

SNAP Employment and Training State Plan Handbook
Addendum: Agriculture Improvement Act of 2018 Implementation

Background

The Supplemental Nutrition Assistance Program (SNAP) was recently reauthorized as part of the Agriculture Improvement Act of 2018 (the Act), P.L. 115-334, enacted on December 20, 2018. The Food and Nutrition Service (FNS) issued a memorandum on March 6, 2019, regarding the SNAP Employment and Training (E&T) and work provisions in section 4005. This memo places the section 4005 provisions into four categories based on when they are to be implemented or what agency action needs to occur before implementation. The categories are (1) provisions requiring immediate implementation (self-executing); (2) provisions States may implement immediately, but require State Plan approval; (3) provisions requiring rulemaking before implementation; and (4) FNS action only.

This addendum to the SNAP E&T State Plan Handbook for Fiscal Year (FY) 2020 provides instructions for States implementing provisions that require immediate action and those provisions States may implement with State Plan approval.

A. Self-executing provisions – States must implement immediately

1. Consultation with State Workforce Development Boards or Employers

States are required to design their SNAP E&T programs in consultation with the State workforce development board, or, if the State demonstrates that consultation with private employers or employer organizations would be more effective or efficient, with private employers or employer organizations.

States are also required to include in their E&T State Plan the extent to which they are coordinating with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).

State Plan Instructions: All States should respond to the questions provided in the attached template.

2. Mandatory case management

States are required to include case management services in their E&T program. Case management can include such things as comprehensive intake assessments, individualized service plans, progress monitoring, and coordination with service providers. States should be aware that this is a service and is not subject to participation and outcome reporting. States must provide case management to all E&T participants.

In the E&T State Plan, States should specify who has the responsibility for carrying-out case management services; the types of case management services to be provided; and how case management service providers will coordinate with E&T Providers, the State agency and other community resources.

If a State will not have the ability to provide case management services by October 1, 2019, the State should describe in their FY 2020 State plan the actions they have taken and are planning to take to come into compliance, as well as a timeline for completion. FNS will work with the State to ensure timely implementation of case management services.

State Plan Instructions: All States must respond to the questions in the attached template.

Provisions States may implement immediately with State Plan approval

1. Supervised Job Search

States should be aware the Act replaces job search with supervised job search programs as an E&T component. Supervised job search is described as programs occurring at State approved locations, at which the activities of participants shall be directly supervised and the timing and activities of participants tracked in accordance with guidelines issued by the State.

State Plan Instructions: If a State chooses to offer a supervised job search program, they must complete Section E (component detail) of the State Plan for supervised job search and include in the description the guidelines developed by the State to implement supervised job search. At a minimum, the guidelines must identify the State-approved locations and describe how they were selected as State-approved locations, and must specify how the supervised job search program meets the statutory requirements to directly supervise the activities of participants and track the timing and activities of participants.

2. Job Finding Clubs/Job-Skills Assessment/Employability Assessment

States should be aware the Act removes job finding clubs and job skills assessment as allowable activities under the job search training component and adds employability assessment as an allowable activity.

State Plan Instructions: If a State chooses to offer a job search training program that includes employability assessments, they should adhere to the current guidance specified in the E&T State Plan Handbook and complete Section E – Component Details.

3. Job Retention Programs

States should be aware that the Act requires job retention services to be provided for a minimum of 30 days and not more than 90 days.

State Plan Instructions: If a State chooses to offer job retention services, they should adhere to the current guidance specified in the E&T State Plan Handbook and complete Section E - Component details.

4. Apprenticeships

States should be aware that the Act adds apprenticeships as an allowable activity under the work-based learning component. While apprenticeships have been allowable, the Act now specifically cites this as an allowable activity.

State Plan Instructions: If a State chooses to offer apprenticeships under a work-based learning program, they should adhere to the current guidance specified in the E&T State Plan Handbook and complete Section E - Component details.

Addendum - Agriculture Improvement Act of 2018 Implementation
FY 2020 SNAP E&T State Plan Template

Workforce Consultation and Coordination

1. Describe the efforts taken by the State agency to consult with the State workforce development board or with private employers or employer organizations, if appropriate, in designing the State's SNAP E&T program. This description should include whom the State agency consulted.

2. Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).

Case Management Services

Describe how the State agency will provide case management services in the State's E&T program. This description should include:

- the entity (or entities) who will be responsible for carrying-out case management services;
- the types of case management the State agency will provide, such as comprehensive intake assessments, individualized service plans, progress monitoring, and coordination with service providers; and
- how case management service providers will coordinate among E&T Providers, the State agency, and other community resources.

If the State agency is not able to provide case management services in FY 2020, the State agency must describe in their FY 2020 E&T State plan the actions they have taken and are planning to take to come into compliance, as well as a timeline for completion.