



SNAP E&T PARTNER HANDBOOK



Revised: November 2023

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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 make a positive impact on the health and well-being of Connecticut's individuals, families, and communities. Our vision is a Connecticut where all are healthy, secure, and thriving. Our values include Pride in Public Service, Excellence and Integrity, Compassion and Empathy, Equity and Inclusion, Racial Justice, Collaboration and Communication and Learning 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. The goal is to assist SNAP recipients in obtaining gainful employment. 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 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 measurable 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

Robyn Letourneau	Public Assistance Consultant	860-424-5118	Robyn.Letourneau@ct.gov
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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 [SNAP E&T Program Toolkit | Food and Nutrition Service \(usda.gov\)](https://www.usda.gov/food-nutrition-service/eat-program-toolkit)



Employment and
Training Toolkit Jun

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, if you are an active SNAP benefits in an eligible household, you are eligible for E&T.

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 (ABAWDs) 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

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.fns.usda.gov/cr/fns-nondiscrimination-statement>

All staff that have direct contact with SNAP recipients must complete civil rights training annually. The link to the current civil rights training is:

<https://portaldir.ct.gov/dss/SNAP/CivilRightsTraining2023/>

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.** When escalating e-mails including client information please ensure the e-mail subject line includes [secure] to ensure encryption. DSS will provide Axway instructions to all partners, do not share this information as it is considered confidential and privileged access.

Confirming SNAP E&T eligibility

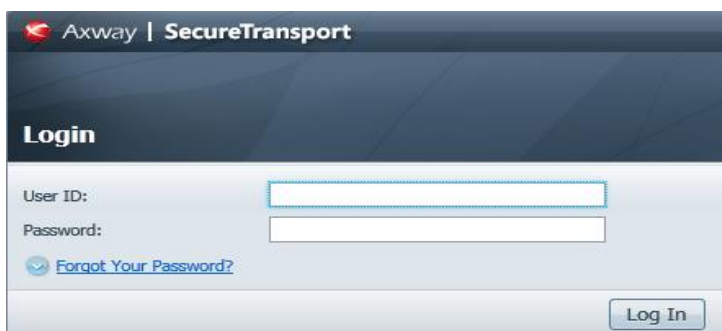
SNAP recipients in Connecticut may self-enroll with E&T partners located throughout the state, but before SNAP recipients become *CTPathways* participants, SNAP eligibility must be confirmed. To participate in *CTPathways*, **persons must be active SNAP and not be receiving TANF, in any month in which 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 or an eligibility Notice of Action does not mean a person is an active SNAP recipient. There are three 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 welcomed to participate if they meet all eligibility criteria.

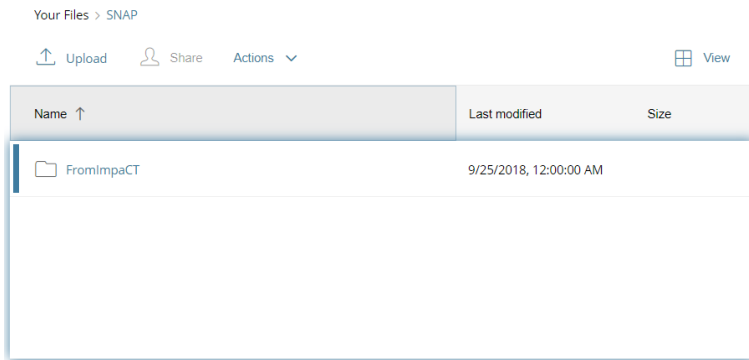
Files are provided securely via the following link: <https://secure.mft.ct.gov/>



