

UNITED STATES DEPARTMENT OF AGRICULTURE  
Food and Nutrition Service  
**SNAP-ED TOOLKIT INTERVENTION SUBMISSION FORM**

This submission form will be used in the review of your intervention. All items marked with an asterisk (\*) are **required**. Make sure to check **all** relevant categories for each field. Responses must fit within the space provided. Guidance is provided regarding what should be addressed for questions which are answered in narrative format. You may not be able to complete all of the optional questions if your intervention is considered an emerging intervention. This does not mean it will be excluded from consideration for the SNAP-Ed Toolkit.

Up to 5 documents may be attached to provide additional information. Attached documents should be summary and/or evaluation-oriented publications or reports.

**SECTION I. INTERVENTION NAME, CONTACT INFORMATION, AND COST:**

1. Strategy/Intervention/Program name (brand):\* \_\_\_\_\_
2. Developer(s)/Author(s) and credentials:\* \_\_\_\_\_
3. Developer(s)/Author(s) Organization(s): \_\_\_\_\_
4. Contact name:\* \_\_\_\_\_
5. Contact email:\* \_\_\_\_\_
6. Contact phone:\* \_\_\_\_\_
7. Funding source(s):\* \_\_\_\_\_
8. Organization Website (URL): \_\_\_\_\_
9. Publication/Revision year:\* \_\_\_\_\_
10. Are the intervention and evaluation materials available at no cost?:\* \_\_\_\_\_  
\_\_\_\_\_
11. If there is a cost for materials, please describe: \_\_\_\_\_  
\_\_\_\_\_
12. Is this material available to order?:\*  Yes  No
  - a. If yes to question 12, how are materials ordered?: \_\_\_\_\_
  - b. If ordering website is different from question 8, please provide website link:  
\_\_\_\_\_

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**Intervention:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

13. Describe the intervention materials available (maximum 500 characters):\*

*Provide a summary of the available intervention materials. It could be helpful here to include a bulleted list of intervention materials with corresponding links to more information.*

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SECTION II. INTERVENTION OVERVIEW:**

14. Check **all** relevant categories for each field:\*

Field	Categories
Intervention Approach(es)/Type(s)	<input type="checkbox"/> Direct Education <input type="checkbox"/> Policy, Systems, and Environmental (PSE) Change <input type="checkbox"/> Social Marketing
Target Behavior(s)	<input type="checkbox"/> Breastfeeding <input type="checkbox"/> Healthy Eating <input type="checkbox"/> Physical Activity and Reducing Screen Time <input type="checkbox"/> Food Insecurity/Food Assistance <input type="checkbox"/> Other: _____

15. Primary Intervention Objectives:\*

- \_\_\_\_\_

- \_\_\_\_\_

\_\_\_\_\_

16. Provide a brief overview of the intervention in paragraph form that describes how it works, how it addresses PSE change, social marketing and/or direct education, and other key features (maximum 2,000 characters):\*

*The [Intervention name, acronym] is a [intervention type] designed to [intervention objective(s)]. Include another 2-4 sentences providing additional intervention details, such as basic information on how it works, how it addresses SNAP-Ed outcomes (including PSE), and other important features critical to successful implementation.*

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

We have used the RE-AIM framework to facilitate the review and discussion of interventions. To learn more about RE-AIM, please visit <http://re-aim.org/>.<sup>1</sup>

**SECTION III. REACH:**

17. Check **all** relevant categories for the field:\*

Field	Categories
Available language(s)	<input type="checkbox"/> Cambodian <input type="checkbox"/> Chinese <input type="checkbox"/> Creole <input type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Korean <input type="checkbox"/> Lao <input type="checkbox"/> French <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other: _____

18. Check **all** relevant categories for each field:\*

Field	Categories
Target audience(s)	Ethnicity <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino
	Race <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
	Other <input type="checkbox"/> Preschool (<5 years old) <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Homeless/Food Pantry Clients <input type="checkbox"/> Pregnant/Breastfeeding Women <input type="checkbox"/> Parents/Mothers/Fathers <input type="checkbox"/> Adults <input type="checkbox"/> Older Adults <input type="checkbox"/> Other: _____

19. Describe how the intervention reaches the intended population or SNAP-Ed Audience Segment (maximum 1,000 characters):\*

*How does the intervention specifically address the needs of the target audience? Explain what steps were taken during development to ensure it is appropriate for the audience it serves and the setting in which it is intended to be held.*

<sup>1</sup> Additional resources to help you understand RE-Aim can be found online at <http://web1.sph.emory.edu/DTTAC/planningFundamentals/docs/Mod5-7REAIMFramework.pdf>

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SECTION IV. EFFECTIVENESS:**

To help you understand the outcomes of interest for SNAP-Ed, please review the [The Supplemental Nutrition Assistance Program Education \(SNAP-Ed\) Evaluation Framework: Nutrition, Physical Activity, and Obesity Prevention Indicators: Interpretive Guide to the SNAP-Ed Evaluation Framework](#). For detailed information about indicators, please visit the interactive [SNAP-Ed Toolkit](#). To understand what is used for the **numerator** and **denominator** for each indicator, please see Appendix D., p. 362–391 of the PDF version of the Interpretive Guide.

