



SNAP EMPLOYMENT & TRAINING

FOR EMPLOYMENT SOCIAL ENTERPRISES

**Staff Mapping: Assessing
Capacity for SNAP E&T
May 28th 2025**



Center for
Employment
Opportunities



TODAY'S AGENDA

Topic	Details
Welcome!	<ul style="list-style-type: none">• Welcome Refugee Artisan Initiative• Service Mapping Recap & Questions
Training Topic	<ul style="list-style-type: none">• Accessing Capacity for SNAP E&T• Staff Mapping Tool
Guest speakers	Megan VanStry Working Fields, Vermont
Next Steps and Q&A	Next Training Session & Reminders

WELCOME REFUGEE ARTISAN INITIATIVE

Seattle, Washington



Refugee Artisan Initiative (RAI) is a 501(c)(3) nonprofit organization dedicated to empowering refugee and immigrant women through artisan skills training, holistic support, and microbusiness development. Rooted in the principles of skills training, equity, sustainability, and community, RAI partners with women as they pursue economic independence and stability. By providing training in handcrafted production of hard-to-recycle and durable materials, RAI enables artisans to overcome barriers to employment while contributing to a circular economy. This innovative model not only supports the creation of dignified, living wage, income-generating opportunities but also advances environmental stewardship through sustainable practices.

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.

FACILITATORS



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A RE-CAP FROM SERVICES MAPPING SESSION

Assess Your Services

- Mapped existing programs to SNAP E&T components
- Spotted which components you already deliver

Identify Training Needs

- Flagged staff skill gaps & process tweaks
- Began planning coaching and resources

Focus on Fit-Not Full Coverage

- You don't have to run every component
- Lean into what you do best; no new services needed

SNAP E&T COMPONENTS RECAP

Education

- Basic Literacy & GED Prep
- Industry-Recognized Credential (e.g. Licensure)
- Self-Employment Training (microbusiness skills)



Work Experience

- Paid/Unpaid Work Placement (Work Experience)
- Community Service in exchange for benefits (Workfare)



Non-EDU & Non-Work

- Job Search Workshops (Resumes, Mock Interviews)
- One-on-one, staff-guided job search support.
- Job Retention Supports (Coaching, monthly check-ins)



Overall goal / outcome of these activities

Increased employability, placement rates & job sustainability

YOUR Service-Mapping Takeaways: One-Word Popcorn



In the chat, in one word, type...

- ✓ WIN: You nailed your SNAP E&T alignment
- ✓ GAP: You still need clarification
- ✓ STAFF: You're ready for Staff-Mapping

