

SNAP Employment and Training (E&T)

SELF-ASSESSMENT TOOL



The Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program is administered by Food and Nutrition Services (FNS) and provides SNAP participants opportunities to gain skills, access training, work, or experience that will increase their ability to obtain regular employment and meet state or local workforce needs.

Each state is required to operate a SNAP E&T program and has flexibility in how it is designed and implemented. States may choose to partner with community-based organizations, community colleges, and workforce boards to provide E&T services to eligible participants. These partnerships, known as SNAP E&T Third-Party Provider (TPP) programs, create opportunities for organizations serving low-income individuals to access federal funding to support and expand their services.

Employment Social Enterprises (ESEs) and Community-Based Organizations (CBOs) are typically well aligned with the SNAP E&T Third Party model and operate as contracted third party providers with State SNAP programs across the country.

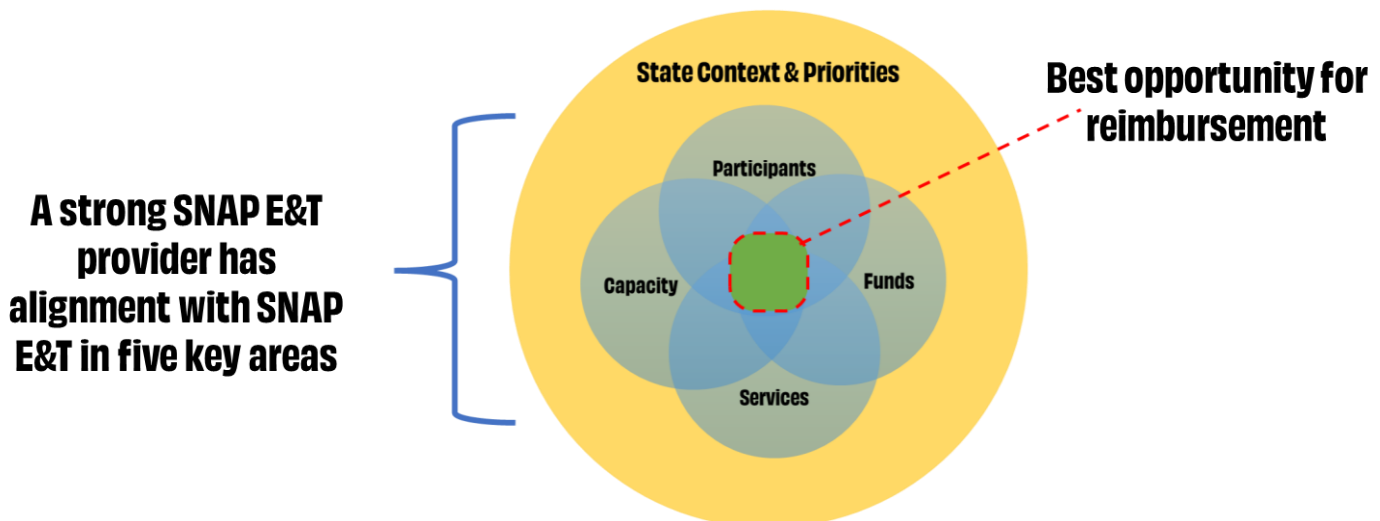
ESE and CBO alignment includes the following:

- ✓ Serve clients that are low income, current SNAP recipients, or likely eligible for SNAP
- ✓ Funding portfolio comprised of eligible non-federal funds such as social enterprise revenues, support from state and local governments, foundations and philanthropy dollars
- ✓ Offer a combination of high-quality employment services including job search, job readiness training, work experience, vocational training, case management and job retention
- ✓ Demonstrate the administrative capacity to manage a federally funded program

Self-Assessment Tool: SNAP E&T Alignment

The purpose of this tool is to provide Employment Social Enterprises and community-based organizations with a process to review the FNS SNAP Employment and Training Program and assess their program alignment and opportunity to pursue a contracted partnership with their local SNAP agency as a Third-Party Provider.

