



SNAP E&T PARTNER HANDBOOK



October 2020

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Introduction

The Mission of the Department of Social Services (DSS) is guided by a shared belief in human potential. We aim to increase the security and well-being of Connecticut individuals, families and communities. Our vision is to become a world class service organization. Our values include; communication, service, accountability, respect and innovation.

The SNAP Employment and Training (SNAP E&T) program is part of Connecticut's comprehensive workforce development system, serving the needs of low income and unemployed individuals and Connecticut employers. Our goal is to assist SNAP recipients in finding family supporting jobs. The program is skills based and offers education, job search training, and job retention components, all meant to improve the prospects of SNAP recipients.

This SNAP E&T Partner Handbook details a standard set of policies and procedures for delivering services to participants. While it is not possible to cover every situation or scenario that partners may encounter during day to day operations, the handbook provides lessons learned as the program has evolved since its inception.

Jobs and a robust economy are the best solutions for the public good. SNAP supports work by providing a 20% earned income disregard for employed SNAP recipients. SNAP employment and training (E&T) services help SNAP participants gain and sustain employment. SNAP E&T supports Connecticut employers by providing a job ready workforce.

FNS allows state's great flexibility to design SNAP E&T programs that fit the needs of the local economy and SNAP participants. FNS seeks to promote promising practices that move the unemployed quickly into employment and the under-employed into better paying jobs. In Connecticut, we believe that a skills-based approach best serves the needs of our customers. The following guiding principles provide the framework, as we continuously seek to expand and improve SNAP E&T in Connecticut.

SNAP E&T Guiding Principles

- **SNAP E&T activities should focus on work.** SNAP E&T programs must have a direct connection to employment.
- **SNAP E&T programs must balance the short-term goal of moving participants into immediate employment and the long-term goal of moving households to self-sufficiency.** While the primary focus of SNAP E&T is to move participants into work, educational and vocational activities may be used to prepare participants for family supporting jobs. These activities can help working households gain skills and certifications that improve their job opportunities. Helping participants move into higher paying jobs increases the chance for these households to become self-reliant.
- **SNAP E&T programs should respond and adapt to the local economy.** DSS uses local labor market information (LMI) to identify growing job opportunities. LMI is used to structure E&T programs so that SNAP E&T participants gain relevant skills and knowledge necessary to prepare them for available jobs.
- **SNAP E&T programs can maximize both the financial capital and the expertise of local partners.** Private companies, public entities and community-based organizations already invest in training programs for low-income populations. DSS partners with these organizations to capitalize on this experience and use existing training programs to leverage additional federal investment. The third party reimbursement model offers the opportunity to expand and enhance services to low-income households.
- **SNAP E&T programs should use measureable results to ensure program funds are used for efficient and effective components.** DSS uses outcome measures for completion rates, employment and employment retention to identify high quality components that achieve program goals.

Program Contacts

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FNS E&T Toolkit

This handbook covers the required policies in the Food and Nutrition Service (FNS) E&T Toolkit, but please refer to the actual toolkit for more detailed information. Providers must follow rules included in the most recent version of the FNS E&T Toolkit. This can be found online at [www.fns.usda.gov/sites/default/files/ET Toolkit 2013.pdf](http://www.fns.usda.gov/sites/default/files/ET_Toolkit_2013.pdf).

SNAP Overview

SNAP in Connecticut is administered by the Department of Social Services (DSS). SNAP is the largest nutrition assistance program in the country and helps low income individuals and families obtain a healthy diet by supplementing their income with SNAP benefits on an Electronic Benefits Transfer (EBT) card.

The amount of the monthly SNAP benefit is based primarily on household size, income and certain expenses, referred to as deductions. The benefit amount is irrelevant to determining eligibility for SNAP E&T, as long as you meet other program requirements, the actual amount of the SNAP benefit does not matter.

In addition to direct food benefits, States must provide employment and training services to SNAP recipients as part of the overall administration of the program. To be eligible for SNAP E&T, participants must be active SNAP recipients in any month they receive services, must not be receiving financial assistance through Temporary Assistance for Needy Families (TANF), and be able and available to work upon completion of the SNAP E&T program.

Unless clients are exempt, there are mandatory work requirements for SNAP recipients. They include; work registration, accepting suitable employment and not quitting a job without good cause. Additional work requirements are in place for able bodied adults without dependents and include a 3 month time limit based on individual circumstances. However, it is important to remember that SNAP E&T in Connecticut is a voluntary program and therefore there are no mandatory participation requirements.

To learn more about SNAP and how to apply, visit the DSS webpage at: www.ct.gov/snap

Connecticut's Official State Website

Search Connecticut Government...

CT GOV HOME / HEALTH AND HUMAN SERVICES / HEALTH AND WELLNESS / NUTRITION / SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM - SNAP

Supplemental Nutrition Assistance Program - SNAP

Overview

Eligibility

Apply

Documents/Forms

Related Resources

Laws/Regulations

FAQs

Provided by:
Department of Social Services

Overview

The Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps, helps eligible individuals and families afford the cost of food at supermarkets, grocery stores and farmers' markets.

