	New Jersey Workforce Innovation Notice	WD-PY-26-3
	Issued By:	Workforce Development, Division of Career Services
	Approved By:	Yolanda Allen, Assistant Commissioner Workforce Development *Yolanda H. Allen*
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SUBJECT: Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) including Able-Bodied Adult Without Dependents (ABAWD) Guidance

EFFECTIVE DATE: November 2, 2026

FOR MORE INFORMATION: Questions about this guidance may be directed to WorkforcePOLICY@dol.nj.gov.

Purpose

This guidance provides a framework for delivering Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) services effectively. By emphasizing comprehensive assessments, individualized support, skills development, work-based learning, training, and well-coordinated referrals, local workforce development areas can help SNAP participants secure employment while meeting state and local workforce needs.

Background

The federally and state funded NJ SNAP E&T program helps SNAP work registrants gain the skills, training, and work experience needed to build a career and achieve long-term economic stability. Through SNAP E&T, participants can receive assistance with job search, career training and advancement opportunities, along with case management, participant reimbursement, and supportive services such as transportation, childcare, books, and supplies.

The NJ SNAP E&T program is built on the PREP model– Participation through Resources, Evaluation, and Partnership. PREP is a customer-centered approach where after comprehensive assessment by the One-Stop, customers have the ability to participate in identified Employment and Training work activities with the assistance of supportive services and/or partner resources.

Federal law requires every state to operate a SNAP E&T program that prepares and assists SNAP recipients in entering the workforce through case management and enrollment in at least one employment-focused education or skill-based training component.

Recent changes in federal law governing SNAP and Able-Bodied Adults Without Dependents (ABAWDs), including updates enacted through Public Law 119-21, have expanded work requirements to maintain eligibility. SNAP E&T may serve as a pathway for meeting these requirements.

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SNAP E&T Roles and Responsibilities

New Jersey's SNAP E&T program is administered through a coordinated, multi-stakeholder network designed to support customer success and advance workforce outcomes statewide. Through the alignment among NJDOL, local workforce development boards (LWDBs), One-Stop Career Centers (OSCCs), and contracted service providers, the program leverages existing system assets to deliver comprehensive, employment-directed services. This integrated approach is intended to promote consistency in service delivery, strengthen cross-agency collaboration, and advance sustainable employment outcomes for SNAP E&T participants.

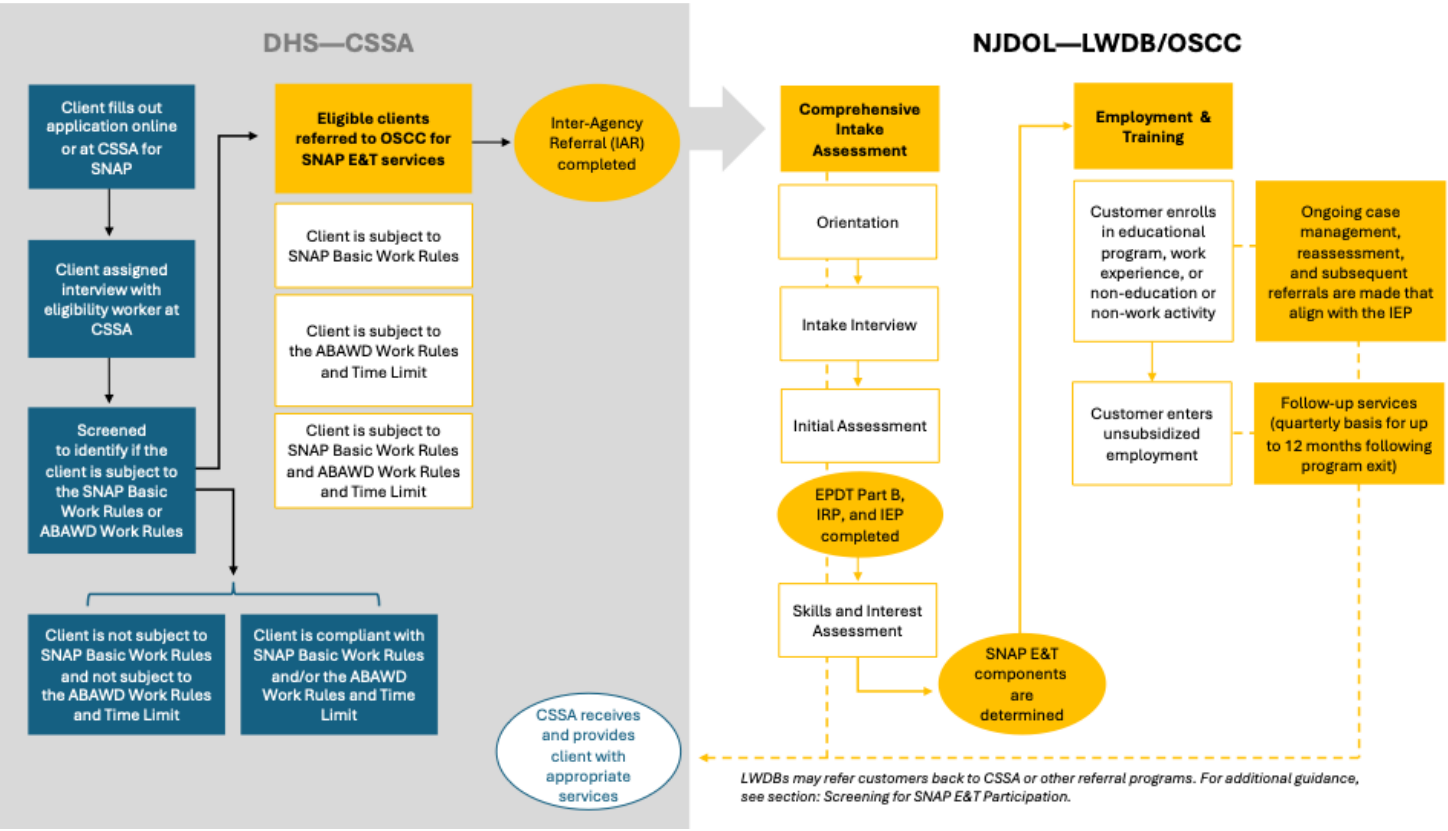
This section defines the roles and responsibilities across the NJDOL network and provides an overview of the role of the New Jersey Department of Human Services, Division of Family Development (DFD) within the broader SNAP E&T system. By standardizing functions and processes across both agencies, this guidance seeks to reduce redundancy, minimize service gaps, and ensure that every customer receives a cohesive and appropriate level of support.

The following tables and service delivery flowchart outline and define the roles and responsibilities of key stakeholders at NJDHS and NJDOL involved in the administration and delivery of SNAP E&T services.

New Jersey Department of Human Services (NJDHS)	
Stakeholder	**Roles and Responsibilities**
Division of Family Development (DFD)	NJDHS's DFD is responsible for the oversight and administration of SNAP programs, including SNAP E&T.
County Social Service Agency (CSSA)	CSSAs are responsible for determining SNAP eligibility, screening for any applicable exemptions or exceptions, and making referrals to the OSCCs for SNAP E&T services. CSSAs also support ongoing participant engagement in accordance with program requirements. More specifically, CSSAs are responsible for: • Determining SNAP eligibility. • Determining whether the client is subject to, exempt or excepted from, or in compliance with the SNAP Basic Work Rules, ABAWD Work Rules and Time Limit, or both. • Making referrals to SNAP E&T services. • Initiating Inter-Agency Referrals (IAR) to connect eligible clients to OSCCs for SNAP E&T services. • Administering participant reimbursements (supportive services). • Receiving and documenting customer participation in SNAP E&T components. • Determining non-compliance and good cause. • Closing client cases and initiating reinstatement of SNAP benefits. • Attending and participating in regular case conferencing meetings.

