UNDERSTANDING SNAP E&T INTERMEDIARIES

A SNAP Employment & Training (E&T) intermediary is a formal partner of the state agency that supports program administration and coordination with third-party partners (TPPs) that deliver E&T services to participants. Intermediaries may be selected based on their strong financial capability, participant tracking capacity, alignment with the state's vision, organizational membership and connections, physical presence within the state, and a combination of other factors.

INTERMEDIARY FUNCTIONS

State agencies have many duties when implementing a SNAP E&T program. When considering their capacity to successfully administer and grow their programs, state agencies can choose to enter into an agreement with an intermediary to support any, all, or portions of those functions (see common functions below). While the state agency is ultimately responsible for these functions, the intermediary's role is to support the state agency in administering them.

- Outreach and recruitment of TPPs
- Entering into agreements with TPPs
- Technical assistance for TPPs
- Collaboration on policy development and implementation
- SNAP E&T eligibility verification for billing purposes
- Communication about direct and reverse referrals
- Participation and outcome reporting
- Fiscal pass-through for TPPs
- Program and fiscal monitoring support
- State plan process support
- Program data management and sharing

INTERMEDIARY FUNDING

Intermediaries are often funded in any combination of the following methods:

100% ADMINISTRATIVE FUNDS

State agencies have flexibility to cover SNAP E&T duties transferred to an intermediary by using or granting 100% of administrative funds to an intermediary. These funds can support startup only or ongoing costs, but agencies should clearly define the amount and duration upfront.

50% REIMBURSEMENT FUNDS

States and/or intermediaries can fund intermediaries' SNAP E&T program administration costs with non-federal funding sources and request up to 50 percent reimbursement.

ADMINISTRATIVE HOLDBACK

Intermediaries serving as the fiscal agent for TPPs can request agency approval to retain a portion of the TPP's 50 percent reimbursement funds. States using this intermediary funding mechanism typically allow intermediaries to withhold 5 to 10 percent to cover administrative costs.

INTERMEDIARY SCOPE

Intermediary roles vary in scope. Some only provide administrative support while others may serve both as support and offer SNAP E&T services, working with participants directly.

SNAP E&T PROGRAM ADMINISTRATION SUPPORT

State agencies can choose to enter into agreements with intermediaries to perform administrative functions from the list above.

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IF SERVING AS AN E&T PROVIDER, WHO WILL THE INTERMEDIARY SERVE?

Non-exempt participants	All work registrants
Exempt participants	Non-work registrants
Unserved participants in a region	Time-Limited Participants (ABAWDs)
Or any other specific SNAP E&T population	