**Guidance for TPEP Coordination with**

**Local State Agency Offices and Disability Service Providers**

**Supplemental Nutrition Assistance Program Education (SNAP ED) Coordinators**

* On a quarterly basis, TPEP coordinators can reach out to their local SNAP ED Coordinator to introduce yourself, explain the TPEP program, and identify a protocol for how/when Quit Line materials could be regularly promoted to SNAP ED clients.
* In February, a contact list of TPEP Coordinators was shared with SNAP ED Coordinators.
* **Please review the SNAP ED Facility Contact Sheet that is attached to the email and contact your local SNAP ED Coordinator based on the above guidance.**

**Children and Families Division Field Offices**

* On a quarterly basis, TPEP coordinators can reach out to the Business & Community Development Coordinator or District Manager at the District Children and Families (CAF) Division Field Office to introduce yourself, explain the TPEP program, and identify a protocol for how/when Quit Line materials could be regularly promoted to clients who visit the office.
* You will need to communicate with other TPEP grantees whose counties or tribes are within the CAF district region to coordinate how you will be working as a team.
* In January, a contact list of TPEP Coordinators was shared with CAF Division District Mangers.
* **Please review this CAF Division Field Office Contact Sheet and work with other TPEP grantees in the district to contact your regional office based on the above guidance:** <http://dasapp.oregon.gov/statephonebook/display.asp?agency=10000&division=00030&section=00008>

**Disability Service Provider Organizations**

* As part of the [*Tobacco Education Project for People with Disabilities*](http://www.ohsu.edu/xd/research/centers-institutes/institute-on-development-and-disability/public-health-programs/oodh/tobacco-free-webinar.cfm), on July 16th, a group of disability service provider organizations participated on a webinar called “Supporting Oregonians with Disabilities to be Tobacco Free”.
* The Project conducted a statewide survey with disability service provider organizations to learn what they are already doing as well as what type of technical assistance they are interested in receiving from TPEP to promote tobacco free living with employees and clients.
* In July, a contact list of TPEP Coordinators was shared with these providers.
* **Please review the disability service provider contact sheet that is attached to this email and contact listed organizations that are located in your county or tribe that are interested in receiving technical assistance around developing or enhancing tobacco free campus policies, setting up a Quit Line email referral system and/or disseminating Quit Line materials.**
* *For questions about this guidance, please contact your HPCDP Liaison.*