SNAP Time Limits for Able-Bodied Adults without Dependents (ABAWDs): [What you should know](#)

SNAP recipients in Connecticut must report when their household's total monthly gross income goes above 130% of the federal poverty level (FPL). Please follow this link to learn more about income reporting requirements. [Link](#)

Mensaje Importante sobre SNAP

Beneficiarios de SNAP en Connecticut tienen que reportar cuando el total del ingreso bruto mensual de su hogar exceda el 130% del nivel federal de pobreza (FPL) Oprime aquí para obtener más información [Link](#).

Confidentiality

All partner staff with access to SNAP E&T participant information must sign a DSS W-1077 confidentiality agreement before accessing personal information of E&T participants. Copies of the W-1077 must be provided to DSS and maintained on site and be available during monitoring visits/performance reviews. Forms are available on the DSS *CTPathways* webpage.

Partners are prohibited from using DSS information or access to DSS systems for personal gain or potential conflicts of interest. Working on the case of a family member or personal acquaintance is not allowed.

Civil Rights

All SNAP-funded partners must display the “And Justice For All” poster (Form AD-475-B SNAP and FDPIR) prominently in areas where potential SNAP recipients can see it. Posters are provided by DSS.

All printed materials funded by SNAP E&T, paper or electronic, must include the USDA Non Discrimination Statement (NDS). In some instances when space is limited you may use “This Institution is an equal opportunity provider” in place of the entire NDS. In addition, all SNAP funded partners must have a link to the NDS on their organization’s website.

Link to NDS: <https://www.usda.gov/non-discrimination-statement>

All staff that have direct contact with SNAP recipients must complete civil rights training annually. The link to civil rights training is: <https://portaldir.ct.gov/dss/SNAP/CivilRightsTraining2020/> Partners should retain a record of those who complete training and will need to make it available during annual reviews.

Secure Email Portal

DSS uses Axway Secure Mailgate services to safeguard participant information. Participant names and other identifying information should never be included on the subject line and ANY email with client identifying information must be sent securely. DSS will provide Axway instructions to all partners.

Confirming SNAP E&T eligibility

SNAP recipients in Connecticut may self-enroll with E&T partners located throughout the state, but before SNAP recipients become *CTPathways* participants, SNAP eligibility must be confirmed. To participate in *CTPathways*, persons must be active SNAP and not be receiving TANF, in any month in which they are receiving E&T services. Partners should be mindful that participants, who are eligible at any time in a month, are eligible for that entire month. If persons lose their SNAP eligibility, SNAP is closed at the end of the month. For example, if a member of a SNAP household reports a job that puts them over the income limit on the 7th day of the month, the case is not closed until the end of the month.

Possessing a SNAP EBT card does not mean a person is an active SNAP recipient. There are two ways to confirm SNAP eligibility for potential participants before they become actual E&T participants.

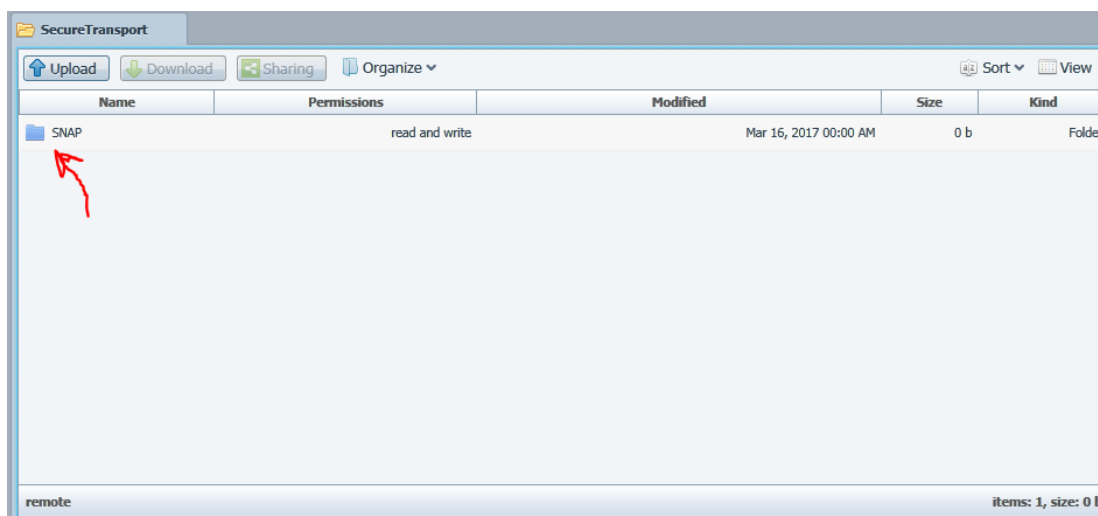
1. Daily files from ImpaCT

ImpaCT is the name of the DSS integrated eligibility system. E&T partners receive a daily file from ImpaCT that includes active SNAP recipients, who are not receiving TANF cash assistance, between the ages of 16 and 60. Each partner determines the service area included in the daily file. The recipients in the daily files are considered referrals to SNAP E&T providers, but persons 60 and over are also welcome to participate as long as they meet all eligibility criteria.

