



University of
Kentucky®



*College of Agriculture,
Food and Environment*

UK Cooperative Extension Nutrition Education Program March 2019



Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin.

KERS

 My Activity 

Service Log

Snap-Ed Records

Mileage Records

Success Stories

Program Indicators

In-Service Training

Tax Exempt/Volunteer Entitles

Calendar

SNAP-Ed 2020 Commitment

SNAP-Ed Commitment Hours in KERS

2020 SNAP-Ed Commitment Form ~submitted in KERS

- KERS
- My Activity
- Service Log
- Snap-Ed Records
- Mileage Records
- Success Stories
- Program Indicators
- In-Service Training
- Tax Exempt/Volunteer Entities
- Calendar
- SNAP-Ed 2020 Commitment

STEP 1 - Hours

SNAP-Ed Commitment Worksheet for Oct 1, 2019 - Sep 30, 2020

Hours

Commitment Hours:

	Direct Education HOURS (workshop, classes, etc.)	Indirect Education HOURS (newsletters, local media, etc.)	Community (Policy Sys Environment) HOURS
Families:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Limited English:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
School Age Youth Elementary/Secondary:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Farmers Market, Commodity Food, Gardening, & Food Preservation:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTALS:	0	0	0

Administrative Hours:

Administrative HOURS (Reporting, supervision):

Total SNAP-Ed
Commitment Hours for FY2020:

0

Contacts

Commitment Contacts:

STEP 2 - Contacts

	Direct Education CONTACTS	Indirect CONTACTS
Families:	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors:	<input type="text" value="0"/>	<input type="text" value="0"/>
Limited English:	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool:	<input type="text" value="0"/>	<input type="text" value="0"/>
School Age Youth Elementary/Secondary:	<input type="text" value="0"/>	<input type="text" value="0"/>
Farmers Market, Commodity Food, Gardening, & Food Preservation:	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTALS:	0	0
Used to determine reinforcement quantities		



STEP 3 – Suggestions for Reinforcement Items

Help NEP Decide POSSIBLE Reinforcement Items Click below next to items desired.

Insulated Tote Bags

Can Openers

Youth Lunch Bags

Garden Spades

Tongs

Veggie Spiralizers

Sidewalk Chalk

Small Colanders

Kitchen Shears

Youth Frisbees

Stickers

Food Storage Containers

Suggested Incentive Items:

- KERS
- My Activity
- My County Office
- Reports
 - Meetings/Activities
 - Mileage
 - Affirmative Action Plan
 - Plans of Work
 - Statistical Contacts
 - Snap Ed
 - Success Stories
- Profile

Snap Ed Report

Fiscal Year: 2018 | 2019 |

Reported Hours By Month

MONTH	HOURS REPORTED	DIRECT CONTACTS	INDIRECT CONTACTS	TOTAL CONTACTS	
2017/11	136		121	30385	30506 +
2017/10	4		25	0	25 +
TOTALS	140		146	30385	30531

Committed Hours for Oct 1, 2017 - Sep 30, 2018

Families	Seniors	Limited English	Preschool	School Age Youth Elementary/Secondary	Farmers Market, Commodity Food, Gardening, & Food Preservation	Admin	TOTAL HOURS COMMITTED
0	0	0	0	0	0	0	0

Reimbursements

Remaining budget: \$2,000.00

Total Reimbursements: \$0.00

County SNAP-Ed Budget

Notes	Amount
First quarter copy reimbursement	\$159.00
Second quarter coy reimbursement	\$151.80
3rd quarter copy reimbursement	\$286.50
4th quarter copy reimbursement	\$77.25
Remaining budget: \$1,425.45	Total Reimbursements: \$674.55

PRD Documentation Emails

NEPKY@UKY.EDU



F

1LB. KALE V 2.99 F
 2LB ORANGES VW 6.99 F
 You saved 1.00
 BLUEBERRIES VW 2.49 F
 You saved 2.50
 BLUEBERRIES VW 2.49 F
 You saved 2.50
 Cucumbers W 0.79 F
 Cucumbers W 0.79 F
 FCLB OLIVE OIL V 3.99 F
 You saved 0.50
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LANCE 2/\$1 -0.54
 NSTITMO GRK YOGRT V 4.49 F
 You saved 0.50
 Red Onions W 2.45 F
 1.23lb @ 1.99/Lb
 STRAWBERRIES W 4.99 F
 STRAWBERRIES W 4.99 F
 TROPICANA OJ V 3.69 F
 You saved 1.10

