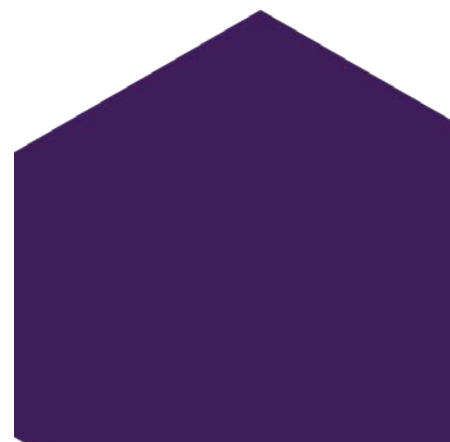
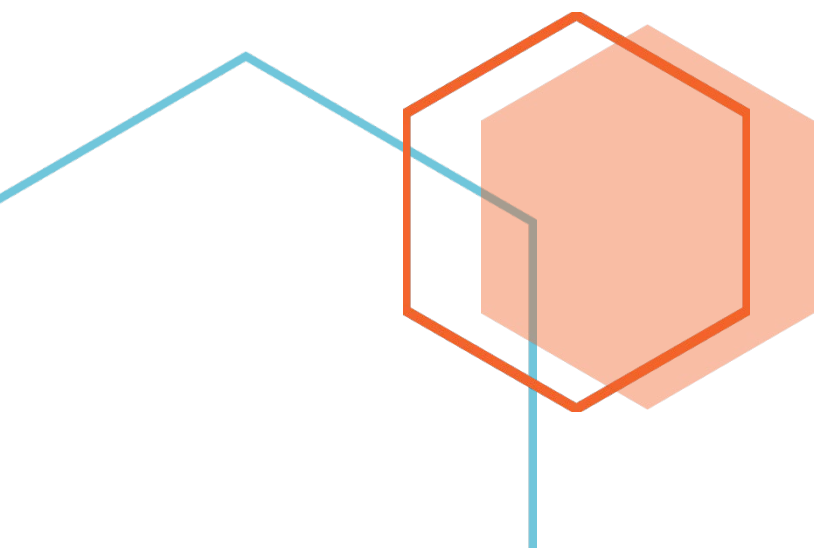




Louisiana Department of Children & Family Services SNAP Employment & Training

Quick Start Guide for Potential Partners



Louisiana SNAP Employment & Training

Mission Statement

The State of Louisiana operates an Employment and Training (E&T) Program to help Supplemental Nutrition Assistance Program (SNAP) recipients increase self-sufficiency.

The State of Louisiana has contractual agreements and partnerships with Louisiana Workforce Commission (LWC) and Expanded E&T Partners to assist SNAP recipients with resources and employment-focused services such as Educational Services, Job Skills Training, and Work Experience to obtain or maintain employment in order to become self-sufficient.



Statistical Highlights Louisiana Workforce Commission

2,164,831
April 2016 Seasonally
Adjusted Civilian
Labor Force

\$39,510
Average Annual
Earnings for All
Occupations during
2015

1,978,500
April 2016 Seasonally
Adjusted Total
Nonfarm Employment

7.1%
Projected Percent
Growth in Louisiana's
Employment by 2024

60.3%
April 2016 Labor Force
Participation Rate

Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T)

SNAP is mandated by the Food and Nutrition Act of 2008 to provide Employment and Training (E&T) services to SNAP recipients who are mandatory work registrants. The E&T Program allows SNAP recipients to gain skills, training, or experience that will improve their employment prospects and will increase self-sufficiency and reduce their reliance on SNAP benefits.

An E&T program is a package of services which includes assessments, component activities, participant reimbursement and follow-up.

