

The Expanded Food and Nutrition Education Program Annual Update Guidelines

- PURPOSE:** To update program information and to update outcome and impact measures. This is also an opportunity for states to submit success stories.
- DUE DATE:** **January 15th every year** except years during which the Letter of Intent (LOI) is due (LOI's are due every 5th year – 2011, 2016, etc.)
- LENGTH:** 1-2 pages maximum (Method #1) or 5 pages maximum (Method #2)
- CONTENT:**
- Method #1:**
- Use the following LOI headings to organize your Annual Update: Geographic Area; Target Audience; Curricula; Staff Recruitment and Training; Community Partnerships; Communication Strategies for Partner Institutions; and Collaborations across States. (See [LOI Guidelines](#) for more information).
 - For each heading, provide details describing any significant changes or if there were no significant changes indicate “no changes”.
 - Respond to any previous year reviewer comments or requests for changes.
- Method #2:**
- Revise your LOI or previous Annual Update submission. Clearly indicate where changes are made (i.e., highlight changes, use a different font color, or use track editing).
 - Make sure all major organizational headings listed above are included.
 - Respond to any previous year reviewer comments or requests for changes.
- Both Methods:**
- Provide information related to outcomes and impacts - Report progress in meeting targets for outcome and impact measures. Use SRS data (where applicable) to evaluate your progress. Make sure targets for coming years are both ambitious and reasonable.
 - Submit Success Stories (optional). Select and submit **2-3** success stories which best highlight program achievements.
- SIGNATURE:** A signature is not required unless specified by your Extension Director or Administrator.
- SUBMISSION:** Annual Updates should be sent to Stephanie Blake, EFNEP Program Specialist. The preferred method of submission is by email: sblake@csrees.usda.gov. You may also send by fax: (202) 720-9366 or by mail:

If sending by FedEx:

Stephanie Blake
USDA/CSREES
800 9th Street, SW - Room 4320
Washington, DC 20024

If sending through the USPS*:

Stephanie Blake
USDA/CSREES/F4HN
1400 Independence Ave., SW - MS 2225
Washington, DC 20250-2225

*Allow 2-3 weeks for delivery if sending USPS