

## Appendix F. SNAP-Ed Management Evaluation Guide

### 1. SNAP-Ed Management Evaluation Guide for State Agencies

This checklist is used to review SNAP-Ed Programs during *Management Evaluations* of a *State agency (SA)* and may be helpful to States during the Plan development process. Please note this is not an exhaustive list of Federal regulations pertaining to SNAP-Ed. There may be other applicable regulations such as those specified in OMB guidance.

Citations	Checklist for Determining Compliance	Yes	No
7 CFR §272.2(d)(2)(i)	SA sets priority goals and objectives based on needs assessment findings.  SNAP-Ed plan conforms to standards in the SNAP-Ed Guidance.		
7 CFR §272.1(c)(1)	Disclosure of information obtained from SNAP applicant households is restricted to persons directly connected with the administration or enforcement of the Food Stamp Act or regulations.  – Data sharing agreements specify the data to be exchanged, procedures used to exchange the data, how data will be stored and who will have access, steps to be taken in case of a data breach, and how data will be securely destroyed.  Participant information protected with encrypted servers.		
7 CFR §272.2(d)(2)(ii)	SA notifies applicants, participants, and eligible individuals to the maximum extent possible of the availability of SNAP-Ed activities in local communities.		
7 CFR §272.2(d)(2)(iii)	SA describes methods used to identify its target audience that follow approved targeting strategies and supporting data sources included in the SNAP-Ed Guidance and alternate targeting strategies approved by FNS.		

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Citations	Checklist for Determining Compliance	Yes	No
7 CFR §272.2(d)(2)(iv)	<p>SA has a valid, data-driven needs assessment on the nutrition, physical activity, and obesity prevention needs of the target population and the barriers to accessing healthy foods and physical activity.</p> <p>The needs assessment considers the diverse characteristics of the target population, including race/ethnicity, gender, employment status, housing, language, and transportation/mobility needs.</p>		
7 CFR §272.2(d)(2)(v)	SA ensures interventions are appropriate for low-income individuals eligible to receive SNAP benefits. Interventions recognize the population's constrained resources and potential eligibility for Federal food assistance.		
7 CFR §272.2(d)(2)(vi)	SA provides evidence-based nutrition education and obesity prevention services either directly or through agreements with IAs and community organizations.		
7 CFR §272.2(d)(2)(vii)(A)	<p>SA uses the SNAP-Ed grant to fund the administrative costs of planning, implementing, and operating its program in accordance with its approved SNAP-Ed plan.</p> <p>SA provides oversight to ensure integrity of funds and demonstrate program effectiveness regarding SNAP-Ed outcomes and impacts.</p>		
7 CFR §272.2(d)(2)(vii)(B)	SA's SNAP nutrition education and obesity prevention services include a combination of educational strategies accompanied by environmental supports.		
7 CFR §272.2(d)(2)(vii)(B)	Activities are designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors.		
7 CFR §272.2(d)(2)(vii)(B)	Nutrition education and obesity prevention services are delivered through multiple venues.		