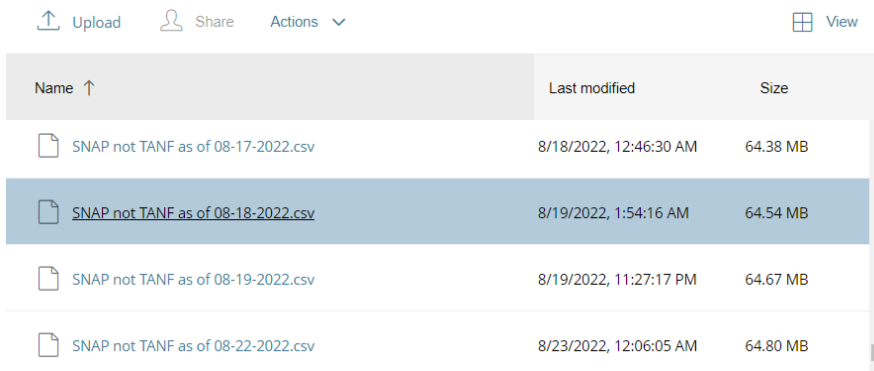
Each E&T partner is provided a username and unique password which are needed to access the files. **Only staff who have signed the W-1077 confidentiality agreement may access the files. DSS will provide the username and password after the form is received.** Once logged into the secure site, partners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

Name ↑	Last modified	Size
SNAP	3/16/2017, 12:00:00 AM	

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. **CTPathways should automatically pull in eligibility data once the participant has been added.**
3. **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 at SNAPET@ct.gov, to confirm eligibility for participants aged 60 and older whenever eligibility is questionable. Please remember to use the Axway Mailgate secure email system or encrypted email security 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, please reach out! These conversations should be internal only-between coordinators and DSS Staff.

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 using SMART goals 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 *CTPathways* website.

Able-Bodied Adults Without Dependents (ABAWDs)

Able-bodied adults without dependents (ABAWDs) refers to SNAP recipients without dependents, between the ages of 18 and 52 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 ABAWDs 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 DSS 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 program essentials, including participant reimbursements and information about special requirements for credit bearing programs. This mandatory form can be found on the *CTPathways* website.

Participant Expectation and Commitment forms should be kept on file and held for 3 years, in accordance with the record keeping requirements.

Participants may enroll in one opportunity with stackable credentials (when applicable).

When screening participants for their preferred and appropriate program, it should be noted that one opportunity is offered through SNAP E&T. If for some reason life circumstances prevent a student from completing or they request another opportunity for participation then the following information must be sent to Program staff at DSS through the inbox SNAPET@CT.GOV, along with any additional relevant information:

- Student's full name and client id.
- The program they previously enrolled in.
- Circumstances that prevented completion or detailed explanation of request for a second opportunity.
- Please review prior case notes indicating what happened in previous opportunity.
- Clearly state that the new class is being requested as second opportunity.
- Explanation of how circumstances have changed to allow for completion.

