

Table of Contents

ARIZONA NUTRITION NETWORK FACT SHEET	1
ARIZONA NUTRITION NETWORK STATE STAFF	2
2006 LIA PROGRAM ASSIGNMENTS	4
GENERAL	
Partnership/Membership	5
Network Meetings and Trainings	7
Collaboration of Efforts	8
Program Development	9
Social Marketing Campaign Waves.....	11
Use of Network Logos and Name.....	12
Developing Print Materials	13
NUTRITION EDUCATION	
Message Development	15
Attachment: My Pyramid.....	16
Sources for Nutrition Information	18
Nutrition Education Tools – Written Materials	19
Nutrition Education Tools – Incentive Items.....	20
Nutrition Education Tools – Costumes and Games.....	21
Nutrition Education Tools – Community Tool Kits	22
Food Provided at Meetings	23
Nutrient Standards – Recipes.....	24
Recipe Formats	26
Food Demonstrations	28
Standards for Nutrition Education Activities.....	29
Attachment: Sample Lesson Plan	31
Disparaging Messages	32
LOCAL INCENTIVE AWARD PROGRAM	
Local Incentive Award Program.....	33
Responsibilities of Local Incentive Award Partners.....	35
Allowable/Unallowable Costs	37
Contract Timeline	43
Amendments to Contracts.....	45

LOCAL INCENTIVE AWARD PROGRAM (Continued)

Financial – General	46
Financial Reporting.....	48
Attachment: Sample Certification Form for Indirect Cost	52
Attachment: Local Incentive Award Combined Invoice Form Sample.....	53
Attachment: FSNE Staff Time Allocation Form	54
Program Reporting and Evaluation.....	55
Attachment: Quarterly Narrative Report Form.....	58
AzNN Evaluation Survey	65
Time Documentation	66
Attachment: Six-Month Certification Form Sample.....	68
Attachment: Labor Activity Report Sample	69
Attachment: Teacher Time Documentation Form Sample	70
Attachment: Program Staff Time Documentation Form Sample	71
Equipment Inventory	72
Financial Reviews/Audit.....	73
Attachment: LIA Internal Control Questions	74
Attachment: LIA Audit Program Form	77
Program Site Visits	82
Attachment: Site Visit form	83
Staffing.....	89
Fingerprinting	91
LOCAL INCENTIVE AWARD PARTNERS (By County).....	93
COMMUNITY NUTRITION PROGRAM PARTNERS (By County)	100

ARIZONA NUTRITION NETWORK FACT SHEET

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 Office of Chronic Disease Prevention and Nutrition Services. 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:

Beginning in 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 applicants and eligibles.

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, Native American tribes, 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

The following is a list of state office staff, and their roles in the Network:

Sharon Sass, RD, Community Nutrition Team Leader **602-542-2826**
Email address: sasss@azdhs.gov

Sharon has direct administrative responsibility for the Network program, including supervising staff, planning, and implementing and evaluating Network activities.

Daryl Hansen, Administrative Assistant **602-542-7511**
Email address: hansend@azdhs.gov

Daryl provides administrative support for all Network activities, including the tracking and mailing of nutrition education materials ordered from the website and maintaining the database for partner mailing list.

Teresita Oaks, Partnership Development Specialist **602-542-2824**
Email address: oakst@azdhs.gov

Linda Yee, MPH, Partnership Development Specialist **602-542-2842**
Email address: yeel@azdhs.gov

Teresita and Linda conduct partnership development activities for the Network, including recruiting new partners and providing technical assistance to current Local Incentive Award partners.

Sue Zevan, RD, Education Specialist **602-364-3323**
Email address: zevans@azdhs.gov

Sue provides nutrition expertise to the Network and partners in the form of technical assistance, training, and curriculum development.

Marie Tymrak, MPH, RD, Education Specialist **602-542-2827**
Email address: tymrakm@azdhs.gov

Marie provides coordination of all promotions related to 5 a Day.

Stephen Larson, CIA, Program Compliance Supervisor **602-364-1485**
Email address: larsons@azdhs.gov

Steve conducts on-site financial reviews of LIA projects, and provides technical assistance to LIA matching partners on financial issues.

David Pliskin, CPA, Program Compliance Auditor
Email address: pliskid@azdhs.gov

602-542-1279

David conducts on-site financial reviews of LIA projects, and provides technical assistance to LIA matching partners on financial issues.

Thelma Carrillo, MPH, Epidemiologist
Email address: carrilt@azdhs.gov

602-542-1104

Thelma assists the network in evaluating the effectiveness of the AZNN in changing healthy-eating knowledge, attitudes and behaviors.

Alex Garcia, Data Manager
Email address: garciaa@azdhs.gov

602-542-0518

Alex interviews clients in DES and WIC Offices regarding people's eating and health habits to evaluate the effectiveness of the social marketing campaigns of the Arizona Nutrition Network.

Angie Lorenzo, Social Marketing Director

602-542-2629

The Social Marketing Director is responsible for all of the social marketing components of Network activities, including formative research, creative development, mass media execution, materials production, and evaluation.

2006 LIA PROGRAM ASSIGNMENTS

Teresita Oaks:

Center for Academic Success
City of Phoenix, Parks and Recreation
Community Food Bank
Ha:San School
Navajo United Way
Pascua Yaqui Indian Tribe
Pinal County Health Department
Teen Outreach Pregnancy Services
Tucson International Academy
United Way of Tucson and Southern Arizona
Washington Elementary
White Mountain Apache Tribe
Yuma County Health Department

Linda Yee:

Arizona State University
Bullhead City Elementary School District
City of Casa Grande, Parks and Recreation
City of Tempe, Kid Zone
Civitan Foundation, Inc.
Coconino County Health Department
Iina Coalition, Inc.
Lake Havasu Unified School District
Maricopa County Health Department
Mercy Services Corp/Mercy Housing
Mohave County Department of Public Health
Mountain Park Health Center
Natural Resource Education Center
Navajo Area Agency on Aging
Navajo County Public Health Services District
St. Michael's Association for Special Education
University of Arizona Cooperative Extension
Yavapai County Community Health Services

PARTNERSHIP/MEMBERSHIP

Policy

Membership (referred to hereafter as “partners”) in the Arizona Nutrition Network is open to any interested person or organization in Arizona. There are no membership costs involved in becoming a partner and most Network meetings are open to them. Partnership classification is based on his/her level of involvement: “Contributing”, “Supporting” or “Community” partner.

Partnership Classifications

Contributing partners are:

- lead agencies that participate in the Local Incentive Award (LIA) Food Stamp Nutrition Education (FSNE) and/or Community Nutrition Programs and receive funding.
- expected to attend Network meetings and participate in committees whenever possible.
- able to order and utilize all Network materials and promotional items, as well as utilize our loan out program for costumes and games.

Supporting partners are:

- supporting or partnering with Contributing partners in the local areas by providing resources such as space, staff, and materials that are counted as Local Share for the Local Incentive Award Program.

OR

- supporting or partnering with the Network by serving on committees and/or providing valuable information about and access to food stamp eligible populations, but are unable to contribute Local Share funds. Examples include:
 - people working with federally funded agencies (i.e. Head Start, WIC).
 - other State agencies (Dept. of Economic Security, Dept. of Education, Dept. of Agriculture, etc.).
 - voluntary and non-profit organizations (American Heart Association, grocery stores, some Food Banks, etc.).
- able to order most written materials directly through the Network
- sometimes able to obtain access to incentive items and loan-out programs by working with their local Matching partner contact.

Community partners are:

- individuals such as teachers, self-employed professionals, consultants, etc. who are interested in promoting common nutrition messages with the Arizona Nutrition Network.
- able to order certain Network materials for use with food-stamp eligible populations.

Procedures

1. To become a Partner, a person may:
 - a. attend a Network sponsored meeting and place name on sign in sheet, checking the box that says they are new to the Network.
 - b. call the Network state office to request materials and/or information, or to verbally ask to be placed on the mailing list.
2. A person is considered a Partner once they have been placed on the AzNN mailing list.
3. The Network state office will conduct a survey annually to request updated contact information. Updates to contact information can also be made at any time by contacting the Network state office.
4. A person can request to be taken off of the mailing list at any time by contacting the Network state office, or by checking the box “Please take me off of the mailing list” on the annual survey.
5. All partners are eligible to attend Network sponsored meetings and to order certain materials through the Network.
6. Supporting and Contributing partners are eligible to participate in committees to help plan and conduct Network activities. Contributing Partners are eligible to order a broader variety of materials through the Network and to utilize loan-out costumes and games.

NETWORK MEETINGS AND TRAININGS

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 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 6 weeks in advance and agendas will be sent at least 4 weeks prior to the training.
 - b. This training is open only to Local Incentive Award 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 Local Incentive Award 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 3 times during the fiscal year.
 - a. Agendas will be mailed at least 4 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, Social Marketing conference, etc.
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.

COLLABORATION OF EFFORTS

Policy

The effectiveness of nutrition education in changing behaviors can be greatly enhanced through cross-program collaboration and coordination with others interested in promoting consistent and repeated messages in the 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 FNS programs, uniform messages of good nutrition can reinforce and amplify each other's efforts.

FSNE funds are limited to only promoting and supporting common messages for FSP eligible populations. Specifically, FSNE funds may not pay for staff to participate in the development or implementation of school wellness policies nor any initiatives in improving nutrition systems, environments or policies. General briefings and trainings are to be provided only to professionals whose majority clientele are FSP eligibles.