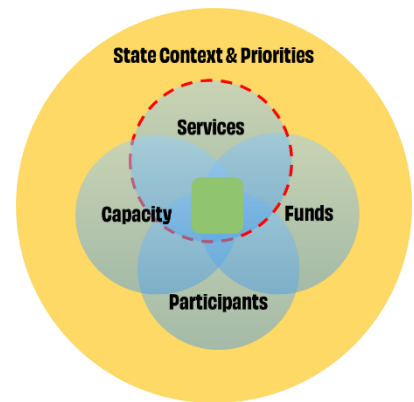
To determine potential success as a SNAP E&T provider, interested organizations should look for alignment in five key areas of SNAP E&T highlighted in the diagram below: **serving participants on or eligible for SNAP**; providing **eligible workforce services** referred to as components; utilizing **non-federal funding**; and **staff capacity and infrastructure** to fully maximize SNAP E&T reimbursement opportunities. In addition, because State SNAP agencies have considerable flexibility in how they structure their E&T program, **a careful review of the local state opportunity** to apply to be a SNAP E&T Provider is essential to determining the partnership opportunity.



Services

There are three key aspects to providing SNAP E&T Services:

- 1) A training component or activity
- 2) Comprehensive case management
- 3) Wrap-around support services to ensure participants have what is reasonable and necessary to participate in the qualified SNAP E&T activity



Aligning your ESE/CBO's current activities with SNAP E&T components and services is the next step in identifying if SNAP E&T is a good fit for your organization.

Components/Activities

Below is a summary list of the eligible FNS SNAP E&T Components/Activities. For a more complete and detailed summary please review the [SNAP E&T Components Overview | Food and Nutrition Service](#)

Supervised Job Search: Deliver, monitor, and track job search activities including identifying, applying for and logging job leads; may include master application, mock interviews; and resume development; offered in person or virtually, individual or group activities.
Job Search Training: Engaging participants in job search activities and job search techniques including career interest assessments, resume writing and interview skills. Teaching participants how to look for work; virtual tools, such as websites, portals, or online job applications.
Education: Educational programs such as Adult Basic Education (ABE); career, technical and vocational education (CTE); certificate programs and English Language acquisition; designed to improve basic skills, build work readiness and expand the job search abilities and employability.
Work Experience: Work Activity Program: Provide participants with the opportunity to gain general skills, develop soft skills, and work habits that will prepare them for employment. Work activity may be performed in exchange for the participant's SNAP benefits.
Work Experience: Work-based Learning Programs designed to teach participants concrete skills related to a specific occupation or industry, and where skills are applied in a real-world work setting as they are learned. Work-based learning can be paid (subsidized) or unpaid (unsubsidized).
Self-employment Training: Program that teaches participants to design and start a small business or other venture.
Workfare: SNAP recipients participate in activities to work off the value of household's monthly SNAP allotment through an assignment at a private or public non-profit agency, including community-based organizations.
Job Retention: Job coaching and supportive services provided to participants who have found employment while receiving SNAP food benefits. Provided for at least 30 days and up to 90 days.

A SNAP E&T program needs to provide **at least one component** in addition to Job Retention, but it is recommended to consider the full range of services you provide your participants when assessing your potential.

2. Case Management

Case management is a required element supporting each component and refers to one-on-one or group activities that guide and support participants as they engage with SNAP E&T. Depending on the design of your program, case management may be provided by several types of staff with varying job titles, including employment coaches, advocates, or resource specialists. Case management services include, but are not limited to:

- Comprehensive intake and employment assessments
- Development of individualized employment plans
- Progress monitoring
- Coordination with other service providers and connection to needed resources

