

OHIO NUTRITION INCENTIVE NETWORK

Operating Procedures

Revised – November 2023

Addition of Community Engagement Advisory Group, p. 10, Join/Leave Network, p. 11

BACKGROUND

Network Operating Procedures serve to:

- Unite members and lay the foundation for a common agenda by establishing a written vision and approach to collaborative work;
- Protect the network against staff turnover and maintain institutional knowledge;
- Prepare the network to grow and adapt by detailing structure, roles and responsibilities of members and adding procedures for expanding in size or scope;
- Ensure effective communication and coordination of activities by establishing processes for regular updates, structures for subcommittee work, as appropriate, and much more!

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A. The Ohio Nutrition Incentive Network

Overview

The Ohio Nutrition Incentive Network (the “Network”, OHNIN) is a multi-sector coalition working toward a shared vision of affordable access to healthy, local foods and a healthy, equitable and resilient Ohio food system. The Network represents diverse regions of Ohio and collaborates to advance nutrition incentive programming statewide.

The Network supports the statewide Produce Perks program, Ohio’s nutrition incentive program that matches the value of SNAP purchases when spent at participating direct-to-consumer and grocery retail locations. The Network infrastructure is designed to provide the foundational support and processes for other aligned and complementary programs, as new program models are piloted and ready to scale.

Vision

We envision all Ohioans have equitable access to healthy, locally-grown foods within their communities, and the resources to procure them. Diet-related health diseases and disparities are no longer a public health crisis. Ohio agriculture is an economically-viable and ecologically-regenerative industry. It is an integral component of the Ohio food system; its products are widely available. Ohio farmers and food workers are valued, respected, and appropriately compensated for their contribution to the health and well-being of their communities.

Mission

The mission of the Ohio Nutrition Incentive Network is to increase nutrition security while strengthening Ohio’s local food system.

Theory of Change

Access to nutritious food is a basic human right. Yet, 1 in 5 Ohioans is food insecure even as Ohio is home to 77,000 farms and 14M acres of farmland. The Ohio Nutrition Incentive Network leverages the diverse experiences and voices of our network of program operators and beneficiaries, farmers and food producers, agency partners, and community members to:

- implement Produce Perks and other effective, innovative community-based programs that increase affordable access to healthy foods and strengthen Ohio’s local food economy.
- advocate for program development, funding, and policy change to eliminate the root causes of the conditions that require us to do this work; and
- eliminate the systemic inequities and disparities within our food system.

Values

We believe in:

- access to healthy food as a basic human right; good food has the power to promote health and prevent chronic disease
- diversity, equity and inclusion in staff, Network members, volunteers, and audiences, including full participation in programs, policy-formulation, and decision-making
- a resilient and sustainable local food system, where farms and food businesses are valued and viable
- collective impact and leveraging our network resources to effectively address complex social issues and systemic inequities
- innovation and community-centric solutions
- advocacy and education as tools to form a healthy, equitable, and sustainable food system
- an ecological approach to farming, with a focus on biological diversity and soil health, is essential to the wellness of the earth and its inhabitants

Diversity, Equity, and Inclusion Community Agreement

Understanding that networks move at the speed of trust, and in order to foster trust we need to be open and honest about our capacity to show up during any given meeting; and

Understanding that our goals include improving the safety for all current and future members to show up fully and feel welcome and invited to share their knowledge, identities (both visible and invisible), and lived experiences towards improving the work of the network; and

Drawing on the DEI working group for support and resources when needed, members of the Ohio Nutrition Incentive Network agree to behave in the following ways:

- Foster a safe space to be transparent about capacity and headspace
 - Use tools and resources to facilitate this practice while also being mindful of the work to be done during the limited time we have
- Create an environment where all feel safe to ask questions and share unfamiliarity
 - Be open, vulnerable, uncomfortable
 - Speak from your personal experience without invalidating others' experience
 - Be mindful of different perspectives & fields when using lingo, acronyms, etc
- Be open to direct feedback and addressing conflict with a spirit of learning and improvement
 - Leaning on members of the DEI working group to facilitate when directly addressing a concern or a conflict isn't feasible or comfortable
 - Practice thoughtful discretion when discussing issues that arose during our meetings
 - Feel free to share and discuss the overarching questions and conclusions while preserving individual and organizational anonymity.
 - Share stories and lessons learned but leave out identifying details

