

SNAP-Ed Intervention Submission Form

OMB APPROVED NO. 0584-0639

Expiration Date: XX-XX-XXXX

**United States Department of Agriculture
Food and Nutrition Service
SNAP-Ed Intervention Submission Form**

INSTRUCTIONS

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 character limits. Guidance is provided regarding what should be addressed for questions which are answered in narrative format. Up to 10 documents may be attached to provide additional information. Attached documents should be summary and/or evaluation-oriented publications or reports.

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Section I. Intervention Name and Contact Information

1. Strategy/Intervention/Program name*:

2. Developer(s)/Author(s) and credentials*:

3. Developer(s)/Author(s) Organization(s):

4. Contact name*:

5. Contact email*:

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6. Contact phone*:

7. Funding source(s)*:

8. Organization Website (URL):

9. Publication/revision year*:

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Section II. Intervention Overview



10. Provide a brief overview of the intervention in narrative form that describes how it works, how it addresses Policy, System, and Environment (PSE) change, social marketing and/or direct education, and other key features (3,000 character limit):* *For example: The [Intervention name, acronym] is a [intervention strategy] designed to [intervention objective(s)].*

Include additional intervention details, such as basic information on how it works, which SNAP-Ed Evaluation Framework indicators it addresses, how the intervention serves underserved populations, and other important features critical to successful implementation.

Consider adding the following details for each appropriate intervention approach:

- Direct Education: Number of sessions, length of each session, age of participants, preferred settings, etc.*
- PSE Change: Description of PSE change, targeted settings, key stakeholders to engage, training and/or technical assistance provided, etc.*
- Social Marketing: Channels used (e.g. mass media, social media), message(s) promoted, targeted segment of the SNAP- Ed eligible audience, target behavior(s) addressed, etc.*

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11a. Intervention Strategies (check all relevant categories)*

- Direct Education (1)
 - Policy, Systems, and Environmental (PSE) Change (2)
 - Social Marketing (3)
-

11b. Target behaviors (check all relevant categories)*

- Healthy Eating (1)
 - Physical Activity and Reducing Screen Time (2)
 - Food Resource Management (3)
 - Other: (4) _____
-

12. What are the primary objectives of the intervention?

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13. What are the available languages for the intervention? Check **all** relevant categories.*

- Cambodian (1)
 - Chinese (2)
 - Creole (3)
 - English (4)
 - Hmong (5)
 - Korean (6)
 - Lao (7)
 - French (8)
 - Russian (9)
 - Spanish (10)
 - Vietnamese (11)
 - Other: (12) _____
-

14. Who is the intended audience for this intervention? Check **all** relevant categories for each field:*

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Race and/or Ethnicity

- American Indian or Alaska Native (1)
 - Asian (2)
 - Black or African American (3)
 - Hispanic or Latino (4)
 - Middle Eastern or North African (5)
 - Native Hawaiian or Other Pacific Islander (6)
 - White (7)
 - Other: (8)
 - No racial group priority (9)
-

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Age / Population Group

- Preschool (1)
- Elementary School (2)
- Middle School (3)
- High School (4)
- Parents/Caregivers/Guardians (5)
- Adults (6)
- Older Adults (60 years and older) (7)
- Community Wide (8)
- Pregnant/Breastfeeding (9)
- People experiencing homelessness (10)
- Tribal Nations (11)
- Refugees/Asylees or Immigrants (12)
- Veterans (13)
- People with intellectual and developmental disabilities (14)
- Other: (15)

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15. Describe the main or core 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):*

For example: [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 methods for delivery, and ongoing tracking and evaluation points.

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Section III. Intervention Development



16. Describe how the intervention addresses the needs of the intended audience or SNAP-Ed audience segment (1,000 character limit):*

How does the intervention specifically address the cultural needs, preferences, language, reading levels, and accessibility needs of the intended audience? Explain steps taken during development to ensure it is appropriate for the intended audience and the settings



17. Describe any priority population and community partner involvement in the **development** of your intervention (500 character limit):*

Explain why each partner was involved and how they contributed to the development of your intervention.

