



SNAP-Ed Site Change Process



Frequently Asked Questions (FAQs)

General Information

1. Q. Where are the Site Change Process documents located?

A. All documents, including the SNAP-Ed Site Change Form, Targeting Summary Update Spreadsheet, Site Change Process Chart and the Targeting Methodologies Summary document, are available on the California Department of Public Health-Nutrition Education and Obesity Prevention Branch (CDPH-NEOPB) and the University of California (UC) CalFresh websites at:

- CDPH-NEOPB (*Site Change Process Resources*): <http://www.cdph.ca.gov/programs/cpns/Pages/FFY15SNAP-EdResources.aspx>
- UC CalFresh (*Targeting-Resources*): <http://uccalfresh.com/administrative/targeting-resources/targeting-resources>

2. Q. What are the definitions of *Add*, *Delete*, and *Change*?

A. The definitions of the terms related to the Site Change Process and related documents are:

- **Add** – when a Local Implementing Agency (LIA) is adding a site in addition to the original, approved Federal Fiscal Year (FFY) 2015 Integrated Work Plan (Section E).
- **Delete** – when an LIA is deleting a site that is in the original, approved FFY 2015 Integrated Work Plan (Section E) or added after October 1 of the current FFY through the Site Change Process.
- **Change** – when an LIA is not changing sites, but informing California Department of Social Services (CDSS) that a site itself has a new address or has moved locations.

Methodologies

3. Q. What methodologies can LIAs use to qualify sites?

A. LIAs can use approved and alternative concept methodologies when qualifying sites for the FFY 2015 Integrated Work Plan in the new Site Change Process. Examples of these methodologies include: Means-Tested (Low Income Assistance Programs), Free/Reduced-Price Meal (FRPM), and Census Tract/Block Group. LIAs must request CDSS and Food and Nutrition Service, Western Regional Office (FNS-WRO) approval to use new alternative methodologies. If an LIA has questions on how to determine what type of methodology should be, or is being used, they should contact their State Implementing Agency (SIA) for guidance. The [USDA/WRO Targeting Methodologies Summary](#) document found on the CDPH-NEOPB website list methodologies that LIAs may use to qualify sites.



SNAP-Ed Site Change Form

4. Q. What occurs when a county jurisdiction has multiple site changes at one time?

A. The initiating LIA completes the entire Site Change Form and other required documents in the Site Change Process. If multiple LIAs in a county jurisdiction are initiating site changes, each LIA will complete a separate Site Change Form with supporting documents for submission. The Site Change Form can be used for multiple site changes by the initiating agency at one time, using multiple types of methodologies to qualify sites. Section A of the Site Change Form must be completed for all site changes. If an LIA is requesting approval to use an alternative methodology, the LIA will need to complete both Sections A and B of the form. Further detailed instructions on completing the Site Change Form are included on the back of the form.

5. Q. What is new with the Site Change Form?

A. The following is an overview of changes that have occurred on the Site Change Form:

- **Section A, 5:** “Not Applicable” checkbox has been added. If a county jurisdiction only has one LIA, the LIA will check the box “Not Applicable” to identify they are the only LIA in the county and no consensus is needed on site change since there are no LIA county partners.
- **Section A, 6:** “No” checkbox was removed. In this section the LIA must identify that a consensus has been reached on the site change(s) and each LIA agrees to the change(s).
- **Section A, 7:** “No” checkbox was removed. In this section the LIA must identify that the SIA has been contacted and technical assistance has been given regarding site change(s).
- **Section A, 8:** For SIA use only. In this section the SIA contact identifies that they have reviewed the Site Change documents submitted by the initiating LIA and that they have provided technical assistance.
- **Section B, 2:** A link to the USDA/WRO Targeting Methodologies Summary document has been added. Also, the initiating LIA must identify what methodology # is being used to qualify the site, which is found in the USDA/WRO Targeting Methodologies Summary document.
- **Section B, 4:** “No” checkbox was removed. In this section the LIA must identify that the SIA has been contacted and technical assistance has been given regarding the use of the alternative method noted under Section B, 3.
- Site Change Form instructions on back of the document were updated to reflect changes above.

