

Building Capacity for SNAP E&T

March 3, 2022

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Advancing Equity, Building Resilience, Sustaining Hope

Welcome!

- Please stay on mute during presentation – feel free to unmute and chime in during Q&A!
- Keep cameras on if possible
- **Rename yourself with your organization** (click on the 3 dots next to your name and select rename)
- Presentation will be recorded, and slide deck will be available for viewing as soon as it is posted and shared.



Webinar Series

Topic	Date
Offering SNAP E&T Services	November 19
Serving People Via SNAP E&T	December 2
Assessing E&T Funding	January 13, 2022
Building Capacity for E&T	March 3, 2022



AGENDA

-
- 1. SNAP E&T Review: recap what we've covered so far**

 - 2. The Why and What of Reporting on Services**

 - 3. What Capacity is Needed to Verify SNAP E&T Participation?**

 - 4. Compliance and Invoicing for Your E&T Program**

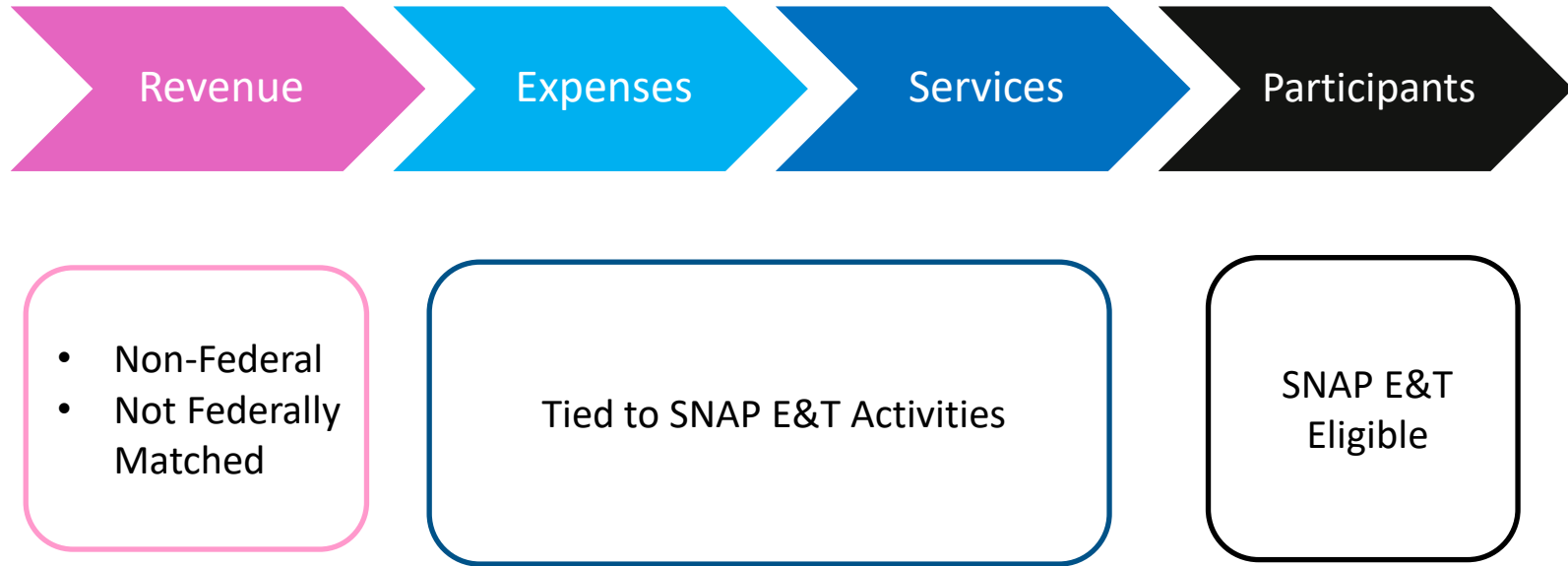
 - 5. How to Think about Building Desired Capacity into Your CAA**

