Food and Nutrition Administration
U.S. DEPARTMENT OF AGRICULTURE

Using Data to Plan and Build Better Budgets for Your SNAP E&T Program

Version for States with County-Administered SNAP E&T Programs

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Using Data to Plan and Build Better Budgets for Your SNAP E&T Program

This optional tool for State agencies explores using data to plan and build better budgets. FNA does not require the use of this tool, nor will it be used for management evaluations.

This tool helps State agencies analyze recent fiscal data for the SNAP E&T program, overall, by county, and by provider, to inform planning and budgeting in future Federal fiscal years (FFY). The tool is not required by the Food and Nutrition Administration (FNA) and will not be used for management evaluations. This tool is an optional resource to help support States in developing realistic estimates of upcoming program costs rooted in spending trends and the number of participants served in recent years. Submitting budgets that reflect historical spending ensures that Federal dollars are fully utilized and States have access to and spend the full amount of funds needed.

This document includes:

1. An introduction to and instructions for using the corresponding Annual Analysis Workbook
2. Reflection questions that a State could draw on to facilitate conversations with counties or providers about their budgets
3. Instructions for using the corresponding Real-Time Analysis Workbook

The Excel-based workbooks require States to enter limited fiscal and participation data – much of which is reported federally, and then the workbooks calculate actual versus anticipated budget spent and participants served.

In the Annual Analysis Workbook, basic graphs automatically populate to show trends over time or across components.

The Annual Analysis and Real-Time Analysis workbooks flag significant differences between budgeted and actual costs, helping States identify potential issues and questions to explore internally, with State agency partners, intermediaries, counties, and providers.

I. Annual Analysis Workbook

Introduction to the Annual Analysis Workbook

The Annual Analysis Workbook includes five tabs that States can explore. States can use the tabs that best suit their needs. The five tabs stand alone. States can decide to use one or multiple of these tabs depending on the information readily available:

1. **Instructions.** States can find instructions for using the tool on the first tab of the workbook as well as later in this document.
2. **Program overview.** The Program overview tab includes State-level data that States report to FNA. States only need the data they submit to FNA to complete this tab. States can use these data from Federal financial and participation reports to understand how spending compares to the budget across all available Federal funding sources for the most recent three FFYs. This tab will help identify statewide financial and participation trends within and across FFYs.
3. **Components overview.** The Components overview tab includes data for each component that States offer. States can use data from Federal reports and providers to understand how spending compares to the budget across all components offered for the most recent three FFYs. This tab will help identify financial and participation trends for each component within and across FFYs.
4. **Detailed county.** States can use data from counties to understand how county spending compares to their budgets for the most recent three FFYs. States can review funding sources overall and by each component offered for a given county.
5. **Detailed provider.** States can use data from Federal reports and providers to understand how provider spending compares to their budgets for the most recent three FFYs. States can review funding sources overall and by each component offered for a given provider.

Key data sources for these analyses

- Program and Budget Summary Statement (FNS-366A)
- Standard Form (SF) 425 Federal Financial Reporting Form / FNS-778 Financial Status Report (SF-425/ FNS-778)
- SNAP E&T State Plan (State Plan)
- Fourth Quarter SNAP E&T Program Activity Report (FNS-583)
- SNAP E&T Annual Report
- County or provider invoices
- County or provider budget/planning information
- County or provider participation reports

States do not need to complete every tab to use the workbook. Entering the required data identified for a single tab will allow States to analyze data at the State, component, county, or provider level based on their interests, needs, and access to readily available data to input. Using all tabs offers States a fuller picture of spending over time, but each tab functions independently and can still provide helpful information for States to consider as they budget.

Instructions for Using the Annual Analysis Workbook

This section provides instructions for using the Annual Analysis Workbook. These instructions also appear in the first tab of the workbook.

