



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

# VDSS – Office of Workforce Services

“Threading the Needle” – VaCMS/ESP and SNAP E&T

*Fall 2025 BPRO Conference*



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In a time when Employment Services Programs (ESP) are facing increased complexity and demand, cultivating a resilient and skilled **SNAP E&T ESP professional** is more critical than ever. This interactive workshop aims to thread the needle between all things VaCMS/ESP related to the overall goals and outcomes of the SNAP E&T program.



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# AGENDA

1. VaCMS SNAP Eligibility Check
2. ESP Module Overview
3. Entering Monthly Participation and Job Follow-Ups
4. Case Closure and Transfer Protocols
5. ESP Help Menu, Data Reports, Resources
6. Q&A Session

# VaCMS SNAP Eligibility Check

VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

VaCMS

- ✓ 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.

Virginia Case Management System

# 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.

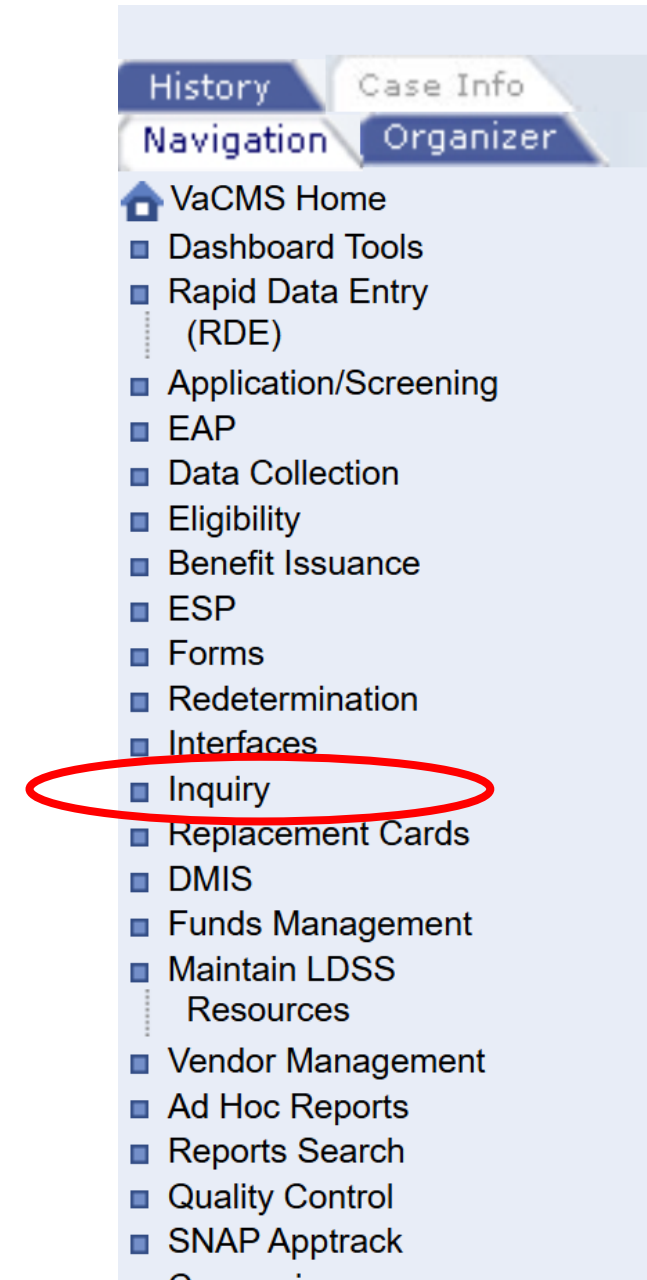
## 9. Job Retention

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.

# 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.

Search/Summary

Case - Search/Summary  

## Case Search Criteria

Case #:

Child Care Case ID:

ADAPT Case #:

## Case Summary Information

# 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.

Client - Search  

## Client Search Criteria

Prefix:	<input type="text" value="v"/>	First Name:	<input type="text" value="Glen"/>	Middle Name:	<input type="text"/>	Last Name:	<input type="text" value="Allen"/>	Suffix:	<input type="text" value=""/>				
SSN:	<input type="text" value="123"/>	-	<input type="text" value="45"/>	-	<input type="text" value="6789"/>	DOB:	<input type="text" value="mm"/>	/	<input type="text" value="dd"/>	/	<input type="text" value="yyyy"/>	Gender:	<input type="text" value=""/>
Client #:	<input type="text"/>	Case #:	<input type="text"/>	Application/ Screening #:	<input type="text"/>								
Medicaid Enrollee ID Number:	<input type="text"/>	MMIS Case ID:	<input type="text"/>	IV-E Referral Number:	<input type="text"/>								

- 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	
		2127336955	<a href="#">123871242</a>	SNAP			Portsmouth City (740)	Closed		 
		2003051386	<a href="#">124272410</a>	Child Care	041035009041	041343842005	Petersburg City (730)	Denied		 
		2003051386	<a href="#">123975199</a>	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*

