



Welcome to the SNAP-Ed Steps to Health Better Food Better Health program or in Spanish, Mejores Alimentos para una Mejor Salud. This webinar is one component of the Facilitator training that you will be required to complete on your checklist.

We are delighted that you will be working as a Child Facilitator under the guidance of the SNAP-Ed Nutrition Educator or the Cooperative Extension Family and Consumer Sciences Agent.

My name is Caren Maloy, and I am a Nutrition Training Associate with the the SNAP-Ed Steps to Health Team in Raleigh and will be hosting this training.

Child Facilitator Notebook



Better Food 
Better Health

Mejores Alimentos 
para una **Mejor Salud**

Activities for Children



You may have already received your Child Facilitator notebook and looked through it. It will be helpful to have it handy during this training.

Agenda



1. Program Introduction
2. Facilitator Roles and Responsibilities
3. Session Overview
4. Facilitator Contract and Payment
5. Civil Rights Training

Here is the Agenda for this training. I will introduce the program, review the Facilitator roles and responsibilities, go through the program sessions, review Facilitator hiring and payment procedures and conclude with our mandatory Civil Rights Training.

Better Food 
Better Health

Mejores Alimentos 
para una **Mejor Salud**

**PROGRAM
INTRODUCTION**

SNAP-Ed



- Supplemental Nutrition Assistance Program-Education (SNAP-Ed)
- Federal nutrition education program
- Targets low-income individuals and families receiving or eligible to receive benefits

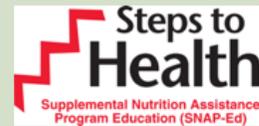


Let us begin by giving some background on the Supplemental Nutrition Assistance Program Education also known as SNAP-Ed. It is a Federal nutrition education program targeted toward low-income individuals who either receive SNAP benefits (formerly known as Food Stamps) or are eligible to receive benefits.

The goal of SNAP-Ed is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and MyPlate.

NC State University SNAP-Ed

- The North Carolina State University SNAP-Ed Program is called Steps to Health
- Taught by NC Cooperative Extension Agents
- 8 SNAP-Ed Steps to Health Programs



North Carolina State University's SNAP-Ed program is called Steps to Health.

SNAP-Ed Steps to Health Programs are taught by either SNAP-Ed Nutrition Educators or North Carolina Cooperative Extension Agents.

There are 8 SNAP-Ed Steps to Health programs and Better Food Better Health is one of them.

The Program

- One of the 8 NCSU SNAP-Ed Steps to Health Programs
- Developed originally for low-income Spanish-Speaking Hispanic/Latino Families
- Adapted for low-income English-Speaking Families
- A nutrition, physical activity and resource management curriculum



The Better Food Better Health program was originally developed for low-income Spanish-Speaking Hispanic/Latino Families in North Carolina since NC has a large Hispanic population with high rates of obesity and diabetes.

The program was adapted for low-income English-Speaking families to reach a wider audience as obesity and nutrition-related chronic disease are a concern for many people in the state.

The Better Food Better Health Program seeks to address these issues with its nutrition, physical activity and food resource management curriculum.

The Audience



- Adults/Parents and children divided into **2 groups**:
 - Adults/Parents + Youth (age 12 and older)
 - Children ages 4-11



In the Better Food Better Health Family program, families are divided into two groups.

One groups consists of adults, parents and youth (ages 12 and older) and children ages 4-11 are in another group.

Overview of Program Sessions

- Two curricula for Adult & Youth and Child:
 - Series of 6 sessions each
 - 120-minute sessions
- Groups meet separately
- Groups come together for the physical activity portion and food demonstration

The participants are divided by age because there are two separate curricula; one for for Adult & Youth and the other for Children.

The Adult & Youth curricula can be delivered in English or Spanish.

The Cooperative Extension FCS Agent will be teaching the adult and youth participants if the program is targeted to English-speaking families; or the Agent will work with a Bilingual Adult & Youth Facilitator if the program is being conducted in Spanish.

As the Child Facilitator, you will lead all of the activities with the children in the program in English whether the other group is English- or Spanish-speaking; but, if you are bilingual and working with Latino/Hispanic families at times you might speak Spanish with some children.

