

Section C: Outreach Plan Template

1. Cover Page/Contact Information/Signatures

Multiple year plans: Complete Section 1 each year.

SNAP

Annual Plan for Outreach

State: Kansas

State Agency: Kansas Department for Children and Families

Fiscal Year: 2025

Primary Contacts: Complete the table with the name, title, phone and email address for those State agency personnel who should be contacted with questions about the outreach plan. Add additional rows if needed.

Name	Title	Phone	Email
Stacy Thowe	SNAP-Ed & SNAP Outreach Program Specialist	7 [REDACTED]	[REDACTED]
Sarah van Straaten	Food Assistance Program Specialist	[REDACTED]	[REDACTED]

Certified By:

(Signature of Authorized Person)

Laura Howard 8/9/2024
State Agency Director (or Commissioner) Date

Certified By:

(Signature of Authorized Person)

Christopher S. Johnson 8/2/2024
State Agency Fiscal Reviewer Date

1. Statement of Need

Approximately one in five adults reported experiencing household food insecurity in spring 2020 and in summer 2022 after a decline in reported food insecurity in spring 2021. High food price inflation, along with elevated costs for other basic needs, such as transportation and rent, have likely eroded food budgets in the last year. In addition, some of the safety net responses that buffered food insecurity in 2021 are no longer in place. Unemployment rates have declined significantly since early 2020, and wages have increased for many, but wage growth has not kept pace with rapidly rising inflation. [HRMS Food Insecurity Brief 0.pdf \(urban.org\)](#) With this type of inflation soaring across the country, SNAP Outreach is essential in supporting families struggling with food insecurity and a way to help offset these unfavorable upticks is to offer assistance in filling out the food assistance application. SNAP Outreach also provides essential education regarding the state food assistance program that families need regarding how to apply for SNAP and possibly get the supplemental aid they need to feed their families nutritious food.

Kansas has seen many new cultures, refugees and asylees coming into the state, especially in our southwest region where Catholic Charities of Southwest Kansas (CCSWKS) is located. SNAP Outreach has been essential in helping to get these populations the resources they need to support their families. CCSWKS have translated many educational materials into the languages most prevalent in the Southwest corner of Kansas. Supplemental Nutrition Assistance Program utilization may likely eliminate food insecurity disparities among immigrants and U.S.-born citizens. However, among non-Supplemental Nutrition Assistance Program utilizers, significant food insecurity disparities remained between noncitizens and U.S.-born citizens after adjusting for independent variables. In addition, among individuals with incomes above 200% federal poverty level, significant food insecurity disparities were observed between immigrants and U.S.-born citizens. [Food Insecurity Disparities Among Immigrants in the U.S. - PMC \(nih.gov\)](#)

Harvesters, the contractor located in northeast Kansas, mobilizes the power of community to create equitable access to nutritious food to address the root causes and impact of hunger. Harvesters has a wide range of partners throughout Kansas that it works with. Kansas Food Bank as well as Second Harvest Food Bank are partners of Harvesters. They use these partners across Kansas to reach even more of the Kansas community to offer food assistance application assistance. Harvesters has a contract with the Kansas Department for Children and Families to provide an electronic signature so they can submit online applications the moment that it is complete, allowing the client to receive services even faster.

Thrive Allen County was a new contractor in FFY 204 and is renewing their services for FFY 2025. Thrive Allen County is a part of the southeast region where food assistance application assistance has struggled to bring on partners in the past. Thrive Allen County is on a mission to provide relief to one of the highest poverty-stricken counties in Kansas. Recent data shows 16.3% of the population for whom poverty status is determined in Allen County, KS (1.97k out of 12.1k people) live below the poverty line, a number that is higher than the national average of 12.6%. The largest demographic living in poverty are Females 25 - 34, followed by Males < 5 and then Females 6 - 11. <https://datausa.io/profile/geo/allen-county->

[ks#:~:text=16.3%25%20of%20the%20population%20for,and%20then%20Females%206%20%2D%2011](#). Although Allen County has offered food assistance application assistance in the past, the State is working with them to stretch their reach to other areas such as veteran's organizations and local colleges to offer food assistance application assistance.