## Currently Associated EDGs

▶ Program/TOA	▶ EDG #	▶ EDG Status
MA - SSI	123456789	Approved
SNAP	123456789	Approved
<a href="#">Go To Eligibility Summary</a>		<a href="#">View Be</a>

# 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.

EDG #	Program/TOA	Eligibility/Service Period	Fa
1022701395	SNAP	<a href="#">03/07/2022 - 03/31/2022</a>	Ur
1022701395	SNAP	<a href="#">04/01/2022 - 04/30/2022</a>	Si
1022701395	SNAP	<a href="#">05/01/2022 - 05/31/2022</a>	
1022701395	SNAP	<a href="#">06/01/2022 - 07/31/2022</a>	
1022701395	SNAP	<a href="#">08/01/2022 - 08/31/2022</a>	
1022701395	SNAP	<a href="#">09/01/2022 - 09/30/2022</a>	
1022701395	SNAP	<a href="#">10/01/2022 - 02/28/2023</a>	
1022701395	SNAP	<a href="#">03/01/2023 - 04/24/2023</a>	
1022701395	SNAP	<a href="#">04/25/2023 - 04/30/2023</a>	
1022701395	SNAP	<a href="#">05/01/2023 - 05/31/2023</a>	

# 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.

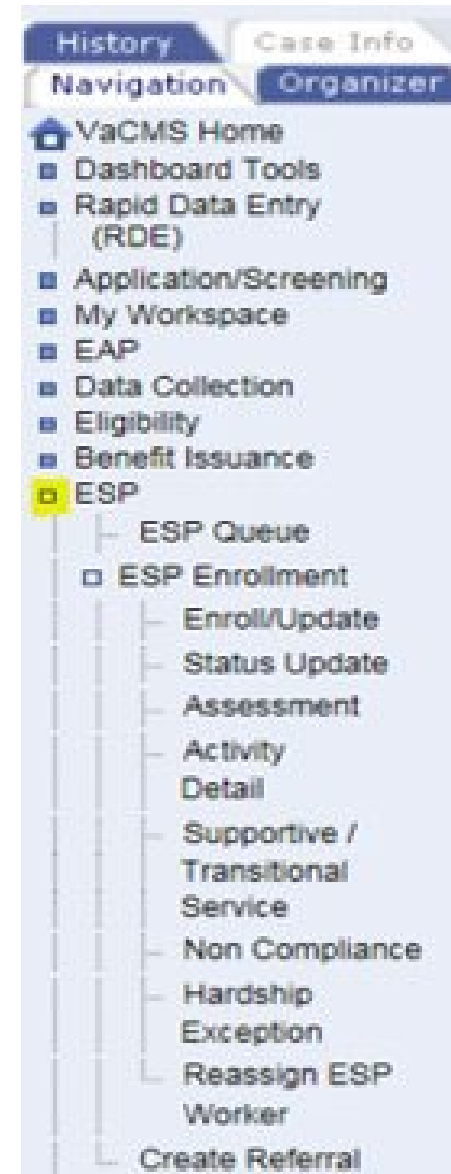
# ESP Module Overview

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 job responsibilities. 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 Queue

ESP Queue Search

Case #:	<input type="text"/>	SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Client #:	<input type="text"/> 	Last Name:	<input type="text"/>
First Name:	<input type="text"/>	Referral To Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Referral From Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	ESP:	<input type="text"/>
Locality:	<input type="text" value="Norfolk City (711)"/>	Status:	<input type="text"/>


- ✓ 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

ESP Queue Search

Case #:

Client #:  

SSN:  -  -

First Name:

Last Name:

Referral From Date:  /  /




Referral To Date:  /  /

Locality:

ESP:

Status:

ESP Queue Search Results

Name	Client #	Case #	Referral Date	ESP	Locality	Status	
			09/24/2025	SNAPET	Norfolk City (710)	Voluntary	
			09/24/2025	SNAPET	Norfolk City (710)	Voluntary	
			09/24/2025	SNAPET	Norfolk City (710)	Voluntary	

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

# Assign ESP Worker

**Assign ESP Page**


ESP Queue | Assign Worker

**Assign ESP Worker** ? ⓘ ⓘ

Name: [REDACTED] Client #: [REDACTED] Case #: [REDACTED] ESP Program: SNAPET ESP Status: Voluntary

Assign Worker: [Text Field]   Self

Transfer the referral to the default agency worker for the transferred locality? [Dropdown]

- ✓ 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.

# ESP Enroll/Updates

(RDE)

- Application/Screening
- EAP
- Data Collection
- Eligibility
- Benefit Issuance
- ESP
  - ESP Queue
  - ESP Enrollment
    - Enroll/Update**
    - Status Update
  - Assessment
  - Activity
  - Detail
  - Supportive / Transitional Service
  - Non Compliance
  - Hardship Exception
  - Reassign ESP Worker
- Create Referral
- Forms
- Redetermination
- Interfaces
- Inquiry
- Replacement Cards

### ESP Search

Case #:

Client #:

SSN:  -  -

First Name:

Last Name:

Referral From Date:  /  /

Referral To Date:  /  /

Locality:

Worker ID:

Status:

ESP:

