



# Updated!

## California Supplemental Nutrition Assistance Program-Education (SNAP-Ed) FFY 2017–2019 Integrated Work Plan (IWP) Revision Process for Local Implementing Agencies

The following revision process was developed by the California SNAP-Ed State Implementing Agencies (SIAs) with reference to the USDA SNAP-Ed Plan Guidance. Please refer to this Integrated Work Plan (IWP) Revision Process document when considering any changes to your FFY 2017–2019 IWP. [Updates to this process document are designated in purple to assist users. Additional minor edits throughout have been made to assure consistency.](#)

*This document outlines the process for revising the IWP only.*

**While the IWP revision process has been developed to align with the [Budget Adjustment Request \(BAR\)](#) timeline and [Site Change process](#), please follow all existing revision policies (either integrated or SIA-specific).**

This document describes the IWP revision process and includes the following:

- I. [Local Revision Process – Coordination and Collaboration](#) (page 2)
- II. [Revision Process Overview](#) (page 2)
  - a. [Revision Categories](#) (page 2)
  - b. [Revision Category Criteria](#) (page 4)
  - c. [Timeline](#) (page 5)
- III. [Step-by-Step Instruction Guide](#) (page 6)
- IV. Supporting documents: 1) Timeline and Levels of Review table; 2) Table Revision Category Criteria; and 3) Revision Process Flow Chart

**It is the expectation that all SNAP-Ed Local Implementing Agencies (LIAs) will maintain regular communication with their SIA representatives while considering changes to the IWP. SIA representatives are available to provide ongoing support, technical assistance, and advice pertaining to the IWP and the IWP revision process. If you have any questions, contact your SIA representative.**

All IWP revisions must be made to your respective document within the [CDSS SNAP-Ed SharePoint site \(https://snaped.dss.ca.gov\)](#). LIAs may access the FFY 2017 – 2019 IWP Revision training (recording, slides, and materials) on the [California SNAP-Ed Training and Events webpage](#) and the [CDSS SNAP-Ed SharePoint site](#).

## I. Local Revision Process - Coordination and Collaboration

LIAs are expected to set up a local planning and revision process, including a timeline, to determine a process for IWP changes within the county/jurisdiction; local timelines **must align** with the overall state timeline described on page 5 of this document. LIAs are asked to coordinate and work collaboratively to obtain consensus on the proposed revision(s) if changes involve or impact more than one LIA. The local IWP revision process is expected to include a mechanism to inform all local SNAP-Ed funded partners of all proposed IWP revisions in support of partner discussions, regardless of whether or not a proposed IWP revision impacts more than one LIA. If LIAs cannot reach consensus when necessary, please communicate directly with SIA representatives for assistance.

## II. Revision Process Overview

### a. Revision Categories

IWP revision process employs a “Stoplight System” utilizing color-coded categories—green (Minor); yellow (Significant); and red (Major)—to identify the type of IWP revision. These colors signal to all LIAs, SIAs and Control Agency parties the type of IWP change(s), and will help facilitate the review process in a timely manner.

IWP changes are categorized in three ways:

1. **MINOR**: Local Implementing Agency level of review and consensus
2. **SIGNIFICANT**: State Implementing Agency level of review and approval
3. **MAJOR**: Control Agency (includes CDSS and USDA/WRO) level of review and approval

The definitions of each category are as follows<sup>1</sup>:

#### 1. **MINOR: Local Implementing Agency level of review and consensus**

A Minor IWP revision does not significantly change the work plan. This category requires communication, coordination, and consensus for the IWP change across all county LIAs. Minor changes may occur continuously throughout the work plan period of the IWP; all county/jurisdictions are required to update the IWP document with Minor revisions as they occur. The IWP must be up-to-date within the [CDSS SNAP-Ed SharePoint site](#) at all times.

Minor IWP revision examples include, but are not limited to, changes in time frame for completion of an activity, or the switch of one approved material/curricula to another approved item. Please utilize [California’s SNAP-Ed Integrated Curricula List](#) for guidance on curriculum usage (fidelity) and training required.

**Once all impacted local SNAP-Ed partners are in agreement as to the change, no further approvals are required.**

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<sup>1</sup> See the Revision Category Criteria table on page 4 for a list of specific revision type and criteria.

