



## Food Hero Food Purchasing Policy SNAP-Ed and EFNEP



**Last Update:** April 7, 2015

Food purchases must be appropriate and justified based on current SNAP-Ed/EFNEP guidance and current USDA Dietary Guidelines. Food purchases are for recipe tastes, food samples (generally a single food/product such as fruit or vegetable pieces) and/or demonstrations only.

Recipes may be from [www.foodhero.org](http://www.foodhero.org) and/or recipes included in state-supported curricula that meet our state recipe criteria. When using recipes from a curriculum, the ingredients must meet our purchasing guidelines below. Recipes from other sources (including SNAP-Ed Connection, Fruit & Veggies More Matters, and other websites or sources) must be submitted to the state team for review and approval before use.\*\* If there is a need for a recipe that uses a specific food (such as for food pantry demonstrations), contact the state team. Units should not do recipe development.

\*\*Use of Eating Smart Being Active (ESBA) recipes is allowable with EFNEP funds since the cookbook is a reinforcement for participants. EFNEP staff are expected to follow the cookbook recommendation to use low-fat and low-sugar ingredients in recipes.

Food purchased through **SNAP-Ed funds** can provide food samples or tastes. This is generally considered one or two bites or 1 to 2 tablespoons. These funds **cannot**:

- Provide regular or ongoing snacks (this includes beverages).
- Provide meal-sized portions or a complete meal.

Food purchased through **EFNEP funds** provides opportunities for youth and adult participants to gain food preparation skills and explore low-cost, healthy food/meal options. Standard practice, using approved curricula, is to prepare 1 recipe per class of 12-15 participants and to adjust for larger groups. Taste comparisons using substitute ingredients in a recipe are allowable (i.e., comparing canned vs. in-season fresh fruits and vegetables in a recipe). Food may also be purchased for food tastes at EFNEP recruiting events. The goal is to allow participants to taste a small sample of a recipe or food to encourage acceptance and inclusion in family meals, including supplemental foods available through other sources (i.e. WIC, food pantries). As with SNAP-Ed funds, EFNEP funds cannot:

- Provide regular or ongoing snacks (this includes beverages).
- Provide meal-sized portions or a complete meal.

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### Stand-alone foods and recipe ingredients:

Stand-alone foods are foods that might be purchased and served “as is” or with minimal basic preparation without incorporating them into a recipe (e.g., cooking and sampling two different types of winter squash). These are appropriate purchases for some types of programming. However, some stand-alone foods are not a reasonable cost to the program and may not demonstrate the best choice participants could make. (See list following.) Although these foods (in moderation) can fit into a healthy diet, SNAP-Ed funds may not be used to purchase these items, except when used strictly for label reading purposes.\*\* Purchase of food items on the list below (for label reading) must be **approved prior to purchase** by Bridget Washburn or Debi Renfro. Packages purchased for label reading need to be saved and re-used for subsequent label reading activities. In keeping with the funder’s guidance, the brand name should either be covered or cut away on packages used for label reading.

\*\*For EFNEP, food items may be purchased for label reading activities related to reducing sodium, sugar and fat in the diet. Food packages need to be saved and reused, as with SNAP-Ed guidelines. The brand name does not need to be covered or cut away. Many labels are already available through ESBA that can be used with both adult and youth audiences. Managing faculty should work with EPAs to assess whether or not additional labels are necessary and must give prior approval to these purchases. Managing faculty must approve additional purchases. The receipts for these items should be marked as purchased for label reading.

When purchasing foods to be sampled by participants either as stand-alone foods or in recipes, it is important to model the principles of the current Dietary Guidelines. Although we do not tell participants not to purchase chocolate chips (or other foods on the list), our recipes demonstrate alternatives that are more nutrient dense.

Here is a list of food items that may trigger questions in an annual audit. This may not be a comprehensive list, but can be used as a gauge for considering other similar food item purchases. If in doubt, contact the state office prior to purchase.