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Citations	Checklist for Determining Compliance	Yes	No
7 CFR §272.2(d)(2)(vii)(B)	<p>Activities are delivered at the individual, community, and appropriate policy levels.</p> <p>Note, acceptable policy level interventions are activities that encourage healthier choices based on the current Dietary Guidelines for Americans.</p>		
7 CFR §272.2(d)(2)(vii)(B)	All strategies and interventions are evidence-based.		
7 CFR §272.2(d)(2)(vii)(B)	Any research-based strategies and interventions reflect relevant rigorous nutrition and public health nutrition research including systematically reviewed scientific evidence.		
7 CFR §272.2(d)(2)(vii)(B)	<p>Any practice-based strategies and interventions reflect case studies, pilot studies, and evidence from the field on nutrition education interventions that demonstrate obesity prevention potential.</p> <p>SA provides sufficient justification for the use of emerging strategies and evaluates all emerging strategies for effectiveness.</p>		
7 CFR §272.2(d)(2)(vii)(C)	SA's SNAP-Ed activities promote healthy food and physical activity choices based on the most recent <i>Dietary Guidelines for Americans</i> and Physical Activity Guidelines.		
7 CFR §272.2(d)(2)(vii)(D)	<p>SA uses SNAP-Ed Approach two and/or three in addition to SNAP-Ed Approach one:</p> <ol style="list-style-type: none"> <li>1. individual or group-based nutrition education, health promotion, and intervention strategies</li> <li>2. comprehensive, multi-level interventions at multiple complementary organizational</li> <li>3. institutional levels; community and public health approaches to improve nutrition</li> </ol>		
7 CFR §272.2(d)(2)(viii)	SA coordinates, and reports activities with national, State, and local nutrition education and health promotion initiatives and interventions.		
7 CFR §272.2(d)(2)(viii)	SA maintains copies of Memoranda of Agreement or Understanding with organizations it coordinates with for the provision of services.		

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Citations	Checklist for Determining Compliance	Yes	No
7 CFR §272.2(d)(2)(ix)	SA adheres to the approved operating budget for the FY under review.		
7 CFR §272.2(d)(2)(xi)	<p>SA meets FNS fiscal recordkeeping and reporting requirements, including:</p> <ul style="list-style-type: none"> <li>– Reporting all SNAP-Ed expenditures on the Financial Status Report SF-425</li> <li>– Collecting and reporting non-SNAP-Ed funding (i.e., planned public and private funding) contributions to the SNAP-Ed activities in N-PEARS</li> </ul>		
7 CFR §272.2(d)(2)(xii)	<p>SA provides additional information regarding the type of nutrition education and obesity prevention activities offered and the characteristics of the target population served to determine whether nutrition education goals are being met.</p> <p>SA periodically evaluates whether it's meeting State goals and objectives.</p>		
7 CFR §272.2(d)(2)(xiii)	<p>SA submits its SNAP-Ed Annual Report in N-PEARS by January 31<sup>st</sup> for the last FY's operations.</p> <p>Annual report describes SNAP-Ed Plan project activities, outcomes, and expenditures.</p>		
7 CFR §272.2(e)(6)	SA submits its SNAP-Ed Plan in N-PEARS by August 15 <sup>th</sup> .		
7 CFR §277.4(b)(5)(ii)	Information about SNAP enrollment excluded from billboards, radio, television, or video recordings.		
FNS Instruction 113-1	<p>SA provides annual civil rights training for all SNAP-Ed agencies.</p> <p>Civil rights training is current and accurate.</p> <p>Civil rights training is documented including lesson plan/topics covered, date of presentation(s), and staff in attendance.</p>		
FNS Instruction 113-1	<p>Annual civil rights training is provided for all front-line personnel.</p> <p>Civil rights training is current and accurate.</p>		

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Citations	Checklist for Determining Compliance	Yes	No
	<p>Civil rights training is documented including lesson plan/topics covered, date of presentation(s), and staff in attendance.</p> <p>Civil rights training includes the nine mandatory topics (collection and use of data; effective public notification systems; complain procedures; compliance review techniques; resolution of noncompliance; requirements for reasonable accommodation for persons with disabilities; requirements for language assistance; conflict resolution; and customer service).</p>		
FNS Instruction 113-1	<p>SA monitors IA civil rights compliance as part of SNAP-Ed reviews.</p> <p>Civil rights reviews questions, or prompts are included on SA standard review forms.</p>		
FNS Instruction 113-1	<p>Nutrition education and related services are provided free from discrimination.</p> <p>Materials developed and used are appropriate for audience.</p> <p>In-person education is provided at accessible locations (convenient to public transportation, free parking, etc.) and on days/times that are convenient for audience participation.</p> <p>Bilingual staff are provided as needed; minimally, the presenter/education has a way to communication with all participants.</p>		
FNS Instruction 113-1	<p>Materials contain the required USDA non-discrimination statement in accordance with SNAP-Ed Guidance. If other statements are also used, they are listed separately, and the USDA statement is listed first.</p>		
FNS Instruction 113-1	<p>Most current SNAP non-discrimination poster, “And Justice for All,” is posted whenever and wherever SNAP-Ed services/education/ interventions are provided.</p>		

