

PROGRAM PARAMETERS

As a contractor receiving SNAP-Ed funding, there are many program parameters you are responsible for knowing. Understanding and following these program parameters will help you avoid the risk of being out of compliance with the Federal, State and SNAP-Ed guidelines, and of not being reimbursed for your activities. If you are ever unsure of the program parameters, please contact your MFF SNAP-Ed Project Manager before any money is spent. S/he will help you determine whether your proposed program activities are in compliance with MFF SNAP-Ed Program Parameters. Please plan ahead to allow sufficient time for your requests to be considered and pre-approved.

Program Parameters are aligned with the current FY 2017 USDA SNAP-Ed Guidance issued on April 4, 2016. Updated 5/19/17

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Project Assurances

As part of the application process and in order to be eligible for FY 2017 funding from the Michigan Fitness Foundation (MFF), your organization agreed to comply with the USDA SNAP-Ed Assurances outlined below.

1. The Michigan Department of Health and Human Services (MDHHS) is the state's SNAP agency. MDHHS is accountable for the content of Michigan's SNAP-Ed and provides oversight to all subrecipients. All SNAP-Ed Contractors must be financially responsible for the allowability of nutrition education activities they provide that are funded with SNAP-Ed funds (CFDA #10.561) and are liable for repayment of unallowable costs.
2. Efforts must target SNAP-Ed to SNAP participants and eligible recipients.
3. Activities targeting any USDA Food & Nutrition Service (FNS) clients already receiving nutrition education must be designed to provide new information and cannot replicate current services.
4. Documentation of costs, payments and donations for approved SNAP-Ed activities will be provided to MFF as required by the reporting requirements. All original documentation will be maintained by Subrecipient and be available for USDA, MDHHS, and MFF review and audit.
5. Contracts will be awarded through a competitive review process that considers merit, history of compliance and effectiveness, alignment with SNAP-Ed goals, impact or potential impact and available funds. Not all applications will receive SNAP-Ed funding or funding at the level requested. MFF reserves the right to amend an awarded application.
6. Organization has the capacity to adhere to the procurement standards outlined in the OMB Uniform Grant Guidance.
7. Program activities will be conducted in compliance with all applicable federal laws, rules and regulations including FNS Civil Rights Instructions 113-1 and OMB Uniform Grant Guidance governing administrative requirements, cost principles and audit requirements.
8. Program activities will not supplant or duplicate existing nutrition education programs, and where operating in conjunction with existing nutrition education programs, will enhance and supplement them.
9. Program activities will be reasonable and necessary to accomplish SNAP-Ed goals and objectives. SNAP-Ed funding should not be considered as substitute funding for programs that have other funding streams or that move away from the mission of FNS and the goal and focus of SNAP-Ed.
10. All materials developed, printed, or re-printed with SNAP-Ed funds must include the required USDA civil rights and non-discrimination statement. All materials must be pre-approved by MFF.
11. Messages of nutrition education and obesity prevention will be consistent with the most current *Dietary Guidelines for Americans* and stress the importance of variety, balance, and moderation and they will not disparage any specific food, beverage or commodity.
12. SNAP-Ed programming delivered in this application will be offered free of charge.
13. Criminal background checks and national and state sex offender registry checks will be conducted or caused to be conducted for each new employee, employee, subcontractor, subcontractor employee or volunteer who has direct contact with client populations, has access to confidential

information, or is directly supervising those listed above, in accordance with contract and grant guidelines.

14. Compliance with the current MFF SNAP-Ed Programming and Operations Manual and the SNAP-Ed Guidance will be assured. Updates may be issued by MFF and/or USDA and replace previous versions. All SNAP-Ed Programs will need to adjust programming for compliance where applicable.
15. All programming and budget changes that differ from what was submitted in the FY 2017 MI SNAP-Ed Plan of Work must be pre-approved by MFF.
16. Any additional funds secured to deliver all or a portion of this work will be disclosed to MFF upon confirmation of additional funds.
17. Organization meets all of the application eligibility requirements.

Reasonable and Necessary

All SNAP-Ed program expenditures must meet the “**reasonable and necessary**” guidelines.

- Reasonable Costs:
 - Provide a benefit generally commensurate with the costs incurred.
 - Are in proportion to other program costs for the reach and function that the costs serve (e.g., if your total award is \$100,000 and you want to do a one-day event that costs \$25,000, these costs are likely out of proportion when considering your full budget. However, if the activity costs \$1,000, it may be considered in proportion to the total budget and therefore reasonable).
 - Are appropriate priority expenditures when considering the other demands of your program.
 - Carry nutrition education messages consistent with the SNAP-Ed objectives and reinforce the most current [*Dietary Guidelines for Americans*](#).
- Necessary Costs:
 - Are incurred to carry out essential program and administrative functions.
 - Cannot be avoided without adversely affecting program operations.
 - Do not duplicate existing efforts in your community.

Requirements, Considerations, Allowables, Unallowables

You are responsible for understanding all of the MFF SNAP-Ed requirements, considerations, allowables and unallowables. It is imperative to consult this section of the FY 2017 MFF SNAP-Ed Programing and Operations Manual at <http://www.michigannutritionnetwork.org> to ensure your proposed program activities are in line with the:

- **REQUIREMENTS:** things you must do when considering purchases and implementing SNAP-Ed activities in order to be reimbursed for them
- **CONSIDERATIONS:** things you should know and consider when implementing program activities
- **ALLOWABLES:** purchases and activities that can be reimbursed or used that:
 - Meet the SNAP-Ed guidelines as described in allowables
 - Are included in your approved proposal
 - Are included in your approved budget
- **UNALLOWABLES:** are purchases and activities that are not allowable under MFF’s SNAP-Ed guidelines for reimbursement as described in unallowables

Civil Rights

REQUIREMENTS:

- **Nondiscrimination Statement:**
 - The USDA Nondiscrimination Statement must be printed on all materials that are distributed to SNAP-Ed participants.
 - **New for FY17 MYRFA Funded Projects Only:** You may use the short version of the Nondiscrimination Statement on materials. Documents developed, adapted, or reprinted must have the following shortened Nondiscrimination Statement: **“This institution is an equal opportunity provider.”**
 - The statement must be printed in a reasonable text size
 - If an agency has additional wording or information to be included, it must be added after the USDA statement; the added information must be separated and not included within the USDA paragraphs or wording
- **Civil Rights Posters:**
 - All SNAP-Ed programs must have an “And Justice For All” poster visible to participants during each SNAP-Ed program activity
 - MFF has laminated posters available as needed, upon request
- **Civil Rights Training:**
 - Civil Rights training is required each fiscal year for all frontline staff and those who supervise frontline staff. “Frontline staff” refers to anyone who interacts with SNAP-Ed participants. To meet this requirement all frontline staff and supervisors must:
 - Complete the self-paced, read-along training
 - Submit the Civil Rights Training Confirmation Form
 - MFF SNAP-Ed Partner staff should submit the form to their local SNAP-Ed program lead.
 - Local program leads should collect these documents from their staff and submit electronic copies to your MFF SNAP-Ed Project Manager.
 - Original copies should be kept with your grant files.
- **Credit should be provided to SNAP as a funding source on newly developed and reprinted materials. “This material was funded by USDA’s Supplemental Nutrition Assistance Program - SNAP.”**

