

# SNAP E&T Components: An Overview

This document lists and defines the full range of components available to be offered through State SNAP Employment and Training (SNAP E&T) programs in compliance with 7 CFR 273.7(e)(2). States can use these plain language tables as a guide to better understand and report to FNS on the services and activities offered through their SNAP E&T program. Accurate reporting on participation as part of the SNAP E&T State Plan and the FNS-583 is critical to the operation of an effective program in compliance with FNS regulations. The document includes tables for the following categories of SNAP E&T components:

- Education
- Work Experience
- Non-Education, Non-Work

## Table Columns

**What is it?** This column provides the plain language definition of the component. However, when providing a description of State program component(s), such as in the State Plan, States should tailor the definitions to describe the specifics of each component in the State's SNAP E&T program. This definition can be used as a guide—to help describe generally what the component looks like in the State's SNAP E&T program.

**What is an example?** This column provides actual examples of the activities that are commonly found as part of that component. The examples provided are not the only types of activities that fall within each component, and you should not feel limited to these activities. Rather, the examples represent some of the most common activities seen within that component.

**Who are the potential participants?** This column provides an example of who would be appropriate to participate in a particular component. The appropriate participants listed are not exhaustive, and States must review their E&T program's specific version of the component to establish who would be appropriate to participate.

## Education

Educational programs or activities are components designed to improve basic skills, build work readiness, or otherwise improve employability including educational programs determined by the State agency to expand the job search abilities or employability of those subject to the program. Only educational components that directly enhance the employability of the participants are allowable. A direct link between the education component and job-readiness must be established for a component to be approved.

SNAP E&T component	What is it?	What is an example?	Who are potential participants?
<b>Basic Education or Foundational Skills Instruction (EPB)</b>	Programs that teach participants reading, writing, math, financial literacy, health literacy, or computer skills. These programs can include Adult Basic Education, high school equivalency programs, and other basic skills.	A program that teaches foundational skills, prepares participants for additional education and builds work-life skills, such as: <ul style="list-style-type: none"> <li>Helping a participant increase from a third-to fifth-grade reading level</li> <li>Preparing a participant to pass a high school equivalency test</li> <li>Teaching skills such as basic health, finance, and/or digital skills to help a participant succeed in the workplace</li> </ul>	Individuals who lack basic or foundational skills, have no or very limited labor market experience, or who are otherwise less prepared to enter the labor market.
<b>Integrated Education and Training/Bridge Programs (EPIE)</b>	Programs that combine occupational skills training, work readiness, and adult education services (i.e., basic skills or English language) to increase the educational and career advancement of participants.	<ul style="list-style-type: none"> <li>A culinary program that teaches math skills by doubling or halving a recipe</li> <li>A certified nursing assistant (CNA) program that teaches English language skills by asking patients questions about their health in English</li> </ul>	Individuals who require basic skills or are English language learners who are also interested in gaining skills in a specific occupation or industry.
<b>Work Readiness Training (EPWRT)</b>	Programs that provide training on basic employability skills to prepare E&T participants for the workplace, including good work habits, effective communication, problem solving, and building a work history. As an E&T component, it should have a direct connection to employment.	A program that teaches skills necessary to succeed in employment, such as: <ul style="list-style-type: none"> <li>Workplace etiquette and expectations</li> <li>Conflict management</li> <li>Financial literacy</li> <li>Goal setting</li> </ul>	Individuals who may have difficulty maintaining employment or have limited labor market experience and may need help navigating the workplace.

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<b>English Language Acquisition (EPEL)</b>	Programs that help participants improve their English speaking, reading, and writing skills to increase employability.	<p>A program where participants improve their English language skills such as:</p> <ul style="list-style-type: none"> <li>• Speaking English or speaking English fluently</li> <li>• Reading or writing in English</li> <li>• English literacy</li> </ul>	Individuals who require English language skills to improve their ability to find or maintain employment.
<b>Career/Technical Education Programs or Other Vocational Training (EPC)</b>	Programs that focus on the skills required for a specific job function or trade. Provides practical, job-specific instruction that can lead to certification, credentials, degrees, and licenses. Many types of providers offer these programs, such as community-based organizations, community colleges, for-profit training institutes, and universities.	<ul style="list-style-type: none"> <li>• A certified nursing assistant (CNA) program that teaches essential job skills such as proper hygiene when interacting with patients, measuring and recording blood pressure, assisting patients with mobility issues, and moving patients from a bed to a wheelchair. Program culminates in a clinical skills test that results in a state certification</li> <li>• A warehouse training program that teaches OSHA requirements, ladder safety, forklift safety, slips and falls, fire safety, hazard communication, and machine operations. Participants earn an OSHA 10 certificate and a Manufacturing Skills Standard certificate</li> </ul>	Individuals who are ready for employment and want to learn the skills necessary for a specific job or industry.

## Work Experience

Work Experience programs provide real experience, through work activities, training, or both, that prepare participants for work. Programs are not the same thing as work or doing work-equivalent activities; programs need to be intentionally designed to provide specific experiences and teach specific skills (“a planned, structured learning experience”). Volunteering, self-placements, or other non-structured activities do not meet the requirements of this category of components. Programs can be arranged in the non-profit, government, or private sectors and can be paid or unpaid. Fair Labor Standards Act (FLSA) requirements apply to this component. The work experience program component has two sub-components: work activity programs and work-based learning programs.

