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APPENDIX A

Local Incentive Award Partners and Community Nutrition Program Nutritionists

APPENDIX B

Definitions

Abbreviations

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

Program Administration, Planning, Evaluation, and Collaboration:

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, implementing, and evaluating Network activities.

Partnership Information and Assistance:

Allison Armenta, Partnership Development Specialist **602-542-2834**
Email address: armenta@azdhs.gov

Allison conducts partnership development activities for the Network, including recruiting new partners and providing technical assistance to current LIA partners.

Two additional Partnership Development Specialists will be joining Allison in FY07.

Nutrition Education and Food Demonstration Information:

Sue Zevan, RD, Network Nutritionist **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, Chronic Disease Nutritionist **602-542-2827**
Email address: tymrakm@azdhs.gov

Marie provides coordination of all promotions related to the promotion of fruits and vegetables, facilitates food demonstration training, and conducts nutrition education activities in the USDA Fruit and Vegetable project.

Data and Reporting Systems, Network Materials, Communication and Administrative Support:

Daryl Hansen, Data and Reporting Specialist **602-542-7511**
Email address: hansend@azdhs.gov

Daryl develops and maintains all reporting and data systems, maintains partner database, creates and manages on-line ordering and inventory control systems for Network educational materials, and updates Network web pages.

Dina Tolentino, Network Administrative Assistant 602-364-0225
Email address: tolentd@azdhs.gov

Dina provides administrative support to all partners and state staff including processing material and costume requests, shipping nutrition education materials, assembling training materials, and manuals and managing filing systems.

Program Evaluation, Network Surveys and Data, and Community Needs Assessment:

Thelma Carrillo, MPH, Network Epidemiologist 602-542-1104
Email address: carrilt@azdhs.gov

Thelma directs Network evaluation efforts to determine the effectiveness of the Network activities in changing dietary and physical activity behaviors, analyzes data and writes evaluation reports, provides training on evaluation for LIA projects, and conducts needs assessment activities.

Geni Acosta, Interviewer and Data Entry Specialist 602-542-0518
Email address: acosta@azdhs.gov

Geni conducts interviews and completes evaluation surveys with the public at WIC and DES offices throughout the state, maintains files for Network pre- and post-tests, and completes data entry for large amounts of Network evaluation data.

Social Marketing:

Angie Lorenzo, Social Marketing Director 602-542-2629
Email address: lorenza@azdhs.gov

The Social Marketing Director is responsible for all of the social marketing components of Network activities, ensures quality of interventions, directs collaborative social marketing efforts, and conducts outcome evaluation of social marketing activities.

Cori Lorts, MPH, Social Marketing Manager 602-364-1443
lortsc@azdhs.gov

Cori directs social marketing components of Network activities, including conducting formative research, creative development, mass media execution, materials production, and evaluation.

Financial Reviews:

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

Steve reviews LIA partner budget proposals, conducts on-site financial reviews of LIA projects, and provides technical assistance to partners and network staff on fiscal 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.

SUMMARY FOOD STAMP NUTRITION EDUCATION GUIDING PRINCIPLES

The United States Department of Agriculture's (USDA) Food Stamp Program (FSP) provides nutrition assistance benefits to eligible low-income households that can be used to purchase foods from authorized food retailers, thereby providing a food security safety net. When Congress created the FSP in the early 1960's, it envisioned a program that provided households with access to a healthy, nutritious diet.

Today, as this FSP has grown into the largest Food and Nutrition Service (FNS) nutrition assistance program, that goal remains central to its mission and purpose. FNS encourages and supports nutrition education designed to help food stamp participants and eligibles choose healthy foods and active lifestyles.

In 1992, seven State agencies had approved food stamp nutrition education (FSNE) plans; this has grown to include fifty-two State agencies in 2004. Federal funds approved for FSNE grew from \$661,000 in 1992 to over \$228 million in 2004.

The growing interest in providing nutrition education as part of the FSP is supported by clear evidence of need. A USDA study from 2000 indicates many low-income adults do not know specific facts related to what types of dietary practices are healthful, such as what specific foods they should eat to maintain a healthy diet. More recently, attention has focused on providing nutrition education and services to address the rising epidemic of overweight and obesity in America.

The Guiding Principles in this document articulate the FNS vision for FSNE and address the nutrition concerns and food budget constraints faced by FSP eligibles. Consistent nutrition education messages need to be communicated through multiple channels that reach people where they live, work, learn and play in order to have an effect on this multiplicity of factors.

Guiding Principles:

1. Food Stamp Nutrition Education is intended for food stamp participants and individuals eligible for the Food Stamp Program.
2. Food Stamp Nutrition Education is a set of learning experiences designed to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well being for those on a limited budget.
3. Food Stamp Nutrition Education has the greatest potential impact on the nutrition-related behaviors of the overall food stamp population when it targets women and children in food stamp eligible households.
4. Food Stamp Nutrition Education uses science-based, behaviorally-focused interventions and can maximize its national impact by concentrating on a small set of key outcomes.

5. Food Stamp Nutrition Education can maximize its reach when coordination and collaboration take place among a variety of stakeholders at the local, State, regional and national levels.
6. Food Stamp Nutrition Education is enhanced when the specific roles and responsibilities of local, State, regional and national food stamp agencies and nutrition education providers are defined and put into practice.

To review the USDA Food Stamp Nutrition Education Guiding Principles in their entirety, visit this website: <http://www.fns.usda.gov/oane/menu/FSNE/GuidingPrinciples.pdf>

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 (Department of Education, Department 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. call the Network state office to request materials and/or information, and ask to be placed on the mailing list.
2. A person is considered a Partner once they have been placed on the Network 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.
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 Local Incentive Award 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. Local Incentive Award programs are expected to send at least one person from their Local Incentive Award 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 Local Incentive Award program to attend the meetings.
3. In addition to the Local Incentive Award 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, or Social Marketing conference.
4. In the event that staff is unable to attend the training, the Local Incentive Agency 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 USDA Food and Nutrition Service programs, uniform messages of good nutrition can reinforce and amplify each other's efforts.

USDA Food Stamp Nutrition Education (FSNE) funds are limited to supporting common nutrition messages for FSP eligible populations. Specifically, FSNE funds may not pay for staff to initiatives for 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 USDA Food and Nutrition Service programs such as WIC, Food Distribution Programs on Indian Reservations, and the Child Nutrition Programs.
2. Partnership building will be a key activity of 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*.

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

1. Certain settings offer a high likelihood of reaching Program eligibles and are appropriate locations for FSNE delivery. When FSNE is delivered through the following venues, waivers to the FSP exclusivity rule are not required.
 - Food Stamp/TANF offices
 - Public Housing Sites
 - Food Banks
 - Job readiness or training programs for FSP/TANF recipients
2. FSNE has the greatest potential impact on the nutrition-related behaviors of the overall food stamp population when it targets women and children in food stamp eligible households.
3. FSNE may be provided to other food stamp audience segments such as the elderly, men, or adults without children based on a needs assessment of the food stamp eligible population to yield the greatest change in dietary behavior among the largest number of food stamp eligibles.
4. FSNE activities should include general education features that have been shown to be effective such as:
 - behaviorally-focused messages;
 - use of motivators and reinforcements that are personally relevant to the target audience;
 - use of multiple channels of communication to convey messages;
 - approaches that provide for active personal engagement; and
 - intensity/duration that provides the opportunity for multiple exposures to the message.

5. A variety of approaches should be used in delivery of FSNE. Social marketing plays an important role in the design and implementation of many FSNE activities. This approach emphasizes:
 - targeting an identified segment of the food stamp eligible audience;
 - identifying nutrition needs of the target audience and associated behaviors and perceptions about reasons for and against changing behavior; and
 - interacting with the target audience to test the message, materials, approach and delivery channel to ensure that these are understood and meaningful (are likely to lead to behavior change).

6. While there are many important nutrition-related issues that impact the food stamp eligible audience, FSNE efforts should focus on the following behavior outcomes:
 - Eat fruits and vegetables, whole grains, and fat free or low-fat milk or milk products every day.
 - Be physically active every day as part of a healthy lifestyle.
 - Balance calorie intake from foods and beverages with calories expended.

7. 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 and 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 FY2007 are: Healthy Eating (January-March); Fruits and Vegetables (April -August); and 1% Low Fat or Less Fat Milk (September-December).

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 requires the use of existing materials and proposed new materials must be listed and approved in the annual state plan. 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). These required statements do not need to be added to materials purchased with FSNE funds.

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 Fruit and Veggies – More Matters logos.

RELEASE OF PHOTOGRAPHS

Policy

All photographs to be used in materials, presentations, reports, or otherwise printed must have a photograph release form completed for all persons in the photograph.

Procedure

1. When photographs are to be taken at events, meetings, or other activities, a photograph release must be signed by all persons included in the photograph.
2. Parents or guardians must the sign the photo release prior to pictures being taken of children in FSNE activities.
3. If it is known ahead of time that photos are to be taken (for example, for a nutrition-based class for children), photograph release forms can be completed at the beginning of the class.
4. An example of a photograph release form can be seen below.

**Arizona Department of Health Services
PHOTOGRAPHIC RELEASE**

Permission is hereby granted to the Arizona Department of Health Services to use photographs taken of _____ on this date by _____, said photographs to be used in any way that will promote public understanding of the Department’s public health programs and services, or that will promote such public understanding of the activities of other health or related agencies, including local public and voluntary agencies involved in public health activities. Permission includes the use of said photographs for reproduction in newspapers, magazines, television and other communications media. I hereby release the Arizona Department of Health Services from any liability in connection with the use of such photographs.