ALLOWABLE	UNALLOWABLE
Civil Rights Posters	
1. Posters may be permanently displayed in <u>specific</u> locations where SNAP-Ed program activities are repeated conducted 2. Posters can be posted during a SNAP-Ed activity and taken down after the activity	1. Posters should not be displayed in common areas of a SNAP-Ed program site; unless programming is conducted in those common areas

Contractor and Fee-for-Service Provider

REQUIREMENTS:

The costs associated with contractor or fee-for-service provider duties must be:

- Reasonable and necessary
- Consistent with specific SNAP-Ed allowable deliverables associated with objectives identified in your approved proposal and budget
- Documented with an invoice or receipts for all costs claimed and include a list of deliverables, service period and rate of pay
 - Work must be completed prior to payment.
- A quote must be obtained from an adequate number of sources (more than one) when engaging contractors or fee-for-service providers whose services range from \$3,000 to \$150,000. Documentation for procuring services must be maintained with grant records.

ALLOWABLE	UNALLOWABLE
Contractor and Fee-for-Service Providers	
<ol style="list-style-type: none"> 1. Individuals receiving a fee-for service when specific deliverables, service period and hourly rate are established 2. Food service staff time is only allowable with a memo from the school confirming the work being done is above and beyond the staff member's normal time and pay and supports SNAP-Ed approved programming 3. Teacher or public employee time (or other contracted staff) is only allowable with a memo from the school or employer confirming the work being done is above and beyond the normal time and pay on contract 	<ol style="list-style-type: none"> 1. Stipends 2. Incentives 3. A professional delivering nutrition education when a rate of pay is commensurate with his/her credentials as opposed to the duties he/she is performing 4. Contractors whose work extends beyond the scope of SNAP-Ed and is not allocated 5. Contractors' scope of work is outside of what's defined in your SNAP-Ed proposal and budget

Equipment

REQUIREMENTS:

- All equipment that has been approved in your program proposal and budget must be purchased by June 30th of the contract year.
- If the equipment is also being used to support other activities (outside of SNAP-Ed), or is being used by a staff person who is not 100 percent SNAP-Ed, the cost must be allocated. This includes computers, printers, laptop batteries, etc.
- Food demonstration equipment must be allocated to reflect only the SNAP-Ed portion if other programs or projects use the equipment.
- Any equipment not addressed in the Program Parameters must be pre-approved prior to purchasing.
- Equipment purchased with SNAP-Ed funds must be returned at the request of MFF if the program is terminated or the Partner no longer participates in SNAP-Ed.

- All equipment purchased with SNAP-Ed funds must be logged into an equipment inventory and submitted to MFF with the Year-end Report.
- All equipment costing \$5,000 or more is considered capital equipment and must be pre-approved in writing by MFF, even if it is approved in your FY 2017 proposal and budget.

CONSIDERATIONS:

- Equipment is defined as anything that plugs in or is re-charged by plugging in.

ALLOWABLE	UNALLOWABLE
Equipment/ Employee Recruitment /Hire	
<ol style="list-style-type: none"> 1. Equipment that is reasonable, necessary and integral to the nutrition education activity 2. Purchase of electronic equipment (such as computers, TV, VCR, cameras, etc.) that costs \$4,999 or less and specifically approved in your proposal and budget: <ul style="list-style-type: none"> • Electronic equipment purchased for someone not working 100 percent on SNAP-Ed must be allocated based on the person's percent dedication to SNAP-Ed. 3. Purchase of non-commercial-grade cooking or food demonstration equipment used to conduct nutrition education (e.g., a blender may be purchased to use when conducting food demonstrations). Small kitchen appliances only with the justification of reasonable and necessary and pre-approval by MFF. 4. Kitchen equipment and dishes necessary for food storage, preparation and demonstration purposes 	<ol style="list-style-type: none"> 1. Purchase of food service equipment for food service use 2. Medical equipment 3. Cell phones 4. Walkie talkies and/or handheld two-way radios

Evaluation and Needs Assessment

REQUIREMENTS:

- Scope of consultant services for evaluation expertise must be pre-approved in writing by MFF.
- Unless specifically allocated, local evaluation programs must focus only on evaluating SNAP-Ed activities and assessing the effectiveness of SNAP-Ed interventions approved in your proposal and budget.
- Consultant evaluators who have had multiple years of experience with SNAP-Ed, who evaluate for multiple similar programs, or who have multiple evaluation responsibilities within an organization are expected to show economy of scale for services rendered.
- Justification of need for new tool/survey development in established SNAP-Ed programs.
- All expenses related to the development of evaluation surveys must be pre-approved by MFF.

ALLOWABLE	UNALLOWABLE
Evaluation and Needs Assessment	
<ol style="list-style-type: none"> 1. Evaluation activities that correspond to approved SNAP-Ed SMART objectives 2. Needs assessment/evaluations of minimal or no cost that directly contributes to SNAP-Ed program planning and are pre-approved by MFF 3. Reimbursement for reasonable and necessary personal costs (such as child care, meals, lodging, and transportation) for SNAP-Ed recipients to actively participate in focus groups, needs assessments, and advisory groups to inform and improve SNAP-Ed effectiveness 	<ol style="list-style-type: none"> 1. Payment to subjects for their participation in research/evaluation studies 2. Incentive items or payments to encourage attendance at focus groups or evaluations 3. Research that does not target SNAP eligible populations 4. Costs associated with surveillance or surveys of the general population that are not allocated based on the number of likely SNAP eligible respondents 5. Community needs assessments beyond the scope of SNAP-Ed efforts 6. Time and effort to support unallowable SNAP-Ed evaluation activities and evaluation activities not pre-approved by MFF

Farmers Markets

Farmers Markets offer multiple opportunities to partner with SNAP-Ed providers. States have the flexibility to implement PSE efforts using multi-level interventions for nutrition education and obesity prevention services at farmers markets. Examples include:

- Working to bring farmers markets to low-income areas, such as advising an existing market on the process for obtaining Electronic Benefits Transfer (EBT) machines to accept SNAP benefits
- Providing obesity prevention interventions at farmers markets serving low income communities
- Partnering with organizations that offer incentives for the purchase of fresh produce at farmers markets
- Conducting food demonstrations and sharing appropriate recipes with shoppers
- Consultation and training with farmers and farmers market managers on increasing access to and promotion of fruits and vegetables, whole grains, and low-fat dairy

Note that SNAP-Ed funds may not be used to provide the cash value of financial incentives, but SNAP-Ed funds can be used to engage farmers markets and retail outlets to collaborate with other groups and partner with them.

Food Demonstrations and Food Tastings

REQUIREMENTS:

- All staff providing food tastings or cooking demonstrations must be supervised by a designated staff member who is ServSafe certified. The ServSafe certified staff must ensure those who are

conducting food tastings or cooking demonstrations are implementing activities in a way that meets all State and local food safety standards.

