

## 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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### Policy

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### 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 partners called the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN).

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.

Participation in the SNAP CAN 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 is voluntary.

SNAP CAN 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** 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 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.

SNAP CAN provides **all** of 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

### **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
- Renewal NA application
- NA change reports

NOTE FAA attempts to contact the participant when a change report is received by mail, fax, or drop off in order to complete the SNAP CAN screening and referral, when a participant becomes a [work registrant\(g\)](#).

FAA screens all NA participants to determine whether a referral to SNAP CAN is appropriate. To determine when a referral to SNAP CAN is appropriate, FAA completes

**all** of the following at the interview or when a change report is received:

- Determines which participants are included in the NA benefits calculation.
- Explains the assistance and services offered by SNAP CAN.

To determine whether a participant is appropriate to refer to SNAP CAN is based on the participant's statement to **all** of the following questions:

- Would any of the assistance offered by SNAP CAN help to reduce any barriers you have to participate 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. FAA advises the participant that a referral is not made to SNAP CAN and provides the participant with information about the Arizona at Work website. For more information about Arizona at Work, see the [ARIZONA@WORK](#) website.

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.

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

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

During the interview, FAA completes **all** of the following, as appropriate:

- Provides the PI or authorized representative with the SNAP CAN contact.
- Explains that eligible NA participants can contact any SNAP CAN provider to request employment and training services.
- Explains that FAA sends a notice with information about the NA Work Requirements and SNAP CAN contact information when benefits are approved.

FAA informs the participant of **all** the following at each interview:

- DERS and WDA may send the participant outreach material for job fairs and employment resources.
- To receive employment and training services, a participant has 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.

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\(g\)](#).

NA participants who meet **any** of the following cannot 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.

### **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

All NA participants are screened 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 NA participants are referred by FAA to SNAP CAN.
- 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 **all** of 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 yes to both questions and is age 16 or older, 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 a participant in the budgetary unit answers no to either question, they are not an appropriate referral to SNAP CAN. Advise the participant they are not being referred to SNAP CAN.

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

An NA participant not referred to SNAP CAN during the interview 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

## 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 referral to SNAP CAN is not appropriate for a participant. 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. To ensure the NA Work Requirements (X640) notice is sent, the WR Work Registration Code must be entered in the PAR/EXEM field on WORW.

NOTE When the X640 notice is not sent, send the NA Work Requirements (F040) notice.

A participant not referred to SNAP CAN during the interview can decide to participate in SNAP CAN E&T 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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