DATE _____

SIGNATURE _____

ADDRESS _____

_____ City State Zip Code

TELEPHONE _____

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* and *MyPyramid* (see attached). They must also be consistent with the goal and focus of FSNE, which is to improve the likelihood that persons eligible for the FSP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the *Dietary Guidelines*, and *MyPyramid*. Messages and materials for consumers should include these key points:

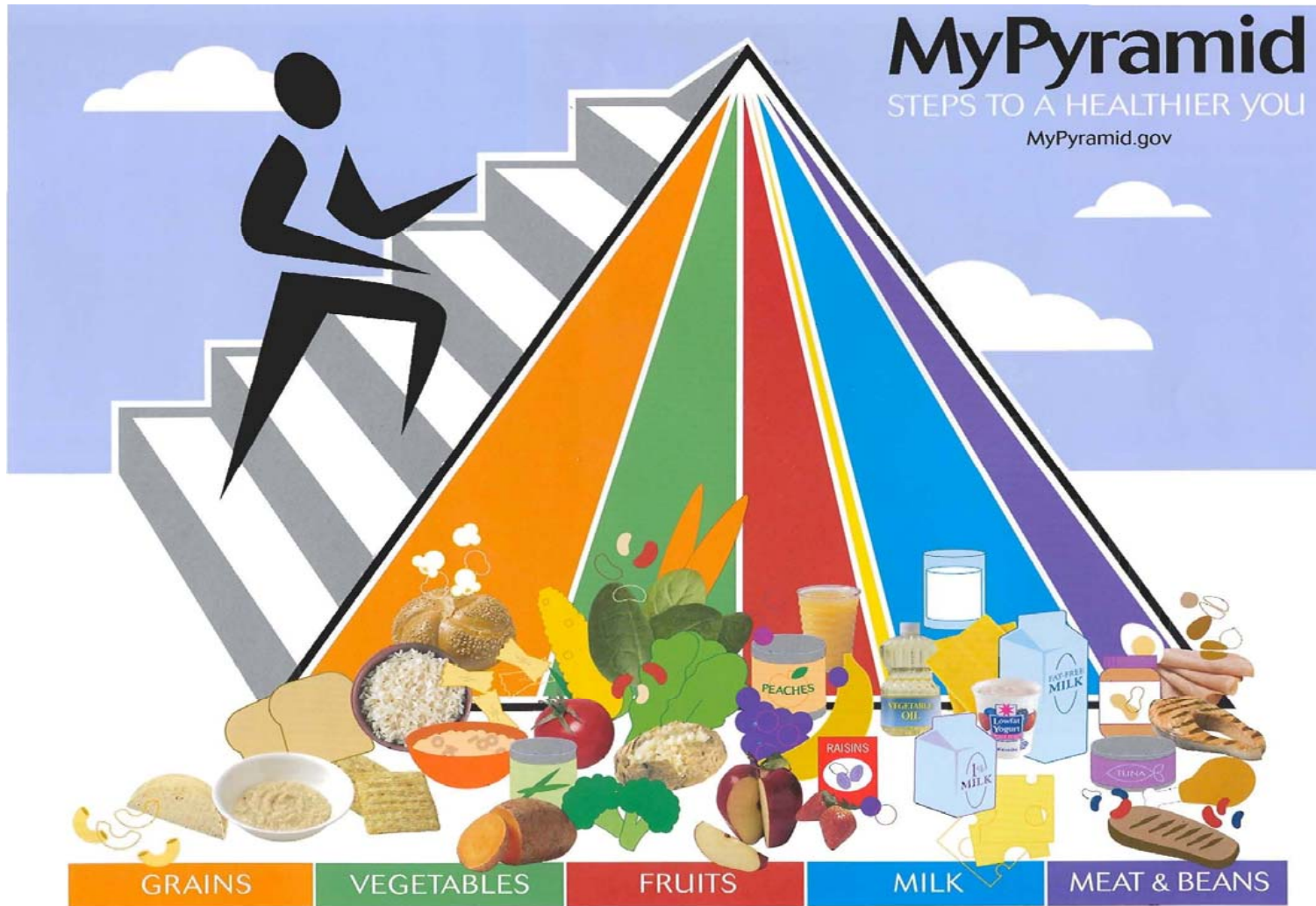
- Eat fruits and vegetables, whole grains, and fat free or low-fat milk products every day.
- Be physically active every day as part of a healthy lifestyle.
- Balance caloric intake from food and beverages with calories expended.

Procedures

1. Existing materials, especially FNS materials such as Eat Smart, Play Hard, Team Nutrition, etc. must be used and/or adapted whenever possible rather than developing new materials. (See Sources for Nutrition Information for existing materials).
2. 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 and MyPyramid for Kids* 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).
3. Materials must not contain disparaging comments. (See Disparaging Messages).
4. Messages that are not consistent with the *Dietary Guidelines* or *MyPyramid* should not be used. (For example, a lesson plan designed to promote a fad diet that is high in fat or excludes a food group such as milk would directly conflict with the *Guidelines*).
5. It is expected that nutrition education messages will be tailored to address the most urgent nutrition education needs of the food stamp eligible population.

To learn more about the Dietary Guidelines, it is recommended that programs access the USDA Center for Nutrition Policy and Promotion website at www.cnpp.usda.gov. To learn more about *MyPyramid*, see the website www.MyPyramid.gov.

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



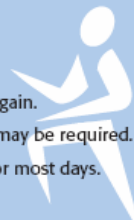
GRAINS Make half your grains whole	VEGETABLES Vary your veggies	FRUITS Focus on fruits	MILK Get your calcium-rich foods	MEAT & BEANS Go lean with protein
<p>Eat at least 3 oz. of whole-grain cereals, breads, crackers, rice, or pasta every day</p> <p>1 oz. is about 1 slice of bread, about 1 cup of breakfast 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; for kids aged 2 to 8, it's 2	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.



U.S. Department of Agriculture
 Center for Nutrition Policy and Promotion
 April 2005
 CNPP-15



USDA is an equal opportunity provider and employer.

MyPyramid For Kids
 Eat Right. Exercise. Have Fun.
 MyPyramid.gov

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

Oils
 Oils are not a food group, but you need some for good health. Get your oils from fish, nuts, and liquid oils such as corn oil, soybean oil, and canola oil.

★ Find your balance between food and fun ★ Fats and sugars — know your limits

USDA
 U.S. Department of Agriculture
 Food and Nutrition Assistance
 Improving lives
 2010-2012

MyPyramid.gov
 eatright.gov

SOURCES FOR NUTRITION INFORMATION

All Arizona Nutrition Network messages and lessons will be developed using credible, scientifically based information about food, nutrition, and physical activity. 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 United States Department of Agriculture (USDA).
 - b. Print materials from selected national organizations, federal agencies, or universities such as:
 - American Dietetic Association
 - Centers for Disease Control (CDC)
 - National Institutes of Health
 - Purdue University Extension (copies of MyPyramid and MyPyramid for Kids)
 - United States Food and Drug Administration (FDA)
 - c. On the Internet, these sites will provide the most appropriate of the nutrition education resources for Food Stamp Nutrition Education:
 - www.eatwellbewell.org - Arizona Nutrition Network
 - www.nal.usda.gov/fnic/foodstamp - Food Stamp Nutrition Connection*
 - www.mypyramid.gov - MyPyramid and MyPyramid for Kids
 - www.fns.usda.gov/eatsmartplayhard/ - Eat Smart, Play Hard
 - www.fns.usda.gov/fns - Food and Nutrition Services
 - www.fns.usda.gov/TN/ - Team Nutrition
 - www.cnpp.usda.gov - USDA Center for Nutrition Policy and Promotion
 - d. On the Internet, other sites that may be useful for FSNE:
 - www.eatright.org - American Dietetic Association
 - www.nal.usda.gov/fnic - Food and Nutrition Information Center
 - www.nal.usda.gov/wicworks/ - WIC Works Resource System
 - 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 -National Agricultural Library
 - 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 Food Company, Inc.
 - www.gobreastmilk.org - Arizona Department of Health Services
 - www.kidnetic.com - Kidnetic
 - www.VERBnow.com - Centers for Disease Control and Prevention

The Network encourages partners to submit materials developed according to the *Message Development* policy to the Food Stamp Nutrition Connection website listed above for consideration of inclusion in the Resource Finder Database.

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, 5,000 copies of “Fun Food News” to be given out in 200 classrooms in 20 low-income schools). Quantities of materials ordered must be consistent with the estimated reach of the program in the Local Incentive Award project’s approved Nutrition Education Plan for the year.
2. Orders will be filled as they come in, and should be received by partners within four 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 four weeks, 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

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.
2. Contributing Partners may order incentive items through the Network website, www.eatwellbewell.org. Supporting Partners must work through their Local Incentive Award project as items are available only to Contributing Partners. Materials may be shipped to multiple locations. Quantities of materials ordered must be consistent with the estimated reach of the program in the Local Incentive Award project's approved Nutrition Education Plan for the year.
3. 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 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 high demand of products resulting in inventory depletion, 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 Data and Reporting Specialist.
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. Supporting Partners must work through a Local Incentive Award project for loan of the costumes.

Procedures

1. Contributing 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. 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.
3. Costumes and games will be delivered and picked up from the Partner's desired location. Guidelines for using the costumes are provided on the website. Partners are responsible for returning costumes and games in a timely fashion.
4. 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, Local Incentive Award 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, a radio script, 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 and beverages at meetings are not an allowable cost under the Food Stamp Nutrition Education program, they 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. Most 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

1. 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*.
2. A posted nutrient analysis of the menu for the participants would be considered optimal.
3. For ideas on foods to serve at meetings follow the guidelines* below.