- Hold these agreements and practices in flux; they will continue to evolve as we collectively learn more

B. Network Structure

1. Network History

The Ohio Nutrition Incentive Network was originally formed in March 2016 as a Steering Committee to guide the growth and sustainability and collective impact of emerging statewide nutrition incentive programming in Ohio. The Network has been intentionally designed to evolve in its role as an advisory committee to the Network's backbone organization, Produce Perks Midwest (PPM), as capacity grows through the hub and spoke model (see below). This evolution is designed to support efficient operations and decision-making by PPM while ensuring that regional representatives, content experts, and key stakeholders are actively engaged and participate in the strategic development of Produce Perks and other statewide nutrition incentive programs. In May 2022, the Network adopted Diversity, Equity, and Inclusion Community Agreements, and in November 2023, the Network added a Community Engagement Advisory Group to ensure reciprocal input from farmers and consumers directly experiencing nutrition incentive programming.

2. Network Membership

The Network strives to recruit and retain diverse members who equitably represent all program stakeholders including direct-to-consumer operators, retail partners, health and wellness organizations, farmers, state agencies and consumers most affected by food/nutrition insecurity. The Network will carry out network assessments annually to revise operating procedures, support opportunities for growth, assess Network membership composition, and recruit and engage new members.

The Network seeks to have no more than 25 members which can be filled by an organization or community member. Only one voting seat can be filled per each organization. A minimum of 15 seats should be filled at all times.

In addition to having members representing each spoke, the Network will seek to keep select seats filled by relevant stakeholders as appropriate for current programming and priorities. The Network also seeks to engage members that meet some or all of the following expectations:

- Represent all stakeholder groups of Produce Perks including direct to consumer operators, retail partners, health and wellness organizations, farmers, state agencies and low-income consumers
- Represent Ohio communities by recognizing principles of fairness, equity and social justice across intersections of race and ethnicity, age, color, disability, faith, citizenship, sexual orientation, social and economic class and gender identity.
- Represent diverse industries engaged in the food or health system
- Relate and commit to OHNIN's mission to increase affordable access to healthy food while strengthening Ohio's local food systems and economies

3. Network Member Responsibilities:

- Attend and participate in quarterly in-person meetings and monthly calls.
- Keep apprised of and contribute to email communications between meetings.
- Inform and support creation of common Network agenda and annual goals.
- Support development of Network fundraising plans and strategy for larger funding proposals.
- As appropriate, represent the Network's work to other audiences in the effort to build support, promote, and align efforts with complementary initiatives.
- Serve on subcommittees or ad hoc planning teams as necessary or desired.
- Fulfill responsibilities of Network membership types, as outlined in g) Roles and Responsibilities below.

4. Network Meetings

The Network meets regularly through monthly video conferences. Meeting dates will be determined annually using a scheduling poll for maximum attendance and participation. Agendas will be distributed at least five days in advance. Notes will be distributed within one week following the meeting.

While members should strive to attend all meetings, if unavoidable conflicts arise, a representative may be sent in their place. Members are responsible for reviewing all meeting notes and asking clarifying questions if needed to remain current on decisions and next steps.

5. Decision-Making

The Network strives for consensus on key decisions and is committed to an inclusive and solutions-oriented approach to decision-making. We will seek consensus when voting on issues, and a 2/3 majority is needed to approve items. Decisions will be made by vote (a) when there is a majority of Network members present at a meeting, or (b) via email when a decision is needed outside of meetings.

As new opportunities or potential changes arise that impact statewide or regional programming, fundraising, or operations, Network **and/or Advisory Group** members may propose recommendations for consideration. The Network will consider this opportunity in the context of capacity, return on investment, potential risk and impact of the recommendation. If unable to move forward with or adopt the recommendation, PPM and Spokes may propose an alternative solution or approach to the full Network and remain open to dialogue on additional strategies.

The Network will work to achieve majority support for all recommendations brought forward for consideration. The purpose of these Operating Procedures is to make the operations of the Network as efficient, as transparent, and as effective as possible.