2. **SIGNIFICANT: State Implementing Agency level of review and approval**

A Significant IWP revision alters the *intent, reach, and outcome* of the work plan, or any IWP objective and/or activity. This category requires review and approval from the SIA(s) with oversight of the LIA(s) impacted by the change in the IWP. This category includes any change to the IWP that impacts the SNAP-Ed budget (allocated to the LIA(s) initiating the IWP revision) at less than or up to 4.99%. The revision will trigger a review by all SIAs active in the county/jurisdiction. The required SIA(s) approval(s) will depend on the LIA(s) impacted by the revision.

Significant IWP revision examples include, but are not limited to, the incorporation of new (or removal of) environmental or public health approaches, significant expansion, or reduction of activities. Any change in objective or activity that results in a change to the overall approved budget at less than or up to 4.99% will classify as a significant revision. Significant changes require SIA approval before implementation.

**Once the SIA(s) approves a revision within the specified submission timeline, no further action is required.**

3. **MAJOR: Control Agency (includes CDSS and USDA/WRO) level of review and approval**

A Major IWP revision alters the *intent, reach, and outcome* of the work plan, or any objective and/or activity. This category requires review and approval from the SIA(s) corresponding to the change in the LIA's IWP. This category includes any change to the IWP that impacts the overall approved budget (allocated to the LIA(s) initiating the IWP revision) of 5% or greater. The revision will trigger a review by all SIAs active in the county/jurisdiction. The required SIA(s) approval(s) will depend on the LIA(s) impacted by the revision. If revision is denied by the SIAs, no further action is required. If the revision is approved at the SIA level, the revision will be elevated to the SNAP-Ed control agency (California Department of Social Services—CDSS), and if needed, then the funder (United States Department of Agriculture Food and Nutrition Service Western Regional Office—USDA FNS WRO) for final approval.

Major IWP revision examples include, but are not limited to, the incorporation of new (or removal of) environmental or public health approaches, significant expansion, or reduction of objectives and activities that alter the original intent, reach or outcome of the plan. Any change in objective or activity that results in a change to the approved overall budget of 5% or greater will classify as a Major revision. Major changes require approval—either CDSS or USDA FNS WRO—before implementation.

When making a Major (red) change, it is possible that additional revisions (beyond the IWP) may be necessary (i.e., BAR, etc.). While the IWP revision process has been developed to align with the BAR timeline, please consult with your SIA and follow all existing policies outlined by your SIA, if necessary.

## b. Revision Category Criteria

### MINOR

Revisions Impacting Objectives	
Add an objective	<i>1-Year Objective:</i> Addition of an annual objective that aligns with the affiliated approved 3-year objective and does not require a budget change
Revisions Impacting Activities	
Add an activity	Addition of activity that aligns with approved IWP objective(s), supports current work, and does not impact any LIA budget
Modify current activity	Changes to curriculum, material, and/or resource <sup>2</sup>
	Modification that aligns with approved IWP objective, does not impact budget, and does not adversely impact another LIA
Modification to timeframe	Any change in activity timeframe from one quarter to another
Modification to documentation	Any change in documentation <sup>3</sup>
Other Revisions	
Change in Target Audience	Any changes to Section B that do not impact overall reach or approved activities
Change in Subcontractor	Any change in subcontractor that does not impact the budget

### SIGNIFICANT

Revisions Impacting Objectives	
Add an objective	<i>3-Year Objective:</i> Addition of any objective that requires a budget change of less than or up to 4.99%
Modify current objective	Any modification of objective that requires a budget change of less than or up to 4.99%
	Reduction of SNAP-Ed services (SNAP-Ed population served)
Deletion of 1-year objective	Any deletion of annual objectives that has no budget impacts or requires a budget change of less than or up to 4.99%
Revisions Impacting Activities	
Add an activity	Addition of an activity that requires a budget change of less than or up to 4.99%
Modify current activity	Reduction in SNAP-Ed services (SNAP-Ed population served) <sup>4</sup>
	Change in responsible LIA
Deletion of an activity	Any removal of currently approved activity
Other Revisions	
Change in Subcontractor	Any change in subcontractor that requires an overall change in budget of up to 4.99%

