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U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE



REQUEST FOR APPLICATION SUMMER ELECTRONIC BENEFITS TRANSFER FOR CHILDREN (SEBTC) *Supplemental Nutrition Assistance Program (SNAP) Model*

SUMMER 2012 DEMONSTRATIONS

MULTIPLE AWARDS ANTICIPATED

June 15, 2011

CFDA # 10.559

SIGNIFICANT DEMONSTRATION DATES	
July 5, 2011	Letter of Intent (LOI) to Apply Due to FNS
July 15, 2011	Written Questions Due to FNS
July 20, 2011	Conference Call with all States Submitting LOI
September 9, 2011	Application Due to FNS
October 2011	Awards Announced
November 2011	Award Funding in Place and Funds Available
November 2011	Orientation Conference Call for all Awardees
January 2012	Lessons-Learned Conference for all Awardees (location TBD)
End of 2011/2012 School Year	Preparation Phase Complete
Start of Summer 2012	Benefit Delivery Phase of Demonstration Begins (3 months)
End of Summer 2012	Benefit Delivery Stops

**SUMMER ELECTRONIC BENEFITS TRANSFER FOR CHILDREN (SEBTC) DEMONSTRATION - SNAP Model
SUMMER 2012 DEMONSTRATIONS
REQUEST FOR APPLICATION (RFA)**

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SUMMER ELECTRONIC BENEFITS TRANSFER FOR CHILDREN (SEBTC) DEMONSTRATION, SNAP Model SUMMER 2012 DEMONSTRATIONS REQUEST FOR APPLICATION (RFA)

BACKGROUND

The 2010 Agriculture Appropriations Act (P.L. 111-80) provided authority and funding for USDA to demonstrate and rigorously evaluate methods of reducing or preventing food insecurity and hunger among children in the summer months. In response, the Summer Electronic Benefits Transfer for Children (SEBTC) demonstrations are testing a *household-based* method of delivering nutrition assistance to low-income children during the summer. FNS awarded 5 “proof-of-concept” demonstrations of SEBTC for the summer of 2011: demonstrations in Michigan and Texas tested an SEBTC model delivered through the WIC EBT infrastructure; demonstrations in Connecticut, Missouri, and Oregon tested an SEBTC model using SNAP EBT infrastructure.¹

The purpose of this solicitation is to expand the SNAP SEBTC demonstrations to additional States during the summer of 2012. These additional demonstrations are intended to evaluate whether the impact on food security of household-based delivery of summer benefits differs in urban and rural areas or varies by specific community and/or demonstration characteristics (such as region of the country, characteristics of the local school system, or different levels of benefit amount).

NOTE: Potential applicants should be aware that there are significant differences between this 2012 demonstration solicitation and the solicitation issued for 2011.

In 2012, FNS’ intent is to support 15 demonstration sites in total across both WIC and SNAP models and including successful 2011 demonstration sites that continue operating in 2012.

Under this solicitation:

- FNS seeks 2 to 10 States to demonstrate the provision of household-based summer food benefits using Supplemental Nutrition Assistance Program (SNAP) electronic benefit transfer (EBT) technology as the model for delivery mechanism for summers 2012 to 2013.
- As in the 2011 solicitation, the 2012 demonstrations will not be statewide, but will operate in one or more contiguous School Food Authorities (SFAs) within the State.
- The demonstration area must have approximately 20,000-24,000 school children certified for free or reduced-price meals under the National School Lunch Program (NSLP). This is an increase from the 10,000 to 12,000 number used in the 2011 solicitation. In the summer 2011 proof-of-concept demonstrations, challenges arose in regard to locating eligible children and in

¹ This solicitation is one part of a multi-part project. In addition to the SEBTC demonstrations, FNS is testing a series of enhancements to the existing Summer Food Service Program.

obtaining consent to participate in the demonstration. The increase in eligible children is intended to ensure that summer benefits can be delivered to the required number of children.

- Demonstration areas proposed for Summer 2012 can be urban (e.g., a portion of an SFA in a large city) or rural (e.g., many contiguous SFAs in sparsely populated areas). Proposed demonstration areas must have approximately 20,000-24,000 children certified for free or reduced-price meals but may vary greatly in geographic size according to population density.
- In summer 2012, about 5,000 eligible children will receive benefits (double the number in summer 2011) while remaining participants will serve as controls. All grades (K-12) are included. Year round school will be excluded from the demonstration. Schools operating under community eligibility provisions may be considered as eligible demonstration sites.
- The additional demonstrations implemented in Summer 2012 are intended to evaluate whether the impact on food security of household-based delivery of summer benefits differs in urban and rural areas or varies by specific community and/or demonstration characteristics. Across all summer 2012 demonstration sites, USDA is interested in variation in:
 - Region of the country,
 - Urban/rural status, and
 - Concentration of children eligible for free or reduced price meals.
 - Schools operating under community eligibility provisions may be considered as eligible demonstration sites in 2012.
 - USDA desires that some demonstration areas have more than half of all eligible students certified for free and reduced price meals.
 - USDA desires that some demonstration sites have less than half of all eligible students certified for free and reduced price meals.
- The approximate benefit level is \$60/month per eligible child throughout the summer which is comparable to the monthly value of school lunches. At the approximate \$60 level about \$800,000 to \$1,000,000 in food benefits would be provided over the summer in the demonstration area.²
- In 2013, subject to the availability of funds, successful 2012 demonstrations will continue to operate for another summer.

² The actual level may differ from this estimate in important ways – see section on benefit level under “demonstration details.”

SUMMER EBT FOR CHILDREN CONCEPT

The vision for the demonstrations is the following:

- School Food Authorities (SFAs) and State EBT, SNAP and School Meal Program officials will work together to arrange for the families of children certified to receive free or reduced-price school meals to receive an electronic benefits card valid for use in the summer. If feasible, States may choose to integrate summer food benefits onto existing SNAP cards for those families also participating in SNAP while providing non-SNAP families a separate SEBTC card.³ However, SEBTC funds are **NOT** SNAP funds and tracking of the SEBTC benefits must remain separate from SNAP benefits.
- Parents use the card at SNAP-authorized food retailers to purchase SNAP-eligible food for their children to compensate for the loss of school meals during the summer. Ideally, benefits would be paid through the existing SNAP EBT redemption system.
- The ultimate objective is to reduce the level of summer food insecurity among children to a level at or below that of childhood food insecurity during the school year.
- A robust evaluation of the demonstrations is completed before the debate on the next Child Nutrition Reauthorization bill, to provide Congress with definitive data on the feasibility of the model and its impact on food security and nutrition.

While this RFA pertains to testing delivery of benefits through SNAP-based EBT technology, FNS is also conducting demonstration projects testing a WIC-based EBT model. These will occur simultaneously under a separate RFA. The SNAP-based and WIC-based EBT demonstrations cannot take place in the same demonstration area.

³ For households that participate in SNAP, this hybrid model would allow folding the summer benefit into the SNAP allotment and following all SNAP rules regarding issuance use of benefits. Households that are not SNAP participants would receive a separate card. If a State proposes to use a hybrid model, FNS will also entertain applications that propose to randomly assign SNAP families so that some receive summer benefits on their SNAP card and some receive summer benefits on an SEBTC card. This approach would potentially provide a strong basis for determining the impact of a single, integrated card on consumer acceptance, benefit usage, operational efficiency, and administrative costs. States that propose a hybrid model are encouraged to consider, but are not required to adopt, the random assignment variant.

REQUEST FOR APPLICATION

**Letters of Intent are due July 5, 2011.
Applications are due September 9, 2011.
Awards will be made in October 2011.**

Preparation for the demonstration, including selection of children and distribution of cards to parents, must be complete before the end of the 2011/2012 School Year.

Benefits must be available to purchase food starting the 1st day after the end of the 2011/2012 School Year.

Benefits expire on the 1st day of the 2012/2013 School Year.

Overview. FNS invites eligible State agencies receiving Federal food assistance funds to apply for an opportunity to conduct demonstrations of using electronic benefits transfer (EBT) technology to deliver food benefits during the summer of 2012 through 2013 to families of children who are certified for free and reduced-price school meals. This demonstration will NOT replace any existing meal service subsidized under SFSP or through the Seamless Summer Option under the NSLP, but will be conducted concurrently with normal SFSP/Seamless operations where they are available. The purpose of these demonstrations is to determine the impact of delivering summer food benefits to school children using existing SNAP EBT infrastructure as the delivery mechanism.

The 2012 demonstrations will take place in contiguous school food authorities (SFAs) that contain a total of 20,000-24,000 children certified for free and reduced-price school meals. States may propose a demonstration area that consists of one large SFA with 20,000-24,000 eligible children or a demonstration area comprised of several contiguous SFAs (for example, in rural areas) that collectively contain 20,000-24,000 eligible children. The households of approximately 5,000 free and reduced-price certified children will be randomly selected to receive a demonstration benefit valued at approximately \$60 per eligible child per month (see “demonstration details” section below for discussion of how benefit level will be determined). All households receiving benefits and a sample of households not receiving benefits will be asked to participate in an evaluation which will be separately conducted by FNS, but facilitated by the awardee.

Eligible State Agencies. State agencies eligible to serve as lead agency for the demonstration are State agencies that have agreements with FNS to administer either the NSLP and the School Breakfast Program, or SNAP. FNS will accept applications from only one eligible State agency per State.

State Agency Coordination. These demonstrations will require considerable close coordination among State agencies involved in delivery of Federal food benefits. This RFA is being sent to all eligible State agencies. FNS expects that State agencies responsible for overseeing School Meal Programs and SFAs delivering these programs, as well as SNAP State agencies and SNAP EBT functions will be

involved. States may wish to propose a role for their Governor's office given the level of coordination needed. FNS is alerting Governors in eligible States of the opportunities offered by this RFA.

Potential applicants should note that under a separate RFA limited to States with operating WIC EBT systems, additional WIC-based models are also eligible for funding. Overlap of WIC-based and SNAP-based models in a single demonstration area will not be allowed. Therefore, to avoid overlap with an application involving your State's WIC State Agency, potential applicants in States with operating WIC EBT systems also should coordinate with their WIC State Agency.

