

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING

The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program in South Dakota is administered by the Department of Social Services (DSS) and services are provided by the Department of Labor and Regulation (DLR). SNAP E&T provides participants opportunities to work with an Employment Specialist to gain skills, education, training, work, or experience that will increase their ability to obtain gainful, unsubsidized employment and meet state or local workforce needs.

To initiate eligibility determination, a [DSS-EA-301 Economic Assistance Application](#) is submitted to DSS. Once an application is received, DSS Benefits Specialists will complete an interview with the applicant. During the SNAP interview, the DSS Benefits Specialist will discuss opportunities and refer individuals to DLR for services. The Benefits Specialist will also assess the individual for potential exemptions from participation in SNAP E&T.

All eligibility, exemption, and SNAP information can be found in the [South Dakota SNAP Policy and Procedure Manual](#) on the DSS website.

WORK REGISTRATION FOR SNAP APPLICANTS

DSS requires that all non-exempt adult SNAP recipients register for work and follow work registration requirements to receive SNAP benefits. The DSS Benefits Specialist must explain (to the head of household, adult SNAP household member, or other authorized representative) the work registration requirements, including voluntary quit or reduction of employment hours, rights and responsibilities, and the consequences for failure to comply when a household member is required to register for work.

DSS must register each household member who is:

- Physically and mentally fit; or
- Age 16 through 59; or
- Not otherwise exempt

Individuals who are required to work register with DSS are required to:

- Work register (this is completed when the SNAP application is signed)
- Provide sufficient information of job status and availability
- Accept a suitable job, if offered
- Continue the job, once hired
- Not voluntarily reduce job hours

Failure to comply with these requirements may result in the loss of SNAP benefits. A sanction may also be imposed by a DSS Benefits Specialist if an individual quit a job within 60 days prior to applying for SNAP and did not have good cause (See "[Observation of Potential Good Cause](#)" under the Communication Between DSS and DLR section of this policy).

Once work registered, participants are referred to DLR by the DSS Benefits Specialist. The DLR Employment Specialist will then contact the participant to further explain the SNAP E&T program and schedule an initial meeting.

Exemptions to Work Registration

DSS Benefits Specialists will determine if an individual is exempt from participation in SNAP E&T. It is important for DLR Employment Specialists to be aware of these exemptions, as a customer's situation can change. If the DLR Employment Specialist is working with a participant who meets an exemption, the DLR Employment Specialist should contact the DSS Benefits Specialist to discuss.

General work registration exemptions include individuals who are:

- Under 16 years old or 60 years old or older

- 16-17 years old who are attending school at least half-time, or are enrolled in a training or employment program on at least half-time basis, or are a dependent child residing with a parent(s) or with an individual(s) with parental control
- Parents and caretakers of a dependent child under age 6
- Mentally or physically unfit
- Caring for the incapacity of another household member
- Receiving or have applied for Reemployment Assistance
- A resident or non-resident in a drug and alcohol center's treatment and rehabilitation program
- Employed and working at least 30 hours per week or receive weekly earnings equivalent to the federal minimum wage multiplied by 30 hours
- Self-employed and working at least 30 hours per week or receive weekly gross earnings equal to the federal minimum wages multiplied by 30 hours
- Students who are enrolled at least half-time in any recognized school, high school, training program, or institution of higher education
- Tribal Work Experience Participants
- Residents of Community Support Provider (CSP) Facilities
- Refugees participating in a recognized refugee training program
- Participating in the TANF WORK or Native Employment Work Programs
- Full-time Vista volunteers (only affects Minnehaha and Pennington counties)
- Pregnant women after the first trimester (only affects Minnehaha and Pennington counties)

ELIGIBILITY

The SNAP E&T program is currently available to participants in three counties: Minnehaha, Pennington, and Yankton counties; and to ABAWDs statewide.

Minnehaha and Pennington Counties

Individuals who are 18 to 21 years old, who are the head of household, live in Minnehaha or Pennington counties, and who are not otherwise exempt will be referred to SNAP E&T from DSS. This includes ABAWD and non-ABAWD participants.

Yankton County

All individuals in Yankton County can choose to take advantage of the opportunities available with SNAP E&T regardless of age, exemption, or ABAWD status.

SNAP recipients who are receiving Re-employment Assistance (RA) benefits are not eligible for SNAP E&T. If an individual who would otherwise be eligible for SNAP E&T is receiving RA benefits, SNAP E&T will not be pursued but Title III Wagner-Peyser and Title I WIOA should be explored.

ABAWDs Statewide

Any ABAWD statewide can participate in SNAP E&T. ABAWDs have specific requirements that must be met to continue to receive SNAP benefits. For further information see [Able-Bodied Adults without Dependents section](#).

