



Assessing SNAP E&T Funding

Presented by: Seattle Jobs Initiative (SJI):

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April 13th 2022

GROUP AGREEMENTS

1. **Be Present** – Try to have cameras on, listen actively, and turn off other devices and apps during the webinar.
2. **Please mute** yourself until we take questions
3. **Q&A** –Feel free to use the chat to ask questions throughout the webinar. We will take questions midway and at the end of the presentation as well.
4. **Take care of your bodies**: Get up to stretch, use restroom, hydrate, etc.
5. **Practice Grace and Openness** We are all here to learn!

SNAP E&T Webinar Series

Topic	Date
Kick off to SNAP E&T Partnerships for ESEs	March 2
Offering E&T Services	March 16
Serving People Via E&T	March 30
Assessing E&T Funding	April 13
Building Capacity for E&T	April 27
Next Steps & TA Cohort Launch	May 11

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AGENDA

Session Recap

- Recap of E&T Funding Structure
- E&T Services & How they align with your programs
- Alignment of who E&T serves and who your programs serve

50% Reimbursement

- Assess your revenue sources
- Assess your expenses
- Assess your participants

Assessing Your Program Budget

- Revenue
- Expenses
- Indirect Costs

Determining Your SNAP E&T Budget

- Revenue & Expenses tied to E&T services
- Allowable Revenue
- Related allowable activities
- Projected Cost Allocation

Budget Considerations

- Audience Poll
- Braiding Funding
- Tips for Success

Webinar Session Recap

How the Funding Gets to You

1. State E&T Plan is approved,
federal funds authorized

2. State agency draws down funding

3. State agency billed by provider

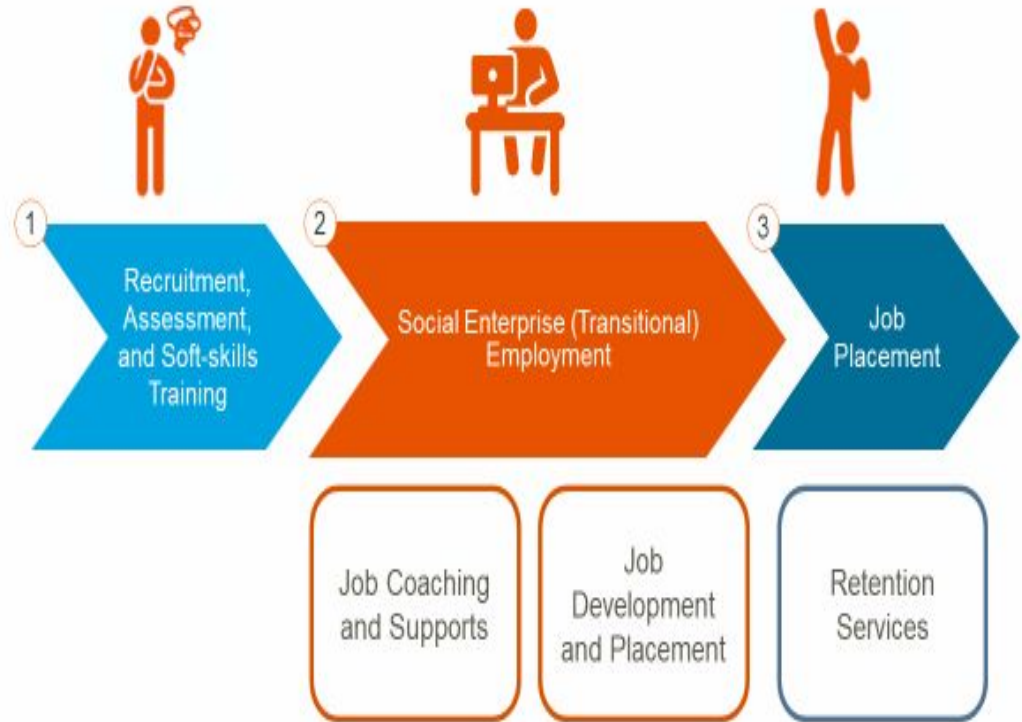
4. State agency issues payment
to Third Party Partner

SNAP E&T Services Can Fit To Your Existing Programs

SNAP E&T Components

- Supervised Job Search
- Job Search Training
- Work Experience Subsidized Employment*
- On-the-Job Training
- Education
- Self-Employment
- Job Retention