3. Supportive Services

Supportive services, also referred to as participant reimbursements, are offered to participants to assist with engaging in SNAP E&T services and transitioning to regular employment. Eligible supportive services are seen as reasonable, necessary, and directly related to participation in SNAP E&T services. SNAP E&T providers that provide supportive services with non-federal funds to enrolled E&T participants are eligible to be reimbursed up to 50% on services. Examples of supportive services can include but are not limited to, and vary program to program:

- Transportation including gas cards, bus passes, and car repair to help participants engage in E&T components
- Clothing and tools/equipment needed for work, training, or interviews
- Digital technology, tools and program required materials
- Testing fees, licensing and certifications required for employment

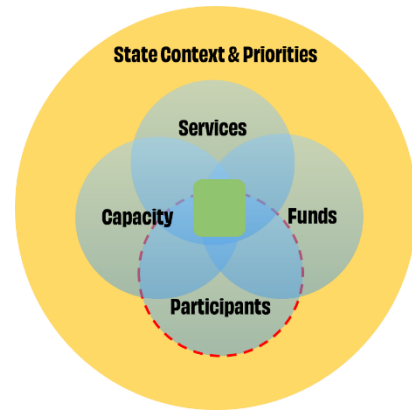
Services		
	Do you offer any of the components listed above in addition to Job Retention?	YES NO Unsure
	Do you offer case management to participants involved in your employment and training program?	YES NO Unsure
	Do you offer supportive services to assist with participation in your E&T program and to obtain unsubsidized employment?	YES NO Unsure

Participants

A SNAP E&T participant must be receiving SNAP, not receiving TANF (Temporary Assistance for Needy Families), and willing to work upon completion of the SNAP E&T program. Identifying SNAP recipients is one of the first steps in assessing whether becoming a SNAP E&T provider is right for your ESE/CBO.

Thinking about your participants:

Participants		
	Do you serve participants receiving or likely eligible for SNAP benefits, and not currently receiving TANF?	YES NO Unsure
	Do you ask participants if they receive SNAP benefits?	YES NO Unsure
	Do you help participants apply for SNAP benefits?	YES NO Unsure

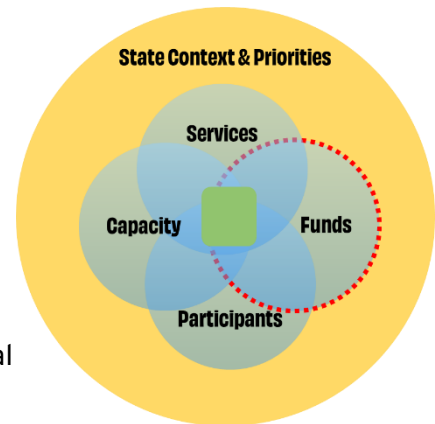


Funding

The SNAP E&T TPP funding model relies on the use of non-federal funds by the provider to qualify for a federal reimbursement of up to 50% on qualifying SNAP E&T services and activities.

TPPs provide approved SNAP E&T activities and services to eligible participants and pay for the activities and services using non-federal funds up front, after which reimbursement of up to 50% can be requested. Reimbursement can be requested on administrative expenses, including staff wages and fringe, and program operations as well as participant expenses, including training, transportation, and other supportive services. Also, TPPs can claim indirect expenses including a Federal Indirect Rate or NICRA, if available.

The reimbursed funds received by the TPP lose their federal identity and become unrestricted dollars. When a TPP reinvests reimbursed funds into qualifying SNAP E&T programming, they can generate additional reimbursement for the provider.



Examples of Non-federal funding:

- State, County or City funds allocated for certain needed occupations and careers
- State, County or City funds designated for specific populations or initiatives
- Private foundation grants and donations
- Social enterprise revenues
- Community Development Block Grant (CDBG)

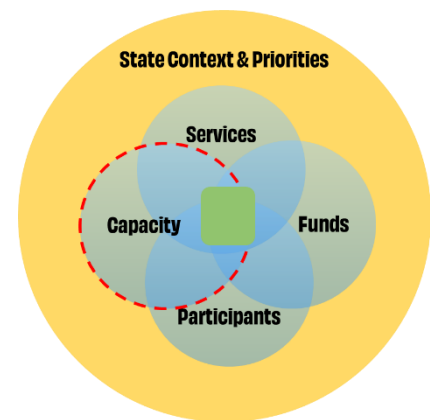
Consider including your fiscal and grants management staff when answering questions about your available funds. Be sure to determine the original source of your workforce program funds including whether the dollars are pass-through funds coming from a federal source.