REFERRALS

Dependent upon location, DSS will refer eligible participants to DLR after determining SNAP E&T eligibility.

Minnehaha and Pennington Counties

Participants who have been selected to receive services with SNAP E&T can participate in any component.

Yankton County

Any SNAP recipient that would like to participate in SNAP E&T, regardless of if they meet an exemption should be work registered and referred to DLR. If an exempt individual would like to participate in E&T, they will need to be work registered. Work registration is completed with a DSS Benefits Specialist.

A reverse referral may occur when the DLR Title III Wagner-Peyser or Title I WIOA application process indicates a participant is receiving SNAP benefits, which is verified by DLR. DLR will notify DSS if a reverse referral occurs so the participant can be identified appropriately. Though reverse referrals are most likely in Yankton County, they may also occur in other counties when exploring for SNAP E&T eligibility.

ABAWDs Statewide

Individuals who meet ABAWD criteria, regardless of location, may receive SNAP E&T services. These individuals can complete Workfare or participate in qualifying components.

ABLE-BODIED ADULTS WITHOUT DEPENDENTS

Able-Bodied Adults without Dependents (ABAWD) criteria includes an individual who is:

- Physically and mentally fit; and
- Between the ages of 18 and 49; and
- Does not meet an exemption from work registration requirements; and
- Is not pregnant; and
- Is not receiving SNAP benefits for a dependent child(ren) under age 18.

ABAWDs are a subset of Work Registrants, so while all ABAWDs are required to be work registered, not all work registrants meet ABAWD criteria.

Priority will be given to ABAWDs due to the nature of their time sensitive benefits. An individual who meets ABAWD criteria is considered 'at risk' when they are in their third month of time-limited benefits. At-risk ABAWDs should be prioritized and entered into a qualifying component to meet participation requirements in order to continue receiving SNAP benefits.

Work Requirements

An individual who meets ABAWD criteria may only receive SNAP benefits for three months in a 36-month period. To receive continued benefits, the individual must do all the following:

- Work 20 hours per week, which can be averaged monthly for a total of 80 hours each month
- Participate in and comply with the requirements of a qualifying component 20 hours per week
- Any combination of employment and participation in a qualifying component for a total of 20 hours per week
- Participate in and comply with a workfare/community service site for the required monthly hours

Exemptions from Work Requirements

An exemption for the work requirements is determined by DSS and occurs when an individual meets certain guidelines making them exempt from time limit restrictions.

Waiver approval has been granted to South Dakota which exempts residents of Native American reservation areas with high unemployment rates and areas that have a declining employment-to-population ratio. Affected individuals in these areas are automatically exempted based on their geographic location.

Individuals are exempt from ABAWD requirements if they are:

- Under age 18 or over age 49
- Residing in a household that includes dependent child(ren) under 18 years of age
- Physically or mentally unfit for employment
- Pregnant, regardless of which trimester of pregnancy they are in
- Currently participating in secondary education

- Receiving Reemployment Assistance (RA) benefits
- Students at least half-time
- Caring for an incapacitated person in the household
- Regularly participating in a drug/alcohol treatment and rehabilitation program
- Mandatory Temporary Assistance Needy Families (TANF) work registrants
- Refugee participating in a recognized refugee training program at least half time
- Receiving VA Disability benefits (regardless of the disability rating)

Other types of ABAWD exemptions include:

- Temporary ABAWD exemptions which can be granted for mental or physical reasons.
- Individuals who do not meet any of the exemption criteria may receive a work exemption from time limits for each month they are employed at least 80 hours a month times federal minimum wage or completing workfare (CWEP) for the required number of hours.
- Working at a job, self-employed, in-kind employed, participating in a Trade Adjustment Assistance Program (TAA) or Workforce Innovation and Opportunity Act (WIOA) program an average of 80 hours a month times federal minimum wage, are excluded from time limits for each month the hours of employment average 80 hours or more.
- If a participant has reimbursement needs that exceed the cap or requires something that cannot be provided through support services or coordination with other resources, the participant must be exempt from participation. The DLR Employment Specialist must discuss with the DLR and DSS Program Specialists before this determination can be made.

Once the individual no longer meets one of exemptions identified above, countable ABAWD months will resume the month following the month the exemption ends.

Extended 3-month Eligibility Period

Once an ABAWD has received their initial three months of benefits, extended benefits may be granted for a three-month period. DSS may grant the extended three months if the individual:

- worked 80 hours a month in a continuous 30-day period; or
- met their required workfare hours in a continuous 30-day period.

If a DLR Employment Specialists believes a participant is eligible for the ABAWD extension, they should refer the individual inquire with a DSS Benefits Specialist.

DSS will not grant the extension if the individual:

- Will be sanctioned
- Will not receive a benefit
- Will receive a voluntary quit sanction

ABAWDs who have used their 3 extended months of benefits will need to continue meeting work requirements to remain eligible to receive SNAP benefits.