Tax-Code	Taxable-Value	Tax-Value
Tax 1	0.00	0.00
Tax 2	0.00	0.00
Tax 3	0.00	0.00

SUBTOTAL 44.14
 TOTAL TAX 0.00

BALANCE DUE 44.14

Purchase \$ 44.14

1/16/2019

VT 2X LF MILK V 3.19 F
 You saved 0.60
 VT LARGE EGGS VW 1.49 F
 You saved 0.50
 BRD EYE BRG FLRT VW 5.99 F
 You saved 2.00
 DSY CTIG OHS SM V 3.19 F
 You saved 1.00
 FC HASH BROWNS V 2.49 F
 You saved 0.90
 FC HASH BROWNS V 2.49 F
 You saved 0.90
 FCLB SHRD ML CHD V 2.99 F
 You saved 0.90
 GREEN ONIONS W 0.99 F
 JFY CORN MUFFIN V 0.59 F
 You saved 0.10
 OM BACON REC PCS V 2.69 F
 You saved 0.60
 YELLOW ONIONS W 0.72 F
 0.50lb @ 1.29/Lb

Tax-Code	Taxable-Value	Tax-Value
Tax 1	0.00	0.00
Tax 2	0.00	0.00
Tax 3	0.00	0.00

SUBTOTAL 26.82
 TOTAL TAX 0.00

BALANCE DUE 26.82

Purchase \$ 26.82

	540312	530191
	44.14	
	26.82	
Total	70.96	
PAGE TOTAL	70.96	

FCLB SHR ML CHDD VW 4.49 F
 You saved 1.50
 GG VEG BROCC FLR VW 2.29 F
 You saved 0.40
 GG VEG BROCC FLR VW 2.29 F
 You saved 0.40
 GLADWARE FAM SZ V 5.99 F
 You saved 0.40
 GREEN ONIONS W 0.99 F
 GREEN ONIONS W 0.99 F
 JFY CORN MUFFIN V 0.59 F
 You saved 0.10
 RUSSET POTATOES W 3.69 F
 SD FS STR CNTNR 4.49 F

Tax-Code	Taxable-Value	Tax-Value
Tax 1	10.48	0.63
Tax 2	0.00	0.00
Tax 3	0.00	0.00

SUBTOTAL 25.81
 TOTAL TAX 0.63

BALANCE DUE 26.44

Purchase \$ 26.44

Store Charge #SXXXXXXXXXXXX8692
 Auth # 632021 Payment from primary
 Lane # 31 Cashier # 210
 01/16/19 14:08 Ref/Seq # 314532
 EPS Sequence # 314532

1LB. KALE W 2.99 F
 1LB. KALE W 2.99 F
 FC MAND ORANGES V 1.29 F
 You saved 0.30
 FC MAND ORANGES V 1.29 F
 You saved 0.30
 FC MAND ORANGES V 1.29 F
 You saved 0.30
 FC MAND ORANGES V 1.29 F
 You saved 0.30
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LNC SNFLWR KRNL 0.59 F
 LANCE 2/\$1 -0.36
 Red Onions W 1.23 F
 0.62lb @ 1.99/Lb
 TROPICANA OJ V 3.69 F
 You saved 1.10

Tax-Code	Taxable-Value	Tax-Value
Tax 1	0.00	0.00
Tax 2	0.00	0.00
Tax 3	0.00	0.00

SUBTOTAL 18.06
 TOTAL TAX 0.00

BALANCE DUE 18.06

Purchase \$ 18.06

	540312	530191
	15.33	
	18.06	
Total	33.39	
PAGE TOTAL	33.39	

1/29/2019

BE SF FM BROCC CT VW 2.00 F
 You saved 0.49
 DSY CTIG OHS SM V 3.19 F
 You saved 1.00
 DSY CTIG OHS SM V 3.19 F
 You saved 1.00
 FC FZ BROCCOLI VW 1.25 F
 You saved 0.74
 FC LARGE WHT EGG VW 1.99 F
 You saved 0.20
 FC LARGE WHT EGG VW 1.99 F
 You saved 0.20
 FCLB SE BROCC VW 1.25 F
 You saved 0.74
 FCLB SE BROCC VW 1.25 F
 You saved 0.74
 JFY CORN MUFFIN V 0.59 F
 You saved 0.10
 JFY CORN MUFFIN V 0.59 F
 You saved 0.10
 JFY CORN MUFFIN V 0.59 F
 You saved 0.10
 JFY CORN MUFFIN V 0.59 F
 You saved 0.10
 SWEET ONIONS VW 1.20 F
 0.93lb @ 1.29/Lb
 You saved 0.19

