

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.

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- 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.  

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

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

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

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

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- 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?

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- What performance measures are used to measure success?

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

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

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- Does the agency provide support services such as transportation or childcare to SNAP E&T participants?

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- **Are there external factors that have affected the program? If so, what are they?**

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

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

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