

## 02 Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN)



This section describes the function and services the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) provides to help NA participants gain employment and training.

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**This policy is effective for all eligibility determinations completed on or after 12/09/2024. For eligibility determinations completed before 12/09/2024 see the [prior policy](#).**

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### Policy

Quick Access Menu:

- [SNAP CAN](#)
- [SNAP CAN Screening and Referral](#)
- [SNAP CAN Reimbursement](#)
- [SNAP CAN Provider Determination](#)

### SNAP CAN

The purpose of employment and training services for NA participants is to help participants gain **all** of the following:

- Job skills and employment.
- Self-sufficiency to move forward.
- Independence and to reduce dependence on public benefits.

In Arizona, the Department of Economic Security (DES), Division of Employment and Rehabilitation Services (DERS), and Workforce Development Administration (WDA) administer employment and training services through third-party providers called the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN).

**All** of the following information applies to SNAP CAN:

- Participation in the SNAP CAN is not required to receive NA benefits.
- SNAP CAN participation is voluntary. SNAP CAN providers have the NA participants complete a Participant Agreement that states participating is voluntary.
- SNAP CAN 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.

## SNAP CAN Screening and Referral

FAA is required to screen each NA participant for a SNAP CAN referral at **all** of the following:

- New NA applications at the time of the interview.
- Renewal NA applications at the time of the interview.
- NA change reports when the change is completed.

NOTE FAA attempts to contact the participant to complete the SNAP CAN screening and referral when a change report causes a participant to no longer be eligible for a work requirement exemption. When the participant cannot be contacted, the screening and referral is completed at the next renewal.

At every interview, FAA is required to explain the services SNAP CAN provides for the employment and training needs of NA participants, including **all** of the following:

- A comprehensive initial assessment that collects information to help develop a plan for success, including **all** of 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 developed by the participants and SNAP CAN case managers.
- Case Management to help NA participants navigate and identify barriers and challenges to obtaining and retaining employment. SNAP CAN case managers guide, motivate, and support participants by monitoring the participant's needs and progress.
- Financial assistance for, and not limited to, **all** of the following:
  - Childcare
  - Tools, uniforms, and safety apparel
  - Books
  - Test fees, and Internet access

At every interview, FAA explains **all** of the following types of employment and training services including, and not limited to **all** of the following:

- 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

- Support to maintain a job

- Vocational Training, to earn a Certification Diploma or Academic Degree in, and not limited to **all** of the following:

Culinary

Cosmetology

Medical Assistant

Forklift

Information Technology

Emergency Medical Technology

Medical Billing & Coding

Construction

Automotive Repair

Welding

### **SNAP CAN Referral**

FAA screens all NA participants for a SNAP CAN referral during the application and interview process. FAA discovers reasons for appropriate referrals on the NA application and case file and in a conversation with the participant about the SNAP CAN training and employment opportunities.

When a participant is in **one** of the following programs, FAA does not refer the participant to SNAP CAN:

- CA Jobs
- Tribal Native Employment Works (NEW)
- Tribal TANF Employment Program

- Refugee Resettlement

NA participants who meet **any** of the following are not eligible to participate in SNAP CAN:

- Disqualified NA participants. (See [Disqualified Participants](#) to see who is considered disqualified from benefits and the reasons why.)
- NA nonparticipants unless the person is receiving NA in another case.

For NA participants who meet **one or more** of the following circumstances, a referral to voluntarily participate in SNAP CAN is appropriate:

- Is a Work registrant.
- Exempt from the NA work requirements
- Subject to the ABAWD time limit
- Exempt from the ABAWD time limit

FAA completes an appropriate SNAP CAN referral for voluntary participation in employment and training components when an NA participant meets **one or more** of the following circumstances:

- Ready and able to work.
- Unemployed or underemployed.
- Needs to enhance skills to secure unsubsidized employment.
- Interested in participating in a SNAP CAN employment and training component.
- Could use support to obtain employment.
- Needs work experience.
- Has not completed high school.
- Has limited English Proficiency
- Needs vocational training.

FAA informs NA participants during the screening process that an appropriate referral to voluntarily participate in SNAP CAN is made unless a participant objects to the referral.