 - 6. Guest Speakers**

 - 7. Q&A???**



ASSESSING FUNDING



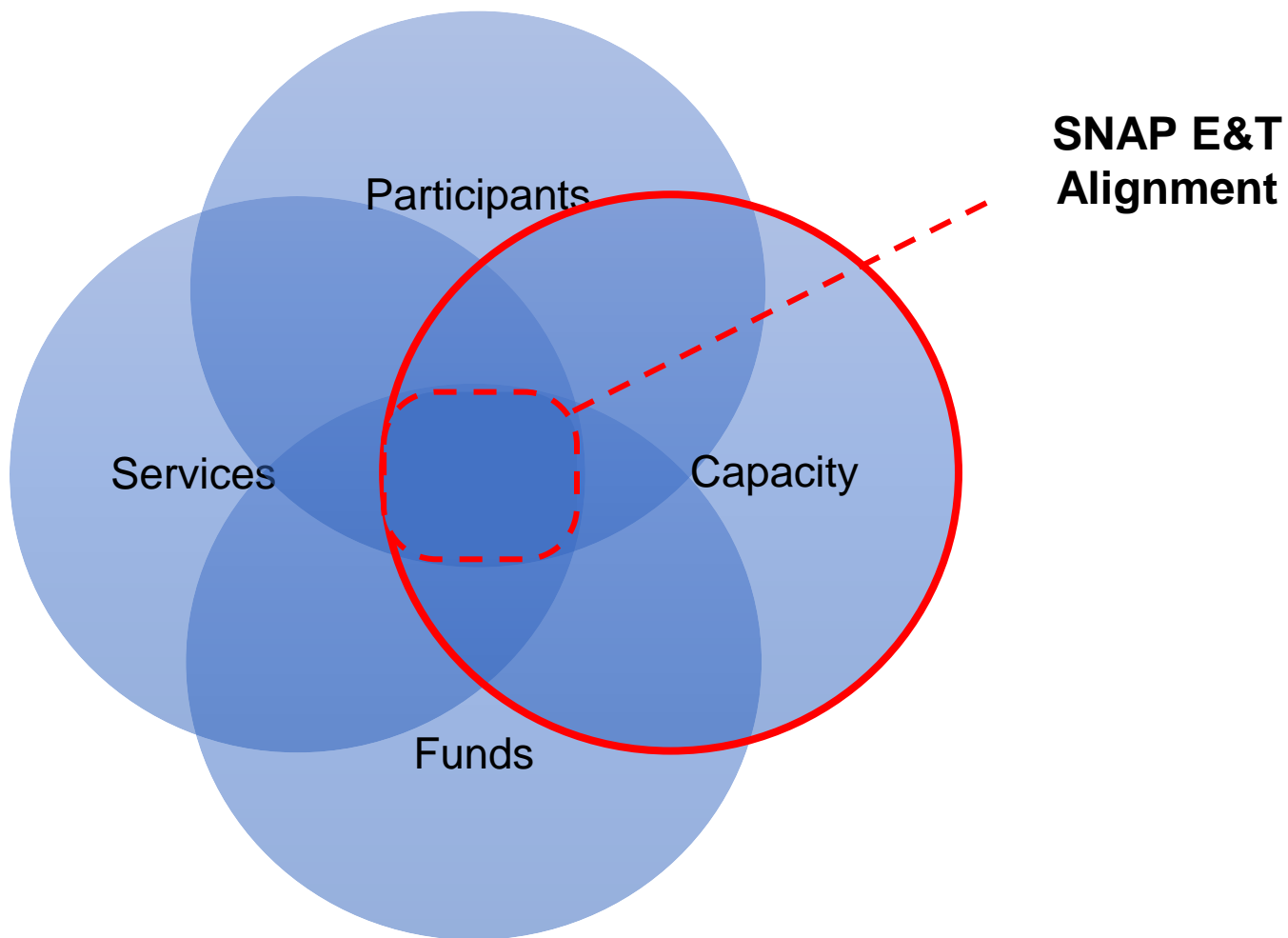
WHAT IS A THIRD-PARTY PARTNERSHIP?



