

**Operations Memorandum
Employment & Training
OPS101102**

November 24, 2010

SUBJECT: Reaching the Limit of SNAP Participants at EARN
TO: Executive Directors
FROM: Lourdes R. Padilla, Acting Director, Bureau of Operations

Purpose

To advise CAOs of the procedure to follow when their WIA has reached the 5% limit of SNAP participants.

Background

[OPS100302](#) directed CAOs to refer unemployed SNAP-only recipients who are in no other allowable component and who are requesting a car purchase or repair to EARN to participate allowable SNAP activities. This influx of SNAP-only participants has placed some WIAs in excess of the 5% limit of total participants.

Discussion

The policy below is being established in order to deal with the increase in SNAP-only referrals to EARN.

- As long as the WIA remains under the 5% limit of SNAP-only participants to the total enrolled, CAOs will continue to follow the direction in OPS100302 and refer unemployed SNAP-only recipients who are in no other allowable component and who are requesting a car purchase or repair to EARN to participate in the 60-day job search and other allowable SNAP activities.
- When the 5% limit is reached, OPS 100302 policy is suspended. CAOs will not refer clients to EARN but will instead create a waiting list of SNAP-only participants who maintain an interest in eventually being referred to EARN. Unemployed SNAP-only recipients who are not participating and request a car purchase or repair, may volunteer to participate in any allowable SNAP employment and training activity and complete and sign and EDP (1531). The self-directed job search could be considered an option as an allowable activity for the SNAP-only unemployed client.
- CAOs will continue to approve the least costly, most practical SPALS when required to enable participation in an approved activity.

Currently the 5% limits by WIA region break out as shown below:

- **Meets or Exceeds the 5% Limit**

Central WIA 7.14%	Philadelphia 7.98%
Chester County WIA 8.33%	PIC of Lehigh Valley 8.38%
Luzerne/Schuylkill WIA 7.05%	PIC of Westmoreland/Fayette 12.44%
Montgomery County WIA 5.71%	Southern Alleghenies WIA 16.79%
North Central WIA 17.78%	Southwest Corner WIA 12.70%
Tri-County WIA 21.14%	Northwest WIA (St Benedict Education Center) 7.71%
Northern Tier WIA 11.85%	

➤ **Under the 5% Limit**

Allegheny County WIA 3.36%	Lancaster County WIA 2.95%
Berks County WIA 4.57%	Pittsburgh WIA 2.23%
Bucks County WIA 1.44%	Pocono Counties WIA 1.18%
Delaware County WIA .81%	South Central WIA 4.32%
Lackawanna County WIA 4.27%	West Central WIA 4.64%

LMCs in WIAs that have not yet reached the 5% limit must closely monitor the numbers of SNAP-only participants and revert to the procedure described as soon the 5% limit as been reached.

Next Steps

1. Review this information with CAO staff.
2. LMCs will monitor the number of SNAP-only EARN participants and follow the appropriate procedure based on the 5% limit, including the CAO keeping a waiting list.
3. Direct any questions to the Bureau of Employment and Training Programs at 717-787-1302.