

# SNAP-Ed FFY 2017–2019 Integrated Work Plan (IWP) Revision Process for Local Implementing Agencies

## Timeline and Levels of Review

Reference the full IWP Revision Process document on the [CDSS SNAP-Ed SharePoint site](#) for additional information

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)	11/9/2017	1/2/2018
FFY 2019 (1 revision)	11/8/2018	1/2/2019

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	FFY 2019
LIA Revision Submission Due Date	1/3/2017	5/1/2017	1/2/2018	1/2/2019
<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	1/25/2017	5/22/2017	1/24/2018	1/24/2019
<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	2/14/2018	2/14/2019
	3/30/2017	7/26/2017	3/29/2018	3/29/2019

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## Table Revision Category Criteria

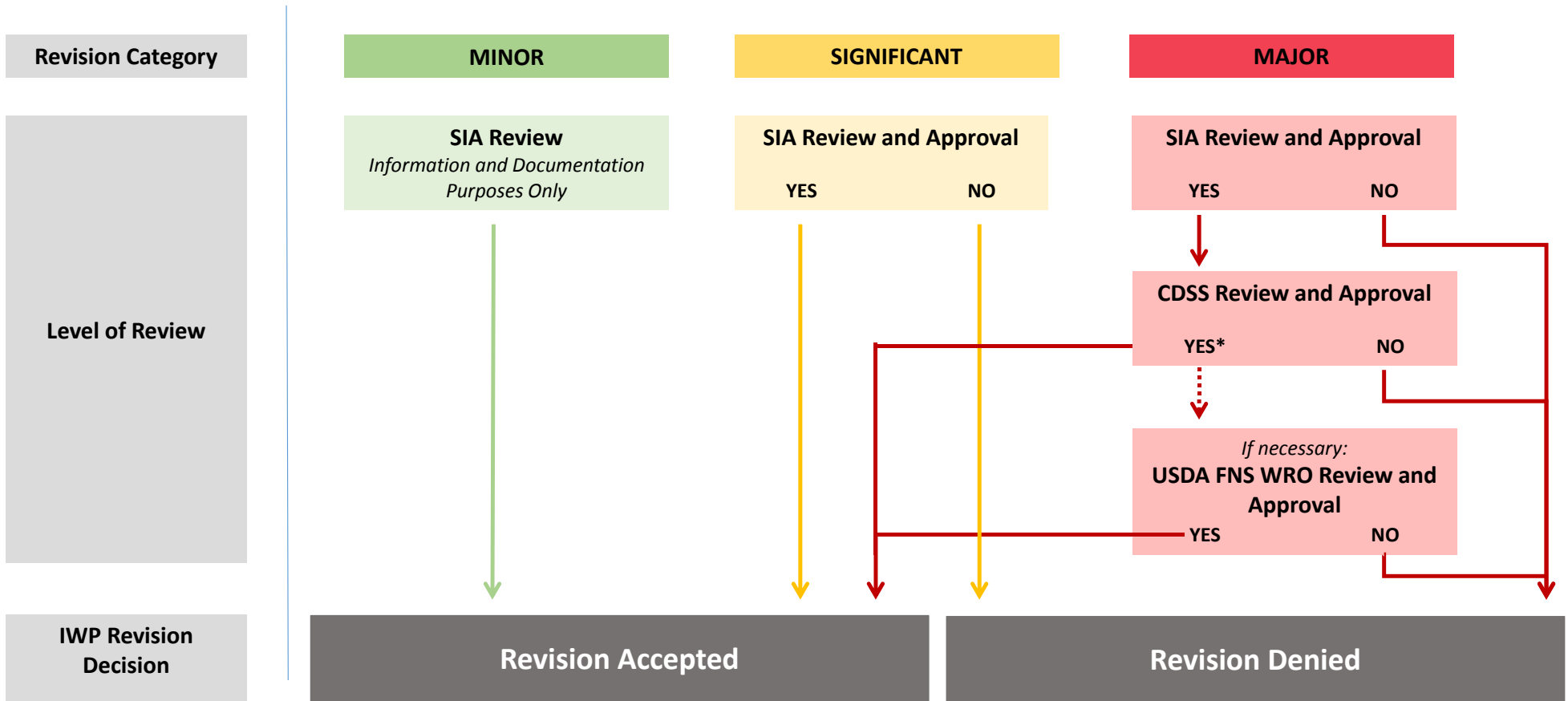
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<b>MINOR</b>	
<b>Revisions Impacting Objectives</b>	
Add an objective	<i>1-Year Objective:</i> Addition of an annual objective that aligns with the affiliated approved 3-year objective and does not require a budget change
<b>Revisions Impacting Activities</b>	
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
	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
<b>Other Revisions</b>	
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
<b>SIGNIFICANT</b>	
<b>Revisions Impacting Objectives</b>	
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%
<b>Revisions Impacting Activities</b>	
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)
	Change in responsible LIA
Deletion of an activity	Any removal of currently approved activity
<b>Other Revisions</b>	
Change in Subcontractor	Any change in subcontractor that requires an overall change in budget of up to 4.99%
<b>MAJOR</b>	
<b>Revisions Impacting Objectives</b>	
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
<b>Changes Impacting Activities</b>	
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
<b>Other Revisions</b>	
Change in Subcontractor	Any change in subcontractor that requires a change in the overall budget of 5% or greater

# FFY 2017 – FFY 2019 SNAP-Ed Integrated Work Plan (IWP) Revision Process Flow Chart

## Local Revision Process: Development, Coordination, and Planning

### Notification of Intent to Submit a Revised IWP Via Survey



\*The dotted line is conditional based on whether the revision requires review by USDA.