



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

March 9, 2012

COUNTY FISCAL LETTER (CFL) NO. 11/12-42

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 INNOVATIVE IDEAS 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

This letter is to provide counties the CEC time study and claiming instructions for the Innovative Ideas Project, a pilot program under the CalFresh Nutrition Education program. The objective of the Innovative Ideas Project is to allow counties the opportunity and funding to partner with other organizations, such as local community-based organizations, University of California extension offices, food banks, etc. to provide nutrition education services to the CalFresh population. Under current federal regulations included in 7 CFR 272.2, states have the option of providing nutrition education to CalFresh participants as part of their program operations. The funding for the Innovative Ideas 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 \$8 million is available for the entire state from March 2012 through September 2013.

The California Department of Social Services (CDSS) solicited applications from counties for innovative projects which focus on areas with a high number of CalFresh participants, as well as areas that are entirely devoid of CalFresh nutrition education services. The proposed projects must adhere to the 2012 SNAP-Ed Plan Guidance. Selected projects eligible for funding are subject to final approval by CDSS and the United States Department of Agriculture (USDA) Food and Nutrition Service with funding available until September 30, 2013.

Time Study Instructions:

Effective with the March 2012 quarter, counties approved to participate in the Innovative Ideas Project will time study to two separate time study codes (TSC) as follows:

- **TSC 8561 - CalFresh Nutrition Education-Innovative Ideas Administrative**
Allowable administrative activities include, but are not limited to, staff time dedicated towards the administration of the Innovative Ideas Project, such as, clerical support, staff meetings, contract management, fiscal reporting, financial management, development of printed materials for participants, and program planning.

PC	856	CF Nutr Ed–Innov Ideas Admin
TSC	8561	CF Nutr Ed–Innov Ideas Admin

- **TSC 8331 - CalFresh Nutrition Education-Innovative Ideas Services**
Allowable services activities include, but are not limited to, staff time dedicated towards direct delivery services to CalFresh participants/eligibles associated with the Innovative Ideas Project, such as, teaching or demonstrating a nutrition education class/activity, hosting taste testing and food sampling, physical activity demonstrations with a nutrition education message, and curriculum trainings (not including staff meetings).

PC	883	CF Nutr Ed–Innov Ideas Svcs
TSC	8831	CF Nutr Ed–Innov Ideas Svcs

Claiming Instructions:

Effective with the March 2012 quarter, the following Program Codes (PCs) and associated Program Identification Numbers (PINs) are made available to participating counties to capture the administrative and services costs incurred in the operation of the Innovative Ideas Project. *Please note that contracted activities must also be separately identified and claimed as either administrative or services costs, as described below.*

Administrative Costs—include, but are not limited to:

- Salaries and benefits of staff time dedicated toward the administration of the Innovative Ideas Project, such as, clerical support, staff meetings, contract management, fiscal reporting, financial management, development of printed materials for participants, and program planning.
- Costs associated with record keeping, data collection, accounting, and related trainings for these costs.
- Staff time for reporting, such as completing data cards, SNAP Education and Administrative Reporting System form, and the Annual Report.
- Any overhead costs associated with administrative expenses, such as, space, building, and maintenance.

PC	856	CF Nutrition Ed–Innovative Ideas Admin
PIN	856031	CF Nutr Ed–Innov Ideas Admin–Contracted Activities
PIN	856068	CF Nutr Ed–Innov Ideas Admin–Direct Costs
PIN	856088-91	CF Nutr Ed–Innov Ideas Admin–Codes Available*
PIN	856093	CF Nutr Ed–Innov Ideas Admin–Support Staff-OT/CTO Costs
PIN	856094	CF Nutr Ed–Innov Ideas Admin–Start Up/Nonrecurring Costs
Costs will be funded for PC 856 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).*

Services Costs—include, but are not limited to:

- Salaries and benefits associated with staff time dedicated toward the direct delivery services to CalFresh participants/eligibles associated with the Innovative Ideas Project, such as, teaching a nutrition education class/activity, conducting taste testing and food sampling, physical activity demonstrations with a nutrition education message, and curriculum trainings (not including staff meetings).
- Costs of purchase or printing of nutrition education/promotional materials and/or items used for direct delivery activities, such as, MyPlate, My Pyramid, Eating Right When Money is Tight, or other USDA-approved curriculum materials/brochures, nutrition-appropriate incentive items less than \$4.00 each, food for recipe/taste testing purposes, kitchen equipment and supplies, food samples associated with nutrition education lessons, and USDA-approved breastfeeding education/promotion which complements Women, Infants, and Children services approved for the Innovative Ideas Project.
- Other costs, such as, operating expenses, travel/per diem rates, mileage, telephone service, administrative equipment, office supplies, and other indirect costs.

PC	883	CF Nutrition Ed–Innovative Ideas Services
PIN	883031	CF Nutr Ed–Innov Ideas Svcs–Contracted Activities
PIN	883068	CF Nutr Ed–Innov Ideas Svcs–Direct Costs
PIN	883088-91	CF Nutr Ed–Innov Ideas Svcs–Codes Available*
PIN	883093	CF Nutr Ed–Innov Ideas Svcs–Support Staff-OT/CTO Costs
PIN	883094	CF Nutr Ed–Innov Ideas Svcs–Start Up/Nonrecurring Costs
Costs will be funded for PC 883 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 code **857**. All support staff activities directly

related to the Innovative Ideas Project's PCs 856 and 883 are to be claimed to the Direct-to-Program Support Staff Code **C58**.

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

Sincerely,

Original Document Signed By:

Fran Mueller
Deputy Director
Administration Division