



## SNAP EMPLOYMENT AND TRAINING (E&T) PROGRAM ACTIVITY REPORT (FNS-583) GENERAL INSTRUCTIONS

This report covers SNAP E&T program activities during the report period. Each State agency must submit a consolidated State level report to the Food and Nutrition Service (FNS). The State agency shall submit its data for this report electronically via the Food Programs Reporting System (FPRS) no later than the 45th day following the end of the report period. For the 2nd, 3rd and 4th quarters, add the quarterly total to the total from the previous quarter(s) and list cumulative total under "**FISCAL YEAR TO DATE**". State agencies must retain records of the data and methods used to report for audit purposes.

**NOTE:** Items 3 and 4 below require a monthly count of component participation. An individual who participates each month must be counted 12 times during the fiscal year. In Item 6, that same individual should be counted once for each component in which he/she participated. For example, an ABAWD participated the entire fiscal year - 6 months in a workfare component and 6 months a training component. That ABAWD must be counted each month in Item 3. At the end of the fiscal year the same ABAWD must be counted twice in Item 6 - once in the workfare component and once in the training component. However, in Item 7 count the individual only once for the fiscal year.

**ITEM 1** - Record the total number of work registrants in the State on October 1 of the new fiscal year. This is an unduplicated count of work registrants and is reported only in the 1st quarter of the fiscal year. **Do not count these registrants again during the fiscal year.**

**ITEM 2** - Record the number of individuals registered for work each month, beginning with October. This is an unduplicated count. Exclude work registrants that were counted in Item 1. **Count individuals as work registrants only once during the fiscal year.**

**ITEM 3** - Record the number of able-bodied adults without dependents (ABAWDs), both applicants and recipients, subject to the 3-month SNAP benefits time limit that participated in **qualifying** SNAP E&T activities each month of the report period. Qualifying E&T activities include education, training, work experience, or workfare components that fulfill the ABAWD work requirement, in accordance with section 6(o)(2) of the Food and Nutrition Act. Count each ABAWD once per month.

**ITEM 4** - Record the number of all other applicants and recipients who participated in an E&T activity each month of the report period. Include ABAWDs who participated in non-qualifying activities. Count each participant once per month. Participants included in Item 3 should not be included again in Item 4 within the same month.

**ITEM 5** - Record the number of ABAWD case months used each month of the report period under the State agency's 15 percent exemption allowance, in accordance with section 6(o)(6) of the Food and Nutrition Act. One exemption covers one ABAWD for one month of benefits. Count each exemption once per month.

**ITEM 6** - On the 4th quarter report, list the E&T components offered during the fiscal year and record the number of ABAWDs and non-ABAWDs who participated in each. Count each participant in each activity only once. However, participants may be reported across multiple components. For example, a participant in job search and in workfare would be counted under each component. **NOTE:** Participants should be counted as an ABAWD under Item 6 even if they are covered by a waiver or exemption.

**ITEM 7** - On the 4th quarter report, record the number of ABAWDs and non-ABAWDs who participated in the E&T Program during the fiscal year. This is an unduplicated count of participants. **Count each individual only once. NOTE: Participants should be counted as an ABAWD under Item 7 even if they are covered by a waiver or exemption.**