REDEFINE ALLIANCE

Illinois SNAP Employment & Training

Organization Self-Assessment

COMPLETING THIS ASSESSMENT

Open in Adobe Acrobat Reader with JavaScript enabled for automatic tallies.
Choose Yes, No, or Maybe for each of the 17 questions on printed pages 3-8 or on the tally sheet on printed page 9. Section 1 begins on printed page 3. Selections appear in both places. Printed page 10 shows section counts and completion status.
Save to retain responses. Maybe corresponds to Unsure in the interpretation guide.

Organization:

Completed by:

Date:

Illinois SNAP Employment & Training Organization Self-Assessment

ABOUT SNAP E&T: FEDERAL LENS

The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program, administered federally by USDA Food and Nutrition Administration (USDA FNA), 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 program design and service delivery. States may partner with community-based organizations, community colleges, workforce boards, and other organizations as providers to deliver E&T services and leverage federal SNAP E&T funding.

Employment Social Enterprises (ESEs), Community-Based Organizations (CBOs) and businesses with supportive & inclusive employment practices 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.

THE SNAP E&T REIMBURSEMENT OPPORTUNITY

Organizations that become SNAP E&T providers can receive reimbursement for portions of eligible costs they are already incurring to deliver employment and training services to SNAP participants, leveraging existing investments and structure, not creating and implementing new programs or services. Once reimbursed, these funds become unrestricted revenue that can be reinvested to strengthen, sustain, and expand existing programs.

ABOUT ILLINOIS' PROGRAM

The Illinois SNAP Employment & Training (SNAP E&T) program, known as **SNAP to Success**, is a **state-administered, voluntary program** overseen by the Office of Workforce Development within the Illinois Department of Human Services (IDHS), Division of Family and Community Services. Services are delivered through a statewide network of community-based organizations, local government agencies, nonprofit organizations, and IDHS workforce staff.

National Able Network (NAN)serves as Illinois' SNAP to Success intermediary, overseeing a network of subcontracted providers and supporting fiscal and programmatic compliance. IDHS and National Able are prioritizing expansion of the provider network, particularly in **downstate Illinois**, to address geographic service gaps and increase access to employment and training opportunities.

Illinois is organized into five service regions, each supported by a NAN Regional Program Manager, with an additional manager assigned to Cook County. Regional Program Managers serve as local points of contact for current and prospective NAN subgrantee providers, supporting recruitment, onboarding, partnership development, and regional program expansion.

SNAP to Success helps participants **build skills, gain work experience, earn credentials, secure employment, and advance toward greater economic self-sufficiency**. Participants can access services tailored to their individual goals and needs, including job search assistance, workfare, basic education, English language acquisition, work readiness training, and transitional jobs. Together, these services provide pathways to meaningful employment, increased earnings, and long-term economic stability.



Self-Assessment Tool: SNAP to Success Alignment

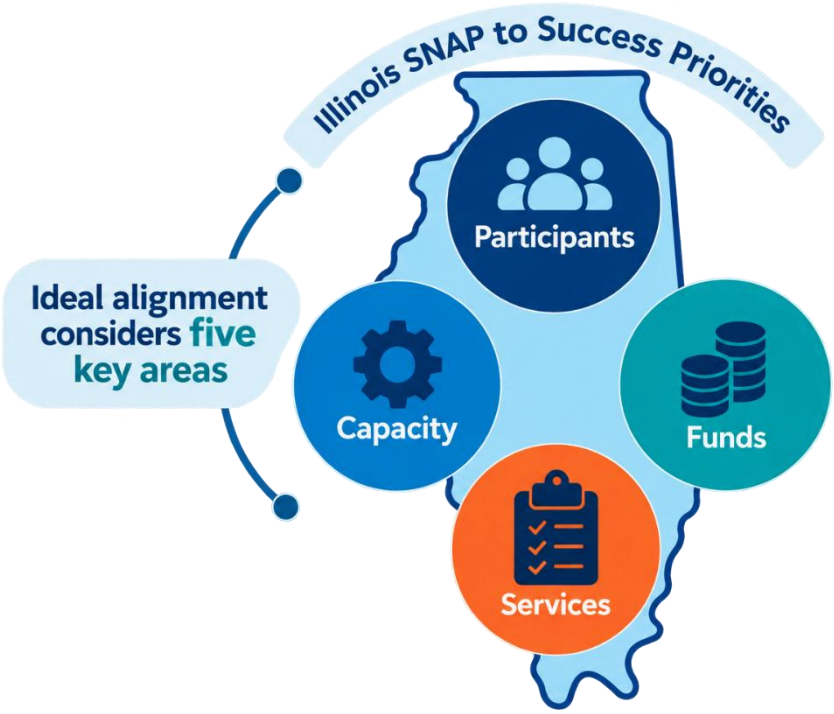
The purpose of this tool is to provide organizations with a process to review Illinois' SNAP Employment and Training Program and assess their program's alignment and opportunity to pursue a contracted partnership as a provider.