Procedures

1. Network state staff will strive to build and maintain partnerships with public and private partners throughout the state, including other Federal Nutrition assistance programs such as WIC, Head Start, and the Child Nutrition Programs.
2. Partnership building will be a key activity of three full-time 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. A Partner List by County and Tribal Nations will be distributed to partners annually to aid networking in local communities.

PROGRAM DEVELOPMENT

Policy

The goal of Food Stamp Nutrition Education (FSNE) is to improve the likelihood that persons eligible for 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*.

Programs developed to provide nutrition education through the Arizona Nutrition Network state office or Local Incentive Award programs must focus on at least one of the four core elements which reflect the primary emphasis areas of the United States Department of Agriculture Food Stamp Education Plan Guidance:

- Dietary Quality
- Shopping Behavior/Food Resource Management
- Food Security
- Food Safety

Additionally, programs are encouraged to be developed around Healthy Arizona 2010 objectives, which address critical areas that represent the most significant nutrition-related concerns in Arizona. These objectives include: Healthy weight, fruit and vegetable intake, calcium, folate, breastfeeding, iron deficiency anemia, food security, and food safety (see <http://www.hs.state.az.us/phs/healthyaz2010/>).

Procedures

The core elements outlined above are to:

1. Assist food stamp eligible to adopt healthy eating and active lifestyles that are consistent with the *Dietary Guidelines for Americans* and *MyPyramid.gov* (Diet Quality). Physical activity falls within this element with certain restrictions (see allowable and unallowable expenses for more information).
2. Enhance practices related to thrifty shopping for and preparation of nutritious foods by food stamp eligible households (Shopping Behavior/ Food Resource Management).
3. Insure that food stamp eligible households have enough to eat without resorting to emergency food assistance and making sure that people eligible for the Food Stamp Program, but not participating, are made aware of it's benefits and how to apply for them as part of any nutrition education activity (Food Security).
4. Improve food stamp eligible households' safe handling, preparation and storage of food (Food Safety).

5. Of these four core elements, dietary quality should be considered the most prominent. A strong focus and priority should be placed on addressing the core element of “Dietary Quality” in a comprehensive manner.
6. 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).

SOCIAL MARKETING CAMPAIGN WAVES

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, promote active lifestyles, and ultimately reduce chronic disease risk. Standard components to the campaign themes keep the campaigns consistent and recognizable to the public, as well as “turn-key” for staff that develops the educational pieces tailored for each campaign.

Process

Campaign themes are selected and approved by the Program Implementation committee. Formative research and pre-testing are conducted the fiscal year before a new campaign wave is developed. Results from the formative research supply information for two years of campaigns.

Each campaign typically consists of a media tool (usually a television commercial) in English and Spanish, “Fun Food News” newsletter, posters, a community tool kit, event-in-a-box and incentive item(s). The campaigns for FY2006 are: 5 a Day (Sept-Dec); Family Meals (Jan-April); and 1% or Less Fat Milk (May-Aug).

USE OF NETWORK LOGOS AND NAME

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. Partners are allowed to use Network logos and the Arizona Nutrition Network name when developing materials, but they must use standards set by the Network. Additionally, matching partners that develop materials with money from the Local Incentive Award Program must add the Network logo to materials.

Procedures

1. For information on Network graphic standards and illustrations of various logos, go to the Network website: www.eatwellbewell.org.
2. Review the Developing Print Materials policy when creating print materials.

DEVELOPING PRINT MATERIALS

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 strongly encourages the use of existing materials. 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).

Procedures

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

“In accordance with Federal law and U.S. Department of Agriculture 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 of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250 or call (202) 720-5964 (voice and TDD). 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** newly developed or reprinted materials. The following statements are recommended:

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 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 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 5 a Day logos.

MESSAGE DEVELOPMENT

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*:

- Make smart choices from every food group.
- Find your balance between food and physical activity.
- Get the most nutrition out of your calories.
- A healthy eating plan is one that:
 - Emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products.
 - Includes lean meats, poultry, fish, beans, eggs and nuts.
 - Is low unsaturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

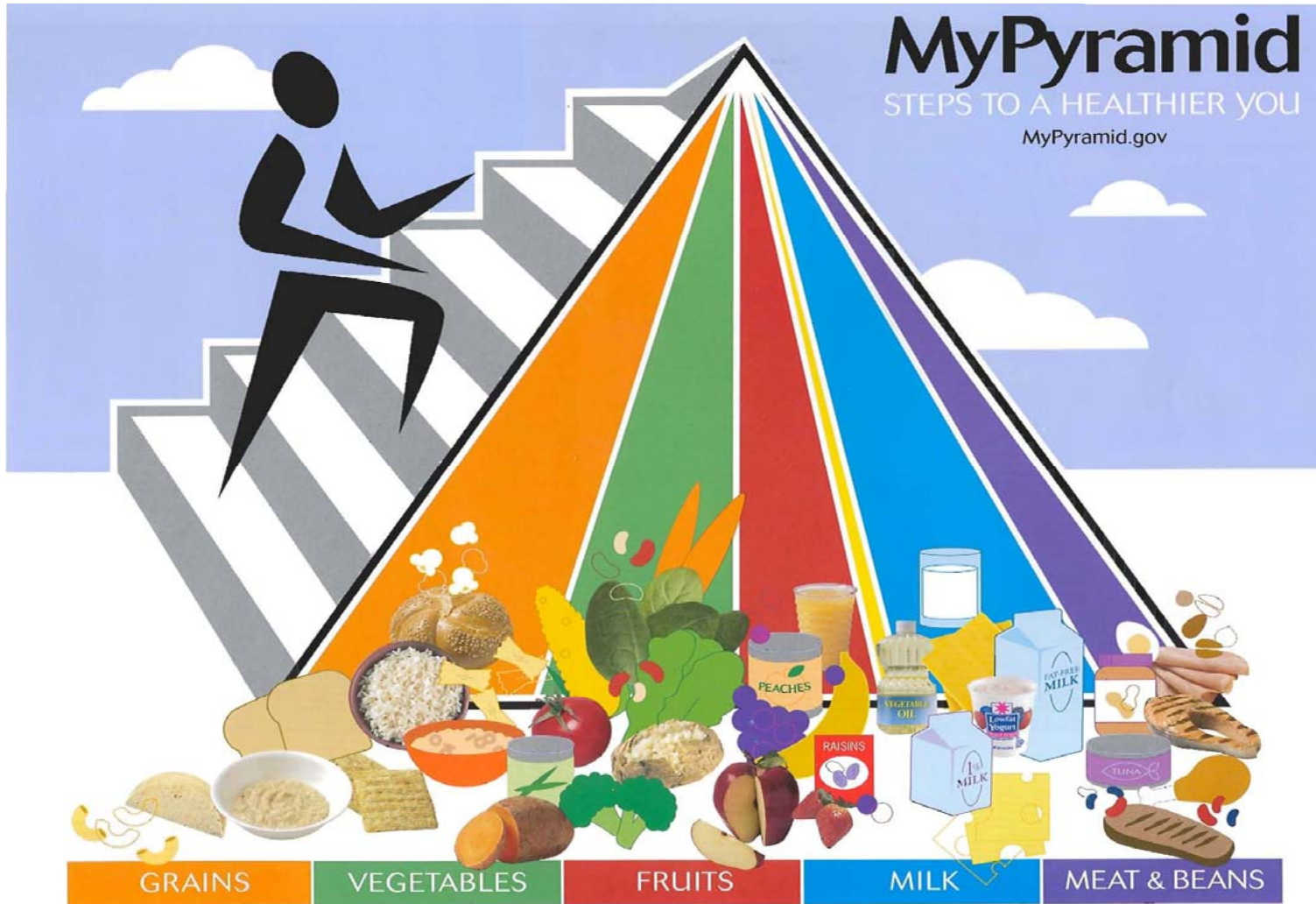
Messages must also be consistent with the *MyPyramid.gov* (see attached).

Procedures

1. 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.gov 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).
2. Messages that are not consistent with the Guidelines or MyPyramid.gov should not be used. (For example, a lesson plan designed to promote a fad diet that is high in fat would directly conflict with the Guidelines).
3. It is expected that nutrition education messages will be tailored to address the most urgent nutrition education needs of food stamp eligible.

To learn more about the Dietary Guidelines, it is recommended that programs access the USDA Center for Nutrition Policy and Promotion website, which offers web-based training on “2005 Dietary Guidelines for Americans” at www.cnpp.usda.gov. To learn more about the *MyPyramid.gov*, see the website www.MyPyramid.gov.

Also refer to *Program Development* policy for guidelines on developing nutrition education programs.



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
<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.

Eat 6 oz. every day	Eat 2 1/2 cups every day	Eat 2 cups every day	Get 3 cups every day; <small>for kids aged 2 to 8, it's 2</small>	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.




