

ATTACHMENT AA

DOCUMENT LIST FOR DOCUMENT REVIEW PROCESS

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Document List for Document Review Process

- Marketing and outreach materials, contracts, budgets prepared by the grantee with support from Evaluation Team and FNS OET staff during planning phase
- Annual SNAP State E&T plans submitted to FNS (requirement of receiving funding for SNAP)
- Quarterly progress and financial reports submitted to FNS as requirement of receipt of cooperative grant (FNS-425, Financial Status Report, FNS Food Program Reporting System)
- Monthly/Annual reports from State or County DSS summarizing numbers of new applicants, recertifications, certified for SNAP, SNAP E&T work registrant eligibles (requirement of receiving SNAP and SNAP E&T funding)
- Bi-weekly reports on (1) pre-random assignment enrollment metrics (e.g., # of individuals eligible for pilot, # of individuals referred to pilot, # of individuals giving consent, # of individuals randomly assigned), (2) post-random assignment metrics on performance (provision of each service, training certificates and degrees received, employment, etc. (these are aggregate counts of clients generated through pilot and Mathematica MIS systems)