

# SNAP Management and Operational Process Review Tool

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| --- | --- | --- | --- | --- |
| RWB: |  |  | DATE REVIEWED: |  |
| REVIEW COMPLETED BY: |  |  |  |  |
| STAFF INTERVIWED: |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **LOCAL OPERATING PROCEDURES** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. Does the RWB have a local policy or procedure in place to administer the SNAP program? |  |  |  |  |  |  |
|  | 1. Does the policy or procedure include caseload size and performance benchmarks? (Obtain a copy) |  |  |  |  |  |  |
| . | **If no to any of the above questions, please**  **describe in comment section?** |  |  |  |  |  |  |
|  | **PERFORMANCE** |  |  |  |  |  |  |
|  | 1. How many staff positions are currently assigned to SNAP? |  |  |  |  |  |  |
|  | 1. What outreach efforts (i.e., caseload and marketing strategies) are being used by the region to engage participants in SNAP? |  |  |  |  |  |  |
|  | **Internal Monitoring** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. Does the RWB have written policies and   procedures in place? (Obtain a copy) If no, how does the RWB ensure that internal and external monitoring complies with federal and State provisions and other applicable laws? |  |  |  |  |  |  |
|  | 1. Do policies, procedures or schedules specify when staff shall conduct monitoring? i.e., quarterly, semi annually, etc? **If yes, indicate time frame(s).** |  |  |  |  |  |  |
|  | 1. Have any tools been developed to conduct monitoring? (Request copy of tool)  **If no, what process is used to monitor?** |  |  |  |  |  |  |
|  | 1. Are reports written as a result of the monitoring reviews? (Obtain a copy) |  |  |  |  |  |  |
|  | 1. Are Corrective Action Plans (CAPs) required and has any follow-up been conducted? (Obtain a copy) |  |  |  |  |  |  |
|  | **EMPLOYMENT RETENTION SERVICES** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. If the region is operating an Employment Retention Services program, does the region have a policy and procedure in place to administer the program? If yes, please obtain a copy. |  |  |  |  |  |  |

Final 9/25/2013