- In addition, local health department guidelines for conducting community food tastings must be investigated and implemented.
- Food demonstrations and food tastings must support an intentional nutrition education lesson and include a nutrition education message aligned with an approved intervention.
- If a food tasting is provided, you must only provide a **small taste**, $\frac{1}{4}$ to $\frac{1}{2}$ serving (not an entire serving or meal).
 - A serving size will be different for different audiences. It is your responsibility to understand proper serving sizes for the audience of your food tastings.
 - Multiple tasting opportunities of foods in the same food group must collectively equal less than 1 serving for that food group. For example, if a tasting is completed during a school wide event reaching 9 – 13 year old children in order to reinforce the consumption of fruits and four unique raw fruits are offered, the total amount of fruits provided must be less than or equal to $\frac{1}{2}$ - $\frac{3}{4}$ cup raw fruits.
 - Combination foods such as pizza, smoothies, soup, trail mix, cheese and crackers should be considered as multiple tastings of separate food groups. The tasting size should be $\frac{1}{4}$ - $\frac{1}{2}$ of a serving for that recipe.
 - Food tastings may be done without cooking/food demonstrations to encourage participants to try new foods. They must only provide a **small taste**, $\frac{1}{4}$ to $\frac{1}{2}$ serving (not an entire serving or meal).
 - Pre-packaged single servings of food used in tasting activities must be quartered or halved to meet the allowable small taste requirement of $\frac{1}{4}$ to $\frac{1}{2}$ serving.
 - Food tastings are prepared by nutrition educators prior to the tasting.
 - Food tastings must include a nutrition education message.
- Recipes used in demonstrations and tastings must:
 - Use low-cost, readily available ingredients
 - Use culturally appropriate, basic ingredients that participants may have in their homes and/or purchase without undue cost
 - Use basic equipment and appliances that participants would have in their homes
 - Be easy to read and follow
 - Be successfully tested prior to the demonstration
 - Reinforce the lesson being taught (i.e. a vegetable lesson should feature a vegetable recipe)
 - Be flexible so the recipe can be used with different spices or with fresh, frozen, or canned foods
 - Include nutrition information and serving numbers and sizes
 - Include food safety information such as cooking and storing temperatures
- If equipment is purchased for food demonstrations, it must meet all equipment requirements.
- Food demonstration equipment must be allocated to reflect only the SNAP-Ed portion if other programs or projects use the equipment.

CONSIDERATIONS:

- Food/cooking demonstrations should show and involve participants in the creation of a recipe that aligns with a nutrition education lesson.
- Food for tastings may be donated.
- Check to see if you are required to have certification or licensure from the local health department or other local/State agency to conduct food demonstrations at your site.

ALLOWABLE	UNALLOWABLE
Food Demonstrations and Food Tastings	
<ol style="list-style-type: none"> 1. Food for food demonstration and tasting purposes that support a SNAP-Ed nutrition education lesson 2. Non-commercial grade kitchen equipment and dishes necessary for food storage, preparation and demonstration purposes 3. Staff time to prepare, serve and clean-up food for demonstration and/or taste testing purposes (school food service staff time is allowable for SNAP-Ed activities ONLY if over and above routine school food service duties) 4. Materials to ensure food safety, as reasonable and necessary 	<ol style="list-style-type: none"> 1. Snacks or food service 2. Meal size portions or complete meal service, including “training table meals” (Portion sizes must be limited to taste test sample sizes, and cannot be snacks, partial meals, or complete meal service) 3. Cost of food provided as groceries or supplemental food 4. School food service staff time for any SNAP-Ed activities during regular school/contract hours 5. Distributing or providing meals or snacks as incentives (e.g., for attending nutrition education classes, completing evaluations, etc.) 6. Incentive payments to encourage attendance at nutrition education classes 7. Use of staff time to prepare or serve full meals or snacks 8. Bottled water, unless necessary for remote food preparation 9. License or permit fees for farmers markets or food retailers

Gardening

REQUIREMENTS:

- All food-based gardening activities are required to have a nutrition education focus that is evidence-based or best practice based and be approved by MFF.

ALLOWABLE	UNALLOWABLE
Gardening	
<ol style="list-style-type: none"> 1. Educational supplies, curricula and staff salaries to teach food gardening concepts as part of a nutrition education curriculum/lesson reinforcing the beneficial nutrition and physical activity aspects of food gardening 2. Garden signage describing the nutrient value of the plant 3. If pre-approved by MFF in your proposal, seeds, plants and small gardening tools and 	<ol style="list-style-type: none"> 1. The rental or purchase of garden equipment (including shovels, rototillers, tractors, etc.) 2. The purchase or rental of land for garden plots 3. All costs associated with creating, implementing and maintaining gardens including mulch and fertilizer, unless pre-approved by MFF

ALLOWABLE	UNALLOWABLE
Gardening	
supplies needed to reinforce the nutrition messages being taught	4. Botany and horticulture discussions if not tied to a specific pre-approved nutrition education lesson or curriculum

Materials, Curriculum and Literature

REQUIREMENTS:

- All literature, materials, curriculum, or audiovisual materials must include the required USDA Civil Rights statement.
- You are required to notify MFF of any substantive changes to your programming including changes to lessons and curricula. Changes must be pre-approved at least 30 days prior to implementation. All changes must be submitted prior to April 15, 2017.
- All materials must be produced for and distributed to SNAP eligibles and similar persons.
- All materials must focus on nutrition education and/or physical activity promotion and focus on the consumption of healthy foods within a limited budget.
- Existing SNAP-Ed materials must be used whenever possible, especially USDA Food and Nutrition Service materials such *Eat Smart, Live Strong; Grow It, Try It, Like It* and other emerging materials.
- New materials, lessons and curricula must be pre-approved by MFF in writing even if they are approved in your proposal and budget. If you create new materials, lessons or curricula that are not pre-approved by MFF and approved in your proposal and budget, you will not be reimbursed for your time, supplies or any other associated costs.
- Prior to production, pre-approved new lessons and intervention strategies must be submitted to MFF for review and approval at least 30 days prior to use. More time may be needed if a long or detailed intervention or curricula needs to be reviewed.
- If new intervention, curriculum or material development has been approved in your proposal and budget, you must work closely with MFF during its writing and development.

The new material must:

- Be practice or evidence-based and behaviorally-focused
- Incorporate general educational features that have demonstrated effectiveness such as behaviorally-focused education, 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 scope that provides opportunity for multiple exposures to the message
- Include plans for pilot testing and evaluation
- Include only allowable information as listed in the following table

CONSIDERATIONS:

- Pilot or demonstration interventions will be approved on an individual basis based on the strength of your needs assessment and the evaluation plan.

