

APPENDIX G

FAMILY RECORDS REQUEST MEMO

TO: Adult EFNEP Technicians
SCNEP Program Assistants

FROM: Ruby H. Cox, State Program Coordinator, EFNEP/SCNEP

RE: Requested from Adult EFNEP Technicians & SCNEP Program Assistants a copy of Front and Back Page of Family Records on 2 newly-enrolled Homemakers/Clients

A project is currently underway to obtain information which can help the State EFNEP/SCNEP Office to make lessons, methods, handouts, recipes, etc., more appropriate and appealing for our homemakers and clients. Your help is needed in obtaining this information, especially in regard to the specific food intake of food stamp clients.

During the next month, please try to enroll at least 2 new homemakers who are from households receiving foods stamps. Then submit a copy of the front and back page of each Family Record to my office. You should blot out the name of the client (but not the ID number), to insure confidentiality. To make these records usable to us, please take extra care, when completing the records and recalls, to make sure that they show the following:

1. Whether family receives food stamps, WIC or other government programs
2. As much detail as possible about foods listed on 24-hour recall: to include brand names, preparation method, added fat, sugar, salt and condiments, whether meats, vegetables and fruits were fresh, frozen, or canned, where food was eaten (i.e. at home, work, at a friends, or in a restaurant and type of restaurant, etc.)

Please mail these two records, no later than the end of August, to:

Ruby H. Cox
State Program Coordinator, EFNEP/SCNEP
229 Wallace Hall, VPI&SU
Blacksburg, VA 24061-0228

If you have any questions, feel free to contact me via phone or e-mail (rubycox@vt.edu). Thank you for your help.