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## **I. POLICY SUMMARY**

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The Expanded Food and Nutrition Education Program (EFNEP) is funded out of restricted Smith-Lever 3(d) appropriations. EFNEP budget management provides for the operation of the University of California Adult EFNEP and Youth EFNEP programs on a statewide basis, allocating resources annually to meet the highest priority needs in the state as a whole.

Administrative responsibilities for county program operations for California EFNEP are described in a Memorandum of Understanding between the Vice President, DANR, and Regional Directors as first signed on April 1, 1992.

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## **II. DEFINITIONS**

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## **III. POLICY TEXT**

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### **A. Location Of The Program**

EFNEP program locations are determined on a biennial basis by the Vice President, DANR, based on recommendations from an administrative group composed of the Assistant Director--ANR Programs, and the four Regional Directors. This group works with the EFNEP Advisory Committees and takes into account such factors as poverty demographics and program effectiveness. Program units with the highest rankings on family and youth poverty demographics, together with the capacities to manage effective, cost-efficient programs are given priority. Other factors considered include: availability of academic staff to initiate and supervise the program; ability to staff a program to ensure measurable impact; and possibility of cross-county or sub-regional cooperation in use of staff or extension of program services.

### **B. Operating Budget**

#### **1. Annual Appropriation**

California Cooperative Extension receives an annual appropriation of Smith-Lever 3(d) funds from the United States Department of Agriculture for the operation of Adult and Youth EFNEP. Guidelines issued by USDA on August 3, 1976, as modified in 1983, require that a minimum of 60 percent of the total statewide annual appropriation be used for paraprofessional personnel and their support costs. California allocates 80 percent of the federal appropriation to programs for families with young children (Adult EFNEP) and 20 percent to youth programs (Youth EFNEP).

Each of the two programs is treated as a separate Statewide Special Program, under the jurisdiction of the Associate Vice President--Programs and the Assistant Director--Programs. To meet the highest priority needs in the state as a

whole and to maximize the utilization of the limited resources, annual program budget decisions are made on a statewide basis.

## 2. Annual Workplan and Budget Process

Each Regional Director, in consultation with County Directors and EFNEP Program Managers, is responsible for submitting annual county workplans and budget proposals for counties within his/her region to the Assistant Director--ANR Programs for approval. The EFNEP State Office Supervisor is responsible for preparing Adult and Youth EFNEP statewide budget plans for each fiscal year for submission to the Assistant Director--ANR Programs from the information provided by the Regional Directors.

If, due to budget decreases or the impact of salary or price increases, there are insufficient funds to continue programs in the agreed-upon counties, the Assistant Director--ANR Programs, in consultation with the Regional Directors, will recommend a budget, adjusted in accordance with the provisions of section III below. As part of the annual workplan/budget process of the Division, final approval and allocation of the budget will be made by the Vice President.

## C. Funding Decreases

Should there be inadequate federal appropriations to cover approved workplans and budgets, the Assistant Director--ANR Programs and the Regional Directors will recommend adjustments to the Vice President considering the following options:

1. Use of statewide funds in the Prior Balances Provision or Contingency Reserve accounts from total Adult or Youth EFNEP operations;
2. Reallocation of uncommitted funds from the state office or from other counties; or
3. Reduction or elimination of specific county programs and layoff of staff when it has been determined to be in the best interest of total statewide Adult or Youth EFNEP.

## D. Fiscal Year Closing

While the federal appropriation is on an October 1 - September 30 fiscal year, the University is on a July 1 - June 30 fiscal year. To facilitate management of the program, California EFNEP will operate on the University fiscal year, July 1 - June 30.

Budget allocations for the fiscal year are intended to be used by each county during the year. At June 30, any uncommitted balances will lapse into the statewide Prior Balances Provision.

## E. Statewide Provision For Allocations Account

A statewide Provision for Allocations Account exists for each program. Each provision account has three distinct sub-accounts in which funds are maintained.

These sub-accounts are the Unallocated Provision for current operating funds, the Prior Balances Provision for flexibility in the management of funds, and the Contingency Reserve for use as necessary in emergencies.

1. Unallocated Provision

The Unallocated Provision holds the current year annual appropriation until funds are allocated to program accounts.

2. Unexpended Balances Provision

EFNEP program managers are expected to annually expend their allotted program budget. The Prior Balances Provision has been established, however, for the placement of year-end uncommitted balances from county and state operations. Funds in this provision are available as needed for allocation in the annual workplan/budget process and are expended during the following 1-2 year period.

3. Contingency Reserve

A Contingency Reserve Account has been established for each program in the event the annual appropriation is eliminated or drastically reduced. The maximum amount to be retained is equal to 5 percent of an annual federal appropriation for Adult and Youth EFNEP.

**F. Personnel Management**

1. Non-Academic Staff Vacancies

When a vacancy occurs during the year, a replacement may be hired on a casual basis for the balance of the fiscal year upon approval of the appropriate Regional Director. Should there be extenuating circumstances to require replacement on a career basis, approval of the Assistant Director--ANR Programs, is required.

2. Career Appointments of Non-Academic Staff

When approved by the Assistant Director--ANR Programs, career appointments may be made on a full-year or partial-year appointment basis, at 50% time or more, depending on the needs and structure of the program (refer to Staff Personnel Policy [SPP] 215, Partial-year Career Positions, for further information on the structure of these appointments). All career appointments will be made for a minimum of 50% time.

All Personnel Action Forms (PAFs) for career appointments should clearly show that the program is funded out of restricted federal appropriations that are subject to annual Presidential and Congressional budget action. Continued employment will be subject to continuation of adequate federal funding and a continuing programmatic need for staff with the same abilities, skills, and familiarity with communities to be served.

### 3. Layoffs

Should it be determined that program reductions must be made, the Assistant Director--ANR Programs, in consultation with County and Regional Directors, Director of Personnel Services, and Director of Affirmative Action, will determine where the layoffs will be made, taking into consideration total statewide program factors as well as the affirmative action commitment of the Division. Any layoff will follow the provisions of SPP 760. For these purposes, each county is defined as a "department" and layoff will be based upon seniority within the county. Individual performance is not a criterion factor in layoffs. Unsatisfactory performance should be handled under the provisions of SPP 740.

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## **IV. COMPLIANCE / RESPONSIBILITIES**

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## **V. PROCEDURES**

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## **VI. RELATED INFORMATION**

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## **VII. FREQUENTLY ASKED QUESTIONS**

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## **VIII. REVISION HISTORY**

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**November 2017:**

Format updated.