20. Describe any target audience or community partner involvement in the **development** of your intervention (500 character limit):\*

*Explain what partners were involved and how they contributed to the development of your intervention.*

21. Were instruments used in developing, testing, and evaluating this intervention with educators, intervention participants, and stakeholders to assess the **acceptability** (how well it serves the target audience and fits into the intended setting) of the intervention?\*

Yes  No

- a. If “Yes” to question 21, please describe how they were used to assess and improve your intervention (1,000 character limit):

*Explain how the tools were used, the results collected, and (if they were used) how they were used to update or improve your intervention. Provide links to tools, if available. If reports are available, it is highly suggested that they are included as an attachment to your submission.*

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

22. What **intended** outcomes were achieved and to what extent (this includes health, behaviors, environmental, policy/practice outcomes)?\* If applicable, for each Indicator of the *SNAP-Ed Evaluation Framework* that this intervention addressed, which metric(s) from the companion *Interpretive Guide* changed?

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(Please insert additional outcomes if necessary.)

23. Please describe what **unintended/unexpected** outcomes occurred and to what extent (1,000 character limit).

*In addition to unintended benefits, describe any challenges, lessons learned, or recommendations that may be useful to future users of this intervention.*

24. Choose the appropriate evidence-based approach for your intervention (choose only one option):\*

*To accurately determine the appropriate evidence-based approach for your intervention, please review the [Checklist for Evidence Based Approaches](#).*

Research-tested    Practice-tested    Emerging

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

25. For your evidence-based approach, please indicate the supporting evidence which you are providing to support your intervention.\*  
CDC.gov provides additional information about [types of evaluation](#). Check **all** relevant categories for each field:

Field	Categories
Type of Evaluation	<input type="checkbox"/> Case study <input type="checkbox"/> Cost analysis <input type="checkbox"/> Cost-benefit analysis <input type="checkbox"/> Cost-effectiveness evaluation <input type="checkbox"/> Cost-utility analysis <input type="checkbox"/> Economic evaluation <input type="checkbox"/> Evaluability assessment <input type="checkbox"/> Evaluation report <input type="checkbox"/> Formative research (such as audience testing) <input type="checkbox"/> Impact evaluation <input type="checkbox"/> Logic model <input type="checkbox"/> Needs Assessment <input type="checkbox"/> Objectives-based evaluation <input type="checkbox"/> Outcome evaluation <input type="checkbox"/> Peer-reviewed publication(s) <input type="checkbox"/> Pilot testing results <input type="checkbox"/> Program monitoring <input type="checkbox"/> Process evaluation <input type="checkbox"/> Supporting research for theoretical framework <input type="checkbox"/> Other ( <i>please describe</i> ): _____

26. Please describe the evidence findings included in your submission (1,000 character limit):\*

*Please include links to online materials, if available. Include examples showing change in behavior, environmental settings, sectors of influence, or population results, as appropriate. Attaching supporting documents which substantiate evidentiary claims made here is highly recommended.*

**Intervention:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

27. Are evaluation materials provided for your intervention:\*

Yes  No

a. If yes to question 27, Please describe the provided evaluation materials (500 character limit):

*Please include links to formative or process evaluation materials such as surveys, interview or focus group questions, and output or outcome data collection tools, if available.*

b. If no to question 27, please describe the recommended evaluation materials (500 character limit):

*Please include links to appropriate evaluation materials, if available.*

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SECTION V. ADOPTION:**

28. Check **all** relevant categories for each field:\*

Field	Categories
Primary intended setting(s)	<input type="checkbox"/> Community <input type="checkbox"/> Early childcare & education <input type="checkbox"/> Faith-based <input type="checkbox"/> Farmers markets <input type="checkbox"/> Food retail <input type="checkbox"/> Food pantries <input type="checkbox"/> Gardens <input type="checkbox"/> Healthcare <input type="checkbox"/> Indian Tribal Organizations <input type="checkbox"/> Schools <input type="checkbox"/> USDA program sites (not National School Lunch Program) <input type="checkbox"/> Worksites <input type="checkbox"/> Other (please describe): _____

29. Describe the primary setting(s) the intervention was designed for and degree of adoption (500 character limit):\*

*Include settings not listed above. If available, indicate the number and proportion of eligible sites/settings/partners that completed the intervention and the number and proportion of the target audience that was reached. These may be estimates. If available, explain how sites were able to continue the intervention without assistance.*

30. Briefly describe how partners/settings selected in 28 contributed to the success of the intervention (1,000 character limit)\*

*Describe resources provided (volunteers, physical space, technical services, etc.) and how they were used.*

