

Tips for Using the SNAP E&T Manual on the Web

How Do I Access the SNAP E&T Manual?

1. You can link directly to the current Entire SNAP E&T Manual by using this URL: <http://www.dhs.state.mn.us/SNAPET>. Add this site to your “Favorites” for easy access in the future.
2. The SNAP E&T Home Page can be opened by using the URL http://www.dhs.state.mn.us/dhs16_139696. Add this site to your “Favorites” for easy access in the future. See below for information about the SNAP E&T Home Page.
3. From CountyLink you can click on “Manuals” in the top, gray tab bar. This will take you to the main Manuals web page. Scroll down to “Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Program Manual” and click. This is also listed in the left-hand column as "SNAP E&T Manual".

How is the Entire SNAP E&T Manual Arranged?

To open the Entire SNAP E&T Manual, click on this link <http://www.dhs.state.mn.us/SNAPET>

The SNAP E&T Manual is organized into 3 main navigation parts:

Top Navigation. This area contains links to the DHS Home Page, CountyLink and the Manuals Home Page. The Manuals Home Page contains links to other DHS policy manuals. The top navigation bar also contains Bread Crumb navigation and the Search box. The Search box is explained in more detail below. Bread crumbs track where you are in the SNAP E&T Manual. For example: > SNAP E&T Manual>03 - CLIENT RESPONSIBILITIES AND RIGHTS>0003.03 CLIENT RESPONSIBILITIES.

Left Navigation. When first accessing the SNAP E&T Manual, the left navigation area contains the SNAP E&T Table of Contents (TOC). Once you navigate to a particular chapter, the left column will list all of the sections within the specific chapter you chose.

Center Navigation. When first accessing the SNAP E&T Manual, the Table of Contents is displayed in the center column. Once you click on a specific section, the chapter sections will move to the left column and the policy for the section you chose will appear in the center column.

How do I navigate within the Entire SNAP E&T Manual?

You can click into the chapter you wish to review in either the left or center column. Clicking into a chapter using either method will display all sections in that chapter in the

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center of the page. Once you click into a section, the list of all sections in that chapter moves over to the left hand side of the page. To return to the Table of Contents, click on the SNAP E&T Manual in the light gray bar at the top of the page.

Each section contains links to any cross-referenced section. There are also links to any eDocs forms and other outside sites referenced.

How do I search in the SNAP E&T Manual?

There are 3 search methods you can use.

1. Look at the **Table of Contents (TOC)**. This is the easiest search method. For example, if you are looking for participation requirements policy, then expand Chapter 6 Participation Requirements and scan the section titles for the one you want.
2. The **Search** box is located on all pages of the SNAP E&T Manual.

The Search will **ONLY** search the SNAP E&T Manual.

Type your search term in the Search box and click SEARCH. It is best to search by terms rather than section or chapter numbers.

The Search Results page will display your results. This list contains the section title, chapter and section number. The section title contains a link to the section. If, after you click into a section, you decide that is not the section you want, you can click your back arrow to return to the Results Page.

3. There is also an **Advanced Search** option. To use this:

Click on the Advanced Search link located under the Search box. This is located on all pages of the SNAP E&T Manual.

The Advanced Search page gives you the option of searching by Full Text, Keyword or Document Title. It is best to search by terms rather than chapter or section number. Use the TOC if you know the section number you want.

After you type in your search criteria, click SEARCH.

The Search Results page will display your results. This list contains the section title, chapter and section number. The section title contains a link to the section. If, after you click into a section, you decide that is not the section you want, you can click your back arrow to return to the Results Page.

Tips for using **Search** and **Advanced Search**:

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Use the correct term, for example, SNAP E&T, not FSET.

Narrow the search by not using too broad of a term.

If you are searching for a form number, use the dash, for example use DHS-3165A, not DHS 3165A.

Be sure to spell your word correctly.

What will I find on the SNAP E&T Home Page?

The [SNAP E&T Home Page](#) summarizes the SNAP E&T Manual and contains other information. Scroll down the page to find:

1. A link to the current **monthly updates** to the SNAP E&T Manual.
2. A link to the current version of the **entire SNAP E&T Manual**.
3. An **Archive page** which has links to past monthly updates as well as links to past entire SNAP E&T Manuals.
4. A link to the **Bulletins** web site.

How can I give feedback about the SNAP E&T Manual?

Email the Manuals Team at: Beth.Dunsmoor@state.mn.us