



ARKANSAS ADULT LEARNING
ResourceCenter



TO: Adult Education and Literacy Council Directors
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator
DATE: February 14, 2025
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: 533621

The workshop is scheduled for Wednesday, April 9, 2025 from 9:00 a.m. – 4:00 p.m. at the AALRC. Attendees may valet park in the building parking deck and the AALRC will validate your parking. For directions to the AALRC and a list of nearby hotels, click the link: <https://aalrc.org/contact-us/>. Yulanda Riley, Program Advisor with the State Adult Education office, is the presenter.

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 24-05 for full Travel Policy Guidelines). Local programs will be reimbursed mileage for one vehicle per four (4) participants and a second vehicle when more than four (4) attend an approved meeting, without advanced written permission from the Director of Adult Education. For 1-day trainings, participants must live or work (whichever is closer) 150 miles or more from meeting location in order to receive lodging reimbursement for the night before. Total maximum lodging reimbursement per night is \$110 plus tax. Participants must submit an original signed hotel receipt for reimbursement. Register here: 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.