



SNAP EMPLOYMENT & TRAINING

FOR EMPLOYMENT SOCIAL ENTERPRISES

Staff Mapping: Assessing Capacity for SNAP E&T

June 13th 2024



Center for
Employment
Opportunities



TODAY'S AGENDA

Topic

Details

Welcome!

- Service Mapping Re-cap & Questions

Training Topic

- Accessing Capacity for SNAP E&T
- Staff Mapping Tool

Guest speakers

- Patrick McCune and Ellen Saracina
West Side Catholic Center Cleveland, Ohio

Next Steps and Q&A

GROUP AGREEMENTS FOR THE SESSION:

1. **Be Present** – Listen actively & absorb the content- it moves quickly!
2. **Please mute** yourself unless you're speaking or asking 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! All questions are welcome.

A REFRESHER



In the chat...

- ✓ After completing the service mapping exercise, what is one area of program alignment for your ESE?
- ✓ What stood out to you the most?
- ✓ Any exciting takeaways from the tool and exercise?

A RE-CAP FROM SERVICES MAPPING SESSION

- You want to assess your existing services for alignment with SNAP E&T components and services
- Begin to identify anticipated staff training needs and needed adjustments to bring your services into alignment
- You don't need to offer all components or create new services.

SNAP E&T COMPONENTS

Job Search Training	Activities that enhance the job-readiness of participants by teaching job seeking techniques, boosting self-confidence, etc.
Supervised Job Search	Participant job search activities that are guided and tailored to participant needs and employment goals.
Education	Activities that improve basic skills and employability of participants. Includes post-secondary credentials, industry recognized credentials, licensures, as well as other work-readiness activities.
Workfare	Activities that allow the participant to work off the value of their household's monthly SNAP allotment through an assignment at a public or private community-based organization or nonprofit.
Work Experience	Programs that include a planned, paid or unpaid, structured learning experience that takes place in a workplace for a limited amount of time.
Self-Employment Training	Training to help participants improve employability by learning to design and operate a small business or other venture.
Job Retention	Continued supportive services to help a SNAP E&T participant persist in their first months on their job. Can only be offered after participation in other SNAP E&T components. **Can be offered to participants even if their new employment income makes them no longer eligible to receive SNAP benefits.**

