

II. General Administration

1. Number of SFMNP participants in FY 2009: 12,870
2. Estimated number of SFMNP participants in FY 2010: 11,043
3. Proposed months of Program operation: March through November
4. Proposed months of SFMNP coupon issuance: May through August
5. Proposed months of SFMNP benefit usage by participants: June through November 15
6. Proposed months of SFMNP benefit redemption (submission for payment) by farmers, markets, roadside stands and/or CSAs: July through November 30

7. **Staffing**

List all SFMNP staff positions below, including both full and part-time positions. Attach job descriptions for each position. An organizational flow chart identifying levels of responsibility can be provided with this list. Section 249.4(a) (4) of the Federal SFMNP regulations requires a detailed budget in the State Plan, including a description of the Federal and non-Federal funds that will be used to operate the program. Although use of non-Federal funds is not required, describing the use of any such funds is helpful for the State agency and FNS to understand the administrative capabilities of the State agency; the use of non-Federal funds will not result in the reduction of the Federal grant.

Paid through Federal SFMNP Administrative funds

| <u>Position</u> | <u>Full Time</u> | <u>Part Time</u> |
|-------------------------------|--------------------------|-------------------------------------|
| Program Coordinator | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Financial Manager | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Attachment B Job Descriptions | | |

Paid through Non-Federal SFMNP funds/sources (specify)

| <u>Position</u> | | |
|------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

8. Indicate in the space provided the **State agency** that will be responsible for performing (or overseeing the local agency or other entity/organization that will perform) each function listed below (State Department of Agriculture, State Department of Health, State Agency on Aging, etc.):

VDA Lead State agency

AAA Certify recipients for the SFMNP

VDA Authorize and train local agencies/clinics

AAA Issue SFMNP coupons to participants

VDA Issue SFMNP coupons to local agencies/clinics

N/A Negotiate contracts with CSA farmers

N/A Negotiate contracts for bulk purchases

AAA Provide nutrition education for the SFMNP

VDA, AAA Reconcile SFMNP coupons

VDA Conduct SFMNP reviews of local agencies/clinics

VDACS Authorize farmers/farmers' markets/roadside stands/CSA programs

VDACS Train farmers/farmers' markets/roadside stands/CSA programs

VDA, VDACS Monitor farmers/farmers' markets/roadside stands/CSA programs

If the SFMNP State agency and the partnering State agency(ies) are different, include as an attachment a copy of each signed agreement between the agencies delineating the functions to be performed as indicated above. The written agreement(s) should delineate the responsibilities of each agency, itemize specific work activities, and identify the responsible designated representative of each agency.

9. Will any other State or local government agency(ies), non-profit or for-profit organizations, or the Extension Service provide services for the SFMNP State agency?

Yes No

If yes, list the State or local government agency(ies) and/or other organizations. Include a copy of the signed agreement(s) between the SFMNP State agency and other agencies and/or the non-profit or for-profit organizations delineating the services to be performed.

The following are Area Agencies on Aging (AAAs)

Appalachian Agency for Senior Citizens PSA 2
216 College Ridge Rd, Wardell Industrial Park
P.O. Box 765
Cedar Bluff, VA 24609-0765

Southwest Virginia PSA 3
District Three Senior Services
4453 Lee Highway
Marion, VA 24354 4269

Valley Program for Aging Services PSA 6
325 Pine Avenue
P.O. Box 817
Waynesboro, VA 22980 0603

Northern Virginia PSA 8B
Arlington Agency on Aging
c/o Department of Human Services
3033 Wilson Blvd, Suite 700B
Arlington, VA 22201-3843

Southside PSA 12
Southern Area Agency on Aging
204 Cleveland Avenue
Martinsville, VA 24112

Lake Country Area Agency on Aging PSA 13
1105 West Danville Street
South Hill, VA 23970-3501

Crater District Area Agency on Aging PSA 19
23 Seyler Drive
Petersburg, VA 23805

Southeastern PSA 20
Senior Services of Southeastern Virginia
Interstate Corporate Center, Bldg 5
6350 Center Drive, Suite 101
Norfolk, VA 23502 4101

Eastern Shore PSA 22
Eastern Shore Area Agency on Aging
5432-A Bayside Road
Exmore, VA 23350

VDA will include the agreement for participation in the SFMNP as part of each agency's Area Plan for Aging Services. The Area Plan serves as a contract between VDA and the AAAs and describes both the service implementation and budget terms of all programs provided by the AAAs.

10. Indicate the basis on which SFMNP benefits will be issued:

Individuals Households

11. Indicate the total Federal SFMNP check or coupon benefit amount for each SFMNP participant: \$40. (Section 249.8(b) of the SFMNP regulations states that the Federal SFMNP benefit level received by each participant, whether a household or individual, may not be less than \$20 per year or more than \$50 per year, except for certain State agencies that were grandfathered into the SFMNP using a different benefit level.)

12. Indicate the total Federal SFMNP benefit amount for each participant for use at a CSA program (if this benefit amount is different than for use at farmers' markets or roadside stands): \$N/A. (Section 249.8(b) of the SFMNP regulations states that such SFMNP participants may receive a higher benefit level than non-CSA participants but may not be more than \$50 per year, except under certain conditions.)