CTPATHWAYS- Web Based Application

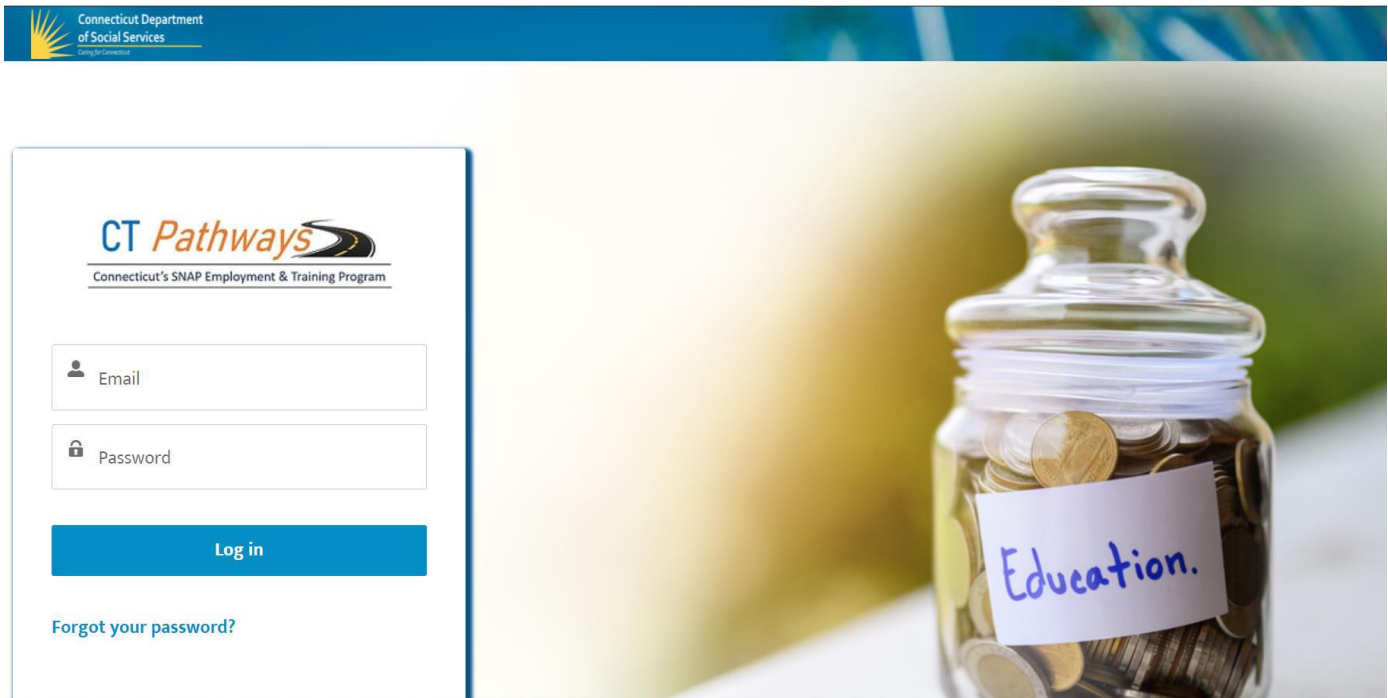
Entering Participants

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.**

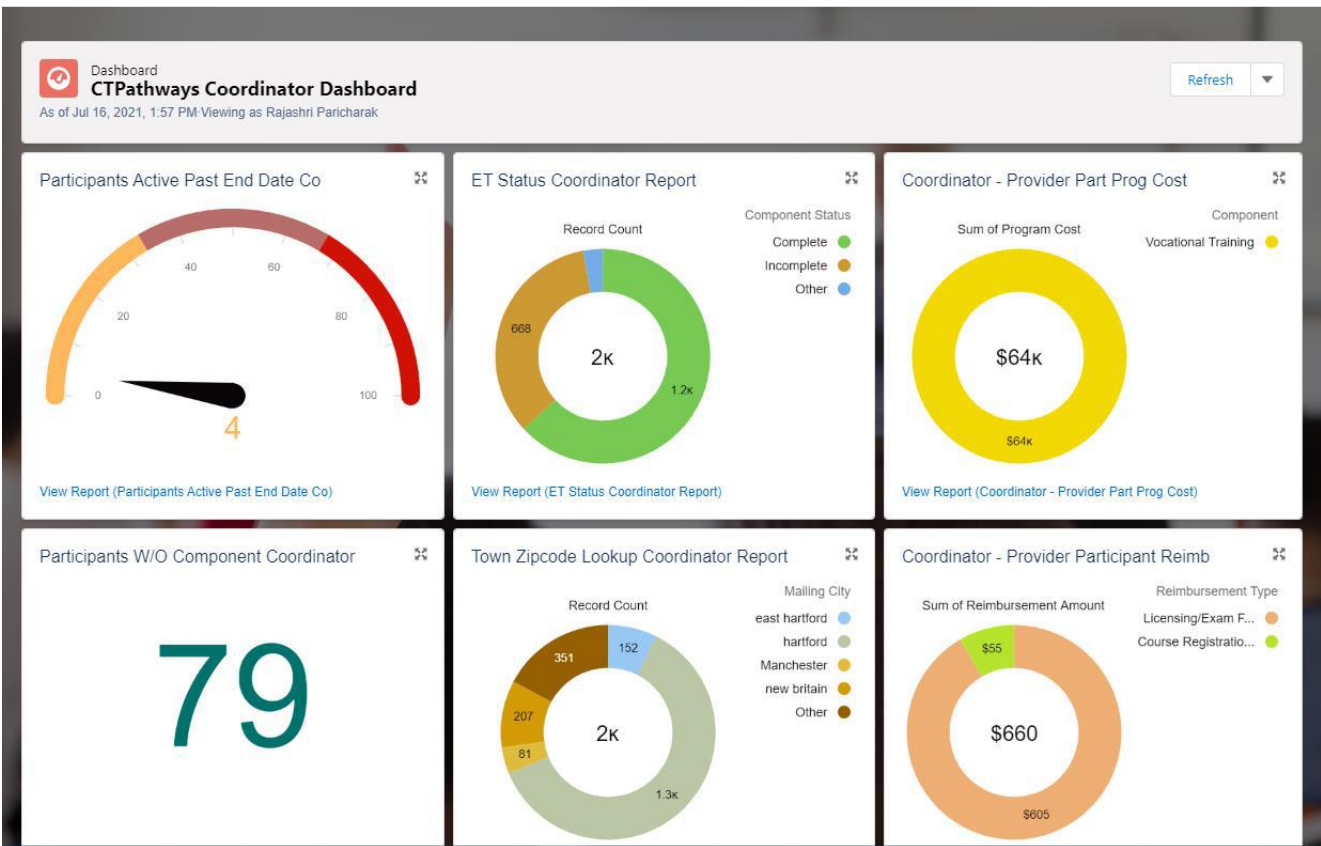
The data within *CTPathways* is vital for federal reporting purposes. **It is important that all E&T participants are entered into *CTPathways* in the month the program begins.** *The start date will be very important for billing as well.