Data entry

Across all tabs of the workbook, States will enter data in designated cells, and formulas in the remaining cells will calculate percentages. Each tab includes the same data elements across multiple FFYs. In each tab, States will indicate the FFY to include in the trend analysis by entering those FFYs in the column labeled "FFY" in Column B. States will enter data in the appropriate cell for the relevant FFY.

- Enter data only in the cells that appear in blue text. For accessibility purposes, a list of specific cells where data can be entered is included in a comment at the top of the page.
- Cells marked n.a. and shaded gray indicate that no data entry or formulas are needed.

The Program overview, Components overview, Detailed county, and Detailed provider tabs of the workbook include a set of data elements for three FFYs. States can update the years over time, but when entering data, States should move from left to right, so the most recent FFY is always the last set of columns on the right. This allows for viewing the data in chronological order in the tables and graphs.

The Program overview, Components overview, Detailed county, and Detailed provider tabs each include a "checks threshold" row where States can set their data review threshold. States can enter one threshold per tab, and it will guide the analysis conducted for the most recent FFY data. The threshold should align with States' goals for budgeting and spending funds. For example, if a State seeks to spend 90% of its budget for a FFY, it could set the threshold at 90%. States should enter a number between 1 and 99 for each threshold.

Data elements

Table 1 identifies the key data elements States will need to gather and enter for each tab of the Annual Analysis Workbook.

- The "Data label" column of Table 1 corresponds to the name of the column on each tab of the workbook where States will enter the specific data elements.
- The "Data source" column identifies where States can find the data elements in their data for Federal reporting or provider information sharing.
- The "Data source line or section" column identifies the specific area of the data source that States should navigate to gather the data element.

Table 1. Data elements for analysis

Excel workbook			Federal financial or participation reports	
Tab	**Data label**	**Description**	**Data source**	**Data source line or section**
Program overview	Budget	Total funding approved for each Federal funding source and the SNAP E&T program overall	FNS-366A	Items 11, 12, 13, 14, and 28
Program overview	Actual Expenditures	Total Federal share of outlays and unliquidated obligations	SF-425/ FNS-778	Columns 11 through 15, row k
Program overview	Anticipated Mandatory participants	Total number of mandatory participants anticipated for the SNAP E&T program	SNAP E&T State Plan (State Plan)	Characteristics of individuals served by E&T section of the State Plan
Program overview	Anticipated Voluntary participants	Total number of voluntary participants anticipated for the SNAP E&T program	State Plan	Characteristics of individuals served by E&T section of the State Plan
Program overview	Actual Mandatory participants	Total number of mandatory participants served by the SNAP E&T program	SNAP E&T Annual Report	Participant characteristics
Program overview	Actual Voluntary participants	Total number of voluntary participants served by the SNAP E&T program	SNAP E&T Annual Report	Participant characteristics
Components overview	Budget	Estimated annual administrative cost for each SNAP E&T component offered	State Plan	Components section of the State Plan
Components overview	Actual Expenditures	Total administrative expenditures reported for each SNAP E&T component offered	Provider invoices	n.a.
Components overview	Anticipated Participants	Projected annual participation for each SNAP E&T component offered	State Plan	Components section of the State Plan
Components overview	Actual Participants	Total number of participants reported in each SNAP E&T component offered	FNS-583	Line 7
Detailed county	Budget	Total funding available to the county from each Federal funding source Estimated annual administrative cost for each SNAP E&T component offered by the county	County/provider budget/planning information or State Plan	Contracts section of the State Plan

