



# SNAP EMPLOYMENT & TRAINING

## FOR EMPLOYMENT SOCIAL ENTERPRISES

# SNAP E&T Fiscal Basics & Mechanics

## June 2025



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# TODAY'S AGENDA

TOPIC	DETAILS
Recap of Staff Mapping	<ul style="list-style-type: none"><li>• Accessing Capacity for SNAP E&amp;T</li><li>• Staff Mapping Tool</li></ul>
Funding & SNAP E&T Alignment	<ul style="list-style-type: none"><li>• What are E&amp;T funds and how they function</li><li>• What are non-federal funds</li><li>• Assessing for reimbursement</li></ul>
Budgeting For SNAP E&T	<ul style="list-style-type: none"><li>• Where to start</li><li>• Allowable cost examples</li><li>• How to calculate staff time &amp; program costs</li><li>• Best practices</li></ul>
Questions & Next Steps	<ul style="list-style-type: none"><li>• Resources &amp; what's to come</li></ul>

# RECAP: STAFF CAPACITY FOR SNAP E&T

## 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

A tool to help you 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?

## Tasks:

### Program Entry

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

### Service Delivery

- Case Management & Employment 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
- Liaison with SNAP E&T Agency
- Staff Training

## Staffing:

### Frontline Staff

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

### Program Support Staff

- Program Coordinator
- Data Specialist

### Administrative

- Program Manager
- Contracts Manager
- Organizational Leadership

### Fiscal Staffing

- Staff Accountant
- Fiscal Analyst

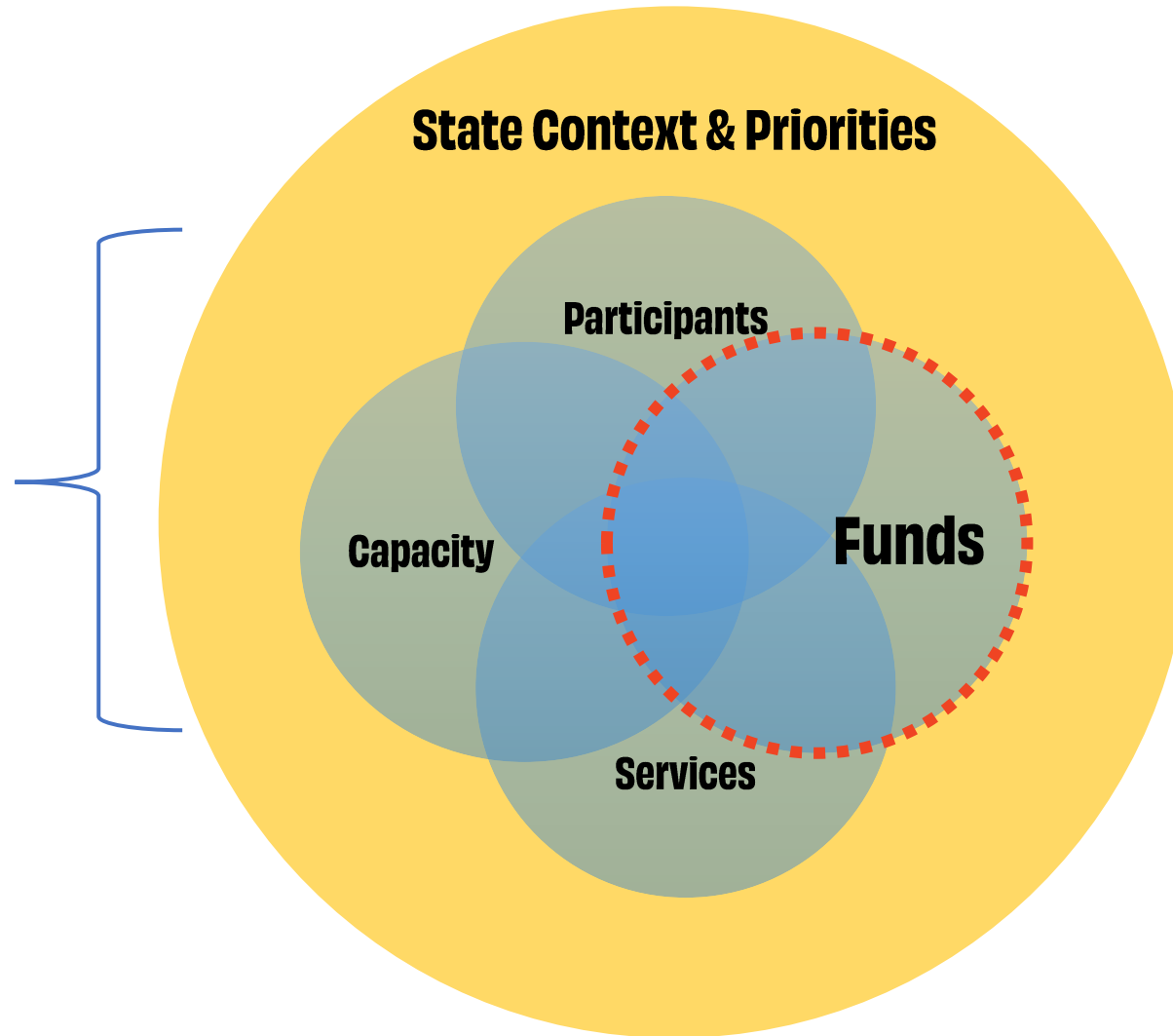
# FACILITATOR



**Kathi Medcalf**  
*Managing Senior Consultant*  
**Seattle Jobs Initiative**  
[KMedcalf@seattlejobsinit.com](mailto:KMedcalf@seattlejobsinit.com)

# **BACK TO OUR ALIGNMENT DIAGRAM: FUNDING**

**A strong SNAP E&T  
program has  
alignment with SNAP  
E&T in four key areas**





# WHAT ARE SNAP E&T FUNDS?

## Federal SNAP E&T Funding

### E&T Program Grant (100% Funds)

Formula-Based grants to States to plan, implement and operate SNAP E&T

All States receive some 100% funds based on the formula issued by FNS

Total funding available in FFY 2022: \$104 million

### 50% Reimbursement Funds (50/50 funds)

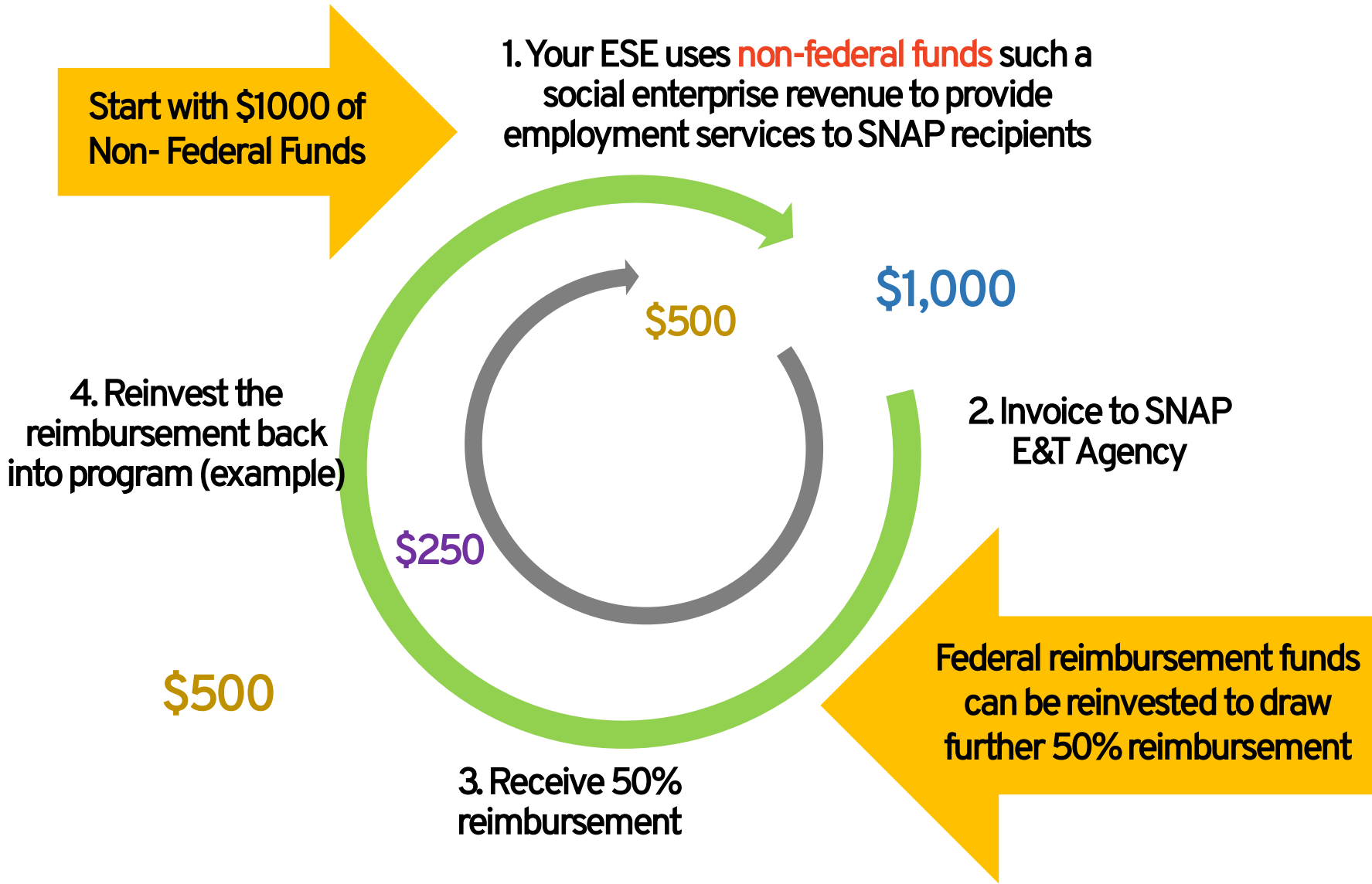
Reimbursement funds for SNAP E&T program costs outside of 100% funds

