



**SNAP EMPLOYMENT & TRAINING
FOR APPALACHIA**

FUNDING ALIGNMENT & BUDGETING
June 24, 2026



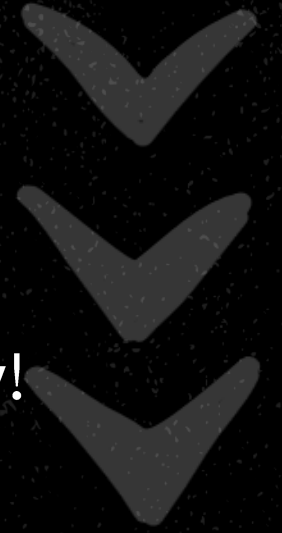
Center for
Employment
Opportunities



TODAY'S AGENDA

TOPIC	DETAILS
WELCOME & NORMS	• Welcome & Norms
RECAP OF ORGANIZATIONAL CAPACITY	• Organizational capacity & staff mapping review
FUNDING /SNAP E&T ALIGNMENT	• What are E&T funds and how they function • What are non-federal funds • Assessing for reimbursement
BUDGETING FOR SNAP E&T	• Budget Process & Pathway • Allowable cost examples • Example & best practices
QUESTIONS & NEXT STEPS	• Resources & what's to come

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.

SNAP E&T CAPACITY REVIEW



SIX INFRASTRUCTURE AREAS TO ASSESS

Participant tracking

Intake, referral, participation, exits

Documentation infrastructure

Case notes, files, attendance, supports

Fiscal infrastructure

Cost tracking, invoice backup, controls

SNAP E&T
Infrastructure

Data & reporting

Required fields, cadence, quality checks

Policies & procedures

Workflows, internal controls, review

Technology & records

Storage, access, retention, security

These are functions and systems – not necessarily separate departments.

SNAP E&T STAFF MAPPING TOOL CHECK IN

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 Who currently does something similar to this in your program	Details Hours/week or % FTE Brief description of workflow	Notes: Needed Adjustments, Training, Etc.
*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.			

