DATE: **July 15, 2020**

OPERATIONS MEMORANDUM #20-07-04

SUBJECT: Referral of Supplemental Nutritional Assistance Program (SNAP) Employment and Training (E&T) participants to the Employment, Advancement, and Retention Network (EARN) Program

TO: Executive Directors

FROM: Inez Titus
Director
Bureau of Operations

PURPOSE

The purpose of this memo is to inform County Assistance Offices (CAOs) of the discontinuation of referrals of SNAP-only participants to the Work Ready program, and the introduction of referrals of SNAP-only participants to the SNAP EARN program.

BACKGROUND

Pennsylvania operates a voluntary SNAP E&T program. Volunteers and Able-Bodied Adults Without Dependents (ABAWDs) may participate in one of three contracted programs: SNAP Work Ready, SNAP Keystone Education Yields Success (SNAP KEYS), or SNAP 50/50. The ABAWD time limit, exemptions, waivers, and the ABAWD work requirement are explained in detail in OPS-15-12-02. SNAP E&T policies and contracted program referral guidance were previously disseminated in OPS 18-12-03.

DISCUSSION

The SNAP Work Ready program will be discontinued effective September 30, 2020. To successfully transition those participants, the local CAO, Work Ready location, and local EARN provider will coordinate the transfer of individuals from SNAP Work Ready to SNAP EARN. If the CAO has any contact with these individuals on or after August 1, 2020, discussions regarding this transfer should take place. All SNAP Work Ready participants must be transferred to SNAP EARN by September 30, 2020.

Starting July 1, 2020, the CAO will discontinue making new referrals to SNAP Work Ready (Project Code SR) and instead refer the following new SNAP individuals to SNAP EARN:

- KEYS expansion students attending one of the 14 state universities or one of the career and technical schools outlined in OPS 16-02-03;
- Individuals enrolled or seeking to enroll in a Workforce Innovation Opportunity Act (WIOA) activity;
- All other SNAP E&T participants, except for individuals who meet criteria for referral to KEYS, SNAP 50/50, or self-directed community service.

To best track SNAP E&T enrollment and participation, a new SNAP E&T Project code has been created to distinguish SNAP EARN participants from TANF EARN participants. The CAO will refer SNAP-only individuals to EARN in eCIS utilizing the "SD" Project Code (or "SN" in Philadelphia) with the appropriate Project ID on the *ETP Project Enrollment* screen. The SNAP EARN program will be responsible for verifying, tracking, and data entering attendance and participation activities.
See Attachment 1.

Because SNAP EARN programs are located in every county, there should be minimal CAO-Directed activities. The CAO will refer a participant who wishes to only participate in community service to SNAP EARN unless the participant requests to enroll in a CAO-Directed activity, in which case the CAO will enroll the individual utilizing the "SA" Project Code.

Please refer to the SNAP Referral Desk Guide (Attachment 2) for additional details regarding referrals.

NEXT STEPS

1. Share this Operations Memorandum and Attachments with appropriate staff.

2. Retain this Memorandum until the information is incorporated into the SNAP Handbook, Chapter 535.

3. Questions about this Memorandum can be directed to the Bureau of Employment Programs at RA-PWBEP.SNAP@pa.gov.

Attachments:

1. Attachment 1
2. Attachment 2