


**MEMORANDUM**

**DATE:** February 3, 2023

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

**FROM:** Kathryn A. Nelson, Chief, Bureau of One-Stop and Program Support 

**SUBJECT:** Supplemental Nutrition Assistance Program Employment and Training Updates

The purpose of this memorandum is to notify Local Workforce Development Boards (LWDBs) of the approval for Florida's Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) State Plan. The Florida Department of Children & Families (DCF) notified the Florida Department of Economic Opportunity (DEO) that the United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) approved Florida's [SNAP E&T State Plan for Federal Fiscal Year 2023](#).

With the approval of Florida's state plan, programmatic changes were made to align program components and processes to the approved plan. Key updates include:

- Supervised Job Search was approved as a SNAP E&T component and was added to the One-Stop Service Tracking (OSST) system as a program component.
- The Job Search component is no longer identified as a program component but as a subsidiary activity of an allowable E&T component. The job search activity must comprise less than half of the total time spent in the allowable component.
- The Notice of Mandatory Participation (NOMP) letter has been updated and renamed the Employment and Training Referral (ETR) letter.
- The [SNAP E&T Opportunities and Obligations notice](#) has been updated to clarify the grievance process and participant reimbursements.
- The [SNAP E&T Job Search Form](#) has been updated and is accessible on the DEO website.
- The expansion of Florida's Third-Party Partnership program will be implemented to increase training and employment opportunities.
- Implementation of a provider determination process with DCF when the LWDB has determined that a program participant is ill-suited for the assigned program component and there are no other components for which the participant would be successful.
- Implementation of reporting on the availability of program components. If there is no available opening in a program component for participants, DCF will grant good cause for SNAP E&T participation.
- The expansion of employment retention services (ERS) statewide will be implemented to support the retention of employed individuals. The ERS component has been added to OSST.
- The maximum cap for transportation reimbursement of \$25 has been removed. As a result, DEO is working with DCF to evaluate a maximum threshold for reimbursable participant

costs. Reimbursable costs may include, but are not limited to, transportation, and work, training or education related expenses such as uniforms, equipment, or books. Reimbursable costs for participation in the SNAP E&T program must be reasonably necessary and directly related to program participation. If an individual has costs that exceed the threshold, DCF will exempt them from SNAP E&T participation.

In the coming months, DEO plans to schedule a webinar to discuss the above updates and new reporting features for Program Year 2022-2023.

If you have any questions, please contact the SNAP E&T program team at [SNAPETProgram@DEO.MyFlorida.com](mailto:SNAPETProgram@DEO.MyFlorida.com).

Please share this information with the appropriate staff and other interested parties.

KAN/am

cc: Keantha B. Moore  
Dee Robinson  
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