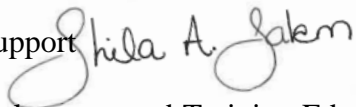


## MEMORANDUM

**DATE:** February 25, 2019

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Shila A. Salem, Chief, One-Stop and Program Support 

**SUBJECT:** Supplemental Nutrition Assistance Program Employment and Training Education Component – Data Entry

The United States Department of Agriculture, Food and Nutrition Service, requires the Department of Children and Families to collaborate with the Department of Economic Opportunity to submit an annual report detailing how the state will engage referred participants and report participant activities. This includes reporting credentials or employment obtained as a result of an individual's participation in the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program.

The report is compiled from data entered into the One-Stop Service Tracking (OSST) system by the Local Board's SNAP E&T case managers. To appropriately record credentials, case managers must record specific credential information for participants enrolled in education components who obtain a credential on the *Education Details* screen in the OSST system.

Attached is a desk aid to assist case managers in accurately recording and capturing credential information in OSST. Share this information with appropriate staff in your local area. If you have any questions, please contact Morena Owens by calling (850) 921-3316 or via email at [SNAPETProgram@deo.myflorida.com](mailto:SNAPETProgram@deo.myflorida.com).

SAS/omo

Attachment: [Recording a Credential for Education Components Desk Aid](#)

cc: Casey Penn  
Daniel Harper  
Christa Nelson