

# FFY2019 Policy and Procedure Training

Brought to you by your  
AZ Health Zone  
State Implementation Team (SIT)



# Welcome to FFY2019

## Agenda

-  Introduction

-  Roles/Responsibilities

-  Policy and Procedure Manual Overview & Updates

  -  Program Admin. & Finance

  -  Program Implementation

-  Lunch

-  Social Marketing

-  Reporting

-  SEEDS Office Hours

# Icebreaker

# Roles/Responsibilities Activity

- 📍 Around the room you will see large post it notes with the following:
  - 📍 FNS, USDA
  - 📍 State SNAP Agency – DES
  - 📍 State Implementing Agency – ADHS:SIT/SET
  - 📍 Local Implementing Agencies
- 📍 On a sticky note write what you think the SNAP-Ed roles/responsibilities are for each agency
  - 📍 One role/responsibility per sticky note

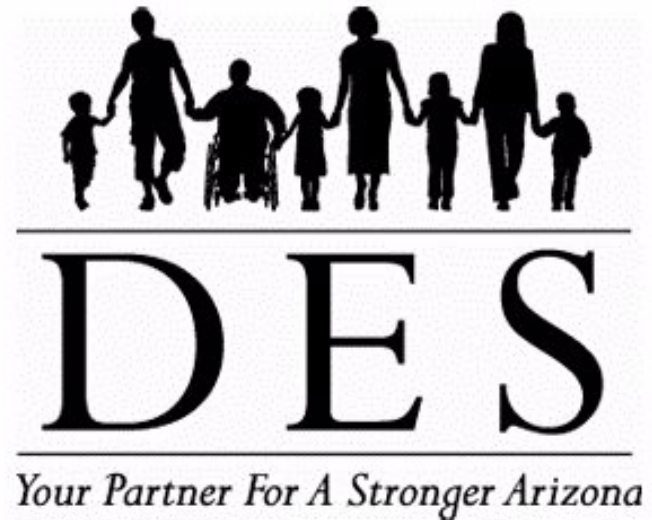
# FNS, USDA

- 📍 Establishes SNAP-Ed policy, guidelines, procedures, intervention programs, and activities.
- 📍 Allocates to State SNAP agencies 100 percent funding for allowable, reasonable, and necessary SNAP-Ed costs.
- 📍 Reviews and approves State SNAP-Ed Plans.
- 📍 Monitors State SNAP-Ed projects



# State SNAP Agency - DES

- 📍 Provides leadership, direction, and information consistent with SNAP-Ed policies.
- 📍 Submits a unified State SNAP-Ed Plan to FNS and provides assurances that Plan activities comply with SNAP-Ed policies.
- 📍 Monitors implementation of the State's approved SNAP-Ed Plan, including allowable expenditures.
- 📍 Provides budget information to FNS as required.
- 📍 Collects and reports data regarding participation in SNAP-Ed and characteristics of those served.



# State Implementing Agency – ADHS

## SIT/SET Teams

- 📍 Works with State SNAP agency, other FNS programs, and LIAs to develop a single comprehensive State SNAP-Education Plan.
- 📍 Works with other State and local agencies to promote healthy eating and active living among the SNAP-Education population.
- 📍 Ensures SNAP-Education interventions & implementation meets evidence based standards
- 📍 Offers training and guidance to LIAs



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

# Local Implementing Agencies

- Delivers nutrition education and obesity prevention strategies and interventions to the SNAP-Ed audience
- Builds relationships with local providers and community
- Collects and reports data to State  
Implementing Agency





# Local Implementing Agency - Managers

- Uses appropriate evidence –based strategies and interventions to reach the SNAP-Ed community
- Ensures staff have current
  - Trainings
  - Lesson Observations
  - Report submissions
- Conduit for communication to
  - Subcontractors
  - All staff



# Collaboration with Other Partners

- 📍 Build relationships with other local service providers
- 📍 Coordinate opportunities in the community to share time and cost of services
- 📍 Consistent messaging





# **POLICY AND PROCEDURE MANUAL**

# Acronym Activity

# Chapter 1 Program Administration & Chapter 4 Finance Updates

# Amendments/Changes-Chpt 1

- 📍 All **Changes** need to be sent to the SIT Operations for approval
- 📍 Everything is a “change” until it becomes an “amendment”

# Budget Changes

## 2 types of budget changes:

1. Increases in Budget Amounts, or
2. Requesting non-budgeted item/cost, for an expense not initially included in the approved annual budget.

# Budget Change - Increase

**Increases in Budget Amounts** are any item/cost that is specifically listed in the approved budget but additional items/services are required. Requests relate to increase the amount of items or group of items (e.g., Office Supplies, Garden Supplies or Food Demo Supplies). For groups of supplies, only items specifically listed under the grouping in the budget will be approved under this section.

For requests that are for many items under one project, provide all items under one request with the details of the project.