Questions



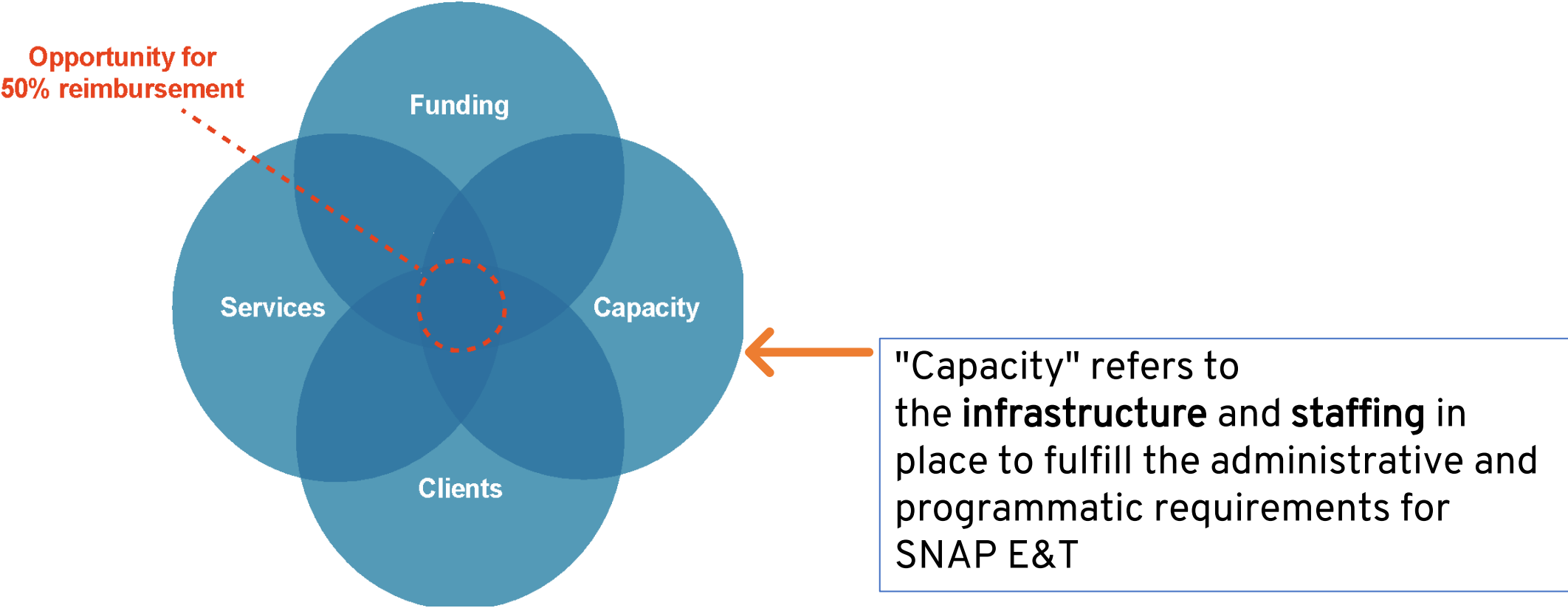


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SNAP E&T STAFF MAPPING

THIRD-PARTY PARTNER ALIGNMENT



REMINDER

As a SNAP E&T Provider you will not be starting a new program or serving a new type of participant. You will continue to do what you are best at and offering the same services to the essentially same group of participants.

INSTEAD

As a SNAP E&T Provider you will integrate specific SNAP E&T related tasks and processes across your current program services and operations which are required for SNAP E&T.

STAFF MAPPING

Today we will look at these tasks and how you can begin to map out your current staffing and operations to align with these tasks.



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Key SNAP E&T Program Elements/Functions

Screening for SNAP and SNAP E&T eligibility
Orientation, Intake and Assessment

SNAP E&T eligibility verification

Case Management

Coordination of Participant Reimbursements

Employment and Training Services



Key SNAP E&T Program Elements/Functions

Client Record

Expense Tracking
Invoicing

SNAP E&T Specific Data
Collection and Reporting

Program oversight
Liaison with SNAP E&T Agency
Staff Training

Contract Management

Annual Budget

Compliance/program monitoring

Civil Rights, Mandatory
Reporting and Confidentiality



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SNAP E&T Staff Mapping Tool

[Staff Mapping Tool Link Here](#)

SNAP E&T STAFF ROLE MAPPING TOOL

Program / Frontline Staffing			
SNAP E&T Function NOTE: The table includes typical functions or elements of an employment & training program. your program may not include all of these elements or could include other elements that could align with SNAP E&T.	Current Staff Role Who currently does something similar to this in your program.	Details: Hours/week or % FTE Brief description of workflow	Notes: Needed adjustments, training, etc.
Intake & Assessment and screening for SNAP and SNAP E&T eligibility: Initial process to collect baseline information on participants to gauge whether they're eligible to receive SNAP benefits and whether they are eligible for SNAP E&T.			
SNAP E&T Eligibility Verification: Formal exchange with SNAP E&T agency to receive their verification of whether a participant is eligible and make the referral process. Accomplished via a database or spreadsheets.			
Case Management: Refer to your local program guidelines or the SNAP E&T toolkit definition of case management to better understand the full scope of case management for SNAP E&T.			
Case Noting: capturing specific SNAP E&T component activity, progress towards employment goals, barriers identified, etc.			

Step One:
Review SNAP E&T Function

Step Two:
Who currently does similar task in your ESE?

Step Three:
Needed adjustments, training & questions

Mapping SNAP E&T Across Your Staff Roles

Frontline Staff

- Case Managers/Employment Specialists
- Intake Coordinator
- Job Developer
- Skills Trainers

Potential SNAP E&T Functions

Wrap around support: case management, coordination of support services, case notes

Initial eligibility screening: screen for SNAP, appropriateness for services offered

Eligibility Verification: conduct process of verifying SNAP E&T eligibility and record result in participant records

Job Placement Services & employer partnerships

Employment Skills Training

Mapping SNAP E&T Across Your Staff Roles



Potential SNAP E&T Functions

- Coordinate data entry for SNAP E&T participation
- Quality control:** ensure appropriate documentation is filed, records are up to date
- Eligibility Verification:** conduct process of verifying SNAP E&T eligibility and record result in participant records
- Prepare SNAP E&T performance reports

Mapping SNAP E&T Across Your Staff Roles

Administrative

- Program Manager
- Staff Accountant
- Contracts Manager
- Organizational Leadership

Potential SNAP E&T Functions

- Program Oversight, staff training, program strategy,
- Invoicing, oversee fiscal compliance
- Contract oversight and compliance

STAFF MAPPING EXAMPLE: A CLOSER LOOK

Program Entry:

- Orientation, Intake and Assessment
- Screening for SNAP and SNAP E&T eligibility
- SNAP E&T eligibility verification

