

Third Party Reimbursement Program  
SNAP2WORK

SCOPE OF WORK

**Local Agency Name:** (Insert Local Agency Name)

**Operational Period:** (Insert Beginning Date) - (Insert Ending Date)

**A. PROGRAM DESCRIPTION**

This section should provide an overview of the Local Agency's overall services, its experience in providing employment and training services as well as the expected outcomes for participants receiving services provided by the Local Agency. Specific plans for the services proposed to be provided to SNAP participants should be described to include program marketing activities, intake and assessment procedures, participant support services (Childcare/transportation, etc.) to be offered and services to be provided that are above and beyond those available to the general public.

**B. E&T COMPONENTS OFFERED**

This section should identify which of the allowable E&T component activities the Local Agency will utilize to provide services to SNAP participants. The allowable components are: Job Search Training, Job Search, Education, Vocational Training, and Work Experience. Each component to be offered should be listed separately with a brief description of each activity. Local Agencies that will be providing vocational skills training should provide a list of all training programs to be offered and the per participant cost for each training program as a separate attachment.

**C. ESTIMATED # OF SNAP PARTICIPANTS**

This section should indicate the anticipated number of SNAP participants that will be served in each allowable E&T component the Local Agency will offer to serve SNAP Participants.

**D. FISCAL RESPONSIBILITIES / BUDGET**

This section should provide a narrative explanation of the budget summary submitted with the Scope of Work. Details should be provided to explain how costs will be charged to the SNAP program consistent with other grants and funding sources, the source and amount of non-federal funds that will be used to fund the Local Agency's services, the Local Agency's indirect cost rate, and the method used to track costs charged to SNAP.

**E. SUPPORT SERVICES**

This section should describe services such as transportation, child care, tutoring, etc. that will be provided to SNAP participants and the anticipated costs for these services.

**F. Tracking / Outcomes Measures**

This section should describe how the Local Agency will track participation and the communication Process that will be used to report participant data to the Local DSS office for clients referred to the Local Agency by the county DSS office. The Local Agency should also describe the outcome measures that will be tracked and available to DSS upon request. Minimum outcome tracking and reporting requirements will be identified by DSS and communicated to Local Agencies.