Recipients of this RFA must determine among themselves whether the State wishes to apply and, if it does wish to apply, which State Agency should be the lead for the project, and thus the official applicant. FNS will only accept one application per State for an SEBTC demonstration delivered through SNAP EBT technology. **Immediate coordination among relevant State agencies is critical if your State wishes to apply.**

State agencies must collaborate to ensure that only one administrative and food benefit allocation is made. States may not request funds be split among multiple State agencies.

Award. In September 2012, FNS will select 2 to 10 State agencies⁴ to represent their State as lead agency for the demonstration. In 2012, FNS' intent is to support 15 demonstration sites in total across both WIC and SNAP models and including successful 2011 demonstration sites that continue operating in 2012.

- Successful 2012 demonstrations will distribute about \$800,000 to \$1,000,000 per summer in food benefits to demonstration-area families in 2012 and 2013.
- State and Local Agencies will receive start-up and operational administrative costs, to be proposed by applicant. The administrative cost budget proposed by the lead agency should cover all participating government organizations (e.g., schools, non-lead State agencies) and private partners (e.g., EBT processor).
- These awards will be governed by amendments to State Agency Plans of Operation or Federal/State Agreements.

Because the treatment households must be able to begin purchasing food with the demonstration benefits as near as possible to the day closest to the last day of the 2011/2012 school year, work should begin immediately upon notification of award.

2012 Expansion in New States. FNS seeks new applicants under this RFA for the 2012 round of competitive applications to expand demonstrations to additional states. These additional demonstrations are intended to evaluate whether the impact on food security of household-based delivery of summer benefits differs in urban and rural areas or by specific community and/or

⁴ It is likely that the 3 State agencies currently leading demonstrations of the SNAP SEBTC will continue in 2012 and 2013, bringing the total number of SNAP SEBTC demonstrations to 5 to 13.

demonstration characteristics (such as region of the country, characteristics of the local school system, the percentage of all enrolled students eligible for free and reduced price meals, or different levels of benefit amount). States selected in the 2012 competition are committing to participate in 2012 and 2013.

2012 Expansion of Existing Demonstrations. Those States selected under the 2010 RFA which conduct successful proof-of-concept demonstrations are committed to continue operating the demonstration in the summers of 2012 and 2013, expanding from 2500 eligible children receiving benefits to 5000 eligible children receiving benefits in the geographic area approved in the 2011 RFA. FNS will consider expanding to new geographic areas in those States on a case-by-case basis. States operating successful 2011 projects do not have to apply under this competitive RFA. Successful proof-of-concept states are encouraged to discuss with FNS whether expansion to additional geographical areas within their State would advance the evaluation and meet the evaluation's criteria for choosing additional demonstration sites. If FNS agrees that an **evaluation-relevant** expansion would be feasible, FNS may approve the State for additional demonstration areas without additional competition.

Evaluation. FNS has contracted with two firms acting as a team – Abt Associates and Mathematica – to conduct the independent evaluation of SEBTC. As a condition of award, the SEBTC awardee and its partner State- and local-level agencies will be required to cooperate fully with the evaluation contractors to randomly assign eligible households in the demonstration area to treatment and control groups (i.e., receive and not receive the benefit), and ensure the integrity of the evaluation, the privacy of demonstration families, and the quality of the data provided to the contractors before, during, and after SEBTC operations.

What to Expect in this RFA. All of the information in this RFA should be carefully reviewed by applicants. While specific instructions about how to apply appear in the Application Instructions and the Application Template (Attachment B), information throughout this RFA should be carefully considered to make the application as responsive as possible to this RFA. The remainder of this RFA is divided into the following sections:

- Demonstration Details. Including details concerning timeline, benefits, site selection, administration, retailer involvement, EBT integration, household confidentiality, training, existing SFSP/Seamless Summer Option services, costs and evaluation.
- Demonstration Deliverables. Including activities, deliverables and instructions for use of grant funds.
- Application Process. Including a **Pre-application Checklist** and an **Application Checklist**.
- Application Evaluation Process
- Attachments

A. Letter of Intent to Apply

- B. Application Template
- C. Evaluation Cooperation Agreement
- D. Sample Memorandum of Understanding with the Evaluation team
- E. Sample Memorandum of Understanding

DEMONSTRATION DETAILS

Terminology. In the sections below

- “potential demonstration household” means a household residing in the demonstration’s geographic boundaries with one or more children certified for free or reduced price meals in the 2011/2012 school year.
- “participating household” means a potential demonstration household that gives consent to be randomly assigned to receive or not receive the summer benefit
- “treatment household” means a participating household randomly assigned to receive the summer benefit and that can be located to receive the SEBTC card
- “control household” means a participating household that was not randomly assigned to receive the summer benefit

Timeline and Activities. The applicant shall propose a schedule for all of the activities necessary to complete this demonstration. Activities should be scheduled so that food purchasing by households may begin as near as possible to the first day after the last day of the 2011/2012 school year. Timelines for the summer 2011 demonstrations are provided (in Attachment D), as a resource to help applicants determine a feasible timeline. The applicant should plan for the following activities to occur **before** the end of the school year.

- design, acquisition and programming of the EBT-based summer benefit cards to respond to a second or different letter of credit from the SNAP benefits.
- reprogramming of relevant EBT-related code by EBT staff and/or contractors, including changes needed to track funding from separate letters of credit;
- working with local SFAs to initially contact potential demonstration households and obtain their consent to participate in the demonstration;
- working with FNS and/or the evaluation contractor to randomly select participating households into treatment and control groups;⁵
- working with local SFAs to notify and train treatment households to receive the benefit;
- notification and training of retailers;⁶
- reprogramming of retailer register systems, if necessary;
- distribution of the cards to treatment households.

Benefits shall expire as near as possible to the day before the first day of the 2012/2013 school year. After benefits expire, the applicant should plan for the following activities to occur:

⁵ The legislation authorizing and funding these demonstrations requires a robust and rigorous evaluation.

⁶ The goal is for the summer benefit to be transparent to retailers and require no or minimal effort on their part.

- Expunging and return of any unused funds on a schedule agreeable to FNS.
- Preparation of a Summer 2012 progress report, due November of 2012.

Throughout the operation of the demonstration, the awardee will collaborate with the FNS evaluation team. A sample memorandum of understanding between a State and the evaluation team is provided (see Attachment E), as a guide to applicants on what to expect for the evaluation of the demonstration. At a minimum, the awardee will be responsible for providing contact information for the head of household of families with free and reduced-price certified children in the demonstration area, and facilitating access to these families for pre- and post-benefit data collection.

Benefit Levels. Each household selected to participate in the treatment group will receive benefits for all children in the household who are *certified* for free and reduced-priced school meals at the end of the 2011/2012 school year. The benefit level is \$60 per month per eligible child, including pro-rated benefits for partial months if necessary. This amount is comparable to the monthly benefit level of free subsidized lunches under the NSLP, or roughly comparable to the food cost portion of free lunches plus free breakfasts under the NSLP/SBP.

If a treatment household contains more than one eligible child, that household will receive one summer EBT card loaded with the total benefits for all eligible children. Please note that SEBTC benefits will be exempt from State and local sales tax.

Benefit Delivery. The applicant shall propose which entity(ies) will be responsible for developing and distributing the summer EBT cards and how data from participating households necessary to create and track the cards shall be collected and maintained. The applicant shall describe the household data required to create a case file for SEBTC beneficiaries. The applicant shall propose the method of card distribution (e.g., home delivery by US mail or other means, pick-up at school or SNAP office) and the issuance cycle for benefits. The applicant should bear in mind the need to maintain confidentiality of students' free or reduced-price status when considering how to deliver benefits. Because a social security number is not required for school meals eligibility, applicants should propose a method for matching treatment households to SNAP households. Households receiving summer EBT cards must be able to redeem them for SNAP approved foods at any SNAP authorized retailer. Benefits should be provided or loaded onto the EBT cards on a monthly or more frequent basis rather than in one lump sum at the beginning of the summer. Applicants should describe their proposed issuance method and cycle, as well as how partial months' benefits will be loaded. Applicants will make note, and inform their EBT processors, that SNAP and SEBTC are two different programs with different sources of funding. Therefore, two different Letter of Credit (LOC) accounts will be required and must be tracked separately within the EBT system and facilitate monthly funding authorizations through the Federal Reserve Bank's Account Management Agent (AMA). Similarly, distinct Net Retailer Credit reports, one for each program, will need to be produced.

Site and Sample Characteristics.

Sample size. The applicant shall propose a demonstration area consisting of one or more contiguous School Food Authorities (SFAs) containing approximately 20,000-24,000 children certified for free and reduced-price school meals at the end of the 2011/2012 school year. The demonstration area may be a portion of a large urban SFA or may consist of many contiguous rural SFAs that collectively have 20,000-24,000 eligible children.

Student selection. The law (P.L. 111-80) providing funding and authority for these demonstrations requires FNS to use the most rigorous evaluation design possible, specifically naming random assignment as the preferred design. Therefore, to ensure the highest possible standard of evaluation, awardees in cooperation with the evaluation contractor must randomly assign households in the demonstration to a treatment group or a control group. At a minimum, awardees will be responsible for furnishing the contact information of every child (in both groups) participating in the demonstration, in order for the evaluator to create a sampling frame, assign students to experimental groups, and conduct interviews.

Application requirements. In the process of developing the demonstration sample, the applicant shall:

- Identify and secure the cooperation of SFAs and specific schools under the jurisdiction of an SFA to be included in the demonstration area.
- Propose how the households in the demonstration area will be contacted initially.
- Propose how the applicant would request and obtain household participation and confidentiality waivers for use by demonstration partners (e.g., the EBT agency, the evaluation contractor) to contact participating households.
- States awarded a 2102 demonstration must obtain the consent of eligible households to participate. States choosing active consent (opt-in) must describe how they will obtain it. State choosing passive consent (opt-out) must describe the process for confirming contact information.
- Propose how contact data of those agreeing to participate will be transferred to partners, including the evaluation contractor. Describe any agreements/memorandums of understanding that will need to be in place to facilitate data sharing.