General Guidelines:	Food Suggestions for Breaks:	Food Suggestion for Lunch/Dinner:
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 ounce 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.

*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 Network 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

1. 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.
2. 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.
3. 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.
4. 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.

5. 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).
6. 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%.
7. 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.
8. The Food and Drug Administrations regulations on food labeling will be used to provide nutrition information.
9. 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 changing dietary behaviors 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. Serve sample size portions only in the food demonstrations. Food samples associated with a nutrition education lesson are an allowable expense but meal size portions or a complete meal service are not.
6. 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 for Food Stamp Nutrition Education (FSNE). Activities must be thoughtfully planned with clear, written goals and objectives. Staffing levels for FSNE events/activities must be proportionate and appropriate for the number of participants, their ages and learning needs.

Carefully written lessons plans are necessary as an effective means of reaching nutrition education goals and objectives, improving classroom management, and providing for evaluation of nutrition education activities. Well-written lesson plans ensure that information will be consistently taught by different nutrition educators.

Procedures

1. Nutrition education activities may include classes, games, print materials, media announcements, single or multi-session classes, food demonstrations, and community presentations.
2. Prior to conducting a nutrition education activity, a written lesson plan that outlines the lesson goals and objectives, materials needed, teaching activities, and evaluation methods (see sample Lesson Plan, attached) should be developed.
3. All nutrition education activities should reflect a FSNE, Arizona Nutrition Network, or Healthy Arizona 2010 goal. Goals for activities conducted in schools should include one or more Arizona Academic K-12 Standards.
4. Clearly written goals and objectives are the foundation of effective nutrition education activities. Use the following information to develop goals and objectives for your activities that will lead to behavior change in the target population.

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 school children.
- 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.
5. 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. Make accommodations to ensure staffing support for a given FSNE event/activity is always proportionate to and appropriate for the number of expected participants, their ages and their learning needs.

Arizona Nutrition Network Lesson Plan

Lesson Title:			
Topic:		Target Audience:	Estimated Time:
Lesson Goal(s)/Academic Standard(s):			
Lesson Components Learning Objectives	Procedure/Learning Activity	Materials Needed, Handouts, Audiovisual	Evaluation
Introduction:			
Objective:			
Objective:			
Objective:			
Closure:			
Notes:			

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 Contributing Partners 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).

Food Stamp Nutrition Education (FSNE) audiences are categorized according to the likelihood of their being eligible for the Food Stamp Program (FSP). There are three categories that are currently used:

Category 1 -Certified Eligible: Includes persons currently participating in or applying for the FSP and/or persons residing in FSP household. This is the true Food Stamp Nutrition Education target audience.

Some examples of persons considered to be Certified Eligible for FSP include:

- Persons referred by the local FSP office
- Persons reached through direct marketing to FSP participants
- Persons participating in the Food Distribution Program on Indian Reservations
- Ineligible parents who receive FSP benefits on behalf of their child(ren)
- FSP participants in a FSP Job Readiness Training Program

Category 2 – Likely Eligible: Includes persons that are eligible for the FSP but have not yet applied. This audience is less identifiable, so USDA allows FSNE providers to use proxy measures of eligibility based on a) gross income of participants or b) location of FSNE delivery.

Some examples of persons considered to be Likely Eligible for FSP include:

- Persons with gross income levels at or below 130% of the Federal Poverty Guidelines.
- Persons at food banks, food pantries, soup kitchens, public housing and FSP/TANF job readiness program sites.

Category 3 – Potentially Eligible by Site/Location: Includes persons at other venues primarily frequented by low-income audiences. States must request an Exclusivity Waiver for programs delivered to Potentially Eligible audiences. Programs should only consider targeting the Potentially Eligible audience after making a clear effort to provide FSNE to Certified and Likely Eligible audiences. At least 50% of persons that receive FSNE in a Potentially Eligible Site must have gross incomes at or below 185% of the Federal Poverty Guidelines. FSNE activities delivered to audiences in these locations have a fair likelihood of benefiting FSP eligibles.

Some examples of persons considered to be Potentially Eligible by Site/Location for FSP include:

- Persons residing in census tract areas where at least 50% of persons have gross incomes at or below 185% of the Federal Poverty Guideline.
- Children in schools where at 50% or more of children receive free and reduced priced meals.
- Persons participating in the WIC program.
- Persons shopping in grocery stores located in census tracts where at least 50% of residents have gross incomes at or below 185% of the Federal Poverty Guideline.

Each location must be included in the Exclusivity Wavier and be approved by USDA prior to delivery of FSNE activities at Potentially Eligible sites.

Procedures

1. The LIA Program requires that LIA Agencies provide Local Share contributing funds to the Network. As a result of the contributions, each LIA Agency is eligible to receive additional funding of up to 50% of the Local Share contribution. This added funding is referred to as “Federal Share Reimbursement”. Funding is not capped, nor is it competitive. However, the Network must approve all agency applications.
Note: Because this additional funding is a *reimbursement*, the LIA Agency must first spend the money to make a claim for Federal Share Reimbursement.
2. Application for the program is made in the spring of the year preceding participation. Applications are available starting in January of each year on the Arizona Nutrition Network website: www.eatwellbewell.org.
3. Budget and application training will be conducted yearly and attendance is mandatory for LIA Agencies.
4. In the application process, programs will:
 - a. describe their intended audience and activities.
 - b. identify the source and amount of the Local Share funds to be used for nutrition education.
 - 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 Plan.
5. Network program and fiscal staff will review completed applications and may request additional clarifications and/or changes before pre-approval.
6. Once all clarifications and/or changes have been made to the satisfaction of the Network, each LIA Agency will receive a letter announcing pre-approval of their program.
7. All pre-approved applications are subject to change by USDA direction.

8. A formal state contract will then be processed through the Arizona Department of Health Services' Procurement Department for approval and appropriate signatures. .
9. Once a contract has been issued, LIA 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).
10. Contracts are effective once USDA has issued final approval for the Network Annual Nutrition Education Plan.
11. Contracts will follow the federal fiscal year of October 1 – September 30.
12. Agencies must submit applications annually to continue participating in the Network (see *Contract Timeline* policy).

RESPONSIBILITIES OF LIA PARTNERS

Policy

As formal contractors with the Arizona Nutrition Network, each LIA Agency 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 Agencies must become familiar with the Network's Policies and Procedures Manual, as the manual outlines Network nutrition education program practices and standards.
2. LIA Agencies are encouraged to incorporate Network standards into their own nutrition education practices.
3. Community Tool Kits are sent to LIA Agencies with each social marketing campaign wave (see *Nutrition Education Tools – Community Tool Kits* policy). These kits have all of the tools the LIA Agency will need to incorporate Network materials and messages into their activities.
4. LIA Agency training sessions are held near the beginning of the contract year (normally at the end of October or early November). These sessions orient 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 for providing orientation to new FSNE staff on LIA program responsibilities, regulations and requirements. LIA Agencies may request in-service for staff from a Partnership Development 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 Agencies 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 Agency send, at a minimum, one person from their agency to all LIA Agency trainings and general Network meetings.
9. It is *strongly recommended* that each LIA Agency send a program representative and a financial representative to the annual training, and at least one program representative to the partners meetings.

10. LIA Agencies are encouraged to send any other staff members who may be directly involved with the LIA program to the partners meetings, 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 payments.

ALLOWABLE/UNALLOWABLE COSTS

Policy

All costs claimed by 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 FY07 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 must be reasonable and necessary.
4. Any supplies or equipment purchased using Local or Federal Share monies must be used for FSNE exclusive use. If other programs share the use of such equipment, 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 used to increase food security through direct purchases of food.
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, or 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 support or partial sponsorship of meetings, conferences, and summits must be prorated 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.
11. Only out of state travel approved by USDA in the FY07 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 with new federal funds to teach the nutrition classes and using their prior source of funding for use in another program is not allowed. Attending a training in France 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 LIA Agency's program. Should an audit determine that expenses incurred by a LIA Agency are unallowable, reimbursement by the Network may be withheld or adjusted. Unallowable expenses incurred by LIA Agencies will have to be reimbursed to the State and may decrease the amount of federal reimbursement available to the LIA agency.

LIA 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
Literature/Materials/Audiovisuals	
<ul style="list-style-type: none"> • The purchase of FNS nutrition education/promotion materials that address FSNE topics and are for use with FSP eligibles. • The purchase of other nutrition education materials, when there are no FNS materials available that address FSNE topics and will be used with persons eligible for the FSP. • The production of nutrition education materials, for which there <u>is no other existing comparable material</u>, that support the State’s goals and objectives for FSNE and will be distributed to FSP eligibles. It is encouraged that States collaborate with other FNS programs on the messages conveyed in and the costs of education materials. The State agency must describe the method used for allocating costs between the programs. 	<ul style="list-style-type: none"> • Costs for any nutrition education materials that have already been charged to another Federal or private program or source. • Any material that endorses or promotes brand name products or retail stores. • Manufacturer’s or store (cents off) coupons. • Influencing a store’s pricing policy. • 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. • Negative written, visual, or written expressions about specific foods, beverages or commodities.
Social Marketing Campaigns	
<ul style="list-style-type: none"> • Local radio and television announcements of nutrition education events for food stamp eligibles. • Appropriate social marketing campaigns that target nutrition messages to food stamp eligibles and are delivered, with an approved exclusivity waiver, in areas/venues where at least 50 percent of persons have incomes equal to or less than 185% of poverty guidelines or thresholds. 	<ul style="list-style-type: none"> • Social marketing campaigns that target the general population. In some instances, prorated costs based upon the numbers of likely FSP eligibles (< 130% of poverty guidelines/thresholds, with certain exceptions) that will be reached with the campaign may be allowed. • Nutrition education messages which convey negative messages or disparage specific foods, beverages or commodity, or which are not consistent with the Dietary Guidelines for Americans and MyPyramid. • Television and radio announcements/ advertisements that do not include a brief message about the FSP, its benefits and how to apply.