To determine potential success as a SNAP to Success provider, interested organizations should look for alignment in the five key areas 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 to Success 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 to Success Provider is essential to determining the partnership opportunity.

ORGANIZATION ALIGNMENT AT A GLANCE:

Organizations may be well-positioned to participate as a SNAP to Success Provider if they:

- ✓ **Serve SNAP-Eligible Populations:** Work with individuals who currently receive SNAP benefits or may be eligible based on income and other eligibility requirements.
- ✓ **Leverage Nonfederal Funding:** Have access to eligible nonfederal funding sources, such as social enterprise revenue, state or local government funding, Community Development Block Grants (CDBG), foundation grants, or philanthropic support.
- ✓ **Provide Quality Employment and Training Services:** Offer services such as job search assistance, work readiness training, work experience, vocational training, case management, and job retention support that have demonstrated positive outcomes for program participants
- ✓ **Demonstrate Administrative Capacity:** Have the staffing, financial systems, and organizational infrastructure needed to manage program requirements, documentation, reporting, and fiscal compliance.



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1. PARTICIPANTS

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

Thinking about the participants your organization serves:

Participants	Select one:
Do you serve participants receiving or likely eligible for SNAP benefits, and not currently receiving TANF?	☐ Yes ☐ No ☐ Maybe
Do you ask participants if they receive SNAP benefits?	☐ Yes ☐ No ☐ Maybe
Do you help participants apply for SNAP benefits?	☐ Yes ☐ No ☐ Maybe
Do you have participants who are subject to the ABAWD work requirement or Medicaid work requirement?	☐ Yes ☐ No ☐ Maybe

2. FUNDING

The SNAP to Success 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 to Success services and activities. Providers provide approved SNAP to Success 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, providers can claim indirect expenses including a Federal Indirect Rate or NICRA, if available.

The reimbursed funds received by the provider lose their federal identity and become unrestricted dollars. When a provider reinvests reimbursed funds into qualifying SNAP to Success 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) **CDBG, while federally sourced is allowable**

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	Select one:
Do you utilize non-federal funding to support your workforce/ E&T program?	☐ Yes ☐ No ☐ Maybe
If your organization uses federal funds to support workforce services, can they be clearly separated from non-federal funds?	☐ Yes ☐ No ☐ Maybe
Do you have experience with time and effort reporting and/or staff allocation processes?	☐ Yes ☐ No ☐ Maybe

3. Capacity

When analyzing your alignment with SNAP to Success, determine whether you have the organizational capacity to meet SNAP to Success 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
- Demonstrating Program Impact
- Documentation of supportive services

Consider how your current staff, systems, and organizational infrastructure meet the capacity requirements of your existing grants and programs. As a SNAP to Success provider, you will leverage your existing services, activities, and funding rather than create a new program. However, you will be responsible for SNAP to Success-specific activities, which may include verifying participant eligibility; tracking enrollment, participation, and employment outcomes; developing an annual E&T budget; invoicing for eligible services; documenting supportive services; confirming non-federal funding sources; and meeting program reporting requirements.

Providers may also be asked to **demonstrate the impact and effectiveness of their existing programs** by showing how they successfully help participants achieve employment and training goals. This may include documenting outcomes such as skills gained, credentials earned, job placements, wage progression, and employment retention.

In thinking about your organization's staffing experience and systems...

