



Food and  
Nutrition  
Service

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Park Office  
Center

**SUBJECT:** Supplemental Nutrition Assistance Program – Fiscal Year 2017  
State Target Areas for Management Evaluations

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**TO:** Regional Administrators  
Regional Directors  
Supplemental Nutrition Assistance Program  
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) 2017. The Food and Nutrition Service (FNS) National Office, in collaboration with FNS Regional Offices (ROs), have identified four national target areas and eight other at-risk program areas where State resources should be directed for this FY. This memorandum also outlines changes in the definitions of project areas that States must implement for their FY 2017 reviews.

FNS will provide one additional target area for FY 2017, Quality Control MEs, which will be addressed under separate cover.

**FY 2017 State Target Areas:**

1. Able-Bodied Adults Without Dependents (ABAWDs) tracking and policy compliance for States transitioning off of Statewide time limit waivers in FY 2017;
2. Employment and Training (E&T) programs at the State agency level that meet at least one of the following criteria:
  - FY 2017 budgets in excess of \$10 million (Federal and State funds) as approved in SNAP E&T plans;
  - Shifted to mandatory E&T programs since FY 2014; or
  - Increased the number of work registrants subject to mandatory E&T by more than 20 percent between the FY 2016 and FY 2017 plans.
3. Program Access Review (PAR) at the local level with an emphasis on the recertification process; and
4. Electronic Benefit Transfer (EBT) when the State is scheduled to implement photos on the EBT card **or** if the State has already implemented this policy.

*Review of Program Access at the Local Level*

States shall conduct PARs at the local level with an emphasis on compliance with SNAP recertification requirements. The term “local office” shall include any organizational unit within the State responsible for 1) interacting with SNAP households in person or over the phone and 2) performing certification functions related to recertification.

For example, a traditional local office, call center, or processing center would all be appropriate “local offices” to review as long as they meet the two criteria. State reviewers are encouraged to use the FY 2017 Local PAR addendum, scheduled to be completed by September 30, 2016, as their ME guide for each review.

**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, suspected or confirmed deficiencies in an at-risk area, and any recent changes to the program area. The FY 2017 State at-risk review areas are:

1. PAR at the State agency level;
2. ABAWDs;
3. Case and Procedure Error Rate;
4. EBT;
5. E&T programs that leverage third party funds, operate in pledge States, have made significant changes in providers, or have made significant changes in 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), State’s 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, 2016. The State may submit a schedule that covers a three year review cycle and provide updates to FNS annually. The State's schedule must incorporate recent changes to project area definitions (see below) for the purposes of selecting sites for MEs.

*Changes to Project Area Definitions:*

The publication of the SNAP Review of Major Changes in Program Design and ME Systems (Major Changes Rule) final rule will impact State ME reviews conducted in FY 2017. Changes to the definitions of project areas as defined in 7 CFR 271.2, which impact the requirements for State conducted MEs, are effective October 1, 2016. The provision revises the definition of large, medium and small project areas for the purposes of selecting sites for MEs.

- Large project area caseload is more than 25,000
- Medium project area caseload is between 5,000 to 25,000
- Small project area caseload is now fewer than 4,999

As a reminder, each State must incorporate the changes to the project area definitions, as outlined above, to this year's submission of their ME schedules and are required to submit them to their FNS ROs by August 1<sup>st</sup> as provided by 7 CFR 275.20.

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,



Jessica Shahin  
Associate Administrator  
Supplemental Nutrition Assistance Program