ALLOWABLE	UNALLOWABLE
Equipment	
<ul style="list-style-type: none"> • Purchase of office equipment. A county can donate equipment and use fair market value; however, any fair market value has to be adjusted to reflect Federal funding provided for the equipment. (This can be arrived at by multiplying the fair market value times the State's percentage share invested in the equipment.) • Equipment shared with non-FSP users when cost-shared with those users. • Kitchen appliances only with justification of reasonable and necessary need. 	<ul style="list-style-type: none"> • Electronic equipment that exceeds prior approval thresholds (i.e., \$5,000) unless such prior approval is received from FNS. • Medical equipment.
Food Samples, Supplies and Provisions	
<ul style="list-style-type: none"> • Cost of food for recipe/taste testing purposes and cost of kitchen equipment and supplies necessary for food storage, preparation and display of food prepared for demonstration purposes. • Food <u>samples</u> associated with a nutrition education lesson. 	<ul style="list-style-type: none"> • Ongoing snack or food service. • Meal size portions or complete meal service. • Cost of food provided as groceries or supplemental food.
Nutrition Education	
<ul style="list-style-type: none"> • Classroom setting (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 class pertaining to nutrition education is an allowable cost. Schools must be public government entities for in-kind charges. • Physical activity demonstration, promotion, referral that includes a nutrition message. 	<ul style="list-style-type: none"> • Classes that are designed to provide case management or "life skills" training (e.g., classes on English as a second language, parenting, child development, crisis management, rental information). • Medical nutrition therapy and secondary prevention interventions (Refer to Definitions). • Weight loss classes, individualized meal plans, obesity treatment programs, etc.

ALLOWABLE	UNALLOWABLE
Nutrition Education Continued	
<ul style="list-style-type: none"> • The pro rata share of costs of classes that are provided in conjunction with another program (e.g., WIC), provided the State agency describes the method for allocating costs between the programs. • Breastfeeding education, promotion and support which is coordinated with WIC and which supplements and complements WIC services, rather than supplanting them. • Activities where the primary objectives pertain to allowable nutrition education but brief FSP outreach messages are also shared with FSNE participants. FSP information materials are available for free on the FNS Web site at: http://www.fns.usda.gov/fsp/info.htm. 	<ul style="list-style-type: none"> • Clinical health screenings (i.e., cholesterol testing, body mass index and blood glucose testing, etc). • Distribution of nutrition education reinforcement items over \$4.00. • Nutrition education costs 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. • 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.). • Most able-bodied students ages 18 through 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. For information on students that may be eligible: http://www.fns.usda.gov/fsp/applicant_recipients/students.htm • Activities where the primary objective(s) is to conduct outreach efforts for the FSP or other programs.

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. • Information on local sites for low or no-cost activities to increase physical activity (such as a free fitness event). 	<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.
Reinforcement Items	
<ul style="list-style-type: none"> • Calendar and refrigerator magnets that contain nutrition education messages. • Measuring cups, measuring spoons, or other items of nominal value which reinforce a nutrition message. • Items that have value as nutrition education aids. 	<ul style="list-style-type: none"> • Reinforcement items over \$4.00. • Celebratory items and items designed primarily as staff morale boosters. • Items (even of nominal value) that are not reasonable or necessary. • Items that have no nutrition education message. • Any incentive item intended for persons who are not Food Stamp Eligible.
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
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. • Space donated by local school districts, but only the cost of space based on depreciation or use allowance. 	<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 and EFNEP programs, or a FSP local office waiting room). • Commercial rental rates cannot be used for publicly owned space.
Staff and Training Costs	
<ul style="list-style-type: none"> • FSNE-related training for program delivery staff. The time volunteers of a public agency spend performing FSNE-specific duties. Time must be charged at a rate commensurate with the duties being performed. • Staff time spent delivering nutrition education to food stamp eligibles. Time must be charged at a rate commensurate with the duties being performed. • General briefings to community health care providers serving low-income communities about FSNE services in the community. 	<ul style="list-style-type: none"> • The time volunteers of a non-public agency (e.g., faith-based organizations, many food banks, etc.) spend performing FSNE specific duties. • A physician's time spent distributing nutrition flyers at health fairs when charges are based on a rate commensurate with his/her credentials as opposed to the duties he/she is performing. • University courses that are not relevant to the practical delivery of nutrition education to food stamp eligibles. • Training or development costs of food service workers or others not directly associated with delivery of FSNE.

ALLOWABLE	UNALLOWABLE
Costs Associated with Other Activities	
<ul style="list-style-type: none"> • Reimbursement for personal costs (such as child care, meals, lodging, and transportation) for recipients of FSNE to actively participate in focus groups, needs assessments and advisory groups to inform and improve FSNE effectiveness. • Nutrition education activities that promote the selection of healthy foods from vending machines. • Participation on relevant State and local advisory panels. 	<ul style="list-style-type: none"> • Organized efforts to influence elected officials and lobbying for legislative/policy changes. • Costs associated with surveillance or surveys of the general population that are not prorated based on the number of likely FSP eligible respondents (persons with incomes less than or equal to 130% of poverty guidelines/thresholds, with certain exceptions). • Costs associated with the establishment and maintenance of environmental or policy changes, such as staffing, infrastructure, equipment, space, land, construction or supplies. • Money, vouchers or passes provided to FSNE recipients to offset personal costs incurred so that they may attend nutrition education classes (e.g., for childcare and transportation expenses). • Childcare or transportation services provided for FSNE recipients in conjunction with FSNE activities.

CONTRACT TIMELINE

Policy

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

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

Other examples where a contract start date may not begin on October 1st might be when there is 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 Share 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 Agency contracts 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 processes the new contracts and amendments and sends two copies to each LIA Agency for the signature of the authorized person in their agency.
5. LIA Agencies must sign and send both copies of the new contract or contract amendment back to the ADHS Procurement Office.
6. The ADHS Procurement Office then obtains the Department authorized signatures and returns one original to the LIA Agency. When the signed contract is received by ADHS, it is considered to be effective (except in cases of Inter-Governmental Agreements which must be registered with the Secretary of State's Office before being considered effective).
7. Services may be conducted and invoices submitted to the Network by the LIA Agency once USDA gives its 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

LIA 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 the 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 from a funded 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. In some cases, the proposed amendment must also be sent to USDA for approval.

It is not necessary for agencies to submit an amendment if their actual Federal expenses are lower than the approved projected expenses or if the LIA Agency identifies and claims more Local Share than the approved amount. However, the Total Federal Share Budget cannot be more than one half of their actual Local Share expenditures.

Procedures

1. LIA Agencies 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 Agencies 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 LIA Agency when the 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 the contract amendment to the LIA Agency 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 Agency 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 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 Share funds being disqualified and Federal Share Reimbursement being withheld (see *Allowable/Unallowable Costs* policy). If failure to adhere to these guidelines is identified in an audit (or after the fact), the LIA Agency may be requested to reimburse the State for the disqualified Federal Share Reimbursement.

If an agency estimates the Local Share expenditures on a monthly basis, 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 Agency must be retained for five (5) years from fiscal year closure. This requirement applies to all fiscal records, reports, and client information.

Procedures

1. LIA Agencies 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 no Federal Share reimbursement is requested for a particular month, the invoice still needs to be submitted showing Local Share expenditures.
2. The LIA Invoice and FSNE Staff Time Allocation Form are to be submitted electronically by the 15th of the month following the reporting period. In addition, a hard copy of the LIA Invoice is to be mailed with original signature of the Authorized Organization 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 require an amendment (i.e. If a line item amount is \$0.00 in the approved budget, a LIA Agency may not report expenses in that line without a formal contract amendment).
4. Total Federal Share expenses must not exceed the approved budget total, 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 requires a contract amendment.
7. The LIA Agency 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

Each Local Incentive Award (LIA) Agency is required to submit monthly financial reports to the Arizona Nutrition Network. The financial reports include the **Local Incentive Award 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 electronically by the 15th of each month following the reporting period. A signed original must also be submitted by mail for reimbursement. Agencies should typically receive reimbursement within 4-6 weeks of submitting correct invoices.

The LIA Invoice Form is the official form used by a LIA Agency to document **actual** Local Share expenditures and to request Federal Share reimbursement each month. If there are no expenditures or reimbursement requests for a given month, the LIA Agency will submit the LIA Invoice Form for that month with zeroes entered in the expense column for each funded line. Invoices will be submitted in chronological order; no invoice will be paid before a subsequent invoice is received and approved.

A corresponding monthly FSNE Staff Time Allocation Form must be submitted with the LIA Invoice Form. The FSNE Staff Time Allocation Form includes the following:

- The number of actual hours spent on Management or Administration of FSNE.
- The number of actual hours spent on Direct FSNE.
- The total number of hours spent on FSNE.
- The actual Local Share and Federal Share amount spent on Personnel Costs/Salaries.
- The actual Local Share and Federal Share amount spent on Fringe Benefits.