Capacity	Select one:
Do you have experience administering federal grants and programming or State or county-funded programs?	☐ Yes ☐ No ☐ Maybe
Do you have a system for collecting and providing data that may need to be reported to your state's SNAP to Success program? Data examples include an individual's demographic information, program enrollment, participation, and program outcomes and impact.	☐ Yes ☐ No ☐ Maybe
Are you familiar with the tracking and reporting requirements associated with federal and state funding streams?	☐ Yes ☐ No ☐ Maybe

4. Services

There are three key aspects to providing SNAP to Success Services:

- A training **component**, aka training activity that leads to an industry recognized credential
- Comprehensive case management
- Wrap-around **support services** to ensure participants have what is reasonable and necessary to participate in the qualified SNAP to Success activity (component)

A) COMPONENTS/ACTIVITIES

Below is a summary of the eligible SNAP to Success Components/Activities in Illinois. Please review the IDHS program components page here for full component descriptions and additional details.

A SNAP to Success 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 alignment. Aligning your ESE/CBO's existing training services with SNAP to Success components categories is the next step in identifying if SNAP to Success is a good fit for your organization.

COMPONENTS/ACTIVITIES TABLE

NON-EDUCATION, NON-WORK COMPONENT Job Retention
Job Retention services assist newly employed SNAP to Success participants in navigating the employment world and overcoming barriers that could hinder them from retaining employment. Support such as transportation and clothing assistance, counseling, and additional required training can be provided to participants for 30, 60, or 90 days after the employment start date.
NON-EDUCATION, NON-WORK COMPONENT Job Search Training
Job Search Training enhances a participant's job readiness by teaching job-seeking techniques, increasing job search motivation, and boosting self-confidence. It may also consist of assistance with resume writing, interview skills, employability assessments, and other direct training or support activities. Job Search Training alone does not satisfy the ABAWD work requirement but may be combined with other qualifying E&T components and can account for up to 49% of a participant's total required participation hours.
NON-EDUCATION, NON-WORK COMPONENT Supervised Job Search
Supervised Job Search includes structured activities such as job placement assistance, skills and interest assessments, and coaching to strengthen participants' job search skills and employment prospects. Participants receive at least weekly supervision from IDHS staff or a provider, and providers must document time spent developing and carrying out the participant's job search plan. The component can also help identify additional services or supports needed when a participant is unable to secure employment.
NON-EDUCATION, NON-WORK COMPONENT Workfare
Workfare/Community Workfare is designed to improve employability and enable individuals to move into regular employment. Community Workfare Sponsors are public or private nonprofit entities, such as CBOs, churches, or other cooperating organizations. Participation in the activity is limited to the household SNAP allotment divided by the higher of the state or federal minimum wage. By participating for the required number of hours, the individual meets the ABAWD work requirement.

EDUCATIONAL COMPONENT Basic / Foundational Skills Instruction

Basic Education is for participants identified as needing additional education to advance in their job search or attainment of employment. Programs should offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and perform mathematics or other activities necessary to attain a secondary school diploma or recognized equivalent; transition to postsecondary education and training; and obtain employment.

EDUCATIONAL COMPONENT Career / Technical Education or Other Vocational Training

Vocational Training supports individuals in need of short-term, work-related training designed to improve employability. It includes short-term technical training, education, and certificate programs that prepare participants for employment in a specific occupation. Examples of credentials offered through provider programs or training partnerships include a Commercial Driver's License (CDL), Certified Nursing Assistant (CNA) credential, and Information Technology credentials.

EDUCATIONAL COMPONENT English Language Acquisition

English Language Acquisition (EPEL) is for participants identified as non-English speaking individuals who need additional assistance in the formal grammar, vocabulary, and pronunciation of spoken and written English to help advance their job search and attainment of employment.

EDUCATIONAL COMPONENT Work Readiness Training

Work Readiness Training prepares participants to obtain and retain employment through activities such as employment assessment, job search and interviewing skills, life skills, labor market information, educational remediation, and development of foundational and soft skills needed for workplace success.

WORK EXPERIENCE COMPONENT Internship (Unsubsidized)

An internship is a planned, structured learning experience that takes place in a workplace for a limited time. An internship may be paid or unpaid and may be arranged within the private for-profit, nonprofit, or public sector. Certain providers offer internships for participants who are job-ready, such as Cara, which uses short-term internships with business partners or at its downtown location.

WORK EXPERIENCE COMPONENT On-the-Job Training

On-the-Job Training (OJT) is provided under a contract with an employer or registered apprenticeship program sponsor in the public, private nonprofit, or private sector. Through the OJT contract, occupational training is provided to the participant in exchange for reimbursement, typically up to 50% of the participant's wage rate, for the extraordinary costs of providing the training and related supervision.

