

Integrated Statewide Work Plan Roles and Responsibilities

LIA's Roles and Responsibilities:

- Work collaboratively on a Countywide SNAP Ed Work Plan (WP) with the designated CWC;
- Work closely with the designated SIA for Technical Assistance to ensure compliance;
- Submit a WP to the designated CWC in a timely manner.

CWC's Roles and Responsibilities:

- Work collaboratively on a Countywide SNAP Ed WP with the designated LIAs in the area;
- Compile all LIAs WPs into "One" Countywide SNAP Ed Work Plan;
- Submit a Draft WP to CDPH no later than the designated deadline (earlier is encouraged);
- Incorporate any changes and submit a Final WP to CDPH no later than the designated deadline;
- For Technical Assistance, contact the designated SIA WP WG.

SIA's Roles and Responsibilities:

- Ensure that all SNAP Ed funded LIAs are working collaboratively on a Countywide WP;
- Provide Technical Assistance to its designated LIAs;
- Participate in weekly SIA updates to address FAQs from its designated LIAs;
- Provide feedback and guidance to its designated LIAs;
- Address any conflict resolution with its designated LIAs;
- Review its designated LIAs WP to ensure SNAP Ed compliance;
- Work collaboratively with SIAs on an Statewide Integrated SNAP Ed WP;
- Ensure that all SNAP Ed WP are submitted to CDPH in a timely manner.

CDSS Roles and Responsibilities:

- Ensure that all SIAs are working collaboratively on a Statewide Integrated SNAP Ed WP;
- Provide Technical Assistance to SIAs;
- Participate in weekly SIA updates to address FAQs;
- Review all Countywide WP to ensure SNAP Ed compliance;
- Develop the Statewide goals and objectives to ensure SIAs compliance to SNAP Ed;
- Work closely with FNS to ensure SNAP Ed compliance;
- Provide feedback and guidance to SIAs;
- Address any conflict resolution with SIAs ;
- Submit the Final Statewide Integrated SNAP Ed WP to FNS no later than August 15, 2014.

CDPH Roles and Responsibilities:

- Act as the Statewide Integrated SNAP Ed WP Coordinator;
- Provide a designated website for on-line resources and tools;
- Work collaboratively with all CWCs to ensure timely submissions of their designated WPs;
- Track all WPs that have been submitted and provide copies to the SIAs;
- Participate in weekly SIA updates to address FAQs from CWCs;
- Provide feedback and guidance (relating to the submission of the WP ONLY);
- Compile a Statewide Integrated SNAP Ed WP;
- Submit a Final Statewide Integrated SNAP Ed WP to CDSS by the designated deadline.

UC CalFresh Roles and Responsibilities:

- Provide FAQs from the weekly SIA updates on a designated website.