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State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

Date: February 17, 2017

TO: ALL *NUTRITION EDUCATION AND OBESITY PREVENTION PROJECT COORDINATORS*

SUBJECT: PROGRAM LETTER (PL) 17-02  
GUIDELINES AND RECOMMENDATIONS FOR SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION (SNAP-ED) TRANSLATIONS

The California Department of Public Health's (CDPH) Nutrition Education and Obesity Prevention Branch (NEOPB) is sending this PL 17-02 to replace PL 16-02 regarding translations.

The United States Department of Agriculture (USDA) requests that materials developed with Supplemental Nutrition Assistance Program-Education (SNAP-Ed) funds be developed at the State level and not by local projects. The NEOPB develops educational materials with SNAP-Ed funds in the following languages, funding permitting and when deemed appropriate: English, Hmong, Spanish, Traditional Chinese, and Vietnamese.

**Translations, Acquiring Certified Translations Services, and Allocation of Funds**

As of this Federal Fiscal Year (FFY) 2017 and thereafter, if a Local Health Department (LHD) conducting SNAP-Ed funded work needs translations of materials to support community events, for example, event flyers, then the LHD must utilize a certified translator, who must use NEOPB's approved glossary of terms for Hmong, Spanish, Traditional Chinese, and Vietnamese found at our [Resource Library](http://www.cdph.ca.gov/programs/cpns/RL/Pages/ResourceLibrary.aspx): (<http://www.cdph.ca.gov/programs/cpns/RL/Pages/ResourceLibrary.aspx>).

LHDs that do not have access to a certified translator on staff must receive approval in advance to budget for these services. If a LHD does not know of vendors that can do this work, a LHD can purchase the services of a certified translator from the Department of General Services (DGS), Office of State Publishing (OSP) by opening a Customer Account Number (CAN). To obtain a CAN application, visit our [Publications webpage](http://www.cdph.ca.gov/programs/NEOPB/RL/Pages/NEOPBPublications.aspx): (<http://www.cdph.ca.gov/programs/NEOPB/RL/Pages/NEOPBPublications.aspx>) and click on the excel spreadsheet that can be found under the **Purchase Materials** heading. Once the CAN is issued by DGS/OSP, then a LHD can initiate a job for a



Nutrition Education and Obesity Prevention Project Coordinators  
Page 2  
February 17, 2017

certified translator from DGS/OSP by calling Nicki Bailey, Customer Service Representative, DGS/OSP, at (916) 323-4323.

Please keep a copy of this PL 17-02 in your grant files to use as a reference. If you have questions or concerns regarding this issue, please contact your assigned Project Officer.

Sincerely,

A handwritten signature in blue ink that reads "Cyndi Walter". The signature is written in a cursive style with a large initial "C".

Cyndi Walter  
Chief  
Information and Communications Section  
Nutrition Education and Obesity Prevention Branch