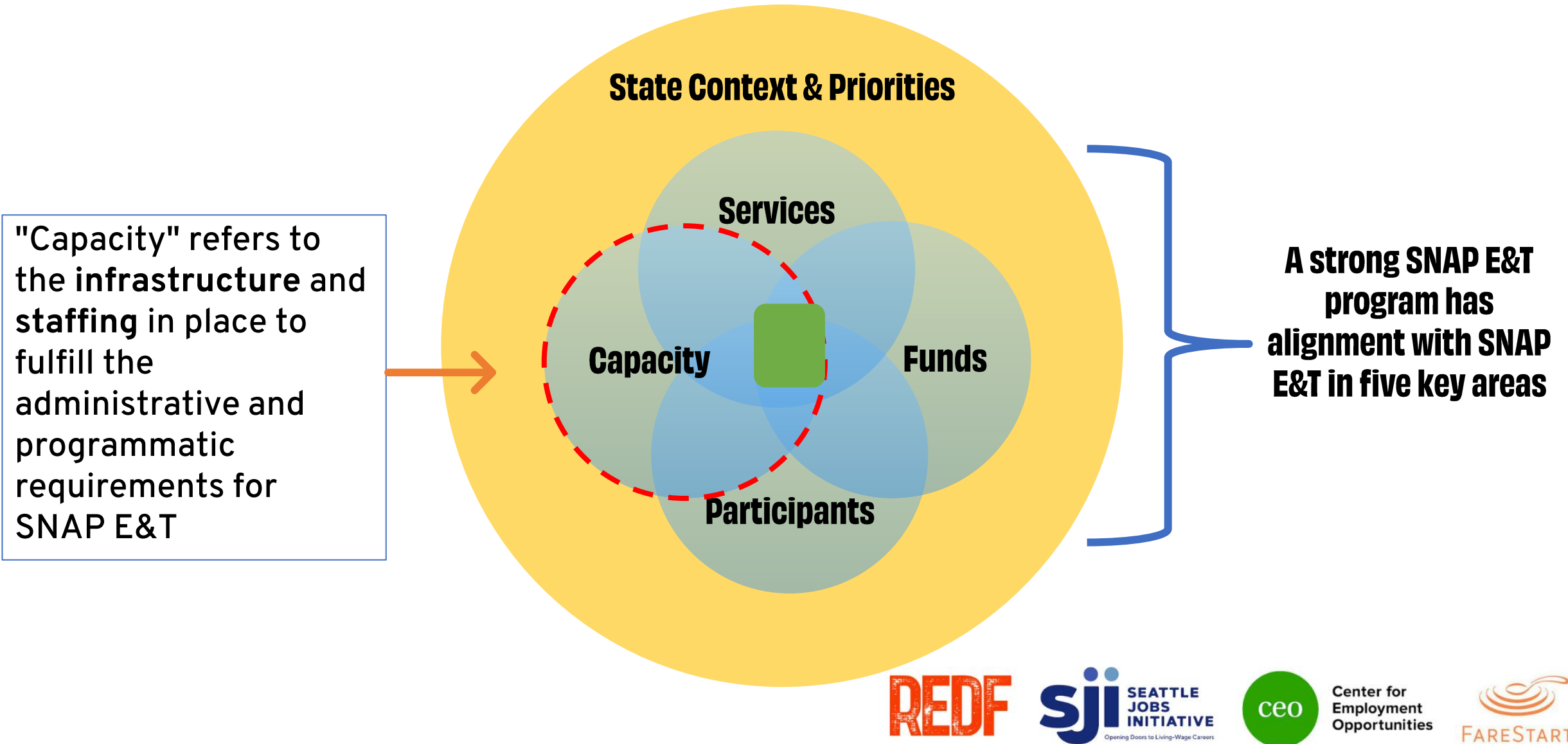


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SNAP E&T STAFF MAPPING

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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WHAT DOES IT TAKE TO RUN A SNAP E&T PROGRAM?

Program Entry

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

Service Delivery

- Case Management
- Employment and Training Services
- Coordination of Participant Reimbursements

Data Collection

- Client Record
- Expense Tracking
- SNAP E&T Specific Data Collection and Reporting

Budgeting and Fiscal

- Invoicing
- Annual Budget Preparation

Program Oversight

- Contract Management
- Compliance/program monitoring
- Civil Rights, Mandatory Reporting and Confidentiality
- Liaison with SNAP E&T Agency
- Staff Training

WHO DOES IT TAKE TO RUN A SNAP E&T PROGRAM?

Frontline Staff

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

Fiscal Staffing

- Staff Accountant
- Fiscal Analyst

Program Support Staff

- Program Coordinator
- Data Specialist

Administrative

- Program Manager
- Contracts Manager
- Organizational Leadership



SNAP E&T Staff Mapping Tool

Program/Frontline Staffing

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.

SNAP E&T Function	Current Staff Role	Details	Notes: Needed Adjustments, Training, Etc.
	Who currently does something similar to this in your program	Hours/week or % FTE Brief description of workflow	
*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.			