Employment Social Enterprises

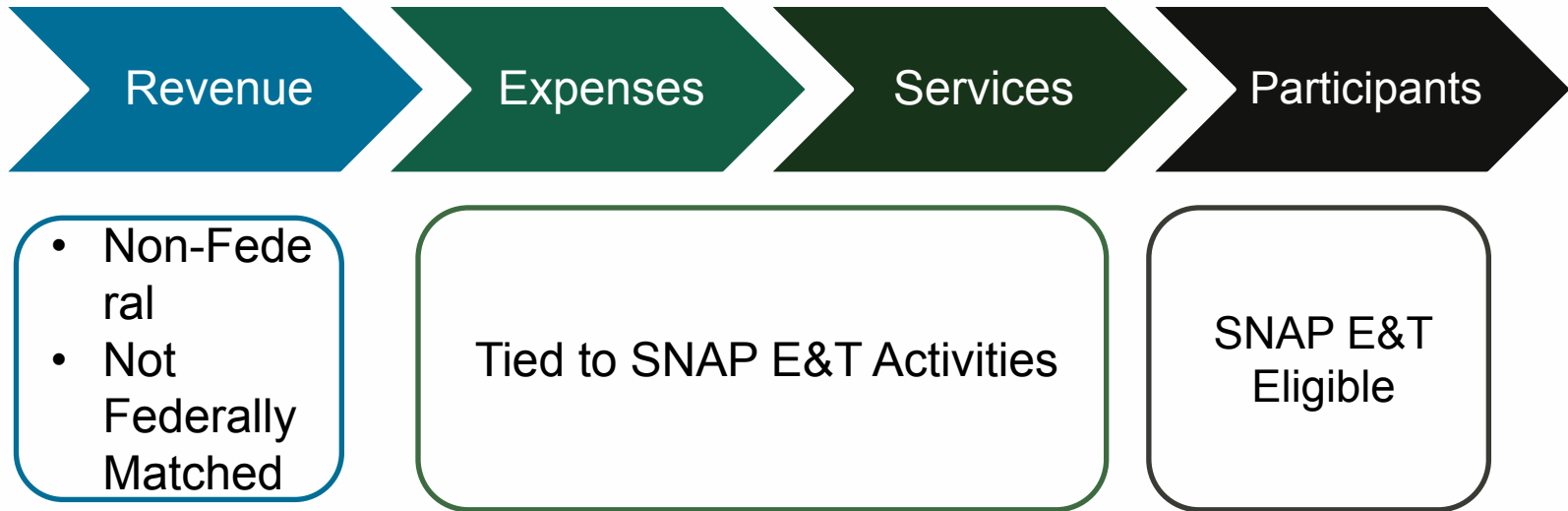


Alignment of SNAP E&T Eligible to People You Already Serve



50% Reimbursement Opportunity

Assessing Funding



Assess Your Revenue Sources: Non-Federal & Not Federally Matched

Revenue– E&T Program Budget

WIOA \$	200,000.00
Private Donations \$	90,000.00
Foundation Grants \$	85,000.00
Social Enterprise Revenue \$	2,200,000
TOTAL \$	2,575,000

