

# **Prospective Provider Packet**

## **SNAP Employment and Training Program**

<b>Definitions .....</b>	<b>1</b>
<b>SNAP E&amp;T Background.....</b>	<b>2</b>
<b>HHS Mission and IWD Vision.....</b>	<b>2</b>
<b>SNAP E&amp;T Purpose .....</b>	<b>3</b>
<b>SNAP E&amp;T Vision.....</b>	<b>3</b>
<b>SNAP E&amp;T Objectives .....</b>	<b>3</b>
<b>Benefits of E&amp;T .....</b>	<b>3</b>
<b>Non-Discrimination Statement .....</b>	<b>3</b>
<b>Service Provider Requirements .....</b>	<b>5</b>
<b>Scope of Services.....</b>	<b>6</b>
Case Management .....	6
<b>SNAP E&amp;T Components.....</b>	<b>7</b>
<b>Supportive Services .....</b>	<b>9</b>
<b>Service Provider Responsibilities .....</b>	<b>11</b>
<b>IWD Responsibilities .....</b>	<b>13</b>
<b>Resources .....</b>	<b>13</b>
<b>Attachment 1: Service Provider Self-Assessment.....</b>	<b>14</b>
<b>Service Provider Self-Assessment .....</b>	<b>14</b>
Participant & Service Capacity .....	14
Staff & Funding Capacity .....	15

## **Definitions**

**Business Associate Agreement (BAA)** – A written arrangement that specifies each party's responsibilities when it comes to PHI.

- Protected Health Information (PHI) – Under HIPAA Rules, past, current, and future health information about medical conditions or physical and mental health related to the provision of care or payment for care. PHI is health information in any form, including physical records, electronic records, or spoken information.
- Qualified Service Organization (QSO) – Under HIPAA Rules if information is shared related to substance abuse, the organization is determined as a QSO.

**Case Management** – The development, coordination, documentation, tracking, and reporting of all aspects of referral/enrollment, service provision and participation as required by the E&T program.

SNAP E&T requires that case management include all the following activities: comprehensive intake assessments, individualized service plans, progress monitoring, and/or coordination with other client service providers.

**Community Based Organization (CBO)** – A public or private nonprofit organization that provides educational or employment related services to eligible SNAP participants.

**Component** – As described in 7 CFR 273.7(e), a service, activity, or program designed to help SNAP recipients gain skills, training, or work experience that will increase their ability to obtain regular employment and achieve self-sufficiency.

**SNAP Employment and Training (E&T)** – Iowa's federally mandated SNAP employment and training program.

**Family Investment Program (FIP)** – Iowa's Temporary Assistance to Needy Families (TANF) program. FIP provides cash assistance to needy families as they become self-supporting so that children may be cared for in their own homes or in the homes of relatives.

**Food and Nutrition Service (FNS)** – A division of the United States Department of Agriculture (USDA). FNS is the federal agency responsible for administering the nation's domestic nutrition assistance programs.

**HHS** – Iowa Department of Health and Human Services. HHS holds the federal contract with FNS for the SNAP E&T program.

**Invoice** – Service Providers' claim for payment, using Agency approved billing workbook and submitted on *General Accounting Expenditure* (GAX) form.

**IWD** – Iowa Workforce Development. IWD is Iowa's Intermediary Administrator for the SNAP E&T program.

**Participant** – An individual enrolled in the SNAP E&T program.

**Scope of Services** – All services, goods, products, work, work product, data (including data collected on behalf of HHS and/or IWD), items, materials and property to be created, developed, produced, delivered, performed, or provided by or on behalf of, or made available through, the Service Provider, any agent of the Service Provider in connection with any Service Provider Agreement or Contract.

**Service Provider** – An entity that meets minimum requirements of the program and enters into Contract with IWD.

**Supplemental Nutrition Assistance Program (SNAP)** – Federally mandated program administered by the United States Department of Agriculture (USDA) - Food and Nutrition Services (FNS) division.

### **SNAP E&T Background**

HHS administers the Supplemental Nutrition Assistance Program (SNAP) as authorized by the [Food and Nutrition Act of 2008](#). The program helps low-income individuals obtain a more nutritious diet by supplementing their income with SNAP benefits issued on an electronic benefits transfer (EBT) card.