Administrative Structure. These demonstrations will require close cooperation among local SFAs, schools, State agencies overseeing School Meal Programs, SNAP, and EBT operations, and EBT processors, if applicable. Applicants should propose and justify the most appropriate administrative structure for the demonstration, determining which division or agency should lead the project and how partners will communicate and coordinate. The applicant must identify and provide resumes for the project leader as well as lead personnel in each participating entity, including an evaluation liaison who is authorized to coordinate State agency activities with the FNS evaluation contractor. **Applicants shall**

provide letters of commitment from individuals authorized to commit the identified staff and/or agency resources within all of the schools, SFAs, partnering local and State agencies and EBT contractors (if applicable) expected to participate in this project.

Retailer Participation and Training. All SNAP authorized retailers must participate in SEBTC. SEBTC cards will be valid for the same items as are SNAP benefits. Proposals should take into account the need for interoperability of SEBTC benefits, should participants need to use their benefits outside of the demonstration area. Retailers throughout the State, not just in the demonstration area, must be able to redeem SEBTC demonstration food benefits. Proposals should attempt to offer the simplest, most seamless process to food retailers as possible. Applicants shall propose adequate training to food retailers as required by their proposed system of using and processing SEBTC benefits. At a minimum, retailers in selected States must be informed of the demonstration project and provided information about any new SEBTC cards that might be used.

Integration with Current EBT System. SEBTC will utilize the existing EBT system currently in place for SNAP. However, a new Letter of Credit (LOC) is needed to separate the SEBTC funding from the SNAP funding. This does not mean that the State is required to treat summer demonstration cards exactly the same as regular SNAP cards. Rather, applicants should propose how the SNAP infrastructure will be used in the most efficient way to provide summer demonstration benefits, provide user support, and track the redemptions from individual households.

Because SEBTC and SNAP funds come from separate Federal appropriations, the funds cannot be comingled by FNS. Therefore, the EBT system must be designed so that it provides the necessary accounting to draw funding from separate Letters of Credit (LOCs) for each program, and to report outstanding liabilities through separate accounts in the Account Management Agent (AMA) system. Applicants should discuss how the EBT processor will differentiate SEBTC funds from SNAP funds, for example by the use of separate bank identification number (BINs), accounts, cards or benefit identifiers. Proposals also should discuss why the chosen design was selected. Applicants may wish to consider, as a template, their State's plan for providing SNAP in the event of pandemic (P-SNAP) or disaster (D-SNAP).

In addition to the changes required to support separate draws and AMA accounts, FNS must ensure that other data files submitted by EBT processors can continue to support the needs of the SNAP program:

1. The STARS file, also known as the Net Retailer Credit File, contains data on the total value of SNAP benefits redeemed by each retailer each day. FNS continues to need that data broken down by program funding source. Therefore, the EBT processor must create two separate STARS files for the duration of the pilot, one showing SNAP redemptions and one showing SEBTC redemptions at the retailer level.
2. The daily ALERT EBT transaction file will require modifications to identify benefit program type. FNS will develop new EBT Program Type codes to be used for SEBTC transactions and transactions that may be a mixture of SNAP and SEBTC benefits. FNS will require that mixed transactions be broken down into two separate ALERT records. SNAP Benefit Redemption

Division staff will work closely with States and EBT processors to provide guidance on these changes early in the design process.

When planning the EBT process for this demonstration, the applicant should consider the needs of the user and retailers. The system should be as simple as possible for retailers to manage and the cards should be intuitively easy to use by recipient households. The summer EBT process developed by the applicant should address concerns including, but not limited to:

- identification of benefits as “Summer EBT for Children” demonstration benefits
- branding to encourage and emphasize their use for food for the household’s school age children;
- the potential impact on household acceptance and ease-of-use of integrating summer benefits onto SNAP cards, versus providing separate summer benefit cards for SNAP households;
- imprinting that alerts households about expiration of SEBTC benefits at the end of the summer;
- interoperability of EBT cards among States;
- training and support of users;
- potential for stigma felt by treatment households resulting from the appearance of or wording on the card; and
- expunging of benefits and return of expunged funds to FNS.

The awardee, in collaboration with its State and local partners, will need to make adjustments to its SNAP EBT systems and procedures to ensure that SNAP and SEBTC transactions are recorded separately. Such adjustments may call for EBT contract modifications. Applicants should think carefully about the time and effort needed to modify contracts. Proposals must discuss whether, why, when and how contract modifications will need to be made. If no contract modifications are necessary, the proposal should discuss why not. In order to alleviate potential time pressures inherent in the contract modification process, applicants are encouraged to begin developing contract modifications or to place options in new contracts that would cover the SEBTC demonstration as soon as awards under the RFA are made.

Use and Confidentiality of Household Information. Awardees will need to identify and ultimately contact households with children certified as eligible for free and reduced-price school meals in the SFAs and/or schools participating in the demonstration project. In addition, the evaluation contractor will need this information to collect data for evaluation purposes. The first priority of the awardee with respect to this information is protecting household confidentiality. The law governing the School Meals Programs, the Richard B. Russell National School Lunch Act, places limits on the disclosure of free and reduced-price eligibility information. While an individual child’s free or reduced-price status

may be shared with other Federal nutrition program administrators (such as SNAP), the law does not authorize release of household contact information for these children without first obtaining the consent of the child's parent or guardian. Therefore, for purposes of the SEBTC, the SFA or school(s) participating in the demonstration project must be the entity that makes the first contact about the demonstration project with the households of children certified for free and reduced-price meals. Once the SFA receives consent from the households to release information, the future involvement of the SFA in the demonstration project can vary.

Applicants should thoroughly describe the role of SFAs in the demonstration project, including safeguards to ensure that household confidentiality is protected. Proposals should discuss how household data is maintained at the school level, how accurate the parent/guardian contact data are, how the school will obtain the necessary confidentiality waivers, how they will provide translated materials and translation services for non-English speaking households and how they will attempt to locate families they may not have been able to locate with their existing data. FNS strongly encourages applicants to consider additional uses for initial household contacts such as explanation and promotion of the demonstration and collection of information needed later by the FNS evaluation contractor to identify and interview both treatment and control households in the demonstration area.

Household Support and Training. Nationally, 38% of free and reduced-price certified children also participate in SNAP. Therefore, while a considerable portion of the demonstration participants will be familiar with the use of an EBT card, many will not. In addition, problems, such as lost cards or forgotten PIN numbers, may arise over the course of the demonstration. Proposals should discuss how, when and by whom (e.g., school staff, local SNAP staff, State staff, EBT contractors) they will train demonstration families on card use and what type of user support will be provided. Applicants should consider issues such as participant confidentiality and languages other than English spoken at home with respect to training as well.

Existing Summer Food Service Program. Awardees' child nutrition agencies will continue to operate the SFSP or Seamless Summer Option under the NSLP as they would in the absence of the SEBTC demonstration. During the demonstration, children who receive the SEBTC benefit will continue to be eligible to attend meal delivery sites that serve SFSP or Seamless Summer Option meals. Because families in the demonstration area are to be randomly assigned to treatment and control groups, the evaluation will be able to measure the impact of the demonstration on food security even though some children receive benefits under both. In addition, the evaluation contractor will interview households in order to determine the extent of participation in both SFSP/Seamless Summer Option and SEBTC and how participation overlap affects both nutrition status and food security. In order to support this goal, applicants must provide information on the status of the SFSP and Seamless Summer Option in their proposed demonstration area such as previous year participation, meals provided, sites, and location and concentration of sites within the demonstration area. In addition, awardees will be required to provide information about the operation of the SFSP and Seamless Summer Option in the demonstration areas at the end of each demonstration period.

Food Costs. Proposals should assume that food costs will be paid in the same way as SNAP benefits are paid, utilizing the SNAP redemption infrastructure. Awardees can expect that treatment group families

in the demonstration area will receive a total of approximately \$800,000 to \$1,000,000 in SEBTC benefits in summers of 2012 and 2013.

Administrative Costs. For the purposes of the budget portion of this proposal, administrative costs will be considered in two parts, start-up and operating costs. The applicant must provide a budget proposal for Fiscal Year 2012 separately identifying **start-up** costs (e.g., EBT programming, card design and production) and **on-going operating** costs (e.g., user support, data management, benefit redemption, training). Proposals should justify why proposed costs are considered start-up or operational. A 2013 budget will be established prior to the end of Fiscal Year 2012

Evaluation. FNS has awarded and manages a contract with the team of Abt Associates and Mathematica for the independent evaluation of the SEBTC summer demonstrations, including the SEBTC established under this RFA and the WIC SEBTC to be established under a separate RFA. Primarily, the evaluations will examine how the SEBTC approach impacts the food security and nutritional status of participating children. Nutritional status will be examined with relatively simple measures of food choices and nutritional behaviors. For reference, the data collection package approved by OMB for 2011 can be found at:

http://www.reginfo.gov/public/do/PRAViewIC?ref_nbr=201012-0584-005&icID=196143

In addition to impact measures, the evaluation will document the process and challenges of implementing the SEBTC.

To accomplish these objectives, the evaluation contractors will need to plan, design, and carry out a strategy to collect and analyze information on:

- The process of establishing, launching, and operating the SEBTC, including schedule, roles and responsibilities, and implementation issues;
- The food security status of participating children, as measured through USDA's methodology used in Food Security Supplement of the Census Bureau's Current Population Survey;
- Household benefit transaction data as provided by the EBT processor to the State SNAP agency in the daily activity or history file;
- Key food choices and nutrition status of participating children;
- A range of participant characteristics and circumstances to assess the relationship between these factors and demonstration impacts; and
- The costs of start-up and on-going operations, benefits, and any other costs of the SEBTC that are incurred by Federal, State and local governments, providers, and retailers.

The evaluator must complete final evaluation reports for all demonstrations by Spring 2014, to support policy decisions for the next reauthorization cycle. Interim reports will be made available annually.

As a condition of award, the Awardee and its partners will be required to cooperate fully with the FNS evaluation contractors to ensure the integrity of the evaluation and quality of the data provided to the contractors before, during, and after demonstration operations. The evaluators shall be required to collect and handle all data in such a way as to protect the privacy of families. The evaluation contractor will work with the awardee to randomly select eligible children in the demonstration area to participate in the treatment or the control group. Food security data will be collected from treatment and control families, while only treatment families will be queried about the demonstration benefits and implementation.

