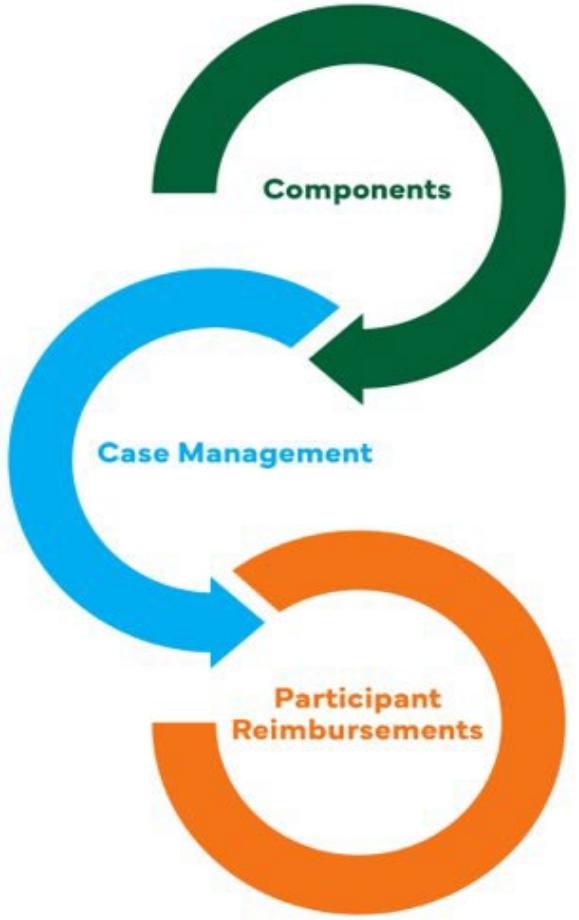
SNAP Employment & Training Program (E&T)

Participant Orientation

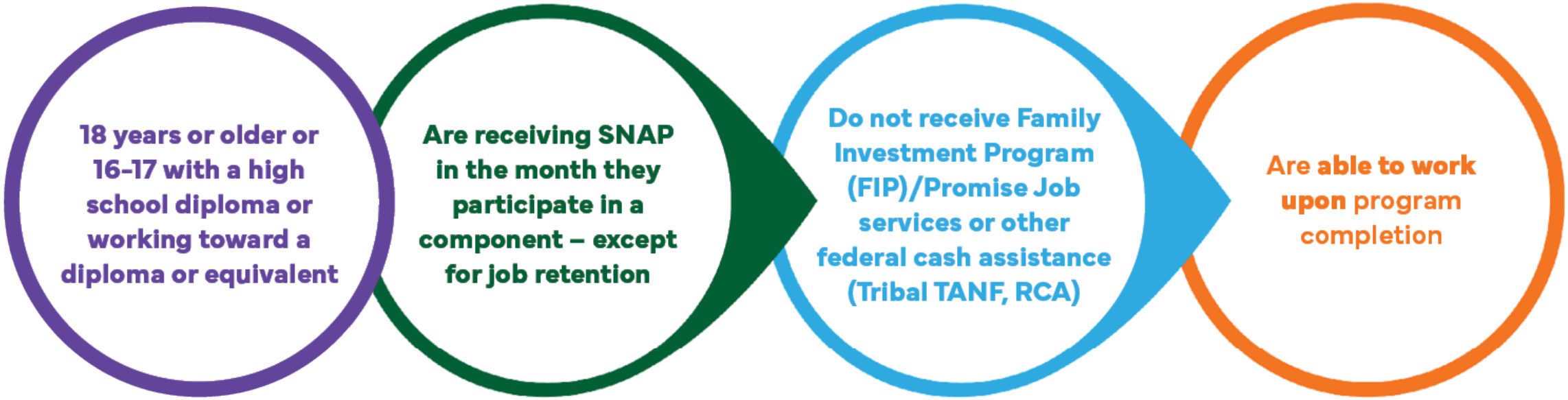
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SNAP E&T is More Than a Job

- The purpose of SNAP E&T is to help individuals receiving SNAP benefits obtain employment through participation in job search, job skills training, or education activities.
- A flexible program that provides a wide range of services and supports that can lead to a career.
- A voluntary program at no cost to participants.
- Customized one-on-one coaching is provided to encourage progress and success.