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

31. Check **all** relevant categories for each field:\*

Field	Categories
Check all relevant potential intervention partners/settings	<input type="checkbox"/> Agricultural organizations (includes farmers markets) <input type="checkbox"/> Chefs/culinary professionals <input type="checkbox"/> City/regional planning <input type="checkbox"/> Early child care & education facilities <input type="checkbox"/> Faith-based groups <input type="checkbox"/> Food banks/pantries <input type="checkbox"/> Food retail <input type="checkbox"/> Government programs <input type="checkbox"/> Healthcare <input type="checkbox"/> Indian Tribal Organizations <input type="checkbox"/> Labor/workforce development <input type="checkbox"/> Media/advertising groups <input type="checkbox"/> Nonprofits <input type="checkbox"/> Parks and recreation <input type="checkbox"/> Restaurants <input type="checkbox"/> Schools (colleges, universities, vocational) <input type="checkbox"/> Schools (K-12) <input type="checkbox"/> Worksites <input type="checkbox"/> Other (please specify): _____

32. Has the intervention been implemented in the past with a low-income audience?\*

Yes     No

a. If yes to question 32, what state(s) was it used in?: \_\_\_\_\_

33. Describe any examples where partners/settings expressed an unsolicited interest in participating in the intervention, and the factors that contributed to their interest (1,000 character limit):

*Describe the type of partners/settings and the intervention role of interest, such as referring clients, acting as a setting, or receiving or providing resources. Explain what reasons the group provided for their interest in participating in the intervention, and how this facilitated your intervention's effectiveness, if applicable.*

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SECTION VI. IMPLEMENTATION:**

34. Describe the main intervention components (i.e., critical features of the intervention's intent and design that should be kept intact when the intervention is implemented) (1,000 character limit):\*

*[Intervention acronym] includes [main intervention components]. These intervention components provide [specific aims or goals of the components]. Describe which components are core components and which may be modified or omitted. Include additional sentences that help describe how these components address the target behavior(s), any basic steps required to implement the intervention and a timeline for implementation, points of coordination among partners or settings for delivery, and ongoing tracking and evaluation points.*

35. Are staff/partner/volunteer training materials available for your intervention?\*

Yes  No

a. If yes to question 35, Please describe the provided training materials (500 character limit):

*Please include links to training materials, if available.*

36. Describe methods used and data collected to ensure the intervention was implemented with fidelity (500 character limit):\*

*Include materials that define the steps to plan implementation, role delineation and resource allocation; feedback systems to monitor operations, consumer response, and partner/setting acceptance; benchmarks to track progress; and the resource commitments, both in-house and through new resource acquisition. Include budget estimates for implementation and oversight. It is highly recommended that any of the materials listed above are included as intervention material attachments.*

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SECTION VII. MAINTENANCE:**

37. How long has this intervention been implemented in the field?\* \_\_\_\_\_

38. Has this intervention been adopted independently by partners/in settings not directly supported by SNAP-Ed?\*

Yes  No

39. Describe the ongoing resources needed to maintain the quality of this intervention (1,000 character limit):\*

*Describe resources such as physical materials, staff FTE's and ongoing training, and costs associated with tracking and evaluation.*

40. Describe any adaptations or modifications made to your intervention over time (1,000 character limit):

*If applicable, explain how process evaluation was used to inform adaptations and modifications. Please include adaptation in different settings or communities than those for which it was originally intended. Modifications may be made to move interventions from pilot projects to full scale, or to make adaptations to changes in conditions such as partner/setting interest, policy priorities, updated standards, personnel changes, economic conditions, etc.*

**Intervention:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

41. What effect, if any, have the modifications described above changed the adoption, implementation, or outcomes achieved by the intervention (500 character limit)?

*If applicable, describe changes to number or type of sites, how implementation was improved, and what outcomes were achieved and to what extent.*

42. What sustainability concerns must be addressed by organizations who wish to utilize this intervention? (500 character limit)\*

*Consider staffing and funding needed for implementation, as well as intervention complexity. Describe any steps taken or modifications to the intervention to address these issues.*

43. Describe partnerships or diversified funding mechanisms which may address the concerns above (500 character limit):

*Describe any efforts that have successfully addressed sustainability such as demonstrating return on investment, social enterprise, partnership with non-profit or private partners, or successfully awarded grant funding.*

**SECTION VIII. INTERVENTION ATTACHMENTS:**

44. Please attach and list below: intervention materials (such as training manuals or sample lessons) and any evaluation tools (such as environmental assessments or participant surveys) for review.

- \_\_\_\_\_

- \_\_\_\_\_

\_\_\_\_\_

**(Please insert additional items as necessary.)**

Intervention: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**SECTION IX. EVALUATION ATTACHMENTS:**

45. Please attach and list below **up to 5 supporting documents** that are summary and/or evaluation-oriented publications or reports.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_