To demonstrate readiness to facilitate the evaluation, applicants must:

- Identify SFSP and Seamless Summer Option site operators from the previous year, providing information on the schedule, scope and participation of operations in the demonstration area and adjoining areas.
- Identify a single point of contact who will work as a liaison with the evaluation contractor to:
 - Facilitate random assignment of households and facilitate interviews with households at various points throughout the demonstration;
 - Facilitate interviews with stakeholders throughout the demonstration;
 - Facilitate a Memorandum of Understanding between the State agencies and the evaluation contractor regarding the sharing and transfer of free and reduced-price certification data; and
 - Facilitate providing a complete and accurate list of consenting households, including contact information and other necessary data, to the evaluation contractor within agreed upon timeframes.

DEMONSTRATION DELIVERABLES

The SEBTC awardee shall participate in periodic conference calls with FNS to discuss implementation progress. In addition, the SEBTC awardee shall submit certain **deliverables** to FNS. These deliverables include:

- **Quarterly Progress Reports.** Quarterly progress reports must provide a description of the activities conducted during all phases of the demonstration, major accomplishments with completion dates and budget deviations from the proposed plan, difficulties encountered, solutions developed to overcome difficulties, and major planned activities for the next quarter. The SEBTC awardee is responsible for obtaining the necessary information from its partners to complete this report. These reports are due 5 business days after the end of each quarter.
- **Quarterly Financial Reports.** Financial reports should provide information on demonstration expenditures for the quarter and totals to date, broken down into the same categories as the original budget using SF-425. Financial reports shall be submitted via the Food Programs Reporting System (FPRS). Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication.
- **EBT Issuance and Transaction Data.** The SEBTC awardee shall provide the evaluation contractor and FNS with benefit issuance and transaction data equivalent to daily activity or history file data. At a minimum, awardees must be able to provide data with household and store identifiers, date, time, benefit type and amount of each purchase made with SEBTC cards. Reports should include daily and monthly data. SEBTC and SNAP transaction data must be separated.
- **Annual Financial Reports.** A final financial report on form SF-425 will be due 90 days after the close of the demonstration (unless otherwise noted and justified in the application). Financial reports shall be submitted via FPRS. Data must be entered and/or certified by a staff person with USDA Level 2 eAuthentication.
- **Annual Progress Reports.** A written progress report, no more than 20 pages in length, will be due 90 days after the close of the demonstration each summer. It must be composed of a short Executive Summary and the following:
 - A project description which includes a description of the demonstration site, the process of developing the EBT system, providing households with EBT cards, training households, redeeming benefits and how the State dealt with adverse events or circumstances during the demonstration operations;
 - A summary of major accomplishments, difficulties encountered and solutions developed to resolve the difficulties;
 - A discussion of lessons learned; and,
 - Recommendations for future operational and policy consideration.

- **Final Presentation.** Using PowerPoint or a similar software, each awardee shall present their findings to FNS and the other demonstration awardees at annual meetings which are anticipated to take place within 90 days of the close of each demonstration summer.

USE OF DEMONSTRATION FUNDS

The SEBTC awardee must use demonstration funds solely for allowable, allocable, necessary and reasonable costs in accordance with OMB Circular A-87; and A-21, and A-122 where appropriate. Awardees must account for SEBTC funds separately from all other funds and establish financial and management reporting and controls, a separate and distinct audit trail, and a strict accounting system to ensure that SEBTC funds and other Federal funds , e.g. SNAP, are not comingled or used inappropriately. Allowable use of funds includes, but is not limited to, personnel costs; EBT programming; development and manufacture of EBT cards; training; translation services; printing, duplication, and dissemination of materials; and, technology (both hardware and software) necessary for operating the demonstration and/or participating in the evaluation of the demonstration. SNAP, NSLP and other partner program funds may not be used for this demonstration. SEBTC funds may not be used for any non-SEBTC related SNAP or partner costs. Payment of administrative costs to partners will be handled by the awardee. State or local funds used to support the demonstration are not eligible for SNAP matching funds.

If existing SNAP or NSLP staff will work on the SEBTC demonstration, the proposal should clearly specify how salaries and any fringe benefits will be allocated between SNAP or NSLP and SEBTC funds.

APPLICATION PROCESS

Pre-Application Checklist.

1. **Letter of Intent to Apply** (Attachment A), **due July 5, 2011.** Providing a Letter of Intent (LOI) to apply will help FNS prepare for the applications due to be submitted. Submitting an LOI does not commit the applicant to completing the application process. Not submitting an LOI does not disqualify an applicant from applying.
2. **Written Clarification Questions**, if necessary, **due July 15, 2011.** Applicants may append written clarification questions concerning the RFA to their LOI. A compilation of these questions and their answers will be addressed at a conference call. A compilation of the questions and answers will be made available on the FNS website.
3. **Applicant Conference Call, on or about July 20, 2011.** Applicants providing an LOI will be invited to attend an applicant conference call to review expectations of the RFA as an aid in developing applications. At this call, participants will hear the answers to the written clarification questions received.

Application Checklist. Applications are **due September 9, 2011.** To be considered for award, they **must** include:

1. **Application** in accordance with Application Template (Attachment B)
2. **Letters of Commitment** from persons authorized to commit staff and resources for each essential partner:
 - a. State Agencies (SNAP, School Meals)
 - b. Local Agency(ies)
 - c. EBT Contractor(s)
 - d. School Food Authorities and Schools in the demonstration area
3. **Evaluation Cooperation Agreement** (Attachment C)
4. **Resumes** for all key personnel
5. **Mandatory Forms** - Link to forms
<http://www.fns.usda.gov/ora/menu/DemoProjects/SummerFood/Announcement.htm>
 - a. Application for federal assistance (SF-424)
 - b. Budget information (SF-424A)
 - c. Assurances – Non-construction programs (SF-424B)
 - d. Disclosure of lobbying activities (SF-LLL)

- e. Certification Regarding Debarment, Suspension and Other Responsibility Matters (AD-1047)
 - f. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (AD-1048)
 - g. Certification Regarding Drug-Free Workplace Requirements, State and State Agencies (AD-1052)
- 6. Page Limit** – Application should be no more than 25 pages in length. Resumes, letters of commitment, evaluation cooperation agreements and mandatory forms do not fall within the stipulated page limit.

General Application Guidance. The application should strongly demonstrate that the applicant and its partners are capable of working together to successfully carry out the obligations of Award in a timely, efficient, and effective manner. In specific, the application should clearly demonstrate:

- commitment of the applicant and its partners to cooperate closely with one another to achieve demonstration objectives;
- commitment of the applicant and its partners to cooperate closely with the evaluation contractor to support study objectives and methods;
- sufficient technical expertise of the applicant and its partners, especially key personnel, to accomplish the goals and complete the activities described in the RFA;
- sufficient project management expertise of the applicant and its partners, especially key personnel, to oversee the demonstration operations;
- sufficient financial management expertise of the applicant and its partners, especially key personnel, to properly utilize and account for demonstration funds; and
- evidence that the demonstration site meets all specifications designated in this RFA.

Application Due Date. The complete application package must be received by FNS on or before **11:59p.m Eastern Daylight Time (EDT) on September 9, 2011**. Applications received after the deadline will be deemed ineligible and will not be reviewed or considered.

Submission of Application. Applications must be electronically submitted using the federal grants website: www.grants.gov . **FNS WILL NOT ACCEPT FAXED OR E-MAILED APPLICATIONS.**

The government-wide website www.grants.gov is designed for electronic submission of applications. If submitting the application electronically, we advise that you allow ample time to familiarize yourself with the system's requirements. You will need both a Data Universal Number (DUNS) and a Contract Registry Number (CCR) to access the system. You can contact Dun and Bradstreet at 1-800-234-3867 to obtain a DUNS number if you do not have one already.

Please be aware that the grants.gov system provides several confirmation notices. It is your responsibility to ensure that you have confirmation that the application was *accepted*.

Late or incomplete applications will not be considered in this competition. The applicant must submit all required forms and documentation detailed in the **Application Checklist**. **FNS WILL NOT consider any additions or revisions to applications once they are received.**

Format. The submitted copy shall not exceed 25 pages in length, must be single-spaced, with at least 1 inch margins on top and bottom, 12-point font size, pages numbered and on 8 ½ by 11 inch white paper for copying. Pages submitted in excess of the page limitation will not be evaluated. Resumes, letters of commitment, evaluation cooperation agreements and mandatory forms do not fall within the stipulated page limit.

Mandatory Forms. The following mandatory forms must be completed, signed and submitted with the application package. Failure to submit all of these mandatory forms will cause an application to be deemed non-responsive and to be eliminated from consideration for award.

Application for federal assistance (SF-424)

Budget information (SF-424A)

Assurances – Non-construction programs (SF-424B)

Disclosure of lobbying activities (SF-LLL)

Certification Regarding Debarment, Suspension and Other Responsibility Matters (AD-1047)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (AD-1048)

Certification Regarding Drug-Free Workplace Requirements, State and State Agencies (AD-1052)

These federal forms and their instructions are in an electronic version at www.grants.gov.

Copies of Request for Application. This RFA may be obtained electronically on the FNS website at <http://www.fns.usda.gov/ora/menu/DemoProjects/SummerFood/Announcement.htm> and on www.grants.gov.

Questions. Questions regarding this RFA should be directed to Dawn Addison Washington, Grants Officer, Grants & Fiscal Policy Division, Food and Nutrition Service, USDA, at Dawn.Washington@fns.usda.gov. Questions that arise about the RFA and FNS' responses will be posted on-line at <http://www.fns.usda.gov/ora/menu/DemoProjects/SummerFood/Announcement.htm>.

APPLICATION EVALUATION PROCESS

Initial Screening Criteria. FNS will prescreen applications to ensure that all items on the **Application Checklist** have been submitted in or with the application. Failure to submit any of these required items will result in the application being considered non-responsive and eliminated from further evaluation and consideration.

Evaluation and Scoring of Applications. After the initial screening of applications, FNS will convene a technical review panel to determine the technical merits of responsive grant applications. The panel will rate each application according to how well it addresses each of the technical evaluation criteria. The selection official will consider the technical panel's recommendations; however, he or she may consider other USDA or FNS priorities such as ensuring that both urban and rural demonstration areas are included, achieving demographic or socioeconomic diversity, inclusion of Indian Tribal Organizations, proposing a hybrid model (i.e., providing summer benefits to SNAP participants on their SNAP card while providing summer benefits to non-SNAP participants on a separate card), the State's willingness to randomly assign SNAP families to the SNAP card and to the separate summer card, and other agency priorities in addition to the scores assigned by the technical review panel. Awards will be made to applicants whose proposals have sufficient technical merit and best meet the needs and priorities of the Government. FNS reserves the right to make no award if there are no applications of sufficient technical merit.

