

## Frequently Asked Questions (FAQ) Regarding EFNEP Enrollment

North Carolina program expectations are that EFNEP Program Assistants/Associates serving as EFNEP Educators graduate a minimum of 90% of the participants enrolled during the current program year. While graduation is encouraged, there are circumstances that prevent a participant from completing the program.

For the purposes of this document:

- Session = 1 face-to-face (in-person, remote, and/or virtual) contact with participants
- Lesson = 1 lesson from the curriculum

### Enrollment of Adult Participants

#### **How long can participants be enrolled in EFNEP?**

Participants should graduate within 12 months of enrollment. For the best impacts and if possible, schedule one session a week. Behavior change research indicates that ideally, participants should receive one lesson per week over a period of time with 10 contacts being ideal for anticipated outcomes. This may not always be possible given the time participants are available or for which a partner has the capacity to offer lessons. In these instances, one session could include up to 2 lessons.

#### **How long is a lesson?**

You have 3 face-to-face lesson formats to choose from - 30 minutes, 45-60 minutes, and 1.5-2 hours. Refer to the Lesson Overview in your curriculum binders for each lesson.

#### **Do all lessons need to be face-to-face?**

EFNEP, by federal policy is an in-person, face-to-face program, however, we do recognize that our audience may not always be available to attend a full series and that they learn in multiple ways. There are options for remote/virtual, non face-to-face lessons for up to  $\frac{1}{3}$  of the total number of lessons. Remote/Virtual, Non face-to-face strategies must be selected from the state's [approved plan for technology posted under guidelines on our program website](#).

#### **How many lessons do I need to teach?**

There are 21 lessons of which 10 are core. The remaining 11 are optional lessons you can teach to a group, if requested. Refer to the results of the entry records to make this determination and if the partnering agency allows.

If you plan to use blended teaching (in-person and remote/virtual), no more than  $\frac{1}{3}$  of the total number of lessons taught can be virtual non face-to-face. For Example: If you are teaching 10 lessons, a maximum of 3 classes can be taught virtually non face-to-face.

### **How do I graduate Adult participants?**

In order to **graduate** from EFNEP, participants must have completed the following:

- Entry and exit forms to include the 24 hour food recall and the Food and Physical Activity Questionnaire
- 10 core lessons or a minimum of 6 - refer to the Lesson Requirements for Program Completion guidelines for more information

If a participant does not meet the above, he or she is considered terminated.

### **If a participant is terminated, what do I do?**

Complete an exit form indicating the date of termination and reason and send it to the state office. In your MARS Group Tracker, document the exit, status, and reason for termination in the comments section.

### **Can a terminated participant re-enroll?**

Adult participants who were terminated from the program during the year may be re-enrolled as long as they remain eligible for EFNEP.

- Notify your RNEA that you have a participant who is eligible for re-enrollment. If approved, contact Jamie McCullers at the EFNEP State Office at 919-513-7682 to inform her that the participant has been re-enrolled.
- Do not collect another Entry form.

Re-Enrollment of a participant can occur with approval by the RNEA under the following conditions:

- The participant remains eligible for EFNEP and a significant lifestyle change occurs. (ex: new pregnancy, adoption)
- The participant remains eligible for EFNEP and was enrolled in a separate component of EFNEP.
- The participant remains eligible for EFNEP and the NC Curriculum undergoes major revisions with new guidelines that meet a previously unmet need by the eligible participant

### **Can a former EFNEP graduate enroll in the program?**

Yes, only after one year of graduating from EFNEP. For example, if Susie graduated August 1, 2020, she can enroll in EFNEP on August 1, 2021.

### **Can I enroll out-of-state adult participants?**

Prior to enrolling an out-of-state participant, you must inform your RNEA. Your RNEA, as a professional courtesy, will contact the EFNEP State Coordinator where the participant is from to inquire about available EFNEP classes. If no classes are available, the out-of-state participant may enroll in NC EFNEP. NC EFNEP educators must **limit enrollment of out-of-state participants to no more than 2% of total participants**. NC EFNEP is funded to serve limited resource families and youth in North Carolina. Every effort must be made to recruit participants through local partners.

### **If adult participants and/or adult groups from another county are interested in joining my EFNEP program, can I enroll them?**

It depends on whether that county has an EFNEP educator or not.

If there is an EFNEP educator in that county, then contact that individual to let them know of the participant's or group's interest. Be sure to include the appropriate RNEAs (that is, yours and the other educator's RNEA) in your correspondence.

If there isn't an EFNEP educator in that county, then you can enroll that participant provided they are eligible with approval from your RNEA and CEDs of both counties.

Note: EFNEP educators should prioritize enrolling participants from their assigned county. Every effort must be made to recruit participants through local partners.

## **Enrollment of Youth Participants**

### **How long are youth groups enrolled?**

At minimum 6 weeks. For the best impacts and if possible, schedule one session a week. One session can include up to 2 lessons.

### **How long is a lesson?**

A lesson must be at least 30 minutes. Depending on the curriculum used, you have different lesson formats. Refer to the Lesson Overview in your curriculum binders for each lesson.

### **How many lessons do I need to teach?**

A minimum of six lessons should be taught - refer to the Lesson Requirements for Program Completion guidelines for more information.

### **How do I graduate youth participants?**

In order to **graduate** from EFNEP, participants must have completed the following:

- Pre and post evaluations. The EFNEP Educator should submit the Group Enrollment Form and Demographics worksheet for each group. A transmittal form should also be submitted.
- a minimum of 6 lessons.

### **What happens if some youth participants do not complete the pre and/or post evaluation?**

The EFNEP Educator will submit completed sets of pre and post evaluations and discard incomplete sets. Youth who did not complete pre and post evaluations can still be counted as participants in the program (this is reflected in your Youth MARS worksheet).