Each LIA Agency will submit a LIA Invoice Form and a FSNE Staff Time Allocation Form for each month of the program year. In addition, each LIA Agency will have the opportunity to submit a subsequent 13th Month invoice to report expenses that were encumbered but not paid during the Fiscal Year. All LIA Agencies will submit a final Cumulative Expense report for the period of October 1 through September 30. The final Cumulative Expense Report is included as a tab in the LIA Invoice workbook and will be submitted within 60 calendar days from the end of the fiscal year (September 30). Agencies must request approval for an extension to submit the final report after November 30.

Failure to submit required reports by the contractual due date(s) may disqualify a LIA Agency for Federal Reimbursement.

Procedures

LIA Agencies will be provided with a disk that contains a LIA Invoice Form workbook (Excel) and a FSNE Staff Time Allocation Form workbook (Excel). The workbooks provided to each LIA Agency will contain budget information specific to the Agency. Each month of the fiscal year is designated by a tab in each of the workbooks. LIA Agencies will enter information each month, and electronically submit both workbooks to the Partnership Development Specialist for review. LIA Agencies must submit a correct signed original invoice for reimbursement.

The LIA Invoice Form contains information specific to the LIA Agency and its approved Local and Federal Share Budgets. Information on the top half of the invoice reflects the Local Share budget and expenses, while information on the bottom half of the page reflects the Federal Share Budget and reimbursement information. Reimbursement is based on the Federal Share expenses reported on the invoice.

Instructions for completing the LIA Invoice:

1. Click on the appropriate tab of the workbook for the month to be reported.
2. Enter the date the invoice is being submitted in the space provided. Reporting period, Contract Number, and PO Number have been pre-filled.
3. **Column 1** lists the Budget Categories by line item for Local Share on the top half of the Invoice, and the Federal Share at the bottom half.

The definitions of each line item are as follows:

- a. **Personnel Costs/Salary:** Amount spent on salaries and wages.
- b. **Fringe Benefits:** Benefits paid including statutory benefits, comprehensive benefits or other benefits including medical, dental, vision coverage, long-term disability, accidental death insurance, and tax sheltered annuity programs.
- c. **Contracts/Grants/Agreements:** Expenses incurred associated with use of subcontractors to conduct specialized nutrition activities. This may include consultants, dietitians, and contracted educators.
- d. **Non-capital Equipment Supplies:** Expenses incurred for food and equipment for food demonstrations, office supplies, office equipment with a unit cost of less than \$5000, communication (telephone, fax and internet), printing, photocopying, duplication, reproduction, and postage. Computers less than \$5,000 are included in non-capital equipment.
- e. **Materials:** Expenses incurred for nutrition education resources such as books, posters, and handouts.

- f. **Travel:** Amount spent on travel and per diem for nutrition education and administration purposes. Mileage rates and per diem are determined in accordance with LIA Agency's policy. If LIA Agency has no policy in place, the state rates are to be used as default. Out of state travel is not permitted unless included in submitted LIA Agency Budget and approved by USDA.
 - g. **Building/Space:** The total cost of space utilized for nutrition education program during. This is either the actual rental and/or use costs incurred, or, if the LIA Agency owns the building, the dollar amount as determined by the guidelines outlined in OMB Circular A-87.
 - h. **Maintenance:** This is the sum of all costs incurred for maintenance related to LIA Agency nutrition education activities.
 - i. **Equipment & Other Capital:** Non-expendable property used for nutrition education program, having a unit cost of \$5,000 or more and a life expectancy of one year or more.
 - j. **Indirect Costs:** Costs 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. A LIA Agency claiming Indirect Cost must submit an approved Indirect Cost Allocation plan.
4. **Column 2** lists the line item amounts approved in the LIA Local and Federal Share Budgets for the Fiscal Year. These amounts match the numbers in the approved contract, and may not be changed by a LIA Agency. A LIA Agency may formally request a budget amendment. If approved, the LIA Invoice Form will be changed by ADHS and provided to the LIA Agency.
5. **Column 3** lists the actual expenses for the reported month. The LIA Agency will enter information in Column 3 using documented records of expenses for the month.
- a. Actual expenses may only be reported in budget lines with projected dollar amounts greater than \$0.00. Actual expenses *may not* be claimed in unapproved budget lines. For example, a program may not claim expenses for Maintenance if the budget line has \$0.00 allocated for the Fiscal Year.
 - b. Actual expenses for Local Share may exceed the original approved Local Share Budget amounts.
 - c. Federal Share reported expenses *may not* exceed the Approved Federal Share budget in any line item. A LIA Agency may request an amendment if actual expenses are expected to exceed amount budgeted in any line.

6. **Column 4** automatically calculates Cumulative Expenses to Date. This figure is obtained by adding the “actual expenses” for the current month to the “Cumulative Expenses to Date” from the previous month. The LIA Invoice Form Excel workbook contains protected formulas to automatically calculate this field using the actual expense information entered by the LIA Agency.

Note: The Cumulative Expenses To Date for the Federal Share (reimbursable) must be less than or equal to 50% of the Local Share cumulative expenses, and must not exceed the approved Federal Reimbursement dollar amounts.

7. **Column 5** is pre-filled and calculates the Unexpended Balance, by subtracting Cumulative Expenses for each line item from the Approved dollar amount for each line item.
8. After the Invoice is submitted electronically and is correct, the Authorized Organization Representative for the LIA Agency will sign on the bottom left of the form and the signed original will be mailed to the attention of the Partnership Development Specialist at ADHS.

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 as approved in the Local and Federal Share Budgets.
3. Under # HRS-MGT, list the number of hours that each staff member spent performing management or administrative duties for the nutrition education program. Management or administrative hours include time spent:
 - In travel for training or staff meetings for nutrition education
 - Performing duties related to payroll or accounting
 - Preparing invoices, quarterly or other reports
 - In professional development activities, or
 - Supervising LIA program personnel.

4. Under # HRS-DIRECT, list the number of hours that each staff member spent performing direct delivery services to Food Stamp participants and applicants. Direct hours include time spent:
 - Preparing lesson plans
 - In travel to and from sites where direct delivery services are provided
 - Teaching allowable nutrition education activities to food stamp eligible persons
 - Administering surveys or evaluation questionnaires
 - Summarizing results of nutrition education activities
 - Ordering nutrition education materials
 - Conducting physical activity demonstrations and promotions that include a nutrition message
 - Making referrals to Food Stamp and WIC programs, or
 - Setting up for direct delivery nutrition education activities.
5. Total Hours is automatically calculated, and does not need to be entered by LIA Agencies. The cells in this column are protected to prevent accidental deletion of formulas.
6. Under Local Share Personnel Costs/Salary, list the amount paid out of Local Share funds to each staff person for salary or wages for the reported period.
7. Under Local Share Fringe Benefits, enter the amount paid out of Local Share funds for fringe benefits for each staff person for the reported period.
8. Under Federal Share Personnel Costs/Salary, list the amount paid out of Local Share funds to each staff person for salary or wages for the reported period.
9. Under Local Share Fringe Benefits, enter the amount paid out of Local Share funds for fringe benefits for each staff person for the reported period.
10. Totals are automatically calculated and do not need to be entered by LIA Agencies. The cells in this column are protected to prevent accidental deletion of formulas.
11. The bottom totals (also automatically calculated) are the amounts that will be entered as amounts in the corresponding monthly invoice for Personnel Costs/Salary and Fringe Benefits for both Local and Federal Share.

SAMPLE CERTIFICATION FORM

Indirect Cost Plan for FY 2007

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, 2006 through September 30, 2007 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

Contractor: TEMPLATE
 Address:

Date:
 Reporting Period: 10/1/06-10/31/06
 Contract #
 PO #

Periodic Report
 FINAL REPORT

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 # 98739 AY: 07

Signature of Authorized ADHS Staff _____ Date _____

PROGRAM REPORTING AND EVALUATION

Policy

LIA Agencies are required to submit a Quarterly Report using the standard format 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 reported.

The LIA Agency Quarterly Report format provided to LIA Agencies by the Arizona Nutrition Network is used for program evaluation, future planning, and for providing quantitative data to USDA.

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

Procedure

1. LIA Agencies are required to complete quarterly reports using the approved LIA Agency Quarterly Report form(s) and submit to the Arizona Department of Health Services by the 15th of the month following the quarter.

October 1 through December 31	1 st Quarter - submit by January 15 th
January 1 through March 31	2 nd Quarter – submit by April 15 th
April 1 through June 30	3 rd Quarter – submit by July 15 th
July 1 through September 30	4 th Quarter – submit by October 15 th

Directions for completing the LIA Agency Quarterly Report:

2. Open the LIA Agency Quarterly Report file and save on the computer used to complete forms. Name the file using the following format: Agency Name FY07 Quarterly Report.xls (example: Yuma FY07 Quarterly Report.xls).
3. Complete the information on the **Agency Info** sheet. Information entered will create dropdown menus in the worksheets that follow. This information is filled out only *once per fiscal year* or after approved changes during the year.
4. Complete each of the remaining worksheets (**Direct Contacts, Unduplicated, Indirect Contacts, and Narrative Report**) for the quarter being reported. Q1 is first Quarter, Q2 is second quarter, Q3 is third quarter and Q4 is fourth quarter.
5. Email completed Quarterly Report to assigned Partnership Development Specialist on or before due date.
6. Instructions for completing the LIA Quarterly Report are as follows:

- a) **Agency Info** – Information entered on this worksheet will create dropdown menus in the remainder of the Quarterly Report workbook. Complete this information only *once per fiscal year* unless there have been approved changes during year.

Enter information in all fields marked with an asterisk (*).

* **LIA Agency Name** – Enter the agency name as listed on the LIA Contract.

* **Fiscal Year** – Enter the fiscal year for which contacts are being reported.