- Step One:
Review SNAP E&T Function
- Step Two:
Who currently does similar task in your ESE?
- Step Three:
Needed adjustments, training & questions

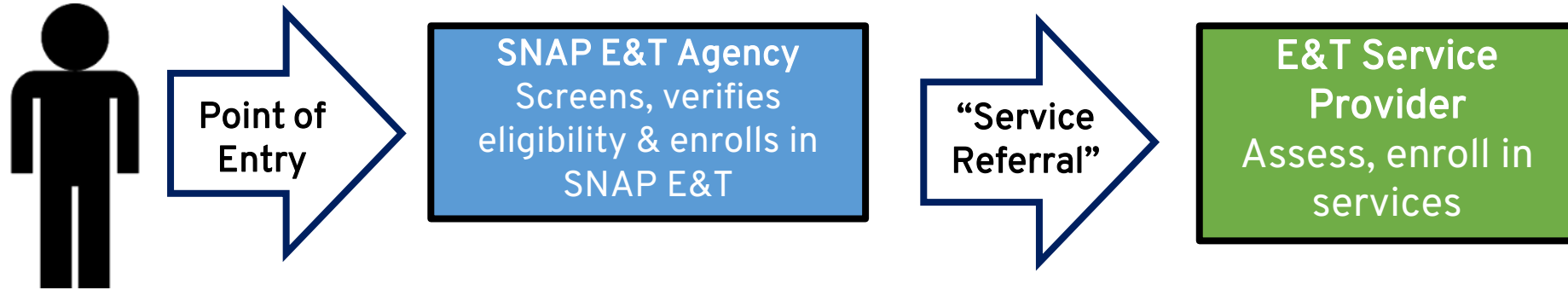
STAFF MAPPING EXAMPLE: A CLOSER LOOK

Program Entry:

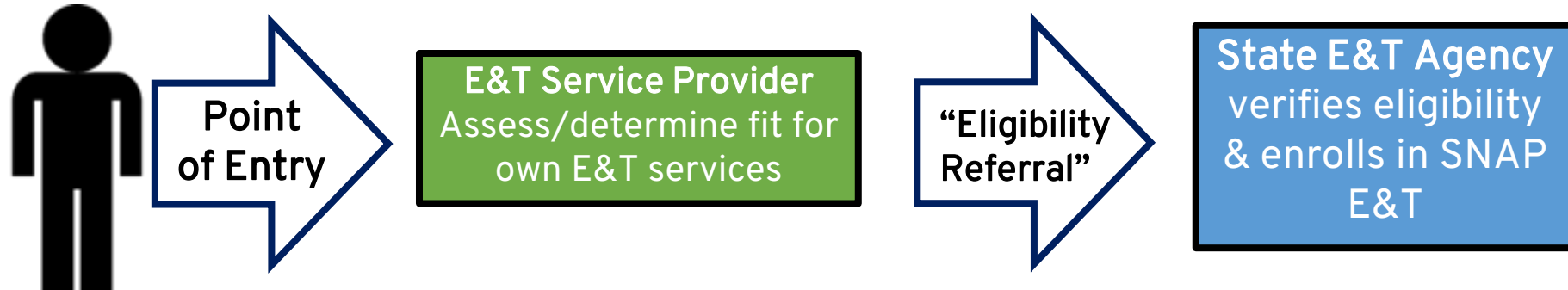
- ☐ Orientation, Intake and Assessment
- ☐ Screening for SNAP and SNAP E&T eligibility
- ☐ SNAP E&T eligibility verification

