

2025 Annual Plan

Kansas State University (Implementing Agency)

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Planned Projects and Activities

Kansas State University (Implementing Agency) Projects and Activities

Kansas SNAP-Ed

This project is entering year 1 of implementation

Project Description

The Kansas SNAP-Ed project implemented by Kansas State University Research and Extension (KSRE) will target SNAP-eligible individuals across various age groups and demographics, with a focus on those experiencing higher rates of poverty. Specific counties across the state were chosen based on local extension unit proposals submitted to the Implementing Agency (IA) and reviewed by the State Agency (SA). This one-year project will be in 56 of Kansas's 105 counties distributed as follows 15 counties in Northwest, 16 counties plus 4 Federally Recognized Tribes and 1 military installation in the Northeast, 4 counties in the Southwest and 21 counties in the Southeast. The project aims to support low-resource Kansans in making healthier choices and improving their overall well-being utilizing a blend of educational methods and interventions spanning various levels of the Social-Ecological Model.

Implementation Strategy: Kansas SNAP-Ed's comprehensive approach includes:

Direct Education: Interactive group nutrition education tailored for youth, adults, and older adults utilizing approved evidence-based curriculum. The education sessions are designed to be engaging and informative, helping participants adopt healthier eating and physical activity habits.

- **Youth Engagement:** Will target youth in grades 3-12 who attend schools where at least 50% of the students are eligible for free and reduced lunches. Additionally, it will engage with youth attending programs that serve low-resource residents, such as Summer Nutrition Programs and after-school programs.
- **Adult and Older Adult Engagement:** Will target adults (ages 18-59) and older adults (ages 60 and above) who are SNAP eligible but may not be fully utilizing food assistance programs. Education and support will be provided at locations where these individuals live, eat, work, and play. Delivered in-person, and online, with synchronous and asynchronous opportunities.

Policy, System, and Environmental (PSE) Interventions: Kansas SNAP-Ed will implement PSE interventions in collaboration with community partnerships and driven by local needs assessments that create supportive environments that facilitate healthy choices by improving the availability and accessibility of nutritious foods and physical activity opportunities. PSE interventions are strategically implemented in areas with high potential to impact the SNAP-Ed target audience statewide.

Social Marketing Campaign: To broaden reach, Kansas SNAP-Ed will launch a social marketing campaign aimed at delivering nutrition and physical activity messages. This campaign will be informed by focus groups and participant surveys conducted in FFY2023. This strategy involves frequent messaging through various channels to ensure consistent reinforcement of key health behaviors. Messages will be tested with SNAP-Ed audiences in both rural and urban areas during the summer of 2024, with the finalized campaign to be implemented in FFY2025.

Partnerships and Collaborations: Key partnerships with agencies and organizations such as schools, emergency food assistance sites, community centers, health clinics, libraries, low-income housing facilities, and senior living facilities are essential for reaching the target audience and effectively implementing the project's strategies. Partner organizations contribute by providing space, volunteers, resources, and support for education sessions and interventions.

By leveraging these partnerships and strategies, Kansas SNAP-Ed aims to create sustainable improvements in the health and well-being of low-resource Kansans.

Linked SMART Objectives

1. By September 30, 2025 adult participants attending a SNAP-Ed nutrition education series will report an increase in the number of days in a week that they are active for at least 30 minutes.
2. By September 30, 2025 youth participants attending a SNAP-Ed nutrition education series will report an increase in the number of days they are active for at an hour.
1. By September 30, 2025 achieve a participation rate among the BIPOC community in SNAP-Ed direct education series that reflects the proportion of BIPOC individuals in the overall population of Kansas.
1. By September 30, 2025 increase the number of direct education partnerships with Community Health Clinics to enhance education efforts related to improving health behaviors.
1. By September 30, 2025 Secure funding sources to provide childcare and offer family meals during in-person SNAP-Ed classes.
1. Establish partnerships with institutions of higher education to deliver SNAP-Ed programming and interventions through the campus food pantries, student life, and/or student organizations located in SNAP-ED service areas.
2. By September 30, 2025, provide at least one staff training on strategies for engaging communities of color and build awareness and foster understanding of the cultural diversity of the SNAP-Ed audience .

- 2. By September 30, 2025 will have an increase in the number of Health Care sites or organizations with an identified need for improving access or creating appeal for nutrition and physical activity supports.
- 3. By September 30, 2025 youth, and adult participants attending a SNAP-Ed nutrition education series will report an increase in frequency of fruit and vegetable intake per day.
- 4. By September 30, 2025 adult participants attending a SNAP-Ed nutrition education series will report will plan meals at least often prior to going grocery shopping.
- 5. By September 30, 2025 adult participants attending a SNAP-Ed nutrition education series will read nutrition labels at least often.

Project Outreach

Kansas SNAP-Ed engages in extensive outreach to connect with food assistance households across the state. In collaboration with the SA, the IA distributes a newsletter bi-annually containing educational messages and highlights activities in Kansas SNAP-Ed counties. This newsletter directs interested individuals to local extension unit SNAP-Ed staff for class details.

Direct referrals are received from local DCF offices through a SNAP-Ed referral form included in the SNAP benefits application. Additionally, SNAP-Ed materials, such as recipes and educational video shorts, are provided to DCF offices to promote MyPlate messages, local programs, and SNAP-Ed opportunities.

Local partnerships are crucial for program outreach. Community partners, including emergency food assistance sites, community centers, libraries, low-resource housing facilities, federal food assistance programs, senior living facilities, and senior meal sites, play a key role in recruiting participants and promoting SNAP-Ed programs.

Outreach efforts by local extension units include social media, newsletters, flyers, email, newspapers, and other extension programs.

The IA also has statewide partnerships with two of the three Managed Care Organizations in Kansas, United Healthcare and Aetna Better Health of Kansas. These partnerships help reach adult Medicaid recipients by promoting SNAP-Ed programs both locally and statewide.

Regionally, the Kansas SNAP-Ed IA partners with Community Health Clinics, some of which participate in the Food is Medicine Program. These clinics recruit and promote SNAP-Ed classes to adults in their areas.

Through these comprehensive outreach efforts, Kansas SNAP-Ed ensures that low-resource residents are informed about and can access valuable nutrition and physical activity education.

Settings and Approaches

Direct Education	PSE Initiatives	Social Marketing Campaigns
<p>Direct Ed Stages: Implementing, Evaluating</p> <p>Provided in English, Spanish</p> <p>Settings</p> <ul style="list-style-type: none"> • Early care and education facilities (includes childcare centers, daycare homes, Head Start, preschool, and prekindergarten programs) (0 tribal / 5 rural / 8 total) • Extension offices (0 tribal / 6 rural / 7 total) • Family resource centers (0 tribal / 2 rural / 5 total) • Libraries (0 tribal / 15 rural / 18 total) • Parks and open spaces (1 tribal / 0 rural / 1 total) • State/county fairground (0 tribal / 1 rural / 1 total) • Congregate meal sites/senior nutrition centers (2 tribal / 46 rural / 69 total) • Mobile vending/food trucks (0 tribal / 0 rural / 4 total) • Soup kitchens (0 tribal / 2 rural / 3 total) • USDA Summer Meal sites (1 tribal / 0 rural / 1 total) 	<p>PSE Stages: Planning and preparing for implementation (e.g., contacting sites, assessment, training), Implementing changes, Maintaining changes, Conducting follow-up assessments, evaluation, and/or monitoring</p> <p>Settings</p> <ul style="list-style-type: none"> • Early care and education facilities (includes childcare centers, daycare homes, Head Start, preschool, and prekindergarten programs) (0 tribal / 5 rural / 8 total) • Family resource centers (0 tribal / 2 rural / 5 total) • Libraries (0 tribal / 15 rural / 18 total) • Congregate meal sites/senior nutrition centers (2 tribal / 46 rural / 69 total) • Mobile vending/food trucks (0 tribal / 0 rural / 4 total) • Soup kitchens (0 tribal / 2 rural / 3 total) • USDA Summer Meal sites (1 tribal / 0 rural / 1 total) • Before- and afterschool programs (3 tribal / 16 rural / 22 total) 	<p>Campaign Stages: Developing (design and consumer testing), Implementing, Evaluating</p> <p>Provided in English, Spanish</p> <p>Towns/cities is the largest geographic unit.</p> <p>Areas covered:</p> <ul style="list-style-type: none"> • Dodge City • Fort Scott • Hays • Kansas City • Topeka • Wichita <p>Projected reach: 46,797</p>

- Before- and afterschool programs (3 tribal / 16 rural / 22 total)
- Schools (colleges and universities) (0 tribal / 5 rural / 5 total)
- Schools (K-12, elementary, middle, and high) (0 tribal / 119 rural / 136 total)
- WIC clinics (0 tribal / 6 rural / 6 total)
- Emergency shelters and temporary housing sites (0 tribal / 2 rural / 3 total)
- Faith-based centers/places of worship (0 tribal / 10 rural / 15 total)
- Group living arrangements/homes (0 tribal / 3 rural / 5 total)
- Healthcare clinics and hospitals (0 tribal / 21 rural / 26 total)
- Indian Reservations (4 tribal / 0 rural / 4 total)
- Public housing sites (includes public housing for seniors and disabled individuals) (0 tribal / 38 rural / 49 total)
- Community and recreation centers (0 tribal / 6 rural / 12 total)
- Gardens (community/school) (4 tribal / 8 rural / 12 total)
- Farmers' markets (0 tribal / 21 rural / 27 total)
- Food distribution sites (e.g. FDPIR, TEFAP, CSFP) (1 tribal / 0 rural / 1 total)
- Food assistance sites (e.g. food banks, food pantries food shelves) (0 tribal / 36 rural / 43 total)
- Adult education, job training and work (e.g. SNAP E&T), TANF, and veteran services sites (0 tribal / 2 rural / 4 total)
- SNAP offices (0 tribal / 2 rural / 2 total)
- Outpatient Addiction Recovery, Migrant education, disability services, mental health services, United Way, (0 tribal / 8 rural / 13 total)
- Worksites with low-wage workers (0 tribal / 1 rural / 1 total)