- **Assessment:** A SNAP recipient must be assessed prior to placement in an E&T component. The assessment is an allowable expense and is used to evaluate the skill level, aptitude, interests, and supportive service needs in order to determine the most effective E&T component leading to employment. Using a variety of assessment tools, it may determine the literacy level, communication skills, education, employment history, employment-related skills, and employment barriers and steps needed to overcome these barriers.
- **Components:** The following are components of the E&T program: Job Search Training, Job Search, Work Experience, Job Retention, and Educational Services. See Appendix A for detailed information.
- **Participant Reimbursements:** Agencies must provide payments to participants in its E&T program for expenses that are reasonable and necessary and that are directly related to participation in E&T. Participant reimbursements include transportation, child care, work/training clothes, books, etc. See Appendix B for detailed information.

The goal is to meet the SNAP (E&T) requirements of the Food and Nutrition Act as well as utilize 50/50 federal matching funds to serve participants in Expanded E&T. Louisiana intends to meet the E&T requirements through contractual agreements with Expanded E&T contracted partners. The Expanded E&T contracted partner will put up the cost for program operations including assessment, case management, E&T activities, and participant reimbursements. DCFS will reimburse the partner up to 50% of each dollar spent for allowable E&T expenses.

Federal SNAP E&T Funding

Louisiana utilizes federal grant funding to meet the SNAP E&T requirements of the Food and Nutrition Act as well as utilize 50/50 federal matching funds to serve SNAP participants:

- **100% Grants:**
 - Federal funding used on the planning, implementation, operation, state administration, Louisiana Job Employment Training Program (LaJET) services, and limited expansion services;
 - Louisiana receives over \$1,000,000 annually based on the number of work registrants and Able-Bodied Adults without Dependents (ABAWDs).
- **50% Funding:**
 - Reimbursed to expansion providers at 50% of cost after providers first use non-federal government funding sources, such as community agencies and philanthropy;
 - Is used for expansion providers to implement and operate their E&T programs, as well as Participant Reimbursements (supportive services) such as transportation, work/training clothes, and child care.

Administrative Costs

Allowable administrative costs are operational costs for SNAP E&T, which include all administrative expenses that are reasonable and necessary to operate an approved E&T program. Operating expenses include, but are not limited to:

Allowable Administrative Expenses include:

- Salaries and wages – (Contracted employees not included)
 - Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.
- Fringe Benefits
 - Employment benefits in addition to salaries and wages (health insurance, retirement, FICA, Medicare taxes, etc.)
- Travel Expenses
 - Expenditures for training and travel for contract related purposes as authorized in the contract such as, registration fees, mileage, meals, lodging, etc.
- Operating Services
 - Expenditures, or than personal or professional services, required in the operation of the contract. Operating services include, but not limited to, expenditures such as advertising, utilities, telephone services, printing, insurance, maintenance, rentals, dues and subscriptions, and communication services.

- Supplies
 - Expenditures for articles and commodities which are consumed, to be consumed, or materially altered when used in the operations of a business.
- Professional Services
 - Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering and architectural and legal.
- Equipment
 - Tangible assets purchased for use in the operations of an office such as office machines and furniture. Costs include purchase price, delivery charges, taxes, and other purchase related costs.

Allowable E&T Participant Reimbursements

SNAP E&T participants must be reimbursed for reasonable and necessary expenses directly related to participation in the SNAP E&T program. All participant reimbursements must be tracked. Justification as well as documentation is required for each issuance. Participant reimbursements include (See the Appendix for additional information):

- Transportation
- Dependent Care Expenses
- Supportive Services
 - Clothing
 - Uniforms
 - Equipment
 - Emergency Temporary Housing Assistance
 - Books
 - Supplies
 - Tools

Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome. – Booker T. Washington

Louisiana's E&T Program

Program Existence

The purpose of the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program is to help SNAP households gain skills, training, work, or experience that will increase self-sufficiency and reduce their reliance on SNAP benefits. Additionally, the E&T program offers a way to allow SNAP recipients to meet work requirements. Louisiana has operated a small E&T program for many years, but began expanding in 2016.

