

MEMORANDUM

DATE: March 9, 2022

TO: Local Workforce Development Board Executive Directors

FROM: Keantha B. Moore, Deputy Chief, Bureau of One-Stop and Program Support *Keantha B. Moore*

SUBJECT: One-Stop Service Tracking System Enhancement for Requesting Food Stamp Reimbursements for Supplemental Nutrition Assistance Program Employment and Training Participants

The purpose of this memorandum is to notify Local Workforce Development Boards (LWDBs) regarding an enhancement to the One-Stop Service Tracking (OSST) system for Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) participants. The enhancement allows LWDB staff to request Food Stamp Reimbursements (FSRs) for SNAP E&T participants who participate in the employment program component.

The OSST enhancement is available via the FSR screen for case managers to access, effective immediately. Therefore, LWDBs will no longer submit requests for FSRs for SNAP E&T participants in the employment component to the Florida Department of Economic Opportunity for processing.

Prior to requesting FSRs for SNAP E&T participants, LWDB staff must confirm the participant is enrolled in an appropriate program component, receiving SNAP benefits, and has provided appropriate documentation. SNAP E&T participants are required to provide the proper documentation to support the reimbursement requested. This includes transportation receipts, such as gas and/or bus pass receipts, or a self-attestation form signed by the SNAP E&T participant. Supporting documentation must be maintained in the participant's case file.

LWDB staff will complete the following steps to submit the FSR request in OSST:

1. Secure the employment verification form and verify the participant's employment.
2. Ensure the employment information is entered into OSST on the skill development screen under job history/tracking.
3. Review the assigned employment component, documentation, and program participation to support the transportation expenses incurred.
4. Enter the Job Participation Rate (JPR) hours in OSST based on the documentation submitted by the participant.
5. Confirm the participant received SNAP benefits during the month for which the FSR is being requested through the Department of Children and Families' FLORIDA system using the IQEL, IQFS, AIID, and AGPI screens.

6. Update the FSR screen in OSST for the FSR amount requested for the month (not to exceed \$25), based on transportation receipt(s) or signed self-attestation form. **Note:** LWDBs may use DEO's self-attestation template included as an attachment to this memorandum or a locally developed self-attestation form that contains the same elements.

Once LWDBs submit FSR requests in OSST, it will take up to seven business days for the reimbursement to be disbursed to the SNAP E&T participant's electronic benefit card.

If you have any questions regarding this memorandum, please contact the SNAP E&T Program Team via email at SNAPETProgram@DEO.MyFlorida.com.

Please share this memorandum with the appropriate staff.

Attachment: [SNAP Self-Attestation Form](#)

KBM/am

cc: Casey Penn
Charles Williams
Azhar Mahboob