Technical Evaluation Criteria and Weights.

Demonstration Design and Implementation (50 points)

- Demonstrates understanding of the goals and objectives of SEBTC.
- Thoroughly describes proposed demonstration area and demonstrates that it meets specifications outlined in RFA.
- Demonstrates the site's potential for operating a successful demonstration, including providing relevant data on the local School, Seamless/SFSP and SNAP operations.
- Provides reasonable plans and schedules for recruiting participants and obtaining confidentiality waivers, properly handling privacy of household free and reduced-price certification status, and household data needed for participation. These plans discuss the role of partners (e.g., SFAs) and the use of translation services involved in these activities.
- Discusses scope of training planned for local office staff, retailers, participants and community partners, discusses provision of translation services and identifies which entity(ies) will be responsible for training.

- Demonstrates a full understanding of the SEBTC implementation and operational needs, concerns, and challenges and addresses these issues with a plan that is realistic and reasonable.
- Provides a reasonable plan and schedule for utilizing SNAP infrastructure to provide SEBTC benefits. Discusses level of programming and training necessary to create and operate an SEBTC process. Discusses important issues identified in the RFA such as interoperability, seamlessness to SNAP retailers, benefit settlement process, and differentiation of funding sources. Discusses why chosen design was selected over other options.
- Provides a reasonable plan and schedule for development and delivery of SEBTC cards including how the awardee will collect data to enroll users, support card users, load and pro-rate benefits, ensure that SNAP and SEBTC transactions are separate and distinct, and expunge unused benefits if necessary. Discusses important issues identified in the RFA such as branding, easy identification of cards, use of SNAP cards versus providing separate SEBTC cards, expiration data imprinting, and reducing stigma.
- Discusses the extent to which EBT contract modifications are necessary and provides a plan for obtaining necessary modifications on a schedule that will allow for operationalization of SEBTC on the first day following the end of the 2011/2012 school year.
- Includes clear and realistic work plan for successfully implementing, operating, and closing the demonstration. The work plan includes schedule for achieving specific activities and who will be responsible for accomplishing those activities.
- Shows understanding of FNS' demonstration evaluation requirements, along with capacity and commitment to fulfilling those requirements.

Staffing Plan (15 Points)

- Staffing Plan provides sufficient information to document that the time commitment of key personnel appears to be appropriate for their roles in the demonstration. Includes supporting documentation (i.e., letters of support from supervisors) for all key personnel.
- Describes roles and responsibilities of key personnel and partners involved in SEBTC within the work plan. Provides position descriptions for all key positions, including vacancies.
- Identifies individual key personnel and provides resumes for each one that document the necessary and relevant education, skills, and experience for their proposed roles.
- Includes a chart showing key personnel and partners and lines of authority.
- Staffing plan demonstrates that retailers, local agency(ies), EBT contractor (if applicable), and community partners, if any, have appropriate experience and commitment to effectively fulfill their proposed demonstration roles within the time and financial

constraints of the demonstration. Letters of commitment attached to the application serve as evidence of these commitments, but narrative supporting the State's plan should also be included.

Management Plan (15 Points)

- Includes letters of support and commitment from all key State and local agencies and partners.
- Articulates how the State will provide oversight necessary to ensure high quality products, services, or outcomes and to keep the demonstration on time and within budget.
- Demonstrates effective internal controls of SEBTC funds that are provided to partners to ensure SEBTC funds are used only for SEBTC purposes, with an accounting record and audit trail for SEBTC that is separate and distinct from other Federal funding accounts, including SNAP.
- Provides a plan for managing personnel associated with the demonstration and for addressing any contingencies such as loss of key personnel.
- Shows potential for strong interrelationships, teamwork, and cooperation between the State agency and partners.

Budget (20 points)

- Budget presents and clearly separates all necessary demonstration start-up and ongoing administrative operating costs as outlined in the RFA. Costs are allowable and reasonable.
- Application includes a budget narrative describing how costs within the budget categories were derived and links between expenditures and specific activities/tasks.

ATTACHMENT A—Letter of Intent to Apply

State agencies intending to submit an application for the SEBTC are requested to submit a Letter of Intent (LOI). This request may be made by submitting the form below to FNS by **5:00 pm EDT July 5, 2011**. Submitting an LOI does not obligate a State Agency in any way, but will provide useful information to FNS to prepare for staffing of the review and selection process. In turn, FNS will invite all State agencies that submit an LOI to participate in a conference call to review obligations and expectations of the RFA as an aid in developing applications.

The LOI may be mailed or e-mailed. FNS thanks State agencies in advance for their cooperation with this request. The Letter of Intent should be submitted to:

Dawn Addison Washington, Grants Officer
Grants & Fiscal Policy Division
USDA Food and Nutrition Service
3101 Park Center Drive, Room 738
Alexandria, VA 22302
Dawn.Washington@fns.usda.gov

SUMMER ELECTRONIC BENEFITS TRANSFER FOR CHILDREN Letter of Intent to Submit an Application

State Agency Name and Address:

Demonstration Director:

Telephone:

Email:

State SNAP Director:

Telephone:

Email:

State EBT Coordinator:

Telephone:

Email

State School Meals Program Director:

Telephone:

Email

ATTACHMENT B—Application Template

Applicants must use the following format, including titling and numbering system presented below for the application. Use of the electronic version of this document to fill in the narrative under the headings and guidance provided is recommended. For an electronic copy of the RFA containing this attachment go to

<http://www.fns.usda.gov/ora/menu/DemoProjects/SummerFood/Announcement.htm> or www.grants.gov

1. **Cover Sheet.**

- a) Demonstration title—Summer Electronic Benefit Transfer for Children Demonstration
- b) State Agency name and address
- c) State Agency contact person, job title, address, phone and fax number, email address
- d) Level of funding support requested for Start-up and Operating Administrative Costs
- e) CFDA# - 10.559

2. **Table of Contents.** Include a brief table of contents.

3. **Proposal Summary.** An executive summary that highlights the demonstration goals and site-specific features and provides a general timeline for the following key phases of the demonstration: planning, implementation and testing, operations, and close down.

4. **Demonstration Design and Implementation.**

- a) Goals and Objectives. Briefly outline your understanding of the goals and objectives of the demonstration.
- b) Administrative Structure. Briefly describe how the demonstration will be managed, which agency will provide project direction, who are the demonstration partners, the roles of the partners, and the organizational structure. You will discuss your management plan in greater detail later in the application.
- c) Demonstration Site. Describe the SFAs and schools within the demonstration area in detail, including:
 - i) Community characteristics, including a detailed description of the locality for the project; its boundaries, whether it is rural or urban, and any other relevant characteristics.
 - ii) School meals participant characteristics at the proposed site, including demographics, free and reduced-price participation data, and total enrollment (all students).

- iii) SFSP/Seamless meals participant characteristics at the proposed site, including demographics, free and reduced-price participation data and sites operating the program.
- iv) Local agency characteristics, qualifications of key staff, staffing level, structure, office space, facilities and equipment that will be used in the demonstration.

5. **Benefit Delivery Features and Operation.**

- a) Present a detailed description of proposed plans for producing, programming, delivering, redeeming, processing, and settling SEBTC benefits and, where applicable, SEBTC cards. Discuss important issues identified in the RFA such as interoperability, seamlessness to SNAP retailers and differentiation of funding sources. Discuss why chosen design was selected over other options. Describe proposed method of collecting data to enroll users, supporting card users, loading and pro-rating benefits, ensuring that SEBTC and SNAP transactions are recorded separately within the EBT processor's system, and expire and expunge unused benefits if necessary. Describe the issuance cycle. Discuss important issues identified in the RFA such as card branding, easy identification of cards, use of SNAP cards versus providing separate summer benefit cards, expiration data imprinting, and reducing stigma.
- b) Describe the extent to which EBT contract modifications are necessary, and, if so, how and when they will be accomplished.
- c) Describe computer programming that will be necessary at the EBT processing and retailer (if necessary) level to support your plan for processing benefits and continuing to support SNAP operational and data needs, while keeping them distinct and separate from all other benefit redemptions.
- d) Discuss the expected impact of benefit delivery and processing on EBT processors and retailers.
- e) Provide a detailed description of how you will meet the requirements to provide data equivalent to daily activity or history file data to FNS during the demonstration. At a minimum, awardees must be able to provide data with a household and store identifiers, date, time and amount of each purchase made with SEBTC cards. Discuss any additional information that you may consider reporting and how you would report it.
- f) Describe how you will expire, terminate and expunge unused SEBTC benefits when the demonstration ends.

6. **Retailer Notification and Training.** Include a plan for ensuring that retailers recognize and accept SEBTC cards.

7. **Participant Notification and Recruitment.** Include a plan to:

- a) Develop a database for contacting eligible households in the demonstration area.

- b) Make initial contact with these households, obtain confidentiality waivers, and offer households a choice to opt into the demonstration for a chance to receive a benefit card for the summer.
 - c) Communicate with non-English speaking households.
 - d) Locate hard-to-reach families your team may not be able to locate with existing data.
 - e) Collect information necessary to deliver summer EBT benefits.
 - f) Notify households whether they are to receive SEBTC benefits.
8. **Training.** Discuss plans to provide training to:
- a) Participants receiving benefits
 - b) Staff involved in the demonstration
 - c) Retailers, if necessary
9. **Evaluation Cooperation.** Describe procedures and duties associated with evaluation, including how the State and its partners will work with the evaluation contractor to meet evaluation needs. Specifically:
- a) Describe which State and/or local agency entity(ies) will work most closely with the evaluation contractor.
 - b) Identify a single point of contact as the evaluation liaison.
 - c) Describe how you will provide data on SEBTC eligible households to the evaluator for random assignment of participants into subject and control groups;
 - d) Provide a process for working with the evaluator to troubleshoot and resolve issues and refine procedures as needed;
 - e) Discuss how access to participants for interviews will be facilitated;
 - f) Provide in an appendix to the application a signed Evaluation Cooperation Agreement (Attachment C).
10. **Work Plan with Implementation Schedule.** In a table, present specific activities and deliverables with a schedule and responsible partner and key staff member. The table should include the day, or range of days, the 2011/2012 school year ends and the 2012/2013 year begins in the proposed demonstration area. See example:

Activity/Deliverable	Beginning Date	Due Date	Responsible Partner	Key Staff
...
EBT contract modification	11/01/11	12/31/11	EBT State Agency, contracts division	Betty Harris
Notify Retailers	4/15/12	5/15/12	SNAP Vendor Division	Louis Johnson
...