* **Delivery Sites** – Enter the names of the sites where Food Stamp Nutrition Education (FSNE) will be delivered. These sites are listed on the Final Target Audience Description and Reach form, and were approved as part of the LIA Agency Application. Only sites approved in the LIA Agency Application may be listed; additional sites must be approved by waiver.

- * **First Contact with this Group?** - Answer “YES” if this is the first time that FSNE has been presented to this particular group in this fiscal year, regardless of the number of interventions that may be conducted with this particular group. For example, 5 A Day Classes are conducted in Mr. Drew’s class at Lincoln Elementary School in the fall and MyPyramid for Kids in the spring. Enter YES only once to avoid counting the group twice on the Unduplicated Count.
- * **FSNE Class** – Select an approved FSNE class from the drop down menu. The classes in the menu are from the approved Nutrition Education Plan. If the FSNE class conducted is not found on the list, select “Other”, and provide details in the Narrative Report section. When providing details, be sure to include the nutrition message, method of instruction, and allowable activities that were conducted. Drop down choices are as follows:

Buddy Bear	MyPyramid
Building Better Bones	MyPyramid for Kids
Creative Pockets	Nibbles for Health
Eat Smart, Play Hard	Nutrition Explorations
Exercise Your Options	Portion Distortion
Fight Bac!	Power of Choice
Fit WIC	ReCharge!
5 A Day	Step Up to Health
Great Body Shop	Supermarket Persuasion
Growing Healthy	Team Nutrition
Harvest of the Month	Other - specify in Narrative
Healthy Body Awareness	Report
Milk Matters	

Session Number (optional): Use this field to help differentiate between one session of a multi-part curriculum and another (for example, 5 A Day is taught in four parts, so this field may be used to identify session 1, 2, 3, or 4).

- * **Length of Session in Minutes:** Enter the number of minutes spent conducting this FSNE activity session.
- * **Number of Classes in Series:** Select from the drop down menu the category that best describes the total number of classes or activities to be conducted during this particular series. The choices are as follows:

Single Session
 Two to Four Sessions
 Five to Nine Sessions
 Ten or More Sessions

If the activity or class being reported is not part of a series, select Single Session.

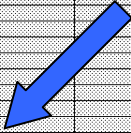
- * **Number of Food Demonstrations:** List the number of FSNE food demonstrations conducted. If a single session included a food demonstration, “1” would be entered in this column. If more than one food demonstration is conducted during a series, include the total number of food demonstrations. For example, in a series of FSNE classes, food demonstrations are provided in Class 1 and Class 3 or a total of two demonstrations in the series so a number “2” would be entered in this column.
- * **Total Participants:** Enter the total number of participants who attended the session reported.
- * **Primary Content:** Use the drop down menu to select the content of the Direct FSNE activity. Only the choices given below may be used. If the “Other” category is selected, describe the content in the Narrative Report. Primary content should reflect the activities specified in the LIA Agency’s approved Scope of Work.

Record up to four (4) primary content areas which represent 25% or more of the time in this single session class or series of classes:

- A-Fat Free and Low Fat Milk or Equivalent (Include Alternate Calcium Sources
- B-Fats and Oils
- C-Fiber-Rich Foods
- D-Food Shopping/Preparation
- E-Fruits and Vegetables
- F-Lean Meat and Beans
- G-Limit Added Sugars or Caloric Sweeteners
- H-MyPyramid - Healthy Eating Plan
- I-Physical Activity
- J-Promote Healthy Weight
- K-Sodium and Potassium
- L-Whole Grains
- M-All Content Areas
- N-Other-Specify any other locations in the Narrative Report.

- c) **Unduplicated:** This worksheet provides demographic and quantitative information about the people who are reached with Food Stamp Nutrition Education in an unduplicated manner. No single person should be counted more than once in the unduplicated count.

: FY															
Quarter 1 Unduplicated Contacts															
Date	Delivery Site	Class Identifier	FSNE Class	Type of Setting *	Unduplicate d Count *	% Free Meal Recipients (School, Child Care or ADHC setting only)	Participant Food Stamp Status *			Participant Age and Gender *					
							FSP Recipients	Non- FSP Recipients	Food Stamp Status Unknown	0 - 4 Yrs		5 - 18 Yrs		18 - 59 Yrs	
TOTAL					0		0	0	#VALUE!	0	0	0	0	0	0
Y000	Y000	Y000	Y000						#VALUE!						
Y000	Y000	Y000	Y000						#VALUE!						
Y000	Y000	Y000	Y000						#VALUE!						



ENTER INFORMATION ONLY IN THE WHITE, PARTIALLY FILLED LINES. DO NOT ENTER ANY INFORMATION IN THE SHADED LINES. Enter information in all fields in the white rows marked with an asterisk (*).

The white rows contain information according to information that was previously entered on the Direct Contacts page. Each white row represents the First Contact for a participant or group of participants.

Date – Do Not Enter; automatically filled from information on Direct Contact worksheet.

Delivery Site - Do Not Enter; automatically filled from information on Direct Contact worksheet.

Class Identifier - Do Not Enter; automatically filled from information on Direct Contact worksheet.

FSNE Class - Do Not Enter; automatically filled from information on Direct Contact worksheet.

Start with “Type of Setting” (Column E), and enter as much information as possible for the group detailed in that particular row. This will provide *unduplicated* demographic and training information as required by USDA (no group is counted twice).

- * **Type of Setting:** Choose from the drop down menus to report the setting in which the Food Stamp Nutrition Education was conducted. If the setting conflicts with the intended audience, i.e. you conducted a class at a community center for a group of elementary school parents, select that which best described the *audience*, as opposed to the setting.

- A-Adult Education & Job Training Site
- B-Adult Rehabilitation Center
- C-Church
- D-Community Center
- E-Elderly Service Site
- F-Emergency Food Assistance Site
- G-Extension Office
- H-Farmers Market
- I-Food Stamp Office
- J-Food Store
- K-Head Start Program
- L-Home
- M-Library
- N-Other Youth Education Site (incl Parks and Rec)
- O-Public/Community Health Center
- P-Public Housing
- Q-Schools - students K-12
- R-School - adults/parents
- S-Shelter
- T-WIC Program
- U-Worksite
- V-Other -specify in Narrative report

If “Other” is selected, provide a description of the topic of the nutrition education in the narrative (Word) section of the report.

- * **Unduplicated Count:** Enter the unduplicated number of individual participants NOT the number of nutrition education contacts. For a single session, the unduplicated count is the number of individual participants in that session. For a series of classes, the unduplicated count would be the number of different people that participated in the series. In some cases LIA projects may choose to enter the number of participants at the first session or the number of participants at the session with the highest attendance, or the total number of students enrolled in the class series.

For example, a series of six FSNE classes were taught to adult women. At the first class, 40 women participated, 45 women attended the second session, and fewer women attended sessions three through six so you would enter “45” in this column.

The LIA project MUST specify the unduplicated count of participants for each FSNE single activity or each FSNE series of classes

Percent Free Meal Recipients: Use this column only if reporting a Food Stamp Nutrition Education (FSNE) activity for an audience for whom any of the following were used for eligibility documentation:

- Free and Reduced Priced Meal data – Arizona Department of Education/National School Lunch Program (NSLP),
- Child and Adult Care Food Program (CACF) Claim Data, or
- Special Summer Free Meals Program.

Enter the percentage of participants at the reported site who qualify for Free Meals according to USDA guidelines. This information may be obtained by referring to the Free Meal Report that was distributed with the Quarterly Report format, or by gathering the latest reimbursement claim information from CACFP sites such as child care and adult day health care centers. The same percentage may be applied throughout the current fiscal year. This percentage is applied to the Unduplicated Count to calculate the numbers of Food Stamp Participation Status section, and may be used for the remainder of the fiscal year. Example: An elementary school program has 100 children participating in FSNE and the school’s free lunch participation rate is 60%. Record 60 students in this column.

Food Stamp Participation Status: Whenever possible, this information should be provided from a secondary source such as the number of students eligible for Free Lunch in a school or based on data provided by a program such as Head Start. Electronic files providing information on Free Lunch participation are available for Local Incentive Award partners to use, if needed

In the few settings where information on Food Stamp participation or other demographics needs to be collected, LIA project must use the form provided by the Arizona Nutrition Network or a similar format included on class evaluation forms. Data provided must be anonymous and voluntary (see Client Data Form in English and Spanish).

* **Food Stamp Participants:** Enter the number of Food Stamp or Food Distribution Program on Indian Reservations (FDPIR) participants in the group being reported. In some cases, it is permissible to calculate the number of Food Stamp Participants by using information already available through USDA Programs. The information may be calculated by a using a percentage if:

- This is a **Certified Eligible Audience**; 100% of participants are Food Stamp or FDPIR participants. **Unduplicated Count = Food Stamp Recipients. Enter 0 for Non Food Stamp Recipients.**

- Percent Free Meal Recipients applies and has been entered in column G; income criteria for Free Meals through USDA is equal to income criteria for the Food Stamp Program. Example: An elementary school program has 100 children participating in FSNE and the school's free lunch participation rate is 60%. Record 60 students in this column.

Food Stamp Participants = Percent Free Meal Recipients x Unduplicated Count.
Enter 0 for Non Food Stamp Participants.

- * **Non Food Stamp Participants:** Enter the number of participants in the FSNE activity who are known not to receive FSP or FDPIR benefits. This number is 0 for Certified Eligible sites, and sites using Free Meal eligibility.

FSP Participation Unknown: Do not enter information in this column; it will be automatically calculated using the Unduplicated Count minus the sum of Food Stamp and Non Food Stamp Participants.