Regaining Eligibility

An individual who meets ABAWD criteria and has exhausted their three countable months may regain eligibility at any time by:

- Meeting an exemption from ABAWD work requirements
- Working 80 or more hours in a consecutive 30-day period
- Participating in and complying with the requirements of a work program for 80 or more hours in a consecutive 30-day period
- Any combination of work and participation in a work program for a total of 80 hours in a consecutive 30-day period
- Participating in and complying with a workfare program:

- Those who will begin working at a Workfare site must first meet the ABAWD work requirements within 30 consecutive days prior to the date of application to regain eligibility. This timeframe includes the 30-day period that immediately precedes the date of application (not including the application date itself). This does not mean the ABAWD work requirements must be met for the full 30 consecutive days, but rather anytime within the 30 consecutive days prior to the date of application.
- Reapplying when the 36-month time clock restarts

Eligibility must be maintained through an identified participation activity as outlined in the [Work Requirements](#) subsection of the Able-Bodied Adults Without Dependents section above.

There is no limit to the number of times an ABAWD may regain eligibility.

INTAKE AND ORIENTATION

Every individual participating in SNAP E&T must be enrolled in Title III Wagner-Peyser and Title I WIOA. The completion of these enrollments may require more than one appointment. If the participant does not attend their scheduled meeting, an additional contact attempt must be made within two days.

The intake and orientation must include:

- Enrollment in Wagner-Peyser and, if possible, enrollment in Title I WIOA. Complete enrollment steps outlined in Intake and Orientation [Policy 5.5](#).
- Initial Assessment (See Assessment [Policy 4.9](#))
- Objective Assessment if enrolling into Title I WIOA
- Creation of an Employment Plan specific to the participant as outlined in Employment Plan [Policy 4.11](#)
- Explanation of and assessment for Support Services available (See Support Services section)
- Explanation of Youth Incentives to applicable participants (See Youth Incentive [Policy 5.37](#))
- Placement into a participation component as identified in the Employment Plan
- If the participant is an ABAWD, you must discuss ABAWD requirements, qualifying components, maintaining SNAP eligibility, and the sanction process.
- Case notes of this discussion must be present.

If a participant has questions regarding their SNAP benefits that is not E&T related, refer the participant to a DSS Benefits Specialist.

Utilize the Document Management [Policy 8.20](#) for proper naming, tagging, and grouping and for appropriate service codes, refer to the Services Chart WIOA [Resource 1](#).

Assessments

When enrolling a participant into the Wagner-Peyser program, an Initial Assessment will be completed through conversation with each participant. Objective Assessments, also known as Employability Assessments for SNAP E&T, include further analysis of the initial assessment results and formal testing as it applies to the Employment Plan.

The initial and objective assessments will be completed during enrollment and will assist in determining the most appropriate component for each individual. Additional assessments may be utilized to help determine appropriate components. For further guidance and explanation see Assessment [Policy 4.9](#).

EMPLOYMENT PLAN

An employment plan must be completed utilizing guidance outlined in Employment Plan [Policy 4.11](#). All Employment Plans must be completed in SDWORKS or a signed copy uploaded into SDWORKS documents.

Employment Specialists and participants must review and/or update the Employment Plans a minimum of once a month to reflect each participant's progressive steps toward employment and identify any new goals and objectives.

If the individual does not have the required documentation necessary to enroll in Title I, the Employment Plan would need to be created in Title III Wagner-Peyser and later affiliated with the Title I WIOA application. If not yet enrolled in Title I, the Employment Specialist should establish a meeting for the following week or as soon as required documentation can be obtained.

If an individual cannot provide required documentation, the Employment Specialist and participant will discuss what documentation is needed and develop a plan to obtain missing documents.

CASE MANAGEMENT

All E&T participants will receive intensive case management that is meaningful and provides support to participants to achieve their employment goals. Case management services can be provided in-person and/or virtually to best accommodate a participant's needs.

Case management services will guide the participant towards appropriate services and activities based on the participant's needs and interests, support the participant in the E&T program, and provide resources that help the participant achieve training and employment goals. Case management can include comprehensive intake assessments, individualized employment plans, progress monitoring, and coordination with service providers.

Case management services must not be an impediment to a participant's successful participation in E&T. Case management is meant to support each individual participant, not hinder their progress, or create barriers that make it difficult for the participant to complete requirements of the E&T program.

As case managers, Employment Specialists are responsible to support each participant as they progress through the program. Employment Specialists can assess if a participant:

- May meet an exemption from the requirement to participate in an E&T program
- May have good cause for non-compliance with a work requirement

The case manager must inform the appropriate DSS Benefit Specialist of any of these circumstances within 10 days. The DSS Benefit Specialist can then determine if the individual meets exemption criteria.