Assess Your Expenses: Staff Costs and Program Operations Expenses

Expenses – E&T Program Budget

Salaries & Fringe

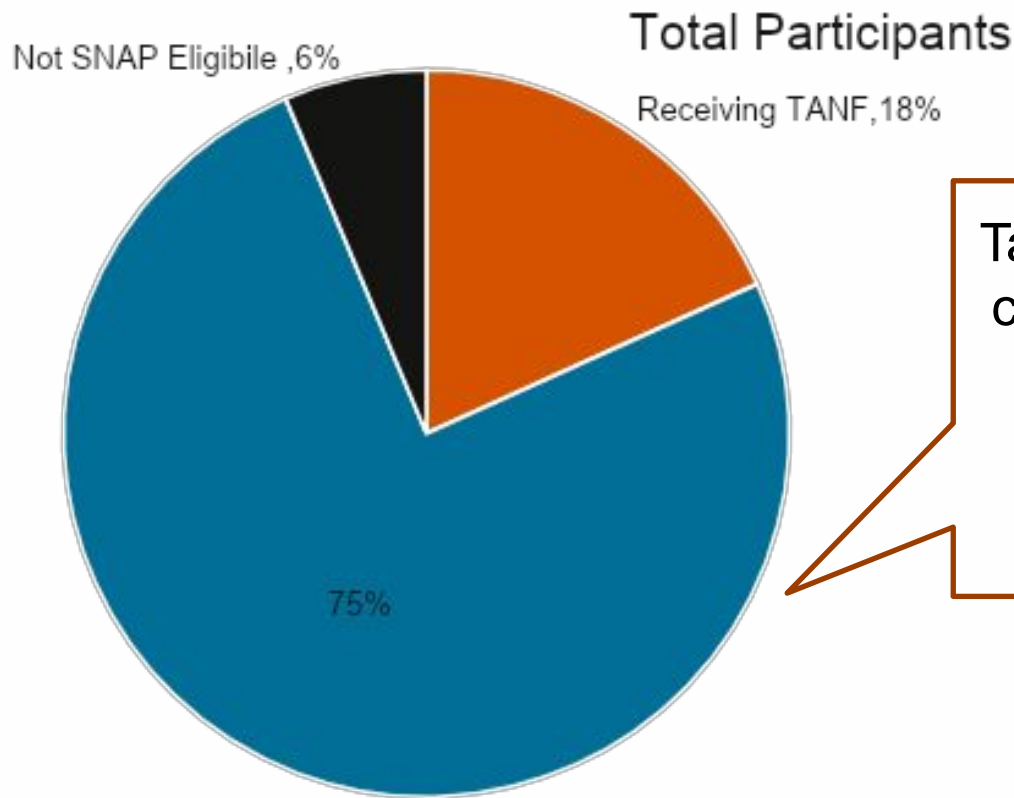
Director \$	100,000.00
Finance \$	90,000.00
Development \$	85,000.00
Admin Support \$	50,000.00
Program Coordinator \$	50,000.00
Business Ops Manager \$	75,000.00
Site Supervisor \$	65,000.00
Trainers (x5) \$	325,000.00
VESL (Vocational/ESL Programs) \$	65,000.00
Case Managers \$	65,000.00

Goods & Services

Transportation Support \$	60,000.00
Participant Meals \$	20,000.00
Work Clothing \$	20,000.00
Contracted Mental Health Support \$	50,000.00
Postage \$	2,000.00
Space Rent \$	20,000.00
Utilities \$	15,000.00

Exclude staff salaries and other program costs that aren't allowed to be reimbursed through SNAP E&T

Budgeting: Potential Participant Census



Take a snapshot of a typical census of your participants to determine your likely SNAP E&T eligible population

- Receiving TANF
- Eligible for or Receiving SNAP
- Not SNAP Eligible

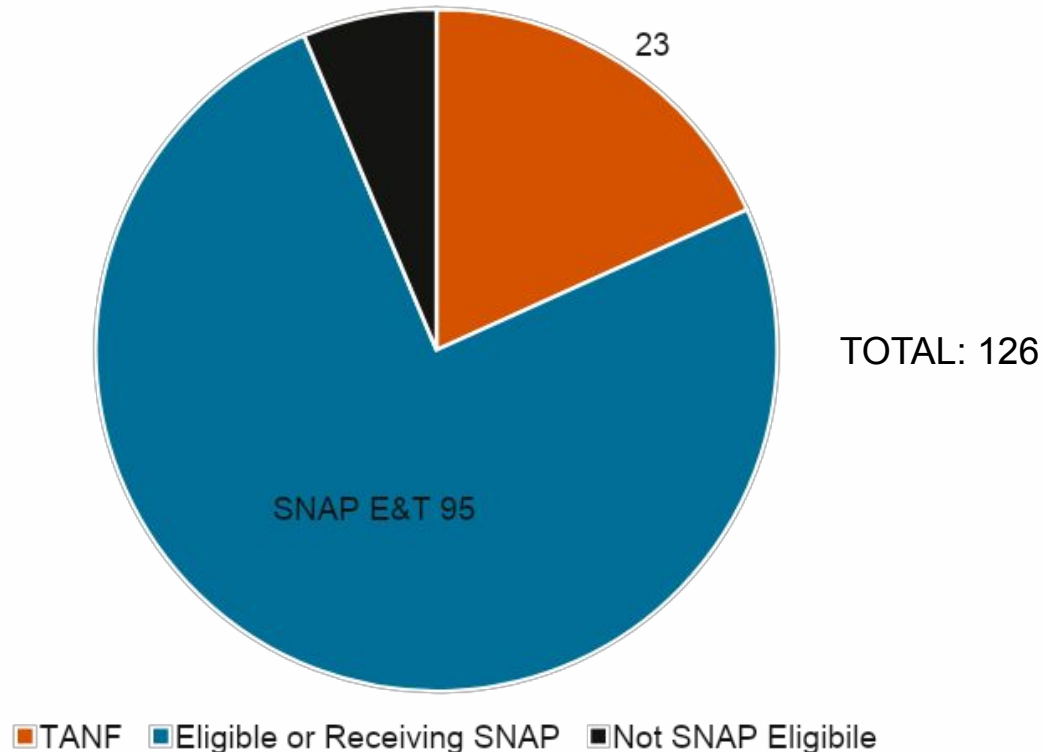
Cost Allocation - Total Served vs. SNAP E&T Eligible