- Schools (colleges and universities) (0 tribal / 5 rural / 5 total)
- Schools (K-12, elementary, middle, and high) (0 tribal / 119 rural / 136 total)
- Emergency shelters and temporary housing sites (0 tribal / 2 rural / 3 total)
- Faith-based centers/places of worship (0 tribal / 10 rural / 15 total)
- Group living arrangements/homes (0 tribal / 3 rural / 5 total)
- Healthcare clinics and hospitals (0 tribal / 21 rural / 26 total)
- Indian Reservations (4 tribal / 0 rural / 4 total)
- Public housing sites (includes public housing for seniors and disabled individuals) (0 tribal / 38 rural / 49 total)
- Bicycle and walking paths (0 tribal / 1 rural / 1 total)
- Community and recreation centers (0 tribal / 6 rural / 12 total)
- Gardens (community/school) (4 tribal / 8 rural / 12 total)
- Farmers' markets (0 tribal / 21 rural / 27 total)
- Food assistance sites (e.g. food banks, food pantries food shelves) (0 tribal / 36 rural / 43 total)
- Small food stores (up to three registers) (1 tribal / 7 rural / 9 total)

Priority Populations

Priority Age Groups	Priority Racial Groups	Priority Ethnic Groups	Priority Gender Groups	Prioritizes Disabled
<ul style="list-style-type: none"> • 8–10 (or grades 3–5) • 11–13 (or grades 6–8) • 14–17 (or grades 9–12) • 18–59 • 60–75 • 76 or older 	<ul style="list-style-type: none"> • No racial group priority 	<ul style="list-style-type: none"> • No ethnic group priority 	<ul style="list-style-type: none"> • No gender group priority 	<p>People with disabilities</p>

Interventions

Choose Health: Food, Fun, and Fitness (CHFFF)

Not adapted for this project

Create Better Health Curriculum

Adapted for this project:

Individuals with Intellectual Disabilities (IDD) Audiences: Kansas Special Olympics assisted the IA in making adaptations for IDD. Developed PowerPoints for each lesson for visual aids. Pictures were added throughout the curriculum. It was advised to keep pictures consistent throughout the whole series (e.g., if using one port for balance keep the same on through or use the same fruits etc.) Pictures of actual food from food groups in addition to the MyPlate graphic. Added pictures to the recipes' instructions for better understanding. Modified/simplified some of the activities. Utilized pictures of the Nutrition Facts Label from the youth curriculum Choose Health Food, Fun and Fitness. The pre/post surveys and demographic intake form were simplified, and pictures added.

Indigenous Communities: Include recipes that use traditional foods - Bison Grain Bowl, Wild Rice and Berries and our Kickapoo Caviar. We use My Native Plate when we can and have been providing resources for foraging and use of game meat.

Hispanic Communities: Handouts have been translated into Spanish.

All Audiences: Include the Physical Activity Your Way guide to encourage low-cost/free physical activity resources to each curriculum to help balance nutrition and physical activity information in our curricula.

Create Healthy Choices: Thumbs Up for Healthy Choices in Food Pantries (Thumbs Up)

Not adapted for this project

Families Eating Smart and Moving More (FESMM)

Adapted for this project:

Six Lesson Series: All Audiences: Included the Physical Activity Your Way guide to encourage low-cost/free physical activity resources to each curriculum to help balance nutrition and physical activity information in our curricula. We utilize Leah's Pantry resources to work in trauma-informed language into the curriculum when staff present.

In addition to the six-lesson series, we created Families Eating Smart and Saving Money which highlights 4 keys lessons from Families Eating Smart and Moving More to meet the four series need and has more of a focus on stretching the food dollar.

Fresh Conversations

Adapted for this project:

Indigenous Communities: Include recipes that use traditional foods - Bison Grain Bowl, Wild Rice and Berries and our Kickapoo Caviar. We use My Native Plate when we can and have been providing resources for foraging and use of game meat. Utilize additional resources from Indian Health Services related to the topics in the newsletters.

Hispanic Communities: Curriculum newsletters have been translated into Spanish.

All Audiences: Included the Physical Activity Your Way guide to encourage low-cost/free physical activity resources to each curriculum to help balance nutrition and physical activity information in our curricula. We utilize Leah's Pantry resources to work in trauma-informed language into the curriculum when staff present.

Illinois Junior Chefs

Adapted for this project:

Added "Best Practices" when implementing Jr. Chef. in Kansas that included the following:

- Class Size
- Time Frames
- Set Up
- Lesson Flow
- Registration Information
- Additional Tips
 - Recipes
 - Food Safety

- Knife Safety
- Activities

Nutritional Analysis added to all the recipes.

The OrganWise Guys Program

Not adapted for this project

Walk With Ease

Adapted for this project:

All Audiences: Offer the Disability Adaptation guidelines for educators to use and created a Measuring Fitness Levels resource for educators to keep track of participant progress. Included the Physical Activity Your Way guide to encourage low-cost/free physical activity resources to each curriculum to help balance nutrition and physical activity information in our curricula. We utilize Leah's Pantry resources to work in trauma-informed language into the curriculum when staff present.

Previously Developed Interventions

Teen Cuisine

✓ Approved for use by FNS.

Not adapted for this project

Practice tested:

[Evaluation of Teen Cuisine: An Extension-Based Cooking Program to Increase Self-efficacy in Teens](#)

Nutrition Supports for Health Clinics

✓ Approved for use by FNS.

Not adapted for this project

Practice tested:

[Health Clinic Readiness to Implement Nutrition Supports in Partnership with SNAP-Ed.](#)

New Interventions

No data submitted

Planned Evaluations

Kansas State University (Implementing Agency) Evaluations

Kansas SNAP-Ed Evaluation

Projects Evaluated

- Kansas SNAP-Ed

Process 10/01/2024 - 09/30/2025

Project Components Evaluated:

- Direct Education
- PSE
- Social Marketing Campaign

Data Collection Methods:

- Self-administered online survey
- In-person survey
- Self-administered paper survey
- Other: PSE:PSE Site Activities modules. Each module contains questions that relate to the types of PSE changes and settings. These module questions are in line with the SNAP-Ed Evaluation Framework.
- Other: Social Media Platform and Website Analytics

Planned Use of Results:

- Intervention design
- Intervention adaptation or improvement

Outcome 10/01/2024 - 09/30/2025

Project Components Evaluated:

- Direct Education
- PSE

Objectives:

1. By September 30, 2025 adult participants attending a SNAP-Ed nutrition education series will report an increase in the number of days in a week that they are active for at least 30 minutes.
2. By September 30, 2025 youth participants attending a SNAP-Ed nutrition education series will report an increase in the number of days they are active for at an hour.
2. By September 30, 2025 will have an increase in the number of Health Care sites or organizations with an identified need for improving access or creating appeal for nutrition and physical activity supports.
3. By September 30, 2025 youth, and adult participants attending a SNAP-Ed nutrition education series will report an increase in frequency of fruit and vegetable intake per day.
4. By September 30, 2025 adult participants attending a SNAP-Ed nutrition education series will report will plan meals at least often prior to going grocery shopping.
5. By September 30, 2025 adult participants attending a SNAP-Ed nutrition education series will read nutrition labels at least often.

Data Collection Methods:

- Self-administered online survey
- In-person survey
- Direct observation (e.g., monitoring tool)
- Self-administered paper survey
- Other: PSE:PSE Site Activities modules. Each module contains questions that relate to the types of PSE changes and settings. These module questions are in line with the SNAP-Ed Evaluation Framework.

Planned Use of Results:

- Intervention adaptation or improvement
- Partner dissemination
- Dissemination to policy makers

Measurements:

- Pretest
- Posttest

Logic Model Files

- [Logic Model ifp.2025.docx](#)
- [Logic Model PSE.2025.docx](#)

Coordination and Collaboration

Kansas State University (Implementing Agency)

Coordination and Collaborations With Other Federal Nutrition, Obesity Prevention, and Health Programs

Program/Organization Type	Needs Assessment / Plan Development	Coordination of Messaging/Materials/Approaches	PSE Change Efforts	Social Marketing Campaign(s)	Improvement of SNAP-Ed Access for Target Audiences	Other
Food and Nutrition Service, USDA						
Supplemental Nutrition Assistance Program (SNAP)	✓	✓	✓	✓	✓	
Senior Farmers Market Nutrition Program (SFMNP)	✗	✗	✗	✗	✓	Partnerships at the local unit level to plan, promote, and distribute vouchers to older adults through the Kansas Senior Farmers Market Nutrition Program.
National School Lunch Program (NSLP)	✗	✓	✓	✗	✗	Formal MOU with KS Department of Ed
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	✗	✓	✗	✗	✗	Waiting for signatures on Formal MOU through Kansas Department of Health and Environment
The Emergency Food Assistance Program (TEFAP)	✗	✓	✗	✗	✗	The KS SNAP-Ed IA office receives the food distribution list and provides recipes using the foods distributed to local SNAP-Ed direct education staff to provide to individuals receiving TEFAP.
National Institute of Food and Agriculture, USDA						
Expanded Food and Nutrition Education Program (EFNEP)	✗	✓	✗	✗	✗	Kansas SNAP-Ed and EFNEP are coordinated through KSRE by the same individual, who works closely with the local extension unit staff overseeing both programs to foster coordination efforts between the two programs, improve focus, leverage funding, meet national program priorities, determine priority audiences each program will serve to best meet community needs and prevent duplication of services.

Program/Organization Type	Needs Assessment / Plan Development	Coordination of Messaging/Materials/Approaches	PSE Change Efforts	Social Marketing Campaign(s)	Improvement of SNAP-Ed Access for Target Audiences	Other
Gus Schumacher Nutrition Incentive Program (GusNIP)	⊘	⊘	⊘	⊘	✓	The KS SNAP-Ed IA collaborates with the Kansas Missouri Nutrition (A GusNIP awardee) for the Double Up Food Buck Program (DUFb). This collaboration includes offering cooking demonstrations for produce at the Farmers Markets, providing mailings to SNAP recipients in locations where Farmers Markets begin accepting SNAP benefits, outreach efforts with community partners to promote DUFb to SNAP recipients.
Food and Nutrition Service, USDA						
Other: Kansas Department for Aging and Disabilities Services	⊘	✓	⊘	⊘	⊘	Formal MOU

Engagement With Multisector Partnerships/Coalitions

FACT Salina Local
<p>Sectors Represented</p> <ul style="list-style-type: none"> • Social/Human Services: 1 • Transportation: 1 • Government: 1 • Community design: 1 • Food retailers: 1 • Non-Profit: 1 <p>Key Activities</p> <p>Addressing Food Deserts, Food accessibility, transportation to food sites, SNAP food insecure low income children food sources and School Free and Reduced Food.</p>
Quality of Life Coalition Dickinson Co Local
<p>Sectors Represented</p> <ul style="list-style-type: none"> • Social/Human Services: 1 • Government: 1 • Public safety: 2 • Public health and healthcare: 5 • Education: 4 • Food industry: 1 <p>Key Activities</p>

CDRR Grant work for DK Co. KSRE on the board. CTD Grant holder.

