

## Instructions for Completing the CNEP Adult Forms

- The NEA should complete forms by interviewing individual learners. With group learners, the NEA should guide the participants through the completion of forms, being sensitive to issues such as low literacy. It is not appropriate with group or individual learners for the NEA to hand out forms and ask participants to complete them on their own.
- ***The NEA should complete the area of the forms marked “For CNEP Educator’s Use Only”.***
- File and process forms as instructed by Area Coordinator.

## Adult Enrollment/Exit (FS-A101)

|                                |   |
|--------------------------------|---|
| 1) Address                     | Enter participant’s complete physical (street) address (no P.O. Box numbers) including zip code.  |
| 5) Money                       | <ul style="list-style-type: none"> <li>• Enter total income for all persons in the household for the previous month.</li> <li>• Include wages, salaries, social security, welfare, insurance payments, pensions and cash support from others.</li> <li>• Do not include the value of SNAP (Food Stamps), WIC, or other supplemental foods program benefits.</li> <li>• Alternative Ed students should provide the total income for the household they are currently living.</li> <li>• Participants who live in a facility, and truly don’t have any income, should enter “0” as income, and the secretaries should enter \$1 in CRS5.</li> <li>• Participants who don’t know, or don’t want to provide their income should mark this area with a large “X”, and secretaries should enter “N/S” in CRS5.</li> </ul> |
| 6) Children                    | Indicate age in years, not months. Children under the age of 1 year should be written as “0”.   |
| 9) Race                        | All participants, including Hispanics, must indicate a race.  |
| Lesson Type                    | <p>Indicate the lesson type where the participant receives the majority of their lessons.</p> <ul style="list-style-type: none"> <li>• <u>Group Enrollment</u><br/>A group is defined as 2-15 participants who meet together for nutrition lessons and operate separately with respect to food purchasing and preparation decisions. Members of a group, who do not meet CNEP enrollment criteria, may participate in the nutrition lessons enrolled as a “guest” participant.</li> <li>• <u>Individual Enrollment</u><br/>When two individuals live in the same household and share resources, enroll the one who makes the majority of the decisions about food purchases and preparation. The other household member may participate in the nutrition lessons enrolled as a “guest” participant.</li> </ul>      |
| Subgroup                       | Select only one.  |
| Group Size                     | Indicate the number of participants attending the group lesson on the day of enrollment.  |
| Number of Lessons and Contacts | Refer to the Lesson Clarification document located on the CNEP website.   |
| Data Entry and ID              | Provided by unit secretary.   |

## What Do You Eat? (food recall FS-A102)

|                     |   |
|---------------------|---|
| Money Spent on Food | <p>Include all money members of the household spent on food the previous month. It is to include the value of WIC, SNAP, and groceries, as well as money spent on food eaten away from home. Participants living in a residential facility where their food is provided often make small food purchases. The NEAs should work with these participants to include these purchase amounts in the money spent on food.</p> <ul style="list-style-type: none"> <li>• If a participant is in a facility where all their food is provided, and they don't spend any money on food, the participant is to put "\$0" on the recall form and the secretary is to enter "\$1" in CRS5.</li> <li>• Participants who don't know. or don't want to provide the amount should mark this area with a large "X" and secretaries should enter "N/A" in CRS5.</li> </ul> <p>Side note to Secretaries: The CRS5 system will default back to "N/A" if "\$0" is entered.</p> |
| Activity Level      | <p>This is to include physical activity <b>throughout</b> the day....regardless of the purpose. There is no distinction if the activity is to improve health or because of other circumstances, such as they don't have a car.</p>  |

## CNEP Survey (FS-A103)

As with all forms, the NEAs should gather information from individual learners by interviewing the participant. The NEA should lead members of a group through one question at a time of the survey. The NEA should read the Survey Script, as it is written, with both individual and group participants.

|  |   |
|--|---|
| 10) My children eat breakfast.   | Leave blank if they do not have children under the age of 19 living in the home.  |
| 17) I am physically active for at least 30 minutes throughout the day. | This is to include physical activity <b>throughout</b> the day....regardless of the purpose. There is no distinction if the activity is to improve health or because of other circumstances, such as they don't have a car. |