Includes **supportive services** provided to participants.

**These are the funds that will reimburse you for serving SNAP recipients**

Total funding in 2022: \$550 million (\$225m of local non-federal investments and \$225m of federal reimbursement)

# REIMBURSEMENT CYCLE: HOW THE FUNDS GET TO YOU



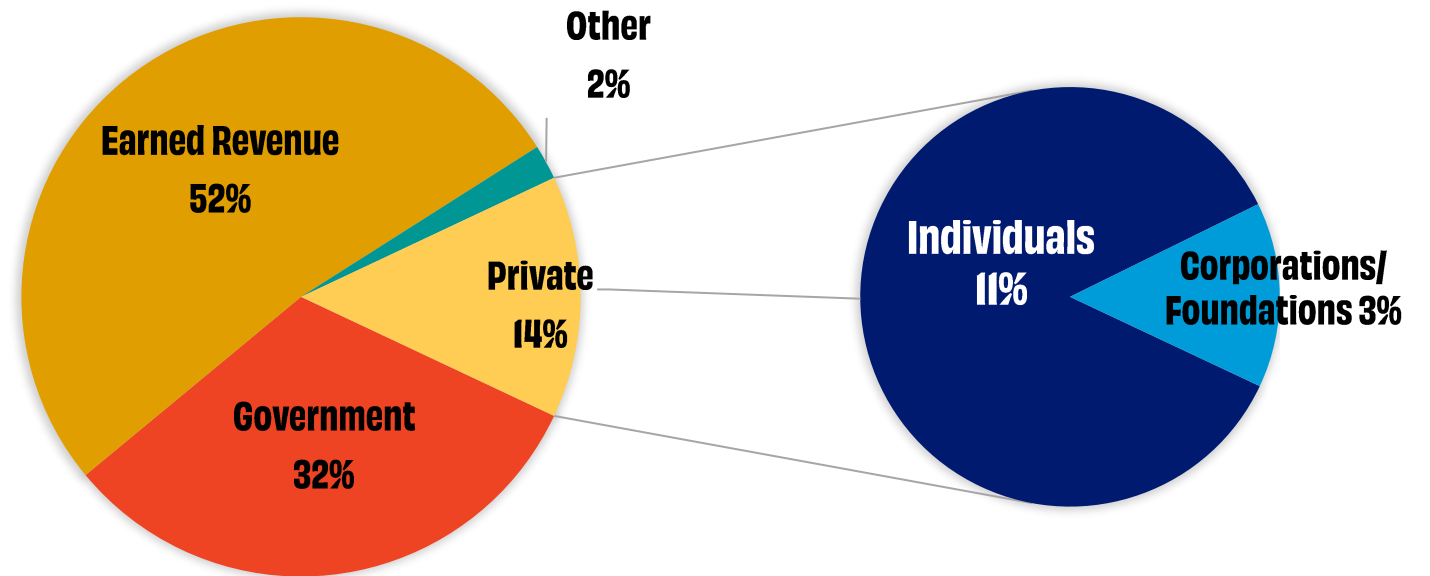