- **Work activity:** A single component as described below.
- **Work-based learning:** Several programs fall under the Work-based learning category including internships, pre-apprenticeships and apprenticeships, on-the-job training, and transitional jobs. This is not an exhaustive list, and not all models of these types of programs will meet the definition of a SNAP E&T work-based learning. More generally, work-based learning programs are a type of work experience program designed to teach participants concrete skills related to a specific occupation or industry, and where skills are applied in a real world setting as they are learned. Work-based learning programs should be designed with employer input and participants should have regular, on-going interactions with employers and others with current experience in those occupations or industries. Participants should be prepared to move in to regular, permanent employment in the occupation or industry the program trained them for. Work-based learning can be subsidized or unsubsidized.

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<b>Work Activity Program (WA)</b>	<i>A type of work experience program</i> performed in exchange for the participant’s SNAP benefits. Benefit amount is used to calculate how long a participant can participate in this activity. Work activity programs allow participants the opportunity to gain general skills, knowledge, and work habits that will prepare them for employment.	<ul style="list-style-type: none"> <li>• A program where participants work for a community-based organization for three months to improve their customer service skills by answering phone calls and directing people to the right staff person. The program is designed to teach specific office and customer service skills, participants receive ongoing supervision and feedback, and are linked to permanent employment opportunities through the program</li> <li>• A program where participants work for a local government agency maintaining public spaces, such as parks or community centers, to improve their skills in maintenance and landscaping by repairing park equipment and using mechanical equipment to maintain trees and shrubs. The program is designed to teach specific mechanical and groundskeeping skills, participants receive on-going supervision and feedback, and are linked to permanent employment opportunities through the program</li> </ul>	Individuals who are near ready for employment but are currently unable to find a job. This should not be used as a “test” to see if people are willing to work or are ready for employment. This component should be only for participants where additional work experience would improve their employability.

SNAP E&T component	What is it?	What is an example?	Who are potential participants?
<b>Work-Based Learning (WBL) Programs</b>			
<b>Internship (WBLI)</b>  <b>Internship Subsidized by SNAP E&amp;T (WBLI – SUB)</b>	<i>A type of work-based learning program</i> that provides a temporary learning experience in a workplace, designed for people to learn more about a job or a career.	<ul style="list-style-type: none"> <li>• A program at a graphic design firm that offers a short-term, entry-level experience. Participants shadow current employees at meetings with clients, listen to employees develop client pitches, learn about different graphic design tools and software, and develop relationships with employers and others in the industry. Participants should have a clear understanding of what a job in graphic design looks like and what skills are required to work in the industry by the end of their internship</li> <li>• A program at an elementary school that offers a short-term experience where participants shadow teachers in the classroom, learn about curriculum development and effective classroom activities, how to design and grade effective assignments, and develop relationships with employers and others in the industry. Participants should have a clear understanding of what a teaching job looks like and what skills are required to work in elementary education by the end of their internship</li> </ul>	Individuals who may not know what type of career they are interested in and could benefit from being exposed to different types of job opportunities.
<b>Pre-Apprenticeship (WBLPA)</b>  <b>Pre-Apprenticeship Subsidized by E&amp;T (WBLPA – SUB)</b>	<i>A type of work-based learning program</i> that prepares people to enter and succeed in apprenticeship programs. A pre-apprenticeship program provides the skills necessary to enter an apprenticeship program. Pre-apprenticeship programs should have an explicit link to apprenticeship programs.	<ul style="list-style-type: none"> <li>• A 6-week program that offers training for women in construction, including education on the industry, on-site training, and a certificate of completion. Participants have opportunities to interact with apprentices, journeymen, employers, and others in the construction industry and may spend time on an apprentice program worksite. Participants understand what a construction apprenticeship will look like and are well-prepared to start an apprenticeship program when they complete the pre-apprenticeship program</li> </ul>	Individuals who are interested in and could benefit from an apprenticeship program but may need additional help to prepare for the apprenticeship program.