1. What progress have you made together?

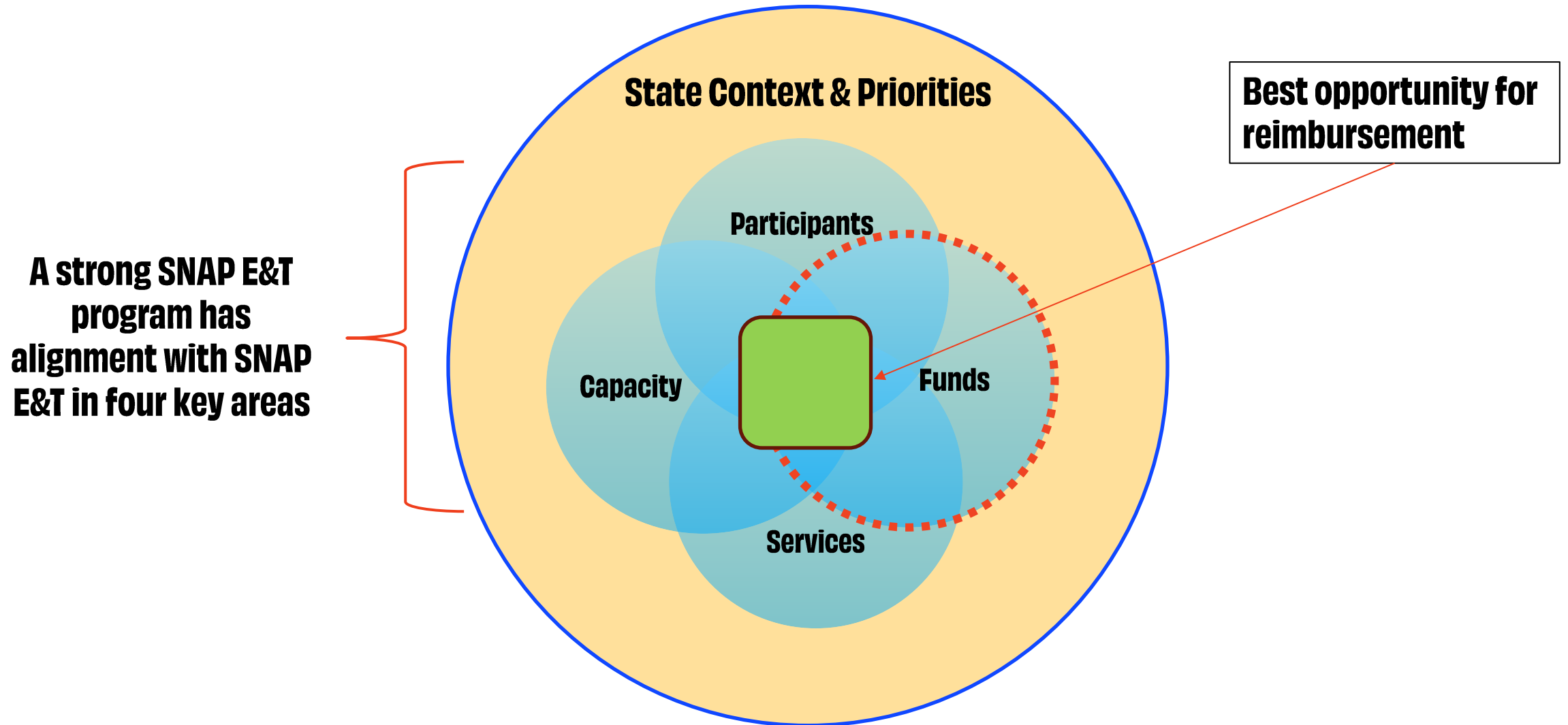
2. Are you stuck?

3. Have you reviewed with your TA team?

SNAP E&T FISCAL: INTRODUCTION



BACK TO OUR ALIGNMENT DIAGRAM: FUNDING



WHAT ARE SNAP E&T FUNDS?

Federal SNAP E&T Funding Types	
E&T Program Grant (100% Funds)	50% Reimbursement Funds (50/50 funds)
Formula-Based grants to States to plan, implement and operate SNAP E&T	Reimbursement funds for SNAP E&T program costs outside of 100% funds
All States receive some 100% funds based on the formula issued by FNS	Includes supportive services provided to participants.
Total funding available in FFY 2022: \$104 million	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)

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!



Local County/City
dollars



Earned Income
(Social Enterprise
Revenue)



