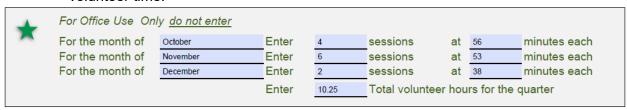


## Youth Program Activity Tracking Form Adding Data to a PEARS Program Activity



## 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.



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
<a href="https://snaped.fns.usda.gov/">https://snaped.fns.usda.gov/</a> → SNAP-Ed Guidance for more information.