Under no circumstances shall public disclosure of Food Stamp participation be required for an individual to receive FSNE services. Methods of data collection that are not allowed might include sign-in sheets with a check box indicating Food Stamp participation, asking clients to raise their hands if they are on Food Stamps, requesting that clients show their EBT cards, or other methods that would reveal to others that a particular FSNE participant receives Food Stamp benefits.

- * **Participant Age and Gender:** Fill in the number of Male and Female FSNE participants for each of following age categories: Ages 0-4, Ages 5-17, Ages 18-59, and Ages 60+. For preschool audiences, use the 0-4 age group. For school aged audiences, use the 5– 17 age group. For senior programs, use the 60+ age group. Do not enter data in the Age and Gender “Unknown” column. It will be calculated by a formula using the Unduplicated Count minus the sum of Males and Females for each age category.

- * **Participant Race and Ethnicity:** Race and Ethnicity – New federal regulations issued in May of 2006 (7CFR Part 272 RIN 0584-AC75 Food Stamp Program: Civil Rights Data Collection) identify the specific ways that must be used for collecting race and ethnicity data in USDA Food and Nutrition Service Programs.

Self-identification or self-reporting is the preferred method of collecting race and ethnicity data. Program applicants shall not be required to furnish race or ethnicity to receive FSNE services.

Two separate questions must be used when clients provide information on their race and ethnicity.

1. Ethnicity:
 - Hispanic or Latino
 - Not Hispanic or Latino
2. Race:
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

Enter the number of participants in each of the following Race categories according to their reported ethnicity Hispanic or Latino or Non Hispanic or Latino:

- 1-American Indian or Alaska Native
- 2-Asian
- 3-Black or African American
- 4-Native Hawaiian or Other Pacific Islander
- 5-White
- 6-All Others Reporting More than One Race

For schools or other programs that collect Race and Ethnicity data, enter the information from a secondary source rather than collecting the information from FSNE participants.

In the few settings where information on race and ethnicity needs to be collected from FSNE participants, the LIA project should use the form provided by the Arizona Nutrition Network or a similar format included on class evaluation forms. Data provided must be self-reported, anonymous, and voluntary. (See Client Data Form in English and in Spanish).

When in a one-on-one setting and a client declines to provide self-reported information on his/her race and ethnicity, it is appropriate for FSNE staff to make a visual assessment and record the information. This process of visual assessment is never appropriate for FSNE staff to use in a group setting.

Race and Ethnicity Unreported: Do not enter information in this column. It will be calculated using the Unduplicated Count minus the sum of participants in each Race and Ethnicity category.

- d) Indirect Contacts:** This worksheet will be used to report the content and reach of FSNE activities that meet the definitions for Indirect Education provided through Social Marketing interventions.

* **Date:** Enter the date the FSNE activity was conducted. For an on-going activity, enter the date the activity concluded. For example, if a series of four monthly radio interviews on the “Go Low” campaign was conducted in January through April, you would enter 04/30/07 in the date column.

* **Name of Activity:** Enter a brief description of the indirect contact activity, i.e. Go Low Bulletin board, Fruits and Vegetable fliers, etc.

* **Name of Campaign:** Choose the name of the Arizona Nutrition Network Campaign from the drop down menu. Options include:

Grow a Healthy Child
Go Low - 1% or Less Fat Milk
Fruits and Vegetables
Make Your Move - Physical Activity
Folic Acid
Breastfeeding Loving Support

* **Projected Audience Demographic Information:** Enter the ethnicity, race, gender, and age of the intended primary target audience of the social marketing campaign. Choose from the following choices in the drop down menus:

- Ethnicity – Hispanic or Latino, Non-Hispanic or Latino
- Race – American Indian or Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, White
- Gender – Female/Male
- Age – All Ages, Ages 0-4, Ages 5-17, Ages 18-59, and Ages 60+

* **Estimated Number of Food Stamp Participants:** Enter the estimated number of Food Stamp participants reached through this campaign. For example, if daily announcements are read over the PA system at a school of 1,000 students where 60% receive Free Lunch, enter 600 in this column.

* **Number of Other Low Income Persons:** Enter the estimated number of low-income persons (excluding Food Stamp participants) reached through this campaign. Use up to 185% of poverty for estimating the number of low-income persons reached. For example, if daily announcements are be read over the PA system at a school of 1,000 students where 30% receive Reduced Lunch, enter 300 in this column.

* **Persons not Known to have Low Income:** Enter the estimated of other persons reached by this campaign. For example, you provide daily announcements to be read over the PA system at school of 1,000 students where 10% are not eligible for Free or Reduced Lunch so you would enter 100 in this column.

Total: Do not enter information in this column. It will be calculated by formula estimated numbers of Food Stamp Participants, other Low Income Persons (excluding Food Stamp Participants), and Other Persons.

- * **Primary Content:** Use the drop down menu to select the content of the Indirect FSNE activity. Only the choices given below may be used. If the “Other” category is selected, describe the content in the Narrative Report. Primary content should reflect the Arizona Nutrition Network Social Marketing campaigns and the activities specified in the LIA Agency’s approved Scope of Work.

Record up to four (4) primary content areas which represent 25% or more the area of emphasis in the Indirect Nutrition Education linked to a social marketing campaign:

- A-Fat Free and Low Fat Milk or Equivalent (Include Alternate Calcium Sources
- B-Fats and Oils
- C-Fiber-Rich Foods
- D-Food Shopping/Preparation
- E-Fruits and Vegetables
- F-Lean Meat and Beans
- G-Limit Added Sugars or Caloric Sweeteners
- H-MyPyramid - Healthy Eating Plan
- I-Physical Activity
- J-Promote Healthy Weight
- K-Sodium and Potassium
- L-Whole Grains
- M-All Content Areas
- N-Other-Specify any other locations in the Narrative Report

- * **Delivery Method:** Use the drop down menu to indicate the delivery method that best reflects the FSNE Indirect Nutrition Education provided in conjunction with an Arizona Nutrition Network Social Marketing campaign. If the “Other” category is selected, describe the content in the narrative portion of the report.

- A-Nutrition Education Radio - PSA
- B-Nutrition Education TV PSA
- C-Nutrition Education Articles
- D-Billboards, Bus Wraps, or Other Signage
- E-Participation in Community Events/Fairs
- F-Sponsor Community events/fairs
- G-Fact Sheets/Pamphlets/Newsletters
- H-Posters
- I-Calendars
- J-Promotional Materials
- K-Website
- L-Email Info distribution
- M-Videos/CD-Rom
- N-Retail/point-of-purchase activities
- O-Other, Specify in the Narrative Report.

- e) **Narrative Report:** The Narrative Report may be completed on the Excel worksheet provided or, if preferred, on the Word Document provided as an alternative. The information is the same; only the format is different.

	A	B	C	D	E	F	G	H
1	Arizona Nutrition Network							
2	Local Incentive Award Agency Quarterly Narrative Report							
3	: FY							
4	Quarter 1				October 1 - December 31			
5	Quarterly Activities							
6	1. Activities this Quarter:							
7								
8	2. Most Significant Accomplishments:							
9								
10	3. New Materials (provide copy):							
11								
12	4. New Equipment:							
13								
14	Process Evaluation							
15	1. Methods for collecting quantitative and demographic data:							
16								
17	2. Quarterly Total Direct Contacts*:							

- * **Quarterly Activities:** Describe the activities conducted during the quarter, the most significant accomplishments for the quarter, materials used, and list any equipment purchased during the quarter, including the brand name, model number and serial number for each item.
- * **Process Evaluation:** Process evaluation is a method for measuring numbers and characteristics of people reached through Food Stamp Nutrition Education (FSNE) activities as well as information about the number and types of nutrition education activities provided. Narrative information about process evaluation is to be provided here. Describe methods for collecting direct, unduplicated and indirect contacts. List quarterly and year-to-date totals for direct contacts, indirect contacts and the unduplicated contact count. Quantitative and demographic information for each intervention or class is to be reported in the worksheets that follow.

- * **Outcome Evaluation:** Report the method used to measure knowledge and/or behavioral changes and the results. Some examples of methods for collecting outcome data include: pre-and post-tests, surveys, indications of changes in food and beverage choices such as plate waste studies, and records of environmental or policy change.

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

If LIA Agencies conduct surveys with adults for outcome evaluation, it is recommended that, at a minimum, the three following questions be used in order to provide consistent and usable information to the Network.

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

LIA projects are encouraged to seek assistance from the Network to develop additional assessment questions to enhance their evaluation efforts.

Report the outcome data in the Narrative Report for the quarter in which it was completed. For example, if a pre-test is conducted in September, and a post-test in January, enter the outcome data in the Narrative Report for Quarter 2.

- * **Anecdotal Information:** Provide information that describes the success of the LIA Agency's program, but may not be captured using traditional evaluation efforts. For example, a school district Food Service Director's statement that the salad bar is more popular with the classes that received fruit and vegetable classes. LIA 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.
- * **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. Include dates and number of visits, people contacted, outcomes, and follow up that is needed.
- * **Challenges/Unmet Needs:** Briefly describe any unmet needs or challenges encountered during the quarter, if any, how were they overcome. 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.



Date (Month/Day/Year): ____ / ____ / ____

Agency/Program: _____

Your Zip Code: ____ ____ ____ ____ ____

Sex: ____ Male ____ Female

Age: ____

Are you Hispanic/Latino? ____ Yes ____ No
(Includes Mexican, Cuban, Puerto Rican, Central and South American or other Spanish culture or origin regardless of race)

Race:

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or other Pacific Islander
<input type="checkbox"/> Asian	<input type="checkbox"/> White
<input type="checkbox"/> Black or African American	

Does your family use Food Stamps? ____ Yes ____ No

This material was funded by USDA's Food Stamp Program. • This institution is an equal opportunity provider and employer. • The Food Stamp Program provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet.



