

Documenting Relationships with Agency Partners for SNAP-Ed/WNEP in FY10

February 2009

Step 1. Determine which Agency Partners are important to SNAP-Ed

Based on the demographics and the nutrition education needs in your county(s), determine which Agencies in your county(s) are those with whom WNEP will have a working/programming relationship during FY10.

Step 2. Verify that Participants at Agency Sites are SNAP-Ed-eligible

Verify that the persons who will participate in WNEP educational programming activities at a particular Agency are predominately (over 50% of learners) food stamp recipients or food stamp-eligible.

- a) If the Agency is a school, verify that over 50% of the students are eligible for free or reduced price school meals by using DPI data (<http://www.uwex.edu/ces/wnep/p4/index.html>) or data from the school administration.
- b) For other Agencies, ask an administrator at the Agency to complete and sign documentation for your files that verifies that over 50% of the learners to be reached are food stamp-eligible.

Step 3. Complete Forms A-10 and B-10

Form A-10: Complete a Form A-10, Plan for Programming Relationship between WNEP and Agency Partner for each Agency with whom WNEP will have a relationship.

For each Agreement (costshared and non-costshared) we will need to have actual or estimated information about the percentage of participants who are enrolled in FoodShare (receiving food stamps).

- Some Agency partners will be able to provide this information based on Agency records
- For schools, the percentage of participation in free school meals can be used as the percentage of FoodShare recipients
- If this information is not available from the Agency partner we will work with them during the year to come up with an acceptable estimate.

Form B-10: As you make plans for the type(s) of WNEP educational programming that will happen in cooperation with each Agency, complete a Form B-10, Educational Plan for WNEP Programming at Partner Agency for **each** educational program that will happen in collaboration with the Agency. This form includes a brief summary of the educational programming that will occur (type of learners/audience, nature of the programming, frequency of the programming, etc.)

Step 4. Enter Agency and Agreement information into WNEP database

Enter required information about each Agency and each Agreement into the WNEP database, when database is ready for FY10. (Before entering any information, be sure you have selected "FY10" on the first screen of the database.) From the main menu, select "Relationships with Agency Partners" and enter the information.

If you have Cost Share relationships with some of your Agency partners, continue with Steps 5 through 8, below.

Step 5. Complete Form C-10 for Agencies providing cost share

Form C-10: For each Agency with which WNEP will have a Cost Share relationship, complete a Form C-10, Agency Assurance & Pledge of Cost Share Resources in Support of WNEP Programming.

Step 6. Complete Form D-10 for each cost share Agreement

Form D-10: For each Educational Program Agreement that will have Cost Share associated with it, complete a Form D-10, Agreement for Agency Cost Share Contributions in Association with WNEP Programming. There are two versions of Form D-10: Teaching (includes meeting time and time with WNEP staff are not present) and Newsletters. Choose and complete the most appropriate form for each Agreement.

Step 7. Enter cost share donation totals into the WNEP database

Enter information about Agency Agreement Cost Share donation totals from each major category of cost share (from Form D-10) into the WNEP database.

Step 8. Enter cost share donation details into the WNEP database

When notified that the WNEP database is ready (Summer or Fall 2009), enter the details about Agency Agreement Cost Share donations (from Form D-10) into the WNEP database. All of these donation details must be entered during the first half of the first quarter of the year. **Deadline: November 15, 2009.**