CDRR Coalition Marion Co. Local

Sectors Represented

- Childcare: 1
- Education: 1
- Government: 1
- Media: 1
- Public health and healthcare: 1
- Public safety: 1

Key Activities

KSRE on the board. Room for growth in the SNAP-Ed nutrition education area going forward.

RISE Cowley Local

Sectors Represented

- Media: 1
- Government: 5
- Community design: 1
- Public health and healthcare: 3
- Education: 3
- Non-Profit: 1
- Sports and recreation: 1

Key Activities

Community Health Assessment

LiveWell Douglas County Local

Sectors Represented

- Childcare: 1
- Education: 4
- Public health and healthcare: 4
- Community design: 1
- Food industry: 1
- Government: 1
- Public safety: 1
- Transportation: 1

Key Activities

1) Secure grants to fund community health initiatives and create policy changes. 2) Provide leadership for work groups focused on improving social determinants of health. 3) To provide leadership for the community health assessment and community health improvement plan.

Engage Douglas County Local

Sectors Represented

- Community design: 1
- Education: 1
- Media: 1
- Public health and healthcare: 1
- Public safety: 1

Key Activities

1) Secure grants to fund substance prevention efforts. 2) To improve access to behavioral health services in Douglas County. 3) To assess prevention needs in the county and build capacity to address identified challenges.

LiveWell Douglas Co Healthy Food For All Work Group Local

Sectors Represented

- Agriculture: 1
- Community design: 1
- Education: 1
- Food industry: 1
- Public health and healthcare: 1

Key Activities

1) Secure grants/funding to increase access to fresh fruits and vegetables. 2) To increase accessibility of local farmers markets. 3) To create policy to improve access to healthy and culturally appropriate foods.

LiveWell Douglas Co Healthy Kids Work Group Local

Sectors Represented

- Childcare: 1
- Community design: 1
- Education: 4
- Public health and healthcare: 4
- Public safety: 1

Key Activities

1) Secure grants/funding to provide daycare grants to provide safe and healthy childcare options. 2) To create policies to encourage childcare providers to commit to healthy nutrition standards. 3) To host SafeKids to provide car seat inspections for all and to provide car seats for families in need.

Douglas County Community Health Improvement Plan Steering Committee Local

Sectors Represented

- Childcare: 1
- Community design: 1
- Education: 1
- Government: 1
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

1) Conduct the community's health assessment. 2) To identify priorities and convene work groups to draft and implement the community health improvement plan.

Douglas County Community Health Improvement Plan- Food Insecurity Work Group Local

Sectors Represented

- Agriculture: 1
- Community design: 1
- Education: 1
- Food industry: 1
- Food retailers: 1
- Government: 1
- Public health and healthcare: 1

Key Activities

1) Assess data from community health assessment. 2) Identify priorities and highest needs. 3) Identify objectives and strategies for the community health improvement plan. 4) Implement strategies by convening community partners and stakeholders.

Douglas County Community Health Improvement Plan- Anti-Poverty Work Group Local

Sectors Represented

- Childcare: 1
- Community design: 1
- Education: 1
- Government: 1
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

1) Assess data from community health assessment. 2) Identify priorities and highest needs. 3) Identify objectives and strategies for the community health improvement plan. 4) Implement strategies by convening community partners and stakeholders.

Douglas County Coalition for Human Services Local

Sectors Represented

- Childcare: 1
- Community design: 1
- Education: 1
- Government: 1
- Public health and healthcare: 1
- Food retailers: 1
- Social/Human Services: 1

Key Activities

1) Host agency spotlights to promote pragmatic and PSE efforts. 2) To convene conversations about opportunities for community partner collaborations. 3) To organize conversations about agency needs and community opportunities.

Chase County Drug Free Action Team Local

Sectors Represented

- Education: 1
- Government: 1
- Media: 1
- Public health and healthcare: 1
- Public safety: 1

Key Activities

The CCDFAT works closely with local government to implement or change policies that directly affect the youth in our community, they also keep up to date on state and federal laws regarding food and drugs that could affect schools. My role would be to provide further in sight for the food systems sector and to support their efforts.

Franklin County Food Policy Council Local

Sectors Represented

- Agriculture: 1
- Education: 1
- Food retailers: 1
- Government: 1
- Public health and healthcare: 1

Key Activities

Provide ideas, advice, and support of the adoption of food policies in Franklin County that include access, preparation, and cost that impact the health of the community. *Serve as the advisory for the Connect Mobile Food Pantry and Harvest to Home project. *Host local food drives on a monthly basis for the Connect Mobile Food Pantry.

Franklin County Hope House Board Local**Sectors Represented**

- Education: 5
- Public health and healthcare: 1
- Community design: 2
- Media: 1
- Social/Human Services: 1
- Public safety: 1
- Transportation: 1

Key Activities

Monthly meetings to discuss: -procurement of food for the pantry through Harvesters and the local grocery store -monitoring and adjusting to pantry needs with new facility and space

Osage County Interagency Local**Sectors Represented**

- Education: 6
- Social/Human Services: 1
- Community Activist/Volunteer groups: 1
- Food industry: 1
- Public health and healthcare: 3

Key Activities

*Relationship building of human service organizations in Osage County. *Opportunity to build relationship with partners to provide SNAP-Ed programming and to share/receive information.

Anderson County Interagency Local**Sectors Represented**

- Childcare: 1
- Education: 5
- Government: 1
- Public health and healthcare: 2
- Community design: 1
- Social/Human Services: 2
- Housing and Development: 1

Key Activities

*Relationship building of human service organizations in Anderson County. *Opportunity to build relationship with partners to provide SNAP-Ed programming and to share/receive information.

LiveWell Geary County Local**Sectors Represented**

- Food retailers: 3
- Food industry: 1
- Education: 2

- Public health and healthcare: 2
- Agriculture: 1
- Sports and Recreation: 1

Key Activities

Community Meals, Farmers Market, and Food Policy Council work

Healthier Lyon County Coalition Local

Sectors Represented

- Public health and healthcare: 2
- Education: 1
- Government: 1
- Social/Human Services: 3
- Non Profit: 2

Key Activities

Safe routes to school; prescriptive pantries; tobacco cessation; food/farm council; vaccines/health initiatives

Lyon County Food & Farm Council Local

Sectors Represented

- Public health and healthcare: 2
- Education: 1
- Agriculture: 1
- Community design: 1
- Community Member: 1
- Social/Human Services: 1

Key Activities

Continued work to address food insecurity. Seek to increase food access while reducing food waste.

Emporia Farmers Market Local

Sectors Represented

- Agriculture: 1
- Education: 1
- Food retailers: 1
- Media: 1
- Public health and healthcare: 1

Key Activities

Continue work to address fresh produce and food insecurity . Seek to provide nutrition education and promote double up food bucks.

Together Linn County Local

Sectors Represented

- Education: 1
- Government: 1
- Media: 1
- Public health and healthcare: 1
- Social/Human Services: 1

Key Activities

Collaborate and communicate on events, programs and classes for the betterment of the county and its communities- Meet quarterly. We are collaborating on a table tents featuring upcoming events and programs in the county that will be distributed to county businesses. It will have a QR code

that people can scan to add their email to our database, as well as get a list of upcoming events & programs.

Miami County Health Coalition Local

Sectors Represented

- Education: 1
- Government: 1
- Public health and healthcare: 1
- Public safety: 1

Key Activities

Addresses overall health of the county.

Linn County Children's Coalition Local

Sectors Represented

- Public safety: 1
- Media: 1
- Education: 2
- Public health and healthcare: 3

Key Activities

Support the well-being of the children in Linn County. Group meets monthly. This group provides financial support to the county school districts for students who need coats, backpacks, school supplies, etc. Has also provided prizes for community youth fishing derbies as well as other activities.

PEPC (Marshall Co) Local

Sectors Represented

- Childcare: 1
- Education: 2
- Government: 1
- Public health and healthcare: 2
- Public safety: 1
- Community design: 1

Key Activities

Kitchen Restore

Central Kansas Partnership (CKP) Local

Sectors Represented

- Community design: 1
- Education: 3
- Government: 1
- Media: 1
- Public health and healthcare: 2
- Agriculture: 1
- Public safety: 1
- Social/Human Services: 1
- Community activist and volunteer groups: 1

Key Activities

Increasing health

Safe Kids Pottawatomie County Local

Sectors Represented

- Public safety: 2
- Education: 3
- Public health and healthcare: 2
- Government: 1

Key Activities

Regional. Working to build safe sidewalks across the county

Clay County Resource Council Local

Sectors Represented

- Public health and healthcare: 1
- Education: 5
- Social/Human Services: 2

Key Activities

This council meets monthly to discuss current/upcoming programs and events relevant to community members, especially those who are receiving support services. Will also occasionally discuss specific needs, in these situations, the council works together to connect the individual(s) in question with resources. Council Members have worked together on grants and other fundraising efforts, securing space for programs and events, promoting programs and events, and identifying populations in need of our programs/services. The Resource Councils are a valuable connection, one worth maintaining.

Cloud County Resource Council Local

Sectors Represented

- Food industry: 3
- Government: 2
- Public health and healthcare: 4
- Social/Human Services: 3
- Community Member: 2
- Education: 3

Key Activities

This council meets monthly to discuss current/upcoming programs and events relevant to community members, especially those who are receiving support services. Will also occasionally discuss specific needs, in these situations, the council works together to connect the individual(s) in question with resources. Council Members have worked together on grants and other fundraising efforts, securing space for programs and events, promoting programs and events, and identifying populations in need of our programs/services. The Resource Councils are a valuable connection, one worth maintaining.

