# Attachment T. Administrative and Wage Data Collection Instructions

OMB No. 0584-[NEW]

*Job Search as a Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Component*

January 14, 2021

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# Administrative and Wage Data Collection Instructions

This document provides instructions and requirements for submitting Supplemental Nutrition Assistance Program (SNAP) administrative caseload data and employment and wage data as part of the *Role of Job Search as a SNAP Employment and Training (E&T) Component* study being conducted by the Food and Nutrition Service (FNS).

The following sections provide detailed instructions for preparing and submitting the data extract required to complete this study. These data include SNAP household characteristics and other case data, E&T participation data, and employment and wage record data. Below you will find the parameters of the requested data, the time period for the data, a specific list of variables requested, the format for the file, how to handle missing data, how to ensure confidentiality, and the process for submitting data.

Table A lists the requested SNAP administrative data variables, which we anticipate will come from the SNAP MIS. Table B lists the requested employment and wage record data variables, which are typically collected from employers by the State UI agency. Please note these lists reflect "wish lists," and we recognize States vary in the types and formats of data stored in their MIS systems. As such, we would like to arrange a consultative discussion with the State SNAP director and someone familiar with the State data systems about this request to determine the type and the format of the data your State is able to provide. If not already discussed in prior conversations, we are also interested to learn more about the data request process for each type of data, which State agencies are responsible for which data, and how to most efficiently collaborate to compile the needed data.

Ideally, the SNAP caseload data and the employment and wage data would be merged into one file. However, we are happy to discuss with you the possibility of providing two separate SNAP and UI data files that Insight will link via Social Security numbers (SSNs).

## A. What is the purpose of this administrative data request?

These data will be used to examine the characteristics, service receipt, and outcomes of SNAP job search

*The Food and Nutrition Act of 2008, as amended through Pub. L. 113–128, enacted July 22, 2014 [7 U.S.C. 2026], provides the legislative authority for the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) to administer the Supplemental Nutrition Assistance Program (SNAP). Section 17 of the Food and Nutrition Act of 2008 provides the authority to FNS to conduct research to help improve the administration and effectiveness of SNAP. This information collected from States will enable FNS to inform program enhancements and SNAP E&T policy and guidance to States. Under the Privacy Act of 1974 and the System of Record Notice FNS-8 USDA/FNS Studies and Reports, any personally identifying information obtained will be kept private to the extent of the law. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-xxxx.  The time required to complete this information collection is estimated to average 14 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-xxxx).  Do not return the completed form to this address.*

participants and to assess the short- and long-term outcomes of participation in SNAP E&T job search activities.

# B. What records should be included in the file and for how many months?

## SNAP Caseload Data

The SNAP data file should include one record per individual for each month they received SNAP benefits during the 12-month period from October 1, 2017, to September 30, 2018 (FY 2018). This file should include all individuals age 16 and over who received SNAP benefits at least 1 month during this period. SSNs should be included in the file to facilitate linking to employment and wage data.

There should be up to 12 rows of data (1 row per month of SNAP benefit receipt) for every individual in the file. Months in which an individual is not in your State caseload system can be left blank or excluded from the file (however, please include any case closure codes for closed cases).

Please also submit a supplementary SNAP caseload data file for the most recent 1 month of data available at the time of data submission. These data do not need to be linked to employment and wage record data, though should follow the format and content of the main SNAP caseload data (e.g., include one record per individual age 16 years and older during the month).

## Employment and Wage Data

The employment and wage data should include up to 8 quarters (24 months) of data linked to the SNAP caseload record for each participant in the SNAP caseload file described above for the period October 1, 2017, to September 30, 2019 (FY 2018 and FY 2019). Individuals starting SNAP in Q1 of FY 2018 will have up to 8 quarters of linked employment and wage data (i.e., 4 quarters of FY 2018 data and 4 quarters of FY 2019 data), and those beginning SNAP in Q4 of FY 2018 will only have up to 5 quarters of linked employment and wage data (i.e., 1 quarter of FY 2018 data and 4 quarters of FY 2019 data).

There should be one row of data for each SNAP participant per quarter per employer (e.g., a SNAP participant employed by one firm during a given quarter will have one row of data for that quarter, while a SNAP participant employed by three firms during a given quarter will have three rows of data in that quarter).

# C. What variables should be included in the file?

Table A provides a list and description of the requested **SNAP caseload file variables** for every individual who received SNAP at any point during the 12-month period from October 1, 2017, to September 30, 2018. Please provide the variables in the order shown in table A.

If codes are used to identify information (e.g., reasons for sanctions, reasons for case closures), please submit a *crosswalk* of these codes and their descriptions with your file.

Table B provides a list and description of the requested **employment and wage record data** from the 24-month period from October 1, 2017 to September 30, 2019. These data should include information on the individuals listed in the SNAP caseload file.

## Data Periods

- SNAP Caseload File (12 months): October 1, 2017 – September 30, 2018
- Employment and Wage Record File (up to 8 quarters; 24 months): October 1, 2017 – September 30, 2019
- Supplementary SNAP Caseload File (1 month): Most recent month available

# D. What is the file format?

Preferred file formats are comma-separated values (.csv) or Excel (.xls). We can also receive other tabulated datafile formats, including SAS data files. Please discuss alternate formats with Insight.

# E. How should missing/unknown information be handled?

## Missing values should be indicated by a BLANK space

Please do NOT fill unknown values with zeroes. Zero should ONLY indicate an actual zero value, such as zero dollar income. For example, if the participant's household stops receiving SNAP benefits, the household size and benefit fields should be BLANK, not zero.

For all yes/no indicator variables, a value of "1" should represent "yes," and a value of "0" should represent "no."

# F. How will Insight ensure privacy and security of State data?

The data will be maintained on a secure server and available only to key project personnel. No personal identifiers will be disclosed in reports or to any nonproject staff. All project personnel have signed confidentiality pledges and have been trained in data security procedures.

The study will collect the submissions of SNAP administrative data and wage data electronically at http://snap.insightpolicyresearch.com using Insight's file transfer protocol (FTP) site exchange or with a secure file transfer protocol (SFTP) utilizing a third party client. All data containing personally identifiable information (PII) will be stored on servers that are compliant with the Federal Information Security Management Act and the National Institute of Standards and Technology 800-171 data security procedures. PII will be used for linking files and for sampling, but all analysis will be completed with files in which PII has been replaced by Insight-generated unique IDs.

Data safeguards are further discussed in two system of record notices: (1) FNS-8 USDA FNS Studies and Reports published in the Federal Register on April 25, 1991, volume 56, page 19078; and (2) USDA/FNS-10 Persons Doing Business with the Food and Nutrition Service, published in the Federal Register on March 31, 2000, volume 65, pages 17251–17252.

# G. How should we submit the files?

Data files that do not include PII may be submitted electronically at http://snap.insightpolicyresearch.com using Insight's file transfer protocol (FTP) site exchange. Accessing this site will require a username and password that we will provide.

We request that you transmit files that include any PII using a secure file transfer protocol (sFTP) utilizing a third-party client that we will provide. This secure file transfer site encrypts both commands and data, preventing passwords and sensitive information from being accessed during transmission. Instructions for using this system will be sent separately.

If possible, submit a test data file to Insight that includes 3 months of data. The test file should include data on SNAP participants age 16 and over at any point during the period January–March 2018. This test file will enable Insight to review all data and clarify any remaining concerns before the first data submission.

# H. Questions or concerns?

If you have any questions or concerns, contact the study's quantitative analysis lead, Andrew Breck, at abreck@insightpolicyresearch.com or (571) 451-2924.