### MAJOR

Revisions Impacting Objectives	
Add an objective	<i>3-Year Objective:</i> Addition of any objective that requires a budget change of 5% or greater
Modify current objective	Any modification of objective that requires a budget change of 5% or greater
Deletion of 3-year objective	Any deletion of 3-year objective
Deletion of 1-year objective	Any deletion of annual objective requiring a budget change of 5% or greater
Changes Impacting Activities	
Add an activity	Addition of an activity that requires a budget change of 5% or greater
Modify an activity	Modification of an activity that requires a budget change of 5% or greater
	Request to use educational materials or curricula that are not approved in the state plan
Other Revisions	
Change in Subcontractor	Any change in subcontractor that requires a change in the overall budget of 5% or greater

<sup>2</sup> Assumes new resource is an approved SNAP-Ed curriculum, material, and/or resource that is appropriate for target audience. No unapproved curricula, materials, and/or resources are allowed. If requesting unapproved items, please see Major (Red) category.

<sup>3</sup> Except when required by SIA contract or USDA guidance.

<sup>4</sup> Only a reduction in reach requires approval – any increase in reaching the SNAP-Ed eligible population requires no approval.

**c. Timeline**

IWP revisions may be submitted semi-annually in FFY 2017, and **annually in FFY 2018 and FFY 2019**. The revision timeline below corresponds to the Budget Adjustment Request (BAR) timelines<sup>5</sup>. IWP revisions **must** be submitted on or before the due dates listed in the table below.

IWP Plan Year	Opening and Closing Dates of IWP Revision Submission Period	
	Intent to Submit: IWP Revision Due via Response to Survey	Revision Submission Due by COB to SIAs within the CDSS SNAP-Ed SharePoint Site
	Significant (yellow) and Major (red) revision requests may be submitted*	No longer accepting any additional revision requests until completion of review**
FFY 2017 (2 revisions)	11/10/2016	1/3/2017
	4/3/2017	5/1/2017
FFY 2018 (1 REVISION)	12/20/2017 <i>Updated date</i>	2/2/2018 <i>Updated date</i>
FFY 2019 (1 REVISION)	12/19/2018 <i>Updated date</i>	2/1/2019 <i>Updated date</i>

\*For Significant (yellow) and Major (red) IWP revisions, LIAs may begin revising the IWP starting on the “Intent to Submit” date of each federal fiscal year, and must be completed by the submission due date for consideration (reference table above). Significant and Major revision requests may only be made during the IWP Revision Submission Period list in the table above.

As a reminder, revisions classified as Minor (green) may take place throughout the work plan period of the IWP, and are required to be revised within the IWP on the [CDSS SNAP-Ed SharePoint site](#) as the changes occur. Please continue to communicate Minor changes to your partnering LIAs through your local revision process; LIAs do not need to wait for approval prior to implementing changes from the “Minor” or “green light” category.

\*\*Once IWP Revision Submission Period closes, LIAs will not have access to their IWPs for any changes until the appropriate agencies have completed their review. LIAs will be able to add additional Minor (green) revisions once the reviews are complete.

<sup>5</sup> While the FFY 2017-2019 IWP is a three-year planning document, budgets are submitted and approved on an annual basis.

### III. Step-by-Step Guide to IWP Revision Process

#### Step 1: Notification of Intent to Submit a Revised IWP

A survey will be sent to the SNAP-Ed Work Plan Coordinators (WPCs) and Back-Up Coordinators prior to the opening of the IWP revision process period. **The WPC (or back-up, if necessary) is responsible for submitting one survey response per funded county/jurisdiction.** The survey will gauge the number of local SNAP-Ed funded county/jurisdictions plan to submit a revised IWP during designated Revision Submission Period (page 5) and serves as a SIA notification of the intent to submit an IWP revision. Survey results will be sent to all SIAs so each is aware of the number of revised IWPs within five business days of the survey closing.

#### Step 2: Local Implementing Agency Review and Revision

All revisions to the IWP will take place on the [CDSS SNAP-Ed SharePoint site](#). LIAs are expected to set up a local planning and revision process, including a timeline, to determine a process for IWP changes within the county/jurisdiction; local timelines **must align** with the overall state timeline described on page 5 of this document. LIAs are asked to coordinate and work collaboratively to obtain consensus on the proposed revision(s) if changes involve or impact more than one LIA. The local IWP revision process is expected to include a mechanism to inform all local SNAP-Ed funded partners of all proposed IWP revisions in support of partner discussions, regardless of whether or not a proposed IWP revision impacts more than one LIA. If LIAs cannot reach consensus when necessary, please communicate directly with SIA representatives for assistance.

