LOUISIANA DEPARTMENT OF HEALTH		
	Division/Section	Family Support
	Chapter No./Name	4 – Economic Independence (EI)
	Part No./Name	B – Eligibility Factors
	Section No./Name	B-1400 FITAP-SNAP-STEP SNAP Work Requirements
	Document No./Name	B-1480-SNAP SNAP Employment & Training
	Effective Date	November 1, 2026

I. STATEMENT OF POLICY

All SNAP recipients who are at least 16 years of age and not in school, or are unemployed or underemployed (earning less than 20 hours per week at minimum wage), and are interested and willing to participate in gaining employment and training skills are eligible to participate in the SNAP Employment &Training (E&T) Program.

At application and redetermination each household member must be screened for eligibility to participate in the SNAP E&T Program. Each eligible member must be offered the opportunity to volunteer to participate in the SNAP E&T Program.

The household must be informed of the SNAP E&T rights and responsibilities of volunteer participants:

- The SNAP E&T Program is a free program that helps SNAP recipients gain skills, training, work or experience to get a job or get a better job.
- Participants with the SNAP E&T Program can receive reimbursements such as transportation, childcare, and supportive services such as clothing, uniforms, equipment, books, supplies, and tools.
- SNAP benefits are not affected when volunteer participants stop participating or choose not to participate with the SNAP E&T Program.
- More information on the SNAP E&T Program can be found by visiting the Louisiana Works website at www.laworks.net/OneDoor/OD_SNAP.asp.

Each volunteer SNAP recipient must be referred to the SNAP E&T Program model they select. The participant may select more than one model of interest. A participant will only be referred to the second choice model if they are not enrolled in their first choice model because it is not available or the SNAP E&T provider determines they are not a good fit. Referrals are sent when the individual is authorized to receive SNAP benefits.

The SNAP E&T provider will initiate the enrollment process by contacting the participant to schedule an appointment (virtual or in-person), completing an assessment with the participant to determine if the participant meets the E&T provider's specific program criteria and identify barriers for participant reimbursements, scheduling orientation, completing an employment plan, and completing the E&T component placement.

If an individual contacts a SNAP E&T provider directly for services, the provider will present the participant with an overview of their program and SNAP E&T services, as well as SNAP E&T availability. The SNAP E&T provider will obtain consent to participate and determine if the participant is receiving SNAP benefits. If the participant is currently receiving SNAP benefits, the SNAP E&T provider will assess the participant and notify the eligibility worker to screen for E&T appropriateness.

The eligibility worker will contact the participant, complete SNAP E&T screening, and make all appropriate referrals.

If a SNAP E&T provider determines that a volunteer is not a good fit for the organization, a notice providing the determination and explaining the next steps to be taken must be sent within 10 days. The notice must inform the participant that SNAP benefits are not affected as a result of the determination and to contact the agency if they have any questions regarding the determination or continued participation in the SNAP E&T Program.

If the volunteer contacts the agency regarding continuing SNAP E&T participation, the household member must be re-screened and appropriate referrals must be completed.

II. PROCEDURES

B-1481-SNAP – PR WORKER RESPONSIBILITY

The SNAP 8 – SNAP Interviewing Guide must be reviewed at each application and redetermination interview to assist in ensuring that all requirements are met.

At each application and redetermination, the worker must:

- Inform the household of the SNAP E&T rights and responsibilities of volunteer participants.
- Screen all household members for eligibility to participate in the SNAP E&T Program.
- Offer each eligible individual the opportunity to volunteer to participate in the SNAP E&T Program.
- Review the program models available with the household to identify the program model(s) of interest to each eligible volunteer.
- Inform the household that someone from the SNAP E&T Program will contact the volunteer.
- Enter all screening and referral information for each individual in LITE.

When appropriate, the worker must:

- Notify the participant of SNAP E&T Provider assignment terminations.
- Re-screen and make appropriate referrals for volunteers who contact the SNAP E&T provider directly for services or who contact the agency regarding continued participation in the SNAP E&T Program.

All case actions must be documented in LITE.