New Jersey Department of Labor (NJDOL) In accordance with a Memorandum of Understanding (MOU) between NJDHS DFD and NJDOL, NJDOL is responsible for the oversight and monitoring of the SNAP E&T program, ensuring alignment and compliance with applicable state and federal laws, regulations, and program requirements.	
Stakeholder	**Roles and Responsibilities**
Local Workforce Development Boards (LWDBs)	As a subgrantee to NJDOL, LWDBs are responsible for ensuring compliance to promote consistency, coordination, and quality throughout the workforce system, by administering employment-directed and workforce development activities in accordance with applicable program requirements. While local workforce development areas have flexibility in operational service delivery, LWDBs are responsible for (1) determining the structure of the local area to deliver E&T services and (2) determining E&T Components. To fulfill these responsibilities, LWDBs are responsible for: • Procuring vendors with the capacity to meet local service delivery needs. • Receiving referrals from CSSAs. • Assessing SNAP E&T customers and enrolling them in program components. • Promoting customer engagement and successful program participation through ongoing case management, including coaching, service navigation, and connections to supportive services, as appropriate. • Tracking and documenting customer attendance, coordinating supportive service requests, processing work support reimbursements, and communicating with the state agencies, in accordance with program requirements. • Delivering allowable program components through direct services, procured providers, and partner agencies; maintaining attendance records and case notes, and communicating customer information with assigned case managers, as applicable. • Coordinating with Title I, Title II, and Title IV for service delivery. • Providing follow-up services. • Scheduling regular case conferencing, operations, and vendor meetings, ensuring attendance and participation by appropriate attendees, and participating directly as applicable. • Monitoring procured vendors.
WFNJ and SNAP E&T Technical Assistant	NJDOL WFNJ and SNAP E&T Technical Assistants provide technical assistance and support to the LWDBs and OSCCs. They are responsible for: • Providing oversight, technical assistance, and monitoring of the SNAP E&T program. • Ensuring local areas implement service delivery in accordance with state and federal laws, regulations, and program requirements. • Participate in operations meetings.

SNAP E&T Service Flowchart



SNAP E&T Timeframe

To support customer-centered pathways to skill development and employment, NJDOL provides local areas with flexibility to design programs and delivery processes that respond to local workforce needs and help customers access the skills, training, work experience, and other supports needed to move toward sustainable employment. The following timeframe is recommended to support timely and effective service delivery. If a local area is unable to meet the recommended timeframe, the local area should contact its WFNJ and SNAP E&T Technical Assistant to discuss the challenges and identify potential solutions.

Activity	Timeframe
Referral to SNAP E&T	Any
Orientation	Within one week of the initial referral to the OSCC
Assessment	Within one week of orientation or intake
Individual Employment Plan (IEP)	Within the same business day of assessment
Component Placement & Participation	Within the same business day of IEP
Progress Monitoring/ Case Management	Outreach should occur at least once per month
Follow-up	12 months following program exit on a quarterly basis
Exit	Any

The processes and program delivery expectations outlined in the following sections operationalize the roles and responsibilities described above. To support New Jersey's coordinated, multi-stakeholder approach, this guidance includes information on DFD/CSSA responsibilities, specifically, the SNAP Work Rules and the SNAP E&T Referral Process. This information is intended to inform and facilitate cross-agency coordination, support appropriate referral practices, and promote a consistent, cohesive service delivery experience for NJ SNAP customers statewide.

SNAP Work Rules

SNAP Work Rules fall under the authority and responsibility of DFD and have been included here for reference.

The SNAP Work Rules consist of two distinct rules: (1) SNAP Basic Work Rules and (2) ABAWD Work Rules. Some SNAP individuals may be subject to both SNAP Basic Work Rules and ABAWD Work Rules, while others may qualify for exemptions or exceptions from one or both sets of rules. Work registrants, individuals subject to SNAP Basic Work Rules, represent a subset of all SNAP recipients, and ABAWDs represent a subset of work registrants.

Work registrants and ABAWDs may meet their work requirements through employment or participation in SNAP E&T; however, New Jersey operates a voluntary SNAP E&T program, and participation cannot be mandated.

Screening Requirements

CSSA Eligibility Workers (EW) must screen each household member at certification and recertification to determine whether the recipient meets exemption criteria for one or both work rules, per 7 CFR 273.7 and 7 CFR 273.24.

CSSAs should also attempt to screen when:

1. An individual reports a change during the certification period that may result in exemption or exception status; or
2. An individual previously meeting ABAWD requirements reports work hours falling below 80 hours per month.

If screening cannot be completed, countable ABAWD months must be applied. EWs must evaluate all possible exemptions and assign the exemption that will last the longest.

While OSCCs may observe information relevant to exemption or exception status, CSSAs retain responsibility for making all final determinations.

SNAP Basic Work Rules and Exemptions

SNAP Basic Work Rules

Under 7 CFR 273.7, SNAP recipients aged 16 through 59 are subject to SNAP Basic Work Rules unless they qualify for an exemption. Work Registrants must:

1. Register for work;
2. Accept suitable employment; and
3. Not voluntarily quit a job of 30 or more hours per week, or reduce their work hours below 30 per week, without good cause (see G*ood Cause Determination* section below).

Exemptions from SNAP Basic Work Rules

The following individuals are exempt from SNAP work requirements:

- Individuals subject to and complying with Work First New Jersey/ Temporary Assistance to Needy Families (WFNJ/TANF) or unemployment insurance benefits (UIB) work requirements.
- Caretakers responsible for a dependent child under age 6, or an incapacitated person.
    - The incapacitated person needing care does not need to live in the same household as the caretaker.
    - More than one household member can claim this exemption when caring for an incapacitated person.
    - Only one household member per child can claim this exemption.
- Students enrolled at least half-time in an institution of higher education and who meet one of the student exemptions listed in N.J.A.C. 10:87-3.14.
- Regular participants in a drug or alcohol treatment and rehabilitation programs.
- Individuals working at least 30 hours per week or working fewer hours but earning weekly wages at or above the federal minimum wage multiplied by 30.
- Age-Based Exemptions
    - Individuals younger than 16 years or older than 60.
    - Individuals 16 or 17 years old who are not head of household, or who are attending school or enrolled at least half-time in an E&T program.
    - Individuals who turn 16 or 18 during the certification period must be registered at the next recertification (by the CSSAs) unless another exemption applies.
- Individuals who are physically or mentally unfit for employment.
    - To qualify, individuals must meet the same or stricter definition of physical/mental unfitness as used in the State TANF-funded program (N.J.A.C. 10:90-4.10).
    - CSSAs must require the same documentation and verification used for WFNJ/TANF work deferral.
    - If a WFNJ-Med-1 would be required for a WFNJ work deferral, it would likewise be required for an exemption from the SNAP Basic Work Rules.

ABAWD Work Rules/ Time Limit and Exceptions

ABAWD Work Rules

Per 7 CFR 273.24 and updates to the ABAWD Work Rules/Time Limit under Public Law 119-21, SNAP recipients aged 18 through 64 who do not have children under the age of 14 in their household and are mentally and physically fit to work are subject to the ABAWD work rules unless they qualify for an exception.

ABAWD Work Rules Requirements:

ABAWDs must meet one of the following each month:

1. Work (employment, self-employment, volunteer work[1], or in-kind work) an average of 20 hours a week;
2. Participate in an E&T activity or a work program for 80 hours per month;
3. Combine work and work program for an average of 80 hours per month; or
4. Participate in a Workfare program for the number of hours assigned.

ABAWD Time Limit

Individuals who do not meet ABAWD work requirements or who do not qualify for an exception may receive SNAP benefits for only three months during a 36-month period.

ABAWD Work Rules and Time Limit Exceptions

The following categories of individuals are excepted from ABAWD work rules:

Age-Based Exceptions

- Individuals under age 18 or over age 65.
    - ABAWD rules begin the month after turning 18.
    - "Over age 65" begins on the exact date the individual turns age 65.
    - Note: Individuals between 60 and 65 are exempt from SNAP Basic Work Rules, but not from ABAWD rules.