Excel workbook			Federal financial or participation reports	
Tab	**Data label**	**Description**	**Data source**	**Data source line or section**
Detailed county	Actual Expenditures	Total expenditures reported by the county for each available Federal funding source Total administrative expenditures reported for each SNAP E&T component offered by the county	County/provider invoices	n.a.
Detailed county	Anticipated Participants	Projected annual participation for the county overall and each SNAP E&T component offered by the county	County/provider budget/planning information	n.a.
Detailed county	Actual Participants	Total participation reported for each SNAP E&T component offered by the county	County/provider participation reports	n.a.
Detailed provider	Budget	Total funding available to the provider for each Federal funding source Estimated annual administrative cost for each SNAP E&T component offered by the provider	Provider budget/planning information or State Plan	Contracts section of the State Plan
Detailed provider	Actual Expenditures	Total expenditures reported by the provider for each Federal funding source available Total administrative expenditures reported for each SNAP E&T component offered by the provider	Provider invoices	n.a.
Detailed provider	Anticipated Participants	Projected annual participation for the provider overall and each SNAP E&T component offered by the provider	Provider budget/planning information	n.a.
Detailed provider	Actual Participants	Total participation reported by the provider overall and each SNAP E&T component offered by the provider	Provider participation reports	n.a.

Program overview

States can use the Program overview tab to explore data for the SNAP E&T program overall.

First, States should update cells B11, B12, and B13 to identify the FFYs they will analyze. Row 17 will automatically update to display each FFY as a set of columns in the State Data table.

Next, States can enter budget and actual amounts by FFY or Federal funding source in Columns B, C, G, H, L, and M. The entries will display in blue text.

As States enter data, the percent of budget, anticipated costs per participant, and actual costs per participant shown in Columns D through F, I through K, and N through P will automatically update based on the information entered in the preceding columns. States should wait until they have entered data for the full FFY to explore these columns to ensure the values are accurate.

States that do not pledge to serve all Time Limited Participants (TLP) subject to time-limited benefits and who are in their third countable month may hide row 26.

States that do not require individuals to participate in SNAP E&T may hide row 29.

In the checks table, in Columns Q and R, States will see “OK” or prompts (listed in Table 2) based on the information entered in the preceding columns. Table 2 outlines the criteria used for these checks. States should review the checks only after data for all FFYs have been entered to ensure accuracy. More details on each prompt are provided in the *Using Checks in the Annual Analysis Workbook* section.

After entering data, States can scroll down below the data sources to view graphs that visualize their data. States may need to format each graph based on their data. Double-clicking the vertical axes will allow States to adjust minimum and maximum values.

Components overview

States can use the Components overview tab to explore data for each SNAP E&T component offered.

First, States should update cells B11, B12, and B13 to identify the FFYs they will analyze. Row 17 will automatically update to display each FFY as a set of columns in the Components table. Additionally, the title of each graph will automatically update.

Next, States can use Column B to identify the components they offer by entering “Y” if they offer the component and “N” if they do not. Next, States can filter to review only the components they offer, which will then be reflected in the table and the graphs. To filter, States should:

1. Click the dropdown arrow on Column B, named “Include”
2. Unselect “N,” so only components marked with “Y” will appear in the list

For each selected component, States should enter the budget, expenditure, anticipated participants, and actual participants in Columns C, D, H, I, M, N, R, S, W, X, AB, and AC, which appear in blue text. The workbook will then automatically calculate the related metrics shown in Columns E, F, G, J, K, L, O, P, Q, T, U, V, Y, Z, AA, AD, AE, and AF. States should review these calculated fields only after all FFY data have been entered to ensure accuracy.

In the checks table in columns AG through AJ, States will see “OK” or prompts (listed in Table 2) based on the information entered in the preceding columns. Table 2 outlines the criteria used for these checks. States should review the checks only after data for all FFYs have been entered to ensure accuracy. More details on each prompt are provided in the *Using Checks in the Annual Analysis Workbook* section.

After entering data, States can scroll down below the data sources to view graphs that visualize their data. States may need to format each graph based on their data. Double-clicking the vertical axes will allow States to adjust minimum and maximum values. To ensure that the graphs show only the selected components, States must filter the components in Column B using the previously described steps.

Detailed county

States can use the Detailed county tab to explore data for one county.