- Contracted with the SNAP agency
- Also referred to as third-party reimbursement program or 50/50 partnership
- E&T services are provided by third parties, such as CAAs
- CAA is reimbursed 50% through Federal funding on services funded through their own non-federal revenue.



THIRD-PARTY PARTNER ELEMENTS



WHAT DO WE MEAN BY CAPACITY?

USDA Operations Handbook describes capacity of a third-party party as:

- ✓ **Having financial stability**
 - ✓ **A good record on other federal/state contracts**
 - ✓ **Ability to meet contract requirements**
-

USDA SNAP E&T Operations Handbook [S2S Operations Handbook FINAL extra page \(azureedge.net\)](#)



How should you be thinking about capacity at this point?

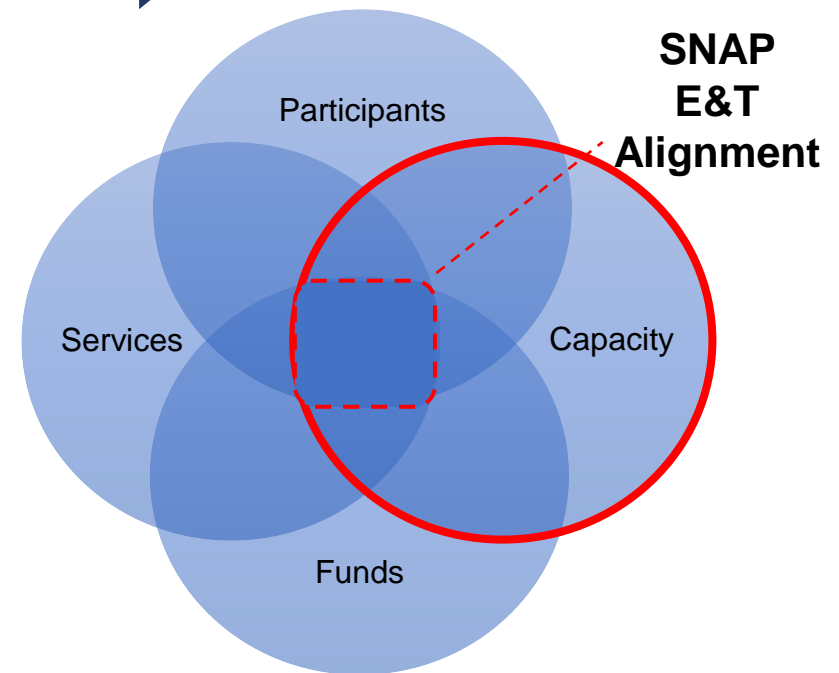
I NEED TO...	
YES!	Probably Not!
<ul style="list-style-type: none">• Understand expectations of an E&T partner• Make sure appropriate staff have thorough E&T knowledge• Think about how E&T is capacity-building in its nature: 50% funds are reinvested into program; state/local and private investments go 50% further.	<ul style="list-style-type: none">• Hire new staff to solely focus on E&T