Household Responsibility

- Parents or household members responsible for a dependent child under age 14, even if the child is not SNAP-eligible (e.g., an ineligible non-citizen child).

Individuals Exempt from SNAP Basic Work Rules

- The following Basic Work Rule exemptions also confer ABAWD exceptions:
    - Individuals subject to and complying with WFNJ/TANF or UIB work requirements;
    - Students enrolled at least half-time in an institution of higher education;
    - Regular participants in drug or alcohol treatment programs;

[1] The CSSA is responsible for tracking volunteer work. When making a referral to SNAP E&T for a participant who is leveraging volunteer work to satisfy the ABAWD Work Requirement, the CSSA should indicate that the participant is electing to voluntarily participate in SNAP E&T.

- Individuals working at least 30 hours a week or working less than 30 hours a week but earning weekly wages at or above the federal minimum wage multiplied by 30.

Physical or Mental Unfitness

- Individuals who are physically or mentally unfit for employment ABAWD standards differ from Basic Work Rules standards and do not require meeting TANF medical criteria.

Unfitness may be established when individuals:

- Receive temporary or permanent disability benefits (e.g., SSI or RSDI issued by governmental or private sources);
- Are obviously unfit, requiring no medical verification;
- Provide a statement from a qualified medical professional (e.g., physician, PA, NP, nurse, psychologist, social worker, etc.).
  - Verification may be written or oral and documented in case notes.
  - A WFNJ-Med-1 is not required.
  - CSSAs must consider circumstances such as homelessness or family violence when assessing unfitness.

Other Exceptions

- Pregnant individuals.
- Individuals defined as Indian, Urban Indian, or California Indian under the Indian Health Care Improvement Act.

Eliminated Exceptions (Per Public Law 119-21)

The following groups are **no longer** eligible for ABAWD exceptions:

- Individuals experiencing homelessness;
- Veterans; and
- Individuals 24 years of age or younger who were in foster care on their 18th birthday and under State responsibility through the maximum age permitted.

Additional information is available in the DFD trainings on Able-Bodied Adults Without Dependents (ABAWD) Work Rules and Basic Work Rules, Work Registration, and Screening.

SNAP E&T Referral Process

The SNAP E&T Referral Process falls under the shared authority and responsibility of DFD and NJDOL. The roles and responsibilities are indicated throughout this section.

Screening for SNAP E&T Participation

The CSSA is responsible for making the determination regarding an individual's eligibility for a work rule exemption or exception. Under federal regulations and the approved New Jersey FY27 SNAP E&T State

Plan, individuals who do not qualify for a work rule exemption or exception may be referred for voluntary participation in SNAP E&T. [2]

Individuals who are exempt or excepted from work rules may also be referred to the OSCC for additional screening and voluntary participation. When exempt or excepted individuals elect to participate, their voluntary status must be identified using the appropriate referral code in the Inter-Agency Referral (IAR).

Per 20 CFR 678.305, OSCCs must serve every individual who seeks services and provide access to career services, training services, E&T, OSCC partner programs and activities, and workforce and labor market information. OSCCs must also provide priority service to individuals receiving public-assistance, individuals with low income, and individuals with basic skills deficiencies for WIOA Title I adult-funded individualized career services and training, as required under 20 CFR 680.600. Per NJWIN 11-16 Priority of Service, priority of service must also be given to veterans and eligible military spouses.

Newly identified barriers or other factors may affect an individual's service needs or ability to participate in SNAP E&T. When the OSCC identifies information suggesting exemption or exception from SNAP work requirements, the OSCC shall refer the customer back to the CSSA through the Inter-Agency Referral (IAR) process with documentation of observations. The CSSA is responsible for review and determination.

When a customer's eligibility status, exemption or exception status, or appropriateness for SNAP E&T participation is unclear, the OSCC shall consult with the local area's WFNJ and SNAP E&T Technical Assistant for verification, guidance, or coordination of appropriate services and supports. For assistance, please contact WorkforcePOD@dol.nj.gov.

If the OSCC identifies barriers or supportive service needs that cannot be addressed through available local area resources or SNAP E&T services, the OSCC may coordinate with the local area's WFNJ and SNAP E&T Technical Assistant to determine appropriate next steps, referrals, or alternative service strategies.

Individuals are not responsible for self-identifying whether they should be referred to SNAP E&T. Initial screening for E&T participation does not constitute engagement in the SNAP E&T program.

Direct Referral Process

Once a SNAP recipient is determined to be suitable for participation or has expressed interest in participating in SNAP E&T, the CSSA refers the individual to the OSCC through the Inter-Agency Referral (IAR). The CSSA provides an oral explanation of the applicable work requirements and issues a copy of the consolidated work notices: SNAP-35 (SNAP Basic Work Rules and SNAP E&T) and SNAP-36 (ABAWD

[2] New Jersey operates a voluntary SNAP E&T program. Please reference the Non-Compliance section for additional details.

Work Rules) to all referred customers. All notices must be documented in the customer's case record in ONETrac.

Referral Documents

The CSSA completes the Comprehensive Social Assessment (CSA), the Employability Plan Development Tool (EPDT) Part A, and any relevant sections on the Individual Responsibility Plan (IRP). The CSA is completed within one year and maintained in the participant's case folder at the CSSA. The EPDT and IRP (if initiated by the CSSA) are completed through a separate link and are accessible to the OSCC through AOSOS.

Inter-Agency Referral (IAR) Process for SNAP E&T

CSSAs coordinate with local areas to ensure participants are connected to OSCCs, with timely attention given to individuals subject to the ABAWD time limit. The CSSA shall send all referrals through Inter-Agency Referrals (IARs) within AOSOS. The IAR serves as the primary mechanism for documenting and communicating SNAP E&T participant referrals between CSSAs and OSCCs. OSCC staff are to process the referral through AOSOS once received.

Reverse Referral Process

A reverse referral occurs when an individual first seeks to utilize OSCC services without a SNAP E&T referral. An OSCC or third-party provider should inquire about an individual's SNAP benefit status during screening. A reverse referral can occur through two pathways:

1. **Non-Enrolled Individuals**: When an individual is not currently receiving SNAP benefits but appears potentially eligible or expresses interest in applying, they should be directed to the NJ SNAP screening tool, online application, or the local CSSA. Under federal regulations, SNAP applicants may receive SNAP E&T services, including allowable reimbursements, while their eligibility is pending.

   OSCCs or third-party providers should continue providing services while awaiting the CSSA's eligibility determination.
   - If the individual is determined **eligible**, the provider continues SNAP E&T services.
   - If the individual is determined **ineligible**, the OSCC discontinues SNAP E&T services but continues providing appropriate workforce services to address barriers and support career goals.

2. **Current SNAP Recipients**: When an individual is already receiving SNAP benefits but was not referred to SNAP E&T services by the CSSA, their enrollment status should be recorded in AOSOS. The OSCC should contact the CSSA to initiate the necessary SNAP E&T screening. This screening process mirrors the standard procedures conducted during certification and recertification. After review, the CSSA sends the referral back to the OSCC through an IAR.

SNAP E&T Program Delivery Process

NJDOL is responsible for the oversight and monitoring of the SNAP E&T program, ensuring alignment and compliance with applicable state and federal laws, regulations, and program requirements.

LWDBs are responsible for implementing SNAP E&T service delivery models designed to reflect community needs, labor market conditions, the education and training landscape, and customer populations. While structures may vary across local areas, all approaches must align with program requirements and support customer self-sufficiency, employment retention, and career advancement through individualized, high-quality services.