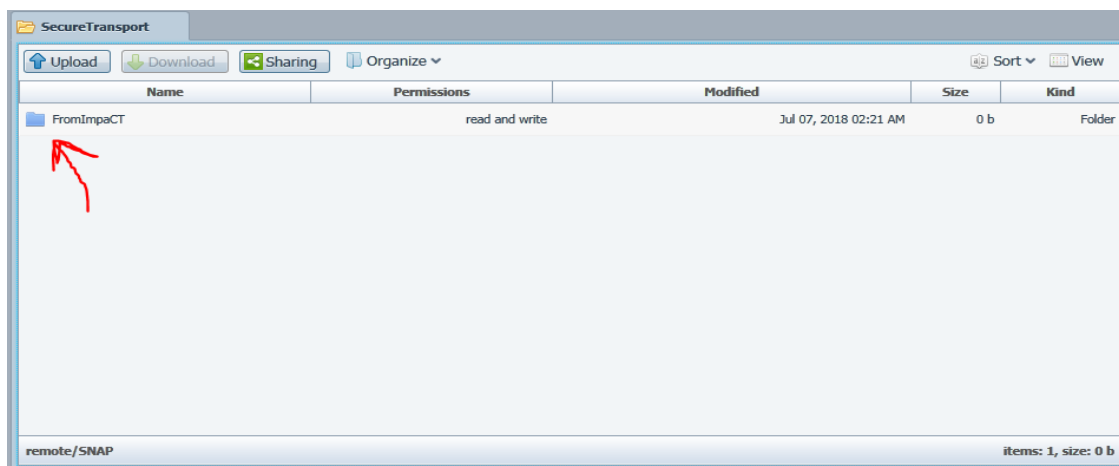
Files are provided securely via the following link: <https://secure.mft.ct.gov/>

The image shows the login interface for Axway SecureTransport. At the top, there is a header with the Axway logo and the text "SecureTransport". Below this is a "Login" section. It contains two input fields: "User ID:" and "Password:". Below the password field is a link that says "Forgot Your Password?". At the bottom right of the login section is a "Log In" button.

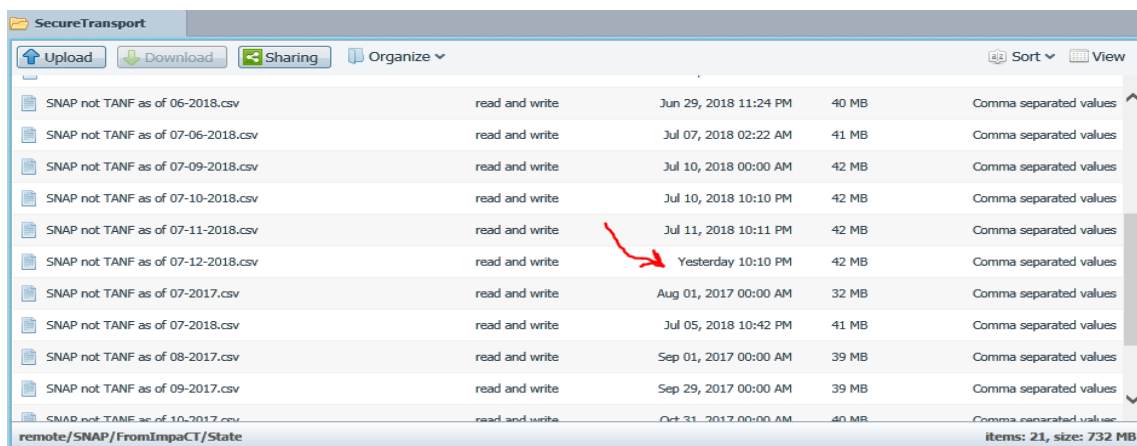
Each E&T partner is provided a user name and unique password which are needed to access the files. Only staff who have signed the W-1077 confidentiality agreement may access the files. DSS will provide the user name and password after the form is received. Once logged into the secure site, partners may access SNAP E&T referrals by double clicking on the SNAP folder.



And then double click the From ImpaCT folder.



Double click the most recent SNAP not TANF. The file is easily searchable and those included are eligible for E&T in the month the file was created.



2. Email to Program Contacts

The daily file from ImpaCT includes eligible SNAP recipients between the ages of 16 and 60. SNAP recipients who are 60 years of age or older, although exempt from the SNAP work requirements, may still participate in SNAP E&T. Please email the SNAP E&T program contacts, to confirm eligibility for participants age 60 and older, or whenever eligibility is questionable. Please remember to use the Axway Mailgate secure email system when confirming eligibility.

It is important that eligibility is confirmed in the month the component begins. For example, if a participant is assessed in the month of June but the component does not begin until July, eligibility must be reconfirmed in July prior to the start of the component. If eligibility is in doubt, reach out!

Group Orientation

Partners have the option to conduct group orientations prior to completing individual assessments. Interest in CT Pathways is robust and many partners have found it useful to conduct group orientations outlining items such as attendance policies, component requirements and the availability of support services. Group orientations help partners ascertain the commitment level of potential participants. Informing potential participants of program expectations prior to the individual assessment helps prepare participants for successful outcomes.

