VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

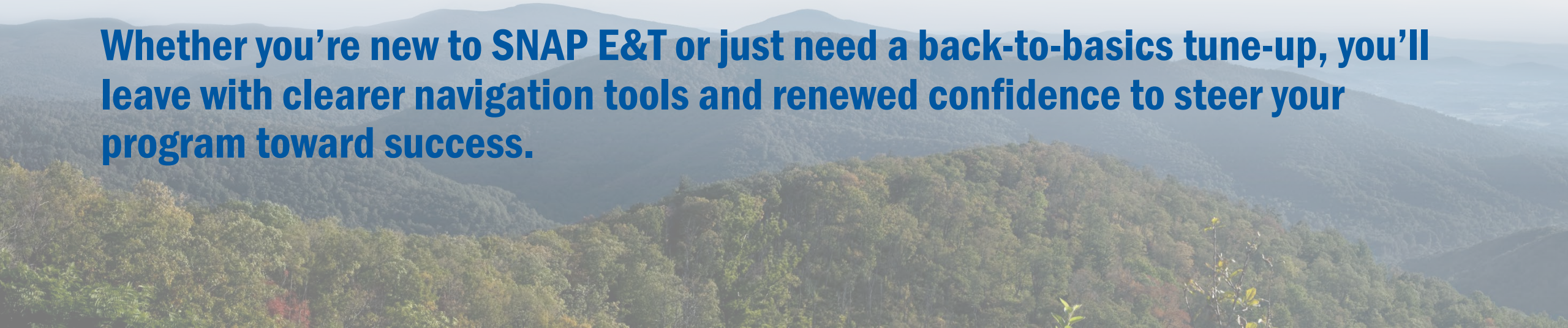
VDSS – Office of Workforce Services

SNAP E&T Sailing Back to Basics

Fall 2026 BPRO Conference

Set sail on a refresher journey through the core fundamentals of SNAP Employment & Training. This workshop is designed for anyone looking to strengthen their understanding of E&T essentials, including key components, policy guidance, documentation requirements, reporting expectations, and best practices for keeping your program shipshape.

Whether you're new to SNAP E&T or just need a back-to-basics tune-up, you'll leave with clearer navigation tools and renewed confidence to steer your program toward success.



AGENDA

1. Program Description & Design
2. Work Requirements VaCMS SNAP Eligibility Check
3. Allowable SNAP E&T Components
4. ESP Module Overview
5. Entering Monthly Participation and Job Follow-Ups
6. Case Closure and Transfer Protocols
7. ESP Help Menu, Data Reports, Resources
8. Q&A Session

SNAP E&T OVERVIEW

PROGRAM DESCRIPTION & DESIGN

The SNAP Employment and Training (E&T) program helps SNAP participants gain skills, training, and work experience needed to build a career and achieve long-term stability.

Participants can get help finding a job, train for a new career, or advance in their current field while receiving support such as case management, transportation assistance, childcare, books, and supplies.

All states receive federal funding to operate a SNAP E&T program that helps participants find work and meet state or local workforce needs.

SNAP E&T is part of the General Work Requirement

§ 273.7 Work provisions.

(a) *Work requirements.*

(1) As a condition of eligibility for SNAP benefits, each household member not exempt under paragraph (b)(1) of this section must comply with the following SNAP work requirements:

(i) Register for work or be registered by the State agency at the time of application and every 12 months after initial registration. The member required to register need not complete the registration form.

(ii) Participate in a Food Stamp Employment and Training (E&T) program if assigned by the State agency, to the extent required by the State agency;

(iii) Participate in a workfare program if assigned by the State agency;

(iv) Provide the State agency or its designee with sufficient information regarding employment status or availability for work;

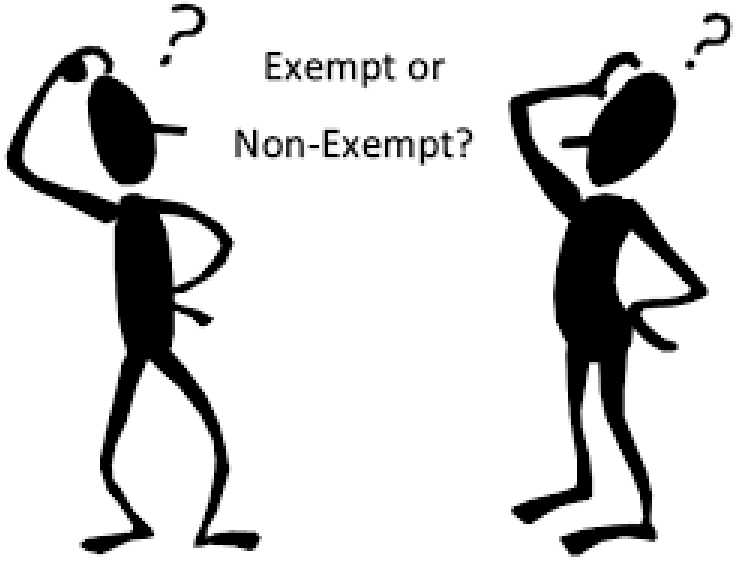
(v) Report to an employer to whom referred by the State agency or its designee if the potential employment meets the suitability requirements described in paragraph (h) of this section;

(vi) Accept a bona fide offer of suitable employment, as defined in paragraph (h) of this section, at a site or plant not subject to a strike or lockout, at a wage equal to the higher of the Federal or State minimum wage or 80 percent of the wage that would have governed had the minimum hourly rate under section 6(a)(1) of the Fair Labor Standards Act been applicable to the offer of employment.

(vii) Do not voluntarily and without good cause quit a job of 30 or more hours a week or reduce work effort to less than 30 hours a week, in accordance with paragraph (j) of this section.

Federal Exemptions from the Work Requirement

Participants ages 16–59 and able to work, will need to meet the general work requirements to get SNAP benefits.



SNAP recipients are excused from the general work requirements if they meet one of the following exemptions:

- Already working at least 30 hours a week (or earning wages at least equal to the federal minimum wage multiplied by 30 hours);
- Meeting work requirements for another program (TANF/VIEW or unemployment compensation);
- Taking care of a child under six or an incapacitated person;
- Unable to work due to a physical or mental limitation;
- Participating regularly in an alcohol or drug treatment program;
- Studying in school or a training program at least half-time (but college students are subject to other eligibility rules)

Time-Limited Participants (TLP) Work Requirement

SNAP recipients ages 18-64, who can work, are without a dependent and do not meet a general work requirement exemption are subject to the TLP Work Requirement and be engaged 80 hours per month. This work requirement must be met to continue receiving SNAP benefits past 3 months.

TLP Exemptions

- Under 18 or 65+
- Unable to work due to physical or mental limitation
- Live in the household with a child under age 14*

HR1 Changes to SNAP: Time-limited Work Requirements (ABAWDs)

Work requirements for time-limited participants	• Raises maximum age for work requirements from 54 to 64 years old • Lowers age of dependent children that makes someone exempt from 18 to 14 years old • Ends exemptions for people experiencing homelessness, veterans, and foster care youth ages 18-24 • Establishes new exceptions for “an Indian”, “Urban Indian” and “California Indian” as defined in the Indian Health Care Improvement Act
Locality waivers	• Ends waivers for localities based on lack of sufficient number of jobs • Establishes waivers for localities with unemployment rates above 10%

REFERRAL PROCESSES

1. SNAP E&T Referral and Enrollment: BPS

BPS Screens for Work Registration

SNAP E&T begins with the Benefit Programs Specialist at application and recertifications

Screening for Referral to E&T

BPS screens for E&T based on questions on the SNAP Work Requirements screen in VaCMS

Referral to E&T

If someone answers “YES” to “Does the individual choose to volunteer for SNAPET”, a referral is sent to the E&T queue in the ESP screen.

Assessment

Assessment is completed by the ESW within 30 days of the queue referral.

Case Management

Participant is enrolled into E&T and receives ongoing case management.

2. Participant/Partner Initiated

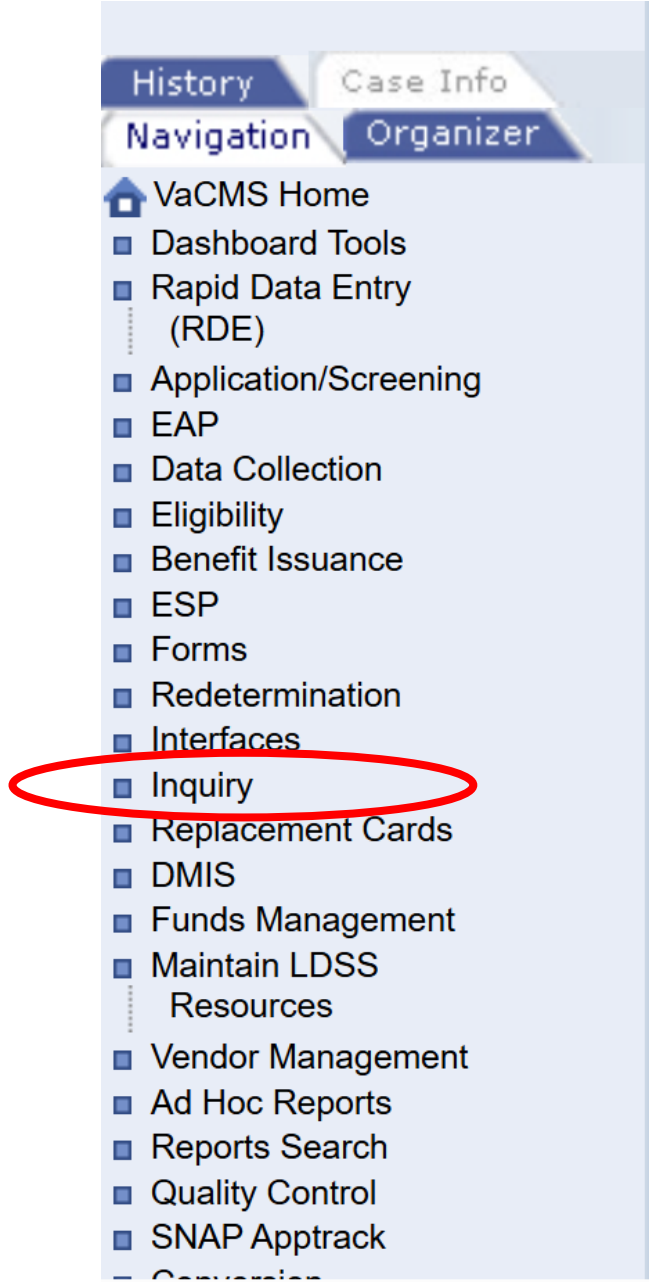
VaCMS SNAP Eligibility Check

- ✓ Checking SNAP eligibility for SNAP E&T is crucial because it directly affects a participant's access to services and funding.
- ✓ SNAP verifications can easily be completed through VaCMS.
- ✓ In some cases, a 50-50 partner may reach out to an agency to confirm the SNAP benefits of a potential program participant.

VaCMS SNAP Eligibility Check

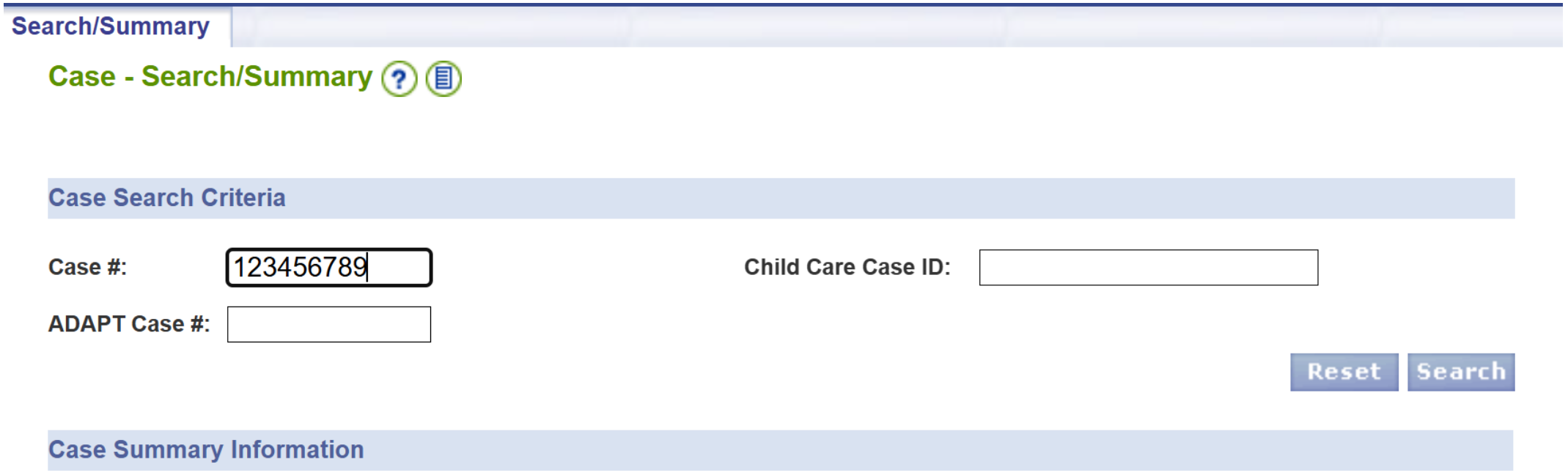
1. Inquiry

On the left navigation pane, select “Inquiry”



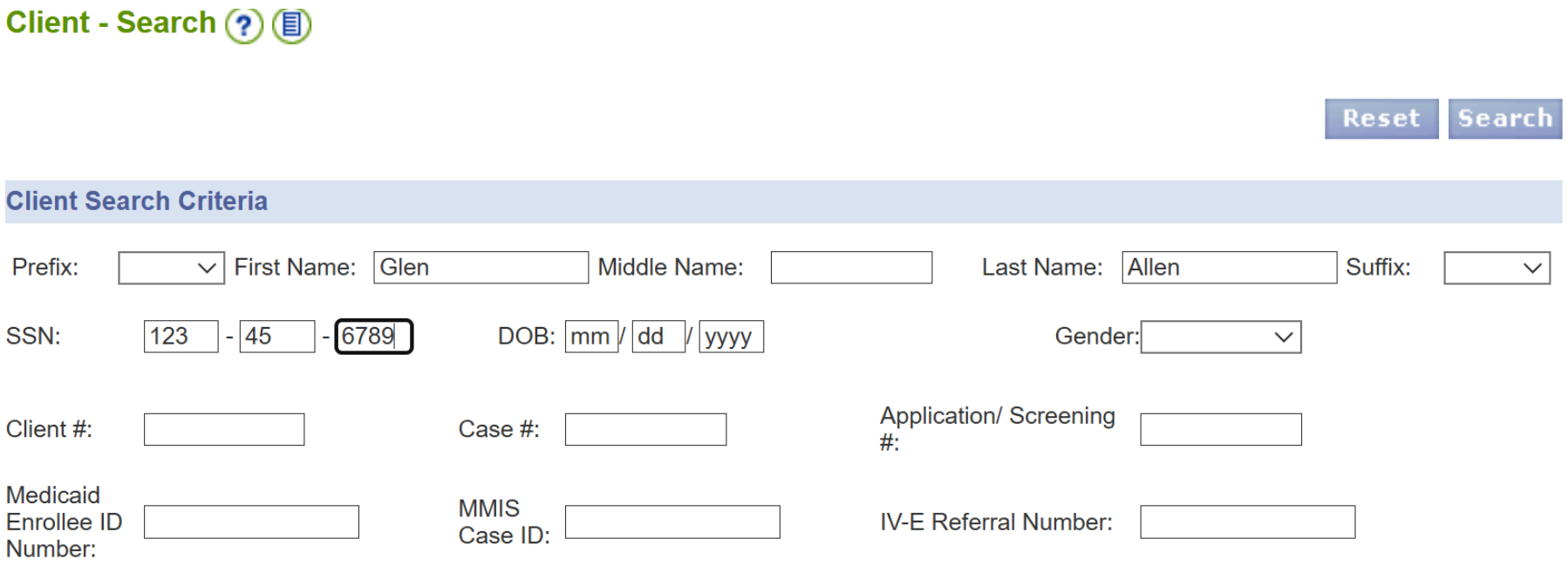
VaCMS SNAP Eligibility Check: Inquiry

If you have the case number, select Case and input the number.



VaCMS SNAP Eligibility Check: Inquiry

If you do not have the case number, select "Client" and input the information that you have (name, SSN, DOB), to locate the participant.



- **The more information that you have, the better the search results.**
- **Ensure that names are properly spelled to reduce invalid search results.**

VaCMS SNAP Eligibility Check: Inquiry

When searching using client information, numerous options will appear

Search Results

Name	DOB	Client #	Case/ App #	Program	Medicaid Enrollee ID Number	MMIS Case ID	Locality	Case Status	IV-E Referral Number
[redacted]		2127336955	123871242	SNAP			Portsmouth City (740)	Closed	
		2003051386	124272410	Child Care	041035009041	041343842005	Petersburg City (730)	Denied	
		2003051386	123975199	Medical Assistance, SNAP, TANF, Medical Assistance, Medical Assistance, Medical Assistance	041035009041	041343842005	Petersburg City (730)	Approved	

Click here to display all search results.

Record Set 1 of 2

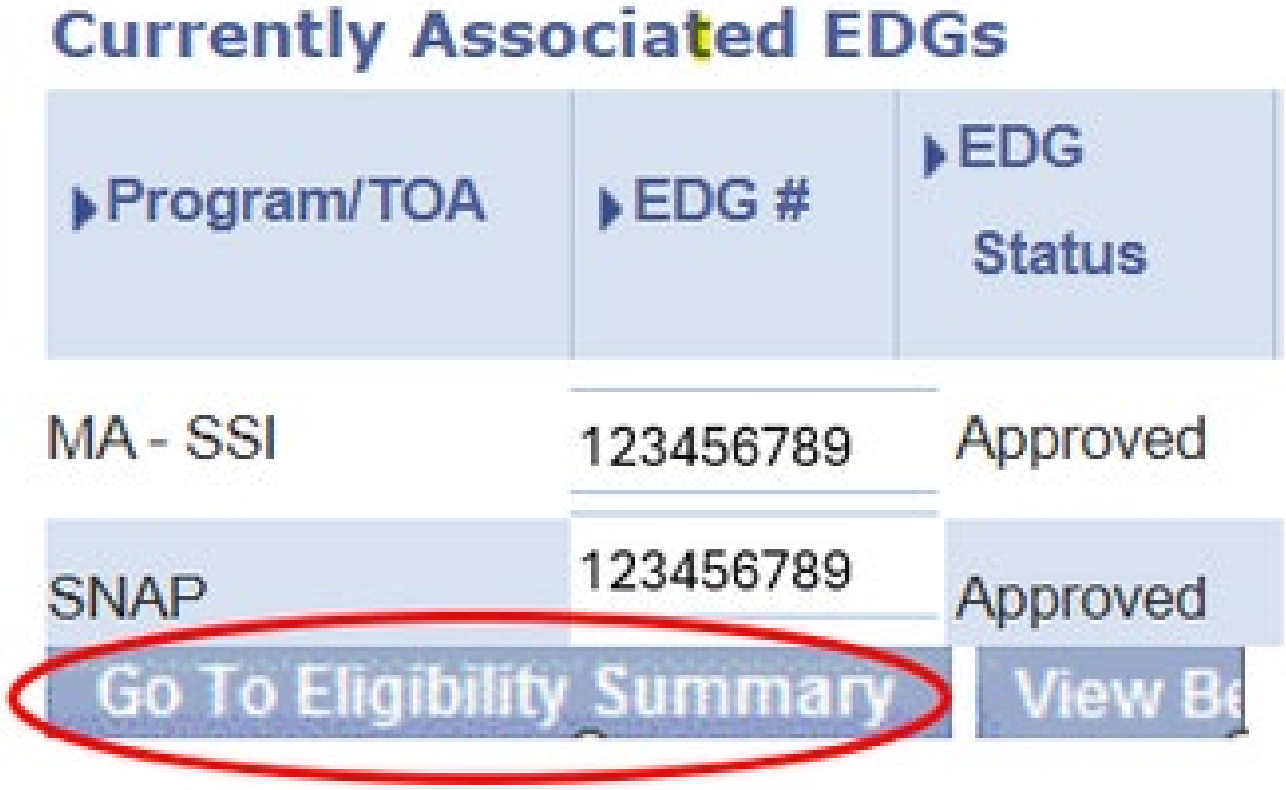
VaCMS SNAP Eligibility Check

2. CASE SUMMARY INFORMATION

Once the correct participant is found, select the case number and the **Case Summary Information** screen will appear.