Funds		
	Do you utilize non-federal funding to support your workforce/ E&T program?	YES NO Unsure
	If your organization uses federal funds to support workforce services, can they be clearly separated from non-federal funds?	YES NO Unsure
	Do you have experience with time and effort reporting and/or staff allocation processes?	YES NO Unsure

Capacity

When analyzing your alignment with SNAP E&T, determine whether you have the organizational capacity to meet SNAP E&T administrative requirements and activities. Below are some of the areas where capacity for this program will be necessary:

- Federal funds management
- Audits and monitoring
- Budgeting and invoicing
- Data management & reporting
- Documentation of supportive services



Consider initially how your current staff and organization meet the needed capacity for your current grants and programs. As a TPP, you will not create a new program. Instead, you will leverage your existing services, activities and funds and be required to complete SNAP E&T specific tasks which can include: verifying SNAP E&T eligibility, tracking and reporting on participants enrolled in E&T; creating an annual E&T budget; invoicing for eligible services; tracking eligible support services; confirming non-federal funds; and reporting SNAP E&T specific data.

Capacity		
	Do you have experience administering federal grants and programming or State or county-funded programs?	YES NO Unsure
	Do you have a system for collecting and providing data that may need to be reported to your state's SNAP E&T program? Data examples include an individual's program enrollment, participation and attendance, and personal information such as SSN, name, and birthdate.	YES NO Unsure
	Are you familiar with the tracking and reporting requirements associated with federal and state funding streams?	YES NO Unsure

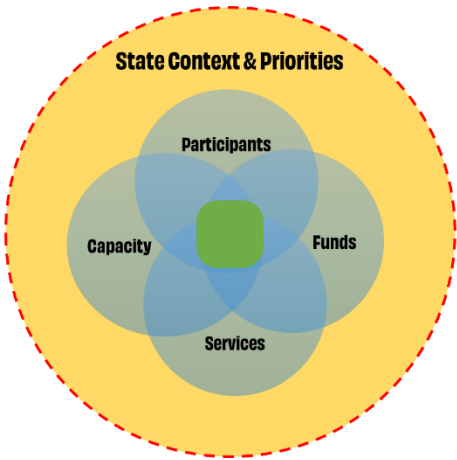
State Context and Priorities

The final area to assess for alignment is the state and local opportunity. As noted, each state is required to administer a SNAP E&T program and has broad flexibility in how and for whom the program is designed. States may decide to contract with community-based organizations, employment social enterprise programs, community colleges and workforce boards as TPPs to deliver E&T services or may choose to use an intermediary to contract with TPPs.

In States that are County-administered, it may be the job of the County SNAP agency to contract with TPPs. States may also decide not to contract with community-based organizations, community colleges and workforce boards as SNAP E&T Third-Party Providers (TPP). States may be at full capacity for SNAP E&T and will not open applications to new organizations, may focus on program redesign, and/or have specific program priorities for growth and strength.

To learn if your State contracts with TPPs as well as their process and priorities you can consider the following:

- 1. Review your States annual SNAP E&T Plan here: [SNAP E&T State Plans | Food and Nutrition Service](#)
- 2. Reach out to peer E&T programs in your area to ask if they are a SNAP E&T provider or familiar with the program
- 3. If you have a point of contact with your state or local public assistance agency administering SNAP, ask about SNAP E&T and how the program is administered
- 4. Reach out to the FNS Regional Analyst for your area. [FNS Regional Offices | Food and Nutrition Service](#)



State Opportunity		
	SNAP E&T Third Party Partnerships are available in my State/location.	YES NO Unsure

Please complete the Self-Assessment Tally Sheet below to gauge your organization's alignment with SNAP E&T.

