

**Region 3 SNAP-Ed 2020 Processes**

*\*Updated December 2019*

**Data Entry & Reporting**

Reporting includes, but is not limited to: entering data into PEARS, quarterly reports, annual reports, and final expenditures – other reports may be requested by the State Evaluation Team. Due dates for FFY20 include:

* FFY20 Quarterly PEARS data: **January 17, April 20, July 24, October 6**
* Quarterly reports: **January 21, April 20, July 24 \*Starting in Quarter 2 - Please turn in PEARS data report with Quarterly Report, new quarter report template will not include table to report reach numbers**
* FFY19 Annual Report: **December 4**

**Evaluation**

Statewide SNAP-Ed evaluation is managed by our Statewide Evaluation Team. Please find the following information on the evaluation page of our website: <https://wasnap-ed.org/evaluation/>

* Approved FFY2020 Pre/Post surveys for direct-ed classes
* Information about PSE evaluation pilots, ie: PEAS
* Statewide and Regional Evaluation SNAP-shots
* Evaluation Request Form
* Evaluation Guidance for FY20
* Trainings & Links – pre/post surveys, PEARS reporting, etc.

**FFY2021-2023 3-Year Planning Process**

Preliminary timeline for the next 3-year planning steps:

* October 2019: Distribute needs assessment reports to local programs, local programs provide input to their IA’s and/or DSHS
* November 2019: Leadership Team will consider local program comments and needs assessment reports in setting state level goals for the next 3-year plan
* December/January 2019: Leadership Team will communicate state goals, and any associated priority topics/settings/audiences of focus for the next 3-year plan, as well as a timeline and due dates for plans and budgets
* **March 2020:** 
  + **March 3:** Regional in-person meeting to discuss collaborative planning
  + **By March 31:** Notify IA if you do not intent to re-apply for Region 3 SNAP-Ed funds
* **April 2020:** By end of April, IA will contact each program with funding cap amount, and conduct zoom training(s) to introduce 3-year planning templates
* **June 3:** Local Program 3-year plans and budgets DUE to IA
* July 1: Regional 3-year plans and budgets DUE to DSHS
* August 14: DSHS submits 3-year plan to FNS
* September 30: FNS announces grant awards to each state by this date

As part of our 3-year contract process, we must submit updated budgets for each year, and provide any changes to our upcoming yearly project summary.

* We will contact each program with information about expected funding amounts for the following year, and due dates for plans and budgets, each Spring (before the end of May)

**Required Annual Training: Please complete by 12/31/2019**

\*For all required trainings, please have each staff member sign and date a training log

* **Civil Rights: All staff paid with SNAP-Ed funds** should take the civil rights training annually, and sign and date a civil rights training log to show they have completed this annual requirement of the SNAP-Ed program. Link to training: [https://vimeo.com/6123163](https://mail.cahnrs.wsu.edu/owa/redir.aspx?C=vswf7neGE4RRPLljFlyys7w6KaT1a2CC4f6chkHknnHGjkbea-zTCA..&URL=https%3a%2f%2furldefense.proofpoint.com%2fv2%2furl%3fu%3dhttps-3A__vimeo.com_6123163%26d%3dDQMFAg%26c%3dC3yme8gMkxg_ihJNXS06ZyWk4EJm8LdrrvxQb-Je7sw%26r%3d2Jw1IKCdKJMi2p7q4DUtKA%26m%3dlFotZ9ySnXIo6t-bTmdK7gxCWl3Nq_RA9QTYuSFnp78%26s%3dgFDt8kYNdhmSKuV6dZj88QLEKg-DTv2veaqjb5JOrLI%26e%3d)
* **Pre/Post Survey Training:** **All staff providing direct education** should view the webinar training for each pre/post survey that they will administer, before beginning classes. <https://wasnap-ed.org/evaluation/>
* **Food Safety: All staff** should view the “*Food Safety and the Washington SNAP-Ed Program” annually.*  Link to training: <https://wsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=2d9a4adb-c7f9-4003-9587-a945013371af>
* **Curriculum Fidelity: All staff providing direct education** should view the *“Curriculum Fidelity and the Washington State SNAP-Ed Program”* training annually. Link to training: <https://wsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=db654ccb-cc6b-4aaf-841b-a95e0105b81d>
* **Systems Approaches for Healthy Communities: Please have all NEW staff take this training.** These modules are designed to help our state SNAP-Ed program develop a common language and tools for discussing and implementing Policy, Systems and Environmental (PSE) change strategies in our communities. Click and scroll down to find this training: <https://wasnap-ed.org/curriculum/policies-systems-environment/>