Louisiana utilizes contractual agreements with Louisiana Workforce Commission (LWC) and Expanded E&T contracted partners to meet the E&T requirements. Louisiana's E&T Program has three elements:

- Louisiana Job Employment Training (LaJET) Program,
- LWC Business and Career Solutions Centers, and
- Expanded E&T (Liberty's Kitchen, Calcasieu Parish Police Jury, Café Reconcile, Covenant House, Hope Ministries – The Way to Work, Youth Empowerment Project (Y.E.P.), New Opportunities Vision Achievement (NOVA), Louisiana Green Corps, Louisiana Delta Community College and United Way of Southeast Louisiana)

Training components that are offered through the E&T Program includes Job Search, Job Search Training, Work Experience, Job Retention, and Educational Services. Participant Reimbursements are provided to E&T clients directly by the contracted partners.

LaJET

Louisiana contracts with LWC to operate the-LaJET Program in 4 parishes: Caddo, Orleans, Ouachita, and Rapides. LaJET is a mandatory participant-centered and service-oriented initiative to provide employment-focused services to targeted Mandatory Work Registrants (MWRs) who are recipients of SNAP benefits. A MWR is an individual who does not meet a federal exemption to SNAP work requirements.

ABAWDs in LWC

Due to high unemployment rates, Louisiana has a federal ABAWD waiver that exempts ABAWDs from the SNAP time limit. The ABAWD waiver will expire August 31, 2019.

Louisiana partners with LWC to offer ABAWDs job skills assessments, training, and employment assistance through LWC's fifty-nine (59) Business and Career Solutions Centers. ABAWDs are MWRs ages 18 – 49 who are required to participate in E&T when referred to LWC Business and Career Solutions Center.

Expanded E&T (Volunteer Third-Party Partners)

Louisiana started contracted partnerships in 2016 with Liberty's Kitchen and Calcasieu Parish Police Jury (CPPJ) in collaboration with the City of Lake Charles and in 2018 with Café Reconcile and Covenant House to provide Expanded E&T volunteer services to SNAP recipients.

- Liberty's Kitchen is a volunteer program serving self-initiated youth ages 16-24 who resides in the Greater New Orleans area. Liberty's Kitchen combines hands-on food service training with classroom instruction, individual case management, job placement services and follow-up support to develop a participant's ability to become independent, self-sufficient and successfully employed.
- The Calcasieu Parish Police Jury and the City of Lake Charles is a volunteer program that offers services that include education and training services to self-initiated participants of all ages who reside in Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis Parishes.
- Café Reconcile is a volunteer program serving self-initiated youth ages 16-24 who resides in the Greater New Orleans area. Café Reconcile combines hands-on food service training with classroom instruction, individual case management, job placement services and follow-up support to develop a participant's ability to become independent, self-sufficient and successfully employed.
- Covenant House is a volunteer program and the only 24/7 Emergency Crisis Center for at risk youth, serving homeless, runaway, and at-risk youth ages 16-22. Covenant House utilizes White Dove Landscaping as the job readiness/training program for residents within Covenant House that reside in the Greater New Orleans area. White Dove Landscaping combines on-the-job training, educational curriculum in a classroom setting, hard skills that includes how to use and repair lawn equipment (e.g. zero turn riding lawn mower, chainsaw, weed eater, leaf blower), employment referrals, and follow-up support to develop a participant's ability to become independent, self-sufficient and successfully employed.

Recipients who choose to volunteer may take advantage of opportunities offered through the LaJET Program, LWC's Business and Career Solutions Centers, or opportunities offered via contracts with Expanded E&T partners, where available. This includes ABAWDs and non-ABAWDs. An ABAWD or non-ABAWD who is required to participate with LWC or LaJET but chooses to participate with an expanded E&T provider is subject to be sanctioned for non-compliance. Volunteers who do not participate will not be considered non-compliant for work registration purposes. Therefore, a volunteer will not be sanctioned for failure to cooperate with the volunteer program.