Determining billable training & program costs:

SNAP E&T clients served 95 $=.75 \times 100 = 75\%$

Total # of clients served each billing period 126

The percentage of training and program costs to serve SNAP E&T participants



Questions

Determining Common Expenses: Two Methods

Administrative Services/Goods & Services: Two methods (actual and allocated) are used to determine common costs depending on the item being expensed

- **Actuals** –Actual program cost for items expensed (i.e., printing and training materials, audit costs) used strictly for SNAP E&T participants. Can also include time spent doing SNAP E&T planning, attendance at SNAP E&T training events, partnership meetings, etc.
- **Allocated** –Based on total FTE for program and training staff, plus average client census by percentage of SNAP E&T clients served through eligible programs.
 - These costs include:
 - Building maintenance,
 - Lease/rent,
 - Utilities, phone,
 - Insurance,
 - Staff training

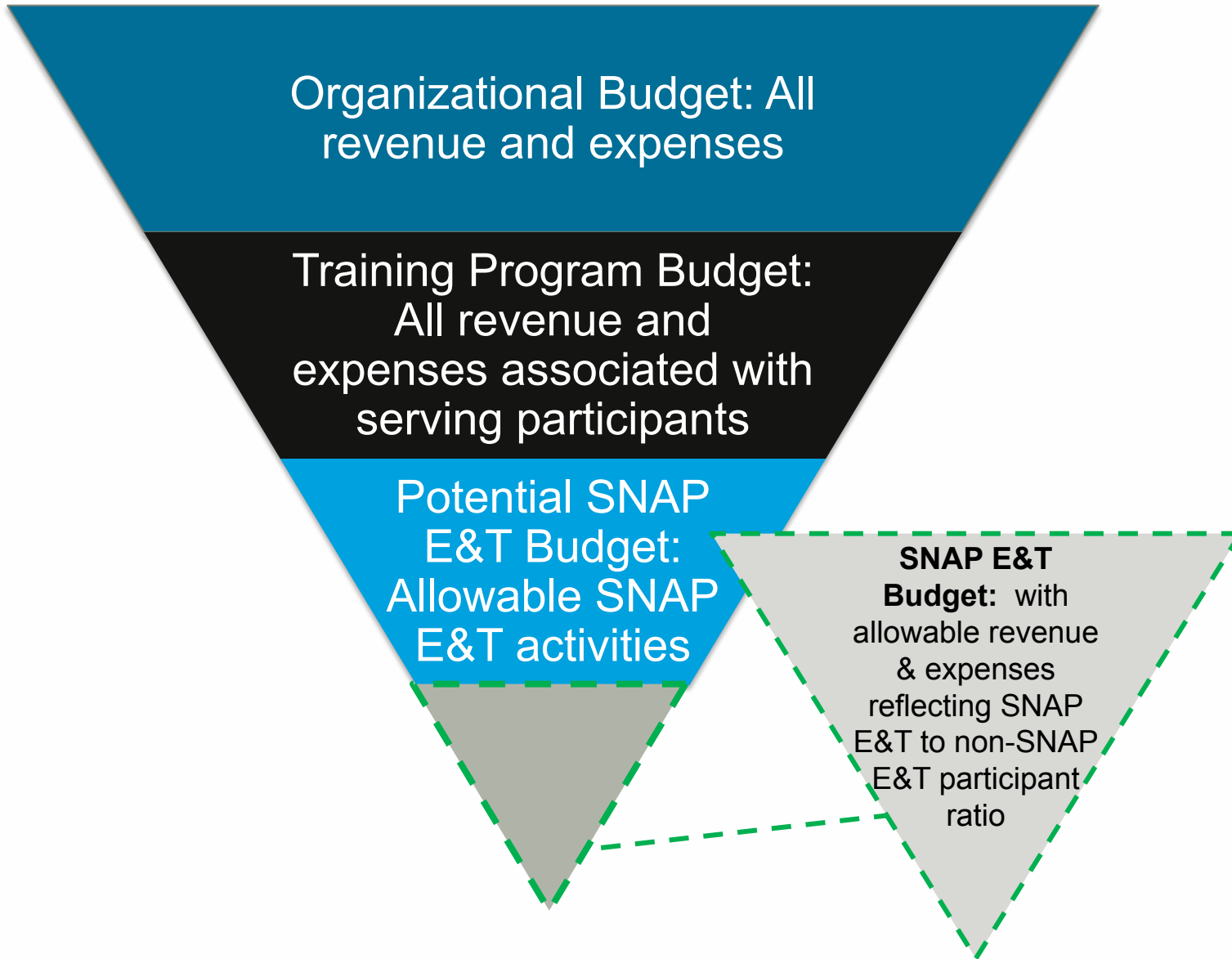
INDIRECT COSTS

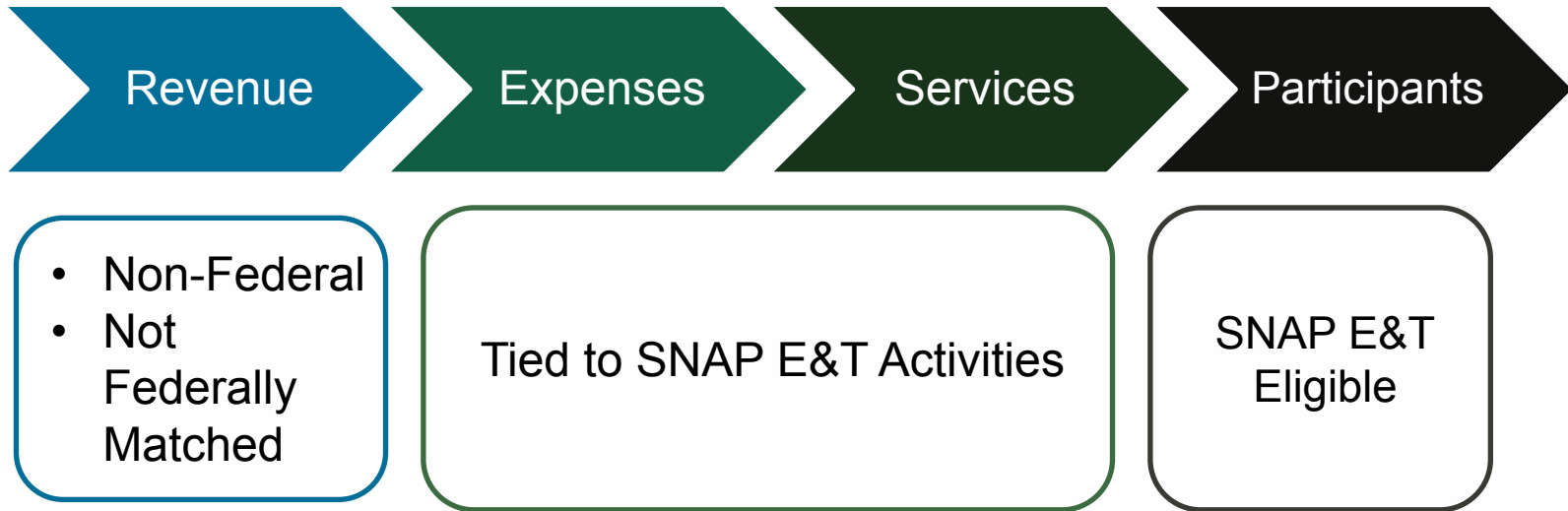
Three methods to calculate indirect costs

1. Use your federally approved indirect rate (if you have one, cannot exceed this rate)
 - Provide proof of approval to SNAP agency/ FNS upon request
2. Use the de minimis rate of 10%
3. Calculate a cost-allocated indirect rate

Indirect costs or sometimes referred to as “overhead cost” might include a portion of executive salaries, accounting & administrative salaries, facility costs, IT costs, etc.