Individual or
Corporate gifts



Grants from
foundations



CDBG EXCEPTION

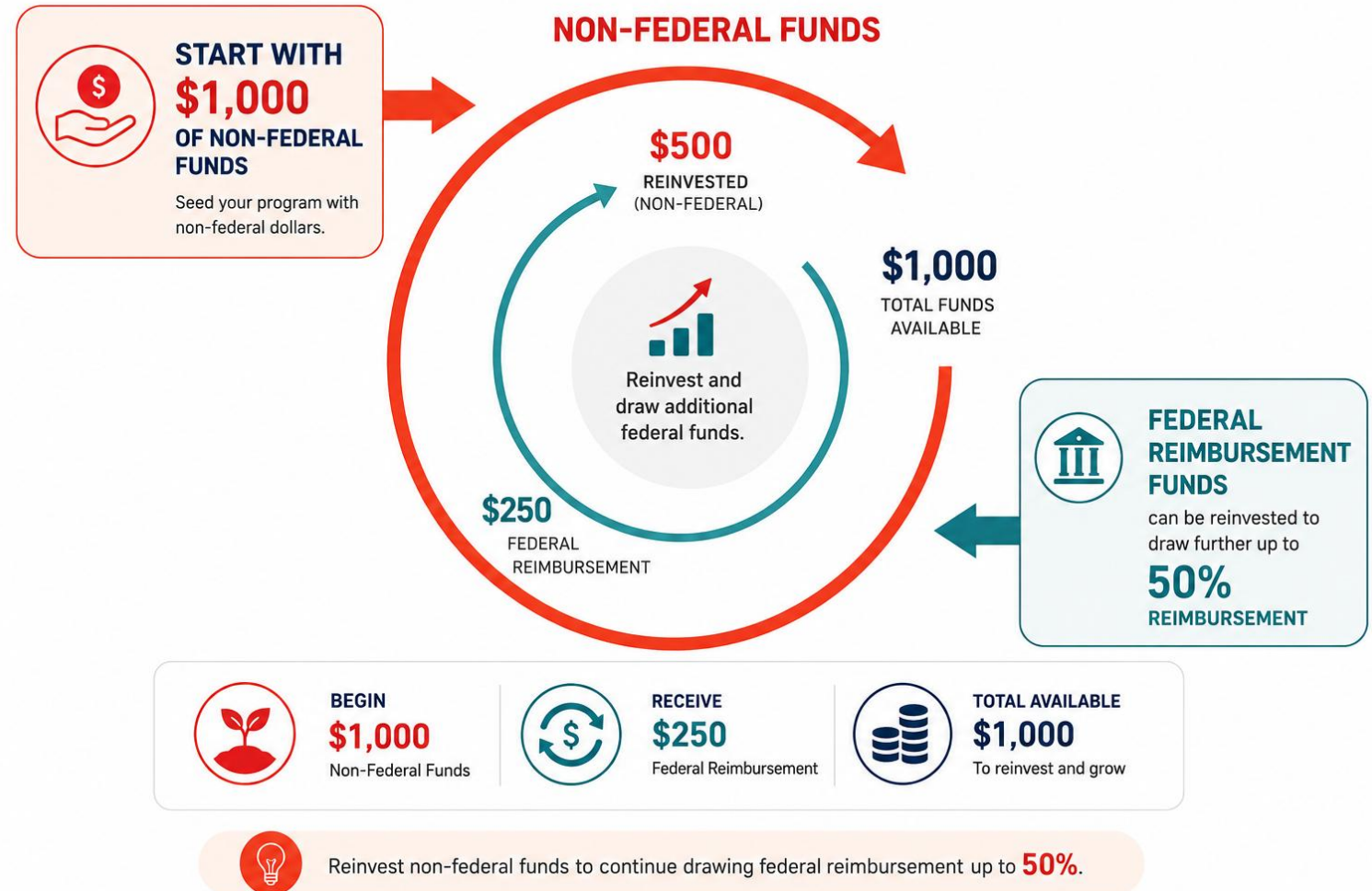
Community Development Block Grant (CDBG) funds are generally the only federal funding source eligible to draw down reimbursement

SNAP E&T FUNDING: NOT A TRADITIONAL GRANT

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

REMINDERS:

- ✓ There is no **upfront funding**
- ✓ SNAP E&T is a **reimbursement** funding model.
- ✓ Your organization is reimbursed on eligible costs **incurred**.



POLL #1

How Confident Are You In Identifying Funding That Could Be Used As SNAP E&T Match?

- a) Very confident
- b) Somewhat confident
- c) Neutral/Unsure
- d) Not very confident

REIMBURSEMENT POTENTIAL: A QUICK ASSESSMENT



- **Non-Federal**
- **Not Federally Matched**

Tied to SNAP E&T Activities

**SNAP E&T
Eligible**

QUESTIONS?

