


MEMORANDUM

DATE: November 16, 2015

TO: Local Workforce Development Areas (LWDAs) - Executive Directors

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

SUBJECT: Supplemental Nutrition Assistance Program (SNAP) Program – Local Operating Procedures

In preparation for SNAP Employment and Training (E&T) program transition to a mandatory program for Able-Bodied Adults Without Dependents (ABAWDs) on January 1, 2016, each LWDA must ensure that Local Operating Procedures (LOPs) for key program areas are developed. LOPs provide uniform instructions for staff and clearly outline program expectations all while providing a balance between local flexibility and statewide program consistency.

LWDAs may update old or existing SNAP E&T LOPs to reflect mandatory ABAWD program requirements as outlined in this year's approved [SNAP E&T state plan](#). LWDAs are expected to provide LOPs for the following program elements:

- Procedure for removing participants from the automated process after the initial 30-day automatic activity enrollment in Job Search Training or Job Search. Include a description of the local procedures to complete the following:
 - Notify the participants of their opportunities and opportunities while participating in the program after the automated 30-day activities
 - Remind participants of the Grievance process after the 30-day automated activities
- Procedure describing how the assessment results will be used to assign participants to an appropriate activity.
- Procedure for determining when to assign a program participant to Job Search after the initial 30 day period after referral from DCF.
- Describe the procedure for determining when to assign a program participant to an allowable activity, verifying participant engagement, and documenting participant hours of participation.
- Provide a definition of Work Experience and Self-Initiated Work Experience. Describe the procedure for developing work experience sites, including the procedure for securing signed worksite agreements and job descriptions.

- Procedures for verifying and documenting participant engagement in Work Experience and Self-Initiated Work Experience, including how the LWDA will ensure that hours recorded for engagement in this component do not exceed the permissible hours required each month based on the worksite calculation.
- Procedures for verifying and documenting participant engagement in the Education and Vocational Training component.
- Describe the procedures for participants to request a food stamp reimbursement including how the region will ensure that documentation requirements are satisfied.
- Describe the procedure for notifying participants of the LWDA's dress code policy including resources available to assist the participants with adhering to with the dress code and consequences for participant non-compliance.

Please submit draft LOPs no later than December 15, 2015. DEO will review the LOPs to ensure that they are consistent and align with federal program requirements and the SNAP E&T State Plan.

To help facilitate this process, we have developed a way for LWDAs to submit LOPs by uploading the requested documents at: <https://osst.deo.myflorida.com/snapLOP/default.cfm>. Once at the URL, you will need to create an account by selecting the "create an account" link and complete the required information.

LAS/sas

cc: Tom Clendenning

Michael Lynch

Trina Travis

Telly Buckles