# WHAT ARE NON-FEDERAL FUNDS?

To receive reimbursement or “draw down reimbursement” you must be funding your employment program and services with non-federal funds first!

- State, County, City Funds
- Private Donations
- Foundation Grants
- Business Revenue (Social Enterprises)
- Community Development Block Grants (CDBG)

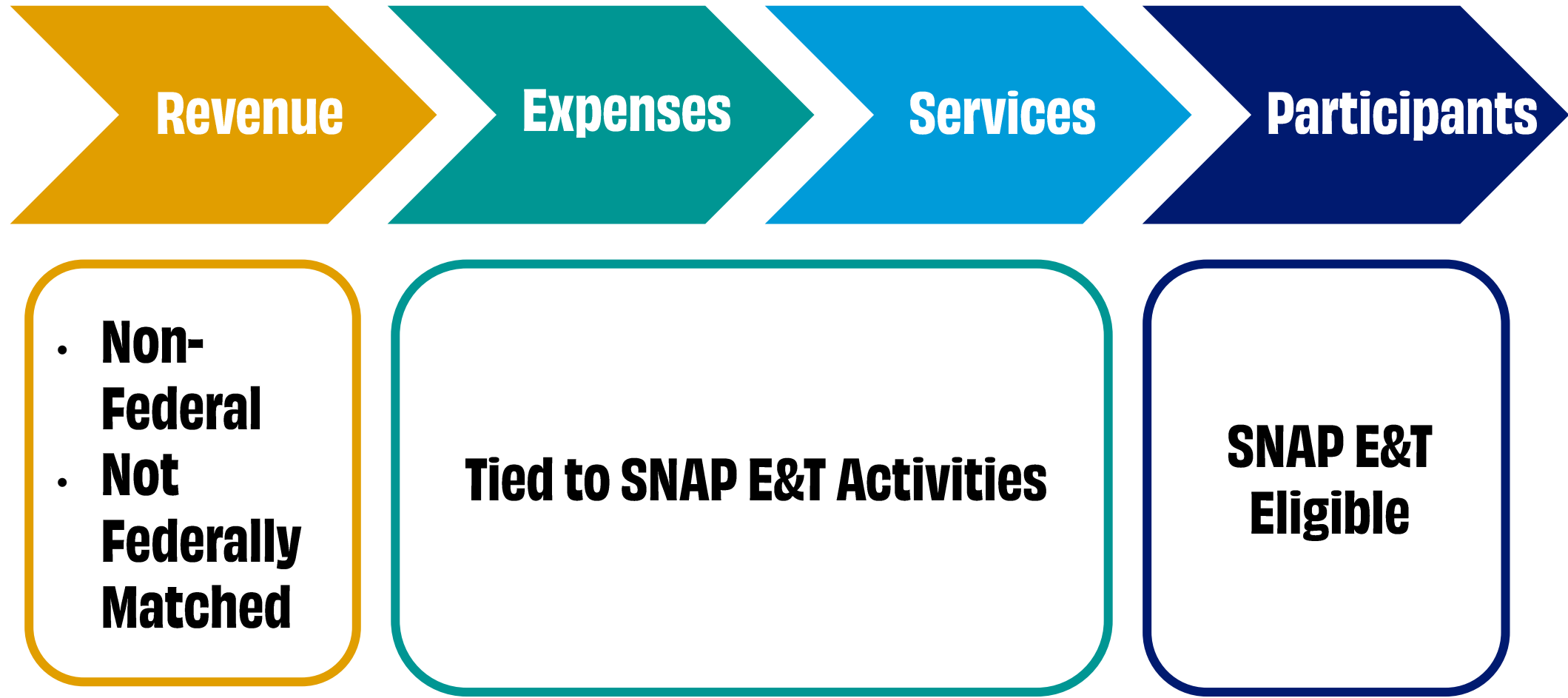
CDBG is the only federal funding source that is eligible to draw down reimbursement.



