



This does not replace the specific process that your SNAP E&T Agency will require to submit a budget. This guide is designed to help you think through a way of understanding how to identify the revenue and expenses that will be reported in your SNAP E&T budget.

STEP 1

Understanding Your Revenue



- Starting from the overall organizational budget, determine then, what funds support your employment and training activities. If you do have a training program budget, this is also a good place to start.
 - Identify what funds are non-federal (examples include Social Enterprise business revenue, Foundation grants, private donations, state, city, or county funds)
 - Determine what funds are free & clear (not matched to a federal grant)

STEP 2

Understanding Your Expenses



- What personnel contributes to E&T services?
 - Consider direct program staff as well as administrative and managerial staff who support the program.
- What program services can be tied to E&T components? Separate out disallowed costs such as expenses to support mental health counseling or chemical dependency, or meals.
- Indirect costs, also called overhead costs, can be included in your SNAP E&T expenses.
 - Three ways to establish an indirect rate:
 - Federally negotiated indirect rate (if you have a federally negotiated rate, this is the rate you'll be required to use.)
 - De-minimis
 - Actuals

STEP 3

Understanding Your Participants



- Make an estimate of potential SNAP E&T population by assessing who is currently receiving SNAP or is SNAP eligible.
 - Consider who is in your program currently and consider how many of those participants would have been SNAP E&T eligible (i.e. receiving SNAP or eligible for SNAP and not receiving TANF). If possible, take a snapshot of a typical period of time – 6 months or a year. If that isn't possible, examine current participant population. As you become more established and develop additional pipelines, you can include the estimates of who might come in due to direct referrals, or new outreach efforts.

REMEMBER! Budgets are a best guess at your potential SNAP E&T reimbursement. Be prepared for your actuals to potentially look different and communicate early and often with SNAP agency if you anticipate variances.