

SNAP Next Step Employment and Training (E&T) Screening Chart

Background

This process guide is developed to illustrate the coordination of employment services to SNAP participants. This process guide is not intended to replace any regulations under which the program is administered.

State agency eligibility workers are required to screen mandatory work registrant SNAP participants to determine if it is appropriate, using federally mandated exemptions and State-specific criteria, to refer those participants to the SNAP Next Step Employment and Training (E&T) program. Appropriately screening participants before referral to the SNAP Next Step E&T program supports access to SNAP benefits and ensures SNAP Next Step E&T participants are referred to components or programs where they are most likely to be successful. The attached guidance is provided to answer questions on screening and referral, improve compliance with the regulations, and provide a more accountable SNAP Next Step E&T program.

For this document, the following abbreviations are used to indicate responsibilities:

1. Eligibility Operation Workers (EOW)
2. Workforce Coordinator (WC)

This document is not inclusive of every possible scenario. If circumstances of a specific case make it unclear what action is necessary, please contact a SNAP Next Step E&T Program staff.

I. Screening

A. New Applications, Recertification, and when a participant indicates they would like assistance searching for employment or training.

EOW

- At the interview, all mandatory work registrants (active SNAP participant that is not otherwise exempt from general SNAP work requirements) need to be screened for SNAP Next Step E&T and a referral made when appropriate:
1. Provide an overview of the SNAP Next Step E&T program, including a summary of the types of training available. For instance, the EOW could explain:
 - A. Nebraska offers a SNAP Next Step E&T program that provides training free of cost to SNAP participants, and
 - B. The training opportunities available locally fall into three major areas:
 - a. help to look for a job,
 - b. basic education classes to improve reading and writing or to get a GED, and
 - c. training for specific types of jobs. For example: in health care, building construction, restaurants, and more.
 - C. Along with these services, participants are offered case management to help eliminate barriers and ensure they can be successful.
 2. Ask the participant if any of these training opportunities interest them.
 3. Ask the participant any questions pertinent to the screening criteria or pull information from the participant's case file. For instance:
 - A. Has the participant been recently employed?
 - B. Is the participant an English language learner?
 - C. Does the participant have a high school degree?
 - D. Where does the participant live?
 4. Questions are included on the SNAP Next Step E&T [Referral Template](#) and information on services offered by third-party partners can be found on EARL under SNAP Next Step Informational Memo.
 5. Inform the participant that the SNAP Next Step E&T program will offer reimbursements or supportive services for expenses related to their participation such as transportation costs, clothing, education fees, or other work-related items.
 6. Ask the participant if they have any expenses related to participating in the SNAP Next Step E&T program or barriers preventing them from searching for or finding employment.
 7. For the time-limited able-bodied adults without dependents (ABAWDs), explain the SNAP Next Step E&T program can help ABAWDs maintain eligibility if they enroll and participate in certain components.
 8. Ask the participant if they would like to be referred to the SNAP Next Step E&T program and inform them that they cannot be disqualified for failure to comply. This is a voluntary program that can be started or stopped at any time.
 9. Once it is determined a referral is appropriate, complete the SNAP Next Step E&T referral template. This will send an automatic referral to the SNAP Next Step E&T Team.
 10. Inform the participant of the next steps for accessing the SNAP Next Step E&T program which includes a workforce coordinator or third-party partner contacting them via their preferred contact method.