SOURCES FOR NUTRITION INFORMATION

Policy

All Arizona Nutrition Network messages and lessons will be developed using credible, scientifically based information about food, nutrition and fitness. 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 material from:
 - The American Dietetic Association
 - United States Department of Agriculture (USDA)
 - United States Food and Drug Administration (FDA)
 - National Institutes of Health
 - Centers for Disease Control (CDC)
 - b. On the Internet:
 - www.eatwellbewell.org - Arizona Nutrition Network
 - www.nal.usda.gov/fnic/foodstamp - Food Stamp Nutrition Connection*
 - www.eatright.org - American Dietetic Association
 - www.nal.usda.gov/fnic - Food and Nutrition Information Center
 - www.fns.usda.gov/fns - Food and Nutrition Services
 - www.fns.usda.gov/eatsmartplayhard/ - Eat Smart, Play Hard
 - www.nal.usda.gov/wicworks/ - WIC Works Resource System
 - www.fns.usda.gov/TN/ - Team Nutrition
 - www.cnpp.usda.gov - USDA Center for Nutrition Policy and Promotion
 - www.fightbac.org - Partnership for Food Safety Education
 - www.buildingbetterbones.org - Building Better Bones
 - www.cdc.gov/nccdphp/dnpa/5aDay/index.htm - CDC 5aDay
 - www.nutrition.gov - USDA
 - www.mypyramid.gov - MyPyramid and MyPyramid for Kids
 - www.healthletter.tufts.edu - Tufts University
 - www.foodsafety.gov - Gateway to Government Food Safety Information
 - www.5aday.com - Produce for Better Health Foundation
 - www.dole5aday.com - Dole 5aDay
 - www.gobreastmilk.org - Arizona Department of Health Services
 - www.kidnetic.com - Kidnetic

*The Network encourages partners to submit materials developed to the Food Stamp Nutrition Connection website listed above.

NUTRITION EDUCATION TOOLS – WRITTEN MATERIALS

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. There is no minimum amount, but very large orders may require justification from the partner (for example, 500 copies of “Fun Food News” to be given out to classrooms in four low-income schools).
2. Orders will be filled as they come in, and should be received by partners within four to six 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 two months, please call the network administrative assistant.
4. The Network inventory changes frequently. Partners can find a list of current inventory items on the website, www.eatwellbewell.org.

NUTRITION EDUCATION TOOLS – INCENTIVE ITEMS

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. Supporting Partners may order some incentive items upon prior approval.

Procedures

1. The Network state office will maintain an inventory of incentive items such as: pens, temporary tattoos, dyna-bands, stress balls, and magnets. Additionally, each campaign wave will have a unique incentive item to support the current campaign. To assist in inventory control at the state level, Contributing Partners are encouraged to give an estimate of incentive items they will need at the beginning of the fiscal year.
2. Contributing Partners may order incentive items through the Network website, www.eatwellbewell.org. Supporting Partners may order selected items through the website or work with their local Matching Partner contact to obtain items they need.
3. When the website is open, click on Partners, and then click on Marketing and Education Orders. A page will open with different selections. Click on Materials Request Form – Matching Partners Only, type in your password, and a page open requesting your information. Some items are packaged 100 to a package and others are “only single items available.” For example, if the order is for 500 items and the item unit is 100 to a package, then you will type in “5” on the white box. If the item unit is single items only, then you will put in “500.”
4. Orders will be filled as they come in, and should be received by partners within four to six weeks of the request. There is no minimum amount, but very large orders may require justification from the partner.
5. Occasionally, the Network may not be able to fill orders due to procurement issues, high demand of products, 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 administrative assistant.
6. A current list of inventory items is available on the Network website, www.eatwellbewell.org.

NUTRITION EDUCATION TOOLS – COSTUMES AND GAMES

Policy

Costumes and games that are available through the Arizona Nutrition Network state office are to be used in activities targeting food stamp participants and applicants in the state. They are available for loan to all Contributing Partners and to Supporting Partners upon prior approval.

Procedures

1. Matching and Supporting Partners may request use of the costumes and games through the Network website www.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. When the website is open, click on Partners, and then click on Marketing and Education Orders. A page will open with different selections. Click on AzNN Mascot Reservation Form or the Bobby B Kids Fun Zone Exhibit. A new page opens requiring detailed information about the agency requesting and the time, dates, and delivery location for the mascots or exhibits.
3. 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.
4. Costumes and games will be delivered and picked up from the Partner's desired location. Guidelines for using the costumes will be provided with the costumes. Partners are responsible for returning costumes and games in a timely fashion.
5. 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

Policy

As contractors for the Arizona Nutrition Network, LIA 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 is a replicable public event designed to be an easy, step-by-step process that partners can facilitate themselves to attract media and participants. Kits also contain tips for working with the media, talking points reflecting the current campaign, and current ordering instructions.

Procedures

1. Community Tool Kits, with all its components, will be available through the Network website: www.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.

FOOD PROVIDED AT MEETINGS

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 at meetings is not an allowable cost under the LIA program, it 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. **All 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

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*. For ideas on foods to serve at meetings follow the guidelines* below.

General Guidelines:	Food Suggestions for Breaks:	Food Suggestion for Lunch/Dinner:
<p>Serve fruits and vegetables when possible. Offer small portions. Serve low-calorie and low-fat foods. Offer fat-free or 1% milk, 100% juice, water or unsweetened iced tea instead of soft drinks. Include a vegetarian option and allow space on registration form for participant to indicate food allergies, dietary restrictions or vegetarian. Taste test the food at the facility ahead of the meeting if possible. Provide reduced-fat or low-fat milk for coffee rather than cream or half & half. Provide pitchers or bottles of water. Avoid fried foods.</p>	<p>Bagels with low-fat cream cheese or jams cut in halves or quarters. Low-fat yogurt. Fresh fruits/vegetables (with low-fat dip) Pretzels, hot pretzels (cut up) w/mustard. Lightly seasoned popcorn. Graham crackers, fig Newton’s. Dried fruit or trail mix.</p>	<p>Include whole grain breads and rolls. Offer low-fat salad dressing on the side. Offer sandwiches cut in half, so people can take a smaller portion. Serve broth-based soups or cream soups made with evaporated skim milk. Limit meat to a 4 oz. portion with plenty of low-fat, low calorie side dishes. Offer at least two vegetables without butter or cream sauces with each meal. Provide raw vegetables or pretzels instead of potato chips or french fries. Include fresh fruit as dessert.</p>

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

NUTRIENT STANDARDS – RECIPES

Policy

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

NUTRIENTS:

Total Fat:	≤ 3 g fat/100 gram serving or ≤ 30% Kcals
Saturated Fat:	≤1 g sat fat/100 gram serving or ≤10% Kcals
Sodium:	≤ 480 mg/serving
Cholesterol:	≤ 100 mg/serving

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 5 a Day criteria and provide ≥ one serving of fruit and/or vegetable per serving. One serving of fruit or vegetable is: 1 medium piece of fruit; ½ cup of fruit, cooked or raw vegetable; ¾ cup (6 oz) unsweetened fruit or vegetable juice; 1 cup leafy greens; ¼ cup dried fruit; or ½ cup cooked dried beans or peas.

Procedures

Nutrient criteria established by the Food and Drug Administration and the National Cancer Institute's 5 a Day for Better Health Recipe Criteria 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.gov*.

The Network office provides many recipes that meet the policy outlined above. It is recommended that these recipes be used by partners whenever possible. Forty-eight 5 a day recipes that meet the above standards are included in The Food Demonstration Guide, available through the Network state office.

Recipes that are not provided through the Network need to be analyzed using Nutritionist Pro software or equivalent. Staff at the Network state office are available to analyze a limited number of recipes for partners – the timeline for analysis may vary based on current workload of the staff.

5 a day recipes need to also be analyzed by the Mini Minnesota Nutrition Data System (as required by the National Cancer Institute); this analysis will be provided by the Arizona Department of Health Services and performed by the University of Arizona, Nutrition Core Unit.

Required nutrients in Nutritional Analysis are: Calories (Cal); Total fat (g); Saturated fat (g); Cholesterol (mg); Dietary fiber (g); Sodium (mg); and % Kcals from fat.

Optional nutrients in Nutritional Analysis are: Carbohydrate (g); Protein (g); Vitamin A (RE); Vitamin C (mg); Folate (mcg); Potassium (mg); Calcium (mg); and Iron (mg).

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; percent calories from fat, 26%.

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.

The Food and Drug Administrations regulations on food labeling will be used to provide nutrition information. The Produce Marketing Association: Labeling Facts (1999) will be the primary reference.

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”.

RECIPE FORMATS

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 consistent standards to be upheld and provide a consistent look to Network materials.

Procedures

1. The first letter of each word of the title should be capitalized (Example: Turkey Wraps).
2. Weights and measures used in recipe ingredient list should be spelled out. These include: pound, ounce, teaspoon, tablespoon, and cup. The use of more complex terms such as pint and quart should be avoided if possible, as well as complex fractions such as $\frac{5}{6}$ or $\frac{7}{8}$. Abbreviations should only be used for pound (lb.) and ounce (oz.) if space is limited. Teaspoon, tablespoon, and cup should be spelled out.
3. The quantities of ingredients should be left justified. Clearly describe the quantities. Example: 1 cup black beans, $1\frac{1}{2}$ cups cooked rice, 1 can whole kernel corn, drained (about 10 ounce can or 1 cup)
4. Avoid brand names. Avoid: 1 can Progresso black beans (about 12 ounce can). Better: 1 can black beans (about 12 ounce can).
5. Avoid state of origin descriptions. Avoid: 3 Washington state apples. Better: 3 medium sized red apples
6. Use lower case letters in describing ingredients. 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
7. When an ingredient must be prepared before measured, describe how to prepare it first, followed by the ingredient name. Example: $1\frac{1}{2}$ cups chopped nuts.
8. Use common preparation terms such as sliced, finely sliced, chopped, finely chopped, cut into 2-inch strips. More complex terms such as julienne and minced should be avoided.
9. When an alternative ingredient is listed, separate the primary ingredient and the alternative with “or”. Example: 2 cups low fat (1%) or fat free milk
10. When using frozen fruits or vegetables, give as much information as possible. List the quantity of the ingredient (cup) and the weight of the bag. Give information about using the item frozen or thawed. Example: 1 package of frozen peas, thawed (about a 10 ounce bag or $1\frac{1}{2}$ cups)

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 under one year of age”.
12. When an ingredient is optional, follow the ingredient description with “optional”.
Example: 1 tablespoon margarine, optional.
13. PREPARATION: Preparation text must maintain 4th-5th grade readability level.
Determine the readability level by using the Fry Readability method.
14. Begin the instructions with the statement “wash hands with soap and running water” when space permits.
15. Write recipe instructions in brief logical steps. Ingredients in the preparation text should be in the same order as the ingredient list. Each step should be numbered.
16. 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 wet ingredients.
17. 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.
18. 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.
19. 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.
20. 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 155°F. Check temperature using a meat thermometer.
21. End each recipe preparation description with an appropriate action statement.
Example: Serve immediately.
22. All recipes must contain the portion size and the number of portions the recipe makes.
23. 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).