Republic County Resource Council Local

Sectors Represented

- Public safety: 1
- Education: 2
- Public health and healthcare: 1
- Government: 1
- Community Activist: 1

Key Activities

This council meets monthly to discuss current/upcoming programs and events relevant to community members, especially those who are receiving support services. Will also occasionally discuss specific needs, in these situations, the council works together to connect the individual(s) in question with resources. Council Members have worked together on grants and other fundraising efforts, securing space for programs and events, promoting

programs and events, and identifying populations in need of our programs/services. The Resource Councils are a valuable connection, one worth maintaining.

Health and Wellness Coalition (Sedgwick Co) Local

Sectors Represented

- Community design: 1
- Government: 3
- Food industry: 2
- Community Activist: 1
- Sports and recreation: 1
- Transportation: 1

Key Activities

Walktober - Walking event held in October to encourage community to engage in 30 minutes of physical activity each day.

CHIP: Food Access Workgroup (Sedgwick Co) Local

Sectors Represented

- Food industry: 1
- Government: 1
- Public health and healthcare: 1
- Education: 1

Key Activities

Food Access Survey at Food Pantries

Sedgwick County Community Health Council Local

Sectors Represented

- Childcare: 1
- Government: 2
- Public health and healthcare: 2

Key Activities

ICT Community Fridge Project - Fundraise, raise awareness of how to donate and access fridges, and find new partners to host fridges.

Shawnee CO Farm and Food Council Local

Sectors Represented

- Agriculture: 1
- Food industry: 3
- Public health and healthcare: 3
- Education: 1
- Community design: 1
- Public safety: 1
- Government: 1

Key Activities

Policy Initiatives, Food Security

LiveWell Shawnee County Local

Sectors Represented

- Transportation: 1
- Community design: 1
- Public health and healthcare: 2
- Public safety: 1
- Community Member: 1
- Social/Human Services: 3
- Government: 1

Key Activities

Community Health Improvement Plan, Pathways to a Healthy Kansas

LiveWell Healthy Shawnee Co Eating Workgroup Local

Sectors Represented

- Agriculture: 1
- Education: 1
- Food retailers: 1
- Public health and healthcare: 1
- Public safety: 1

Key Activities

Kids at the Market, Pathways to a Healthy Kansas

Tuesday Collaboration Group (Shawnee Co) Local

Sectors Represented

- Agriculture: 1
- Childcare: 1
- Community design: 1
- Education: 1
- Government: 1
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

Emergency Services, Food Security

Bourbon County Coalition Local

Sectors Represented

- Agriculture: 1
- Childcare: 1
- Community design: 1
- Education: 2
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

Provide physical activity opportunities (swim passes) to families. providing funds to assist the Beacon, a food pantry and financial assistance that serves Bourbon County, to be able to provide help to more families.

Neosho County Action Team Local

Sectors Represented

- Childcare: 1
- Commercial marketing: 1
- Community design: 1
- Education: 1
- Media: 1
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

Laundry day, Community mobilizer grant, Fundraisers, Drug free communities.

Local Health Equity Action Team (Southwind) Local**Sectors Represented**

- Education: 4
- Public health and healthcare: 1
- Community Member: 3
- Social/Human Services: 4
- Sports and Recreation: 1

Key Activities

Laundry program, BBGO transportation program, assist with funding for freezers at a local meal distribution center, provide funding for windows at another food distribution center, assist with funds to help the BBCO Farmers Market launch the Snap acceptance policy.

Let's Talk Toronto Local**Sectors Represented**

- Agriculture: 1
- Commercial marketing: 1
- Community design: 1
- Education: 1
- Food retailers: 1

Key Activities

Working with community partners on the GCFH grant to provide professional grant writing assistance and playground equipment.

Woodson County Coalition Local**Sectors Represented**

- Agriculture: 1
- Childcare: 1
- Community design: 1
- Education: 1
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

Networking and learning of additional resources.

Kansas Alliance for Tribal Community Health (KATCH) Tribal**Sectors Represented**

- Food industry: 1
- Public health and healthcare: 8
- Education: 3
- Sports and Recreation: 1
- Business: 1
- Non-profit: 1
- Social and Human Services: 1
- Community Member: 1

Key Activities

Group has a monthly meeting to discuss health issues and connections with tribes; Group plans an annual Tribal Health Summit and a Sunday Funday events for all 4 Kansas land-based tribes.

LiveWell Crawford County Local

Sectors Represented

- Government: 2
- Public health and healthcare: 2
- Education: 3
- Community Activist/volunteer groups: 1
- Social/Human Services: 1

Key Activities

This coalition is the primary coalition a number of sub groups report their activities. Live Well Crawford county successfully completed and received the Blue Cross Blue Shield Pathways Phase 2 grant. Moved to a quarterly meeting.

Labette County Community Coalition Local

Sectors Represented

- Education: 3
- Public health and healthcare: 3
- Government: 1
- Food industry: 1
- Social/Human Services: 1

Key Activities

Early childhood education focus

Crawford County Community Coalition Local

Sectors Represented

- Community design: 1
- Food industry: 1
- Education: 6
- Public health and healthcare: 5
- Public safety: 2
- Government: 3
- Non-Profit: 1
- Religion: 1
- Sports and Recreation: 1
- Housing and development: 1

Key Activities

The CCC Mission is to do the following:

- To significantly improve the social, economic and health conditions of all community members through collaborative education, support and advocacy.

- To provide a platform for participating agencies to collaborate and develop partnerships with residents and community services throughout Crawford County based on the Social Determinants of Health in order to strengthen both families and the community.
- *[Original CCCC mission]* All children are entitled to the opportunity of realizing their full potential in all aspects of their lives, including but not limited to, mental, physical, social and spiritual health and development. To this end the participating agencies will collaborate to develop through partnership with families and community, a productive and healthy citizen.

Eat Well Crawford County Local

Sectors Represented

- Public safety: 1
- Public health and healthcare: 3
- Non-Profit: 1
- Community activist and volunteer groups: 1
- Education: 2
- Agriculture: 1

Key Activities

Working on getting more members and setting goals

Stay Strong Live Long Wilson County Local

Sectors Represented

- Childcare: 1
- Education: 1
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

Pathways grant

Montgomery County Wellness Coalition Local

Sectors Represented

- Childcare: 1
- Education: 1
- Public health and healthcare: 1
- Public safety: 1
- Transportation: 1

Key Activities

Working on BCBS pathways grant

Liberal Area Coalition for Families Local

Sectors Represented

- Agriculture: 1
- Public safety: 2
- Education: 6
- Government: 2
- Public health and healthcare: 4
- Culture: 1
- Community activist and volunteer groups: 2
- Sports and Recreation: 1
- Housing and development: 1

Key Activities

Continued collaboration with Coalition Members as we have done in the past. They have helped create an appropriate, safe space to promote SNAP-Ed programming in our local community. cooperative work with the Food Fellows program to create a more interesting and engaging approach to getting SNF recipients to our local Farmer's Market and using the Double Up Food Bucks programs!

COPE Local

Sectors Represented

- Childcare: 1
- Community design: 1
- Education: 1
- Public health and healthcare: 1
- Public safety: 1

Key Activities

Adult Programming/ Create Better Health Class connections, Adult Educational classes through Epworth (COPE helps fund kitchen items)

Food Security Group (SNAC) State/Territory

Sectors Represented

- Agriculture: 1
- Education: 1
- Community Activist/volunteer groups: 1
- Public health and healthcare: 1
- Government: 3
- Food industry: 3

Key Activities

There are 2 workgroups that formed to focus on 1. Summer EBT and 2. Older adult health

Hunger Free KS Advisory Team State/Territory

Sectors Represented

- Transportation: 1
- Public health and healthcare: 5
- Government: 3
- Education: 3
- Agriculture: 1
- Food industry: 1
- Non-Profit: 2
- Community activist and volunteer groups: 1

Key Activities

Led by the Kansas Health Foundation, this advisory team will work on issues related to hunger, nutrition and food insecurity and eliminate health disparities.

Consultation, Coordination, and Collaboration With Tribes and Tribal Organizations

Prairie Band Potawatomi
Nation

Primary Contact

Kickapoo Tribe in Kanas

Primary Contact
Gail Cheatham

Iowa Tribe of Kansas and
Nebraska

Primary Contact

Sac and Fox Nation of Missouri
in Kansas and Nebraska

Primary Contact

Joseph Rupnick/Zach Pahmahmie Contact Title Tribal Council Chairman/Vice Chair Nature of Work <ul style="list-style-type: none">Meet with Tribal Organization for input on SNAP-Ed programmingProvide Tribal Organization with dedicated SNAP-Ed staff: 1.50	Contact Title Tribal Council Chair Nature of Work <ul style="list-style-type: none">Meet with Tribal Organization for input on SNAP-Ed programmingProvide Tribal Organization with dedicated SNAP-Ed staff: 1.50	Misty Slater Contact Title Chief of Staff Nature of Work <ul style="list-style-type: none">Meet with Tribal Organization for input on SNAP-Ed programmingProvide Tribal Organization with dedicated SNAP-Ed staff: 1.50	Brigette Robidoux Contact Title Chairperson Nature of Work <ul style="list-style-type: none">Meet with Tribal Organization for input on SNAP-Ed programmingProvide Tribal Organization with dedicated SNAP-Ed staff: 1.50
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Coordination and Collaboration With Minority-Serving Institutions

Planned Staffing and Budget

Kansas State University (Implementing Agency) Budget

Total Agency Budget

Cost Category	SNAP-Ed Planned Cost ?	Other Planned Funding ?
1. Direct Cost	\$3,139,252.37	\$0.00
a. Salary/Benefits ?	\$2,583,766.28	\$0.00
b. Contracts/Sub-Grants/Agreements	\$152,972.72	\$0.00
c. Non-Capital Equipment/Office Supplies ?	\$42,911.25	\$0.00
d. Nutrition Education Materials ?	\$211,988.66	\$0.00
e. Travel ?	\$138,912.71	\$0.00
f. Building/Space Lease or Rental	\$8,200.00	\$0.00
g. Cost of Publicly-Owned Building Space ?	\$0.00	\$0.00
h. Maintenance and Repair	\$0.00	\$0.00
i. Institutional Memberships and Subscriptions ?	\$500.75	\$0.00
j. Equipment and Other Capital Expenditures ?	\$0.00	\$0.00
2. Indirect Costs , not including building space/ contracts/subgrants/agreements ?	\$814,073.62	\$0.00
▼ SNAP-Ed Indirect Cost Explanation		
Indirect cost rate: 26.00%		
These are quantifiable expenses incurred by the university and associated with all activities of the university, regardless of the funding source. For example, these include the personnel costs associated with purchasing supplies and equipment for sponsored project activities, accounting for project expenditures, and providing laboratory custodial services. In addition, utilities (lights, heat, etc.),		