*Table A. Requested SNAP Caseload Data Variable List*

| Variable Requested | Variable Name | Variable Description | Code/Categories Examples |
|---|---|---|---|
| **Individual-Level Variables** | | | |
| Reference month and year | REF_MONTH_YEAR | Benefit reference month and year for the SNAP participant's SNAP household<br><br>If no SNAP benefit was received that month, still include a row for that month with data for the CLIENT_ID and REF_MONTH_YEAR | MMYYYY |
| Client ID | CLIENT_ID | Participant's individual SNAP ID provided by the State to identify individual participants within a SNAP household<br><br>If no SNAP benefit was received that month, still include a row for that month with data for the CLIENT_ID and REF_MONTH_YEAR | Example: 2130768 (character variable) |
| Social Security number | SSN | Social Security number | Example: 510981319 |
| Received SNAP benefits | SNAP_FLAG_PER | Whether the participant received SNAP benefits this month | 0 = no<br>1 = yes |
| First name | FIRST_NAME | Participant's first name | Example: John |
| Last name | LAST_NAME | Participant's last name | Example: Doe |
| Address line 1 | ADDRESS_1 | First line of participant's street address | Example: 1233 Main St |
| Address line 2 | ADDRESS_2 | Second line of participant's street address | Example: Apartment 12 |
| State | STATE | Participant's State of residence | Provide two-letter abbreviation |
| ZIP Code | ZIP | Participant's ZIP Code of residence | 20817 |
| County | COUNTY | Participant's county of residence | Example: Montgomery |
| Phone number—primary | PHONE | Participant's primary phone number | 508-645-5555 |

| Variable Requested | Variable Name | Variable Description | Code/Categories Examples |
|---|---|---|---|
| Phone number—secondary | PHONE_ALT | Participant's secondary phone number | 508-655-5555 |
| E-mail address | EMAIL | Participant's e-mail address | jsmith@gmail.com |
| Date of birth | DOB | Participant's date of birth | MMDDYYYY |
| Gender | GENDER | Participant's gender | 1 = male<br>2 = female |
| Race/ethnicity | RACE_ETHN | Participant's race and ethnicity | Provide definitions of codes in separate crosswalk |
| Marital status | MARITAL | Participant's marital status (e.g., married, single) | Provide definitions of codes in separate crosswalk |
| Relationship to case head | RELATION | Participant's relationship to the case head (e.g., head of household, spouse, child, adult) | Provide definitions of codes in separate crosswalk |
| Primary language spoken or language used on application | LANGUAGE | Codes used to identify primary language for participant or participant's household | Provide definitions of codes in separate crosswalk |
| Level of school completed | EDUCATION | Codes used to identify level of school completed (or whether SNAP participant received a high school diploma or GED) | Provide definitions of codes in separate crosswalk |
| Participant's monthly earned income amount | INDIV_INCOME | Participant's total individual monthly earned income amount | Example: 540 |
| Individual received Medicaid benefits | MEDICAID_FLAG_PER | Whether the SNAP participant received Medicaid benefits this month | 0 = no<br>1 = yes |
| Individual received Temporary Assistance for Needy Families (TANF) benefits | TANF_FLAG_PER | Whether the SNAP participant received TANF benefits this month | 0 = no<br>1 = yes |
| Individual received Supplemental Security Income (SSI) benefits | SSI_FLAG_PER | Whether the SNAP participant received SSI benefits this month | 0 = no<br>1 = yes |
| Able-Bodied Adults Without Dependents (ABAWD) exemption status | ABAWD_EXEMPT | Codes used to identify exemption status for ABAWD from ABAWD time limits | Provide definitions of codes in separate crosswalk |
| Work registrant exemption status | WR_EXEMPT | Codes used to identify whether SNAP participant is exempt or not exempt from work registration | Provide definitions of codes in separate crosswalk |
| Voluntary or mandatory SNAP E&T participation | MAND_OR_VOL | Indicator of whether the SNAP participant is identified as voluntary or mandatory E&T participant | 1 = voluntary<br>2 = mandatory |
| E&T sanction status | ET_SANCT | Whether the individual is under E&T sanction this month | 0 = no<br>1 = yes |