Individual Assessment

After SNAP E&T eligibility has been confirmed, partners must conduct an assessment for all prospective participants. Meaningful assessments help determine the most appropriate SNAP E&T component in which to place the individual, even if that placement is not within the specific partner's organization. Assessments are considered an essential program characteristic and help ensure that participants succeed. E&T assessments should include information such as literacy level, communication skills, education, employment history, and career goals. Recognizing strengths and barriers before the participant begins a component helps lead to success. Assessment and other intake documents must be maintained and become part of the case file. An assessment template is available on the CT Pathways website.

Able-Bodied Adults Without Dependents (ABAWD's)

Able-bodied adults without dependents (ABAWD's) refers to SNAP recipients without dependents, between the ages of 18 and 50 who must meet work requirements in order to receive SNAP benefits. These individuals can only receive SNAP for three months in a thirty-six month period (considered the three month time limit) unless they comply with the ABAWD work requirements. The ABAWD must be working, in a work program or a combination of both at least 80 hours per month. SNAP employment and training is a voluntary work program that allows ABAWD's to continue receiving SNAP benefits while they are gaining skills needed to improve employment prospects.

The three month time limit does not apply to ABAWD's who reside in areas of the state that have been granted a waiver by Food and Nutrition Services (FNS). A list of towns that are currently exempt from the time limits is on the *CTPathways* website.

ABAWD's subject to the three month time limit must be closely tracked. DSS E&T contacts must be notified immediately when ABAWD's E&T participation stops or goes below twenty hours per week.

ABAWD's who have exhausted their three months of eligibility may regain eligibility based on an assumption of cooperation of E&T participation within thirty days. E&T partners may provide a letter to prospective participants stating the date the program begins. If the participant does not begin as scheduled, DSS E&T contacts should be notified immediately.

Participant Expectations and Commitment

In addition to a meaningful assessment, E&T participants must be made aware of certain expectations and program requirements before participation can begin. At its core, SNAP E&T is a work program and all participants should understand that the goal is to increase their security and wellbeing by helping them become employed or finding better paying careers. The participant expectation and commitment document informs participants of this and other program essentials, including participant reimbursements and information about special requirements for credit bearing programs. This mandatory form can be found on the *CTPathways* website.

CTPATHWAYS- Web Based Application

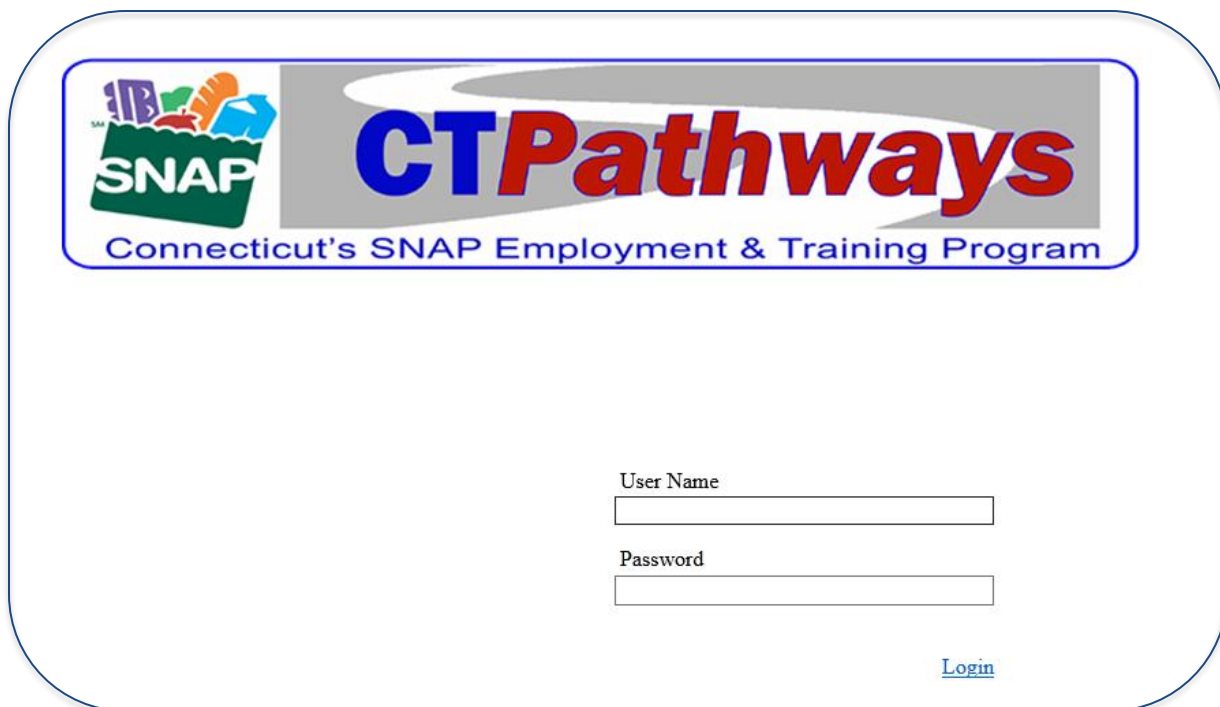
Entering Participants

Once participants have completed their assessment and signed the participant expectation agreement they must be entered into the DSS web-based application known as *CTPathways*. E&T partners may designate one or two *CTPathways* users who will have access to the web-based application to enter participant information. DSS will set up access for designated users and provide instructions for logging in. Partners must notify DSS immediately of any staffing changes so the user may be closed out in the *CTPathways* system.