- Scroll down to the bottom of the page until you see **Currently Associated EDGs** which lists all programs associated with the participant.
- **Click on Go to Eligibility Summary**

- *Searching by the case number will automatically bring up the Case Summary Information screen*

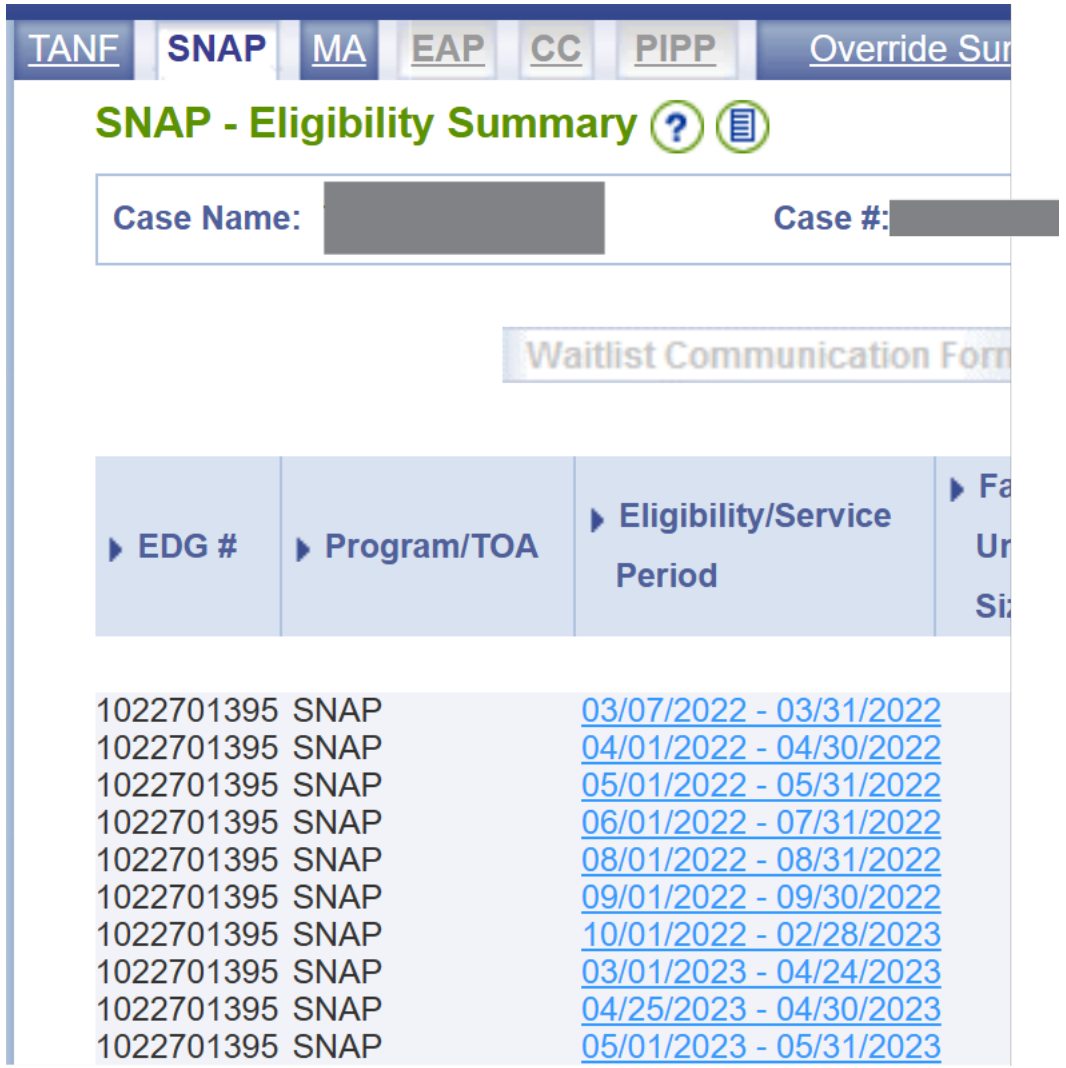


VaCMS SNAP Eligibility Check

3. SNAP-ELIGIBILITY SUMMARY

A screen will appear with current programs. For SNAP, the **SNAP-Eligibility Summary** will show. Click on the month in which you are verifying eligibility.

NOTE: if TANF is one of the programs listed, ensure that there is not a current TANF case by following the same steps. As a reminder, TANF recipients are unable to participate in SNAP E&T. However, there may be an active TANF case, but the participant **is not** on the grant.



VaCMS SNAP Eligibility Check: Eligibility Summary

The SNAP EDG Summary will appear showing who is on the case.

	Name	Certified Group	Relationship	Participation Status	Sanction	SNAP Work Requirement Study
EDG	Allen, Cary	Y	Daughter	Eligible Child	N	
	Allen, Richmond	Y	Self	Eligible Adult	N	
Excluded	Allen, Glen		N	Husband	Excluded Adult	

On the example, the SNAP case is in Glen Allen's name, however, they are excluded from the SNAP grant, so they are not eligible for SNAP E&T services.

VaCMS SNAP Eligibility Check

- ✓ E&T services **cannot** be provided after the SNAP case has been closed **unless** the client was already enrolled in E&T prior to the SNAP case closing, and in the Job Retention component as outlined in the SNAP E&T Manual Part XXV.

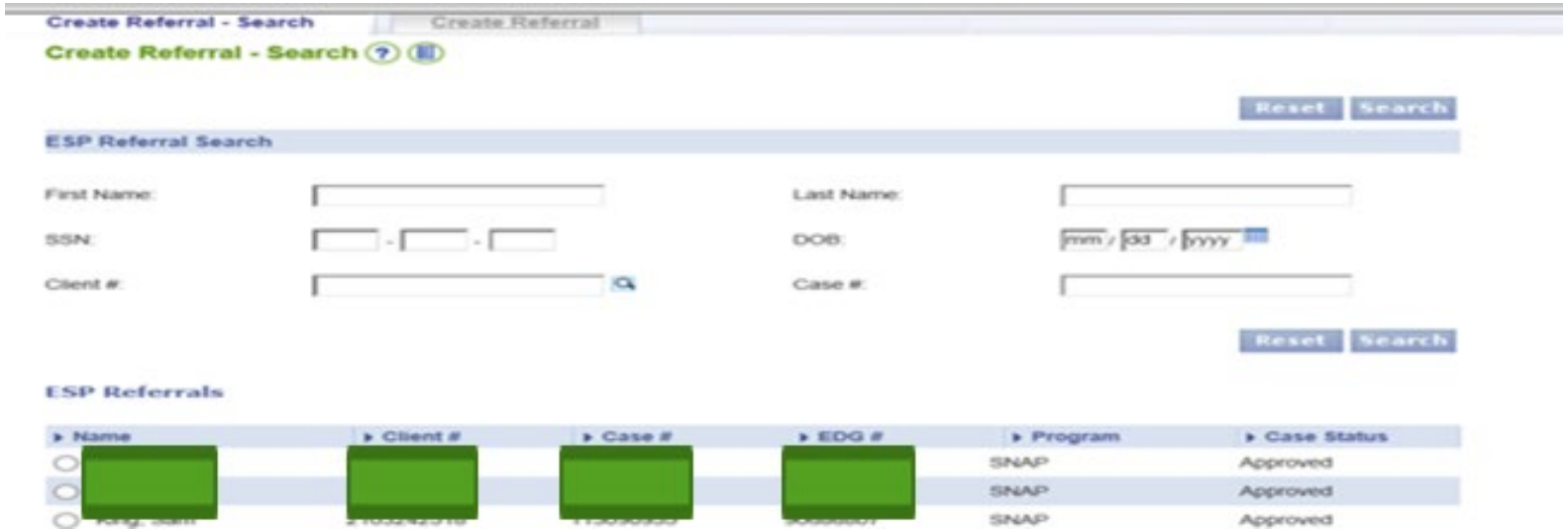
b. SNAP E&T agencies must stay in contact with the resettlement agency but, the resettlement agency is not required to send a break-down of component activities and hours to the SNAP E&T agency.

c. SNAP E&T will be notified if a refugee refuses to comply with refugee resettlement requirements to determine whether the SNAP E&T case should be closed; when someone leaves the program; and when there is a job placement.

9. Job Retention

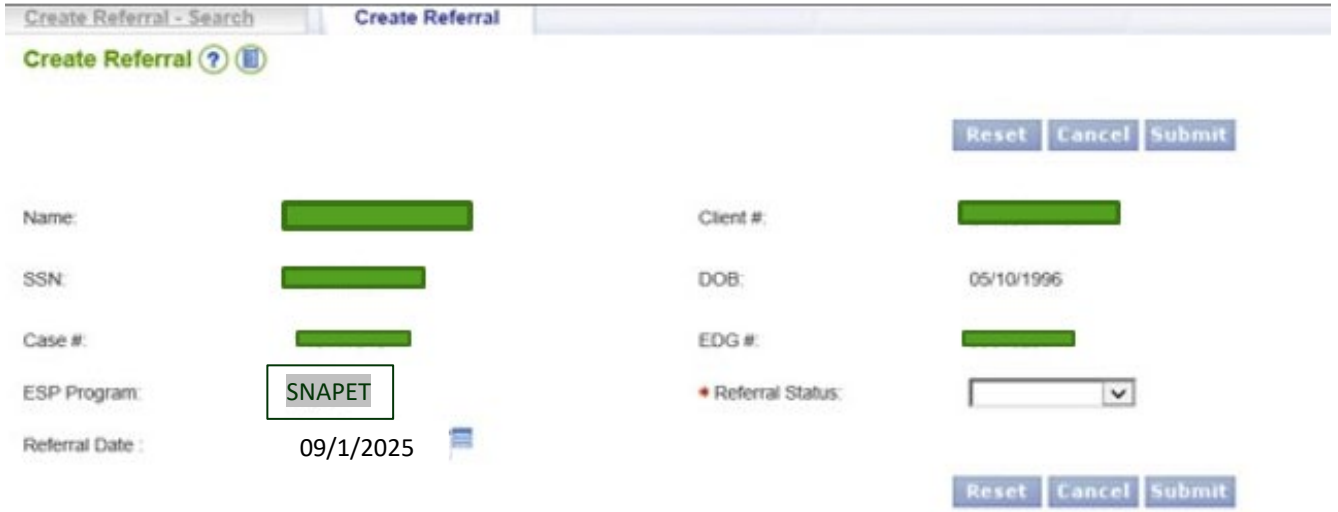
Job retention services is an allowable Employment & Training component. SNAP E&T agencies may offer this component for at least 30 days and no more than 90 days. The job retention component is intended to provide support services for at least 30 days and up to 90 days to individuals who have secured employment. Individuals are eligible to receive job retention services if they received SNAP benefits in the month of or the month before they start job retention and may receive job retention services after leaving SNAP unless the individual is leaving SNAP due to a failure to comply with the general work requirement or an intentional program violation. The participant must have secured employment after or while receiving other Employment & Training services. There is no limit to the number of times an individual may receive job retention services, if the individual has re-engaged with Employment & Training prior to obtaining new employment.

Create Referral - Search



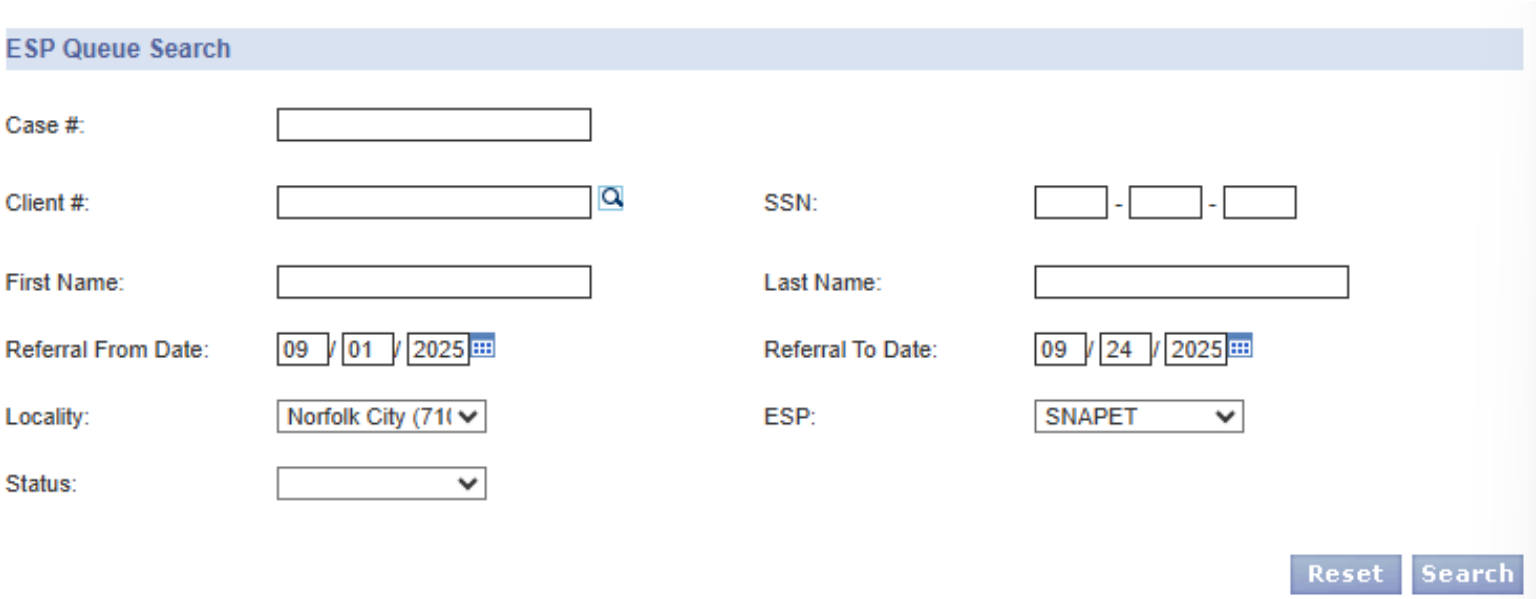
- ✓ If an eligible E&T participant does not appear in the ESP Queue, then a manual referral must be created. **(When you click on the Create Referral module, it may take 1-2 minutes to load.)**
- ✓ Enter search criteria to search for ESP Referrals
- ✓ Click Search
  - Displays customers who are currently active in SNAP, TANF or TANF VTP
  - Displays the customers who do not have an active referral
- ✓ Click Create Referral to access the Create Referral page
  - Manual referral can only be created when the Program Status is Approved or Suspended

Create Referral



- ✓ Change the referral status to "Voluntary" for SNAP E&T and click submit.
- ✓ **Referral Date** cannot be a future date
- ✓ You cannot create a new referral for the customer if there is an existing referral and the status is not **Closed.** Search for a participant in the **Queue** and/or the **Enroll/Update** screens leaving the "Locality" blank to see if the case is open in another locality.
- ✓ If the case is open in another locality, you will need to reach out to the assigned worker/supervisor to have them transfer the case to your locality.

ESP Queue



✓This page displays unassigned referrals in your locality sent to the Queue by EDBC and manually created referrals.

✓Select ESP and then ESP Queue from the left navigation.

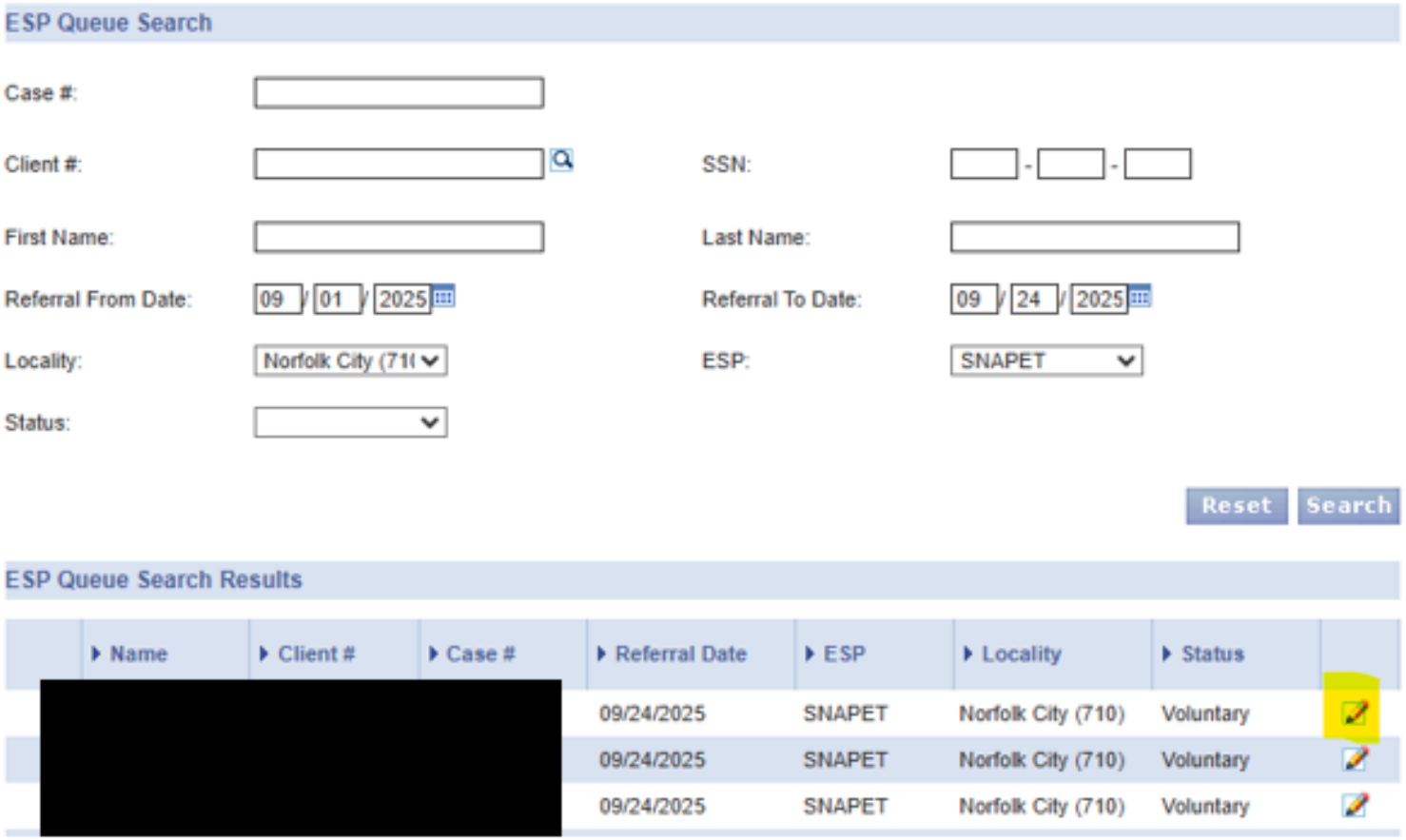
✓Enter search criteria to search for your entire locality or a specific client.

