State of Connecticut Department of Social Services

SNAP Employment and Training Administrative Review Questionnaire

Agency Name:_____________________________ Review Month:_____________________

➢ Provide the names of all agency staff involved in the operation of the SNAP employment and training program and describe their roles.

_____________________________________________________________________________
_____________________________________________________________________________

➢ Please provide copies of the w-1077 confidentiality agreement for each staff member associated with the grant.

➢ Please provide copies of any intake/registration forms.

➢ Please provide documentation of civil rights training for each staff member associated with the grant.

➢ Please provide documentation of matching funds for the current federal fiscal year.

➢ Is the “And Justice For All” poster prominently displayed?

➢ Is there a link to the USDA non-discrimination statement on the website?

➢ Are case notes and required demographic information entered in the E&T web-based application for SNAP employment and training participants?

➢ Is SNAP participant information entered timely?

➢ Is the start and end date correct for SNAP E&T participants?

➢ Identify the location(s) where your staff is involved in the operation of the SNAP E&T program.

_____________________________________________________________________________
_____________________________________________________________________________

➢ How are participants targeted or recruited for participation in the SNAP E&T program?

_____________________________________________________________________________
Is the program reaching your target population? If not, what measures should be taken to accomplish that goal?

What additional services are provided to SNAP E&T participants that are not available to others receiving services from your agency at no cost?

Describe the intake/assessment procedures used in the operation of the program and provide copies of any documents used.

Which of the approved SNAP employment and training activities listed below is provided by your agency. (Multiple selections allowed – check all that apply)

- Structured Job Search
- Vocational Training
- Education
- Work Experience

How does your agency evaluate and monitor the program?

What performance measures are used to measure success?

Describe the process used to allocate costs to the SNAP employment and training program.

Does your agency provide SNAP recipients with soft skills training? If so, what type of training is provided?

Does the agency provide support services such as transportation or childcare to SNAP E&T participants?
➢ Are there external factors that have affected the program? If so, what are they?

➢ Does your agency have adequate resources (staff, facilities, funding) to meet the goals of the SNAP E&T program?

➢ What can the Department of Social Services do to improve the efficiency and effectiveness of the SNAP employment and training program?