ALLOWABLE	UNALLOWABLE
Materials, Curriculum and Literature	
<ol style="list-style-type: none"> 1. The purchase of USDA FNS nutrition education and physical activity promotion materials addressing SNAP-Ed topics for use with SNAP eligibles when identified in your final Project Summary and budget 2. The purchase of other nutrition education materials, when there are no FNS or CNPP materials available that address SNAP-Ed topics and will be used with or distributed to the SNAP-Ed target audience 3. Fact sheets, brochures, newsletters, etc. 4. Videos and websites that are pre-approved by MFF and MDHHS 5. Materials targeted to intermediaries who deliver allowable services to SNAP eligibles 	<ol style="list-style-type: none"> 1. Office supplies 2. Any literature, materials, curriculum, or audiovisual materials: <ol style="list-style-type: none"> a) Endorsing or promoting—directly or indirectly—brand name products or retail stores/restaurants (e.g., fast food or supermarket guides including specific restaurant or product names) unless specifically pre-approved b) Containing negative written, visual, verbal expressions about specific foods, beverages, products, commodities, products or retail stores, including resources labeling specific foods as “junk food” c) Including subject matter outside the scope of SNAP-Ed d) Containing personal diet plan information, including weight control/loss or special diet plans e) Disparaging a person’s individual attributes, especially body size f) Addressing the psychological issues of “body image diseases” (e.g., anorexia or bulimia) g) Addressing the subject of basic anatomy and physiology (Possible exception: single copies of professional resources to be used by the MFF Partner. This must be pre-approved by MFF.) h) Addressing screening, treating or managing diseases i) Providing secondary disease prevention intervention information (e.g., cookbooks for people with Diabetes or disease/disorder books providing coping tips or suggestions) j) Premised on using SNAP-Ed funds to pay for manufacturer’s or store (cents off) coupons k) Influencing a store’s pricing policy l) Developed with SNAP-Ed funds that do not include the required Acknowledgement (credit) Statement 3. Children’s books that are not on the MNN pre-approved book list: http://www.michigannutritionnetwork.org

ALLOWABLE	UNALLOWABLE
Materials, Curriculum and Literature	
	<ol style="list-style-type: none"> 4. A bulk purchase of a children’s book on the MNN approved book list without pre-approval 5. Bottled water, unless necessary for remote food preparation 6. Water bottles 7. Pedometers and heart rate monitors

Media Activities

REQUIREMENTS:

- **Development of media materials including print and electronic media such as television spots, newspaper articles, websites, videos, etc. (see Allowables below) requires pre-approval from MFF, MDHHS and the USDA.**
 - It is the MFF Partner’s responsibility to contact MFF prior to the development and distribution of media materials.
- All paid media costs and activities must target SNAP eligibles in qualified census tracts or other pre-approved target areas.
- Local media activities must:
 - Be coordinated with and complementary to MFF SNAP-Ed campaigns
 - Provide a justification as to why they are reasonable and necessary
 - Provide the target audience income data that qualifies the activities for SNAP-Ed funding
- See the Website section of Program Parameters (page 55) for additional information
- All Social Media efforts require pre-approval from MFF, even if they are approved in your proposal.
- All media communications (including media releases, interviews, electronic media, etc.) must include a statement giving credit to your funding sources including the USDA, MDHHS and MFF.

ALLOWABLE	UNALLOWABLE
Media Activities	
<ol style="list-style-type: none"> 1. On a case-by-case basis as pre-approved by MFF, paid or public service radio and television commercials or advertisements promoting healthy eating directed toward the SNAP-Ed target audience 2. On a case-by-case basis as pre-approved by MFF, promotion activities including media appearances, social/electronic media (e.g., YouTube, Facebook, Twitter, etc.) interviews, preparations of press releases and press kits, training of spokespersons, announcements publicizing community events or resources 	<ol style="list-style-type: none"> 1. Any media activities that have not been pre-approved by MFF to include staff time and effort to support such activities 2. Media activities to promote or present nutrition messages to the general public (not targeted to the SNAP eligible population) 3. Media activities that make derogatory statements about a particular food, beverage or commodity 4. Media activities that make derogatory statements about personal attributes or individual SNAP recipients

Medical Equipment and Health Services

ALLOWABLE	UNALLOWABLE
Medical Equipment and Health Services	
<ol style="list-style-type: none"> 1. Salaries and benefits of personnel to collect dietary intake data based on a 24-hour recall, food frequency questionnaires, or other assessment of nutrition knowledge and behaviors that aligned with activities pre-approved in your proposal 2. Health promotion activities aimed at primary prevention of disease (prevent or postpone the onset of chronic disease) and designed to help people eligible for SNAP benefits establish and maintain active lifestyles and healthy eating habits focusing on the SNAP-Ed behavioral objectives as pre-approved in your proposal 	<ol style="list-style-type: none"> 1. Medical equipment or health services related to health assessment of recipients 2. Obtaining data on nutritional status, chronic disease, or chronic disease risk assessments, including obesity prevention and/or weight management programs billable to medical insurance 3. Weight scales and/or other anthropometric measurement devices without the pre-approval by MFF. Please note that even if such instruments are in your proposal, approval by MFF must be gained prior to purchase. 4. Any costs (time & effort or equipment) associated with the measurement of height and/or weight unless they are pre-approved by MFF and include an evaluation plan 5. Any costs associated with measurement of skin fold thickness, blood pressure, cholesterol, blood-glucose and iron levels 6. Clinical health screenings (e.g., cholesterol testing, body mass index and blood glucose testing, etc.) 7. Secondary prevention interventions and medical nutrition therapy with the purpose of managing a diagnosed condition (e.g., diabetes, hypertension, etc.) 8. Medical nutrition therapy involving the assessment of nutritional status and the assignment of diet, counseling, and/or specialized nutrition therapies to treat an individual's illness or condition 9. Dental hygiene activities, including instruction on proper brushing and flossing

Memberships and Subscriptions

ALLOWABLE	UNALLOWABLE
Memberships and Subscriptions	
<ol style="list-style-type: none"> 1. Institutional memberships in business, technical and professional organizations consistent with your SNAP-Ed objectives and the effort to promote the provision of quality nutrition services to people eligible for SNAP benefits that were approved in your proposal and budget 2. Organizational subscriptions to professional publications that are consistent with your SNAP-Ed objectives and the effort to promote the provision of quality nutrition services to SNAP eligibles that were approved in your proposal budget 3. License fee for compliance with local regulations for food safety at community food tastings 	<ol style="list-style-type: none"> 1. Any memberships or subscriptions not approved in your proposal and budget 2. Business memberships (e.g., Costco, Sam's Club, etc.) 3. Professional registration or license fees paid by individuals are unallowable because the fees would be considered personal expenses, not institutional expenses 4. Costs of individual memberships in business, technical and professional organizations for nutrition personnel who work in SNAP-Ed 5. License or permit fees for farmers markets or food retailers

Nutrition Assistance Promotion

ALLOWABLE	UNALLOWABLE
Nutrition Assistance Promotion	
<ol style="list-style-type: none"> 1. Promotion of ideas for improving access to and use of healthier foods in low-income communities, excluding activities to increase food security or food access via direct provision of food 2. Within the context of nutrition education interventions, staff may distribute SNAP outreach materials such as brochures and posters to promote SNAP 	<ol style="list-style-type: none"> 1. Any activity with the primary objective of increasing participation in SNAP through individual applicant assistance 2. Examples of unallowable outreach activities include: <ol style="list-style-type: none"> a) Pre-screening or assisting individuals with completing SNAP applications and obtaining verification b) Accompanying individuals to the SNAP office to assist with the application process c) Conducting outreach workshops for members of community organizations that serve low-income people d) Convening meetings that focus exclusively or primarily on SNAP outreach and increasing SNAP participation e) Producing and distributing print materials (e.g., brochures, posters, newsletters, etc.) that are primarily SNAP outreach in nature

