



Food and  
Nutrition  
Service

JUL 03 2014

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Center

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**SUBJECT:** Supplemental Nutrition Assistance Program – Fiscal Year 2015 Target Areas for Management Evaluations

**TO:** Regional Administrators  
Program Directors  
All Regions

The purpose of this memo is to transmit target areas and procedures for Management Evaluations (MEs) for Fiscal Year (FY) 2015. The Food and Nutrition Service (FNS), with input from the Regional Offices (ROs), has identified 3 national target areas to be reviewed by State agencies. In addition, FNS has identified 6 other program areas that State agencies should review on an at-risk basis only.

**FY 2015 State Target Areas:**

MEs for the State target areas must be conducted in accordance with the following schedule or on a more frequent basis if there is an identified risk. State agencies may submit a plan that covers the 3 year review cycle and provide updates annually.

- In large project areas every year;
- In medium areas every 2 years; and
- In small project areas every 3 years.

The FY 2015 State Target Areas are:

1. ABAWD Tracking System for those States tracking exemptions that were not reviewed in FY 2014;
2. Employment and Training (E&T) programs at the county level with total budgets in excess of \$1.5 million, or the three counties with the largest total E&T budgets; and
3. Program Access – to include online application processing and initial and recertification application processing timeliness.

**State At-Risk Areas:**

States have the flexibility to review other areas on an at-risk basis. In determining risk, the State agency should take into consideration the time elapsed since an area has been reviewed, deficiencies identified at that time, and any recent changes to the program area.

Regional Administrators  
Program Directors  
Page 2

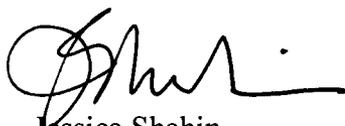
The FY 2015 State at-risk review areas are:

1. Case and Procedure Error Rate (CAPER);
2. Electronic Benefit Transfer (including issuance, card and Personal Identification Number (PIN) security, and separation of duties as it relates to issuance);
3. E&T programs that leverage third party funds or that operate in pledge states;
4. Nutrition Education;
5. Recipient Claims Management/Treasury Offset Program; and
6. Recipient Integrity.

**State Procedures:**

Federal Regulation 7 CFR 275.9(b) provides that State agencies develop a plan prior to each ME review. Under 7 CFR 275.5(b)(2), each project area must be reviewed at least every three years. Allowing State agencies to submit a plan that covers a three year review cycle and provide updates annually is consistent with the regulations.

We appreciate the effort made by you, your staff, and your State agency partners to ensure the integrity of and improved access to SNAP. If you have any questions or require assistance, please contact Victor Hall at (703) 305-0736 or [Victor.Hall@fns.usda.gov](mailto:Victor.Hall@fns.usda.gov).



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