To review data for multiple counties, States can follow these steps to create a separate sheet for each county:

1. Right-click the Detailed county tab
2. Select Move or copy
3. Select Detailed county from the menu
4. Check Create a copy

On the Detailed county tab, States should update cell B1 to identify the name of the county and cells B13, B14, and B15 to identify the FFYs they will analyze. Row 19 will automatically update to show each FFY as a set of columns in the County table. Additionally, the title of each graph will automatically update.

Next, States can use Column B to identify the components the county offers by entering “Y” if they offer the component and “N” if they do not. Next, States can filter to review only the components the county offers, which will then be reflected in the table and the graphs. To filter, States should:

1. Click the dropdown arrow on Column B, named "Include”
2. Unselect "N," so only components marked with "Y" will appear in the list

States should enter budget, expenditure, anticipated participants, and actual participants in Columns C, D, F, G, K, L, N, O, S, T, V, and W, which will appear in blue text. The workbook will then automatically calculate the related metrics shown in Columns E, H, I, J, M, P, Q, R, U, X, Y, and Z. States should review these calculated fields only after all FFY data have been entered to ensure accuracy.

In the checks table in columns AA through AD, States will see “OK” or prompts (listed in Table 2) based on the information entered in the preceding columns. Table 2 outlines the criteria used for these checks. States should review the checks only after data for all FFYs have been entered to ensure accuracy. More details on each prompt are provided in the *Using Checks in the Annual Analysis Workbook* section.

After entering data, States can scroll down below the data sources to view graphs that visualize their data. States may need to format each graph based on their data. Double-clicking the vertical axes will allow States to adjust minimum and maximum values. To ensure that the graphs only include the components the county offers, States must filter the components in Column B using the previously described steps.

Detailed provider

States can use the Detailed provider tab to explore data for one SNAP E&T provider.

To review data for multiple providers, States can follow these steps to create a separate sheet for each provider:

1. Right-click the Detailed provider tab
2. Select Move or copy
3. Select Detailed provider from the menu
4. Check Create a copy

On the Detailed provider tab, States should update cell B1 to identify the name of the provider and cells B13, B14, and B15 to identify the FFYs they will analyze. Row 19 will automatically update to show each FFY as a set of columns in the Provider table. Additionally, the title of each graph will automatically update.

Next, States can use Column B to identify the components the provider offers by entering "Y" if they offer the component and "N" if they do not. Next, States can filter to review only the components the provider offers, which will then be reflected in the table and the graphs. To filter, States should:

1. Click the dropdown arrow on Column B, named "Include"
2. Unselect "N," so only components marked with "Y" will appear in the list

States should enter budget, expenditure, anticipated participants, and actual participants in Columns C, D, F, G, K, L, N, O, S, T, V, and W, which appear in blue text. The workbook will then automatically calculate the related metrics shown in Columns E, H, I, J, M, P, Q, R, U, X, Y, and Z. States should review these calculated fields only after all FFY data have been entered to ensure accuracy.

In the checks table in columns AA through AD, States will see "OK" or prompts (listed in Table 2) based on the information entered in the preceding columns. Table 2 outlines the criteria used for these checks. States should review the checks only after data for all FFYs have been entered to ensure accuracy. More details on each prompt are provided in the *Using Checks in the Annual Analysis Workbook* section.

After entering data, States can scroll down below the data sources to view graphs that visualize their data. States may need to format each graph based on their data. Double-clicking the vertical axes will allow States to adjust minimum and maximum values. To ensure that the graphs only include the components the provider offers, States must filter the components in Column B using the previously described steps.

Using Checks in the Annual Analysis Workbook

After States finish entering data on the Program overview, Components overview, Detailed county, or Detailed provider tab of the Excel workbook, the checks tables will help identify potential challenges based on a threshold set by the State for the most recent FFY. Table 2 identifies the prompts States will see in each checks table and the criteria used. If the State's data for the most recent FFY meets the criteria, they will see the associated prompt in the Excel workbook.

