ATTACHMENT D
INSTRUCTIONS FOR SUBMITTING DATA FILES AND LIST OF REQUESTED VARIABLES

COMMUNITY PARTNER INTERVIEW DEMONSTRATION PROJECT
INSTRUCTION SHEET FOR SUBMITTING DATA FILES

What data elements does the Data Collection Tool contain?

1. Program Access
    a. Customer Service
        i. Total customers served
        ii. Number of customers who received SNAP application assistance
        iii. Number of customers who recieved SNAP application interviews

    b. Applications Submitted
        i. Number of regular applications submitted
        ii. Number of expedited applications submitted
        iii. Total number of applications submitted

    c. Recertifications Submitted
        i. Total number of recertifications submitted

2. Eligibility Decision
    a. Applications Approved
        i. Number of regular applications approved
        ii. Number of expedited applications approved
        iii. Total number of applications approved

    b. Applications Denied
        i. Total number of denied applications

    c. Number of Days to Eligibility Decision
        i. Regular Apps - Average number of days between app date and approval date
        ii. Expedited Apps - Average number of days between app date and approval date

Error Rates

    d. Case Errors
        i. Number of sampled cases for payment accuracy
        ii. Number of sampled cases with positive (active) errors
        iii. Number of denied/terminated sampled cases
        iv. Number of sampled cases with negative errors*

3. Timeliness
    a. Application Processing Timeliness
        i. Number of sampled cases
        ii. Regular Apps - Percent of regular cases processed within 30 days
        iii. Expedited Apps - Percent of expedited cases processed within 7 days

4. Client Satisfaction Survey

5. Staffing

6. Project Costs
    a. Total Cost
        i. Total Cost to community partners to conduct projects. Give dollar amount.

    b. State/Federal Share
        i. Share of project costs provided by the State agency including any dollars that pass through the State agency to the community partner. Give total dollar amount of State share here and provide breakdown in dollars by source of funds below.
        ii. SNAP Administrative Funds
        iii. SNAP Outreach funds
        iv. Other Federal funds (please specify)
        v. State funds
        vi. Other funds (please specify)

    c. Community Partner Share
        i. Share of project costs provided by community partners. Give dollar amount

What are the deadlines for submitting the data? Data should be submitted by the last business day folowing each six-month period of each operational year.

In what file format should the data be submitted? The data should be entered into the Excel Data Collection Tool.

How shuld the data be submitted? The Excel Data Collection Tool should be submitted electyronically, via email.

How will you ensure confidentiality of data? These data will be maintained on the FNS secure server and available only to project personnel needed to tabulate the data. No identifying information will be recorded on the Excel Data Collection Tool or the Client satisfaction Survey.

Instructions for using the FTP system are as follows: