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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, Employment Coordinators, TA Directors, SNAP Directors, WMS Coordinators and Staff Development Coordinators

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Center for Employment and Economic Supports

SUBJECT: SNAP Employment and Training Reporting Measures

EFFECTIVE DATE: October 1, 2016

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The purpose of this GIS message is to inform social services districts (districts) of the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) reporting measures that went into effect on October 1, 2016.

The Agricultural Act of 2014 (Public Law 113-79) required the United States Department of Agriculture (USDA) to develop both national and state SNAP E&T reporting measures to monitor SNAP E&T programs carried out by State agencies and assess the effectiveness of the programs in preparing members of households participating in SNAP E&T for employment and increase the number of household members who obtain and retain employment subsequent to SNAP E&T participation. USDA published an interim final rule, SNAP E&T Program Monitoring, Oversight, and Reporting Measures in the *Federal Register* on March 24, 2016, and required states to include reporting measures in their FFY 2017 SNAP E&T State Plans. Outcome data to comply with the national and state reporting measures must be collected for FFY 2017 and submitted in a report to USDA no later than January 1, 2018. The interim rule established four separate national reporting measures and required each state agency to identify appropriate state reporting measures for each SNAP E&T component that will serve a threshold number of at least 100 participants per year.

National SNAP E&T Reporting Measures

The national reporting measures established by USDA in consultation with the United States Department of Labor to identify improvements in the skills, training, education, or work experience of members of households participating in the SNAP E&T program:

- The number and percentage of E&T participants and former participants who are in unsubsidized employment during the second quarter after SNAP E&T completion;

- The number and percentage of E&T participants and former participants who are in unsubsidized employment during the fourth quarter after SNAP E&T completion;
- The median quarterly earnings of all the E&T participants and former participants who are in unsubsidized employment during the second quarter after SNAP E&T completion; and
- The number and percentage of participants that completed a training, educational, work experience, or on-the-job training component.

In addition to the national measures, State agencies must also report the number and percentage of all E&T participants who:

- Are mandatory vs. voluntary. A caretaker of a child under the age of 6 who participates in a SNAP work activity other than work experience during the year is an example of a SNAP E&T volunteer;
- Have received a high school degree (or its equivalent) prior to receiving E&T services;
- Are able-bodied adults without dependents (ABAWDs);
- Speak English as a second language;
- Are male or female; and
- Are within the following age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older

State SNAP E&T Reporting Measures

As noted above, the Agricultural Act of 2014 and interim final rule also require states to identify state measures for any SNAP E&T component that is expected to serve 100 or more individuals during the federal fiscal year as part of the SNAP E&T State Plan process. The state measures that have been identified by OTDA, subject to USDA's review and approval, are:

- The percentage and number of program participants who received E&T services and enter unsubsidized employment within one year after receiving E&T services. This measure is expected to be used for the components of job search, job readiness training, job skills training, work experience, and subsidized employment.
- The percentage and number of participants who are meeting program requirements. This measure will be used for the components of education training and community service.
- The number and percentage of SNAP recipients between the ages of 18 to 60 with paid employment. This measure will be used for the component of job retention services.

Impact on Social Services Districts

OTDA anticipates using wage reporting data to meet the national reporting measures and to document entries to employment for individuals who completed a SNAP E&T component, as reported by districts other than NYC through the Welfare-To-Work Caseload Management System (WTWCMS) and data reported by NYC Human Resources Administration for SNAP recipients that reside in NYC.

OTDA will also use information entered and maintained on the Welfare Management System (WMS) to report the participant characteristics identified above and outcome information under the state reporting measures. Therefore, districts must ensure that information regarding each individual's circumstances is correctly entered and updated on a timely basis on WMS. For example, districts outside of NYC must ensure that the information entered on screen 3 of WMS for "Highest Degree" is accurate and consistent with the information entered in the "Educational Status" which is also entered on screen 3 of WMS. These elements are included in the SNAP E&T Adults (Age 16+) report (see [GIS 16 TA/DC033](#) for additional information) that is available on Cognos to districts other than NYC. The NYC Human Resources Administration must ensure that the "Highest Degree" (TAD item number 390) and "Educational Status" (TAD item number 388) entered on NCEM15 Individual Data Screen on NYC WMS is accurate and updated on a timely basis when changes occur.

Districts must also ensure that all work activity enrollments, including enrollments for Non-Temporary Assistance SNAP (NTA-SNAP) recipients, are entered and updated, including the entry of start and end dates and that actual hours of participation in a work activity for each month is entered on WTWCMS in a timely manner (HRA will need to ensure that information on NYC systems is entered and updated in a timely manner for recipients in NYC) to ensure that the outcome data and other information reported to USDA is complete and accurate.

OTDA is in the process of identifying policy and system changes that will need to be made to support SNAP E&T reporting. More information regarding both the state and national reporting measures will be released to the districts in the future.