STEPS TO BECOMING AN EXPANDED E&T PROVIDER

- ❑ Become familiar with the SNAP E&T Program requirements by reviewing the SNAP E&T Toolkit and all other materials provided by the Louisiana Department of Children and Family Services (DCFS).
- ❑ DCFS will schedule and conduct an onsite visit to provide more detailed information on the implementation and operation of the program.
 - Determine if the services provided by your agency are allowable E&T activities.
 - Evaluate if your agency is currently serving or is able to recruit SNAP participants for the SNAP E&T Program.
 - Evaluate your agency's ability to accurately track and allocate costs associated with the SNAP E&T program and maintain acceptable documentation of all costs subject to reimbursement.
- ❑ Contact DCFS SNAP E&T Section to request additional guidance if needed to evaluate the feasibility of your agency becoming a partner in the SNAP E&T program.
- ❑ Agency will draft a Statement of Work, Cost Allocation Plan, and Budget and complete a Local "Match" Certification form and submit to DCFS.
 - DCFS will use the Local "Match" Certification form to determine if your agency has a source of non-Federal funding to cover 100% of the costs associated with the SNAP E&T Program activities your agency proposes to offer. Determine if you are able to financially sustain your program while waiting for reimbursement.
- ❑ DCFS will update and submit the SNAP E&T State Plan to Food & Nutrition Service (FNS) on the schedule below:
 - Initial SNAP E&T State Plan for the new Federal Fiscal Year (October 1 – September 31): Final Budget, Statement of Work, and Local "Match" Certification forms are due by May 31st and will be submitted to FNS by August 15th for contracted services to be effective October 1st.
 - The SNAP E&T State Plan will be amended once per Federal Fiscal Year. All final Budgets, Statements of Work, and Local "Match" Certification forms are due by December 31st and will be submitted to FNS by March 1st for contracted services to be effective April 1st.
- ❑ Based on the availability of federal funds and the appropriateness of the services proposed by your agency, DCFS will provide notification regarding the approval of the request to participate in the SNAP E&T Program. If approval is granted, an agreement between the State of Louisiana Department of Children & Family Services and your agency will be sent to you for completion and approval.

STATEMENT OF WORK

Agency: (Insert your agency name)

Parish(es) Served: (Insert the parish(es) served i.e. East Baton Rouge)

Tax ID Number: (Insert the Tax ID Number)

Contract Period: (Insert Beginning Date) – (Insert Ending Date)

I. GOALS/OBJECTIVES

This section should indicate the process of identifying what the agency want to accomplish and the agency's plan to achieve the desired result.

II. TARGETED POPULATION

This section should identify the people the agency serves which may include a certain age group, adults who are unemployed, youths who have dropped out of high school, people who are homeless, etc.

III. PROGRAM DESCRIPTION/E&T COMPONENTS

This section should provide an overview of the agency's overall services, its experience in providing employment and training services as well as expected outcomes for participants receiving services provided by the agency. Specific plans for the services proposed to be provided to SNAP participants should be described to include program marketing activities, intake/orientation and assessment procedures, participant support services (childcare, transportation, etc.) to be offered and services to be provided that are above and beyond those available to the general public.

Also, in this section identify the E&T component activities the agency will utilize to provide services to the SNAP participants with a description. The allowable components are: Job Search, Job Search Training, Education, Vocational Training, and Work Experience. Agencies that will be providing vocational skills training should provide a list of all training programs to be offered and the per participant cost for each training program.

IV. STAFF STRUCTURE

This section should identify and describe all staff positions that will perform tasks in support of the E&T program.

V. TRACKING/OUTCOME REPORTING MEASURES

This section should describe how the agency will track participation and the communication process that will be used to report participant data to Department of Children & Family Services (DCFS). The agency should also describe the outcome measures that will be tracked and available to DCFS upon request. Minimum outcome tracking and reporting requirements will be identified by DCFS and communicated to the agency.