During the interview, FAA provides **all** of the following information to the participant:

- The SNAP CAN provider network website. (See <https://des.az.gov/snapcan-training>)
- Once determined eligible for benefits, NA participants can contact any SNAP CAN provider to request employment and training services.

NOTE FAA can assist the participant in locating a SNAP CAN provider near the participant. See [Find a SNAP CAN Provider](#) for a complete list of SNAP CAN providers and contact information.

- DERS and WDA may send the participant outreach material for job fairs and employment resources.
- To receive employment and training services, a participant needs to contact a SNAP CAN provider.
- A participant can find SNAP CAN providers on the DES Website. See [Becoming a SNAP CAN Participant](#) for complete information, a list of SNAP CAN providers, locations, and contact information.
- A referral for SNAP CAN participation is required before participation can begin.

For all NA participants not referred to SNAP CAN, FAA provides contact information to [ARIZONA@WORK](#), an employment organization offering resources and services to job seekers. For more information, see the [ARIZONA@WORK](#) website for contact information.

When the participant objects and a referral is not completed, the participant can change their mind after the interview by contacting FAA and speaking with an FAA Benefits Eligibility Specialist to complete a referral to voluntarily participate in SNAP CAN.

An NA participant can voluntarily participate in a SNAP CAN employment and training component anytime while receiving NA benefits. FAA has to complete a referral before an NA participant can receive employment and training services from SNAP CAN. When a participant or SNAP CAN provider contacts FAA for a referral to participate in SNAP CAN, the participant is considered an appropriate referral. FAA completes the SNAP CAN referral within one [workday\(g\)](#).

### **SNAP CAN Reimbursements**

All SNAP CAN participants are entitled to a participant allowance. A reimbursement can be for past or future costs incurred by the participant for expenses necessary to participate in SNAP CAN.

SNAP CAN providers are responsible for authorizing and paying participant allowances based on **all** of the following:

- Allowances are for transportation and other expenses.
- The allowance amount is paid for each employment and training participation period of four weeks.
- SNAP CAN providers determine eligibility for the allowance based on the type of services available from the SNAP CAN provider.

NOTE The allowances are not countable as income for NA eligibility.

### **SNAP CAN Provider Determination**

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 a Provider Determination.

The SNAP CAN provider notifies FAA of the provider determination. The provider sends a completed form to FAA within 10 [calendar days\(g\)](#). 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 a participant reports a change in circumstances or requests FAA to review the Provider Determination form sooner than the next renewal interview, FAA completes **all** of the following:

- Determines whether the participant's NA Work Requirement Exemption needs to be updated.
- Screens the participant to determine whether a referral to SNAP CAN is appropriate.

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## Procedures

### SNAP CAN Screening and Referral

Screen all NA participants to determine whether a referral to the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) is appropriate.

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

- Determine which participants are included in the NA benefits, coded IN on SEPA.

**NOTE** Only refer NA participants to SNAP CAN.

- Use the SNAP CAN Script (FAA-1878A) to explain the assistance and services offered with SNAP CAN.
- When a participant does not object to a referral to SNAP CAN complete the SNAP CAN referral. See [SNAP CAN Referral](#) for more information on referrals.

When the participant is in **one** of the following programs, the participant is not referred to SNAP CAN:

- CA Jobs
- Tribal Native Employment Works (NEW)
- Tribal TANF Employment Program
- Refugee Resettlement Program

When an NA participant in the budgetary unit is age 16 or older, and meets the referral criteria, the participant is an appropriate referral to SNAP CAN, complete **all** of the following:

- Provide the participant with the contact information for SNAP CAN.
- Inform the participant to contact a SNAP CAN provider for more information.

When an NA participant was not referred to SNAP CAN during the interview, they can decide to participate in SNAP CAN at any time during their approval period. When a participant or a SNAP CAN provider contacts FAA requesting a referral, FAA completes the SNAP CAN referral during the participant or SNAP CAN Provider contact. No further information is needed.

