

SNAP E&T PROGRAM COMPONENTS AND CASE MANAGEMENT POLICY DEVELOPMENT TRACKER

A. GENERAL INFORMATION

Policy Name: Supplemental Nutrition Assistance Program Employment and Training Work Components and Case Management
Policy Type: Programmatic
Program: SNAP E&T / Welfare Transition
Policy Rationale: This policy is necessary to ensure compliance with federal regulations and the statewide SNAP E&T Plan
Date to Publish: August 22 – August 29

B. PROJECT SUMMARY

This policy outlines the operational framework for implementing the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program across Florida’s Local Workforce Development Boards (LWDBs) and career centers. It aligns with the Florida SNAP E&T State Plan, the Workforce Innovation and Opportunity Act (WIOA) Combined Plan, and federal regulations under 7 CFR § 273.7 and § 273.24. The policy emphasizes:

- Mandatory participation for Able-Bodied Adults Without Dependents (ABAWDs)
- Integration of case management across all E&T components
- Performance accountability and measurable outcomes
- Coordination with DCF and other partners
- Use of OSST and Employ Florida for tracking and reporting

CareerSource Florida and FloridaCommerce worked with executive directors and staff of LWDBs to align the updated policy with the law, and existing policies. The policy was sent for consultation from all LWDBs.

C. OVERVIEW OF CHANGES

	Substantive Change	Location	Reason
1	This section describes the policy’s intent to guide LWDBs in delivering SNAP E&T services, emphasizes alignment with the Florida SNAP E&T State Plan and the WIOA Combined Plan.	Section I. Purpose and Scope (Page 1)	Ensures LWDBs deliver SNAP E&T services in a coordinated, strategic manner that aligns with statewide workforce goals outlined in the Florida SNAP E&T State Plan and the WIOA Combined Plan. 7 CFR 273.7 29 U.S.C. 3101 20 CFR 676-681

<p>2</p>	<p>This section describes key program objectives designed to promote economic self-sufficiency, job-driven training, and service integration. Key program objectives encourage innovation, simplified access, and compliance with accountability standards.</p>	<p>Section II. Key Program Objectives (Page 2)</p>	<p>Key program objectives are essential because they advance economic self-sufficiency through job-driven training, foster innovation and integrated service delivery, and uphold accountability—ensuring that workforce policies are both effective and accessible.</p> <p>Florida SNAP E&T State Plan</p> <p>20 CFR 676-681</p>
<p>3</p>	<p>This section lists specific metrics such as job placement, retention, credential attainment, and participation hours and includes a table with outcomes and citations.</p>	<p>Section III. Measurable Performance Outcomes (Page 2)</p>	<p>Measurable performance outcomes provide data-driven insights into program effectiveness, ensure accountability, and support continuous improvement in achieving workforce development goals such as employment, retention, and skill attainment.</p> <p>7 CFR 273.7(e)(2)</p> <p>Florida SNAP E&T State Plan, Table E.IV, Pages 44-46</p> <p>Workforce Policy 88 – Performance Requirements for Local Workforce Development Boards</p>
<p>4</p>	<p>This section describes the roles of the Department of Children and Families, FloridaCommerce, and CareerSource Florida</p>	<p>Section IV. Background (Page 3)</p>	<p>Clarifies the distinct roles and responsibilities of key agencies—Department of Children and Families, FloridaCommerce, and CareerSource Florida, and LWDBs—ensuring coordinated implementation and accountability across the workforce development system.</p> <p>7 CFR 273.7</p> <p>7 CFR 273.24</p> <p>Chapter 414.455, F.S.</p>

5	This section describes the referral process via OSST and initial contact within 10 days	Section V(A). Policies and Procedures, Program Access and Participant Engagement (Pages 3-4)	Referral processes must be timely to ensure consistent participant engagement, streamline service delivery, and maintain compliance with program timelines and performance standards. 7 CFR 273.7(c)(1)
6	Ensures participants are not receiving TANF and are work-capable.	Section V(A)(3). Policies and Procedures, Eligibility Verification	7 CFR 273.7(a)
7	Requires participants to complete an online assessment to identify their skills, goals, barriers, and work history, which staff review during the initial appointment to help build an Individual Employment Plan (IEP). The IEP must be updated at least every 30 days to reflect progress, changes in needs, or new program components. LWDBs may use tools like TABE, Career Scope, and the CLIFF Dashboard to support planning, and staff must be trained in motivational interviewing, service coordination, and progress tracking.	Section V(B). Policies and Procedures, Assessment and Employability Planning (Pages 4-5)	Updating individual Employment Plans ensures services remain aligned with participants' needs, support timely progress toward employment goals, and maintain compliance with the Florida SNAP E&T Plan's performance and accountability standards. 7 CFR 273.7(c)(2)
8	All participants must have an Individual Employment Plan (IEP) created during the initial engagement appointment, using S.M.A.R.T. goals and aligned with sector strategies and career pathways; the IEP should include SNAP E&T components, support services, and co-enrollment options, and must reflect both short- and long-term goals based on labor market data and participant interests. Completion requires participant and staff signatures or documentation in OSST, with all contact attempts and updates recorded in case notes.	Section V(C), Policies and Procedures, Documentation and Compliance (Pages 5-6)	CareerSource Florida Workforce Policy O3 – Sector Strategies Policy CareerSource Florida Workforce Policy P10 – Comprehensive Employment, Education and Training Strategy
9	Lists required components including supervised job search, job search training, education, workfare, work experience, self-employment training, and job retention.	Section V(D), Policies and Procedures, SNAP E&T Components (Page 6 - 10)	Describes allowable activities that support participant skill-building, employment readiness, and retention, ensuring program consistency, compliance, and alignment with workforce development goals. 7 CFR 273.7
10	Participants may receive reimbursements for allowable costs like transportation, work-related items, digital tools, and uniforms, with all expenses documented	Section V(E)-(F), Policies and Procedures, Support Services and	Ensures SNAP E&T participants can access the resources necessary to overcome barriers to

