

Desert Area Subcontractor for CalFresh Healthy Living program

Term: 18 months = April 1, 2022 to September 30, 2023

Amount: \$165,000 for the term (\$110,000 annually, approx. \$9,000 monthly)

Background: CalFresh Healthy Living is a statewide nutrition education and obesity prevention program, funded by USDA's Supplemental Nutrition Assistance Program (SNAP). Riverside University Health System-Public Health (RUHS-PH) fulfills a local contract with California Department of Public Health and California Department of Social Services. Most county health departments are funded to provide similar services, within their customized county workplans. Large counties are expected to subcontract funds with community partners, offering a shared voice to communicate health messages more broadly and effectively.

Within the Nutrition & Health Promotion Branch, RUHS-PH has a CalFresh Healthy Living team with three managers, ten educators, seven subcontractors, as well as fiscal and support staff. We have successfully implemented this program as it has transformed over the past 18 years. We are eager to connect with partners that are equally vested in food-related needs and expanding the reach of nutrition education.

Through our education activities, we build community awareness of various food assistance programs and benefits available: including CalFresh, WIC, school meals, senior meals, farmers market benefits and local food pantries. We support many partners with making their own policy, system and environmental changes, to sustain healthy choice and behavior change far beyond the reach of CalFresh Healthy Living funds. We provide community-based nutrition education services to the CalFresh-eligible population, along with our SNAP-Ed partner agencies in Riverside County: Catholic Charities, Office on Aging, and UC Cooperative Extension.

Objective: Provide nutrition education classes, events and print/digital materials primarily to low-income adult audience throughout Desert communities, at specified locations. As part of a countywide SNAP-Ed program, broaden the reach of nutrition education and information, and expand relationships with multi-sector partners for nutrition-related projects.

Purpose: Dietary and fitness-related behavior changes support an individual with physical, mental, emotional and social wellbeing. Connecting families to supplemental food resources contributes to household nutritional quality, food security, and capacity building to help others navigate local resources.

Goal: Provide nutrition education classes to reach 400 adults, and more than 5,000 community members (of any age) with print materials and/or community events. Promote healthy eating (fruits, vegetables, whole grains), reduction of sugary beverage consumption, and regular physical activity. Topics include shopping on a budget, preparing healthy meals & snacks, rethink your drink, meal planning, and food label reading.

Subcontracted staff would be responsible to:

- Attend required CalFresh trainings/meetings (approx. 3-4 per month, usually online)
- Read/respond to emails in a timely manner for critical deadlines/information
- Shadow RUHS-PH educators to prepare for nutrition education class delivery
- Provide basic nutrition education classes to CalFresh eligible adults, using approved curricula provided, either in-person or online (Goal = 400 adults)
 - Designated sites (libraries, housing communities, clinics, etc)
 - Connect with partners to schedule activities and coordinate logistics
 - Complete reporting documents for classes (paperwork and online report system)
 - Promote/post class opportunities in advance to gain interest/attendance
 - Respond to community needs for classes (day/time/language/topic, etc)
 - Communicate new opportunities/locations for approval before committing
 - Request assistance from RUHS-PH team, as needed
 - Allow activity observation by RUHS-PH and/or state staff, as needed
- Share print materials (provided) with community partners to distribute/post
 - Complete reporting documents for materials (paperwork and online report system)
- Host nutrition information table/activity at community events (when feasible)
 - Complete reporting documents for events (paperwork and online report system)
- *Optional:* Social media pages, email lists or newsletters can be used to share CalFresh Healthy Living messages and/or invitations to classes & events
 - Complete reporting documents for digital outreach (paperwork and online report system)
- Provide detailed budget for anticipated expenses (template provided)
 - Spend funds within approved budget lines for allowable items
 - Submit detailed invoices for payment monthly, including time logs, packing slips, receipts, payroll information, mileage forms, etc.
 - Request budget adjustments in advance
 - Retain adequate records (both fiscal and programmatic) throughout full term