The link to the *CTPathways* site is: <https://ctdss.force.com/ctpathways>

The user login page is shown below.



Upon entering the homepage, you will see the following dashboard:



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 and/or DSS client identification number. Choose the option “Participant Information” from the top navigation.

Participant

* First Name

* Last Name

* DSS Client Number

* Race

* Ethnicity

* Primary Language

* Date of Birth

* SSN

* Gender

How did you hear about this program?


EDUCATION INFORMATION

Be sure to double check demographic information, client id and all required fields are correct, otherwise you may create a duplicate record.

Once you've determined you have the right participant, you may select their record details and continue to navigate through the driver flow. ***DON'T FORGET** to save, and click next or you'll lose the data once you navigate away from the page. When the applicant has been found within *CTPathways*, and has been approved by DSS Staff for an additional program, please select the participant and update the information on the Component/Program Information screen. **The SNAP E&T program offers stackable credentials, which make participants more marketable in the job market. In CTPathways, all stackable credentials will pend for DSS approval once you enter them.**

COMPONENT/PROGRAM INFORMATION




Component/Program #1 


* Component

* Component Status

* Program Cost

* Hours/Week

* Start Date 

* End Date 

Provider

COMPONENT/PROGRAM HISTORY

Compon...	Compon...	Program	Compon...	Program ...	Hours/W...	Start Date	End Date	Approval...	Provider	
CPI-009551	Vocational Training	EKG	Actively participating	\$1,100.00	10	06/21/2021	08/31/2021	Approved	Three Rivers C...	 

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 with a red asterisk. This information is required for federal reporting purposes. Once the component page is complete, be sure to select the save and next button to save all information.



Component Field

Select the appropriate component from the component drop-down box. Choices include vocational training, supervised job search, work experience and job retention. 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.

Supervised 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.

Component Status Field

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

1. Actively Participating- actively participating in an E&T component.
2. Archived- Record should be for archive purposes
3. Complete- successfully completed coursework/ earned certificate/ credential
4. Dropped- no longer participating, did not notify partner
5. Incomplete- did not successfully complete coursework/ earn certificate/ credential
6. Withdrew- no longer participating, formally notified partner

Program Cost Field

Partners should enter the amount you will be billing to DSS for the program.

Hours/Week 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, withdrew or incomplete. **Updates must be entered in the month they occur.**

If your participant has never been entered into *CTPathways*, please create a new record by entering all information on the assessment screen with a red asterisk.

Participant

Search Participants

* First Name

* Last Name

* DSS Client Number

* Race

* Ethnicity

* Primary Language

* Date of Birth

* SSN

* Gender

How did you hear about this program?

