

This document includes guidelines for purchasing food and non-food items for use in the EFNEP program.

- Two of the major focuses in EFNEP are healthy eating and food resource management. EFNEP Educators are expected to practice these concepts when teaching EFNEP classes – this includes the types of food purchased and prepared in EFNEP classes.
- Food activities in EFNEP classes are used to reinforce the concepts taught in the lessons and to teach participants simple cooking skills using healthy recipes. Always do a **food preparation** in which participants are actively engaged in preparing the recipe.
- Practice what EFNEP teaches when doing food activities in class. This includes using store brands instead of national brands, buying whole foods and preparing them instead of buying prepared foods (example: buying a whole raw chicken instead of an already-cooked rotisserie chicken), and choosing healthy foods low in fat, sugar, and salt.
- Use only the approved recipes specified in each lesson of *Eating Smart • Being Active*. All of the recipes in the ESBA lesson plans have been approved by the CSU EFNEP State Office. The “cookbook only” recipes (recipes that appear in the cookbook but not in the lesson plan) may NOT be used during lessons unless the recipe specifies (for example, the Cranberry Pecan Granola in the Breakfast Parfaits or the Baked Tortilla Chips with the Mango Salsa).
- **Always** attach the *Let’s Cook! Plan, Shop Pack List* to P-Card receipts. Information that must be included on these forms when turning in P-Card receipts includes the recipe(s) for which items were purchased, the lesson that was taught, the number of people in the class, the date of the class, the group name and location, and Quali number. Please be thorough when documenting your purchases. **Every item on your receipts must be accounted for.** Any additional information should be put in the notes section.
- **Do not buy snacks and refreshments for your classes or recruitment.** The EFNEP food budget is not meant to feed participants. EFNEP funds are meant to be used to teach participants food preparation/cooking skills for preparing healthy recipes. The amount of food for participants is meant to be a “taste,” not a meal or snack serving. Only a limited amount of money should be spent on food for recruitment. Food purchases for recruitment need to be appropriate and related to what we teach, presented in the form of a food demonstration of one of our approved recipes, and approved by your supervisor.
- Your supervisor talks with agencies you work with and asks them to purchase or reimburse you for the food and food tasting supplies for food activities. Many agencies have funds to cover these expenses that allow us to stretch our program dollars further.

- **Food for classes with less than 3 people:**
  - Food activities are to provide participants with new skills and “just a taste” of the recipe; NOT to provide them with a meal.
  - Therefore, the program will not pay for food for any classes with less than 3 people *enrolled*.
  - Options for food activities with classes of less than 3 people:
    - Don’t do a food activity.
    - Participant(s) buys the food from approved recipes for that lesson.
      - Only make recipes approved for that lesson. Recipes are selected specifically to accompany each lesson.
      - Let participants know at the first lesson that because of the small size of the group, the program cannot pay for food items for the food preparation – go through the cookbook and pick recipes for each lesson that they like and will be likely to contribute food to.
      - Encourage them to go through their pantry. If they have an abundance of something they don’t know what to do with, find approved recipes for those specific lessons that those things can be used in
    - Ask participants to bring friends or family members to class. If 3 or more people enroll for the class, the program can pay for the food.
    - Educators can bring some dry goods and tasting supplies (things typically on hand) to classes with less than 3 people (see the “EFNEP Pantry Items for Classes with Less than 3 People” for a list of these ingredients).

## Allowable and Unallowable Purchases

### Allowable Purchases

All items purchased with EFNEP funds by EFNEP Educators must be used for programming and recruitment of EFNEP participants. The following items are the only allowable purchases for EFNEP Educators. Any item not listed below must be approved by the EFNEP State Office before purchasing.

- Food items from any of the approved youth and adult recipes/activities are allowable purchases; all other food items must be approved by the State Office before purchasing.
- Food tasting supplies (plates, spoons, napkins, etc.) used to taste the approved recipes/activities are allowable purchases.
- Materials needed to clean up before, during, and after food activities are allowable purchases. This includes dish soap, paper towels, sanitizing wipes or sanitizing solution, hand sanitizer, and hand soap. Items such as dish cloths, dish towels, and dish tubs must be approved by the EFNEP State Office before purchasing.

### Unallowable Purchases

- Any item not used for the recruitment of EFNEP participants or EFNEP class programming is not allowable.
- Food items that do not appear in approved recipes/activities are not allowable unless otherwise approved by the EFNEP State Office.
- Beverages for anything other than approved recipes and activities are not allowable purchases. This includes, but is not limited to: bottled water, coffee, hot chocolate, juice, soda, and other sweetened beverages, sports drinks, and alcoholic beverages.
- Food preparation supplies (mixing bowls, mixing spoons, measuring cups, etc.). These items will ***always*** be purchased by the EFNEP State Office.
- Office supplies (such as paper, envelopes, stamps, staples) and office equipment should be provided by the county office and are not considered allowable purchases unless approved by the EFNEP State Office.
- Furniture is not an allowable purchase.
- Cell phones and cell phone minutes are not allowable purchases.
- Gifts, gift cards, and greeting cards are not allowable purchases.
- Registration costs for professional affiliations and conferences/meetings are not allowable purchases. Approved registration costs will be paid by the EFNEP State Office.