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18a. Were SNAP-Ed educators, intervention participants, partners and/or stakeholders involved in testing the **acceptability** (how well it serves the intended audience and fits into the intended setting) of the intervention?*

Yes (1)

No (2)

18b. Please describe the tools and instruments that were used in developing, testing, and evaluating this intervention for acceptability with the intended audience, partners, and stakeholders.

*Explain how the tools and instruments were used, the results collected, and (if they were used) how they were used to update or improve your intervention. Reference attachments in **Section VIII. Evaluation Attachments** and/or provide links to tools, if available. If reports are available, include as an attachment to your submission.*

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18c. Are MyPlate materials used in this intervention?*

Yes (1)

No (2)

Display This Question:

If 18c. Are MyPlate materials used in this intervention? = Yes*

Please describe the MyPlate materials used and any adaptations made to the materials.

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Section IV. Evaluation and Outcomes

For SNAP-Ed outcomes and indicators, see the [SNAP-Ed Evaluation Framework](#).

19. Please select the evidence-based approach that best describes your intervention:*

Note, emerging strategies should not be submitted to the SNAP-Ed Clearinghouse until they have been evaluated for effectiveness. States and implementing agencies are able to continue submitting "emerging" interventions in their annual SNAP-Ed State plans.

Research-tested: *significant effects on individual behaviors, food/physical activity environments, or policies shown with findings published in peer-reviewed literature or external evaluation report (1)*

Practice-tested: *positive effects on individual behaviors, food/physical activity environments, or policies shown (2)*

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20. For your evidence-based approach, please indicate the supporting evidence which you are providing to support your intervention.* *Up to five supporting documents can be attached in **Section VIII. Evaluation Attachments.***

The Centers for Disease Control and Prevention (CDC) provides additional information about [evaluation](#).

Check **all** relevant categories:

- Case Study (1)
- Economic Evaluation (2)
- Evaluability Assessment (3)
- Evaluation Report (4)
- Formative research (such as audience testing) (5)
- Impact Evaluation (6)
- Objectives-based evaluation (7)
- Outcome evaluation (8)
- Peer-reviewed publication(s) (9)
- Pilot testing results (10)
- Process evaluation (11)
- Supporting research for theoretical Framework (12)

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Traditional knowledge and Indigenous approaches (13)

Other (please describe): (14)



21. Please describe the behavior change theory(ies) used in the development of your intervention and evaluation and how they were used. (1,000 character limit)

22. What and to what extent were **intended** outcomes achieved (this includes health, behaviors, environmental, policy/practice outcomes)?*

- For the Intended Outcome field, provide specifics when describing the outcome measure. Add additional Intended Outcomes as needed. If there are more than 5, include as an attachment in **Section VIII. Evaluation Attachments**.
- For the SNAP-Ed Evaluation Framework Indicator and Measure field, select the relevant indicator and measure from the [SNAP-Ed Evaluation Framework](#) if applicable (e.g., MT5: Nutrition Supports, MT5b: Total number of policy changes).
- For the Extent Achieved field, describe how the outcome was achieved and the extent achieved.
- For the How Outcome was Measured field, describe what instruments were used to measure the outcomes and include the name of the instrument.

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Intended Outcome #1

Outcome (1)

SNAP-Ed Evaluation Framework Indicator and Measure (2)

Extent achieved (300 character limit) (3)

How outcome was measured (300 character limit) (4)

Add another outcome

Click Here (1)

Display This Question:

If Add another outcome = Click Here

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Intended Outcome #2

Outcome (1)

SNAP-Ed Evaluation Framework Indicator and Measure (2)

Extent achieved (300 character limit) (3)

How outcome was measured (300 character limit) (4)

Display This Question:

If Add another outcome = [Click Here](#)

Add another outcome

[Click Here](#) (1)

Display This Question:

If Add another outcome = [Click Here](#)

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Intended Outcome #3

Outcome (1)

SNAP-Ed Evaluation Framework Indicator and Measure (2)