✓Select SNAPET from the ESP dropdown to narrow your search.

✓You can also search by case status but this is not a required field selection.

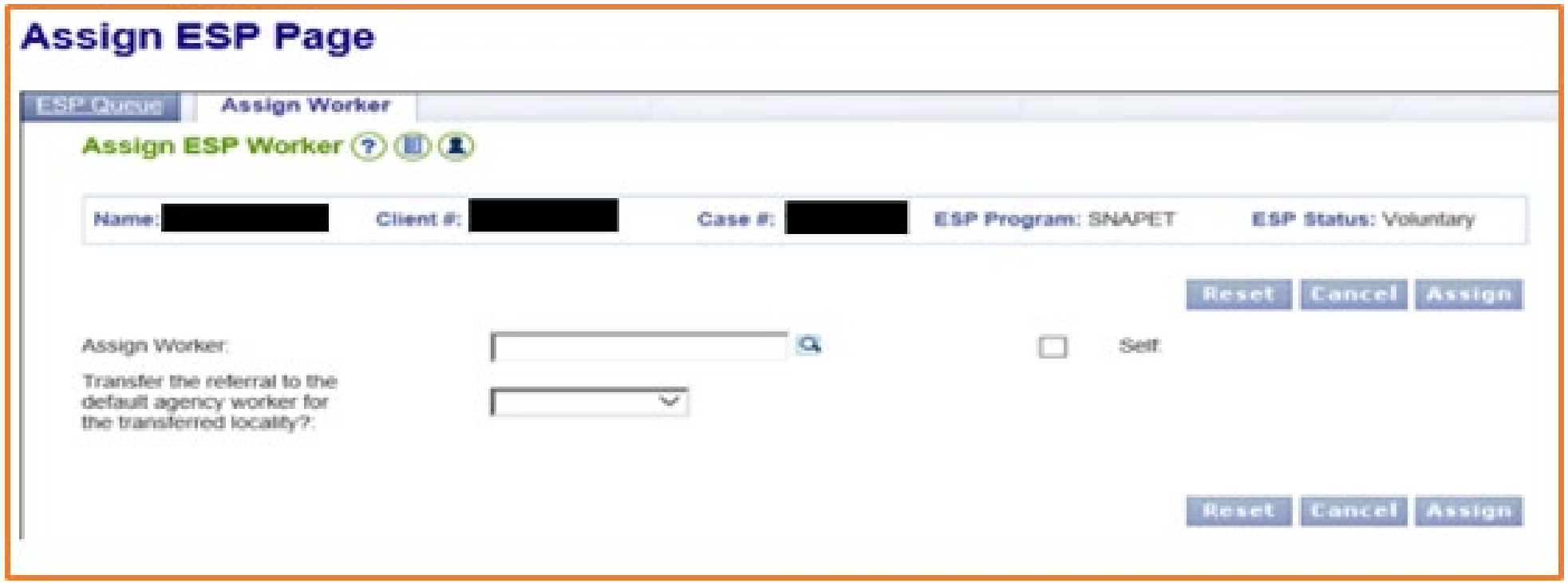
NOTE: You may need to enter in a referral date range if cases aren't displaying.

ESP Queue – Assigning to Worker



✓Click on the edit icon next to the case you want to assign to a worker

Assign ESP Worker



- ✓To assign a case to a worker, enter the worker ID or name in the **Assign Worker** field or select the **Self** checkbox for yourself.
- ✓Click the search icon next to the **Assign Worker** field to search for the worker ID.

Referral Process for Workforce Coordination Services & Technology

Coordinated Workforce Services

A few simple questions at SNAP application and renewal connect customers to workforce support.

1 Ask

At initial application and renewal, customers see a short set of optional workforce questions, in CommonHelp, or asked by a benefits worker.

The questions are optional and never affect eligibility, exemptions, or benefits.

2 Refer

With the customer's consent, the system sends a data referral to Virginia Works and any other agency that fits the customer's interests and needs. The customer can also "self-refer" directly with the agency.

Referrals also go out whenever someone subject to the requirement is found not meeting it.

3 Support

The receiving referral partner connects with the customer for coaching, training, education, volunteer service, and help with barriers.

As much as possible, referrals are received by local agencies who can triage additional support as needed.

Ask: how we find out where to send someone

The same 10 questions, whichever door the person came through

ASKED AT | Initial application or renewal | Citizen Services Call Center | SNAP interview | TONI Bot

QUESTIONS 1 TO 5	Barrier removal
1. Comfortable using computers and devices	
2. Access to a device and the internet	
3. English language help or an interpreter	
4. A safe and stable place to live	
5. Utilities shut off, or about to be	

Answers route to TONI, 211 Virginia and to Lifeline Support.

QUESTIONS 6 TO 10	Who to refer the person to
6. Help finding or preparing for a job	> Virginia Works
7. English, a diploma, college prep	> Adult Education
8. Training at the community colleges	> VCCS Fast Forward
9. Volunteering to meet the requirement	> Serve Virginia
10. A disabling condition, wants to work	> DARS

For now, only question 6 will produce an automated referral.

The questions are optional, are repeated for each adult age 18 to 64, and have no bearing on whether someone is found eligible for benefits.

Refer: A Network of Support

Referrals route to the service that fits; customers can also connect directly at any time.

Virginia Works
Statewide workforce network and career coaching

SNAP E&T Agencies
Employment and training services for SNAP customers

Adult Basic Education
English language, GED, and adult education classes

FastForward (VCCS)
Short-term credentials at community colleges

DARS
Employment services for people with disabilities

Serve Virginia
Volunteer service opportunities statewide

211 Virginia
Statewide directory of local help and resources

TONI
24/7 answers, coaching, and navigation from the intelligent agent

Rollout: SNAP referrals begin this fall, starting with a five-locality pilot. Medicaid customers join on January 1, 2027.

Pilot agencies: Fairfax County, Henrico County, City of Roanoke, City of Suffolk, Washington County

Partners keep their own intake processes; the referral simply brings the customer to the right door.

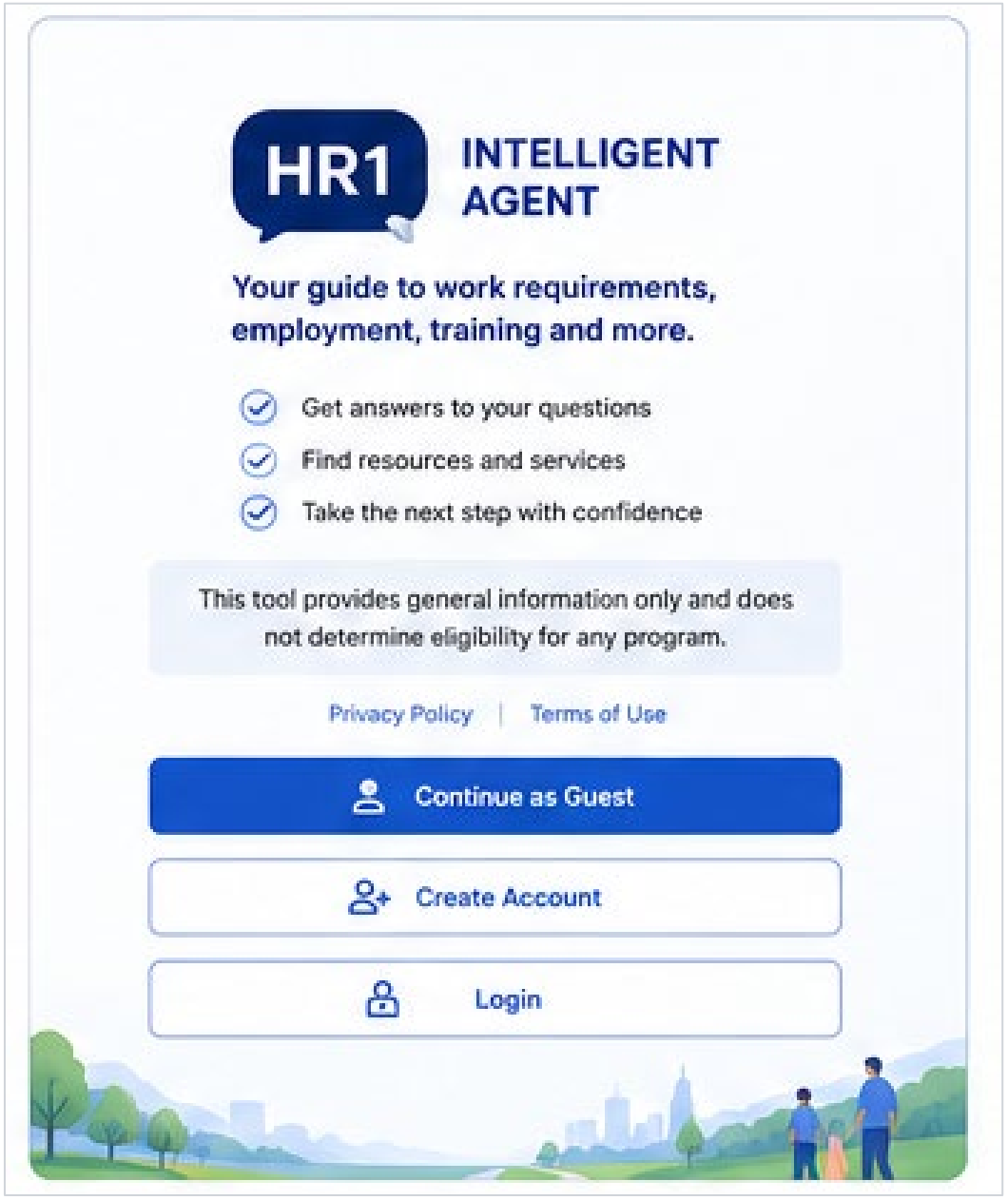
Meet TONI

Tools, Outreach, Navigation and Insight

VDSS' new intelligent agent for the HR1 work requirement.

- A guide customers can talk with 24/7, in plain language
- Answers questions about the rules, clearly and kindly
- Coaches each customer toward a real plan to meet the requirement
- Connects people to training, volunteering, and help with barriers
- **Piloting this fall. Live for January**

** NOTE: While TONI will advise on the rules and policy surrounding work requirements, it will never make predictions or determination about someone's benefits.*



E&T PROGRAM COMPONENTS

E&T Program Components

Non-Education, Non-Work Components

- Supervised Job search
- Job Search Training
- Job Retention
- Self-Employment
- Workfare (new for FY27)

Educational Components

- Basic/Foundational Skills Instruction (includes High School Equivalency Programs)
- Career/Technical Education Programs or other Vocational Training
- English Language Acquisition (new for FY27)
- Integrated Education and Training/Bridge Programs
- Work Readiness Training

Work Experience

- Work Activity
- Internship*
- Pre-Apprenticeship*
- Apprenticeship*
- On-the-Job Training
- Transitional Jobs*
- WBL Other*

Components highlighted in yellow are currently allowable in Virginia SNAP E&T

Virginia E&T Program Components: Non-Education, Non-Work

1. **Supervised Job Search (SJS):** Participants must complete a set number of applications, resume submissions or interviews over a specified period. SJS may be self-paced, occur remotely or in-person, but engagement with a skilled person must occur at least monthly. Supervised Job Search may be counted as a qualifying work activity for TLP only when it accounts for less than 50 percent of the required 80 monthly hour work requirement.

2. **Job Search Training (JST):** Designed to enhance the job readiness of participants by teaching job-seeking techniques and methods that build motivation and self-confidence. JST includes activities that may consist of employability skill assessments, employability training, job placement services, or other direct training or support activities, including educational programs to expand the job search abilities or employability of the registrant. Job Search Training may be counted as a qualifying work activity for TLP only when it accounts for less than 50 percent of the required 80 monthly hour work requirement.

3. **Job Retention (JR):** JR services are an allowable E&T component aimed at keeping a newly employed participant employed. E&T agencies ma offer this component for at least 3 days and up to 90 days.

   - An individual is eligible to receive job retention services when they received SNAP benefits in the month of or the month before starting job retention. The individual may continue to receive job retention services after leaving SNAP, except when the individual is leaving SNAP due to a failure to comply with the general work requirement or an intentional program violation (IPV).
   - The participant must have secured employment either after, or while, receiving other Employment and Training services. **JR cannot be the first assigned component in E&T.**

Virginia E&T Program Components: Non-Education, Non-Work

Workfare (New for FY27): Structured and supervised work activity designed to build work readiness, strengthen soft skills and offer participants meaningful opportunities to contribute to their communities. Additionally, it is intended to serve as a bridge to employment. All placements will occur at a public or nonprofit organization that is aligned with the participant's abilities, interests, and employment goals. ***Participation in the Workfare component is restricted to TLP's who are required to meet the federal work requirement, as available opportunities may be limited.***

The allowable monthly hours for workfare must not exceed the monthly **household** SNAP allotment divided by Virginia minimum wage of $12.77 (increases to $13.75 effective 1/1/2027), which is greater than the federal minimum wage of $7.25.

- **Ex.** Household SNAP allotment is $350, the **total** workfare hours for the household is **27 for the entire month** ($350/$12.77)

LDSS' are responsible for establishing Workfare sites and ensuring that a valid agreement is in place with each participating organization. These agreements must include a description of the available positions, duties participants will perform, available hours, contact information and agreeance of labor laws. * (SERVE VIRGINIA VOLUNTEER HUB)

LDSS' must also ensure that monthly attendance is accurately tracked and documented using the Attendance and Performance Rating Sheet. ESW's are responsible for ensuring the entry of hours data into VaCMS and communicating with the BPS if the participant is not complying or meeting the assigned hours.

Virginia SNAP E&T Program Components: Educational

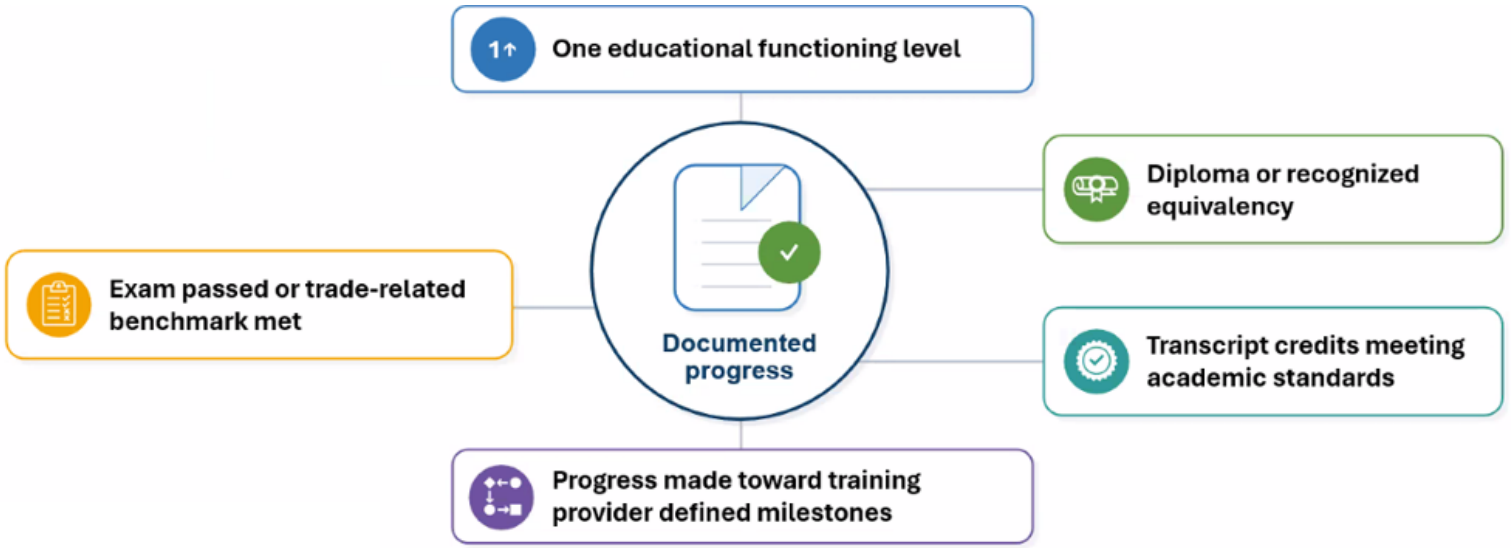
1. **Basic/Foundational Skills Instruction (includes High School Equivalency Programs)**: Designed for participants where basic skill remediation has been identified through the initial assessment. Can include Adult Basic Education and GED.

2. **Career/Technical Education Programs or other Vocational Training**: Provides training in a workforce based, high wage/demand skills or trade that will improve employability of participants. **Ex**. FastForward trainings offered by Virginia Community College Systems.

3. **English Language Acquisition (new for FY27):** Provides targeted English language instruction that strengthens participants reading, writing, speaking and listening comprehension skills. Helping remove language-based barriers to employment and enhancing overall job readiness and employability.

4. **Work Readiness Training**: Provides training and educational services that help participants get ready for the workforce by building core skills they need to succeed. The focus is on strengthening foundational cognitive skills, developing solid workplace habits, and reinforcing essential soft skills that support long term employment. Can also include digital literacy, financial and health readiness.

MEASURABLE SKILLS GAIN



New measure for FY27

SNAP E&T participant who

- Is enrolled in a SNAP E&T education or training program
- Is achieving measurable skill gains towards a credential or employment

Measurable skills gains include documented academic, technical, occupational or other forms of progress. **Ex**. Improved in a grade level, meeting academic milestones, passing the math section of the GED exam.

ESP MODULE OVERVIEW

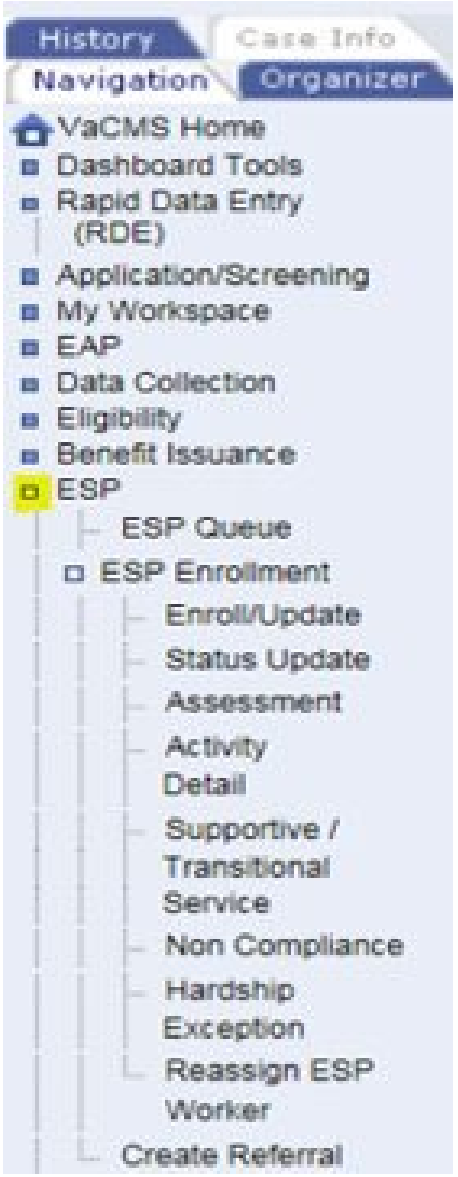
ESP Module Overview

Both SNAP E&T and VIEW workers utilize the same pages in the ESP module to complete their work. SNAP E&T workers will not have access to VIEW data, or vice versa. However, you may see fields or questions that do not apply to your program area. That's OK!

