



SNAP E&T 50% Reimbursement: Provider Onboarding

Speakers:

Hennepin County, Minnesota

Kari Berg, Workforce Development Manager

Colleen Dufek, SNAP E&T Program Coordinator

Huda Tiba, Workforce Development Associate

OCTOBER 29-30, 2024 | TYSONS CORNER, VA

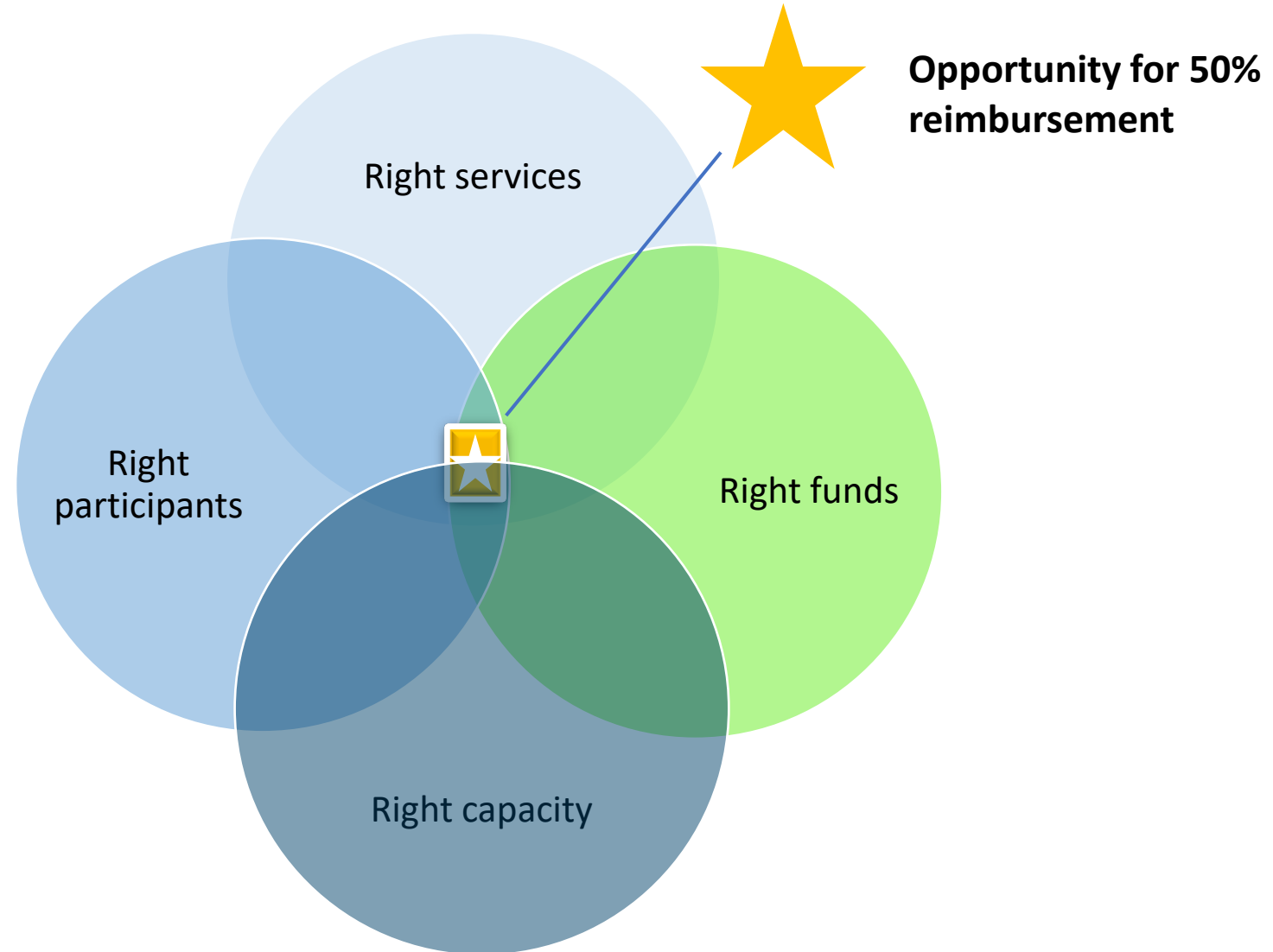
Program history

- 2018: County operated, mandatory SNAP E&T
- 2018: Pilot SNAP E&T 50% reimbursement with two providers
- 2019: Voluntary SNAP E&T, increased energy around 50% reimbursement
- 2020: Four SNAP E&T 50% providers operating
- 2021: County discontinues operated services, solely utilizing 50% providers

Current program

	50% reimbursement	Participants served	Total providers
FFY18	\$32,030	97	2
FFY19	\$25,429	165	2
FFY20	\$424,866	91	4
FFY21	\$577,925	147	4
FFY22	\$287,945	85	4
FFY23	\$221,638	62	3

Four rights



Potential provider checklist

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 Colleen 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>Guidance on Cost and Reimbursement</p> <p>FNS Employment and Training Toolkit: pp. 46-48</p>

Hennepin County, Department of Workforce Development
 Colleen Dufek, SNAP E&T Program Coordinator
 612-543-5159
 Colleen.Dufek@hennepin.us



<input type="checkbox"/>	Right funds	
	<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"/>	Right capacity	
	<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: pp. 16-24</p>
Your notes and questions		

Contact

Department of Workforce Development
 Colleen Dufek, SNAP E&T Program Coordinator
 612-543-5159
 Colleen.Dufek@hennepin.us

Onboarding philosophy

Guiding Principles for Partnership

- Person-centered
- Equity and access
- Alignment and collaboration
- Innovation and continuous improvement
- Transformative experiences



Onboarding guide

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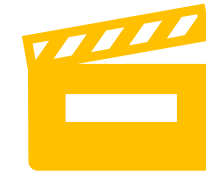
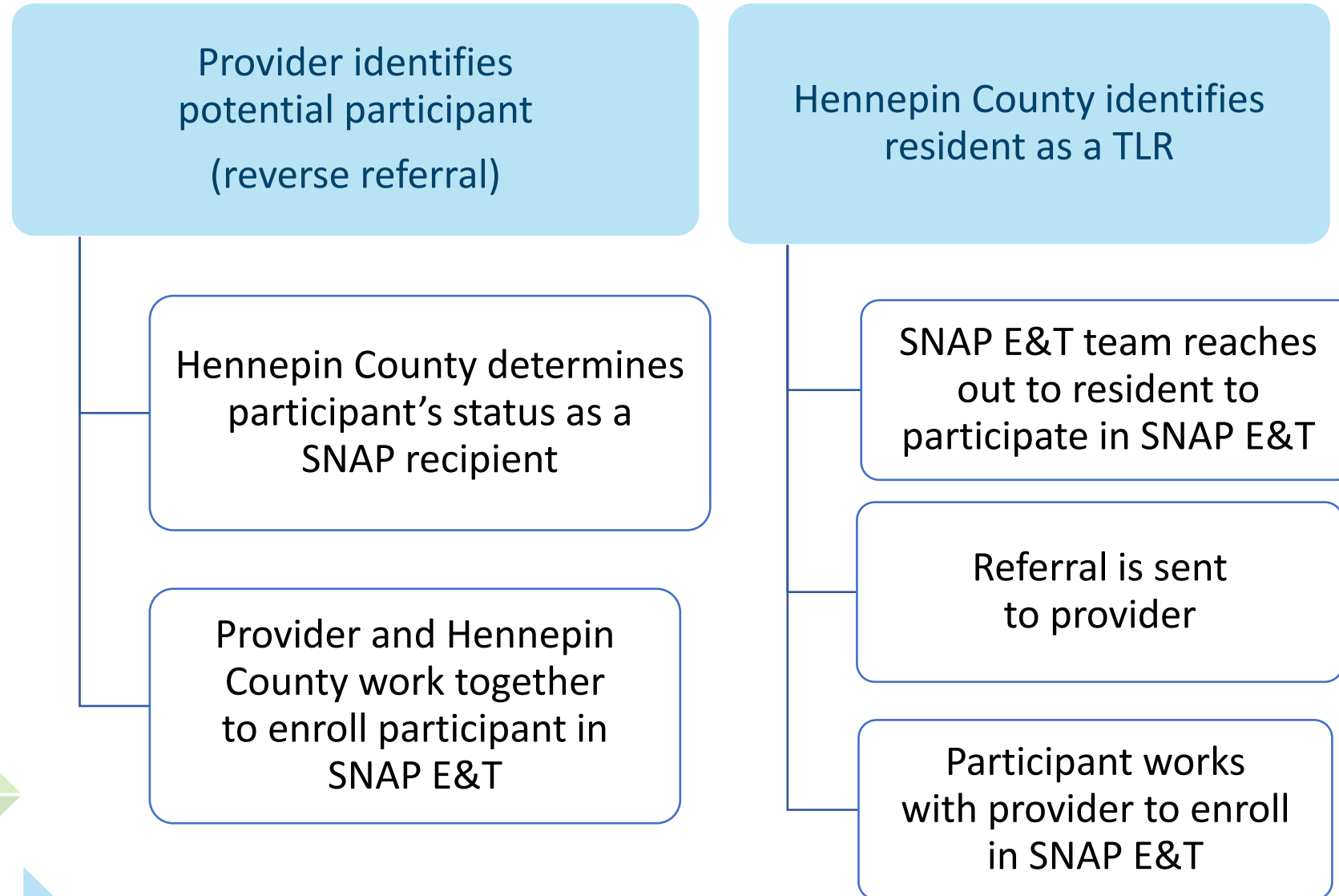
What will you need to add to your guide? What additional sections will you want to include in your onboarding guide?