FOOD DEMONSTRATIONS

Policy

Food Demonstrations are a simple, economical way to illustrate appetizing and healthful recipes, and they can be an effective method in improving the nutritional status 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 utilize the document “Food Demonstration Guide” (available through the Network state office).
2. The demonstrator should have a current Food Handlers Card. County health departments regulate food handlers.
3. Demos 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 demo.
4. Allow the participants to taste-test the food after the demonstration. This is probably the most important part of the food demonstration.
5. Distribute the recipes after the food demonstration.

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

STANDARDS FOR NUTRITION EDUCATION ACTIVITIES

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. Activities must be thoughtfully planned with clear, written goals and objectives.

Procedures

Nutrition education activities may include classes, games, print materials, media announcements, speaking engagements, etc.

Prior to conducting a nutrition education activity, it is good practice to develop a written lesson plan that outlines the lesson agenda, goals, and objectives (see sample Lesson Plan, attached)

Writing Goals and Objectives:

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 schoolchildren.”
- “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:

- Recognize the *MyPyramid.gov* logo.
- Identify at least 10 fruits and vegetables.
- Make a snack with a fruit or vegetable.

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.

NUTRITION EDUCATION LESSON PLAN (Sample)

Lesson Title and Topic: **Feed Me, I'm Yours! (feeding young children)**

Target Audience: **Parents of Young Children**

Objectives: (What the audience will learn):

1. Participants will be able to name appropriate serving sizes for young children.
2. Participants will describe two appropriate snacks and one appropriate breakfast for young children.
3. Participants will discuss two ways to deal with picky eaters.

Objective #	Learning Activity	Handouts/AV	Evaluation
#1	Discuss the <i>MyPyramid for Kids</i> , with food model samples of serving sizes for young children.	<i>MyPyramid for Kids</i> handouts Overhead Projector Food Models	Pre/post test questions Discussion that includes serving sizes.
#2	Break into groups and distribute pictures of various foods; instruct groups to make "snacks" using at least two food groups, and to make a "breakfast" using at least three food groups. Small groups share their meals with the other small groups, and discuss as a class.	Food pictures Fun Food News on Family Meals AzNN recipes	Discussion and results of group tasks Pre/post test questions that allow participants to describe or identify snacks and breakfasts for young children.
#3	Discuss the concept of Division of Responsibility for Feeding Children; give examples of dealing with picky eaters; write examples given on a blackboard or overhead, then take examples from participants	Handout on Tips for Feeding Picky Eaters Blackboard or overhead	Group discussion Pre/post test questions that include possible ways to deal with picky eaters.

DISPARAGING MESSAGES

Policy

Arizona Nutrition Network 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. The Network state office and Local Incentive Award programs must carefully and thoughtfully construct fact based nutrition messages that are consistent with the *Dietary Guidelines for Americans* and are appropriately targeted to low-income audiences.
2. All media campaigns and materials must be reviewed by the Arizona Department of Health Services staff to ensure that they do not contain negative written, visual, or verbal messages against specific foods, beverages, or commodities.
3. Local Incentive Award Nutrition Coordinators must also review messages given during classes and through handouts to ensure that no negative messages against specific foods, beverages, or commodities are made.

(also see *Message Development* policy)

LOCAL INCENTIVE AWARD PROGRAM

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).

The target audiences are Food Stamp eligibles are defined as:

1. **Certified Eligibles** – Persons currently participating in or applying for the Food Stamp Program (FSP). This is the known FSP target audience.
2. **Likely Eligibles** – Persons that are not Certified Eligibles but have gross incomes at or below 130% of poverty guidelines. It does not include persons typically ineligible for the FSP such as incarcerated persons, boarders, or college/university students. This is a proxy measure of FSP eligibility for FSNE.
3. **Potentially Eligible by Site/Location** – Persons at venues serving generally low-income persons where at least 50% of persons have gross incomes at or below 185% of poverty guidelines/thresholds. This third category requires an approved exclusivity waiver from USDA since they will inadvertently reach persons that may be ineligible for the FSP .

Applications for the LIA Program are available annually to any organization or program in Arizona that has access to non-federal public or donated funds that are being used (or will be used) for nutrition education purposes of Food Stamp eligibles. Those funds must also not be designated as a match for any other grant or reimbursement program. Funding is not capped, nor is it competitive. However, the Network must pre-approve all applications before submitting to USDA for final approval.

Procedures

1. The LIA Program allocates contributing funds as Local Share contributions to the Network. In turn, agencies are eligible to receive additional funding up to 50% of their Local Share contribution. This added funding is referred to as “Federal Reimbursement”. (Note: Because this additional funding is a *reimbursement*, the local agencies must first spend the money to make a claim for Federal Reimbursement).
2. Applications are accepted once a year and conform to the federal fiscal year (October 1 – September 30). Specific application deadlines will be set each year. Application packet is available to download from the Network’s web site: www.eatwellbewell.org.

3. In the application process, programs will:
 - a. describe their intended audience and activities.
 - b. identify the source and amount of the Local Share funds that they intend to use.
 - 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
4. Network program and fiscal staff will review completed applications and may request additional clarifications and/or changes before pre-approval.
5. Once all clarifications and/or changes have been made to the satisfaction of the Network, each agency will receive a letter announcing pre-approval of their program.
6. All pre-approved applications are subject to change by USDA direction.
7. A formal state contract will then be processed through the Arizona Department of Health Services' Procurement Department for approval and appropriate signatures.
8. Once a contract has been issued, local 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).
9. Contracts are effective once USDA has issued final approval for the AzNN Annual Nutrition Education Plan.
10. As indicated, contracts will follow the federal fiscal year of October 1 – September 30.
11. Agencies must submit applications annually to continue participating in the Network (see *Contract Timeline* policy).

RESPONSIBILITIES OF LIA PARTNERS

Policy

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

Procedures

1. LIA partners must become familiar with the Network's Policies and Procedures Manual, as the manual outlines Network nutrition education program practices and standards.
2. Local agencies are encouraged to incorporate Network standards into their own nutrition education practices.
3. Community Tool Kits are sent to LIA partners with each social marketing campaign wave (see *Nutrition Education Tools – Community Tool Kits* policy). These kits have all of the tools the LIA partner will need to incorporate Network materials and messages into their activities.
4. LIA partner training sessions are held near the beginning of the contract year (normally at the end of October or early November). These sessions orientate 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 to provide orientation to new FSNE staff on LIA program responsibilities, regulations and requirements. LIA agencies may request in-service for staff from their assigned Specialist.
6. Network partner meetings are held 3-4 times throughout the year at different locations in the state. These meetings are open to all 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 5 a Day.
7. LIA partners 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 partner send, at a minimum, one person from their agency to all LIA partner trainings and general Network meetings.
9. It is *strongly recommended* that each LIA partner send a program representative and a financial representative to the annual training, and at least one program representative to the partners meetings.

10. LIA partners are encouraged to send any other staff members to the partners meetings who may be directly involved with the LIA program at their agency, 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 payment.

ALLOWABLE/UNALLOWABLE COSTS

Policy

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

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 FY06 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 should be reasonable, modest, relevant, and necessary.
4. Any supplies or equipment purchased using Local or Federal Share monies must be used for its exclusive use. If other programs share the use of such equipment, then 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 actively increase food security.
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, and 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 funds must not pay for staff to participate in the development or implementation of school wellness policies.
11. FSNE support or partial sponsorship of meetings, conferences, and summits must be pro-rated 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.
12. Only out of state travel approved by USDA in the FY06 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 to teach the nutrition classes and using prior funding for administrative expenses is not allowed. Attending a training in Hawaii 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 local agency's program. Should an audit determine that expenses incurred by a local agency are unallowable, reimbursement by the Network may be withheld or adjusted. Unallowable expenses incurred by local agencies will have to be reimbursed to the State.

