**Exhibit A**

**Scope of Services**

**FY 20/23**

The following Scope of Services outlines the services required by the CalFresh Healthy Living (formerly known as SNAP-Ed) Program to be provided by the “Contractor” Registered Dietitian (RD) affiliated with Center for Healthy Communities (CHC) at California State University, Chico. The work shall be performed under the general direction of the Siskiyou County Health & Human Services/Public Health Division/CalFresh Healthy Living Program Coordinator and completed to the County’s satisfaction. The RD and Administrative Support hours will be billed at an hourly rate not to exceed $22,316 salary and benefits per attached budget. Indirect costs will be billed for all allowed expenses at 18.5%. These amounts were submitted in the County SNAP-Ed/CalFresh Healthy Living subcontract budget as attached. Contractor will provide back-up invoice documentation to the County within 20 days after the end of each quarter.

The contractor will work with the county to assist in accomplishing Siskiyou County’s integrated work plan objectives, along with additional requirements.

Siskiyou County CalFresh Healthy Living/SNAP-Ed Objectives for 2023:

1. By September 30, 2023, **400** number of unduplicated SNAP-Ed/CalFresh Healthy Living eligible residents will receive individual direct educational strategies to promote healthy eating, food resource management, and/or physical activity.
2. By September 30, 2023, will work with and/or support **10** Partners and **1** Coalition in support of increased healthy eating and physical activity behavior and access.
3. By September 30, 2023, will work in **34** sites to engage the SNAP-Ed/CalFresh Healthy Living Community in program planning and implementation, and **1** site will adopt sustainability measures to ensure changes to support healthy eating and physical activity are continued.

Contractor’s primary duties will include:

* Virtual and in person direct education using evidence based CalFresh Healthy Living/SNAP-Ed approved nutrition education
* School Wellness Policy System and Environmental (PSE) Efforts and indirect activities
* Siskiyou Community Nutrition Action Committee (CNAC) Co-Facilitator

Direct Activities (DE) May Include:

Provide evidence-based nutrition education and physical activity (PA) promotion directly or through train the trainer model for teachers, and staff at early childhood education sites, resource centers, school and approved community based settings.

Indirect Activities May Include:

Indirect education efforts will be used to promote, support and reinforce messages consistent with DE and other activities that promote healthy eating and food choices, increased water consumption, gardening and PA.

School Wellness PSE Activities May Include:

Perform Assessments:

* PRE: Assess readiness, environment and/or written policy to identify strengths and gaps using SLAQ.
* Additional assessment can include conducting an examination of the environment and inform site of policy development, identify school/district priorities, and identify opportunities for SNAP-Ed programming. These may include identifying PSE changes and training needs by targeting audience
* POST: Monitor and assess environment in relation to site specific policy implementation and/or assess environment

Establish, cultivate, and maintain relationships with preschools, schools, nutrition services, school nurses, office of education, first five, resources centers, early childhood centers, public health departments, law enforcement, professional or community partners/coalitions to advance the development and implementation of an action plan based on the needs assessments.

Identify and engage local influencers such as teachers, students, parents, administrators, school nutrition services, First 5 Commissioners, ECE directors, SNAP-Ed population and community members. Present assessment results and/or educate on the benefits and impact of wellness polices, access to fresh, clean drinking water, gardening opportunities, stencils and/or additional PA opportunities.

Leverage relationships with influencers to generate support for updating existing, establishing new school wellness policies and/or implementing PA opportunities.

Engage community members in assessment and/or present assessment results if applicable. Gather parent, student and community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards, wellness policies, gardening, PA opportunities, stencils, and/or access to water.

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, and others. Engage partners with common goals to leverage relationships, support and funding opportunities.

Attend local school wellness policy meetings, organizational advisory meetings and/or planning work groups to assist with policy development and implementation planning. Assist in developing a monitoring the action plan once implemented.

Provide training and technical assistance to staff and key stakeholders to support nutrition standards, access to healthy water, gardening, stencils, and increase PA opportunities. Support environmental changes to improve selection and consumption of healthy foods and beverages and access to PA opportunities.

Siskiyou Community Nutrition Action Committee (CNAC) Co-Facilitator duties may include:

Assisting the CalFresh Healthy Living Program Coordinator with:

* Creating CNAC agendas
* Facilitation CNAC meetings in person and/or virtually
* Establish and maintain strong partnerships with CNAC partners and other organizations focusing on nutrition, health and food insecurity.