EDUCATION INFORMATION

After entering information in the fields above, select save and next to be taken to the next section of the participant record- Employability Plan. Once all the required fields on each page are completed, please continue to hit save and next to proceed to all the record pages.

Please note, updating components for the participants in a quarter will only be allowed for 40 days after a federal fiscal quarter ends. The system will have a hard stop after the 40 day grace period, and no updates will be allowed.

Employability Plan

The employability plan is now available in the CT Pathways system. Please update the participant's primary goal, target completion date, and goals using the SMART goal format. SMART stands for **specific, measurable, achievable, relevant, and time-bound**. Please select the blue

plus sign to add to the action plan and barriers to completion. These fields must be added to continue through this section.

Assessment **Employability Plan** Participant Expectation Component / Program information FERPA Form Participant Reimbursements Case Notes

EMPLOYABILITY PLAN

New

Employment Plan Type: Primary Goal

Employment Plan Date: Nov 30, 2022

* Target Completion Date:

Employment Status: Part-time

* Goals:

Salesforce Sans 12

ACTION PLAN:

BARRIERS TO PARTICIPATION:

* I considered the factors in the development of the participant's Employment Plan, and completed it jointly with the participant.

INSTRUCTIONS:

Provider should consider the following factors in the development of the participant's Employment Plan, the plan must be completed jointly by the participant and the coordinator.

- Is the employment goal feasible? Is it consistent with the participant's interests and capabilities?

Case Management & Case Notes

E&T coordinators are expected to include a client note when participation begins, each month of participation, and at completion. Case management is a requirement of SNAP E&T. 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.

Connecticut Department of Social Services Home Participant Information Reports Invoices

Assessment Employability Plan Participant Expectation Component / Program information FERPA Form Participant Reimbursements **Case Notes**

NEW CASE NOTE

*Title:

*Content:

Salesforce Sans 12

Type something interesting

CASE NOTES HISTORY

Title	Content Preview	Created Date	Created By	
Client Overview	5-4-21-SNAP status confirmed 5-11-21-had...	05/18/2021	Esther Edwards	
Client Overview	4-5-21-SNAPstatus confirmed 4-7-21. atte...	04/16/2021	Esther Edwards	
Client Overview	1-5-21-SNAP status confirmed	01/19/2021	Esther Edwards	

[Back](#) [Save](#)

Alerts

The *CTPathways* system will now notify a user when different actions are not taken on a participant's record. When a participant is missing case notes, the following banner will appear upon a user logging in. Entering case notes monthly, and case management is a requirement of the SNAP E&T program.



Users will also receive email alerts if they have not logged into *CTPathways* in over 30 days.

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 SNAPET@ct.gov. 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 component 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
 - Uber/Lyft gift cards
- Clothing/Uniforms
- Child Care
- Certification Exam Fees
- Textbooks

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

Financial Information

Billing and Invoices (Subject to change once implemented in CTPathways)

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.



AGENCY NAME
 Department of Social Services
 Attn: Robyn Letourneau/Allison Forsyth
 SNAP Division 10th Floor
 55 Farmington Ave
 Hartford CT, 06105

VENDOR OR CLAIMANT (Payable to):

Phone Number:

INSTRUCTIONS TO VENDORS OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

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.

By: _____
 Printed Name Title

Signature Date

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		
17 TOTAL DIRECT COST:	\$0.00	\$0.00
INDIRECT COST		
18 INDIRECT COST RATE PERCENTAGE: 71%	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

Direct Cost	100% funds	50% funds
Salaries		
Fringes		
Supplies		
Postage		
Printing		
Snap E&T program marketing		
Snap E&T related travel		
Program Costs		
Participant expenses	0	0
<input type="checkbox"/> validation for all line items is required before invoice can be submitted for DSS review		
System Office		0
Total Direct Cost	0	0
Total Indirect Cost		
Total Cost	0	0
Reimbursement Request, 50% Funding	-	0
Reimbursement Request, 100% Funding	-	-
Total Reimbursement Requested	-	0
Provider Notes		

How to bill quarterly invoices:

There are 3 different funding types:

1. 100% funds (for salary, fringe and indirect) These should be used first- and once spent down, the remaining balance should be billed to (50% funds) This cannot be used for participant expenses.
2. 50% funds may be used for anything including tuition/ salary/ fringe/ participant reimbursements etc.
3. Participant reimbursement, this is a small pot of funds, used for things that are reasonable and necessary- (books/ scrubs/ tools/ gas cards etc. for the student to be successful in the program). These MUST be spent and billed to DSS by 5/31, and once expended 50% funds can be used.