ALLOWABLE	UNALLOWABLE
Nutrition Assistance Promotion	
	<ul style="list-style-type: none"> f) Developing and placing print, radio or television media advertisements to be used as public service announcements to educate potential applicants about SNAP g) Designing a SNAP outreach program, including the development, publication and distribution of materials to the community h) Accessing strategies or monitoring and/or evaluating agencies' SNAP outreach performance i) Developing, implementing or overseeing SNAP outreach activities j) Implementing "Direct Certification" of SNAP households for other programs

Nutrition Education Events, Classes and Community Events

REQUIREMENTS:

- All nutrition education events, classes and community events supported by SNAP-Ed are required to focus on the SNAP-Ed behavioral objectives outlined in your proposal.
- Any activities that are not 100 percent focused on SNAP-Ed behavior objectives must be prorated or funded through another source.
- Nutrition education activities and events must be targeted to the audiences and delivered at the locations detailed in your approved scope of work.
 - When operating in conjunction with existing programs, activities are required to enhance and/or supplement, not supplant them. For example, the cost for a classroom teacher paid outside his/her contract time to conduct an extracurricular cooking club for low-income teenagers could be allowable. However, using SNAP-Ed funds to replace personnel costs of state-funded school class time would be considered outside the scope of SNAP-Ed funding.

ALLOWABLE	UNALLOWABLE
Nutrition Education Events, Classes and Community Events	
<ol style="list-style-type: none"> 1. Structured, interactive nutrition education and physical activity promotion in the community, cafeteria and classroom 2. If nutrition education is included with classes and events having other topics, only the portion of class/event pertaining to SNAP-Ed allowable content should be expensed to SNAP-Ed. This includes materials and staff time and effort. 	<ol style="list-style-type: none"> 1. Any nutrition education that duplicates efforts of similar SNAP-Ed programming and/or USDA-funded nutrition education 2. Classes that are designed to provide case management, general decision-making skills or "life skills" training (e.g., parenting, child development, crisis management, rental information) 3. Medical nutrition therapy and secondary prevention interventions

ALLOWABLE	UNALLOWABLE
Nutrition Education Events, Classes and Community Events	
<p>3. The allocated share of costs of classes that are provided to targeted groups in conjunction with another program (e.g., Head Start), provided the local agency provides the interagency agreement that exists between the programs and the method for allocating costs between the programs</p>	<p>4. Breastfeeding education, promotion, support, materials and activities that duplicate those provided by other funding sources such as WIC, EFNEP or Head Start</p> <p>5. Ongoing physical activity programs that are not integrated with SNAP-Ed allowable nutrition education</p> <p>6. Exercise classes, equipment and facilities</p> <p>7. Weight loss classes, individualized meal plans, obesity treatment programs, etc.</p> <p>8. Nutrition education costs that are charged to another Federal program (e.g., Team Nutrition, WIC, EFNEP, Head Start, etc.)</p> <p>9. Childcare services provided for SNAP-Ed recipients in conjunction with SNAP-Ed</p> <p>10. Transportation services provided for SNAP-Ed recipients in conjunction with SNAP-Ed</p> <p>11. Payment, incentives or prizes for recipients to attend nutrition education activities</p> <p>12. Education for incarcerated or institutionalized persons not eligible for the SNAP (e.g., people in jails, prisons, nursing homes, mental institutions, etc.)</p> <p>13. School assemblies of a celebratory nature that do not target parents with nutrition education/messaging and do not meet the minimum parent attendance rate of 20 percent of student enrollment</p> <p>14. Parent Engagement Activities not pre-approved by MFF</p>

Nutrition Education Reinforcement Items (NERI)

REQUIREMENTS:

- Nutrition Education Reinforcement Items (NERI) are supplied in limited quantities to subrecipients statewide by MFF.
- When used, NERI must be given to all participants and cannot be used as rewards or incentives for only some participants.
- NERI must reinforce your objectives to support the sustainability of the desired behavior change. NERI must also be aligned with specific lessons within an intervention.
- NERI designed for physical activity promotion (e.g., Flip ‘n Fling) must be provided in conjunction with a relevant nutrition and physical activity promotion lesson.

- In the rare case when the purchase of NERI by an organization is justified, it MUST be pre-approved by MFF in writing, even if it was written into your proposal and/or budget.
 - NERI must cost \$4 or less per item (including message imprinting and excluding shipping and handling)
 - If the NERI is a physical activity promotion item (e.g., jump rope, resistance band, etc.) there must be a nutrition education and not physical activity (PA) message on it (e.g., the NERI message “Get active every day” is not appropriate for use on PA promotion items)
 - The nutrition education message must be pre-approved by MFF.

ALLOWABLE	UNALLOWABLE
Nutrition Education Reinforcement Items (NERI)	
1. NERI provided by MFF	1. Any NERI purchased that has not been pre-approved in writing by MFF staff even if it was written into your proposal and/or budget

Outreach Statement

REQUIREMENTS:

- The following Nutrition Assistance Outreach Statement must be posted and/or mentioned at all nutrition education events that include adults. **Please note that this statement may be subject to change in FY 2017:**

The Supplemental Nutrition Assistance 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 the toll free Michigan Food Assistance Program Hotline at (855) ASK-MICH.
- A 11x17” printable version of the Nutrition Assistance Outreach Statement can be found on the MNN website at <http://www.michigannutritionnetwork.org>

Physical Activity Promotion

REQUIREMENTS:

- Educational and program materials to promote and reinforce physical activity (PA) for all target audiences should include messages that link nutrition and physical activity and explain the associated health benefits of active lifestyles.
- All PA programming should include an additional focus on promotion of healthy eating behaviors. Activities may include PA demonstrations for the SNAP-Ed audience and training for staff to develop skills to help SNAP-Ed participants.
- PA demonstrations must be instructional in nature and conducted on a one-time-only basis for SNAP eligibles.
- Education and program materials developed to promote and reinforce PA should include messages that link nutrition and physical activity and the associated health benefits of active lifestyles and caloric balance.
- PA promotion must use existing materials whenever they are available.

- MFF must pre-approve any new materials that are developed for PA promotion.
- If PA promotion includes regularly scheduled demonstrations of a particular physical activity (e.g., monthly yoga demonstration), assurance must be provided that only unduplicated participants attend. The same individual cannot attend each monthly yoga demonstration, as it is then viewed as an ongoing physical activity class which is unallowable under SNAP-Ed guidelines.
- Any supplies or materials purchased must be of nominal value and meet the reasonable and necessary guidelines.
- Any items that are given to participants to take home must be pre-approved by MFF and meet all NERI guidelines.