The Center on Budget and Policy Priorities released state-specific details in 2018 about SNAP benefits. In Kansas, SNAP lifted 52,000 people above the poverty line in Kansas, including 28,000 children, per year between 2014 and 2018, on average. More than 65% of these SNAP participants are in families with children; almost 36% are in families with members who are elderly or disabled; and almost 41% are in working families. SNAP helps 1 in 15 Kansas residents which is 7% of the population. The Kansas Food Assistance participation rate is currently around 68%. SNAP benefits since early 2020 have been affected by temporary pandemic-related benefit increases; an adjustment to the Thrifty Food Plan, upon which SNAP benefits are based; and higher-than-normal cost-of-living adjustments to reflect high food price inflation.

https://www.cbpp.org/sites/default/files/atoms/files/snap_factsheet_kansas.pdf).

SNAP Outreach helps take the reluctance and fear out of tackling the food assistance application and bring it down to a manageable level for our clients who are usually already in crisis mode, due to being unable to provide adequate food for their families. SNAP Outreach is the voice of SNAP which states that if you are in need, we are here to help you get through this difficult time in your life and get you to a place where you can be self-sufficient. SNAP Outreach's goal is to make the process of food assistance a little easier for those who feel overwhelmed by their current situation. SNAP Outreach staff will sit down with clients, speak with them over the phone and even guide them through the online application to assure that the client has turned in all the proper forms and filled out the entire application completely.

SNAP not only helps families struggling with food insecurity, but it also helps the community economically as a whole. For low-income families, SNAP benefits can help to stretch their food dollar resulting in additional funds to spend on other necessities and a better nutritionally adequate diet resulting in better health outcomes and fewer medication costs. SNAP benefits also have a direct economic benefit to communities as every \$5 in new SNAP benefits generates \$9.00 in additional community spending. (<https://www.snapttohealth.org/snap/the-real-benefits-of-the-snap-program/>).

2. Outreach Plan Summaries

Kansas Outreach Plan's goal is to reduce levels of hunger and food insecurity in Kansas by reduced barriers to access Food Assistance. Increasing effective outreach is a continuous process of educating and re-educating the public. Food Assistance participation rates will expand the capacity of Food Assistance to strengthen the economic well-being of Kansas residents.

Kansas's FFY 2025 USDA Food Assistance Outreach Plan will provide outreach education on the benefits of food assistance and applications assistance through the following projects:

1. Harvesters The Community Food Network SNAP Outreach – will serve the low-income families and individuals in the following 16 counties: Washington, Marshall, Nemaha, Clay, Riley, Pottawatomie, Jackson, Jefferson, Shawnee, Wabaunsee, Douglas, Johnson, Wyandotte, Osage, Franklin and Miami counties.
2. Catholic Charities Food Assistance Outreach of Southwest Kansas – will serve the rural low-income families and individuals in the following 28 counties: Barber, Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Kiowa, Lane, Mead, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Stafford, Stanton, Stevens, and Wichita.
3. Thrive Allen County SNAP Outreach – Will serve primarily Allen County.

Table 3: Outreach Plan Summary

Project Number	Title	Geographic Area	Target Audience	Contracted (list contractor) or In-House?
1.	Harvesters – The Community Food Network SNAP Outreach	28 counties in southwest Kansas including: Barber, Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Kiowa, Lane, Mead, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Safford,	Providing assistance on the food assistance application and education on food assistance to eligible individuals residing in the 16 counties listed who are in need and qualify for food assistance.	Contractor

		Stanton, Stevens, and Wichita. 16 counties including: Washington, Marshall, Nemaha, Clay, Riley, Pottawatomie, Jackson, Jefferson, Shawnee, Wabaunsee, Douglas, Johnson, Wyandotte, Osage, Franklin and Miami counties		
2.	Catholic Charities of Southwest Kansas Food Assistance.	28 counties in southwest Kansas including: Barber, Barton, Clark, Comanche, Edwards, Finney, Ford, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Kiowa, Lane, Mead, Morton, Ness, Pawnee, Pratt, Rush, Scott, Seward, Safford, Stanton, Stevens, and Wichita.	Assisting rural low-income families and individuals, elderly and qualified immigrants and refugees not currently receiving Food Assistance with the food assistance application and documentation needed, and education on food assistance.	Contractor
3.	Thrive Allen County SNAP Outreach	Allen County located in the southeast portion of Kansas	Assisting residents primarily in Allen County and surrounding areas, that qualify for food assistance, with the food assistance application and providing general education on food assistance.	Contractor