Table 2. Data checks

Criteria (If this criterion is met…)	Prompt (then you will see this.)
Program overview	
In the most recent FFY, the State spent less than [threshold] percent of its budget or spent more than it budgeted	The State spent _____% of its budget
The State spent less than [threshold] percent of its budget in the previous FFY and requested more than the previous FFY's budget in the most recent FFY	The State did not spend its budget in the prior FFY and requested a greater amount of funds in the next FFY
In the most recent FFY, the State served less than [threshold] percent of its anticipated participants or more than 125 percent of its anticipated participants	The State served _____% of its anticipated participants
The State served less than [threshold] percent of its anticipated participants in the previous FFY and anticipated more SNAP E&T participants in the most recent FFY	The State did not serve all its anticipated participants in the prior FFY; however, the State anticipated more SNAP E&T participants in the next FFY
Components overview	
In the most recent FFY, the State spent less than [threshold] percent of its budget or spent more than it budgeted for the component	The State spent _____% of its budget
The State spent less than [threshold] percent of its budget in the previous FFY and requested more than the previous FFY's budget in the most recent FFY for the component	The State did not spend its budget in the prior FFY and requested a greater amount of funds in the next FFY
In the most recent FFY, the State served less than [threshold] percent of its anticipated participants or more than 125 percent of its anticipated participants for the component	The State served _____% of its anticipated participants
The State served less than [threshold] percent of its anticipated participants in the previous FFY and anticipated more SNAP E&T participants in the most recent FFY for the component	The State did not serve all its anticipated participants in the prior FFY; however, the State anticipated more SNAP E&T participants in the next FFY
Detailed county	
In the most recent FFY, the county spent less than [threshold] percent of its budget or spent more than it budgeted	The county spent _____% of its budget
The county spent less than [threshold] percent of its budget in the previous FFY and requested more than the previous FFY's budget in the most recent FFY	The county did not spend its budget in the prior FFY and requested a greater amount of funds in the next FFY
In the most recent FFY, the county served less than [threshold] percent of its anticipated participants or more than 125 percent of its anticipated participants	The county served _____% of its anticipated participants
The county served less than [threshold] percent of its anticipated participants in the previous FFY and anticipated more SNAP E&T participants in the most recent FFY	The county did not serve all its anticipated participants in the prior FFY; however, the county anticipated more SNAP E&T participants in the next FFY

Criteria (If this criterion is met…)	Prompt (then you will see this.)
Detailed provider	
In the most recent FFY, the provider spent less than [threshold] percent of its budget or spent more than it budgeted	The provider spent _____% of its budget
The provider spent less than [threshold] percent of its budget in the previous FFY and requested more than the previous FFY's budget in the most recent FFY	The provider did not spend its budget in the prior FFY and requested a greater amount of funds in the next FFY
In the most recent FFY, the provider served less than [threshold] percent of its anticipated participants or more than 125 percent of its anticipated participants	The provider served _____% of its anticipated participants
The provider served less than [threshold] percent of its anticipated participants in the previous FFY and anticipated more SNAP E&T participants in the most recent FFY	The provider did not serve all its anticipated participants in the prior FFY; however, the provider anticipated more SNAP E&T participants in the next FFY

II. Reflection questions for use with the Annual Analysis Workbook

After States complete the Annual Analysis Workbook, they can use the data to discuss the following questions with State agency partners, counties, providers, and/or intermediaries to gain a deeper understanding of the financial data and how to adjust for the upcoming FFY. The checks table will help States identify potential areas to explore, but States can also look across data overall and consider key questions and priorities to discuss. Table 3 includes examples of potential questions to explore based on the data.