### **SNAP CAN Provider Determination**

When the R&A Unit receives a Provider Determination (FAA-1828A) form from a SNAP CAN provider, the FAA-1828A and all documentation are uploaded to [OnBase\(g\)](#). R&A documents the [case file\(g\)](#) of the participant, listed on the FAA-1828A, with **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 next renewal, FAA completes **all** of the following:

- Determines whether the participant's NA Work Requirement Exemption needs to be updated.
- Determines whether the participant's ABAWD Exemption needs to be updated.
- Screens the participant to determine whether a referral to SNAP CAN is appropriate.

When a Provider Determination Form is received for an ABAWD participant, FAA completes **all** of the following:

- Determines whether the participant's NA Work Requirement Exemption needs to be updated.
- Determines whether the participant's ABAWD Exemption needs to be updated.
- When the participant does not meet any other exemption or the ABAWD work requirement, sends the ABAWD Time Limit (F035) Notice to explain **all** of the following to the budgetary unit:

For whom the ABAWD time limit applies.

The ABAWD exemptions and work requirements.

The next month of NA benefits will count toward the ABAWD time limit, unless the participant meets an exemption or the ABAWD work requirement.

Participants subject to ABAWD time limits may meet the work requirement by participating in other available work programs through ARIZONA@WORK.

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

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## AZTECS Procedures

### NA Work Requirements

At each NA interview, complete **all** of the following:

- Determine which participants are included in the NA benefit (with the IN Participation Code on SEPA).
- Key Y in the REF Y/N field on WORW when a participant is referred to SNAP CAN.
- Key N in the REF field on WORW when a participant objects to being referred to SNAP CAN. See [SNAP CAN Screening and Referral](#) on how to complete screening for a SNAP CAN referral.

**NOTE** For a reported change, when a participant is not available for screening a referral to SNAP CAN would not be made until renewal or the next application.

- Evaluate NA participants to determine who is exempt from NA Work Requirements. (See [Keying NA Work Requirement Exemptions](#))
- Key the correct Work Requirement Exemption Code in the PAR/EXEM field on WORW for each NA participant keyed with the IN Participation Coded on SEPA.
- Key the WR Work Registration Code in the PAR/EXM field on WORW for all non-exempt participants. Including work registrants who are not subject to the ABAWD time limit.
- Key Y in the REF field when the WR Work Registration Code is keyed in the PAR/EXM field.
- Key the RA Work Registration Code in the PAR/EXM field on WORW for participants who are subject to the ABAWD time limit.
- Key Y in the REF field for all other work registration exemptions codes when a participant agrees to a referral to SNAP CAN.
- Key N in the REF field when a participant objects to a referral to SNAP CAN.

When NA benefits are approved, ensure the NA Work Requirements (X640) notice is sent. The WR Work Registration Code must be entered in the PAR/EXEM field on WORW for AZTECS to send the X640 notice.



**NOTE** When AZTECS does not send the X640 notice, send the NA Work Requirements (F040) notice.

A participant not referred to SNAP CAN during the interview can decide to participate in SNAP CAN services at any time during their approval period. When a participant requests a SNAP CAN referral after the interview and during the approval period, complete **all** of the following:

- Access the participant's AZTECS case in the current system month.
- Next to WORW.
- Change the REF field to Y.
- Press ENTER to HOSU
- Next to FSBH to ensure benefits are still authorized. When necessary, authorize NA benefits on FSAD.
- Delete any notices generated on NORE.

**NOTE** No further information is needed to complete a SNAP CAN referral during an approval period.

When a reported change results in a participant losing their NA Work Requirement exemption, complete **all** of the following:

- Determine whether the participant meets another work requirement exemption.
- Update WORW with the new exemption code.
- Document the case file with the new exemption.
- When the participant does not meet a work requirement exemption, the participant is a [work registrant\(g\)](#).
- Document the [case file\(g\)](#) that the participant is nonexempt from the work requirements and is registered for work.
- Attempt to contact the participant to complete the SNAP CAN screening and referral. Do not pend NA benefits for SNAP CAN Screening and Referral when a participant cannot be reached. Key N in the REF Y/N field on WORW.

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### Legal Authorities

7 CFR 273.7(c)(iii)(4) and (5)

7 CFR 273.7

7 CFR 273.7(c)(6)(iii)

7 CFR 273.7(c)(i)(ii) and (iii)

7 CFR 273.7(c)(iii)(2)

[Prior Policy](#)

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