



Champions for Change
Arizona Nutrition Network

FFY 2016

Policies and Procedures Training

October 2015



Health and Wellness for all Arizonans

Agenda

8:30-9:00	Intro & Chapter 1
9:00-9:30	Chapter 2
9:30-9:45	Break
9:45-10:15	Chapter 3
10:15-11:30	Chapter 4
11:30-1:00	Lunch
1:00-2:15	Chapter 5 Framework & Reporting
2:15-2:30	Break
2:30-4:00	Chapter 5 Direct Education
4:00-4:30	Wrap up/Evaluation



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Arizona Nutrition Network

General Program Administration

Chapter 1

Contractors & Subcontractors

- Contractors must adhere to AzNN Policies and Procedures Manual and ensure that all Subcontractors follow all policies and procedures listed in the AzNN Policies and Procedures Manual

Contractors must ensure all subcontractors adhere to all programing, reporting, financial requirements of the AzNN program

Program Site Visits

Site visits –

Formal Management Evaluations

Technical Assistance

Lesson Observations

Contractors required to conduct subcontractors' site visits TOOLS

Staffing

- Each Contractor participating in the AzNN Program is to ensure staff are qualified have retained all necessary documents.
- Specific Requirements- page
 - Nutrition staff
 - Physical Activity Coordinator
(RD's and PA Coordinator may be either on staff or contract)

Time Documentation

- Continuous Time Reporting
- Employee & Supervisor Signature
- Management/Administrative vs. Direct Delivery

Labor Activity – sample Append. C

Labor Activity Report

Department of Health Services

Pay Period: 09/20/09 To: 10/03/09

Name: _____

Position No: _____

Timekeeper's Name: _____

EIN: _____

Telephone Number: _____

Default Funding	% Change	Description	Index	PCA	AY	- % -	9/20	9/21	9/22	9/23	9/24	9/25	9/26	9/27	9/28	9/29	9/30	10/1	10/2	10/3	Total		
							S	S	M	T	W	T	F	S	S	M	T	W	T	F			
																						0	
																							0
																							0
																							0
																							0
																							0
																							0
																							0
																							0
																							0
																							0
0%	0%						Total Hours Worked		0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LEAVE Time

COMP	330																						0
HOLIDAY	322																						0
ANNUAL	300																						0
SICK	310/311																						0
LWOP	640																						0
Jury Duty	350																						0
Total Leave Hours							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Pay Period Totals

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

NETWORK FSNE Time

# Hours *Management																							0
# Hours **Direct																							0
Total FSNE Hours							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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 activities as per ADHS policies and procedures.

NOTE: Due to Timekeeper, when signing this sheet, please bring this sheet to the Payroll Office on Monday, before close of business. LAR will not be processed without Signatures.

Employee Signature Date

Supervisor Signature Date

BNP Financial Accountant Date



Time Documentation

- Management vs Direct
 - Policy, System and Environmental change activities are included under direct.
 - Preparing for meetings/presentations
 - Attending meetings
 - Providing presentations
 - Travel to deliver SNAP-Ed services

Time Documentation

- Employees 100% SNAP-Ed
 - Must have 100% of time spent on SNAP-Ed activities.
 - Requires a certification at least every 6 months.
- Employees <100% SNAP-Ed
 - After the fact distribution
 - All activities
 - Prepared at least monthly and must match one or more payrolls

Coordination & Collaboration Requirements

Contractors will coordinate their SNAP-Ed activities with other publicly or privately funded health promotion or nutrition improvement strategies

Memorandum of Agreement

- Good to have formal agreements through a MOA.
- This is recommended. It is not a requirement.

Trainings and Meetings

- One Partner/Contractor Meeting-
 - 2 days
 - In Phoenix
- Food Demo Training
 - Refresher required every 5 years
- AzNN in-person & web based trainings

Qualifying Sites

- All proposed sites must be qualified-
 - Min 50% of persons 185%
- FY16 Qualifying Site Form-
 - Add throughout the year

Qualifying Sites Cont.

- Exceptions- AzNN & USDA approval
 - Prorating
- ADE Community Eligibility Provision (CEP)
- Worksite wellness- only allowable with participant qualified sites (no longer all contractor offices)

Civil Rights

Required by all staff ANNUALLY

Questions?