3. Outreach Project Details

Project Table: Complete this section for each project listed in the Summary of Projects Table in Section 3 above. Reminder: Copies of MOUs/contracts must be available upon request. (Suggested length: Not more than 2 pages for each project)

Table 4: Outreach Project Details

Project Number 1	Harvesters The Community Food Network SNAP Outreach			
Goal	<p>Harvesters' goals include:</p> <ul style="list-style-type: none"> • 540 Kansas families will be assisted with applications throughout the 16-county service area • Assist with 110 applications through the Kansas Statewide Helpline facilitated by Harvesters. • Distribute 92,867 pieces of SNAP educational material including postcards, flyers, posters, and brochures. • Assist applicants on the food assistance application by using the telephonic signature process. • Partner with over 540 agencies and community organizations in Kansas, collaborating with food banks throughout the state. • Promotion of SNAP Outreach through social media which accounts for 75 percent of Harvesters applications. 			
Target audience	Harvesters will target eligible individuals residing in the 16 counties outlined in this plan, who are in need and qualify for food assistance.			
Timeline	Start	October 1, 2024	End	September 30, 2025
Description of Activity	<p>Harvesters will operate a Helpline (call center) and conduct SNAP outreach in an effort to increase SNAP awareness and participation in 16 counties in Kansas. Harvesters will continue to make use of the telephonic signature. This process has saved Harvesters and Kansas time and money, while also ensuring quicker service for families in need.</p> <p>Applicants that prefer the paper application will be assisted through the helpline. Harvesters is continuing to expand their strategic partnerships to reach people in need through prison release programs, healthcare providers, and service to seniors.</p> <p>Harvesters will continue to connect people in need to valuable resources, such as SNAP. This is an effective way to address the food and nutrition needs of children, families and seniors in their 16-county region.</p> <p>They will increase SNAP participation by distributing 92,867 pieces of SNAP educational material including postcards, flyers, posters, and brochures, assisting over 540 household in their 16-county Kansas service area.</p>			

	<p>Outside of the 16-county service area in Kansas, through statewide collaboration with the other food banks covering the state of Kansas, Harvesters has been the lead organization for some targeted SNAP outreach activities. In FY 24 this activity will include direct mail to four counties covered by Kansas Food Bank and four counties covered by Second Harvest community Food Bank. This SNAP outreach will aim to assist 110 households with submitting SNAP applications.</p> <p>Harvesters makes use of partners El Centro, Juntos, Latino Health for all Coalition and the Community Health Council of Wyandotte County to assist with clients with limited English proficiency. Harvesters is currently evaluating tools such as Google Translate and Language Line for additional tools or needs.</p> <p>Their efforts include multiple levels of engagement and collaboration. Harvesters partners with over 540 agencies and community organizations in Kansas. They currently work with 10 community partners specifically trained to assist with direct application assistance and are currently pursuing more high-capacity strategic partners. These partners include, faith-based organizations, clinics, colleges, Just Food Jewish Family services, and the Community Resource Council.</p>
Subrecipient	Harvesters the Community Food Network
Tax ID of Subrecipient	██████████
Role of the Subrecipient	Plan, deliver and implement the SNAP Outreach Plan in partnership with DCF as per contract.
Role of State agency	<p>Responsible for:</p> <ul style="list-style-type: none"> ▪ the oversight of implementation and compliance with all USDA regulations. ▪ Supporting and training staff with SNAP and civil rights information. ▪ Monitoring to ensure outreach funds are spent appropriately and all activities are carried out to facilitate reimbursement and process invoices. ▪ Fiscal functions including: <ul style="list-style-type: none"> • Processing invoices for reimbursement • Ensuring costs are reasonable, allowable, and necessary

