

Dear NEAs,

Enclosed is a set of DVD self study lessons for you to give out to participants who would like to learn this way instead of taking one-on-one or group classes. This is an alternative method of teaching and learning. It may work well for some of your participants who live long distances away from you or who just don't have time for you to come to their home or for them to go to classes.

Instructions on how to teach the lessons:

1. Recruit a participant and offer them this option.
2. Meet with them initially to do the class participant sheet and food frequency questionnaire (FFQ). Give the DVD and schedule a time when you can call to follow up midway (after 3 lessons) with the participant. Don't forget to do your NEA class record.
3. When you call the participant ask them to complete the lesson evaluations over the phone (have all 6 ready to ask). Find out which 3 lessons they have completed and fill out those forms. Schedule a time to finalize the self-study lesson.
4. On the final follow up complete the FFQ, Behavior Checklist, and the following 3 evaluations. Participants can keep the DVDs.
5. Before you finish the call remind them that we partner with SNAP assistance and they can go to their local DWS office to sign up for financial assistance that will help them stretch their food money.
6. Make 6 copies of the participant form (one for each lesson they completed). Where you write your name also write that it was a DVD self study lesson on each evaluation.
7. Send to the state office: The pre and post FFQ, Behavior checklist, all participant forms, and each lesson evaluations.

Thanks for your efforts. We are hoping that this will stretch our reach to participants who would not take the lessons other ways. The DVDs are professionally made and teach the concepts of Quick Meals, Meal Planning and Shopping, Fruit & Vegetables, Food Safety, Dietary Guidelines, and Family Mealtime.

Sincerely,

Heidi LeBlanc

Food \$ense Director