**Come off Mute and Share:**

**What are some of your funding sources currently, do you know their designation or origination?**

# Assessing Your Potential Reimbursement



# **SNAP E&T FUNDING: NOT a Traditional Funding Stream**

To receive reimbursement or “draw down reimbursement” you must be funding your employment program and services with non-federal funds first!

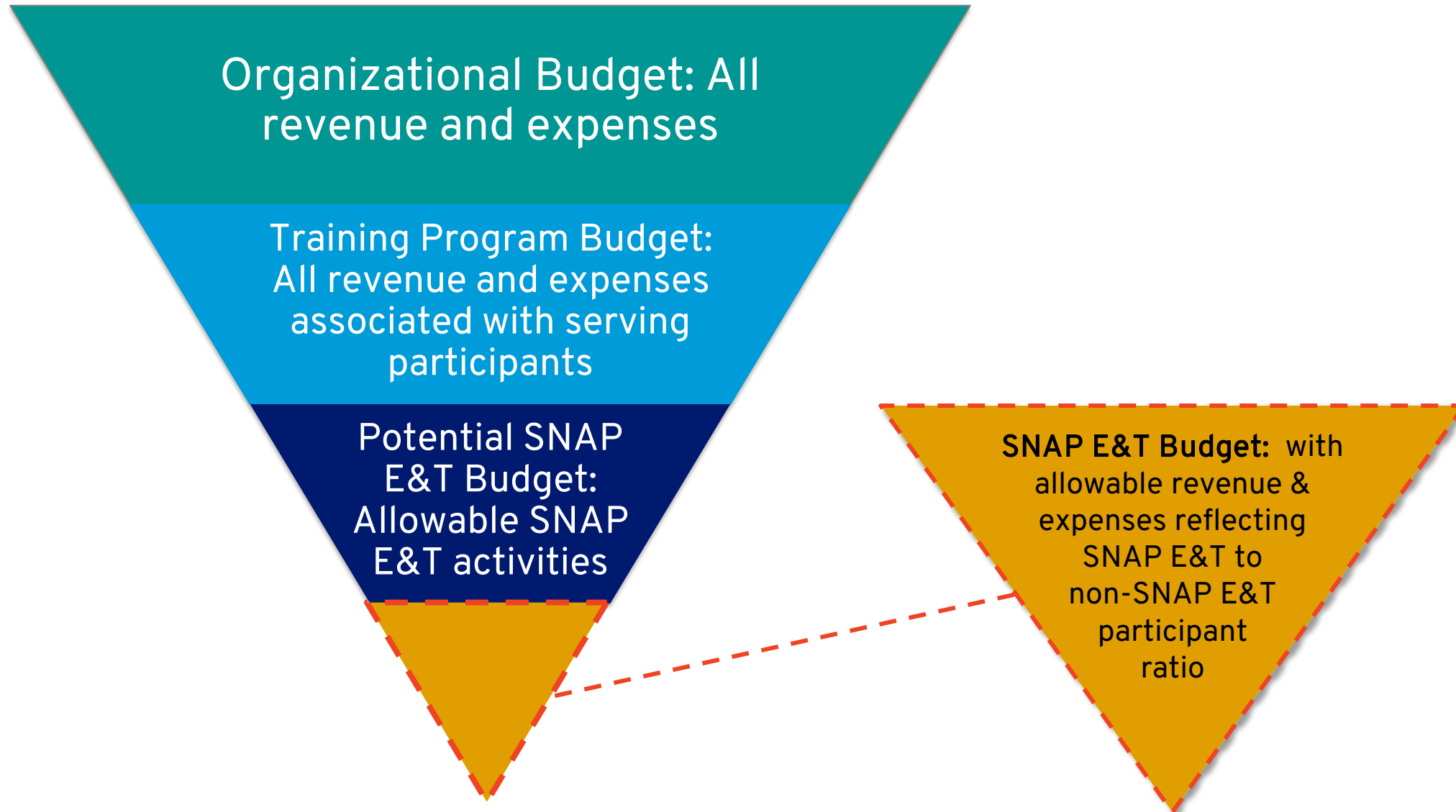
**There is no upfront funding from the E&T program.**