The data within *CTPathways* is vital for federal reporting purposes. **It is important that all E&T participants are entered into *CTPathways* in the month the program begins.**

The link to the *CTPathways* site is: <https://pathways.dss.ct.gov/Login.aspx>

The user login page is shown below.



The screenshot shows the login interface for the CTPathways system. At the top left is the SNAP logo, which includes the text 'SNAP' and 'Putting Healthy Food Where You Need It'. To the right of the SNAP logo is the CTPathways logo, with 'CT' in blue and 'Pathways' in red. Below these logos is the text 'Connecticut's SNAP Employment & Training Program'. In the center of the page, there are two text input fields. The first field is labeled 'User Name' and the second field is labeled 'Password'. At the bottom right of the page, there is a blue link labeled 'Login'.

Before entering participants in the web-based application, you must check if the participant is already in the system. To accomplish this, log into CTPathways and you will be taken to the home page. You can search with a client name or DSS client identification number. Choose “Search All Clients”.



If your participant has already been entered into CTPathways, but has been approved for an additional program, please select the participant and update the information on the Client Overview screen before adding their new component. Please note partners will not be reimbursed for duplicated service(s). A duplicated service occurs when separate partners provide the same component and/or program to a shared participant within the same calendar month. This is not the same as co-enrollment, which occurs when separate partners share the same participant within the same calendar month, but each provide a different component. It is important to complete each field on the client overview screen. This information is required for federal reporting purposes. Once the overview page is complete, be sure to select the green checkmark to save the information.

If your participant has never been entered into CTPathways, please select Add New Case and complete the 5 required fields.

Hello, Jana Engle
Department of Social Services
[Logout](#)
DSS
Mimic Provider

[Client](#) [Reports](#) [Maintenance](#) [Needs Approval \(4\)](#)

[Enter New Case]

Client Number First Name Last Name SSN DOB

→ ✓ ✗

After entering information in the fields above, select the green checkmark to be taken to the client overview screen. You may then complete the client information as described previously.

Once all fields on the Client Overview screen have been completed, select the green checkmark and proceed to the Component Screen by clicking the orange folder next to Current Component on the Client Overview screen.

Hello, Bill Seedman
Department of Social Services
[Logout](#)
DSS
Mimic Provider

[Client](#) [Reports](#) [Maintenance](#) [Needs Approval \(4\)](#)

Client Overview

DSS Client Number 009988776 ☐ ABAWD Exempt ☒ SNAP ☐ TFA

First Name James Last Name Test Address Town Zip

SSN 7896 Phone

DOB 12/12/1970 Email

Race --Select-- Gender --Select-- Household Composition # of Adults 0 # of Children 0

Ethnicity --Select-- Education --Select--

Language --Select-- [Client Notes](#)

☐ Case Closed ☐ Case 9329

Referred By --Select--

Job Status --Select--

Component --Select--

Participant Reimbursement

Entering Component information

The screenshot shows the CTPathways web application interface. At the top, there is a header with the SNAP logo and the text "CTPathways Connecticut's SNAP Employment & Training Program". On the right, a user greeting "Hello, Jana Engle" and "Department of Social Services" is displayed, along with a "Logout" link and a "DSS" dropdown menu. Below the header, there are navigation links: "Client", "Reports", "Maintenance", and "Needs Approval (4)". The main section is titled "Add Component/Service for James Test". It contains several form fields: "Component Status" (set to "Active"), "Component" (set to "Vocational Training"), and "Program" (set to "CNA"). There are also fields for "Program Cost", "Hours per Week", "Start Date", "End Date", and a checkbox for "Anticipated?". At the bottom of the form, there are links for "Add New Component Program", "Client Notes", "Reset", and "Delete Record". A green checkmark and a red X icon are visible at the bottom center of the form area.

Component Field

Select the appropriate component from the component drop-down box. Choices include vocational training, assessment, case management, job retention, structured job search, and work experience/self-initiated workfare. Approved components are part of the contractual agreement between DSS and partner organizations.

In Connecticut, short term vocational training programs provide the bulk of E&T services and improve the employability of participants. There is a wide range of programs available within the vocational training component. Eligible SNAP recipients have access to both noncredit certificate programs and credit bearing programs, as long as there is a direct connection to employment.

There are special considerations for E&T participants in credit bearing programs which are eligible for federal financial aid. Participants in these credit bearing programs **MUST** complete the FAFSA before receiving any SNAP E&T funding.

Structured job search improves the job readiness of participants through a variety of ways including job seeking techniques that motivate and create self-confidence. Services vary and may include resume writing, job clubs, job placements and case management.

