

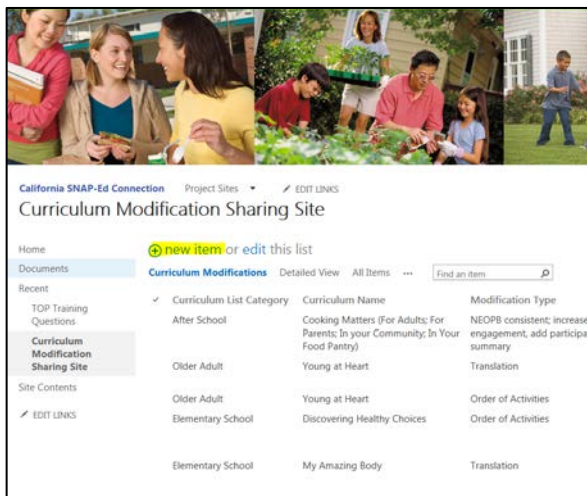
Curriculum Modification Process

The purpose of the Curriculum Modification Process is to empower LIAs by enabling curriculum modifications that will better serve SNAP-Ed target audiences. This process makes it easy for LIAs to access and add to the Curriculum Modification Sharing Site as well as document their own curriculum modifications. This will also help LIAs simplify curriculum planning for the future.

1. Before considering a modification to your curriculum, first check the [California SNAP-Ed Integrated Curricula List](#) and [SNAP-Ed Strategies & Interventions: An Obesity Prevention Toolkit for States](#) for an existing curriculum that meets your needs without modification.
2. Review the [Curriculum Modification Guidance Table](#) to see if the modification being considered is allowable. If the modification is a green or yellow go to the next step. If the modification is red it is not an allowable modification. **Note: When evaluating whether to add modifications to the Curriculum Modification Sharing Site consider only adding green and yellow modifications other LIAs would identify as valuable.**
3. Check the Curriculum Modification Sharing Site Updates (link coming soon when LIAs start logging modifications) to see if the modification being considered has already been done.
4. When making modifications, follow the Curriculum Modification Table.
5. Once the curriculum is modified, log the modification on the [Curriculum Modification Sharing Site](#) . See the instructions below. **Note: Only selected LIA representatives will have access to this site.**

Logging Curriculum Modifications

1. Go to [Curriculum Modification Sharing Site](#) . Click **new item**.



2. Complete modification form and click **Save**.

Have you checked the current CA SNAP-Ed Integrated Curricula List?
Check CA SNAP-Ed Integrated Curricula List at <http://www.cdph.ca.gov/programs/NEOPB/Pages/ApprovedSNAP-EdMaterials.aspx>

Have you checked the Curriculum Modification Log?
Check Curriculum Modification Log at <http://www.cdph.ca.gov/programs/NEOPB/Pages/ApprovedSNAP-EdMaterials.aspx>

Curriculum List Category *

Curriculum Name *
 Specify your own value:

Modification Type *
 Specify your own value:

Translation Language
 Specify your own value:

Description of Modification *

County *

SIA *

Agency Name *

Name *

Email *

3. To edit or view a specific item on the Curriculum Modification Sharing Site click the “...” symbol

| Translation Language | County | SIA | Agency Name | | Name | Email |
|----------------------|-------------|------|---|-----|-----------------|--|
| | Santa Cruz | CDPH | County of Santa Cruz Health Services Agency | ... | Jennifer Larkin | Jennifer.Larkin@santacruzcounty.us |
| | Los Angeles | CDPH | Pasadena * | ... | Michael Elfant | Michael.elfant@cdph.ca.gov |
| | Mariposa | CDPH | Mariposa Posse * | ... | MILE | Mile@will |



- Then click edit item to make changes or click view item to view an item.

| Modification | County | SIA | Agency Name | Name | Ema |
|--------------|------------|------|----------------------|-----------------|------|
| Use RYD | Santa Cruz | CDPH | County of Santa Cruz | Jennifer Larkin | Jenn |

Dropdown menu options:

- View Item
- Edit Item
- Compliance Details
- Workflows
- Alert me
- Shared With
- Delete Item

- Modifications will be saved to the Curriculum Modification Sharing Site Updates Spreadsheet (link coming soon when LIAs start logging modifications) to share with other LIAs.

If you have any questions on this process please email NEOPBTrainingSection@cdph.ca.gov.