

MAPPING PROGRAM SERVICES FOR ALIGNMENT WITH SNAP E&T

The purpose of this mapping tool is for your program to identify how your existing services align with **Supplemental Nutrition Assistance Program Education & Training (SNAP E&T) components, related case management and participant reimbursements**. This tool helps your CAA assess how existing services align with SNAP E&T components and determine needed adjustments, information, staff training, and next steps to become a provider.

This mapping tool will help you identify strategies for integrating SNAP E&T services to current programs.

- **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**

SNAP E&T Components Overview

THE FOOD AND NUTRITION ACT

The Food and Nutrition Act (the Act) of 2008 provides that the purpose of the Employment and Training (E&T) program is to provide Supplemental Nutrition Assistance Program (SNAP) participant's opportunities to gain skills, training, work, or experience that will increase their ability to obtain regular employment and meet state or local workforce needs.

SNAP E&T COMPONENTS

An E&T component is a broad category of employment or training activities defined by the Act. An E&T program offered by a State agency must include one or more of these components:

- **Education**
- **Work experience**
- **Self-employment training**
- **Job retention**
- **Supervised job search**
- **Job search training**

E&T activities are specific types of employment or training offerings that compose an E&T component. E&T components are made up of E&T activities. For instance, the job search training component is made up of several activities including employment assessments, assistance with resume writing and interview skills, instruction on performing a job search, and other similar activities. SNAP agencies do not always include every component and providers do not need to offer all available components. SNAP agencies can determine what supportive services are eligible for reimbursements and may set maximum levels of allowable support.

Helpful Reference Documents:

[FNS toolkit](#)

[FNS SNAP E&T Component Overview & Descriptions Table](#)

Your local SNAP E&T provider handbook

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

EDUCATION

Educational programs or activities are components designed to improve basic skills, build work readiness, or otherwise improve employability including educational programs determined by the State agency to expand the job search abilities or employability of those subject to the program. Only educational components that directly enhance the employability of the participants are allowable. A direct link between the education component and job-readiness must be established for a component to be approved.

- Basic Education, Integrated Education & Training, Work Readiness Training, English Language Acquisition, Career/Technical Education

WORK EXPERIENCE

Work Experience programs provide real experience, through work activities, training, or both, that prepare participants for work. The Work Experience program component has two sub-components: Work activity programs and work-based learning programs.

1. Work activity: A single component as a type of work experience program performed in exchange for benefits
2. Work-based learning: More generally, work-based learning programs are a type of work experience program designed to teach participants concrete skills related to a specific occupation or industry, and where skills are applied in a real world setting as they are learned. Work-based learning programs should be designed with employer input and participants should have a regular, on-going interactions with employers and others with current experience in those occupations or industries. Participants should be prepared to move into regular, permanent employment in the occupation or industry the program trained them for. Work-based learning can be subsidized or unsubsidized.
 - Internship, Internship Subsidized, Pre-Apprenticeship, Pre-Apprenticeship Subsidized, Apprenticeship, Apprenticeship Subsidized, On- the-Job-Training, Transitional Jobs, Transitional Jobs Subsidized

NON-EDUCATION, NON-WORK

Non-Education, Non-Work refers to programs that directly work with people looking for employment and employment search training as well as provide job retention and administer supportive services during employment as well as training to design and operate a small business

- Supervised Job Search, Job Search Training, Job Retention, and Self-Employment Training

STEP 2

Review the example assessment and consider how your program and services align with described examples

E&T Component & Services	Your Corresponding Program or Service	Notes-Adjustments, Training, Next Steps
Education		
Work Readiness Training (EPWRT)	Programs that provide training on basic employability skills to prepare E&T participants for the workplace, including good work habits, effective communication, problem-solving, and building a work history	Digital/MS Suite training... curriculum could be adjusted to include resume writing, workplace communication, writing emails, and communicating with a supervisor
Career/Technical Education Program or other Vocational Training (EPC)	Pay for participants to attend a CDL training	How is attendance documented? How are they gathering student progress information from instructor? Who is working with the participant to ensure they have access to supportive services. How is this reported?
Work Experience	Work Activity	
WORK Activity Program (WA)	A program in which participants are placed with a community-based organization to support customer service and administrative functions. The program is specifically designed for participants to gain customer service, office, and job readiness skills. Job placement services are provided upon completion of program.	What are the specific skills participants will learn and how will they be taught? How will job placement be structured and with what employers?
	Work-Based Learning	
Pre-Apprenticeship (WLPA) Pre-Apprenticeship Subsidized (WBLPA-SUB)	A work-based learning program in Weatherization industry to learn basic trades skills to advance into apprenticeship or employment	Work with a local industry that offers industry-based Weatherization training either onsite or through your local college or industry-based union.

E&T Component & Services	Your Corresponding Program or Service	Notes-Adjustments, Training, Next Steps
Non-Education, Non-Work		
Supervised Job Search (SJS)	Individualized approach for employer	Identify supervised job search tra
Job Search Training (JST)	Onsite life skills or basic skill-building classes or individualized trainings as part of case management service delivery to teach job search training techniques, including employment assessments, resume writing, and interview skills	Consider adjusting life skills curriculum or case management approach by adding job search training
Job Retention (JR)	Retention engagement that provides supportive services to participants who found employment after or while receiving SNAP E&T services for up to 90 days	Add retention engagement into case management to provide supportive services during first 90 days of employment to avoid benefits cliff

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
<p>Use the fillable section of the services mapping tool to map out program services. Refer back to your workbook Area 1 (Services) for your list of workforce programs</p>	<p>Match the SNAP E&T components to your organization’s current programs and services. Indicate case management provided for each component</p>	<p>Identify any adjustments, next steps or staff training related to your selected components</p>
Education		
<p>Basic Education or Foundational Skills Instruction (EPB)</p>		
<p>Integrated Education and Training/Bridge Programs (EPIE)</p>		
<p>Work Readiness Training (EPWRT)</p>		
Work Experience		
<p>Work Activity Program (WA)</p>		
<p>Internship (WBLI) Internship Subsidized by SNAP E&T (WBLI-SUB)</p>		

E&T Component & Services	Your Corresponding Program or Service	Notes-Adjustments, Training, Next Steps
Pre-Apprenticeship (WBLPA) Pre-Apprenticeship Subsidized by E&T (WBLPA-SUB)		
Apprenticeship (WBLA) Apprenticeship Subsidized by E&T (WBLA-SUB)		
On-the Job Training (WBLOTJ)		
Transitional Jobs (WBLTJ) Transitional Jobs Subsidized by E&T (WBLTJ-SUB)		
Non-Education, Non-Work		
Supervised Job Search (SJS)		
Job Retention (JR)		

STEP 4 Use this fillable document to answer the following questions. The questions are intended to assess your case management and support services as E&T providers must provide supportive services, training, and case management, concurrently.

<p>Case Management: May include comprehensive intake and assessment, individual service plans, monthly check-in and progress monitoring, reporting and coordination with service provider</p>	<p>Answer</p>	<p>Notes</p>
<p>Describe your case management service delivery to your Workforce program participants</p>		
<p>How do you document your case management? (Electronic, Case Notes, Paper files)</p>		

<p>Participant Reimbursements: Are supportive services that are reasonable and necessary to participate in SNAP E&T such as transportation, clothing/supplies, cell phone/minutes, dependent care</p>	<p>Answer</p>	<p>Notes</p>
<p>Does your program offer supportive services to your Workforce program participants? If yes, are supportive services provided directly, refer out or both</p>		