Tax-Code	Taxable-Value	Tax-Value
Tax 1	0.00	0.00
Tax 2	0.00	0.00
Tax 3	0.00	0.00

SUBTOTAL 20.26
 TOTAL TAX 0.00

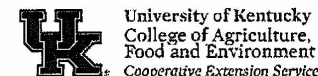
BALANCE DUE 20.26

Purchase \$ 20.26

	540312	530191
	20.26	
Total	20.26	
PAGE TOTAL	20.26	



University of Kentucky SNAP-Ed Food Demonstration Receipt Form



Date: Jan 2019

Name: _____

County: _____

Please select one:

Assistant Allotment

County Allotment

Reimbursement Rate Up To:
\$2.25 per participant

Remit To:

UK Nutrition Education Program
 1500 Bull Lea Rd Suite 130
 Lexington, KY 40511

Receipt #	Vendor (Store)	Reimbursement Amount	Program Title	Name of Recipe	Number of Participants
	Example: Kroger	\$8.42	Eating More Fruits	Strawberry Smoothie	18
Receipt #1	Food City	44.14	Healthy drink choices and new salad options	Citrus Kale Salad, fruit water	25
Receipt #2	Food City	26.82	"All About Broccoli"	Potato Broccoli Soup Broccoli corn bread	25
Receipt #3	Food City	20.45	"All About Broccoli"	Potato Broccoli Soup Broccoli corn bread	20
Receipt #4	Food City	18.06	"New salad Ideas" <i>Van. recipe</i>	Citrus Kale Salad <i>(handwritten)</i>	45
Receipt #5	Food City	20.26	"All About Broccoli"	Broccoli corn bread	40
Receipt #6					
Receipt #7					
Receipt #8					

Print form and attach the original receipt(s) for food and paper supplies used for demonstration purposes as part of the UK SNAP-Ed Program.
 Write receipt# (from 1st column on the left side of this page) on the top of the original grocery receipt.
 Please **DO NOT** use highlighters on the receipts.

124.61

Hi

Thanks for sending your receipts. On the lesson, "All about Broccoli," for potato broccoli soup & broccoli cornbread, an item is listed as SD FS STR CONTNR (\$4.49). Please let me know what this item is. Note that sales tax will deduct on this receipt.

Once we have this information, reimbursement process continues. Please let me know if you have any questions.

Thanks,
Chris

Oops! I missed that it was also a county purchase. I purchased plastic containers (like tubberware, lol). I had to transport food 35 miles away to both with about 40 adults and we didn't have 4 large tubberware in the office. So, we need to take that 4.49 and add to the 5.99 county purchase as well. 😊 Sorry about that!

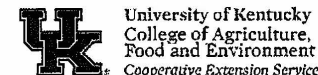
Ward, Christine

To:
Subject: RE: SNAP-Ed food demo and receipt

Thank you for the info. Sales tax will also deduct on this receipt; \$15.33 reimbursement.



University of Kentucky SNAP-Ed Food Demonstration Receipt Form



Date: Jan 2019

Name: _____

County: _____

Please select one:

Assistant Allotment

County Allotment

Reimbursement Rate Up To:
\$2.25 per participant

Remit To:
 UK Nutrition Education Program
 1500 Bull Lea Rd Suite 130
 Lexington, KY 40511

Receipt #	Vendor (Store)	Reimbursement Amount	Program Title	Name of Recipe	Number of Participants
	Example: Kroger	\$8.42	Eating More Fruits	Strawberry Smoothie	18
Receipt #1	Food City	41.14	Healthy drink choices and new salad options	Citrus Kale Salad, fruit water	25
Receipt #2	Food City	21.02	"All About Broccoli"	Potato Broccoli soup Broccoli corn bread	25
Receipt #3	Food City	20.45	"All About Broccoli"	Potato Broccoli Soup Broccoli corn bread	20
Receipt #4	Food City	18.06	New salad Ideas Veg. recipe	Citrus Kale Salad (with nuts)	45
Receipt #5	Food City	20.26	"All About Broccoli"	Broccoli corn bread	40
Receipt #6					
Receipt #7					
Receipt #8					