11. Staffing Plan.

- a) Position Descriptions. Position Descriptions, appearing as Appendix C, should provide a position description for all key demonstration positions. For key positions currently vacant, provide position description and anticipated date of hire. Key positions may include, but are not limited to:
 - i) Demonstration director at State level
 - ii) Demonstration assistant director or comparable backup position
 - iii) Evaluation Liaison
 - iv) EBT Contract and Processes Coordinator
 - v) Progress Reporting Manager (responsible for quarterly and final progress reports)
 - vi) Demonstration Financial Manager / Accountant (responsible for quarterly and final financial reports)
 - vii) SNAP Coordinator
 - viii) School, school district and/or School Food Authority Coordinator(s)
 - ix) State Education agency Coordinator (if applicable)

- b) Organizational Structure. Provide an organization chart for the SEBTC project and a narrative that describes the management relationships and channels of communication that will be used between key personnel.

- c) Key Personnel. Key Personnel includes people who fill one or more key positions and those who will spend 25 percent or more of their time on the demonstration. The Staffing Plan shall identify and describe the duties, experience, capabilities, of key personnel, including:
 - i) Current positions and what their title on the demonstration will be
 - ii) Salary and percentage of time committed to SEBTC for each year of the demonstration
 - iii) Specific roles and duties
 - iv) Experience, skills and education and how they are relevant to specific demonstration duties
 - v) In an appendix, attach current Resume or Vita for key personnel
 - vi) In the appendix attach letters of support from supervisors of key personnel

- d) Key Partners. The Staffing Plan should also identify key partners outside of government (e.g., EBT contractor, large retailer group) and describe the expertise and time commitments they will dedicate to the demonstration. In the appendix to the application, provide copies of documentation in the form of letters, memoranda of understanding or agreement, resumes or

other documentation that demonstrates each key partner's understanding of its role and commitment to SEBTC and willingness to cooperate and actively participate in SEBTC.

12. **Management Plan.**

- a) Quality Control. Discuss how the integrity of SEBTC will be protected and ensured, including management and oversight, monitoring, management and financial controls, corrective actions and adjustment to operations to correct deficiencies or improve on operations.
 - i) Describe accountability plan, including internal controls to ensure the integrity of payments or reimbursements to EBT contractor, retailers, and local agencies.
 - ii) Describe how SEBTC and SNAP funds will be accounted for as distinct and separate accounts, and what audit trails and financial controls will be used to assure and demonstrate that SNAP funds are used only for SNAP purposes, and SEBTC funds will be used only for SEBTC-related activities.
- b) External Management. Provide plans for management of outside personnel (those not in the direct line of supervision of the SEBTC awardee such as those persons identified in Section 11d. Key Partners.) Describe how strong interrelationships, communication and teamwork will be fostered among partners by the SEBTC awardee with:
 - i) retailers
 - ii) EBT contractor
 - iii) local agency(ies)
 - iv) any other community partners
- c) Contingency Plans. Describe contingency plans for ensuring that the demonstration is not unduly disrupted by any unforeseen changes in key personnel or disruption or failure of benefit issuance systems.

13. **Budget.**

- a) Line-item Budget. This budget should include itemized estimates of SEBTC-related start-up and operating costs. Start-up and operating costs must be clearly delineated. Applicants may propose flat rates for operating costs for SFAs and/or School partners. Food benefits will be paid out by FNS as they are redeemed, similar to existing SNAP benefits; thus, food benefit costs of SEBTC should not be included in States' budgets for this Request for Application. Likewise, any incentives paid to participants for participating in the evaluation will be paid from the evaluation contract.
- b) Budget Forms. In addition to the detailed budget, applicants must use SF-424A to prepare a budget summary for the demonstration. Provide amounts for all major budget categories. Forms are available in electronic version at www.grants.gov.
- c) Budget Narrative. Provide a detailed explanation for all funds requested in the line-item budget and describe how those costs were derived and how they relate to demonstration goals,

objectives and each major proposed activity, and why they should be considered as start-up and not operational costs. Details must be provided for both Federal and non-Federal resources, including in-kind contributions. Costs for EBT system changes and retailer system programming must be detailed and supporting documentation (e.g., quotes from EBT vendor, third party processors) must be included.

- d) Budget Assumptions. The budget should assume demonstration activities will take place from approximately December 2011 to December 2012 unless otherwise justified in the application.
- e) Indirect Cost. Applicants claiming an indirect cost MUST attach a copy of the State Agency's negotiated and approved rate.

14. **Assurances and Disclosure Attachments.** Attach the following mandatory forms, which with their instructions, can be found in an electronic version at www.grants.gov or <http://www.fns.usda.gov/ora/menu/DemoProjects/SummerFood/Announcement.htm>

- a) Application for federal assistance (SF-424)
- b) Budget information (SF-424A)
- c) Assurances – Non-construction programs (SF-424B)
- d) Disclosure of lobbying activities (SF-LLL)
- e) Certification Regarding Debarment, Suspension and Other Responsibility Matters (AD-1047)
- f) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (AD-1048)
- g) Certification Regarding Drug-Free Workplace Requirements, State and State Agencies (AD-1052)

15. **Appendices.** Include each of the following as a separate appendix:

- a) Resumes for key personnel
- b) Signed letters of support from supervisors of key personnel
- c) Job descriptions for key personnel, indicating those that must be hired
- d) Copies of letters, agreements or memoranda of understanding with all partners including other State agencies, local agencies, the EBT contractor, and key retailer groups.
- e) Signed Evaluation Cooperation Agreement (Attachment C)

f) Any other supporting documentation referenced in the application

Attachment C—Evaluation Cooperation Agreement

Date _____

As an applicant for an SEBTC award, _____ agrees to foster and
(State Agency Name)
provide full cooperation with the evaluation contractor and its designated agents in all aspects of the evaluation of SEBTC, including but not limited to:

- Providing data or access to data on children certified for free and reduced-price school meals on a timely basis to the evaluation contractor to allow it to complete random assignment of eligible households into the various study groups deemed necessary by the contractor.
- Working in cooperation with the evaluator to trouble-shoot and resolve issues and refine procedures to the extent of the SEBTC awardee's control.
- Making all efforts to maintain the integrity of the evaluation and ensure the quality of the data provided to the contractor.
- Facilitating access of the evaluation contractor to participants, SNAP agency staff, retailers, EBT contractor staff and other demonstration partners for interviews, providing address and contact information and updates to that information as necessary.
- Providing EBT redemption data as described in the RFA.
- Providing copies of demonstration documents, such as meeting notes, progress reports, and memoranda.

Signed

Authorized SEBTC Representative with authority to obligate the State Agency

Attachment D—Sample Timeline

SEBTC SNAP Work Plan with Implementation Schedule

Activity/Deliverable	Beginning Date	Due Date	Status
Execute MOU between Lead Department and other Departments	Date Award Announced	1/31/11	
Prepare contract amendment between Lead Department and Processor	"	1/31/11	
Participate in Orientation Conference Call for Awardees			
Define needs requirements for EBT Management System modifications to support SEBTC	Date of Award	3/15/11	
Define data collection and reporting rules for SFAs	Date of Award		
Inform SFAs about SEBTC program and obtain their support	Now	10/22/10	
Execute grant awards between Department/SFAs	Date of Award	2/28/11	
Develop contact letters and confidentiality agreement form to be sent to SEBTC site households	Now	2/28/11	
Establish account for the SEBTC funds		1/15/11	
Send contact letter and confidentiality agreement to targeted households with due date of	1/7/11	3/1/11 Week of	
Inform SFAs about data collection rules/ format	1/7/11	4/1/11	

Hire temporary employee to enter SEBTC household data into State Education Database database	12/1/10	n/a	
Temp enters household data into State Education Database	1/22/11	n/a	
Develop file to be sent to evaluator for household selection	3/1/11	4/11/11	
Begin process to hire temporary staff to enter SEBTC hh data into EBT Management System			
Develop participant training materials	2/1/11	5/15/11	
Develop retailer training materials	3/1/11	5/15/11	
Hire temporary employee to enter SEBTC household data into EBT Management System	4/1/2011	5/15/2011	
Write and submit first quarterly program report to FNS	2/15/2011	2/15/2011	
Write and submit second quarterly program report to FNS	4/30/2011	4/30/2011	
Train temporary employee how to enter SEBTC hh data into EBT Management System and start entering	5/1/2011	5/21/2011	
Notify targeted households about whether they were selected as SEBTC participants	4/1/11	5/15/11	
Send file of SEBTC participant households to the processor to	5/25/11	6/1/2011	

create accounts for SEBTC households			
Notify Retailers about SEBTC and send training materials	5/1/11	5/31/11	
Send SEBTC cards and EBT user training materials to selected households	6/2/11	6/9/11	
Deposit benefits: Prorated amount for June 17-30, full amount for July and August, prorated amount for Sept 1-6	6/17/11 Date before first date school ends	6/17/11	
Write and submit third quarterly program report to FNS	7/1/2011	7/31/2011	
Make all benefits remaining in accounts inaccessible.	9/6/11	9/6/11	
Expunge unused benefits	9/30/2011	9/30/2011	
Follow up activities to include continued outreach efforts to increase participation in SFSP.	9/30/11	9/30/12	
Follow up activities to include steering team evaluating the internal processes used throughout the 1 st year of implementation of this award in order to improve processes if necessary during year 2.	9/30/11	10/30/11	
Write and submit fourth quarterly program report to FNS	10/1/2011	10/31/2011	
Present findings to FNS at annual meeting	9/30/11	Within 90 days	

Write and submit final program report to FNS	11/1/2011	11/29/2011	
Submit final financial report via FPRS	12/1/2011	12/31/2011	

sample

Attachment E—Sample Memorandum of Understanding

Memorandum of Understanding between the SEBT for Children Evaluation Team & the Lead State Department

This Memorandum of Understanding (MOU) is between the Summer Electronic Benefit Transfer (**SEBT) for Children Evaluation Team** (Abt Associates, Inc. on behalf of itself and Mathematica Policy Research) and the State Department of Social Services concerning participation in the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture's (USDA) Evaluation of the Summer EBT for Children Demonstrations. This MOU describes generally the terms and conditions associated with the participation of the **Lead State Department (Dept.)** in the study. Dept. agreed to cooperate with the evaluation as a condition of receiving a grant to conduct the Demonstration (See Attachment A). Each party (Abt and Dept.) is signing this agreement in good faith and with the expectation of fulfilling its obligations as described in the MOU.

