



SNAP Employment & Training Program (E&T)

Participant Orientation

"Every person deserves
a pathway to success"

What is E&T ?

SNAP Employment and Training (E&T) is:

- A voluntary program for SNAP recipients
- Provides job skills training and education
- At no cost to participants

The purpose of (E&T) is to help individuals receiving SNAP benefits obtain employment through voluntary participation in supervised job search, job skills training or education activities that promote self-sufficiency.



Who is Eligible for E&T ?

To be eligible for E&T services, a person must:

- Receive SNAP benefits or have a pending application
- Be at least 18 years old (may be 16-17 years old if already have a high school diploma or working toward a high school diploma or equivalent)
- Not be receiving FIP/PROMISE JOBS services
- Reside in an E&T Service Area
- Be able and ready to work within one year of education/training completion

Available Services

Education Services include:

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

Available Services

Employment Services

Job Search activities

Resume building

- Application assistance
- Workshops/job fairs

Job Retention Services

- Upon completion of education, training, or job search
- Up to 90 days from employment start date

Work Training Services:

Self-Employment/Entrepreneurship

- provides training in setting up and operating a small business or other self-employment ventures.

Internship

- provides structured learning experience that takes place in a workplace, required for a participant to become proficient in a specific occupation.

Every E&T Participant works with an E&T Case Manager



Complete an Employability Assessment



Develop Employability Plan




Regularly communicate to monitor needs and progress



Case Managers assist, coach, refer, provide needed supports

Possible Assistance

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



Attend class/training and appointments as scheduled



Meet all requirements and expectations of education or training program in which enrolled



Submit any required time or expense verification as required



Return requested information to the Department of Health and Human Service



Maintain regular communication with E&T Case Manager as outlined in Employability Plan:

Communicate any change in ability to actively participate in program

Communicate any change in supports needed

Ask questions or discuss concerns

Share progress information

Report any employment information

Benefits of E&T

Increased opportunity for education & training programs

Increased availability of supportive services while in training

Gain skills needed for gainful employment

Achieve economic self-sufficiency

In some cases, participation in E&T may extend eligibility and ability to receive SNAP benefits

FNS Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to:

- Mail:
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
- fax:
(833) 256-1665 or (202) 690-7442; or
- email: FNSCIVILRIGHTSCOMPLAINTS@usda.gov

This institution is an equal opportunity provider.

Funding provided by U.S. Department of Agriculture.

Partnerships With Faith- Based and Neighborhood Organizations Notice

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

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

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

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

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

Mail:

United States Department of Agriculture Director, Center for Civil Rights Enforcement 1400 Independence Avenue, SW Washington, DC 20250-9410

Fax: (202) 690-7442

Email: program.intake@usda.gov

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

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



Questions