MAPPING PROGRAM SERVICES FOR ALIGNMENT WITH SNAP E&T

The purpose of this tool is for your organization to identify how existing services align with SNAP E&T components and related case management. This mapping tool will also help you to identify program adjustments, additional information needed, staff training, and other next steps needed to become a SNAP E&T provider.

Using this guide will give you key pieces of information to develop a SNAP E&T proposal as well as how you will integrate SNAP E&T into your program services.

STEP 1: Review and become familiar with the SNAP E&T components and services

Click on the components and services below for a definition

SNAP E&T COMPONENTS

SUPERVISED JOB SEARCH (SJS)

JOB SEARCH TRAINING

EDUCATION

JOB RETENTION

WORKFARE

WORK EXPERIENCE

SELF-EMPLOYMENT TRAINING

SNAP E&T SERVICES

CASE MANAGEMENT

PARTICIPANT REIMBUREMENTS

STEP 2: Assess your services for SNAP E&T alignment

- Match the SNAP E&T components and services to your organization's current programs and services
- Identify any adjustments, next steps or staff training related to your selected components or services
- Review the example assessment

A few considerations:

- SNAP agencies do not always include every component and providers do not need to offer all available components
- It's likely and not a problem if your program and services are:
  - Funded with a mix of allowable non-federal funds and unallowable funds
  - Provided to a mix of SNAP E&T enrolled and non-SNAP E&T participants

Helpful Reference Documents: FNS toolkit Your local SNAP E&T provider handbook

SJI SEATTLE JOBS INITIATIVE

EXAMPLE ASSESSMENT

E&T COMPONENT & SERVICES	YOUR CORRESPONDING PROGRAM OR SERVICE	NOTES-ADJUSTMENTS, TRAINING, NEXT STEPS
SUPERVISED JOB SEARCH (SJS)	Job Search Workshops (weekly) Individual Job Search assistance with Employment Specialist	Curriculum description and development Add reporting requirements
JOB SEARCH TRAINING	Job Readiness Workshops (weekly) "Finding Your Next Job" Workshop Knowing Your Community Resources class	Curriculum description and development Add reporting requirements
EDUCATION	N/A	N/A
JOB RETENTION	Monthly Employment Specialist Check-ins Optional; Graduates "Happy Hour" event	Training curriculum development
WORKFARE	N/A	N/A
WORK EXPERIENCE	Transitional Work Program – 2 to 3 months	N/A
SELF-EMPLOYMENT TRAINING	N/A	N/A
CASE MANAGEMENT	Employment assessment and plan Employment barriers; identify mitigation plan; Monthly check-in and reporting	Consider Crew leader role and case management Tracking case management activities
PARTICIPANT REIMBURSEMENTS	Transportation Work crew clothing/supplies Cell phone/minutes	Develop protocol for additional supportive services

STEP 3: Use this fillable document to map your program services

E&T COMPONENT & SERVICES	YOUR CORRESPONDING PROGRAM OR SERVICE	NOTES-ADJUSTMENTS, TRAINING, NEXT STEPS
SUPERVISED JOB SEARCH (SJS)		
JOB SEARCH TRAINING		
EDUCATION		
JOB RETENTION		
WORKFARE		
WORK EXPERIENCE		
SELF-EMPLOYMENT TRAINING		
CASE MANAGEMENT		
PARTICIPANT REIMBURSEMENTS		

APPENDIX

SNAP E&T COMPONENTS

SUPERVISED JOB SEARCH (SJS)	Job search activities delivered and tracked by provider along with job search efforts carried out by participant. Can be offered in person or virtually; individual or group activities; requires at least one documented meeting per month with qualified staff.
JOB SEARCH TRAINING	Job search training to enhance the job readiness of participants, job-seeking techniques, soft skills development, and job readiness. Component may consist of job skills assessments, and other direct training or support activities.
EDUCATION	Educational activities to improve skills & employability; Adult Basic Education, basic literacy, English as a Second Language, high school equivalency, career and technical education, Includes "work readiness" activities with a direct link to job-readiness.
JOB RETENTION	Job retention can include services like job coaching, troubleshooting issues, and case management along with supportive services. Provided for at least 30 days and up to 90 days when employment is secured following completion of another component.
WORKFARE	SNAP recipients work off the value of their household's monthly SNAP allotment through an assignment at a private or public nonprofit agency, including community-based organizations. Improves employability and movement into regular employment.
WORK EXPERIENCE	Actual work experience or training, to enable individuals to move promptly into regular employment. Includes either Work Activity or Work-Based Learning including subsidized employment and are planned, time-limited learning experiences in a workplace.
SELF-EMPLOYMENT TRAINING	Self-employment training improves employability of participants by offering training to design and operate a small business or self-employment venture, including assistance with a business plan, financial marketing plans and access to small business grants.
CASE MANAGEMENT	Accompanies components offered to assist with barriers to employment, successful program participation, job attainment & retention; includes assessments, service plans, progress monitoring, and coordination with service providers and resources.
PARTICIPANT REIMBURSEMENTS	Address specific barriers to employment, assist with successful program participation, job attainment & retention; available and offered when reasonable, necessary, and directly related to E&T; examples, transportation, dependent care, work supplies.