**Recommended Trainings:**

The following trainings are available on our website, and recommended for any interested staff. Find trainings here: <https://wasnap-ed.org/curriculum/training/>

*\*Please have all staff paid with SNAP-Ed funds log all required and recommended trainings taken*

* **Live, In-person trainings** – on various curricula & PSE topics
* **Friday Forum/Technical Assistance calls:** Happening one Friday each month on a variety of PSE related topics
* **Lesson Engagement:** Recommended for staff providing direct education with youth
* **Understanding How Adults Learn – Part 1:** Recommended for staff providing direct education with adults
* **National Nutrition Certification Program:** Recommended for staff with little or no nutrition background, or those who need a refresher
* **New Nutrition Facts Label**
* **Curricula** (Teen Cuisine, Plan Shop Save Cook)
* **Complete Eats Resources**
* **Train-the-Trainer**

**Invoicing**

When submitting invoices, please consider the following as tips for success:

* ****Use your agency’s preferred invoicing template/format
* Please include your WSU Subcontract Number, and have your agency’s authorized signature authority sign and date the invoice
* When submitting, please include the following backup documentation:
  + Itemized purchases
  + Salaries detailed by employee
  + Travel expenses detailed by employee
* Invoices can be submitted monthly or bi-monthly, by either email or mail
* Submit invoices to: Sponsored Program Services, and “cc” Kim Buckhalter

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| **Telephone:** | (509) 335-2058 |
| **Fax:** | (509) 335-2071 |
| **Email:** | [sps@wsu.edu](mailto:sps@wsu.edu) and [kim.buckhalter@wsu.edu](mailto:kim.buckhalter@wsu.edu) |
| **SPS Address:** | Washington State University  240 French Administration Building  PO Box 641025  Pullman, WA 99164-1025 |

**Time & Effort Certification Forms**

All staff paid with SNAP-Ed funds need to fill out a time and effort certification form.

* This form is required to be filled out and signed by each SNAP-Ed staff person monthly, and then signed by their supervisor.
* **Please mail originals to Kim Buckhalter in Puyallup: 2606 W. Pioneer, Puyallup WA 98371-4998**
* There are two different forms:

1. **Certification of 100% Time and Effort**: Use this form if all of the time you work with your agency is for SNAP-Ed, even if on multiple SNAP-Ed budgets. For example, you work full-time, or part-time, and all of your time is dedicated to SNAP-Ed.
   1. Benefitted employees paid 100% with SNAP-Ed funds only need to provide their form twice yearly, rather than monthly. Please see form for due dates.
2. **Certification of less than 100% Time and Effort**: Use this form if you:
   1. Work part-time on SNAP-Ed and part-time on projects funded by sources other than SNAP-Ed.
   2. Are a part-time, temporary/hourly employee.
   3. Those using this form, please complete and submit monthly.
   4. If you have another time report that provides details of time worked and activities, please free to attach in lieu of filling in details for each day.

*\*Please let us know if you have questions about which form you should use, and we can help you decide!*

**Purchasing Documentation Form**

For purchases made with SNAP-Ed funds, please complete a purchase documentation form and attach the receipt.

* Non-WSU Subcontractors: Please complete the **Subcontractor Purchase Documentation Form** and include one form per receipt with your invoice, or mail monthly to: Kim Buckhalter 2606 W. Pioneer, Puyallup WA 98371-4998
* WSU Subcontractors: Please continue to use the **SNAP-Ed Pcard Receipt Form** and mail originals (if Kim is your reconciler) or copies if she is not. **Please send any receipts a minimum of two times per month**. Mail to: Kim Buckhalter 2606 W. Pioneer, Puyallup WA 98371-4998.

**Inventory Labels**

Please use SNAP-Ed inventory labels on any items that you have been asked to track and report on an inventory list. Write in your agency name under “Property of:”. Feel free to use the labels on other items purchased with SNAP-Ed funds, to designate them as property of your SNAP-Ed program. If you need more labels, please contact Kim Buckhalter at [kim.buckhalter@wsu.edu](mailto:kim.buckhalter@wsu.edu)

**Program Monitoring and Management Evaluations**

Implementing Agencies are required to do annual monitoring with each local agency contracted to do SNAP-Ed work. This may include site visits, meeting with program leads, staff and/or partner interviews, and program observations. In addition, we will conduct an annual paperwork audit. We will work with you to find a time that works for all who need to be involved. Tentative dates:

* Program Monitoring/Site Visits: **March –** **May 2020**
* Region 3 Management Evaluation with DSHS: **March 17-19 2020.** DSHS may ask to visit your program during these dates. More details to follow.

Paperwork Items to be reviewed in 2020 include the following, for two consecutive months in **FFY2020**:

1. **Organizational Chart** for agency – Where do SNAP-Ed staff fit into your agency’s organizational chart? And who is paid on your SNAP-Ed budget?
2. **Time & Effort Certification(s) & Time Reports** – Where is the evidence of your SNAP-Ed staff hours being paid for by SNAP-Ed?
3. **Travel logs** – SNAP-Ed has paid you for mileage. Where did you go? When did you go there? Keep track of those trips!
4. **Invoice and all affiliated receipts** – You bought stuff to provide participants with a memorable SNAP-Ed experience. Keep those receipts!
5. **Training log: Civil Rights and other required trainings**– Required EVERY year, rain or shine. Please have all SNAP-Ed affiliated staff take the training by **December 31, 2020**.
6. **Inventory list** (if applicable) – Applies for capital equipment such as office and audio/visual equipment purchased with SNAP-Ed funds. These items include desks, phones, chairs, computers, cameras and webcams. Any such items should be included as part of your Budget, or requested as an amendment.
7. **Marketing materials** (if applicable) – Do you create fliers, handouts, posters or class/event recruitment materials for SNAP-Ed programming? Please keep examples on file to share with us. \*Note: Appropriate required disclaimers must appear on materials created for SNAP-Ed audiences, with SNAP-Ed funds. Please see “2019 SNAP-Ed Required Disclaimers” document for detailed instructions.

**Regional Meetings**

Regional meetings provide an opportunity to coordinate programming, learn about and share successful strategies, receive training and technical assistance, and be part of making our regional SNAP-Ed team successful! Whenever possible, we will survey to find the best times and locations for meetings. Anticipated 2020 meetings include:

* Regional meeting 1: **Individual meetings via zoom**
* Regional meeting 2: **March 3, 2020**
* Regional meeting 3: **June 2020, location TBD or Zoom**
* ~~Regional meeting 4 at the SNAP-Ed Statewide Forum:~~ **~~TBD~~  The next statewide Forum will happen in FFY2021**

**Staff Changes and Training**

It is common to experience changes in staffing on our SNAP-Ed projects. Please keep the following in mind when this happens in your program:

* To keep invoice payments running smoothly, please **Acacia, Jen and Kim to let us know about staffing changes, before billing hours for new staff.**
* Please have all new SNAP-Ed staff take the required trainings (see above), as soon as it is reasonable.

**FFY2020 SNAP-Ed Guidance Updates**

The following are highlighted changes to the guidance, effective October 1, 2019. Please take into account as you initiate FY2020 plans. You will find the guidance on the Washington State SNAP-Ed Providers website: <https://wasnap-ed.org/administration/>

* New Resources to be aware of:
  + Start Simple with MyPlate (p. 10)
  + New Nutrition Facts Label resources (p. 11, 164)
* Records retention: please retain all records for 3 years after fiscal closeout (p. 68)
* Newly Allowable Activity: Nutrition & Food Safety education for individuals impacted by disasters and eligible for the Disaster Supplemental Nutrition Assistance Program (D-SNAP) (p. 81)

**Reminders from FFY2019 Guidance Updates**

The following were changes to this year’s guidance, effective October 1, 2018.

* Now an Allowable Activity: PSE efforts to reduce food waste (p. 86)
* Increased cost of nutrition education reinforcement items (NERI) – items may cost up to $5.00 per person (p. 84, 90)