SNAP E&T services are delivered through a network of public and private sector providers, including government entities, procured vendors, community-based and non-profit organizations, employers and industry partners, occupational training providers, and post-secondary institutions such as community colleges. This collaborative model enables LWDBs to leverage diverse expertise and resources to meet the varied needs of SNAP E&T participants. NJDOL expects local areas to procure vendors that have the capacity to accommodate local service levels and support achievement of the performance goals established in the Notice of Award (NOA).

Comprehensive Intake Assessment

As required under 7 CFR 273.7(e)(1), case management services must be provided to all E&T customers. In accordance with the New Jersey FY27 SNAP E&T State Plan, case management begins with a comprehensive intake assessment and the development of an Individual Employment Plan (IEP).

Customer intake processes may vary to reflect local structures and service delivery models; however, all processes must align with program requirements and address customer needs. To ensure access to individuals regardless of national origin or spoken language, all services must be provided in accordance with WIOA Sec. 188 and 29 CFR 38.9.

The intake function establishes the OSCC as a welcoming and accessible entry point to workforce services. OSCCs are responsible for clearly communicating their role, orienting customers to available services, and setting expectations for participation in employment pathways. Orientation and initial assessments, including intake interviews, ensure that customer needs are accurately identified and addressed.

Orientation

Upon referral to SNAP E&T, orientation is the customer's initial point of contact with the local OSCC. Per the New Jersey FY27 SNAP E&T State Plan, orientation is a required step and must be completed before the customer can access SNAP E&T services. Local areas should offer flexible scheduling options, including online, in-person, or by phone, and orientation must be offered within one week of the customer's initial referral.

Per the New Jersey FY27 SNAP E&T State Plan, the one-hour orientation may be delivered individually or in a group setting and may occur in-person, virtually or via teleconference. Orientation introduces the customer to SNAP E&T, available supportive services, and the broader One-Stop service network. In addition, orientation should introduce the allowable SNAP E&T components, as defined by the current year's SNAP E&T State Plan, and set clear expectations for participation in E&T services. This should include an overview of case management and examples of reasonable and necessary supportive service costs. Orientation should also outline clear next steps, including any required paperwork, intake activities, or initial assessments.

Intake Interview and Initial Assessment

If, after attending orientation, the customer elects to enroll in E&T services, a case manager conducts an initial assessment within one week of orientation or intake. The assessment evaluates the customer's skills, education, employment history, and barriers to employment. Intake interviews gather additional information about the customer's background, work history, education, and any immediate needs.

The OSCC can reference the initial referral information from the CSSA, along with information gathered during orientation, intake interview, and assessment(s), to complete the EPDT Part B, the Individual Responsibility Plan (IRP), and the IEP. To avoid duplicative assessment and support timely service delivery, the OSCC may use existing assessments completed for WIOA and other NJDOL programs, when appropriate.

Intake Documents

Document	Function
Employability Plan Development Tool (EPDT Part B)	The EPDT Part B is a comprehensive assessment used to identify E&T activities that align with the customer's needs and address barriers to participation and employment.
Individual Responsibility Plan (IRP)	The IRP outlines the customer's initial responsibilities, including the assigned E&T component, its location, schedule, expected hours of attendance, and any additional supports needed for successful participation. A signed copy is provided to the customer and the service provider.
Individual Employment Plan (IEP)	The IEP serves as a roadmap for the customer and documents the services and resources needed to achieve the customer's employment goals. Case managers support customers in setting and recording achievable short-term and long-term goals aligned with the customer's strengths, interests, assets, barriers, and obligations. The IEP must be completed on the same day as the assessment and updated every time a new barrier is introduced or remediated or at the time of a change in components. Case managers should incorporate relevant Labor Market Information (LMI) when developing the IEP to ensure employment and education goals align with in-demand

	occupations. Regular check-ins, progress tracking, and timely adjustments, including when there is a change in the assigned component or activity, help ensure customers remain on track to achieve employment goals.

During the intake process, customers will be provided with access to the resource room and information on other available programs and services. Feedback from customers should be collected (i.e. written or digital customer surveys) to inform customer-centered service delivery, promote self-advocacy, build confidence, and foster a supportive environment.

Skill and Interest Assessment

Depending on the local area structure, the OSCC, E&T provider, or intermediary conducts a comprehensive assessment to identify the customer's skills, interests, and barriers to employment.

Skills and Interest Assessment Tools: A range of assessment tools can be utilized to identify customer skills, interests, and potential barriers to employment, informing tailored service strategies and individualized career planning.

- Educational Assessments: These evaluations assess the customer's educational level, including literacy and numeracy skills, to identify any need for basic education or GED preparation. Educational assessments include Comprehensive Adult Student Assessment Systems (CASAS) for reading and math and Basic English Skills Test (BEST) for English as a Second Language (ESL) assessment.
- Skills and Aptitude Tests: These tests assess the customer's current skills, aptitudes, and abilities, providing insights into suitable career paths or necessary training. Skills and Aptitude Tests include New Jersey Career Assistance Navigator (NJCAN) and O*NET.
- Interest Inventories: Tools like O*NET Interest Profiler and NJCAN can also be used to determine the customer's interests and align them with potential career opportunities.
- Barrier Identification: Barrier assessments identify potential barriers to employment, such as childcare needs, transportation issues, or health-related concerns. Barrier identification methodologies may include structured questionnaires or interviews. Use of the EPDT and IEP can also support the identification of barriers and inform follow-up questions to ensure comprehensive assessment of customer needs.
- Online Assessment Tools: Various online platforms and resources can be used to facilitate assessments, allowing for remote participation and increased accessibility. O*NET, SkillUp, Metrix Learning, and NJCAN can all be accessed online.

Documentation and Communication Requirements

Per the New Jersey FY27 SNAP E&T State Plan and WD-PY-19-5, assessment results must be recorded in AOSOS and shared with appropriate stakeholders (e.g., the CSSA, OSCC, and/or E&T providers) based on the local area structure, using established communication channels (e.g., MIS systems, electronic or physical forms, email, or verbal communication). Results must also be clearly communicated to the customer.

Assessments inform eligibility, enrollment, provider determinations, supportive services, and referrals to other programs. Information related to referrals, assessments, placements, and reimbursements must be entered into AOSOS. If immediate attention is required, an IAR can be sent from the OSCC to the CSSA to address the case.

Addressing Barriers

The OSCC and its partners are responsible for providing services and supportive interventions that address identified barriers to employment and help customers prepare for, obtain, and retain employment. Barriers may be addressed through a combination of the following:

- Supportive Services:
  Supportive Services resolve or mitigate barriers that may otherwise hinder successful participation in E&T activities. In accordance with federal regulations, these expenses may include transportation assistance, childcare, and other costs that are reasonably necessary and directly related to E&T participation.

  Supportive Services are a shared responsibility of the CSSA (referred to as participant reimbursement) and OSCC (referred to as needs-based work supports). The CSSA is responsible for issuing SNAP E&T-funded work supports. While some work support needs may be identified during the CSSA intake process, additional employment-related needs may emerge as the customer engages in SNAP E&T services. In the state of NJ, participant expenses are funded in advance through the customer's EBT card to cover anticipated expenses for the coming months.

  Any employment-related supportive service needs identified by the OSCC during SNAP E&T customer intake or SNAP E&T participation must be communicated to the Workforce POD (WorkforcePOD@dol.nj.gov). Support service requests under the $120 per month threshold must be sent directly to the CSSA with Workforce POD (WorkforcePOD@dol.nj.gov) copied on the communication. Support service requests over the $120 per month threshold must be sent directly to Workforce POD.

  Examples of allowable participant reimbursements under the New Jersey FY27 SNAP E&T State Plan include, but are not limited to:
  - Licensing and bonding fees for work experience
  - Transportation
  - Childcare
  - Testing fees
  - Books
  - Uniforms
  - Tools
  - Personal protective equipment

- Dental and vision services

OSCCs and their partners are encouraged to leverage their network of community-based organizations to connect customers with additional barrier removal and supportive services.