	and verified by career center staff; Self-attestation is permitted for items under \$100 only when necessary, with justification noted in case files using the SNAP Self-Attestation Form; LWDBs are encouraged to braid SNAP E&T funds with WIOA and other resources to expand services, fill funding gaps, and improve program impact, with formal agreements and documentation required for transparency.	Participant Reimbursements and Braiding Funding and Leveraging Resources (Pages 10-11)	employment, while enabling local boards to leverage partnerships and funding efficiently to sustain and expand service delivery. 2 CFR 200.403 2 CFR 200.404
11	If a participant is not a good fit for a specific Education and Training component, even after trying to stay in the program, the case manager may determine they have failed the work requirement. Before making this decision, staff must assess all other options, document their efforts, get supervisor approval, and keep records for DCF to consider an exemption under SNAP E&T rules.	Section V(G), Policies and Procedures, Provider Determination (Pages 11)	7 CFR 273(7)(c)(18)(i)(A)
12	LWDBs must maintain regular contact with SNAP E&T participants, track participation, and update OSST with hours, progress notes, and changes by the 10th business day after each month. Participants must meet minimum work hour requirements based on their referral date, with partial month participation calculated accordingly; Case management should be proactive and centered on participant goals, with IEPs updated when status or activities change. If a participant is noncompliant, LWDBs must initiate a Good Cause Consideration (GCC) and refer the case to DCF for review.	Section V(H). Policies and Procedures, Case Management and Compliance Monitoring (Page 11)	Ensures accurate program monitoring, enforces accountability, and supports timely interventions that help SNAP E&T participants stay engaged and on track toward employment goals. 7 CFR 273.7(i) 7 CFR 273.24
13	Career center staff must enter all SNAP E&T case management activities—including participation hours, support services, reimbursements, and outcomes—into the OSST system accurately and within 2 business days to support performance reporting. Staff must also ensure participants are registered in Employ Florida to access job search tools, upload resumes, and track employment outcomes. Timely and complete data entry is essential for compliance and program effectiveness.	Section V(I), Policies and Procedures, Data Entry and Reporting (Page 12)	Timely and accurate data entry into the OSST system directly impacts federal and state performance reporting, which in turn affects funding and program accountability under WIOA and Florida Statutes. Ensuring SNAP E&T participants are registered in Employ Florida supports measurable employment outcomes and aligns with programmatic goals to promote self-sufficiency and labor market integration.

14	DCF is responsible for determining if a good cause exemption applies when a SNAP recipient does not complete applicable SNAP work requirements. Allowable exemptions are subject to change based on programmatic guidance.	Section V(J) Policies and Procedures, Exemptions (Page 13)	7 CFR 273(7)(i)
15	This section outlines oversight responsibilities and local implementation requirements including local operating procedures; emphasizes internal monitoring and corrective action.	Section VI. Implementation (Pages 13-14)	Establishes clear oversight responsibilities, ensures consistent local execution through operating procedures, and reinforces accountability through internal monitoring and corrective action processes.
16	Legal authorities and citations.	Section VII. Authorities (Page 14)	7 CFR 273.7 7 CFR 273.24 29 U.S.C. 3101 Florida SNAP E&T Plan
17	Links to Florida SNAP E&T Plan, Able-Bodied Adults Without Dependents and Mandatory Work Participants FAQ, and Checklist.	Section VIII., Resources (Page 14)	Florida SNAP E&T Plan

C. LEGAL REFERENCES AND APPLICABLE GUIDANCE

[7 CFR 273.7](#) – Work provisions for SNAP recipients.

[7 CFR 273.24](#) – Time limits for ABAWDs.

[20 CFR 676–681](#) – WIOA performance accountability and planning.

[20 CFR 678.410\(3\)](#)

[29 U.S.C. 3101](#) – Workforce Innovation and Opportunity Act.

[Section 445.033, Florida Statutes](#) – Local performance accountability and reporting.

[Florida SNAP E&T Plan](#)

[Able-Bodied Adults Without Dependents and Mandatory Work Participants FAQ | Florida DCF](#)