per Week												
Calorie Level	1,000	1,200	1,400	1,600	1,800	2,000	2,200	2,400	2,600	2,800	3,000	3,200
Dark green veg.	1 c/wk	1.5 c/wk	1.5 c/wk	2 c/wk	3 c/wk	3 c/wk	3 c/wk	3 c/wk	3 c/wk	3 c/wk	3 c/wk	3 c/wk
Orange veg.	.5 c/wk	1 c/wk	1 c/wk	1.5 c/wk	2 c/wk	2 c/wk	2 c/wk	2 c/wk	2.5 c/wk	2.5 c/wk	2.5 c/wk	2.5 c/wk
Legumes	.5 c/wk	1 c/wk	1 c/wk	2.5 c/wk	3 c/wk	3 c/wk	3 c/wk	3 c/wk	3.5 c/wk	3.5 c/wk	3.5 c/wk	3.5 c/wk
Starchy veg.	1.5 c/wk	2.5 c/wk	2.5 c/wk	2.5 c/wk	3 c/wk	3 c/wk	6 c/wk	6 c/wk	7 c/wk	7 c/wk	9 c/wk	9 c/wk
Other veg.	3.5 c/wk	4.5 c/wk	4.5 c/wk	5.5 c/wk	6.5 c/wk	6.5 c/wk	7 c/wk	7 c/wk	8.5 c/wk	8.5 c/wk	10 c/wk	10 c/wk

**4 Grains Group** includes all foods made from wheat, rice, oats, cornmeal, barley, such as bread, pasta, oatmeal, breakfast cereals, tortillas, and grits. In general, 1 slice of bread, 1 cup of ready-to-eat cereal, or 1/2 cup of cooked rice, pasta, or cooked cereal can be considered as 1 ounce equivalent from the grains group. **At least half of all grains consumed should be whole grains.**

**5 Meat & Beans Group** in general, 1 ounce of lean meat, poultry, or fish, 1 egg, 1 Tbsp. peanut butter, 1/4 cup cooked dry beans, or 1/2 ounce of nuts or seeds can be considered as 1 ounce equivalent from the meat and beans group.

**6 Milk Group** includes all fluid milk products and foods made from milk that retain their calcium content, such as yogurt and cheese. Foods made from milk that have little to no calcium, such as cream cheese, cream, and butter, are not part of the group. Most milk group choices should be fat-free or low-fat. In general, 1 cup of milk or yogurt, 1 1/2 ounces of natural cheese, or 2 ounces of processed cheese can be considered as 1 cup from the milk group.

**7 Oils** include fats from many different plants and from fish that are liquid at room temperature, such as canola, corn, olive, soybean, and sunflower oil. Some foods are naturally high in oils, like nuts, olives, some fish, and avocados. Foods that are mainly oil include mayonnaise, certain salad dressings, and soft margarine.

**8 Discretionary Calorie Allowance** is the remaining amount of calories in a food intake pattern after accounting for the calories needed for all food groups—using forms of foods that are fat-free or low-fat and with no added sugars.

## Estimated Daily Calorie Needs

To determine which food intake pattern to use for an individual, the following chart gives an estimate of individual calorie needs. The calorie range for each age/sex group is based on physical activity level, from sedentary to active.

	Calorie Range	
	Sedentary	Active
<b>Children</b>		
2–3 years	1,000	1,400
<b>Females</b>		
4–8 years	1,200	1,800
9–13	1,600	2,200
14–18	1,800	2,400
19–30	2,000	2,400
31–50	1,800	2,200
51+	1,600	2,200
<b>Males</b>		
4–8 years	1,400	2,000
9–13	1,800	2,600
14–18	2,200	3,200
19–30	2,400	3,000
31–50	2,200	3,000
51+	2,000	2,800

**Sedentary** means a lifestyle that includes only the light physical activity associated with typical day-to-day life.

**Active** means a lifestyle that includes physical activity equivalent to walking more than 3 miles per day at 3 to 4 miles per hour, in addition to the light physical activity associated with typical day-to-day life.