SNAP E&T FISCAL: BUDGETING

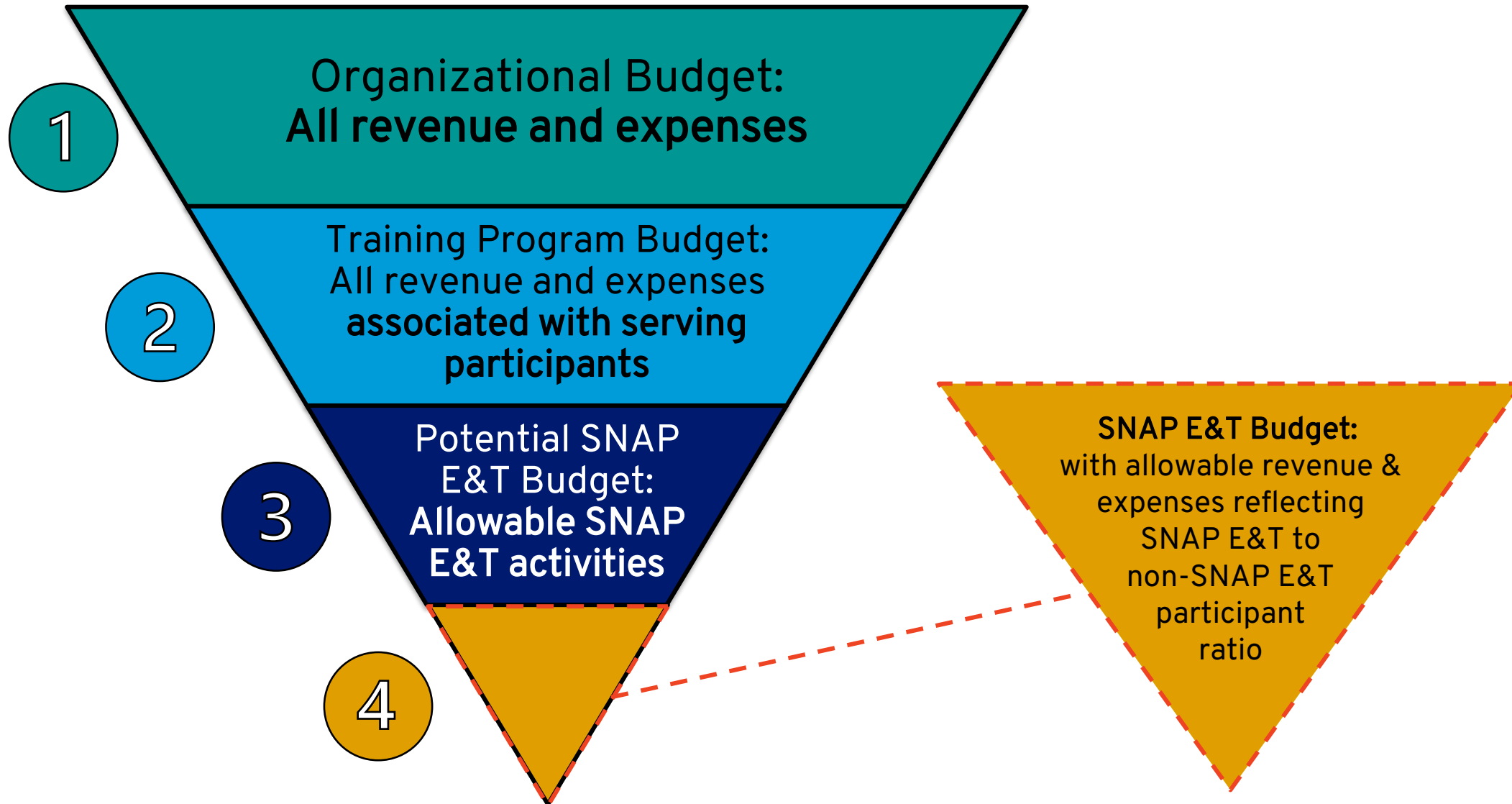


POLL #2 BUDGET EXPERIENCE

Which Best Describes Your Experience Creating Budgets?

