

SNAP-Ed Reporting Requirements

You are required to send Quarterly Reports to the WA Department of Health, SNAP-Ed program, thirty days after each quarter ends.

SNAP-Ed Reporting Quarter by Month	Deadline for Report
First Quarter: October, November, December	January 30
Second Quarter: January, February, March	April 30
Third Quarter: April, May, June	July 30
Fourth Quarter: July, August, September	October 30

- 1. Program planning status**
 - Recruiting, training, evaluating
- 2. Direct education summary**
 - Unduplicated count of participants attending a nutrition class
 - Number of classes that have occurred by location
 - Number in a series
- 3. Demographic data on the people attending classes (your target audience) by:**
 - Age
 - Ethnicity
 - Race
 - Gender
 - SNAP (Food Stamp) enrollment
- 4. Reinforcing activities**
 - Number and type of reinforcing activities
- 5. Evaluation results per type of evaluation conducted**
 - Formative
 - Progress
 - Outcome
- 6. Achievements, challenges, and successes in program planning and participant behavior change**