Payments are due quarterly: Q1 ending 12/31 due 2/10, Q2 ending 3/31 due 5/10, Q3 ending 6/30 due 8/10 and Q4 ending 9/30 due 11/10. Payments received after these dates may not be reimbursed.

Participants should be billed based on the date their component starts, not ends. Example: Student starts a program on 4/18 but program ends 7/18- student should be billed for Q3 not Q4. Any students not billed in the correct quarter will not be reimbursed in future quarters.

Annual 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 package 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	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
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				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
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**
- Name** – name of the local organization’s agent authorized to complete certification form.
 - Type/Source of Funds** – The type or source of non-Federal funds.
 - Dollar Amount** – dollars that will be used to match Federal funds paid during the time period.
 - Period** – period of time the services are to be provided. (format: mm/dd/yyyy)
 - Name of Organization** – name of local entity that is providing allowable employment and training services.
 - Name of Authorized Representative** – name of person that is authorized to act on behalf of local agency or organization.
 - Signature** – the signature of the local organization’s authorized representative.
 - Title or Position** – title or position of local organization’s authorized representative.
 - 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.

The only funds that are reimbursable are non-federal funds. Therefore, if a student has Pell/ or other federally funded resources those should be billed first, then the balance would be billed to SNAP E&T. The reimbursement certification is what the school pledges to invest into the program. Non-federal grants can be reimbursed at 50%. Therefore, if you have a private foundation that offers tuition support, then those can be reimbursed at 50 cents on the dollar.

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.

How to Distribute Funds Based on Approved E&T Final Budget (CT State Instructions)

1. Look at total students served in prior FFY & current slots for students projected for upcoming FFY
2. Total Reimbursement reinvestment funds + total foundation funds =50% funds match
 - a. Contingent on meeting the prior year budgetary projections.
 - b. Contingent on growth of participation year over year.
 - c. Contingent on having an actionable plan to utilize the total funds in fiscal year.
3. When distributing 100% funds amongst the campus' there must be 3 tiers of distribution:
 - a. **Large schools**, (over 100 students) should receive (10 % of total per campus)
 - b. **Medium sized schools** (37-57 participants) should receive (8% of total per campus)
 - c. **Small schools** (less than 35 participants) should receive (4% of total per campus)
4. The proposal should be submitted in accordance to the prescribed tiers, and may be revised based on State agency determination.

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. Any staff member who completes the civil rights training in accordance with the requirements should maintain this record on file at the establishment for 3 years.

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 TV 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.

USDA SNAP Supplemental Nutrition Assistance Program
CT Pathways
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.

CT Pathways is a work program that offers numerous training opportunities at no cost to you.

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

Capital Community College Hartford • 860-906-5029	Texas Community College Farmington • 860-773-1454
Gateway Community College New Haven • 203-265-2300	Quinebaug Valley Community College Danielson • 860-822-8005
Housatonic Community College Bridgeport • 203-332-6067	Norwalk Community College Norwalk • 203-857-7099
American Community College Enfield • 860-253-3066 • 860-253-3034	Manchester Community College Manchester • 860-512-2827
Northwestern CT Community College Winsted • 860-738-0419	Goodwin University East Hartford • 860-727-0336
Three Rivers Community College Norwich • 860-215-9028	Connecticut Center for Arts and Technology (ConnCAT) New Haven • 203-823-8823
Naugatuck Valley Community College Waterbury/Danbury • 203-575-8029	Opportunities Industrialization Center New London • 860-447-1731
Middlesex Community College Middletown • 860-343-8716	

Your opportunity to enroll in a **FREE** work training program!

