SNAP E&T PROVIDER: STAFF ROLES CHECKLIST

This checklist covers key tasks, activities and roles involved in operating as a SNAP E&T partner and is an extension of the SJI developed Staff Mapping Tool. The checklist can assist SNAP E&T Third Party Partners with fully integrating SNAP E&T functions into program operations and ideally support efforts to sustain and grow your SNAP E&T program operations. As you review this check list, you can make note of areas that need further development and clarification on process, procedures, and person/department responsible within your organization. In addition, the list can assist with identifying ongoing training needs, further consultation needs with the SNAP agency and support plans to grow your program.

Many SNAP E&T providers begin by piloting SNAP E&T within their program on as mal scale to test out SNAP E&T within their program operations. This check list can aide as your program expands beyond an initial pilot phase and ensure that all important operational aspects of SNAP E&T are covered and integrated across staff roles and departments.

Instructions: Moving from Left to Right, start with reviewing the various SNAP E&T functions and assess how your organization has incorporated the tasks within your current staffing structure and operations.

1. The left-hand column **"SNAP E&T Function"** lists out common roles and functions that you 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"** ask you to list out the staff role and department that is responsible for the SNAP E&T function.
3. The **"Status"** column is an opportunity to list out the status of this SNAP E&T function and add comments, questions, or concerns to be followed up on. It is also an opportunity to describe the general workflow for this role.
4. In the **"Action Plan"** column, is for documenting how you plan to address any concerns, adjustments and changes to implement, or additional training needed as well as indicating the person(s) responsible and timeline.

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** How are you currently carrying out this SNAP E&T function. Which staff position(s) and which department are responsible .	**Status:** Status of this SNAP E&T function Indicate questions, or concerns to be followed up on	**Action Plan:** Needed adjustments, changes and/or training, etc. Person responsible and timeline
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			

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employment goals, barriers identified, etc.			
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** How are you currently carrying out this SNAP E&T function. Which staff position(s) and which department are responsible .	**Status:** Status of this SNAP E&T function Indicate questions, or concerns to be followed up on	**Action Plan:** Needed adjustments, changes and/or training, etc. Person responsible and timeline
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** How are you currently carrying out this SNAP E&T function. Which staff position(s) and which department are responsible	**Status:** Status of this SNAP E&T function Indicate questions, or concerns to be followed up on	**Action Plan:** Needed adjustments, changes and/or training, etc. Person responsible and timeline.
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			

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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.			