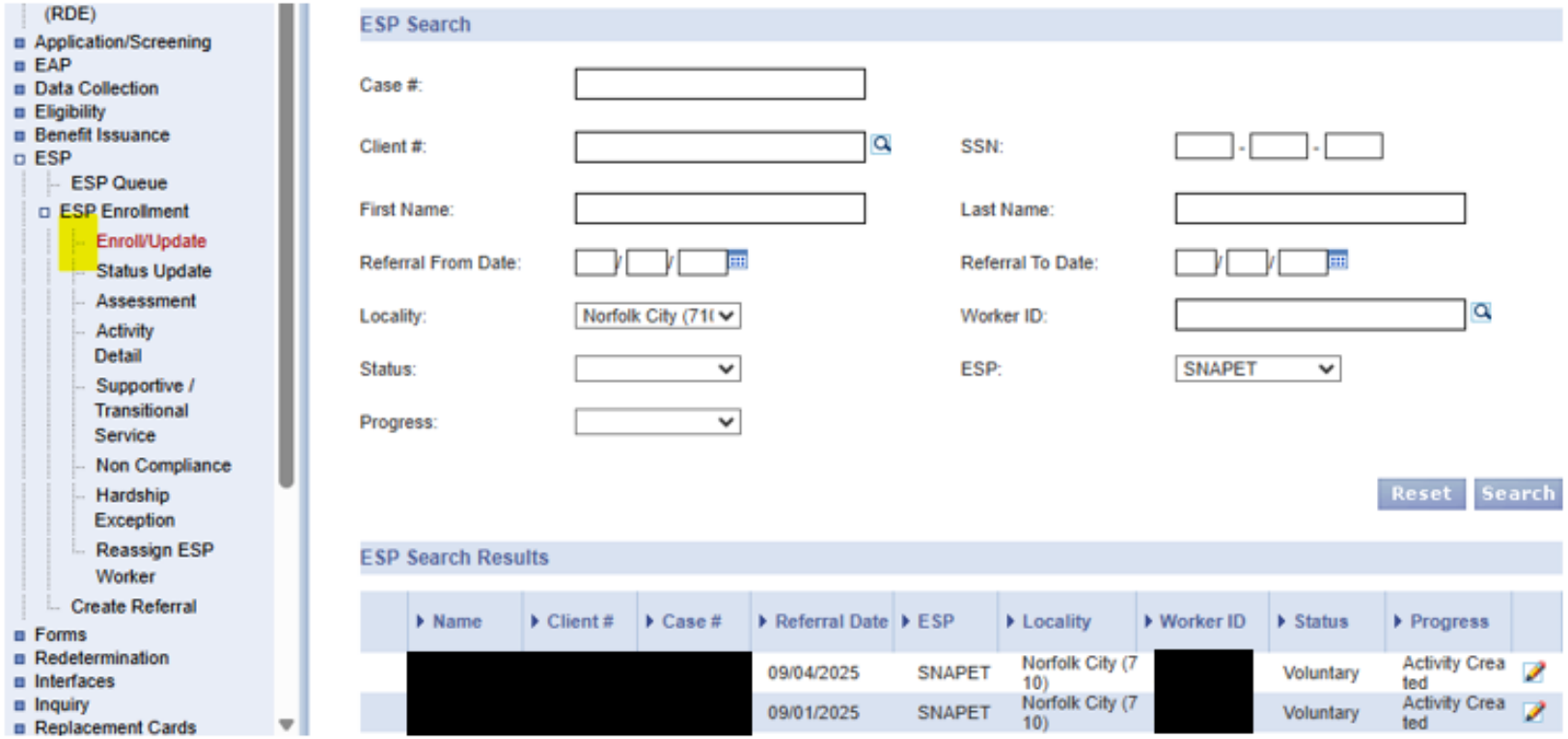
The VaCMS will only require you to complete the fields relevant to your area of focus. For example, if you are working with a SNAP E&T customer, fields related to VIEW only will be grayed out.

ESP

Unlike the **Data Collection** module used by Eligibility Workers to process and maintain cases, the ESP module does not contain a guided "driver flow." Employment Services Workers must manually navigate to the pages they need to complete the required task.



ESP Enroll/Updates



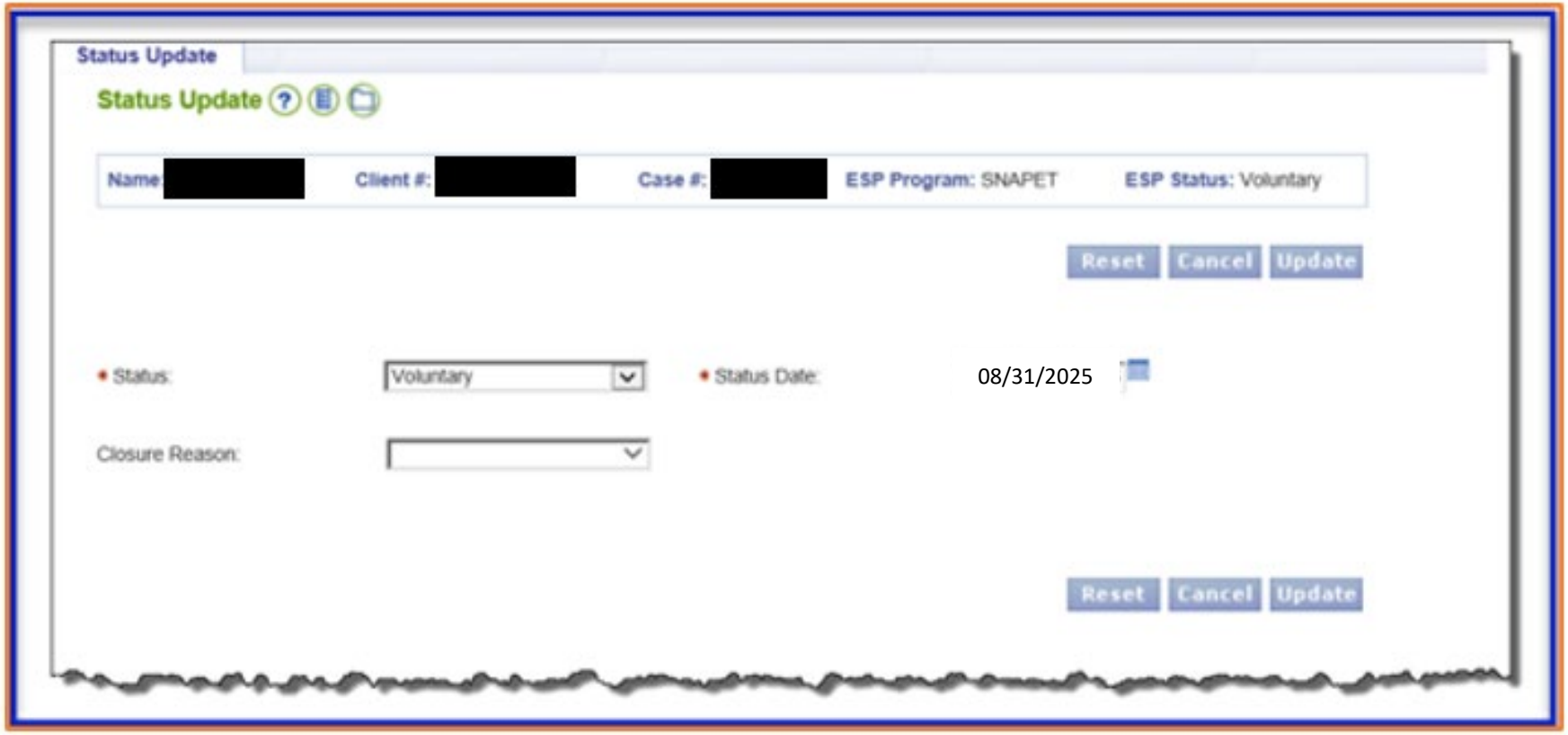
✓This page displays the referrals by worker locality and the referrals assigned to the worker

✓Enter criteria to search for a case or client

✓If the name on the program application was pended in ALL CAPS, you may need to search by ALL CAPS

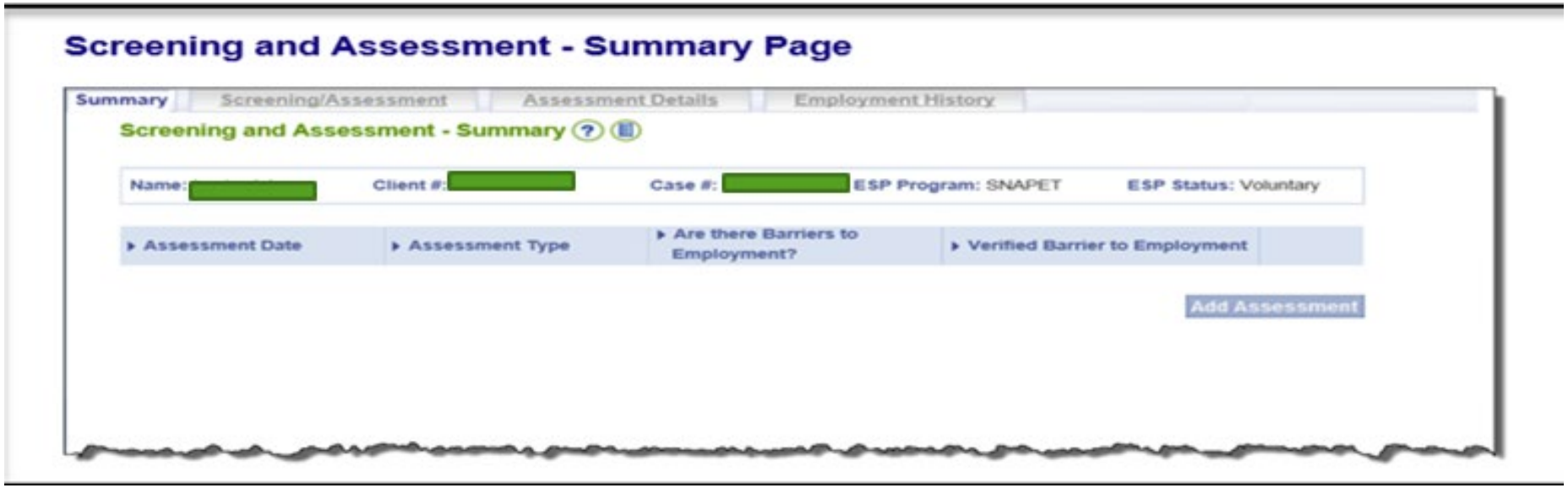
✓To enroll/update a client, click the edit icon

Status Update



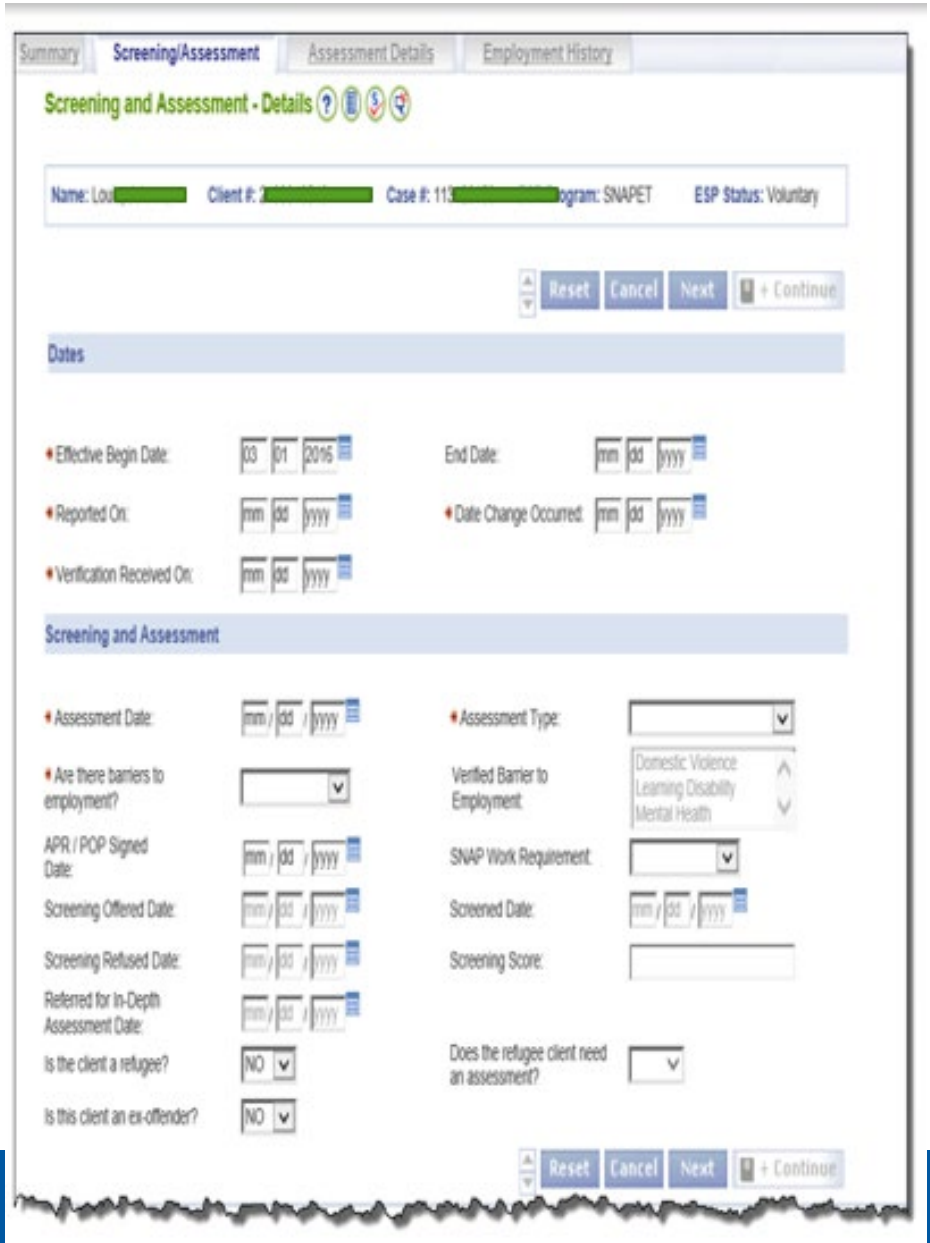
- ✓ Use this page to modify the ESP Referral **Status**
- ✓ **Applicable to E&T:** Voluntary, Transitional Transportation, Closed
- ✓ **Closure Reason** is required when **status is closed**

Screening & Assessment - Summary



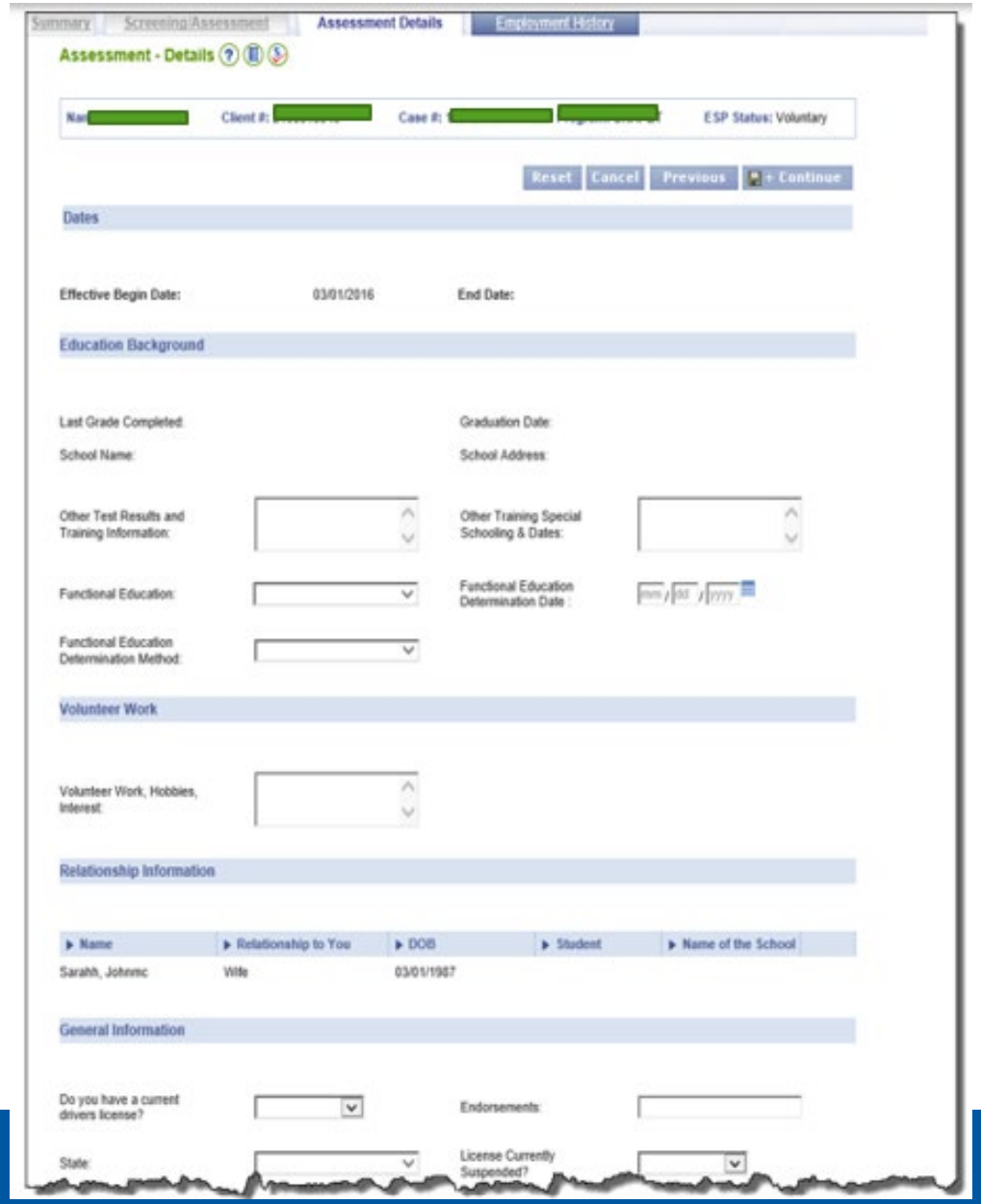
- ✓ Use this page to review assessment screening data and to add an assessment.
- ✓ **Click Add Assessment**
  - The **Screening and Assessment – Details** displays
  - The **Add Assessment** button is disabled after an assessment record has been added
- ✓ No updates or new information can be added when a referral is closed.

