



**SNAP E&T MANUAL
DESCRIPTION OF CHANGES ATTACHMENT
REVISED SECTIONS – ISSUED 07/2013**

5.23(Support Services Allowed) adds and deletes support services allowed. It also adds a new 3rd paragraph with a cross-reference to the USDA SNAP E&T Employment and Training Toolkit.

5.23.3 (Support Services Not Allowed) adds and deletes expenses not allowed. It also adds a new 2nd paragraph with a cross-reference to the USDA SNAP E&T Employment and Training Toolkit.

SUPPORT SERVICES ALLOWED

5.23

The county agency must arrange for or provide support services needed to enable participants to participate in SNAP E&T, within the limit of available funds. Support services include, but are not limited to:

- Public transportation expenses, unless free transportation is available.
- Uniforms.
- Clothing suitable for job interviews.
- Licensing and bonding fees for a work experience or workfare placement in SNAP E&T.
- Books if necessary to complete SNAP E&T training session.
- Course registration fees.
- Gasoline if necessary as a SNAP E&T component or as a job retention component for up to 90 days.
- Training materials if necessary to complete SNAP E&T session.
- Dependent care costs if not reimbursed by another program.
- Personal safety items.

The following support services are sometimes covered if the item is required for successful participation in SNAP E&T:

- Clothing required for a job. This support service may be covered as part of a job retention component for up to 90 days.
- Dental work.
- Legal services.
- Housing assistance if free services are NOT available.
- Dependent care costs.
- Commercial Driver's License (CDL) only if required for a job.
- Driver's license to become a Taxi Driver only if required for a job.

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- Drug tests only if required for a job.
 - Equipment necessary to complete the SNAP E&T component or as a job retention component for up to 90 days.
 - Fingerprinting only if required for a job.
 - Test Fees associated with a SNAP E&T component.
 - Vision correction such as eyeglasses, bifocals, eye exam.
 - Automobile Repairs when limited to a reasonable amount.
 - Background Checks.
 - Medical Services if required for a job i.e. TB test.
 - Student Activity Fees only if required to participate in the class.
 - Test Fees if directly associated with an E&T component.
 - Tools if necessary to complete E&T training session or educational coursework.
 - Tuition/Fees if the amount for these items is not more than the amount charged for non-E&T students.
 - Union Dues if necessary for job.

For more information, see the [USDA SNAP E&T Employment and Training Toolkit](#).

The county agency and the Employment Service Provider (ESP) shall not sanction participants for failure to comply if needed support services or funds to pay for them are unavailable or if the participant would have to incur these expenses out-of-pocket without being reimbursed.

Transportation costs for clients to participate in SNAP E&T activities are reimbursable expenses. Transportation costs would not be reimbursable if they are associated with a client's job.

The following guidelines should be used to assess whether a participant's expense is an approvable reimbursement:

- Participant's expense must be a necessary and reasonable SNAP E&T program component.
- Participant's expense must not be used to overcome barriers to participation that would make the participant exempt from Work Registration.
- Payment for the expense may not be available through another government program or available at no cost to the participant

through private sources such as charitable donations.

- The expense cannot be for a participant's regular employment that is not part of an SNAP E&T component.

State agencies receive a 50% reimbursement for the allowable support service costs.

No SNAP E&T funds can be used to determine an exemption from participation. The following expenses are NOT allowed:

- Mental Health treatment.
- Drug and alcohol counseling.
- Automobile purchase.
- Automobile Insurance.
- Automobile ownership and operator taxes (license tabs, title, license).
- Living Stipends.
- Personal Computers.
- Relocation Expenses.
- Student Loans.

For more information, see the [USDA SNAP E&T Employment and Training Toolkit](#).

Employment Services Providers (ESPs) cannot claim the following items as Support Service Expenses:

- Processing “No Show” applicants.
- Support Services after the Supplemental Nutrition Assistance Program (SNAP) participant’s case is closed.
- Reimbursement for Support Services after the participant begins employment, if not part of the Employment Plan (EP).