State/ subrecipient funding source	<ul style="list-style-type: none"> ▪ Subrecipient is reimbursed up to 50 percent for allowable administrative program costs that are reasonable and necessary to operate approved activities (Section 16 of The Food and Nutrition Act of 2009, as amended). ▪ The subrecipient must bill the State agency according to the terms of the contract and FNS will reimburse up to 50 percent of the grant. ▪ Private funds from state grant and public cash donations from subrecipient will be used for the other 50% of the cost.
Volunteers	<p>Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, in what capacity?</p> <p>Harvesters partners with agencies and food banks that offer food assistance application assistance. They also cultivate partners of various cultures and languages to utilize their community asset.</p>
Evaluation	<p>Evaluation will be an ongoing process. Monthly progress reports on goals and objectives, audiences served, activity description, and outcomes will be submitted and evaluated. Information tracked for evaluation will include: number of consumers informed about Food Assistance Program, number of outreach events held, number of pre-screening, number of persons helped with applications and number of applications approved and benefit amounts. An annual management evaluation will be conducted with the State SNAP Outreach Program Specialist.</p>

Table 4: Outreach Project Details

Project Number 2	Catholic Charities of SW Kansas Food Assistance			
Goal	Catholic Charities of Southwest Kansas goals include: <ul style="list-style-type: none"> • Pre-screen at least 250 individuals • 150 (30% of 500) families in CCSWKS programs who are not already SNAP recipients will be provided the opportunity to complete an application for benefits • 120 families of those who participate in the pre-screening process at access sites will be provided the opportunity to complete the application • 70 families will receive benefits after being given the opportunity to complete an application • CCSWKS staff will participate in at least 4 community public relations opportunities. • 18 access days will be held at community partner sites. • CCSWKS goal will be to distribute 5000 posters and educational materials to community partners. • 200 individuals from at least 4 rural counties will complete pre-screenings and/or receive application assistance 			
Target audience	Rural low-income families and individuals including the working poor, families with children individuals with disabilities and the elderly who are not currently receiving Food Assistance in 28 counties in southwest Kansas. This includes all participants in Catholic Social Service programs, who are not already receiving food assistance.			
Timeline	Start	October 1, 2024	End	September 30, 2025
Description of Activity	<p>CCSWKS will use three strategies for the purpose of informing consumers how SNAP benefits individuals and the community, assisting consumers with completing the SNAP application and ultimately increasing SNAP participation rates in Kansas. First, CCSWKS will identify potentially eligible consumers among new CCSWKS participants. Second, they will increase awareness of the program through brochures and pamphlets distributed through parishes and community partners in the region, utilizing various media to promote the program, and setting up booths at local fairs and community festivals to give information and provide application pre-screening. Third they will establish regular access sites at community partner agencies throughout the region to provide application assistance.</p> <p>CCSWKS now pre-screens and assists new clients of their programs in completing applications for the SNAP program. Potential SNAP eligible individuals are identified through the HUD Coordinated Entry Process. We also use the CCSWKS Rapid Rehousing, Homeless Prevention, Refugee Resettlement, and Teen MOMS program to target low-income individuals. (Continued below)</p>			

	<p>(cont.)</p> <p>CCSWKS will also provide community education to promote the benefits of SNAP participation not only for the individual but also for the community. Bilingual staff and volunteers translate materials and convey eligibility information to persons with limited English proficiency. All printed material is language and culturally appropriate.</p> <p>CCSWKS will also work with existing community partners to utilize access sites at their agencies in order to provide SNAP program participation information and complete eligibility pre-screenings for their consumers. CCSWKS works with senior centers, Health Departments, Head Start Programs, Health Clinics, Schools, Food Banks, Commodity Distribution sites, and other public gathering places to set up access sites.</p>
Subrecipient	Catholic Charities of SW Kansas Food Assistance
Tax ID of Subrecipient	██████████
Role of the Subrecipient	Plan, deliver and implement the SNAP Outreach Plan in partnership with DCF as per contract.
Role of State agency	<p>Responsible for:</p> <ul style="list-style-type: none"> ▪ the oversight of implementation and compliance with all USDA regulations. ▪ Supporting and training staff with SNAP and civil rights information. ▪ Monitoring to ensure outreach funds are spent appropriately and all activities are carried out to facilitate reimbursement and process invoices. ▪ Fiscal functions including: <ul style="list-style-type: none"> • Processing invoices for reimbursement • Ensuring costs are reasonable, allowable and necessary