Additionally, if the DLR Employment Specialist is unable to identify an appropriate and available opening in an E&T component for a participant, the DLR Program Specialist and DSS Program Specialist must be notified.

For further guidance, refer to Case Management [Policy 5.2](#).

PARTICIPATION REQUIREMENTS

Participants Who Do Not Meet ABAWD Criteria

For participants who do not meet ABAWD criteria, the level of effort should be comparable to spending approximately 12 hours a month in a component(s). These non-ABAWD participants can participate in any component regardless of if it is qualifying or non-qualifying.

Participants Who Meet ABAWD Criteria

Participants meeting ABAWD criteria have a 20 hour per week or 80 hour per month participation requirement. Components may be considered qualifying or non-qualifying regarding ABAWD hourly participation requirements. A qualifying component includes activities where all hours can count towards an ABAWD's participation hours. A non-qualifying component includes activities where hours cannot count towards an hourly participation requirement unless meeting the 11/9 Rule. Case management hours can be accounted for under the component the participant is completing.

11/9 Rule

The **11/9 Rule** means that a participant who meets ABAWD criteria is required to complete 20 hours per week complete at least 11 of those hours in a qualifying component. The remaining 9 hours can be completed in a non-qualifying component. Currently, the only non-qualifying components are Job Search Training and Supervised Job Search.

Example: An ABAWD can participate in Education, a qualifying component, for 11 hours per week and Supervised Job Search, a non-qualifying component, for 9 hours per week but they may not participate in Supervised Job Search for 11 hours and Education for 9.

This rule specifically applies to ABAWDs.

COMPONENTS

A component is a training and/or education activity completed by a SNAP E&T participant. To participate in SNAP E&T, case management and a minimum of one component are required.

Monthly documentation is needed to verify attendance and/or participation for each component utilized.

Education

The education component includes a wide range of activities that improve basic skills and the employability of SNAP E&T participants. This component encompasses both secondary and post-secondary education. Education is considered a qualifying component for ABAWDs if the participation averages 20 hours per week or averages 80 hours per month.

Secondary Education

Secondary Education programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school equivalency (GED), or other secondary education programs.

For further information, refer to the following South Dakota WIOA policies:

- Adult Education Literacy (AEL) or English as a Second Language (ESL) in Conjunction with Training [Policy 5.15](#)
- Education Concurrent with Workforce Preparation [Policy 5.19](#)
- Postsecondary Transition and Preparation [Policy 5.29](#)

Occupational Skills Training (Post-Secondary Education)

Occupational Skills Training (OST) is an organized program of study providing specific vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

Post-Secondary Education components can offer SNAP participants an opportunity to earn post-secondary credentials valued by employers and industry, including certificates and degrees, industry-recognized credentials, and licensures.

For further guidance and eligibility related specifically to OST, refer to Occupational Skills Training [Policy 5.27](#).

Job Search Training

A successful Job Search Training activity is designed to remove barriers to employment. For SNAP E&T, Job Search Training activities may include but are not limited to the following: employability assessment, goal setting, development of a support group, self-image development.

These types of activities will be a precursor to Supervised Job Search to ensure the customer is fully prepared and able to be successful as they look for employment. Weekly contact between the Employment Specialist and participant is essential to providing structured job search skills improvement and barrier removal.

Employment Specialists and participants develop Employment Plans a minimum of every four weeks to reflect each participant's progressive steps towards employment. The Employment Plan must include:

- A weekly meeting for each participant to meet with their Employment Specialist to assist in skills development to become ready to job search.
- Support and resources to troubleshoot any current barriers.
- An outline of activities to be completed that are appropriate to the participant's situation.

Job Search Training is not a qualifying component for ABAWDs but can be used in conjunction with other qualifying components if the Job Search Training follows the 11/9 rule.

Supervised Job Search

Supervised Job Search is an intensive, structured activity to assist participants in searching for meaningful employment. Supervised Job Search is not a qualifying component for ABAWDs but can be used in conjunction with other qualifying components if the Supervised Job Search follows the 11/9 Rule.

For SNAP E&T, Supervised Job Search activities can include, but are not limited to:

- Developing a personal marketing strategy
- Tough question anticipation techniques
- Resume and cover letter development
- Interviewing techniques
- Telephone canvassing
- Basic sales techniques
- Development of appropriate work behavior and attitudes

Supervised job search can be completed in person or virtually, whichever meets the participant's needs. Locations must allow the participant access to the tools they need. A variety of locations may be approved for supervised job search may if the location is suitable, meets the participant's needs, and the participant has access to the tools and materials they need to perform supervised job search. All locations will be approved on a case-by-case basis. Criteria used to establish if a site is approved will include but is not limited to internet access, accessibility to virtual tools or physical buildings, and the accessibility of staff supervision. Weekly contact between the participant and Employment Specialist is required and will provide an opportunity to review job search activities, provide feedback on job search activities, troubleshoot issues, and discuss next steps.