Welcome

- SNAP E&T team contact info
- County mission and vision
- Definitions: Terms you need to understand
- Systems access



Enrollment



How are you identifying participants for enrollment?

Case management & documentation

Case notes

- At a minimum, add one monthly case note about participant's status in the program, current activities, changes, and whether SNAP has been verified that month. Case notes should contain the date of event, type of contact (in person, over phone, etc.), and purpose of contact (orientation, employment plan meeting, monthly check-in, etc.).
- Examples of case notes:
 - Pepper is receiving job readiness services and enrolled in nursing training program, classes are from 8/1-23-12/20/23, M-TH, 8am-6pm. Counselor met with Pepper and discussed job search activities and training progress. Their SNAP benefit status has been verified as active for this month.
 - Jane is receiving job readiness services and enrolled in IT training program classes from 11/15/23-1/15/24. Their SNAP benefit has been verified as active for this month.



What do you need to include in your sample case note?

Billing

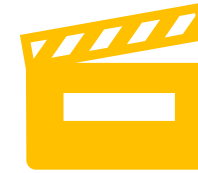
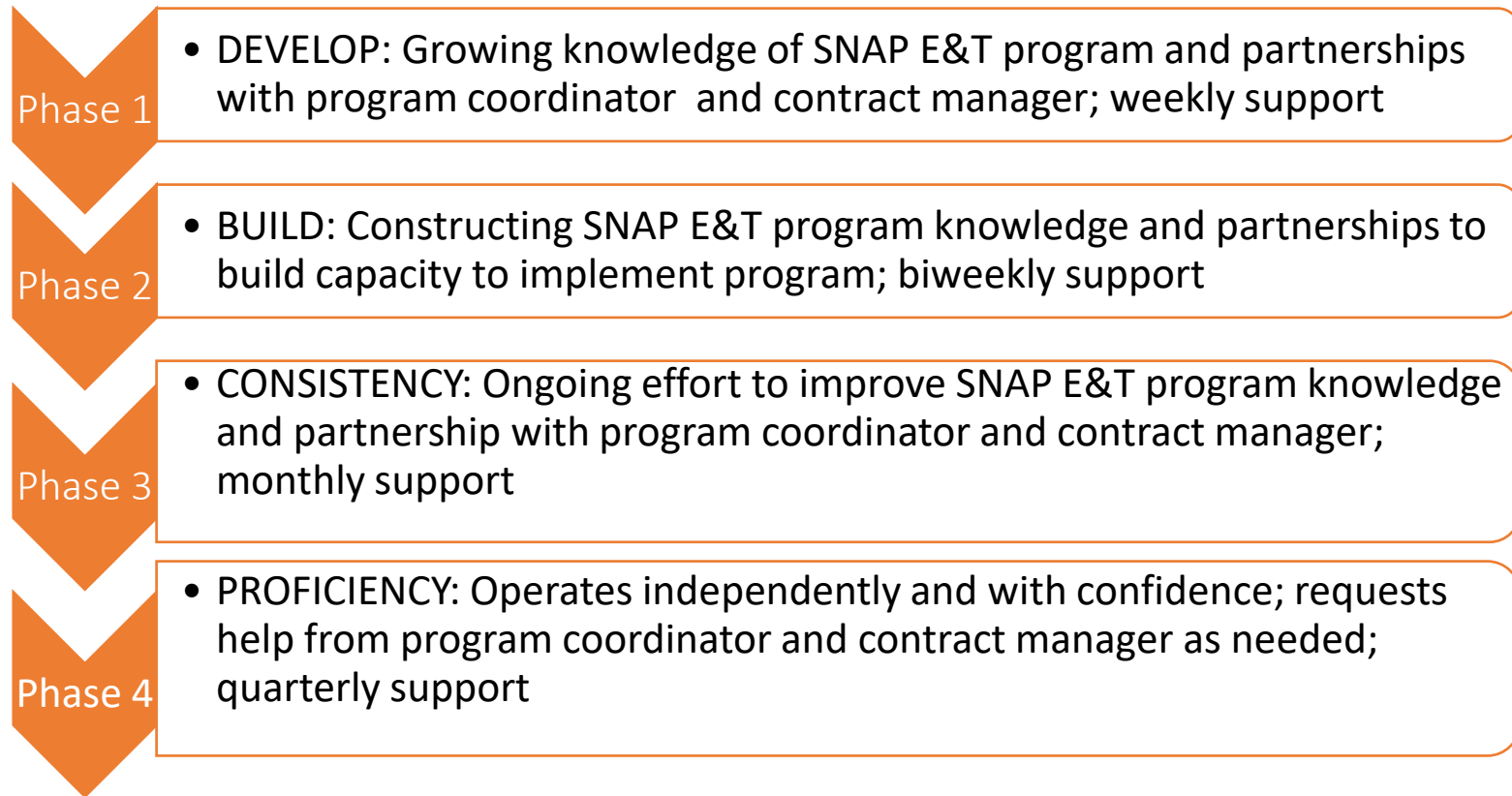


