

07 SNAP Career Advancement Network (CAN) Program

REVISION 50
(01/01/22 – 12/31/22)

The purpose of employment and training services for NA participants is to help participants gain:

- Skills and find work.
- Self-sufficiency to move forward.
- Independence and reduce dependence on public benefits.

In Arizona, the Department of Economic Security (DES) Division of Employment and Rehabilitation Services (DERS), Workforce Development Administration (WDA) administers employment and training services through third party partners called the SNAP Career Advancement Network, or the SNAP CAN Program.

The SNAP CAN Program is a community-based, federal and state-funded voluntary work program. SNAP CAN participation is available only to NA participants, 16 years of age or older.

Participants who meet either of the following cannot participate in the SNAP CAN Program:

- [Disqualified NA participants](#)
- [NA nonparticipants](#)

FAA Workers must [screen](#) each NA participant to determine when a referral to SNAP CAN is appropriate at all the following:

- New application
- Renewal application
- Change report

FAA5.A Work Registration (WORW) : 07 SNAP Career Advancement Network (CAN) Program through
FAA5.A Work Registration (WORW) : 07 SNAP Career Advancement Network (CAN) Program : E SNAP
CAN Referral Screening

During the interview, complete the following as appropriate:

- Key Y in the REF Y/N field on WORW to refer the participant to SNAP CAN.
- Provide the PI or authorized representative with the [SNAP CAN contact information](#).
- Explain that Eligible NA participants can contact any SNAP CAN provider to request employment and training services.
- Explain when benefits are approved, FAA sends a notice with information about the NA work requirements and SNAP CAN contact information.

Inform the participant of the following:

- They may receive outreach material for job fairs, and employment resources from WDA.
- Participants must contact SNAP CAN providers directly to receive employment and training services.
- SNAP CAN providers can be found on the DES Website under [SNAP CAN](#).

When a participant reports a change in circumstances, the participant's work exemption status could change. See [NA Work Registration](#) for more information.

For more information about employment and training, see the following:

- [SNAP CAN Employment and Training Services and Components](#)
- [SNAP CAN Provider Reimbursements and Allowances](#)

C The SNAP CAN Program Employment and Training Services and Components

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Participation in the SNAP CAN Program is not required to receive NA benefits. SNAP CAN providers have the NA participants complete a

Participant Acknowledgement that states participating in the SNAP CAN Program is voluntary.

The SNAP CAN Program provides services meeting the employment and training needs of NA participants, including all the following:

- A comprehensive initial assessment that collects information to help develop a plan for success, including all the following:
 - Career and education history and goals
 - Skills – interpersonal, critical thinking, and communication
 - Abilities and interests
 - Family obligations
 - Other job-related issues
- An Employment Plan that involves development and execution by the participants and SNAP CAN case managers.
- Case Management helps NA participants navigate and identify barriers and challenges to obtaining and retaining employment. SNAP CAN case managers guide, motivate, and support participants by monitoring their needs and progress.

The SNAP CAN Program provides the following types of employment and training components:

- Supervised job search
 - Identifying employment opportunities
 - Applying for employment
 - Attending job fairs
- Job readiness
 - Career exploration and planning
 - Job search techniques
 - Resume preparation
- Education
 - Adult Basic Education (ABE)
 - English as a Second Language (ESL)
 - High school equivalency (GED)
- Community Service
- Work Experience

- Job retention

D SNAP CAN Provider Determinations

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FAA communicates with the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) by keying **AZTECS**.

The SNAP CAN provider ensures the SNAP CAN participant meets their employment and training goals. When the provider determines that the participant is enrolled in an [Employment and Training component](#) that is no longer suitable for the participant, the provider completes a determination. This process is known as the Provider Determination.

The SNAP CAN provider notifies FAA of the determination using the Provider Determination (FAA-1828A) form. The provider sends the completed form to the FAA Research & Analysis (R&A) Unit within 10 days. The provider uses the form to document all of the following information:

- The reason the SNAP CAN participant is not suitable for the component.
- The information, or documentation that led to the decision, or that supports the decision.
- The recommended next steps for the participant.

NOTE The SNAP CAN provider may enroll the participant in a more suitable component or service within their organization, without notifying FAA.

When the R&A Unit receives the FAA-1828A form, the form along with all of the documentation from the SNAP CAN provider is uploaded to [OnBase\(g\)](#). R&A documents the [case file\(g\)](#) of the participant, with the name of the participant listed on the FAA-1828A form and all of the following information:

- The Provider Determination Form was received.
- The date the Provider Determination Form was received.

When a participant reports a change in circumstances or requests FAA to review the Provider Determination form sooner than the renewal, complete all of the following:

- Determine whether the participant's [NA Work Requirement Exemption](#) needs to be updated.
- [Screen the participant](#) to determine whether a referral to SNAP CAN is appropriate.

When no change is discovered to the NA Work Requirement Exemption or the referral status for the participant, document the case file with all of the following:

- The name of the screened participant
- No change is needed to WORW

E Referrals to SNAP CAN

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When an NA participant states they would like to participate in the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN), determine whether it is appropriate to refer the participant to SNAP CAN. (See [SNAP CAN Referral Screening](#) for more information.)

When a participant is determined appropriate to refer to SNAP CAN, complete all of the following:

- Provide the participant with the contact information for [SNAP CAN](#).
- Inform the participant to contact SNAP CAN for more information.
- Key Y in the REF Y/N field on WORW to refer the participant to SNAP CAN.

F SNAP CAN Provider Reimbursements and Allowances

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All SNAP CAN participants are entitled to a participant allowance. This is a reimbursement for past or future costs incurred by the participant for expenses necessary to program participation.

SNAP CAN providers are responsible for authorizing and paying participant allowances as follows:

- The participant allowance amount is paid for each E&T participation period of four weeks. Allowances are for transportation and non-transportation related expenses.
- The allowances are not countable as income. (See [Reimbursements](#))
- Eligibility for the allowance is determined by the SNAP CAN provider and is based on the type of services available from the SNAP CAN provider.

G SNAP CAN Referral Screening

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All NA participants are screened to determine whether a referral to the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) is made.

To determine when a referral to SNAP CAN is appropriate, complete all of the following:

- Determine which participants are included in the NA benefit (coded IN on SEPA).
- Use the NA Work Registration and SNAP CAN Script (FAA-1786A) to explain the assistance and services offered with SNAP CAN.
- Determine whether a participant in the budgetary unit is appropriate to refer to SNAP CAN based on the participant's statement to the following questions:

Would any of the assistance offered by SNAP CAN help reduce any barriers you have to participating in the program or gaining employment?

Would any of the services offered by SNAP CAN meet your needs now, or in the future?

When a participant in the budgetary unit answers no to either question, they are not appropriate to refer to SNAP CAN. Advise the participant they are not being referred to SNAP CAN and complete all of the following:

- Key N in the REF Y/N field on WORW for the participant.
- Provide the participant with the phone number and URL information to contact ARIZONA@WORK for more information on available work programs.

When a participant in the budgetary unit answers yes to both questions and is age 16 or older, they are appropriate to refer to SNAP CAN. (See Referrals to [SNAP CAN](#) for more information.)

NOTE When the participant is in one of the following programs: CA Jobs, Tribal Native Employment Works (NEW), Tribal TANF Employment Program, or the Refugee Resettlement, they are not referred to SNAP CAN.