The program consists of a series of 6 sessions each lasting approximately 120 minutes. For those of you who are returning Facilitators, the number of sessions did increase from 5 to 6 this year.

Program Session Format

Session components	Participants
Arrival and Physical Activity*	All together
Discussion/PowerPoint/ Goal Setting	Separate adults and youth from children
Food Demonstration	All together

The format is the same for each of the 6 session.

Everyone meets together at the beginning of each session for the physical activity portion. Then the two groups meet separately.

While the Adult & Youth discussion occurs, You, the Child Facilitator will be leading the child activities.

Then the two groups come together for the food demonstration and taste test at the end of the session.

Since both groups come together for the physical activity portion and food demonstration, you will assist the Cooperative Extension FCS Agent during those activities.

Program Session Order

Session	Adult & Youth Curricula	Child Curricula
1	Make Mealtime a Family Time	A Healthy Plate at the Table, Corn and Beans
2	Families Getting Healthy Together (Preventing or Delaying Chronic Diseases)	Strawberries and Dairy
3	Fruits and Vegetables Take My Plate	Lemons and Broccoli
4	Let's Do It Right: Make half your grains whole	Apples, Celery and Whole Grains
5	Why Are We Eating More? (Portion Distortion)	Tomatoes and Onions
6	Our Family's Health Comes First	Carrots and Raisins

Here is a table that outlines the 6 program sessions. You may notice that the the child activities for each session relate to what the adult and youth are discussing in their curriculum.

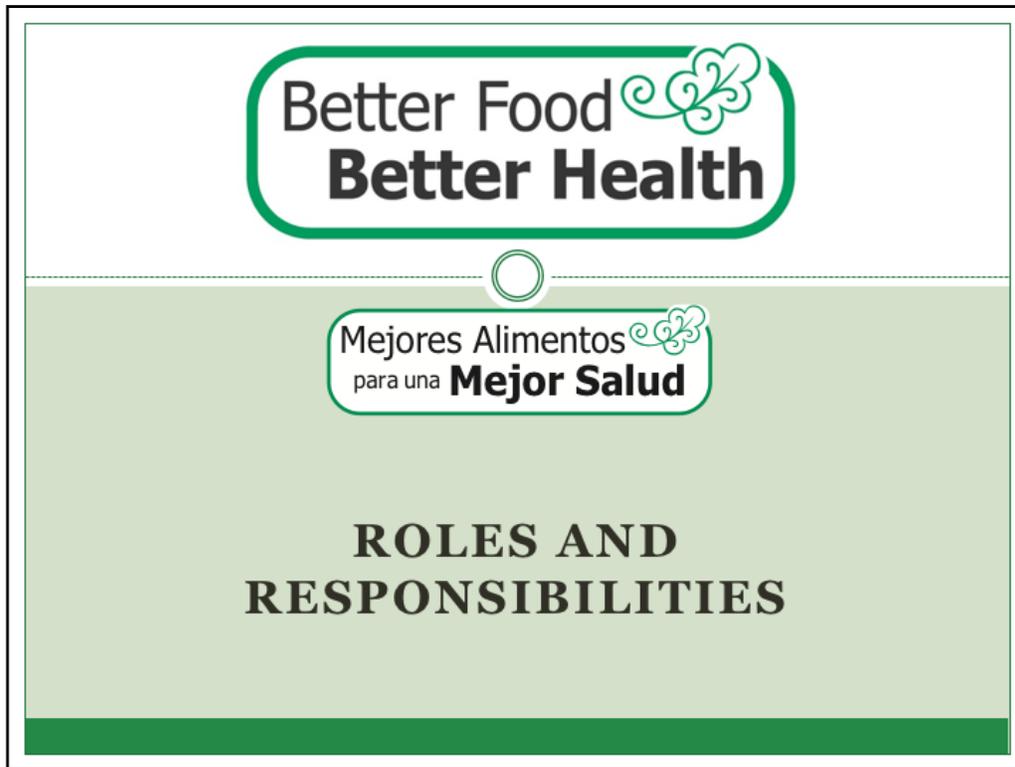
That is why it will be important to teach the child session activities in order along with the order of the Adult & Youth curriculum, so all family members are receiving consistent nutrition messages each week.