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Nutrition Education & Obesity Prevention

Ryan Lang

Policies and Procedures Training

October 2015

Chapter 2



Health and Wellness for all Arizonans

Nutrition & Obesity Prevention Education Lessons and Activities Development Policy

- Only Resources from the AzNN Obesity Prevention Resource Guide can be used for direct education single or multi-session Lessons.
 - Ensures information will be consistently taught by different nutrition educators and a consistent message is relayed by Arizona SNAP-Ed. USDA Guidelines
- All activities must include a brief outreach message about the SNAP Program.
 - See Chapter 3 of P&P Manual: Social Marketing
Policy: Chapter 2 Section 2 Page 23

Nutrition & Obesity Prevention Education Lessons and Activities Development Procedures

- Physical Activity resources for evidence based interventions must come from the AzNN Obesity Prevention Resource Guide.
 - Safe Routes to School, Joint Use Agreement, CATCH, GoNoodle
- Educational Reinforcement Items (ERIs) will be provided by AzNN for partners to use or must be coordinated with the State AzNN team.

Policy: Chapter 2 Section 3 Page 25-26

Nutrition & Obesity Prevention Education Curriculum Guidance Policy

- Allowable activities when using resources from the AzNN Obesity Prevention Resource Guide:
 - Supportive materials used to enhance Direct Education (fat tubes, food model cards, glo-germ, etc.) do not need to be added to the Resource Guide.
 - Approved resources, such as CATCH Kids Club Activity Box, FitBits, and others, can be used with other lessons to support the Direct Education Curriculum
 - Presentations made to “decision makers,” that are not SNAP-Ed participants (i.e., principals, teachers, SHACs, PTAs, etc.) can be created by your organization to accomplish your PSE objectives with that group

Policy Chapter 2 Section 4 Page27-28



Nutrition & Obesity Prevention Education Curriculum Guidance Policy

- Allowable activities when using resources from the AzNN Obesity Prevention Resource Guide:
 - You can do a single session using resources from the resource list of the Obesity Resource Guide to SNAP-Ed participants if this supports your PSE work. This does not include using Direct Education Curriculum outside of the curriculum implementation guidelines.
 - Local promotional materials (i.e., promotion of targeted community projects such as walking trails or farmers markets) do not need to be included in the Resource Guide. These materials are customized to a specific community and therefore cannot always be replicated. Reminder, all marketing/promotion materials must be coordinated with the AzNN Marketing Team.

Policy Chapter 2 Section 4 Page27-28



Nutrition & Obesity Prevention Education Submitting Resources

- All Curriculum/ Resource to be added to the AzNN Obesity Prevention Resource Guide must be submitted to [Arizona Nutrition Network@azdhs.gov](mailto:Arizona_Nutrition_Network@azdhs.gov)
 - Include justification for adding resource and what gaps in the current Resource Guide it would fill
 - Updated yearly

Procedures: Chapter 2 Section 4 Page 29



Food Demonstrations Policy

- **Food demonstrations:**
 - Must follow basic guidelines on recipe standards and food safety.
 - Basic culinary skills, communication skills, and food safety are essential.

Policy: Chapter 2 Section 6 Page 30

Food Demonstrations Procedures

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

Recipes Nutrient Standards Policy

- Recipes used in food demonstrations, given as handouts, or otherwise used through AzNN should meet the following recipe criteria:
 - Readily available
 - Low cost
 - Consist of 10 ingredients or less (excludes water, salt, pepper, spices/seasonings, and nonstick cooking spray)
 - Preparation time should be 30 minutes or less (if possible)

Recipes Nutrient Standards Policy

NUTRIENTS:

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

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

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

³Calcium standard applies only to low fat dairy recipes.

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

Recipes Nutrient Standards Procedures

- Use recipe criteria by Contractors whenever possible.
- Recipes that are not provided through ADHS must be analyzed using:
 - Food Processor, SQL Edition, Version 9.8.1
 - Nutritionist Pro

Questions?