State/ subrecipient funding source	<ul style="list-style-type: none"> ▪ Subrecipient is reimbursed up to 50 percent for allowable administrative program costs that are reasonable and necessary to operate approved activities (Section 16 of The Food and Nutrition Act of 2009, as amended). ▪ The subrecipient must bill the State agency according to the terms of the contract and FNS will reimburse up to 50 percent of the grant. ▪ Private funds from state grant and public cash donations from subrecipient will be used for the other 50% of the cost.
Volunteers	<p>Are volunteers involved in this activity: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, in what capacity?</p> <p>Staff and volunteers will provide bilingual pre-screenings and complete applications through access sites or by scheduled appointments at the rural parishes or community partner sites. Staff and volunteers will receive training on online and paper application completion and proper documentation. Volunteers and staff will also receive training on how to hand Personally Identifiable Information (PII). Volunteer time will not be as in-kind donation for this grant.</p>
Evaluation	<p>Evaluation will be an ongoing process. Monthly progress reports on goals and objectives, audiences served, activity description, and outcomes will be submitted and evaluated. Information tracked for evaluation will include: number of consumers informed about Food Assistance Program, number of outreach events held, number of pre-screening, number of persons helped with applications and number of applications approved and benefit amounts. An annual management evaluation will be conducted with the State SNAP Outreach Program Specialist.</p>

Table 4: Outreach Project Details

Project Number 3	Thrive Allen County Food Assistance			
Goal	<ul style="list-style-type: none">• Provide SNAP application assistance by phone, walk-in's, through the DCF online application, and at community events.• Expect to assist with approximately 150 food assistance applications in FFY 2025.• Will attend approximately 8 community events in our first year of food assistance application assistance.• Conduct community-wide education campaigns to raise awareness about SNAP benefits, eligibility requirements, and the application process. Utilize various channels such as community meetings, workshops, newsletters, mailings, and social media to disseminate information effectively.• Grantee will distribute at least two marketing campaign materials, (by mail, email, flyers or partner distribution, etc), advertising the SNAP Outreach assistance that Thrive Allen County provides for the Kansas Food Assistance application if the client feels that they qualify, making efforts to not market SNAP benefits to the public.• Develop culturally competent materials, including brochures, flyers, and online resources tailored to diverse demographics.• Partner with local food banks, healthcare providers, community centers, faith-based organizations, and social service agencies.• At least 70 families in FFY 2025 will receive benefits after being given the opportunity to complete a Kansas Food Assistance application with grantee.			
Target audience	The people living in Allen County who are in need of food assistance and feel that they may qualify.			
Timeline	Start	October 1, 2024	End	September 30, 2025

Description of Activity	<p>Thrive will be using the funds from SNAP Outreach to serve the people living in Allen County by helping get more families enrolled in SNAP. The comprehensive program that is already established in Allen County will offer a range of services to increase SNAP program enrollment.</p> <p>Community-wide education campaigns will be conducted to raise awareness of SNAP benefits, eligibility requirements, and the application process. Thrive will utilize various channels such as community meetings, workshops, social media, and local media outlets, to disseminate information effectively.</p> <p>Trained staff and volunteers will offer guidance, answer questions, and assist with completing and submitting food assistance applications accurately and promptly.</p> <p>Thrive will establish strong partnerships with local organizations, including food banks, healthcare providers, community centers, and social service agencies. They will collaborate closely with these partners to identify potential SNAP applicants, refer eligible individuals to the program, and ensure a coordinated approach to address food insecurity.</p>
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	<p>Thrive will also maintain ongoing communication with applicants throughout the application process, offering follow-up consultations, assist with document submission, and troubleshooting any challenges faced. Provide ongoing support to recipients, helping them to understand program requirements and navigate potential changes in circumstances.</p> <p>Thrive intends to establish referral mechanisms with healthcare providers, social service agencies, schools, faith-based organizations, and other community-based entities.</p> <p>They will conduct outreach events in various locations within Allen County, such as community centers, libraries, and local gatherings. They will develop culturally competent materials, including brochures, flyers, and online resources, tailored to the diverse demographics of Allen County. They will offer language assistance, including interpreters or translated materials to accommodate non-English speaking individuals. Thrive will also ensure that program locations and events are physically accessible for individuals with disabilities.</p> <p>Thrive will also address stigma and mistrust associated with public assistance programs by fostering trust through community engagement.</p>
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Subrecipient	Thrive Allen County Food Assistance
Tax ID of Subrecipient	██████████
Role of the Subrecipient	Plan, deliver and implement the SNAP Outreach Plan in partnership with DCF as per contract.
Role of State agency	<p>Responsible for:</p> <ul style="list-style-type: none"> ▪ the oversight of implementation and compliance with all USDA regulations. ▪ Supporting and training staff with SNAP and civil rights information. ▪ Monitoring to ensure outreach funds are spent appropriately and all activities are carried out to facilitate reimbursement and process invoices. ▪ Fiscal functions including: <ul style="list-style-type: none"> • Processing invoices for reimbursement • Ensuring costs are reasonable, allowable and necessary