Employment Specialists and participants develop Employment Plans a minimum of every four weeks to reflect each participant's progressive steps towards employment. The Employment Plan must include:

- A weekly meeting for each participant to meet with their Employment Specialist to assist in job searching and application completion
- Development of resumes and cover letters
- A minimum number of weekly job contacts appropriate to the participant's situation
- Additional monthly activities, which can include any service appropriate to the individual's goals as outlined in the Employment Plan. Such activities should be documented in SDWORKS with the appropriate service code

Future meeting dates and times between the individual and DLR staff should be recorded in the Employment Plan. The Employment Plan must include the participant's employment and training goals and be signed by the participant when it is created and each time it is updated. Refer to the Employment Plan [Policy 4.11](#).

All Supervised Job Search activities, including job contacts, must be completed and submitted ***no later than 12 p.m. CT every Thursday***. Review all submitted job contacts and activities with the participant during the weekly meeting to identify training needs and activity suggestions. A copy of the Job Search Tracking Sheet [Form 66](#) is required to record activities. Activities from each completed log must be documented in case notes and uploaded into SDWORKS. Discuss any concerns regarding the participant's job search activities with the participant and document in case notes.

Workfare (Community Service)

Workfare is performing a public service in exchange for an individual's SNAP benefits. Community service sites can be any public or private non-profit, governmental, or religious organization. Workfare is primarily utilized for ABAWDs to complete their monthly participation requirement to maintain eligibility and continue receiving SNAP Benefits.

Workfare is considered a qualifying component for ABAWDs if they participate for their required number of hours, which is their benefit amount divided by the Federal or State Minimum Wage, whichever is higher. Fractions of hours of obligation may be rounded down. Workfare is an activity completed to benefit the community; it is not designed for personal development.

DLR Employment Specialists are responsible for:

- Establishing and monitoring job sites
- Interviewing and assessing eligible recipients
- Assigning eligible recipients to appropriate job sites
- Monitoring participant attendance
- Making initial observations of good cause for noncompliance and report to DSS

The household's hours of obligation for any given month may not be carried over into another month.

If there is more than one person in the household completing workfare, the allotment (the household's SNAP benefit amount for any given month) is divided by the number of individuals completing workfare, regardless of total number of individuals in the household, and prorated.

Example: John and Jane's SNAP allotment is \$180 for October and have each located a workfare site. To determine each of their required hours, divide the \$180 SNAP allotment by 2 workfare members which equals \$90. Next, divide \$90 by minimum wage of \$9.95 which totals 9.04 hours. John and Jane must each complete 9 hours as fractions of hours are rounded down.

If an individual reports they are already volunteering at a community organization, the DLR Employment Specialist must contact the organization to explore the potential of utilizing them as a workfare site. If the site chooses not to participate in the workfare program, the hours cannot be used for participation and the Employment Specialist should contact SNAP Program staff for guidance.

Worker's Compensation

If a SNAP case is pending or approved, workfare participants are covered under the DSS Worker's Compensation Part B disability policy to protect the participant and the State from liability issues that may arise due to an on-the-job injury.

If a participant does not currently have a pending or approved SNAP case, such as an ABAWD looking to regain SNAP eligibility, they cannot be covered by the DSS Worker's Compensation Part B disability policy. Some options for the participant would be:

- Search for a Workfare site that carries their own Worker's Compensation coverage
- Complete the process of enrolling in Title I through DLR and be placed in a paid or unpaid work experience

Work-Based Learning

The purpose of work-based learning is to improve the employability of those who cannot find unsubsidized, gainful employment. A work-based learning program must not provide any work that has the effect of replacing the employment of an individual not participating in the employment or training experience program and provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours. Work-based Learning is a qualifying component for ABAWDs.

Work-based Learning includes activities outlined in Title I policies including:

- On-the-Job Training [Policy 5.28](#)

- Pre-apprenticeship [Policy 5.30](#)
- Work Experience [Policy 5.36](#)
- Registered Apprenticeships [Policy 5.51](#)

Workfare vs. Work-Based Learning

Workfare must be performed in a public or non-profit setting and meets ABAWD work requirements as a qualifying component. The number of hours of Workfare an ABAWD is required to complete is determined by their SNAP benefit amount divided by minimum wage, so an ABAWD may only be required to complete 24 hours per month, or 6 hours per week, to satisfy the hourly requirement.

Work-based Learning can be performed in a public, non-profit, or for-profit setting and is considered a qualifying component. However, ABAWDs participating in Work-based Learning must meet the 20 hour per week requirement.

