SNAP E&T STAFF ROLE 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 partner. This tool is designed for new providers to consider how to incorporate SNAP E&T functions into **current** staffing structure rather than to plan for hiring new staff. This tool can also be used as your program grows to identify modifications you might want to make 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, 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 when you're preparing to become a SNAP E&T partner to ensure that you've accounted for all of the functions needed for your SNAP E&T program and the scope of your SNAP E&T contract.

In completing this mapping tool, consider who from 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 with 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'll need to have in place to operate as a SNAP E&T partner. **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 align with SNAP E&T.
2. The next column, **"Current Staff Role"** lists out the existing staff role that would incorporate the SNAP E&T function.
3. The **"Details"** column, list out details associated with the SNAP E&T function such as the amount of time needed to be dedicated in hours/week or % FTE; however it makes sense for your staffing structure. Briefly describe the general workflow for this role as well.
4. In the **"Notes"** column, indicate any adjustments you'll need to make around this particular role and for the designated staff. Indicate how much and what type of training is needed.

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

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Program / Frontline Staffing			
SNAP E&T Function **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.	**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.			
Case Management: Refer to your local program guidelines or the SNAP E&T toolkit definition of case management 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.			

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Coordination of participant reimbursements: Tracking and documenting the delivery of supportive services.			
Job Search supporting participants in the process of participating in the activity of looking for employment. **(SNAP E&T Component: Supervised Job Search)**			
Job Development & Job Placement: Engaging with participants and employers to line up job opportunities that align with participants skills and employment goals. **(SNAP E&T Component: Job Search Training)**			
Employment Skills Training: Providing training to help participants build specific vocational skills. **(SNAP E&T Component: Education)**			
Job Readiness Training: Life skills and other training that supports job readiness. **(SNAP E&T Component: Job Search Training)**			
Other: List other SNAP E&T services provided by program/frontline staff			

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Program Support Staff			
SNAP E&T Function	**Current Staff Role** Who currently does something similar to this in your program.	**Details:** % FTE Brief description of workflow	**Notes:** Needed adjustments, training, etc.
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"			
Reporting: Collecting and sharing out program outcomes and participant progress according to requirements in your contract.			

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Administrative & Fiscal Staffing			
SNAP E&T Function	**Current Staff Role** Who currently does this or something similar?	**Details:** % FTE Brief description of workflow	**Notes:** Needed adjustments, training, etc.
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.			
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.			
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.			
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.			
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 process to ensure that the provider is in compliance. Coordinates with fiscal and program staff to ensure that all operations are meeting the requirements of the SNAP E&T contract.			