

**CALIFORNIA DEPARTMENT OF AGING**

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**CONTRACT RELEASE MEMO**

**To:** Area Agencies on Aging (AAAs)  
**CM No:** 25-08  
**SUBJECT:** CalFresh (CF-2223-A4) Budget and Reporting Information  
**ISSUE:** August 27, 2025  
**CONTRACT TERM:** October 1, 2022 through September 30, 2026  
**SUPERSEDES:** 25-03  
**PROGRAM AFFECTED:** SNAP-Ed/CalFresh Healthy Living and CalFresh Outreach

**PURPOSE:**

This Contract Release Memo (CM) provides funding information and specific reporting requirements for your Fiscal Year (FY) 2025-26 CalFresh Contract, Amendment 4 (CF-2223-A4).

Please refer to your original contract email for all the contract-related documents, including Budget Displays.

This Contract Amendment provides a Time-Only Extension (TE) for FFY 2025 Snap-Ed CalFresh Healthy Living. This TE will allow for potential carry-in of unspent funds following the closeout due October 31, 2025. CDA is working closely with FNS to understand if carry-in funds will be allowed following the 2025 closeout.

Additionally, the contract amendment provides FFY 2026 funds for CalFresh Outreach (CFO). Closeouts for CFO FFY 2025 will be due October 31, 2025, and CFO FFY 2026 due October 31, 2026.

**FUNDING:**

This contract amendment reflects CFO FFY 2026 funds of \$1,712,000 from State Fiscal Year (SFY) 2025-26.

No additional funding for SNAP-Ed CalFresh Healthy Living is included in this amendment.

**Request for Funds and Expenditure Reports:**

CDA will not process payments for the CF-2223-A4 until the AAA's program budget for CFO is completed, and the contract is fully executed.

CF-2223-A4 will be utilizing CDA's new electronic format for submitting expenditure reports, the Local Finance Reporting System (LoFRS). No actual forms will be issued or required.

Please note that if a AAA participates in both programs, that AAA will report two separate, monthly expenditure reports within the LoFRS.

**Deadlines:**

Monthly Expenditure Reports are due 30 days after the last day of each month. Expenditure time periods and closeout deadlines are included as footnotes on the Budget Display within Exhibit B of the contract.

**Contract Language Updates:**

There are no language updates for CF-2223-A4 contract Agreement.

**Inquiries:**

Programmatic and/or date inquiries, please email the CDA CalFresh – Program Team at: [SNAP-Ed.data@aging.ca.gov](mailto:SNAP-Ed.data@aging.ca.gov)

Financial inquiries, please email the CDA Local Finance Section at: [Finance@aging.ca.gov](mailto:Finance@aging.ca.gov)

Payment inquiries, please email the CDA Accounting Management Section at: [Accounting.LA@aging.ca.gov](mailto:Accounting.LA@aging.ca.gov)

Contract inquiries, please email the CDA Business Management Section at: [BMBsubvention@aging.ca.gov](mailto:BMBsubvention@aging.ca.gov)

Thank you,

*Nicole Shimosaka*

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Nicole Shimosaka, Deputy Director  
Division of Administrative Services  
California Department of Aging

cc: Local Finance Section, Office of Finance and Administrative Operations, Division of Administrative Services  
Accounting Management Section, Office of Finance and Administrative Operations, Division of Administrative Services  
Business Management Section, Office of Finance and Administrative Operations, Division of Administrative Services  
Nutrition and Wellness Section, Older Adults Program Branch, Division of Home and Community Living