Program Objectives

- Children and Youth will increase their willingness to try more fruits and vegetables and be more active
- Adults will improve their behavior related to the nutrition, physical activity and food resource management messages.

While we expect that the sessions will be enjoyable for participants, the Better Food Better Health program also has objectives that we would like to see the participants achieve. For the children and youth, we would like to see an increase in their willingness to try more fruits and vegetables and be more active.

For adults, we would like to see an improvement in their behavior related to nutrition, physical activity and resource management. So, participants will be filling out evaluation surveys and forms during the program.



In this section, we will go into more detail about your roles and responsibilities as a Child Facilitator.

What is a Better Food Better Health Facilitator?

- Someone who helps a FCS agent to deliver the program.
- A team partner who becomes a “temporary educator”



More than likely as you are attending this training, you have been selected as a Better Food Better Health Child Facilitator.

In your role as a Child Facilitator, you will become a “temporary educator” teaching the child curriculum to children ages 4 to 11.

Role of Facilitator



- Meet with the FCS Agent/Nutrition Educator with whom you are working to clarify your role and responsibilities.

In this training, we will go over the main responsibilities that you will have a Child Facilitator.

In addition, all Facilitators will need to meet with the Nutrition Educator or FCS Agent under whom they are working to clarify their specific roles and responsibilities during the program.

Prepare for Sessions

- **Child Facilitator:** Thoroughly review the child activities BEFORE the session
- Make reminder calls
- Help the Agent/Nutrition Educator to plan and pack any props that may be needed

One responsibility that you will have is to prepare for the sessions that you will be delivering.

Before each session, thoroughly review the child activities for that lesson.

The Agent/Nutrition Educator may need your help to make reminder calls to participants and pack props or supplies for each session, just be mindful of your compensation limit of 23 hours.

Lead the Sessions

Child Facilitator

- Lead the child activities
- Provide feedback



*under the guidance of the Cooperative Extension FCS Agent

Another main responsibility is to lead the child activities for each session. The session activities are all outlined in your Facilitator Notebook.

The Nutrition Educator or the County Extension FCS Agent always will be present on-site in the event you need assistance.

After each session, you will also need to provide feedback using the 'Child Facilitator Feedback Form' found in your notebook.

Other Responsibilities



You may have to **assist** the Agent/Nutrition Educator with:

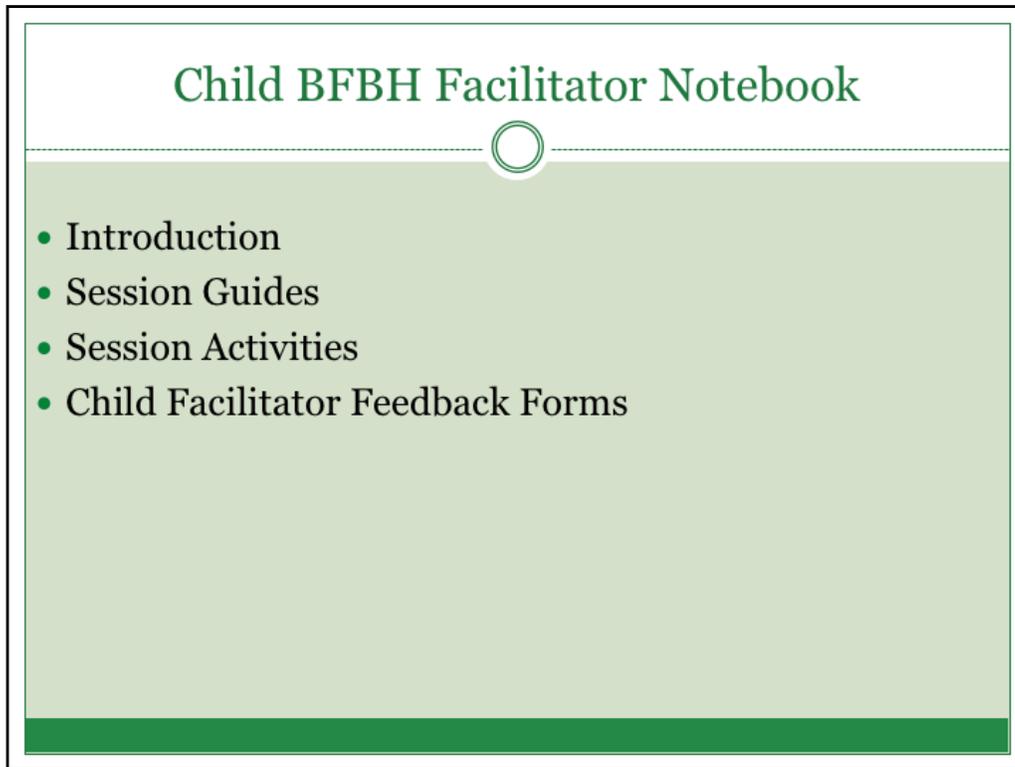
- the Physical Activity portion of the sessions
- the Food Demonstration
- making sure all participant forms are complete
- taking attendance