Employment

Employment is not considered a component as it pertains to SNAP E&T. For ABAWDs, employment hours are countable towards required participation hours as outlined in the ABAWD section above. ABAWD participants should be placed in another activity for their remaining participation hours, and that activity should be a qualifying component if it is the majority of the hours needed.

Individuals No Longer Participating in an E&T Component

If at any time an E&T participant chooses to no longer participate in SNAP E&T, they may still receive services from other workforce programs in accordance with eligibility and policy.

SUPPORT SERVICES

Support Services through SNAP E&T will be offered to assist participants to successfully complete their component(s). Support Services must be used to assist participants in preparing for and obtaining employment or advancement opportunities. Support services can be used to pay expenses already incurred by a participant or in advance for anticipated expenses occurring in the next 30 days. Payments can be paid to a vendor or directly reimbursed to a participant.

All potential support services must be discussed with and approved by a DLR Job Service Manager or SNAP Program Specialist. All payment maximums are per program year, which is July to June.

SNAP E&T Support Services may include, but are not limited to:

- Dependent Care Costs – Going rate up to \$1,000 after other resources have been explored and exhausted
- Work Clothing – up to \$250 maximum
- Workfare Allowance – \$25 each month Workfare is completed
- Job Related Education – actual cost of approved fees and equipment rental up to \$500 maximum
- Job Search Related Expenses – \$25 stipend for each occurrence up to \$250 maximum
- Tools – up to \$250 maximum
- Transportation – \$350 maximum
- Other – up to \$250 maximum

There may be times when a support service is needed, but the amount necessary is outside of the guidelines listed. In these cases, it is best practice to discuss with your manager and/or the Labor Program Specialist to see if it is an allowable support service.

If a participant in Minnehaha or Pennington County is required to participate (those who are 18 to 21 years old and are the head of household) and has reimbursement needs that exceed the guidelines or requires something that cannot be provided, the participant must be exempt from participation. If the Employment Specialist makes this determination,

the information must be communicated with the DSS Benefits Specialist. The DSS Benefits Specialist may also make this determination, and in most cases the participant would not be referred for participation.

If exploring Title I WIOA Support Services, refer to Support Services [Policy 5.34](#).

Documentation for E&T Support Services

All documentation obtained to verify a participant's need of a support service must be uploaded to SDWORKS.

A case note must be provided to document any discussion of Support Services and should include:

- What E&T component does this support service support?
- The participant's circumstances surrounding the support service need
- How does this help the participant in achieving their employment and/or training goal?
- How was the amount determined?
- If this is a recurring expense, how will the participant pay in the future?
- If support services are declined by a participant or denied by DLR

Dependent Care Costs

Dependent care costs should only be utilized if an individual is not eligible for Child Care Assistance, has needs above what Child Care Assistance covers, or has an emergent need. As childcare may be necessary for a participant to complete components, there may be other costs associated with childcare that can be paid for with support services. This could include a deposit for a child(ren) to begin care. All other situations will be handled on a case-by-case basis and should be discussed with the DLR Labor Program Specialist or the DSS Program Specialist.

If a dependent child aged 13 or older requires childcare, certain criteria must be met. This would include one who is physically and/or mentally incapable of caring for themselves or is under court supervision. Contact DLR Labor Program Specialist or DSS Program Specialist in these situations.

A SNAP household member providing childcare cannot be reimbursed for providing childcare.

Work Clothing

Work clothing items such as uniforms, shoes, boots, or interview clothing can be purchased as necessary for a participant to interview for, obtain, or keep employment.

Workfare Allowance

While participating in Workfare, a participant will automatically receive a \$25 monthly allowance. These payments are issued directly to a Way2Go card.

Workfare participants should also be assessed for all other support service needs.

Job Related Education

Job related education should only be utilized to pay for one-time educational expenses. These can include payments for:

- GED testing or related fees
- Payment for adult education registration fees
- Equipment rental if required for training or employment

Tools

Support services can assist participants with purchasing tools required to complete their component or if required by an employer.

Transportation

Transportation assistance may be provided to assist the participant to get to employment, training, education, work experience, job service, job search or other places that support E&T activities in the Employment Plan. Transportation assistance may be paid in advance to assist a participant in completing their component.

The maximum limit is \$350. This is not a minimum or flat funded amount; the amount is based on individual need.

Minor Auto Repair

Minor repairs to a participant's mode of transportation can be allowable. Keep in mind that a repair cannot be made to a vehicle that exceeds the current value of the vehicle as obtained on Kelly Blue Book.

Three estimates must be obtained by the participant and submitted to the Employment Specialist. Verification of current vehicle registration and insurance must also be obtained. This option must be reviewed with the DLR Job Service Manager or Labor Program Specialist prior to authorizing.

