

**CalFresh Outreach  
Program Manager Introduction  
November 08, 2018**



**Center for  
Healthy Communities**

CALIFORNIA STATE UNIVERSITY, CHICO

Hello Mt. San Antonio College,

Welcome to the FFY 2019-21 CalFresh Outreach (CFO) program. I'm thrilled to announce that I will be your assigned Program Manager. I will be your go-to individual for any questions related to CalFresh eligibility, outreach, activities and general programming. I have been at CHC for seven years on the education side of SNAP and I am very excited to be working with all of you on this project. I look forward to meeting you tomorrow for our training.

FISCAL Reports: Your assigned Fiscal Analyst beginning this FFY will be Naomi Stamper and she is Cc'd on this email. She will be following up with your program and fiscal contacts soon to provide your customized fiscal reporting template.

PROGRAM Reports: We will also have your customized templates for program reporting available. Please let us know who on your campus will be overseeing the program reporting process and we will send these templates to the identified individual.

As you have seen from the recent up-date on 2019-2021 CalFresh Outreach contract email sent last Friday, we are still waiting on CDSS for the signed contract. Regardless of the contract status, we want to reassure you that the CFO Prime Team here at the Center, including myself, are continuing to provide training and technical assistance as scheduled and are offering ongoing support to all partners.

If you didn't get a chance to join our recent webinars, I am including the slides and recordings (8 links):

- Welcome Webinar [slides](#) and [recording](#)
- Data Entry & Program Reporting Webinar [slides](#) and [recording](#)
  - [Tutorial video](#) that explains how to set an Excel password (for password protecting your master log)
  - [CFO Prescreening and Verifications Log](#)
- Fiscal Reporting Webinar [slides](#) and [recording](#)

Please reach out to me if you have any questions and I look forward to working more closely with you and your campus.

***Melissa Stearns, M.S.***

Program Manager

Health Education Specialist III

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CalFresh Outreach (CFO) Info (530) 345-9749 or [CalFreshHelp530@gmail.com](mailto:CalFreshHelp530@gmail.com)

Or visit the [Hungry Wildcat Food Pantry](#)

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