



Food and  
Nutrition  
Service

Park Office  
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**DATE:** June 30, 2017

**SUBJECT:** Supplemental Nutrition Assistance Program – Fiscal Year 2018  
State Target Areas for Management Evaluations

**TO:** Regional Administrators  
Program Directors  
All Regions

The purpose of this memo is to transmit target areas and procedures for Supplemental Nutrition Assistance Program (SNAP) Management Evaluations (MEs) for Fiscal Year (FY) 2018. The Food and Nutrition Service (FNS) National Office, in collaboration with FNS Regional Offices (ROs), have identified 5 national target areas and 8 other at-risk program areas where State resources should be directed for FY 2018.

**FY 2018 National Target Areas are:**

1. Able-Bodied Adults Without Dependents (ABAWD) tracking and policy compliance for States transitioning-off of Statewide time limit waivers in FY 2018;
2. State Employment and Training (E&T) programs that have added new third-party partners since FY 2017;
3. States with counties that have shifted to mandatory E&T programs since FY 2017 or plan to shift in FY 2018;
4. Program Access Review (PAR) at the local level;
5. Electronic Benefit Transfer (EBT) when the State implements a new photo EBT card policy.

**FY 2018 State At-Risk Areas:**

States have the flexibility to review other areas on an at-risk basis. In determining risk, the State agency should take into consideration the time elapsed since an area has been reviewed, deficiencies identified at that time, and any recent changes to the program area.

The FY 2018 State at-risk review areas are:

1. Program Access Review at the State agency level;
2. ABAWDs;
3. Case and Procedure Error Rate (CAPER);
4. EBT Administrative Terminal System Security;
5. E&T programs that leverage third party funds, or operate in pledge States, or make significant changes in providers or funding categories;
6. SNAP-Ed;
7. Recipient Claims Management/Treasury Offset Program; and
8. Recipient Integrity.

**State Procedures:**

In accordance with Federal Regulations at 7 CFR 275.5(b)(2), States must conduct MEs for the State target areas, defined above, in accordance with the following schedule or on a more frequent basis if there is an identified risk.

- In large project areas every year;
- In medium areas every 2 years; and
- In small project areas every 3 years.

State agencies are required, per 7 CFR 275.20, to develop and submit their ME review schedule for the upcoming FY to their FNS RO by August 1, 2017. The State may submit a schedule that covers a 3 year review cycle and provide updates to FNS annually.

We appreciate the effort made by you, your staff, and your State agency partners to ensure the integrity of and improved access to SNAP. If you have any questions or require assistance, please contact your Regional Office.

Sincerely,

/s/

Jeffrey N. Cohen  
Acting Associate Administrator  
Supplemental Nutrition Assistance Program