

## PDT: FAQ for SNAP-Ed 101

**Implementing Agency Types** - There are several different types of structures used to implement SNAP-Ed in a state.

**Cooperative Extension Service without a Network** – Cooperative Extension receives the funds to develop and deliver SNAP-Ed. Cooperative Extension facilitates a statewide nutrition education network.

**Other Independent Provider with or without Local Projects** – this is an agency which receives the funds to develop and deliver SNAP-Ed. It may then subcontract with other agencies to deliver SNAP-Ed activities.

**Multiple Implementing Agencies** – the activities described in the Statement of Work are assigned to multiple agencies, each with distinct and separate roles. It requires a lot of coordination and communication.

**Independent Nutrition Network** – This is a network of nutrition education providers. It may have a formal set of bylaws and regular meeting schedule, sponsor activities and create materials, others may be less formal.

**Management Evaluations (ME)** - In general, the federal agency, the state agency, and the implementing agency are charged with monitoring SNAP-Ed program activities.

### **USDA FNS federal ME:**

Attached is the Guidance for a management evaluation:

- a. The 2019 guidance has a brief section at pages 88-89:  
<https://snaped.fns.usda.gov/snap/Guidance/FY2018SNAP-EdPlanGuidance.pdf>
- b. An older ME guide (2014) from USDA for their site visits to states.

**State Agency ME:** These are visits from the state SNAP agency to monitor SNAP-Ed programming and fiscal management. Programming and fiscal reviews can be combined or conducted separately.

### **Implementing Agency ME:**

For the implementing agency, it is not required to conduct an ME, but it is best practice to do so. Some states hire a Quality Improvement (or control) position to monitor the programming being conducted and fiscal management for the program.

For an ME conducted by an IA:

The general areas for review include:

- fiscal integrity;
- civil rights – particularly whether you know what to do if a participant reports a violation;
- use of evidence-based curriculum;
- recruiting SNAP-Ed eligible audience
- engagement with community partners;

## PDT: FAQ for SNAP-Ed 101

- how well the LGU SNAP-Ed state team works with the local team; do the SNAP-Ed staff feel well-supported by the county faculty member and administrators; does your administrator support the program; etc.

A site visit includes a conversation about programmatic activities, including direct instruction, social marketing, and policy, systems, and environmental change actions. The local team will be asked about opportunities, successes, and challenges.

The state team will pull one quarter of a fiscal year for a deep dive into expenses. If anything questionable is found, the state fiscal coordinator contacts the local team.

One of the functions of a site visit is to learn about local work and use it to inform other local counties. Brief reports from site visits are generally completed within three months of the visit.

Possible format of a review:

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| <p><b>Review Date(s):</b><br/><b>Type of Review:</b> (fiscal or programming)<br/><b>Reviewer:</b><br/><b>Records Reviewed:</b><br/><b>Exit Interview:</b> (date and people involved)</p> <p><b>Exceptional:</b> <i>Areas consistently implemented in a superior manner, with practices clearly above what is required, using innovative ideas that result in overall success to the delivery of Supplemental Nutrition Assistance Program Education (SNAP-Ed).</i></p> <ul style="list-style-type: none"><li>•</li><li>•</li></ul> <p><b>Meets Requirements:</b> <i>Areas consistently implemented to meet standards, expectations, and requirements for delivering SNAP-Ed.</i></p> <ul style="list-style-type: none"><li>•</li><li>•</li></ul> <p><b>Recommendations/Needs:</b> <i>Suggested and/or required changes in practice for Partner improvement in order to fully meet standards, enhance Partner's ability to meet objectives, and reduce risks for future "Findings".</i></p> <ul style="list-style-type: none"><li>•</li><li>•</li></ul> <p><b>Findings:</b> <i>Areas not fully compliant with the SNAP-Ed Guidance, Policy and Procedures, Numbered Memos, and/or directives from Food and Nutrition Services (FNS), State SNAP Agency. "Findings" may also be due to failure to implement a previously noted "Need" that resulted in negative impact with Partner operations.</i></p> <ul style="list-style-type: none"><li>•</li><li>•</li></ul> |
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A Corrective Action Plan should be developed to address all findings.

## **PDT: FAQ for SNAP-Ed 101**

**Carry Forward** – Learn the state SNAP agency’s policy on unspent funds. Some states allow it, some limit it to only 10% of unspent money to be carried forward to a new year and in some states carry-forward is not allowed.

Spend old money first. This is the best practice of LGU accounting departments.  
According to the guidance SNAP-Ed funding must be spent within two years.

**Budget Authority** – State Legislature approves the SNAP agency to spend the SNAP-Ed funds. It should be equal to, or greater than, the amount of SNAP-Ed funds awarded to the state. At least 110% of the annual award amount is recommended.

**State budget year and cycle - how does it affect federal projects** – Most LGU operate on a July to June fiscal year. The SNAP-Ed award is based on the FFY which is October 1<sup>st</sup> through September 30<sup>th</sup>. . The proposal is written for a FFY, but when implemented your institution may require the budget to cross its budget years. You may have to close internal budgets at the end of June and end of July, or your institution may be able to allow just one “close” at the end of September.

A new federal budget starts Oct 1<sup>st</sup>, all expenses occurring prior to Oct 1<sup>st</sup> need to be reconciled on the previous year budget. Accounting at your institution will set deadlines and assist with closing budget years.

The budget and the state plan need to be approved by the state SNAP agency and FNS before the plan can start.

New budget numbers are assigned at the beginning of each budget year so that funds can be tracked each year and to assure carry forward funds are spent first.

**Amendment Process** – State SNAP agency will determine the frequency and amount of information required when making amendments to the original plan.

**Indirect costs** – this needs to be discussed with your university and college.

**Lobbying vs. Education** – Lobbying is not allowed.

Per the SNAP-Ed guidance:

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

Educating Stakeholders – it is allowable to educate stakeholders about the impact and activities conducted with SNAP-Ed funds. But must refrain from requesting more money. *Can only say that you could do more if you have more money.*