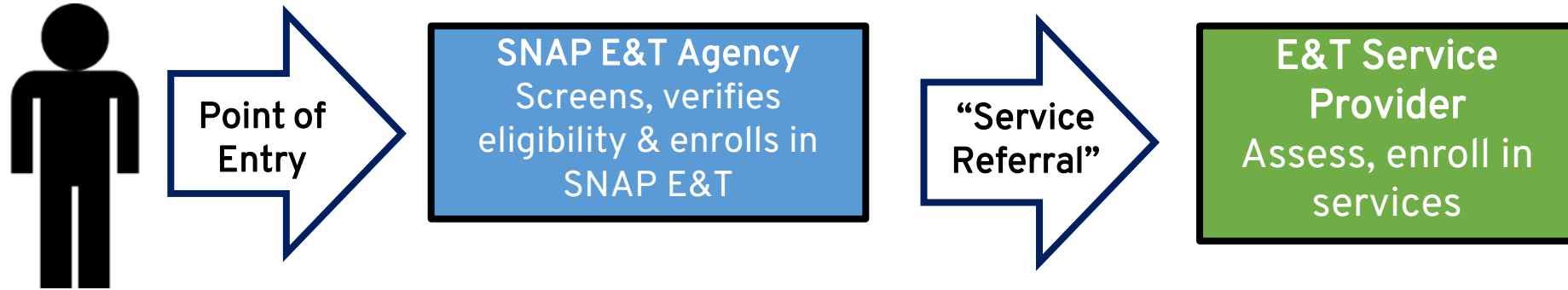


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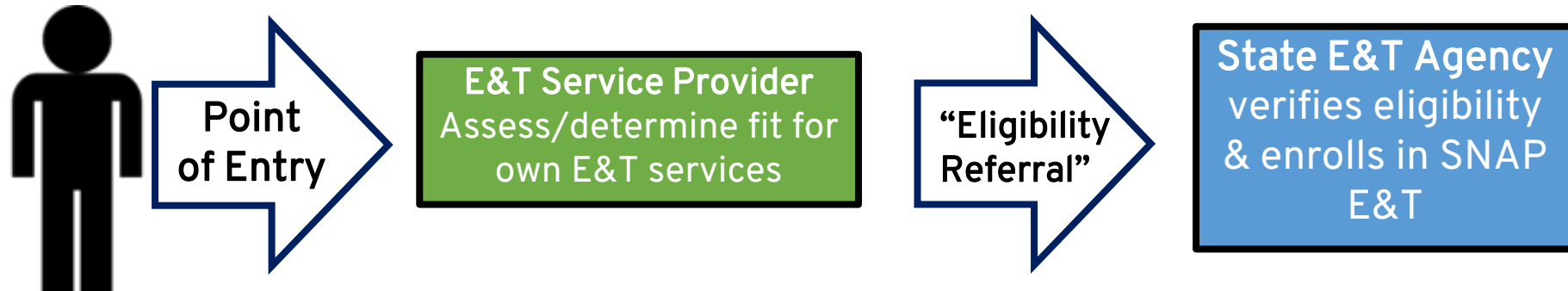