Cost Category	SNAP-Ed Planned Cost ?	Other Planned Funding ?
<p>telephone and faxusage, computing resources, e-mail, general office supplies, copying charges, and the like are necessary components of sponsored projects, and these indirect costs must also be borne by various elements of the institution.</p> <p>▼ Other Indirect Cost Explanation</p> <p>Indirect cost rate: 0.00%</p> <p>N/A</p>		
3. Total Federal Funds for Agency	\$3,953,325.99	\$0.00
<i>Current FY allocation + Estimated unobligated balance/Carry-over from previous FY</i>		
4. Estimated unobligated balance/carry-over from previous FY for Agency	\$1,090,088.99	
5. Funds requested from current FY allocation for Agency	\$2,863,237.00	

Direct Cost Breakdown

Project Budgets

Kansas SNAP-Ed	
\$2,583,766.28	Salary/Benefits
\$152,972.72	Contracts/Sub-Grants/Agreements
\$42,911.25	Non-Capital Equipment/Office Supplies
\$211,988.66	Nutrition Education Materials
\$138,912.71	Travel
\$8,200.00	Building/Space Lease or Rental
\$0.00	Cost of Publicly-Owned Building Space
\$0.00	Maintenance and Repair
\$500.75	Institutional Memberships and Subscriptions
\$0.00	Equipment and Other Capital Expenditures
\$3,139,252.37	Total Direct Cost

Other SNAP-Ed Planned Expenditures

\$0.00	Salary/Benefits
\$0.00	Contracts/Sub-Grants/Agreements
\$0.00	Non-Capital Equipment/Office Supplies
\$0.00	Nutrition Education Materials
\$0.00	Travel
\$0.00	Building/Space Lease or Rental
\$0.00	Cost of Publicly-Owned Building Space
\$0.00	Maintenance and Repair
\$0.00	Institutional Memberships and Subscriptions
\$0.00	Equipment and Other Capital Expenditures

\$0.00 Total Direct Cost

Planned Staffing

Staff Positions

Position Title	FTE's charged to SNAP-Ed	% of SNAP-Ed Time Spent on Management and Administration	% of SNAP-Ed Time Spent on SNAP-Ed Delivery	Average Full Salary, Benefits, and Wages for Position	Subtotals (FTE × Average Full Salary, Benefits, and Wages)
Accountant II	0.80	100.00%	0.00%	\$66,818.59	\$53,454.87
Agent	2.22	75.00%	25.00%	\$83,668.50	\$185,744.07
Communications & Marketing Specialist	1.60	0.00%	100.00%	\$75,953.61	\$121,525.78
Coordinator	0.50	90.00%	10.00%	\$115,572.12	\$57,786.06
Impact Specialist	1.00	100.00%	0.00%	\$89,386.09	\$89,386.09
Nutrition Assistant	1.10	10.00%	90.00%	\$44,198.91	\$48,618.80
Nutrition Educator	28.75	10.00%	90.00%	\$57,624.17	\$1,656,694.89
Office Specialist III	0.80	100.00%	0.00%	\$66,563.12	\$53,250.50
Regional Specialist	3.00	90.00%	10.00%	\$102,617.22	\$307,851.66
Student	0.40	0.00%	100.00%	\$23,634.00	\$9,453.60
Total SNAP-Ed-funded Salary/Benefits					\$2,583,766.32

Full-Time Equivalent (FTE) Definition and Basis For Calculation

One full-time equivalent (FTE) is equal to 40 hours per week. Salary calculation is based on hourly rate multiplied by 40 hours per week, then by 52 weeks per year, and lastly by FTE. Fringe is calculated using salary and fringe percentage. Both totals are added together for a total planned salary budgeted amount.

Job Description Documents

[Job Descriptions.docx](#)

Planned Travel

In State Travel

October Update

TOTAL TRIP COST

\$30,380.43

Staff positions of All Planned Staffing traveled to Manhattan, KS

The purpose/benefit to SNAP-Ed: Annual Conference for Training and Updates

	# of Staff	Units	Total
Registration Fee	57	\$2.24 per person	\$127.68
Lodging	57	\$107.00 per day x 3 days	\$18,297.00
Per Diem	57	\$59.00 per day x 3 days	\$10,089.00
Mileage	57	\$0.655 per mile x 50 miles	\$1,866.75

Programming Travel

TOTAL TRIP COST

\$83,273.42

Staff positions of Agents, Regional Specialists, Nutrition Educators and Assistants, Coordinator and Communications and Marketing Officer. traveled to Manhattan, KS

The purpose/benefit to SNAP-Ed: To Run SNAP-Ed Errands and Teach Classes

	# of Staff	Units	Total
Mileage	47	\$0.655 per mile x 2705 miles	\$83,273.42

Out of State Travel

2025 ASNNA Conference

TOTAL TRIP COST

\$5,394.00

Staff positions of Coordinator and Regional Specialists traveled to Washington, DC

The purpose/benefit to SNAP-Ed: Learn from peers about best practices in direct education, evaluation, PSE, DEI and Social Marketing as it applies to SNAP-Ed.

	# of Staff	Units	Total
Air Travel	3	\$750.00 per person	\$2,250.00
Registration Fee	3	\$550.00 per person	\$1,650.00
Lodging	3	\$107.00 per day x 3 days	\$963.00
Per Diem	3	\$59.00 per day x 3 days	\$531.00

2025 National Indian Council on Aging OR Other Native Conference

TOTAL TRIP COST

\$3,007.00

Staff positions of Agent and Nutrition Educator traveled to Durant, OK

The purpose/benefit to SNAP-Ed: to offer support, resources, the latest research, tools and camaraderie for American Indian and Alaska Native elders across the United States

	# of Staff	Units	Total
Registration Fee	2	\$250.00 per person	\$500.00
Lodging	2	\$107.00 per day x 4 days	\$856.00
Per Diem	2	\$59.00 per day x 4 days	\$472.00
Mileage	2	\$0.655 per mile x 900 miles	\$1,179.00

2025 Seeds of Native Health

TOTAL TRIP COST

\$8,574.00

Staff positions of Agent, Regional Specilaist, and Nutrition Educator traveled to Shakopee, MN

The purpose/benefit to SNAP-Ed: Improve awareness of Native nutrition problems, promote wider application of proven best practices, and encourage additional work related to food access, education and research.

	# of Staff	Units	Total
Air Travel	3	\$500.00 per person	\$1,500.00
Registration Fee	3	\$1,800.00 per person	\$5,400.00
Lodging	3	\$107.00 per day x 3 days	\$963.00
Ground Transportation	3	\$20.00 per day x 3 days	\$180.00
Per Diem	3	\$59.00 per day x 3 days	\$531.00

2025 Social Marketing Conference

TOTAL TRIP COST

\$2,648.75

Staff positions of Communications & Marketing Specialist traveled to Clearwater FL

The purpose/benefit to SNAP-Ed: To learn the latest advancements in social marketing, public health, and health communications. Gain practical skills and deepen your understanding of the strategies and techniques that drive successful social marketing programs and campaigns.

	# of Staff	Units	Total
Air Travel	1	\$750.00 per person	\$750.00
Registration Fee	1	\$950.00 per person	\$950.00
Lodging	1	\$107.00 per day x 5 days	\$535.00
Ground Transportation	1	\$23.75 per day x 5 days	\$118.75
Per Diem	1	\$59.00 per day x 5 days	\$295.00

2025 Southern Plains Health Conference

TOTAL TRIP COST

\$2,775.00

Staff positions of Agent and Nutrition Educator traveled to Durant, OK

The purpose/benefit to SNAP-Ed: Learn about tribal public health work, and cultural knowledge systems featuring tribes from all across Indian Country.

	# of Staff	Units	Total
Registration Fee	2	\$300.00 per person	\$600.00
Lodging	2	\$107.00 per day x 3 days	\$642.00
Per Diem	2	\$59.00 per day x 3 days	\$354.00
Mileage	2	\$0.655 per mile x 900 miles	\$1,179.00

Prairie Band Pottawatomi Nation Gathering

TOTAL TRIP COST

\$2,860.00

Staff positions of Agent and Nutrition Educator traveled to TBA, Out of State

The purpose/benefit to SNAP-Ed: This gathering highlights their heritage and teaching other tribes the facets of their culture that distinguish them from other Potawatomi communities.

	# of Staff	Units	Total
Air Travel	2	\$500.00 per person	\$1,000.00
Registration Fee	2	\$0.00 per person	\$0.00
Lodging	2	\$107.00 per day x 5 days	\$1,070.00
Ground Transportation	2	\$20.00 per day x 5 days	\$200.00
Per Diem	2	\$59.00 per day x 5 days	\$590.00

Budget Narrative

For the current fiscal year, a total of **\$2,863,237.00** is needed to cover SNAP-Ed operating costs, including **\$3,139,252.37** in direct costs and **\$814,073.62** in indirect costs. Unobligated funds from the previous FY in the amount of **\$1,090,088.99** will be used to cover the costs of operating SNAP-Ed before funds from the current fiscal year allocation are used.

Salary/Benefits

The total amount required for **salary/benefits** is **\$2,583,766.28**.

Salary/Benefits

The total amount required for **salaries/benefits** is **\$2,583,766.28**

Salaries and benefits are included by position title in the staffing plan. Benefits vary by position as follows: Unclassified (Agents, Accountant, Communications and Marketing, Coordinator, Impact Specialist, Nutrition Educators, and Regional Specialists) receive 32.8%; University Support Staff (USS) (Office Manager, Communications and Marketing, Nutrition Assistants) receive 45%; and Student Worker receives 1%.

Contracts/Sub-Grants/Agreements

The total amount required for **contracts/sub-grants/agreements** is **\$152,972.72**.