INTEGRATE INTO WHAT YOU ALREADY DO

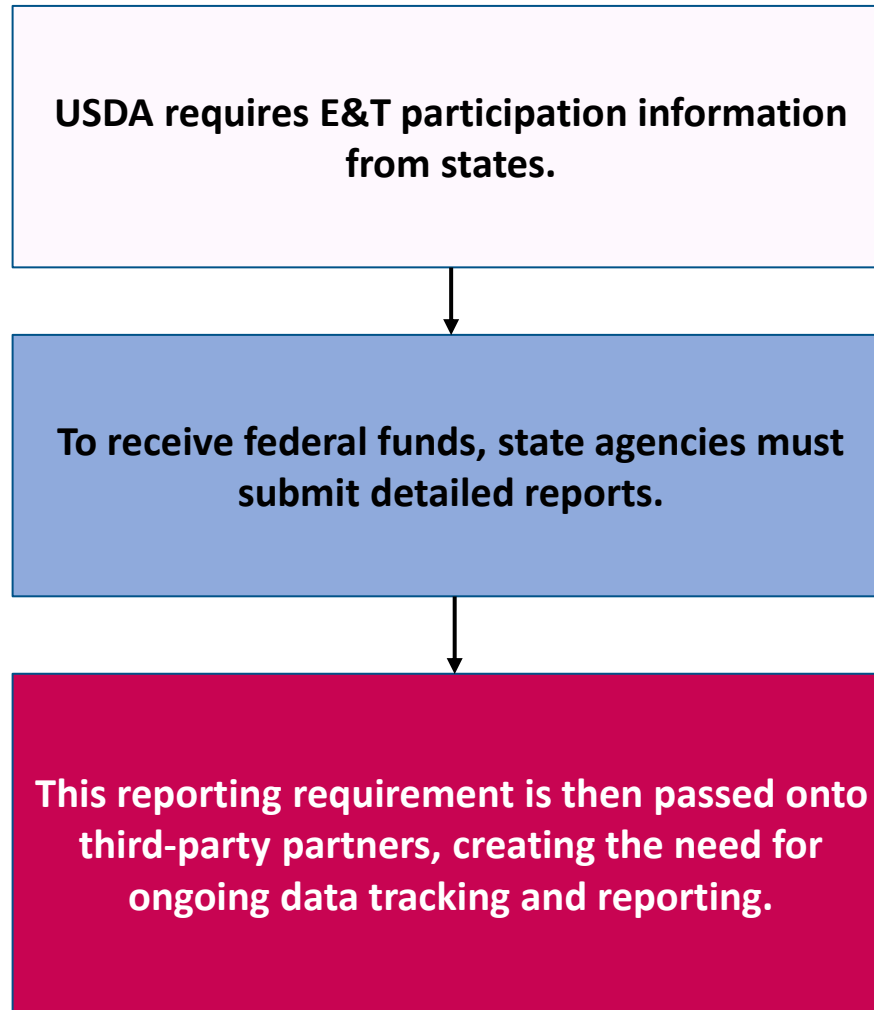


CAPACITY: DATA & REPORTING

- Assessment & Employment Plans
- Case noting/ tracking progress
- Component Activity
- Outcomes



WHY DO WE HAVE TO REPORT ON E&T SERVICES?



SAMPLE ROSTER EXCHANGE

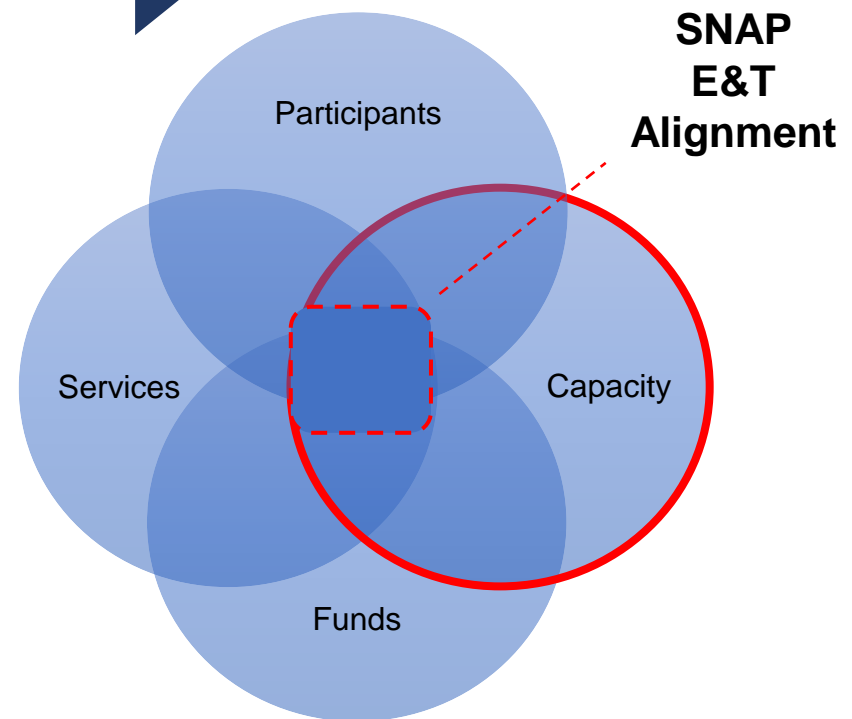
A good agency partnership helps simplify verification and roster exchanges. Pretty quickly the process can feel like it “runs in the background.”