The subgrantees and partners participating in the Summer EBT for Children Demonstration in State include: the State Department of Education (SDE), Advocacy Group, EBT processor, EBT card processor, and XX School Food Authorities (SFAs). The project area consists of XX contiguous SFAs spanning AAA and BBB Counties. (Note: the number of SFAs may be reduced in consultation with FNS and the study team if the target number of household can be recruited with fewer SFAs.)

Study Objectives

In the 2010 Agriculture Appropriations Act (P.L. 111-80), Congress authorized demonstration projects to develop and test methods of providing access to food for low-income children in urban and rural areas during the summer months when schools are not in regular session. The legislation called for a rigorous independent evaluation of the projects regarding their effectiveness. To evaluate the SEBT for Children Demonstrations, the Food and Nutrition Service, USDA has contracted with the team of Abt Associates and Mathematica Policy Research (Contract # AG-3198-C-11-002) (hereafter referred to as the evaluation team). The evaluation entails an impact study and a process and cost study. The primary impacts of interest are the food security and nutrition status of school-age children. The 2010-2011 period was the Proof of Concept (POC) stage of the SEBT for Children Evaluation with 5 sites. The full demonstration with xx sites will occur in 2011-2012.

Roles and Responsibilities of the Evaluation Team

1. The evaluation team will designate a primary liaison to communicate with Dept. and its subgrantees. The designated liaison is Jane Doe of Abt Associates, Inc. (contact information provided at the end of this agreement).
2. The evaluation team will provide guidance to Dept. and SDE on the construction of a file of eligible households and the consent process, as described below under "Roles and Responsibilities of the State Department of Social Services."

3. From the file of consenting households provided by SDE, the evaluation team will randomly select households that include zzzz eligible children to receive Summer EBT for Children benefits (the demonstration group). The evaluation team will provide SDE and Dept. a file indicating the selected households in each group as well as a list of replacement households should a household be discovered to be ineligible.
4. Abt will then randomly select households from the demonstration group (who received the benefit) and another sample of households eligible for the benefit but not selected to receive it. The group that receives the benefits will be the study “treatment” group and the group that does not will be the “control” group. Approximately xxxx households will be assigned to the treatment group and xxxx to the control group for a total of yyyy households in the evaluation sample. We will not provide Dept. or SDE any information about which consenting households are part of the evaluation sample.
5. The evaluation team will notify households by letter that they have been selected to participate in the evaluation.
6. The evaluation team will conduct the following data collection:
 - a. Interview at least xxx treatment group households and yyy control group households, for a total of zzzz households (from the potential pool of vvvv households), at two times: before the end of the school year (baseline) and at least 30 days after the Summer EBT for Children benefits are first issued. (Up to xxxx households will be contacted as needed in order to obtain this number of interviews.)
 - b. Interview staff members of Dept., its subgrantees and partners, and other demonstration stakeholders in April, July, and September 2012.
 - c. Collect administrative records, including data on eligible households, EBT transaction data, EBT system reports, financial reports, and program reports. The data needs for the evaluation are specified in Attachment B.
7. The evaluation team will conduct similar activities during a second full demonstration year, if FNS authorizes Dept. to operate SEBTC in that period.
8. Prior to conducting data collection, the evaluation team will obtain necessary approval from the U.S. Office of Management and Budget and the Abt Associates Institutional Review Board.
9. The evaluation team will obtain informed consent from all human subjects before conducting interviews, following established federal, state, and local procedures.
10. The evaluation team will protect confidential personal information as required by the contract with FNS and applicable Federal laws and regulations. This applies to all data shared by the grantee, subgrantees, and partners (including Dept., SDE, and EBT processor) with members of the Abt/MPR study team. No personal identifying information from any interviews conducted by the evaluation team will be used in any report or in the public use database. Information collected will not be attributed to a single respondent but will be presented in the aggregate and analyzed across a host of variables. For households selected for the evaluation, analysis using personal characteristics such as demographics and other variables will be conducted using the assignment of a unique code that does not identify a participant. All correspondence between the evaluation team and the treatment and control group members will remind respondents that their responses will remain confidential to the extent allowed by law.

Roles and Responsibilities of the State Department of Social Services

1. Dept. will oversee the demonstration and provide access to data from its subgrantees as specified in this agreement.
2. Dept. and its subgrantees will participate in the demonstration and evaluation from December 2011 through the close-out of the demonstration year (expected to occur in December 2012). The tentative schedule for the demonstration and evaluation in the POC year is provided in Attachment C.
3. If Dept. continues to receive a grant to participate in the full demonstration year (2011-2012), Dept. and its subgrantees and partners will continue to participate in the demonstration and evaluation through December 2012.
4. Dept. designates WWW (Dept.), XXX (Dept.), YYY (Dept.), and ZZZ (SDE) as the liaisons to the evaluation team. In this role, they will coordinate data transfers, provision of reports and other administrative documents, and access to stakeholders for interviews.
5. Dept. will oversee the following steps to be performed by SDE (in coordination with the SFAs) for the implementation of the demonstration and the evaluation:
 - a. Construct a file of all households with students in the project area eligible for free/reduced price meals.
 - b. Send notices to these households of the opportunity to be in a lottery to receive demonstration benefits, as long as they sign a consent form to allow SDE and the SFAs to share information for the demonstration and the evaluation.
 - c. Receive and track consent forms and respond to questions from households.
 - d. Follow up on mail returned due to incorrect addresses with telephone calls or other appropriate methods to offer households the opportunity to participate in the demonstration.
 - e. Monitor the response rate to the initial mailing. To the extent feasible with project resources, implement additional outreach strategies as necessary to ensure sufficient numbers of consenting households for the demonstration and evaluation. Follow-up activities could include additional mailings, telephone calls, or other appropriate methods.
 - f. Provide the evaluation team a file of consenting households and data on non-consenting households as specified in Attachment B.
 - g. Provide updated contact information for consenting households in June 2012.
 - h. Upon receipt of the file of households randomly assigned to receive the benefits and those who will not receive the benefit, SDE will notify these households that (a) they will receive the SEBTC benefits or (2) they will not receive the benefit.
6. Dept. will oversee the following steps to be performed by EBT Processor and EBT card processor:
 - a. Provide EBT cards to Dept. for designated households (Dept. will send out the EBT cards with information on their use).
 - b. Issue State SEBTC benefits and process benefit redemption transactions.
 - c. Train vendors and supervise redemption of State SEBTC benefits by authorized SNAP vendors.
 - d. Provide card replacements and other customer support to participating households.

7. Dept. will adhere to applicable federal, state, and local guidelines regarding sharing of confidential information with the evaluation team.
8. Dept. will facilitate the participation of its staff and those of its subgrantees and partners in the stakeholder interviews to be conducted by the evaluation team.
9. Dept. (working with SDE, the SFAs, EBT processor, and EBT card processor) will facilitate the provision of administrative data from the EBT system, financial records, and child nutrition program records, as specified in Attachment B.

Changes to the Agreement

We anticipate that over the course of the study, some modifications or additions may need to be made to this agreement. It is understood that the terms may be adjusted with written amendments as agreed upon by both parties.

sample

Signatures

The following people have read this Memorandum of Understanding and acknowledge the terms and conditions regarding participation in the USDA Food and Nutrition Service's Evaluation of the Summer EBT for Children Demonstration by the State Department of Social Services, its subgrantees, and its partners.

Organization	Abt Associates, Inc.	State Department of Social Services
Name	John Smith	
Title	Project Director	Commissioner
Signature		
Date		

Contact Information For Designated Liaisons

Organization	Abt Associates, Inc.	State Department of Social Services
Name of liaison	Jane Doe	
Title	Associate	Public Assistance Consultant
Telephone		
E-mail	jane_doe@abtassoc.com	
Fax		
Address	4550 Montgomery Ave. Suite 800 North Bethesda, MD 20814	

Attachments:

- A. Evaluation cooperation agreement between grantee and FNS
- B. Data needs specifications
- C. Schedule

Attachment A: Evaluation Cooperation Agreement

As an applicant for an SEBTC award, Dept. agrees to foster and provide full cooperation with the evaluation contractor and its designated agents in all aspects of the evaluation of SEBTC, including but not limited to:

- Providing data or access to data on children certified for free and reduced-price school meals on a timely basis to the evaluation contractor selected by FNS to allow it to complete random assignment of eligible households into the various study groups deemed necessary by the contractor.
- Working in cooperation with the evaluator to trouble-shoot and resolve issues and refine procedures to the extent of the SEBTC awardee's control.
- Making all efforts to maintain the integrity of the evaluation and ensure the quality of the data provided to the contractor.
- Facilitating access of the evaluation contractor to participants, State Department of Education staff, School Food Authorities staff, retailers, EBT contractor staff and other demonstration partners for interviews, providing address and contact information and updates to that information as necessary.
- Providing EBT redemption data as described in the RFA.
- Providing copies of demonstration documents, such as meeting notes, progress reports, and memoranda.