These are some additional things you may have to assist the Agent/Nutrition Educator with:

- the Physical Activity portion of the program
- the Food Demonstration,
- Making sure all participant forms are complete, and
- Taking attendance at each session



In this section, Program Delivery, we will look at how a Facilitator leads the child activities during a session.



Now let's go through the Child Better Health Better Food Facilitator Notebook.

If you open the notebook, you will find an introduction. Please read through these couple of pages to get better acquainted with the curriculum.

You can pause this recording to read the introduction now.

For each session, there is a session guide that outlines the objectives of each session, the supplies needed and the guide. You will work under the guidance of the Agent to gather the supplies that you need for each session.

In your notebook, you have all of the child activities outlined for each of the 6 sessions and the feedback forms that you need to complete after each session.

Session Activity Format

- Child Activities
- Photo cards and food models
- Story Time
- Sing-A-Long
- Sample My Garden Worksheet
- Extenders – MiPlato Placemat and Jump Rope
- Facilitator Feedback Forms

For each session, the child activities are laid out. You will be using picture cards, food model paper cut outs, children's books for Story-time and a My Garden Worksheet during the sessions. The script will let you know what to do and when.

For example, the words [picture card] will be in bold to let you know when you need to show one to the children. The instructions on which food model cards to use are explained also.

Song lyrics for sing-a-longs are present.

There are education extenders for the children that extend the learning from the session such as a MyPlate placemat, water bottle, or stickers. They are part of the child curriculum used to reinforce the messages.

At the end of each session, you complete the Child Facilitator Feedback Form.

In addition, there are some suggested additional activities in the introduction. You can work with the Nutrition Educator or Agent to obtain some of these books from the free library or download for free more fun activities. You may find this helpful especially during the first and last session when the other group is spending more time filling out paperwork.

Let's go through Sessions #1 and 2 to give you an idea of how the child activities during a

session work.

Session #1 Activity 1



- Activity #1: Sing-A-Long Welcome Song

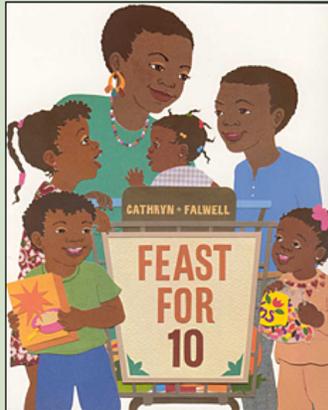


For Session #1, there are 5 activities and 2 optional activities

Can you see the first activity? Sing-A-Long Welcome Song. You have the lyrics and tune here. You will sing this song to welcome each child.

Session #1 Activity 2

- Activity #2: Story Time—Feast for 10



The second activity is story-time with the provided book Feast for 10. There are some questions provided for you to promote a discussion with the children. During story time, feel free to have participants identify book images or point to items in photos as you read.