SNAP STEPS grantees may follow different processes as third-party vendors. In addition, co-enrolled customers may receive WIOA-funded supportive services.

All supportive services provided to customers must be documented in AOSOS case notes. The documentation must be directly linked to specific barriers identified in the assessment. Required documentation elements include the identified barrier(s) being addressed, the type of supportive service provided, the date of service and amount (if applicable), an explanation of how the service removes or reduces the barrier, and the expected impact on employment and/or participation goals. This comprehensive documentation ensures that supportive services are appropriate, necessary, and directly tied to helping customers overcome obstacles and achieve successful employment outcomes.

Questions regarding the allowability of participant reimbursements should be directed to your WFNJ and SNAP E&T Technical Assistant, please contact WorkforcePOD@dol.nj.gov.

- Career Counseling Sessions:
  Career counseling provides individualized guidance to support professional development, including resume preparation, interview practice, and job search strategies. Counseling sessions may also connect customers to labor market information (LMI) and tools such as O*NET.

- Referral to Skill-Building Resources:
  Access to SkillUp Metrix Learning can help customers build the skills needed for successful employment placement and long-term retention.

- Referral to and co-enrollment in other programs:
  Co-enrollment in multiple grant-funded programs is strongly encouraged to ensure customers have seamless access to the full range of services for which they are eligible. See *Workforce Service Integration and Co-Enrollment* WD-PY24-8 for additional guidance on leveraging multiple programs and services to support customer employment goals.

SNAP E&T Components

SNAP E&T components establish the structure through which allowable activities, as defined in 7 CFR 273.7(e)(2), are implemented at the state and local level. These components are organized into three categories: (1) Education, (2) Work Experience, and (3) Non-Education, Non-Work.

Clearly defined component categories ensure that customer activities are appropriately assigned, documented, and tracked in accordance with federal and state requirements. Components provide a standardized framework for case managers to develop and implement individualized service plans, monitor participation, and adjust support services as needed.

Defined component categories also support reporting and monitoring processes. Standardized classification enables accurate data collection, facilitates performance tracking across activity types, and ensures compliance with participation and work requirements, including those related to ABAWD customers under 7 CFR 273.24.

Consistent application of SNAP E&T component categories supports alignment across policy, service delivery, and reporting systems, and enables effective oversight at the state level. Below is a full list of SNAP E&T components. LWDBs must refer to the current year's SNAP E&T State Plan for approved SNAP E&T components.

Education

Educational programs or activities are SNAP E&T components designed to improve basic skills, increase work readiness, and support overall employability. For education components to be approved, there must be a direct link between the education component and job-readiness, per 7 CFR 273.7(e)(2)(vi)(B). The following is a complete list of allowable education components; LWDBs must refer to the current year's SNAP E&T State Plan for approved SNAP E&T components.

SNAP E&T Education Components		
Component	**Description of Programs**	**Program Examples**
Basic Education or Foundational Skills Instruction (EPB)	Programs that provide literacy, numeracy, and basic skills instruction up to an 8th-grade proficiency level. Customers who attain or already demonstrate this level are prepared to qualify for a high school general equivalency diploma or equivalent certification.	Adult Basic Education (ABE); high school equivalency programs; teaching basic health, financial, or digital skills to help the participant succeed in the workplace.
Integrated Education and Training/ Bridge Programs (EPIE)	Programs that combine occupational skills training, work readiness, and adult education services to increase the educational and career advancement of customers.	Certified Nursing Assistant (CNA) with integrated English language skills program; culinary program with integrated math skills component.
Work Readiness Training (EPWRT)	Intensive programs that include skill assessment and educational remediation services to prepare customers for the workforce, including both foundational cognitive skills and non-cognitive skills (soft skills).	Trainings in workplace etiquette and expectations, conflict management, financial literacy, goal setting, reading for information, applied mathematics, problem solving, critical thinking.

English Language Acquisition (EPEL)	Programs designed to help customers improve their English speaking, reading, and writing proficiency to increase employability.	Programs that increase English literacy, English fluency, writing in English.
Career/Technical Education Programs or Other Vocational Training (EPC)	Programs that provide academic and technical knowledge and skills at the post-secondary level for emerging jobs or trades, with instruction designed to lead to industry-recognized credentials, certifications, licenses, or degrees.	Certified Nursing Assistant (CNA); culinary program; financial, manufacturing, and retail field training programs.

The chart above was developed based on guidance provided in the FNA SNAP E&T Components: An Overview resource.

Per the New Jersey FY27 SNAP E&T State Plan, the following criteria can be used to assess readiness for enrollment.

Component	Criteria for Participation
Basic Education or Foundational Skills Instruction	For GED/ high school equivalency services only, participants must achieve an 8th grade level or above to enroll.
Integrated Education and Training/ Bridge Programs	Participants who require basic skills development or English language acquisition and are interested in gaining skills aligned with a specific occupation or industry.
Work Readiness Training	Participants must be willing and able to participate in training and/or obtain employment.
English Language Acquisition	Participant has indicated that English is not their first language.
Career/Technical Education Programs or Other Vocational Training	Providers and partners often have specific criteria for admission into their programs that align with labor market demand, completion of high school, and verification of literacy or numeracy levels.

Work Experience

Work Experience programs provide structured, real-world experience through work activities, training, or both. These programs must be intentionally designed to build specific skills and support participants in transitioning into regular public or private employment. Volunteering, self-placements, or other non-structured activities do not meet the requirements of this category. Work experience opportunities may be paid or unpaid and take place in nonprofit, government, or private sector settings. All experiences must comply with applicable laws, including the Fair Labor Standards Act.

The following is a complete list of allowable work experience components; LWDBs must refer to the current year's SNAP E&T State Plan for approved SNAP E&T components.

SNAP E&T Work Experience Components		
Component	**Description of Programs**	**Program Examples**
Work Activity Program (WA)	Programs that help participants build basic skills, knowledge, and work habits to prepare for employment. Participants complete work activities in exchange for SNAP benefits. The benefit amount determines the duration of participation.	A WA at a private entity: Participants work for a community-based organization (CBO) for three months to improve customer service skills by answering phone calls and directing individuals to the right staff person. A WA at a public entity: Participants work for a local government agency maintaining public spaces.

The chart above was developed based on guidance provided in the FNA SNAP E&T Components: An Overview resource.

Per the FNA SNAP E&T Components Overview resource, the following criteria can be used to assess readiness for enrollment.

Component	Criteria for Participation
Work Activity Program	Participants who are near ready for employment but currently unable to secure a job. This component should be assigned only to individuals who require additional work experience to increase employability.

Work-Based Learning (WBL) Programs

WBL activities are a subset of Work Experience and must be aligned with in-demand occupations that provide a living wage or lead to a career pathway offering a living wage. WBL activities should support participants in obtaining industry-recognized certificates and credentials that enhance employability.

Per 7 CFR 273.7(e)(2)(iv)(A)(2), WBL programs must:

- Improve employability and enable participants to move promptly into regular public or private employment.
- Be planned, structured learning experiences that take place in a workplace or simulated environment.
- Include sustained interactions with industry or community professionals in a real-world or simulated environment.
- Foster in-depth firsthand engagement with the tasks required in the given career field.
- Be aligned with curriculum and instruction.
- Emphasize employer engagement in the development and/or execution of training.
- Have specific training objectives.
- Follow an articulated and documented path that leads to regular, unsubsidized employment.

- Pay the individual a wage at least equal to the state or federal minimum wage, whichever is higher (this refers to the wage including the subsidy).
- Operate in compliance with all applicable labor laws, including the Fair Labor Standards Act.
- Not displace or replace existing employees.
- Provide the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.