Contracts/Sub-Grants/Agreements

The total amount required for **grants/agreements** is **\$152,972.72**

This category includes advertising for hiring, duplication, interpreters, phone, internet, lease of copiers, maintenance agreements for SNAP-Ed equipment, postage, priority support agreement for dietary analysis software, and consultant for statewide evaluation system.

- \$41,438.00 Evaluation services performed by Canopy and PEARS (Program Evaluation and Reporting System) fees.
- \$1,000 Other consulting fees.
- \$54,394.72 Duplicating for State and local level for in-house printing of all curriculum materials (handouts, recipes, parent newsletters, MyPlate posters, activity sheets, and evaluation tools).
- \$10,300.00 Interpreters and translation of SNAP-Ed materials.
- \$10,035.00 Telephone and internet for State office and local units.
- \$7,125.00 Postage for State and local level in-house mailings of curriculum and other direct education materials.
- \$200.00 Priority Support for Food Processor: State expense for food analysis support.
- \$5,860.00 Advertising for new hire agents, nutrition educators, and assistants.
- \$22,620.00 Social Media campaign for Kansas.

Non-Capital Equipment/Office Supplies

The total amount required for **non-capital equipment/office supplies** is **\$42,911.25**.

Non-Capital Equipment/Office Supplies

The total amount required for **noncapital equipment/office supplies** is **\$42,911.25**

This category includes small equipment, software, and office and graphic arts supplies. We control what local units purchase with preapproval through order requests.

- \$17,675.00 Office Supplies (writing supplies, paper supplies, computer supplies, etc.).
- \$18,190.00 Small equipment:
 - Average of \$551.21 for each local unit including state (33) to use on computers, office equipment, kitchen equipment, etc.
- \$7,046.25 for software and office equipment in the State of Kansas office to perform graphic, accounting, and other managerial duties.

Nutrition Education Materials

The total amount required for **nutrition education materials** is **\$211,988.66**.

Nutrition Education Materials

The total amount required for **nutrition education materials** is **\$211,988.66**

This category includes nutrition education materials and food demonstration supplies. This is mostly food and other preparation supplies that may be needed for delivering the program (paper plates, plastic ware, portion cups for taste testing, paper towels). Nutrition education items include DVDs, books, posters, food models, curriculum, and reinforcements for adult audiences. We control what they purchase by requiring preapproval through order requests.

- \$113,643.16 Nutrition Education:
 - \$76,094.16 Nutrition reinforcements for adult/all audiences.
 - \$37,549.00 Other nutrition items like table clothes, food models, stock photos, PSE training, signage, display boards, handwashing kits, and community garden items like seeds and soil, as well as new hire logo shirts.
- \$10,974.50 Curriculum including Organ Wise Guys, Teen Cuisine, Turtle Island, and Walk with Ease.
- \$9,500.00 Annual conference room rentals, presenter/trainer fees, and food for consumption, which includes October Update and other training.
- \$1,755.00 Other educational items.
 - \$615.00 CPR annual certifications
 - \$340.00 ServSafe annual certification
 - \$800.00 Master Gardner Training
- \$76,116.00 Food Demonstration: Average number of adult and youth participants is 42,050 (about \$1.81 per participant). We require food demonstration and taste testing at every lesson.

Travel

The total amount required for **travel** is **\$138,912.71**.

- Planned number of In-State trips: **2**
- Planned number of Out-of-State trips: **6**

Building/Space Lease or Rental

The total amount required for **building/space lease or rental** is **\$8,200.00**.

Building/Space Lease or Rental

The total amount required for **building/space lease or rental** is **\$8,200.00**

Rent of office space in Geary County for \$1,800.00 (100% SNAP-Ed) and Wildcat District \$6,400 (SNAP-Ed portion).

Cost of Publicly-Owned Building Space

The total amount required for **cost of publicly-owned building space** is **\$0.00**.

N/A

Maintenance and Repair

The total amount required for **maintenance and repair** is **\$0.00**.
N/A

Institutional Memberships and Subscriptions

The total amount required for **institutional memberships and subscriptions** is **\$500.75**.
N/A

Equipment and Other Capital Expenditures

The total amount required for **equipment and other capital expenditures** is **\$0.00**.

Institutional Memberships and Subscriptions

The total amount required for **institutional memberships and subscriptions** is **\$500.75**

Coordinator participation in ASNNA requires annual membership dues (\$500.75).

Appendix A: Logic Model, Direct Education

Individual and Family Program Logic Model						
Input	Outputs		Outcomes			Impact
	Activities	Participation	Short-term	Medium-term	Long-term	
Food and Nutrition Services KS. Dept. of Children and Families SNAP-Ed Program Guidance FFY 2022 and SNAP-Ed Evaluation Framework Kansas State Research and Extension specialists, employees, and their partners Local Extension Unit and Board Support Community Partnerships Recruitment of target audiences Kansas SNAP-Ed Staff Kansas SNAP-Ed State Plan and Evaluation Plan Evidence-based PSE projects, evaluation tools, and other materials Program Evaluation and Reporting System (PEARS) Needs Assessments and planning	A series of direct nutrition education program will be provided by Kansas SNAP-Ed staff using approved curricula Supporting handouts and materials included in approved curricula will be distributed.	SNAP Recipients SNAP Eligible Audiences: School aged children (grades 3 rd –12 th) Adults especially women, and newly arrived individuals Older adults who are over 60 years old Tribes	Program participants will: Gain knowledge/skills about the value and methods of eating more fruits and vegetables as well as change goals and intentions to eat nearer to the dietary guidelines. ST1 Gain knowledge/skills about the value and methods of managing food resources as well as change goals and intentions to improve food resource management skills. ST2 Gain knowledge/skills about the benefits of participation in physical activity as well as change goals and intentions to increase time spent being physical active. ST3 Gain knowledge/skills in safe food handling as well as change goals and intentions to engage in food safety behaviors. ST4	Program participants will: Increase frequencies of fruits and vegetables consumptions. MT1 Use one or more food resource management behavior MT2 Increase amount of time spent being physically active each week MT3 Use one or more food safety practices MT4	Program participants will: Maintain increased frequencies of fruits and vegetables consumptions. LT1 Maintain using one or more food resource management behavior LT2 Maintain increased amount of time spent being physically active each week LT3 Maintain using one or more food safety practices LT4	SNAP-Ed Eligible Audiences will: Improve overall dietary quality through increase consumptions of fruits and vegetables R2 Improve food security status through using food resource management skills R6 Meeting the Physical Activity Guidelines for Americans R7
Evaluation Plan: All indicators above will be measured in PEARS except the ST (Short-term) and R indicators (Population Results).						

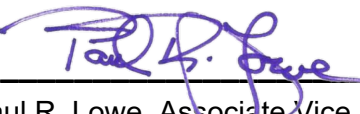
Appendix A: Logic Model, PSE

Policy, Systems, and Environmental Strategies Logic Model

Input	Outputs		Outcomes			Impact
	Activities	Participation	Short-term	Medium-term	Long-term	
Food and Nutrition Services KS. Dept. of Children and Families SNAP-Ed Program Guidance FFY 2022 and SNAP-Ed Evaluation Framework Kansas State Research and Extension specialists, employees, and their partners Local Extension Unit and Board Support Kansas SNAP-Ed Staff Kansas SNAP-Ed State Plan and Evaluation Plan Evidence-based PSE projects, evaluation tools, and other materials Program Evaluation and Reporting System (PEARS) Needs Assessments and planning	PSE trainings that build capacity of SNAP-Ed staff in relevant skills to develop partnerships, identify needs/opportunities, and eliminate barriers to nutrition education and obesity prevention Then, SNAP-Ed staff seek partners and coalitions to influence/create/re-vise social systems and public policies related to obesity preventions	Kansas SNAP-Ed staff Partnership organizations such as: EFNEP, WIC, local schools, Food Banks, commodity groups Coalitions such as: Universities, government, NGO, professional associations, public health, and health care systems, other SNAP-Ed Implementing Agencies, SNAC	Kansas SNAP-Ed staff will: Gain knowledge and readiness to assess needs and implement PSE in the communities ST5 Increase number of active partnerships with relevant service providers and organizational leaders in settings where people eat, learn, live, play, shop, and work ST7 Increase number of active coalitions composed of diverse sector representatives ST8	Due to the strong partnerships SNAP-Ed staff form with stakeholders, SNAP eligible communities will: Increase number of sites and organization adopt PSE changes and complementary promotion that expand access and promote healthy eating and physical activity MT5, MT6	Due to the strong partnerships SNAP-Ed staff form with stakeholders, SNAP eligible communities will: Maintain number of sites or organization implementing PSE changes that promote healthy eating and physical activity by adopting multiple components LT5, LT6 Increase number of sites or organization that have adopted or implemented a strong sustainability plan to maintain PSE changes LT10	SNAP-Ed Eligible Audiences will: Improve overall dietary quality through increase consumptions of fruits and vegetables R2 Improve food security status through using food resource management skills R6 Meeting the Physical Activity Guidelines for Americans R7
Evaluation Plan: All indicators above will be measured in PEARS except the ST (short term) and R indicators (Population Results).						

Appendix B: Pre-Awards Total Budget

Cost Category	Unobligated Balances (Carry-over) from Previous FY	Current FY Budget
1. Direct Costs	\$ 865,862.37	\$ 2,273,390.00
a. Salary/Benefits	\$ 561,729.16	\$ 2,022,037.12
b. Contracts/Sub-Grants/Agreements	\$ 77,014.72	\$ 75,958.00
c. Non-Capital Equipment/Office Supplies	\$ 24,721.25	\$ 18,190.00
d. Nutrition Education Materials	\$ 135,894.50	\$ 76,094.16
e. Travel	\$ 63,050.42	\$ 75,862.29
f. Building/Space Lease or Rental	\$ 3,452.32	\$ 4,747.68
g. Cost of Publicly-Owned Building Space	\$ -	\$ -
h. Maintenance and Repair	\$ -	\$ -
i. Institutional Memberships and Subscriptions	\$ -	\$ 500.75
j. Equipment and Other Capital Expenditures	\$ -	\$ -
2. Indirect Costs , not including building space/contracts/subgrants/agreements	\$ 225,124.22	\$ 589,847.00
3. TOTAL Federal Funds (Current FFY allocation + Estimated unobligated balance/Carry-over from previous FFY)	\$ -	\$ 3,954,223.59
4. Estimated unobligated balance/carry-over from previous FFY	\$ 1,090,986.59	\$ -
5. Funds requested from current FFY allocation	\$ -	\$ 2,863,237.00

Signature of Responsible Official: 
Paul R. Lowe, Associate Vice President for Research

Date: 6/28/2024

SNAP-Ed-related job duties by position

Accountant: Prepares SNAP-Ed budget and county and state fiscal reports and assists with fiscal management of SNAP-Ed by verifying, allocating, posting and reconciling transactions.

