



Food and
Nutrition
Service

1320 Braddock Place
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DATE: May 3, 2023

SUBJECT: Upcoming Launch of the National Program Evaluation and Reporting System for SNAP-Ed

TO: All SNAP State Agencies
All Regions

The Food and Nutrition Service (FNS) is pleased to announce that the National Program Evaluation and Reporting System (N-PEARS) will launch on May 22, 2023. This memorandum provides an overview of N-PEARS and related updates to SNAP-Ed planning and reporting processes, as well as information on upcoming trainings, technical assistance, and support opportunities.

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 will only affect 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 Planning and Reporting Processes Updates

States must submit FY 2024 SNAP-Ed State plans through N-PEARS by August 15, 2023. FNS will not accept State plans submitted through PartnerWeb.

States must submit FY 2023 SNAP-Ed State annual reports through N-PEARS by January 31, 2024. N-PEARS will collect program data and annual report narratives. FNS will discontinue the use of the Education and Administrative Reporting System (EARS) form FNS-759 in FPRS.

State and implementing agencies may continue to use their existing systems to track and manage data throughout the year prior to its submission in N-PEARS. 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, Technical Assistance, and Support

FNS will offer live virtual support sessions, training, and technical assistance opportunities for all N-PEARS users in late May and early June 2023.

Additionally, all users will have access to pre-recorded videos in N-PEARS that provide a basic overview of the system, such as system navigation, data entry, and managing system access.

We thank 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 continually working with our partners throughout this process to ensure N-PEARS meets the goals of improving measurement and evaluation of SNAP-Ed projects nationwide.

State agencies with questions or requests for technical assistance should contact their respective SNAP-Ed Regional Coordinators. FNS Regional Coordinators should contact Aurora Calvillo-Buffington at aurora.calvillobuffington@usda.gov with any questions concerning this memorandum.

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