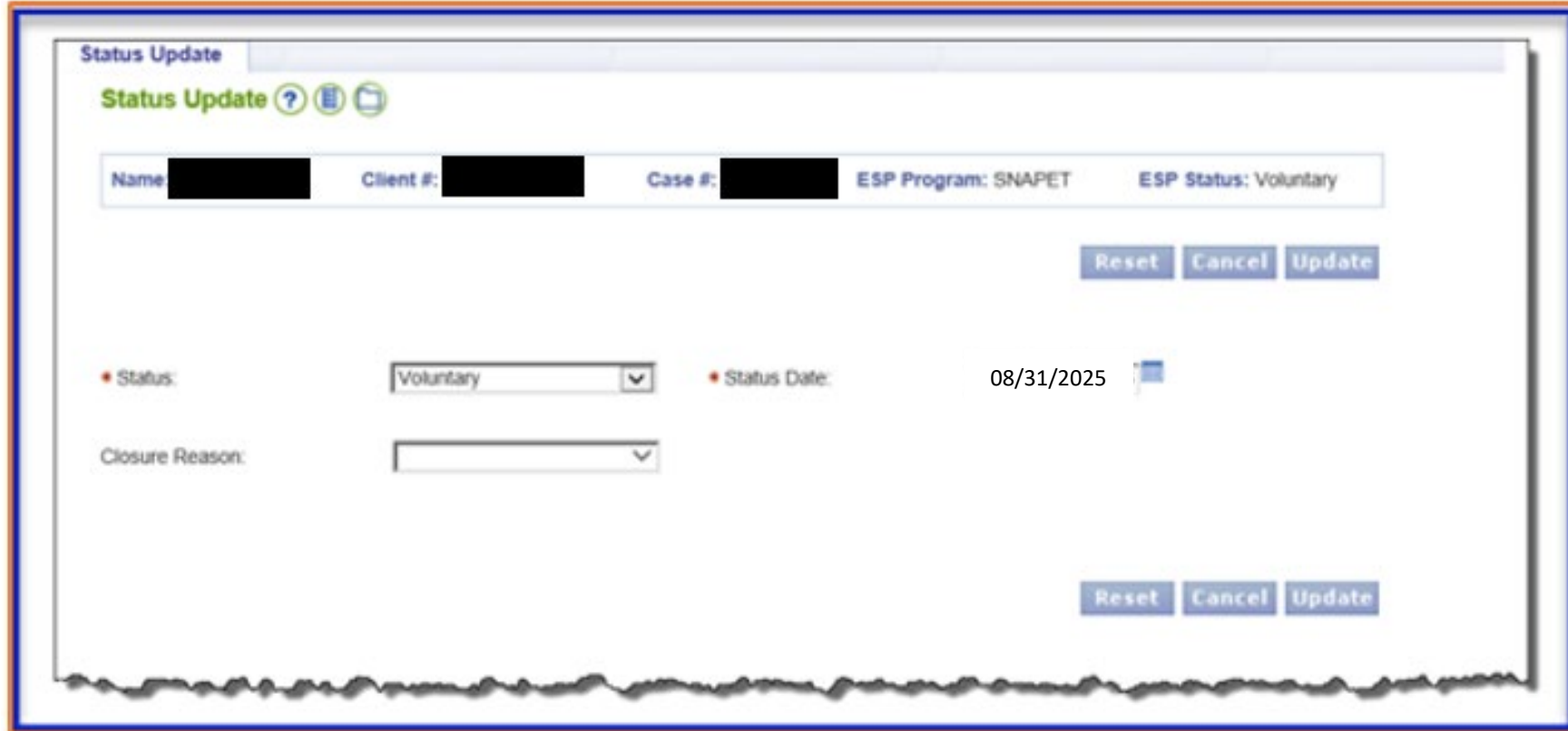
Progress:

### ESP Search Results

Name	Client #	Case #	Referral Date	ESP	Locality	Worker ID	Status	Progress
			09/04/2025	SNAPET	Norfolk City (710)		Voluntary	Activity Created
			09/01/2025	SNAPET	Norfolk City (710)		Voluntary	Activity Created

- ✓ 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



The screenshot shows a web form titled "Status Update". At the top, there is a header with the title and three icons: a question mark, a list, and a refresh. Below the header, there is a row of input fields: "Name" (redacted), "Client #" (redacted), "Case #" (redacted), "ESP Program: SNAPET", and "ESP Status: Voluntary". To the right of these fields are three buttons: "Reset", "Cancel", and "Update". Below this row, there are two main sections. The first section has a "Status:" label with a dropdown menu set to "Voluntary" and a "Status Date:" label with a date field set to "08/31/2025" and a calendar icon. The second section has a "Closure Reason:" label with a dropdown menu. At the bottom right of the form, there are three buttons: "Reset", "Cancel", and "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

The screenshot shows a web application interface titled "Screening and Assessment - Summary Page". It features a navigation bar with four tabs: "Summary", "Screening/Assessment", "Assessment Details", and "Employment History". The "Summary" tab is active. Below the navigation bar, the page title "Screening and Assessment - Summary" is displayed with a help icon and a refresh icon. A form contains the following fields: "Name:" (redacted), "Client #:" (redacted), "Case #:" (redacted), "ESP Program: SNAPET", and "ESP Status: Voluntary". Below these fields is a table with four columns: "Assessment Date", "Assessment Type", "Are there Barriers to Employment?", and "Verified Barrier to Employment". An "Add Assessment" button is located at the bottom right of the table area.

