SNAP-Ed FFY 2016 Site Change Notification Process Instructions for Alternative Methodologies

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.

LIA E-mail Instructions:

Once **Form B** is completed by the initiating LIA, the initiating LIA will attach the ***SNAP-Ed Site Change Form B*** and the completed ***SNAP-Ed Site List (i.e., Targeting Summary Update Spreadsheet)*** in an e-mail addressed to the initiating SIA. Be sure to "cc" ALL SNAP-Ed LIA Partners and WPCs within the county jurisdiction in this e-mail (refer to current contact list at the link noted below). When e-mailing to the initiating SIA, include the following information on the e-mail heading as follows:

E-mail Heading:
From: **Name of Initiating LIA County Contact**
To: **Initiating SIA**
Cc: **All SNAP-Ed LIA Partners and County WPCs** within the county jurisdiction (Refer to CDPH's FFY 16 SNAP-Ed Resources Web page at http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx for the "SNAP-Ed Implementing Agencies List" for current LIA partners and County WPC's contact information)
Subject: **Site Change Notification/Alternative Methodology Site Change Request: (County Name)**

SIA E-mail Instructions:

Once **Form B** is completed by the initiating SIA, the initiating SIA will attach the ***SNAP-Ed Site Change Form B*** and the completed ***SNAP-Ed Site List (i.e., Targeting Summary Update Spreadsheet)*** in an e-mail addressed to the CDSS Site Change Coordinator at **CalFreshSNAP-Ed@dss.ca.gov**. Be sure to "cc" ALL SNAP-Ed LIA Partners and WPCs within the county jurisdiction in this e-mail (refer to current contact list at the link noted below). When e-mailing to the CDSS Site Change Coordinator, include the following information on the e-mail heading as follows:

E-mail Heading:
From: **Name of Initiating SIA Contact**
To: **CDSS Site Change Coordinator** [CalFreshSNAP-Ed@dss.ca.gov]
Cc: **All SNAP-Ed LIA Partners and County WPCs** within the county jurisdiction (Refer to CDPH's FFY 16 SNAP-Ed Resources Web page at http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx for the "SNAP-Ed Implementing Agencies List" for current LIA partners and County WPC's contact information)
Subject: **Site Change Notification/Alternative Methodology Site Change Request: (County Name)**

Blank Site List Template Instructions: (*Site List = Targeting Summary Update Spreadsheet)*
Initiating Local Implementing Agency Must Complete [Required for all submissions]

Complete Blank Site List Template thoroughly as noted below:

1) The initiating LIA must use the blank site list template to complete their proposed alternative methodology site changes.

   NOTE: Before using and completing the blank site list template with proposed site changes, the initiating LIA must contact all SNAP-Ed LIA partners and WPCs within the county jurisdiction to coordinate and work collaboratively to obtain consensus on the proposed site changes.

   The following considerations must be met before moving forward with the proposed site change:
   a. The proposed site changes are for sites that are using a USDA/WRO alternative methodology to qualify the site found on the USDA/WRO Targeting Methodologies Summary document.
   b. The proposed site changes are for sites the LIA will actually be working in to complete the SNAP-Ed activities stated in the approved Integrated Work Plan (IWP), with the activities being in alignment with the goal of the SNAP-Ed Program.
   c. The proposed site changes for adding new sites should not currently be listed on the county SNAP-Ed Site List found on SharePoint, or utilized by any other SNAP-Ed funded LIA (no duplication of sites).
   d. If the site(s) is listed on the SNAP-Ed Site List, the approaches (i.e., intervention strategy) and activities to be conducted through the proposed site change are different and do not constitute duplication of services by another LIA.
   e. Consensus has been reached on all proposed site changes and changes have been approved by all SNAP-Ed LIA partners.
2) After completing Step 1 (the site list template), complete the SNAP-Ed Site Change Form B (see SNAP-Ed Site Change Form B instructions below).

SNAP-Ed Site Change Form B Instructions:
Initiating Local Implementing Agency Must Complete [Required for all submissions]

1) Check the box that indicates whether this request is for a **single event** or **on-going** intervention site on the "Form B. Request to Use an Alternative Site Methodology" Heading.

