

Public reporting burden for this collection of information is estimated to average 10 minutes 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0605). Do not return the completed form to this address.

## APPENDIX 11: ANNUAL EMAIL FROM FNS REGIONAL DIRECTORS TO STATE SNAPs DIRECTORS

**From:** [Duffield, Jane - FNS](#)  
**To:** [Muns, Tamieka - FNS](#); [Ragland-Greene, Rachelle - FNS](#); [Stewart, Kelly - FNS](#)  
**Subject:** FW: SNAP Implementation Memo of Section 4032 - Agricultural Act of 2014  
**Date:** Wednesday, June 19, 2019 4:17:28 PM  
**Attachments:** [4032 Policy Memo Final.pdf](#)  
**Importance:** High

---

[Rachelle,](#)

[This is the email Ron sends to the regions. I'm sure they tweak it to send out to the States as a reminder.](#)

[Jane](#)

---

**From:** Ward, Ronald - FNS <[ronald.ward@usda.gov](mailto:ronald.ward@usda.gov)>

**Sent:** Tuesday, March 5, 2019 8:23 AM

**To:** Hobbs, Rebecca - FNS <[Rebecca.Hobbs@fns.usda.gov](mailto:Rebecca.Hobbs@fns.usda.gov)>; Balbes, Maribelle - FNS <[Maribelle.Balbes@fns.usda.gov](mailto:Maribelle.Balbes@fns.usda.gov)>; Crudup, Dwight - FNS <[dwight.crudup@fns.usda.gov](mailto:dwight.crudup@fns.usda.gov)>; Kamau, Catrina - FNS <[Catrina.Kamau@fns.usda.gov](mailto:Catrina.Kamau@fns.usda.gov)>; Byrd, Vernzel Mosby - FNS <[Vernzel.Byrd@fns.usda.gov](mailto:Vernzel.Byrd@fns.usda.gov)>; Velasco, Sabina - FNS <[Sabina.Velasco@fns.usda.gov](mailto:Sabina.Velasco@fns.usda.gov)>; Fraley, Philip - FNS <[philip.fraley@fns.usda.gov](mailto:philip.fraley@fns.usda.gov)>; Jones, Elaine - FNS <[Elaine.Jones@fns.usda.gov](mailto:Elaine.Jones@fns.usda.gov)>; Mikkelsen, Julie - FNS <[JULIE.MIKKELSON@fns.usda.gov](mailto:JULIE.MIKKELSON@fns.usda.gov)>; Cundari, Melissa - FNS <[MELISSA.CUNDARI@fns.usda.gov](mailto:MELISSA.CUNDARI@fns.usda.gov)>; MacMartin, Sandra - FNS <[Sandra.MacMartin@fns.usda.gov](mailto:Sandra.MacMartin@fns.usda.gov)>; McCall, Brian - FNS <[Brian.McCall@fns.usda.gov](mailto:Brian.McCall@fns.usda.gov)>; Malveaux, Eugene - FNS <[Eugene.Malveaux@fns.usda.gov](mailto:Eugene.Malveaux@fns.usda.gov)>; Ratchford, Eric - FNS <[Eric.Ratchford@fns.usda.gov](mailto:Eric.Ratchford@fns.usda.gov)>; Jenkins, Bill - FNS <[Bill.Jenkins@fns.usda.gov](mailto:Bill.Jenkins@fns.usda.gov)>; Gagliardi, David - FNS <[David.Gagliardi@fns.usda.gov](mailto:David.Gagliardi@fns.usda.gov)>; Brathwaite, Bonnie - FNS <[Bonnie.Brathwaite@fns.usda.gov](mailto:Bonnie.Brathwaite@fns.usda.gov)>; Rodriguez, Alonso - FNS <[alonso.rodriguez@fns.usda.gov](mailto:alonso.rodriguez@fns.usda.gov)>; Henschel, Matthew - FNS <[matthew.henschel@fns.usda.gov](mailto:matthew.henschel@fns.usda.gov)>

**Cc:** Shahin, Jessica - FNS <[Jessica.Shahin@fns.usda.gov](mailto:Jessica.Shahin@fns.usda.gov)>; Cohen, Jeff - FNS <[Jeff.Cohen@fns.usda.gov](mailto:Jeff.Cohen@fns.usda.gov)>; Griffin, Laura - FNS <[Laura.Griffin@fns.usda.gov](mailto:Laura.Griffin@fns.usda.gov)>; Silbermann, Lizbeth - FNS <[Lizbeth.Silbermann@fns.usda.gov](mailto:Lizbeth.Silbermann@fns.usda.gov)>; Duffield, Jane - FNS <[Jane.Duffield@fns.usda.gov](mailto:Jane.Duffield@fns.usda.gov)>; Cole, Susan (Suzy) - FNS <[Susan.M.Cole@fns.usda.gov](mailto:Susan.M.Cole@fns.usda.gov)>; Gersten-Paal, Sasha - FNS <[Sasha.Gersten-Paal@fns.usda.gov](mailto:Sasha.Gersten-Paal@fns.usda.gov)>; Conroy, Mary Rose - FNS <[MaryRose.Conroy@fns.usda.gov](mailto:MaryRose.Conroy@fns.usda.gov)>

**Subject:** FW: SNAP Implementation Memo of Section 4032 - Agricultural Act of 2014

**Importance:** High

[SNAP Regional Program Directors and Branch Chiefs:](#)

[This is your annual reminder that States must submit their annual reports to you by March 31](#)

Public reporting burden for this collection of information is estimated to average 10 minutes 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0605). Do not return the completed form to this address.

**APPENDIX 11: ANNUAL EMAIL FROM FNS REGIONAL DIRECTORS TO STATE SNAPS DIRECTORS**

attesting to the fact that they had appropriate systems in place to meet the regulatory required data matches and that they conducted those matches for fiscal year 2018.

This is also a reminder that you should keep and maintain these annual submissions per the agency's record retention requirements. You may recall we received a data call for this information from the House Agriculture Committee during last year's Farm Bill deliberations.

Please use existing escalation policy to alert us if a State fails to comply.

Thank you,

Public reporting burden for this collection of information is estimated to average 10 minutes 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0605). Do not return the completed form to this address.

## APPENDIX 11: ANNUAL EMAIL FROM FNS REGIONAL DIRECTORS TO STATE SNAPs DIRECTORS

Ron

---

**From:** Ward, Ronald - FNS  
**Sent:** Thursday, March 08, 2018 4:55 PM  
**To:** AFNG\_SNAP NO RO LEADERSHIP  
**Subject:** FW: SNAP Implementation Memo of Section 4032 - Agricultural Act of 2014  
**Importance:** High

SNAP Regional Program Directors and Branch Chiefs:

This is your annual reminder that States must submit their annual reports to you by March 31 attesting to the fact that they had appropriate systems in place to meet the regulatory required data matches and that they conducted those matches for fiscal year 2017.

This is also a reminder that you should keep and maintain these annual submissions per the agency's record retention requirements. I would not be surprised at some point if there is a data call or audit by GAO/OIG to review this information.

Thank you,  
Ron

---

**From:** Ward, Ronald - FNS  
**Sent:** Wednesday, March 01, 2017 8:05 AM  
**To:** AFNG\_SNAP NO RO LEADERSHIP  
**Subject:** FW: SNAP Implementation Memo of Section 4032 - Agricultural Act of 2014  
**Importance:** High

SNAP Regional Program Directors/Branch Chiefs:

As we begin March, I am forwarding a reminder that States must submit their annual report to you by March 31 attesting to the fact that they had appropriate systems in place to meet the regulatory required data matches and that they conducted those matches for fiscal year 2016.

This reporting requirement was implemented in the last Farm Bill. FNS has no discretion on whether or not to penalize a State for failing to comply with this reporting requirement. The statute only provides FNS with discretion as to the amount of the financial penalty. You may wish to proactively remind your States of this reporting requirement if you have not already.

Public reporting burden for this collection of information is estimated to average 10 minutes 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0605). Do not return the completed form to this address.

#### APPENDIX 11: ANNUAL EMAIL FROM FNS REGIONAL DIRECTORS TO STATE SNAPS DIRECTORS

Thank you,  
Ron

---

**From:** Ward, Ronald - FNS

**Sent:** Wednesday, March 23, 2016 3:02 PM

**To:** AFNG\_SNAP NO RO LEADERSHIP

**Cc:** Thompson, Clyde - FNS; Stewart, Kelly - FNS

**Subject:** RE: SNAP Implementation Memo of Section 4032 - Agricultural Act of 2014

Public reporting burden for this collection of information is estimated to average 10 minutes 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0605). Do not return the completed form to this address.

#### APPENDIX 11: ANNUAL EMAIL FROM FNS REGIONAL DIRECTORS TO STATE SNAPS DIRECTORS

This is a reminder that the first report from States attesting to the fact that they had appropriate systems in place to meet the regulatory required data matches and that they conducted those matches is due to your office by March 31. We are providing the States with flexibility as to how that report should be submitted.

I am sending this reminder to make sure you are aware of the implications if a State fails to comply. This provision of the Farm Bill was unusually prescriptive in that it does not provide any discretion to USDA on whether a State should be penalized for failing to comply. The only discretion available to USDA is the amount of that penalty.

Thus, it is imperative that your States submit a report as described in the attached memorandum by the March 31<sup>st</sup> deadline.

Thank you,  
Ron

---

**From:** Ward, Ronald - FNS  
**Sent:** Tuesday, May 05, 2015 4:33 PM  
**To:** AFNG\_SNAP NO RO LEADERSHIP  
**Cc:** Thompson, Clyde - FNS; Stewart, Kelly - FNS; Brown, Veronica - FNS  
**Subject:** SNAP Implementation Memo of Section 4032 - Agricultural Act of 2014

Attached is a memorandum providing State agencies with further guidance on implementing Section 4032 of the Agricultural Act of 2014 (Farm Bill). In the initial implementation of the Farm Bill, FNS advised States that this provision should not be implemented until Federal rulemaking occurs. After further review, FNS has determined that this section can be implemented without additional rulemaking. This memorandum advises States that in order to meet the reporting requirements specified in this Section, States must confirm via email to their FNS Regional SNAP Program Director that in the immediately preceding fiscal year, they had the appropriate systems in place to meet the requirements of regulations at 7 CFR 272.14 and 273.16(i)(4) and that they conducted the matches required by these regulations.

The first report, covering Fiscal Year 2015, is not due to each Region until March 31, 2016.

Please share this information with your State agencies. The State Administration Branch is planning a conference call with the Regions to address any questions that you may have regarding this provision. Additional information will be forthcoming regarding a call.

Public reporting burden for this collection of information is estimated to average 10 minutes 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. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302 ATTN: PRA (0584-0605). Do not return the completed form to this address.

#### **APPENDIX 11: ANNUAL EMAIL FROM FNS REGIONAL DIRECTORS TO STATE SNAPS DIRECTORS**

Thank you,  
Ronald Ward, Director  
Program Accountability and Administration Division  
Supplemental Nutrition Assistance Program  
USDA, Food and Nutrition Service  
PH: 703-305-2523