Table 3. Sample prompts and discussion questions

Prompts	Discussion questions
Program overview	
The overall budget and expenditures differed by _____% (Program overview tab, Cell N20).	What factors, such as component and provider spending, influenced this difference? Is the mix of services what you anticipated? Is the cost of services what you anticipated?
The overall 50/50 participant reimbursement funds budget and expenditures differed by _____% (Program overview tab, Cell N23).	What factors, such as provider spending, influenced this difference? What participant reimbursements did the program offer? What factors influence the amount and types of participant reimbursements given?
The total anticipated and actual number of participants differed by _____% (Program overview tab, Cell N28).	What factors, such as component and provider participation, influenced this difference? How can we address this to better align these numbers in the upcoming FFY?
Components overview	
The overall budget and expenditures differed by _____% (Components overview tab, Cell Y19 through Y42) for (Components overview tab, Cell A19 through A42).	What factors influenced this difference? Identify the providers that offered the component. Explore any misalignment in the previous FFYs (Components overview tab, Cell E19 through E42 and Cell O19 through O42). Discuss whether misalignment with participation (Components overview tab, Cell A19 through A42) may affect spending.
The anticipated and actual number of participants for (Components overview tab, Cell A19 through A42) differed by _____% (Components overview tab, Cell AD19 through AD42).	What factors influenced this difference? Identify the providers that offered the component. Explore any misalignment in the previous FFYs (Components overview tab, Cell J19 through J42 and Cell T19 through T42). Discuss potential barriers to participation, such as transportation, schedules, and duration.
Detailed county	
The overall budget and expenditures differed by _____% (Detailed county tab, Cell U21).	What factors influenced this difference? Is the mix of services what you anticipated? Is the cost of services what you anticipated?
The 50/50 participant reimbursement funds budget and expenditures differed by _____% (Detailed county tab, Cell U24).	What factors influenced this difference? What participant reimbursements did you offer? What factors influence the amount and types of participant reimbursements given?
The anticipated and actual number of participants differed by _____% (Detailed county tab, Cell X21).	What factors influenced this difference? How can we address this to better align these numbers in the upcoming FFY?

Prompts	**Discussion questions**
Detailed provider	
The overall budget and expenditures differed by _____% (Detailed provider tab, Cell U21).	What factors influenced this difference? Is the mix of services what you anticipated? Is the cost of services what you anticipated?
The 50/50 participant reimbursement funds budget and expenditures differed by _____% (Detailed provider tab, Cell U24).	What factors influenced this difference? What participant reimbursements did you offer? What factors influence the amount and types of participant reimbursements given?
The anticipated and actual number of participants differed by _____% (Detailed provider tab, Cell X21).	What factors influenced this difference? How can we address this to better align these numbers in the upcoming FFY?

States may also consider the following questions with providers to identify opportunities for improvement:

- How do we better align your upcoming FFY budget with what you think you will spend to serve SNAP E&T participants?
  - If the provider's spending does not align with the budget and they request a similar amount of funding: What has changed that makes it likely your spending will match the proposed budget in the upcoming FFY, or should it change?
  - If a provider's per-participant cost is considerably higher than the State average for the component: What factors (such as duration, intensity, materials, and staff time) influence the cost of activities under this component?

III. Real-Time Analysis Workbook

Introduction to the Real-Time Analysis Workbook

The Real-Time Analysis Workbook includes five tabs that States can explore. This tool is optional. FNA does not require, nor will it use this tool for management evaluations. This tool can help States analyze fiscal data for the SNAP E&T program for the current Federal fiscal year (FFY) to inform ongoing financial monitoring each quarter. In this workbook, States can explore data by quarter. The tool does not analyze data across quarters.

1. **Instructions.** States can find instructions for using the workbook on the first tab of the Excel workbook as well as later in this document.
2. **Program overview.** States can use data from Federal reports and participation reports to assess how spending compares to the budget each quarter. States may enter data for one quarter or multiple quarters, depending on the information readily available.
3. **Components overview.** States can use data from Federal financial and participation reports, counties, and providers to understand how spending compares to the budget across all components offered in the current FFY. This tab will help identify financial and participation trends for each component within each quarter.
4. **All counties.** States can use data from counties to understand how spending compares to their budgets for the current FFY. States can view a mix of counties and providers to explore spending and participation trends within and across counties. To review data for more than five counties, States can insert rows into the existing table.
5. **All providers.** States can use data from providers to understand how spending compares to their budgets for the current FFY. To review data for more than 40 providers, States can insert rows into the existing table. A total will be calculated based on the data entered to share an overview of current budget and expenditure trends in real time.