| Variable Requested | Variable Name | Variable Description | Code/Categories Examples |
|---|---|---|---|
| SNAP E&T exemption status | ET_EXEMPT | Codes used to identify whether SNAP participant is exempt or not exempt from E&T | Provide definitions of codes in separate crosswalk |
| SNAP E&T referral status | ET_REFERRAL | Indicator of whether the SNAP participant was referred to SNAP E&T | 0 = no<br>1 = yes |
| SNAP E&T participation status | ET_PART | Whether the referred SNAP E&T individual participated in E&T component | 0 = no<br>1 = yes |
| **Household-Level Variables** | | | |
| SNAP case identification (ID) | CASE_ID | Household or case ID provided by the State to identify the SNAP household of the individual participant | Example: 02076085 (character variable) |
| Received SNAP benefits (household) | SNAP_FLAG_HHLD | Whether the participant's SNAP household received SNAP benefits this month | 0 = no<br>1 = yes |
| SNAP benefit amount | BEN_AMT | Total SNAP benefit received by the SNAP household this month (rounded to nearest dollar) | Example: 357 |
| SNAP household size | HH_SIZE | Number of individuals in the participant's SNAP household this month | Example: 3 |
| Certification/ recertification date | CERT_DATE | Certification or recertification date associated with household's SNAP benefit month (the last review date associated with current SNAP benefit month) | MMDDYYYY |
| County serving the case | COUNTY | County code or name of the county serving the participant's SNAP household | Provide definitions of county codes in separate crosswalk |
| SNAP household's gross income amount | GROSS_INC | Total monthly gross income for the participant's SNAP household (i.e., gross income used to determine SNAP eligibility before deductions) | Example: 700 |
| SNAP household's net income amount | NET_INC | Total monthly net income for the participant's SNAP household (i.e., net income after all deductions from gross income used to determine SNAP benefit amount) | Example: 600 |
| SNAP household's earned income amount | EARNED_INC | Total monthly earned income for the participant's SNAP household | Example: 300 |
| SNAP household's receipt of Medicaid | MEDICAID | Indicator whether the household receives Medicaid | 0 = no<br>1 = yes |
| SNAP household's receipt of TANF | TANF | Indicator whether the household receives TANF | 0 = no<br>1 = yes |
| SNAP household's receipt of SSI | SSI | Indicator whether the household receives SSI | 0 = no<br>1 = yes |
| Presence of elderly household member | ELDERLY | Indicator that at least one household member is over the age of 60 | 0 = no<br>1 = yes |
| Presence of children in household | CHILDREN | Indicator that at least one household member is under the age of 16 | 0 = no<br>1 = yes |

| Variable Requested | Variable Name | Variable Description | Code/Categories Examples |
|---|---|---|---|
| Number of household members | NUM_HH | Number of individuals in the household | Example: 4 |
| Closed case | CLOSED_CASE | Indicator that the SNAP case is closed | 0 = no<br>1 = yes |
| Closure date | CLOSED_DATE | Date of SNAP case closure | MMDDYYYY |
| Closure reason | CLOSED_REASON | Reason for SNAP case closure (e.g., ABAWD time limit, sanction for failure to meet E&T requirements, missed recertification appointment, income over threshold, other) | Provide definitions of codes in separate crosswalk |
| **E&T Activities and Outcomes** | | | |
| E&T provider serving SNAP E&T participant | PROVIDER_1<br>PROVIDER_2<br>PROVIDER_3<br>PROVIDER_4 | Name of E&T providers serving the E&T participant | Provide name(s) of providers |
| Type of E&T service assigned | ET_SERVICE1<br>ET_SERVICE2<br>ET_SERVICE3<br>ET_SERVICE4 | Codes used to identify the type of E&T service(s) participant was assigned to receive (e.g., assessment, English as a second language [ESL], high school equivalence, Institute of Higher Education, independent job search, job search training, workfare, work experience, on-the-job training, basic education, vocational training, self-employment training, WIOA program, job retention) | Provide definitions of codes in separate crosswalk |
| Type of job search assigned | JOB_SEARCH1<br>JOB_SEARCH2<br>JOB_SEARCH3<br>JOB_SEARCH4 | Codes used to identify the type of job search service(s) the participant was assigned to receive (e.g., independent job search, job search assistance, job search training, job search combined with other services) | Provide definitions of codes in separate crosswalk |
| Start date of E&T assignment | ET_START1<br>ET_START2<br>ET_START3<br>ET_START4 | Start date of E&T assignment to component for the E&T participant | MMDDYYYY |
| End date of E&T assignment | ET_END1<br>ET_END2<br>ET_END3<br>ET_END4 | End date of E&T assignment to component for the E&T participant | MMDDYYY |
| Outcome of the SNAP E&T participation | ET_OUTCOME1<br>ET_OUTCOME2<br>ET_OUTCOME3<br>ET_OUTCOME4 | Outcome of the SNAP E&T participation (e.g., completed a training, educational, work experience, or on-the-job training component; exempted for good cause; quit) | Provide definitions of codes in separate crosswalk |
| Whether participant dropped out of E&T component | ET_DROP1<br>ET_DROP2<br>ET_DROP3<br>ET_DROP4 | Indicator whether the participant dropped out of E&T prior to completing the program or transitioning off benefits | 0 = no<br>1 = yes |

