



N-PEARS: FY23 SNAP-ED ANNUAL REPORT PROCESS

1

STATE AGENCY (SA) SETS UP THE ANNUAL REPORT

- Edit implementing agencies and users as needed
- Update priority goals and SMART objectives

ENTER REPORT DATA

- IAs & SAs complete Modules 1 - 7
- SAs with no projects to report should mark Modules 1 - 4 as complete and proceed to Modules 5 - 7

N-PEARS REPORTING MODULES

1: Project and Activity Results • 2: Evaluation Reports • 3: Success Stories • 4: Challenges and Modifications • 5: Coordination and Collaboration • 6: SNAP-Ed Financial Reporting • 7: Executive Summary

2

3

IA SUBMITS THEIR REPORT TO SA FOR REVIEW AND APPROVAL

SA REVIEWS IA REPORTS

- SA may request report modifications from the IA
- SA completes final review

4

5

SA SUBMITS ANNUAL REPORT TO FNS REGIONAL OFFICE (RO) FOR REVIEW

- The final report includes the SA and IA data for RO review

RO REVIEWS ANNUAL REPORT

- RO may request modifications and unsubmit the report
 - SA addresses feedback and resubmits the report
- RO approves report

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