LIA local 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 COSTS TABLE

ALLOWABLE	UNALLOWABLE
Literature/Materials/Audiovisuals	
<ul style="list-style-type: none"> • Fact sheets, brochures, newsletters, etc. that are produced for distribution to food stamp eligibles about nutrition-related topics such as food choices, food budgeting, and food preparation. Costs for nutrition education materials may be shared between programs provided the agency describes the method used for allocating costs between the programs. • The purchase of USDA nutrition education/promotion materials that address Food Stamp nutrition education topics.(e.g. Team Nutrition, Loving Support, Eat Smart, Play Hard, etc.) • The purchase, use, and development of nutrition education for which there is <u>no other existing comparable material.</u> 	<ul style="list-style-type: none"> • Any nutrition education literature paid for by another federal or private program or source for its use. • Any material that endorses or promotes brand name products or retail stores, or that provides additional financial assistance such as manufacturers or store (cents off) coupons. • 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. • Influencing a store’s pricing policy. • Negative written, visual, or expressions about specific foods, beverages, commodities, or food industry. • Distribution of nutrition education reinforcement items over \$4 each in value. • Celebratory items and items provided solely for staff morale boosters.
Media Campaigns	
<ul style="list-style-type: none"> • Local radio and television announcements of nutrition education events for food stamp applicants and participants. Media announcements promoting nutrition messages to food stamp audiences within the community. With an approved project waiver, the target audience may be expanded to other low-income people. 	<ul style="list-style-type: none"> • Media campaigns to promote or present nutrition messages that are not explicitly targeted to low-income or to the food stamp-eligible population within the community. • Nutrition education messages which convey negative messages or disparage specific foods, beverages, commodities, or food industry or which are not consistent with the Dietary Guidelines for Americans.
Equipment	
<ul style="list-style-type: none"> • Necessary equipment to achieve project goals. Includes supplies, computers, office equipment, and postage. • Equipment shared with a non-Food Stamp Program user that is cost-shared. • Kitchen appliances only with justification of reasonable and necessary need. 	<ul style="list-style-type: none"> • Equipment that exceeds prior approval thresholds (i.e., \$5,000) unless such prior approval is received from ADHS (e.g. CD-ROM purchases). • Medical equipment used for health assessments (e.g., blood pressure cuffs, skinfold calipers, cholesterol, glucometer, iron, scales, pedometers, etc.)

ALLOWABLE	UNALLOWABLE
Food Demonstration	
<ul style="list-style-type: none"> • Cost of food for recipe/taste testing purposes and cost of kitchen equipment necessary for food storage, preparation, and display of food prepared for demonstration purposes. • Food samples associated with a nutrition education lesson. 	<ul style="list-style-type: none"> • Ongoing snack or food service. • Meal-size portions or complete meal service. • Costs of food provided as groceries or supplemental food.
Nutrition Education	
<ul style="list-style-type: none"> • Classroom setting (e.g., 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 the class pertaining to nutrition education is an allowable cost. • The pro rata share of costs of classes that are provided in conjunction with another program (e.g., WIC), provided the agency describes the method for allocating costs between programs. • Breastfeeding education, promotion, and support that is coordinated with WIC and which supplements and compliments WIC services, rather than supplanting them. • Physical activity demonstration, promotion, referral that includes a nutrition message. • Activities where the primary objectives pertain to allowable nutrition education but brief FSP outreach messages are also shared with FSNE participants. 	<ul style="list-style-type: none"> • Classes designed to provide case management or “life skills” training (e.g., parenting, English as a Second Language, child development, crisis management, rental information). • Medical nutrition therapy, secondary prevention interventions, or nutrition education meant to manage specific diseases or conditions, such as obesity, diabetes, heart disease, or hypertension. • Weight Loss classes, individualized meal plans, obesity treatment programs, etc. • Nutrition education classes that are charged to another Federal program (e.g., WIC, EFNEP, Head Start, etc.). • Breastfeeding education, promotion, and support that duplicates or otherwise is provided for under other funding sources, such as WIC, EFNEP, or Head Start. • Health screenings such as glucose screening, blood pressure screening, or body mass index, etc. • Most able-bodied students ages 18 – 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. • Activities where the primary objective is to conduct outreach efforts for the FSP or other FNS programs. • 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.) • Reinforcement items over \$4.

ALLOWABLE	UNALLOWABLE
Outreach	
<ul style="list-style-type: none"> • All nutrition education efforts include a brief Food Stamp Program (FSP) outreach message. • Brief messages identifying other FNS Programs as sources of food assistance. 	<ul style="list-style-type: none"> • Active promotion and outreach for FSP, National School Lunch Program, School Breakfast Program, WIC, and other FNS programs.
Space Allocation	
<ul style="list-style-type: none"> • Space allocated between programs in which the plan for the space/cost allocation between programs is documented and the costs are tracked. Buildings owned by an agency must adhere to OMB Circular A-87 for documenting the cost of space. 	<ul style="list-style-type: none"> • 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, EFNEP programs). • Commercial rental rates used for government owned space
Environmental Systems/Food Security	
<ul style="list-style-type: none"> • Promote system changes if and only if such promotion is directly linked to, supportive of, and proportionate to direct nutrition education efforts for FSNE clients. • Promote ideas for improving access to healthier foods within the context of a nutrition education intervention. 	<ul style="list-style-type: none"> • Costs associated with implementing, supporting, and maintaining environmental, policy, or system changes within the community, such as staffing, infrastructure, equipment, space, land, supplies, or materials such as the School Health Index, Healthier US School Challenge or Changing the Scene. • Staff participation in the development or implementation of school wellness policies. • Costs associated with local community food security and needs assessments. • Costs associated with actively increasing food security.
Gardening	
<ul style="list-style-type: none"> • Educational supplies, curricula, and staff salaries designed to teach the beneficial nutritional aspects of gardening. 	<ul style="list-style-type: none"> • Costs for rental or purchase of garden equipment (e.g., fertilizer, tractor, etc.). • Purchase or rental of land for garden plots, seeds, plants, and other gardening supplies. • Costs associated with creating and maintaining school learning gardens.

ALLOWABLE	UNALLOWABLE
Physical Activity	
<ul style="list-style-type: none"> • Physical activity education and promotion as part of nutrition education sessions. Includes advice, encouragement, one-time brief exercise demonstration, and resource information. • Educational materials to teach physical activity concepts and to reinforce health benefits when these activities also promote nutrition education. • Physical activity with nutrition messages on bulletin boards or displays around the food stamp offices and approved sites. 	<ul style="list-style-type: none"> • Costs incurred for health club or gym memberships, dues, equipment, (e.g., bicycles, weights, jump ropes, etc.). • Physical activity supplies for class participants except for instructor demonstrations. • Ongoing physical activity and exercise classes, equipment, or facilities. • Stand alone physical activity, materials, or projects.
Staff and Training Costs	
<ul style="list-style-type: none"> • Training for staff related to providing nutrition education to food stamp applicants/recipients. • Travel expenses for staff to conduct nutrition education activities or attend appropriate training needed to achieve program goals. • General briefings to community health care providers who serve a majority of FSP eligibles. 	<ul style="list-style-type: none"> • University courses on technical or clinical subjects not relevant to delivery of nutrition education to FSP eligibles. • Training or development costs of food service workers or others not directly associated with the delivery of food stamp nutrition education. • Unapproved out-of-state conferences or training. • Entertainment costs for amusement or social activities. • Scholarships, student aid, and student or volunteer activity costs. • Volunteer time of a non-public agency (faith-based organizations, food banks, etc.) performing FSNE specific duties.
Costs Associated with Other Activities	
<ul style="list-style-type: none"> • Reimbursement for personal costs (e.g., child care, meals, lodging, transportation) for recipients of food stamp nutrition education to actively participate in focus groups, needs assessments, and advisory groups to inform and improve nutrition education effectiveness. 	<ul style="list-style-type: none"> • Lobbying or any political activity. • Costs incurred prior to grant awards. • Childcare or transportation services provided for FSNE recipients in conjunction with FSNE activities. • Unprorated costs associated with surveillance or surveys of the general population. • Personal costs for recipients to attend nutrition education activities (e.g. childcare, transportation services).

CONTRACT TIMELINE

Policy

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

- Intergovernmental Agreement
- Interagency Services Agreement
- 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)** and signed by the ADHS and the contractor's agency. Timelines for individual contracts are defined on the contract special terms and conditions or Award page. DHS will process amendments for the new fiscal year accordingly or as needed. Monies awarded for one fiscal year ends 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 local agency's contract start date will be the date that it is signed by ADHS and the contractor's agency.

Other examples where a contract start date may not begin on October 1st might be 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 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. The state office of the Network reviews the applications negotiates and pre-approves the LIA programs that meet the requirements of the Food Stamp Nutrition Education Plan of the USDA.
3. The state office of the 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 process the new contracts and the contract amendments and send two copies to each Contractor for the signature of the authorized person in their agency.
5. Contractors must sign and send both copies of the new contract or contract amendments back to the ADHS Procurement Office.
6. The ADHS Procurement Office then obtains the Department authorized signatures and returns one original to the Contractor. When the signed contract is received by ADHS, it is considered in effect (except in cases of Inter-Governmental Agreements which must be registered with the Secretary of State's Office before being considered effective).
7. At this time, services may be conducted and invoices submitted to the Network by the LIA local agency, if USDA gave the approval for the Nutrition Education Plan.
8. Financial reports must be submitted monthly and narrative reports quarterly to the Network office (see *Financial Reporting* and *Program Reporting* policies).

AMENDMENTS TO CONTRACTS

Policy

Local 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 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 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 .

It is not necessary for agencies to submit an amendment if their actual federal expenses are coming in lower than the originally approved expenses or if they identify and claim more Local Share than the approved amount. However, their Total Federal Share Budget cannot be more than one half of their actual Local Share expenditures.

Procedures

1. LIA Contractors 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 Contractor 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 Contractor when their amendment is fully approved, conditionally approved (e.g., requiring further clarification or adjustments), or declined. A letter from the Network will detail the reason for the conditional approval or decline.
4. When approved, ADHS will send out the contract amendment to the LIA Contractor 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.

FINANCIAL - GENERAL

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 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 contracting 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 Matching funds being disqualified and Federal Reimbursement being withheld (see *Allowable/Unallowable Costs* policy). If the failure to adhere to these guidelines were done in an audit (or after the fact), then the LIA agency may be requested to reimburse the State for the disqualified Federal share.