Subsidized Work Based Learning (SWBL) Requirements

Per SNAP Employment and Training Subsidized Work-Based Learning (SWBL) Activities guidance, SWBL programs should:

- Follow an evidence-based training plan with a clearly defined skills element that aligns with the participant's training plan.
- Be limited to six months (except for some registered apprenticeships and other compelling programs, as outlined in the FNA guidance).
- Permit individuals to participate only once per twelve-month period with some exceptions as described in the FNA guidance.
- Not constitute more than three percent of the workforce for private, for-profit employers, and E&T providers.

The following is a complete list of allowable WBL components; LWDBs must refer to the current year's SNAP E&T State Plan for approved SNAP E&T components.

Work Experience: Work-based Learning (WBL)		
Component	**Description of Programs**	**Program Examples**
Internship (WBLI) Internship subsidized by SNAP E&T (WBLI – SUB)	Programs that provide temporary, structured learning experiences in a workplace, designed to help participants learn about a job or a career.	A graphic design firm offering a short-term, entry level experience where participants shadow employees at client meetings, observe pitch development, learn graphic design tools and software, and build relationships with employers and industry professionals.
Pre-Apprenticeship (WBLPA) Pre-Apprenticeship subsidized by SNAP E&T (WBLPA – SUB)	Programs that help participants build the skills needed to enter and succeed in an apprenticeship. These programs must be directly connected to a specific apprenticeship, so participants have a clear next step.	A six-week program providing training for women in construction, including education, on-site training, and a certificate of completion. Participants can interact with apprentices, journeymen, employers, and may spend time on an apprenticeship worksite. By completion, participants understand

		what a construction apprenticeship entails and are prepared to enroll.
Apprenticeship (WBLA) Apprenticeship subsidized by SNAP E&T (WBLA – SUB)	Programs run by an employer or program sponsor. Registered Apprenticeships (RAs) are high-quality, industry-approved programs where participants earn wages while they learn. Participants gain hands-on work experience, receive progressive wage increases, take related instructions, and earn nationally recognized credentials. RAs are approved by the U.S. Department of Labor or a state apprenticeship agency.	A construction company registered with USDOL offering a year-long apprenticeship where participants progressively earn advanced construction skills. Participants also enroll in community college courses to earn industry-specific certificates (e.g., OSHA 10, State-required licenses), receive mentorship from experienced workers, and progress toward journeyman status.
On-the-Job Training (WBLOJT)	Programs where participants are hired by an employer and learn while working. The State may reimburse the employer for up to 50% of the participant's wages to help cover the cost of training and supervision. These programs must comply with On-the-Job Training (OJT) rules under the Workforce Innovation and Opportunity Act (WIOA).	A gas and pipe welding company providing on-site, real-world training in machines and procedures. Participants are employees of the OJT workplace and receive additional supervision, skill-based training, case management, tools, certification, and post-training follow-up services.
Transitional Jobs (WBLTJ) Transitional Jobs subsidized by SNAP E&T (WBLTJ – SUB)	Programs that combine paid work, job skills training, and support services to help participants prepare for regular employment. Transitional jobs typically occur in supportive settings and are designed to build skills, connect participants with employers, and support transition to unsubsidized employment.	A janitorial and maintenance company where participants provide indoor and outdoor maintenance services while receiving workplace safety training leading to an OSHA 10 certificate. Participants also receive case management, coaching, peer support, and referrals to support services. After two months, participants move into regular employment and continue receiving job retention services.

The chart above was developed based on guidance provided in the FNA SNAP E&T Components: An Overview resource.

Per the FNA SNAP E&T Components Overview resource, the following criteria can be used to assess readiness for enrollment.

Component	Criteria for Participation
Internship	Individuals who are exploring career options, are unsure of the industry or occupation they want to pursue, and would benefit from exposure to different workplace environments.
Pre-Apprenticeship	Individuals who are interested in entering an apprenticeship program but need additional preparation, skill-building or time to become ready for apprenticeship enrollment.
Apprenticeship	Individuals who are ready to work, have the supports needed to succeed on the job site, and/or have completed a pre-apprenticeship program.
On the Job Training (OJT)	Individuals who are ready for employment and likely to succeed in regular work but require employer-specific training to perform the job effectively.
Transitional Jobs	Individuals who are ready to work but face barriers that make it difficult, such as justice-involvement, housing instability, or limited work history.

The Impact of Subsidized Wages on SNAP Benefits and Eligibility

Income from SWBL activities is treated the same as income from other sources under 7 CFR 273.9. As a result, countable income from an SWBL activity may reduce household benefit levels or make a household ineligible for SNAP, and therefore, ineligible for SNAP E&T. SNAP E&T staff should inform participants that subsidized wages may affect SNAP eligibility and/or benefit amounts.

SNAP E&T staff can help determine the number of hours a participant may engage in an SWBL activity before the household income exceeds eligibility threshold. Providers should coordinate with SNAP E&T staff to determine the number of hours a participant may work at a subsidized wage without adversely impacting SNAP eligibility.

Non-Education, Non-Work

Non-work, non-education SNAP components are allowable activities designed to address barriers to employment and strengthen employability without directly involving job placement or formal education and training. The primary purpose of these components is to build foundational employability skills, improve job search effectiveness, and stabilize participants so they can successfully engage in work or education-focused components and ultimately transition to unsubsidized employment.

The following is a complete list of allowable non-education, non-work components; LWDBs must refer to the current year's SNAP E&T State Plan for approved SNAP E&T components.

SNAP E&T Non-Education, Non-Work Components		
Component	**Description of Programs**	**Program Examples**
Supervised Job Search	Supervised Job Search may be conducted independently or in groups, either remotely, in person, or through a hybrid model, and should be tailored to participants'	A program offering: • Structured, supervised job search activities at State-approved locations.

	needs. In all cases, customer activities must be directly overseen and tracked. The staff-assisted job search component requires participants to make at least 12 contacts per month for two months.	• Tailored support such as resume workshops, interview preparation, transportation vouchers and digital tools. • Activities that directly enhance employment opportunities and likelihood of securing suitable work.
Job Search Training	Programs that help participants build job search skills through instruction in job-seeking techniques, hands-on guidance, and activities that increase motivation and self-confidence. If a participant is unable to secure employment, case managers should assess whether additional services or supports are needed.	A program that provides: • Instruction on how to look for work, create or enhance a resume, and prepare for interviews. • Job placement services, employability assessments, and resume writing workshops. • Training on how to use online job search tools.
Job Retention	Services provided to participants after they secure employment, either during or after participating in other SNAP E&T services, to support successful transition into the workplace and employment retention. Providers may offer Job Retention services for up to 90 days and must provide them for at least 30 days, consistent with federal rules, even if the participant loses SNAP eligibility during this period.	A program that provides: • Case management, job coaching, and life-skills classes. • Participant reimbursements for employment-related needs such as work boots, transportation, and childcare. • Financial literacy planning, workplace literacy, and ongoing job coaching.
Self-Employment Training	Programs that provide instruction and technical assistance to help participants plan, launch, and manage a small business or other self-employment venture.	A program that: • Trains on how to create and operate a small business. • Assistance with developing business, financial and marketing plans. • Guidance on accessing small business grants and other business support services.
Workfare	Work activities at a public or private non-profit worksite in exchange for SNAP benefits. To determine the maximum number of hours a household	A program that: • Places participants in jobs where they can learn new skills, enhance soft skills, and expand their network of job contacts.

	should be required to participate is calculated by the SNAP household allotment divided by the higher of the State or Federal minimum wage.	

The chart above was developed based on guidance provided in the FNA SNAP E&T Components: An Overview resource.

Per the FNA SNAP E&T Components Overview resource, the following criteria can be used to assess readiness for enrollment.

Component	Criteria for Participation
Supervised Job Search	Individuals who are work-ready, interested in securing employment and need structured support to conduct an effective job search. Participants are encouraged to enroll in a supervised job search following successful completion of another SNAP E&T component.
Job Search Training	Individuals who are less work-ready and unlikely to secure employment without additional instructions, skill-building, and hands-on job search support.
Job Retention	Individuals who have secured employment either during or after participation in another SNAP E&T component and require additional support to transition into permanent employment.
Self-Employment Training	Individuals who are interested in operating their own business, are already self-employed, or are in the process of launching a small business of self-employment venture.
Workfare	Individuals who are work-ready, but are unable to find regular employment.