Agent: Plans and assists with delivery of nutrition education programs, supervises Nutrition Educators and Assistants, builds and maintains relationships with community collaborators, assists with reporting and evaluation of educational programs.

Coordinator: Provides leadership, guidance and supervision to state program team in program planning, implementation, and evaluation, develops and manages statewide budget, develops and maintains statewide partnerships.

Communications and Marketing Specialist: Creates interactive displays, promotion and program materials, support curricula revisions, updates, and enhancements, maintains SNAP-Ed website and Facebook page and other social media platforms, identify multiple communication channels to reach target audience, develops and creates online trainings and other materials as needed.

Impact Specialist: Collaborates with state and county SNAP-Ed staff to conduct evaluation of nutrition education programs delivered across the state. Provides training for data collection and reporting and support to county and state personnel. Provides leadership in the development and maintenance of evaluation protocols.

Nutrition Assistant: Paraprofessional educators who provide nutrition education and obesity prevention services consisting of a combination of educational approaches and reporting. Supervised by the agent from the county in which they deliver the nutrition programs.

Nutrition Educator: Professional educators who provide nutrition education and obesity prevention services consisting of a combination of educational approaches, PSE interventions, and reporting. Supervised by the agent from the county in which they deliver the nutrition programs.

Office Manager: Performs a variety of customer service, clerical, and administrative duties and manages the office functions for the SNAP-Ed program, maintains program inventory (state and local units), tracks staff training (state and local units), orders supplies, reinforcement items, and assists in processing payment vouchers.

Regional Specialist: Provide guidance to local programs in program planning, implementation, and evaluation, assist in preparing training materials for local unit staff, conduct training to nutrition assistants and/or educators on curriculum, program policies and objectives, and evaluate program delivery of local unit staff.

Student Worker: Provides support to communication and marketing specialist, office professionals, impact specialist and other SNAP-Ed staff.

****Definition of FTE and basis for calculation**** One full-time equivalent (FTE) is equal to 40 hours per week. For example, 1.1 Accountants is equal to one full time person (40 hours per week) and one part time person (4 hours per week).

Total Budget Justifications (tab g.)

One full-time equivalent (FTE) is equal to 40 hours per week. Salary calculation is based on hourly rate multiplied by 40 hours per week, then by 52 weeks per year, and lastly by FTE. Fringe is calculated using salary and fringe percentage. Both totals are added together for a total planned salary budgeted amount.

Salary/Benefits

The total amount required for **salaries/benefits** is **\$2,583,766.28**

Salaries and benefits are included by position title in the staffing plan. Benefits vary by position as follows: Unclassified (Agents, Accountant, Communications and Marketing, Coordinator, Impact Specialist, Nutrition Educators, and Regional Specialists) receive 32.8%; University Support Staff (USS) (Office Manager, Communications and Marketing, Nutrition Assistants) receive 45%; and Student Worker receives 1%.

Contracts/Sub-Grants/Agreements

The total amount required for **grants/agreements** is **\$152,972.72**

This category includes advertising for hiring, duplication, interpreters, phone, internet, lease of copiers, maintenance agreements for SNAP-Ed equipment, postage, priority support agreement for dietary analysis software, and consultant for statewide evaluation system.

- \$41,438.00 Evaluation services performed by Canopy and PEARS (Program Evaluation and Reporting System) fees.
- \$1,000 Other consulting fees.
- \$54,394.72 Duplicating for State and local level for in-house printing of all curriculum materials (handouts, recipes, parent newsletters, MyPlate posters, activity sheets, and evaluation tools).
- \$10,300.00 Interpreters and translation of SNAP-Ed materials.
- \$10,035.00 Telephone and internet for State office and local units.
- \$7,125.00 Postage for State and local level in-house mailings of curriculum and other direct education materials.
- \$200.00 Priority Support for Food Processor: State expense for food analysis support.
- \$5,860.00 Advertising for new hire agents, nutrition educators, and assistants.
- \$22,620.00 Social Media campaign for Kansas.

Non-Capital Equipment/Office Supplies

The total amount required for **noncapital equipment/office supplies** is **\$42,911.25**

This category includes small equipment, software, and office and graphic arts supplies. We control what local units purchase with preapproval through order requests.

- \$17,675.00 Office Supplies (writing supplies, paper supplies, computer supplies, etc.).
- \$18,190.00 Small equipment:
 - Average of \$551.21 for each local unit including state (33) to use on computers, office equipment, kitchen equipment, etc.

- \$7,046.25 for software and office equipment in the State of Kansas office to perform graphic, accounting, and other managerial duties.

Nutrition Education Materials

The total amount required for **nutrition education materials** is **\$211,988.66**

This category includes nutrition education materials and food demonstration supplies. This is mostly food and other preparation supplies that may be needed for delivering the program (paper plates, plastic ware, portion cups for taste testing, paper towels). Nutrition education items include DVDs, books, posters, food models, curriculum, and reinforcements for adult audiences. We control what they purchase by requiring preapproval through order requests.

- \$113,643.16 Nutrition Education:
 - \$76,094.16 Nutrition reinforcements for adult/all audiences.
 - \$37,549.00 Other nutrition items like table clothes, food models, stock photos, PSE training, signage, display boards, handwashing kits, and community garden items like seeds and soil, as well as new hire logo shirts.
- \$10,974.50 Curriculum including Organ Wise Guys, Teen Cuisine, Turtle Island, and Walk with Ease.
- \$9,500.00 Annual conference room rentals, presenter/trainer fees, and food for consumption, which includes October Update and other training.
- \$1,755.00 Other educational items.
 - \$615.00 CPR annual certifications
 - \$340.00 ServSafe annual certification
 - \$800.00 Master Gardner Training
- \$76,116.00 Food Demonstration: Average number of adult and youth participants is 42,050 (about \$1.81 per participant). We require food demonstration and taste testing at every lesson.

Building/Space Lease or Rental

The total amount required for **building/space lease or rental** is **\$8,200.00**

Rent of office space in Geary County for \$1,800.00 (100% SNAP-Ed) and Wildcat District \$6,400 (SNAP-Ed portion).

Institutional Memberships and Subscriptions

The total amount required for **institutional memberships and subscriptions** is **\$500.75**

Coordinator participation in ASNNA requires annual membership dues (\$500.75).

Memorandum of Understanding (MOU)
Between
Kansas State Research and Extension (KSRE)
(Implementing agency for Supplemental Nutrition Assistance Program Education or SNAP-Ed)
and
Kansas State Department of Education (KSDE)

I. Purpose and Scope

The purpose of this MOU is to identify the collaborative roles and responsibilities of Kansas State Research and Extension's Supplemental Nutrition Assistance Program - Education (SNAP-Ed), and Kansas State Department of Education (KSDE).

The purpose of SNAP-Ed is to provide nutrition education to limited resource individuals and families in the state of Kansas (specifically individuals who receive or are eligible to receive food assistance). To that end, SNAP-Ed works with and in schools and specifically in buildings within school districts where 50% or more of the student population receives free and reduced priced meals. Its primary educators are degreed personnel employed by Kansas State Research and Extension. Teachers and staff of public schools provide support in various ways (including planning, co-teaching, providing classroom management, and evaluation).

II. Background

SNAP-ED county personnel have been providing nutrition education to students in public in school and after-school programs where more than 50% of the students receive free and reduced-price meals since 1996.

III. The SNAP-Ed Program shall undertake the following activities:

- SNAP-Ed personnel will meet with individual schoolteachers and principals to plan and coordinate activities striving to meet state standards and wellness policy objectives.
- SNAP-Ed will partner with teachers to deliver hands-on nutrition education in schools where more than 50% of the students received free and reduced-priced meals.
- SNAP-Ed will provide students food samples (especially fruits and vegetables) as a part of classroom and after school activities.
- SNAP-Ed will provide food demonstrations, and in many cases, students will have opportunities to participate in food preparation activities.
- SNAP-Ed will encourage and/or incorporate age-appropriate physical activities.
- SNAP-Ed will have students completed evaluation forms (pre- and post-series).
- SNAP-Ed will make every reasonable effort to partner with KSDE in statewide nutrition education projects or campaigns as requested, such as promotion of Summer

Food Service Programs.

- SNAP-Ed will coordinate with KSDE staff to present at KSRE and/or SNAP-Ed training events on shared issues such as TEAM Nutrition, Child Summer Feeding Programs, and others.

IV. The Kansas Department of Education agrees to collaborate with K-State Research and Extension's SNAP-Ed Program in support of the following activities:

In individually qualifying schools, teachers and principals will be requested by SNAP-Ed to support the program with their time and effort by providing the following:

- Classroom space, needs assessment, planning of activities, co-teaching.
- Classroom management and administering evaluation instruments.

V. It is mutually understood and agreed upon by and between the parties that:

This document is a foundation for our partnership and may be modified as it is deemed necessary.

VI. Funding

This MOU does not include reimbursement of funds between KSDE and SNAP-Ed

IV. Effective date and signatures

This MOU shall be effective upon the signature of KSDE and KSRE authorized officials. It shall be in force from October 1, 2021 until terminated by either party or otherwise amended by mutual agreement. KSDE and SNAP-Ed indicate agreement with this MOU by their signatures.