- ✓ 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

Summary | **Screening/Assessment** | Assessment Details | Employment History

Screening and Assessment - Details

Name: Lou [redacted] Client #: [redacted] Case #: 11[redacted] Program: SNAPET ESP Status: Voluntary

Reset Cancel Next + Continue

**Dates**

Effective Begin Date: [03/01/2016] End Date: [mm/dd/yyyy]  
Reported On: [mm/dd/yyyy] Date Change Occurred: [mm/dd/yyyy]  
Verification Received On: [mm/dd/yyyy]

**Screening and Assessment**

Assessment Date: [mm/dd/yyyy] Assessment Type: [dropdown]  
Are there barriers to employment? [dropdown] Verified Barrier to Employment: [Domestic Violence, Learning Disability, Mental Health]  
APR / POP Signed Date: [mm/dd/yyyy] SNAP Work Requirement: [dropdown]  
Screening Offered Date: [mm/dd/yyyy] Screened Date: [mm/dd/yyyy]  
Screening Refused Date: [mm/dd/yyyy] Screening Score: [text]  
Referred for In-Depth Assessment Date: [mm/dd/yyyy]  
Is the client a refugee? [NO] Does the refugee client need an assessment? [dropdown]  
Is this client an ex-offender? [NO]

Reset Cancel Next + Continue

- ✓ **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

Summary | Screening/Assessment | **Assessment Details** | Employment History

Assessment - Details

Name: [redacted] Client ID: [redacted] Case ID: [redacted] ESP Status: Voluntary

Reset Cancel Previous Continue

Dates

Effective Begin Date: 03/01/2016 End Date:

Education Background

Last Grade Completed: Graduation Date:

School Name: School Address:

Other Test Results and Training Information: Other Training Special Schooling & Dates:

Functional Education: Functional Education Determination Date:

Functional Education Determination Method:

Volunteer Work

Volunteer Work, Hobbies, Interest:

Relationship Information

Name	Relationship to You	DOB	Student	Name of the School
Sarah, Johnnc	Wife	03/01/1987		

General Information

Do you have a current drivers license? Endorsements:

State: License Currently Suspended?:

- ✓ 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

**Additional Credentials**

Certification/ License Type:

Certificate/License:

Received as part of SNAP/TANF program?:

Enrollment Date:  Completion Date:

Additional Comments:

Type	Certificate/License	Date Enrolled	Date Completed	SNAP/TANF Program
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- ✓ 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

The screenshot shows a web application interface for 'Employment History'. At the top, there are tabs for 'Summary', 'Screening/Assessment', 'Assessment Details', and 'Employment History'. Below the tabs, there is a header section with the title 'Employment History' and several icons. A form at the top contains fields for 'Name', 'Client #', 'Case #', 'ESP Program: SNAPET', and 'ESP Status: Voluntary'. Below this, there are 'Cancel' and '+ Continue' buttons. The main section is titled 'Employment Details' and contains several input fields: 'Employer Name', 'Job Title', 'Employment Begin Date' (with a date picker), 'Employment End Date' (with a date picker), 'Reason for Leaving', 'Highest Pay' (with a dollar sign and numeric input), 'Job Duties' (with a scrollable list), and 'Reason Why?'. There is also a 'Was This Favorite Job?' dropdown menu. At the bottom right of this section are 'Reset' and 'Add' buttons. Below the form is a table header with columns: 'Employer Name', 'Job Title', 'Employment Begin Date', 'Employment End Date', and 'Reason for Leaving'. At the bottom right of the entire form area are 'Cancel' and '+ Continue' buttons.

- ✓ 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

Activity Summary | Activity Detail | Employer Details

**Activity - Summary** ? [Print] [Refresh]

Name: [Redacted] Client #: [Redacted] Case #: [Redacted] ESP Program: SNAPET ESP Status: Voluntary

