

SNAP E&T Components and Activities

Component	Definition and Corresponding Workforce One (WF1) Activity(ies)
<p>Supervised Job Search</p>	<p>A component in which the participant is primarily engaged in actively applying for work, building connections with prospective employers, and/or attending hiring events and other networking opportunities. Participants may conduct these activities at any location appropriate to the activity, including, but not limited to their home, job sites, public facilities, or their SNAP E&T provider locations. However, participants must report activities and hours through sign-in sheets, e-mail records, phone, mobile app, or another state-approved method at least once per week. Providers must retain a record of dates and hours of job search activity as well as a summary of job search activities performed (including the date, time, activity type, positions applied for (if any), and any application barriers that may have arisen).</p> <p>Providers must establish, in consultation with the participant, individual goals for the number of applications or contacts made each month. This standard should take into account the participant’s location and barriers. Providers must demonstrate through case notes or other means that they have engaged in regular meaningful communication with the participant about their job search.</p> <p>Supervised Job Search focuses on searching for and applying for jobs with direct supervision.</p> <p>NOTE: For a time-limited participant, Supervised Job Search and Supervised Job Search Training are not countable activities unless they make up less than 50% of the required 80 hours per month, or the participant is co-enrolled in the Workforce Innovation and Opportunity Act (WIOA).</p> <p>WF1 Activity(ies): Supervised Job Search</p>
<p>Supervised Job Search Training</p>	<p>A component that strives to enhance the job search skills of participants by providing instruction and high-touch mentoring in job seeking techniques, increasing motivation and self-confidence for work, and understanding employer needs. The component may consist of employability assessments, job placement services, one-on-one case management to reduce employment barriers, high-touch application assistance, and training in aspects of the job search process including resume writing, interviewing, appropriate dress, social skills, and using job search technology.</p> <p>NOTE: For a time-limited participant, Supervised Job Search and Supervised Job Search Training are not countable activities unless they make up less than 50% of the required 80 hours per month, or the participant is co-enrolled in the Workforce Innovation and Opportunity Act (WIOA).</p> <p>WF1 Activity(ies): Supervised Job Search Training</p>

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<p>Workfare</p>	<p>A component in which SNAP recipients perform work in a private or public non-profit agency as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household’s monthly benefit allotment. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. Workfare assignments cannot replace or prevent the employment of regular employees and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. The maximum number of hours of work required of a household each month is determined by dividing the household’s SNAP benefit allotment by the federal or state minimum wage, whichever is higher. The county agency or Employment Services Provider (ESP) must round the number of hours arrived at through this computation down to the next full hour. For time-limited participants, the total number of hours calculated is considered to be meeting the minimum monthly work requirement. Workfare cannot be combined with another activity to meet the minimum monthly requirement. This component requires the provider to enter into a worksite agreement which specifies days/hours of work and responsibilities of the participant and supervisor.</p> <p>WF1 Activity(ies): Workfare</p>
<p>Work Experience</p>	<p>A component designed to improve the employability of participants through actual work experience and to enable them to move into regular employment. Work experience assignments may not replace the employment of a regularly employed individual and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. In contrast to the workfare component, it is permissible to place E&T participants in work experience positions with private, for-profit companies. However, households that include uncompensated work experience participants must not be required to work more hours monthly than the total obtained by dividing the household’s monthly SNAP allotment by the higher of the applicable Federal or State minimum wage. The county agency or ESP must round the number of hours arrived at through this computation down to the next full hour. For time-limited participants, unless the total number of hours calculated is 80, additional activities would be necessary to meet the minimum monthly work requirement.</p> <p>WF1 Activity(ies): Uncompensated Work Experience</p>
<p>Work Based Learning</p>	<p>A component comprised of structured work activities, including OJT, apprenticeship, and subsidized employment—that combine in some form education and/or training and paid work. Unlike regular employment, this requires an additional structured activity (beyond regular work hours).</p> <p>On-the-Job Training (OJT) – A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s individual employment plan. Wages are reimbursed at a set percentage by the organization to the employer for the length of the contract. OJT also carries the expectation that the participant will be hired by the employer in a permanent position when the contract ends.</p>

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	<p>Apprenticeship — A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation that provides the industry-specific knowledge needed to perform highly skilled work. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. Pre-Apprenticeship programs provide individuals with the basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.</p> <p>Subsidized Employment – A temporary work placement made through a contract with an employer. Wages are paid by an entity other than the employer. Subsidized employment placements help participants by providing them with employment skills, work history, and wages. SNAP E&T funds cannot be used to reimburse participant wages.</p> <p>WF1 Activity(ies): OJT, Apprenticeship, Subsidized Employment</p>
<p>Educational Programs</p>	<p>A component that improves basic skills or otherwise improves employability. Only educational components that establish a direct link to job-readiness will be approved, although programs that involve articulated career pathways or stackable credentials that ultimately lead to employment are encouraged and allowed. Allowable educational programs may include:</p> <p>Basic/Foundational Skills Instruction (includes High School Equivalency) — Programs that offer academic instruction and education services below the post-secondary level that increase an individual’s ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED).</p> <p>Minnesota only allows reimbursement for ABE/GED services provided to participants aged 21 or over. These services must be substantially differentiated from those already provided by existing education programs currently being offered at no cost to the general public. If these services are provided to persons other than E&T participants, the costs charged to E&T must be the same.</p> <p>WF1 Activity(ies): Adult Basic Education, Adult Diploma Program, GED Training</p> <p>Career/Technical Education Programs or Other Vocational Training — Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials. Post-secondary training is limited to a 2-year associate degree level or lesser.</p> <p>WF1 Activity(ies): Credentialed Training</p> <p>English Language Acquisition —Designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.</p> <p>WF1 Activity(ies): ESL/ELL Training</p>

