

# **Appendix X. Site visit aggregate data request**

OMB No. 0584-[NEW]

*Survey of Supplemental Nutrition Assistance Program (SNAP)  
Employment and Training (E&T) Case Management*

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# SURVEY OF SNAP E&T CASE MANAGEMENT

## Site visit aggregate data request

We request that the State send the research team aggregate data that it has collected regarding receipt of case management, assessments, and participant reimbursements over each of the previous two years (FY 2019 and FY 2020). We request the State send these data via email to [insert site visit lead's name and email address] within one month of our request. Examples of the types of data we would like to receive are presented in Table 1.

For each data element, the State should report on individuals who began participating in SNAP E&T during the respective fiscal year. For example, for FY 2019, this would include individuals who started participating in E&T (meaning they engaged with an E&T provider or attended an E&T orientation or E&T intake appointment) during the period of October 1, 2018 through September 30, 2019. For the counts of activities and services participants received, the State should only report on activities and services received during the 12-month fiscal year period.

### Public Burden Statement

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 3 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.

**Table 1. Example aggregate data elements**

Data element	FY 2019	FY 2020
Number of E&T participants who started participating in E&T during the fiscal year		
Number of E&T participants who attended at least one case management meeting (State should provide definition of a case management meeting)		
Number of case management meetings participants attended (in a month and in total during the year)		
Number of E&T participants who completed any assessment		
Number of E&T participants who completed various types of assessments (for example, initial assessment, aptitude/abilities assessments, work interest measures, and personality inventories)		
Number of E&T participants who received at least one participant		

reimbursement

Number of E&T participants who received at least one participant reimbursement, by type (for example, transportation, child care, work supplies, books)

Dollar amount the State paid in participant reimbursements to all E&T participants, in total and by type

Number of E&T participants who were exempt from participating in SNAP E&T because the State could not provide a participant reimbursement

Number of E&T participants who completed an E&T component, by component (By completion, we mean successfully fulfilling all the requirements of the component to be considered finished. This would not include participants who start a component but stop participating before the usual end of the component)

Number of E&T participants who obtained a credential by the second quarter after completion of participation in E&T

Number of E&T participants who obtained unsubsidized employment in the second quarter after completion of participation in E&T (We assume this would be reported using Unemployment Insurance wage records, so we will likely need to collect this data in fall 2021 when the data become available.)

Number of E&T participants who no longer received SNAP in the quarter after completion of participation in E&T

Any outcome data associated with case management that the State might have gathered through research or evaluation studies