✓ 20502: No Records Exist

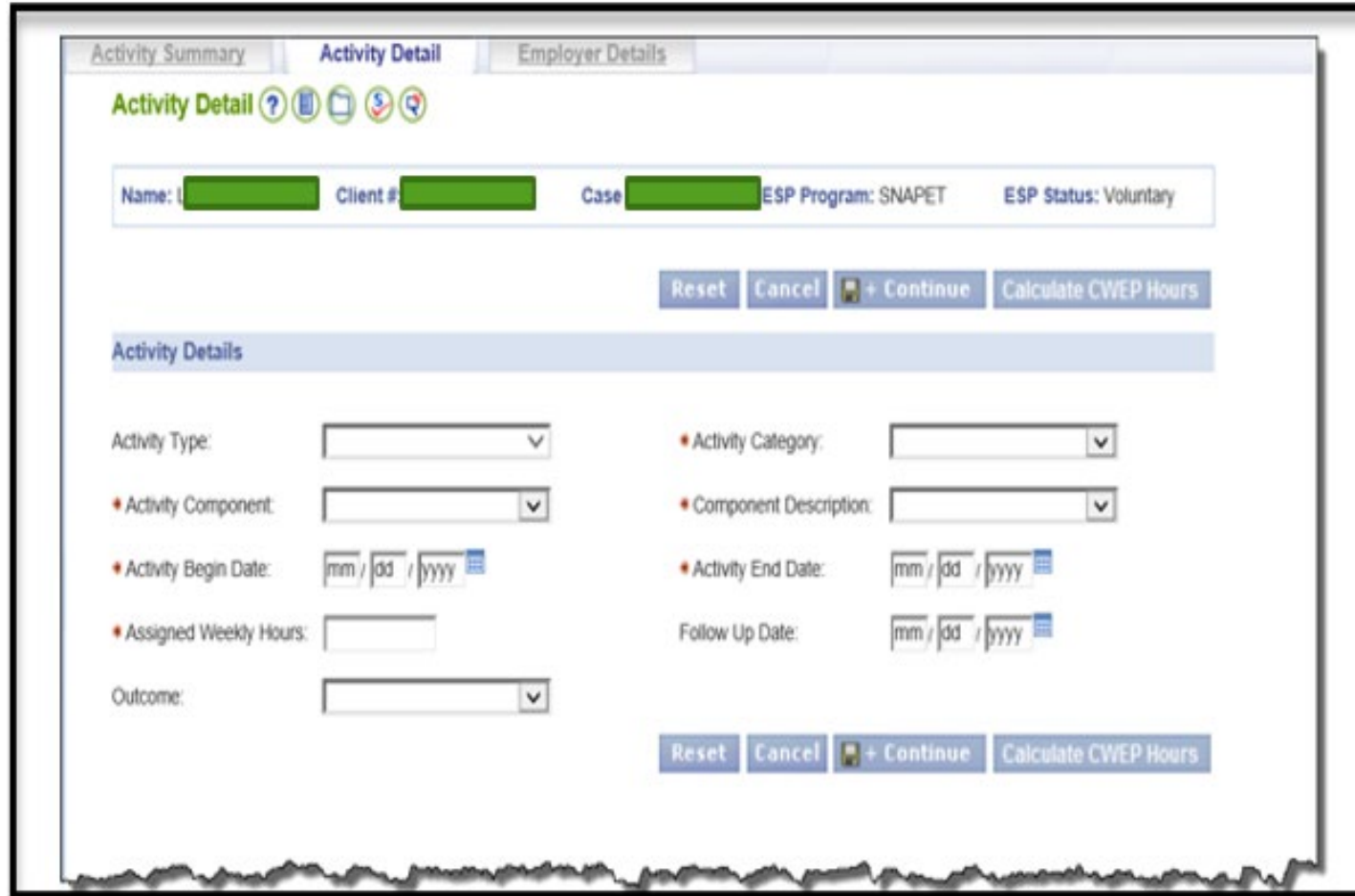
[Add Activity] [ESP Participation]

▶ Activity Type	▶ Activity Component	▶ Activity Begin Date	▶ Activity End Date	▶ Assigned Hours	▶ Last Participation	▶ Actual Latest Weekly Hours	▶ Outcome
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[Add Activity] [ESP Participation]

- ✓ **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



The screenshot shows a web application interface with three tabs: "Activity Summary", "Activity Detail", and "Employer Details". The "Activity Detail" tab is active. At the top, there are input fields for "Name", "Client #", and "Case", all of which are redacted with green boxes. To the right of these fields, it displays "ESP Program: SNAPET" and "ESP Status: Voluntary". Below these fields are four buttons: "Reset", "Cancel", "+ Continue", and "Calculate CWEP Hours".

The main section is titled "Activity Details" and contains several form fields:

- Activity Type: [Dropdown menu]
- Activity Component: [Dropdown menu]
- Activity Begin Date: [Date picker (mm/dd/yyyy)]
- Assigned Weekly Hours: [Text input]
- Outcome: [Dropdown menu]
- Activity Category: [Dropdown menu]
- Component Description: [Dropdown menu]
- Activity End Date: [Date picker (mm/dd/yyyy)]
- Follow Up Date: [Date picker (mm/dd/yyyy)]

At the bottom of the form, there are four buttons: "Reset", "Cancel", "+ Continue", and "Calculate CWEP Hours".

