

<b>III.</b>	<b>PROGRAM PLANNING AND RESOURCES SECTION</b>
<b>200</b>	<b>Integrated Site Change</b>

This Section includes:

- 200.1 General Information
- 200.2 Procedure for Submitting Site Changes

**200.1 General Information**

The Nutrition Education and Obesity Prevention Branch (NEOPB) requires contractors/grantees to complete or update the Integrated Work Plan (IWP) Site List (formerly known as the Targeting Summary Spreadsheet (TSS)) and the Site Form B to align with processes outlined for site changes communicated to LIAs in December 2015. Both forms cover site information changes, deletions, and additions.

**200.2 Procedure for Submitting Site Changes**

It is required that all SNAP-Ed partners communicate, collaborate, and coordinate services to align with new site change policy process communicated in December 2015, in order to avoid duplication of nutrition education messaging, interventions or delivery strategies. In addition, direct education activities cannot be conducted at the same site where other Local Implementing Agencies (LIAs) are conducting direct education.

Contractors/grantees wishing to alter the intervention sites that target SNAP-Ed eligible, at or below 185 percent of Federal Poverty Level (FPL) and receiving SNAP-Ed funding, must submit targeting data for each intervention site on the Site List. Depending on the status of the change one of two procedures are to be followed. Changes may only be submitted according to CDSS guidelines and schedule.

**There are two Site Changes process for: 1) Approved Traditional Methods and Approved Alternative Methods and 2) Sites that require approval from USDA/WRO**

1. The Traditional/Alternative methodologies do not require approval by the PO or CDSS. There must be consensus by all the submitting LIAs partners. There are three traditional targeting methodologies and four Approved Alternative Methodologies in the “pre-approved” grouping.

Approved Traditional Methodologies

- Census tracts/block groups from the most current American Community Survey data
- Free and Reduced Priced School Meals (FRPM) data based on the most current FRPM data file
- Means tested qualified based on population served and not on physical location (e.g., WIC Clinic, CalFresh offices, Head Start, etc.)

Approved Alternative Methodologies

- Worksite Wellness Initiatives that have 50% of the employees are at or below 185% FPL. Worksites are required to complete a form verifying that site’s eligibility.
- Community Eligibility Provision (CEP) schools have an identified minimum of 40% of students who are certified for free school meals on the basis of receiving SNAP, TANF, FDPIR, or otherwise certified as homeless, migrant, runaway, foster and/or Headstart.
- Retail-High CalFresh Redeeming Stores can be used as a way to qualify a retail site provided the stores are confirmed high redeeming from the Confidential List of High Redeeming Stores.

- Qualifying Farmers Markets that accept SNAP EBT, the market is the only place where low-income consumers can buy from local farmers, or that there are only one or two markets that serve this area.
2. Methodologies that require approval from USDA/WRO
- To obtain approval for using the following methodologies the LIA will need to add to the Site List (the former Targeting Summary Update Spreadsheet) and complete Form B. Interventions at these sites may not begin until approval from WRO has been received. Consensus will also need to be obtained from partner LIAs prior to submission. These methodologies are:
- Retail: proposal with alternate methods for defining grocery stores which serve the target population. For example, rural areas that do not redeem the required \$50,000 in SNAP benefits.
  - Census Designated Places: where GIS identifies census tracts where concentrations of a population are recognized by name but not legally incorporated.
  - County Fair Pro-rating Expenses: may be allowed in very limited circumstances.
  - Use of surveys to qualify sites: may be allowed in very limited circumstances.
  - Qualifying corner stores and country stores: in food deserts or urban areas where multiple stores are not EBT eligible
  - Qualifying afterschool programs: do not have income qualifying data but are in area where all schools are Title 1.

For detail instructions on the Site Change process, copies of Site Request Form B and more details regarding Methodologies (also in Appendix A) see the NEOPB web site.