The Network will vote on the following:

- Network membership and member removal
- Amendment of Operating Procedures
- Third party requests for program data
- Annual setting of strategy and priority activities to achieve the network’s mission/vision/values
- Annual setting of policy/advocacy agenda
- Annual setting of evaluation goals and strategy
- Formal adoption of new programs as a “program of OHNIN.” (Current programs are listed in Section D)

The above items require agreement by a 2/3 majority of all Network members.

6. The Hub & Spoke Model

In early 2015, the Network selected a “hub and spoke” model as its organizational structure to leverage the expertise and experience of strong regional program coordinators, while recognizing the need for centralized administrative support and leadership to bring efficiency and create opportunities for statewide program alignment. The hub and spoke model is illustrated in Appendix A.

Without an Ohio candidate to serve as the administrative hub, Wholesome Wave, a Connecticut-based national nonprofit, served as the original statewide administrative lead through our first 3-year USDA Food Insecurity Nutrition Incentive (FINI) project in 2015. During that grant period, the Network selected Produce Perks Midwest by consensus to serve in the role of statewide administrative lead and Wholesome Wave facilitated a transitional period in 2016-17 supporting the Network’s and PPM’s capacity and leadership.

In 2020, the Network affirmed the hub & spoke model in a thorough review of these operating procedures. More about the Network’s history can be found in Appendix B.

7. Roles & Responsibilities

Hub – Statewide Administrative Lead

The Hub provides administrative support to the Network, its programs, and partners. Specific tasks include:

- Network
 - Hire or designate staff to manage and coordinate Network activities. PPM staff support for program implementation at the Spoke level may look different location to location, depending on Spoke capacity.
 - Plan and manage logistics of all network meetings, including but not limited to: creating and distributing agendas, facilitating meetings of Network and **Advisory Group**, coordinating note-taking, finding event space (physical or virtual), and recruiting and onboarding new members.

- Develop and make available to the Network relevant tools and training materials to build efficiency and equity in program operations.
- Maintain and cultivate multi-sector partnerships that reflect our commitment to DEI, strengthening relationships between the Network and key partners at the state-level.
- Fundraising
 - Coordinate large funding asks on behalf of the network and sub-grant funds to participating program operators.
 - Serve as fiscal agent for statewide incentive program funding, as appropriate.
 - Coordinate with Spokes when interested in pursuing local funders within a Spoke's region to determine best strategies and communication expectations.
- Evaluation
 - Coordinate the development of research studies in conjunction with Network members and hire appropriate researchers to conduct evaluations.
 - Ensure consistency and quality of statewide program evaluation.
 - Ensure that the results of all evaluations are clearly and consistently communicated within and outside the Network.
 - Support Network members in their collection of and use of data. Manage statewide data collection platforms
- Program
 - Develop, in partnership with Network members and **Advisory Group**, a strategy for program design that is consistent with the Network's goals and values.
 - Provide appropriate program implementation technical assistance to all layers of the Network.
 - Develop, in partnership with Network members, a strategy for program expansion.
- Outreach
 - Develop and lead the implementation of a comprehensive outreach and communication strategy for the Network, in partnership with all OHNIN members.
 - Coordinate the development of shared marketing materials, all physical / electronic collateral pieces and communication strategy. Ensure consistency in the use of the Produce Perks brand.
 - Generate awareness by cultivating and/or supporting relationships at the state level with lawmakers, state agencies, trade associations, community organizations, and individuals most affected by nutrition insecurity, as appropriate.
- Advocacy
 - Develop and lead a comprehensive advocacy campaigns in partnership with all OHNIN members.
 - Coordinate the development and distribution of impact reports to lawmakers and trade associations.
 - Maintain state-level relationships with lawmakers and trade associations.

- Create/maintain policy/issue statements on behalf of Network.

Spokes – Regional Program Coordinators

Spokes run their own programs and supervise regional implementation of Network program offerings, as outlined in the formal, financial relationship determined in annual subcontracts.

