

## Attachment (1)

### Description of Employment and Training Components

The SNAP E&T service goals are met through a blend of employment and training components which may include but are not limited to the following:

1. **Supervised Job Search:** A component that requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or within a group setting. Job search components should entail approximately 12 contacts with employers per month for two months.
2. **Job Search Training:** A component that strives to enhance the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. The component may consist of job skills assessments, job placement services, or other direct training or support activities. Other activities may include resume writing workshops and learning how to use online job search tools. The job search training component may combine job search activities with other training and support activities.
3. **Work Experience:** A work component designed to improve the employability of participants through actual work experience and/or training and to enable them to move into regular employment. Work experience assignments may not replace the employment of a regularly employed individual, and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. It is permissible to place E&T participants in work experience positions with private sector entities. However, households that include work experience participants must not be required to work more hours monthly than the total obtained by dividing the household's monthly SNAP allotment by the higher of the applicable Federal or State minimum wage. Depending on the amount of the household's monthly SNAP allotment, individual work component participants can be required to work up to 30 hours per week, and the individual's total hours of participation in both work and non-work components is limited to 120 hours per month. Regardless of whether an individual is a mandatory or voluntary participant, labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Work experience may include activities such as on-the-job training, pre-apprenticeship or apprenticeship placements. Providers may consider the following criteria in developing components. For example:

- a. **On-the-job training:** A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan (20 CFR 680.700).
  - b. **Pre-Apprenticeship/Apprenticeship:** A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. Pre-Apprenticeship programs provide individuals with the basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.
  - c. **Internship or Work Experience:** a planned, structured learning experience that takes place in a workplace for a limited period of time (20 CFR 680.180).
4. **Educational Programs:** Programs or activities that improve basic skills or otherwise improve employability by expanding job search abilities. Only educational components that establish a direct link to job-readiness will be approved, although programs that involve articulated career pathways or stackable credentials that ultimately lead to employment are encouraged and allowed. Federal E&T funds cannot take the place of nonfederal (i.e., State, local) funds for existing educational services. Federal financial participation for operating education components may be authorized only for costs that exceed the normal cost of services provided to persons not participating in E&T.

**Allowable educational programs may include:**

- a. **Basic and Foundational Skills Instruction (includes High School Equivalency):** Programs that offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED, HiSET, or other).
- b. **Career/Technical Education Programs or Other Vocational Training:** Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further

education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials.

- c. **English Language Acquisition:** A component designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.
  - d. **Integrated Education and Training (IET)/Bridge Programs:** Programs that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or group of occupations for the purpose of educational and career advancement.
5. **Work Readiness Training:** Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.
  6. **Self-Employment Training:** A component that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture.
  7. **Job Retention:** Services provided to E&T participants who have secured employment after participating in another E&T component. This component is meant to help achieve satisfactory program outcomes, retain employment, or to increase earnings over time. Such services and reimbursable participant costs will include mandatory case management and may include but are not limited to:
    - Life skill classes;
    - Referrals to other services;
    - Dependent care assistance;
    - Transportation assistance
    - Clothing required for the job;
    - Equipment or tools required for the job;
    - Test fees;
    - Union dues; and
    - Licensing and bonding fees.

Job retention services may be provided to individuals who have secured employment and are no longer participating in another E&T component for up to 90 days even if the individual is no longer participating in SNAP. Only individuals who have received other employment and/or training services under the E&T program are eligible for job retention services.

**NOTE:** At a minimum, education, vocational training or job search components should be structured to equate to a minimum of approximately 12 hours of participation by the client monthly for a minimum of 2 months.

