

FORM 3 – APPLICANT’S WORK PLAN

Instructions: The work plan should be comprehensive and should address the following questions.

Service Capacity:

1. Does your organization offer appropriate and allowable E&T activities, or will it have to create new activities for SNAP Next Step E&T clients?
2. How will clients be identified as potentially eligible or currently receiving SNAP benefits?
3. How and when will clients be referred to apply for SNAP benefits and enrollment in SNAP Next Step E&T?
4. How will referrals be received from DHHS?
5. What support services can your organization provide?
6. What will the process be for providing enhanced advising, navigation and support including the completion of assessments and service plans?
7. How will financial aid needs be assessed and included in the clients plan?
8. How can your organization monitor and report on the participation of SNAP Next Step E&T clients?

Financial Capacity:

1. Does your organization have the cash flow to support E&T programming and handle delays between outlays and reimbursement?
2. How will non-federal funds be tracked and monitored?
3. How will staff time be tracked and documented?
4. Describe how your organization retains and stores records?