IDAHO
DEPARTMENT OF LABOR
C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

**WIAB 11-09**

**DATE:** April 30, 2010

**TO:** All WIA Subrecipients

**FROM:** Dwight A. Johnson, Administrator, Employment and Training

**SUBJECT:** TEN 35-09: Connecting One-Stop Career Center Customers to the Supplemental Nutrition Assistance Program

The attached Training and Employment Notice (TEN) was released recently by the U.S. Department of Labor and provides information about the Supplemental Nutrition Assistance Program (SNAP). SNAP is the new federal name for the nation's Food Stamp Program.

This TEN describes opportunities for One-Stop Career Centers to inform customers of the resources available through SNAP. Additionally, it provides examples of ways in which One-Stops can help connect customers to SNAP, which is an entitlement program.

Here's the link to Idaho Health and Welfare's SNAP/Food Stamp Program. It may also be found on the Department's homepage:

http://healthandwelfare.idaho.gov/FoodCashAssistance/FoodStamps/tabid/90/Default.aspx

If you have questions, please contact your regional liaison.

| TRAINING AND EMPLOYMENT NOTICE | NO. 35-09 |
|---|---|
| | DATE March 18, 2009 |

**TO:** STATE WORKFORCE AGENCIES
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE INVESTMENT BOARD DIRECTORS
ONE STOP CAREER CENTER MANAGERS

**FROM:** JANE OATES /s/
Assistant Secretary

**SUBJECT:** Connecting One-Stop Career Center customers to the Supplemental Nutrition Assistance Program.

1. **Purpose.** This training and employment notice provides information about the Supplemental Nutrition Assistance Program (SNAP) and describes opportunities for One-Stop Career Centers to inform customers of the resources available through SNAP. The Department of Labor's Employment and Training Administration (ETA) and the United States Department of Agriculture (USDA) Food and Nutrition Service are working to ensure that the nation's unemployed and under-employed workers are aware of the full range of income assistance available to them and their families during this difficult economic period.

2. **Background.** Federal and state governments provide income support programs to help families make ends meet when they are unemployed, or when earnings from work are not sufficient to meet their needs. While many individuals are aware of income support programs such as Unemployment Insurance, Medicaid, and Temporary Assistance for Needy Families (TANF), many unemployed or under-employed workers may not know about other forms of assistance, such as SNAP. SNAP helps low-income people and families buy the food they need for good health.

   USDA has committed to assuring that all eligible people have access to the nutrition benefits of SNAP. To assist in this effort, ETA strongly encourages the public workforce system to include SNAP information as part of the work supports that are offered to customers at the One-Stop Careers Centers.

3. **SNAP Eligibility Criteria and the Application Process.** SNAP is an entitlement program and is, therefore, available to anyone who meets the eligibility criteria. Eligibility determinations are based on individual and family resources, income, and the number of people in the household. Both unemployed and under-employed people may be eligible for SNAP.

- ***Resources:*** Households may have no more than $2,000 in countable resources, such as a bank account, or $3000 in countable resources if at least one person is age 60 or older, or is disabled. Resources such as a home and most retirement (pension) plans are not included in the calculation. Also, the resources of people who receive Supplemental Security Income (SSI) and TANF are not included in the calculation.
- ***Income:*** Households cannot exceed certain income limits, unless all members are receiving TANF and/or SSI. Most households must meet both the gross and net income tests, but there are exceptions for households with an elderly person or a person who is receiving certain types of disability payments. Unemployment Insurance benefits are included in the calculation of a household's income.
- ***Additional Requirements:*** Most able-bodied adult applicants must meet certain work requirements. Providing information, such as Social Security Numbers (SSNs) for household members, is voluntary. However, failure to provide an SSN for an individual will result in the denial of SNAP benefits to that individual.

Individuals may use the web-based SNAP Pre-Screening Tool to determine if their household meets the resources and income eligibility criteria. The SNAP Pre-Screening tool is not an online application; individuals still have to contact their local SNAP office to complete the application process. This tool is located at http://www.snap-step1.usda.gov/fns/.

Although SNAP is a national program, it is administered by states through local offices and each state has its own application form. USDA provides a national map of state SNAP applications and local offices, as well as a State Applications page with links to each state's SNAP application. Please see the resource section below for links to this information. Interested individuals can download an application form, or pick one up in person. Applications can be submitted by mail or in person. Some states allow applications to be faxed to a local office. Twenty-five states allow applicants to apply for benefits online. Once the application form is submitted, applicants must schedule an in-person or telephone interview with a SNAP worker to complete the application process.

4. **Role for One-Stop Career Centers.** Food assistance is one more valuable resource to support unemployed or under-employed individuals during this difficult economic period. Because One-Stop Career Centers serve many customers who may also qualify for SNAP, we encourage One-Stops to help customers learn about the program and begin the application process. Since the One-Stop Career Centers serve millions of people each year, people who would otherwise not apply for SNAP may be able to access this valuable assistance. Examples of ways in which One-Stops can help connect customers to SNAP include:
   - Reaching out to the local SNAP offices to learn more about eligibility requirements and the application process.
   - Providing information about SNAP's eligibility requirements and the application process to customers at the One-Stop who may be eligible, including keeping copies of SNAP applications on hand in the One-Stop Career Center and maintaining a list of contact information for local SNAP offices.
   - Establishing a referral process to ensure that customers are able to quickly begin the SNAP application process. While some One-Stops may already have this relationship in

place, renewing or establishing coordination with local SNAP offices will improve the referral process and, ultimately, enhance the services available to One-Stop customers.

- Providing computer access to the SNAP Pre-Screening Tool located at www.snap-step1.usda.gov/.

To help One-Stop customers learn about SNAP, we encourage the One-Stop managers to access SNAP's free outreach materials at http://www.fns.usda.gov/snap/outreach/tool-kits_partners.htm. These materials include posters, brochures, and flyers (many of which are available in Spanish) and can be posted in the One-Stop Career Centers and included in orientation packets.

5. **Additional Resources.** The following resources provide additional information about accessing SNAP benefits.

   - State Information/Hotline Numbers are located at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.

   - SNAP Local Office Locator can be accessed at http://www.fns.usda.gov/snap/outreach/map.htm.

   - SNAP application procedures and links to state online applications are located at http://www.fns.usda.gov/snap/applicant_recipients/apply.htm.

   - SNAP Pre-Screening Tool is located at www.snap-step1.usda.gov/.

   - SNAP eligibility requirements are located at http://www.fns.usda.gov/snap/applicant_recipients/eligibility.htm.

   - SNAP Community Partner Outreach Tools can be accessed at: http://www.fns.usda.gov/snap/outreach/tool-kits_partners.htm.

   - General SNAP outreach materials can be accessed at http://foodstamp.ntis.gov/.

6. **Action Requested.** One-Stop Career Centers are encouraged to strengthen relationships with state and local SNAP offices and establish systems and processes that help connect customers to the SNAP program.

7. **Inquires.** Inquires should be directed to the appropriate regional office.