Specific tasks include:

- Network
 - Work with PPM staff to implement programs in their spoke.
 - Based on experience with program delivery and regional knowledge, contribute to relevant tools and training materials that build efficiency and equity in program operations.
 - Maintain and cultivate multi-sector partnerships that reflect our commitment to DEI and strengthen relationships between the Network and key partners at the regional level.
- Fundraising
 - In coordination with the Network, fundraise on behalf of programs in the Spoke's region.
 - Support coordinated state and federal fundraising efforts led by the Hub.
 - When appropriate, act as fiscal agent to re-grant funds to local and regional programming.
- Evaluation
 - Based on experience with program delivery and regional knowledge, contribute to design of research projects.
 - Ensure adequate and equitable data collection occurs at all affiliated sites in compliance with program and grant requirements.
 - Participate in the interpretation of the data and share evaluation findings clearly and consistently within and outside the Network.
- Program
 - Contribute to the Network's strategy for program design.
 - Implement or coordinate Network programs in accordance with Network's goals and values and all agreed-upon outreach and evaluation strategies; manage direct incentive funds and staff, as appropriate.
 - Provide technical assistance and disseminate Network information to local program operators, contributing content to appropriate TA materials based on experience with program delivery and regional knowledge.
 - Seek out local opportunities for program innovation and/or program expansion within the region and lead vetting of new sites, in coordination with Hub, as appropriate.
- Outreach
 - Contribute to the content and implementation of a comprehensive outreach and communication strategy for the Network and its programs.
 - Contribute to the development of shared marketing materials, all physical/electronic collateral pieces and communication strategy. Ensure consistency in the use of the Produce Perks brand.

- Generate awareness by cultivating diverse partnerships centered on DEI as appropriate at the regional level.
- Advocacy
 - Contribute to the content and implementation of a comprehensive advocacy campaign in partnership with all OHNIN members.
 - Contribute to the development of impact reports. Distribute them to regional contacts as appropriate.
 - Maintain and cultivate relationships with lawmakers and agencies at the regional level.
 - As appropriate, participate in any advocacy campaigns led by PPM by providing testimony or support statements and/or coordinating such statements from local constituents.

Core Network – Program Partners

Core Network members provide technical support and/or essential perspective into the shaping of Network programs and their implementation. Specific tasks include:

- Network
 - Work with PPM staff and Regional Spoke leaders to support program implementation as appropriate.
 - Advise on and share as appropriate relevant tools and training materials that build efficiency and equity in program operations.
 - Participate in and/or provide introduction to relevant partnerships that promote and advocate for Network programming.
- Fundraising
 - Support Network fundraising efforts by participating in fundraising strategy, contributing to proposal development, and/or making introductions to funders, as appropriate.
- Evaluation
 - Support Network evaluation efforts by understanding the design of research projects and sharing evaluation findings clearly and consistently within and outside the Network.
- Program
 - Contribute to the Network's strategy for program design.
 - Support the implementation of Network programs and all agreed-upon outreach and evaluation strategies.
 - Contribute content as appropriate to TA materials based on experience.
 - Contribute to program expansion plans as appropriate.
- Outreach
 - Support the creation and implementation of the Network's comprehensive outreach and communication strategy.
 - As appropriate, support the development of shared marketing materials, all physical/electronic collateral pieces and communication strategy. Support the consistent use of the Produce Perks brand.

- Generate awareness by cultivating and/or supporting diverse partnerships centered on DEI as appropriate.
- Advocacy
 - Support the creation and implementation of the Network's comprehensive advocacy campaigns
 - As appropriate, support the development of impact reports and share them with relevant partners.
 - Generate awareness by cultivating and/or supporting relationships with lawmakers, state agencies, and trade associations, as appropriate.
 - As appropriate, participate in any advocacy campaigns led by PPM by providing testimony or calls/emails in support.

Community Engagement Advisory Group

The OHNIN Community Engagement Advisory Group is a place for transparent conversations among diverse SNAP users, farmers, farmers market managers, and incentive providers about the needs of the produce incentive community and the potential and realized impact of Ohio's nutrition incentive programming.