	<ol style="list-style-type: none"> 11. Provide the participant with an oral and written explanation of their work requirements. 12. Provide the email address dhhs.snapnextstepEandT@nebraska.gov for the participant to reach out to with any other SNAP Next Step E&T-related questions. 13. Narrate the screening process was completed and whether a referral was sent or not.
Dedicated SNAP E&T EOWs for Reverse Referral	<p>A reverse referral is when a referral for the SNAP Next Step E&T program is received from a third-party partner or another community agency. This referral is a SNAP participant who has expressed interest to participate in the program.</p> <ol style="list-style-type: none"> 1. EOW will receive the reverse referral by email from dhhs.snapnextstepEandT@nebraska.gov. 2. EOW will attempt to contact the interested participant to screen for the SNAP Next Step E&T program as noted above. 3. EOW will narrate information on the screening. 4. EOW will respond to the email with the reverse referral informing SNAP Next Step E&T staff that the participant was screened and the outcome.
Components	<p><u>Supervised Job Search (SJS)</u> – Supervised job search is for work-ready participants. SJS is for participants who do not need additional training or have already completed training and are ready to look for work and begin working.</p> <ol style="list-style-type: none"> 1. Online: Nebraska Department of Labor (NDOL) has a website (NETWORKS), accessible from anywhere, through which participants can apply for jobs and track those applied for. Participants are credited 1 hour for each completed application. The time includes time to research and submit applications. 2. In-person: Participants apply for jobs in the community. A log of the time it takes to apply is required. Weekly face-to-face or telephone contact with the participant is required to review the log. If participants do not keep the exact time, applications will be verified and credited 1 hour for each completed application. 3. With worker: Participants meet monthly with the worker, during which time the worker assists with applications. The number of applications and time spent are tracked by the worker. 4. With NDOL: Participants can use NDOL computer labs at NDOL offices for job searching that are supervised by NDOL workers and verified by writing or verbally to the workforce coordinator. <p><u>Job Search Training</u> – This component is offered to participants who need skills for work readiness and job search, such as:</p> <ol style="list-style-type: none"> 1. Setting goals; 2. Solving problems; 3. Choosing careers; 4. Using the internet; 5. Creating a resume; 6. Completing applications; and, 7. Improving interview skills. <p>Workforce coordinators or third-party partners will provide handouts, tips for job applications, and/or resumes. The required hours are one to five hours per week based on the level of assistance needed.</p> <p><u>Basic Education</u> – Basic education is offered to participants who need Adult Basic Education, High School Equivalency, and English as Second</p>

	<p>Language classes to increase employability or prepare for vocational education. Participants are referred to NDOL and Vocational Rehabilitation plus any local programs first. Participant contact is completed once per week, face-to-face, if able, or via telephone to discuss enrollment, progress, and any barriers.</p> <p><u>Vocational Training</u> – Short-term training for in-demand jobs skills or credentials needed to prepare the participant for work in current or emerging, high-demand occupations. Participants are referred to NDOL and Vocational Rehabilitation. The participant will verify enrollment, attendance, completion, and receipt of a certificate, credential, or license. Participant contact is completed once per week, face-to-face, if able, or via telephone, to discuss enrollment, progress, and any barriers.</p> <p><u>On-The-Job Training (OJT)</u> – This is training provided by an employer to a paid participant engaged in productive work to develop specific occupational skills or obtain specialized skills. The participant needs to be work-ready, and have the necessary soft skills required by the employer. Participant contact is completed once per week, face-to-face, if able, or via telephone, to discuss enrollment, progress, and any barriers.</p> <p><u>Job Retention</u> – Job retention is offered when a participant gains employment after participating in another SNAP Next Step E&T component. This includes mentoring, coaching, and supportive services for a minimum of 30 days and a maximum of 90 days.</p>
SNAP Next Step E&T providers	<p>SNAP Next Step E&T is provided by either a Workforce Coordinator or a Third-Party Partner.</p> <p>Workforce Coordinator Areas:</p> <ul style="list-style-type: none"> • Columbus/Norfolk • Grand Island/Hastings/Kearney • North Platte/Lexington • Panhandle <p>Third-Party Partner Areas:</p> <ul style="list-style-type: none"> • Omaha • Grand Island <p>SNAP Next Step E&T third-party partner providers:</p> <p>Metropolitan Community College P.O. Box 3777 Omaha, NE 68103-0777</p> <p>Components offered:</p> <ul style="list-style-type: none"> • Job Search Training • Job Retention • Basic Education • Vocational Training

