



# SNAP E&T Provider Readiness Roadmap for Higher Education Institutions

**Part 1**

## How to Use This Guide

This guide is the first in a three-part series designed to help community colleges better understand their alignment and readiness to become third party providers in the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program.

The following steps are outlined sequentially. It is likely that perhaps you will not follow them in order, or that you may already have made determinations for specific areas of alignment.

### Key Takeaways

- Determine if SNAP E&T is a good fit for your college or college system and where, within your college, your SNAP E&T program should reside.
- Propose that program leadership pursue a SNAP E&T partnership by indicating the potential for revenue generation and increased capacity to enhance services and employment outcomes for students.
- Develop a framework for a SNAP E&T proposal by showing your SNAP agency how your college is prepared and aligned with the state's SNAP E&T priorities.
- Identify capacity or staffing gaps that, with minor adjustments, can be filled in preparation to be a SNAP E&T partner.



# Internal Alignment: Program Feasibility

The following steps allow you to consider your college's alignment with the four key SNAP E&T provider elements: funds, capacity, participants, and services.

## **FUNDS** Can you identify internal, state, or other local and private funding sources that can be used to draw down 50 percent reimbursement?

### *HOW CAN YOU DETERMINE THIS?*

Assessing your available eligible funding requires a process to analyze program budgets to identify qualifying revenue that supports staffing, services, and tuition and fees for students with low income. This [funding assessment guide](#) might help guide the process of estimating your available funding and potential 50 percent reimbursement. **NOTE:** It is important colleges consider that their federal funding sources must not be replaced or supplanted with SNAP E&T funds; if Pell or other federal sources are available for a student, those funds must be utilized. However, SNAP E&T can be used as a bridge to those other funding sources if Free Application for Federal Student Aid (FAFSA®) applications are still pending, or to support additional services not covered by those funding sources.

### *KEY STAFF TO CONSULT:*

- **Workforce program leadership** or the staff involved in developing program budgets
- **Institutional foundation office** to help identify internal funds and other philanthropic avenues
- **Grants office fiscal staff, financial aid department staff, or other fiscal staff** to help confirm that revenue funds are nonfederal in origin and not being used to match another federal grant

## **CAPACITY** How can you best integrate the needed programmatic and administrative functions associated with SNAP E&T? As colleges generally track student participation, your college will need to assess key administrative processes in both the credit and noncredit areas in order to incorporate eligibility verification, monthly SNAP E&T component activity, employment outcomes, and other SNAP E&T-related data.

### *HOW CAN YOU DETERMINE THIS?*

Consider where student advisors, program staff, and other administrative staff might have capacity to handle the additional work associated with SNAP E&T.

Consider also, where community partnerships might present opportunities for SNAP E&T co-enrollment and/or potentially fill gaps, including outreach, tracking employment outcomes, offering job retention support, or providing needed support services that are not available on campus.

This checklist outlines [key data fields](#) for your programmatic data system as well as your fiscal tracking system that you will need to add for SNAP E&T.

### *KEY STAFF TO CONSULT:*

- **Workforce program leadership**
- **Workforce program coordinators**
- **Faculty advisor leads**
- **Student counselor Leads**
- **Administrative staff responsible for data collection and reporting**
- **Fiscal and financial aid staff**

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<b>PARTICIPANTS</b>	<b>Does your program currently serve people who meet the eligibility criteria for SNAP E&amp;T participation? Are your services aligned to meet their needs and address their employment barriers? Does your college have the mechanisms to engage eligible students in order to establish an enrollment pipeline?</b>
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*HOW CAN YOU DETERMINE THIS?*

**Assessing SNAP and SNAP E&T eligibility:** Many college students are likely to qualify for SNAP and SNAP E&T. Find out if your college has a way to identify SNAP-eligible students and if there is a way to help these students enroll in SNAP. This may be an area where colleges need to establish new strategies and processes. Colleges can start with an analysis of students who qualify for financial aid, using eligibility for financial aid as an indicator of SNAP income eligibility.

Also consider whether your college has programs on campus, or through community partnerships, that support students with low income—food pantries or other services that conduct SNAP outreach—or that support specific student populations such as homeless, re-entry, or foster youth.

*KEY STAFF TO CONSULT:*

- **Program leadership** with access to student data
- **Support service staff** with knowledge of specific student needs
- **Noncredit program administration** that can provide student data

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**SERVICES****Community Colleges are a natural fit for offering E&T services.**

*HOW CAN YOU DETERMINE THIS?*

Identify the types of workforce and technical education programs offered by your college. Determine if your college offers Adult Basic Education or Workforce Development training integrated with Basic Education. Are there opportunities within your workforce programs to connect students with additional support services to help them succeed?

*KEY STAFF TO CONSULT:*

- **Workforce Leadership** in charge of program design
- **Financial Aid staff** able to determine student eligibility



## External Alignment: Understanding State/County SNAP E&T Program

### Explore the opportunity in your state/county:

- **Determine if the state/county is currently contracting with third-party partners, including other colleges.**
  - **Understand what SNAP E&T components the state currently offers in its SNAP E&T program**
- **Determine if the state or county is planning to onboard new partners in the near future.**
- **Understand the types of partnerships the state or county is currently pursuing, if they are prioritizing specific populations, or focusing on specific regions within the state or county. Determine also, if the state or county already partners with colleges and whether those colleges operate under a SNAP E&T intermediary such as a college board or lead college.**

#### HOW CAN YOU DETERMINE THIS?

For all the following steps, key college leadership staff should be involved since there will be a need to communicate strategic priorities for your college and to make decisions for moving forward.

#### Meet with your SNAP E&T Agency

Connect with SNAP E&T administering agency with a high-level agenda outlining the role you wish to play in SNAP E&T. The goal of this initial meeting is to gain a better understanding of your state or county's SNAP E&T program and for key representatives from the SNAP E&T program to better understand your college's programs and your intent to become a SNAP E&T partner. This conversation is also an ideal opportunity to get buy-in from the SNAP E&T agency to move forward by involving them in your planning process. In addition, if this information is not already shared, you can inquire about their provider selection process (e.g., do they require an RFP, how often do they take proposals).

#### Review state or county annual SNAP E&T plan

At a high level, the state plan shares anticipated vision, planned growth, current partners, and components offered for the current federal fiscal year (FFY) that runs from October to September. State plans are helpful but can often be somewhat difficult to decipher given that they are written in formats required by the USDA to communicate programmatic requirements and elements specific to USDA FNS policy. While this can be a helpful step, it does not replace connecting with the SNAP agency to determine possible opportunities.

#### Connect with the FNS regional analyst that supports your state

The FNS regional analyst's role is to increase SNAP E&T participation, to enhance workforce partnerships in the state, to promote SNAP E&T program expansion, and to provide guidance to state agencies on SNAP E&T reporting measures and performance. State or county SNAP agencies should always be your first point of contact when exploring local SNAP E&T opportunities; if you are unsure who to contact, the [FNS Regional Analyst](#) can be helpful in making the right local connections.