**SNAP Employment and Training DHS Site Reviews**

**Goals:**

* If referrals and tasks in SNAP Works are processed timely.
* If components were correctly assigned.
* If invoices/ reimbursements were submitted timely.
* The appropriate signs are displayed, and current publications, forms, and SNAP program documentation are up to date.

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**On-site Review**

The onsite review is conducted to verify that the appropriate signs are displayed and that current publications, forms, and SNAP program documentation is up to date.

* The provider did have the “And Justice for All” poster displayed for clients to see.
* SNAP Applications were available to the clients and up to date.
* Provider publications and handouts were reviewed and they do meet the SNAP program criteria.

E&T Staff Interviews

**The purpose of this review is to determine how the E&T Staff implements the SNAP E&T Program Requirements:**

* During what hours do you currently operate?
* How soon after receiving an E&T Referral do you make contact with the client?
* Is your office closed (except for emergencies) any time between Monday and Friday? If so, when?
* Do you have extended hours (evening, early morning, or weekend) to accommodate working clients? If so, when?
* Does this office have a drop box so that applications or documents can be left when the office is closed?
* In what languages, other than English, are applications, program information, and service materials available or provided?
* How many E&T clients do you schedule to see each day?
* Who schedules interviews?
* What happens if someone who is not a SNAP recipient wants to participate in your E&T program?
* What is your process when a client does not show up for their scheduled appointment?
* How long do you have to complete the initial assessment after a client enters your program?
* How long do you have to complete the employment plan once a client enters your program?
* How long do you have to submit a client’s request for reimbursement to DHS once you have received it?
* What is a non-qualifying component?
* What is a qualifying component?
* How are Work Experience Component Hours determined?
* How do you notify DHS when a client is no longer participating in the program or has stopped responding?
* What is the name of your contact person at your local DHS County Office?