State/ subrecipient funding source	<ul style="list-style-type: none"> ▪ Subrecipient is reimbursed up to 50 percent for allowable administrative program costs that are reasonable and necessary to operate approved activities (Section 16 of The Food and Nutrition Act of 2009, as amended). ▪ The subrecipient must bill the State agency according to the terms of the contract and FNS will reimburse up to 50 percent of the grant. ▪ Private funds from state grant and public cash donations from subrecipient will be used for the other 50% of the cost.
Volunteers	<p>Are volunteers involved in this activity: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If Yes, in what capacity?</p>

Evaluation	<p>Evaluation will be an ongoing process. Monthly progress reports on goals and objectives, audiences served, activity description, and outcomes will be submitted and evaluated. Information tracked for evaluation will include: number of consumers informed about Food Assistance Program, number of outreach events held, number of pre-screening, number of persons helped with applications and number of applications approved and benefit amounts. An annual management evaluation will be conducted with the State SNAP Outreach Program Specialist.</p>
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4. Outreach Project Staffing Details

Staffing Table: Use this table as a worksheet to calculate the staffing cost for each project. Add more lines to the table as needed. The total in column f should be placed in the personnel line item on the project budget detail table in Section 6 (column f, row g). The first row of this table is completed to provide an example.

Multiple year plans: Complete Section 5 each year.

Table 5: Outreach Project Staffing Costs

Project Number 1	Harvesters the Community Food Network						
Staff Person Title	Name of Staff Person	(a) FTE Outreach	(b) Salary	(c=a×b) Outreach Salary	(d) Benefits Rate	(e=c×d) Outreach Benefits	(f=c+e) Total
SNAP Manager	M.M.H	0.09	\$65,561.72	\$5,900.56	.027	\$1,829.17	\$7,729.73
SNAP Coordinator	D.H.	.27	\$47,895.00	\$12,931.65	.083	\$4,008.81	\$16,940.46
Director of Programs	J.P.	0.01	\$105,877.94	\$1,058.78	.003	\$328.22	\$1,387.00

Table 5: Outreach Project Staffing Costs

Project Number 2	Catholic Charities of SW Kansas						
Staff Person Title	Name of Staff Person	(a) FTE Outreach	(b) Salary	(c=a×b) Outreach Salary	(d) Benefits Rate	(e=c×d) Outreach Benefits	(f=c+e) Total
Program Coordinator	M.S.	0.1	\$62,000.00	\$6,200.00	.029	\$1,830.00	\$8,030.00
Program Coordinator	L.T.	.01	\$61,000.00	\$6,100.00	.029	\$1,800.00	\$7,900.00
Program Assistant	B.B	.01	\$41,000.00	\$4,100.00	.029	\$1,200.00	\$5,300.00
Program Assistant	M.G.	.01	\$38,000.00	\$3,800.00	.029	\$1,140.00	\$4,940.00
Program Assistant	E.D.	.01	\$38,000.00	\$3,800.00	.029	\$1,140.00	\$4,940.00

Table 5: Outreach Project Staffing Costs

Project Number 3	Thrive Allen County						
Staff Person Title	Name of Staff Person	(a) FTE Outreach	(b) Salary	(c=a×b) Outreach Salary	(d) Benefits Rate	(e=c×d) Outreach Benefits	(f=c+e) Total
Director of Care Coordination	R.C.	0.3	\$51,912.00	\$15,573.60	.044	\$2,289.31	\$17,862.91
Lead Care Coordinator	G.I.	0.3	\$41,614.00	\$12,484.20	.044	\$1,836.36	\$14,320.56
Bilingual Care Coordinator	L.K.S.	0.3	\$38,001.00	\$11,400.30	.044	\$1,675.84	\$13,076.14

5. Outreach Project Budget Details and Narrative

Budget Detail Table: Complete the budget detail table for each project listed in the Summary Table in Section 3 above. The table rows and columns are labeled to help you calculate the budget. Enter the personnel costs from your staffing table in Section 5 in column f, row g below. If there are no contracts, leave row r blank.