B-1481-1-SNAP – PR SCREENING AND REFERRAL

SNAP E&T screening and referral are completed in LITE. To document SNAP E&T screening and initiate referrals from the SNAP E&T Participation section on the Non-Financial – Questions screen in Data Collections:

- Complete the "Did we discuss the SNAP E&T Program with the client?" field. This field is mandatory at application and redetermination, and optional for changes and simplified reports. Select 'Yes' or 'No' from the dropdown box.
- Review the "Is there anyone in the household that meets the criteria for participating in SNAP E&T?" field. LITE will screen all household members and auto-populate this field. Confirm that appropriate screening has occurred. This field is mandatory at application and redetermination, and optional for changes and simplified reports.
  - The dropdown values are 'Yes' and 'No'.
    - If the field is left blank at application or redetermination and there is a household member meeting SNAP E&T criteria, an error message will be received.
    - If the dropdown is populated with 'Yes', the user is directed to the new SNAP E&T Participation – Details screen, which includes:
      - Current Person Information section:
        - The 'Name' field is populated with a dropdown box listing all household members identified as eligible to participate in SNAP E&T. Screening and referral information must be completed for each individual listed.
      - SNAP E&T Participation – Dates section:
        - Complete the 'Start/Change Date' and 'Reported On' fields.
        - Complete the 'End Date' if applicable. This field is optional.
      - SNAP E&T Participation – Information section:
        - Complete the "Is this individual interested in participating in SNAP E&T?" field. Select 'Yes' or 'No' from the dropdown box.
        - Complete the "SNAP E&T Program Model – Which Model is the individual interested in participating?" section. Information regarding individual models can be viewed by using the available link to the Louisiana Works website at www.laworks.net/OneDoor/OD_SNAP.asp.
          - Complete the 'First Choice Model' field if the previous field dropdown value is 'Yes'. The 'Second Choice Model' field is optional.
            - The dropdown values include the program models available for the household's parish. Program models may include:
              - Education (includes GED/HiSET and a wide range of vocational training)
              - Homelessness (for homeless recipients)

- Online Training
- Professional Development
- Reentry (for formerly incarcerated individuals)
- Restaurant
- Retail

- The "Last Service Selected" field will be populated by LITE if a service was previously selected.
- Complete the "Services Provided" field. Values for this field include a list of the specific types of services available. The type of service the individual is interested in must be selected.
- The "Referral Status" field will be populated by LITE.

- At application and redetermination, if the dropdown value is 'No' and there is an eligible household member, LITE will include 'SNAP E&T Participation' for the household member on the Missing Information screen when eligibility is run. Screening must be completed and eligibility must be run again to remove 'SNAP E&T Participation' from the Missing Information Details. The case will not authorize until this missing information has been updated.

LITE will send appropriate referrals upon authorization of benefits. The SNAP E&T Participation – Summary screen will display the status of all referrals. This screen will display the Name of each SNAP E&T volunteer, the First Choice and Second Choice SNAP E&T Program model of interest selected, and the Referral Status/Reason. Values for the Referral Status/Reason field are 'In Progress', 'Success', and 'Failure Reason: SNAP E&T Referral already exists for the individual'.

B-1481-2-SNAP – PR SNAP E&T REVERSE REFERRAL

If an individual contacts a SNAP E&T provider directly for services, the provider will present the participant with an overview of their program and SNAP E&T services, as well as SNAP E&T availability. The SNAP E&T provider will obtain consent to participate and determine if the participant is receiving SNAP benefits. If the participant is currently receiving SNAP benefits, a Task will be generated in LITE notifying the eligibility worker of the need to screen the participant for E&T appropriateness. Upon receipt of the Task notification, contact the participant, complete SNAP E&T screening, and make all appropriate referrals through a Change Report or as part of the Simplified Reporting process in LITE.

B-1482-3-SNAP – PR SNAP E&T PROVIDER ASSIGNMENT TERMINATION – INAPROPRIATE REFERRALS

If the SNAP E&T provider determines that a participant is not a good fit for their program, a Task is generated in LITE notifying the SNAP eligibility worker of the determination. Upon receipt of this Task notification, send the participant a semi-automated 18C-FF Client Contact Letter stating:

"This notice is to inform you that the SNAP E&T provider, has completed your assessment and determined that the program offered is not appropriate for you. **Your benefits will not stop as a result of this determination.** If you have any questions regarding this determination or continued participation in the SNAP E&T Program, please contact me at the number below, or by calling 1-888-LAHELPU (1-888-524-3578)."

If the volunteer contacts the agency regarding continuing SNAP E&T participation, the household member must be re-screened and appropriate referrals must be completed. Re-screen the participant and make any appropriate SNAP E&T referrals though a Change Report or as part of the Simplified Reporting process in LITE.

III. FORMS AND INSTRUCTIONS

SNAP 8 Form / Instructions SNAP Interviewing Guide

IV. REFERENCES

7 CFR 273.7
LAC 67:III Subpart 3, Chapter 19, Subchapter G