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**New:**

Citations and Memorandum	Checklist for Determining Compliance	Yes	No
SNAP Memorandum on Tribal Consultation Requirements	SA engages in timely, meaningful, and substantive dialogue with the official leadership of Tribes, or their designated representatives, pertaining to elements of the SNAP-Ed Plans.		
SNAP Memorandum on Tribal Consultation Requirements	SA considers the needs of American Indian/Alaskan Natives living on and off reservations and makes efforts to include a focus and devotion of resources to Native nutrition education.		
7 CFR §272.2(b)(1)	SA implements SNAP-Ed in a manner that is responsive to the special needs of American Indians on reservations and consults in good faith with Tribal Organizations about portions of the SNAP-Ed plan pertaining to the implementation of the Program for members of the Tribe on reservations.		
7 CFR §272.2(e)(7)	SA consults on an ongoing basis with the Tribal Organization of an Indian reservation about those portions of the State Plan of Operation pertaining to the special needs of the members of the Tribe.		
7 CFR §281.2(b)	Tribes are given at least 30 days to provide comments in writing to the SA on the SNAP-Ed plan.  The SA must, if appropriate and to the extent practicable, incorporate suggestions made by Tribes.		
7 CFR §281.2(b)	SA maintains records of consultations on State plans and ongoing consultations held with Tribes for review by FNS.		

**End of new material.**

## 2. SNAP-Ed Management Evaluation Guide for Implementing Agencies

This checklist is used to review SNAP-Ed *implementing agency* programming during *Management Evaluations*. This may be helpful to States and *implementing agencies* during planning or for *State agencies* during their monitoring of *implementing agency* programming. Please note this is not an exhaustive list of Federal regulations pertaining to SNAP-Ed. There may be other applicable regulations such as those specified in OMB guidance.

Citations	Questions for Determining Compliance	Yes	No
7 CFR §272.2(d)(2)(i)	IA implements activities based on the State’s priority goals and objectives. SNAP-Ed plan conforms to standards in the SNAP-Ed Guidance.		
7 CFR §272.2(d)(2)(ii)	IA notifies applicants, participants, and eligible individuals to the maximum extent possible of the availability of SNAP-Ed activities in local communities.		
7 CFR §272.2(d)(2)(iii)	IA describes methods used to identify its target audience that follow approved targeting strategies.		
7 CFR §272.2(d)(2)(iv)	IA uses the State’s valid and data-driven needs assessment on the nutrition, physical activity, and obesity prevention and meets the needs of the target population and addresses barriers to accessing healthy foods and physical activity.		
7 CFR §272.2(d)(2)(v)	IA ensures that interventions are appropriate for low-income individuals eligible to receive SNAP benefits. Interventions recognize the population’s constrained resources and potential eligibility for Federal food assistance.		
7 CFR §272.2(d)(2)(vi)	IA provides evidence-based nutrition education and obesity prevention services and delivers services either directly or through agreements with other local IA and community organizations.		
7 CFR §272.2(d)(2)(vii)(A)	IA uses the SNAP-Ed grant to fund the administrative costs of planning, implementing, and operating its program in accordance with its approved SNAP-Ed plan.		