ALLOWABLE	UNALLOWABLE
Physical Activity Promotion	
<ol style="list-style-type: none"> 1. Physical activity (PA) promotion as a component of broader nutrition activities that provide SNAP-Ed target audiences with information about and encouragement to be physically active 2. PA messages and PA recommendations contained in the most current Dietary Guidelines for Americans 3. Providing information about low-cost and no-cost physical activities 4. Providing community resource information (e.g., a free local fitness event) in order to encourage program participants to engage in regular PA 5. When pre-approved by MFF and provided concurrently with nutrition interventions, personnel costs for conducting a physical activity demonstration designed to introduce SNAP-Ed participants to an activity and how/where to participate in the future 6. Walk to School Day and other events that are part of a larger nutrition education campaign that encourage the SNAP-Ed target audience to engage in regular physical activities 7. Information about locations where SNAP eligibles and other low-income people can access low or no-cost activities appropriate for different ages and physical abilities 8. Physical activity bulletin boards or displays around the nutrition assistance offices, clinics or other community locations where SNAP eligibles congregate 9. Referrals to library or website resources on physical activity 	<ol style="list-style-type: none"> 1. Ongoing exercise or PA classes with duplicated audiences (e.g., yoga classes, fitness classes, walking clubs, sports teams, running classes, gym classes) 2. PA community assessments unless directly related to SNAP-Ed programming SMART objectives 3. Implementation of environmental improvements (structural) to increase walkability 4. Health club or gym memberships, dues, equipment (e.g., bicycles, treadmills, stair steps, weights, etc.), and facilities 5. Personnel costs for conducting or maintaining ongoing exercise or PA classes 6. PA promotional materials developed without MFF's pre-approval 7. Water, sport drinks or other beverages given to participants during PA promotion demonstrations 8. Water bottles 9. Pedometers and heart rate monitors, unless pre-approved and accompanied by an evaluated program intervention

ALLOWABLE	UNALLOWABLE
Physical Activity Promotion	
<p>10. Development and provision of PA information and resource lists as well as collaborative efforts with community partners to promote PA</p> <p>11. Educational materials (e.g., brochures, newsletters, posters, public service announcements, audiotapes, videotapes, and DVDs) to promote PA that are purchased from reliable authorities</p> <p>12. PSE interventions that promote and support physical activity are allowable</p> <p>13. Helping partner groups organize and plan walking trails may be an allowable SNAP-Ed expense</p> <p>14. Promoting a walking trail and the benefits of physical activity to address weight management are SNAP-Ed allowable costs and are in accord with SNAP-Ed's goal and focus</p>	

Policy, Systems, and Environmental Change

REQUIREMENTS:

If you participate in policy, systems and environmental change (PSE) activities, MFF Partners:

- Shall not exclusively lead the effort; rather, collaborations are necessary
- Should work to increase community partnerships to include those who can facilitate change in the environment, such as working with retail grocers to increase the availability of fruits and vegetables in grocery stores
- Should help facilitate reciprocal referrals with other food assistance programs to increase food resource benefits, especially those that include fruits and vegetables
- Engaging in PSE initiatives shall include indicators of change in their overall evaluation strategy
- Should work with other partners to refer to appropriate programs and organizations that will assist in the accomplishment of its objectives
- Must consider the cultural needs of the populations served and consider existing partnerships to develop solutions to bring healthy foods to the community
- Must be aware of systems and environmental barriers, such as a lack of transportation, policies that restrict the formation of farmers markets or limitations on physical activity due to unsafe environments
- PSE activities, including time and effort, must align with your other SNAP-Ed responsibilities
- All activities must be educational in nature as well as reasonable and necessary

ALLOWABLE	UNALLOWABLE
Policy, Systems, and Environmental Change	
<ol style="list-style-type: none"> 1. Costs associated with the implementation and maintenance of PSE efforts within the scope of SNAP-Ed 2. Consultation with partner organizations on promoting organizational policy and practice changes that support healthy food and beverages, physical activity, and reduced sedentary behavior (e.g., entertainment screen time) 3. Analyzing and preparing data reports and sharing information on the expected benefits of PSE changes 4. Consultation with food retailers, farmers, food distributors, and farmers market managers on increasing access to and promotion of whole grains, fruits and vegetables, and low-fat dairy 5. Conducting environmental scans or assessments of the food and activity environments where food and activity decisions and choices are made 6. Community forums or meetings with SNAP-Ed recipients or service providers on healthy eating and active living 7. Point-of-purchase or point-of-decision signage and other behavioral cues to action that promote healthy eating or physical activity choices 8. Resource kits with strategies for adopting, implementing, maintaining, and evaluating policy, systems, and environmental changes 	<ol style="list-style-type: none"> 1. Costs associated with the establishment and maintenance of environmental or policy changes outside the scope of SNAP-Ed, such as infrastructure, equipment, space, land, or construction 2. Costs associated with capital improvements to retail stores, sidewalks, trails, bicycle paths, or dining facilities 3. Costs associated with refrigeration units or shelving grocery or convenience stores 4. Financial incentives to community partners or retailers to support environmental or policy changes 5. Salaries for retail store staff, farmers market managers, or food service workers for service operations 6. License or permit fees for farmers markets or food retailers

Profits, Revenues, Fund Raising and Grant Writing

REQUIREMENTS:

- Any sales of SNAP-Ed publications, materials, etc. received by an MFF Partner or contractor must be accounted for in a separate, identifiable account, used to offset current SNAP-Ed program expenditures, and comply with USDA and OMB Uniform Grant Guidance.
- SNAP-Ed programming must be offered free of charge.

ALLOWABLE	UNALLOWABLE
Profits, Revenues, Fund Raising and Grant Writing	
1. Sale of publications and nutrition education materials produced with SNAP-Ed funds that are sold at cost. Publication cost includes concept development, production and distribution expense.	1. Sale of publication/materials produced with USDA dollars to make a profit (the generation of program revenue over the cost of goods) 2. Grant writing 3. Fund raising events or activities including financial campaigns, solicitation of gifts and bequests to raise capital or obtain contributions, regardless of the purpose for which the funds will be used, including SNAP-Ed programming

Retail Locations

REQUIREMENTS:

- SNAP-Ed services that take place in partnership with retailers may only do so at retail sites (grocers, markets, restaurants) that are **both** authorized to accept nutrition assistance **and** located in geographic areas meeting at least one of the SNAP-Ed targeting criteria below:
 - Retail sites with documented redemption of SNAP benefits averaging \$50,000 or more per month; or
 - Retail sites located in census tracts where at least 50 percent of persons have gross incomes that are equal to or less than 185 percent of the Federal poverty threshold

ALLOWABLE	UNALLOWABLE
Retail Locations	
1. Comprehensive merchandising and promotional activities in supermarkets, small chain stores and independent (neighborhood) markets in qualifying areas designed to increase the purchase of fruits and vegetables among SNAP eligibles 2. Cooking/food demonstrations, food tastings, store tours, and retail-sponsored community events conducted to support nutrition education lessons at qualifying sites	1. Partnerships with establishments that do not accept nutrition assistance or meet the target criteria of 50 percent or more of the audience is at or below 185 percent of the Federal poverty threshold 2. Retail site activities not focused on SNAP-Ed target audiences

Social Marketing Campaigns (also see Media)

REQUIREMENTS:

- MFF is developing and implementing statewide social marketing campaigns on behalf of all MFF Partners. It is very unlikely that any local, independent social marketing campaign will be approved.