Budget Narrative/Justification: Provide a budget narrative that justifies each cost and explains how the amount for each line was determined. Be sure to provide details for what is included in the line labeled “other” on the line item budget. (Suggested length: Not more than 2 pages each.)

Example: Local travel is calculated at 6 round trips from Capital City to Newtown to train outreach workers. Each trip is 120 miles round trip. ($6 \times 120 = 720$ total miles). The total cost for local travel is $720 \times \$0.565 = \406.80 . The mileage rate used is the 2017 rate established by the Internal Revenue Service of \$53.5 cents per mile for business miles driven.

Multiple year plans: Complete Section 6 each year. Approval of budgets is on an annual basis. Thus, approval of the upcoming fiscal year budget does not constitute approval of any future year budget presented in multi-year plans. Such budgets will continue to be approved annually.

Table 6: Budget Detail Table

Budget Detail Table for Project #1: Harvesters						
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total Non- Federal	(e) Federal Funds	(f=d+e) Total Funds
(g) Personnel (Salary & Benefits)	\$19,890.98				\$19,890.98	\$39,781.96
Other Direct Costs/Fringe Benefits	\$6,166.21				\$6,166.21	\$12,332.42
(h) Copying/Printing/Materials						
(i) Internet/Telephone						
(j) Equipment & Other Capital Expenditures						
(k) Supplies and non-capital expenditures						
(l) Building/Space						
(m) Other: Direct Mail	\$11,608.38				\$11,608.38	\$23,216.76
(m) Other: Google SNAP	\$4,914.00				\$4,914.00	\$9,828.00
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$16,522.38				\$16,522.38	\$33,044.76
Travel						
(o) Long Distance						
(p) Local						
(q=o+p) Subtotal Travel						
(r) Contractual - Training						
(s=g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual	\$42,579.57				\$42,579.57	\$85,159.14
(t = indirect cost rate × s) Indirect Costs	\$4,257.96				\$4,257.96	\$8,515.92
(u=s+t) TOTAL	\$46,837.53				\$46,837.53	\$93,675.06

Narrative:

(m) Direct Mail: used for postage for postcards and flyers mailed to areas that may qualify for food assistance. Harvesters budgeted to mail 92,867 pieces of mail at around \$.25 per mailer. Google SNAP: Harvesters contracted with Feeding America for \$9000.00 per qtr. This is the KS portion allocated based on applications expected in KS. Those applications are 27.3% of the total.

(t) Indirect cost is 10% or less.

Table 6: Budget Detail Table

Budget Detail Table for Project #: Catholic Charities of Southwest Kansas						
Expenses	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total Non- Federal	(e) Federal Funds	(f=d+e) Total Funds
(g) Personnel (Salary & Benefits)	\$24,000.00				\$24,000.00	\$ 48,000.00
Other Direct Costs/Fringe Benefits	\$7,110.00				\$7,110.00	\$14,220.00
(h) Copying/Printing/Materials						
(i) Internet/Telephone						
(j) Equipment and Other Capital Expenditures						
(k) Supplies and Non Capital Expenditures	\$883.69				\$883.69	\$1,767.38
(l) Building/Space	\$9,880.00				\$9,880.00	\$19,760.00
(m) Utilities						
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$10,763.69				\$10,763.69	\$21,527.38
Travel						
(o) Long Distance						
(p) Local	\$655.00				\$655.00	\$1,310.00
(q=o+p) Subtotal Travel	\$655.00				\$655.00	\$1,310.00
(r) Contractual						
(s=g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual	\$42,528.69				\$42,528.69	\$85,057.38
(t = indirect cost rate × s) Indirect Costs	\$4,253.00				\$4,253.00	\$8,506.00
(u=s+t) TOTAL	\$46,781.69				\$46,781.69	\$93,563.38

Narrative:

(k) Supplies calculated at \$147.28 a month, total of 1,767.38. This includes toner cost.