	A	B	C	D	E	F	G
1	TPP	NAME and Case Notes from DHS	Case No	Confirm SNAP	Cert Date	Months of Cert.	ABAWD ? (Y/N)
2			(Y or N)				
3							
4	CEO	Greg		yes	5/13/2019	12	yes
5		Pam		yes	3/15/2019	12	no
6				yes	5/1/2019	12	no
7				yes	5/1/2019	24	no
8				yes	2/21/2019	12	yes
9				yes	5/7/2019	12	yes
10				yes	4/5/2019	12	yes
11				yes	2/1/2019	12	no
12				yes	5/14/2019	12	no
13		Casey: Started app review, needs employer letter from CEO to continue		no	3/19/2019	4	yes
14				yes	5/3/2019	4	yes
15		Nick: Case was closed 08/01, but started application this month		no	5/6/2019	3	yes
16		Susan: (corrected case #----->)		yes	12/1/2018	12	no
17		Bob: Started application review		no	4/9/2019	4	yes
18		Hillary: Closed now, but eligible to reapply		no	6/5/2019	1	yes



CAPACITY: ADMINISTRATIVE & FISCAL

- Documentation of supportive services
- Federal funds management
- Audits & monitoring
- Program budgeting & invoicing



PREPARING FOR AN AUDIT/CONTRACT MONITORING

Program	Fiscal
<ul style="list-style-type: none">• Individual participation and case management data matches what is reported• Participant-facing materials are recorded: participant releases, employability assessments and civil rights notices• Support services participant log sheets• Record of SNAP benefits verification	<ul style="list-style-type: none">• Eligible expenses in non-federal dollars• Proof that expenses are “reasonable and necessary”• Receipts to back up expenses, including per-person receipts for support services• Invoicing roster of participants• Record of allocation methodology as applied each month

This is not a list of every compliance point. The main takeaway is that multiple staff will have a role in compliance so make sure E&T is integrated into your existing processes.



Sample Invoice

	Expense Categories	SITE 1	SITE 2	Total Expense Amount
0	Salary & Fringe	75,027.29	72,312.79	147,340.08
2	EACH E&T PROGRAM POSITION LISTED			
3	Other Eligible Expenses			
5	Occupancy Expenses (RENT/UTILITIES)	4,247.30	11,273.99	15,521.29
6	Equipment Purchases/Rentals (VEHICLE LEASING)	7,170.84	5,933.43	13,104.27
7	Office Expense (CLEANING/PPE)	1,453.25	1,172.65	2,625.90
8	Telephone (PHONES/INTERNET)	3,589.10	1,753.64	5,342.74
1	Support Services (BOOTS, GLOVES, TRANSPOR)	3,668.29	4,318.50	7,986.79
2				
3	Total Direct Expenses	99,304.80	103,570.08	202,874.88
4	Administrative Costs (INDIRECT)	-	-	-
5	Total Expenses	99,304.80	103,570.08	202,874.88
6	Expenses Allocated to SNAP E&T Participants	78.95%	80.00%	
7	Total Eligible Expenses for Reimbursement	\$ 78,401.14	\$ 82,856.06	\$ 161,257.20
8	SNAP 50% Reimbursement	39,200.57	41,428.03	80,628.60



BEST PRACTICES FOR STAFFING & TASK ASSIGNMENT



- ① **Distribute tasks across roles/staff members and coordinate**
- ① **Think about which tasks fit in best with each role in your CAA**
- ① **Integrate SNAP E&T tasks into daily routine of staff members and facilitate training**
- ① **Write your processes down**



COLLABORATE WITH YOUR SNAP E&T AGENCY



- ✓ **Understand and follow your state or county's E&T handbook** and ask questions up front so you understand reporting requirements and expectations.
- ✓ **Establish a point of contact** for all questions, and review opportunities to streamline data management and reporting requirements.
- ✓ **Meet regularly with your SNAP and E&T Agency**, especially early in your contract, to create mutually agreed upon processes and partnership.