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

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

Procedures

1. LIA Contractors 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 there are no federal reimbursements for a particular month, the invoice still needs to be submitted showing the local share.
2. Both of these reports are to be submitted electronically by the 15th of the following month. In addition, a hard copy of the invoice is to be mailed with original signature of the Authorized Contract 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 shall require an amendment. (e.g., if Materials were \$0.00 in the approved budget, expenses cannot be claimed at a later date without a formal contract amendment).
4. Total Federal Reimbursement expenses must not exceed the approved budget total expenses for the Federal Share, 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 Budget requires a contract amendment.
7. The Contractor 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).

FINANCIAL REPORTING

Policy

Local Incentive Award (LIA) agencies are required to submit monthly financial reports to the Arizona Nutrition Network. The financial reports include the **Local Incentive Award (LIA) 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 by the 15th of each month following the reporting period electronically. A hard copy with original signature must also be mailed. Agencies should typically receive reimbursement within 4-6 weeks of submitting correct invoices.

The LIA Invoice Form is the official form used by LIA agencies to document Local Share **actual** expenditures and to request Federal Share reimbursements for a given month. If there are no expenditures or reimbursement requests for a given month, the LIA agencies will still need to submit the LIA Invoice Form for that month before subsequent invoices can be paid. If local share expenditures are estimated, then the LIA agencies **MUST** reconcile estimated versus actual expenditures every quarter and no later than every semester.

A corresponding monthly FSNE Staff Time Allocation Form must be submitted with the LIA Invoice Form which includes information on:

- The percent of time allocated for FSNE Management or Administration duties.
- FSNE Direct Delivery to Food Stamp participants and applicants.
- The total percentage of time spent on FSNE.
- The total dollar value of Staff Time for both Local and Federal Share which corresponds to the Personnel Costs/Salary and Fringe Benefits on the LIA Invoice Form.

A final cumulative end of year Contract Expense Report (financial report) is required of all LIA Matching Partner agencies to cover the entire fiscal year (October 1st – September 30th). The Contract Expense Report should be on the standard Local Incentive Award Invoice Form, and list, by line item, total expenses and requests for Federal Reimbursement for the contract term. The final Contract Expense Report shall be due within 60 calendar days from the end of the fiscal year (i.e., final due date is November 30). Contractors unable to meet this final due date must request approval for a submission date later than November 30.

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

Procedures

The following directions refer to the Local Incentive Award Invoice Form.

A computer disk with appropriately formatted and relevant budget information will be issued to each LIA program at the beginning of the contract term. The disk must be used to complete their monthly invoice to minimize mistakes and delayed payments.

Information on the top half of the page below the shaded row are for Local Share budget while information on the bottom half of the page are for Federal Reimbursement. The Federal Reimbursement Share is what the Contractor is claiming from the ADHS.

1. Complete the Date the Invoice is submitted. All other information is pre-filled.
2. **Column 1** lists the Budget Categories by line item for Local Share on the top half and the Federal Reimbursement at the bottom half of the page.

The definitions of each line item are as follows:

- a. **Personnel Costs/Salary:** The total annual amount to be spent for salaries/personnel.
- b. **Fringe Benefits:** These benefits include statutory benefits as well as any comprehensive benefits package of other benefits including medical, dental, vision coverage, long-term disability, accidental death insurance, and a tax sheltered annuity program.
- c. **Contracts/Grants/Agreements:** These are costs associated with subcontractors doing specialized nutrition activities, such as consultants, dietitians, educators, etc.
- d. **Non-capital Equipment Supplies:** This includes expenditures for general expenses such as office supplies, communications (telephone, fax, postage, and overnight mail), printing, photocopying, duplication, reproduction, and postage. **This must include all office equipment with a unit cost of less than \$5,000.** Computers less than \$5,000 are included in non-capital equipment.
- e. **Materials:** Resources used for nutrition education such as books, posters, handouts, etc.
- f. **Travel:** The estimated amount to be spent on travel and per diem, in accordance with your agency's policy or the state rates if there is no policy in place at your agency.

- g. **Building/Space:** The total cost of space utilized for your nutrition program. This is either the actual rental and/or use costs incurred, or should be the dollar amount as determined by following the guidelines outlined in OMB Circular A-87 on the 2% Limitation of Building Costs, if the agency owns the building.
 - h. **Maintenance:** This is the sum of all costs assumed for maintenance purposes involved with the local agencies' nutrition education activities.
 - i. **Equipment & Other Capital:** Equipment is defined as non-expendable property used to conduct State business, having a unit cost of \$5,000 or more and a life expectancy of one year or more.
 - j. **Indirect Costs:** Indirect costs are defined as those 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.
3. **Column 2** lists the Approved Local Share Budget Total dollar amounts on the top half and the Approved Federal Share Budget Total on the bottom half of the page. These dollar amounts must match the numbers in the contract, unless a formal amendment was filed and approved by the Network (see *Amendments to Contracts* policy). These numbers are also pre-filled.
 4. **Column 3** is to report the Actual Expenses for the month. This is the only part that the Contractor needs to type in the amount actually spent in each line item for both local and federal shares.
 - a. Actual expenses cannot be claimed in categories that have no approved dollars in the contract. For example, a program cannot claim expenses for Maintenance if the original contract has \$0.00 approved for Maintenance expenses.
 - b. Actual expenses for Local Share may exceed the original approved Local Share Budget amounts.
 - c. Federal Reimbursable expenses may not exceed the Approved Federal Reimbursement dollar amounts unless a formal contract amendment has been completed. (see *Amendments to Contracts* policy).
 5. **Column 4** is to report Cumulative Expenses to Date both Local And Federal shares. This figure is obtained by adding the "actual expenses" for the current month to the "Cumulative Expenses To Date" from the previous months for both Local and Federal shares. The disk given to each Contractor contains protected formulas so that the cumulative expenses become automatic as the actual expense is put in. The Local Contractor do not need to type in anything on this column.

Please note that the Cumulative Federal Reimbursable Expenses To Date must not be greater than 50% of the Local Share cumulative expenses, and must not exceed the approved Federal Reimbursement dollar amounts.

6. **Column 5** is Unexpended Balance, and is obtained by subtracting Cumulative Expenses for each line item from the Approved dollar amount for each line item.
7. The Authorized Contract Representative sign on the bottom left of the form and submit the Invoice on the 15th of the month following the reporting period to the Partnership Development Specialist assigned to the Contractor.

The following instructions refer to the FSNE Staffing Allocation Form.

1. Complete the header identifying the Contractor Name, Date Submitted, Reporting Period, and Contract Number.
2. In the table, under Position Title, list the titles of staff providing FSNE activities.
3. Under # HRS-MGT, list the number of hours that staff spent performing management or administrative duties.
4. Under # HRS-DIRECT, list the number of hours that staff spent performing direct delivery services to Food Stamp participants and applicants.
5. The next two columns are correspondingly the sum of the hours spent on FSNE. This is calculated automatically on the worksheet provided by the State Office. The formulas are protected to prevent accidental deletion. Please do not unprotect the sheet.
6. Under Salary/ERE, list the **total amount of Salary and Fringe benefits** of the staff performing FSNE activities, under Local and Federal Share categories.
7. The total amount is calculated automatically as the sum of Local and Federal Share. The formulas are protected to prevent accidental deletion. Please do not unprotect the sheet.
8. The bottom totals (also automatically calculated) should match the amounts in the corresponding monthly invoice for Personnel Costs/Salary and Fringe Benefits for both Local and Federal Shares.

SAMPLE CERTIFICATION FORM

Indirect Cost Plan Based on FY 2006 Budget

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, 2005 through September 30, 2006 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

LOCAL INCENTIVE AWARD INVOICE

Contractor: TEMPLATE
 Address: _____

Date: _____
 Reporting Period: 10/1/05-10/31/05
 Contract # _____
 PO # _____

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
B. FRINGE BENEFITS	\$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
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00

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
B. FRINGE BENEFITS	\$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
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00

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.
NOTE: Cumulative Federal reimbursement expenses must not be greater than 50% of the Local Share cumulative expenses.
 Signature of Authorized Contract Representative _____ Date _____

This Box is for Official ADHS Staff Only
 ADHS Reimbursable Allowed: \$0.00
 PCA: 44161 Object Code: 68
 Index # 98639 AY: 06
 Signature of Authorized ADHS Staff _____ Date _____

PROGRAM REPORTING AND EVALUATION

Policy

Local LIA agencies are required to submit a Quarterly Report using the standard form 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 they are reporting.

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

Procedures

1. Complete quarterly reports using the Local Incentive Awards Program (LIAP) Quarterly Report Form and submit to the Arizona Department of Health Services by the 15th of the month following the quarter. Quarters are as follows:

Oct. 1 through Dec. 31: 1st Quarter (report submitted by Jan. 15th)

Jan. 1 through March 31: 2nd Quarter (report submitted by April 15th)

Apr. 1 through June 30: 3rd Quarter (report submitted by July 15th)

July 1 through Sept. 30: 4th Quarter or End of Year (report submitted by Oct. 15th)

2. Instructions for completing the LIAP Quarterly Report Form are as follows.
 - a. Fill in the Contractor Name, Contract Number, Date the report is submitted and the quarter being reported.
 - b. **Quarterly Activities:** Describe the activities conducted during the quarter, the most significant accomplishment for the quarter, materials used, and list any equipment purchased during the quarter, including the brand name, model number and serial number for each equipment.
 - c. **Process Evaluations:** This section reports the number of direct and indirect contacts for Food Stamp eligibles. It also asks for the number of food demonstrations conducted during the quarter. This section is divided into two tables: Table I is used to list Direct Contacts by Location Code, Primary Core Element Code, Key Message Code, Age Groups and Sex. Table II is used to list Indirect Contacts by Location Code, Primary Code Element, Key Message Code, and Age Groups. Methods to track these numbers include attendance sheets, sign-in sheets, teacher time documentation, etc. Please use the excel sheets provided to complete both Tables I and II.

