

SNAP-Ed FFY 2016 Site Change Notification Process for Approved Methodology Sites

Background

This process is designed to simplify and streamline the approval process for Local Implementing Agencies (LIAs) to make changes to sites (modifying, adding, or dropping) during the plan year. **This process is to be used only for Approved Methodology Sites.** For Alternative Methodology Sites, please see the **SNAP-Ed FFY 2016 Site Change Notification Process Instructions for Alternative Methodology Sites**** and the **SNAP-Ed Site Change Form B****.

Process

A. Obtain Consensus

1. The initiating LIA will contact all of its SNAP-Ed LIA partners and Work Plan Coordinators (WPCs)** within the county jurisdiction to coordinate and work collaboratively to obtain consensus on the proposed site change(s).

Ensure the following items are addressed:

- a. The proposed site changes are for sites that are using a U.S. Department of Agriculture/Western Regional Office (USDA/WRO) approved methodology to qualify the site, found on the **USDA/WRO Targeting Methodologies Summary Document****.
- b. The initiating LIA will actually be working in these sites to complete the SNAP-Ed activities stated in the approved Integrated Work Plan (IWP).
- c. If the site(s) is already listed on the SNAP-Ed Site List, ensure that the intervention strategy and activities at the site are not a duplication of services by another LIA. (**Note: Please refer to the site duplication memorandum from the California Department of Social Services [CDSS] dated 12/26/2013 and sent out under the Subject Heading of “Clarification on Site Duplication”** for clarification.**)
- d. If the initiating LIA has determined a site will not be utilized during the plan year, use the site change process to remove the site from the SNAP-Ed Site List.
- e. Consensus has been reached and site changes approved by all SNAP-Ed LIA partners.

B. Update the Site List

1. The initiating LIA will notify the WPC and Back-Up WPC to update the SNAP-Ed Site List.
2. The WPC and Back-Up WPC will coordinate to update the SNAP-Ed Site List on SharePoint:
 - a. “Check Out” the SNAP-Ed Site List from the LIA County Folder on SharePoint ([CDSS SharePoint Link](#) → under LIAs → Your County Name → Targeting Summary);
 - b. Make the changes to the SNAP-Ed Site List that were approved. **Note the changes as follows:**
 - Blue font if new sites added [- Example]
 - Strike through if deletion [- Example]
 - Green font for changes to an existing site [- Example]
 - **Highlight in yellow** the row(s) of the site(s) to reflect where the changes have been made as part of this process.
 - c. “Check In” the SNAP-Ed Site List back to the LIA County Folder on SharePoint. The WPC or Back-Up WPC will notify the initiating LIA that the site list has been updated.
3. The initiating LIA will notify the ATF Coordinator at ATF@cdph.ca.gov that a site change has occurred.
4. The ATF Coordinator will change the electronic ATF and the SNAP-Ed Master Site List, located at <http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx>.
5. The initiating LIA will notify all State Implementing Agencies (SIAs), LIAs and WPCs within the county jurisdiction. See the *SNAP-Ed Implementing Agencies List* for all contact information, located at <http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx>.

Resolving Issues

1. If an issue arises for a requested site change when meeting with SNAP-Ed LIA partners, the initiating LIA will bring the issue to the initiating SIA level for review.
2. The initiating SIA will forward the request to the next SIA SNAP-Ed 2.0 meeting for discussion and resolution.
3. The initiating SIA will notify all SIAs, LIAs and WPCs within the county jurisdiction on the final decision.
4. The initiating LIA will then complete the site change process as appropriate.

Technical Assistance

The initiating LIA should contact their initiating SIA representative if there are any questions about the site change process.

**Refer to the FFY 16 SNAP-Ed Resources Webpage located at <http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx>.