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Citations	Questions for Determining Compliance	Yes	No
	IA provides oversight to ensure integrity of funds and demonstrate program effectiveness regarding SNAP-Ed outcomes and impacts.		
7 CFR §272.2(d)(2)(vii)(B)	IA's SNAP nutrition education and obesity prevention services include a combination of educational strategies accompanied by environmental supports.		
7 CFR §272.2(d)(2)(vii)(B)	Activities are designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors.		
7 CFR §272.2(d)(2)(vii)(B)	SNAP-Ed services are delivered through multiple venues.		
7 CFR §272.2(d)(2)(vii)(B)	Activities are delivered at the individual, community, and appropriate policy levels. Note: acceptable policy level interventions are activities that encourage healthier choices based on the current Dietary Guidelines for Americans.		
7 CFR §272.2(d)(2)(vii)(B)	All strategies and interventions are evidence-based.		
7 CFR §272.2(d)(2)(vii)(B)	Any research-based strategies and interventions reflect relevant rigorous nutrition and public health nutrition research including systematically reviewed scientific evidence.		
7 CFR §272.2(d)(2)(vii)(B)	SNAP-Ed activities consider emerging strategies or interventions that are community- or practitioner-driven. Practice-based strategies and interventions reflect case studies, pilot studies, and evidence from the field on nutrition education interventions that demonstrate obesity prevention potential. All emerging strategies are justified for the use of a novel approach and evaluated for effectiveness.		
7 CFR §272.2(d)(2)(vii)(C)	IA's SNAP-Ed activities promote healthy food and physical activity choices based on the most recent <i>Dietary Guidelines for Americans</i> and Physical Activity Guidelines.		

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Citations	Questions for Determining Compliance	Yes	No
7 CFR §272.2(d)(2)(vii)(D)	<p>IA uses two or more of the following approaches:</p> <ol style="list-style-type: none"> <li>1. individual or group-based nutrition education, health promotion, and intervention strategies</li> <li>2. comprehensive, multi-level interventions at multiple complementary organizational</li> </ol> <p>Institutional levels: community and public health approaches to improve nutrition</p>		
7 CFR §272.2(d)(2)(viii)	<p>IA coordinates and reports health promotion activities, initiatives and interventions with national, State, and other special supplemental nutrition programs including women, infant and children, the National School Lunch Program, Farm to School, and Food Distribution on Indian Reservations.</p>		
7 CFR §272.2(d)(2)(viii)	<p>IA maintains copies of Memoranda of Agreement or Understanding with organizations it coordinates with for the provision of services.</p>		
7 CFR §272.2(d)(2)(ix)	<p>IA adheres to the approved operating budget for the FY under review.</p>		
7 CFR §272.2(d)(2)(xi)	<p>IA meets FNS fiscal recordkeeping and reporting requirements.</p>		
FNS Instruction 113-1	<p>IA provides annual civil rights training for all front-line personnel.</p> <ul style="list-style-type: none"> <li>– Civil rights training is current and accurate.</li> <li>– Civil rights training is documented including lesson plan/topics covered, date of presentation(s), and staff in attendance.</li> </ul> <p>Civil rights training includes the nine mandatory topics: collection and use of data; effective public notification systems; complain procedures; compliance review techniques; resolution of non-compliance; requirements for reasonable accommodation for persons with disabilities; requirements for language assistance; conflict resolution; and customer service.</p>		

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Citations	Questions for Determining Compliance	Yes	No
FNS Instruction 113-1	<p>Nutrition education and related services/ benefits are provided free from discrimination.</p> <ul style="list-style-type: none"> <li>– Materials developed and used are appropriate for audience</li> <li>– In-person education is provided at accessible locations (convenient to public transportation, free parking, etc.) and on days/times that are convenient for audience participation</li> <li>– Bilingual staff are provided as needed; minimally, the presenter/educator has a way to communicate with all participants</li> </ul>		
FNS Instruction 113-1	Materials contain the required USDA non-discrimination statement in accordance with the SNAP-Ed Guidance. If other statements are also used, they are listed separately, and the USDA statement is listed first.		
FNS Instruction 113-1	Most current SNAP non-discrimination poster, “And Justice for All,” is posted whenever and wherever SNAP-Ed services/ education/interventions are provided.		