



SNAP 702-2

WORK REGISTRATION

SNAP E&T Referrals

Supersedes: SNAP 702-2 (06/15/2023)

Reference: 7 CFR 273.7, 7 CFR 273.24, Food Stamp Act Section 6 (D)(2)

Overview:

******PLEASE REFER TO THE “SNAP EMPLOYMENT AND TRAINING REFERRAL” BUSINESS PROCESS IN THE PAUG******

The Supplemental Nutrition Assistance Employment and Training Program (SNAP E&T) is available in Big Horn, Cascade, Deer Lodge, Flathead, Gallatin, Lewis and Clark, Lincoln, Missoula, Silver Bow and Yellowstone Counties as a voluntary program. SNAP recipients without work registration exemptions (SNAP 701-1) who are living in one of these counties can be referred to SNAP E&T once SNAP eligibility has been determined. Please refer to the Business Process for these actions.

Able Bodied Adults Without Dependents (ABAWDS) who are subject to the three-month time limit (SNAP 800) will be exempt from the time limit while they are participating in qualifying components of the SNAP E&T program or meeting the work requirement. All ABAWDS without another exemption (SNAP 801-1) from the time limit will be referred to SNAP E&T and given the opportunity to engage in qualifying SNAP E&T components. If they choose not to attend SNAP E&T and they have no other exemption and they do not meet the work requirements in another way, they will be limited to receiving three months of SNAP benefits in a 36 month period (SNAP 800). The eligibility staff member will inform every ABAWD of the SNAP time limited benefits provision.

NOTE: SNAP recipients with work registration exemptions (other than receiving TANF cash) who request a referral to SNAP E&T may receive one. SNAP E&T will determine what services, if any, are appropriate for the individual. Referrals to other agencies may be made by SNAP E&T.

SCREENING

Eligibility Workers will actively screen participants based on the following criteria for the participant to receive a referral:

- SNAP recipients that reside in counties with a SNAP E&T program
- Ready and able to work
- Unemployed or underemployed
- Needs to enhance soft skills to secure unsubsidized employment
- Interested in participating in SNAP E&T
- Could use support to obtain employment
- Have a business idea and need in their community
- Need work experience
- Has not completed high school/HiSET
- Need vocational training (CDL, CNA, CMA, computer, phlebotomy, etc....)
- Apprenticeship (Electrician, HVAC, Plumbing, etc...)

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REFERRALS

SNAP participants that have a new application *that has not yet been approved* are not eligible to be referred to or participate in SNAP Employment and Training. However, Eligibility Workers need to inform SNAP applicants of the SNAP E&T program and participant reimbursement. **Once approved for ongoing SNAP benefits**, participants may be referred to the SNAP E&T program. **Expedited participants should not be referred until ongoing benefits have been authorized.** SNAP participants that have closed or denied cases are not eligible to participate in the SNAP Employment and Training Program.

The eligibility staff member will use referral form HCS/SNAP-001 to refer individuals to SNAP E&T. The eligibility staff member will check the appropriate box describing the status of the referral. ABAWDS without a time clock exemption will receive priority at SNAP E&T. Other referrals may be placed on a waiting list if SNAP E&T reaches maximum capacity. SNAP recipients who decline to volunteer after their first referral, and who later want to participate, may be referred again.

SNAP E&T will send the Employment and Training Participant Status Form (DPHHS-HCS/SNAP-010) to the Centralized Scanning Unit when an ABAWD participant is participating in a qualifying component and/or is no longer participating in a qualifying component in the SNAP E&T program. When the form is scanned into the Data Management System (Perceptive) a task/alert will be set for the eligibility staff member to make the appropriate updates in CHIMES. It is the responsibility of the household to follow reporting rules and notify OPA of changes.

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EFFECTIVE DATE: July 10, 2023