08 SNA Employment and Training Voluntary Program (SNA E&T) Overview

REVISION 48
(01/01/20 - 12/31/20)

Effective for benefit month 04/2020 until further notice, see Urgent Bulletin emailed 03/27/2020 regarding work requirements.

The Supplemental Nutrition Assistance Employment and Training (SNA E&T) program is a work program through DERS designed to assist NA participants with the following:

- Promote employment through job search and job readiness.

- Provide the training or education necessary to obtain employment and decrease NA dependency.

The SNA E&T program provides job search and job placement assistance to voluntary NA E&T participants.

Staff must screen each NA participant for NA work requirement exemptions when any of the following occurs:

- Initial interview

- Renewal interview

- Change report

When a participant meets one of the NA work requirement exemptions, key the exemption code in the PAR/EXM field on WORW.

For non-exempt participants key the RR or RA referral code in the PAR/EXM field on WORW. Then AZTECS sends a referral file to the SNA E&T program for the participant. The referral provides information to SNA E&T to help voluntary participants.

All eligible exempt or non-exempt NA participants may choose to participate voluntarily in the SNA E&T program. At the interview, ask the participant who in the budgetary unit would like to voluntarily participate in the SNA E&T program.

For all eligible exempt or non-exempt NA participants, who want to voluntary participate, key the Y indicator in the VOL field on WORW.

Inform the participant of the following:

- They can expect to receive outreach material for job fairs, and employment resources from the SNA E&T program

- Participation with SNA E&T begins once NA benefits are approved

- SNA E&T program contact information

NOTE   For AZTECS, to complete the referral for exempt participants, the Y indicator must be keyed in the VOL field on WORW.

Voluntary participation in the SNA E&T program includes:

- Reporting for SNA E&T interviews.
- Responding to requests from SNA E&T staff for information regarding employment status or availability for work.
- Reporting to an employer when referred by SNA E&T staff.
- Accepting an offer of suitable employment.

When a change in circumstance is reported, and a participant's work exemption status changes see Registered and Referred.

Participants who meet either of the following cannot participate in the SNA E&T program:

- Disqualified NA participants
- NA nonparticipants

Policy and procedures regarding SNA E&T are outlined as follows:

- Informing NA Participants
- FAA/E&T Communications
- Registered and Referred