



ARKANSAS ADULT LEARNING
ResourceCenter



TO: Adult Education and Literacy Council Directors
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator
DATE: March 15, 2024
SUBJECT: Professional Development/Training Opportunity

The Arkansas Adult Learning Resource Center (AALRC) is pleased to announce the following workshop:

SNAP Employment & Training (E & T) Program Coordinators' Training
Session ID: 505112

The workshop is scheduled for Wednesday, April 3, 2024 from 9:00 a.m. – 4:00 p.m. at the AALRC. Yulanda Riley, Program Advisor with the State Adult Education office, will present the training.

SNAP E & T Coordinators are required to attend this refresher training to obtain updates on the SNAP E & T program's policies and procedures. During this training, coordinators will have an opportunity to share and learn best practices on recruitment and retention, case management, building relationships with community-based organizations, and other helpful tips and guidance that will help coordinators be more successful in their role. Additionally, coordinators will be able to address concerns with DHS regarding issues with scholarships, reimbursements, and the SNAP Works data management system.

Adult education funded participants will be reimbursed according to state travel guidelines (refer to Program Memo ADED 23-06 for full Travel Policy Guidelines). Only one car per 4 participants can receive mileage reimbursement unless prior written authorization from Dr. Trenia Miles, Director, Division of Workforce Services, Adult Education Section, has been obtained. For 1-day trainings, participants must live or work (whichever is closer) 150 miles or more from Little Rock in order to receive lodging reimbursement for the night before. Total maximum lodging reimbursement per night is \$107 plus tax. Participants must submit an original signed hotel receipt for reimbursement. Please refer to the AALRC website for a list of nearby hotels and parking instructions – <https://aalrc.org/contact-us/>.

Registration is open! Access registration by clicking this link: http://www.escweb.net/ar_esc

The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). Participants should contact the AALRC at 1-800-832-6242 or info@aalrc.org regarding any special needs required during training, such as accessibility needs, special equipment needs, learning needs and dietary restrictions. In addition, The AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.