



CalFresh Healthy Living, University of California

Program Directive No. 2019-04

Amendment to 2014-01

TO: All Counties – County Directors, Advisors, Program Managers, Program Supervisors, and Subcontractors

FROM: Kamaljeet K Khaira, Director, CalFresh Healthy Living, UC

DATE: June 21, 2019

SUBJECT: **Budget Adjustment Request (BAR) Automation**

Beginning May 1, 2019, the CalFresh Healthy Living, University of California (UC) State Office will require all CalFresh Healthy Living, UC county BAR submissions to be submitted through the BAR Automation Form located in the CDSS [CalFresh Healthy Living SharePoint site](#). This includes BARs that require an approval from the State Office, the California Department of Social Services (CDSS) and/or United States Department of Agriculture Food and Nutrition Service (USDA/FNS).

Subcontractors will be required to work with the State Office to submit any proposed BARs utilizing paper copies of the BAR Checklist, BAR Form, and budget.

The BAR process provides the local CalFresh Healthy Living, UC county program and the State Office with an opportunity to propose adjustments to an already approved budget. Line item adjustments need prior approval and they must be submitted using the BAR Submission Process outlined by CDSS in the [BAR Automation Instructions](#). The BAR Automation process also provides for an audit trail and justification for each change.

Budget Adjustment Request (BAR) vs. Mid-Year Amendment (MYA)

As a general rule, a BAR should be cost-neutral, where changes and line item shifts do not impact the total budget or overall funding. All changes to CalFresh Healthy Living, UC county budgets must be programmatically justified and enhance the activities and deliverables described in your Integrated Work Plan (IWP).

Proposed changes and line item shifts which result in a change in overall funding will require a Mid-Year Amendment (MYA) to be submitted by the State Office for review and approval by USDA/FNS. Proposed MYA changes must be discussed and approved in advance with the State Office.

As a reminder, all CalFresh Healthy Living, UC (SNAP-Ed) expenditures must follow your approved budget. It is important that you do not purchase items and theft-sensitive equipment that were not specifically listed in your budget justifications as these can be denied and the costs will then need to be transferred to another funding source. CalFresh Healthy Living, UC county programs and subcontractors are expected to contact the State Office prior to making purchases of items that are not specifically identified or approved in your budget. Examples include, but are not limited to:

- Theft-sensitive equipment such as computers, laptops, tablets, docking stations, and printers
- Equipment such as shelves, transport carts, cooking and demonstration equipment that is considered non-economical (commercial grade)
- Education displays from commercial vendors (denied because of inappropriate messaging)



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- Refrigerators, dishwashers and other kitchen appliances
 - Smoothie bikes
 - Nutrition education reinforcement items that do not meet criteria or items that are not currently approved for use by the State Office or CDSS (refer to [Program Directive 2019-02](#))

BAR Submission Deadlines

The BAR submission deadlines are determined by CDSS and will be shared with CalFresh Healthy Living, UC county programs and subcontractors once available. BARs requiring CDSS and/or USDA/FNS approval must be submitted through the BAR Automation to the CalFresh Healthy Living, UC State Office in advance of the CDSS deadline to be considered for approval:

BARs can also be submitted on an “Immediate Need” basis if the proposed request shows an immediate impact to services and/or program. Processing of an Immediate Need BAR is determined on a case by case basis by CDSS.

Resources

The following information and resources regarding the new BAR Automation Process and Form can be found on the [“Resources” tab](#) of the CDSS CalFresh Healthy Living SharePoint site:

- [BAR Automation Training PowerPoint](#)
- [BAR Automation Form Instructions](#)
- [BAR Automation Q&A Session](#)
- [BAR Automation Training \(Live Demo\)](#)
- [FFY 2019 BAR Submission Approval Levels](#)

If you have any questions, please contact the CalFresh Healthy Living UC, State Office at 530-754-7794 or connect with your State Office contact person.

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