Targeting Summary Update Spreadsheet

6. Q. Can LIAs have multiple strategies, interventions and/or objectives at one site?

A. The Targeting Summary Update Spreadsheet is set up to allow an LIA initiating site changes to identify multiple strategies at one site, including *Direct Education, Indirect Education, Social Marketing, and Policy, Systems, & Environmental Change*. The spreadsheet can be used for multiple site changes for an LIA; though, site changes initiated by other LIA county partners should be submitted on separate Site Change forms. In



the instance that an LIA is adding a site that another LIA is already at, the incumbent should delete the site if they are not currently performing any activities. The Targeting Summary Update Spreadsheet was updated to include the option for the initiating LIA to select multiple interventions and objectives for each site they add.

7. Q. What is new with the Targeting Summary Update Spreadsheet?

A. The following changes have occurred on the Targeting Summary Update Spreadsheet:

- **Clarification on Census Tract / Block Group Information:** When a qualifying ACS 2008-2012 Census Tract or Block Group number is entered into column 0.17 (11 digit Census Tract or Block Group #) the remaining columns under Census Tract / Block Group Information will auto-populate with the Federal Poverty Level (FPL) percentages (The percentage must be at or above 50% of the FPL at 185%). An LIA must manually enter FPL percentages when using any other allowable ACS data set; this includes ACS 2007 – 2011 Census Tracts/Block Groups and ACS 2006 – 2010 Census Tracts. ACS 2006 – 2010 data can be used for Ethnicity specific site data only. The site change must specify ACS 2007 – 2011 and/or 2006 – 2010 data is being used, and for ACS 2006 – 2010 data the ethnic group being targeted. Please refer to the [FFY 15 SNAP-Ed Resources](#) webpage for the available data or at the referenced links below:

Attachments and Census Tracts

- [Attachment 1: FRPM Data](#)
- [Attachment 3: ACS 2006 – 2010 Census Tracts, Ethnicities](#) (LIA must specify 2006-2010 data is being used, the ethnic group being targeted and must manually enter these percentages)
- [Attachment 5: ACS 2007 – 2011 Census Tracts, All Races](#) (LIA must specify 2007-2011 data is being used and must manually enter the percentages)
- [Attachment 6: ACS 2007 – 2011 Census Tracts, Ethnicities](#) (LIA must specify 2007-2011 data is being used and must manually enter the percentages)
- [Attachment 7: ACS 2007 – 2011 Census Block Groups, All Races](#) (LIA must specify 2007-2011 data is being used and must manually enter the percentages)
- [Attachment 8: ACS 2008 – 2012 Census Block Groups, All Races](#) (Spreadsheet will auto-populate if $\geq 50\%$ FPL at 185%)
- [Attachment 9: ACS 2008 – 2012 Census Tracts, All Races](#) (Spreadsheet will auto-populate if $\geq 50\%$ FPL at 185%)
- [Attachment 10: ACS 2008 – 2012 Census Tracts, Ethnicities](#) (Spreadsheet will auto-populate if $\geq 50\%$ FPL at 185%)
- **Integrated Work Plan Section C:**
 - Column 0.37 (*Intervention Category*) has been expanded to columns 0.39 – 0.41 to allow LIAs to select multiple interventions at one site.
 - Column 0.38 (*Objective*) has been expanded to columns 0.42 – 0.44 to allow LIAs to select multiple objectives at one site.



Submission of Site Change Forms

8. Q. What occurs after an LIA submits their Site Change forms?

A. When an LIA submits the Site Change forms to their LIA to notify of, or request, site changes, CDSS will send the LIA an acknowledgement (confirmation) email or an email requesting additional information within two weeks of receiving the documents (no later than the fifteenth of the same month).

Note: Site Change documents are due to CDSS by close of business the first of every month. If the documents are submitted after the first of the month, the submission will be reviewed on the first of the following month and a confirmation or email requesting additional information will be sent to the LIA by the fifteenth of the next month.

An LIA can (provisionally) start activities at its new sites once consensus is reached by all LIA county partners and SIAs, and the Site Change forms have been submitted to CDSS.

If an LIA is requesting to use a new alternative methodology to qualify sites, CDSS will inform the LIA that their submission was received and is under further review by FNS, WRO. The LIA cannot start activities until the sites and methodology are approved by CDSS and FNS-WRO. CDSS will review the forms and then forward the request to FNS-WRO for review/approval. CDSS will notify the LIA of the FNS-WRO's decision. The timeline to receive approval of site changes may vary based on the request.