Extent achieved (300 character limit) (3)

How outcome was measured (300 character limit) (4)

Display This Question:

If Add another outcome = [Click Here](#)

Add another outcome

Click Here (1)

Display This Question:

If Add another outcome = [Click Here](#)

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Intended Outcome #4

Outcome (1)

SNAP-Ed Evaluation Framework Indicator and Measure (2)

Extent achieved (300 character limit) (3)

How outcome was measured (300 character limit) (4)

Display This Question:

If Add another outcome = [Click Here](#)

Add another outcome

Click Here (1)

Display This Question:

If Add another outcome = [Click Here](#)

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Intended Outcome #5

Outcome (1)

SNAP-Ed Evaluation Framework Indicator and Measure (2)

Extent achieved (300 character limit) (3)

How outcome was measured (300 character limit) (4)



23. Please describe the evaluation findings included in your submission (2,000 character limit):*

*Include examples showing change in behavior, environmental settings, sectors of influence, or population impacts, as appropriate. Attaching supporting documents which substantiate evidentiary claims made and referencing the attachments here is highly recommended. Up to five supporting documents can be attached in **Section VIII. Evaluation Attachments**.*



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24. Which instruments and outcomes were used in evaluating this intervention to assess the effectiveness (performance under real world settings) of the intervention? (500 character limit)*



25. Please describe if there were any **unintended/unexpected** outcomes (1,000 character limit).

In addition to unintended outcomes, include unintended/unexpected benefits, challenges, lessons learned, or recommendations that may be useful to future users of this intervention.



26. Describe methods used and data collected to ensure the intervention was implemented with fidelity (intervention was delivered as conceived and planned) (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

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*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 in **Section VII. Intervention Attachments.***

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Section V. Implementation

27. What are the primary settings for the intervention. Check **all** relevant categories*:

- Community (1)
- Early child care & education (2)
- Faith-based (3)
- Farmer's markets (4)
- Food retail (5)
- Food pantries (6)
- School gardens (7)
- Community gardens (8)
- Healthcare (9)
- Indian Tribal Organizations (10)
- Schools (11)
- Colleges/Universities (12)
- USDA program Sites (13)
- Worksites (14)

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Senior Centers (15)

Other (please describe): (16)



28. Describe the primary setting(s) the intervention was designed for and how the settings contributed to the success of the intervention (1,000 character limit):*

Include settings not listed above. If available, indicate the number of eligible sites/settings/partners that completed the intervention and the number of the intended audience that was reached. These may be estimates. If available, explain how sites were able to continue the intervention without assistance and any sustainability efforts for the intervention. Describe resources provided (volunteers, physical space, technical services, etc.) and how they were used.

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29. Select the partners involved in the intervention? Check **all** relevant intervention partners:*

- Agricultural organizations (includes farmers' markets and farmers) (1)
- Chefs/culinary institutes (2)
- City and regional planning and transportation groups (3)
- Colleges and universities (4)
- Early care and education facilities (includes childcare centers, daycare homes, Head Start, preschool, and prekindergarten programs) (5)
- Faith-based groups (6)
- Food banks/food pantries/food recovery organizations (7)
- Food stores (convenience stores, grocery stores, supermarkets, etc.) (8)
- Foundations/philanthropic organizations/nonprofits (9)
- Government nutrition assistance programs/agencies (Federal, State, local, etc.) (10)
- Hospitals/healthcare/public health organizations (includes health insurance companies) (11)
- Human services organizations (12)
- Tribal Organizations (13)

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- Labor/workforce development groups (14)
- Low-income housing organizations (includes housing for seniors and people with disabilities) (15)
- Media/advertising groups (16)
- Organizations that work with people with disabilities (other than housing) (17)
- Parks and recreation centers (18)
- Restaurants (19)
- Schools (K–12, elementary, middle, and high) (20)
- Senior centers and organizations (21)
- State nutrition and obesity prevention organizations and collaboratives (22)
- Worksites (23)
- Other (please describe): (24)

30. How long has this intervention been implemented in the field?



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

Describe resources such as physical materials, full-time employees and ongoing training, and costs associated with tracking and evaluation.