Referring Participants to SNAP E&T

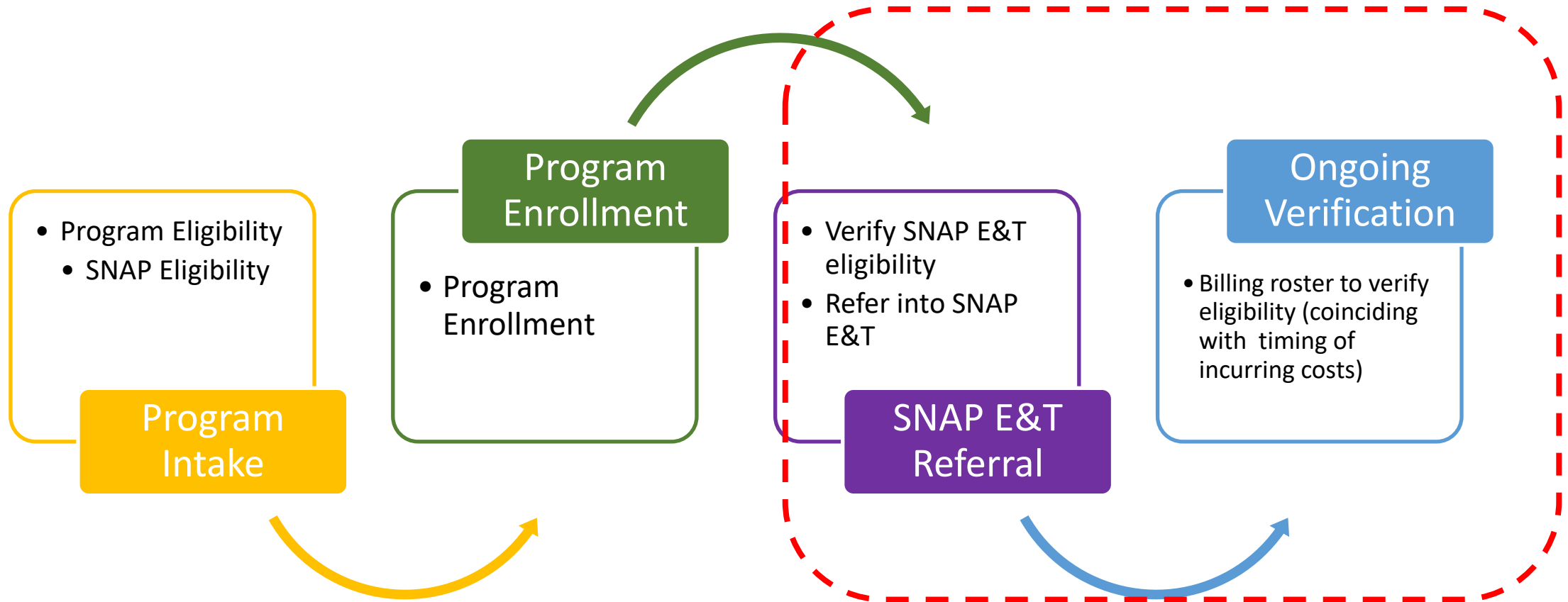
Direct Referral



Reverse Referral



Verifying and Maintaining SNAP Eligibility



STAFF MAPPING: SNAP E&T Invoicing Process

Invoicing

The preparation and submission of all required materials to request reimbursement for SNAP E&T expenses. Invoices are typically done on a monthly or quarterly basis by agency fiscal staff in coordination with program staff.

Who among your fiscal staff would likely be responsible for completing the SNAP E&T invoice?

What training and information will be needed to gather and submit your invoice as required by the SNAP agency?



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STAFF MAPPING: SNAP E&T Invoicing Process

The SNAP E&T invoice is created in partnership between program and fiscal staff



Expense data



Proof of expenses



Allocation (cost allocation percentage & % FTE)



Verified eligible participant roster



SNAP E&T agency reviews the invoice, and once approved, the SNAP E&T partner is reimbursed 50% for allowable expenses



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Questions





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PUTTING IT INTO PRACTICE

Please Welcome Guest Speakers:

Ellen Saracina, Job Coach

Patrick McCune, Workforce Operations Manager

Moses Ford, Job Coach





3135 Lorain Avenue, Cleveland, OH 44113

The West Side Catholic Center was established in 1977 by a group of faithful people who recognized a critical community need to help people become self-sufficient.

Through its programs, including Workforce Development, the West Side Catholic Center responds to the needs of men, women, and children and provides services, resources, and support. All services are provided free of charge.



**Basic Needs -
Resource Center offers food and clothing**



**Emergency Family Shelter -
Moriah House accepts families and female veterans**



**Permanent Housing -
Zacchaeus Housing Solutions assists families in shelters to find
permanent housing**



**Family Engagement -
programs that provide healthy development for parents and children**



Workforce Development

We are looking for motivated people to join our accelerated workforce development program & social enterprise.

wsccenter.org
216-631-4741 x 143



- Culinary Academy Tiered Training
- Two-week Janitorial Safety Program
- Four fast-paced weeks of job skills and job coaching
- Stipend Program
- Job Acceptance Bonus
- 90 Day On-the-Job Bonus

We offer individualized employment services and job-readiness. Classes run four to fifteen weeks depending on job track.

For qualification & class dates, please call:

Ellen Saracina 216-631-4741 ext. 143



Our Process...

- Recruitment and referrals
- Early orientation and assessment
- Case management
- Utilizing community partners
- Invoicing



Questions





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Wrap up

Reminders and Next Steps

- Check out your workplan if you have not already
- Review and begin working through the Staff Mapping Tool with your team and discuss any questions in your next TA call
- Our Next Webinar & Topic:

July 11th, 2024: **SNAP E&T and Employer Engagement**

- [REDF Workshop](#) Your Cohort Landing page and access to tools, templates, resources, best practices, and SNAP E&T materials relevant for you