

DATE: July 15, 2024

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) – Requirement to
Disposition and Transmit All Sampled Cases for SNAP Quality Control
QC PM 24-01

TO: All SNAP State Agencies
All Regions

While reviewing SNAP Quality Control (QC) data for Fiscal Year 2022 and 2023, the Food and Nutrition Service (FNS) learned that some State agencies have been sampling cases for QC review but failing to disposition and transmit all cases selected in their sample. Per SNAP regulations at 7 CFR 275.11(c) and 7 CFR 275.21(b), State agencies are required to disposition and transmit the results of all cases sampled for Quality Control review as either complete, incomplete, or not subject to review (NSTR). State agencies must complete these actions through the SNAP Quality Control System (SNAP-QCS).

Once a case has been identified for inclusion in the QC sample, substitutions are not acceptable. If cases are deselected for oversampling, these cases must be selected at random from all cases selected, including those completed, not completed, and NSTR, and be dispositioned in SNAP-QCS as NSTR.

Per 7 CFR 275.21(b), if a State agency cannot complete a case within the 115-day timeframe allotted for the sample month, the State agency must submit to FNS a request for approval of an extension to the due date. FNS Regional Offices must ensure that States' sampled cases that are not submitted by the 115th day, or not submitted by the end of the annual review period for cases with approved extensions, are accounted for and dispositioned by the end of the annual review period.

We appreciate the cooperation of State agencies as we all work together to protect the integrity of the QC system and ensure all cases are accounted for and properly dispositioned and transmitted to FNS. State agencies with questions should contact their respective Regional Office representatives.

Sincerely,

**RACHEL
FRISK**

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Rachel Frisk
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