

SNAP EMPLOYMENT AND TRAINING PROGRAM REVIEW
E&T Program Policy & Integrity Tool

Training Provider:	Date of Review:
Reviewer(s):	

Person Interviewed:	Title

PROGRAM REVIEW

OPERATING PROCEDURES REFERRALS/INTAKE/ENROLLMENT FLOW

(Briefly describe your agency's operating procedures)

What programs are being reviewed?

What training and/or education programs does your agency currently offer to SNAP participants?

Provide an accurate description of each service that is being provided:

(Provide write-ups)

Goals

Training component	Yearly Goal	To date	On track	Action to be taken
Education (ABE ESOL GED)				
Skills Training				
Job Search Training				
Job Search				
Other				

What are the procedures to determine eligibility? How do you verify that the client is participating in SNAP?

How are participants enrolled? How are participants referred to the E&T program?

Does each participant receive a comprehensive assessment for service needs? Yes No

What does the comprehensive Assessment include?

<input type="checkbox"/> Occupational interests	<input type="checkbox"/> Prior Work Experience
<input type="checkbox"/> Vocational Skills Aptitudes	<input type="checkbox"/> Barriers to Employment
<input type="checkbox"/> Educational Attainment Levels	<input type="checkbox"/> Support Services
<input type="checkbox"/> English Proficiency	<input type="checkbox"/> Per/Post Program Knowledge
<input type="checkbox"/> Basic Literacy Skills	<input type="checkbox"/> Other

Does your agency administer testing for participants? What types? Yes No

Is an action plan created for each participant? If so, please describe. Yes No

Briefly describe your agency's time and attendance policy for program participants
(Provide written documentation)

How is participation tracked?

Employment Services

How is job readiness provided? Individual Group Combined

What activities are provided during job readiness?

<input type="checkbox"/> How to find and develop jobs	<input type="checkbox"/> Coping with demands of the workplace
<input type="checkbox"/> Interview/application/preparation	<input type="checkbox"/> Job retention skills and strategies
<input type="checkbox"/> Resume writing	<input type="checkbox"/> Motivational techniques
<input type="checkbox"/> Employer Expectations	<input type="checkbox"/> Job interview follow up
<input type="checkbox"/> Time Management	<input type="checkbox"/> Other

Job Search

What type of Job Search Assistance is provided and in what type of setting?

Participant Case Review:

Number of folders reviewed? _____

Do the folders contain the following required information?

Client referral	Yes <input type="checkbox"/> No <input type="checkbox"/>	Time and attendance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other:	
Testing documentation	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Enrollment	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Does your agency collaborate with other entities to provide E&T Services?

Agency Name:	Services provided by collaborating agency:

Contract Terms

Does your agency collect client data? Yes No
(What type of data is collected?)

Are client files kept in a secure area? Yes No

How long does your agency retain client data, document records/files? _____

Do only authorized personnel have access to files? Yes No

Are federal funds received under this agreement used to support additional education, employment and/or training services? Yes No

Are Time and Effort Documentation up to date? Yes No
(Please provide sample)

Is the building ADA accessible? Yes No

Does your agency have a disability policy? Yes No
(Please provide copies of written policies)

Does your agency provide reasonable accommodations to persons with disabilities? Yes No

What types of reasonable accommodations are or have been provided by your agency?
(Please explain)

Does your agency train staff on civil rights laws, regulations and procedures? Yes No

Does your agency instruct or provide program participants notification on how to
file a civil rights complaint? Yes No

FISCAL INTEGRITY

(Review of overall fiscal soundness of the delivery of E&T Services through contracted third parties)

Please explain the primary source of funding for this program *(i.e. cash donations, private funding, etc.)*

Describe the system in place to track expenditures and cost documentation.

How are SNAP E&T costs allocated and documented appropriately?

How are funding resources tracked? What measures are in place to ensure that correct resources are being
allocated to the correct funding source?

(i.e., resources include: rent, utilities, materials, overhead, staff, etc.)

Describe the process of documenting staff allocation to E&T activities.

Documentation that confirms costs are not used/included in any other federal programs.

What is the system in place for internal review and approval?

Please provide the following documentation:

1. Organizational work chart
2. Time and attendance policy
3. Copy of student handbook
4. Copy of Employee Handbook
5. Accounting Procedure Manual
6. Accounting report – Audited financial statements