- a) I've never created a budget before.
- b) I've provided input on a budget but haven't built one myself.
- c) I've independently created and managed budgets.
- d) I've created multiple budgets and regularly manage budget planning.

SNAP E&T BUDGETING: A VISUAL



SNAP E&T BUDGETING EXAMPLE

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

1

Revenue Streams	Amounts
~~WIOA-~~	~~\$ 200,000.00~~
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

2

ADMINISTRATIVE COSTS

SALARIES & BENEFITS	ADMINISTRATIVE	TRAVEL & TRAINING	INDIRECT EXPENSES Shared overhead costs that support the organization as a whole
Program Manager	Rent/Lease	Mileage	Federally Negotiated Rate 15% De Minimis Rate Cost Allocated Plan
Fiscal Staff	Utilities	Conferences	
Case Manager Supervisor	Internet	Training Registration	
HR Staff	Insurance	Lodging	
Payroll Taxes	Office Supplies	Professional Development	

*Allowable costs are different from state to state

SNAP E&T BUDGETING: ALLOWABLE COST EXAMPLES



ADMINISTRATIVE: STAFF SALARIES

Staff salary costs are calculated by applying the percentage of time spent supporting program activities to an employee's salary and benefits.

Determining the Allocation Percentage

- Determine what % of the job duties are E&T Eligible:
- You would also remove any other federally funded tasks like WIOA tasks

The allocation percentage should reflect the portion of an employee's work that supports program activities and may be based on:

1. **Direct Service Hours:** The percentage of staff time spent directly serving program participants (common)
2. **Caseload or Participant Ratios:** The proportion of participants enrolled in the program compared to the employee's total caseload (common)
3. **Time Studies:** Documented observations or tracking of staff activities over a representative period.
4. **Other Cost Allocation Methodologies:** Alternative documented methods that reasonably allocate staff time across programs.

Important Considerations

- Methodology should be reasonable and consistently applied.
- Allocation must be supported by appropriate documentation.
- Documentation should clearly demonstrate how the percentage was determined.
- Salary and benefits should be allocated using the same methodology whenever possible.

SNAP E&T BUDGETING: ALLOWABLE COST EXAMPLES

2

Participant Supports i.e. Participant Reimbursements



Transportation



Testing Fees

Emergency Housing



Dependent Care



Identification

Phone/Internet



Vision Care



Work & Interview Attire



Digital Support



For Employment: Scrubs/PPE

*Allowable costs are different from state to state

SNAP E&T BUDGETING: ALLOWABLE COST EXAMPLES

2

Participant Wages

PARTICIPANT WAGES	ELIGIBLE ACTIVITIES	DOCUMENTATION
Hourly wages paid to participants	Transitional Jobs	Timesheets
Stipends (if allowable in your state)	Paid Work Experience	Payroll Records
Employer-paid payroll taxes	Internships	Wage Rates
Workers' Compensation	Pre-Apprenticeships	Participant Eligibility Documentation
Required fringe benefits	Apprenticeships	Activity Records

*Allowable costs are different from state to state

SNAP E&T BUDGETING: ALLOWABLE COST EXAMPLES

2

PARTICIPANT WAGES

Subsidized Work-Based Learning (SWBL) allows providers to receive reimbursement for eligible participant wages and related employment costs while participants gain paid work experience, develop skills, and prepare for long-term employment.

WORK COMPONENTS	KENTUCKY	OHIO	VIRGINIA	WEST VIRGINIA
Work Experience				
Work Activity	YES		YES	YES
Work-Based Learning				
Apprenticeship				YES
Customized Training				
Incumbent Worker Training				
Internship	Yes! & Subsidized Wages			
On-the-job Training				YES
Pre Apprenticeship				YES
Transitional Jobs	YES	Yes! & Subsidized Wages		

*Allowable costs are different from state to state

SNAP E&T BUDGETING: ALLOWABLE COST EXAMPLES

SERVICES & ACTIVITIES

Expenses tied to allowable SNAP E&T activities

Organizations narrow their overall budget to identify allowable SNAP E&T costs and then apply participant eligibility to estimate reimbursement potential