Services		
	Do you offer any of the components listed above in addition to Job Retention?	YES NO Unsure
	Do you offer case management to participants involved in your employment and training program?	YES NO Unsure
	Do you offer supportive services to assist with participation in your E&T program and to obtain unsubsidized employment?	YES NO Unsure
Participants		
	Do you serve participants receiving or likely eligible for SNAP benefits but not TANF?	YES NO Unsure
	Do you ask participants if they receive SNAP benefits?	YES NO Unsure
	Do you help participants apply for SNAP benefits	YES NO Unsure
Funds		
	Do you utilize non-federal funding to support your workforce/ E&T program?	YES NO Unsure
	Do you have non-federal funds you might be able to braid with federal funding?	YES NO Unsure
	Do you have experience with time and effort reporting and/or staff allocation processes?	YES NO Unsure
Capacity		
	Do you have experience administering federal grants and programming or State or county-funded programs?	YES NO Unsure
	Do you have a system for collecting and providing data that may need to be reported to your state's SNAP E&T program? Data examples include an individual's program enrollment, participation and attendance, and personal information such as SSN, name, and birthdate.	YES NO Unsure
	Are you familiar with the tracking and reporting requirements associated with federal and state funding streams?	YES NO Unsure
State Opportunity		
	SNAP E&T Third Party Partnerships are available in my State/location.	YES NO Unsure

Self-Assessment Tally and Review:

Based on the findings of your self-assessment, work with your team to determine your next steps.

- If you have answered **Yes** to the bolded questions, you are in a strong position to approach your local SNAP agency and move forward.
- If you have a combination of **Yes** and **Unsure** for bolded and other questions, please work as a team to consider if the **Unsure** areas can be moved to **Yes** to increase alignment and readiness.
- If you have answered **No** for more than one bolded question your alignment and readiness as a TPP needs to be assessed closely and significant adjustments will be needed to move forward.

Bolded questions represent the essential elements to qualify as a SNAP E&T Third Party Provider. For example, an organization that doesn't serve SNAP recipients or doesn't currently have access to non-federal funds is missing key ingredients and won't be considered as helpful to the SNAP agency's SNAP E&T program.

As a team you can review your **No** questions and determine if your organization can address these areas, identify needed steps and anticipated timeline. For example, can your organization pursue and secure non-federal funds? Add eligible E&T services or redesign current services to align with E&T components? Do you have the resources and flexibility to add a case manager position?

The non-bolded questions point to key aspects of each area of alignment to consider and can highlight important operational activities related to SNAP E&T. For example, questions like *Do you ask participants if they receive SNAP benefits?* or *Do you help participants apply for SNAP benefits?* provide your organization with the information you need to determine alignment with the SNAP E&T eligibility as well as potential staff activities you may need to add or expand as a provider.

Conclusion

The SNAP E&T program helps participants build skills and move toward self-sufficiency. Employment social enterprises and community-based organizations are strong partners in delivering job training and support services. By becoming a Third-Party Provider, organizations can leverage existing programs and receive up to 50% reimbursement for eligible services funded with non-federal dollars. This tool is designed to help you assess your fit and take the first step toward participating in SNAP E&T.

Resources

- SNAP E&T FNS Website
[SNAP Employment and Training | Food and Nutrition Service](#)
- State Plans' Clearinghouse
[SNAP E&T State Plans | Food and Nutrition Service](#)
- REDF SNAP E&T Resource: SNAP E&T Introduction
[REDFWorkshop SNAP E&T Introduction](#)
- REDF SNAP E&T Resource: SNAP E&T Cohort Trainings & Resource Page
[REDFWorkshop SNAP E&T Cohort Trainings](#)

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