(i)(l)(m) Rent, Utilities, and communication costs allocated based on usage. Expenses used for a specific program will be charged directly to that program in each location. Rent is calculated at 30 percent of total. Utilities are calculated at 30 percent of total and Internet is calculated at 30 percent of total.

(p) Local mileage is calculated at 0.65/mile X 2,015 miles, totals \$1,310.00.

(t) Indirect Expenses will be calculated at 10% of the direct expenses.

Table 6: Budget Detail Table

Budget Detail Table for Project #3: Thrive						
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total Non- Federal	(e) Federal Funds	(f=d+e) Total Funds
(g) Personnel (Salary & Benefits)	\$39,458.10				\$39,458.10	\$78,916.20
Other Direct Costs/Fringe Benefits	\$5,801.51				\$5,801.51	\$11,603.02
(h) Copying/Printing/Materials						
(i) Internet/Telephone						
(j) Equipment & Other Capital Expenditures						
(k) Supplies and non-Capital expenditures	\$5,000.00				\$5,000.00	\$10,000.00
(l) Building /Space						
(m) Other						
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$5,000.00				\$5,000.00	\$10,000.00
Travel						
(o) Long Distance						
(p) Local						
(q=o+p) Subtotal Travel						
(r) Contractual - Training						
(s=g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual	\$50,259.61				\$50,259.61	\$100,519.22
(t = indirect cost rate × s) Indirect Costs	\$5000.00				\$5000.00	\$10,000.00
(u=s+t) TOTAL	\$55,259.61				\$55,259.61	110,519.22

Narrative:

(k) Cost of printing materials on SNAP education to distribute to individuals and partners. Approximately \$1/page x 7000 pages. Office supplies, toner, application printing, coping, & postage needed to conduct SNAP education. \$250/month x 12 months.

(t) Indirect cost: 10% of award for indirect costs associated with running the organization such as utilities, phone, internet, administration salaries and benefits, etc.

6. Budget Summary

Line Item Budget: Complete the line item budget table below to present an overall line item budget for the entire outreach plan. Summarize the information presented in the budget detail tables for each project to complete this table. The table rows and columns are labeled to help you calculate the budget. If you have no contracts, leave row “r” blank.

Multiple year plans: Provide a budget summary for each year of the plan and for the plan as a whole. Complete Section 7 each year.

Table 7: Line Item Budget Summary

Line Item Budget Summary for Project #:						
Expenses	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total Non-Federal	(e) Federal Funds	(f=d+e) Total Funds
(g) Personnel (Salary & Benefits)	\$83,349.08				\$83,349.08	\$166,698.16
Other Direct Costs	\$19,077.72				\$19,077.72	\$38,155.44
(h) Coping and Printing						
(i) Internet/Telephone						
(j) Equipment and Other Capital Expenditures						
(k) Supplies and Non Capital Expenditures	\$5,883.69				\$5,883.69	\$11,767.38
(l) Building/Space	\$9,880.00				\$9,880.00	\$19,760.00
Other						
(m) Other – Direct Mail	\$11,608.38				\$11,608.38	\$23,216.76
(m) Other _ Google SNAP	\$4,914.00				\$4914.00	\$9,828.00
(n=h+i+j+k+l+m) Subtotal Other Direct Costs	\$32,286.07				\$32,286.07	\$64,572.14
Travel						
(o) Long Distance						
(p) Local	\$655.00				\$655.00	\$1,310.00
(q=o+p) Subtotal Travel	\$655.00				\$655.00	\$1,310.00
(r) Contractual-Training						
(s=g+n+q+r) Total Personnel, Direct Costs, Travel, and Contractual	\$135,367.87				\$135,367.87	\$270,735.74
(t = indirect cost rate × s) Indirect Costs	\$13,510.96				\$13,510.96	\$27,021.92
(u=s+t) TOTAL	\$148,878.83				\$148,878.83	\$297,757.66

7. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
X	The State agency is accountable for the content of the State outreach plan and will provide oversight of any subrecipients.
X	The State agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
X	Outreach activities are targeted to those potentially eligible for benefits.
X	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
X	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
X	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and 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 regulations governing cost issues.
X	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
X	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

By signature on the cover page of this document, the State agency director (or Commissioner) and financial representative certify that the above assurances are met.

8. Attachments

- FNS-366A (Budget Projection)
- Indirect Cost Rate Agreement of State agency