

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective October 1, 2005

Policy No. AC:33.0

Nutrition Education Expenditures

Purpose

To ensure that the expenses reimbursed for nutrition education (NE) are in accordance with Federal Guidelines and may be supported by documentation of participant attendance/non-attendance at NE classes and/or individual counseling sessions.

Authority

7 CFR Part 3016; OMB Circular A-87

Policy

Local agency (LA) NE expenditures shall be in accordance with the procedure outlined in this policy and supported by documentation.

Procedures

- I. Nutrition education expenditures must be reasonable and necessary for the provision of nutrition education in accordance with Policy AC: 01.0.
- II. NE expenditures shall equal or exceed 19% of the amount expended by the LA for cost of Nutrition Services and Administration (NSA).
- III Allowable NE expenditures include but are not limited to the following:
 - A. salaries and other costs of NE activities including:
 1. Preparation,
 2. Evaluation,
 3. Supervision,
 4. Training, and

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- 5. Monitoring of group nutrition education or individual counseling or conducting other nutrition education activities.
- B. salaries and other costs incurred in the development of the NE portion of the NE/BF Plan;
- C. costs associated with training and orientation of NE staff including, but not limited to:
 - 1. Prorated travel to local training sites,
 - 2. Professional meetings,
 - 3. Training sessions,
 - 4. Monthly meetings; and
 - 5. In-service training if applicable to NE.
- D. costs of translation of NE materials
- E. cost of printing or reproducing NE materials;
- F. coordinating local NE materials (inventory, ordering, distribution to clinics, etc.);
- G. purchasing and/or developing NE materials such as posters, pamphlet, handouts, books, newsletters, audiovisuals etc;
- H. purchase of food, cooking utensils, and teaching aids used to conduct food demonstrations;
- I. cost of staff teaching aids;
- J. costs of NE teaching aids when used in conjunction with nutrition education. These items shall be distributed to specific audiences for which the items were designed, including but not limited to:
 - 1. magnets with nutrition messages;
 - 2. calendars with nutrition messages;
 - 3. infant cups/spoons;
 - 4. oral health aids;
 - 5. recipe books;
 - 6. reading books with nutrition information or messages.
- K. prorated expenses for space rental, utilities, janitorial supplies/services, communications, facilities repairs/renovation, and storage facilities; and
- L. indirect and allocated costs associated/identified with NE activities.
- M. costs associated with NE sessions that promote or reinforce physical activity and that contain a joint nutrition message.

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- N. contracting with a certified health or fitness professional to consult on the development or modification of materials and resources, provide brief exercise demonstrations to participants, provide staff training on the health benefits of physical activity on how to promote physical activity and how to facilitate behavior change in participants;
 - O. inexpensive program incentive items that promote physical activity of participants such as water bottles, hand-sized bean bags and balls.
- IV. Costs, which are not allowable, include items of nominal value that have no NE message.