- Role
 - OHNIN will aim to have the Advisory Group comprised of the following:
 - between five and fifteen community members serving annual terms with renewal based on mutual desire and availability.
 - farmers market incentive shoppers, retail incentive customers, direct to consumer or retail operators, farmers, and/or potential SNAP users.
 - represent intersections of race and ethnicity, age, color, disability, faith, citizenship, sexual orientation, social and economic class and gender identity.
 - represent the geographical diversity of OHNIN's programming.
- Advisory Group Member Responsibilities
 - Relate and commit to OHNIN's mission to increase affordable access to healthy food while strengthening Ohio's local food systems and economies, and be informed of current OHNIN programs.
 - Attend and participate in Advisory Group bi-monthly hour-long virtual calls.
 - Give input on OHNIN annual strategy, activities, policy agenda, and evaluation goals before adoption by OHNIN.
 - Practice OHNIN's Community Agreements.
 - Keep apprised of email communications between meetings.
 - Inform meeting agendas, facilitation, and group membership.
 - Optionally, represent the Network's work to other audiences in the effort to build support, promote, and align efforts with complementary initiatives.
- OHNIN Responsibilities to Advisory Group
 - Provide recruitment, on-boarding and group facilitation support through a Community Engagement subcommittee
 - Listen to and integrate input from Advisory Group as a whole and individuals

- Clearly communicate results of how input was integrated into OHNIN's work with Advisory Group members
- Provide strategy and activities updates to Advisory Group, specifically the annual setting of network activities and strategy, for review before vote by OHNIN
- Compensate Advisory Group members as agreed upon
- Conduct fundraising to assure adequate funds for Advisory Group compensation
- Support Advisory Group members in becoming OHNIN Core Partner members as appropriate

8. Process to join/ leave the Network

To Join the Network

- Any interested individual from the community or a partner organization may nominate a new OHNIN Core Network or Advisory Group candidate through the approved nomination form available on the Produce Perks website.
- An existing OHNIN member and/or Hub staff member will meet with the nominee for an introductory conversation reviewing the OHNIN theory of change, roles, and responsibilities of Network membership.
- Advisory Group candidates will be reviewed by existing Advisory Group and other OHNIN members, and accepted on a rolling basis as needed to fulfill open seats.
- Recommended OHNIN Core Network candidate applications will be provided to existing OHNIN members in advance of the next OHNIN meeting.
- At the next OHNIN meeting, OHNIN Core Network candidates will be formally approved with a 2/3 vote from a Network quorum.

To Leave the Network

- Annually, all OHNIN members will review their capacity and renew their commitment to meeting the responsibilities of Network membership.
- If at any time an OHNIN member needs to resign, they are requested to send written confirmation of resignation effective date to the Hub.
- If the resignation is on behalf of an individual representing a partner organization or Spoke, the OHNIN member will be asked to nominate another staff member to represent the organization in the Network.
- Resigning OHNIN members will be celebrated for their service at the next OHNIN meeting.

C. Communication & Information Platforms

1. Network Communication Between Meetings

If time-sensitive updates or requests arise between committee meetings, members can send messages to the full group via email, using the contact list maintained in the **shared files**. If necessary, a conference call may be organized.

2. Communication With External Partners

The Hub may receive requests for programming, partnership, funding, or promotional materials. When a request is received from an entity in a Spoke region, the Hub should discuss the request to the Spoke prior to response.

3. Shared Files

The Network maintains shared folders to hold meeting notes, tools and toolkits, current marketing materials, and other relevant documents. Request for access to this folder should be directed to Produce Perks Midwest. The folder is housed on [Sharepoint at XXXXX](#).

4. Program Website

The website www.ProducePerks.org serves as a statewide external-facing information platform for the Network and Produce Perks programs. The website is maintained by Produce Perks Midwest.

5. Network Member Contact List

A list of current Network members, their organizational affiliations, and contact information will be kept current by Produce Perks Midwest and stored in the [shared files](#). Members are required to keep this information up to date.

6. Program Resource Portals

Produce Perks Midwest will maintain a website portal of program materials, templates, and shared resources accessible to Spokes. Produce Perks Midwest will also maintain a resource portal accessible to participating DTC and grocery retailers.

7. Social Media Accounts

Produce Perks Midwest maintains social media accounts on behalf of the Network programs. These include:

- Facebook, [@ProducePerks](#)
- Twitter, [@ProducePerks](#)
- Instagram, [@ProducePerks_OH](#)
- YouTube, [Produce Perks](#)

All social media accounts and content established and maintained on behalf of the Network should:

- Clearly identify the page as created and managed by Produce Perks
- Represent the Produce Perks brand in accordance with the Network's vision, mission, values
- Adhere to Produce Perks branding guidelines

Produce Perks Midwest will maintain and protect password and login information. Should a security breach occur in one of the above-mentioned accounts, Produce Perks Midwest will make the Network aware of the situation and resolution.