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

The screenshot shows a web application interface for entering employer details. The form is organized into several sections:

- Activity Summary:** Name, Client #, Case #, ESP Program: SNAPET, ESP Status: Voluntary.
- Activity Detail:** Activity Type, Activity Category: Employment, Activity Component: Employment, Activity Begin Date: 2016-03-01, Activity End Date: 2016-04-01, Assigned Hours: 23.
- Employer Details:** A large section with multiple fields for employer information, including:
  - Employer Name (text input)
  - Employment Begin Date (date picker)
  - Verification Date (date picker)
  - Hourly Wages (text input with dollar sign)
  - Street #, Str. Name/Rural Addr., Dwelling Type (dropdown), City (text input)
  - Occupational Type (dropdown)
  - Is employment verified? (dropdown)
  - How employment is verified? (dropdown)
  - Employment End Date (date picker)
  - Fraction, Street Type (dropdown), Address Line 2/PO Box (text input), State (dropdown), Pre-Direction (dropdown), Post-Direction (dropdown), Zip Code (text input)

Navigation buttons include 'Cancel', '+ Previous', '+ Continue', 'Reset', and 'Add'. A progress bar at the bottom indicates the current step is '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 8<sup>th</sup> of each month (to align with VIEW) and/or as soon as verification is received.
- » Actual participation hours or actual hours worked must be entered into ESP.

# Participation Summary

Summary Participation Job Follow-up Details

**Participation - Summary** ?

Name: [REDACTED] Client: [REDACTED] Case #: [REDACTED] ESP Program: SNAPET ESP Status: Voluntary

Activity Type: Activity Category: Employment Activity Component: Employment  
Activity Begin Date: 2025-06-01 Activity End Date: 2025-09-30 Assigned Hours: 23

Add Participation Back to Activity Summary

Month / Year Assigned Weekly Hours Actual Weekly Hours

Add Participation Back to Activity 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

Summary Participation Job Follow-up Details

Participation Timesheet-Details

Name: [Redacted] Client #: [Redacted] Case #: [Redacted] ESP Program: SNAPET ESP Status: Voluntary

Activity Type: Activity Category: Activity Component:  
Activity Begin Date: Activity End Date: Assigned Hours:

Reset Cancel + Add Participation + Continue

Time Sheet

Month: [Dropdown] Year: [Dropdown]

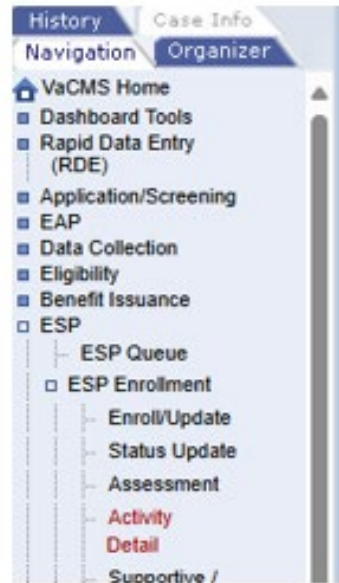
Activity Type	1	2	3	4	5	6	7	8	9	10	Total
Activity Hours:											
Unsupervised Study Hours:											
Holiday Hours:											
Excused Absence Hours:											

Activity Type	11	12	13	14	15	16	17	18	19	20	Total
Activity Hours:											
Unsupervised Study Hours:											
Holiday Hours:											
Excused Absence Hours:											

Activity Type	21	22	23	24	25	26	27	28	29	30	31	Total
Activity Hours:												
Unsupervised Study Hours:												
Holiday Hours:												
Excused Absence Hours:												

- ✓ 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



History Case Info  
Navigation Organizer  
VaCMS Home  
Dashboard Tools  
Rapid Data Entry (RDE)  
Application/Screening  
EAP  
Data Collection  
Eligibility  
Benefit Issuance  
ESP  
ESP Queue  
ESP Enrollment  
Enroll/Update  
Status Update  
Assessment  
Activity  
Detail  
Supportive /

## Activity - Summary

Name: [REDACTED] Client # [REDACTED] Case # [REDACTED] ESP Program: SNAPET ESP Status: Voluntary

Add Activity ESP Participation

Activity Type	Activity Component	Activity Begin Date	Activity End Date	Assigned Hours	Last Participation	Actual Latest Weekly Hours	Outcome
<input checked="" type="radio"/>	Employment	07/16/2025	10/30/2025	40			Continuing with Component
<input type="radio"/>	Vocational / Occupational Training	05/13/2025	06/24/2025	40			Successfully Completed

Add Activity ESP Participation

✓ 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.)

## Participation - Summary

Name: [REDACTED] Client # [REDACTED] Case # [REDACTED] ESP Program: SNAPET ESP Status: Voluntary

Activity Type: Activity Category: Employment Activity Component: Employment  
Activity Begin Date: 2025-07-16 Activity End Date: 2025-10-30 Assigned Hours: 40

[Add Participation](#) [Back to Activity Summary](#)

↑ Month / Year	▶ Assigned Weekly Hours	▶ Actual Weekly Hours	
08/2025	40	40	

[Add Participation](#) [Back to Activity Summary](#)

✓ Click **Add Participation**

# Job Follow-up Details (cont.)

**Job Follow-up Details** ? 📄 🔄

Name: [REDACTED]	Client #: [REDACTED]	Case #: [REDACTED]	ESP Program: SNAPET	ESP Status: Voluntary
------------------	----------------------	--------------------	---------------------	-----------------------

Activity Type:	Activity Category: Employment	Activity Component: Employment
Activity Begin Date: 2025-07-16	Activity End Date: 2025-10-30	Assigned Hours: 40

**Job Followup Details**

* Month:	August ▼	* Year:	2025
* Employment Status:	Still Employed ▼	Date Employment Left:	/ / 📅
* Verification:	Phone ▼	* Actual Monthly Hours:	172.0

- 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

The screenshot shows a web application interface for 'Supportive / Transitional Services Detail'. At the top, there is a 'Summary' tab and a title 'Supportive / Transitional Service - Summary' with help, print, and refresh icons. Below the title, there are fields for 'Name', 'Client #', 'Case #', 'ESP Program: SNAPET', and 'ESP Status: Voluntary'. A table with the following columns is visible: 'Supportive / Transitional Service Type', 'Supportive / Transitional Service Begin Date', 'Supportive / Transitional Service End Date', and 'Amount'. An 'Add Supportive / Transitional Service' button is located at the bottom right of the table area.