Other

There will be times when an identified need may not fit into one of these specified categories but would support the participant to successfully complete their component. For these types of supports, the Other category may be used. Consult with the DLR Job Service manager to discuss these types of participant needs to gain pre-approval.

If a participant has been loaned a laptop through the E&T Laptop Lending Program, the Wi-Fi and/or the cost associated with clearing the laptop and any repairs will be entered under the Other support service category as well.

Employment Review Upon Case Closure

Once employment is found and a case closes due to income, a 30-day follow-up must be completed.

Information gathered includes:

- If the participant is still employed
- Current wage and hours
- If benefits are offered
- If assistance is needed to look for work if not employed or look for a different opportunity if employed

FAILURE TO PARTICIPATE

Participants who have been selected for SNAP E&T services in Minnehaha and Pennington counties can be subject to a sanction, which can affect a participant's SNAP benefits, if they fail to participate as outlined in the [Participation Requirements](#) section. Employment Specialists must carefully consider the participant's situation prior to starting the sanction process for participants in the referral population in Minnehaha and Pennington counties.

Additionally, participants who were not referred must still be contacted to attempt to work with the participant to resume participation. The Notice of Failure to Participate is used for the referral population in Minnehaha and Pennington counties, participants in Yankton County, and ABAWD participants statewide, including those who do not meet criteria for the referral participant population.

GOOD CAUSE

Good cause includes circumstances beyond the individual's control that prevents that from meeting SNAP E&T participation requirements.

Good cause should be explored for participants in Minnehaha or Pennington counties and ABAWDs statewide if participation was affected due to circumstances outside of their control. If good cause is found, participants who missed

hours would be considered to have fulfilled their participation requirement if the absence from work or the SNAP E&T program, is considered temporary and no sanction would be placed.

Examples of good cause can include, but are not limited to:

- Illness
- Illness of another household member requiring the presence of the participant
- Household emergency
- Unavailability of transportation
- Unavailability of childcare
- Situations where there is not an appropriate and available opening within the SNAP E&T program to accommodate a participant in Minnehaha and Pennington counties

COMMUNICATION BETWEEN DSS AND DLR

DSS Benefits Specialists and DLR Employment Specialists will communicate a minimum of once per month via phone, email, or in-person. This communication is for DSS Benefits Specialists and DLR Employment Specialists to stay apprised of pertinent information relating to the participant's situation.

Unsuccessful Contact Attempt to a Referral

After DLR attempts to follow up with a referred individual about E&T opportunities and contact can't be made, DLR will communicate this with DSS so the case can be updated appropriately. DLR will also notify DSS if the individual has declined to participate in SNAP E&T.

ABAWDs

For participants who meet ABAWD criteria, DLR Employment Specialists will provide DSS Benefits Specialists with submitted time sheets, wage verifications, paystubs, and/or job contact sheets for verification of a participant's activities, hours, or income by the 5th day of the following month.

Participants in Yankton County

DLR Employment Specialists must notify the DSS Benefits Specialist when a participant's engagement in a SNAP E&T component ends.

Reverse Referral

Employment Specialists will notify appropriate DSS staff if a participant is requesting services but was not referred via the MAND.F list, so that the participant may receive services through SNAP E&T.

Observation of Potential Good Cause

DLR staff must report exemptions and other good cause information (such as a hardship or change in circumstance if the participant reports it to the DLR Employment Specialist) to DSS Benefits Specialists. This information assists DSS Benefits Specialists in determining what action to take with a potential noncompliance situation.

DSS must provide good cause to the participant if there is not an appropriate and available opening in an E&T program. This instance of good cause applies to both SNAP E&T components and case management services and will be in effect until an appropriate and available opening is found.

Good cause must also be provided if an individual's need for support services exceeds the caps that are in place. This determination can be made by DLR or DSS at any time.

Household Changes

Anytime an individual provides updated contact or household information, this must be communicated with the DSS Benefits Specialist. This information can include updated telephone number, email address, physical or mailing address, and any disclosed changes to household composition.

DOCUMENTATION

Clear and concise information is required to be documented in case notes for SNAP E&T cases. Documentation must be updated monthly at a minimum, and more often depending on case management and the participant's participation and component requirements.

All documentation obtained to verify a participant's engagement in E&T components must be collected and uploaded to SDWORKS by the 5th of the following month. Ensure all documentation is complete, legible, and uploaded correctly.

Case notes must be entered for each contact attempt and interaction with the participant. Additionally, case notes must be entered when contacting resource agencies or developing training opportunities for participants. For detailed information, see Case Notes [Policy 5.3](#).

PROVIDER DETERMINATIONS

DLR can move an E&T participant from any component to another component where the individual is better suited without needing a Provider Determination. In these instances, the DLR Employment Specialist must inform the DSS Benefits Specialist of the participant's enrollment in a new component.