The Network adopts a policy of allowing healthy conversation to take place on all social media posts. Produce Perks Midwest will only delete or hide comments that:

- Contain vulgar, offensive, threatening or harassing language, disinformation, or personal attacks.
- Promote, foster or perpetuate discrimination on the basis of race and ethnicity, age, color, religion, disability, faith, citizenship, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation, or gender identity.
- Contain, link to, or encourage obscene or sexual content or illegal activity.

Any instances or patterns of inappropriate comment or behavior in violation of the Network’s Healthy Conversations Policy on Produce Perks Midwest’s social media accounts will be brought to the attention of the Network.

8. Other Communication Platforms

In the course of program promotion and development, the Hub and Spokes may adopt and maintain other forms of communication with potential and current program users (newsletters, text messaging platforms, direct mailers, etc.). OHNIN should be informed of any methods adopted. Communication methods with customers/program beneficiaries should:

- Operate through formal and protected channels (e.g. using a text messaging platform as opposed to using a personal device to text a program user)
- Be HIPAA compliant when possible/as required
- Adhere to the standards outlined in the Evaluation and Data Management section of these Operating Procedures.
- Allow recipients to opt-out of communications at any time

D. Our Programs

1. Program Overview

Programs within OHNIN seek to improve the health of underserved communities by increasing affordable access to healthy foods. The work of the Network advances nutrition incentive programming across Ohio, addressing food insecurity and strengthening local food economies – supporting Ohio farmers, retailers and communities. Our programming is designed to be integrative and directly aligned with federal and state level strategies and funding sources.

We are innovative in our approach to programming and responsive to community needs and opportunities as statewide and/or local partners, funding, or program innovations present themselves.

2. Produce Perks

Overview:

Produce Perks empowers individuals receiving SNAP benefits to purchase fresh, healthy, fruits and vegetables from local farmers and Ohio owned grocery retailers. Produce Perks provides consumers shopping with SNAP a \$1-for-\$1 match to buy fruits and vegetables, increasing affordable access to healthy foods for Ohioans receiving SNAP food assistance benefits, supporting Ohio farmers, and strengthening local economies. Produce Perks may be implemented through direct-to-consumer markets (farmers’ markets, farm stands, mobile

markets, CSAs), and grocery retail establishments. The spirit of the program is to benefit both SNAP consumers and farmers. Consumers must make a SNAP purchase in order to earn the Produce Perks incentives. Consumers do not need to make a SNAP purchase in order to redeem Produce Perks incentives.

Program Design:

Farmer's Market Incentives

- Produce Perks distribution is currently limited to consumers making SNAP purchases.
- Qualifying SNAP purchases must be SNAP-eligible products and locally produced.
- Produce Perks (the incentives) are only redeemable for fresh, flash frozen, or canned fruits and vegetables with no added sodium, sauces or sugars. Produce Perks can also be applied to purchases of edible seedlings.
- Incentives distributed at farmers' markets do not expire.

Grocery Retail Incentives

- Produce Perks distribution is currently limited to consumers making SNAP purchases.
- Qualifying SNAP purchases may be any SNAP-eligible product; or may be any qualifying fruit and vegetable purchase only; and locally produced, when possible.
- Produce Perks (the incentives) are only redeemable for fresh, frozen, or canned fruits and vegetables with no added sodium, sauces, or sugars.
- Incentives distributed at grocery retail expire after one month.

3. Produce Prescription (PRx)

Overview:

In partnership with healthcare providers, PRx programming identifies patients experiencing chronic, nutrition-related disease (diabetes, hypertension, obesity, etc...) and provides them with a monthly physical prescription for produce to enable a higher quality diet and the ability to provide fruits and vegetables to the patient and their household. Produce Prescriptions have a monetary value and act as a coupon for fruits and vegetables and are redeemable at participating farmers' markets and select grocery-retailers.

Program Design

- Program design varies based on clinical and funding partners, and regional priorities.

