



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

September 19, 2013

COUNTY FISCAL LETTER (CFL) NO. 13/14-17

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITOR CONTROLLERS

SUBJECT: COUNTY EXPENSE CLAIM (CEC) TIME STUDY AND CLAIMING
INSTRUCTIONS FOR THE GET FRESH PROJECT

REFERENCES: [HEALTHY, HUNGER-FREE KIDS ACT OF 2010 \(PUBLIC LAW 111-296\)](#)
[7 CODE OF FEDERAL REGULATIONS \(CFR\) 272.2](#)
[FEDERAL FISCAL YEAR \(FFY\) 2012 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM – EDUCATION \(SNAP-ED\) PLAN GUIDANCE](#)
[CFL NO. 11/12-42, DATED MARCH 9, 2012](#)
[CFL NO. 11/12-42E, DATED APRIL 18, 2012](#)
[CFL NO. 11/12-30, DATED NOVEMBER 1, 2011](#)

This letter is to provide counties the CEC time study and claiming instructions for the Get Fresh Project, a new program within the CalFresh Nutrition Education program, which starts on October 1, 2013. The Get Fresh Project replaces two pilot projects, the County Welfare Department/Local Health Department Expansion for Community Nutrition Project (CFL 11/12-30) and the Innovative Ideas Project (CFL No. 11/12-42 and CFL No. 11/12-42E), which both end on September 30, 2013. The objective of the Get Fresh Project is to allow participating counties (see Attachment) the opportunity and funding to:

1. Implement community nutrition interventions and educate CalFresh-eligible participants on making healthier choices within their limited budget.
2. Develop successful and long-lasting partnerships between counties and nutrition education providers to promote the *2010 Dietary Guidelines for Americans*, increase fruit and vegetable consumption and increase physical activity among the CalFresh-eligible population.

3. Target areas with a high number of individuals who are at or below 130 percent of the Federal Poverty Level and may be eligible for CalFresh.

Nineteen (19) counties were chosen through a competitive Request for Application process based on their high number of CalFresh participants and their ability to establish a sound infrastructure with strong programmatic and fiscal oversight. Participating counties will reach their target audience using a combination of strategies such as nutrition education classes, community events, media publicity, advisory councils such as the County Nutrition Action Plans, promotion of health communities, as well as training and workshops.

Under current federal regulations included in 7 CFR 272.2, states have the option of providing nutrition education to SNAP-Ed eligible participants as part of their program operations. The funding for the Get Fresh Project was authorized by the Healthy, Hunger-Free Kids Act of 2010, which modified the SNAP-Ed funding to 100 percent federal funds through two-year grants. Approximately \$7 million is available for the 19 selected California counties from October 1, 2013 through September 30, 2015, to fund the project. All Get Fresh Project plans must be approved by the California Department of Social Services (CDSS) and the United States Department of Agriculture/Food and Nutrition Service prior to implementation.

Time Study Instructions:

Effective with the December 2013 quarter, counties approved to participate in the Get Fresh Project will time study to Time Study Code (TSC) 3621.

- **TSC 3621 – CalFresh Nutrition Education-Get Fresh**
Allowable activities include, but are not limited to, conducting activities that promote nutrition education and obesity prevention, local media outreach and program planning for evaluating neighborhood nutrition factors that will guide strategic and intensive nutrition education efforts with target neighborhood populations.

PC	362	CF Nutr Ed–Get Fresh
TSC	3621	CF Nutr Ed–Get Fresh

Claiming Instructions:

Effective with the December 2013 quarter, the following Program Codes (PCs) and associated Program Identification Numbers (PINs) are available to participating counties to capture costs incurred in the operation of the Get Fresh Project.

PC	362	CF Nutr Ed–Get Fresh
PIN	362031	CF Nutr Ed–Get Fresh–Contracted Activities-Unemployed
PIN	362032	CF Nutr Ed–Get Fresh–Contracted Activities-Employed
PIN	362068	CF Nutr Ed–Get Fresh–Direct Costs
PIN	362088-91	CF Nutr Ed–Get Fresh–Codes Available*
PIN	362092	CF Nutr Ed–Get Fresh–Casework-OT/CTO Costs
PIN	362093	CF Nutr Ed–Get Fresh–Support Staff-OT/CTO Costs
PIN	362094	CF Nutr Ed–Get Fresh–Start Up/Nonrecurring Costs
Costs will be funded for PC 362 at 100/00/00/00 (Federal/State/Health/County).		

* *The County must have a Letter of Intent on file with CDSS to use Support/Operating PIN Codes (88-91).*

Costs claimed in excess of each participating county's allocation will be shifted to county-only share using state-use-only PC 363. All support staff activities directly related to the Get Fresh Project are to be claimed to the Direct-to-Program Support Staff Code C61.

If you have any questions regarding this letter, please direct them to the Fiscal Systems Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

FRAN MUELLER
Deputy Director
Administration Division

Attachment

ATTACHMENT

**COUNTIES APPROVED TO PARTICIPATE IN THE
GET FRESH PROJECT
October 1, 2013 through September 30, 2015**

COUNTY
1. Alameda
2. Colusa
3. Del Norte
4. Kern
5. Lake
6. Madera
7. Mendocino
8. Merced
9. Nevada
10. Riverside
11. San Diego
12. San Francisco
13. San Joaquin
14. Santa Clara
15. Santa Cruz
16. Shasta
17. Sutter
18. Tehama
19. Yuba