

SNAP E&T STAFF MAPPING TOOL

This staff mapping tool is a fillable table that can help you plan for staffing the various SNAP E&T roles that you will take on as a SNAP E&T provider. This tool is designed for interested providers to consider how to incorporate SNAP E&T functions into **the current staffing structure** rather than hiring new staff. This tool can also be used as your program grows to identify modifications in staffing.

As you complete the table below, you might find that certain functions are combined into one role, or they will fall under different general categories – feel free to adjust accordingly to reflect your unique program. Additionally, each of the following E&T tasks will look different from State to State depending on what types of components are eligible for your state. There may be specific roles and functions required by your State or County SNAP E&T program. It's important to consult your local SNAP E&T program handbook or any other written guidance that might be in place as you are preparing to become a SNAP E&T provider to ensure that you have accounted for all of the functions needed for the scope of your SNAP E&T contract to fully administer the program.

In completing this mapping tool, consider who in your organization to consult with to understand current staffing capacity and roles, such as managers, supervisors, and frontline/program staff from each department.

Instructions: Moving from Left to Right, start by reviewing the various SNAP E&T functions and begin to list out how they will be incorporated into your current staffing structure:

1. The left hand column “**SNAP E&T Function**” lists out typical roles and functions that you will need in place to operate as a SNAP E&T provider. **NOTE:** The table includes typical functions or elements of an employment and training program. Your program may not include all these elements or could include other elements that align with SNAP E&T. Again, consult your local SNAP E&T program handbook or any other written guidance that might be in place by your state or county administrator.
2. The next column, “**Current Staff Role**” is where you list out existing staff role(s) that would incorporate the SNAP E&T function. For the Components section, list out **Current Program, Employment or Educational Service** and **Service Details**.
3. The “**Details**” column, is where you list out details associated with the SNAP E&T function such as the needed amount of time dedicated in hours/week or % FTE to complete SNAP E&T tasks; however, the time and details make sense for your staffing structure. Additionally, briefly describe the general workflow for this role.
4. In the “**Notes**” column, indicate any adjustments you’ll need to make to this role and for the designated staff. Indicate how much and what type of training is needed.
5. The tasks that indicate a “*” are required SNAP E&T functions and must be a part of your SNAP E&T program. Your SNAP E&T program may offer have more than one component, however at a minimum your SNAP E&T must provide at least one E&T component.

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.			
*Case Management			

Program/Frontline Staffing

SNAP E&T Function	Current Staff Role	Details	Notes: Needed Adjustments, Training, Etc.
Refer to your local program guidelines to better understand the full scope of case management for SNAP E&T.			
Case Noting: capturing specific SNAP E&T component activity, progress towards employment goals, barriers identified, etc.			
*Coordination of participant reimbursements: Tracking and documenting the delivery of supportive services.			

E&T Component Delivery

NOTE: The table includes typical functions or elements (***SNAP E&T** Components) of an employment & training program. Your program may not include all of these elements however much off er at least one or could include other elements that could align with SNAP E&T. Here is a link to [FNS component table](#) and descriptions.

SNAP E&T Function	Current Program, Employment or Educational Service	Service Details	Notes: Needed Adjustments, Training, Etc.
	List out the program, employment or educational service that align or are similar to this in your program.	Briefly describe the staffing and roles for your E&T program.	
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; off ered 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.			

E&T Component Delivery

SNAP E&T Function	Current Program, Employment or Educational Service	Service Details	Notes: Needed Adjustments, Training, Etc.
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 Work program that provides 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 are 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.			

E&T Component Delivery

SNAP E&T Function	Current Program, Employment or Educational Service	Service Details	Notes: Needed Adjustments, Training, Etc.
Workfare: SNAP recipients work off the value of their household's monthly SNAP allotment through an assignment at a private or public non-profit agency, including community-based organizations. Improves employability and movement into regular employment.			
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.			
Other:			

Program Staff Support

SNAP E&T Function	Current Staff Role	Details	Notes: Needed Adjustments, Training, Etc.
	Who currently does something similar to this in your program?	% FTE Brief description of workflow	
Data Management & Reconciliation: Entering and tracking SNAP E&T participation data including reconciling issuance of participant reimbursements.			
SNAP E&T Eligibility Verification at program entry and at time of billing: Confirming your pool of eligible participants who received E&T services in the billing period.			
Quality control: appropriate documentation, all records up to date. “Internal Auditing”			
Expense tracking: Development and maintenance of processes to account for billable SNAP E&T expenses (supportive services, personnel, general SNAP E&T program expenses) Consider expenses generated through program service delivery as well as expenses generated as a result of staff time and other organizational costs dedicated to SNAP E&T.			
Reporting: Collecting and sharing out program outcomes and participant progress according to requirements in your contract.			

Administrative Program Oversight

SNAP E&T Function	Current Staff Role	Details	Notes: Needed Adjustments, Training, Etc.
	Who currently does something similar to this in your program?	% FTE Brief description of workflow	
Program oversight, program strategy: General supervision of SNAP E&T operations as well as facilitating processes to determine program scope and growth/modifications over time.			
Liaison with SNAP E&T Agency Primary point person for all communication and coordination with the SNAP E&T administering agency. Email correspondence, attendance at planning meetings, etc. Disseminating information internally.			
Expense tracking: Development and maintenance of processes to account for billable SNAP E&T expenses (supportive services, personnel, general SNAP E&T program expenses) Consider expenses generated through program service delivery as well as expenses generated as a result of staff time and other organizational costs dedicated to SNAP E&T.			
Quality control: appropriate documentation, all records up to date. "Internal Auditing"			

Administrative Program Oversight

SNAP E&T Function	Current Staff Role	Details	Notes: Needed Adjustments, Training, Etc.
Staff training: Ensure that all relevant staff understand SNAP E&T, its opportunities and basic operational aspects, along with the specific functions of each person's role, delivers any program updates throughout the year. Federally required staff trainings such as civil rights training			
Reporting: Oversight to collecting and sharing out program outcomes and participant progress according to requirements in your contract.			
Contract management & compliance Reviews and manages aspects of execution of SNAP E&T contracts, provides oversight and guidance for organization to fulfil requirements outlined in the SNAP E&T contract. Plays a key role in monitoring and audit processes to ensure the provider complies. Coordinates with fiscal and program staff to ensure that all operations meet the requirements of the SNAP E&T contract. Development and oversight to annual program budget.			

Fiscal Staffing

SNAP E&T Function	Current Staff Role	Details	Notes: Needed Adjustments, Training, Etc.
	Who currently does something similar to this in your program?	% FTE Brief description of workflow	
Invoicing: Preparation and submission of all required materials to request reimbursement for SNAP E&T expenses. This is usually a monthly task in coordination with fiscal staff.			
Expense Tracking: Development and maintenance of processes to account for billable SNAP E&T expenses. Tracking documentation for federal/state/local auditing to include program level documentation.			
Expense tracking: Development and maintenance of processes to account for billable SNAP E&T expenses (supportive services, personnel, general SNAP E&T program expenses) Consider expenses generated through program service delivery as well as expenses generated as a result of staff time and other organizational costs dedicated to SNAP E&T.			
Quality control: appropriate documentation, all records up to date. "Internal Auditing"			