

SNAP E&T Case Management Training Syllabus

Two-day session

9:00 a.m. to 4:00 p.m. CST

Training Site Address

[WIT Case Management Training Site](#)

What is SNAP E&T?

The Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T) is a federally funded, state administered program that assists program participants in gaining the skills, training, or work experience needed to move towards—and into—employment. SNAP E&T also helps reduce barriers to work by providing individuals with support services—such as transportation and childcare—as they prepare for and obtain employment and job retention services to help them maintain employment.

The SNAP E&T (Employment and Training) module provides support for mandatory appointment setting, as well as program application and participation records, and gathering of application information for SNAP E&T. All SNAP E&T applications, plans, assessments, and other forms are managed from a participant's Programs tab in the WIT (WorkinTexas) system.

Course Objectives:

Utilizing the WIT system, this course is designed to train staff on how to help eligible individuals apply for the SNAP Employment and Training program.

Staff will learn how to:

- Manage the outreach pool rosters.
- Create a SNAP E&T application.
- Review HHSC and Benefits Information interface data.
- Complete a participation record.

- Enroll individual into multiple services.
- Record a work readiness assessment to evaluate the individual's basic needs, education factors, health factors, judicial system involvement, employability, and any other barriers that may hinder the individual from attaining work.
- Create an Individual Employment Plan.
- Track allowable and countable attendance.
- Record good cause reconsideration for the individual to be temporarily excused from SNAP E&T program requirements.
- Record a sanction when a participant falls out of compliance.
- Record attained employment details on behalf of the individual.
- Record educational or occupational credentials that a SNAP E&T participant attained while in the program.
- Transfer the case when individuals participating in the SNAP E&T program move to a different service delivery region.
- Define the outcome at the conclusion of the SNAP E&T program.
- Review the process for circumstances which require the individual to exit SNAP E&T services.

Prerequisite:

View the TX WIT System Overview Training Video (recommended):

[TX WIT System Overview Training Video](#)