Screening & Assessment - Details



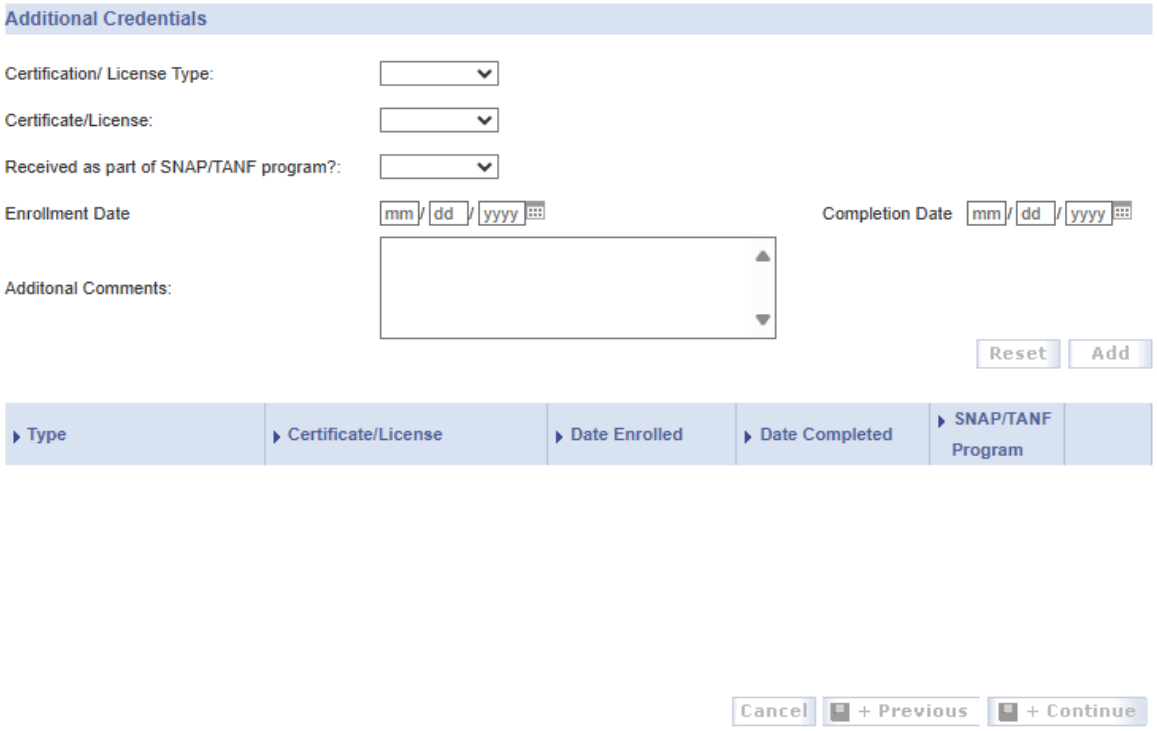
- ✓ **Assessment Date cannot be a future date and must be equal to or greater than the referral date**
- ✓ **Verified Barrier to Employment is required if Are there barriers to employment? is YES**
  - Multiple verification reasons can be selected by pressing the CTRL key when making your selections
- ✓ **SNAP Work Requirement is enabled and required for SNAPET**
- ✓ **Screening Offered Date, Screened Date, Screening Refused Date, Screening Score, and Referred for In-Depth Assessment Date are enabled for VIEW**
- ✓ **Is the client a refugee? is enabled for SNAPET only**
  - **Does the refugee client need an assessment?** is enabled and required when **Is the client a refugee?** is **YES** (SNAPET only)
- ✓ **Is this client an ex-offender? is enabled for SNAPET**
- ✓ **When Does the refugee client need an assessment? is NO (SNAPET only):**
  - **Assessment Details** and **Employment History Details** tabs are disabled
  - **Next** is disabled
  - **Save + Continue** is enabled
- ✓ **Clicking Next takes you to the Assessment Details page**

Assessment - Details



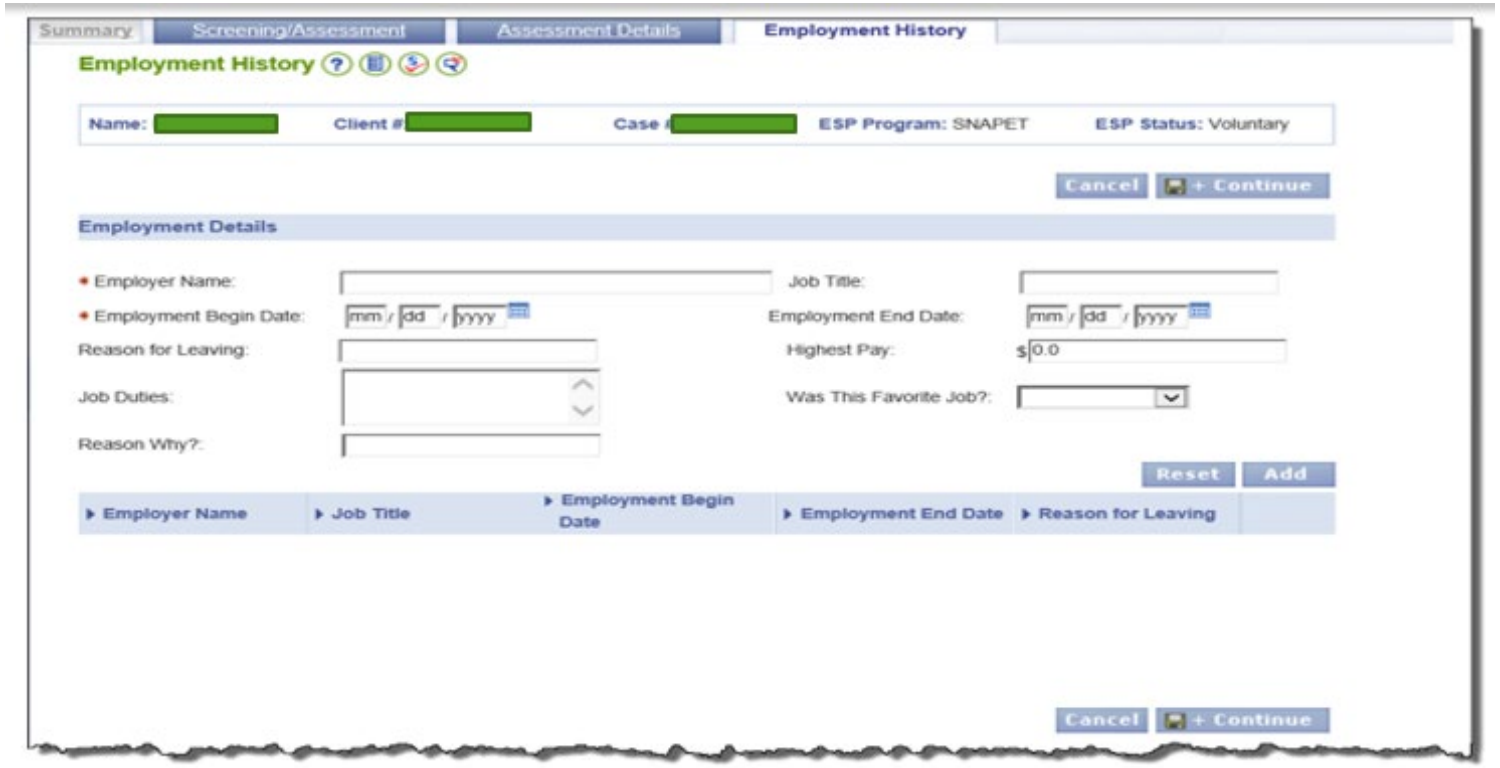
- ✓ **Carefully read each question and select the appropriate response according to the specifics of your case. While some fields aren't required, please be as detailed as possible for data purposes.**
- ✓ Include last grade completed and functional education level if known.
- ✓ **Endorsement is the type of driver's license the customer possesses**
  - Enabled when **Do you have a current driver's license?** is **YES**
- ✓ Text fields allow up to 500 characters
- ✓ **When a referral status is Closed:**
  - Changes cannot be made
  - New information cannot be added

Assessment – Details – Additional Credentials



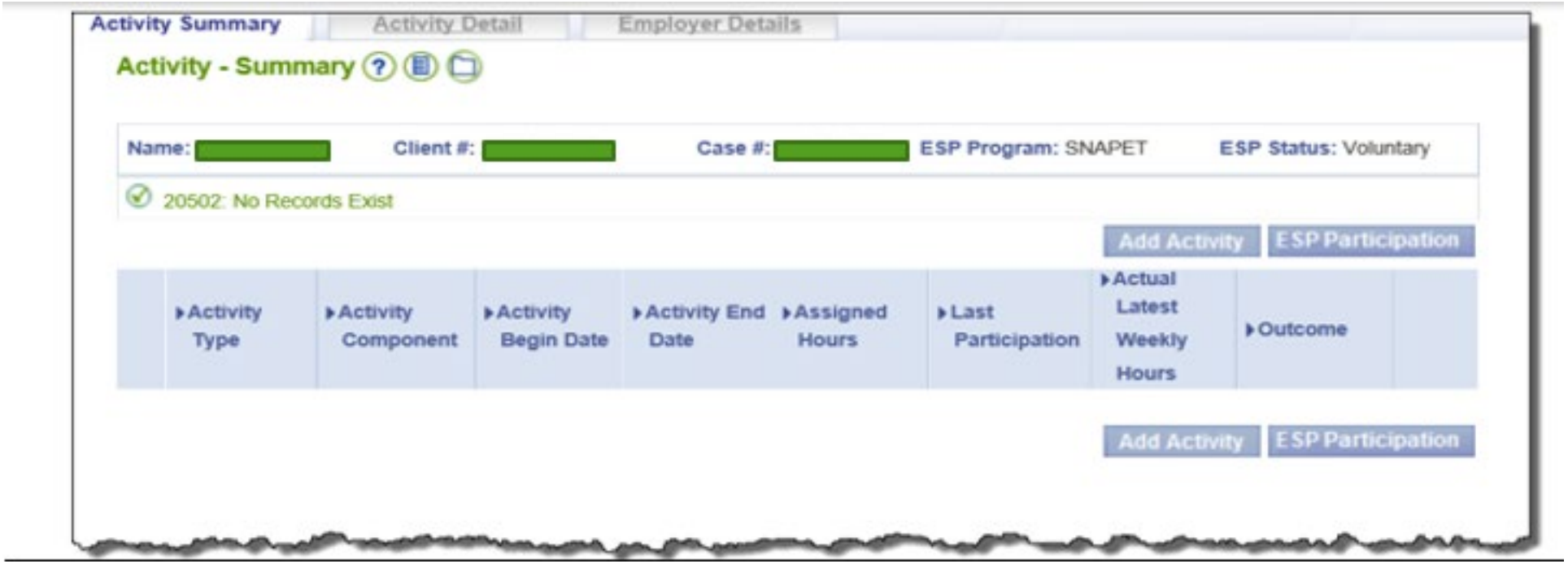
- ✓ ESP workers should be entering in training and credential information for SNAP E&T and VIEW participants.
- ✓ This includes known certifications and training credentials received prior to SNAP E&T and VIEW enrollment and those received during program enrollment.
- ✓ **Data from these fields are captured on the new Training and Credentials Reports.**

Employment History



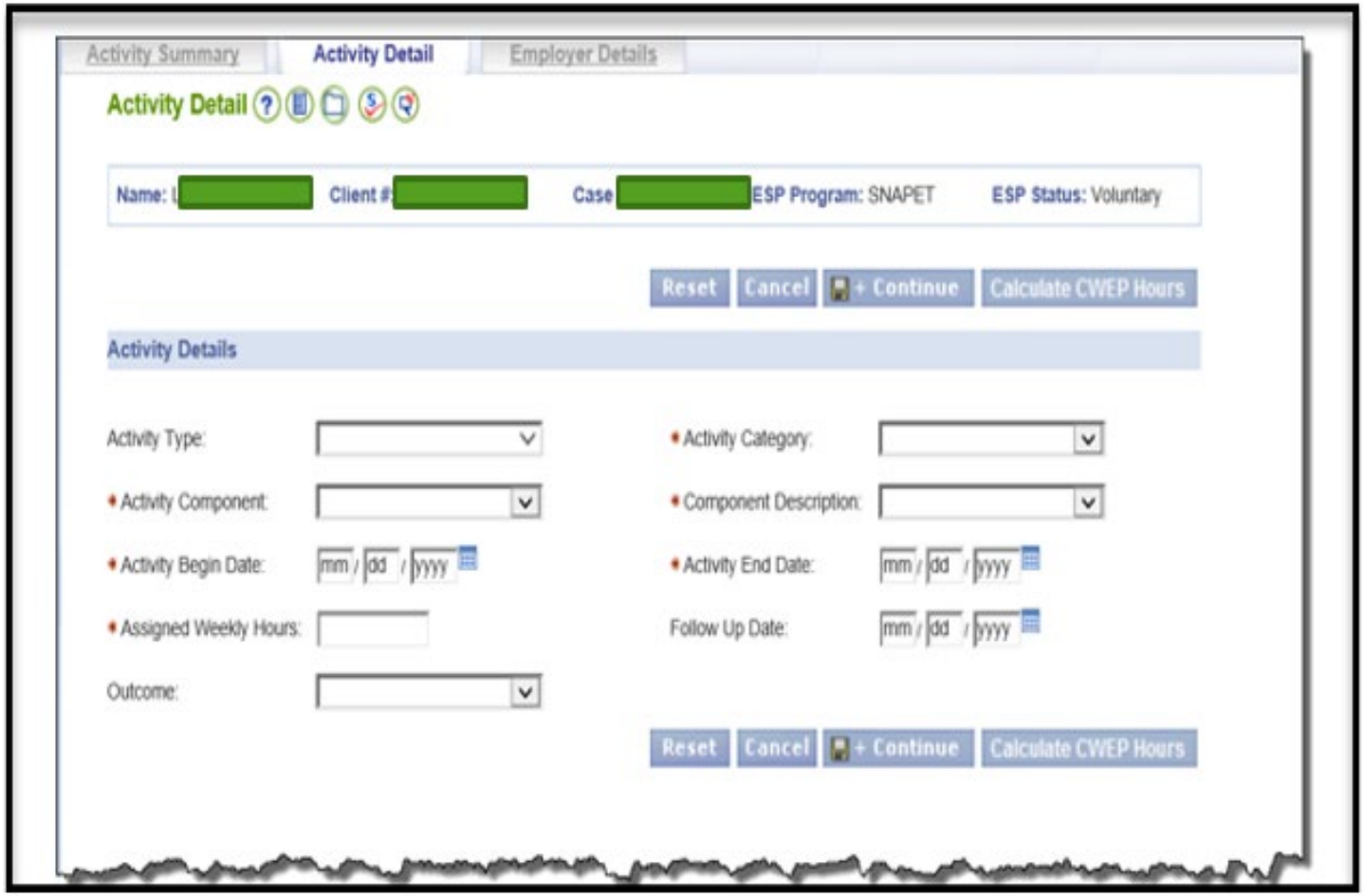
- ✓ Clicking **Add** allows you to add the employment information in the result section and remain on the same page to enter additional Employment records.
  - Records will display with the most recent employment record at the top

Activity - Summary



- ✓ **The Activity – Summary page displays the activities assigned to the customer participating in SNAPET or VIEW**
  - Access this page by selecting Activity Detail from the left navigation
  - Click Add Activity to access the Activity Details page and add an activity
  - You cannot delete records
- ✓ **Click ESP Participation to access the ESP Participation Summary page**
- ✓ Must select at least one record before clicking the button to access the page

Activity Details – Add Activity

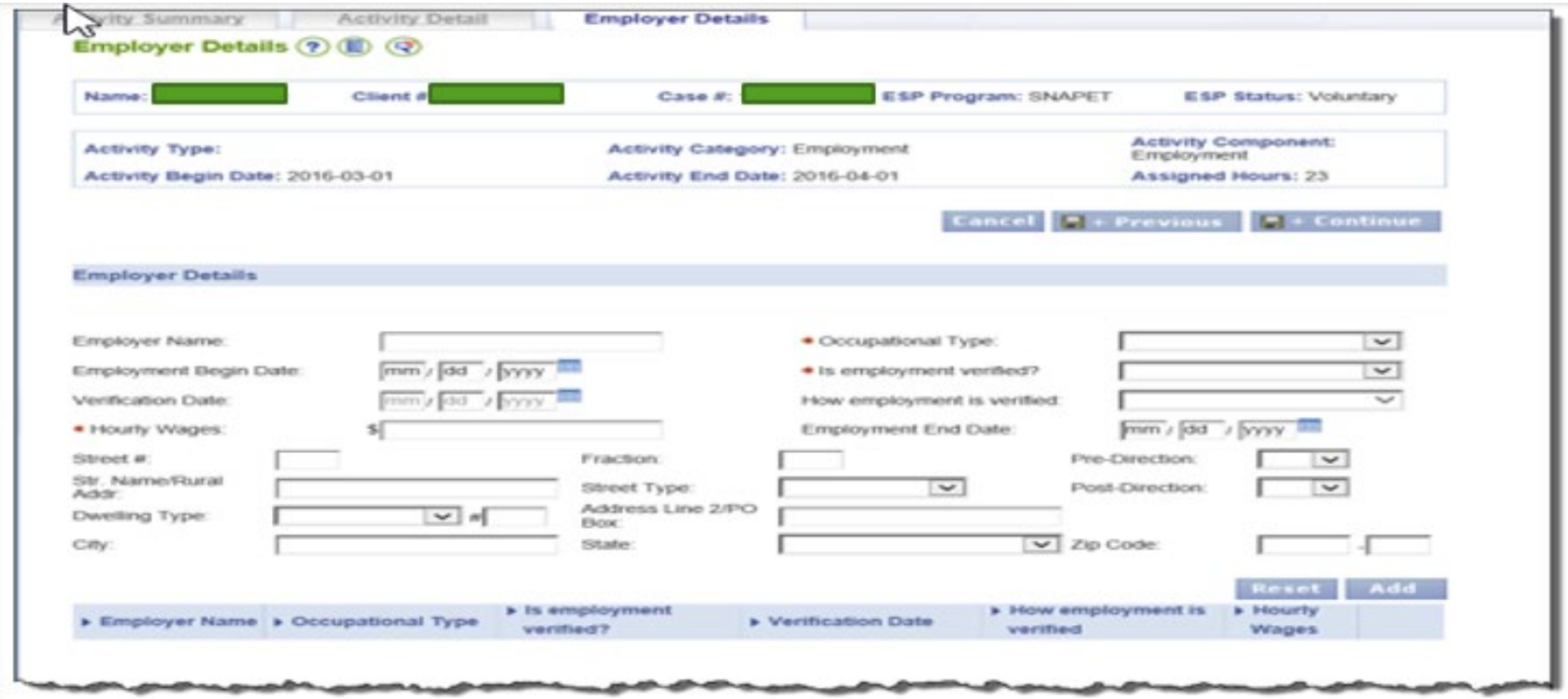


From the Activity Detail Screen, once you click Add Activity, this page will appear.

Activity Details – (cont.)