- If pre-approved in writing by MFF, any MFF Partner social marketing campaign must be aligned with the statewide campaign and included in your project proposal.

ALLOWABLE	UNALLOWABLE
Social Marketing Campaigns (also see Media)	
	1. Social marketing activities and campaigns not pre-approved by MFF and not included in your project proposal.

Space Allocation

REQUIREMENTS:

- Space must be allocated when staff members are not 100 percent dedicated to SNAP-Ed.
- Space allocations must be pre-approved by MFF.
- Do not request reimbursement for space if it is included in your agency's approved indirect rate.

ALLOWABLE	UNALLOWABLE
Space Allocation	
1. Space allocated for SNAP-Ed programs in which the plan for the space/cost allocation is documented and actual out-of-pocket costs are incurred and tracked	1. Space costs that are fully funded by another program 2. Commercial rental rates in government-owned space

Time and Effort Reporting and Employment Costs

REQUIREMENTS:

Time and effort reporting requirements emanate from 2 CFR 200 OMB Uniform Grant Guidance (UGG). Time and effort reporting applies to all staff and volunteers contributing effort to this SNAP-Ed grant.

Key principles for ensuring time and effort practices align with 2 CFR 200 OMB UGG guidelines:

1. Supported by a system of internal controls: accurate, allowable and allocable charges
2. Incorporated into agency's official records
3. Reflect total activity for which employee is compensated
4. Encompass Federally assisted and all other activity for which employee is compensated
5. Comply with established accounting practices
6. Support distribution of salary and wages across all activities and cost objective
7. Budget estimates do not qualify as charges but may be used for interim accounting purposes
8. Practices for constituting a full workload vary for Institutes for Higher Education (IHE), records may reflect categories of activity expressed as a percentage distribution of total.
9. When recoding salary and wages for IHE to Federal awards, a precise assessment is not always feasible nor is it expected (see UGG for more detail).

Records that meet the standards above will not be required to provide additional supporting documentation for the work performed other than that referenced below:

- Charges for salaries and wages of nonexempt employees must be supported by records indicating the total number of hours worked each day.

Records that do not meet the standards above may be required to provide personnel activity reports, including prescribed certifications, or equivalent documentation to support the required records

All activity reflected on time and effort reports for SNAP-Ed must be allowable within the MFF SNAP-Ed guidelines.

All time and effort reports should be kept and archived locally. Partners may be required to periodically submit their time and effort reports to MFF for compliance review.

All expenses associated with employee recruitment and new employee tests should be done at the expense of the Partner and not charged to the SNAP-Ed Grant.

Volunteers:

Time and effort documents should be kept for volunteers who contribute time to SNAP-Ed using the same principles as noted above, when applicable. More details about volunteers can be found in the Volunteer section at the end of these Program Parameters (page 54).

ALLOWABLE	UNALLOWABLE
Time and Effort Reporting and Employment Costs	
<ol style="list-style-type: none"> 1. Staff time spent planning, delivering and evaluating nutrition education and physical activity promotion. Time must be charged at a rate commensurate with duties being performed 2. Food service staff time is only allowable with a memo from the school confirming the work being done is above and beyond the staff member's normal time and pay and directly supports approved SNAP-Ed programming 3. Reimbursement of teacher time and effort is only allowable with a memo from the school confirming the work being done is above and beyond the teacher's normal time and pay 4. Contractual staff when a list of deliverables, period of service, and hourly rate is established. (MFF encourages you to have a formal agreement in place for all contractual employees including cost, terms, SNAP-Ed deliverables and appropriate signatures from both parties.) 5. Administrative salary will be evaluated in the context of full proposal and scope of programming 	<ol style="list-style-type: none"> 1. Stipends 2. Incentives 3. A physician's or other specialized provider's time spent conducting SNAP-Ed activities when charges are based on a rate commensurate with his/her credentials as opposed to the duties he/she is performing 4. Overtime hours unless pre-approved in writing by MFF 5. Using SNAP-Ed funds to replace personnel costs of state-funded school class time would be considered outside the scope of SNAP-Ed funding 6. Staff time and effort to conduct or support unallowable SNAP-Ed activities 7. New employee hiring expense including testing, background checks, finger printing, drug testing, etc.

REQUIREMENTS:

- Staff attendance at trainings, conferences, workshops, meetings and summits must be aligned with the approved SNAP-Ed program objectives and included in your proposal and budget.
- Prior written authorization is required from MFF for any training and travel not listed in your approved budget.
- Funds spent on training, conferences, workshops, meetings and summits are required to target SNAP eligibles or intermediaries working with SNAP eligibles.
- When submitting for reimbursement for expenses after conducting a training or meeting, the following must be submitted:
 - Itemized receipts for all expenses being reimbursed
 - The agenda documenting the start and end time
 - A sign-in sheet documenting the participants at the meeting/training
 - If the number of participants who registered for the meeting/training is lower than the number of actual participants (causing the per person meal rate to be more than allowed) please provide registration logs, as well.

CONSIDERATIONS:

- Consult the Travel section (page 53) for issues relating to travel. See #2 and #3 in Allowable (below).
 - Travel and meal rates may change during the program year. It is your responsibility to use the correct travel rates. The most up-to-date travel and meal rates can be found at <http://www.michigannutritionnetwork.org>.
- Actual travel costs are eligible for reimbursement, not exceeding the posted SNAP-Ed allowable rates.
- Proration for attendance at training, conferences and workshops will be considered and must be pre-approved.

ALLOWABLE	UNALLOWABLE
Training, Conferences and Workshops	
<ol style="list-style-type: none"> 1. Training related to SNAP-Ed objectives (including travel expenses within SNAP-Ed allowable rates) for staff that provide nutrition education to SNAP eligibles if training is reasonable and necessary for program implementation and approved in your proposal and budget 2. When conducting a training or meeting, lunch costs may be reimbursed if the following criteria is met: <ol style="list-style-type: none"> a) Meal costs do not exceed the allowable meal rates (see #3 below) b) If the training has at least six hours of SNAP-Ed content c) If the training has at least five hours of SNAP-Ed content AND at least 50 percent 	<ol style="list-style-type: none"> 1. University level courses on technical or clinical subjects that are not relevant to the practical delivery of nutrition education to SNAP eligibles 2. Costs associated with certifications, CEUs, etc. for an individual’s personal credentialing 3. Training materials that have not been reviewed and pre-approved by MFF 4. Training or professional development costs for food service workers or others not directly associated with delivery of SNAP-Ed 5. Staff time or other expenditures related to multi-state or national-level work or committees, except where the activity is an integral part of the FNS SNAP-Ed focus and pre-approved by MFF 6. Individual business memberships (e.g., Costco, Sam’s Club, etc.)

