

DES Coordinated Hunger Relief Program – Policy Memo

Policy Memo # PM 15-03 – Staff Wages and Benefits Allowable Cost Policy

Program: Supplemental Nutrition Assistance Program (SNAP) Community Partnership

Effective Date: 10/01/2014

Issue Date: 10/01/14

Revised Date: 12/11/2014

This Policy Memo is being issued to inform SNAP Community Partners of allowable cost for salaries and benefits of personnel that directly support planning and implementation of the activities in the State SNAP Outreach Plan. All costs must be allowable, reasonable, and necessary.

A. Reasonable Costs are those that:

- Provide a program benefit generally commensurate with the amount incurred;
- Are in proportion with other program costs for the function; and
- Have a high priority relative to other demands.

B. Necessary Costs are those that:

- Are needed to carry out essential functions;
- Cannot be avoided without adverse impact on program operations; and
- Do not duplicate existing efforts.

C. Allowable Activities:

- Salaries and benefits for personnel that directly support planning and implementation of the activities outlined in the State SNAP Outreach and Information Plan.
- Organizations should refer to their individual scope of work for allowable activities.
- See USDA SNAP Outreach Plan Guidance for further clarification of allowable activities.

D. Staff Wages and Benefits:

- Staff wages and benefits are set on a reasonable hourly basis in line with the duties being performed for the outreach plan, or the Federal minimum hourly wages established by the United States Department of Labor.
- Their benefits and wages and percentage must relate directly to the outreach task they perform.
- Staff time claimed for outreach cannot be used as a reimbursement item for any other Federal grant.

E. Multiple Fund Sources and Multiple Program Objectives:

- Personnel staffing budgets must be based on the percent of time allocated to SNAP activities.
- Organizations whose primary purpose is to support their community with food security are more likely to have positions where 100% of personnel cost would support SNAP outreach and applications assistance.
- Organizations whose primary purpose is healthcare related require additional justification for positions allocating more than 50 percent of their time will be spent on conducting SNAP outreach and application assistance.

Request for exception to Policy Memo #PM 15-03 – Staff Wages and Benefits Allowable Cost Policy:

1. Explain the reason for your request (justification). The explanation must be clearly stated and provide sufficient information with which to fully evaluate the request.
2. Include each job description for staff whom you are requesting an increase in cost allocation.
 - a. Costs must be reasonable, necessary and allowable.¹
3. Provide documentation that should include historical data;
 - a. A time and activity tracker or time study of activities documenting percentage of time staff is engaged in SNAP related tasks.
 - At a minimum one month of data, showing the percentage of time related to the duties outlined in the job description and scope of work and or;
 - Data showing the percentage of applications that your organization assisted in which the customer applied for SNAP.

Submit the Request for Exception to the Arizona Community Action Association for approval.

If the exception is approved then submit a revised:

1. Budget Narrative
2. Staffing Budget
3. Line Item Budget

Please forward any questions or concerns regarding this Policy update to:

Coordinated Hunger Relief Program

Email address: (CoordinatedHungerReliefProgram@azdes.gov)

¹ (See definitions A,B,C in # PM 15-03)