Session #1 Activity 3



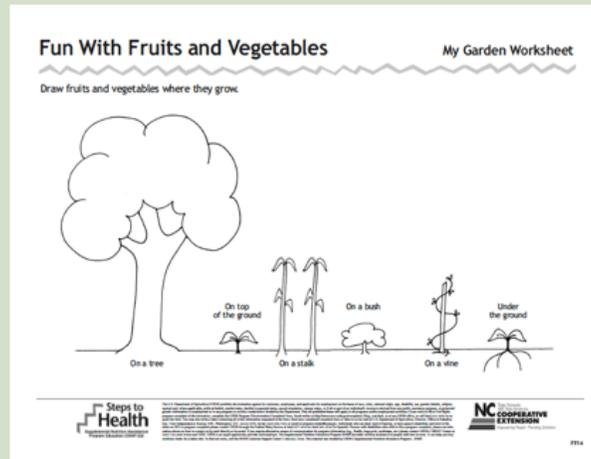
- Activity 3: Food of the Day--Corn



The Food of the Day is Corn. Notice that you have a script to work with that has questions to ask the children. You will hold up a fresh ear of corn with the husk, point out vegetables to the children using the MyPlate placemat and use the picture card.

Session #1 Activity 4

- Activity #4: Drawing My Garden Worksheet



The Children will be given a garden worksheet. For younger children, you might blow up the worksheet to 11x14. Each session, the children will draw on this sheet as part of the on-going activities. For session #1, the children will draw in corn on one of the stalks.

So, you, the facilitator, will collect the My Garden Worksheets at the end of each session.

Session #1 Activity 5



- Activity #5: Let's Set the Table for Mealtime



The next activity is “Let’s set the table for mealtime. At a make believe dinner party, the children are going to help cook in a make-believe kitchen and set a table with place mats, paper plates, napkins and spoons. You can control the time for this activity and make it longer if you need to.

Optional Activities and Review

- Optional Activity 1
- Optional Activity 2
- Review



There are optional activities listed for sessions that you might do if time permits. For Session #1, there are 2 optional activities.

At the end of the activities, you will review with the children what they learned about that day.

In session 1, children and youth are given the MyPlate placemats.

If children or youth participants try a new food, they get a sticker.

Child Facilitator Feedback Form

SESSION 1: A HEALTHY PLATE AT THE TABLE, CORN AND BEANS Enter Food Better Health

Facilitator Name: _____
County: _____

Child Facilitator Feedback Form

Please answer the following questions honestly and constructively. Feedback about the audience is very important in helping us to know how well the program is working.

- Circle the activities you did during this session with the children.
Activity 1 Sing-A-Long Welcome Song
Activity 2 Story Time—Feast for 10
Activity 3 Food of the Day—Corn
Activity 4 Drawing My Garden Worksheet
Activity 5 Setting the Table for Mealtime
Optional Activity 1 Clean Hands!
Optional Activity 2 Grocery Shopping for Black Bean and Corn Salsa
- How many children did you have in this session? _____
- Did you observe any of the children during the taste test? If so, please share any observations about their willingness to try the food or their reaction to the food.

- Did the Taste 'Tetsu' Food Demonstration appear to enhance the children's willingness to taste fruits and/or vegetables? Yes No
- Was the session appropriate for the children? Yes No
If no, what would you suggest?

SESSION 1: A HEALTHY PLATE AT THE TABLE, CORN AND BEANS Enter Food Better Health

- How would you rate the activities/books for this session?
___1- Excellent ___2- Good ___3- Fair ___4- Needs Improvement
- Were the activities well received by the children? Yes No
If no, please explain.

- Were the MyPlate Placemats well received by the children? Yes No Does not apply
If no, please explain.

- Were the stickers well received by the children? Yes No Does not apply
If no, please explain.

- What questions did the children ask during the session?

- How would you rate the children's interest in the session?
___1 - Captivated, very interested ___3 - Indifferent
___2 - Interested ___4 - Not interested
- What other materials, if any, did you use to support the sessions?

Please provide any additional comments here:

Thank you!

Finally, at the end of each session, you need to complete the Child Facilitator Feedback Form for that session.

Session #2 Activity 1



- Activity #1: Food of the Day--Strawberries



For Session #2, there are 6 activities and 2 optional activities. Can you see the first activity? Food of the Day – Strawberries. Again, you have a script to work with that has questions to ask the children. In activity #1, you will hold up a fresh strawberry, point out fruit to the children using the MyPlate placemat and use picture cards.

Session #2 Activity 2



- Activity #2: Food of the Day—Dairy



Activity 2 is Food of the Day—Dairy. You will use picture cards and food model paper cut outs.

