



SFY25 SNAP E&T 50% Reimbursement Program Information Webinar

DEED Office of Adult Career Pathways

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Welcome

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Questions

If you have questions during our presentation, please type those into the **chat box** and we will answer as many as we can this afternoon.

If you have questions after this presentation, please email those to Ann Meyers at ann.meyers@state.mn.us

Agenda

- **Basics of SNAP and SNAP E&T**
- **Third Party Providers**
- **Case Maintenance**
- **Eligible Activities, Workplan Table, and Budget**
- **Monitoring**
- **Workforce One (WF1)**
- **Reimbursements**
- **Next Steps**

Basics of SNAP

- The Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps, helps Minnesotans with low incomes get the food they need for nutritious and well-balanced meals. The program provides support to help stretch the household food budget. It is not intended to meet all food needs of the household; it is a supplement only.
- The [screening tool \(PDF\)](#) asks a few questions to help a person find out if they may qualify for SNAP. The screening tool is only an estimate of eligibility. The only way to know for sure if a person qualifies is to complete the application process.



SNAP E&T

- Matching your ACP grant with a SNAP E&T program offers the opportunity for your organization to receive an additional 50% reimbursement from DEED for expenses already being spent on employment and training related activities assisting SNAP participants find employment.
- For example:
 - A SNAP participant is enrolled in your Bridge to Career Pathways program. Your organization has spent \$2500 on training fees for this participant and issued \$100 in gas cards in Dec. The organization would submit an RPR for reimbursement for the training and transportation expenses through the Bridge program. Once the participant has been determined SNAP eligible for Dec, the organization can submit an RPR for an additional \$1250 for training, \$50 for transportation, and a percentage of the Admin/Direct Services for staff time related to serving the SNAP eligible participant.

SNAP Eligibility

- The SNAP E&T program helps SNAP recipients improve their employment prospects and wage potential through participation in job search, training, education or work activities. The goal is to assist recipients in obtaining a livable wage, leading toward self-sufficiency.
- An individual can receive SNAP E&T services if they:
 - Receive federal food assistance;
 - Are age 16 or older (there are additional requirements to serve 16–17-year-olds); and
 - Report that they intend to work at least part-time; clients reporting a disability may participate in SNAP E&T if they state they will be able to work with appropriate supports and/or training



MFIP/SNAP Determination

- Participants receiving food support as part of their MFIP (MN Family Investment Program) 'package' of support do not qualify for SNAP E&T services
- Participants must be receiving stand-alone food support (SNAP) to be eligible for Employment & Training (E&T) services
- The WF1 eligibility page requires data entry verifying SNAP eligibility. If eligibility is not verified, you will not be able to continue with the enrollment

Time Limited Recipients

- A Time Limited Recipients(TLR) (*previously known as an ABAWD*) is a SNAP recipient who is:
 - Age 18 through 52
 - Not exempt from work registration (determined by eligibility worker)
 - Not residing in a unit with a member under the age of 18
 - Not pregnant
 - Not someone who has served in the US Military
 - Not age 24 or younger and was in foster care on their 18th birthday

Time-limited work requirements

TLRs must follow time-limited work rules to receive SNAP for more than 3 months each 36-month period

- Work at least 80 hours per month
- Participate in an approved work or training program for at least 80 hours per month
- Participate in a combination of work, and a work or training program for at least 80 hours a month
- Job Search and/or Job Search Training alone will not meet the work requirement

Third Party Providers

- DEED third party provider (DEED TPP) agencies are responsible for delivering Employment & Training (E&T) services to verified SNAP recipients.
 - Individuals must participate in SNAP E&T knowingly.
 - Participant enrollments should begin no earlier than the program orientation date.
- SNAP E&T services provided include a participant assessment to determine necessary E&T activities and case management.
 - The assessment is an in-depth evaluation of employability skills, participation in skills development opportunities and supports needed to successfully complete training and job placement.