SNAP Facts for SFY 24 (July 2023 - June 2024):

- An average of 266,118 Iowans in 132,021 cases received SNAP every month
- 56% of the people receiving SNAP were under the age of 18 or over the age of 59
- The average recipient is a 30-year-old Caucasian female

As a part of administering SNAP, states must design and operate an employment and training program. In Iowa, SNAP E&T is the corresponding employment and training program. Currently, Iowa's SNAP E&T program is voluntary; there are no mandatory participation requirements.

The program has expanded from initial partnerships with three community colleges in 2015 to July 2025 with partnerships consisting of six community colleges, six community-based organizations, and five American Job Centers within Iowa Workforce Development. The expansion of the SNAP E&T Service Provider network will increase accessibility and availability of training, education, supports, and services to a larger segment of the population receiving SNAP benefits, which in turn will lead to improved outcomes for SNAP E&T participants by increasing their likelihood of achieving self-sufficiency and economic mobility.

Iowa HHS contracts with Iowa Workforce Development (IWD) to be the SNAP E&T program's Intermediary Administrator. With IWD administering the SNAP E&T program, Iowa gains stronger alignment of workforce services across the state.

### **HHS Mission and IWD Vision**

The mission of the Iowa Department of Health and Human Services (HHS) is to provide high quality programs and services that protect and improve the health and resiliency of individuals, families, and communities. The vision of Iowa Workforce Development is to create, enable, and sustain the most future ready workforce in the nation.

## **SNAP E&T Purpose**

The purpose of SNAP Employment and Training (E&T) is to help individuals receiving SNAP benefits obtain employment through voluntary participation in supervised job search, training, or education activities that promote self-sufficiency and economic mobility.

## **SNAP E&T Vision**

The program vision for Iowa SNAP E&T is based in the belief that “Every person deserves a pathway to success”. The program will expand opportunities for lowans and empower them to achieve sustainable wage employment that is more than a job by providing a wide range of education and training, employment services, job readiness, and retention activities that can lead to a career.

## **SNAP E&T Objectives**

1. Provide a wide range of opportunity for SNAP recipients to have clear pathways to develop marketable and in-demand skills that increase employability resulting in career advancement self-sufficiency and economic mobility.
2. Maintain a collaborative and inclusive environment for participants, providers, and communities to share a common vision and achieve positive outcomes for the individual, organization, and community.
3. Strengthen fiscal capacity of network providers to expand essential supports and services by maximizing use of non-federal funding sources.
4. Demonstrate efficient, effective, and responsible practices that result in positive outcomes and contribute to economic growth.

## **Benefits of E&T**

For Service Providers	For Participants	For State
Increase capacity of non-federal funding sources by 50%	Increased opportunity for education & training programs	Maximize use of State funding sources
Increase staff capacity	Increased availability of supportive services while in training	Increased accessibility and availability of training opportunities
Increase number of individuals served	Gain skills needed for gainful employment	Build stronger, more skilled workforce
Expand scope of services and/or programs offered	Achieve economic self-sufficiency	Contribute to economic growth

## **Non-Discrimination Statement**

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA

programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: USDA Food and Nutrition Service, 1320 Braddock Place, Room 334 Alexandria, VA 22314; or

Email: [FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **Partnerships With Faith-Based and Neighborhood Organizations**

Providers of direct Federal assistance, which includes SNAP E&T and SNAP-Ed local operators:

- Must provide written notice to beneficiaries of their right to be free from discrimination on the basis of religion;
- Must provide written notice to beneficiaries of how to report violations of these regulatory protections; and,
- May provide written notice to beneficiaries on how to obtain information about other federally funded service providers available in their area

Written notice to beneficiaries must be provided by using one or more of the methods below:

- Post a written notice at the service location (e.g., schools, child care centers, community organization sites); or,
- Post a written notice on the local program operator website; or,
- Add the written notification to the program application

Model Notice can be found at :

<https://www.fns.usda.gov/sites/default/files/resource-files/usda-notice-beneficiaries.pdf>

## **Service Provider Requirements**

Prospective SNAP E&T providers need to evaluate their programs to ensure they meet requirements prior to applying. Any questions about the requirements may be directed to IWD at [snapet@iwd.iowa.gov](mailto:snapet@iwd.iowa.gov).