States do not need to complete every tab to use the workbook. Entering the required data identified for a single tab will allow States to analyze data at the State, component, county, or provider level based on their interests, needs, and access to readily available data to input. Using all tabs offers States a fuller picture of spending during the current FFY, but each tab functions independently and can still provide helpful information for States to consider as they budget.

Instructions for Using the Real-Time Analysis Workbook

This section provides instructions for using the Real-Time Analysis Workbook. These instructions also appear in the first tab of the Excel workbook.

Data entry

On the Program overview, Components overview, All counties, and All providers tabs of the Real-Time Analysis Workbook, States will enter data in certain cells, and formulas in the remaining cells will calculate percentages. States will enter data in the appropriate cell for the relevant quarter.

- Enter data only in the cells that appear in blue text. For accessibility purposes, a list of specific cells where data can be entered is included in a comment at the top of the page.

- Cells marked n.a. and shaded gray indicate that no data entry or formulas are needed.

When entering data, States should move from left to right, so the most recent quarter is always the last set of columns on the right. This allows for viewing the data in chronological order in the tables.

Data elements

Table 4 identifies the key data elements States will need to gather and enter for the Real-Time Analysis Workbook.

- The “Data label” column of Table 1 corresponds to the name of the column on each tab of the workbook where States will enter the specific data elements.
- The “Data source” column identifies where States can find the data elements in their data for Federal reporting or provider information sharing.
- The “Data source line or section” column identifies the specific area of the data source that States should navigate to gather the data element.

Table 4. Data elements for analysis

Excel workbook			**Federal financial or participation reports**	
Tab	**Data label**	**Description**	**Data source**	**Data source line or section**
Program overview	Budget	Total funding approved for each Federal funding source and the SNAP E&T program overall	Program and Budget Summary Statement (FNS-366A)	Items 11, 12, 13, 14, and 28
Program overview	Actual Expenditures	Total Federal share of outlays and unliquidated obligations	Standard Form (SF) 425 Federal Financial Reporting Form / FNS-778 Financial Status Report (SF-425/ FNS-778)	Columns 11 through 15, row k
Program overview	Anticipated Mandatory participants	Total number of mandatory participants anticipated for the SNAP E&T program in each quarter	Provider contracts	Number of participants anticipated in each quarter
Program overview	Actual Mandatory participants	Total number of mandatory participants served by the SNAP E&T program in the quarter	Provider participation reports	n.a.
Program overview	Anticipated Voluntary participants	Total number of voluntary participants anticipated for the SNAP E&T program in each quarter	Provider contracts	Number of participants anticipated in each quarter
Program overview	Actual Voluntary participants	Total number of voluntary participants served by the SNAP E&T program in the quarter	Provider participation reports	n.a.
Components overview	Budget	Estimated quarterly administrative cost for each SNAP E&T component offered	State Plan or county/provider budgets	n.a.
Components overview	Actual Expenditures	Total administrative expenditures reported for each SNAP E&T component offered	County/provider invoices	n.a.
Components overview	Anticipated Participants	Projected quarterly participation for each SNAP E&T component offered	State Plan or county/provider contracts	n.a.
Components overview	Actual Participants	Total number of participants reported in each SNAP E&T component offered per quarter and overall (YTD)	State participation data or FNS-583	n.a.

