

Adult Education SNAP E&T Site Visit Checklist

Program:

Date:

Director:

Coordinator(s):

Measure	Yes	No	Comment
Required information documented in SNAP Works <ul style="list-style-type: none"> • Contact history • Appointments • Components calculated • Verification of component hours • Components documented in SNAP Works • Non-compliance reported as required 			
Justice for All poster			
Participant files contain the following:			
SNAP Screening and eligibility			
Assessment record (DCO-247)			
WOWI Assessment			
Employment plan (DCO-252)			
Component identification			
SNAP E & T Check List			
Barriers to Employment			
Goal Setting Activity			
Reimbursement Copies DHS 187 & DCO 0243			
SNAP E & T Job Search DCO- 253			
DHS Volunteer Agreement DCO- 261			
Completed Sample Job Application			
Case management (notes)			
Training and Resources:			

Documentation of Soft Skills training curriculum or access to Essential Education Training			
Resource Directory			
Each E&T Coordinator has completed the following Adult Education mandatory training within 1 year of hire date: <ul style="list-style-type: none"> • CSP 			
Each E&T Coordinator has completed internal training and is familiar with: <ul style="list-style-type: none"> • TABE • LACES • WAGE™ (if available) 			
Mandatory Adult Education annual training: <ul style="list-style-type: none"> • Diversity 			
Mandatory annual DHS trainings (located in CANVAS): <ul style="list-style-type: none"> • Civil Rights • Confidentiality (or through Adult Education) • Disclosure • Mandatory Reporting 			
Notes:			