Health and Wellness for all Arizonans



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Social Marketing

Policies and Procedures Training

Chapter 3



Health and Wellness for all Arizonans

Social Marketing Updates

- **Education Reinforcement Items (ERIs):** Update
 - Support specific strategy and local communication activity
 - Approved by AzNN Marketing Team
- **Campaigns:**
 - Non-discrimination Statement
 - Translation to other languages (Qualified professional translator)
 - Work with Social Marketing team for campaigns

Questions?



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Contracts and Financial Management

Chapter 4



Health and Wellness for all Arizonans

Contracts and Financial Management

- Financial Reporting
- Program Reporting (Program Eval Chpt 5)
- Financial Audits
- Equipment Inventories
- Allowable & Unallowable items
 - Costs Associated with other activities
 - PSE: refer to Appendix J -6 and Appendix J-7

Financial Reporting

- All **Contractor Expenditure Report (CERs)**:
 - Due the 30th of each month
- Only one final CER
 - Due within 60 calendar days from the end of the fiscal year.
 - If an extension is needed submit this final CER no later than November 30
 - A written request for an extension is required

Contractor's Expenditures Report

Arizona Department of Health Service **CONTRACTOR'S EXPENDITURE REPORT**
 Accounting/Contracts
 1740 W. Adams Street
 Phoenix, Arizona 85007

1. Contract Number: ???????? P.O. #?????????
 2. Contractor's Name: Arizona Nutrition Network
 3. Title of Program: Arizona Nutrition Network
 4. Reporting Period: From 10/1/11 To 10/31/11

4A. Cost Reimbursement Cumulative Actual Expenditures
 Fixed Price
 4B. Periodic Report
 FINAL REPORT

Contractor's Detailed Statement of Expenditures and Fixed Price

5. COST REIMBURSEMENT (Actual Expenditures)	Approved Budget (a)	Prior Report Period Year to Date Expenditures (b)	Current Reporting Period Expenditures (c)	Total Year to Date Expenditures (d)
A. Account Classification:				
A. PERSONNEL COSTS/SALARY	\$ -	\$ -	\$ -	\$ -
B. FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -
C. CONTRACTS/GRANTS/AGREEMENTS	\$ -	\$ -	\$ -	\$ -
D. NON-CAPITAL EQUIPMENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
E. MATERIALS	\$ -	\$ -	\$ -	\$ -
F. TRAVEL	\$ -	\$ -	\$ -	\$ -
G. BUILDING/SPACE	\$ -	\$ -	\$ -	\$ -
H. MAINTENANCE	\$ -	\$ -	\$ -	\$ -
I. EQUIPMENT & OTHER CAPITAL	\$ -	\$ -	\$ -	\$ -
J. INDIRECT COSTS	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

6. FIXED PRICE	Rate per Unit (1)	Number of Units Provided this Reporting Period (2)	Total Funds Earned this Reporting Period (3)	Prior Report Period Year to Date Funds Earned (4)	Total Year to Date Funds Earned (5)
A. Type of Unit:					
TOTAL					

ADHS USE ONLY	THIS SECTION FOR ADHS ACCOUNTING USE ONLY	7. CONTRACTOR CERTIFICATION
ADHS PROGRAM COORDINATOR CERTIFICATION	Total Expenditures or total Fixed Price: _____	I certify that this report has been examined by me, and to the best of my knowledge and belief, the reported expenditures and fixed price information is valid, based upon our official accounting records (book of account) and consistent with the terms of the contract. It is also understood that the contract payments are calculated by the Department of Health Services based upon information furnished by the contractor.
<input type="checkbox"/> Performance satisfactory for payment	Adj (if required): _____	
<input type="checkbox"/> Performance unsatisfactory, withhold payment	Less: Year to date payments _____	
<input type="checkbox"/> No payment due	Adj (if required): _____	
PROGRAM COORDINATOR SIGNATURE/DATE	Net payment due: _____	AUTHORIZED CONTRACTOR'S SIGNATURE/TITLE/DATE
	Index: 99999 Amount: \$ -	
	PCA: 88888	
	COBJ: 7777	
	AY: 12	

ADHS/BFS/F-110 (Rev. 3/2002) Preparer's Name and Phone #: _____



Allocation Sheet

SNAP-Ed Staff Time Allocation Form

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

Report Period: From 10/1/11 To 10/31/11
 Contract #: ????????
 PO #: ????????