Referring Participants to SNAP E&T

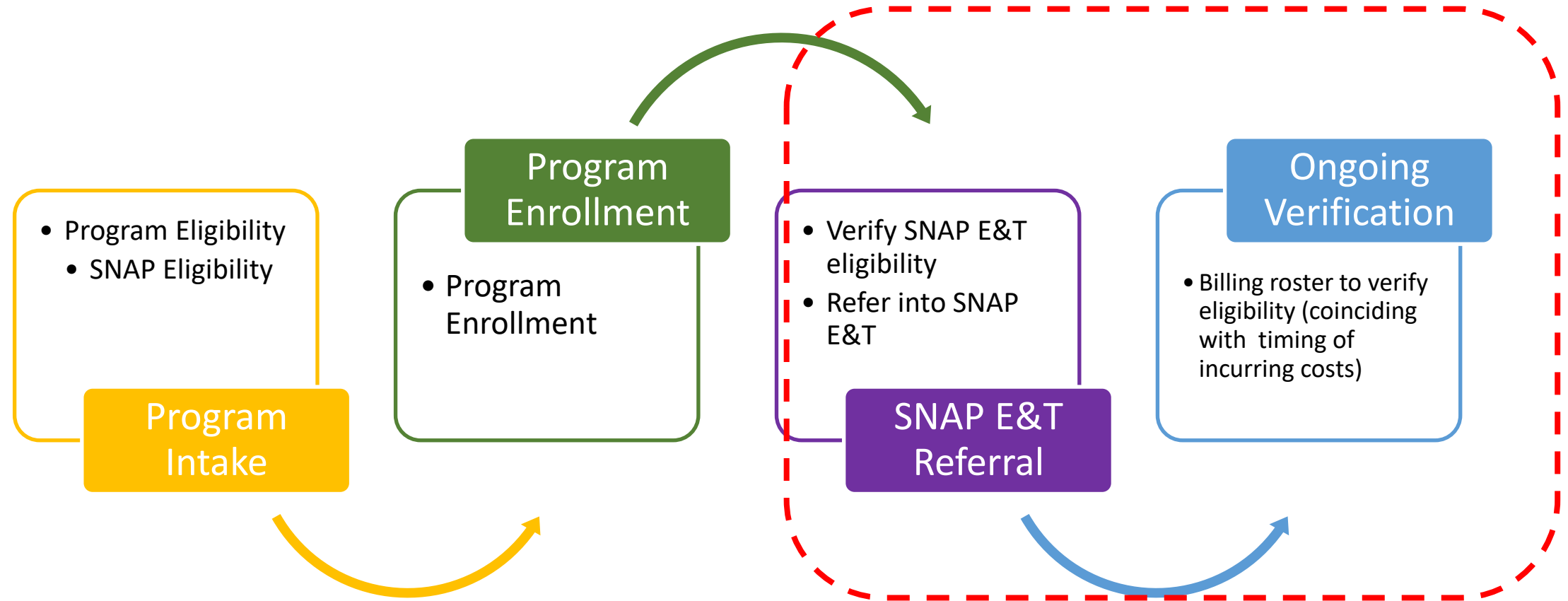
Direct Referral



Reverse Referral



Verifying and Maintaining SNAP Eligibility





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Questions?



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PUTTING IT INTO PRACTICE

PLEASE WELCOME GUEST SPEAKERS:

Megan VanStry
Finance and Administrative Manager
Working Fields, Vermont



ABOUT WORKING FIELDS, VERMONT

Working Fields is a staffing agency with a unique peer support model born from their founder's experience in recovery, incarceration, and socially responsible business.

They work with any motivated jobseeker to fill entry-level through senior positions for employers across Vermont, New Hampshire, Massachusetts, and Maine. Jobseekers receive ongoing support via peer coaching and strong account management.



STAFF MAPPING TOOL & WORKING FIELDS

How did the staff mapping tool help your organization in the early stages of determining alignment with SNAP E&T?

What aspect of mapping staff to SNAP E&T functions did you find to be the most challenging for your organization? In what areas did you realize your staff were already doing similar functions?

How has your use of the staff mapping tool evolved as you've become a third party partner? Have you revisited the tool as part of the SNAP renewal process?

In what ways can the staff mapping tool be helpful for communicating with staff internally about SNAP E&T who may not be familiar yet?



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Questions for Megan

REMINDERS AND NEXT STEPS

Action Items

- Continue working on and updating workplan
- Meet 1:1 with your TA Team
- Review and begin working through the Staff Mapping Tool with your TA team and discuss any questions in your next TA call

Our Next Webinar & Topic:

June 18 2025 SNAP E&T Funds: Fiscal Basics & Mechanics

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



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APPENDIX

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

Program Support Staff

- Program Coordinator
- Data Specialist

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