*How will billing work in your organization?
Who do you need to include in the process?*

Vendor Name					
HC Manager Name					
Contract Number					
PO Number					
Program Name	SNAP Employment & Training Services				
Invoice Month:					
Invoice Amount:				\$0	
TOTAL participants receiving services (includes new and current)		X			
Of these total participants, how many are new?		X			
Grant Category	SNAP Eligible Costs	Source of Reimbursement Funding	Previous TOTAL Expenditures Reported	Cumulative Expenditures	Budgeted Amount
Admin Costs* (see "Description of Activities" sheet)					
	\$0.00			\$0.00	
				\$0.00	
TOTAL ADMIN COSTS	\$0.00		\$0.00	\$0.00	
Direct Program Costs					
	\$0.00		\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
TOTAL DIRECT PROGRAM COSTS	\$0.00		\$0.00	\$0.00	
Support Service Costs (see "Description of Activities" sheet)					
Participant Support	\$0.00		\$0.00	\$0.00	
Participant Training	\$0.00		\$0.00	\$0.00	
TOTAL SUPPORT SERVICES COSTS	\$0.00		\$0.00	\$0.00	
TOTAL Eligible SNAP Expenses	\$0.00		\$0.00	\$0.00	\$0.00
* = Admin costs cannot exceed 15% of program costs.					
TOTAL Claim at 50% (reimbursable amount)	\$0.00		\$0	\$0	\$0
<i>I certify that the disbursements made have been recorded in our books of account, and are valid and consistent with our NGLU with Hennepin County.</i>					
Please mail completed invoice to:		Invoice Prepared by:	Signed:		
HENNEPIN COUNTY ACCOUNTS PAYABLE			Title:		
PO BOX 1388					
MINNEAPOLIS, MN 55440-1388 or email at:		Invoice Reviewed by:	Signed:		
DBF.Internet@Hennepin.us			Title:		

Program evaluation

Four phases of review and support



*How do you or will you evaluate providers?
What do you want to share about that during onboarding?*

Resources

- Import websites
- Guiding principles of partnership
- Four phases of review and support
- Potential partner capacity checklist
- Program implementation scoping document
- Instructions for completing required DCYF data practices and security training
- SNAP security access form
- SNAP E&T case management checklist for case file review
- Budget and workplan templates
- Invoice process map



What resources will you need to include?

Implementation plan

Create an individualized onboarding plan for each provider:

- Assess their needs
- Create a schedule for their learning needs
- Determine who needs to attend each session — different topics for different audiences
- Establish a feedback loop to ensure progression towards program knowledge



What is your capacity to effectively onboard your providers?

Action steps

- Determine your capacity
- Establish your philosophy, align with your organization's mission and vision
- Ensure the right people are at the table (i.e. finance, contract management, eligibility)
- Create processes for essential functions (i.e. enrollment, billing, program evaluation)
- Gather and/or create resources
- Start small

Questions

Kari Berg

kari.berg@hennepin.us

Colleen Dufek

colleen.dufek@hennepin.us

Huda Tiba

huda.tiba@hennepin.us



We want to hear from you!

Provide feedback on this session by scanning the QR code and filling out the survey



QR code: <https://www.surveymonkey.com/r/F6HFLHH>