

Arizona SNAP-Ed

FY2026 SNAP-Ed Management Evaluation Tool

The Arizona SNAP-Ed Management Evaluation Tool supports the Arizona Department of Economic Security (DES) and local agency contractors in meeting requirements outlined in USDA SNAP-Ed Federal Guidance, 2 CFR 200, and the Arizona SNAP-Ed State Plan. DES periodically conducts Management Evaluations (MEs) to ensure that program activities, expenditures, documentation, and reporting practices align with allowable costs, approved goals, and all federal and state regulations.

This tool outlines the documentation and criteria used during reviews and helps local agencies understand expectations for maintaining compliance, program integrity, and high-quality service delivery. Local Agencies must maintain accurate records, participate in evaluations, and implement any needed corrective actions. The ME process is designed to be collaborative and supportive, strengthening fiscal accountability and program effectiveness across Arizona SNAP-Ed.

Management Evaluation Documentation Checklist

ADHS SNAP-Ed to Provide	Local Agencies to Provide
<ul style="list-style-type: none">● Annual County Budget submission timelines	<ul style="list-style-type: none">● Actual Expenditures for month(s) reviewed
<ul style="list-style-type: none">● CERs are submitted on the 30th of each month	<ul style="list-style-type: none">● Movement of funds has been approved from ADHS
<ul style="list-style-type: none">● Supporting Documentation is submitted each month	<ul style="list-style-type: none">● Timesheets that reflect actual time and effort
<ul style="list-style-type: none">● ISA/IGA contracts with county listed activities	<ul style="list-style-type: none">● Nutrition Education Reinforcement Items (NERI) approval from ADHS
<ul style="list-style-type: none">● Evaluation Assessment Trainings completed	<ul style="list-style-type: none">● Copies of outreach materials used
<ul style="list-style-type: none">● Program Activity Report is being completed by county	<ul style="list-style-type: none">● Lesson Observations conducted for each educator
	<ul style="list-style-type: none">● Photo Release log and Physical Inventory log (if applicable)

Arizona SNAP-Ed

FY2026 SNAP-Ed Management Evaluation Tool

Agency:

County:

Month(s) Reviewed:

Topics to be evaluated by the reviewer based on information and documentation provided by the local agency.

Rating Scale: 1 = Needs Improvement (Finding), 2 = Adequate (Observation/TA), 3 - Strong, N/A - Not Applicable

1. Budget & Financial Reporting

Item	Criteria	Response	Rating (circle one)				Notes
1.1	Annual county budget submitted on time	Yes / No	1	2	3	N/A	
1.2	Actual expenditures align with approved budget plans	Yes / No	1	2	3	N/A	
1.3	Movement of funds (>10% between line items) pre-approved	Yes / No	1	2	3	N/A	
1.4	Travel follows SAAM guidelines	Yes / No	1	2	3	N/A	

2. Contractor Expenditure Reports (CERs)

Item	Criteria	Response	Rating (circle one)				Notes
2.1	CERs submitted by the 30th of each following month	Yes / No	1	2	3	N/A	
2.2	Supporting documentation submitted and maintained	Yes / No					

Arizona SNAP-Ed

FY2026 SNAP-Ed Management Evaluation Tool

3. Allowable Costs & Procurement

Item	Criteria	Response	Rating (circle one)				Notes
3.1	All purchases align with USDA SNAP-Ed allowable costs' guidance	Yes / No	1	2	3	N/A	
3.2	Nutrition education reinforcement items < \$7	Yes / No	1	2	3	N/A	
3.3	Capital equipment (> \$5,000)	Yes / No	1	2	3	N/A	

4. Time & Effort Documentation

Item	Criteria	Response	Rating (circle one)				Notes
4.1	Timesheets reflect actual time and effort and are signed bi-weekly	Yes / No	1	2	3	N/A	
4.2	Staff time aligns with SNAP-Ed plan	Yes / No	1	2	3	N/A	
4.3	Time/effort for <100% staff includes all required costs (FNS compliant)	Yes / No	1	2	3	N/A	
4.4	All staff salaries are documented as 'actual'	Yes / No	1	2	3	N/A	

Arizona SNAP-Ed

FY2026 SNAP-Ed Management Evaluation Tool

5. Programmatic Compliance

Item	Criteria	Response	Rating (circle one)				Notes
5.1	SNAP-Ed activities implemented per approved goals/objectives	Yes / No	1	2	3	N/A	
5.2	All staff completed annual Civil Rights training (provide documentation)	Yes / No	1	2	3	N/A	
5.3	USDA non-discrimination statement included on materials	Yes / No	1	2	3	N/A	
5.4	Justice for All poster displayed at all sites/offices	Yes / No	1	2	3	N/A	
5.5	NERI items requested and approved before purchase (if applicable)	Yes / No	1	2	3	N/A	
5.6	All NERI items cost less than \$7 each	Yes / No	1	2	3	N/A	
5.7	Printed materials are free from disparaging remarks	Yes / No	1	2	3	N/A	
5.8	Photo/Video Release Forms signed, numbered, & logged - USDA reserves royalty rights to reproduce SNAP-Ed products including photos	Yes / No	1	2	3	N/A	
5.9	Lesson observations conducted on all staff providing Direct Education	Yes / No	1	2	3	N/A	

Arizona SNAP-Ed

FY2026 SNAP-Ed Management Evaluation Tool

5. Programmatic Compliance Continued

Item	Criteria	Response	Rating (circle one)				Notes
5.10	Educators working with vulnerable populations hold valid fingerprint clearance cards	Yes / No	1	2	3	N/A	
5.11	Site Qualification meets USDA Requirements - all sites approved by Local Agency and ADHS notified	Yes / No	1	2	3	N/A	
5.12	Program records maintained and archived ≥ 3 years	Yes / No	1	2	3	N/A	

6. Reporting

Item	Criteria	Response	Rating (circle one)				Notes
6.1	Program activity data is being collected in the digital reporting system	Yes / No	1	2	3	N/A	
6.2	Evaluation plan on file	Yes / No	1	2	3	N/A	
6.3	Evaluation Assessment Trainings completed as applicable	Yes / No	1	2	3	N/A	

7. Property & Asset Controls

Item	Criteria	Response	Rating (circle one)				Notes
7.1	All new equipment purchased (\$250+) tagged and logged in inventory	Yes / No	1	2	3	N/A	
7.2	Annual physical inventory audit completed (if applicable)	Yes / No	1	2	3	N/A	

Arizona SNAP-Ed

FY2026 SNAP-Ed Management Evaluation Tool

Compliance Scoring Summary

Use the table below to calculate overall compliance performance. Assign a numeric score (1–3) to each graded item, then total the scores and calculate the average to determine the overall compliance rating.

Category	Total Score	Average Score
Budget & Financial Reporting		
Contractor Expenditure Reports		
Allowable Costs & Procurement		
Time & Effort Documentation		
Programmatic Compliance		

Overall Compliance Rating (average of all sections): _____