

A. WHO	B. ACTION	C. DETAIL	D. CONSIDERATIONS
1. Initiating LIA grantee SNAP-Ed LIA Work Plan partners within the county jurisdiction SIA consult only	Proposed additions, deletions or changes of sites from the approved county wide SNAP-Ed Work Plan—Section E: SNAP-Ed Targeting Summary	Correspond with all SNAP-Ed LIA Work Plan Partners within the county jurisdiction to obtain agreement on proposed additions, deletions or change of sites.	<ul style="list-style-type: none"> • Section E: SNAP-Ed Work Plan Targeting Summary <ul style="list-style-type: none"> ○ This section of the approved SNAP-Ed Work Plan encompasses all qualifying sites available to the LIA to conduct SNAP-Ed activities and is where any site changes would need to be reflected. LIAs may consult with their SIA for clarifications on site allow ability during this process.
2. Initiating LIA grantee SNAP-Ed LIA Work Plan partners within the county jurisdiction	LIA consensus reached on site changes	Once consensus reached, complete the SNAP-Ed Site Change Form and SNAP-Ed Work Plan Targeting Summary Update Spreadsheet . All County LIA's must sign off on the SNAP-Ed Site Change Form verifying their agreement.	<ul style="list-style-type: none"> • Complete SNAP-Ed Site Change Form <ul style="list-style-type: none"> ○ Indication of approval from each LIA. ○ Indication of contact and technical assistance from SIA Contact. • Complete SNAP-Ed Work Plan Targeting Summary Update Spreadsheet <ul style="list-style-type: none"> ○ Download current spreadsheet from CDPH NEOP website and complete the appropriate information for the site change. • If Site Change Documents are Incomplete or Clarification Needed <ul style="list-style-type: none"> ○ Forms will be returned to initiating LIA Grantee for completion/clarification/correction.
3. Initiating LIA grantee	Initiating LIA Grantee submits required forms to the CDSS Site Change Request Coordinator	Submit the SNAP-Ed Site Change Form and SNAP-Ed Work Plan Targeting Summary Update Spreadsheet to e-mailbox CalFreshSNAP-Ed@dss.ca.gov , with cc to LIAs, SIAs and Work Plan Coordinators within the county jurisdiction to document process.	<ul style="list-style-type: none"> • CDSS Site Change Coordinator <ul style="list-style-type: none"> ○ CDSS CalFresh Education E-mail Address: CalFreshSNAP-Ed@dss.ca.gov
4. CDSS Site Change Coordinator	SNAP-Ed Site Change Form submission review	Reviews required forms for accuracy and completeness	<ul style="list-style-type: none"> • If Site Change Documents Complete <ul style="list-style-type: none"> ○ Send acknowledgement to Initiating LIA, with "cc" to all county SNAP-Ed partners and County Work Plan Coordinators. ○ Submit change to CDPH Research & Evaluation Team to update the electronic ATF/EARs forms.
5. SNAP-Ed County Partners County Work Plan Coordinator	Filing of CDSS acknowledgement email and implementation of new site(s) County Work Plan Coordinator updates the SNAP-Ed Work Plan for the county jurisdiction (Section E)	Receives and files CDSS acknowledgement. New sites implemented Update the SNAP-Ed Targeting Summary section of the SNAP-Ed Work Plan with site changes for the county jurisdiction (Section E).	CDSS acknowledgement is received and filed by all SNAP-Ed county partners as documentation of Site Change Process. Site(s) implemented. If Required: <ul style="list-style-type: none"> • Update approved SNAP-Ed Work Plan (Section E) <ul style="list-style-type: none"> ○ Use red font to indicate changes to the Integrated Work Plan (if deletion use strike through). • Send out to all SNAP-Ed County Partners
6. CDSS Site Change Coordinator Initiating LIA grantee County Work Plan partners within the county jurisdiction	CDSS decision required on Alternative Site Qualification Method	Reviews required forms and justification for a new "Alternative Methodology" for site qualification	<ul style="list-style-type: none"> • If Site Change Documents Complete <i>and</i> Alternative Site Qualifications Methodology approved <ul style="list-style-type: none"> ○ Return to step 4 and continue through step 5. • If Site Change Documents Incomplete or Clarification Needed on Alternative Site Qualification Method <ul style="list-style-type: none"> ○ Forms will be returned to initiating LIA Grantee for completion/clarification/correction. ○ Return to step 3 and continue through step 5. • If Site Change Denied <ul style="list-style-type: none"> ○ Send denial to initiating LIA and "cc" all SNAP-Ed county partners. ○ Process ends and no changes are made.