- ✓ 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.

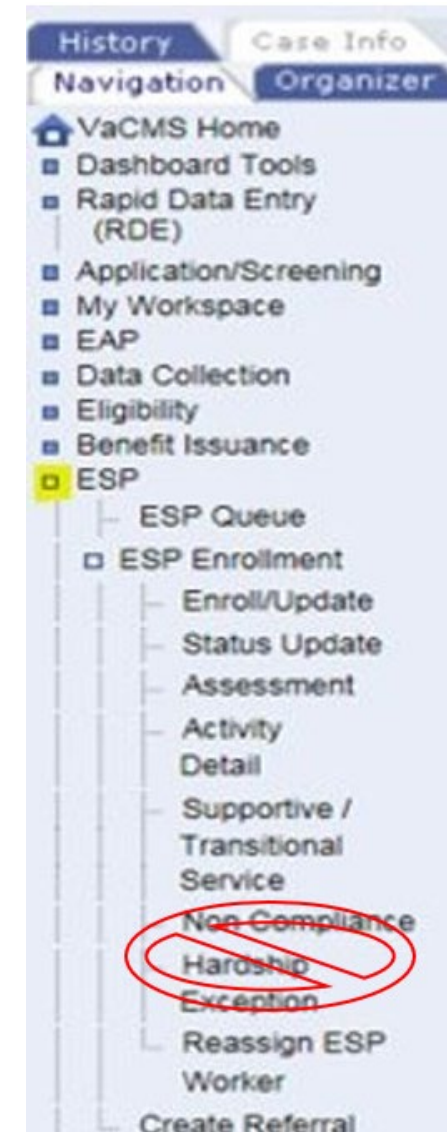
# Supportive/Transitional Services - Detail

The screenshot shows a web form titled "Supportive / Transitional Services Detail". At the top, there are fields for "Name:", "Client #:", "Case #:", "ESP Program: SNAPET", and "ESP Status: Voluntary". Below these are buttons for "Reset", "Cancel", "+ Add Supportive / Transitional Service", and "+ Continue". The main section is titled "Supportive / Transitional Services Detail" and contains several input fields: "Supportive / Transitional Service Type" (a dropdown menu), "If Other, Please Select:" (a dropdown menu), "Supportive / Transitional Service Begin Date" (a date picker), "Supportive / Transitional Service End Date" (a date picker), "Amount" (a text input), and "Additional Information" (a text area with a scroll bar).

- ✓ 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*

Reassign ESP Worker

Reassign ESP Worker ? ? ? ?

Name:	Client	Case	SP Program: SNAPET	ESP Status: Voluntary
-------	--------	------	--------------------	-----------------------

Reset Cancel Reassign

Assign Worker:

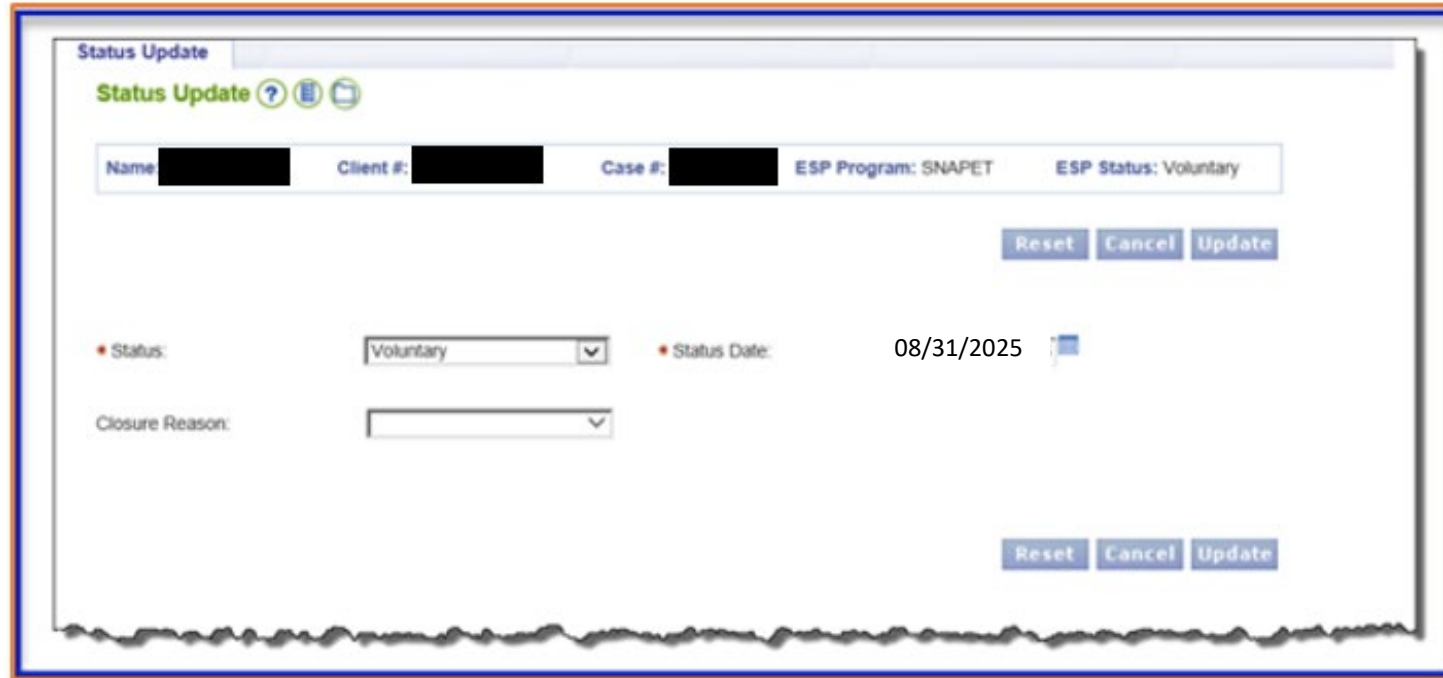
Transfer the referral to the default agency worker for the transferred locality?

