



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: July 20, 2018

SUBJECT: Supplemental Nutrition Assistance Program – Fiscal Year 2019
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) 2019. The Food and Nutrition Service (FNS) National Office, in collaboration with FNS Regional Offices (ROs), have identified 4 national target areas and 5 other at-risk program areas where State resources should be directed for FY 2019.

FY 2019 State Target Areas are:

1. Recipient Integrity Module 2: Data Matching and Card Replacement;
2. Able-Bodied Adults Without Dependents (ABAWD) tracking and policy compliance for counties/project areas transitioning-off of Statewide time limit waivers in FY 2019;
3. Employment and Training (E&T) Program Review - in States that operate a mandatory E&T program; and
4. SNAP-Ed.

Recipient Integrity Module 2: Data Matching and Card Replacement Target Area Guidance

Each State shall assess their compliance with Federal data matching requirements using the appropriate sections in the SNAP Recipient Integrity Module 2 review guide. After completing the assessment, the State must submit the results of the review and an attestation that they are in compliance to their RO. At a minimum, results submitted to FNS should clearly identify the geographic area of the State reviewed, the number of cases reviewed, any deficiencies found, and corrective actions the State is taking to address any issues.

FY 2019 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 2019 State at-risk review areas are:

1. ABAWDs;
2. E&T in counties/project areas that have budgets in excess of \$5 million or in States that receive ABAWD pledge funds;
3. EBT Administrative Terminal System Security;
4. Recipient Claims Management/Treasury Offset Program; and
5. Recipient Integrity.

State Procedures:

In accordance with Federal Regulations at 7 CFR 275.8 and 275.5(b)(1), 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.

Normally, 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, 2018. However, due to the delay in releasing the FY 2019 State Target Memo, State agencies will be given until **August 17, 2018**, to submit their FY 2019 review schedules to their FNS RO. The State may submit a schedule that covers a 3 year review cycle and provide updates to FNS annually. When conducting reviews, State agencies are encouraged to utilize FNS review guides provided by the RO.

In FY 2019, State agencies are expected to dedicate resources to implementing actionable steps that will minimize the likelihood of recurrence for all open findings and other areas of non-compliance identified by FNS, GAO and through the State's Performance Reporting System per 7 CFR 275 – Subpart E – Corrective Action. FNS ROs are available to provide technical assistance and support.

Regional Administrators
Page 3

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 RO.

Sincerely,

/s/ original signed by Jeff Cohen on behalf of

Jessica Shahin
Associate Administrator
Supplemental Nutrition Assistance Program

USDA is an Equal Opportunity Provider, Employer and Lender

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.