



## Agriculture & Natural Resources University of California Cooperative Extension

### CalFresh Healthy Living, University of California

Section A

Phone \_\_\_\_\_ County \_\_\_\_\_  
Email \_\_\_\_\_

This form is valid from October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_

TO: \_\_\_\_\_

Re: Documentation Requirements from the U.S. Department of Agriculture SNAP-Ed

Section B

This material was produced by the CalFresh Healthy Living, University of California Program with funding from USDA SNAP, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious foods for better health. For CalFresh information, call 1-877-847-3663.

The CalFresh Healthy Living, University of California Program is funded through a joint agreement among the U.S. Department of Agriculture/Food and Nutrition Service (USDA/FNS), the California Department of Social Services (CDSS) CalFresh branch, and the University of California Cooperative Extension (UCCE), all of these agencies are equal opportunity providers and employers.

To provide nutrition education, your site must be serving a population where 50% or more of your clients meet one of the following guidelines:

- Have income at or below 185 percent of the Federal Poverty Guidelines;
- Parents or guardians of children at a school or childcare setting where 50% of the total population are receiving FRPM;
- CalFresh recipients OR Over 50% of the agency's clientele are eligible by income for CalFresh benefits (income of 130% of poverty or lower)

In order to provide nutrition education supporting eligibility documentation is used to determine the percentage of clients eligible at your site. Please fill in the required information below, then sign and date. A yearly update will be made to recalibrate our reporting to the USDA and confirm continued enrollment eligibility.

Section C

Name of Agency \_\_\_\_\_  
Agency Address \_\_\_\_\_  
Agency Phone \_\_\_\_\_ Email \_\_\_\_\_  
Clientele Served \_\_\_\_\_  
Total # of Clients \_\_\_\_\_ Number of clients at or below 185% FPL \_\_\_\_\_

% or # of Clients ≤ 185% of the FPL	% or # of Clients receiving SNAP/CalFresh	% or # of children who receive FRPM or CAFAP	% or # of Clients receiving Medi-Cal or SSI benefits	% or # of Clients receiving CalWorks/TANF services	% or # of Clients receiving public housing benefits

Sources of documentation: Please provide source and /or type of documentation maintained on site below, attach examples if possible:

Agency or site Representative Signature Title \_\_\_\_\_ Date \_\_\_\_\_

The person above may be contacted if questions arise regarding documentation. Thank you for providing this documentation so we can provide your clients with a comprehensive nutrition education program.

Section A	<p><b>UC CalFresh Staff to complete Sections A</b></p> <ol style="list-style-type: none"> <li>1 County Name</li> <li>2 Phone</li> <li>3 Email contact</li> <li>4 Verify the fiscal years are correct for period of verification</li> <li>6 Name of County contact person</li> </ol>
Section B	<p><b>Section B is informational for the agency to describe the CalFresh Healthy Living, University of California program. For more information Agencies may go to <a href="http://www.uccalfresh.org">www.uccalfresh.org</a></b></p>
Section C	<p><b>Agency to complete Section C</b></p> <ol style="list-style-type: none"> <li>1 Agency Name</li> <li>2 Agency Address</li> <li>3 Agency Phone and Contact Email address</li> <li>4 Describe the agency clients</li> <li>5 Provide total number of clients served at the location of this agency.</li> <li>6 Provide the total number of clients that meet the CalFresh Healthy Living, UC Eligibility requirements as described above</li> <li>7 Complete the table as appropriate for the clients served</li> <li>8 Provide the documentation that is maintained on site to verify this information or attach a <b>Blank</b> copy of forms.</li> <li>9 Sign and date the form and return to the CalFresh Healthy Living, UC representative.</li> </ol>