

Rick Scott
GOVERNOR




Jesse Panuccio
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: December 1, 2015

TO: Local Workforce Development Board (LWDB) - Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) Program Volunteer Participant Close-out Instructions

In an effort to finalize the transition of the SNAP Employment and Training program from serving volunteers to a program that serves Able-bodied Adults Without Dependents (ABAWDs), the Department of Economic Opportunity (DEO) is issuing instructions on closing out the remaining active SNAP E&T program volunteers.

Program staff must review their active caseloads for participants that are currently being case managed and receiving program services. Staff will take the following actions to close-out participants in the volunteer E&T program:

1. Review the volunteers assigned components and collect documentation to support program participation for the month of November 2015;
2. Enter Job Participation Rate (JPR) hours in the One-Stop Service Tracking (OSST) system based on the documentation received;
3. Submit all final requests for Food Stamp Reimbursements (FSRs) by close of business on December 8, 2015; and
4. End all program components, services, and benchmarks. Close all volunteers' cases in OSST by close of business on December 14, 2015.

DEO has identified approximately 2,000 program volunteers that are currently being case managed statewide. LWDBs interested in receiving a list of active cases for their area should send the request to Trina.Travis@deo.myflorida.com.

LAS/tlt

cc: Tom Clendenning Michael Lynch James Finch

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