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### Purchase of the following bulleted food items will not be reimbursed without prior approval:

- Snack chips (potato chips, corn chips, tortilla chips, etc.) other than those that are whole grain and baked (i.e. baked corn tortilla chips); please add a note to receipts indicating baked whole grain chips.
- Candy
- Products using cocoa or chocolate as an ingredient (e.g., chocolate chips, in dry cereals, drinks). Please check with state team prior to purchasing cocoa as a recipe ingredient.
- Snack crackers (other than those labeled as low-fat and whole grain)
- Snack bars, energy bars or cereal bars
- Cookies
- Soda
- Juice drinks with added sugars (e.g. fruit punch, lemonade)
- Flavored milk
- Prepared pudding or gelatin snack cups
- Ice cream or frozen yogurt
- Pancake syrup including “berry” types
- Prepared dips
- Ready-to-eat cereals with more than 6 grams of sugars per 1 ounce (28 grams) cereal

### Receipts/invoices:

- Please use the Grocery Receipt Form to submit receipts/invoices for reimbursement/payment. Do not describe foods as “snacks”. The small investment of time you make to properly submit receipts now will save time later if our funder asks questions. It is difficult to go back and justify expenditures especially when employees leave or program efforts change. Your short descriptions will help us at the state level better represent your program should any questions arise in a future program audit.
- Food receipts must be clearly labeled as EFNEP or SNAP-Ed.

### Purchase of personal food items:

- Personal food items **must not** appear on receipts submitted for reimbursement.
- According to OSU regulations, “use of program Purchasing Cards (VISA) for personal charges can result in sanctions, up to and including termination.”

This material was funded by USDA's Supplemental Nutrition Assistance Program (SNAP). SNAP provides nutrition assistance to people with low income. SNAP can help you buy nutritious foods for a better diet. To find out more, contact Oregon SafeNet at 211. USDA is an equal opportunity provider and employer. ©2015 Oregon State University Extension Service offers educational programs, activities, and materials without discrimination based on age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status. Oregon State University Extension Service is an Equal Opportunity Employer.

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### Policy on disallowed purchases:

Disallowed purchases must be covered by County Extension funds.

### Demonstration of good use of limited funds in recipe preparation is required.

In SNAP-Ed and EFNEP, we must balance both cost and health. The overall goal of our programming must be to help participants eat healthy foods on a limited budget. When preparing recipes for participants to sample, it is important to demonstrate good use of limited funds.

- In the case of nuts, seeds, or dried fruit to be used in baked goods, salads, or trail mix, select the lowest cost and most easily available choices. More expensive options are allowable if necessary to address food avoidances. (Note this on the receipt.)
- Choose vegetable oil based on lowest cost. 2010 Dietary Guidelines support the use of oil, but do not recommend a specific type of oil.
- Use organic produce only when the cost is equivalent or less than non-organic produce. (Note this on the receipt.)
- If a recipe calls for fresh produce that is out of season, make appropriate canned or frozen substitutions or consider an alternative recipe.
- Choose whole grain products (pita bread, tortillas, cereals, etc.) when you can.
- Be aware of added sugar and sodium levels. Consider mixing equal parts plain and fruited yogurts to reduce added sugars. Choose ready-to-eat cereals with no more than 6 grams of sugars per 1 ounce (28 grams) cereal.

When in doubt about any food purchase, please consult with the state team **before** you make the purchase.

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### SNAP-Ed Budget Guidelines for Food Purchases – Food Costs:

- **Series of sessions:**
  - **Food tasting:** (includes most in-classroom sessions for youth) \$10 per session for up to 30 participants; if over 30 participants add 33 cents per participant. Number of sessions should be the number in which you reasonably expect to serve a food tasting. This must not be more than the total number of sessions in the Education plan.
  - **Cooking Skills:** (youth or adult; participants are fully involved in learning the skills to prepare multiple recipes) \$12 per session for up to 30 participants; if over 30 participants add 40 cents per participant
- **Public event with food tasting:** (School Family Nights, Health Fairs, Farmer’s Markets, etc.)\$25 per event for up to 100, \$50 per event up to 200; if over 200 participants add 25 cents per participant; obtain as accurate an estimate of expected attendance as possible; maximum estimate of 1.5 times school enrollment for a whole school event. Terminology will likely be changing; public events will be called Food Hero Community Events.
- **Food Bank /pantry tastings:** \$25 per event up to 100; if over 100 participants add 25 cents per participant.

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