Hide Info

Show All

POSITION TITLE	SNAP-Ed TIME			INDIVIDUAL STAFF INFORMATION						SALARY/ERE		
	# HRS - MGT	# HRS - DIRECT	TOTAL HRS	Hourly Salary	Total AzNN Salary	% Fringe Benefits	Annual Fixed Fringe Benefits	Fixed Fringe Benefits	Total Fringe Benefits	Personnel Costs/Salary	Fringe Benefits	TOTAL
TOTAL	0.00	0.00	0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Community Nutritionist			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
Administrator			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
Community Dietitians			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
Nutrition Educator			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
TOTAL	0.00	0.00	0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SNAP-Ed Time Section

Individual Staff Information Section

Salary/ERE Section



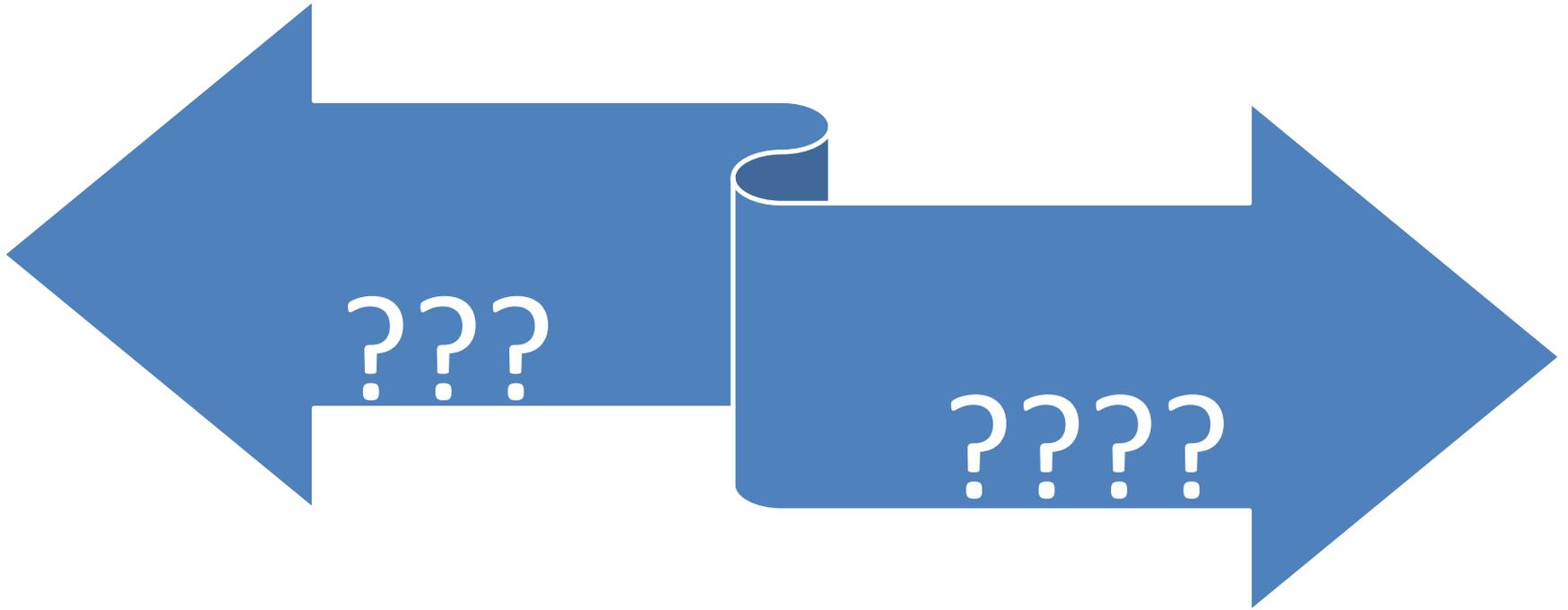
Contracts

- Contract Year October 1st - September 30th
- Amendments-
 - Informal- Move funds w/in 10% of total budget
 - Formal- Move funds over 10% or transfer to unfunded line item
 - Must be complete for submission to USDA by May 1st

