

SNAP Employment & Training Program

Potential Partner Checklist

Hennepin County Workforce Development is looking for organizations that serve the **right participants**, provide the **right services**, have the **right funds** available, and have the **right capacity** to partner with us on the SNAP Employment & Training (SNAP E&T) Reimbursement Program. Use this checklist to assess your organization's capacity to be successful in this program.

While this program may be complex, do not count your organization out! Contact Jacki Gould with your concerns and questions.

Done	Action Item	Notes/Links
<input type="checkbox"/>	Right participants	
	<p>Does your organization serve eligible program participants? People who are:</p> <ul style="list-style-type: none"> ▪ Eligible for SNAP benefits or households with low incomes potentially eligible for SNAP; and ▪ Age 16 or older; and ▪ Have the physical and mental ability to work at least 20 hours per week, or able to do so within the next year; and ▪ Do not receive Minnesota Family Invest Program (MFIP) cash assistance 	<p>DHS Supplemental Nutrition Assistance (SNAP) Information</p> <p>DHS SNAP Employment & Training (E&T) Information</p>
<input type="checkbox"/>	Right services	
	<ul style="list-style-type: none"> ▪ Does your organization offer appropriate and allowable employment and training components and activities? ▪ Are your organization's services open to all individuals who are legally entitled to work in the United States without regard to race, religion, sexual orientation or gender? ▪ Is your organization aligned with local labor market and employers' needs leading to living-wage* employment? (*typically means not having to rely on public benefits) ▪ Is your organization able to recruit and assess its own participants, and place them in appropriate and allowable components and activities? 	<p>DHS SNAP E&T Components and Activities</p> <p>Guidance on Costs and Reimbursements</p> <p>FNS Employment and Training Toolkit; pp. 46-48</p>

<input type="checkbox"/>	<p>Right funds</p> <ul style="list-style-type: none"> ▪ Does your organization have funding available for employment and training services that is: <ul style="list-style-type: none"> ○ Nonfederal ○ Not committed as a match for other federally funded programs ○ Available throughout the federal fiscal year (Oct. 1 through Sept. 30)? ▪ Can your organization track costs and appropriately allocate expenses? 	
<input type="checkbox"/>	<p>Right capacity</p> <ul style="list-style-type: none"> ▪ Does your organization have the legal right to conduct business with the state of Minnesota or the federal government? (This includes having a current business license, valid DUNS number and not having a prohibition/restriction to contract with government.) ▪ Has your organization had any lawsuits filed or pending investigations against it in the last 10 years? ▪ Has your organization failed to complete a contractual obligation, received a termination of contract for default, or been the recipient of a tax lien by either the federal government or state of Minnesota in the past 10 years? ▪ Does your organization have procedures and safeguards in place to protect confidential information? ▪ Does your organization have the capacity to track and invoice for staff time spent on the SNAP E&T program? ▪ Does your organization have the capacity to prepare and submit monthly invoices based on SNAP E&T participation and program expenditure data? ▪ Does your organization have a database where you track participant information, program participation and services, and employment outcomes? ▪ Does your organization have the staff capacity to communicate via secure email and to regularly enter data into the Workforce One system? 	<p>FNS Employment and Training Toolkit; pp. 16-24</p>
<p>Your notes and questions</p>		

Contact

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