Building a SNAP E&T Budget





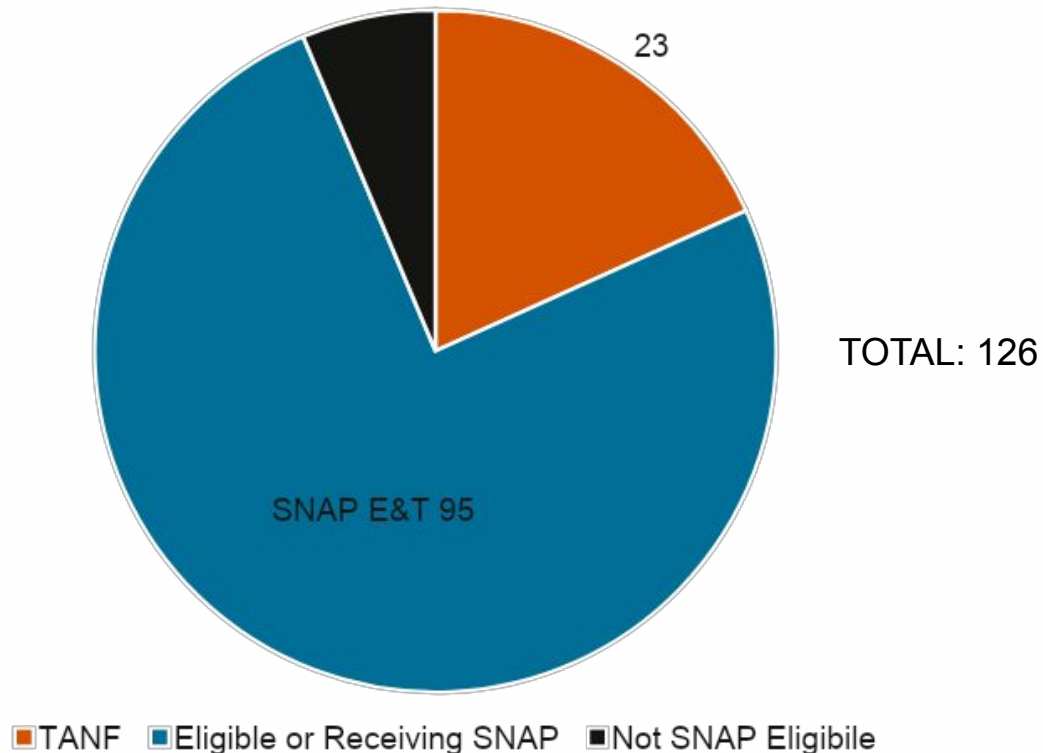
Billing: Cost Allocation - Total Served vs. SNAP E&T Eligible

Determining billable training & program costs:

$$\frac{\text{SNAP E\&T clients served } 95}{\text{Total \# of clients served } 126} = .75 \times 100 = 75\%$$

Total # of clients served
each billing period 126

The percentage of training and program costs to serve SNAP E&T participants



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Name one eligible source of allowable revenue for your E&T program

① Start presenting to display the poll results on this slide.

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Name one source of revenue for your E&T program (if any) that is not allowable.

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Name two allowable expenses for your E&T program.

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Name two expenses from your E&T program budget that aren't allowable SNAP E&T expenses. If you're unsure, name some of the expenses that you're unsure about.

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Considering your current participant census, give your best guess at the percentage of your participants that you think would be eligible for SNAP E&T.

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Describe any current strategies you have in place to assess need/eligibility for SNAP and SNAP E&T.

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Managing Funding Streams: Different Approaches

Braiding Funds

- Combining funds to leverage complementary services and resources to serve participants

Separating Funds

- Establish clear boundaries around what each funding stream supports – create a “firewall” around each funding stream

**Non-duplication of services –
Don't “Double Dip”!**

Budgeting Tips - Common Issues

- Provider staff time billing
 - Few if any positions (FTE) should be listed as 100%
- Ineligible program expenses
 - Example: Cannot reimburse for participant meals
- Indirect cost rate
 - Has organization ever had a federally approved indirect cost rate?
 - Costs that should be included in indirect cost rate broken out separately
- Housing assistance should be limited
- “Reasonable and necessary” and directly related to successful program participation/completion.
- Budget vs. Actuals: your budget is your best guess, but you will be funded (reimbursed) based on the actual expenses incurred
- **Explain and Justify**

Budgeting Tips - Pass it On

- Initial budget is a best guess/estimate – that's OK
- Support services are important for success
- Be sure to include time and effort for support staff (cost allocate time)
- Add indirect rates where those expenses not already claimed

Next Up: SNAP E&T Webinar Series

Topic	Date
Kick off to SNAP E&T Partnerships for ESEs	2- Mar
Offering E&T Services	16 -Mar
Serving People Via E&T	30 -Mar
Assessing E&T Funding	13-Apr
Building Capacity for E&T	27-Apr
Next Steps & TA Cohort Launch	11-May

Seattle Jobs Initiative and CEO will lead the April 27 presentation.

PPT and Webinar Recordings - https://redfworkshop.org/snap_et

Questions and Answers
