

SNAP E&T LAPTOP LENDING PROGRAM

The Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) has a Laptop Lending Program with computers available on a first come, first served basis. Priority will be given to SNAP E&T participants completing an Occupational Skills Training (OST) activity. However, laptops may be loaned to any SNAP E&T participant who would benefit from the use of a laptop while completing a component that supports their training and employment goals. At this time, laptops are located at the Rapid City, Sioux Falls, and Yankton job service offices.

Laptops may be checked out for a maximum of 30 days, with the option to renew monthly if receiving SNAP benefits and actively engaged in a component. During the time a participant has a laptop in their possession, monthly contact must be made between the Employment Specialist and participant to monitor progress and offer support.

To lend a laptop to a SNAP E&T participant, the Employment Specialist must:

- Take inventory on items loaned to the participant
- Provide the participant with an explanation of what is expected while the computer is in their possession
- Complete the SNAP E&T Laptop Lending Program Participant Agreement ([Form 74](#))

While a SNAP E&T participant has a loaned laptop the Employment Specialist must:

- Inquire on the participant's status and use of the computer monthly.
- If necessary, complete the renewal for the participant to remain utilizing the loaned computer.

Upon return of the laptop the Employment Specialist must:

- Visually inspect the laptop for damage
- Complete the return form with the participant
- Submit the computer for data wiping and/or repairs