ABAWD Work Requirements and Job Search Activities

In accordance with section 6(o)(1)(C) of the Food and Nutrition Act of 2008 and 7 CFR 273.24, supervised job search and job search training, when offered as standalone components do not qualify as an allowable activity for meeting the ABAWD work requirement.

However, per 7 CFR 273.7(e)(2)(i), a job search program, supervised or otherwise, operated under Title I of WIOA, section 236 of the Trade Act, or an employment and training program for veterans operated by the DOL or the Department of Veterans Affairs, is considered a qualifying activity for meeting ABAWD participation requirements.

Similarly, under 7 CFR 273.7(e)(2)(ii), a job search training program operated under Title I of WIOA, section 236 of the Trade Act, or an employment and training program for veterans are also considered qualifying activities under ABAWD participation requirements.

Enrollment in SNAP E&T Components

LWDBs are responsible for establishing and implementing enrollment policies that ensure customers are referred to and enrolled in appropriate SNAP E&T components based on their individual needs, employment goals, and IEP. Customers must be enrolled in an appropriate SNAP E&T component within the same business day the IEP is completed. If immediate enrollment is not possible due to the timing or requirements of a specific component (i.e. the school year has not yet started or the WBL opportunity has a set seasonal start date), the OSCC and its partners should minimize gaps in participation by placing the customer in another component until the intended component begins.

If a customer's barriers or needs cannot be addressed through available local area SNAP E&T components, the OSCC may coordinate with their WFNJ and SNAP E&T Technical Assistant to determine appropriate next steps, referrals, or alternative service strategies.

Provider Determinations

Per 7 CFR 273.7(c)(18)(i), E&T providers must assess customers to determine their suitability for specific E&T components and document their findings and rationale. Once a determination is made, the provider must communicate the finding(s) to NJDOL within 10 days using the local area's established protocol. NJDOL staff review the documentation for compliance and may provide feedback or request adjustments. Both parties must maintain records of communications for accountability and program evaluation.

NJDOL notifies customers of provider determinations by sending an official written notice, by mail or electronically, within 8-10 days of receiving the provider's decision. This notice explains the reasons for the determination and suggests alternative E&T components that may be more suitable, provides contact information for assistance, and outlines the appeal process, as per the Unified Complaint Procedures outlined in WD-PY22-9. It may highlight available support services to help the customer transition effectively.

Required Actions

As outlined in the New Jersey FY27 SNAP E&T State Plan, when a provider determines a participant is unsuitable for a program component, CSSA staff, NJDOL, and the OSCC and their partners should undertake the following actions:

- Exemption Review: NJDHS's DFD and NJDOL reassess the participant's eligibility for exemptions; only NJDHS's DFD/CSSA staff may issue exemption determinations.
- E&T Component Referral: The participant should be referred to an E&T component that more appropriately meets their needs and aligns with their career goals. In accordance with federal regulation, all E&T participants must receive case management, be enrolled in at least one E&T component, and receive supportive services for costs that are reasonable and necessary to successfully participate in the assigned E&T component.
- Network Referral: NJDOL may recommend, and NJDHS's DFD/CSSA may refer the participant to other workforce development network entities if beneficial and/or chosen by the participant.

- Program Coordination: CSSA eligibility staff should coordinate with other programs to identify opportunities or assistance better suited to the participant outside of SNAP E&T.

Workforce Service Integration and Co-Enrollment

Customers should be referred to or co-enrolled in other workforce programs, as appropriate, to maximize access to available services. NJDOL encourages LWDBs to identify and support co-enrollment and service integration across the range of workforce programs operating in OSCCs. Co-enrollment strategies help leverage, maximize, and systematize state and federal workforce programs and funding streams by enrolling customers in multiple workforce programs simultaneously, in particular, Title I services funded through WIOA. The following table outlines specialized supportive programs available through the workforce system.

Program	Details
New Jersey Division of Vocational Rehabilitation Services (DVRS)	Individuals with physical, mental, cognitive, or other disabilities that create substantial barriers to employment may qualify for DVRS services. Services may include career counseling, job placement and supported employment services, pre-employment transition services, financial assessments, planning, work-related accommodations and assistive technology training opportunities.
Jobs for Veterans State Grant (JVSG)	Through the U.S. Department of Labor Veterans' Employment and Training Service (VETS) JVSG staff provide individualized services to Eligible Veterans, Eligible Persons, and authorized Additional Populations to support successful employment and training outcomes. Services include comprehensive assessment of skills and barriers; development of tailored IEPs; job readiness support such as resume assistance and interview preparation; identification of training and certification opportunities aligned with employer demand; assistance with job applications; referrals to employers and training providers; and ongoing feedback to support employment success.
Workforce 55+	Workforce 55+ helps mature workers return to the workforce through an "earn while you learn" model. The program partners with community-based organizations (CBOs), nonprofits, and government agencies to provide skills training, counseling, assessments, and related supports.
Pathways to Recovery	Pathways to Recovery provides training, career services, and supportive services to individuals whose workforce participation has been affected by the opioid epidemic.
Displaced Homemakers	Local displaced homemaker programs leverage community partnerships to support individuals in need of such services as job counseling, training, placement assistance, career development,

	educational services, computer literacy training, financial management assistance, legal information, life-skills development, referrals to social services and workshops.
Job Opportunities for Building Success (JOBS)	Through the JOBS initiative, NJDOL funds services that support justice-impacted individuals in obtaining and retaining employment. Services may include industry-recognized credentials, career coaching, training, and work-based learning through employer partnerships.
Supplemental Nutrition Assistance Program Skills, Training, Employment, Program to Success (STEPS)	SNAP STEPS provides participants with the opportunity to gain the skills needed to successfully enter and advance in the labor market. Per the New Jersey FY27 SNAP E&T State Plan, SNAP STEPS third-party vendors work with LWDBs to ensure SNAP participants are referred to suitable Title I services under WIOA. Vendors also facilitate reverse referrals, guiding SNAP-eligible Title I participants into SNAP E&T programs. SNAP STEPS grantees monitor and support participants across both SNAP and WIOA programs to ensure they receive maximum benefit from available services. Contact your WFNJ and SNAP E&T Technical Assistant for a list of SNAP STEPS providers.

Employer-Facing State Workforce Programs

All LWDBs and OSCCs have access to a range of state workforce programs through the State Business Outreach Team. These programs work directly with employers to support the development of new training opportunities, particularly through work-based learning models such as on-the-job training. Programs include:

- State On-the-Job Training Programs
- Opportunity Partnership Grants
- Growing Apprenticeships in Nontraditional Sectors (GAINS)
- Pre-Apprenticeship in Career Education (PACE)
- NJBUILD (Builders Utilization Initiative for Labor Diversity)
- Upskills Grants
- Fellowship Grants
- Industry Partnerships
- New Jersey Pathways Leading Apprentices to a College Education (NJPLACE)
- Youth Transitions to Work (YTTW)

Additional information on co-enrollment and service integration is included in WD-PY-24-8. A comprehensive list of additional OSCC partners is provided in WD-PY24-7.

Work Resources

In accordance with U.S. Department of Labor's Training and Employment Guidance Letter (TEGL) 16-16, OSCCs must provide a comprehensive set of work resources to support SNAP E&T customers in securing and retaining unsubsidized employment. Required resources include, but are not limited to:

- Job Search Assistance: Support in identifying employment opportunities, including participation in job fairs and recruitment activities.
- Applicant Screening and Referral: Assessment of customer qualifications and referral to employers with job vacancies aligned with customer skills and employment goals. Positive recruitment strategies should be implemented when appropriate.
- Job Listings: Access to current, relevant job postings and assistance in matching customers with suitable employment opportunities.
- Job Fairs and Recruitment Events: Promotion of job fairs, employer visits, and information sessions that facilitate direct connections between jobseekers and employers.

