

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 HSPH.Vendor.Selection@hennepin.us 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</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</p>
<p>Your notes and questions</p>		

Contact

Human Services and Public Health

Vendor Selection

HSPH.Vendor.Selection@hennepin.us