All prospective SNAP E&T providers must:

- Have an existing client base which includes individuals receiving SNAP benefits.
- Currently provide programs or services that meet the purpose and parameters of SNAP E&T components for recognized industry skills training, credentialing, job search training, job retention support, and be able to provide supportive services necessary for participation in a SNAP E&T component in accordance with the most recently FNS approved State Plan and SNAP E&T Provider Handbook.
- Organizations must be able to fully fund all costs of services for low-income individuals with non-Federal funding sources to be eligible for up to 50% reimbursement. Non-Federal funding sources may include grants, donations, or other financial awards generated from various entities, such as:
  - State,
  - Local,
  - Community Organizations,
  - Foundations,
  - Social Enterprises, etc.

Furthermore, non-Federal funds must also meet the following criteria:

- Originate from a non-Federal source.
- Must not be committed as match for other Federally funded programs.
- Available for entirety of the Federal fiscal year (October 1 through September 30), unless otherwise specified in any Service Agreement.
- Must be able to cost allocate to ensure billing is limited to allowable reimbursements for SNAP E&T participants, including any administrative costs.
- Have the capacity to enter and collect individual demographic data, document and track service provision, allocate and track funding, and report outcomes using the state identified methodology and system.
- Have the experience or willingness to begin managing federal funds as required.
- Have audit capacity for examining program delivery and financial reporting procedures and agree to periodic audits of program operations conducted by the State or Federal administering agencies.
- Be included in an amended State SNAP E&T Plan, approved through FNS, and have an executed service contract with the state prior to providing services through the SNAP E&T program.

- Comply with all Federal, State, HHS, and IWD Civil Rights/Confidentiality Non-Disclosure requirements.

General terms of contracting **require** that confidential information collected, maintained, or used in the course of performance of the Contract shall only be used or disclosed by the Contractor as expressly authorized by law and only with the prior written consent of IWD, either during the period of the Contract or thereafter. SNAP E&T allows reimbursement of some medical related supports. Information related to any medical supports provided must be documented to sufficiently support reimbursement payment but may not contain any specific medical Personal Health Information (PHI).

- Act as a Business Associate and Qualified Service Organization pursuant to the SNAP E&T Provider contract as related to information that is protected by Health Information and Portability Accountability Act of 1996 (HIPAA). Summary of the HIPA Privacy Rule | HHS.gov
- Maintain worker's compensation insurance and insurance in full force and effect covering the organization's work during the entire term of the contract, including any extensions or renewals therefore in accordance with the requirements of Article 8 General Terms and Conditions of the IWD contract

## **Scope of Services**

### **Case Management**

Service Providers must ensure that the following case management services are provided for each SNAP E&T participant:

- SNAP E&T Employability assessment, including:
  - Career interest assessment,
  - Skills assessment,
  - Career and job search readiness assessment,
- Assessment of essential tools and supports needed for success in training and career.
- SNAP E&T Individual Employment Plan to increase employability (i.e. individualized service plan).
- Two-way contact with each participant and supporting documentation to monitor progress:
  - At least every 30 days, during any education/training or job retention component,
  - At least weekly to actively engage, direct, or track activities during Supervised Job Search component.
- Referral to other public service agencies for additional services, if necessary (i.e. coordination with service providers).
- Career and job search coaching and support.



## **SNAP E&T Components**

Offer at least one of the following SNAP E&T reimbursable components:

### **Educational Program Basic/Foundational Skills Instruction (EPB)**

- Adult Basic Education (ABE) – programs offer academic instruction and education services below the post-secondary level that increase an individual's basic literacy, math skills, and financial literacy skills necessary for the attainment of a secondary school diploma or its recognized equivalent.
- High School Equivalency Diploma (HSED)/Test (HiSET) – prepares participants with basic skills needed to increase the likelihood of successfully participating in a HiSET course and testing. Participants enrolled in this component can be provided supportive services and testing fees to complete testing to obtain their HSED.