Fecha (Mes/Día/Año): ____ / ____ / ____

Agencia/Programa: _____

Su Código Postal: ____ ____ ____ ____ ____

Sexo: ____ Masculino ____ Femenino

Edad: ____

¿Es usted Hispano(a) o Latino(a)? ____ Sí ____ No
(Incluye Mexicano, Cubano, Puertorriqueño, Centro y Sudamericano u otra cultura española u origen no importando la raza.)

Raza:

<input type="checkbox"/> Indio Americano o Nativo de Alaska	<input type="checkbox"/> Nativo de Hawai o de otra isla del Pacifico
<input type="checkbox"/> Asiático	<input type="checkbox"/> Blanco
<input type="checkbox"/> Negro o Africano Americano	

¿Participa usted o su familia en el programa de estampillas? ____ Sí ____ No

Este material se pago con fondos del Programa de Cupones Para Alimentos del Departamento de Agricultura de Estados Unidos (USDA). • Esta institución brinda igualdad de oportunidades en el empleo y en los servicios que provee. • El Programa de Cupones proporciona asistencia nutricional a gente de bajos ingresos. Le puede ayudar a usted a comprar comidas nutriciosas para mejorar su dieta.

ARIZONA NUTRITION NETWORK EVALUATION SURVEY

Policy

An annual Arizona Nutrition Network (AzNN) Evaluation Survey will be conducted 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 LIA 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. Weekly records must be maintained and can be signed by pay period or once a month.

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 LIA Agency. If an employee's salary is used entirely for the LIA 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 and the supervisor.

See attached Labor Activity Report Sample.

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

Procedures

1. LIA 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 LIA 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. These forms must be reviewed and signed by a supervisor. The LIA Agency may use a cover sheet for the Supervisor to use in approving these forms (see Staff FSNE Time Documentation Cover Sheet) or may sign each individual form.
 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 LIA Agencies for State compliance auditing.
 4. Using the FSNE Program Staff Time Form, LIA Agencies 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 LIA Invoice.
 - a. Management time is defined to be time spent on tasks related to the administration of the FSNE Program. These activities include: personnel supervision, payroll, traveling to and attending meetings, preparing reports and proposals, traveling to and providing staff training, and professional development activities.
 - 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 events.
 5. All time documentation forms should be reviewed and corrected for mathematical errors that could lead to under/over-claiming staff time. Significant alterations made to time documentation records must be initialed and annotated with a reason for the alterations.

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, 2006 - March 31, 2007

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 11h, 3-4.

Signature _____ **Date** _____

**Labor Activity Report
Department of Nutrition Services**

Pay Period _____ To _____

Name: _____ Employee ID # _____ Date _____

DESCRIPTION	FFY	PCA	INDEX	S	S	M	T	W	T	F	S	S	M	T	W	T	F	Total
Total Hours Worked																		
Annual Leave																		
Sick Leave																		
Holiday																		
Comp. Time Used																		
Jury Duty																		
Miscellaneous																		
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 have devoted to the identified programs/activities as per ADHS policies and procedures.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____



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
For Month of _____**

Name _____ Position _____ Please
Print Please Print

Week ending	# Hrs Mgt	# Hrs Direct	Total FSNE Hours
Totals			

Employee Signature

Date

Supervisor Signature

Date

*Management time is time spent doing tasks related to the administration of FSNE Program. This includes personnel supervision, payroll, meetings, preparing reports and proposals, training, professional development activities and the associated travel.
 ** Direct Delivery time is time spent in preparing and providing nutrition education activities to FSP eligible participants and the associated travel.

Arizona Nutrition Network Local Incentive Award Program

**Contributing Partner
Staff FSNE Time Documentation Cover Sheet**

For Month of _____

Organization _____ FFY _____
Please Print

I have reviewed these time documentation forms which show an after-the-fact distribution of time spent in FSNE activities.

Supervisor Signature

Date

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 Agencies 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 Agency 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 Agency at least one month prior to the scheduled review. The review may look at financial activity from 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 Agency prior to the financial review (see attached questionnaire). Completion of the questionnaire will expedite the actual review process.
3. The LIA Agency 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 completion of the audit.

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 use input from appropriate agency staff in responses to 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 Agency Application?
8. Who maintains the LIA Agency's books?
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, holiday) 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 mileage detail 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 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 partner's books.
2. How are LIA invoiced costs identified in your agency's 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 Agencies 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 and Nutrition Services 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 \$500,000 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.

Arizona Nutrition Network Site Visit Report

Date:

LIA Agency:

LIA Staff Present:

Reviewer(s):

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 given to the Food Stamp Program as a funding source?		
Are materials developed in accordance with 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 <u>interactive</u> 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?		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: LIA 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 be certified by the Commission on Dietetic Registration as a Registered Dietitian (RD). 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.

TRIBAL NATIONS

Hualapai Tribe

Hualapai Tribe

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Navajo Nation

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Pascua Yaqui Tribe

Pascua Yaqui Tribe Health Programs

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APPENDIX B

DEFINITIONS AND ABBREVIATIONS

Definitions

Behaviorally Focused Nutrition Messages are those that are (a) related to healthy food choices, for example, eating lower fat foods, adding one fruit each day, and switching to whole grain breads; (b) related to other nutritional issues, for example encouraging breast feeding practices, or physical activity (c) related to the environmental impact of dietary practices, including safe food handling, promoting community walking groups (d) related to food shopping practices that increase purchasing power and availability of food including using store coupons, joining store clubs for added discounts, and purchasing in bulk, and (e) food security such as applying for nutrition assistance programs (i.e. WIC, FSP, Child Nutrition Programs, Food Distribution Programs, etc).

Effectiveness is the extent to which pre-established objectives are attained as a result of program activity, as indicated by performance measures.

Fiscal Year is the Federal Fiscal Year that runs from October 1st of one year through September 30th of the following year.

Full-Time Equivalent (FTE) employment, as defined by the Federal government, means the total number of straight-time hours (i.e., not including overtime pay or holiday hours) worked by employees divided by the number of compensable hours (2,080 hours) in the Fiscal year. According to this definition, annual leave, sick leave, compensatory time off and other approved leave categories are considered “hours worked” for purposes of defining FTE employment.

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.

Medical Nutrition Therapy Services means the assessment of the nutritional status of patients with a condition, illness, or injury (such as diabetes, hypertension, gout, etc.) that puts them at risk. This includes review and analysis of medical and diet history, laboratory values, and anthropometric measurements. Based on the assessment, nutrition modalities most appropriate to manage the condition or treat the illness or injury are chosen and include the following:

- Diet modification and counseling leading to the development of a personal diet plan to achieve nutritional goals and desired health outcomes.
- Specialized nutrition therapies including supplementation with medical foods for those unable to obtain adequate nutrients through food intake only; parenteral nutrition delivered via tube feeding into the gastrointestinal tract for those unable to ingest or digest food; and parenteral nutrition delivered via intravenous infusion for those unable to absorb nutrients.

Medical Nutrition Therapy Services are not allowable FSNE costs.

Needs Assessment is the process of identifying and describing the extent and type of health and nutrition problems and needs of individuals and/or target populations in the community.

Nutrition Education is a set of learning experiences designed to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well being for those on a limited budget.

Poverty Guidelines are an administrative version of the Federal poverty measure and are issued annually by the Department of Health and Human Services in the Federal Register. Sometimes referred to as the Federal Poverty Level, these guidelines are often used to set eligibility for certain programs. <http://aspe.hhs.gov/poverty/index.shtml>.

Public Education Outreach Message is a brief message providing information on the availability, benefits, and application procedures for the Food Stamp Program, preferably with information on local application sites, (or a toll-free number, or other useful information on how to find services). When FSNE is provided to low-income persons not participating in the Food Stamp Program, by virtue of approved waivers, a critical component of the nutrition message must be to provide an educational message about the availability and benefits of the program and how to apply. This should be done “in the context” of nutrition education, meaning the Food Stamp Program should routinely be referenced in nutrition education sessions and on materials as an important source of nutrition assistance to help low income persons achieve a better diet.

Secondary Prevention Interventions mean activities that help people who already have a chronic disease cope with and control these conditions and prevent additional disability. Secondary prevention interventions are not allowable costs in the Food Stamp Program.

Social Marketing is defined as a disciplined, consumer-focused, research-based process to plan, develop, implement and evaluate interventions, programs and multiple channels of communications designed to influence the voluntary behavior or a large number of people in the target audience. (Adapted from Alan Andreasen 1995 and Social Marketing Division of Society for Nutrition Education.)

Abbreviations

ADE – Arizona Department of Education
ADHS – Arizona Department of Health Services
AzNN – Arizona Nutrition Network
CSFP – Commodity Supplemental Food Program
DES – Department of Economic Security
EFNEP- Expanded Food and Nutrition Program
FDPIR-Food Distribution Program on Indian Reservations
FSNC- Food Stamp Nutrition Connection
FSNE- Food Stamp Nutrition Education
FNS- Food and Nutrition Service
FSP- Food Stamp Program
FY- Federal Fiscal Year
ITO- Indian Tribal Organization
LIA – Local Incentive Award Program
MOU- Memorandum of Understanding
NAL- National Agricultural Library
SNAP- State Nutrition Action Plan
SSI- Supplemental Security Income
TANF- Temporary Assistance for Needy Families
WIC- Special Supplemental Food Program for Women, Infants and Children
USDA- United States Department of Agriculture