WPCs will inform all of the SNAP-Ed LIA partners within the county/jurisdiction when the revision process is open. Please work within your defined local jurisdictional process to complete the IWP revision.

When making changes in the IWP within the [CDSS SNAP-Ed SharePoint site](#), utilize the following guidelines:

- **Do not use track changes**
- To streamline and expedite the review processes, provide sufficient and descriptive text for each revision requested, this includes providing a brief revision justification utilizing the “comment bubble” feature within the review tab.
- Strike through text to be deleted [ ~~Example~~ ]
- When adding or deleting text, the text **must be highlighted** using the following parameters:
  - **MINOR - Highlight in green** all proposed “Minor/Green” category revisions
  - **SIGNIFICANT - Highlight in yellow** all proposed “Significant/Yellow” category revisions
  - **MAJOR - Highlight in red** all proposed “Major/Red” category revisions
- Save the document back into the [CDSS SNAP-Ed SharePoint site](#) when changes are complete

**Each county/jurisdiction is responsible for updating Section A and Section B of the IWP, if necessary, to reflect any changes to objectives and activities in Section C of the IWP.**

### Step 3: State Implementing Agency, Control Agency, and Funder Review

Once the revised IWP has been submitted within the [CDSS SNAP-Ed SharePoint site](#), each SIA will begin its review. The timeline for the review process is as follows:

Revision Categories and Level of Review	IWP Plan Year and Final Dates for SIA, CDSS, and/or USDA/WRO Review			
	FFY 2017	FFY 2017	FFY 2018 <i>Updated dates</i>	FFY 2019 <i>Updated dates</i>
LIA Revision Submission Due Date	1/3/2017	5/1/2017	2/2/2018	2/1/2019
<b>MINOR</b> Not applicable (green revisions may be implemented any time throughout the IWP work plan period)	N/A	N/A	N/A	N/A
<b>SIGNIFICANT</b> SIAs will review the IWP within 15 business days of the submission date <sup>6</sup>	1/25/2017	5/22/2017	2/26/2018	2/25/2019
<b>MAJOR</b> CDSS will review within an additional 15 business days and/or USDA/WRO will review within an additional 30 business days	2/15/2017	6/13/2017	3/19/2018	3/18/2019
	3/30/2017	7/26/2017	4/30/2018	4/29/2019

#### **MINOR REVISIONS**

If the proposed IWP revisions are “Minor” (green) only, then the SIAs will review the IWP for informational and documentation purposes only. No SIA approvals are required.

#### **SIGNIFICANT REVISIONS**

If one or more of the IWP revisions is “Significant” (yellow), the IWP requires review and approval by one or more SIA. SIAs will have 15 business days to review and respond to the revised IWP. Once approval/denial notification is sent by the SIA(s), no further action or approvals are required.

#### **MAJOR REVISIONS**

If one or more of the IWP revisions are “Major” (red), the IWP requires review and approval by all appropriate SIAs, and then by CDSS and, if needed, USDA FNS WRO. The process will include the “Significant” (yellow) review protocols (see above), and then additional review protocols that include CDSS (15 business days) and, if needed, USDA FNS WRO (an additional 30 business days). If the revision(s) to the IWP require a BAR, LIAs must follow existing BAR protocols outlined by their SIA; if the revision requires a change to the Site List, LIAs must follow the current integrated Site Change Process.

#### **NOTIFICATION**

Once all required levels of review have approved or denied the proposed IWP revisions, SIAs and LIAs within each county/jurisdiction that submitted IWP revisions will receive a “Notice of Approval-Denial for IWP Revisions” email from [CalFreshSNAP-Ed@dss.ca.gov](mailto:CalFreshSNAP-Ed@dss.ca.gov). Revisions that are denied will be specifically identified in

<sup>6</sup> IWP revision responses will be received based on the timeline for the highest level of review.

comment bubbles within the IWP housed within the [CDSS SNAP-Ed SharePoint site](#). In some cases, there may be an IWP that will receive “partial approval and/or denial” notice; in this event, SIAs and LIAs will also receive an email with clear instructions on next steps and how to resolve the status. If you have any questions, contact your SIA representative.