Third Party Providers

- Verification of receipt of SNAP benefits must be done each month that a recipient participates in E&T activities.
- DEED TPPs are responsible for tracking costs, maintaining records, and invoicing according to federal and state regulations.
 - In the DEED TPP reimbursement model, a provider agency puts forth the cost of program operations, including assessment, case management, SNAP E&T activities, and support services.
 - DEED then reimburses the provider at 50 percent of allowable SNAP E&T expenditures.

Case Maintenance

- **Participants Files** - A provider must document all activities and services provided to a participant in WF1.
- **Assessment** - A SNAP recipient must be assessed prior to placement in an E&T activity/component.
- **Eligibility Verification** - Participant eligibility verification is required prior to enrolling an individual in SNAP E&T in WF1 and before requesting reimbursement for services each month.
- **Employment Plan** - SNAP E&T providers must complete an Employment Plan (EP) for each SNAP E&T participant.



Case Maintenance

- **Participant Progress-** Participant files must contain progress information, which includes the activity the participant is engaged in, the dates of participation in that activity, regular program progress notes, credential and certificate attainment, employment, wages and retention information.
- **Case Notes-** It is an expectation that each case in WF1 have one or more case notes each month. At minimum, case notes should contain the following:
 - Date of the event
 - Category or purpose of contact (intake, employment/service plan, check-in, etc.)
 - Summary of correspondence or conversation
 - When providing a support service, the case note must identify how the support service relates to the activity

Case Maintenance

- **Participant Reimbursements-** Documentation or receipts of participant reimbursement(s) must be on file and listed in WF1 under Support services within the SNAP E&T program as well as case noted.
- **Exiting a SNAP E&T Case-** Participants who become ineligible for SNAP benefits should be exited from WF1 by the end of the month following the month of ineligibility for SNAP benefits, unless they have a Retention Activity open. For a participant not engaged with Employment & Training services, the record needs to be exited within 60 days.
 - Ex. Participant became ineligible for SNAP benefits as of November 1st, case should be exited in WF1 by November 30th with an exit date of October 31st. When an individual is no longer engaged, the SNAP E&T record in WF1 should be exited within 60 days. The corresponding exit date should be entered in WF1.

Eligible Participant Activities

Reimbursable ACP Activities	
Job Search	Self-Employment Training
Retention	Non-Credentialed Training
Work Readiness Training	On-Ramp, Bridge, and ITP Training (<i>P2P Programs</i>)
ESL/ELL	Credentialed Coursework/Training
Adult Diploma Program (ADP)	ABE/Remedial Training
GED Training	Basic Skills Instruction
Uncompensated Work Experience	OJT – Public or Private
Paid Work Experience	Apprenticeship
Assessment	
Non-Reimbursable ACP Activities	
Holding	Local Flag
Satisfactory Progress	Social Services (Customized Cultural Program, Financial Literacy Ed., Individual Plan Development, Career Counseling)
Employed FT	Employed PT

Workplan Table

Planned Outcomes	A. Total Planned Participants from Job Omnibus Bill Work Plan	B. Total Estimate SNAP E&T 50% Reimbursement Participants
Total Participant Enrollments		
Total Participants Enrolled in Training		
Total Participants Completing Training		
Total Certificates attained (if applicable)		
Total Credentials attained (if applicable)		
Exits to Employment (job placement)		
Participants exit to post-secondary		
All Exits - Total		

Budget

	A. Jobs Omnibus Bill Contract Award	B. Total Participants	C. Cost per Participant (A/B=C)	D. Estimated # of SNAP E&T 50% Reimbursement Participants	E. Total Costs Anticipated for SNAP E&T Participants (C*D=E)
Total	\$200,000	50	\$4,000	15	\$55,000

Using the amount in column E in the table above, please complete cost category allocations in the table below:

Cost Category	F. Anticipated SNAP E&T Allowable Costs (from E above)	G. SNAP E&T 50% Reimbursement (F/2=G)
1. Administration Costs	\$20,000	\$10,000
2. Direct Services Costs	\$15,000	\$7,500
3. Direct Services- WR-GED-ABE	\$5,000	\$2,500
4. Direct Customer Training	\$5,000	\$2,500
5. Support Services	\$10,000	\$5,000
6. Total: (should not exceed E above)	\$55,000	\$27,500

