

Designing a SNAP E&T Intermediary Partnership: State Pre-Assessment Tool

Purpose

This tool is the second in a suite of tools designed to assist state agencies in developing an intermediary handbook for the SNAP Employment and Training (SNAP E&T) program. The Pre-Assessment tool below is intended to help a state determine the general structure of their intermediary partnership and identify key decisions in advance to help ensure that an intermediary handbook is developed is aligned with program requirements and prioritizes what is most needed.

Overview

When incorporating an intermediary into a SNAP E&T program, the state agency needs to make three critical decisions to support the intermediary's success and maintain a strong working relationship:

1. **Define Intermediary Functions.** Determine the activities the intermediary will perform to enhance efficiency, support program expansion, and advance State objectives.
2. **Establish Funding Structure.** Identify how the intermediary will be funded, considering available options and program requirements.
3. **Determine Intermediary Program Scope.** Decide whether the intermediary will also function as a direct service provider.

The below Pre-Assessment is designed to guide state agencies through several high-level decisions to facilitate the development of a comprehensive intermediary handbook (See [Developing a SNAP E&T Intermediary Handbook: A State Agency Guide](#) for a step-by-step guide to drafting a state agency intermediary handbook).

Instructions

This Pre-Assessment should be completed by the state agency SNAP E&T team as a collaborative activity. It is meant to be a support in moving through necessary state approval processes before an intermediary formally enters into an agreement with the state agency and a state's intermediary handbook is written (using the [State Agency Guide](#)).

Part 1: Define Intermediary Functions

From the list below, select all activities the SNAP E&T program is considering assigning to the intermediary. Additional activities may be included in the “Other” fields provided. Any of the activities checked should be included and detailed in the intermediary handbook.

Checkbox	Activity
☐	Outreach and recruitment of third-party providers
☐	Entering into agreements with third-party providers
☐	Technical assistance for third-party providers
☐	Collaboration on policy development and implementation
☐	SNAP E&T eligibility verification for billing purposes
☐	Communication about direct and reverse referrals
☐	Participation and outcome reporting
☐	Invoicing and reimbursement as a consolidated fiscal agent
☐	Program and fiscal monitoring support
☐	State plan process support
☐	Program data management and sharing
☐	Other: _____
☐	Other: _____
☐	Other: _____

Part 2: Establish Funding Structure

Intermediaries are often funded through one or more of the following methods. Select all applicable options:

Checkbox	Funding Method
☐	100 percent administrative funds
☐	50 percent reimbursement funds
☐	Administrative holdback from providers' reimbursement
☐	Other: _____

If "100 percent administrative funds" is selected, indicate when the intermediary will receive these funds:

Checkbox	100 Percent Administrative Funding Details
☐	Start-up period funding (e.g., for the first agreement year)
☐	Ongoing funding (e.g., annually) ☐ Ongoing funding will be based on a set amount year after year. ☐ Ongoing funding will be determined based on selected activities and the number of TPP vendors.

Part 3: Determine Intermediary Program Scope

Indicate whether the intermediary may also function as a direct service provider or a 50-50 third-party partner (TPP). This means they directly deliver SNAP E&T services (such as case management, job readiness training, education, and supportive services) to participants rather than solely coordinating or overseeing those services.

Checkbox	Service Roles
☐	Yes, they will deliver SNAP E&T services.
☐	No, they will not deliver SNAP E&T services.

If "Yes" is selected, specify the scope:

Program Scope
Which target SNAP E&T populations will the intermediary serve?