Excel workbook			Federal financial or participation reports	
Tab	**Data label**	**Description**	**Data source**	**Data source line or section**
All counties	Budget	Projected county budget at a single point in time, such as a quarter or multiple quarters in the current FFY	State Plan or county/provider budget/planning information	n.a.
All counties	Actual Expenditures	Total county expenditures at a single point in time, such as a quarter or multiple quarters in the current FFY	County/provider invoices	n.a.
All counties	Anticipated Participants	Projected county participation at a single point in time, such as a quarter or multiple quarters in the current FFY	County/provider budget/planning information	n.a.
All counties	Actual Participants	Total county participation at a single point in time, such as a quarter or multiple quarters in the current FFY	County/provider participation reports	n.a.
All providers	Budget	Projected provider budget at a single point in time, such as a quarter or multiple quarters in the current FFY	Provider budget/planning information or State Plan	n.a.
All providers	Actual Expenditures	Total provider expenditures at a single point in time, such as a quarter or multiple quarters in the current FFY	Provider invoices	n.a.
All providers	Anticipated Participants	Projected provider participation at a single point in time, such as a quarter or multiple quarters in the current FFY	Provider budget/planning information	n.a.
All providers	Actual Participants	Total provider participation at a single point in time, such as a quarter or multiple quarters in the current FFY	Provider participation reports	n.a.

Program overview

States can use the Program overview tab to explore data for the SNAP E&T program overall.

For each quarter, States can enter data by Federal funding source in Columns G, H, L, M, Q, R, V, and W (blue text). For the participation data, States should estimate the number of participants anticipated quarterly.

As States enter data in each quarter, Columns I through K, N through P, S through T, and X through Z will automatically update based on the information entered in the preceding columns.

Year-to-date (YTD) information in cells B12 through B19 and C12 through C19, and Columns D, E, and F will automatically update based on data entered for each quarter. States should enter the YTD totals for voluntary and mandatory participants (if applicable) in cells B20, B21, C20, and C21 (blue text).

States that do not pledge to serve all Time Limited Participants (TLP) subject to time-limited benefits and who are in their third countable month may hide row 26.

States that do not require individuals to participate in SNAP E&T may hide row 29.

Components overview

States can use the Components overview tab to explore data for each SNAP E&T component offered in the current FFY.

First, States can use Column B to identify the components they offer by entering "Y" if they offer the component and "N" if they do not. To filter, States should:

1. Click the dropdown arrow on Column B, named "Include"
2. Unselect "N," so only components marked with "Y" will appear in the list

States should enter data in Columns H, I, M, N, R, S, W, X, AB, AC, AG, AH, AL, AM, AQ, AR, AV, and AW (blue text).

As States enter data in each quarter, Columns O through Q, Columns T through V, Columns Y through AA, Columns AD through AF, Columns AI through AK, Columns AN through AP, Columns AS through AU, and Columns AX through AZ will automatically populate based on the information entered in the preceding columns.

YTD information in Columns C through G and J through L will automatically update based on data entered for each quarter. States should enter the YTD totals for voluntary and mandatory participants (if applicable) in Columns H and I.

As States enter data for each quarter, summary calculations will help analyze the budget and expenditure information for the current year to date. Columns C through G and J through L will automatically update based on data entered for each quarter.

All counties

On the All counties tab, States can explore counties that serve participants in the current FFY. Enter their budget and expenditure information for each county at a specific point in time, such as one quarter or multiple quarters. To explore trends within a county, States can add information for up to 15 providers per county. If more than five counties or more than 15 providers in a county are needed, additional county or provider rows may be added.

States can use the dropdown menu in Column B to identify each row as a county or provider.

All providers

On the All providers tab, States should list each provider serving participants in the current FFY and enter their budget and expenditure information for a specific point in time, such as one quarter or multiple quarters. If more than 40 providers are needed, additional rows may be added.

Prepared by Elizabeth Brown, Milena Raketic, and Jonathan McCay **June 2026**
This tool was produced by Mathematica for the U.S. Department of Agriculture (USDA), Food and Nutrition Administration (FNA).
This tool does not provide official policy guidance. FNA has published other materials that provide official policy guidance for the SNAP E&T program, which are available on the FNA website. USDA is an equal opportunity provider, employer, and lender.