Program Delivery Sites Instructions
FY 2018 Request for Partners
Revised 1/18/17

Returning Partners

Returning partners must create their Program Delivery Sites Report, including addition of new sites for FY 2018, using the STARtracks reporting system. STARtracks users need Admin permission level to create the Program Delivery Sites Report. Training for use of FY 2018 Program Delivery Sites screens in STARtracks will be included in the online RFP Orientation screencast.

New Applicants

The TRACKS Management Entity (ME) will provide a Program Delivery Sites form in Excel format to new applicants. Each physical location should have one "Master Location" row and at least one "Audience" row. In Audience rows, click on the drop down menu and make a selection from the available options for: Track, Intervention Setting, and Waiver Type. Leave shaded fields blank. Add rows as needed.

Instructions

The Program Delivery Sites Report lists a partner's SNAP-Ed programming sites and the eligibility criteria (waiver type and eligibility detail) used to qualify audiences at those sites for SNAP-Ed programming. All proposed programming sites must be included on the Program Delivery Sites Report. While it is not necessary to obtain documentation of each participant's income level, justification of the proposed site as an acceptable SNAP-Ed location is required. Sites at which at least 50% of clients have income levels at or below 185% of the federal poverty guidelines may qualify for SNAP-Ed programming. This income criterion has been approved by FNS to allow for programming to reach SNAP recipients and others who may be eligible for SNAP. For example, if at least 50% of students in a school are enrolled for free or reduced price school lunch, (which represents income levels of 130% and 185% of the federal poverty level, respectively) the school may qualify for SNAP-Ed programming. If an emergency feeding site uses income-eligibility standards that are ≤185% poverty level, that site may qualify for SNAP-Ed programming.

Master Location: The following information must be included for each program delivery site.	
Location Name • Obtain the full and official name of the site. Avoid acronyms and abbreviations, if possible. • Be specific, e.g. list a school as "Hancock Elementary" rather than "Hancock"; list a church as "Good Shepherd Church" rather than "Good Shepherd".	**Street Address** • Street Address, City, Zip Code, and County where the site is located. • Be precise, e.g. your site may not map correctly if 750 N. Oakwood **Ave.** is entered instead of 750 N. Oakwood **St**. • Ensure Street Address indicates number and street where site is located and does not contain P.O. or R.D. boxes, unless it is a shelter for abuse victims.

Audience Eligibility: One or more audiences may be qualified for each master location entry.	
Track • Indicate the target audience track you will program to at each site, e.g. Adult/Senior, School-Age, or Preschool. • If you will program to more than one track, enter a separate audience for each track.	**Waiver Type** • Waiver Type is the type of qualifying data you have obtained to verify that the site is an eligible venue for SNAP-Ed programming. • Reference the table on page 2 for waiver type options.

Audience Eligibility: One or more audiences may be qualified for each master location entry.

Intervention Setting

- Intervention setting describes the environment/audience targeted for SNAP-Ed intervention.
- Intervention setting selection will complete "Domain" field (Eat, Learn, Live, Play, Shop, and Work). If selected "Other" Intervention Setting, manually enter domain.
- The tables below list the intervention setting options and categorize them by domains.

MOU Code

- The MOU code helps ME and DHS efficiently reconcile the *Program Delivery Sites* report with corresponding MOU.
- Be sure to select the MOU Code that matches the code on the corresponding MOU. If the code you need is missing from the drop-down list, log it on the *Manage MOU* page in STARtracks.
- County Assistance Offices and sites that are owned or operated by the applicant do not require an MOU. In these cases, select the MOU Codes *N/A-SNAP Site* or *N/A-Partner Site*, respectively.

Eligibility Detail

- Eligibility Detail refers to the percentage of the proposed audience that is qualified to receive SNAP-Ed using the type of waiver data indicated.
- For example, if using School Lunch data to qualify a school, you will need to obtain the specific percentage of students enrolled in the free/reduced price lunch program for that school (not the average enrollment for the school district).
- The following waiver types do not typically require percent detail information: Supplemental Nutrition Assistance Program offices/County Assistance Offices, food banks/pantries, and public housing sites managed by a local housing authority.

Domains	Intervention Settings
Eat	Restaurants, Senior Centers, Soup Kitchens, Summer Meals Sites
Learn	Afterschool Program Sites, Child Care Centers & Daycare Homes, Extension Offices, Family Resource Centers, Head Start Sites, Libraries, Preschools, Schools, Web-based, WIC Clinics
Live	Faith-based Centers, Health Care Sites, Individual Homes, Public Housing Sites, Residential Treatment Centers, Shelters & Temporary Housing Sites
Play	Community Centers, County Fairgrounds, Gardens – Community/School, Parks & Open Spaces, Recreation Centers
Shop	Farmers Markets, Food Pantries & Food Assistance Sites, Food Stores-Large (4+ registers), Food Stores-Small (3 registers or less)
Work	Adult Education & Job Training, SNAP Offices, Worksites-Low Wage Workers

Program Delivery Sites Instructions
FY 2018 Request for Partners
Revised 1/18/17

Intervention Setting Options	Waiver Type Options
Adult Education & Job Training	Adult/Family Literacy Program
Afterschool Program Site	CACFP Data (Child and Adult Care Food Program)
Child Care Centers & Daycare Homes	Census Data
Community Centers	County Assistance Office
County Fairgrounds	CSFP Data (Commodity Supplemental Food Program)
Extension Offices	
Faith-based Centers	FMNP Data (Farmers' Market Nutrition Program)
Family Resource Centers	Food Pantry
Farmers Markets	GLA Approved
Food Pantries & Food Assistance Sites	Head Start eligible
Food Stores – Large, 4+ registers	Income Data on file
Food Stores – Small, 3 registers or less	Proxy Programs Participation
Gardens – Community, School	Public Housing
Head Start Sites	School Lunch Data
Health Care Sites	School Lunch Data: Other
Individual Homes	SNAP Eligibility
Libraries	SNAP Redemption
Other	Summer Food Service Program
Parks & Open Spaces	WIC eligible
Preschools	Delivery Site Only
Public Housing Sites	
Recreation Centers	
Residential Treatment Centers	
Restaurants	
Schools	
Senior Centers	
Shelters & Temporary Housing Sites	
SNAP Offices	
Soup Kitchens	
Summer Meals Sites	
Web-based	
WIC Clinics	
Worksites – Low Wage Workers	