### **Education Program English Language Acquisition (EPEL)**

Programs designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; thereby, increasing employability and job-readiness.

### **Educational Program Career/Technical Education Programs or other Vocational Training (EPC)**

- Programs that provide academic and/or technical knowledge and skills for a specific job function or trade. Participants may enroll in education and training programs that lead to industry-recognized credentials, certifications, diploma, and degree programs for high demand occupations and hot jobs as defined by Iowa's Labor Market Information (LMI) unit. Training or educational activities must provide participants a direct link to jobs in their area of study that are available in the local job market. Many types of providers offer these programs, such as community-based organizations, community colleges, for-profit training institutes, and universities.
- Training programs must be short term in duration, up to 24 months

### **Educational Program Integrated Education and Training/Bridge Programs (EPIE)**

Integrated Education and Training programs provide adult education and literacy activities, such as basic skill or English language, concurrently and contextually with work readiness and occupational skills training for a specific occupation for the purpose of educational and career advancement. In this component, participants may participate in both education and employment or job training activities. This allows the participant to earn wages while completing required education. All wages earned are paid by the employer and are not reimbursable SNAP E&T expenses. The specific education and on-the-job training provided is determined by the Provider and employer.

## **Work Readiness (EPWRT)**

Work readiness programs may provide skill and interest assessment, education and training that prepares participants for success in the workplace to build a good work history. Work readiness programs teach participants basic employability skills that have a direct connection to employment. These skills may include, but are not limited to; punctuality, appropriate dress and personal presentation, workplace etiquette and expectations, relationship building, effective communication, conflict management, financial literacy, problem solving, goal setting, integrity and work ethic.

## **Supervised Job Search (SJS)**

Supervised job search programs are those that occur at State-approved locations at which the activities of participants are directly supervised and tracked, provide meaningful coaching and supportive services needed while actively searching for a job in accordance with guidelines issued by the State agency.

SJS requires:

- Development of a Job Search Plan (JSP) identifying job search activities and supports
- Provide weekly coaching, communication, and case management that occurs at a State approved location

Unsupervised job search is job search activities that do not meet the definition of supervised job search. This is allowable as subsidiary activity within a broader SNAP E&T component, so long as it makes up less than half the time spent in the broader E&T component.

## **Job Search Training (JST)**

Provides training on job search techniques, including employment assessments, resume writing, and interview skills provided either in groups, one-on-one, remotely or in-person or online. This component does not include active job search unless it makes up less than half the time spent in this component.

## **Job Retention Services (JRS)**

Provides transitional supports and job coaching to assist with situations that could impact employment to participants who have secured employment, a registered apprenticeship or other on-the-job training or are participating in another SNAP E&T component. Participants may also receive assistance for other supports needed to maintain employment such as clothing/equipment, job-required fees, transportation and childcare. JRS must be offered for a minimum of 30 days up to a maximum of 90 days from the JRS enrollment date.

## **Entrepreneurship/Self-Employment Training (SET)**

Supports participants to improve employability by providing training to set and operate a small business or other self-employment venture.

### **Work Component Internship (WBLI or WBLI- SUB)**

A work-based, planned, structured, temporary learning experience designed for people to learn more about a job or career. Programs take place in a workplace, for a limited period required for a participant to become proficient in a specific occupation. Internships may provide wages subsidized through the SNAP E&T program.

### **Work Component On-the-Job Training (WBLOJT)**

A work-based learning program where a participant works for an employer while receiving industry specific training from the employer and additional SNAP E&T support through case Management and supportive services through SNAP E&T. SNAP E&T on-the-job training (OJT) programs must meet the definition of OJT under the Workforce Innovation and Opportunity Act (WIOA). OJT may be paid or unpaid, as appropriate and consistent with other laws such as the Fair Labor Standards Act (FLSA). OJT programs may be SNAP E&T subsidized.