Local “Match” Certification Form

Agency:

Contract Period: () – ()

The following non-federal funds will be used to operate the SNAP E&T Third Party Reimbursement Program during the period indicated above to provide employment and training services to eligible SNAP recipients and are not being used to match any other Federal program:

<u>FUNDING TYPE/SOURCE</u>	<u>AMOUNT</u>

Name of Authorized Agent

Signature

Title or Position

Date

EXHIBIT B-BUDGET

CONTRACTOR
SERVICE PROVIDED
CONTRACT PERIOD

SNAP Employment and Training

ADDRESS
PARISH(ES) SERVED
BUDGET PERIOD

All budget justifications including computation of this budget must be retained and provided upon request. If more space is needed you may attach additional sheets utilizing the same format for the appropriate section. Complete only the sections for expenses that will be invoiced to the contract.

SECTION A. SALARY

Contracted/hourly employees are not included in this section.

Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

(A) POSITION/TITLE	(B) ANNUAL SALARY from all sources (Fringe Not Included)	(C) % OF TIME ALLOCATED TO PROGRAM	(D) (B*C=D) ALLOCATED ANNUAL SALARY AMOUNT TO PROGRAM (TOTAL BUDGET PERIOD SALARY)	(E) BUDGET PERIOD MATCH (Other)	(F) BUDGET PERIOD MATCH (Federal)
<i>Example: Case Manager</i>	\$50,000.00	100%	\$50,000.00	\$25,000.00	\$25,000.00
<i>Example: Director</i>	\$75,000.00	50%	\$37,500.00	\$18,750.00	\$18,750.00
Total	\$50,000.00		\$87,500.00	\$43,750.00	\$43,750.00

SECTION B. FRINGE

Itemize the fringe benefits for each position listed. Fringe benefits are not included in gross salary. * Place % allocation used to determine benefit amount under each category heading. If a percentage is not used, explain how the amount is calculated beneath this section.

Position/Title	Retirement	Insurance	FICA	UI	Workers Comp	Other	% To Contract	Budget Period Total	Budget Period Match (Other)	Budget Period Match (Federal)
Percentage	2%	1.3%	7.65%		3%	%				
Example: Case Manager	\$1,000.00	\$650.00	\$3,825.00		\$1,500.00		100%	\$6,975.00	\$3,487.50	\$3,487.50
Example: Director	\$1,500.00	\$975.00	\$5,738.00		\$2,250.00		50%	\$5,232.00	\$2,616.00	\$2,616.00
Total	\$2,500.00	\$1,625.00	\$9,563.00		\$3,750.00			\$12,207.00	\$6,103.50	\$6,103.50

Explanation:

SECTION C. TRAVEL EXPENSES

Complete this section only for expenses identified to the contract. Expenditures for training and travel for contract related purposes as authorized in the contract and in accordance with State of Louisiana Travel Policies and Procedures (PPM 49) unless otherwise stated in the contract such as, registration fees, mileage, meals, lodging, etc.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
CONFERENCE TRAVEL (Enter detail)			
ROUTINE TRAVEL			
OTHER (Enter detail)			
TOTAL			

SECTION D. OPERATING EXPENSES

Expenditures, other than personal or professional services, required in the operation of the contract. Operating services include, but are not limited to, expenditures such as advertising, utilities, telephone services, printing, insurance, maintenance, rentals, dues and subscriptions, and communication services. A copy of lease agreement should be attached.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>BUILDING</i>			
<i>UTILITIES</i>			
<i>OTHER (Enter detail)</i>			
TOTAL			

SECTION E. SUPPLIES

Expenditures for articles and commodities which are consumed, to be consumed, or materially altered when used in the operations of a business.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
Example: <i>Office Supplies (pens, pencils, staplers, etc.)</i>	\$1,000.00	\$500.00	\$500.00
TOTAL	\$1,000.00	\$500.00	\$500.00

SECTION F. PROFESSIONAL

Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering and architectural, legal, medical, and dental.