Print form and attach the original receipt(s) for food and paper supplies used for demonstration purposes as part of the UK SNAP-Ed Program.
 Write receipt# (from 1st column on the left side of this page) on the top of the original grocery receipt.
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124.61

County SNAP-ED Food Demonstration Reimbursement

Date	540312	530191	Fund
1/15/2019	\$44.14	✓	Assistant
1/16/2019	\$15.33	✓	Assistant
1/16/2019	\$26.82	✓	Assistant
1/22/2019	\$18.06	✓	Assistant
1/29/2019	\$20.26	✓	Assistant

Totals	
540312	\$124.61
530191	\$0.00
	<u>\$124.61</u>

Sub Total \$124.61 \$0.00

Total \$124.61

Replacement Item	\$ -
Assistant Total	\$124.61
County Total	\$0.00
Recipe for Life	\$0.00
<u>Total</u>	<u>\$ 124.61</u>

Assistant	
	\$124.61
	\$0.00
	<u>\$ -</u>
	<u>\$ 124.61</u>

Payable to County Extension Service \$ 124.61 ✓

Lindsay J. Poore

2-10-19

Date

CW
pm

Smarter Lunchrooms Training

Register in KERS for in-service credit:

- TRAINING ID: 10005339
- TRAINING DATE(S): 5/7/2019
- TIME(S): 9:30 am EST to 4:30 pm EST
- LOCATION: Nutrition Education Program Office,
Coldstream Research Campus, 1500 Bull Lea Road,
Suite 130, Lexington, KY 40511



ChopChop Magazines



2019 Agent Reinforcements

- Collapsible Measuring Cups
- Meat Thermometers
- Spatulas/Turners
- Water Bottles
- Mini Footballs
- Measuring Spoons
- Jar Openers
- Gardening Gloves
- Farmers Market Totes
- Children's Activity Booklets

2019 Assistant Reinforcements

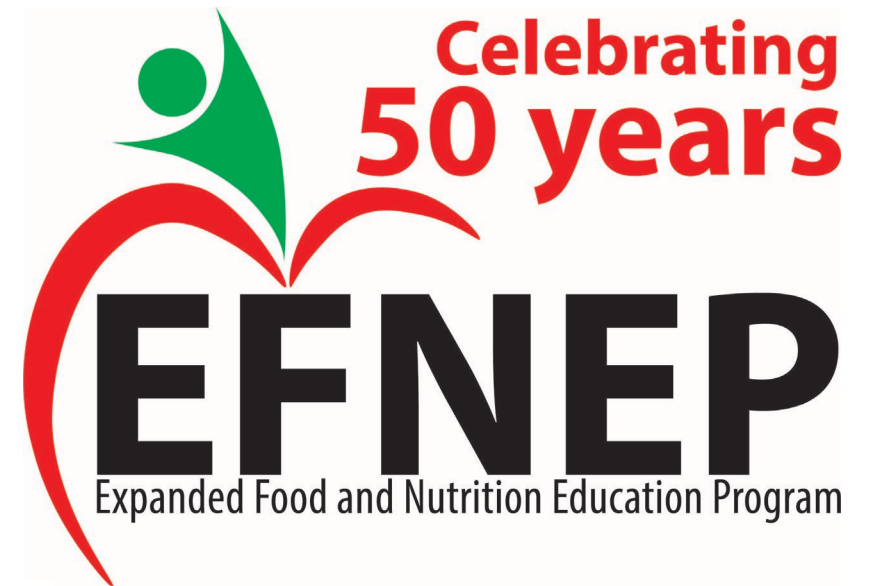
- Collapsible Measuring Cups
- Meat Thermometers
- Cutting Mats
- Collapsible Strainers
- Spatulas/Turners
- Youth Aprons
- Youth Water Bottles
- Mini Footballs

Monthly NEP Zoom Meetings

- First Monday of every month, as needed.
- NEP Assistants: 10 a.m. – 11 a.m. EST
(9 a.m. – 10 a.m. CST)
- Agents: 11:15 a.m. – 12:15 p.m. EST
(10:15 a.m. – 11:15 a.m. CST)
- Join or watch recording for SNAP-Ed staff development time.

April Statewide Training

- April 23rd – April 25th, 2019
- Held in Lexington
- EFNEP 50th Anniversary Celebration



**Thank You for your
SNAP-Ed Programming!**