### **Work Component Pre-Apprenticeship (WBLPA or WBPLA-SUB)**

A work-based learning program with a direct link to an apprenticeship program that provide individuals with the basic and technical skills necessary to enter and be successful in an apprenticeship program. Pre-Apprenticeship programs may be paid or unpaid, as appropriate and consistent with other laws such as the Fair Labor Standards Act (FLSA) and may be SNAP E&T subsidized.

### **Work Component Apprenticeship (WBLA or WBLA -SUB)**

A work-based learning program offered through an employer or program sponsor that offer industry-driven, high-quality career pathways. Registered apprenticeships are industry vetted, approved and validated by the U.S. Department of Labor or State Apprenticeship Agency. Participants obtain paid work experience, industry credentials, progressive wages, classroom instruction. Apprenticeships may be SNAP E&T subsidized.

### **Transitional Jobs (WBLTJ or WBLTJ-SUB)**

A work-based learning program with a combination of paid work, job skills training, and supportive services designed to help people success in the workforce. Transitional jobs may be provided in a supported environments to teach specific occupational and workplace relational skills to prepare for permanent, unsubsidized employment. Transitional Jos may be SNAP E&T subsidized.

### **Supportive Services**

FNS requires the provision of any services and supports that are reasonably necessary to successfully participate in the program. The intention of supportive services is to assist participants in acquiring fundamental skills and tools needed to increase employability and achieve self-sufficiency during the months a participant remains eligible for SNAP, training has

commenced and is active in a SNAP E&T component. Reimbursements occur only for those costs incurred after SNAP E&T enrollment.

Service Providers are not required to provide all allowable reimbursable supportive services directly, however when a need is identified every effort must be made to provide either directly or through referral

Allowable supports include:

- Tuition/Program Costs: Industry specific workplace skills/credentialing/training, including but not limited to Books/Class Fees Background checks/fingerprinting, when required for training or necessary for employment.
- Transportation Assistance: Iowa requires transportation assistance be offered and provided to all SNAP E&T participants unless a participant refuses or lack of need is documented. To/from education, training, interviews, work by any of the following:
  - Fuel cards,
  - Mileage,
  - Bus passes,
  - Taxi or ride share service vouchers, or
  - Other as determined cost effective and suitable, with prior approval.
- Clothing/Uniforms – Necessary and reasonable for education, training, interviewing, work
- Equipment/Tools – Necessary and reasonable safety items and tools of the trade
- Technology – necessary and reasonable to actively participate in SNAP E&T, including maintaining communication with SNAP E&T Case Manager and employers and access to online programs. Technology must be provided in the most cost-effective suitable option available.
  - Hotspots
  - Internet access
  - Cell Phone minutes or basic plan
  - Equipment is limited to pre-approved loaner program for laptops, tablets, or cell phone.
- Work and Training Fees – Necessary and reasonable for education, training, or work
  - Testing,
  - Certifications,
  - Permits, or
  - Licensing, bond fees, or union dues.
- Reasonable accommodation supplies
- Dependent Care Assistance Available to participants who do not qualify for dependent care services from other programs. SNAP E&T may not cover additional childcare units above what CCA determines the participant is eligible to receive

- Medical Supports - Limited to items necessary and required of all students enrolled in specific training or course of study. These supports are only eligible for reimbursement if no other health care coverage is available. Allowable services include, but are not limited to:
  - Tuberculosis (TB) Testing,
  - Immunizations,
  - DOT Physical,
  - Drug Screens, and/or
  - Dental Work – minor and limited, annual total not to exceed \$500/\$250 reimbursed
- Housing Assistance - Only after all other potential resources have been exhausted.
- Utility Assistance - Only after all other potential resources have been exhausted.
- Vehicle Repair - For participants enrolled in training, Supervised Job Search, or Job Retention activities in need of assistance with an emergency vehicle repair, to ensure retention of employment, completion of training, or support of self-sufficiency .
- Other - Any cost not listed, the SNAP E&T Coordinators determine if the reimbursement is allowable, reasonable, and necessary to allow for successful completion of the component.