Subcontracts and non-salaried personnel should be included in this section.

CHARGE (Be specific and provide an explanation)	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Auditing with Trees, LLC to ensure the proper use of SNAP E&T funds.</i>	\$14,000.00	\$7,000.00	\$7,000.00
TOTAL	\$14,000.00	\$7,000.00	\$7,000.00

SECTION G. OTHER CHARGES

Complete this section only for expenses identified to the contract. Include expenditures peculiar to a contractor and not otherwise chargeable to another expenditure category. Expenditures for other charges must be identified and approved in the contract and budget documents.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Participant Reimbursement - Transportation</i>	\$20,000.00	\$10,000.00	\$10,000.00
<i>Example: Participant Reimbursement – Other Supportive Services such as gloves, uniforms, books, tools, etc.</i>	\$20,000.00	\$10,000.00	\$10,000.00
TOTAL	\$40,000.00	\$20,000.00	\$20,000.00

SECTION H. EQUIPMENT

Complete this section only for expenses identified to the contract. Include tangible assets purchased for use in the operations of an office such as office machines and furniture. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Equipment is defined as any item of value and/or has a useful life of more than one (1) year. The value of equipment is defined by the user agency and funding source. Contractors are required to obtain prior approval from DCFS before making purchases.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Computers and printers</i>	\$10,000.00	\$5,000.00	\$5,000.00
<i>Example: Chairs and tables</i>	\$15,000.00	\$7,500.00	\$7,500.00
TOTAL	\$25,000.00	\$12,500.00	\$12,500.00

SECTION I. INDIRECT COST

Complete this section only for expenses identified to the contract. Indirect costs should be no more than the agreed on budgeted amount. Attach a copy of the contractor’s approved indirect rate agreement or rate plan.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
TOTAL			

**BUDGET SUMMARY
(Example)**

BUDGET ITEM	CONTRACT TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
Section A. Salary	\$87,500.00	\$43,750.00	\$43,750.00
Section B. Fringe	\$12,207.00	\$6,103.50	\$6,103.50
Section C. Travel Expense			
Section D. Operating			
Section E. Supplies	\$1,000.00	\$500.00	\$500.00
Section F. Professional	\$14,000.00	\$7,000.00	\$7,000.00
Section G. Other Charges	\$40,000.00	\$20,000.00	\$20,000.00
Section H. Equipment	\$25,000.00	\$12,500.00	\$12,500.00
Section I. Indirect Cost			
TOTAL	\$179,707.00	\$89,853.50	89,853.50

Budget reflects entire cost of services. Contractor is responsible for all cost incurred which are not agreed upon for providing services through this contract.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. ALL PARTIES CERTIFY THAT THEY HAVE REVIEWED THE INFORMATION AND ARE AUTHORIZED TO ACT ON BEHALF OF THE RESPECTIVE AGENCY.

Contractor Name and Title

Date

DCFS Program Manager 1/2

Date

DCFS Program Director

Date

APPENDIX A

E&T Components

❖ Job Search Training

Job search training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation and boosting self-confidence. This component may consist of job skills assessments, job placement services, or other direct training or support activities. Activities may include, but are not limited to:

- Employability skills,
- Interpersonal skills,
- Basic job search skills (submitting paper applications, internet based applications, faxing applications and resumes, etc.),
- Job retention skills,
- Interviewing skills,
- Appropriate dress,
- Resume development,
- Career assessments, and
- Guidance and motivation for development of positive work behaviors necessary for the labor market.

The E&T partner must identify the expected minimum level of participant effort.

❖ Job Search

The Job Search component requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time and must be approved by DCFS. The component may be designed so that the participant conducts his/her job search independently or within a group setting. The log must include the participant's name, the participant's social security number, the date of the activity, the contact/company name, the activity type (Interview, Email Application, Fax Application, Other), the Job Title, and the Company Address.

The E&T partner must identify the expected minimum level of participant effort.