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	<p>Integrated Education and Training (IET)/Bridge Programs —Programs that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or group of occupations for the purpose of educational and career advancement.</p> <p>WF1 Activity(ies): Integrated Education Training (IET)/Bridge Programs</p> <p>Work Readiness Training –Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual’s interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.</p> <p>WF1 Activity(ies): Non-Credentialed Training</p>		
<p>Self-Employment Training</p>	<p>A component that improves the employability of participants by providing training in setting up and operating a small business or other self–employment venture.</p> <p>WF1 Activity(ies): Self-Employment Training</p>		
<p>Job Retention</p>	<p>Services provided to SNAP E&T participants who have secured employment after participating in another E&T component. Only individuals who have received other employment and/or training services under the E&T program are eligible for job retention services. This component is meant to help participants who have secured employment achieve satisfactory performance, retain employment, or to increase earnings over time. Such services and reimbursable participant costs may include, but are not limited to:</p> <table border="0" data-bbox="470 980 1696 1166"> <tr> <td data-bbox="470 980 1171 1166"> <ul style="list-style-type: none"> • Case management • Life skill classes • Referrals to other services • Dependent care assistance • Transportation assistance </td> <td data-bbox="1171 980 1696 1166"> <ul style="list-style-type: none"> • Clothing required for the job • Equipment or tools required for the job • Test fees • Union dues • Licensing and bonding fees. </td> </tr> </table> <p>Individual circumstances may warrant job retention services that begin at various times, such as on the day a job offer is accepted, the day the individual reports the information to their E&T case manager, the first day of the job, or other time based on the availability and type of services. Retention services must be provided for a minimum of 30 days, but not more than 90 days. The provider may identify when the 90 days of job retention services start, however, the household must have been receiving SNAP in the month of or the month prior to beginning job retention services.</p> <p>WF1 Activity(ies): Retention</p>	<ul style="list-style-type: none"> • Case management • Life skill classes • Referrals to other services • Dependent care assistance • Transportation assistance 	<ul style="list-style-type: none"> • Clothing required for the job • Equipment or tools required for the job • Test fees • Union dues • Licensing and bonding fees.
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Other Activities	<p>Orientation: The Employment Services Provider (ESP) must provide an orientation to the SNAP E&T program for all participants. The purpose of the orientation is to explain participation requirements, describe available services, explain that SNAP E&T can help time-limited Able-Bodied Adults Without Dependents (ABAWDs) meet their eligibility and work requirements, and encourage the participant to move toward self-sufficiency through employment and training.</p> <p>The orientation may be done either individually or in a group setting. It may be provided through audio-visual methods as long as the participant has the opportunity for face-to-face questions and answers.</p> <p>WF1 Activity(ies): Orientation</p>
	<p>Assessment and Employment Plan: Employability assessments are mandatory for all participants. ESPs must consider the following when preparing an assessment: the person's literacy; ability to communicate in the English language; educational and employment histories; occupational and employment assets; and barriers to employment. Assessments are completed in person with client input.</p> <p>The results of employability assessments are used to develop Employment Plans (EPs). Goals and overall work plans must be achievable and directly relate to participant self-sufficiency. For time-limited ABAWDs, EPs must contain specific information about how the participant can attain their monthly minimum work requirement. Both provider and participant sign the EP and the participant must receive a copy. EPs must be written at or below the 7th grade reading level.</p> <p>WF1 Activity(ies): Assessment</p>

Components to Activities Summary

Federal Component Name	WF1 Activity Name
Supervised Job Search	Supervised Job Search
Supervised Job Search Training	Supervised Job Search Training
Workfare	Workfare
Work Experience	Uncompensated Work Experience
Work Based Learning <ul style="list-style-type: none"> • OJT • Pre-Apprenticeship/Apprenticeship • Internship • Subsidized Employment • Other 	OJT Apprenticeship Subsidized Employment
Educational Programs <ul style="list-style-type: none"> • Basic/Foundational Skills Instruction • Career/Technical Education Programs or Other Vocational Training • English Language Acquisition • Integrated Education Training (IET)/Bridge Programs • Work Readiness Training 	Adult Diploma Program Adult Basic Education GED Training Credentialed Training ESL/ELL Training Integrated Education Training (IET)/Bridge Programs Non-Credentialed Training
Self-Employment Training	Self-Employment Training
Job Retention	Retention
Other Activities	
Reimbursable Activities	Assessment Orientation
Non-Reimbursable Activities	Employed Full-Time Employed Part-Time Holding Local Flag Satisfactory Progress Social Services