

## Expectations of State Sampling Plans

A Sampling Plan for adult behavior questionnaire, adult diet recall, and/or youth behavior checklist data may be submitted electronically to the federal EFNEP office at any time. Sampling plans should be sent by email to the National EFNEP Coordinator ([mallory.koenings@nifa.usda.gov](mailto:mallory.koenings@nifa.usda.gov)) - and copied to the National Program Leader ([hchipman@nifa.usda.gov](mailto:hchipman@nifa.usda.gov)).

Universities must obtain approval from the federal office of any sampling plans before they are put into practice. It is the responsibility of the state EFNEP coordinator to work with a statistician to design an appropriate sampling plan. Institutions must demonstrate to the national office that the proposed sampling method is representative of their EFNEP participant audience, with specific attention given to participants' demographic characteristics. The rationale for determining the sampling frame and process used will also be evaluated.

A description of the proposed sampling frame and explanation of the criteria used to select the sample must be sent to the federal office for review. The university will receive written approval or non-approval. If the plan is not approved, the university may modify the plan to address any concerns raised and resubmit for approval.

To check the validity of the sample, compare the demographic data for the total EFNEP audience and the sample to assure a reasonable "match." In particular, race/ethnicity, gender, numbers of children, residence, pregnancy/lactation, type of instruction, income if provided, number of lessons taught, and participation in food assistance programs will be compared. Statistical tests that look at variation in nutrient, food group, and/or behavior questionnaire/checklist data should also be included to assure that the sample is representative of the total EFNEP audience.

It is the responsibility of the university to review the sampling plan every 5 years to ensure continued accuracy. Critical changes that require modifications to the sampling plan must be sent to the federal office.