❖ **Work Experience**

The Work Experience component is designed to improve the employability of participants through work experience and/or training that will move the participant into regular employment. The Expanded SNAP E&T Partners must provide the participants opportunities for on-the-job skills training. Work experience placements can be with private, for-profit companies. Work experience assignments may not replace the employment of a regularly employed individual, and must provide the same benefits and working conditions provided to regularly employed individuals performing similar work for equal hours. Depending on the amount of the household's monthly SNAP allotment, E&T 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.

The E&T partner must identify the expected minimum level of participant effort.

❖ **Job Retention**

The Job Retention component is designed to assist participants in maintaining employment by assessing participant's performance, assisting the participant to resolve issues that arise and may affect their ability to maintain employment, reinforcing positive behaviors and teaching additional job retention skills. This component is meant to provide support services for up to 90 days to individuals who have secured employment. Only individuals who have received other employment/training services under the E&T program are eligible for job retention services.

The E&T partner must identify the expected minimum level of participant effort.

❖ **Education and Training**

The Education and Training component includes a wide range of activities that improve basic skills and the employability of SNAP participants. Acceptable E&T educational activities, with a maximum 1 year, are programs that include adult basic education, basic literacy, English as a Second Language (ESL), high school equivalency (GED), post-secondary education, and vocational training. E&T funds will not cover participants in a four-year university.

Educational components must establish a direct link to job readiness. E&T funds can be used to pay for tuition and mandatory school fees charged to the general public. However, E&T funds cannot be used to pay for State or local education entitlements.

Referral to or provision of an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required of certain occupational fields at entry level, intermediate level and advanced skills level. Priority is given for training that leads to recognized post-secondary credentials that are in in-demand industry sectors or occupations in the local area. Acceptable vocational training programs should have a direct link to the local job market. The E&T partner must identify the expected minimum level of participant effort.

APPENDIX B

Allowable Participant Reimbursements

Do not use SNAP E&T funds to pay for participant reimbursements if the participant receives other funds identified to cover those costs. Examples of other sources of funding include but are not limited to Federal Financial aid, grants, scholarships, private payments, etc.

Item	Yes	Never	Notes
Automobile Insurance		X	
Automobile Ownership/Operator Taxes (tag, title, license)		X	
Automobile Purchase		X	
Books	X		Must be necessary to complete E&T training session/educational coursework.
Clothing for job interviews	X		As part of a job retention component (up to 90 days).
Course Registration Fees	X		
Child Care Expenses	X		
Drug/Alcohol Counseling or Therapy		X	
Drug Tests	X		Only if required for a job.
Fingerprinting	X		Only if required for a job.
Food Staples and Groceries		X	
Housing and Utility Assistance	X		Only allowed once and emergency based.
Legal Services	X		
Living Stipends		X	
Loan Payments		X	
Mental Health Treatment		X	
Permits and Fees (union dues, test fees, Licensing and bonding fees, background checks)	X		
Personal Computers		X	
Personal Hygiene	X		
Reasonable Accommodation Supplies	X		
Relocation Expenses		X	
Student Activity Fees	X		Only if required to participate in class.
Training Materials	X		Must be necessary to complete E&T training session/educational coursework.
Transportation Expenses (public transportation fare, gasoline, automobile repairs)	X		
Weapons		X	
Work and Training Tools (equipment, tools, safety clothing, uniforms)	X		Must be necessary to complete E&T training session/educational coursework.

Websites & Resources

DCFS Website: www.dcf.louisiana.gov

Apply for benefits online through this link: <https://cafe-cp.dcf.louisiana.gov/selfservice/>

Please refer to the FNS SNAP E&T Toolkit for more detailed information regarding employment and training online at [http://www.fns.usda.gov/sites/default/files/ET Toolkit 2013.pdf](http://www.fns.usda.gov/sites/default/files/ET_Toolkit_2013.pdf).

Customer Service Center: 1-888-LAHELPU (1-888-524-3578)