   Complete Form B thoroughly as noted below:
   1-4 Include the county jurisdiction, LIA(s) initiating the site change and primary contact information.
   5 Include names of all SNAP-Ed LIA partners within the county jurisdiction. Check the "N/A" box only if there are no other SNAP-Ed LIA Partners within county jurisdiction.
   6 Check the "yes" box(s) to signify that consensus has been reached by each of the LIAs; each LIA should verify the site list (i.e., targeting spreadsheet) and form(s) being sent in. (*Required*)
   NOTE: Before checking the "yes" box(s), the initiating LIA should reach out to all SNAP-Ed LIA partners and WPCs within the county jurisdiction to coordinate and work collaboratively to obtain consensus on the proposed site changes. This can be done either in person, through e-mail or phone.
   7 For each site, specify the site location and address information for which the alternative site method will be utilized.

8 For each site, specify the number of the type of alternative methodology used for qualifying this site based on the USDA/WRO Targeting Methodologies Summary document.
9 For each site, describe and justify the alternative methodology used to qualify site under number 9. Please be specific and attach documentation if needed as part of the justification. Include the name, address and type of intervention along with details of how interventions at this site will reach 50% or greater of the population at or below 185% of the federal poverty level. Include whether it is for a single event or on-going intervention site. Include in the justification why no other site can be used for the intervention and how it relates to the overall IWP. If further documentation is required to describe or justify the alternative methodology, provide a separate attachment.
10 Check the box that signifies you have completed and attached the required **site list. All forms must be attached prior to submission to the initiating SIA and CDSS Site Change Coordinator.** (*Required*)
11 Any additional information the LIA feels is appropriate to this site change request should be included under number 11.
12 ***For SIA ONLY*:** Check the "yes" box to signify that the all forms and attachment(s) being sent into CDSS were verified and technical assistance has been given by the initiating SIA representative to the initiating LIA regarding site change(s). (*Required*)

SNAP-Ed Alternative Methodology Site Change Request Submission Due Date:

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).**

The initiating LIAs must send the alternative methodology site change requests to the SIA no later than the first of the month it is due (i.e., **January 4** [since January 1: New Year's Day is a Holiday] **and April 1, 2016**) via e-mail with attached SNAP-Ed Site Change Form B and site list. SIA processing time takes **2 weeks**.

The initiating SIA must send all SNAP-Ed Site Change Form Bs and attachments to CDSS via e-mail **by COB on January 15 and April 15, 2016**, for processing. CDSS' processing time for the site change requests will be **2 weeks**. Any SNAP-Ed alternative methodology site change requests received after the due date will not be processed until the following due date.

FNS' processing time for these requests will be **2–4 weeks**. Please keep in mind CDSS and USDA/FNS require additional time to process these site change requests to allow enough time for CDSS to review and complete and for USDA/FNS to review and provide an approval/denial response. **Total processing time could be 6–8 weeks after the submission to the initiating SIA** (i.e., **January 4** [since January 1: New Year's Day is a Holiday] **and April 1, 2016**).

NOTE: Each SIA will work with their LIAs each month to ensure the SNAP-Ed Site List on SharePoint only has current sites for their LIA. This is the focus for all LIAs: ensuring the current site list for each county reflects an accurate representation of the sites currently being used.

WORK PLAN COORDINATORS: PLEASE NOTE: The SNAP-Ed Site List from the LIA County Folder on SharePoint (under LIAs→ Your County Name→ Targeting Summary) should contain **only ONE site list** (i.e., include revised date), which is comprehensive final version for the county jurisdiction with all LIA's site changes included in this one site list. You should not have multiple versions of site lists in your LIA County Folder.

Points of Contact:

For all SharePoint issues and questions (e.g., checking in/out site lists, error messages upon upload, retrieving old versions of documents), please contact Reyna Tsukiji at Reyna.Tsukiji@cdph.ca.gov.

For all site list issues and questions (e.g., examining the content of site lists for missing sites, trying to add sites, if the sites qualify), please contact the initiating SIA. Please refer to the SNAP-Ed Implementing Agencies List to find the initiating SIA contact information located on CDPH's FFY 16 SNAP-Ed Resources Web page at http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx.

For all Site Change Process issues and questions, please contact CDPH's general e-mail box at NEOPBTrainingSection@cdph.ca.gov.

For all Site Change Process Resources, including all forms and templates, will be posted and found on CDPH's FFY 16 SNAP-Ed Resources Web page at http://www.cdph.ca.gov/programs/cpns/Pages/FFY16SNAP-EdResources.aspx.