ALLOWABLE	UNALLOWABLE
Training, Conferences and Workshops	
<p>of the participants have traveled at least 30 minutes one way to attend.</p> <p>3. If meals are allowable (see #2 above), meal costs cannot exceed the allowable meal rates. For the current rates, please consult the SNAP-Ed Travel & Meal Rates found at http://www.michigannutritionnetwork.org</p> <p>Special Note: Travel and meal rates are subject to change during the program year.</p> <p>4. Participation in regional or state coalitions on SNAP-Ed-specific business</p> <p>5. SNAP-Ed-related training for program delivery staff (e.g., Choices, <i>Michigan Harvest of the Month</i>TM, SNAP-Ed U, regional MFF meetings and trainings)</p> <p>6. Nutrition education training materials</p> <p>7. SNAP-Ed support or partial payment of meetings, conferences and summits. Costs must be prorated based on:</p> <p style="margin-left: 20px;">a) The proportion of the target audience that are SNAP eligibles</p> <p style="margin-left: 20px;">b) The proportion of the agenda that is SNAP-Ed nutrition education or PA promotion for low-income audiences</p> <p>8. General briefings and trainings for community health professionals, if such professionals serve a majority of SNAP eligibles and training focuses on SNAP-Ed objectives approved in your proposal and budget</p>	

Travel

REQUIREMENTS:

- Actual travel costs up to the maximum SNAP-Ed rates will be reimbursed.
- Receipts for all travel expenses are required including itemized receipts for meals, tolls, lodging, etc.
- Meals are reimbursed during overnight travel only.
 - If overnight lodging is not being reimbursed by SNAP-Ed, you must provide proof of an overnight stay in order to have meals reimbursed.
- SNAP-Ed travel rates and guidelines apply to individuals supported by SNAP-Ed funds, including employees, subcontractors, consultants, advisory committee members, etc.

CONSIDERATIONS:

- All MFF SNAP-Ed travel rates follow the State of Michigan travel rates.
- Travel rates may change during the program year. It is your responsibility to use the correct travel rates. The most up-to-date travel and meal rates can be found at: <http://www.michigannutritionnetwork.org>.

ALLOWABLE	UNALLOWABLE
Travel	
<p>SNAP-Ed Travel and Meal Rates can be found at: http://www.michigannutritionnetwork.org</p> <ol style="list-style-type: none"> 1. Travel costs associated with MFF SNAP-Ed business including MFF SNAP-Ed-sponsored training or events. These expenses may be 100 percent reimbursed even if the person is not 100 percent FTE on SNAP-Ed. 2. When pre-approved travel costs provide benefit to multiple programs, the travel costs must be allocated based on the benefit to SNAP-Ed. 3. The current mileage is \$0.535 per mile for SNAP-Ed travel. This rate is subject to change during the program year. Please consult the SNAP-Ed Travel & Meal Rates found on the MNN website. 4. Meals when in overnight status on SNAP-Ed business. Rates may vary depending on location. Please consult the SNAP-Ed Travel & Meal Rates. 5. The current lodging rate is a maximum of \$75 per night plus taxes. The lodging rate is subject to change during the program year. Please consult the SNAP-Ed Travel & Meal Rates. 6. Lodging at a pre-approved conference location that has a negotiated rate over the \$75/night SNAP-Ed rate. Documentation from the conference identifying the approved conference rate must accompany the invoice. 7. Internet access during an overnight stay when reasonable and necessary 	<ol style="list-style-type: none"> 1. Travel outside of Michigan without prior written authorization from MFF 2. Travel for workshops and conferences not included in your budget and/or pre-approved by MFF 3. Any travel expenses above the approved SNAP-Ed rates

Volunteers

REQUIREMENTS:

- Volunteers may not receive goods, services, credits, or any amount of cash for their service.
- Volunteers must be 18 years of age.

- Time and effort documents should be kept for volunteers who contribute time to SNAP-Ed using the same principles as noted in the Time and Effort Reporting section (page 50), when applicable.

ALLOWABLE	UNALLOWABLE
Volunteers	
<ol style="list-style-type: none"> 1. Unpaid volunteers who are giving of their time as a private citizen that are providing service to your organization for allowable SNAP-Ed activities, i.e., <ol style="list-style-type: none"> a) A volunteer contributes time to produce weekly nutrition newsletter to distribute to SNAP eligible residents b) A retired dietitian volunteers to teach nutrition education classes to SNAP eligibles 2. A college student volunteers to do food tasting demos for SNAP eligibles and his/her hours are not part of a class requirement 3. Staff employed by a nonprofit or non-Federal public agency may volunteer if it is above and beyond their paid time 	<ol style="list-style-type: none"> 1. Volunteer time that is not used toward SNAP-Ed behavior objectives 2. Volunteer time used for a dual purpose. (e.g., a student contributes time to support SNAP-Ed in order to meet a requirement for a student project or a Master Gardener contributes time to support SNAP-Ed and counts it toward their Master Gardener commitment) 3. Private organization or business whose staff members are volunteering as part of an “on the clock” corporate volunteer effort 4. “Volunteers” whose time is paid for by another Federal funding source

Websites, Web Pages and Domain Names

This information applies to websites, pages embedded on websites and domain names.

REQUIREMENTS:

- All content and information must:
 - Be relevant to and support your SMART objectives
 - Align with MFF SNAP-Ed messaging
 - Be pre-approved by MFF before going “live”
 - Approval by MDHHS may also be required.
 - Not promote or disparage specific products or food
 - Not link to other sites that promote or disparage specific products or food
- Appropriate credit and civil rights statements must be displayed on websites and web pages.
- A process to regularly update the website must be outlined in a memo and on file with MFF. This memo should include:
 - Who will update the website/page
 - How frequently it will be updated
 - The time commitment to manage the website
 - A statement acknowledging that significant content changes require MFF review
- Include evaluation of the usage and impact of website/page:
 - Is the website/page doing what you want it to?

- How many people are using the site?
- What is the audience using it for?
- Have on file signed photo releases or documentation of legal use permissions or purchase for all photos used on the website.

CONSIDERATIONS:

- Purchasing host sites and domain names:
 - Host sites and domain names purchased or developed with SNAP-Ed funds carry a nonexclusive waiver-free right for public use.
 - If your program will use the domain name beyond the full scope of your SNAP-Ed work, you should purchase the domain with non-SNAP-Ed funds.
- Websites should link to established, allowable and evidence-based websites to convey nutrition information whenever possible. Considering the many established, accredited resources in existence, time spent creating similar information may not be reimbursable.

ALLOWABLE	UNALLOWABLE
Websites, Web Pages and Domain Names	
<ol style="list-style-type: none"> 1. Purchase of host sites and domain names if approved in your proposal and budget. See the first bullet in Considerations (above) 2. Staff time or contractor to develop, maintain and evaluate a website focused on the SNAP-Ed objectives approved in your proposal and budget 3. Purchase of reasonable and necessary tools and resources to support the development of your website (e.g., photos) 	<ol style="list-style-type: none"> 1. Websites, web pages or links that promote or disparage products, food or organizations