SNAP E&T Workbook
Planning and Development
• Flexibility in Program Design
• Multiple Funding Streams
• Third-Party Match Models
Organizing a planning team and process

- A collaborative planning process is key

- Involve potential key partners in the planning process

- Use funding, volunteerism and self-interest to incent participation in planning process

- How BFET got off the ground
Organizing a planning team and process
Defining Your Program Objectives and Services

- What are your broader goals for participants (outcomes)?
- How will SNAP E&T fit into state’s current overall workforce development priorities?
- Who is your target population?
- What services?
- Service delivery partners?
Mapping and Building on Your Current Resources

- Map existing effective services
- Identify gaps
- Identify existing systems and resources available
- Identify existing data resources
- Map out potential matching resources
Developing a Business/Strategic Plan and State SNAP E&T Plan

- Business/strategic plan
- Key components of a plan
- Crafting the state SNAP E&T plan from the business/strategic plan
Sustainability: Political Support/Program Funding

- Cultivate champions
- Participant outcomes/data and success stories
- Move to a 50-50 reimbursement program
Operations
System of Participant Referral

- Integrate workforce and social services systems
- Assessment, IEP
- Set up system of cross referral
- Not 100% self referral
System of Participant Eligibility and Invoicing

- Participant eligibility/invoicing
- Considerations and concerns
- Opportunity to build from current system
System for Participant Eligibility and Invoicing

PARTICIPANT ENROLLMENT
1. Provider checks Basic Food status and BFET eligibility of prospective participants in e-JAS system
2. Provider sends list of eligible participants to DSHS CSO staff OR (as of January 2014) directly enrolls them in BFET using the e-JAS system
3. DSHS CSO staff verify participant eligibility lists and enroll participants in BFET, OR confirm eligibility of participants directly entered by Providers

PARTICIPANT ACTIVITY TRACKING (MAINTENANCE)
1. Provider enters monthly case notes for each participant
2. DSHS CSO checks to ensure Providers are entering monthly case notes
3. Provider (in some cases DSHS) updates activity components based on participant activity
4. DSHS CSO closes components that have been expired for more than 30 days or if participant no longer eligible for BFET

MONTHLY BILLING
1. Provider sends billing roster (list of participants receiving BFET services that month) to DSHS CSO staff for approval
2. DSHS CSO reviews and sends approved roster back to Provider
3. Provider completes invoice, submits with approved roster to DSHS CSO for payment within 60 days after billing month ends
4. DSHS CSO reviews invoice and sends to DSHS HQ or SBCTC (colleges) for payment
Key State Functions and Staffing

- State program management and oversight
- Local state agency functions
- Points on staffing
SNAP E&T Services through Community Colleges

- How funds may be used
- Which programs can be supported by SNAP E&T
- Support services
- Staffing at the colleges
- Match
- Challenges and recommendations
SNAP E&T through Community Agencies

- How
- Which programs/types of services
- Support services
- Staffing
- Fund sources
- Challenges and recommendations
Identifying and Integrating Third-Party Models

• Identifying potential funders
• Evaluating
• Contracting and monitoring
• On-boarding new providers
Building a System for Data Tracking and Analysis

- What data is important
- Data to collect
- Where to locate the data
Questions?