- ✓ **Carefully read each question and select the appropriate response according to the specifics of your case**
- ✓ **Activity Type (Core, Inactive, Non-Core, etc.) is enabled and required when the ESP is VIEW**
  - You can edit the information if participation details have not been entered
  - Once participation details are entered, the Activity Type cannot be changed
- ✓ **Activity Category is required when the ESP is VIEW or SNAPET**
  - You can edit the information if participation details have not been entered
  - Once participation details are entered, the **Activity Category** cannot be changed
  - **Supervised Job Search** category:
    - ➢ Cannot be assigned for more than 8 weeks. It is recommended that 4 weeks be assigned at one time and reassessed to see if job search is still appropriate.
  - **Inactive and Pending** categories are **NOT ALLOWED** for SNAPET effective May 2025.
  - **Employment, Education and Training, and Work Experience** cannot be assigned beyond 6 months for SNAPET
  - **Employment** category selection will require **Employer Details** to be entered
- ✓ **Activity Begin Date should be less than or equal to the Activity End Date**

Employer Details



- ✓ Carefully read each question and select the appropriate response according to the specifics of your case
- ✓ **Employer Name should be entered**
- ✓ **Verification Date** is enabled and required when **Is employment verified?** is **YES**
  - Cannot be a future date
  - Must be equal to or less than the **Employment Begin Date**
- ✓ **How employment is verified?** is enabled and required when **Is employment verified?** is **YES**
- ✓ Clicking **Add** allows you to add the employer details and remain on the same page to enter additional **Employer Details** records

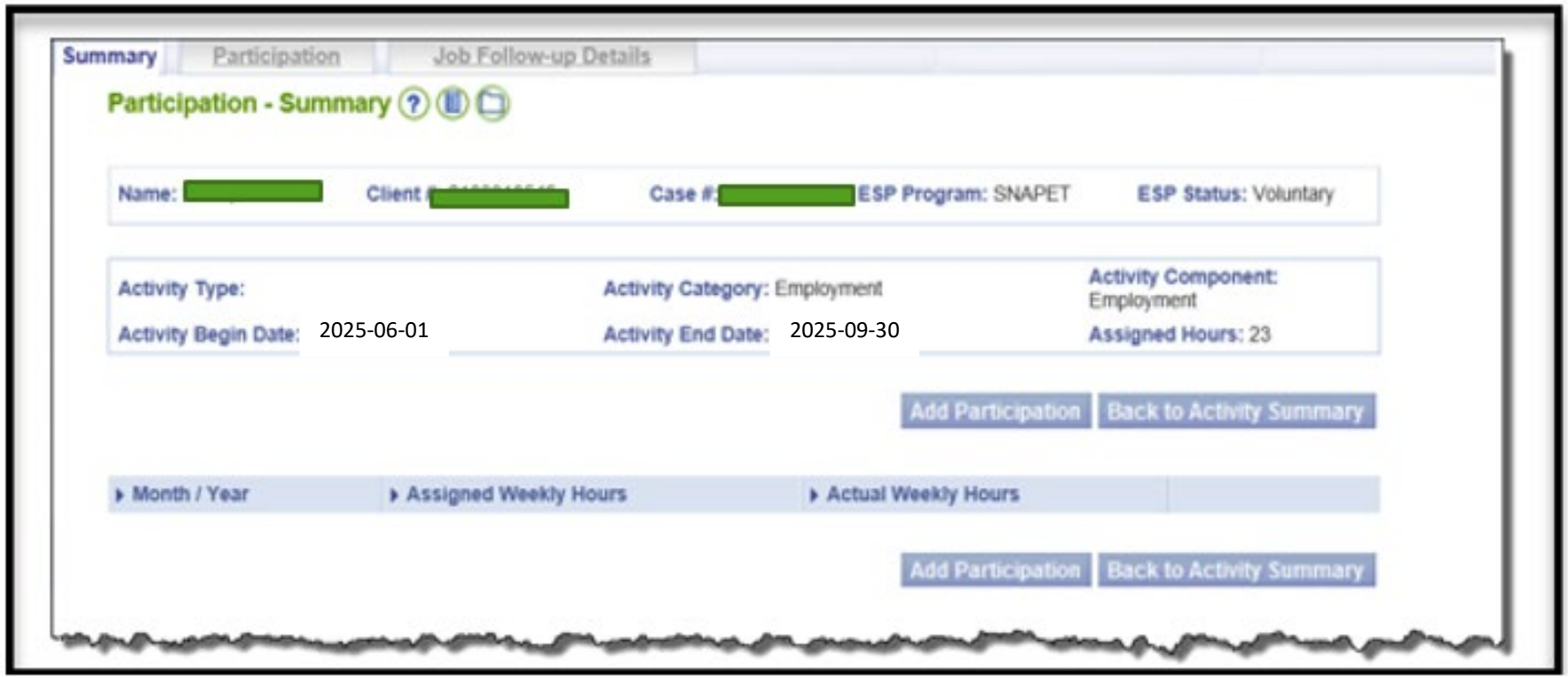
Hourly Wages

- LDSS' should ensure that a participant's wages are entered correctly and that the employment has been verified in VaCMS.
- Wage entries should be entered at least at the equivalent of the current Virginia Minimum Wage or higher.
- This includes waiting, commission, or “tipped” jobs as it is assumed that with tips or commissions, the client's hourly wage is at least meeting the Code of Virginia minimum wage requirement.
- Please refer to the Entering Hourly Wages in ESP for Participants Earning Below Minimum Wage Desk Aid.pdf for additional guidance on **Tipped Employees; Participants Earning Wages by the Job, Not Necessarily an Hourly Wage; Self-Employed Participants; and Participants Working Outside of Virginia.**

Entering Monthly Participation and Job Follow-ups

- SNAP E&T case managers should enter in monthly participation and job follow-up hours by the 8th of each month and/or as soon as verification is received.
- Actual participation hours or actual hours worked must be entered into ESP.

Participation Summary

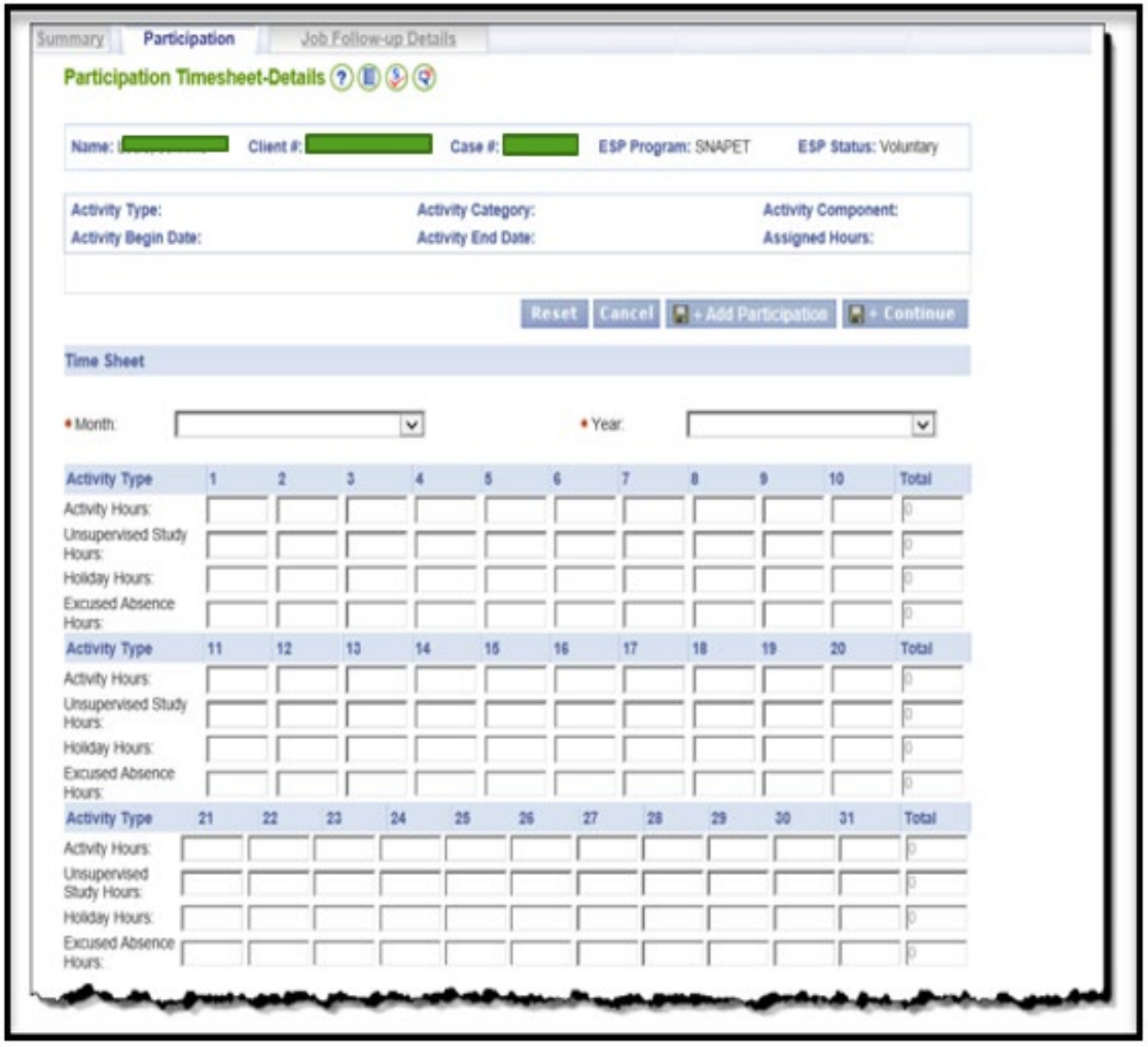


✓To access this page, click in the circle beside your activity and click **ESP Participation** on the **Activity - Summary** page

✓Click **Add Participation**

- **Participation Timesheet – Details** page displays if the **Activity Category** is **Job Search**, **Work Experience**, or **Education and Training**
- **Job Follow-up Details** page displays if **Activity Category** is **Employment**

Participation Timesheet - Details



- ✓ Enter data based on the customer's submitted timesheet
- ✓ **Holiday Hours and Excused Absence Hours can be entered when the Activity Component selected is Job Readiness, Group, Work Experience (WE), GED, Vocational Education and Training, Job Skills Training, or Education below Post-Secondary**
  - Holiday Hours cannot be entered on days that are not identified as holidays (10 valid holidays are New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after, and Christmas day)
- ✓ **Total Monthly Hours are calculated as the sum of all hours entered for the month**
- ✓ **Weekly Hours are calculated by dividing the Total monthly hours by 4.33**
  - Round the value up for 0.5 or more and down for less than 0.5 hours

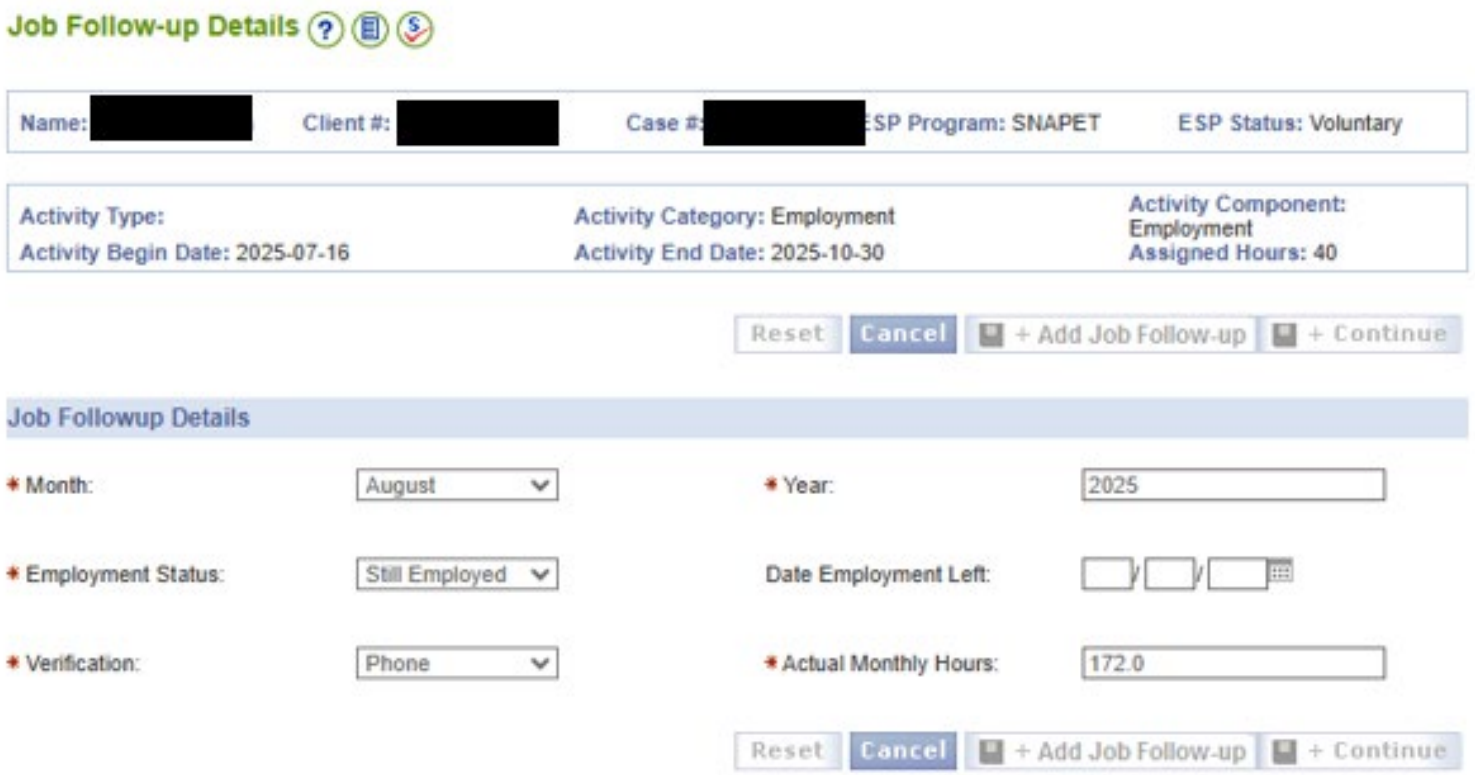
Job Follow-up Details

✓To access this page click in the circle beside your activity and click **ESP Participation** on the **Activity - Summary** page

Job Follow-up Details (cont.)

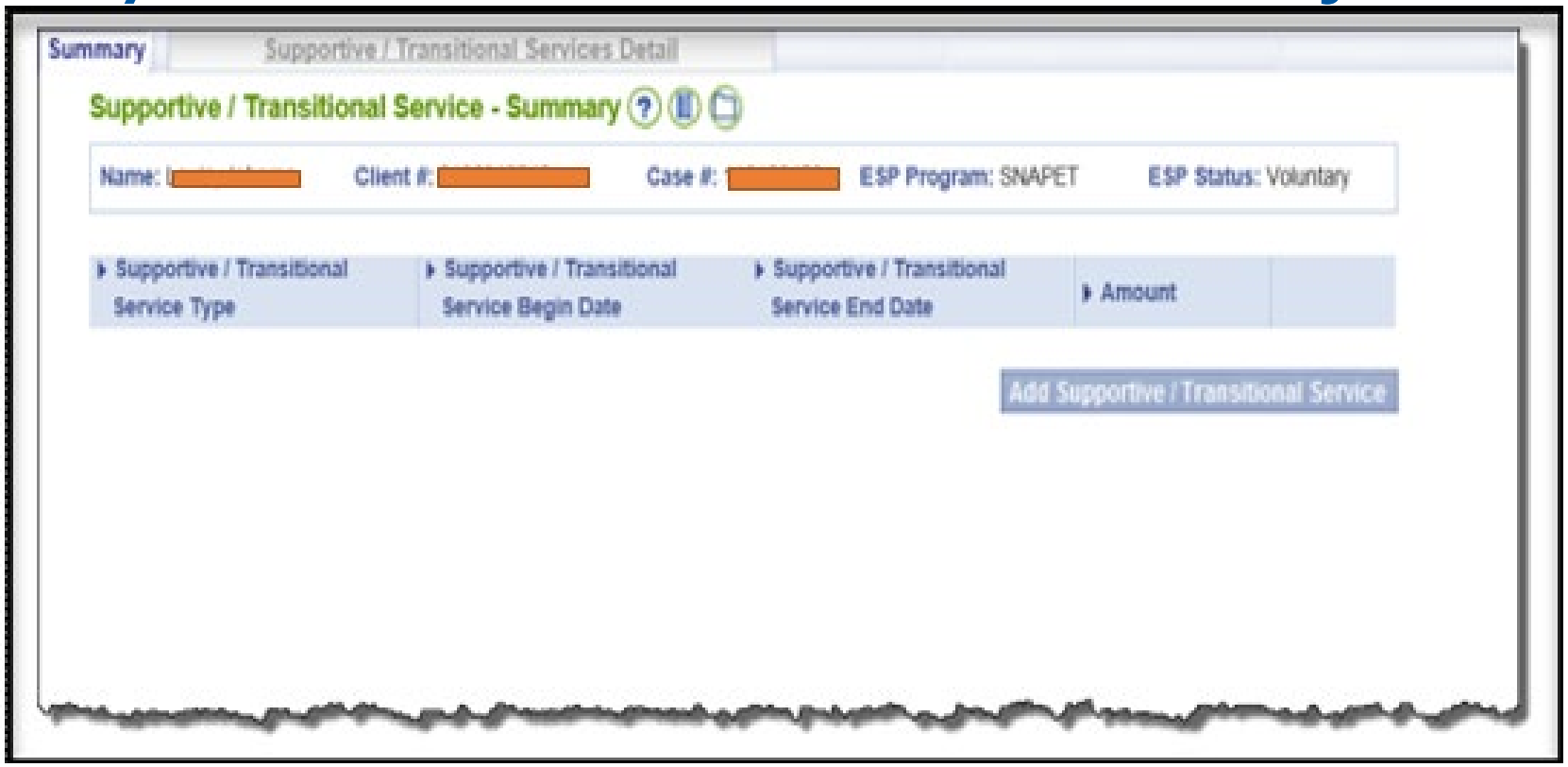
✓Click **Add Participation**

Job Follow-up Details (cont.)



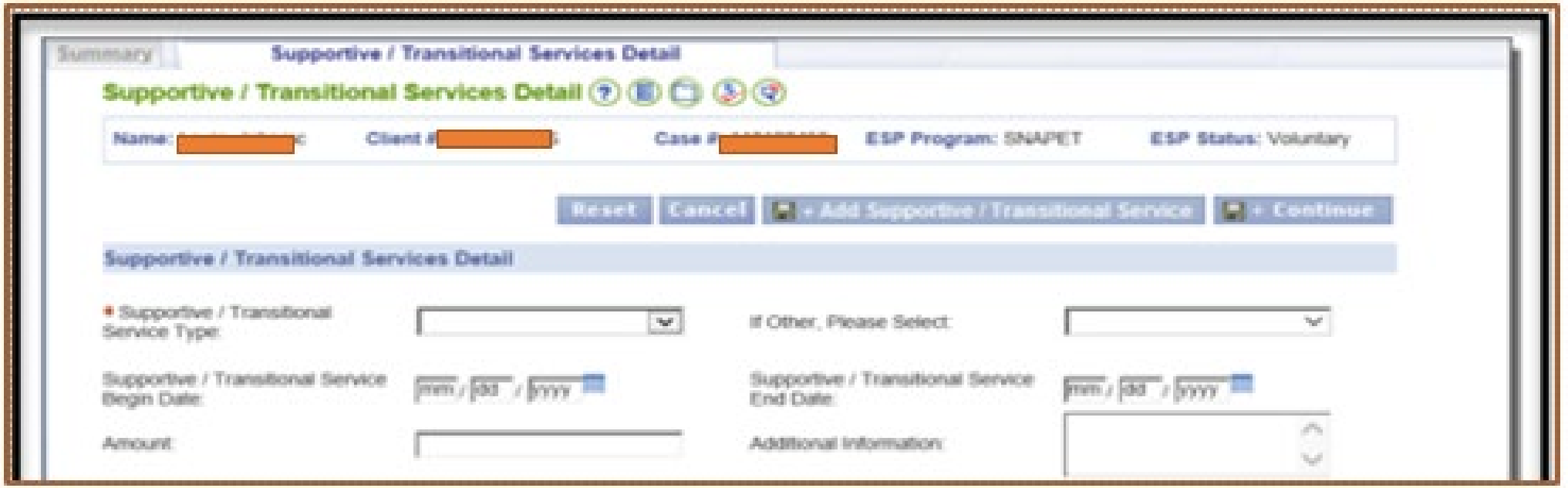
- Enter data based on the monthly job follow up contact
- Enter actual monthly hours worked. The system will automatically convert this to weekly hours.