Program Field

Your list of approved programs will appear in the program drop-down box. Select the appropriate program for your participant.

Program Cost Field

Partners should enter the full cost of the program.

Component Status Field

There are five choices available in the Component Status drop down box. Please update to reflect the participant's most current status:

1. Active- actively participating in an E&T component.
2. Complete- successfully completed coursework/ earned certificate/ credential
3. Incomplete- did not successfully complete coursework/ earn certificate/ credential
4. Withdrew- no longer participating, formally notified partner
5. Dropped- no longer participating, did not notify partner

Component Hours Field

Component hours should be entered based on the number of hours the participant is expected to participate including classroom hours, study time, workshops, and travel time. For example, if a client is attending vocational training that has class time of 6 hours per week, 6 hours of study time per week, and travels an hour each day for class, 17 hours per week should be entered.

Start Dates and End Dates

In order to accurately report the number of SNAP E&T participants each quarter, it is critical that participant status, including start and end dates, be updated timely and on an ongoing basis. For example, if a participant starts a program on January 15th with an anticipated end date of April 30th but stops attending on March 7th, the end date needs to be updated from April 30th to March 7th and the status changed from active to dropped or incomplete. **Updates must be entered in the month they occur.**

Case Notes

E&T partners are expected to include a client note when participation begins, each month of participation, and at completion. Case notes should also include information related to participant reimbursements. For example, if your organization is providing a monthly bus pass, this should be noted. Case notes in *CTPathways* are part of the case file and are a way for E&T partners to communicate with one another and DSS. SNAP E&T contracts include specific language requiring partners to enter monthly case notes. Enter monthly progress notes no later than the end of the 3rd week of each month.

CTPathways Reports

Many of the CTPathways reports are for DSS federal reporting purposes. However, one report is a useful tool for partners. The Active Past End Date report should be reviewed monthly.

Participants appearing on this report need to have their status and/or end date updated. **It is important that all E&T participants have their status and end dates updated in the month the change occurs.** For example, if a participant withdraws or completes on May 5th, their status and end date need to be updated no later than May 31st.

General Maintenance

Resetting Passwords/unlocking accounts

After three unsuccessful attempts to log in to CTPathways your account will be locked. If this occurs please email the program contacts. Accounts will be unlocked within 24 hours and users will need to log in using a temporary password that will be provided by DSS. Users may then reset their account with their unique password.

Removing Participants

Occasionally, participants may decide not to start a program after they have been entered in CTPathways. If this occurs, reach out to the DSS E&T contacts to have the participant removed. To ensure accurate reporting, DSS must be informed the month the participant was scheduled to start a program.

Removing CTPathways access

Partners must notify DSS immediately when staff changes occur so the user may be closed out in the CTPathways system to avoid unauthorized access to SNAP recipient data. New users may be added once a confidentiality form has been received by DSS.

Participant Reimbursements

In addition to tuition or the cost of the vocational training, E&T participants may receive reimbursements for expenses that are reasonable, necessary and directly related to participation in the E&T program. Many E&T partners roll the cost of certain expenses into the tuition or cost of the program. Allowable expenses that are not included will be reimbursed based upon identified needs and upon presentation of appropriate documentation to the E&T service provider. SNAP E&T funds will not reimburse for expenses that are covered by other funding sources, such as federal financial aid, grants, scholarships, or donations.

All E&T participants must be informed that they are eligible for reimbursement for allowable expenses for identified needs. Examples of allowable expenses are:

- Transportation:
 - Bus passes
 - Gas cards
- Clothing
- Child Care
- Certification Exam Fees

Reach out to program contacts if you are unsure if an expense is eligible for reimbursement.

Financial Information

Billing and Invoices

SNAP E&T partners must submit quarterly invoices and supporting documentation to program contacts so payments may be made timely. The invoice template is available on the DSS CT Pathways website. All invoices must be accompanied by a transfer invoice (state agencies only), participant billing roster, and supporting documentation for expenditures including participant expenses.

Connecticut Department of Social Services Making a Difference		INSTRUCTIONS TO VENDORS OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.	
AGENCY NAME Department of Social Services Att: Jana Engle SNAP Division 10th Floor 55 Farmington Ave Hartford CT, 06105		Vendor's Certificate: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished. I further certify that the rendered have been provided without discrimination and in full compliance with the terms and conditions of our grant from DSS. I additionally certify that the funds being used as match are non-federal funds and are not being used as match for another Federal program.	
VENDOR OR CLAIMANT (Payable to):		By: _____ Printed Name Title	
		Signature Date	
Phone Number: _____		FEDERAL ID NO. _____ DUNS _____	
DESCRIPTION			
INVOICE BILLING PERIOD: FROM: _____ TO: _____			
1 A. TOTAL # OF SNAP E&T PARTICIPANTS SERVED: _____			
DIRECT COST		100% Funds	50% Funds
2	SALARIES		
3	FRINGES		
4	SUPPLIES		
5	POSTAGE		
6	PRINTING		
7	LEASE/ SPACE RENTAL*		
8	UTILITIES*		
9	SNAP SPECIFIC PROGRAM MARKETING		
10	SNAP TRAINING		
11	ACCOUNTING/ AUDIT SERVICES*		
12	SUPPORT SERVICES (CHILD CARE, TRANSPORTATION, OTHER)		
13	TUITION/ FEES		
14	BOOKS		
15	MAINTENANCE/ REPAIRS*		
16	SNAP RELATED TRAVEL		
TOTAL DIRECT COST:		\$0.00	\$0.00
INDIRECT COST			
18	INDIRECT COST RATE PERCENTAGE: 70%	TOTAL INDIRECT COST:	\$0.00
		TOTAL COST:	\$0.00
REIMBURSEMENT REQUEST, 50% Funding:			\$0.00
REIMBURSEMENT REQUEST, 100% Funding:		\$0.00	
TOTAL REIMBURSEMENT REQUESTED:			\$0.00