**Your organization is reimbursed on eligible costs incurred.**

**Questions**

**Up Next: Budgeting for SNAP E&T**

# SNAP E&T Budgeting: A Visual





**Drop in the Chat:**

**What are one or two words that come to mind when you start thinking about budgets?**

**Have you had any experience with budgeting in a different program?**



# SNAP E&T Budgeting

**Begin to Assess your Funding Sources, what they cover and what they're missing**

Revenue Streams	Amounts
<del>WIOA-</del>	<del>\$ 200,000.00</del>
Private Donations	\$ 90,000.00
Foundation Grants	\$ 85,000.00
Social Enterprise Revenue	\$ 200,000.00
TOTAL	\$ 375,000.00

# **SNAP E&T Budgeting: Allowable Cost Examples**

## **Administrative Costs**

- Salaries/fringe benefits
- Administrative services
- Building space/lease
- Utilities (to run the building)
- Insurance
- Non-capital equipment/supplies
- Equipment and Other Capital Expenditures
- Staff Travel & Training
- Indirect Costs

## **In Some Cases**

**Participant Wages** can be reimbursed

## **Participant Support Costs**

### **Participant Reimbursements (Support Services)**

- Transportation
- Dependent Care
- Medical Needs (think vision care like glasses)
- Identification, Licenses
- Testing Fees
- Emergency Housing
- Phone/Internet
- Interview/Work Clothing
- Personal Hygiene
- Digital Supports like laptops & accessories

# SNAP E&T Budgeting: Other Program Costs

**Administrative Services/Goods & Services:** Two methods (actual and allocated) are used to determine common costs depending on the item being expensed

**Actuals** –Actual program cost for items expensed (i.e., printing and training materials, audit costs) used strictly for SNAP E&T participants. Can also include time spent doing SNAP E&T planning, attendance at SNAP E&T training events, partnership meetings, etc.

**Allocated** –Based on total FTE for program and training staff, plus average client census by percentage of SNAP E&T clients served through eligible programs.

These costs include:

- Building maintenance,
- Lease/rent,
- Utilities, phone,
- Insurance,
- Staff training

## **Indirect Expenses:**

- Calculate a cost allocated indirect rate
- Use your **Federally Negotiated Indirect Rate** if you have one
- 10% De minimis



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# **Additional SNAP E&T Budgeting Considerations**

- Take time to understand what is eligible for reimbursement in your State/local SNAP E&T program.
- Staff salaries and benefits will likely be your most significant source of reimbursement when you get start.
- Staff time must be tracked to Federal grant standards
- Participant Reimbursements must be documented according to your State/local SNAP E&T program. This could mean receipts and general ledger reports, sign offs by students, case notes etc..
- Reimbursed Services must be in your Plan/contract to be reimbursed.  
Ex: If you don't have Job Search training as a component/activity listed in your plan with the state you cannot bill for Job Search training activities.

# **Braiding Funding**

**SNAP E&T Third-Party Providers are not required to provide all services using non-federal funding. Braiding multiple funding resources can expand opportunities for providers and participants.**

- Maximizes funding sources-both federal and non-federal funds can be used to support positions and services
- Maximizes reimbursement without needing to add staff or additional participants-utilize federal funds where appropriate and enhance services with non-federal funds for reimbursable expenses.
- Maximizes co-enrollment of participants-enroll participants in the best fit programs/funding resources. Potential to increase documented enrollments across programs without increasing the number of participants served.



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# **SNAP E&T Budgeting: Best Practices and Tips**

- Support services are important for participant success. Budget appropriately.
- Be sure to include support staff in your budget.
- Add indirect rates where those expenses are not already claimed.
- The initial budget is based on your best guess/estimate; expect things to look different in practice
- Consider collecting data on staffing during your first year for a better budget estimate.
- Communicate frequently with the state/county/intermediary regarding your budget actuals and experience.
- Learn from each year's experience and build a more accurate budget as you move forward
- It's ideal to start small and grow!

# Questions



# REMINDERS AND NEXT STEPS

## Action Items

- Continue working on and updating workplan
- Meet 1:1 with your TA Team
- Complete Staff and Services Mapping Tools

## Our Next Webinar & Topic:

July 23 2025 SNAP E&T and Employer Engagement

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