- d. **Outcome Evaluations:** This section reports the increase in knowledge and/or behavioral changes measured by the Program through different methodologies such as pre-and post-tests, change in cafeteria choices, sales of soft drinks, or in dietary assessments, environmental and policy changes, etc.

Outcome evaluations should focus on the key messages of the Network that concentrate on: (1) consuming 1% or non fat milk, (2) eating more fruits and vegetables a day, and (3) healthy eating habits. Engaging in physical activity on a daily basis is embedded in the three key messages. These messages are also in line with the Network's Social Marketing Campaign Waves.

If local agencies use a survey method for evaluation, it is recommended that, at a minimum, the three following indicators be used with adults in order to provide consistent and usable information to the Network. Local agencies are also encouraged to seek assistance from the Network to develop additional assessment questions to enhance their evaluation efforts.

Evaluation Questions:

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. How many servings of fruits and vegetables do you think you should eat EACH DAY for good health? (PAUSE) That's a combined total of both fruits and vegetables.
 - a) ____ Exact number
 - b) Don't know/not sure
 - c) Refused

3. 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

These outcome evaluation results will also be reported on the Final (end of year) Narrative Report.

- e. **Anecdotal Information:** Anecdotal information is information that supports the success of a local agency's program, but would not be captured using traditional evaluation efforts. For example, a school district's Food Service Director reporting that the salad bar is more popular with grades that received the 5 a Day classes. Local 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.
- f. **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.
- g. **Challenges/Unmet Needs:** Briefly describe any unmet needs or challenges encountered during the quarter and how were they overcome, if any. 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.
- h. **Direct Education Programming Format:** Indicates the number of total hours of nutrition education classes

Using the excel sheets provided, enter the number of times each format was delivered on the second column. Enter the curriculum hours for the session or series of session on the third column. Multiply the numbers in both columns to get total hours for each type of curriculum.

**Local Incentive Awards Program Quarterly Report
Arizona Department of Health Services
Arizona Nutrition Network – Federal Fiscal Year 2006**

Contractor Name:
Contract #

Date submitted:
Quarter:

I. Quarterly Activities: What kind of activities did your LIA program do this quarter? What was your most significant accomplishment for the quarter?

Did you develop any new materials this quarter? If yes, please provide a copy of the new material(s) with this report.

List any equipment purchased during the quarter, including brand name, model number and serial number for each equipment.

II. Process Evaluations: Process evaluation measures the number of people reached in an activity, number of educational activities done, etc. Methods to track the numbers include sign-in sheets, number of students in each class, agendas, teacher time documentation, etc.

Please fill out the following tables as appropriate. For each nutrition education activity, please provide date, a brief description, location code, primary core element code, key message code, number of food demonstrations done during the activity, age group code and number of contacts per age group and sex, and total contacts. If there are no food demonstrations, put “0.”

“Contacts” count the number of duplicated persons reached with each listed activity. If the same person attends more than one activity, they will be counted as one contact each time they attend or each time they are reached.

1. **Direct Contacts** - refers to the duplicated count of face-to-face contacts such as food demonstrations or cooking classes, group/classroom educations, or personal interactions during a health fair. Since the same person may be contacted more than once, please report the number of contacts made with people, not the actual number of people. For example, if 10 people attend 8 classes, record 80 contacts.
2. **Indirect Contacts** - refers to the duplicated count of contacts made through an indirect or generalized strategy. Examples of indirect contacts include health fair information booths, parades, waiting room brochures, nutrition articles in newsletters or newspapers, nutrition tidbits on the school lunch menu, handouts sent home to parents, interviews for television or radio, and other forms of media outreach. Count the estimated number of contacts reached with the activity. Do not give a range. For example, if a radio interview is played two times to an estimated listening audience of 8,000 low-income persons, report 16,000 contacts.

The following codes are to be used for Table I and Table II.

1. Location Codes:

- A – Food Stamp Offices
- B – Schools (students)
- C – Other Youth Education/After School Program
- D – Emergency Food Assistance/Food Bank
- E – Elderly Service/Senior Centers
- F – WIC Program
- G – Health Care
- H – Community Center
- I – Farmers Market
- J – Head Start
- K – Library
- L – Churches
- M – Shelters
- N – Adult Rehabilitation Centers
- O – Adult Education & Training
- P – Schools (Adults/Parents)
- Q – Worksite
- R - Food Stores
- S – Homes
- T – Low-Income Housing Project
- U – Other (please specify)

2. Primary Core Element Codes:

DQ – Dietary Quality
RM – Resource Management
FC – Food Security
FF – Food Safety

3. Content of Direct Education or Key Messages Codes: DO NOT REPORT Food Stamp Program Outreach in this tables.

A – Healthy Eating Habits/Portion Control
B – Physical Activity
C – My Pyramid
D – Whole Grains
E – Fruits and Vegetables
F – Fat Free and Low Fat Milk or Equiv (& alternate Calcium sources)
G – Lean Meat and Beans
H – Fats and Oils
I – Limit Added Sugars or Caloric Sweeteners
J – Fiber-Rich Foods
K – Sodium and Potassium
L – Food Shopping/ Preparation
M – All content areas covered (A-L)
N – Other

4. Age Groups:

I – 0 to 4 Years Old
C – 5 to 17 Years Old
A – 18 to 59 Years Old
S – 60 Years Old or More

5. Sex:

M – Male
F – Female

TABLE I – DIRECT CONTACTS - Please use the excel file titled Direct Contacts to complete this report.

Date	Nutrition Activity	Location Code	No. of Food Demos	Primary Core Element Code	Key Message Code	# Contacts By			Total # of Contacts
						Age	M	F	
10/9/05	Parent’s Night Open House – Sample nutrition lessons. This is example only.	P	3	DQ	E	C – 50	30	20	80
	Same as above					A – 30	5	25	
	TOTAL								

TABLE II – INDIRECT CONTACTS - Please use the excel file titled Indirect Contacts to complete this report.

Date	Nutrition Activity	Location Code	No. of Food Demos	Primary Core Element Code	Key Message Code	# Contacts By Age Group Code	Total # of Contacts
10/9/04	Food Bank Newsletter on Gleaned Produce	D	0	DQ	E	A – 300 S – 500	800
	TOTAL						

III. Outcome Evaluations: Give a brief description of the measures, methods, and results used to evaluate your project. Outcome evaluation measures the increase in knowledge and/or behavioral changes. Methods to track the numbers include pre- and post-tests, cafeteria choices, sales of beverages, environmental changes, etc.

IV. Anecdotal Information: Anecdotal information may include quotes from participants, comments heard, satisfaction surveys, thank you notes, etc

V. Partnerships: Did you develop any new partnerships this quarter to expand or enhance nutrition education activities, including Food Stamp Office adoption? Please describe.

VI. Challenges/Unmet Needs: What kind of challenges did your nutrition education program encounter this quarter? Does your program have unmet needs, such as staff turnover, a lack of qualified staff, low attendance at classes, a training need, a need for resources, etc? Please describe. Indicate any additional training or resources needed by program staff.

VII. Direct Education Programming Format

Example:

Format	Number Delivered	Curriculum Hours	Total Hours
Single session/lesson curriculum <i>Example: 42 single sessions offered at 3 hours each = 126 hours</i>	42	3	126
Series – two to four session/lesson curriculum <i>Example: 7 series offered at 8 hours/series = 56 hours</i>	7	8	56
Series – five to nine session/lesson curriculum <i>Example: 10 series offered at 14 hours/series = 140 hours</i>	10	14	140
Series – ten or more session/lesson curriculum	1	10	10
TOTAL	60	35	332

Please use the excel file titled Direct Education Programming Format to complete your quarter report for this section.

Format	Number Delivered	Curriculum Hours	Total Hours
Single session/lesson curriculum			
Series – two to four session/lesson curriculum			
Series – five to nine session/lesson curriculum			
Series – ten or more session/lesson curriculum			
TOTAL			

ARIZONA NUTRITION NETWORK EVALUATION SURVEY

Purpose

The purpose of the Arizona Nutrition Network (AzNN) Evaluation Survey is to acquire comprehensive evaluation information for ongoing AzNN nutrition education efforts statewide. This evaluation is designed to determine whether the AzNN 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 AzNN'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 AzNN 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 AzNN'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.

TIME DOCUMENTATION

Policy

Federal FSNE Guidelines require that local 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.

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 local agency. If an employee's salary is used entirely for the local 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; and,
- Must be signed by the employee.

See attached Labor Activity Report Sample.

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

Procedures

1. Local 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 local 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.
3. LIA Contractors should 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 match. These forms must be kept by local agencies for state compliance auditing.
4. Using the FSNE Program Staff Time Form, LIA Contractors should also document time spent by each staff (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 invoice.
 - a. Management time is defined to be time spent on doing tasks related to the administration of the FSNE Program. These activities include performing duties such as personnel supervision, payroll, meetings, preparing reports and proposals, training, professional development activities as in attending conferences or workshops, etc.
 - b. Direct Delivery is defined to be time spent on providing nutrition education to FSP eligible participants including time spent on preparing for FSNE activities or event.

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

SUBJECT: Certification of Duty Performance

PERIOD: October 1, 2005 - March 31, 2006

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 1 h, 3-4.

