

## 25.2 AREAS OF RESPONSIBILITY

To operate the SNAP E&T Program, the DHHR Worker and the SNAP E&T Worker are responsible for duties as outlined in this section. Referrals are made to the FSE&T Worker through RAPIDS. The focus of the SNAP E&T Worker is on providing non-exempt E&T Participants with opportunities to meet the work requirement. They may work with other volunteer SNAP recipients who request to participate and who are referred to them by a DHHR Worker.

### A. DHHR WORKER RESPONSIBILITIES

The Income Maintenance Worker is responsible for:

- Processing SNAP applications and determining eligibility;
- Management of the SNAP case;
- Determining work registration exemptions;
- Making decisions on determination of exemption from participation based on recommendations from the SNAP E&T Worker;
- Informing those exempt from registration that it is possible to volunteer for SNAP E&T;
- Referring the case to the SNAP E&T Worker through RAPIDS;
- Referring exempt E&T Participants and other individuals subject to the SNAP work requirements to WorkForce West Virginia.
- Representing the Department in hearings, pre-hearing conferences and providing testimony and documentation.

### B. SNAP E&T WORKER RESPONSIBILITIES

The SNAP E&T Worker is responsible for:

- Accept referrals for non-exempt E&T Participant volunteers who request SNAP E&T services;
- Notification of appointments for orientation/enrollment, initial assessment, and development of the **Self-Sufficiency Plan**;
- Screening and scheduling clients for SNAP E&T activities;

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**SNAP E&T Activities & Requirements**

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- Supporting and following up on SNAP E&T activities, including reviews of contact reports or participation documentation;
- Data entry into RAPIDS of appropriate reporting for all SNAP E&T cases after referral;
- Preparing information for the Department for hearings and pre-hearing conferences and providing testimony as appropriate.
- Notifying DHHR Worker when SNAP E&T participant is out of compliance with program requirements with the SNAP E&T Notification form, DFA-SNAP E&T-2; and
- Completing a monthly report which lists E&T Participants served during each month of eligibility and the amount of money spent for each individual.

Non-exempt E&T Participant volunteers may all be served.