# How to Submit request for Budget Change – Increase

Provide the following:

- Name/type of item
- Purchase amount
- Number of sites, individuals, gardens, etc., that this extended amount will cover
- General description of the plan for use.
- If funds need to be moved among line items (include specific line items)
- Amount originally budgeted and total of all related requests year to date.  
(Ex-Original budget for paper was \$50, current request is \$50, total to date costs are \$150 because this is the 2<sup>nd</sup> additional \$50 request for paper.

# Budget Changes-Non- budgeted

**Requesting Non-budgeted item/costs** are ANY expense that is not specifically listed in the approved budget.

Ex-A spade would be considered a Garden Supply but if it was not specifically listed in the budget as an item under this heading, then it requires approval as a new item.

# How to Submit Budget Changes-New requests

Provide the following in an initial email request:

Description of the item

- Quantity,
- Cost
- General description of how the item/cost will be utilized.

If a movement of funds are required that request can be included here.

Additional information may be required after original review.

# How to Submit Budget Changes-New requests-continued

The following additional information may be required after original review of new cost request.

- **What:** Hyperlink to item
- **Why:** Description of need and what strategy or project it will support (justification)
- **Who:** Description of who (staff or participants) requires the supplies - Are staff 100% SNAP-Ed funded?
- **Amount:** Quoted price to include estimated taxes and shipping—Will expense be cost shared with another funding source? If so, please indicate amounts for each.
- **Budget:** Indicate where the expense (line item) was budgeted in your annual budget, if moving between AZ Health Zone budget lines; indicate which lines you will be moving to and from.
- **Budget total:** As well as the providing the originally budgeted amount, provide the year to date total for requests for the item/cost.

**Keep in mind that all requests are subject to ADHS Audit and USDA determination of allowable, reasonable and necessary.**

# New Financial Reporting

- Begin October 2018
- LIA Financial ledgers required Monthly
  - Due 30<sup>th</sup> of following month
- Submit with CER to SIT Operations

# Paid Time Off

- 📍 Cannot pay out prior to use of PTO

# Travel


All Travel costs must align with State Accounting Manual (SAAM) travel policy

<https://gao.az.gov/publications/saam>

Secure
https://gao.az.gov/publications/saam

Intranet
SNAP-Ed Evaluation
New Tab
Network for Social W
SSWR — Society for S
Flow
Free/Reduce Price Pe

State Services
Visit OpenBooks
Ombudsman-Citizens Aide



# ADOA-GAO

## General Accounting Office

Home
PUBLICATIONS
AFIS
PAYROLL / RASL
FINANCIALS
TRAVEL
RESOURCES
SYSTEMS
FEDERAL/COST ACCOUNTING

### State of Arizona Accounting Manual (SAAM)

SAAM
SAAM Drafts

Among the responsibilities of the GAO is the development and maintenance of a "uniform accounting system so designed as to ensure compliance with all legal and constitutional requirements...". Arizona Revised Statutes, Chapters 35 and 41, are the primary legal basis for the central accounting function of the State of Arizona. All State agencies are required to comply with the central accounting policies and procedures unless otherwise authorized by law or exempted in writing by the Director of the Department of Administration. To assist State agencies in their interaction with the central accounting function, this accounting manual is prepared and maintained by the GAO and updated as necessary. It is intended to be a learning tool as well as a reference manual. It contains instructional material as well as general policy and procedural information. Much of the manual is in summary form and is meant to be supplemented by personal contact with the GAO in the form of either casual conversation or formalized training sessions.

Choose Topic
50 Travel

50 Travel

SECTION	TITLE	ISSUED DATE
05	General Travel Principles and Policies	10-11-2016
06	Reducing State Travel Costs	05-01-2015



# Management/Direct Time

Per USDA

20% Admin/Management Time

80% Direct Time

Agency wide, NOT by individual.

TIP: If you can't determine time to be Admin/Man, then it's Direct

# Property Asset Control

## All notifications of Fixed Assets

 Route to SIT Operations

# New Allowable Activities

## Allowable:

- Nutrition Education Reinforcement items (NERIs)-Increased to \$5.00
- Consultation with partner organizations on measures to address and reduce food waste and maximize utilization and consumption of available healthy food resources.

## Unallowable:

- Knives are NOT acceptable NERIs
- Individual use clothing items (t-shirts) for staff.
- Allowable costs for focus group participants are intended to reimburse for incurred costs, NOT to provide a financial incentive for participation

