

FY 2021 RFP Program Delivery Sites Instructions Pennsylvania SNAP-Ed

Returning Partners

Returning partners must create their Program Delivery Sites Report, including addition of new sites for FY 2021, using the STARtracks reporting system. STARtracks users need Admin permission level to create the Program Delivery Sites Report. Training for use of FY 2021 Program Delivery Sites screens in STARtracks will be included in the online RFP video ([click here](#)).

New Applicants

The PA SNAP-Ed 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 Intervention Setting and Eligibility Data Type. Leave shaded fields blank. Add rows as needed.

Instructions

The Program Delivery Sites Report lists an applicant’s SNAP-Ed programming locations and the eligibility criteria used to qualify audiences at those locations for SNAP-Ed programming (eligibility data type and eligibility details). All proposed **locations** and **audiences** must be included on the Program Delivery Sites Report.

Include one audience for each intervention setting at a location, e.g. an elementary school location might have four audiences: School, Afterschool Program Site, USDA Summer Meals Site, and Food Pantry.

While it is not necessary to obtain documentation of each participant’s income level, justification of SNAP-Ed eligibility for each proposed audience is required. Audiences that have at least 50% of clients with 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 students and their parents may qualify for SNAP-Ed programming. If an emergency feeding site uses income-eligibility standards that are $\leq 185\%$ poverty level, the corresponding audience may qualify for SNAP-Ed programming.

Location: The following information must be included for each location.	
<p>Location Name</p> <ul style="list-style-type: none"> Obtain the full and official name of the location. Avoid acronyms and abbreviations. Be specific, e.g. list a school as “Hancock Elementary” rather than “Hancock”; list a church as “Good Shepherd Church” rather than “Good Shepherd”. 	<p>Street Address</p> <ul style="list-style-type: none"> Street Address, City, Zip Code, and County where the site is located. Be accurate and precise, e.g. 750 N. Oakwood Ave. versus 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.

Audiences: Include one audience for each intervention setting at a location.

FY 2021 RFP Program Delivery Sites Instructions Pennsylvania SNAP-Ed

Intervention Setting: Intervention setting describes the environment targeted for SNAP-Ed intervention. Intervention setting selection will complete “Domain” field (Eat, Learn, Live, Play, Shop, and Work). In the rare case that an applicant selects “Other” Intervention Setting, manually enter domain. Intervention Setting selection will also complete the “Intervention” field for the five setting-based statewide interventions (K-12 Schools, Early Childhood, Food Assistance, Food Retail, and Community). In the rare case that an applicant selects “Other” Intervention Setting, manually enter the appropriate intervention.

Domain	Intervention Setting
Eat	Restaurants, Senior Centers, Soup Kitchens, USDA Summer Meals Site
Learn	Afterschool Program Site, 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, Community Gardens, School Gardens, Parks & Open Spaces, Recreation Centers, Summer Program Site
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

Intervention	Intervention Setting
K-12 Schools	School, School Garden
Early Childhood	Child Care Center & Daycare Home, Head Start, Preschool
Food Assistance	Food Pantry or Food Assistance Site, Soup Kitchen, USDA Summer Meals Site
Food Retail	Farmers Market, Food Store-Large, Food Store-Small
Community	Adult Education & Job Training, Afterschool Program Site, Community Center, Community Garden, County Fairgrounds, Extension Office, Faith-based Center, Family Resource Center, Health Care Sites, Individual Home, Library, Park or Open Spaces, Public Housing, Recreation Center, Residential Treatment Center, Restaurant, Senior Center, Shelter or Temporary Housing, SNAP Office, Summer Program Site, Web-based, WIC Clinic, Worksite

Complete the following information for each audience (intervention setting).

Eligibility Data Type: Eligibility Data Type is the type of qualifying data you have obtained to verify that an audience is eligible for SNAP-Ed programming. Reference the table on page 3 for data type options. In addition, a resource listing common eligibility criteria by intervention setting is available in STARtracks and will be provided to new applicants with the Program Delivery Sites form.

Eligibility Details: Eligibility Details provides justification about how the selected eligibility data type qualifies the audience to receive SNAP-Ed. For example, if using School Lunch data to qualify a school, this field must provide 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 eligibility data types do not typically require justification in the eligibility details because the income verification

FY 2021 RFP Program Delivery Sites Instructions Pennsylvania SNAP-Ed

process meets SNAP-Ed criteria: County Assistance Office, CSFP, Food Pantry, Head Start eligible, Public Housing, and WIC eligible.

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. SNAP 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.

Intervention Setting Options	Eligibility Data 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
Community Gardens	CSFP Data (Commodity Supplemental Food Program)
County Fairgrounds	ERS Food Access Atlas
Extension Offices	FMNP Data (Farmers' Market Nutrition Program)
Faith-based Centers	FNS Area Eligibility
Family Resource Centers	Food Pantry
Farmers Markets	Food Store – Other
Food Pantries & Food Assistance Sites	GLA Approved
Food Stores – Large, 4+ registers	Head Start eligible
Food Stores – Small, 3 registers or less	Income Data on file
Head Start Sites	Proxy Programs Participation
Health Care Sites	Public Housing
Individual Homes	School Lunch Data
Libraries	School Lunch Data Other
Other	SNAP Eligibility
Parks & Open Spaces	Summer Food Service Program
Preschools	WIC eligible
Public Housing Sites	Delivery Site Only
Recreation Centers	
Residential Treatment Centers	
Restaurants	
Schools	
School Gardens	
Senior Centers	
Shelters & Temporary Housing Sites	
SNAP Offices	
Soup Kitchens	
Summer Program Site	
USDA Summer Meals Site	
Web-based	
WIC Clinics	
Worksites – Low Wage Workers	