WORK EXPERIENCE COMPONENT Transitional Jobs (Unsubsidized)

The Transitional Jobs component provides up to six months of work experience for individuals with barriers to employment or inconsistent work histories. Participants gain hands-on experience in real-world work settings, build a work history, develop occupational and workplace skills, and demonstrate success in an employer-employee relationship, with the goal of transitioning to unsubsidized employment.

4. Services Continued: CASE MANAGEMENT & SUPPORTIVE SERVICES

B) CASE MANAGEMENT

Case management is a required support for each SNAP to Success component. It includes one-on-one or group activities that guide and assist participants as they engage in SNAP to Success services. Case management must be completed and documented at least monthly. Depending on your program design, it may be provided by staff in a variety of roles, such as employment coaches, advocates, resource specialists, or case managers. 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

C) SUPPORTIVE SERVICES

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

- Find the comprehensive Illinois Provider Supportive Services page for detailed information and definitions here

Education & Training: can include tuition, registration fees, books, supplies, training materials, student activity fees, and literacy, aptitude, college entrance, skills proficiency, and other required testing
Employment & Credentialing: can include tools, credential/testing fees, and Illinois driver's license documentation, testing, and standard license fees
Technology & Communication: cell phones and cell phone minutes
Basic Needs & Participation Supports: child care/medical, housing/utilities, personal hygiene, reasonable accommodation supplies, and clothing
Transportation: can include but not limited to public transit cards, fuel cards, rideshare, taxi, and bus tickets, and in some cases auto repair.

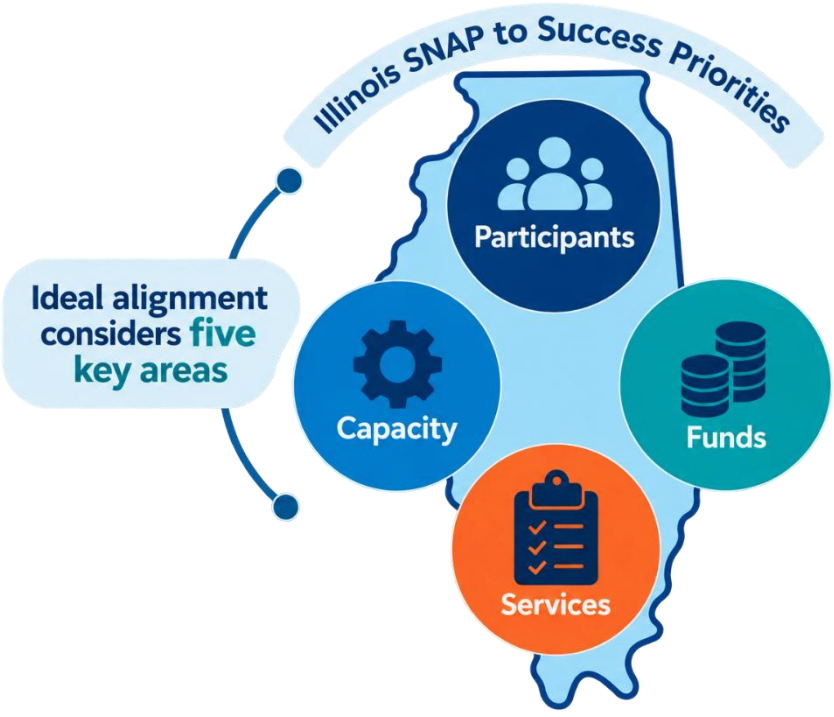
In thinking about the services your organization offers:

Services	Select one:
Do you offer any of the components listed above in addition to Job Retention?	☐ Yes ☐ No ☐ Maybe
Do you offer case management to participants involved in your employment and training program?	☐ Yes ☐ No ☐ Maybe
Do you offer supportive services to assist with participation in your E&T program and to obtain unsubsidized employment?	☐ Yes ☐ No ☐ Maybe

5. 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 to Success 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 Providers to deliver E&T services or may choose to use an intermediary to contract with providers.

State Opportunity & Alignment	Select one:
Does your organization serve one or more populations prioritized in Illinois' SNAP to Success plan?	☐ Yes ☐ No ☐ Maybe
Does your organization have relationships with workforce system partners such as American Job Centers, community colleges, employers, etc?	☐ Yes ☐ No ☐ Maybe
Does your organization serve areas outside of Cook County?	☐ Yes ☐ No ☐ Maybe
SNAP to Success Provider Partnerships are available in my organization's location.	☐ Yes ☐ No ☐ Maybe



Please complete the Self–Assessment Tally Sheet below to gauge your organization's alignment with SNAP to Success.

