

SNAP rolling worker reports procedures

What are they?

Rolling worker reports are the cumulative SNAP accuracy of the district, branch and worker over the prior 12 months shown in six month intervals.

Districts receive a spreadsheet of individual branches with information about all the workers who took a SNAP eligibility action during those time periods and the district total. Included is also a pivot tool and graphs showing the connection between element errors and error reasons by means of customizable pie charts.

On each chart the user can select criteria by which to sort and view and additional instructions.

Where do they come from?

The report is generated from the mainframe and compiled by the Program Integrity unit. The reports come out monthly and are sent 4-6 weeks after the end of the previous month

What action does the field need to take?

The Rolling Worker Report is primarily informational to help managers see an overview of their branch and worker accuracy. OPAR's hope is this tool will assist local leadership more effectively utilize accuracy improvement resources.

If there is a worker on the report who should be removed, or a worker who should be added, contact Kris Rash, kristofer.j.rash@state.or.us, with the information and the worker RACF.

Blank entries may be due to missing names or RACFs not on the master list. If the name is "Missing" or blank and it should show on future editions, send the name and the RACF to Kris Rash. Before sending, check to make sure the RACF is not a typo, those can be corrected by your reviewer.