

Letter of Agreement to Collaborate

This Letter of Agreement (LOA) is an agreement between the Mendocino County Department of Social Services and Community Health Services of Mendocino County Health and Human Services Agency.

I. Purpose & Scope

The purpose of this LOA is to clearly identify the roles and responsibilities of each party as they relate to providing nutrition education and obesity prevention services to eligible low-income families in Mendocino County. Interventions must be targeted to CalFresh participants or potentially eligible (<185% FPL). CalFresh is the new name for the Food Stamp Program in California. California's Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan is funded federally by the United States Department of Agriculture (USDA) and administered at the state level by the California Department of Social Services (CDSS) and the California Department of Public Health's (CDPH's) *Network for a Healthy California (Network)*.

The SNAP-Ed program is intended to provide nutrition education and obesity prevention to low-income households. To support this goal, the County Welfare Department and the local Health Department will conduct county- wide nutrition education interventions to eligible families as described in their respective Scopes of Work. Allowable services are outlined in the USDA SNAP-Ed Plan Guidance located at the following link:
<http://www.nal.usda.gov/fsn/Guidance/FY2012SNAP-EdGuidance.pdf>

Both the County Welfare Department and the local Health Department should ensure that program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) circulars governing cost issues.

The goals of the collaboration are as follows:

1. Provide an avenue for County Welfare Departments (CWDs) and Local Health Departments (LHDs) to partner together and coordinate efforts to implement community nutrition interventions and educate CalFresh participants on making healthier choices within their limited budget.
2. Increase nutrition education services in counties with a low percentage of CalFresh participants compared to persons eligible to receive CalFresh.
3. Establish successful and long-lasting partnerships between CWDs and LHDs to promote the Dietary Guidelines, increase fruit and vegetable consumption and increase physical activity among the CalFresh population.

II. Agency Description

County Welfare Department -

The mission of the Mendocino County Department of Social Services is to strengthen and empower individuals and families to maximize personal and financial self-sufficiency; to

deliver services in a respectful, effective and efficient manner; and to promote and maintain effective and productive relationships within the Department and with our communities, other agencies, voluntary organizations and the business sector.

Local Health Department –

In partnership with the community, Community Health Services will support and empower families and individuals to live healthy, safe, and sustainable lives in healthy environments, through advocacy, services and policy development.

The Prevention and Planning Unit (PAPU) of Community Health Services promotes community wellness and health equity by preventing problems before they occur, and partnering in innovative ways with communities, and other stakeholders, to create healthful places to live, learn, work and play by promoting local leadership through implementation of change strategies to increase physical activity and promote healthy nutrition.

III. Responsibilities: The County Welfare Department and the Local Health Department shall collaborate on the following activities during the duration of FFY 2012:

1. Convene and/or establish a County Nutrition Action Plan (C-NAP) group in the county to coordinate USDA food program interventions and efforts to increase food security in the target population of CalFresh recipients and/or those eligible to receive CalFresh.
2. Build on an existing County Nutrition Action plan and/or obesity plan.
3. Identify existing resources and assets of organizations in the county that promote the C-NAP.
4. Provide a strategic plan report on the upcoming direction of the counties coordination with CalFresh and other C-NAP partners for the FFY 2013 including the C-NAP with roles, commitments, and timelines for action.

The County Welfare Department and the Local Health Department assure compliance with policies described in the FFY 2012 SNAP-Ed Guidance, the SNAP-Ed Plan and the assurances below:


1. Contracts resulting from this collaboration are procured through competitive bid procedures governed by State procurement regulations.
2. Program activities meet reasonable and necessary criteria established by USDA and are to accomplish SNAP-Ed objectives and goals.
3. Collaborative activities do not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance or supplement them.

4. Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in accordance with OMB circulars A-122 and A-133 (for non-profits) or OMB circulars A-87 and A-133 (for State, Local, and Indian Tribal Governments) or OMB circulars A-21 (for Educational Institutions).
<http://www.whitehouse.gov/omb/circulars/>

IV. Funding

This LOA does not include the reimbursement of funds between the two parties.

V. Effective Date and Signature



Director, County Welfare Department

10/17/11

Date



Director, Local Health Department

10/17/11

Date