4. TANF Fruit and Vegetable Coupon Program

Overview:

The TANF Fruit and Vegetable Coupon program specifically utilized funding restricted to TANF eligible families and seeks to 1) increase fruit and vegetable purchases among TANF eligible families, 2) increase use of the Produce Perks program among TANF eligible families who also receive SNAP benefits, and 3) reduce burdens on TANF eligible families in accessing fresh produce. Individuals are TANF eligible if they meet the following requirements: has annual income at or below 200% of the Federal Poverty Level; has a minor child in the household; is a U.S. citizen or meets a citizenship exception.

Coupon Program Design

- PPM and subawardees and regional program partners engage TANF eligible families in nutrition incentive programming by providing each participating family a Fruit & Vegetable coupon booklet.
- Regional partners (health clinics, social service agencies, etc.) enroll and distribute coupon booklets to eligible clients or within their community.
- Hub and Spokes hold at-market enrollment events.
- Families are provided nutrition education and Produce Perks information at the time of enrollment.
- Coupons may be redeemed at participating farmers' markets and grocery stores for fresh, frozen, or canned fruits and vegetables with no added sodium, sauces, or sugars.

Produce Box Program Design

- Hub and Spokes and program partners enroll individuals to receive regular deliveries of produce boxes.
- PPM holds contracts with farmers or grocers to prepare produce boxes for distribution to TANF eligible families.
- This may include to the home delivery or drop-off at a central neighborhood location.

While the programs described above broadly outline our current offerings, we encourage local adaptation as appropriate to meet the specific needs of the community the operator serves.

E. Program Support and Fundraising

Statewide incentive programming and administrations is funded by diverse sources, including but not limited to federal, state, local and private funders. The primary funding source supporting Produce Perks SNAP-matching programming within Ohio is the United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) Gus Schumacher Nutrition Incentive Program (GusNIP). The primary source of funding supporting TANF Fruit and Vegetable programming within Ohio is the State of Ohio. PRx is funded through a variety of funding sources including GusNIP, the State of Ohio, and private foundations.

As the Hub of the Network, PPM coordinates large funding asks on behalf of the Network and sub-grants funds to participating program operators and serves as the fiscal agent for statewide funding, as appropriate. All Network members are encouraged to participate in collective efforts that identify and engage funding sources that support the statewide operation and administration of nutrition incentive programming, in addition to their own fundraising to support local and regional efforts.

The Network communicates fundraising opportunities and provides support in the following ways:

- The Hub will engage a “working group” of relevant Network members for development of statewide proposals to ensure a strategic, supportive and non-duplicative approach that is in alignment with the collective vision and values of the Network.

- As federal or state funds are received by the Hub, the Hub will work with Network members to allocate and distribute funds through subawards as appropriate.
- All Network members (Hub, Spokes, Core) securing state, local or regional funds to support nutrition incentive programming will inform the Network to ensure proper representation of funders on communications materials (as appropriate), increase awareness of the comprehensive and diverse funding partners across Ohio, and identify opportunities to leverage funding.
- All Network members (Hub, Spokes, Core) intending to apply for federal or state funding (e.g., FMPP, LFPP) to support independent initiatives related to nutrition incentive programming, will inform the Network.
- All Network members (Hub, Spokes, Core) when appropriate and/or as opportunities arise, may be asked to commit in-kind support or to engage with local, regional, state, or private funders and funding opportunities.
- A list of current and historical funders and awards is maintained in the Network's **shared files**.

Network “working groups” will convene separately from regular Network meetings, as determined by “working group” members, and present proposal and work plan elements to the Network for feedback.

Annually, the Hub and any Network members wishing to participate will conduct an annual statewide budget review to identify potential funding needs and opportunities. It is recommended that the annual statewide budget review occur sometime in Q3-Q4 and be presented at the Q4 Network meeting.

F. Evaluation and Data Sharing

1. General Program Evaluation

OHNIN values program evaluation as a key activity in upholding the Network’s vision/mission/values. General program evaluation metrics will be reviewed annually by the Network and updated in Appendix D.