Supportive/Transitional Service - Summary



- ✓ Access by selecting Supportive/Transitional Service from the left navigation.
- ✓ Documentation on the Supportive/Transitional Service page in the ESP module is not a requirement **but all in cases, details concerning supportive/transitional services should be notated in the case narrative in data collection and on the Activity and Service Plan.**
- ✓ Transitional Supportive Services are allowed for the E&T Job Retention component for up to 90 days.

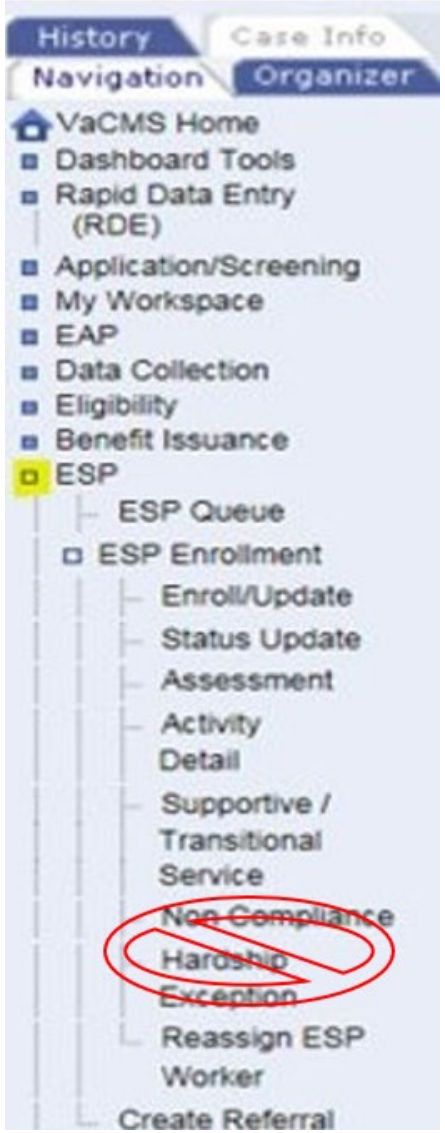
Supportive/Transitional Services - Detail



- ✓ Carefully read each question and select the appropriate response according to the specifics of your case
- ✓ In the Supportive / Transitional Service Type field
  - Supportive Services types are always available from the dropdown menu
  - Transitional Services types are only available from the dropdown menu when the referral status is either VTP (VIEW Only), Transitional Education/Training (VIEW Only) or **Transitional Transportation** (SNAP E&T and VIEW)
- ✓ If Other, Please Select is enabled and required when Supportive / Transitional Service Type is Other

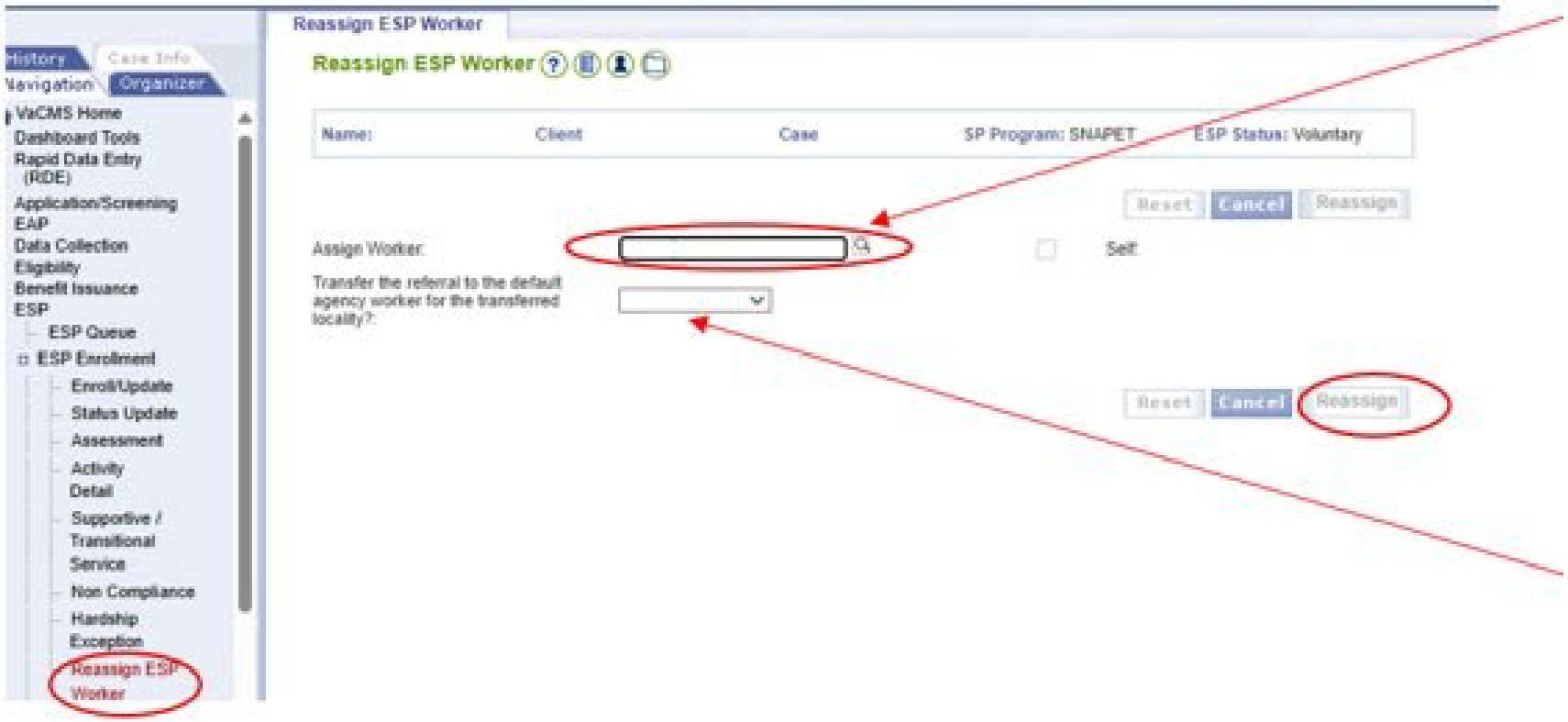
Non-Compliance and Hardship Exception

SNAP E&T does not have Non-Compliance and Hardship Exceptions, so these sections are not applicable to SNAP E&T.



Reassign ESP Worker / Transfer Protocols

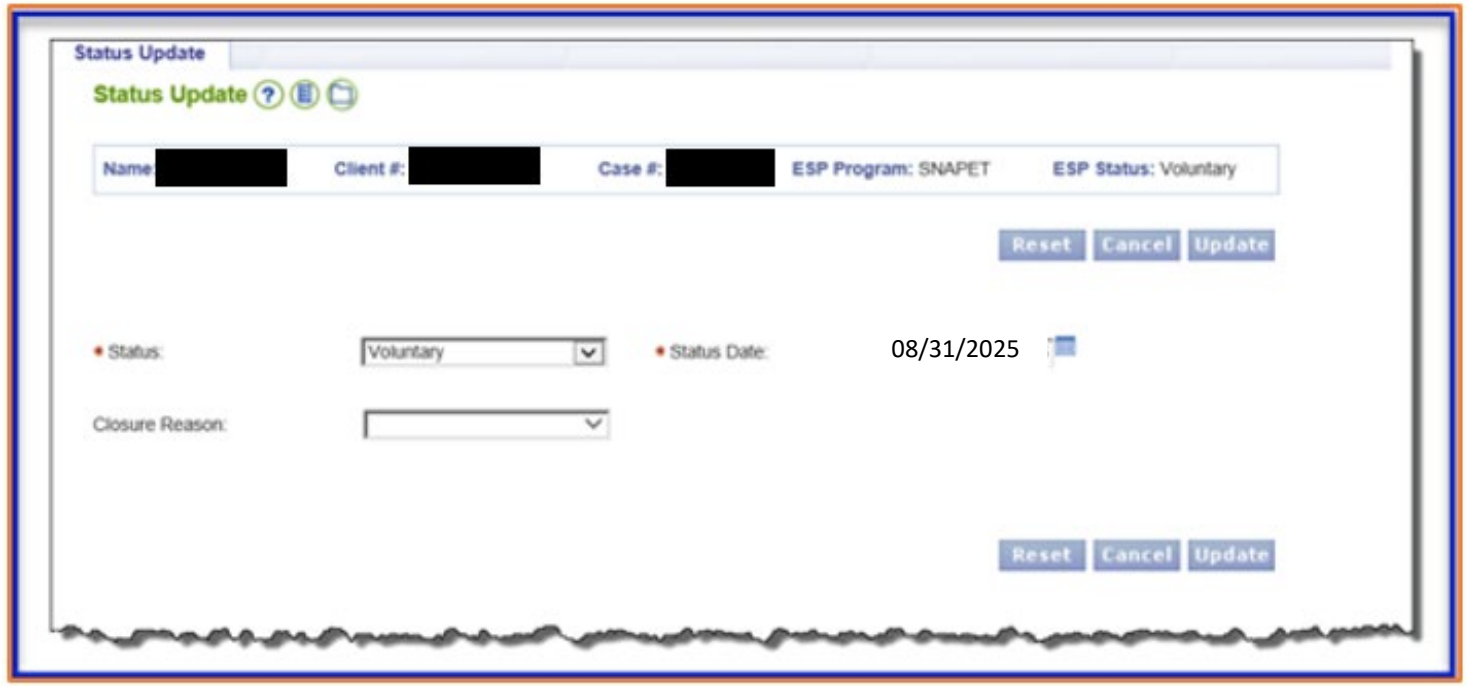
Reassign ESP Worker/Transfer to another locality



Step 1: If you're assigning the case to another worker in your locality, enter their LDAP here and click "Reassign." (Done) If you're transferring a case to a different locality, delete/blank out the assigned worker then proceed to step 2.

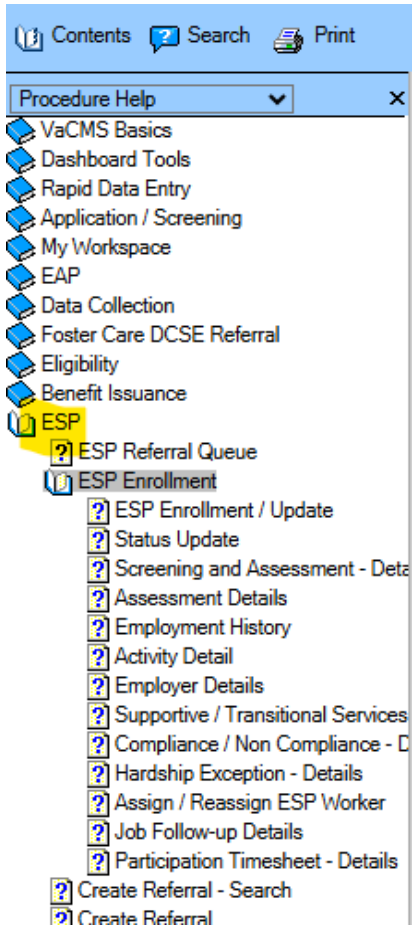
Step 2: If you're transferring a case to a different locality, after you've completed Step 1, select "Yes" to transfer to the default agency worker for the transferred locality and click "Reassign." (Done)

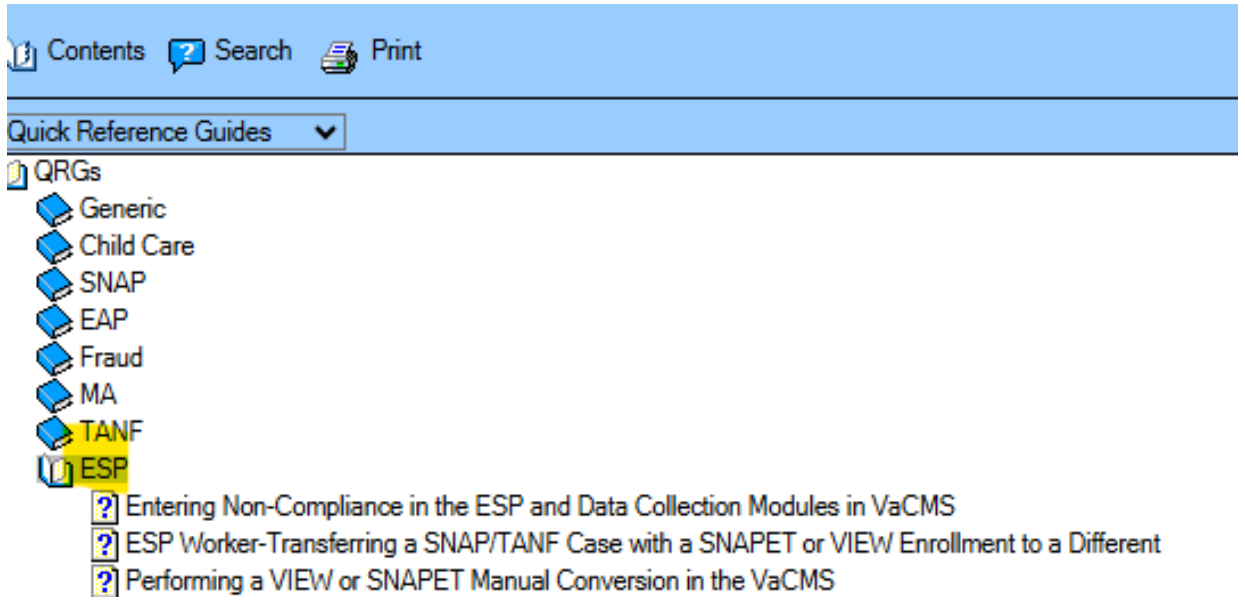
ESP Case Closure Protocols



- ✓ SNAP E&T cases **must be closed in ESP** if the participant is no longer actively participating or responding to the agency.
- ✓ Click on the Status Update screen, change the status to "Closed," enter the status date and closure reason and click update to submit.
- ✓ The E&T worker must also document the reason for the case closure in the data collection case narrative in VaCMS.

VaCMS Help Menu





Utilize the VaCMS **"Help"** menu for ESP **"Procedure Help"** and **"QRG's – Quick Reference Guides."**

E&T REPORTS

E&T Activity Report

- These reports are emailed in a password protected file at the beginning of each month to our SNAP E&T distribution list.
- The E&T Activity Report identifies all cases that has a current activity as entered into VaCMS.
- LDSS' should review these reports as a case management "check and balance tool" to make sure data has been input into VaCMS timely and correctly.
- Taking appropriate action and ongoing case documentation in the VaCMS Case Narrative should take place for all cases.
- When in doubt, ask questions and reach out for help.

E&T No Activity Report

- Identifies cases that are not in a current activity or incorrectly still coded as pending or inactive.

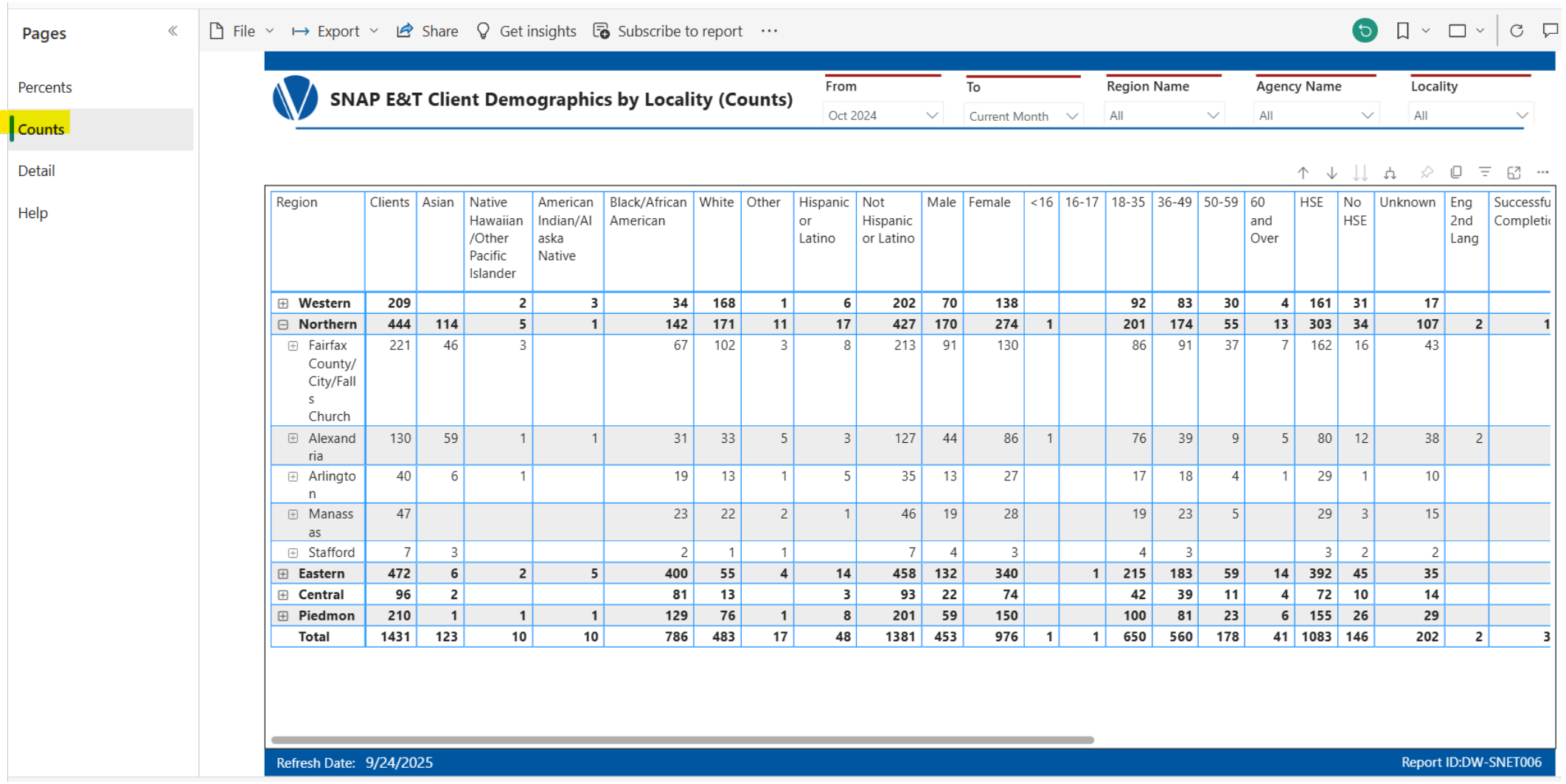
- As of May 2025, SNAP E&T cases **ARE NOT** allowed to be placed in a "Pending" or "Inactive" status. Such cases should be closed and can be reopened later once the client is able to participate as E&T is a voluntary program.

- Cases in which a participant is not participating or unresponsive should be closed in ESP immediately and the VaCMS case narrative should be documented appropriately.

E&T Client Demographics Report

- ✓ With our SNAP E&T Data Grant, we were able to produce a suite of over 10 different E&T report groupings.
- ✓ One of those report groupings is the **SNAP E&T Client Demographics** which contains percents, counts, and client details of a wide range of demographics including: Race, Ethnicity, Gender, Age group, Education level, English as a Second Language, Participation Status, Successful Component Completion, ABAWD, Veteran, Ex-Offender, Refugee status, Barriers, **Drivers License, and Credentials/Certifications received.**
- ✓ **The E&T worker plays a vital role in data quality by making sure that accurate and detailed information is entered into ESP.**

E&T Client Demographics Report (cont.)



Pages

Percents

Counts

Detail

Help

File | Export | Share | Get insights | Subscribe to report | ...