Reset Cancel Reassign

**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



The screenshot shows a web form titled "Status Update". At the top, there are three icons: a question mark, a list, and a refresh. Below this is a header bar with the following fields: "Name" (redacted), "Client #" (redacted), "Case #" (redacted), "ESP Program: SNAPET", and "ESP Status: Voluntary". To the right of these fields are three buttons: "Reset", "Cancel", and "Update". Below the header bar, there are two rows of form fields. The first row has "Status:" with a dropdown menu set to "Voluntary" and "Status Date:" with a date field set to "08/31/2025". The second row has "Closure Reason:" with an empty dropdown menu. At the bottom right of the form, there are three buttons: "Reset", "Cancel", and "Update".

- ✓ 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.

# Create Referral - Search

ESP Referral Search

First Name:  Last Name:

SSN:  -  -  DOB:  /  /

Client #:  Case #:

ESP Referrals

Name	Client #	Case #	EDG #	Program	Case Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SNAP	Approved
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SNAP	Approved
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SNAP	Approved

- ✓ 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

Create Referral - Search    Create Referral

Create Referral ? [trash]

Reset Cancel Submit

Name: [redacted]    Client #: [redacted]

SSN: [redacted]    DOB: 05/10/1996

Case #: [redacted]    EDG #: [redacted]

ESP Program: SNAPET    \* Referral Status: [dropdown]

Referral Date: 09/1/2025 [calendar icon]

Reset Cancel Submit

- ✓ 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.

# 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. **\*The E&T Manual has been updated to reflect this change in the next transmittal.**
- 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 << 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	Successful Completion
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		
<b>Total</b>	<b>1431</b>	<b>123</b>	<b>10</b>	<b>10</b>	<b>786</b>	<b>483</b>	<b>17</b>	<b>48</b>	<b>1381</b>	<b>453</b>	<b>976</b>	<b>1</b>	<b>1</b>	<b>650</b>	<b>560</b>	<b>178</b>	<b>41</b>	<b>1083</b>	<b>146</b>	<b>202</b>	<b>2</b>	<b>3</b>

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:



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
<b>Western</b>			92	83	30	4	161	31	17		78	192	2	35		148	11	21	7	43	23
<b>Northern</b>	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					
<b>Eastern</b>		1	215	183	59	14	392	45	35		84	433	5	45		321	1		1	11	
<b>Central</b>			42	39	11	4	72	10	14		36	87	1			66	1	1		5	1
<b>Piedmon</b>			100	81	23	6	155	26	29		79	197	2	12		145	1	2	1	4	
<b>Total</b>	1	1	650	560	178	41	1083	146	202	2	397	1306	13	122	4	919	18	24	22	96	26

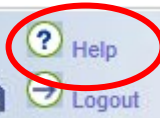
Refresh Date: 9/24/2025

Report ID:DW-SNET006

# VaCMS Help Menu

VaCMS

Virginia Case Management System



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- Rapid Data Entry
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    - Supportive / Transitional Services
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    - ESP Worker-Transferring a SNAP/TANF Case with a SNAPET or VIEW Enrollment to a Different
    - Performing a VIEW or SNAPET Manual Conversion in the VaCMS

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

# 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: 8iRew6zp)

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: rFpjUB8)

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

# SNAP E&T CONTACTS

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# Q&A Session

*“How do you feel about the current climate of your local SNAP E&T program?”*





# Q&A Session

*“What are some of the challenges your agency has related to VaCMS/ESP Data Entry?”*