Budget and Funding

Each year, DSS must submit a SNAP E&T state plan of operations to the USDA FNS by August 15th. Plans are built in part, on projections provided by E&T partners. All partners must submit a complete budget package prior to June 15th for the upcoming federal fiscal year. Budget packages must include a budget;

SNAP E&T BUDGET PROPOSAL

Projected SNAP Participants:

ENROLLMENT PROJECTIONS					
Certificate Program	# of available seats/class	Xs course offered/yr	Tuition Cost Per Seat	Total Tuition Per Program	
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
Total Program Charges				\$	-
SALARY					
Position	Hours per week	Rate per hour	Salary	Fringe	Total Cost
			\$	-	\$ -
			\$	-	\$ -
Total Salary				\$	-
FUNDING					
Indirect Cost @ %				\$	-
Total Cost of Tuition, Salary and Fringe, and Indirect Cost				\$	-
TOTAL @ 50%				\$	-
100% Funding Requested					
TOTAL of 50% and 100%				\$	-

The Budget should include program offerings, projected number of participants, and program costs. For any staff allocated to the grant, time and effort, salary and fringe should be included. Participant reimbursements that may be provided must also be included in the budget.

Budget packages must also include a reimbursement certification form, and labor market information (LMI). Failure to submit a complete budget package may lead to reduced funding or termination of the partnership.

State of Connecticut Department of Social Services

SNAP Employment and Training

Reimbursement Certification Form

Period: Through

The following non-Federal funds will be used to provide SNAP employment and training services to eligible SNAP recipients and are not being used to match any other Federal program. Funds expended on allowable activities will be reimbursed @ 50%.

FUNDING TYPE /SOURCE	AMOUNT

Name of Organization

Name of Authorized Representative

Signature

Title or Position

Date

- Instructions for completing the Reimbursement Certification Form**
1. Name – name of the local organization’s agent authorized to complete certification form.
 2. Type/Source of Funds – The type or source of non-Federal funds.
 3. Dollar Amount – dollars that will be used to match Federal funds paid during the time period.
 4. Period – period of time the services are to be provided. (format: mm/dd/yyyy)
 5. Name of Organization – name of local entity that is providing allowable employment and training services.
 6. Name of Authorized Representative – name of person that is authorized to act on behalf of local agency or organization.
 7. Signature – the signature of the local organization’s authorized representative.
 8. Title or Position – title or position of local organization’s authorized representative.
 9. Date – date when form was completed.

The reimbursement certification form identifies the non-federal funding sources partners have available to support the SNAP E&T program. Some common sources of non-federal funds eligible for reimbursement include state funds, foundation funds, tuition set aside/SNAP scholarships, social venture funds, and previous SNAP E&T reimbursement funds reinvested in the program. A state agency may claim a service or good as an in-kind if it is allowable, necessary and reasonable for the delivery of SNAP E&T and is not charged to another federal grant.

LMI to support existing and new programs must be provided. Only occupations showing positive growth will be approved. LMI is available on the state Department of Labor website.

Budget and reimbursement certification templates are available on the DSS CTPathways website.

Although there are three funding sources for SNAP E&T, in Connecticut, funding will come from the 50% reimbursement target funds, unless otherwise approved. Under the third party reimbursement model, partners provide the services and invoice DSS for reimbursement of 50% of the eligible costs. Allocations for each partner will be approved after FNS approves Connecticut’s state plan of operations.

Annual Reviews

DSS is committed to completing an annual performance review for each E&T partnership. Onsite reviews consist of two major aspects, programmatic and administrative. An administrative review tool is provided to partners prior to the visit.

For the administrative portion of the review, DSS will request time and effort reports for staff charged to the grant. For full-time staff, time sheets must be certified/signed bi-annually by a supervisor. Part time employees must have time sheets certified/signed bi-weekly by a supervisor. Documentation of the sources of nonfederal funds listed on the reimbursement certification form received with the budget package must be provided to confirm partners have sufficient funds to draw down the 50% reimbursement. Any funds included on the reimbursement certification form cannot be used as match for any other federal program. DSS will review cost allocation plans and/or indirect cost rates that have been previously approved by a cognizant agency.

DSS will confirm that partners are in compliance with all USDA civil rights requirements.

