



SNAP-Ed Alternative Methodology Site Change Form B

Form B. Request to Use an Alternative Site Methodology: Single Event <input type="checkbox"/> On-going Services <input type="checkbox"/>	
(1) County Jurisdiction:	
(2) Name of LIA initiating site change: <input type="checkbox"/> CWD <input type="checkbox"/> AAA <input type="checkbox"/> CCC <input type="checkbox"/> LHD <input type="checkbox"/> UCCE <i>(Check one only.)</i>	
(3) Contact Name and E-mail:	(4) Contact Phone Number:
(5) Name of all SNAP-Ed LIA Partners within County Jurisdiction: N/A <input type="checkbox"/> [Check only if there are no other SNAP-Ed LIA Partners within County Jurisdiction]	(6) Consensus on Site Change(s) Reached and Approved by SNAP-Ed Partners <i>(Required)</i>
1.	Yes <input type="checkbox"/>
2.	Yes <input type="checkbox"/>
3.	Yes <input type="checkbox"/>
4.	Yes <input type="checkbox"/>
5.	Yes <input type="checkbox"/>
(7) Specify site(s) location and address: Site 1: Site 2:	
(8) Alternative Methodology Used: (Please specify the methodology # used based on the USDA/WRO Targeting Methodologies Summary Document) Site 1: Methodology #: _____ Site 2: Methodology #: _____	
(9) Describe and justify the Alternative Methodology <i>(Provide documentation on a separate attachment if needed as part of the justification. Please indicate if separate attachment provided.)</i> Site 1: Site 2:	
(10) SNAP-Ed Site List (i.e., Targeting Summary Update Spreadsheet) Completed and Attached <input type="checkbox"/> <i>(Required)</i>	
(11) Additional Information <i>(if applicable, may attach a separate sheet):</i>	
(12) FOR SIA ONLY: SIA has verified all forms and attachments and Provided TA to the LIA. Yes <input type="checkbox"/> <i>(Required)</i>	
FOR CDSS SITE CHANGE COORDINATOR ONLY: Date received by CDSS: _____ Date Completed by CDSS: _____ Alternative Methodology Approved by USDA/WRO: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Additional information needed: Yes <input type="checkbox"/> No <input type="checkbox"/> Information Needed: _____ If additional information needed, Date requested: _____	

Note: January 15 and April 15, 2016, are the deadlines to submit all Alternative Methodology site change requests for FFY 16 to CDSS.

SNAP-Ed Alternative Methodology Site Change Form B

Purpose: Local Implementing Agencies (LIAs) requesting approval of an alternative methodology to qualify a site(s) will use Site Change Form B and complete the site change request process, as noted below.

"Alternative Methodology Sites" (Methodologies 7, 8, 12, and 13) require review and approval if the site(s) qualifies based on additional criteria other than California Department of Education Free and Reduced-Price Meals Data, Census Tract/Block information, Means-Tested information, etc.

*"Alternative Methodology Sites" (Methodologies 9 and 10 only) require a "case-by-case" review and approval if the site(s) qualifies based on additional criteria. Strong justification for approval must be included in this site change request. **The LIA cannot use the intervention site for SNAP-Ed until after approval is received. No provisional approval is allowed for alternative methodology sites.***

Please refer to the [USDA/WRO Targeting Methodologies Summary Document](#) for all targeting methodologies.

IMPORTANT: CDSS is only processing and completing alternative methodology site change requests (**blank site list template**** and **SNAP-Ed Site Change Form B****) twice per year (January 15 and April 15, 2016).

SNAP-Ed Alternative Methodology Site Change Request Process Instructions:

- 1) The initiating LIA completes the alternative methodology site change request. This entails completing one blank site list template** and one SNAP-Ed Site Change Form B** per request, whether you are making one or more site changes.
Please see Blank Site List Template Instructions and SNAP-Ed Site Change Form B instructions below on page 2.
- 2) The initiating LIA sends the alternative methodology site change request to the initiating State Implementing Agency (SIA) (see LIA E-mailing Instructions below). **All documents (i.e., SNAP-Ed Site Change Form B and site list) must be attached prior to submission to the initiating SIA. (Required)**
- 3) The initiating SIA reviews and verifies all documents received, provides technical assistance to the initiating LIA as necessary and completes number 12 of the SNAP-Ed Site Change Form B.
- 4) The initiating SIA sends the alternative methodology site change request to the California Department of Social Services (CDSS) Site Change Coordinator at the CalFreshSNAP-Ed@dss.ca.gov e-mail box (see SIA E-mailing Instructions below).
NOTE: All alternative methodology site change requests submitted to the CDSS Site Change Coordinator should be submitted with one e-mail per county per LIA with all proposed alternative site changes in one site list attached and one SNAP-Ed Site Change Form B attached. For example, if California Department of Public Health (CDPH) received alternative methodology site change requests for Shasta and Tehama County, CDPH should submit two separate e-mails, one e-mail for Shasta County Local Health Department (LHD) and one e-mail for Tehama County LHD, with all proposed alternative site changes in one site list and one SNAP-Ed Site Change Form B attached for each e-mail.
- 5) The CDSS Site Change Coordinator verifies and completes all documents and sends the alternative methodology site change request to the U.S. Department of Agriculture/Food and Nutrition Service (USDA/FNS) to review and approve. The CDSS Site Change Coordinator sends an e-mail notification to the initiating SIA (cc'ing all SNAP-Ed LIA Partners and Work Plan Coordinators [WPCs] within the county jurisdiction) upon submission of the alternative methodology site change request to USDA/FNS.
- 6) If USDA/FNS approves the alternative methodology site change request, the CDSS Site Change Coordinator notifies the initiating SIA (cc'ing all SNAP-Ed LIA Partners and WPCs within the county jurisdiction) and the Activity Tracking Form (ATF) Coordinator via the ATF@cdph.ca.gov e-mail box.
If USDA/FNS denies the alternative methodology site change request, the CDSS Site Change Coordinator notifies the initiating SIA (cc'ing all SNAP-Ed LIA Partners and WPCs within the county jurisdiction).
- 7) Upon completion of the Steps 1–6 and USDA/FNS approval, the initiating LIA works with the WPC and Back-Up WPC to update the SNAP-Ed Site List located on SharePoint to reflect the site changes requested through this process.
 - a. The WPC or Back-Up WPC "Checks Out" the SNAP-Ed Site List from the LIA County Folder on SharePoint (under LIAs→ Your County Name→ Targeting Summary);
 - b. The WPC or Back-Up WPC makes the additions, deletions or changes to the SNAP-Ed Site List to reflect the changes requested through this process. Changes made through this process are to be noted as follows:
 - i. Red font if new sites added [• Example]
 - ii. Strike through if deletion [- Example]
 - iii. Green font for changes to an existing site [• Example]
 - c. The WPC or Back-Up WPC highlights in yellow the row(s) of the site(s) reflecting where the changes have been made.
 - d. Once all updates have been made, the WPC or Back-Up WPC will "Check In" the SNAP-Ed Site List back to the LIA County Folder on SharePoint.
- 8) Upon completion of the Steps 1–7, the site change process is now complete, with the revised SNAP-Ed Site List located on SharePoint noted as the new approved version with revised date.

For detailed instructions on how to fill out the SNAP-Ed Site Change Form B and Blank Site List Template, please refer to the **SNAP-Ed FFY 2016 Site Change Notification Process Instructions for Alternative Methodology Sites****.

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