BUILDING AN EFFECTIVE SYSTEM: BEST PRACTICES FOR MANAGEMENT

Develop a shared understanding and vision for SNAP E&T implementation among your entire leadership team.

- Make sure that all directors & managers understand how SNAP E&T can benefit your CAA, how you may grow or scale the program over time, and how it will impact day-to-day operations.

Create a process for managers to manage & monitor staff SNAP E&T activities on an ongoing basis

- Review & manage your SNAP E&T performance throughout the month (not just when it's time to invoice!).
- Integrate SNAP / E&T into ongoing conversations and follow up with your staff in 1:1 conversations and in team meetings.



BUILDING AN EFFECTIVE SYSTEM: BEST PRACTICES FOR FRONTLINE STAFF

Create and deliver effective training materials to help staff understand what they are doing and why

- Review your current training offerings for new team members and use strategies that have worked for your ESE in the past.
- Follow guidelines for adult learning: provide information in short sessions, offer repeat sessions and follow-ups, provide access to the training materials for staff to reference later.
- You may be required to send staff to training sessions through your State agency - check in with your SNAP agency contacts for more information.

Create a process for your staff to execute SNAP E&T activities

- Document roles & responsibilities at your CAA
- Outline processes step-by-step for:
 - Supporting participant enrollment in SNAP
 - Reporting on SNAP E&T
 - Invoicing and financial compliance



EFFECTIVE SNAP E&T TRAINING FOR STAFF

Sample Training Schedule

Est. Time	Training Topics
45 min	Pre-Launch Training Introduce staff to SNAP and data tracking prior to E&T contract launch
45 min	SNAP and E&T Foundations Basic introduction to SNAP, E&T, ESE's role, and why this matters
60 min	SNAP and SNAP E&T Enrollment Deep dive into SNAP and E&T enrollment processes required
45 min	Collecting & Analyzing SNAP E&T How to track key SNAP-related data and manage performance
30 min	SNAP E&T Reporting Basics High-level review of reporting, not including site-specific processes
30 min	Additional Considerations & Next Steps For full-day trainings, covers a few last pieces of info and next steps

SNAP E&T Training Curriculum

- **Background** - Provides staff with the basics of the SNAP E&T program, including your CAA's role, to put E&T activities into context.
- **Consistency** - Creates a consistent foundation for organization-wide understanding of the program despite site-specific differences.
- **Shared Learning** - Begins to introduce staff to best practices we've learned at E&T sites around the country.



MAPPING PROGRAM SERVICES FOR ALIGNMENT WITH SNAP E&T

Mapping program services helps you determine how your program aligns with SNAP E&T and also where you might need to address capacity needs within your processes.



Tri-CAP Example

- **Administrative capacity:**
 - What does having administrative capacity for SNAP E&T look like for Tri-CAP?
 - What advice would you offer the cohort about determining administrative capacity needs?

- **Fiscal buy-in & capacity:**
 - How does SNAP E&T differ from other federal funding programs and how did you work with fiscal management to help them understand SNAP E&T?
 - What did building fiscal capacity look like for Tri-CAP?
 - What is the SNAP E&T audit and monitoring process like for Tri-CAP?

- **Staff training:**
 - How did you go about ensuring key staff understand their role in administering SNAP E&T?



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Using a scale of 1-3 with 1 being the most confident, rate your confidence in taking next steps to become a SNAP E&T Third Party Partner.

① Start presenting to display the poll results on this slide.

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If you're still uncertain about whether SNAP E&T is a good fit for your organization, please describe your biggest concerns.

① Start presenting to display the poll results on this slide.

Resources



[SNAP E&T Program
Toolkit](#)



<https://snaptoskills.fns.usda.gov/>



National Community Action Partnership



Questions

Advancing Equity, Building Resilience, Sustaining Hope