32a. Describe any adaptations or modifications made to your intervention over time (1,000 character limit):*

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. Describe how these modifications addressed any sustainability concerns.



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32b. Describe the feasibility of adapting to other settings/communities than those in which the intervention was developed (500 character limit).



33. What effect, if any, have the modifications described in the previous question 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.



34. Describe how the intervention will be sustained in the future. Describe partnerships or diversified funding mechanisms which may address any potential sustainability concerns (500 character limit):

Describe any efforts that have successfully addressed sustainability such as demonstrating

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return on investment, social enterprise, partnership with non-profit or private partners, or successfully awarded grant funding.

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Section VI. Training, Materials, and Resources

35. Are there costs associated with using the intervention and evaluation materials?

Yes (1)

No (2)

Display This Question:

If 35. Are there costs associated with using the intervention and evaluation materials? = Yes

36. If there is a cost for some or all of the materials, please describe:

37. Are the materials available to order?*

Yes (1)

No (2)

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Display This Question:
If 37. Are the materials available to order? = Yes*

Specify which materials are available to order:

Display This Question:
If 37. Are the materials available to order? = Yes*

How are materials ordered?

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Display This Question:
If 37. Are the materials available to order?* = Yes

Please provide website link or contact information for ordering materials:



38. Describe the intervention materials available (500 character limit):*

*Provide a summary of the available intervention materials. If helpful, reference attachments included in **Section VII. Intervention Attachments** and/or include a bulleted list of intervention materials with corresponding links to more information.*

39. Are staff/partner/volunteer training materials available for your intervention?

Yes (1)

No (2)

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40a. Are evaluation materials provided for your intervention?*

Yes (1)

No (2)

Display This Question:

If 40a. Are evaluation materials provided for your intervention? = Yes*



40b. Please describe the provided evaluation materials (500 character limit):

*Please include links to and/or reference attachments included in **Section VIII. Evaluation Attachments** with formative or process evaluation materials such as surveys, interview or focus group questions, output or outcome data collection tools, if available, and reliability and/or validity testing completed for the tools.*

Display This Question:

If 40a. Are evaluation materials provided for your intervention? = No*



40c. Please describe the recommended evaluation materials (500 character limit):

Please include links to and/or reference appropriate evaluation materials, if available.

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41. Please describe the training needed to implement your intervention (e.g. online versus in-person training, number of training sessions, who delivers the training, who receives the training, evaluation of the training, etc.) (500 character limit): Please reference training materials provided as attachments in **Section VII. Intervention Attachments** and/or link to training materials online, if available.

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Section VII. Intervention Attachments

42. Please list below up to 5 (Attachment A - E) intervention materials (such as training manuals or sample lessons). Please name files with short (<150 characters), descriptive names, including the attachment letter. For example, Attachment A_Training Manual. If possible, reference the attachments (e.g. As shown in Attachment A,...) throughout your submission form to help reviewers quickly find the appropriate information. All attachments should be submitted along with this form as described in the accompanying instructions.

Please note, you can only upload one file per question. File size cannot exceed 50MB. If you need to submit files that are large and exceed the limit, compress the files into a ZIP file prior to uploading.

Intervention Attachment A

Intervention Attachment B

Intervention Attachment C

Intervention Attachment D

Intervention Attachment E

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Section VIII. Evaluation Attachments

Please list below **up to 5 supporting documents** (Attachment F-J) that are summary and/or evaluation-oriented publications or reports. Please do not upload any raw data files with your submission. You may also consider including evaluation tools, like environmental assessment or pre-post surveys, in this section. Please ensure evaluation attachments do not contain any personally identifiable information (PII). Please name files with short (<150 characters), descriptive names, including the attachment letter.

Evaluation Attachment F

Evaluation Attachment G

Evaluation Attachment H

Evaluation Attachment I

Evaluation Attachment J

End of Survey

Thank you for submitting your intervention to the SNAP-Ed Clearinghouse. Your response has been recorded.

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