# Program Site Visits

TA visits- SIT and SET

ADHS Audits

Management Evaluation- Now conducted by  
DES

- SIT Operations will now provide Pre-ME visits

# Qualifying Site Form

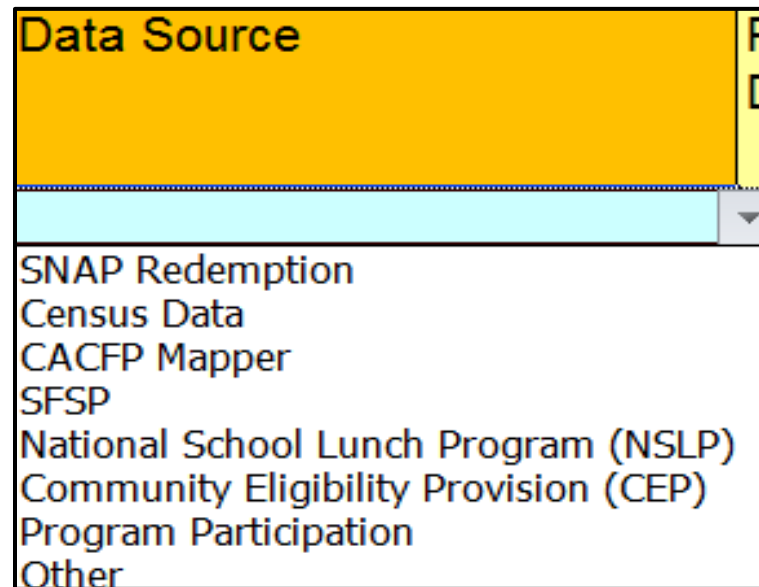
- 📍 A new Qualifying Site Form is provided by the SIT at the beginning of each FFY and is posted on the website at

Local Agency	Community	Site Type NO - Q-Public School	Site Name	Street	City	State	Zip	County	Data Source	Participant Data (%)	Qualifying Data	Census Tract # (If applicable)	Report Date (Census/ NSLP only)

- 📍 All light blue fields are required
- 📍 New column – Community (must match SEEDS)
- 📍 New column headings – Data Source, Qualifying Data, Census Tract #, Report Date

# Data Source

- Click the drop down menu to see available Data Source selections:



The image shows a screenshot of a web application interface. At the top, there is a yellow rectangular box with the text 'Data Source' in black. Below this box is a light blue horizontal bar with a small downward-pointing arrow on its right side. A purple arrow points from the right towards this light blue bar. Below the light blue bar is a list of data sources: 'SNAP Redemption', 'Census Data', 'CACFP Mapper', 'SFSP', 'National School Lunch Program (NSLP)', 'Community Eligibility Provision (CEP)', 'Program Participation', and 'Other'.

Data Source
SNAP Redemption
Census Data
CACFP Mapper
SFSP
National School Lunch Program (NSLP)
Community Eligibility Provision (CEP)
Program Participation
Other

# Qualifying Data

- Click the drop down menu and scroll down to see all Qualifying Data selections:

Qualifying Data
SNAP Redemption: \$50,000+
Census Data: <6
Census Data: 6-17
Census Data: 18-64
Census Data: 65+
Census Data: All Ages
CACFP Mapper: 0-12
SESD: SNAP-Ed Site Map
SFSP: SFSP Mapper
National School Lunch Program (NSLP)
Community Eligibility Provision (CEP)
Program Participation: Emergency Food Assistance
Program Participation: SNAP Office
Program Participation: WIC Office
Program Participation: Head Start
Program Participation: Public Housing
Program Participation: FINI Site
Program Participation: AHCCCS
Program Participation: SSI
Program Participation: TANF
Other Justification



# Report Date

Report Date  
(Census/  
NSLP only)

- Report Date is only required for NSLP and Census Data.
  - NSLP – Report date is the date of the ADE NSLP Report claim data (in this example, October 2017):

Percentage of children for free or reduced-price lunches for School Year 2018  
Based on claim data for the month of October, Calendar Year 2017, as reported by SFA  
Statewide percentage for AZ is 57%

SiteName	SiteCTDS
Alice Peterson Residence	072122007
D Mitchell RES	072122002
Academy Del Sol	108734001



📍 Arizona Department of Education (ADE)  
National School Lunch Program (NSLP)

📍 Data found here:

📍 <http://www.azed.gov/hns/frp/>

# Report Date (Continued)

Report Date  
(Census/  
NSLP only)

- Census – Report date is the date of the ACS Census Tract Summary Report provided by the SIT each year and is located on the website at <https://www.azhealthzone.org/collaborators/admin/forms>. For this example the date would be 2012-2016 ACS.

2012-2016 US Census American Community Survey			Percent of Population with Incomes < 185% FPL				
County	Census Tract		Under 6	6 to 17	18 to 64	65 Plus	All Ages
Apache	Tract 9426		93.2%	79.5%	72.7%	71.3%	75.9%
Apache	Tract 9427		78.9%	71.7%	58.8%	66.0%	63.9%
Apache	Tract 9440		71.2%	81.7%	59.5%	64.5%	65.4%
Apache	Tract 9441		88.1%	76.8%	67.4%	63.4%	71.6%
Apache	Tract 9442.01		80.1%	82.2%	59.4%	65.7%	69.5%

# Qualifying Sites

- 📍 At least 50% of participating persons should have income at or below 185% of the FPL
- 📍 Sites must be approved before services are provided
- 📍 Completed Forms
  - 📍 Email to [Stacy.Beauregard@azdhs.gov](mailto:Stacy.Beauregard@azdhs.gov)
  - 📍 Include in the email a brief description of the activities you will be doing at the site and how it fits into your workplan (strategy/objectives #'s).
  - 📍 Allow 7 to 10 days for approval.

# Auditing

Guest Speaker Sara Twarek

# Training and Meeting Discussion