Select on this sheet or on the question pages. Responses are linked; totals calculate automatically.

ASSESSMENT AREA AND QUESTIONS	Yes	No	Maybe
1. PARTICIPANTS			
Do you serve participants receiving or likely eligible for SNAP benefits, and not currently receiving TANF?	☐	☐	☐
Do you ask participants if they receive SNAP benefits?	☐	☐	☐
Do you help participants apply for SNAP benefits?	☐	☐	☐
Do you have participants who are subject to the ABAWD work requirement or Medicaid work requirement?	☐	☐	☐
2. FUNDING			
Do you utilize non-federal funding to support your workforce/E&T program?	☐	☐	☐
If your organization uses federal funds to support workforce services, can they be clearly separated from non-federal funds?	☐	☐	☐
Do you have experience with time and effort reporting and/or staff allocation processes?	☐	☐	☐
3. CAPACITY			
Do you have experience administering federal grants and programming or state- or county-funded programs?	☐	☐	☐
Do you have a system for collecting and providing data that may need to be reported to your state's SNAP to Success program?	☐	☐	☐
Are you familiar with the tracking and reporting requirements associated with federal and state funding streams?	☐	☐	☐
4. SERVICES			
Do you offer any of the components listed above in addition to Job Retention?	☐	☐	☐
Do you offer case management to participants involved in your employment and training program?	☐	☐	☐
Do you offer supportive services to assist with participation in your E&T program and to obtain unsubsidized employment?	☐	☐	☐
5. STATE OPPORTUNITY & ALIGNMENT			
Does your organization serve one or more populations prioritized in Illinois' SNAP to Success plan?	☐	☐	☐
Does your organization have relationships with workforce system partners such as American Job Centers, community colleges, employers, etc.?	☐	☐	☐
Does your organization provide services in areas outside of Cook County?	☐	☐	☐
Are SNAP to Success Provider Partnerships available in your organization's service area?	☐	☐	☐
TOTAL RESPONSES	0	0	0

Self–Assessment Tally and Review:

Use your self-assessment results to evaluate your organization's alignment with Illinois SNAP to Success and identify potential next steps

- **Strong Alignment:** If you answered **Yes** to all bolded questions, your organization may be well-positioned to explore becoming a SNAP to Success provider.
- **Potential Alignment:** If you answered a combination of **Yes** and **Unsure**, review areas where additional information, resources, or organizational adjustments could strengthen your readiness.
- **Additional Preparation Needed:** If you answered **No** to more than one bolded question, your organization may need to address significant gaps before pursuing a provider partnership.

Understanding Your Results

Bolded questions represent key elements of SNAP to Success provider alignment, including serving SNAP participants, accessing eligible non-federal funding, offering qualifying employment and training services, and demonstrating administrative capacity.

Non-bolded questions highlight additional considerations that may strengthen organizational readiness, such as participant screening, reporting processes, workforce partnerships, and alignment with Illinois priorities.

Review your **No** and **Unsure** responses as a team to identify opportunities for improvement, necessary resources, and potential timelines. Consider whether your organization can secure eligible funding, strengthen administrative systems, expand case management or supportive services, or better align existing programs with SNAP to Success requirements.

Conclusion

Illinois SNAP to Success offers employment social enterprises and community-based organizations an opportunity to strengthen existing workforce programs while accessing up to 50% reimbursement for eligible services supported by non-federal funds.

This self-assessment is intended to help your organization evaluate its alignment, identify areas for growth, and determine appropriate next steps toward a potential SNAP to Success provider partnership. It does not constitute a formal determination of provider eligibility.

AUTOMATIC RESPONSE SUMMARY

Counts and alignment result follow the original interpretation guide.

Assessment area	Yes	No	Maybe	Blank
Participants	0	0	0	4
Funding	0	0	0	3
Capacity	0	0	0	3
Services	0	0	0	3
State opportunity & alignment	0	0	0	4
TOTAL	0	0	0	17

Completion:	0 of 17 answered
Alignment:	Complete all 17 questions

Review needed = response pattern not specifically classified by the original guide.