

**FACT SHEET:
Supplemental Nutrition Assistance Program / Employment and Training
(SNAP/ET)**

I. Program Overview

The Supplemental Nutrition Assistance Program (SNAP) is administered in the Commonwealth by the Department of Transitional Assistance (DTA) on behalf of USDA. SNAP includes a component that provides for the employment and training of Food Stamp recipients (SNAP/ET). This program's purpose is to provide recipients with opportunities that will lead to paid employment and decrease dependency on assistance programs.

The SNAP Federal Financial Participation allows states to claim 50% of qualifying employment and training expenditures for Food Stamp Recipients.

The Commonwealth of Massachusetts has passed a Bill that allows DTA to contract/work with local governments, community colleges, educational institutions, workforce organizations and nonprofit agencies that provide employment and training services to Food Stamp Recipients to identify any state or third party funds spent on these programs that could possibly be considered for Federal Financial Participation. DTA will then claim any qualified expenditures and return the funds through UMMS to the entities involved in the project (50% reimbursement, less an administrative service fee of 5%).

Reimbursement received by qualifying entities under this program must be used to support additional education, employment and training services and related program costs. Additionally, up to 5 per cent of these funds may be used for administrative costs incurred by said agency or organization claiming said federal matching funds. These funds shall not be used to supplant existing services.

II. Key Q&A:

1. What type of information should be included in cost reports for reimbursement?

Name, Social Security Number, SNAP/ET component, unit cost per component, if applicable, enrollment/placement rates, and number of hours spent on SNAP/ET components.

2. What SNAP/ET components are eligible for reimbursement?

- (a) **Job Search:** registrants are required to contact employers either via face-to-face interviews or by submission of applications or resumes.
- (b) **Job Search Training:** will include support activities that may consist of skill assessments, job finding clubs, trainings in techniques for employability counseling, information on available jobs, occupational exploration, including information on local emerging and demand occupations.
- (c) **Education:** non-vocational education training is a non-work component providing remedial and education activities which will increase employability.
- (d) **Skills Training:** designed to improve the employability of participation through actual work performed in regular employment.

3. What individuals are eligible for reimbursement?

Individuals not receiving cash assistance (welfare), but on food stamps (i.e. Non TAFDC Food Stamp recipients).

4. What services aren't eligible for reimbursement?

Outreach services which are reimbursed by or eligible to be reimbursed by other federal funds, programs, and/or grants.

5. What funding sources aren't eligible for reimbursement?

Federal funds, state "matching" funds, and funds donated from an individual or other entity, if the results of such donation have a direct benefit to said individual or entity.

6. When do we submit cost reports?

You should submit to UMMS, within 15 days of the end of each calendar quarter, a quarterly cost report of all costs incurred in providing reimbursable SNAP/ET services during the immediately preceding quarter.

7. What format should we use?

Provide each quarterly cost report in Microsoft Excel format. Ensure that all reports transmitted electronically are encrypted during transmission.

8. Are there other requirements for submitting a quarterly cost report?

With each submission of the quarterly cost report a signed and completed “*Certification Statement of Expenditures*” by an authorized authority should be attached.

9. What entities should consider applying for this program?

Entities that anticipate having over \$50,000 in gross qualifying eligible expenditures. Qualifying being that they meet all the above standards. Including eligible funding sources, eligible individuals (non-TAFDC Food Stamps), and eligible SNAP/ET service components.

10. Are funds used for post-employment services eligible for reimbursement?

Funds used for job retention and/or post-employment services up to 90 days after employment are eligible for reimbursement.

11. What organizations are eligible to participate?

Local governments, community colleges, other educational institutions, workforce organizations and non-profit providers of education, employment and training services.

12. What are the governing rules?

Federal:

Food Stamp Security Act of 1985, Balanced Budget Act (BBA) of 1997, Farm Security and Rural Investment Act (Farm Bill), Code of Federal Regulations (CFR) for Agriculture, CFR 7, and the Supplemental Nutrition Assistance Program Plan.

State:

Chapter 123 of the Acts of 2006: Section 9.

<http://www.mass.gov/legis/laws/seslaw06/sl060123.htm>

Anthony Owumi
University of Massachusetts Medical School
Commonwealth Medicine
Center for Health Care Financing (CHCF)
529 Main Street, Schrafft Center 3rd floor
Charlestown, MA 02129-1120
Telephone #: 617-886-8107
Anthony.Owumi@umassmed.edu