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<b>Apprenticeship (WBLA)</b>  <b>Apprenticeship Subsidized by E&amp;T (WBLA – SUB)</b>	<p><i>A type of work-based learning program</i> offered through an individual employer or a program sponsor.</p> <p>Apprenticeships are available in various industries, such as manufacturing, construction, agriculture, healthcare, and information technology. Registered apprenticeships (RAs) are industry-driven, high-quality career pathways where participants can obtain paid work experience, receive progressive wage increases, classroom instruction, and portable, nationally recognized credentials. RAs are industry-vetted and approved and validated by the U.S. Department of Labor or a State Apprenticeship Agency.</p>	<ul style="list-style-type: none"> <li>A program with a construction company, registered with the U.S. Department of Labor, where participants learn progressively more difficult construction skills over the course of a year-long apprenticeship. Participants also take classes at a community college, earn industry-specific certificates such as an OSHA 10 or a State-required license, are mentored by an experienced worker at the construction site, and ultimately are on a path to earn a journeyman certificate</li> </ul>	<p>Individuals who are ready to work and have the supports they need to succeed on a jobsite. Apprenticeships may be best for individuals who start in a pre-apprenticeship program linked to the apprenticeship program, so they understand what is expected and are prepared to succeed in the apprenticeship program.</p>
<b>On-the-Job Training (WBLOJT)</b>	<p><i>A type of work-based learning program</i> where a participant works for an employer while also receiving training. The State agency pays up to 50 percent of a participant's wage to cover the employer's costs of providing training and additional supervision. E&amp;T on-the-job training (OJT) programs must meet the definition of OJT under the Workforce Innovation and Opportunity Act (WIOA).</p>	<ul style="list-style-type: none"> <li>A program at a gas and pipe welding company that provides workers with real-time training about the machines and procedures at that employment site. Participants are employees of the workplace where they are doing the OJT, but as part of the training program receive additional supervision, specific skill-based training on the job site, case management, tools, a welding certification, and post-training follow up services</li> </ul>	<p>Individuals who are ready to work, and are likely to succeed in regular employment, but may need some employer-specific training.</p>

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<b>Transitional Jobs (WBLTJ)</b> <b>Transitional Jobs Subsidized by E&amp;T (WBLTJ – SUB)</b>	<i>A type of work-based learning program</i> with some combination of paid work, job skills training, and supportive services to help people succeed in the workforce. Transitional jobs often take place in a supported environment, but should still teach participants specific occupational skills, build relationships with employers, and prepare participants for permanent, unsubsidized employment.	<ul style="list-style-type: none"> <li>A program at a janitorial and maintenance company where participants provide indoor and outdoor maintenance services while also receiving specific skills training in workplace safety that leads to an OSHA 10 certificate. Participants also receive job coaching, case management, peer-to-peer support, and referrals to support services. After two months in the transitional program, participants move into regular employment. They continue to receive job retention services after finding a job</li> </ul>	Individuals who are generally ready to work but may have difficulties finding employment, such justice-involved individuals, individuals who lack housing, or individuals with limited employment experience.

## Non-Education, Non-Work

SNAP E&T component	What is it?	What is an example?	Who are potential participants?
<b>Supervised Job Search (SJS)</b>	Programs that directly supervise people while they search and apply for work. Participation in supervised job search must be for a limited duration, and case managers should evaluate if other services are needed if participants are unable to find employment. Supervision involves more than simply monitoring job contacts or certifying job search logs but should provide meaningful help as participants looks for employment.	<p>A program where participants search for jobs:</p> <ul style="list-style-type: none"> <li>At a provider location three days per week and meet one-on-one with a case manager once per week to discuss their job search progress</li> <li>Independently and meet with their case manager at least once a month to ensure their job search is leading to meaningful employment</li> </ul>	Individuals who are work ready and express an interest in finding employment but may need some help with the job search process.
<b>Job Search Training (JST)</b>	Programs that provide training on job search techniques, including employment assessments, resume writing, and interview skills. Classes may be offered in groups, one-on-one, remotely or in person or online.	<ul style="list-style-type: none"> <li>A program that teaches participants how to: look for work, create or enhance a resume, and prepare for an interview</li> </ul>	Individuals who are less work ready and are unlikely to succeed in job search without additional assistance.
<b>Job Retention (JR)</b>	An activity that provides supportive services to participants who found employment after or while receiving other SNAP E&T services. States can provide this service to participants for up to 90 days and must make a good faith effort to provide these services for at least 30 days.	<ul style="list-style-type: none"> <li>A program for individuals who participated in E&amp;T but are now employed that provides job coaching and assists participants with situations that could affect their employment, like conflicts at work or finding childcare. The program also provides reimbursements for employment needs like clothing or work boots, transportation, and childcare</li> </ul>	Individuals who found employment after or while participating in SNAP E&T and may need help making the transition into permanent, regular employment.

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<b>Self-Employment Training (SET)</b>	Programs that provide training for participants to design and operate a small business or other venture.	<ul style="list-style-type: none"> <li>A program that teaches participants how to create and run a small business. Participants learn how to develop a business or marketing plan, use accounting software, manage inventory and supplies, and find grants and other support services for small businesses</li> </ul>	Individuals who are interested in operating their own business, are already self-employed, or are in the process of becoming self-employed.
<b>Workfare (W)</b>	<p>A structured work activity performed at public or private non-profit worksite in exchange for SNAP benefits. Workfare sites can include state, city, or county offices, community-based organizations, or other non-profit organizations (a community health center, for example).</p> <p>The maximum number of hours a household can be required to participate is determined by the SNAP household allotment divided by the higher of the State or Federal minimum wage.</p>	<ul style="list-style-type: none"> <li>A program at the city Parks and Recreation Department to place participants in jobs at local pools during the summer. Participants are responsible for emptying trash, cleaning changing rooms, and shutting the pool area down for the night. The program provides participants with a current job reference, an opportunity to learn new skills, enhance soft skills, and expand their network of job contacts</li> </ul>	Individuals who are work ready, but not able to find regular employment.

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