

Food and
Nutrition
Service

1320 Braddock Place
Alexandria, VA
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DATE: November 13, 2023

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) – Upcoming Launch of the National Program Evaluation and Reporting System Annual Report Modules for SNAP-Ed

TO: All SNAP State Agencies
All Regions

The Food and Nutrition Service (FNS) is pleased to announce the launch of the National Program Evaluation and Reporting System (N-PEARS) annual report modules on November 27, 2023. The annual report modules represent the second phase of the launch of N-PEARS. On May 22, 2023, FNS launched the State plan modules, which were used for SNAP-Ed FY 2024 State Plans. This memorandum provides an overview of N-PEARS, updates to SNAP-Ed reporting processes, and information on upcoming trainings and technical assistance.

Overview

N-PEARS is a web-based system that States and implementing agencies will use to submit SNAP-Ed State plans and annual reports. FNS developed N-PEARS to meet the requirements of the Agriculture Improvement Act of 2018 (“2018 Farm Bill”, Pub. L. 115-334). N-PEARS is an electronic reporting system that will support States in measuring and evaluating SNAP-Ed projects and tracking administrative costs. FNS will also use the data collected in N-PEARS to support an improved understanding of program effectiveness and accountability. State and implementing agencies will have free access to N-PEARS to submit SNAP-Ed State plans and annual reports.

The launch of N-PEARS only affects the SNAP-Ed State plan and annual report submission processes. States will continue to use the Food Programs Reporting System (FPRS) to submit financial reports (SF-425) for SNAP-Ed.

SNAP-Ed Reporting

After the FY 2022 reporting year, FNS discontinued the use of the Education and Administrative Reporting System (EARS) form FNS-759 in FPRS. Starting with the FY 2023 reporting year, States will submit all required SNAP-Ed reporting information into N-PEARS. The FY 2023 SNAP-Ed annual reports are due in N-PEARS by January 31, 2024.

State and implementing agencies may continue to use their existing systems to track and manage SNAP-Ed data throughout the year. FNS developed the [SNAP-Ed Data Collection Template](#) as an optional resource to facilitate data collection and tracking that aligns with N-PEARS. Training videos and a user guide for the template are available on the SNAP-Ed Connection.

Trainings and Technical Assistance

Beginning November 14, 2023, FNS will offer a series of live trainings on the N-PEARS annual report modules. More information about the trainings can be found on the SNAP-Ed Connection's [National Program Evaluation and Reporting System \(N-PEARS\) webpage](#). All users will also have access in N-PEARS to pre-recorded videos that provide overviews of the report modules.

FNS thanks State and implementing agencies for their patience and flexibility as we transition to new SNAP-Ed planning and data reporting processes. We look forward to continuing to work with our partners to ensure N-PEARS meets the goals of improving the measurement and evaluation of SNAP-Ed projects nationwide.

State agencies with questions should contact their respective Regional Coordinators.

Sincerely,

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Rachel Frisk
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Supplemental Nutrition Assistance Program