Case
Management



Job Readiness
Training



Work-
Experience



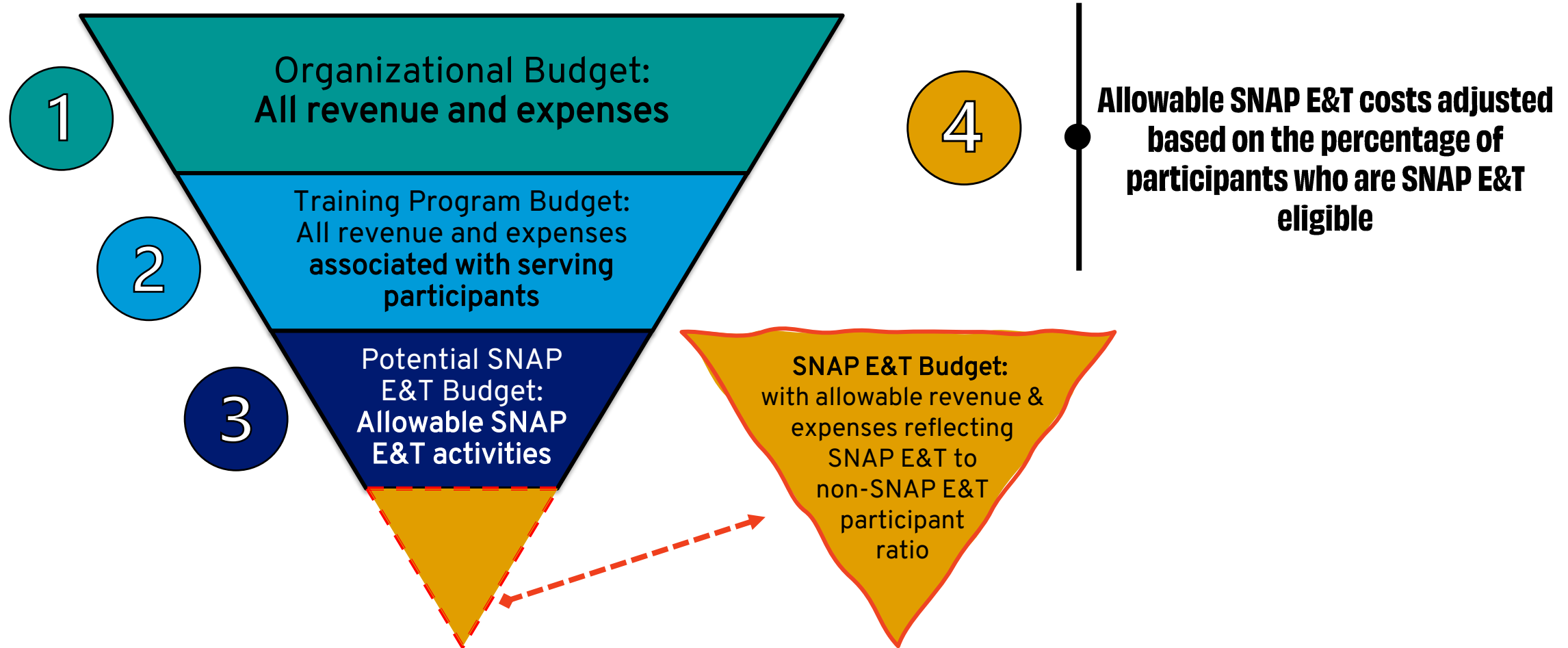
Supportive
Services

3

Only expenses for allowable SNAP E&T activities are included in this step

*Allowable costs are different from state to state

SNAP E&T BUDGETING: THE BUDGET



Allowable costs are different from state to state

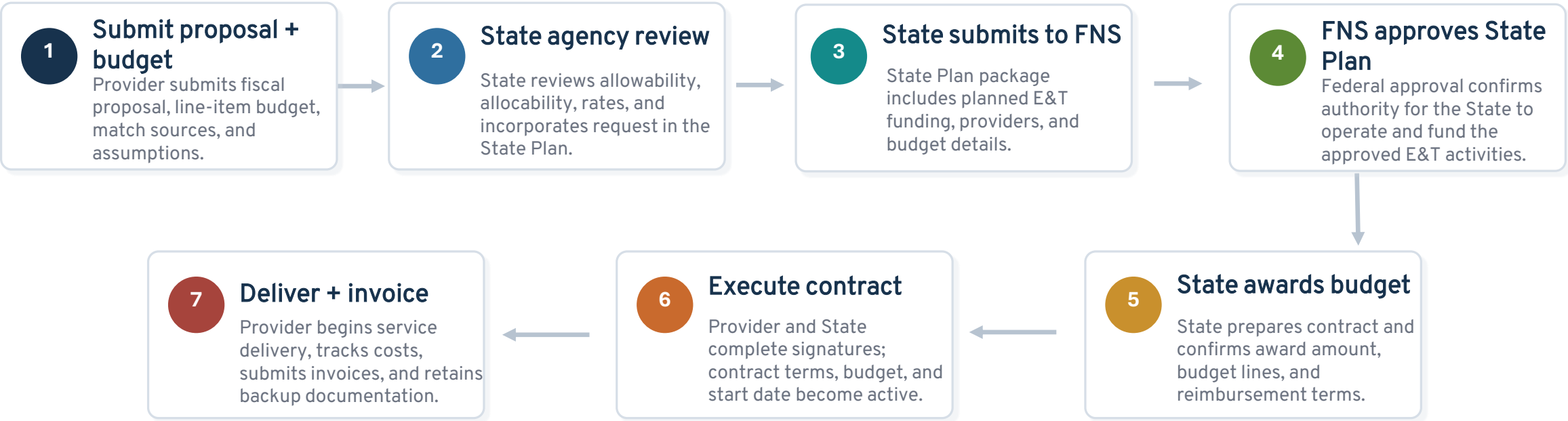
DROP IN THE CHAT:

How are we feeling about what we just learned?

A) Great! B) I'm getting there C) I'm lost D) Other

SNAP E&T CONTRACT APPROVAL & FISCAL PATHWAY

How a proposal budget moves from submission to contract execution and reimbursement



Fiscal checkpoint: The approved State Plan authorizes the funding structure; the executed contract activates the award; invoicing begins only after delivery under the active contract.

Proposal budget → State Plan budget → Contract award → Program costs + reimbursement invoices

QUESTIONS?

UP NEXT:

Continue working with your TA team:

- Workplan goals
- Tools & documents, ask all the questions!
- Invite additional staff as needed

Our Next Webinar & Topic:

July 22, 2026 Tying It All Together

You made it! This is the final formal training session of the cohort. We'll discuss the annual SNAP E&T cycle, external factors to consider, and tie all the alignment areas together. You'll hear what resources are available to you and how to stay engaged with us.

SNAP E&T Appalachia Landing Page

Our Cohort Landing page and access to tools, templates, resources, best practices, and SNAP E&T materials relevant for you



Center for
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redefine
ALLIANCE

ADDITIONAL TIPS

SNAP E&T BUDGETING: BEST PRACTICES AND TIPS

Invoicing is tied directly to your SNAP E&T budget!

- You may only invoice up to the amount you requested in your budget for each line item give or take 10%.
- You may not move money from Administrative to Supportive Services without permission from your oversight agency
- If your expenses change (new staff—new salaries) you need to request a budget amendment to adjust your budget.
- You can only invoice for what you write in your budget, i.e., **you cannot request reimbursement for items not listed or described in your budget**

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!**

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
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- 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!**