Session #2 Activity 3



- Activity #3: Milking a Cow Hand-On Activity



Activity 3 is hands-on. You will use a provided plastic glove and poke 1 hole in each finger tip of each glove. Fill the glove with water and tie at the wrist. Pretend to milk the glove fingers as “udders”.

Session #2 Activity 4



- Activity #4: Which Dairy Food could I eat during the day?

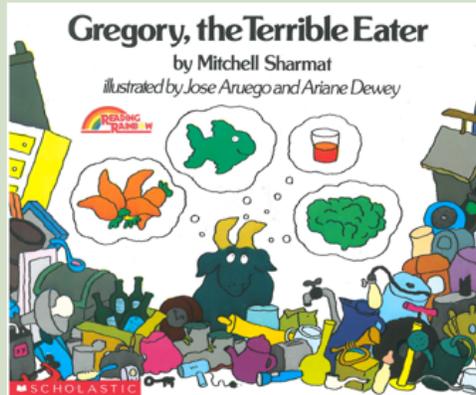


For Activity 4, you will pull out dairy foods from the paper food models and ask the children questions. In the script, it tells you which food model cards to NOT use so be aware of that.

Session #2 Activity 5



- Activity #5: Story Time –Gregory the Terrible Eater

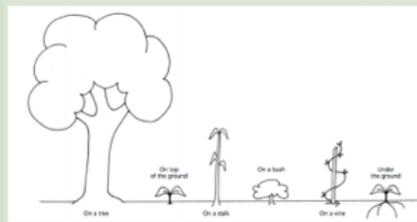


Activity 5 is Story Time and the book you will use is “Gregory The Terrible Eater”

Session #12 Activity 6



- Activity #6: Drawing My Garden Worksheet



For the MyGarden on-going activity, you will hand out the worksheets to the children that you collected from them last week.

The younger children will draw in strawberries and the older children will draw a strawberry and a cow.

You will collect the My Garden Worksheets at the end of the session.

Optional Activities, Review, Feedback

- Optional Activity 1
- Optional Activity 2
- Review
- Child Facilitator Feedback



There are optional activities listed. For Session #2, there are 2 optional activities.

You will review with the children what they learned about that day.

In session 2, all participants will receive water bottles as the educational extender.

Again, if children or youth participants try a new food during a session, they get a sticker.

Also, you have a child facilitator feedback form to complete for session 2.



In this section, we will go over your Facilitator Contract and payment.

Facilitator Contracting

- Facilitators are **contractors**
 - Not employees on the payroll
 - No taxes are withheld from payment
 - Income is reported on Form 1099-Misc
 - Applicants need to complete:
 - An Instruction Agreement
 - W9 Form (if new)
 - Vendor ACH Enrollment Form
 - Background Check
 - Better Food Better Health Facilitator Training (checklist)
- Mail to SNAP-Ed Steps to Health Office

As a Facilitator, you are a contractor NOT an employee on the payroll. Taxes will not be withheld from your paycheck. Your income will be reported to the IRS as nonemployee compensation on Form 1099-Misc.

If you have not done so already, you will need to complete an Instruction Agreement which is the contract, a W9 Form, if you were not a Facilitator previously, a Vendor ACH Enrollment Form (to have your payment electronically transferred into your account), and a background check. The Nutrition Educator or County Extension FCS Agent that you will be working with will provide you with these forms and once completed, will mail them to the SNAP-Ed Steps to Health Office for processing.

You will also need to complete all of the required Facilitator training components in their entirety before you begin.

Facilitator Contracting



Instruction Agreement



W9 Form



Vendor ACH Enrollment Form



Background Check

Send to:

Ariel Fischer— SNAP-Ed Steps to Health Grant Monitor
Department of Agricultural and Human Sciences
North Carolina State University
516 Brickhaven Drive, Box 7605
Raleigh, NC 27695

Pause for 5 seconds

Facilitator Payment

- Payment for Contract Service is issued at the end of your program.
 - \$15/hour for up to 23 hours of work
 - \$0.545/mile for a maximum of 320 miles (\$174.40)
- You complete the Facilitator Detailed Timesheet after all 6 sessions and a Mileage Log.
- Send these with the Reimbursement Cover sheet to the SNAP-Ed Steps to Health Office no later than **August 31, 2018.**

You will be paid at the end of your program. You are guaranteed \$15/hour for up to 23 hours of work for the entire program. Again, you are only guaranteed payment for up to 23 hours. So, please be mindful of your time. You will be paid for completing this training and this goes toward those 23 hours.