Signature on behalf of:

Kansas State Research and Extension (SNAP-Ed)

Date

Lisa Ross

Lisa Ross (Mar 15, 2021 15:36 CDT)

Mar 15, 2021

Lisa Ross, Coordinator, Kansas SNAP-Ed

Kansas State Department of Education

Date

S. Craig Neuenswander

S. Craig Neuenswander (Mar 15, 2021 17:27 CDT)

Mar 15, 2021

Craig Neuenswander, Deputy Commissioner of Education

Memorandum of Understanding (MOU)
Between
Kansas State Research and Extension (KSRE)
(Implementing agency for Supplemental Nutrition Assistance Program Education or SNAP-Ed)
and
Kansas State Department for Aging and Disability Services (KDADS)

I. Purpose and Scope

The purpose of this MOU is to identify the collaborative roles and responsibilities of Kansas State Research and Extension's Supplemental Nutrition Assistance Program - Education (SNAP-Ed), and Kansas State Department for Aging and Disability Services (KDADS). The purpose of SNAP-Ed is to provide general nutrition education to limited resource individuals and families in the state of Kansas (specifically individuals who receive or are eligible to receive food assistance), including various older adults, many of whom have very limited income and utilize local senior meal sites.

II. Background

KSRE, SNAP-Ed personnel have been providing nutrition education opportunities to older adults and senior meal sites since 1996. SNAP-Ed conducts nutrition education activities at local senior sites that serve a population, 50% of whom are either at or below 185% of the federal poverty level.

III. The SNAP-Ed Program shall undertake the following activities:

- SNAP-Ed local unit personnel (agents, nutrition educators and/or nutrition assistants) will meet with senior site managers and/or administrators to plan and coordinate activities.
- SNAP-Ed will partner with local senior sites managers to deliver nutrition education activities.
- SNAP-Ed will utilize curricula designed especially for the older adult.
- SNAP-Ed will provide food demonstrations and encouragement of age-appropriate physical activity.
- SNAP-Ed will provide samples of foods (especially fruits and vegetables) as part of the educational experience.
- SNAP-Ed will have participant complete pre- and post-series evaluation surveys.

IV. The Kansas State Department For Aging and Disability Services agrees to collaborate with K-State Research and Extension's SNAP-Ed program in support of the following activities:

In individually qualifying nutrition sites, site managers and other staff will be requested by SNAP-Ed to support the program with their time and effort by providing the following

- Space, needs assessment, planning of activities, administering evaluation instruments and other assistances on an as-needed basis.

V. It is mutually understood and agreed upon by and between the parties that:

This document is a foundation for our partnership and may be modified as it is deemed necessary.

VI. Funding

This MOU does not include reimbursement of funds between KDADS and SNAP-Ed

VII. Effective date and signatures

This MOU shall be effective upon the signature of KSDE and KSRE authorized officials. It shall be in force from October 1, 2021 until terminated by either party or otherwise amended by mutual agreement. KDADS and KSRE/SNAP-Ed indicated agreement with this MOU by their signature.

Signature on behalf of:

Kansas State Research and Extension (SNAP-Ed)

Date 6/07/2021



Lisa Ross, State Coordinator, Kansas SNAP-Ed

Kansas State Department for Aging and Disability Services

Date 6/07/2021



Laura Howard, Secretary, KDADS



**Memorandum of Understanding between
Community Health Center of Southeast Kansas, Inc.
and Kansas State Research and Extension Supplemental Nutrition Assistance
Program – Education (SNAP-Ed)**

This Memorandum of Understanding, hereinafter referred to as “MOU,” is entered into, by and between Community Health Center of Southeast Kansas, Inc., hereinafter referred to as “CHC/SEK”, and Kansas State Research and Extension Supplemental Nutrition Assistance Program – Education (SNAP-Ed), hereinafter referred to as “SNAP-Ed” on this 18th day of August, 2022.

WHEREAS both CHC/SEK and SNAP-Ed share a commitment to ensuring nutrition education is available throughout Kansas;

WHEREAS, this MOU serves as the operating agreement, and evidence of a contractual relationship, between CHC/SEK and SNAP-Ed; for CHC/SEK to provide and coordinate nutrition services as a part of SNAP-Ed’s SNAP-ED program.

NOW, THEREFORE, in consideration of the mutual interest described above, the parties agree to work together in the following manner.

ARTICLE 1. NUTRITION SERVICES GENERAL TERMS AND CONDITIONS

Section 1. General Terms, Conditions, and Responsibilities of CHC/SEK. In consideration of the mutual interests described above, CHC/SEK shall:

1. Provide adequate space for nutrition education services to a “target population” hereby defined as patients of CHC/SEK;
2. Provide access to kitchen preparation space, including stove(s), refrigerator(s), sink(s), microwave(s), and countertop(s);
3. Provide a safe and sanitary area for food storage;
4. Provide office space for One (1) liaison between SNAP-Ed and CHC/SEK. Office space shall include a telephone as well as internet and printer/copier access;
5. Secure consent, if necessary for specific nutrition service(s) to be rendered, in accordance with approved policies prior to rendering service(s);

6. Maintain records and conduct communications in a manner consistent with the requirements of applicable federal and state laws, dependent on the nutrition services to be provided, and provide staff training and supervision related to compliance; and
7. Communicate with targeted population regarding provided nutrition services, follow-up instructions and referrals for additional care (as applicable).

Section 2. General Terms, Conditions, and Responsibilities of SNAP-Ed. In consideration of the mutual interests described above, SNAP-Ed shall:

1. Appoint a liaison between SNAP-Ed and CHC/SEK personnel. The liaison will participate in the development and implementation of nutrition classes, coordinate SNAP-ED classes for all Kansas CHC/SEK locations, manage referrals from the target population to the classes, and lead nutrition classes as needed;
2. Provide funding for SNAP-Ed's liaison;
3. Provide materials necessary for liaison to complete their role (such as computer, phone, etc.);
4. Ensure SNAP-Ed's liaison had adequate liability coverage;
5. Assist in the identification of individuals within targeted population needing nutrition services;
6. Promote the availability of nutrition services to targeted population via mass distributions to targeted population and website postings;
7. Comply to CHC/SEK's policies and procedures; and
8. Provide relevant program data to demonstrate success of the program such as participant survey data.

ARTICLE 3. COLLABORATIVE EFFORTS

Section 1. Responsibilities of CHC/SEK and SNAP-Ed. CHC/SEK and SNAP-Ed jointly agree to:

1. Consult with each other on an annual basis regarding the targeted population and the workplace healthcare services program needs, working together to adjust the scope of services accordingly; and
2. Indemnify and hold harmless each other for its negligent acts or omission and those of its officers, employees, agents, or students, howsoever caused.

ARTICLE 4. AUTHORIZATION, NOTICE, TERM, AND ENFORCEABILITY

Section 1. Authority to Execute and Execution of MOU.

1. **Execution on behalf of CHC/SEK.** The person signing and executing this MOU on behalf CHC/SEK has been fully authorized to execute this agreement and to validly and legally bind CHC/SEK to all the terms, performances and provisions herein set forth.
2. **Execution on behalf of SNAP-Ed.** The person signing and executing this MOU on behalf of SNAP-Ed has been fully authorized to execute this agreement and to validly and legally bind SNAP-Ed to all the terms, performances and provisions herein set forth.

Section 2. Notice. Any notice required or permitted to be given to either party under this MOU shall be sufficient if in writing and sent by certified mail, return receipt requested to:

If to CHC/SEK: Community Health Center of Southeast Kansas, Inc.
Attn.: Daniel S. Creitz, Chief Compliance Officer
P.O. Box 1832
Pittsburg, Kansas 66762

If to SNAP-Ed: Kansas State Research and Extension Supplemental
Nutrition Assistance Program – Education (SNAP-Ed)
Attn: Lisa Ross, Coordinator
1612 Claflin Road
Umberger Hall, Suite 116
Manhattan, Kansas 66506

Section 3. Term. The term of this MOU shall commence on the date first written above, and shall be automatically renewed annually unless terminated by either SNAP-Ed or CHC/SEK upon sixty (60) days written notice provided under accordance with Article 4, Section 2 of this MOU.

Section 4. Enforceability. If any clause or provision herein shall be judged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, but shall remain in full force and effect. The District Court of Crawford County, Kansas, shall have jurisdiction over any dispute which arises under this MOU, and each of the parties shall submit and hereby consents to such court's exercise in jurisdiction. Each provision of this MOU shall be enforceable independently of any other provision of the contract and independent of any other claim or cause of action. In the event of any dispute arising under this MOU, it is agreed between the parties that the laws of the State of Kansas will govern the interpretation, validity, and effect of this MOU without regard to the place of execution or place of performance thereof.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed on the date first written above.

(Remainder of page left intentionally blank; Signature page to follow.)


FOR K-State Research and Extension Office. (SNAP-Ed):


Signature

Lisa Ross
Name (Print)

State SNAP-Ed/EFEP Coordinator
Title

FOR COMMUNITY HEALTH CENTER OF SOUTHEAST KANSAS, INC. (CHC/SEK):


Jason Wesco, President

SNAP-Ed Plan Assurances	Yes	No
The State SNAP agency is accountable for the content of the State SNAP-Ed Plan and provides oversight to any sub-grantees. The State SNAP agency is fiscally responsible for nutrition education activities funded with SNAP funds and is liable for repayment of unallowable costs.	X	
Efforts have been made to target SNAP-Ed to the SNAP-Ed target population.	X	
Only expanded or additional coverage of those activities funded under the Expanded Food and Nutrition Education Program (EFNEP) are claimed under the SNAP-Ed grant. Approved activities are those designed to expand the State's current EFNEP coverage in order to serve additional SNAP-Ed individuals or to provide additional education services to EFNEP clients who are eligible for the SNAP. Activities funded under the EFNEP grant are not included in the budget for SNAP-Ed.	X	
Documentation of payments for approved SNAP- Ed activities is maintained by the State and will be available for USDA review and audit.	X	
Contracts are procured through competitive bid procedures governed by State procurement regulations.	X	
Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB circulars governing cost issues.	X	
Program activities do not supplant existing nutrition education programs, and were operating in conjunction with existing programs, enhance and supplement them.	X	
Program activities are reasonable and necessary to accomplish SNAP-Ed objectives and goals.	X	
All materials developed or printed with SNAP Education funds include the appropriate USDA nondiscrimination statement and credit to SNAP as a funding source.	X	
Messages of nutrition education and obesity prevention are consistent with the Dietary Guidelines for Americans.	X	

Supplemental Nutrition Assistance Program Annual Plan for SNAP-Ed

State Agency (signature): 

Date: August 9, 2024

Federal Fiscal Year: 2025

Certified By (signature): Christopher S. Johnson

Date: 8/02/2024

SNAP STATE AGENCY FISCAL REVIEWER

Date: