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.

- **FFY23 Quarterly PEARs data entries, COVID-19 Response Survey, and Quarterly Reports Due Dates:**
  - Q1: January 10
  - Q2: April 21
  - Q3: July 21
  - Q4: October 3

- **Quarterly Reports Update:** Talea and Shannon will be sharing your Quarterly Reports with the Evaluation Team this year so that they can conduct qualitative data analysis to better understand challenges and successes with program implementation - especially in the context of COVID.

- **Update to COVID-19 Response Documentation:** This year, the Evaluation Team has transitioned collecting COVID-19 responses via Word templates to an online survey via Survey Monkey. Talea and Shannon will share the Survey Monkey link(s) in the Region-3 Friday updates as they become available. Please refer to the quarterly due dates above for COVID-19 responses.

Required Statements/Guidelines
Please review the new “2023 SNAP-Ed Required Statements & Guidelines” document on the Region 3 SNAP-Ed webpage located under the section titled “Handouts and Marketing Materials”. This document contains information from the FFY21 Guidance, including links to statements translated into many different languages.

Evaluation
Statewide SNAP-Ed evaluation is managed by our Statewide Evaluation Team. Please find more information about this, and the following information on the SNAP-Ed Evaluation webpage.

- Approved process and survey tools for evaluating online direct education
- Information about PSE evaluation
- Statewide and Regional Evaluation SNAP-shots
- Evaluation Request Form
- Evaluation Guidance for FY23
- Trainings & Links – surveys, PEARs reporting, etc.

FFY2023 Planning Process

*Updated: October 20, 2022*
Due dates have not been determined for the next three-year plan. Talea and Shannon will share the due dates and relevant templates when they become available.

**Required Annual Training: Please complete by 12/31/2022**

*For all required trainings, please have each staff member sign and date the training log. A copy of the SNAP-Ed Training Log is available on the Region 3 SNAP-Ed webpage.*

**All *NEW* SNAP-Ed Staff Required Trainings**

- **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. Go to the Policy, Systems, Environment webpage to access the link to the online training.

**All SNAP-Ed Staff Required Trainings**

- **Civil Rights:** All staff paid with SNAP-Ed funds must take the civil rights training annually, and sign and date the training log to show they have completed this annual requirement of the SNAP-Ed program. Implementing Agencies are working together with DSHS to identify an updated, more impactful civil rights training opportunity. Until a new training is in place, please use the currently established training. Link: [https://vimeo.com/6123163](https://vimeo.com/6123163)

- **Food Safety:** All SNAP-Ed 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](https://wsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=2d9a4adb-c7f9-4003-9587-a945013371af)

- **Curriculum Fidelity:** All SNAP-Ed 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](https://wsu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=db654ccb-cc6b-4aaf-841b-a95e0105b81d)

- **Virtual direct education training:** All staff providing direct education virtually should view the webinar training for each type of survey that they will administer. Please see the Evaluation Team webpage for more information as this training is being developed: [https://wasnap-ed.org/evaluation/](https://wasnap-ed.org/evaluation/)

**All WSU SNAP-Ed Staff Required Trainings**

- **WSU SNAP-Ed Staff Annual Compliance Trainings:** This requirement is only required for SNAP-Ed staff employed by WSU. Use your network ID and login to complete required courses assigned to you: [https://www.percipiocompliance.com/](https://www.percipiocompliance.com/)

**Recommended Trainings and Resources:**

The following trainings are available on the Curriculum and Training portion of the website and recommended for any interested staff. Find trainings here: [https://wasnap-ed.org/curriculum/training/](https://wasnap-ed.org/curriculum/training/)

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

- **What’s Up Washington SNAP-Ed:** Support-driven bi-monthly zoom meetings featuring specific topic areas. CTW staff, IAs and DSHS will attend these calls to listen and address any questions that arise.
  - **November 16, 2022 (2:00pm-3:00pm):** Local Food Procurement Grants and Support

*Updated: October 20, 2022*
• **Friday Forums:** Happening one Friday each month on a variety of PSE related topics

• **Success Stories: Telling Your Story and Documentation** – 3-part training focusing on writing WA SNAP-Ed success stories, how to best document your work, and how to share your success with partners. Recommended for staff working on PEARs entries and Quarterly Reports.

• **Inequities, Health and Academic Success** – Recommended for staff providing direct education, and their supervisors

• **Student Engagement in the Classroom:** 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.

• **Guidance and Process:**
  - [Washington State SNAP-Ed Social Media Guidelines](#)
  - [Curriculum Modification Guidelines](#)
  - [Guidance for SNAP-Ed Recipe Selection](#)
  - [Guidance for Allowable Garden Expenses](#)

**Purchasing Documentation Form**
For every purchase made with SNAP-Ed funds, please complete a purchase documentation form, attach the receipt, and detail the purpose/program activity the item(s) will be used for. Forms are available on the Region 3 SNAP-Ed webpage, in the section “Updated Processes and Purchasing FFY2022”.

- **Subcontractors:** Please complete the [Subcontractor Purchase Documentation Form](#) for each receipt/transaction and include in your invoice package. Please note, the Subcontractor Purchase Form has been updated effective Oct 23.

- **WSU LIAs:** Please use the updated [WSU P-Card Purchase Form](#) and upload receipts into Workday weekly.

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

- **Submit invoices to:** sbct.invoice.sps@wsu.edu and “cc” Kim Buckhalter and Shannon Bachtel

- Invoices can be submitted monthly, bi-monthly, or quarterly by email. **Final due dates for invoices:** *New dates in red*
  - **Q1:** January 31

*Updated: October 20, 2022*
Q2: April 30
Q3: July 31
Q4: November 10

- 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
  - Subcontractor Purchase Documentation Form: complete one form per receipt

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**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 remember to get the new Time and Effort Certification forms for FY23 on the Region 3 SNAP-Ed webpage
- Please email signed forms, monthly, to Kimber Becker: k.becker@wsu.edu
- There are two different forms:
  1. **Certification of 100% Time and Effort**: Use this form if all 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 your time is dedicated to SNAP-Ed.
     a. Benefitted employees paid 100% with SNAP-Ed funds only need to provide their form twice yearly, rather than monthly. Please complete 2 times per year certifying 6 months of work each time:
        i. October - March: **Due 1st week of November**
        ii. April - September: **Due 1st week of May**
  2. **Certification of less than 100% Time and Effort**: Use this form if you:
     a. Work part-time on SNAP-Ed and part-time on projects funded by sources other than SNAP-Ed.
     b. Are a part-time, temporary/hourly employee with WSU.
     c. Those using this form, please complete and submit monthly.
d. 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!

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 Kimber Becker at k.becker@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, as program monitoring data is used to complete the SNAP-Ed Annual Report. Program monitoring activities 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: Tentative April – May 2023
- Region 3 Management Evaluation with DSHS: TBD

Paperwork Items to be reviewed in 2023 include the following, for two consecutive months in FFY2023: January – February 2023
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. **UPDATE: COVID-19 Vaccination Verification Plan** – Effective November 1st, LIAs will not be required to have a COVID-19 Vaccination Verification Plan on file. Further, this will no longer be included as a requirement in the annual Program Monitoring conducted with your LIA. All subcontractors who sign a declaration letter are required to develop a COVID-19 Vaccination Verification Plan, and to be ready to share that plan during their annual contract monitoring.

3. **Time & Effort Certification(s) & Time Reports** – Where is the evidence of your SNAP-Ed staff hours being paid for by SNAP-Ed?

4. **Travel logs** – SNAP-Ed has paid you for mileage. Where did you go? When did you go there? Keep track of those trips!

5. **Invoices, purchase documentation forms and all affiliated receipts** – You bought stuff to provide participants with a memorable SNAP-Ed experience. Keep those receipts!

6. **Training log: Civil Rights and other required trainings** – Required EVERY year, rain, or shine. Please have all SNAP-Ed affiliated staff take the trainings by December 31, 2022.

7. **Inventory list** (if applicable) – Applies for equipment such as office and audio/visual equipment purchased with SNAP-Ed funds. These items include furniture, computers, cameras, video equipment...
and webcams. Any such items should be included as part of your budget or requested as an amendment.

8. **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 “2023 SNAP-Ed Required Statements & Guidelines” document on the Region 3 SNAP-Ed webpage for detailed instructions.

**Regional and Statewide Meetings**
Regional and statewide meetings provide an opportunity to coordinate programming, learn about and share successful strategies, receive training and technical assistance, and be part of making our SNAP-Ed team successful! This year, we would like facilitate Region 3 Monthly Meetings. This will be a time for LIAs to talk with their IA and discuss specific topics.

Anticipated 2023 meetings include:
- Tentative 3rd Thursday of each month: **Region 3 Monthly Meeting**
- 2023 TBD: **Statewide Forum**

**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 email Talea, Shannon, Kimber and Kim to let us know about staffing changes, before billing hours for new staff. These changes will need to be documented in an updated budget.
- Please have all new SNAP-Ed staff take the required trainings (see above), as soon as it is reasonable, and add their signatures to your training log.

**FFY2023 SNAP-Ed Guidance Updates**
The following are highlighted changes to the guidance, effective October 1, 2022. Please take these into account as you initiate FY2023 plans. You will find the guidance on the Washington State SNAP-Ed Providers website: [https://wasnap-ed.org/administration/](https://wasnap-ed.org/administration/)

- Updated SNAP-Ed eligibility (pg. 50)
- Updates to [MyPlate quiz](https://wasnap-ed.org/administration/) and [Start Simple with MyPlate app](https://wasnap-ed.org/administration/) (pg. 10)
- FDA Nutrition Facts Label and Menu Labeling updates (pg. 11)
- New Health Impact Pyramid (pg. 15)
- Allowable SNAP-Ed staff training costs (pg. 111)
- Clarification on allowable and non-allowable gardening activities and expenses (pg. 115)
- SNAP-Ed Toolkit Resources (pg. 152)
- New or updated definitions:
  - Approaches (pg. 164)
  - Direct Education (pg. 166)
  - Indirect Education Channel/Indirect Channel (pg. 168)
  - Nutrition Security (pg. 170)

*Updated: October 20, 2022*
- Outreach (pg. 171)
- Policy, Systems, and Environmental (PSE) change (pg. 171)
- Project (pg. 172)
- Social Marketing Campaign (pg. 174)