Who is Eligible for SNAP E&T



Available Services - Education

Education Services Include:

- High School Equivalency (HiSED)
- Continuing Education
- Short-term certificate or diploma programs for in-demand industries
- Two-year credit degree programs for in-demand industries
- Vocational & Occupational Industry-specific training programs
- Work Readiness Training
  - Skill and interest assessment, educational remediation services
  - Problem-solving and critical thinking, workplace relationships, life skills



Available Services - Employment

Employment Services Include:

- Job Search Activities
  - Resume building support
  - Application assistance
  - Workshops/job fairs
- Job Search Training
  - Teaches how to look for work, organize a job search, build a strong resume, and to interview well
- Job Retention Services
  - Available upon completion of education, training, or job search
  - Supports available to maintain employment for up to 90 days from enrollment in Job Retention Services.
- Internship
  - A structured learning experience in a workplace, required for a participant to become proficient in a specific occupation.

Every SNAP E&T Participant Works with a SNAP E&T Case Manager

- Completes an Employability Assessment with you.
- Develops an Individual Employment Plan with you to reach your goals.
- Regularly communicates with you to support your needs and progress.
- Case Managers assist, coach, refer to community resources, and provide needed supports.

Possible Assistance

- Tuition assistance/training costs
  - Books
  - Program Fees
  - Testing/Licensing fees
  - Other necessary training materials
- Transportation assistance
- Clothing/Uniforms
- Equipment/Tools
- Reasonable Accommodation Supplies
- Dependent Care Assistance
- Medical Supports (including minor dental work)
  - DOT Physicals/Drug Testing
  - TB Tests
  - Immunizations
- Emergency Housing/Utility Assistance
- Other reasonable and necessary supports with State approval

Participant Responsibilities



Attend classes, training, and appointments as scheduled.



Meet all requirements and expectations of the enrolled education or training program.



Submit any required time or expense verification as required.



Return the requested information to the Department of Health and Human Services.



Maintain regular communication with the SNAP E&T case manager as outlined in the Individual Employment Plan.

+ Communicate any change in the ability to actively participate in the program.
+ Communicate any change in supports needed
+ Ask questions and discuss concerns.
+ Share progress information.
+ Report any employment information.

Benefits of SNAP E&T

- Increased opportunity for education and training programs
- A case manager focused on supporting you and your employment goals and success
- Increased availability of supportive services while in the program
- Gain skills for employment
- Achieve economic self-sufficiency in a career that fits
- In some cases, participation in SNAP E&T may extend eligibility and the ability to receive SNAP benefits during participation in E&T
- Your participation helps make resources available so other participants can also benefit.



Partnerships with Faith-Based and Neighborhood Organizations Notice

Because this program is supported in whole or in part by financial assistance from the Federal Government, we are required to let you know that:

(1) We may not discriminate against you on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice;

(2) We may not require you to attend or participate in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) that are offered by our organization, and any participation by you in such activities must be purely voluntary;

(3) We must separate in time or location any privately funded explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) from activities supported with direct Federal financial assistance; and

(4) You may report violations of these protections, including any denials of services or benefits by an organization, by contacting or filing a written complaint with the Office of the Assistant Secretary for Civil Rights, Center for Civil Rights Enforcement, Program Complaint Division by mail, fax, or e-mail at:

- Mail: United States Department of Agriculture Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, SW, Washington, DC 20250-9410
- Fax: (202) 690-7442 Email: program.intake@usda.gov

(5) If you would like to seek information about whether there are any other federally funded organizations that provide these kinds of services in your area, please contact etpolicy@hhs.iowa.gov

This written notice must be provided to you before you enroll in the program or receive services from the program unless the nature of the service provided or exigent circumstances make it impracticable to provide such notice before we provide the actual service. In such an instance, this notice must be provided to you at the earliest available opportunity.

FNA 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, audiotape, 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**: FNACIVILRIGHTSCOMPLAINTS@usda.gov.

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