The SNAP Employment and Training Program

Connecticut Department of Social Services
Making a difference

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.

SNAP E&T partners are welcome and encouraged to do their own marketing. SNAP E&T Partners provide a SNAP service and may therefore have access to SNAP recipients contact information. The same daily files used to confirm monthly eligibility include addresses and telephone numbers which partners may use to call, text, or send direct mailers to potential participants. It is important that partners identify themselves as partners with DSS when conducting marketing and it may only be used for SNAP E&T purposes. Identifying information of DSS customers may not be shared outside of your organization. E&T partners have chosen to advertise SNAP E&T on billboards and

Reporting requirements

DSS must submit a quarterly report to FNS that includes the number of participants in each type of component offered. While DSS is responsible for the quarterly report, providers should

OMB APPROVED NO. 0584-0094
Expiration Date: 07-31-2023

U.S. DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICE SNAP EMPLOYMENT AND TRAINING (E&T) PROGRAM ACTIVITY REPORT	STATE NAME	QUARTER COVERED		
	STATE CODE	1 - First	3 - Third	<input type="checkbox"/>
		2 - Second	4 - Fourth	<input type="checkbox"/>
		FEDERAL FISCAL YEAR		

This reporting system for the collection of information is estimated to average 22 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden estimate or any other aspect of Food and Nutrition Services, Office of Policy Support, Alexandria, VA 22302 (0584-0094). Do not return the completed form to this address.

COMPLETE ON FIRST QUARTER REPORT

1. Number of work registrants receiving SNAP on October 1 of the new fiscal year:

COMPLETE EACH QUARTER					
	MONTH 1	MONTH 2	MONTH 3	QUARTERLY TOTAL	FISCAL YEAR TO DATE
2. Number of new work registrants					
3. Number of ABAWD applicants and recipients subject to time limits participating in qualifying components					
4. Number of all other applicants and recipients (including ABAWDs involved in case-management activities) participating in components					
5. Number of ABAWD case months used under the State agency's discretionary exemption allowance					

COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR

6. Number of individuals provided with case management services (Note: optional for State agency to report)

CASE MANAGEMENT SERVICES	NUMBER PROVIDED WITH CASE MANAGEMENT SERVICES		
	ABAWD	NON-ABAWD	TOTAL
TOTAL CASE MANAGEMENT SERVICES			

7. Number of individuals who participated in each component (list components and attach separate sheet if necessary)

COMPONENTS	NUMBER WHO PARTICIPATED IN EACH COMPONENT		
	ABAWD	NON-ABAWD	TOTAL
TOTAL COMPONENT PARTICIPATION			

EMPLOYMENT AND TRAINING PROGRAM PARTICIPATION	NUMBER WHO PARTICIPATED IN THE E&T PROGRAM		
	ABAWD	NON-ABAWD	TOTAL

8. Number of individuals who participated in the E&T Program during the fiscal year

be aware of the requirements and provide accurate information in the CTPathways, web-based application



In addition to the quarterly reports, the 2018 Farm Bill included additional reporting requirements.

They include:

- The number of E&T participants employed, and their median quarterly earnings, during the second quarter after completion of SNAP E&T
- The number of E&T participants employed during the fourth quarter after completion SNAP E&T.
- ABAWD specific data related to participation and completion.
- The number of individuals provided with case management services

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. Therefore, it is vital that all fields on the client screen are completely filled in.

Communication

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.

Human Centered Design Model

Human centered design is the concept where a program is designed with a person, and all their real life challenges in mind. It's about meeting people where they are with kindness and understanding and guiding them to a better position. At DSS one of the pillars of our mission is excellent customer service, and support. The population served by E&T has socio-economic barriers. As such, there are hidden challenges like food insecurity, limited access to transportation, mental health challenges, physical health, inconsistent childcare, language barriers, housing insecurity, criminal history and domestic violence. Our team wants to ensure that E&T is a safe space for SNAP recipients, where they can access the support they need to find their path forward.