The Activity Tracking Form (ATF) will be updated by CDPH, Research and Evaluation Section (CDPH-RES), once confirmation, or approval if applicable, has been received by the LIA on the site changes. The CDPH-RES is included in the email notice to the LIA which notifies RES that the updates can be made. Also, included in the notification is the County Work Plan Coordinator who will update the Work Plan Targeting Spreadsheet (Section E) to reflect the site changes made by the county jurisdiction and distribute to all county partners.

9. Q. Who does an LIA contact for questions on the Site Change Process or for technical assistance?

A. The initiating LIA should contact their SIA contact regarding questions on the Site Change Process or to receive technical assistance when completing the Site Change Process. The SNAP-Ed Implementing Agencies List identifies each LIA's SIA contact. If an LIA cannot locate their current SIA contact on the list or the wrong contact is on the list, the LIA should e-mail their current contact person for the Site Change Process and "cc" the contact person referenced in the [SNAP-Ed Implementing Agencies List](#). If the SNAP-Ed Implementing Agencies List needs to be updated, please notify your SIA contact to update.



Work Plan Revisions

10. Q. What constitutes a work plan revision?

A. A work plan revision is required in instances where the change significantly modifies the current approved FFY 2015 SNAP-Ed Integrated Work Plan (Work Plan). Changes in the Work Plan would be necessary if the site change significantly changes the Work Plan stated objectives, activities, or the agencies which will be responsible to complete the objective. If a site change constitutes a work plan revision, the site change submission will not be accepted or approved, if applicable.

Examples of changes that would or would not require a work plan revision are:

APPROVED WORK PLAN—Intervention Category A. Nutrition Education, Local Objective 1:

*Intervention Category A. Nutrition Education, Local Objective 1 states that the LIA will conduct activities to engage a minimum of xxx qualifying schools to reach xxx children to promote the consumption of healthy foods by providing nutrition education and physical activity promotion. [The LIA listed under the *Responsible SNAP-Ed Agency(ies)* column for this objective is the Local Health Department (LHD).]*

Example 1 - A site change form is submitted to add three new qualifying schools for the LHD to conduct nutrition education activities at these sites. These sites were inadvertently left off from the original work plan submission.

No Work Plan Revision Required: The school sites and activities for them fit into the stated Work Plan Intervention Category and Local Objective—only the number of sites are changed which is okay given that the objective states “a minimum of xxx qualifying schools”.

Example 2 - A site change form is submitted to add three new qualifying schools for the LHD to conduct nutrition education activities at these sites with parents.

Work Plan Revision Required: Although the addition of school sites falls within the stated Work Plan Intervention Category and Local Objective, activities at these sites with the parent population is not currently included in the Work Plan. A Work Plan revision would be required to include the parents in the objective as well as to add new activities to indicate how the parents would be reached.

Example 3 - A site change form is submitted to add an Early Learning Center and Public Library site for the LHD to conduct nutrition education activities at these sites with children.

Work Plan Revision Required: Although the nutrition education activities with children falls within the stated Work Plan Intervention Category and Local Objective, activities at the Community Setting (Early Learning Center and Public Library) are not currently included in the Work Plan. A Work Plan revision would be required to add the two community settings in the objective as well as to add new activities to indicate how the students would be reached at the new settings.



Example 4 - A site change form is submitted to add three new qualifying schools for CDSS-CWD to conduct nutrition education activities at these sites. These sites were inadvertently left off from the original work plan submission.

Work Plan Revision Required: Although the school sites and activities for them fit into the stated Work Plan Intervention Category and Local Objective, the LIA responsible for completing the activities at these sites (CDSS-CWD) is currently not listed as a responsible SNAP-Ed Agency for the objective. A Work Plan revision would be required to either add the LIA (CDSS-CWD) to the stated objective/activities under the *Responsible SNAP-Ed Agency(ies)* column or to add new activities under this objective to indicate the work that would be completed by the LIA (CDSS-CWD).

11. Q. What if a site change involves a change in work plan activities?

A. At this time the new Site Change Process is intended for LIAs to use when completing site changes that do not affect work plan activities. This process will likely evolve to include work plan activity changes and when this occurs further guidance will be provided to LIAs on the process.

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