The programmatic portion will include a review of E&T participants including completion rates, certificates or credentials earned, and employment. This review includes the *CTPathways* application to ensure that all participant data has been entered such as start and end dates, status, and monthly case notes.

Results of the review including observations and findings will be shared in a close out letter. Based on the nature of the findings, DSS may require a corrective action plan.

The DSS administrative review tool is available on the *CTPathways* website.

Case Files

SNAP E&T partners must keep case files for each participant. The files may be electronic, paper or a combination of both. Case files will be reviewed as part of the annual monitoring/performance reviews. E&T partners may organize files in a manner that best suits its own needs, but all files must contain the following information; assessment, signed participant expectation and commitment document, certificates/credentials earned, and case notes including information about participant reimbursements provided and employment. Partners must retain case records for a total of three years after case closure. Case files must be kept in a secure area and must be accessible for reviews.

Adding programs

E&T partners may request adding additional programs for the next federal fiscal year. DSS program contacts determine appropriateness of the programs using Labor Market Information (LMI) provided by the State Department of Labor. LMI helps ensure that there will be jobs available at the end of the educational component.

Outreach and Marketing

One of the challenges with running a voluntary SNAP E&T program is making sure that SNAP recipients know about the program and choose to participate. DSS makes numerous efforts to raise awareness about the SNAP E&T opportunity. DSS eligibility staff, who are in a key position to share information about SNAP E&T, are prepared to discuss E&T when customers visit a DSS field office or call a DSS Benefit center.

Working with the DSS Office of Organizational and Skill Development (OSD) we provide information about SNAP E&T on the DSS Network (37 monitors in twelve field offices), the DSS webpage, E&T posters in field office interview booths, and DSS Publication 16-01 known as the DSS Bookmark and given to SNAP recipients. The E&T bookmark includes the names and contact information for all of our providers.

CTPathways
Connecticut's SNAP Employment & Training Program

CHOOSE YOUR PATH TO A BRIGHTER FUTURE

If you are receiving SNAP and not receiving money from Temporary Family Assistance (TFA), you may be eligible to participate. CTPathways is a work program that offers numerous training opportunities at no cost to you.

Capital Community College Hartford • 860-906-5029	Tunxis Community College Farmington • 860-773-1454
Gateway Community College New Haven • 203-285-2300	Quinebaug Valley Community College Danielson • 860-932-4005
Housatonic Community College Bridgeport • 203-332-5057	Norwalk Community College Norwalk • 203-857-7059
Asnuntuck Community College Enfield • 860-253-3066 • 860-253-3034	Manchester Community College Manchester • 860-512-2827
Northwestern CT Community College Winsted • 860-738-6419	Goodwin College East Hartford • 860-727-6936
Three Rivers Community College Norwich • 860-215-9028	Community Culinary School of Northwestern CT New Milford • 203-512-5791
Naugatuck Valley Community College Waterbury/Danbury • 203-575-8029	Connecticut Center for Arts and Technology (ConnCAT) New Haven • 203-823-9823
Middlesex Community College Middletown • 860-343-5716	Opportunities Industrialization Center New London • 860-447-1731

Call any of these organizations to see if there is a program that works for you!

Your opportunity to enroll in a free work training program!

The SNAP Employment and Training Program Connecticut Department of Social Services
This institution is an equal opportunity provider

CTPathways
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ESCOJA SU CAMINO PARA UN FUTURO MÁS BRILLANTE

Si está recibiendo SNAP y no recibe Asistencia Temporal para Familias, (TFA por sus siglas en inglés) usted puede ser elegible para participar. Este es un programa de trabajo que ofrece numerosas oportunidades de capacitación sin costo alguno para usted. Llame a una organización para ver si hay un programa que funcione para usted!

<http://www.ct.gov/dss>

Connecticut Department of Social Services
Making a Difference

This institution is an equal opportunity provider
Esta institución es un proveedor que ofrece igualdad de oportunidades

CTPathways
Participating Organizations

Capital Community College Hartford • 860-906-5029
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Date of Connecticut DSS Publication 156-1, April, 2018

DSS conducts SNAP E&T outreach with a variety of community partners. These include American Jobs Centers, WIC offices, the judicial department, farmers markets and other governmental organizations. If you would like DSS to provide a SNAP E&T presentation in your service area, please contact the DSS program contacts and provide as much advance notice as possible.

Reporting requirements



Additionally we must report demographic information including; age, race, ethnicity, gender, language and education level prior to participation.

While the employment requirements are met through a data share agreement with our state Department of Labor, we rely on data entered into the *CTPathways* web based application to meet the demographic requirements. This is why it is vital that all fields on the client screen are completely filled in.

Best Practices and Success Stories

We know that E&T partners constantly evolve to improve the services they deliver. As you implement new services that lead to improved outcomes, please share them with DSS program staff. These best practices may be shared with other providers so that more E&T participants can benefit from them.

Participant success stories are a great way to maintain public support for SNAP E&T. While not every successful participant will want to share their stories, many do. DSS has a media team that can produce short videos that help tell how important SNAP E&T is in making a real difference in people's lives.