


Youth Program Activity Tracking Form

Adding Data to a PEARS Program Activity



For Entering Data into PEARS:

1. Prior to data entry into PEARS, the educator must review the Program Activity Tracking form for accuracy and completeness, and follow-up with the extender if there are any outstanding questions.
 - a. A second review for quality assurance by the supervisor of the form and/or data entry into PEARS will reduce errors.
2. The “*For Office Use Only*” section on the form auto-calculates the data you will need to enter into PEARS.
 - a. For example, it will show the number of sessions and the number of minutes per session for each month that should be entered into PEARS, and the total volunteer time.

	<i>For Office Use Only do not enter</i>						
For the month of	October	Enter	4	sessions	at	56	minutes each
For the month of	November	Enter	6	sessions	at	53	minutes each
For the month of	December	Enter	2	sessions	at	38	minutes each
		Enter	10.25	Total volunteer hours for the quarter			

3. Completed forms are to be on-file at the county-level for a minimum of 3 years from fiscal closure, plus the current fiscal year. These documents should be made available for review by the State Office upon request and can be filed electronically. See <https://snaped.fns.usda.gov/> → SNAP-Ed Guidance for more information.