Program Reporting and Requirements

- Monthly Reports are due by 30th of each month
- **Other reporting now found under Chapter 5 Program**

EARS Reporting



Education and Administrative Reporting System (EARS)

- It provides descriptive information and data, not outcome data
- It collects uniform data that provides trends over time

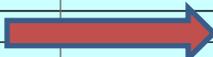
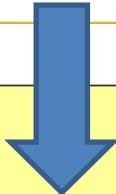
AzNN Monthly Report



Health and Wellness for all Arizonans

FY16 Monthly Report Template

1	Template : FY 2016									
2	October 2015		*Optional field							
3										
4	Date	Delivery Site	*Class Identifier	Curriculum	First Activity with this group?	Any new participants?	Session number	Total Number of sessions in series	Length of Session in Minutes	% Interactive media
5										
6	0	0	0	0	0	0	0	0	0	
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										



- Y-Nutrition Voyage
- Z-Serving up MyPl
- AA-Shaping Up My
- BB-Super Tracker
- CC-The Great Garc
- DD-We Can! Energ
- EE-Resource Only

Reporting adults on the monthly report (**In the school settings**)

When you document adults in the school settings:

- Can not estimate the numbers (when you provide direct service)
- Make sure you obtain adults' data from the demographic cards and sign in sheet & etc.
- Put every effort to obtain information on adults SNAP participation / recipients
- Can not use NSLP data at schools on adults

Monthly Report

April 2014

Date	Delivery Site	Class Identifier	Service Setting	Type of Setting	Participants (1st Time)	Participant SNAP Status				Participant Age and Gender								
						SNAP Participants		Other Participants	SNAP-Ed Participants Total	0 - 4 Yrs		5 - 17 Yrs		18 - 59 Yrs		60+ Yrs		Age/Gender Total
						School Sites	Additional Sites			M	F	M	F	M	F	M	F	
72	0	0	0	0	1305	751	142	412	1305	6	4	490	470	119	147	23	46	1305
4/11/14	Sunset Ridge Elementary Scho		K-8	Q-Public School	50	37	13	3	50			24	26					50
4/11/14	Sunset Ridge Elementary Scho		K-8	Q-Public School	50	37	13	13	50			24	26					50
4/11/14	Sunset Ridge Elementary Scho		K-8	Q-Public School	50	37	13	13	50			24	26					50
4/11/14	Sunset Ridge Elementary Scho		K-8	Q-Public School	50	37	13	13	50			24	26					50
4/21/14	Sunnyslope Elementary School		K-8	Q-Public School	29	26		3	29			15	14					29
4/21/14	Sunnyslope Elementary School		K-8	Q-Public School	24	22		2	24			12	12					24
4/21/14	Sunnyslope Elementary School		K-8	Q-Public School	26	24		2	26			13	13					26
4/21/14	Sunnyslope Elementary School		K-8	Q-Public School	23	21		2	23			12	11					23
4/22/14	Sunnyslope Elementary School		K-8	Q-Public School	1	1		0	1			1	0					1
4/22/14	Sunnyslope Elementary School		K-8	Q-Public School	5	5		0	5			3	2					5
4/22/14	Sunnyslope Elementary School		K-8	Q-Public School	1	1		0	1			1	0					1
4/22/14	Sunnyslope Elementary School		K-8	Q-Public School	1	1		0	1			1	0					1

Monthly Report Scenarios

Allowable and Unallowable Costs

- All costs claimed by Contractors must meet the “allowable” guidelines and be approved by ADHS and USDA
- Per:
 - OMB (Office of Management and Budget)
 - CFR (Code of Federal Regulations)
 - SNAP Regulations
 - and FNS (Food and Nutrition Service) policy statements

Financial Reviews And Audits

- Conducted at least half (50%) of the current contractors during the fiscal year .
- Each contractor agency is required to maintain accurate and verifiable records in order to support all expenses claimed .
- All the books and records are subject to audit any time during the term of an AzNN contract and 5 years after the termination of that contract .

Equipment Inventory

- All the supplies /non capital equipment with a value greater than \$200.00
- In order to maintain inventory records all the equipment must have an AzNN Asset tag (s).
- All capital & non capital equipment must have state tags.

Comments or Questions?

