**FTE Annual Budget Estimate**

The purpose of this exercise is to help you understand the process for determining the appropriate level of FTE for an employment coach staff position that could be included in a **SNAP E&T budget,** factoring in allowable SNAP E&T services and percentage of eligible participants. This scenario reflects the process for determining FTE for a position that is participant serving and therefore would be cost-allocated.

**Review the scenario below and refer to it to answer the questions below:**

* Your organization has an employment coach who provides direct services to participants. Their roles is broken out into four main categories divided equally:
* Employment coaching (includes job readiness & overall case management) [SNAP E&T aligned]
* Supervised Job Search (structured support to participants in their job search process) [SNAP E&T aligned]
* Job Development (employer engagement and targeted job placement for participants) [SNAP E&T aligned]
* Health & Wellness (facilitates group discussions as well as yoga and nutrition classes) [Not SNAP E&T aligned]
* The coach has an annual salary of $60,000.
* It is expected that this coach will have a caseload that includes a mix of SNAP E&T eligible and non-eligible participants.
* The employment coach is expected to have a total annual caseload of 100 participants.
* 15 of those participants are estimated to not be SNAP eligible due to income
* An additional 25 participants will be receiving TANF cash assistance

1. Assuming that each of the 4 categories included staff roles is 25% Full Time Equivalent (FTE), What percentage of FTE would you apply for this employment coach position to SNAP E&T?

**Answer:** **75%** 3 of the 4 categories would align with SNAP E&T allowable services – this would be your maximum allowable costs that could be included in a SNAP E&T budget.

1. What would this amount to in annual salary for this position?

**Answer (.75 \* 60K) = $45,000**

1. Out of the 100 participant caseload, what percentage is expected to be SNAP E&T eligible?

**Answer: 60%**

**Explanation: 100 total participants minus 15 (non SNAP) and minus 25 (receiving TANF)) = 60**

1. Based on and estimated 60% of all participants being SNAP E&T, what would be the salary amount the staff position to include in your SNAP E&T budget?

**Answer: .60 \* 45,000 = $27,000**

1. Assuming your organization receives 45% reimbursement under a SNAP E&T third party partner contract, what is the maximum potential reimbursement you can expect from this staff position?

**Answer:**  **$12,150 (45% reimbursement on $27,00)**