

**25.4 SNAP E&T RESPONSIBILITIES IN THE WORK PROGRAM ASPECT**

The SNAP E&T Worker must assist the client to achieve self-sufficiency. To accomplish this, the SNAP E&T Worker must assess the client's knowledge and skills and work with the client to make informed decisions about the appropriate course of action. The SNAP E&T Worker must enter into a mutual agreement with the client detailing the process to achieving self-sufficiency, monitor the client's progress, determine changing needs, need for supportive services, and appropriate follow-up action based on the client's performance. The following items are devoted to work activities, follow-up actions, and contain information necessary for the Worker to assist the client in becoming self-sufficient and in developing opportunities for him.

**A. CASE MANAGEMENT**

The Work Programs (WP) sub-system in RAPIDS is used by the SNAP E&T Worker in managing SNAP E&T.

To meet the goals of the SNAP E&T Program, a Worker performs the following activities:

- Completes the Personal Responsibility Plan (PRP) with the client after the case is referred by the Worker.
- Negotiates the PRP with the client to determine the best means to achieve self-sufficiency, accept personal responsibility, and to meet the work obligation. The initial PRP, including Part II, must be manually completed by the SNAP E&T Worker. Changes to Part II of the initial PRP are made using WP screens WPJS and WPAS. These changes must be attached to the initial PRP.
- Establishes for the client reasonable and appropriate requirements related to the client's capability to perform the tasks on a regular basis, including physical capacity, skills, experience, family responsibilities and residence. Reasonable and appropriate requirements must be based on the client's proficiencies and skills as assessed.
- Monitors compliance with the PRP

- Provides continuous assessment of the client's needs, goals, and negotiates adjustments to the PRP as necessary.
- Develops employment and other work activity opportunities for the client within the community.
- Makes referrals to other community services, as needed.
- Provides payment for supportive services, i.e transportation, as appropriate.
- Identifies potential resources and makes appropriate referrals to access them.

This case management process provides for substantial flexibility in administration of the work component of SNAP E&T.

Self-sufficiency is defined as being able to provide for one's basic needs without relying on SNAP benefits. When an individual is not able to become completely self-sufficient, the goal must, at a minimum, be to reduce reliance on SNAP benefits as much as possible or maintain eligibility for SNAP benefits for certain recipients.

#### B. ASSESSMENT

Assessment is the ongoing process of determining each client's goals, skills, needs and challenges. Assessment begins at registration and continues until case management stops.

An in-depth assessment is necessary to discover the client's abilities to meet goals and to develop an ongoing plan to overcome them.

The assessment must focus on information useful to both the client and the SNAP E&T Worker in evaluating the client's abilities.

As the client's circumstances change, it is necessary to change the terms of the PRP to assist the recipient to become successful.

The assessment process must include a series of interviews and conversations with the client. It may also include educational and/or aptitude or interest testing and interpretation of this information.