	<p>National Able 5752 Ames Ave Omaha, NE 68104 Components offered:</p> <ul style="list-style-type: none"> • Supervised Job search • Job Search Training • Job Retention • Basic Education • Vocational Training <p>Urban League of Nebraska 3040 Lake Street Omaha, NE 68111-3700 Components offered:</p> <ul style="list-style-type: none"> • Supervised Job search • Job Search Training • Job Retention <p>Note: Urban League of Nebraska requires a GED. If the participant does not have a GED, they need to be referred to a different provider to receive that first.</p> <p>YWCA 211 E Fonner Park Rd Grand Island, NE 68801 Components offered:</p> <ul style="list-style-type: none"> • Supervised Job search • Job Search Training • Job Retention <p>Additional Information on what services third-party partners offer can be found on EARL.</p>
Workforce Coordinators	<ol style="list-style-type: none"> 1. The SNAP Next Step E&T mailbox is managed by Workforce Coordinators. 2. Workforce Coordinators will contact the referred participant within one working day of receipt of the referral. <ol style="list-style-type: none"> A. Contact is completed by phone or speed note to the client. 3. Workforce Coordinators will do the following: <ol style="list-style-type: none"> A. Complete assessment; B. Complete the SNAP Next Step E&T training plan; and, C. Complete the SNAP Next Step E&T agreement. 4. Workforce Coordinators will complete narratives. 5. Workforce Coordinators will complete case management weekly.
Sample Script for EOWs	<p>The script is meant to serve as a resource for EOWs to explain the SNAP Next Step E&T program. The script is not required and is meant to be used as a guide. It should be used at certification, recertification, and when adding a member to the household.</p> <ol style="list-style-type: none"> 1. Use the script as a guide, adapting it according to the specific needs of each household. 2. Keep the tone conversational. 3. Allow time for questions from the participant. <p>Potential Script:</p>

	<p>“Today I will review with you the SNAP Next Step Employment and Training program. As part of your SNAP benefits, you have access to our SNAP Next Employment and Training program which can help you gain skills for employment or advance your career. Participating in the program can help prepare you for a better, higher-paying job, provide personalized one-on-one support, and provide assistance to overcome barriers that you may face along the way. Are you interested in learning more about this opportunity?</p> <p>If yes: Can you please tell me a little about your employment plans? Are you interested in finding a job right away? Some type of education in the form of short-term training? Or do you need a GED or High school diploma to start?</p> <p>The SNAP Next Step E&T program is there to help with supportive services or participant reimbursements along the way. Do you have any barriers or services you will need assistance with?</p> <p>Great, I will send your referral along to the SNAP Next Step E&T Team, and a workforce coordinator or a partner will be reaching out. If you have any questions please email dhhs.snapnextstepEandT@nebraska.gov.”</p> <p>If no, Explain the client can always decide to participate at a later time as it is voluntary and you can start or stop at any time. If they change their mind they can reach out at any time for a referral to be sent.</p> <p>If no and the client is a time-limited ABAWD, Explain the above and that certain participation can count as an ABAWD exemption and they would no longer be subject to the three months if they were actively participating.</p>
Sample Narrative Template for screenings	<p>A narrative is required to note if the screening to SNAP Next Step E&T was completed and the outcome of the screening. The below template can be used to help ensure the necessary information is included.</p> <p>Name: Work Registrant: Yes or No Screened for SNAP Next Step E&T: Yes or No SNAP Next Step E&T Eligible: Yes or No – if no, why Referral sent to (Provider or Workforce Coordinator name)</p>
	Additional information can be found on SNAP E&T on EARL under (once information is added list the section – asking for information from partners to include)
II. Provider Determinations:	
A provider determination is when the third-party partner or workforce coordinator determines the participant is not a good fit for the SNAP Next Step E&T component in which the participant is participating.	
Workforce Coordinator or	1. Determines the participant is no longer suited for the component or program they offer. This can be done at any point during participation.

Third-Party Partner	<ol style="list-style-type: none"> 2. Email dhhs.snapnextstepEandT@nebraska.gov with the determination within 10 days of the determination and the reason for the determination. If no reason is listed, the provider determination is still valid. 3. Document the date of the provider determination and any information provided by the partner. 4. Email the provider determination to the assigned SNAP Next Step E&T EOW to take action.
Dedicated SNAP Next Step E&T EOW	<ol style="list-style-type: none"> 1. Document the provider determination was received. 2. Notify the participant of the provider determination within 10 days of receiving the determination. It must be explained that this is not a sanction and if an ABAWD, they will not accrue a countable month during the month of the provider determination. 3. Take one of the four steps below: <ol style="list-style-type: none"> a. Refer the participant to an appropriate SNAP Next Step E&T program component; b. Refer the participant to an appropriate workforce partnership; c. Re-assess the participant's physical and mental fitness; or, d. Coordinate, to the maximum extent practicable, with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for the participant. 4. Document the provider determination in NFOCUS and the action taken. 5. Reply to the email that the provider determination is complete.