

SNAP E&T Provider Readiness Roadmap

Part 1



How to Use This Guide

This guide is intended to assist organizations such as Community Based Organizations and Community Action Agencies who have taken initial steps to understand Supplemental Nutrition Assistance Employment and Training (SNAP E&T) and are interested in moving forward to explore the opportunity to become a SNAP E&T provider. You can find more information about SNAP E&T [here](#).

This guide is the first in a three-part series designed to help potential third-party providers to understand their readiness to become a provider, outline the steps to move forward in the process, and, if onboarded, to grow their SNAP E&T program. Part one is designed to provide a framework for your individual process of understanding the optimal SNAP E&T role for your program.

The following steps outline processes to determine your readiness to become a SNAP E&T provider. It's likely that you won't follow them exactly in order, or you might already have made determinations around specific areas of alignment.

Key Takeaways

- ☐ Determine if SNAP E&T is a good fit for your organization
- ☐ Make a case to your program/agency leadership to pursue a SNAP E&T partnership showing the potential for revenue generation and increased capacity to enhance services for participants
- ☐ Develop a framework for a SNAP E&T proposal showing your SNAP agency how your program is prepared and aligned with the State's SNAP E&T priorities
- ☐ Identify capacity or staffing gaps that, with minor adjustments, can be filled in preparation to be a SNAP E&T partner



Internal Alignment: Program Feasibility

The following steps allow you to consider your program's alignment with the four key SNAP E&T provider elements: funds, capacity, participants, and services.

FUNDS Does your program have sufficient non-federal revenue that can cover SNAP E&T services in order to draw down 50 percent reimbursement?

HOW CAN YOU DETERMINE THIS?

Assessing your available eligible funding requires a process to analyze your program budget to identify qualifying revenue that funds SNAP E&T allowable expenses such as key E&T personnel and supportive services. Follow this [funding assessment guide](#) to estimate your available funding and potential 50 percent reimbursement.

KEY STAFF TO CONSULT:

- **Program leadership** or whomever is involved in developing program budgets
- **Fiscal staff** to help confirm that revenue funds are non-federal in origin and not being used to match another federal grant

CAPACITY Does your program have the infrastructure and staffing in place in order to fulfil the administrative and programmatic requirements for SNAP E&T?

HOW CAN YOU DETERMINE THIS?

Conduct an assessment of your program's general administrative processes to establish capability to track participation, services delivered, and verify SNAP E&T eligibility. Capacity indicators could include:

- A programmatic data tracking system that is already tracking participant activity and outcomes
- A fiscal data tracking system that has the ability to track non-federal revenue and tie it to appropriate expenses
- Adequate staffing who perform key roles (both on the services and administrative side)

This checklist outlines [key data fields](#) for your programmatic data system as well as your fiscal tracking system that you will need to add for SNAP E&T.

KEY STAFF TO CONSULT:

- Program leadership with knowledge of staffing levels
- Administrative staff responsible for data collection and reporting
- Fiscal staff

PARTICIPANTS Does your program currently serve people who meet the eligibility criteria for SNAP E&T participation and are your services generally aligned to meet their needs and address their employment barriers?

HOW CAN YOU DETERMINE THIS?

Conduct an analysis of participants your employment program has served to determine SNAP E&T eligibility. Indicators could include low income, receiving SNAP benefits, and/or not receiving TANF benefits. Providers often look at data from a previous year to get a sense of typical participant characteristics. If you currently track attachments to benefits such as SNAP, that is a logical data point to query. If your program doesn't currently track SNAP status, other indicators could be employment status and other indicators that gauge income level.

KEY STAFF TO CONSULT:

- **Program leadership** who have access to demographic information of clients/customers
- **Frontline staff** who conduct intake and collect participant data to determine eligibility for program and to identify support service needs

SERVICES

Does your program offer E&T services that align with SNAP E&T components?

HOW CAN YOU DETERMINE THIS?

Conduct an analysis to [map](#) your services. Your employment training program will likely offer services and activities under different names than how SNAP E&T names and defines its components. This process will allow you line up what services you offer and compare them with SNAP E&T components. Some organizations begin with a statement of work or program description created for other contracts or grant proposals supporting employment and training.

KEY STAFF TO CONSULT:

- Program leadership who are in charge of program design
- Frontline staff who provide case management, connect participants to services, or who provide direct training to participants



External Alignment: Understanding State/County SNAP E&T Program

Explore the opportunity in your state/county:

- **Determine if the state/county is currently contracting with third party partners**
- **Understand what components the state currently offers in its SNAP E&T program**
- **Determine if the state/county is planning to onboard new partners in the near future**
- **Understand what kinds of partnerships the state/county is currently pursuing, if they are prioritizing specific populations, or focusing on specific regions within the state/county**
- **Determine how your program aligns with the state's priorities**

HOW CAN YOU DETERMINE THIS?

For all the following steps, key program management staff should be involved since there will be a need to communicate key strategic priorities for your program and to make decisions for moving forward.

Meet with Your SNAP E&T Agency

Connect with SNAP E&T administering agency with a high-level agenda sharing what role you wish to play in SNAP E&T. The goal of this initial meeting is to gain a better understanding of your state/county's SNAP E&T program and for key representatives from the SNAP E&T program to better understand your agency as well as your intent to become a SNAP E&T partner. Ideally, this conversation is also an opportunity to get buy-in from the SNAP E&T agency for your intent and plan and to potentially move forward, involving them in your planning process. In addition, if this information is not already shared, you can inquire about their onboarding process (e.g. do they require an RFP, how often do they take proposals, etc.)

Review State/County Annual SNAP E&T Plan

At a high level, the state plan shares anticipated vision, planned growth, current partners, and components offered for the current Federal Fiscal Year (FFY) that runs October – September. State plans are helpful but can often be somewhat difficult to decipher

given that they are written in formats required by the United States Department of Agriculture (USDA) to communicate programmatic requirements and elements specific to USDA Food and Nutrition Service (FNS) policy. While this can be a helpful step, it does not replace connecting with the SNAP agency to understand what opportunities are possible.

Connect with the FNS Regional Analyst Who Supports Your State

The FNS Regional Analyst's role is to increase SNAP E&T participation, to enhance workforce partnerships in the state, to promote SNAP E&T program expansion, and to provide guidance to state agencies on SNAP E&T reporting measures and performance. State or County Agencies who administer SNAP E&T are always your first point of contact when exploring local SNAP E&T opportunities, but if you are unsure who to contact, the [FNS Regional Analyst](#) can be helpful in making the right local connections.

