



Steps to becoming a Third-Party Reimbursement Partner:

- Become familiar with SNAP Employment and Training Program requirements by reviewing the SNAP E&T Toolkit and all other materials provided by the State Agency (access via web www.dss.sc.gov/snap2work)
- Determine if the services provided by your agency are allowable Employment and Training activities.
- Determine if your agency has a source of non-Federal funding to cover 100% of the costs associated with the Employment and Training Program activities your agency proposes to offer. Determine if you are able to financially sustain your program while waiting for reimbursement.
- Evaluate if your agency is currently serving or is able to recruit SNAP participants for the Employment and Training Program.
- Evaluate your agency's ability to accurately track and allocate costs associated with the Employment and Training program and maintain acceptable documentation of all costs subject to reimbursement.
- Contact the SC Department of Social Services SNAP Employment and Training Unit to request additional guidance if needed to evaluate the feasibility of your agency becoming a partner in the Third Party Reimbursement Program.
- Draft a "Scope of Services/Task Order" and budget estimate by utilizing the templates available on the SNAP2Work [web page](#) for that purpose.
- Based on the availability of federal funds and the appropriateness of the services proposed by your agency, SCDSS will provide notification regarding the approval of the request to participate in the SNAP2Work Program. If approval is granted, a Memorandum of Understanding (MOU) or Grant Agreement will be executed between your agency and SCDSS. Prior to program implementation DSS will schedule and conduct an onsite visit to provide more detailed information on the implementation and operation of the program.

SCDSS SNAP Employment and Training Unit Contact Information:

Deborah.Reed-Cole@dss.sc.gov

Larry.Young@dss.sc.gov