| Variable Requested | Variable Name | Variable Description | Code/Categories Examples |
|---|---|---|---|
| Reason participant stopped participating in E&T | ET_EXIT1<br>ET_EXIT2<br>ET_EXIT3<br>ET_EXIT4 | Reason the participant stopped participating in E&T (e.g., finished component, got a job, quit) | Provide definitions of codes in separate crosswalk |
| Whether participant is in unsubsidized employment after E&T | EMPLOY_OUTCOME1<br>EMPLOY_OUTCOME2<br>EMPLOY_OUTCOME3<br>EMPLOY_OUTCOME4 | Indicator of whether the participant is in unsubsidized employment after completing E&T program | 0 = no<br>1 = yes |
| Start date of unsubsidized employment | EMPLOY_START1<br>EMPLOY_START2<br>EMPLOY_START3<br>EMPLOY_START4 | Start date of unsubsidized employment obtained after the participant completed E&T program | MMDDYYYY |
| End date of unsubsidized employment | EMPLOY_END1<br>EMPLOY_END2<br>EMPLOY_END3<br>EMPLOY_END4 | End date of unsubsidized employment obtained after the participant completed E&T program | MMDDYYY |

### Table B. Employment and Wage Record Data Variable List

| Variable Requested | Variable Name | Variable Description | Code/Categories Examples |
|---|---|---|---|
| **Individual-Level Variables** | | | |
| Employee Social Security number | UI_SSN | Employee's Social Security Number | Example: 510981319 |
| Employee first name | FIRST_NAME | Employee's first name | Example: John |
| Employee last name | LAST_NAME | Employee's last name | Example: Doe |
| Employer name[a] | EMPLOYER | Employer's name | Example: Company Name |
| Federal Employer Identification Number (FEIN) | FEIN | FEIN | 12-3456789 |
| Employer address line 1 | EMPLOYER_ADDRESS_1 | First line of employer's street address | Example: 1233 Main St |
| Employer address line 2 | EMPLOYER_ADDRESS_2 | Second line of employer's street address | Example: Apartment 12 |
| Employer State | EMPLOYER_STATE | Employer's State | Provide 2 letter abbreviation |
| Employer ZIP Code | EMPLOYER_ZIP | Employer's ZIP Code | 20817 |
| Date of hire | HIRE_DATE | Date of hire | MMYYYY |
| Employee quarterly earnings | EARNINGS_QUART | Employee quarterly earnings amount in dollars | Example: 4588.35 |
| Employee wage amount | WAGE | Employee wage amount in dollars per hour | Example: 10.25 |
| Reporting period | PERIOD | Calendar quarter in which wages were paid | Provide calendar quarter: 1YYYY 2YYYY 3YYYY 4YYYY 5YYYY 6YYYY 7YYYY 8YYYY |

[a] Employment and wage record rows should include information for a single individual per employer per quarter. Individuals with multiple employers per quarter will have multiple rows in the datafile - one for each employer in each quarter.