### **SNAP E&T Eligibility Criteria**

An individual is eligible to receive services if all the following are true:

- A SNAP recipient,
- Not receiving FIP assistance or other cash assistance, such as Tribal TANF, under Title IV,
- Age 18 or older (16-17 if enrolled in HiSED or already obtained high school diploma),
- Physically and mentally able to work or will be able to work within the next one (1) year after SNAP E&T completion

### **Service Provider Responsibilities**

- Service Provision: The Contractor shall provide at least one SNAP E&T component and ensure provision of Case Management services and required Supports.
  - Service Providers shall fund, at time of provision, the total cost of supportive services necessary to participate in the program component, on behalf of the participant, unless an exception request to IWD or an outside referral has been made.
  - Services Providers shall request reimbursement, on behalf of the participant, for expenses incurred only during months in which the participant is receiving SNAP or determined eligible for SNAP E&T.
- Annual Projections: Service Providers shall calculate annual enrollment and budget based on identified non-federal funding sources and current populations served receiving SNAP benefits. SNAP E&T projections shall be calculated and submitted using the IWD approved methodology to be discussed and provided during the applicant informational meeting.
- Billings & Obligation Tracking: Service Providers must submit requests for reimbursements as directed by IWD and maintain a tracking system to ensure financial obligations do not exceed approved funding.

- Information/Notification requests: Service Providers must provide information requested by IWD and HHS within three business days, unless otherwise specified.
- Records Retention: All records related to the application, enrollment, and participation in SNAP E&T must be created and stored within the SNAP E&T module in the IowaWORKS.gov system.
- Staff Development: Service Providers shall train staff and comply with all SNAP E&T policies and processes, the applicable Service Provider or Contractor handbook, and communicate updates as provided by IWD and HHS.
  - Service Providers are required to ensure that all staff; **including frontline staff and volunteers, and their supervisors**, are trained prior to the provision of any SNAP E&T Services and annually thereafter in IWD provided Civil Rights and Confidentiality policies in accordance with State and Federal requirements.
  - Service Providers are required to have at least one representative, actively involved in the SNAP E&T program, attend scheduled SNAP E&T provider trainings, calls, or meetings, unless excused by IWD.
- Systems: Service Providers will enter individual demographic data, document and track service provision, allocate and track funding, and report outcomes using IWD approved methodology and systems.
- Outcomes: Service Providers shall support participants in successfully completing the SNAP E&T program to attain programs goals set forth by IWD.
  - The number of participants who successfully complete each SNAP E&T component.
  - The number of participants who begin, but do not complete each SNAP E&T component and reason for component closure.
- Reporting: Service Providers ensure all enrollment, participation status and outcome information for each participant is up to date and available, as directed by IWD, to meet quarterly and end of year state and federal reporting requirements.
- Appeals: In the event of an appeal, Service Providers shall provide appropriate information and supporting documentation to HHS and IWD and shall participate in any meetings or hearings as needed. Appeal rules are found in 441 Iowa Administrative Code, Chapter 7.
- Communication: Service Providers must maintain or attempt communication when a loss of contact with a participant has occurred and track all direct HHS referrals. The following documentation for outcome information of attempted communication is required:
  - Method and date of contractor/sub-contractor contact. If unable to contact in-person, by phone or electronic means, at least two attempts must be documented.
  - Outcome of contact
  - Reason for denial when participant not referred to the SNAP E&T program
- Promotional Materials: Service Providers shall ensure IWD reviews and approves any of the following prior to release:
  - Flyers, brochures, posters,

- Other published materials the Service Provider uses for the SNAP E&T program.
  - Websites or social media platforms posting about the SNAP E&T program, and
  - Training material for staff handling the SNAP E&T program.
- Media: The Service Provider shall refer all media requests about the SNAP E&T program to IWD. Service Providers will promote the SNAP E&T program as long as the information provided is that of the organization and does not reflect the official policy or position of HHS or IWD.

## **IWD Responsibilities**

- IWD shall provide the Service Provider with a copy of the SNAP E&T State Plan, including any amendments.
- IWD shall respond to Service Provider requests to clarify and answer any questions about SNAP E&T policies within three business days.
- IWD shall review and approve any of the following prior to release:
  - Flyers, brochures, posters
  - Other published materials the Service Provider uses for the SNAP E&T program,
  - Websites or social media platforms posting about the SNAP E&T program,
  - Training material for staff handling the SNAP E&T program, and
  - Presentations regarding the SNAP E&T Program.
- IWD will handle media requests, including those referred by the Service Provider.
- IWD will provide required training and materials for:
  - Civil Rights Training,
  - New Provider Training, and
  - Participant Orientation.