Before exploring a Provider Determination, review the good cause process and exemption criteria and refer to DSS as applicable. For situations of good cause or potential exemptions, a Provider Determination is not appropriate.

DLR Responsibilities

Before a Provider Determination is made, a meeting should be scheduled with the DLR Labor Program Specialist and the SNAP Program Specialist to discuss the specifics of each situation.

As the SNAP E&T provider, DLR has the responsibility to issue a Provider Determination if a participant is not a good fit for an E&T component. There is flexibility in determining what makes an individual a poor fit for a component and DLR and DSS should work together to ensure provision is implemented with fairness and integrity.

If advised by the DLR Labor Program Specialist and DSS SNAP Program Specialist to proceed, complete the following:

- DLR may make a provider determination at any point after a referral has been made by DSS
- Provider Determinations can apply to all SNAP E&T participants
- DLR Employment Specialists must inform DSS within 10 days of making the determination and include:
 - The circumstances surrounding determination decision
 - A suggested next step for the individual

DSS Responsibilities

- DSS must notify participants with a provider determination within 10 days of receiving the information from DLR
- DSS notification to the participant must include:
 - Description of the provider determination and next steps
 - That the individual is not being sanctioned
 - DSS contact information
 - Information about the ABAWD time limit
- DSS must take one of the four following steps after an individual receives a provider determination:
 - Refer the individual to an appropriate E&T component
 - DSS must determine that:

- The individual meets criteria for referral
- The individual receives case management
- There is an appropriate and available component
- Refer the individual to DLR, the workforce provider
 - Participation must fulfill any E&T work requirement
 - Participation in a specific component must be voluntary
 - DSS must provide participants with information about workforce partnerships, so that the individual can make an informed decision
- Re-asses the individual for mental and physical fitness
 - If the individual is not mentally or physically fit, the individual must be exempted from E&T
 - DSS may also choose to re-assess the individual for other exemptions from the general work requirement
 - If the individual is mentally and/or physically fit, DSS must consider referral to one of the other options, or exempt the individual from E&T
- Coordinate with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for the individual
 - Consider this option for individuals with needs that fall outside of the scope of SNAP E&T
 - If DSS chooses this option, the individual must be exempted from required E&T

Provider Determination for an Individual who meets ABAWD criteria

A participant that meets ABAWD criteria will accrue countable months toward the 3-month time limit the next full benefit month following the month DSS informs the participant of the provider determination. This happens unless the ABAWD fulfills the ABAWD work requirement, is exempt, or receives good cause.

Example provider determination process:

1. January 23rd, the E&T provider makes a provider determination
2. February 2nd, DLR informs DSS of the determination
3. February 10th, DSS informs the individual
4. If the participant meets ABAWD criteria, February would not be a countable month, but March could be if the individual does not meet the ABAWD work requirement that month.

Provider determinations apply to all E&T participants.

FILE REVIEWS

SNAP E&T case files are incorporated into the file review and data validation process outlined in Oversight and Monitoring [Policy 6.7](#).

FAIR HEARINGS

Fair Hearings regarding the SNAP E&T Program will be conducted by DSS pursuant to established regulations. SNAP E&T Employment Specialists may be required to be a witness at such hearing. For further guidance, view coordinating section in the [DSS SNAP Manual](#).

Issues Subject to a Fair Hearing

The DSS Administrative Hearing Officer will hear and decide SNAP E&T Program fair hearing requests. DSS will provide a fair hearing to any household disputing an action of DSS which affects the participation or benefit level of a SNAP household. SNAP E&T issues subject to fair hearing include, but are not limited to, disputes regarding failure or refusal to appear for assessment or interviews, failure or refusal to accept employment, terminating employment, reducing hours, denial of supportive services or otherwise failing or refusing to participate in the SNAP E&T Program without good cause.

Documentation

The documentation that the DSS Benefits Specialist and the SNAP E&T Employment Specialist collect in the hard copy file and document in case note becomes the primary source of evidence during a fair hearing. It is imperative that any action taken be documented thoroughly to provide the necessary information to support the action taken by DSS. With proper documentation, questions that arise during the hearing should be answered with documented evidence. It is also important to document things that are considered proper procedure or typical office practice. If not documented, this information may not be of use during a hearing.

Review all the documentation for accuracy and follow procedural processes prior to the hearing. If the SNAP E&T Employment Specialist or Supervisor feels that there has been an error in the process or feels that the documentation cannot support the actions taken, it is best to cancel the hearing. Before the cancellation, the SNAP E&T Employment Specialist must first contact the DSS State Office to notify them of the reason for calling off the hearing. In these rare instances, the SNAP E&T Employment Specialist will have to continue to work with the participant and if future problems arise, make sure that the proper documentation has been obtained.