SNAP E&T Client Demographics by Locality (Counts)

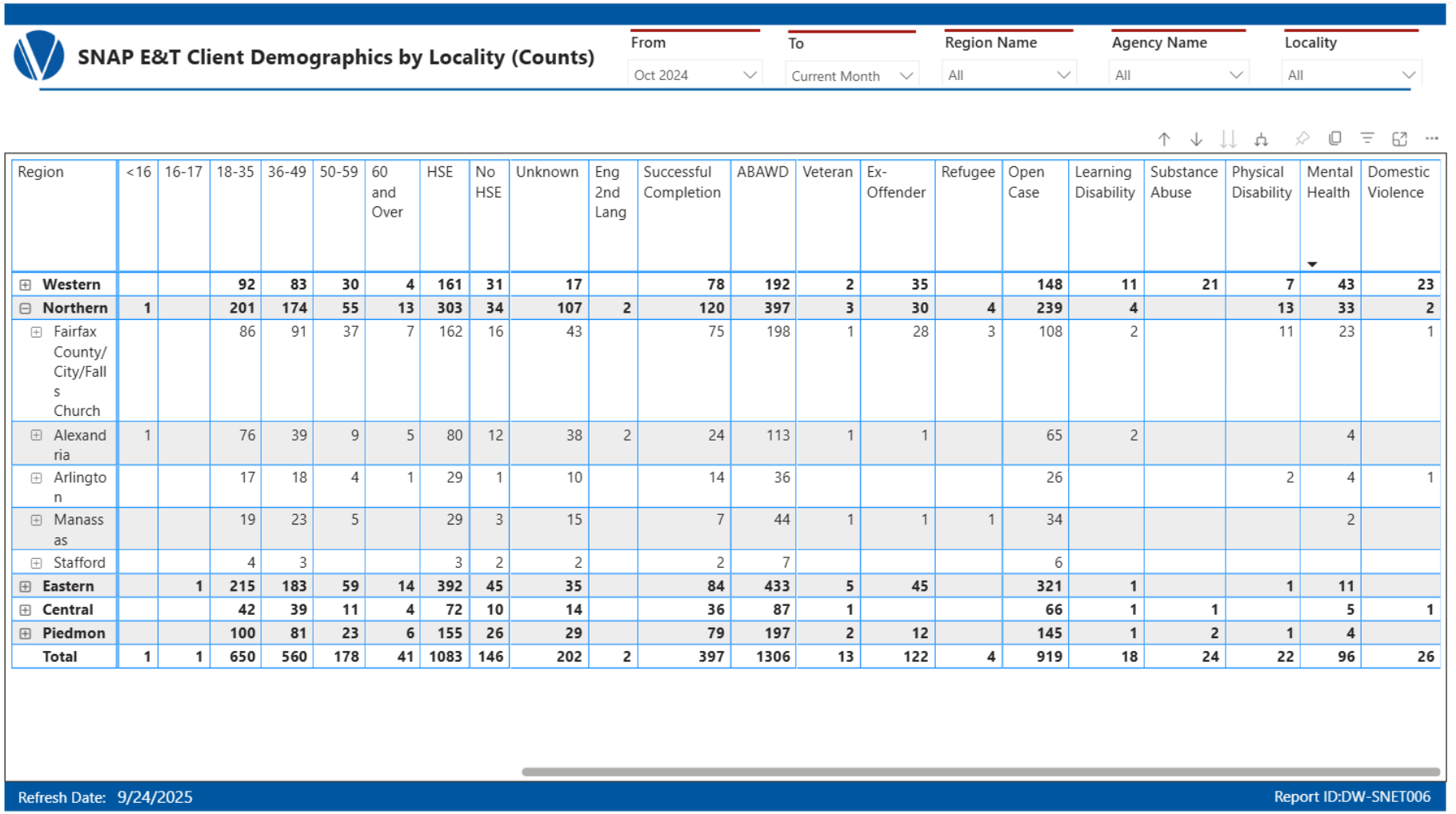
From: Oct 2024 | To: Current Month | Region Name: All | Agency Name: All | Locality: All

Region	Clients	Asian	Native Hawaiian /Other Pacific Islander	American Indian/Alaska Native	Black/African American	White	Other	Hispanic or Latino	Not Hispanic or Latino	Male	Female	<16	16-17	18-35	36-49	50-59	60 and Over	HSE	No HSE	Unknown	Eng 2nd Lang	Successfu Completi
Western	**209**		**2**	**3**	**34**	**168**	**1**	**6**	**202**	**70**	**138**			**92**	**83**	**30**	**4**	**161**	**31**	**17**		
Northern	**444**	**114**	**5**	**1**	**142**	**171**	**11**	**17**	**427**	**170**	**274**	**1**		**201**	**174**	**55**	**13**	**303**	**34**	**107**	**2**	**1**
Fairfax County/ City/Falls Church	221	46	3		67	102	3	8	213	91	130			86	91	37	7	162	16	43		
Alexandria	130	59	1	1	31	33	5	3	127	44	86	1		76	39	9	5	80	12	38	2	
Arlington	40	6	1		19	13	1	5	35	13	27			17	18	4	1	29	1	10		
Manassas	47				23	22	2	1	46	19	28			19	23	5		29	3	15		
Stafford	7	3			2	1	1		7	4	3			4	3			3	2	2		
Eastern	**472**	**6**	**2**	**5**	**400**	**55**	**4**	**14**	**458**	**132**	**340**		**1**	**215**	**183**	**59**	**14**	**392**	**45**	**35**		
Central	**96**	**2**			**81**	**13**		**3**	**93**	**22**	**74**			**42**	**39**	**11**	**4**	**72**	**10**	**14**		
Piedmon	**210**	**1**	**1**	**1**	**129**	**76**	**1**	**8**	**201**	**59**	**150**			**100**	**81**	**23**	**6**	**155**	**26**	**29**		
Total	**1431**	**123**	**10**	**10**	**786**	**483**	**17**	**48**	**1381**	**453**	**976**	**1**	**1**	**650**	**560**	**178**	**41**	**1083**	**146**	**202**	**2**	**3**

Refresh Date: 9/24/2025 | Report ID:DW-SNET006

E&T Client Demographics Report (cont. 2)

- Percents
- Counts
- Detail
- Help



SNAP E&T Client Demographics by Locality (Counts)

From	To	Region Name	Agency Name	Locality
Oct 2024	Current Month	All	All	All

Region	<16	16-17	18-35	36-49	50-59	60 and Over	HSE	No HSE	Unknown	Eng 2nd Lang	Successful Completion	ABAWD	Veteran	Ex-Offender	Refugee	Open Case	Learning Disability	Substance Abuse	Physical Disability	Mental Health	Domestic Violence
Western			**92**	**83**	**30**	**4**	**161**	**31**	**17**		**78**	**192**	**2**	**35**		**148**	**11**	**21**	**7**	**43**	**23**
Northern	**1**		**201**	**174**	**55**	**13**	**303**	**34**	**107**	**2**	**120**	**397**	**3**	**30**	**4**	**239**	**4**		**13**	**33**	**2**
Fairfax County/ City/Falls Church			86	91	37	7	162	16	43		75	198	1	28	3	108	2		11	23	1
Alexandria	1		76	39	9	5	80	12	38	2	24	113	1	1		65	2			4	
Arlington			17	18	4	1	29	1	10		14	36				26			2	4	1
Manassas			19	23	5		29	3	15		7	44	1	1	1	34				2	
Stafford			4	3			3	2	2		2	7				6					
Eastern		**1**	**215**	**183**	**59**	**14**	**392**	**45**	**35**		**84**	**433**	**5**	**45**		**321**	**1**		**1**	**11**	
Central			**42**	**39**	**11**	**4**	**72**	**10**	**14**		**36**	**87**	**1**			**66**	**1**	**1**		**5**	**1**
Piedmon			**100**	**81**	**23**	**6**	**155**	**26**	**29**		**79**	**197**	**2**	**12**		**145**	**1**	**2**	**1**	**4**	
Total	**1**	**1**	**650**	**560**	**178**	**41**	**1083**	**146**	**202**	**2**	**397**	**1306**	**13**	**122**	**4**	**919**	**18**	**24**	**22**	**96**	**26**

Refresh Date: 9/24/2025 Report ID:DW-SNET006

SNAP E&T 50-50

SNAP E&T 50-50

The SNAP Employment and Training 50–50 Program partners with local organizations to provide job training, education and support services to people who receive food benefits. All services are free to participants.

How the Program Works

The program is a cost-sharing partnership between Virginia and approved providers. Organizations deliver employment and training services, and the state reimburses 50% of allowable, non-federal costs.

This helps partners expand services while helping more Virginians build skills, gain work experience and move toward financial independence.

To Become a Partner:

- **Non-government entities**: must go through a competitive RFP process. *The latest RFP closed on 10/13/2026 and potential partners are currently going through the procurement process*
- **Government agencies/departments**: must be vetted through Workforce Services and have a government-to-government agreement established.
- **Contact Snap50-50@dss.virginia.gov**

RESOURCES

E&T BUDGET

LASER BUDGET & EXPENDITURE REPORTS

2027 FY

- 2026_06_Locality_Agency_Budget_Balance_Rpt_YTD
- 2026_07_Locality_Agency_Budget_Balance_Rpt_YTD
- 2026_08_Locality_Agency_Budget_Balance_Rpt_YTD

2026 FY

- 2025_06_Locality_Agency_Budget_Balance_Rpt_YTD
- 2025_07_Locality_Agency_Budget_Balance_Rpt_YTD
- 2025_08_Locality_Agency_Budget_Balance_Rpt_YTD
- 2025_09_Locality_Agency_Budget_Balance_Rpt_YTD
- 2025_10_Locality_Agency_Budget_Balance_Rpt_YTD
- 2025_11_Locality_Agency_Budget_Balance_Rpt_YTD
- 2025_12_Locality_Agency_Budget_Balance_Rpt_YTD
- 2026_01_Locality_Agency_Budget_Balance_Rpt_YTD
- 2026_02_Locality_Agency_Budget_Balance_Rpt_YTD
- 2026_03_Locality_Agency_Budget_Balance_Rpt_YTD
- 2026_04_Locality_Agency_Budget_Balance_Rpt_YTD
- 2026_05_Locality_Agency_Budget_Balance_Rpt_YTD

LASER Budget & Expenditure
Reports

Direct Path:
Fusion > Quick Links > Reports > Finance > Laser Budget & Expenditure

E&T BUDGET CON'T

B	Description	FI	Local Departmen	Regio	YTD Budget	Federal Match Expended	State Match Expended	Local Match Expended	Special Fund Matach	Non Reimb (Local Only	Total Expende
844	SNAP Emp & Trn	003	Albemarle	Piedmont	10,000.00	78.00	53.82	24.18	-	-	156.00
844	SNAP Emp & Trn	013	Arlington	Northern	15,000.00	1,027.37	708.87	318.48	-	-	2,054.72
844	SNAP Emp & Trn	019	Bedford	Piedmont	5,000.00	-	-	-	-	-	-
844	SNAP Emp & Trn	025	Brunswick	Eastern	6,000.00	-	-	-	-	-	-
844	SNAP Emp & Trn	041	Chesterfield/ Colonia	Central	12,500.00	373.35	257.61	115.74	-	(0.01)	746.69
844	SNAP Emp & Trn	059	Fairfax	Northern	30,000.00	-	-	-	-	-	-
844	SNAP Emp & Trn	077	Grayson	Western	15,000.00	-	-	-	-	-	-
844	SNAP Emp & Trn	089	Henry/ Martinsville	Piedmont	4,000.00	255.00	175.95	79.05	-	-	510.00
844	SNAP Emp & Trn	097	King & Queen	Central	1,200.00	-	-	-	-	-	-
844	SNAP Emp & Trn	121	Montgomery	Western	29,500.00	720.34	497.04	223.31	-	(0.02)	1,440.67
844	SNAP Emp & Trn	143	Pittsylvania	Piedmont	15,000.00	571.23	394.15	177.08	-	(0.01)	1,142.45
844	SNAP Emp & Trn	149	Prince George	Eastern	15,000.00	100.00	69.00	31.00	-	-	200.00
844	SNAP Emp & Trn	161	Roanoke County	Piedmont	8,000.00	60.00	41.40	18.60	-	-	120.00
844	SNAP Emp & Trn	173	Smyth	Western	5,000.00	-	-	-	-	-	-
844	SNAP Emp & Trn	179	Stafford	Northern	8,000.00	-	-	-	-	-	-
844	SNAP Emp & Trn	181	Surry	Eastern	6,500.00	216.13	149.13	67.00	-	(0.01)	432.25
844	SNAP Emp & Trn	185	Tazewell	Western	20,000.00	-	-	-	-	-	-

SNAP E&T RESOURCES

1. VDSS SNAP E&T Manual
2. VDSS Employment Services Case Management Guide **(Listed under Resources)**
3. Spending Funds Guide for VIEW and SNAP E&T **(Listed under Resources)**
4. BL844 SNAP Employment & Training Purchased Services **(Budget Line and Cost Code Descriptions)**
5. SNAP E&T Forms
6. SNAP E&T Script for BPS Workers
7. SNAP E&T Training and Professional Development
8. SNAP E&T 50-50
9. SNAP E&T Marketing Flyer **(Listed under Case Management)**

CURRENT TRAINING RESOURCES

SNAP E&T Training and Professional Development (Fusion Page)

Direct Path: Fusion>Portfolios> Benefit Programs>BP Home> Workforce>SNAP E&T Training and Professional Development

Training Resources

SNAP E&T Snippets

- September 2025
- May 2025
- April 2025
- March 2025

Virginia Specific SNAP E&T 101 (3/20/2025) - Presentation - Recording (password: SppTZV3J)

SNAP E&T Manual

SNAP E&T and VIEW Spending Funds Guide

SNAP E&T Finance Guidelines Manual - BL844 Cost Code Descriptions

BPRO Fall 2024 - From Data to Decisions - Effective Use of SNAP ET Data Reports to Maximize Impact

SNAP E&T Outreach and Engagement "Seeds of Success" - Spring 2024 BPRO Presentation

VDSS DBP SNAP E&T - Phase I Training Presentation

VDSS DBP SNAP E&T - Phase II Training - Presentation - Recording (password: 8tRew6zp)

SNAP E&T and VIEW ESP Training - Presentation

Maximizing Efficiency With Your SNAP E&T Program - Fall 2022 - Presentation

SNAP E&T Client Engagement - Recording (password: wKMCKM8E)

SNAP E&T Screening, Referral and Provider Determinations - Presentation - Q&A - Resource Tool - Session 2 Recording (password: pNFX6H9x), Session 3 Recording (password: hM33hFGx)

Benefit Programs Required Scanning Documents

SNAP E&T and VIEW Combined ESP Forms Training

Combined ESP Forms Training Presentation PowerPoint - 11/9/2022

Combined ESP Forms Training Presentation Q&A

Combined ESP Forms Training Presentation Recording PW: RfmMeRQ7

Desk Aids

Employment Services Case Management Guide

Entering Hourly Wages in ESP for Participants Earning Below Minimum Wage

Relatable Workforce Training and Resources

Virginia Has Jobs AI Initiative - Flyer

More Than a Job - National SNAP E&T Campaign

Virginia 2024 High Demand Occupations Dashboard - The Virginia Office of Education Economics (voee.org)

Workforce Partnerships: Utilizing Your Local Virginia Career Works (VCW) Center and Leveraging the Federal Bonding (11-30-23) - Presentation - Recording (pw: rFpjfUB8)

VDSS Employment Services Programs (SNAP E&T and VIEW) Partnership with Virginia Department of Education (VDOE) Introductory Presentation 10-25-23

- Virginia Department of Education (VDOE) Contact List

VIEW and SNAP E&T in the Virtual World - Motivational Interviewing

SNAP to Skills - The Road to Engagement Toolkit

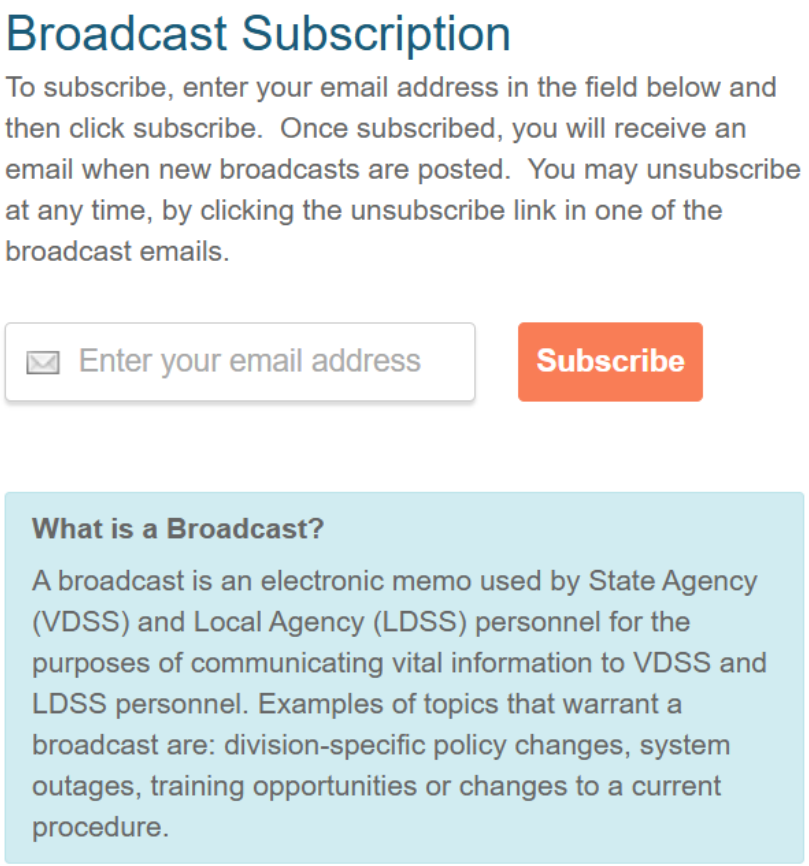
Virtual & Online Learning Resources

Information Session with the Data Recognition Corporation (DRC) and the Virginia Department for Education (VDOE) - Office of Career, Technical and Adult Education (6/21/23) - Presentation - Recording (Pw: Afq2wRCp)

SNAP E&T Quarterly Meetings

August 21, 2025 - Presentation - Recording PW: EcPujbE5

Fusion Broadcasts



Sign up for Fusion Broadcasts **Broadcast**

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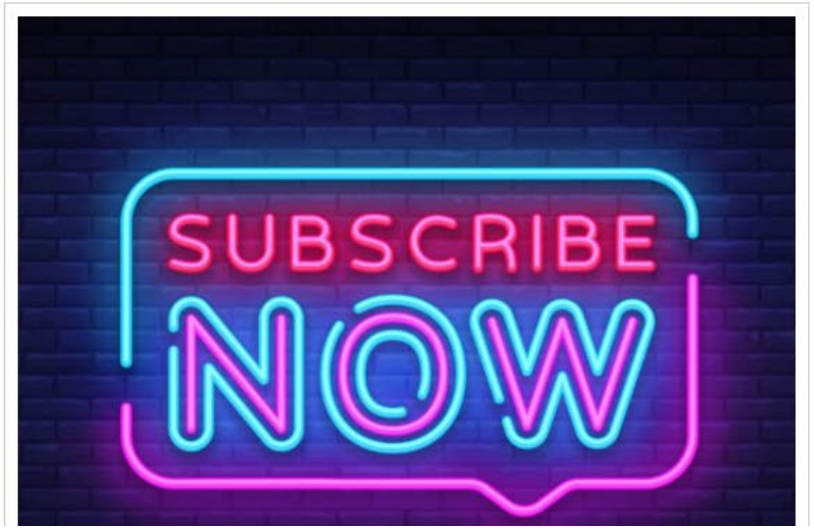

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