## **Resources**

- Code of Federal Regulations 7 CFR 273.7(e), SNAP E&T: [https://www.ecfr.gov/cgi-bin/text-idx?SID=fa6401d778445be1d299a418424d84dc&mc=true&node=se7.4.273\\_17&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=fa6401d778445be1d299a418424d84dc&mc=true&node=se7.4.273_17&rgn=div8)
- Food and Nutrition Service, U.S. Department of Agriculture, SNAP E&T: <https://www.fns.usda.gov/snap/et>
- Iowa Department of Health and Human Services, SNAP: <https://hhs.iowa.gov/programs/food-assistance/snap>
- Iowa Workforce Development, SNAP E&T: <https://workforce.iowa.gov/jobs/worker-programs/snap>
- USDA SNAP to Skills: <https://snaptoskills.fns.usda.gov/>
- SNAP E&T Service Provider Readiness Roadmap Part 1 : [Provider Readiness Roadmap](#)

## **Attachment 1: Service Provider Self-Assessment**

### **SNAP Employment and Training Program**

#### **Service Provider Self-Assessment**

There are specific factors to consider when deciding if your organization aligns with Iowa's SNAP E&T program and is a good fit as a Service Provider.

Checklist of factors to consider include:

- ☐ The Right Participants: Individuals participating in an education, training or job search program AND receiving SNAP in Iowa.
- ☐ The Right Services: Provider of education, training, job search or job retention activities that promote and provide a path to self-sufficiency.
- ☐ The Right Funding Source(s): Non-Federal funding source(s) that is not used as a match in another federally funded program.
- ☐ The Right Capacity: The administrative requirements of the SNAP E&T program are specific and can be rigorous. Appropriate staffing and financial capacity to assess and enroll participants, provide appropriate services and supports, track and record participant progress and outcomes, collect and report required data, track and appropriately bill program costs associated with a federally funded program are essential.

#### **Participant & Service Capacity**

1. Does your organization offer appropriate and allowable employment and training activities and related support services?
2. Is your organization able to recruit its own SNAP E&T participants and accept referrals?
3. Is your organization already serving a significant number of SNAP recipients or low-income individuals potentially eligible for SNAP?
4. Does your organization have staff to provide required assessment and individual employment plan development related to enrollment of SNAP E&T participants, and monitor, track, document, and report progress and outcomes?
5. Does your organization provide case management and reimbursable SNAP E&T supportive services in-house or work with community partners to provide those services?
6. Does your organization have the ability and intent to expand to additional service provision and/or data collection to meet SNAP E&T requirements?



### **Staff & Funding Capacity**

1. Does your organization have up front funding available for 50/50 reimbursement of employment and training services which is:
  - a. Non-Federal
  - b. Not committed as match for other Federally funded programs
  - c. Available for the entirety of the Federal fiscal year (October 1 through September 30), unless otherwise specified in any Service Agreement
2. Will your organization be able to allocate and track Federal funds and guarantee that the source of matching funds is non-Federal and allowable?
3. Does your organization have the capacity to allocate, track and invoice for staff time spent on the SNAP E&T program? Service Providers must keep time records in order to bill for staff time.
4. Does your organization have the capacity to prepare and submit monthly billing documents based on SNAP E&T participation and program expenditure data?
5. As all SNAP E&T funds are Federal sub-recipient awards, and your organization would be a Service Provider, is your organization willing to participate in any required federal or state audits; or other mandated reporting requirements, and state monitoring at least annually and as determined necessary by IWD?
6. Has your organization been disqualified from receiving Federal grants over the past five years?
7. Are there any current or pending lawsuits that would impact the organization's financial position and ability to fund SNAP E&T services and supports?
8. How does your organization anticipate utilizing the reimbursement funds to expand or enhance the SNAP E&T program?