Monitoring

- Monitoring is conducted of grantees at least annually to ensure grantee(s)/subgrantee(s) are in accordance with the approved workplan, federal, local, and state policies.
 - Participant file review
 - Eligibility
 - Project goals, services, and activities
 - Training
 - Project expenditures & financial reconciliation
 - Project performance



Workforce One (WF1)

- WF1 is the primary tool used to collect and manage participants' employment plans, support services, and activities. Having accurate and timely participant information within the management information system is critical in evaluating outcomes and providing services to participants.
 - TPP can expect to co-enroll participants in the ACP and SNAP E&T programs in WF1.
 - Participant WF1 records will require dual entry; i.e., activities, case notes, employment plan, assessments.
- Additional WF1 access will be required and must be requested via the *Access Form* in WF1



Reimbursable Expenses

- Expenses are only reimbursable if all of the following conditions are met:
 - The participant is enrolled in a grant program funded by DEED, which is identified in your organization's SNAP E & T contract. The enrollment must be reflected in WorkforceOne (WF1).
 - The participant is receiving SNAP benefits as of the date the cost was incurred.
 - The expense is allowable per the specific legislation which authorizes the grant funds being leveraged for SNAP E & T Reimbursement
 - The expense is allowable and aligns within the Request for Proposal requirements (if leveraged funds were awarded via a competitive process)
 - The expense is approved as allowable per each individual grant contract (which may vary depending on the grant fund's work plan)
 - The expense is allowable per the DEED/DHS Form, Guidance on Costs & Reimbursements.



Determining Reimbursement Amount

- **Administration** and **Direct Services** costs are determined by a percentage of participants that are enrolled in SNAP E&T for any amount of time in that month/participants enrolled in the primary grant.
 - For Example: 18 participants are enrolled in pathways to prosperity. Of those 18 participants, 6 are verified SNAP eligible for the same month: $6/18 = 33\%$; \$1,500 Admin on primary grant RPR; $\$1,500 * 33\% = \495 and 50% or \$247.50 would be the total SNAP reimbursement.
- **Direct Customer Training** costs are determined by the ACTUAL cost of training spent on a participant enrolled in the organization's primary grant AND SNAP E&T in WF1. If the organization is invoiced per class and not per participant, the costs would be determined by the percentage of students in the class enrolled in the organization's primary grant AND SNAP E&T in WF1.
 - For Example: ABC Technical School charges \$10,000 per class, no matter how many students attend. The organization enrolls a total of 25 students. Of those 25 students, 10 are verified SNAP eligible: $10/25 = 40\%$; $\$10,000 * 40\% = \$4,000$ and 50% or \$2,000 would be the total SNAP reimbursement.
- **Support Services** costs are also determined by ACTUAL costs spent on a participant enrolled in the organization's primary grant AND SNAP E&T in WF1.
 - For Example: Participant received \$50 gas card to get to and from the training. The reimbursement would be 50% or \$25 would be the total SNAP reimbursement.

Participant Verification Form (PVF)

- Each Grantee will receive a Participant Verification Form (PVF) workbook
- The PVF will assist Grantees in determining the amount to request on the RPR each month
 - Provider Information – Contract information and Guidance for reimbursements
 - Instructions – Workbook tab instructions
 - Monthly PVF – Used to verify participants' SNAP eligibility each month
 - Participant Expenses – Tracking participant training and support service costs
 - RPR Calculation – Auto calculating worksheet to carry over to the monthly RPR
 - Guidance on Costs & Reimbursement – Available for reference

Next Steps

- The application was sent out to you all on July 11th and will be due by 4:00pm Friday September 6, 2024.
- Any questions while completing the application can be emailed to Ann Meyers at ann.meyers@state.mn.us
- Contract duration will be executed on FFYs. Start date anticipated by 10/1/2024 with an end date of 9/30/2025 and, if eligible, a new contract may be developed from 10/1/2025-9/30/2026.
- More information about the DEED SNAP E&T Program can be found on the Adult Career Pathways website:



- <https://mn.gov/deed/programs-services/adult-career-pathways/snap/>

THANK YOU!

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