

DATA FIELDS FOR SNAP E&T

Fiscal

DATA FIELDS

- Funding source to track the source of your non-federal funds eligible to draw down federal reimbursement (e.g. business revenue, foundation grants)
- Line of business/Specific Program
- Expense pool (e.g. SNAP E&T or WIOA)



Tracking for SNAP E&T

Adding these fields allows you to track your non-federal revenue sources and tie them to specific lines of business such as your training program. Your expense pool is how you further narrow down the expenses that are eligible to bill for SNAP E&T based on the percentage of SNAP E&T participants served each billing cycle.

The following program data will also get incorporated into your invoicing:

- Number of SNAP E&T eligible participants for the billing month
- Eligible support services issued to SNAP E&T participants within the billing month



DATA FIELDS FOR SNAP E&T

Program

DATA FIELDS

Participant information

Name

Date of birth

Social Security #

Address

Etc. Your program might already track this information and more

Program enrollment date

SNAP E&T referral date

SNAP E&T components & anticipated weekly hours of participation

SNAP E&T ineligible (YES or NO?)

If NO, reason for ineligibility such as "receiving TANF"

Job placement information*

Hire date

Industry sector

Wages

Benefits

Hours worked

*For providers offering paid work experience, this could include hours and wages of participation in work experience.

Support Services issued (items/services such as transportation, childcare, licensing fees, books & supplies, etc.)

Date Issued

Value of service (should be tied to receipts and expense records)

Additional helpful data

ABAWD status: can be helpful to know this information in states where there are time limits for ABAWDs. The State agency is responsible for tracking this information on all SNAP participants, but since it can have a direct impact on SNAP E&T eligibility and benefits, it can be an important data point for providing support to your participants and getting ahead of issues regarding SNAP E&T eligibility.

Case notes: Adding the capability to make electronic case notes can be helpful with quality assurance and program compliance. Electronic case notes allow you to run reports for missing notes, etc.

Paperwork completion: fields for paperwork such as releases of information to easily track for quality assurance and compliance.