In the course of developing these metrics and executing program evaluation, OHNIN evaluation metrics and activities should:

- Demonstrate program growth and impact
- Be reasonable and attainable for the entities responsible for carrying out data collection and evaluation efforts
- Strive to be in alignment with national and state efforts in nutrition incentive programming
- Be in compliance with minimum requirements set by federal or state funding awards
- Seek input on design from participating Direct-To-Consumer and grocery retailer sites (“Affiliated Sites”)
- Evaluate equitable distribution and use of resources across the program service area in alignment with DEI
- Be conducted in a culturally-appropriate, equitable manner

- Evaluation metrics and activities will be coordinated by the Hub and presented to OHNIN on the following basis:
- Regular reports on key metrics via written reports
- Annual and final grant reports of large-scale state and federal OHNIN endorsed funding awards
- Annual calendar year reports
- Annual statewide Impact Reports, shareable with partners and stakeholders

OHNIN members may request additional evaluation activities outside of general program evaluation from Hub, Spokes, and evaluation contractors. Requests will be reviewed by the Network on a case-by-case basis and approved by the entity responsible for assuming additional evaluation activities.

Research and Independent Program Evaluation

The Hub or Spokes may wish, or be required per federal or state funding awards, to contract with an outside entity to conduct more rigorous program evaluation or research studies. Prospective external evaluation contractors should be reviewed by the Network and discussed at a Network meeting in advance of coming under contract.

All evaluation conducted by external evaluation contractors should adhere to the below Data Management and Data Sharing standards.

2. Data Management

Data Management Standards

All OHNIN members commit to managing program data with integrity and in a manner that supports the Network’s mission/vision/values. In the course of program implementation and evaluation, the Hub, Spokes, and any contracted evaluation partner will collect identifiable program data from participating program sites (“Affiliated Sites”) and participants in nutrition incentives programming (“Program Participants”). Core Network OHNIN members may at times be privy to identifiable information.

As such, the Network will adhere to the following data management practices:

- All Network members agree to never share any identifiable Affiliated Site or Program Participant data, including, but not limited to, sales data, FNS numbers, email, phone numbers, or program information.
- Network members may share Affiliated Site or Program Participant data with external partners or during communication efforts when data of greater than five locations has been aggregated in analysis (“Aggregated Data”) to avoid identification.
- Network members will not ask participating retailers or program participants to provide data or personal information outside of established data collection processes and data collection tools utilized by the Hub and Spoke.

Data Collection and Management

The Hub and Spokes collect program data from participating retailers and using a variety of data collect software platforms. Hub and Spokes may utilize a variety of platforms to fulfill data collection, management, and evaluation needs within programming, but will adhere to the above data management standards. In addition, Hub and Spokes will adhere to the following:

- Include data sharing agreements in all program subcontracts and MOU's.
- Collect and store Produce Prescription Program (PRx) participant level data using HIPAA compliant software and data management practices.
- Provide at least an annual update to OHNIN on data collection software utilized in the course of program implementation, management, and evaluation, and provide further details on data collection software platforms and data management practices if requested by Network members, affiliated sites, or funding partners. Software being utilized to collect program data are updated in Appendix E.
- Adhere to all federal and state mandates as pertaining to data collection, storage, and sharing in the course of fulfilling federal and state contract and funding award agreements.

3. Data Sharing

Individual Affiliated Sites retain ownership of their program data and may always use their own data (e.g, customer counts, SNAP sales, Produce Perks, etc.) as they see fit.

Hub and Spokes may use data provided by Affiliated Sites in accordance with established agreements between network Spokes and their Affiliated Sites. If not otherwise specified, Spokes should adhere to the above data management standards.

If an OHNIN member wishes to use Produce Perks data sites with greater specificity than Aggregated Data (e.g. total SNAP sales, incentives redeemed, customers reached, etc.), they must request approval from the applicable Spokes and Produce Perks Midwest. They must share where, when, and at what level it is proposed that data will be used. A copy of the request and approval must be stored with Produce Perks Midwest.

Identifiable Program Participant level information (e.g. photos, quotes, name) may only be shared if a media release agreement is obtained by said Program Participant. A copy of the media release form must be stored with Produce Perks Midwest.

Third parties (outside of the Network) may ask OHNIN members for permission for access and use of the Aggregated Data for research and evaluation purposes. Requests will be reviewed by OHNIN on a case-by-case basis, including proposed measures to protect the confidentiality of program data and to protect the integrity of OHNIN's programmatic objectives. Should a request be made by a third party for access and use of identifiable Affiliated Site or Program Participant data, the request will be granted only if consent is obtained by said Affiliated Site or Program Participant.