With this in mind, you might need to work with your Agent/Nutrition Educator or agent to plan your work schedule.

A Facilitator Detailed Timesheet will be provided to you where you track your hours for each session including prep time and the actual class time.

You will also keep track of your program-related mileage using a mileage log. You will be reimbursed at \$0.545/mile for a maximum of 320 miles or \$174.40

At the end of all 6 sessions, the Facilitator Detailed Timesheet and the Mileage Log will be sent to the SNAP-Ed Steps to Health office by no later than August 31th, 2018. The Agent will approve/sign off on these.

Facilitator Detailed Time Sheet



NAME: _____
Address: _____

Facilitator Detailed Timesheet

Directions: Please complete after each of the 6 sessions are delivered. Submit no later than August 31, 2016.

DATE	DESCRIPTION OF SERVICE	NUMBER OF HOURS
	Facilitator training	
	Participant recruitment (if applicable)	
Session 1	Weekly follow-up with participants (if applicable)	
	Preparation	
	Program Delivery	
Session 2	Weekly follow-up with participants (if applicable)	
	Preparation	
	Program Delivery	
Session 3	Weekly follow-up with participants (if applicable)	
	Preparation	
	Program Delivery	
Session 4	Weekly follow-up with participants (if applicable)	
	Preparation	
	Program Delivery	
Session 5	Weekly follow-up with participants (if applicable)	
	Preparation	
	Program Delivery	
Session 6	Weekly follow-up with participants (if applicable)	
	Preparation	
	Program Delivery	

Please check (x) the appropriate box indicating your Facilitator position:
 Adult & Youth Facilitator (NOTE: will be paid for a maximum of 24 hours at a rate of \$18/hour)
 Child Facilitator (NOTE: will be paid for a maximum of 23 hours at a rate of \$15/hour)

Please calculate your total hours, rate, and total dollar amount

TOTAL NUMBER OF HOURS: _____	RATE: \$ _____/hr or \$_____/hr (circle one)	TOTAL: \$ _____*
------------------------------	--	------------------

Facilitator Signature: _____
 Agent/Nutrition Educator Signature: _____
 Steps to Health Program Coordinator Signature: _____

*The SNAP-Ed Steps to Health Office will add \$60 to your Total to compensate you for your time spent completing. FY16

This is what the Facilitator Detailed Timesheet looks like. Notice there is a section to count time before the program begins (such as for training) and for each session, you can break down your time for session preparation, and delivery of the sessions. If you are asked to help with follow-up with participants by the Nutrition Educator or Agent, there is a section to break down that time as well.

Also notice that you and the Agent will sign this before sending it in.

Mileage Log



COUNTY: _____
TRAVELER: _____
Program: Better Food Better Health

FACILITATOR TRAVEL LOG

Trip #	Travel Date	Location Name Start	Location Address Start	Location Name End	Location Address End	Miles

TOTAL MILES: _____ x \$0.545 a mile = TOTAL AMOUNT: \$ _____

This is what the Mileage Log looks like.

You log your mileage by writing the trip #, date of travel, the start and end location and address, and the number of miles you travelled.

Facilitator Payment

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Facilitator Detailed Timesheet + Mileage Log

Send no later than August 31, 2018 to:

Ariel Fischer—SNAP-Ed Steps to Health Grant Monitor
Department of Agricultural and Human Sciences
North Carolina State University
516 Brickhaven Drive, Box 7605
Raleigh, NC 27695

So to recap,

You, the Nutrition Educator or the Agent will need to send in your completed instruction agreement, a W9 Form (if you were not a Facilitator previously), your completed a Vendor ACH Enrollment Form and your background check to the SNAP-Ed Steps to Health Office before you start working.

During the program, you will track your time and mileage. At the end of the program, these forms are signed and sent to the SNAP-Ed Steps to Health Office no later than August 31, 2018.