Webinar logistics

We’re recording
The webinar is being recorded and will be posted on our website

Got Questions?
Type them in the question pane on your control panel
Welcome to FFY 2019!

Overview of CAFB’s role

Contract

Calendar

Q&A
CAFB Staff

Emma Gagliardi – emma@cafoodbanks.org, 510-350-9912
Josh Hoobler – josh@cafoodbanks.org, 510-350-9918
Paul Maas – paul@cafoodbanks.org, 510-350-9914
Edith Martinez – edith@cafoodbanks.org, 510-350-9921
Stephanie Nishio – stephanie@cafoodbanks.org, 510-350-9905
CAFB’s role

**FISCAL**
- Monitor Time/Effort Spent on SOW Activities
  - Quarterly time studies/logs
- Initiate the quarterly invoicing process each quarter
- Work with to ensure that all invoiced costs have been budgeted and are allowable
- Equipment loans

**PROGRAM**
- Provide technical assistance and training
- Spread promising practices
- Mentorship project
- Peer to Peer meeting (February/March)
- Residential training (August/September)
- Partner with state to provide outreach perspective
- Site visits
Contract

Contract is delayed
- CDSS will backdate to October 1

Fiscal
- Shifting of agency load between Paul and Josh
- Changes to the invoicing guide format are under consideration

Program
- New program deliverables
- Track HHs with people who are 60+, working, include minors, veteran/military members, college students, and/or have language access barriers
- SSI cash out, ABAWD re-implementation
# Calendar

## Calfresh Outreach & Access

**FY 2019 Calendar**

### SEPTEMBER

**FY 2018 ends September 30, 2018**

1. **MCOs, Final Reports, Invoices for FY 2018 Due**
2. **Time Study Month**
   - Signed MOUs due — TBD
   - Final Report Due by October 10
   - FY 2018 & 2019 Quarter Share Documentation & Federal Share Invoices due October 12
   - Attend new subcontractor orientation (if applicable)
   - Staff will receive Time Study Forms to track time spent on approved activities

### NOVEMBER

**Paperwork Due to CAFB**

- Signed and completed October Time Studies due November 9

### DECEMBER

**1st Quarter Ends December 31, 2018**

- **Documents Due to CAFB**
  1. 1st Quarter Share Documentation and Federal Share Invoices due January 14
  2. Program Report due January 15
  3. Civil Rights training by January 31
  4. Confidentiality form due by January 31

### FEBRUARY

- **Calfresh Peer to Peer Meeting and Calfresh Forum**
  - CAFB Peer to Peer Meeting (Sacramento) — date TBD
  - California Food Policy Advocates' Calfresh Forum (Sacramento) — date TBD

### MARCH

- **2nd Quarter Ends March 31, 2019; Time Study Month**
  - Staff will receive Time Study Forms to track time spent on approved activities

### APRIL

- **Documents Due to CAFB**
  1. Mid-year Report due April 15
  2. 2nd Quarter Share Documentation and Federal Share Invoices due April 29
  3. Signed and completed Time Studies due by April 5

### MAY

- **Time Study Month**
  - Staff will receive Time Study Forms to track time spent on approved activities

### JUNE

- **3rd Quarter Ends June 30, 2019; Paperwork Due to CAFB**
  - Signed and completed Time Studies due by June 1

### JULY

- **Documents Due to CAFB**
  - Program Report due July 15

### AUGUST

- **3rd Quarter State Share Documentation & Federal Share Invoices due July 30**

- **Time Study Month**
  - Staff will receive Time Study Forms to track time spent on approved activities

### SEPTEMBER

- **4th Quarter Ends September 30, 2019; Paperwork Due to CAFB**
  - Signed and completed Time Studies due by September 6

### OCTOBER

- **FY 2020 Begin**
  - CAFB Peer to Peer Report due October 10
  - 4th Quarter State Share Documentation & Federal Share Invoices due October 15
  - Staff will receive Time Study Forms to track time spent on approved activities

---

*Site Visits & Desk Reviews:* Site visits and desk reviews will be conducted for all new contractors and some of the existing contractors. Those dates will be scheduled individually with each subcontractor.
Q&A
CAFB Staff

Emma Gagliardi – emma@cafoodbanks.org, 510-350-9912
Josh Hoobler – josh@cafoodbanks.org, 510-350-9918
Paul Maas – paul@cafoodbanks.org, 510-350-9914
Edith Martinez – edith@cafoodbanks.org, 510-350-9921
Stephanie Nishio – stephanie@cafoodbanks.org, 510-350-9905