Signed

Authorized SEBTC Representative with authority to obligate the State Agency

Attachment B: Data Needs for SEBT for Children Evaluation

1. Roster of consenting households and their children for random assignment and baseline survey

Minimum data:

- Names of eligible children
- Household identifier for evaluation and demonstration
- Free/reduced-price status of children
- Gender of eligible children
- Parent/caretaker name [primary responsible adult identified on NSLP application]
- Mailing address
- Residence address
- Primary telephone number for parent/caretaker (home/mobile)
- Date of consent (for sites using active consent)
- File should be accompanied by layout with list of variables, code values, and sources of each piece of contact information (NSLP application, other student records, SEBTC form, or other)

Additional requested data for eligible children (child-level file or multiple fields in household record):

- Student identifier [statewide if possible; should be unique in file]
- Age/grade level
- School attended
- Race/ethnicity
- English language learner (ELL) status
- Mode of certification (application or direct certification; to be updated in Fall 2012)

Additional requested household data (if available from school records or consent form)

- Household primary language
- Homeless status
- Migrant status
- Household size [may only be available for children approved by application]
- Names of other adults in household
- Names of other contact persons for child
- Alternate telephone number(s)
- Expected summer address
- SNAP participation (SNAP sites only)

- WIC participation (WIC sites only)

2. Data on original household roster and non-consenting households

Minimum aggregate data:

- Number of households contacted for consent
- Number of children in households contacted for consent
- For sites using opt-in approach (active consent)
 - Number of households giving consent
 - Number of children in households giving consent
 - Number of households not giving consent (refused or did not respond)
 - Number of children in households not giving consent (refused or did not respond)

Additional requested data:

- De-identified household-level data file for non-consenting households (see definition below):
 - Number of eligible children
 - Household identifier (unique record number for file management only)
 - Free/reduced-price status
 - Household primary language
 - Homeless status
 - Migrant status (if easily available)
 - Household size
 - Zip code (9-digit preferred)
 - Status: refused, out of area, invalid contact information, other
 - Data for eligible children (separate file or fields for multiple children)
 - Age/grade level
 - Gender
 - School attended
 - Race /ethnicity
 - ELL status
- Non-consenting households include (for opt-in sites) households that refuse or do not respond.
- If de-identified household-level data file is not available, provide summary data for above variables on all households asked for consent and non-consenting households.

3. Updated contact information

We request that school districts provide an updated data file for consenting households at the end of the school year, to pick up changes in household composition, status, or contact information identified through routine contacts or any special efforts by the school district.

4. SEBTC transaction data (from Case/Card and History Files)

- Household identifier used in case/card and transaction history files; should be different from household identifier used for random assignment and not SSN. Cross-walk of identifiers will be needed to identify data for households in the evaluation.
- Case/card file activity for cards issued specifically to access SEBTC benefits:
 - Card issued/activation
 - Card status change (lost/stolen, replaced, etc.)
- Transactions and other events to be included (all transactions involving SEBTC benefits; see note 1):
 - Benefit issuance
 - Purchase
 - Return
- Data for each transaction (SNAP or WIC)
 - Date and time
 - Transaction type (debit/credit)
 - Transaction mode (regular/manual)
 - FNS or WIC Retailer ID number (see note 2 below)
 - Dollar amount (for all purchases, and for SNAP issuances and returns)
 - Ending account balance (SNAP only)
- Data for WIC transactions (by food category/subcategory)
 - Issuance data: food items prescribed, item detail (number of units, size of units)
 - Purchase data: food items purchased, item detail (number of units, size of units, unit price)

Notes:

1. For hybrid SNAP model sites, transaction activity at the authorization level is needed to identify transactions affecting SEBTC benefits. This is different from the ALERT file, which has one record per transaction regardless of the number of benefit authorizations affected. For State, the ALERT file format will be acceptable as long as transactions are identified by benefit type as debiting/crediting SEBTC benefits. File format for WIC will be identified in each site. Data list includes defined evaluation needs; additional available data will be considered.

2. FNS retailer number is needed for all retailers with SEBTC transactions, in order to link to FNS STARS/REDE data and determine FNS retailer type. WIC States can provide a crosswalk of State WIC retailer number to FNS retailer number in a separate file, if FNS number is not included in the WIC EBT transaction data. This file or the transaction file should also include WIC retailer type.

5. SEBTC Summary Reports (requested, not required)

- Participation reports (monthly)
 - Number of households receiving SEBTC benefits
 - Amount of benefits issued (\$ total for SNAP sites, number of children receiving benefits for WIC sites)
 - Number of households by number of transactions (0, 1, 2, 3, 4, 5, 6 or more)

- Amount of benefits redeemed (\$ for SNAP and WIC sites; quantity by food item category and fruit/vegetable \$ for WIC sites)
- Amount of benefits remaining in accounts (\$ for SNAP and WIC sites; quantity by food item category and fruit/vegetable \$ for WIC sites)
- Amount of benefits expunged from inactive SEBTC-SNAP accounts or expired from SEBTC-WIC accounts (\$) (one-time report at close-out of POC year)
- Transaction activity reports (monthly reports for debits and credits)
 - Number and value of transactions by time of day (hourly preferred)
 - Number and value of transactions by day of month
 - Number and value of transactions by type of retailer
 - Number of denied transactions, by reason
 - Number of cards by number of transactions (if not always 1 card per household)
- SEBTC card issuance data (monthly; only count cards issued specifically for SEBTC)
 - Number issued
 - Number lost/stolen
 - Number replaced
 - Number of PIN locks

6. Financial reports

A standard financial report, as provided to FNS, for labor costs, other direct costs (e.g., travel, supplies, materials), subcontractor costs, and indirect costs (including grant funds and other funds). See tables B-2 thru B-4 for sample evaluation reporting format; this is in addition to the FNS-425 form.

The three table shells that follow provide a model of the expenditure information needed by the Evaluation Team from Dept. to assess the costs involved in implementing SEBTC. Dept. may provide this information in whatever format is easiest through standard accounting reports, rather than requiring a particular format. These tables provide a sample format and an example listing of the items desired. The information will be provided quarterly; the first quarter is January-March 2011.

In the “Grant Funds” columns, details would be reported for the expenditures funded by the SEBTC grants as reported on the FNS-425 form. In the “Non-grant funds” columns, details would be reported for expenditures of funds other than SEBTC grants, such as state or local funds. “Startup” expenditures are one-time costs to implement SEBTC; “Ongoing” expenditures are recurring costs to operate SEBTC.

Table B-2: Sample Format for Grantee Expenditure Reports

Type of Costs	Grant Funds		Non-Grant Funds		Total
	Start-Up	Ongoing	Start-Up	Ongoing	
Labor *					
Staff Title I					
Staff Title II					

Etc.					
Total					
Fringe Benefits					
Other Direct Costs**					
Contractual					
EBT Contractor					
Other Private Contractor					
Other State Agency					
SFAs					
Community Partner(s)					
Total Direct Costs					
Indirect Costs					
Total					

Note: Table B-2 could also be used as a model for other State Agencies involved in the grant.

* If possible, please provide the more detailed labor information outlined in Table B-4.

**Other direct costs include items such as travel, printing, postage, and shipping. Itemization of these costs is not needed, but they can be reported separately if that is easier.

Table B-3: Sample Format for Subgrantee Expenditure Reports

Type of Costs	Grant Funds		Non-Grant Funds		Total
	Start-Up	Ongoing	Start-Up	Ongoing	
Labor *					
Staff Title I					
Staff Title II					
Etc.					
Total					
Fringe Benefits					
Travel					
Other Direct Costs**					
Subcontracts					
Total Direct Costs					
Indirect Costs					
Total					

* If possible, please provide the more detailed labor information outlined in Table B-4.

**Other direct costs include items such as printing, postage, and shipping.

Table B-4: Sample Format for Detailed Labor Schedule

Type of Costs	Grant Funds		Non-Grant Funds		Total
	Start-Up	Ongoing	Start-Up	Ongoing	
Labor *					
Staff Title I					
Hours/ %FTE					
Salary or Hourly Rate					
Total Cost					
Staff Title II					
Hours/ %FTE					
Salary or Hourly Rate					
Total Cost					
Etc.					
Total Labor					

*Please include a line for volunteer labor and number of hours, if applicable. Also, indicate if any staff is temporary or if overtime labor is being used. Please include support staff such as clerical workers, as well as managers and professional staff.

7. Descriptive information on the NSLP, SBP, and SFSP in the project area, including:

- Number of schools offering NSLP with/without SBP; total enrollment in area schools;
- Number and percentage of students approved for free/reduced-price meals;
- Average daily participation in NSLP and SBP;
- Number of schools/other locations with after-school programs offering snacks;
- Characteristics of individual schools in the project area (grade range, USDA nutrition programs offered, Team Nutrition/other nutrition promotion and education, enrollment, number of students approved for free and reduced-price meals);
- Number of SFSP sponsors (all types), sites, and meals served.

**Attachment C: SEBT for Children Demonstration and Evaluation
 Estimated Schedule**

1. Initial meetings on-site – Evaluation team (XXX, YYY, ZZZ), Dept., SDE, representatives from SFAs, EBT processor, EBT card producer (2/17/11)

2. Construct household data file – Dept., SDE and SFAs (3/1/12 - 4/15/2012)
3. Send initial consent letters to selected households and conduct outreach – SDE and SFAs (3/2/12- 3/25/12)
4. Receive consent forms and returned mail – SDE and SFAs. The cutoff for consent will be approx 4/4/12
5. Compile household data for evaluation – SDE (approx 4/11/12 – 4/18/12)
6. Have fully executed, signed MOU in place (must be one week prior to random assignment) (4/1/12)
7. Select households to receive SEBT for Children – Evaluation team. (by 4/25/12)
8. Baseline survey – Evaluation team. April-May 2012 (dates depending on OMB approval).
9. Process study site visit by evaluation team—April-May 2012 (dates depending on OMB approval).
10. Notify households selected for benefit – SDE/SFAs (beginning wk of 4/25/12 - pending date evaluation team selects households to receive benefits)
11. Receive and process data forms, set up cards and accounts – Dept., EBT processor and EBT card processor (5/7/12-6/15/12)
12. Issue cards and train households – EBT processor and EBT card processor (6/2/12-6/9/12 – activate cards on 6/17/12)
13. Retailer agreement and training – EBT processor and EBT card processor (6/1/11)
14. Issue benefits, redeem EBT transactions, provide customer service – Dept., EBT processor, EBT card processor (6/17/12- 9/6/12)
15. Follow-up survey – Evaluation team (7/5/2012 - 9/5/2012)
16. Process study site visit -- Evaluation team (July 2012)
17. Process study telephone interviews to document end-of-summer activities – Evaluation team (September 2012)