Signature _____ **Date** _____

LABOR ACTIVITY REPORT
DEPARTMENT OF HEALTH SERVICES

PAY PERIOD _____ TO _____

TIMEKEEPER'S INITIALS _____

TELEPHONE NUMBER _____

NAME _____ EMPLOYEE I.D. NO. _____ DATE _____

PERCENT	AY	PCA	INDEX	S	S	M	T	W	T	F	S	S	M	T	W	T	F	TOTAL
Fed. 50%	04	44010	99407															
State 50%	05	44410	40001															
TOTAL HOURS WORKED																		

	ANNUAL LEAVE	VT																
	SICK LEAVE	ST																
	HOLIDAY	SH/HT																
	COMP. TIME USED	CT																
	JURY DUTY	DT																
	MISCELLANEOUS LEAVE																	
	Short Term Leave w/o Pay	LW																
TOTAL LEAVE HOURS																		

PAY PERIOD TOTALS																		
--------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I certify that the hours above represent, to the best of my knowledge, an accurate record of the time that I devoted to the Identified programs/activities as per ADHS policies and procedures.

EMPLOYEE'S SIGNATURE _____

SUPERVISOR'S SIGNATURE _____



Arizona Nutrition Network

Teacher Time Documentation Form

Name _____ School _____ Grade (s) _____
Please Print

For Month of: _____

Week 1 – (Dates) I spent _____ hours teaching nutrition (round to nearest half hour).
 Week 2 – (Dates) I spent _____ hours teaching nutrition (round to nearest half hour).
 Week 3 – (Dates) I spent _____ hours teaching nutrition (round to nearest half hour).
 Week 4 – (Dates) I spent _____ hours teaching nutrition (round to nearest half hour).
 Week 5 – (Dates) I spent _____ hours teaching nutrition (round to nearest half hour).

Signature Date

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

- | | | |
|---------------------------------------|----------------------------|---|
| Calcium and Osteoporosis | Food Guide Pyramid | How Nutrition Affects Body Hydration |
| Cooking Demonstration | Food Labels | Importance of Breakfast |
| Digestion and Nutrition | Food Safety | Importance of Phys. Activity |
| Don't Skip Meals | Food Security | Low or No-Cost Ways to add Physical Activity |
| Drink 1% or less Milk | Foods and Culture | Nutrients (protein, carbohydrates, fat, vitamins, and minerals) |
| Eat in moderation | Fruits and Vegetables | Other? _____ |
| Eat School Lunch/Breakfast | Hand Washing | _____ |
| Eating Low-Fat Foods | Harmful Effects of Dieting | |
| Energy Expenditure | Healthy Choices: Fast Food | |
| Finding Enjoyable Physical Activities | Healthy Foods | |
| | Healthy Snacks | |

Number of hours _____ x salary rate (hour)* \$ _____ = \$ _____

*Salary rate must match payroll records, which may be subject to USDA audit.

Note: All teacher hours are considered direct delivery time.

www.eatwellbewell.org



Program Staff FSNE Time Documentation Form Sample
Time Form – For Month of _____

Name _____ **Position** _____
 Please Print Please Print

	HOURS Mgt* Time	Salary & ERE for Mgt	HOURS Direct ** Time	Salary & ERE for Direct Service	Total FSNE Time	Total Salary & ERE for FSNE time
Week 1 (Dates)						
Week 2 (Dates)						
Week 3 (Dates)						
Week 4 (Dates)						
Week 5 (Dates)						
TOTAL						

 Signature

 Date

*Management time is time spent doing tasks related to the administration of FSNE Program. These include duties such as personnel supervision, payroll, meetings, preparing reports and proposals, training, professional development activities as in attending conferences.

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

Number of hours (Mgt/Direct) _____ x salary rate per hour _____ = \$ FSNE Salary
 \$ FSNE Salary x fringe benefit percent = \$ Salary & ERE for Mgt/Direct Time

EQUIPMENT INVENTORY

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 Federal Match funds.

Local agencies wishing to purchase 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 the equipment costing less than \$5,000 listed in the budget proposal of the Nutrition Education Plans approved by the ADHS and USDA in their contracts.
2. Changes or modifications to the items on the approved list must be approved by ADHS before purchases can be made.
3. If the equipment is \$5,000 or more, 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

Policy

The Arizona Nutrition Network Auditor will conduct financial reviews of at least half (50%) of the current Local Incentive Award contracts 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 Contract Agencies 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 Contractor at least one month prior to the scheduled review. The review may look at financial activity for 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 Contractor prior to the financial review (see attached questionnaire). Completion of the questionnaire will expedite the actual review process.
3. The LIA Contractor 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 the visit.

LIA INTERNAL CONTROL QUESTIONS

The Office of Chronic Disease Prevention and Nutrition Services (OCDPNS) 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?
5. Is the LIA budget established and monitored on an ongoing basis at your agency?
6. Are accounting policies and procedures written with periodic revisions?
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 Local Share 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, does a supervisor sign time sheets?
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 incurred during the year(s) being audited.

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 of 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
 OFFICE OF CHRONIC DISEASE PREVENTION AND NUTRITION SERVICES
 LOCAL INCENTIVE AWARD (LIA) AUDIT PROGRAM**

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), 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 Office of Chronic Disease Prevention Services and Nutrition 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, and set up a tentative schedule. |

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 Data Query financial extractions.
- _____ 5. Copies of budget documentation for the audit period for the Agency.

C. The following transaction summaries need to be completed.

- _____ 1. Prepare a spreadsheet (summary) of the Local Share Documentation Report, Invoice Form, 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.

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 at the beginning of the period. 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 the same way as allowable federal awards.

- _____ _____ _____

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.

- _____ _____ _____

4. Verify that Contracts, Non-Capital equipment supplies, 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, 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.

**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 Program 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 Audits

Single Audits

OMB Circular A-133

Major concerns include:

- Financial statements
- Internal controls
- Compliance

Threshold triggers a single audit:

- Non-federal entities that expend \$300,000 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 SITE VISITS

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 the Network (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. This activity may be either a Network activity or a Community Nutrition Program education session.
2. In addition to observing a nutrition education activity, the Network Partnership Development Specialist may discuss other areas pertaining to the local agency, such as staffing or 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 Network. (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 Network, or they may have ideas for future 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 Network will also retain a copy of the Site Visit Report in the local agency's 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.

Staff Present:

REVIEWER: _____ DATE: _____

Purpose of Visit:
* To strengthen the partnership with the LIA Partner, to observe an activity funded through the Local Incentive Award, and to provide technical assistance.
Identified Program Priorities, Tasks, and Timelines for this LIA Partner
<u>Program strategies as identified in LIA Partner's Scope of Work:</u>
<u>Tasks as identified in LIA Partner's Scope of Work:</u>
<u>Timelines as identified in LIA Partner's Scope of Work:</u>

General Policies and Procedures	Yes/No or Not Applicable	Comments
Does this LIA Partner have local matching partners (subcontractors)?		
If so, are signed subcontracts on file?		
Are Invoices & Quarterly Reports being submitted in a timely manner?		
Did this LIA Partner have relevant program staff undergo fingerprinting, as required by their contract?		
Are staff devoted to activities as described in the Scope of Work?		
Are staff maintaining appropriate time records as required by the contract?		
Are nutrition education activities reaching the target population(s)?		
How is the number of participants in the nutrition education activity documented and verified for the quarterly reports?		Describe:

Materials Development	Yes/No or Not Applicable	Comments
Has the LIA Partner developed any new materials for nutrition education?		
If yes, submit samples. Are the appropriate statements regarding prohibitions and discriminations printed on the material(s)?		
Is appropriate credit give to the Food Stamp Program as a funding source?		
Are materials developed in accordance to FSNE core elements, the US Dietary Guidelines, and MyPyramid.gov?		
Recipes and Food Demonstrations	Yes/No or Not Applicable	Comments
Does this LIA Partner adhere to the standards, as outlined in the AzNN Policies and Procedures Manual, regarding recipes used in Food Demonstrations, given as handouts, or otherwise used through the AzNN?		If no, provide explanation:
During food demonstrations, are proper food safety practices observed?		If no, provide explanation:

Quality Assurance of Nutrition Education Activities	Yes/No or Not Applicable	Comments
Does this LIA Partner follow the proper standards regarding nutrition education activities, specifically that those activities be thoughtfully planned out with concise, written goals and objectives?		If no, provide explanation:
Are nutrition education activities developed using credible, scientifically based information about food, nutrition and fitness such as the US Dietary Guidelines or MyPyramid.gov as described in the AZNN Policies and Procedures?		
Are nutrition education activities and/or classes interactive in nature for the students involved? (Activities can include classes, games, disseminating print materials, media announcements, speaking engagements, etc.)		
Are nutrition education materials and presentations (including body language) free of negative messages against specific foods, beverages, or commodities are made?		If no, provide explanation:

Nutrition Education Activity Observed:
Site Name:
Presenter:
Nutrition Activity:
Core Element:

Findings:

Best Practices:

Needs Improvement:

Proposed Technical Assistance/Follow-Up

Signed: _____

**CC: Local Agency
Contract File**

STAFFING

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 has a Registered Dietitian (RD) designation. 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.

FINGERPRINTING

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.

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Navajo United Way, Inc.

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St. Michaels Association for Special Education

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COCHISE COUNTY

Center for Academic Success

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MARICOPA COUNTY (con't)

Kid Zone Enrichment Program/City of Tempe

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Maricopa County Department of Public Health

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Mercy Services Corporation/Mercy Housing

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Mountain Park Health Center

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MARICOPA COUNTY (con't)

Washington Elementary School District

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MOHAVE COUNTY

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Community Food Bank

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Teen Outreach Pregnancy Services

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Tucson International Academy, Inc.

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Natural Resource Education Center

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