NJDOL provides career services to support OSCCs in delivering these resources. Services are administered through OSCCs and digital platforms to help support job seekers secure and retain employment aligned with labor market demand. The following NJDOL resources may be used to support customers in their job search and connection to employment opportunities.

Career Service	Description	Resource
Search for employment	Job Source is an online platform that provides jobseekers with tools to search for employment, create job application materials, and manage their job search in one place.	NJDOL Job Source
Job fairs and targeted recruitments	A centralized calendar of job fairs and recruitment events helps jobseekers connect with employers and explore current employment opportunities in their respective industries and local areas.	Calendar of Upcoming Events
Career exploration	MyCareerNJ provides various career exploration resources, including a link to NJ Training Explorer, which provides access to the State's Eligible Training Provider List.	MYCareerNJ

Ongoing Case Management

Ongoing case management services support customer participation in appropriate SNAP E&T activities and ensures connection to the resources needed to achieve employment goals. Case management includes continuous assessment of customer needs, monitoring of progress, regular communication, and updates to IEPs and case notes.

Case management begins at enrollment and continues throughout the customer's participation in the program. Services must be individualized to address each customer's employment goals, barriers, and supportive service needs. Each Provider is responsible for maintaining a strong partnership with the local OSCC and CSSA to share information, coordinate resources, and ensure compliance with work rules and time limits.

Recommended Strategic Steps for Effective Case Management

NJDOL recommends the following strategic steps for providing effective case management:

- Evaluation of the customers' skills, experiences, needs, and barriers to employment to ensure accurate identification of service needs.
- Development of the IEP, outlining employment goals, required activities, and supportive service needs. Under WIOA, an IEP is required before a customer may be enrolled in training services.
- Support in setting realistic short-term and long-term employment goals that align with labor market opportunities.
- Connection to resources including training programs, childcare, transportation assistance, and other supportive services.
- Job readiness training such as resume workshops, interview preparation, and vocational training.
- Assistance in building networks and accessing job opportunities through employer partnerships and local workforce initiatives.
- Collection of customer feedback to strengthen service delivery and improve program services.
- Fostering a supportive environment that encourages self-advocacy, confidence, and sustained engagement.

Case Notes

Case notes must provide a fact-based, detailed narrative of the customer's SNAP E&T participation, including the documentation of the activities assigned, the rationale for those activities, and the services provided. In accordance with WD-PY-19-9, case notes must offer a factual description of each interaction with the workforce system. Accurate, adequate, and timely case note entry is essential for delivering quality services and supporting compliance monitoring.

All relevant case notes, including customer barriers, milestones, and outcomes must be recorded in AOSOS in real-time in the Customer Detail Comment Section.

Consistent with WD-PY-19-9 and WIOA requirements, the following best practices should apply when recording SNAP E&T case notes.

Component case notes should include:

- The initial placement, including the jobsite, supervisor, and any supportive services provided.
- A structured learning plan and the proposed duration of the work experience, based on the customer's individual needs.
- The assessment results indicating that the customer requires additional employability skill development.
- Whether the component is paid or unpaid and the category (e.g. pre-apprenticeship, internship, on-the-job-training).
- Any academic and/or occupational education components that accompany the work experience.

Supportive service case notes should include:

- A clear description of the need or service requested.
- The barrier being addressed or resolved through the supportive service.

Customer Outreach

Customer outreach must occur throughout SNAP E&T participation, including before, during, and after program activities. To support sustained engagement and timely response to customer needs, barriers, and changes in circumstances, outreach shall occur at least once per month. Consistent, proactive communication is essential to improving attendance, retention, and outcomes. When a customer does not attend a scheduled activity, staff must conduct prompt outreach.

Local areas have flexibility to implement outreach strategies and communication methods that are most effective for their populations.

Ongoing Customer Assessment

Ongoing assessment should be conducted throughout participation to regularly update and track each customer's needs, skills, and barriers to employment. Local areas should implement efficient administrative processes, including digital tools and case management systems, to streamline the tracking and management of customer cases.

Services should be routinely monitored and evaluated to assess effectiveness and inform continuous improvement. Clear, consistent communication with customers is essential to ensure they understand available services, expectations, and required next steps.

Customer Reassessment

Customers should be reassessed at key points throughout their SNAP E&T participation to ensure services and activities remain aligned with their needs, goals and circumstances.

- Recertification: Reassessment must occur during recertification to verify continued eligibility and capture changes in circumstances, including employment status or household composition.
- Changes in Circumstances: Reassessment may occur when customers experience significant changes (e.g., new employment, income changes, or family dynamics) to ensure the employability plan is updated appropriately.
- Program Milestones or Transitions: Customers should be reassessed at major milestones or transitions between SNAP E&T components to ensure goals, activities, and service strategies remain aligned with their progress and evolving needs.
- Periodic Reviews: Regular reviews should be conducted as part of ongoing case management to evaluate progress, reassess needs, and adjust service strategies to support continued success.
- Upon Customer Request: Customers may request reassessment at any time if their current plan no longer reflects their needs or if they wish to pursue new opportunities.

Coordination Between Local Areas and CSSAs

Local areas must maintain regular communication and coordination with E&T providers, LWDBs, CSSAs, OSCCs, and third-party partners to ensure aligned and effective service delivery. Local areas should document and communicate any updates or changes to a customer's status in a timely manner to support accurate tracking, coordinated case management, and compliance across partners.

Tracking Customer Attendance

Attendance tracking methods may vary by activity and local area; however, attendance must be documented and collected consistently to ensure compliance.

Tracking hours for ABAWD customers who use SNAP E&T to meet the 80 hour per month minimum work requirement is essential to ensuring they remain eligible for additional months of SNAP benefits. Each month the customer meets the work requirement, the OSCC must report actual hours to the CSSA.

Cross-Agency Coordination Meetings

Regular cross-agency coordination meetings are required to keep services aligned and support customers in making meaningful progress toward their career goals. LWDBs may meet virtually or in-person. LWDBs may set the cadence for Operations Meetings and Vendor Meetings based on local need. Case Conferencing Meetings must be held monthly. LWDBs are asked to submit a meeting calendar so that the appropriate stakeholders can plan to attend. The following meetings should be scheduled and attended by the respective entities:

- Case Conferencing Meetings: Focus on individual customer cases and surface broader themes across service delivery, including vendor-level trends. Attendees should include the CSSA and service providers.
- Operations Meetings: Address customer flow and challenges and support system-level problem-solving. Attendees should include the DFD Liaison and WFNJ/SNAP Techs.
- Vendor Meetings: Provide service providers with a dedicated forum to discuss vendor performance and service delivery. Attendance is determined by the local area.

Non-Compliance

As the SNAP E&T program is a voluntary program in New Jersey, SNAP work registrants are not disqualified from receiving SNAP if they do not participate in a work activity or meet the basic SNAP work rules. However, SNAP recipients who are also subject to the ABAWD work rules are still time-limited participants and subject to only receiving three (3) months of SNAP benefits within a 36-month period when not meeting the required ABAWD hours.

For this 'Non-Compliance' section, the process is outlined regarding how the OSCC staff are to handle a customer who does not attend a scheduled work activity. The CSSA staff are subsequently responsible for determining whether the non-compliance impacts SNAP eligibility based on if the SNAP recipient is exempt from the basic SNAP work rules and/or ABAWD time limit and participating voluntarily or otherwise subject to the basic SNAP work rules and/or ABAWD time limit. CSSA staff should communicate their determination to the OSCC and update coding on the customer's case as appropriate.

For example, if the non-attendance is determined to have met good cause, the CSSA should advise the OSCC that the missed attendance met good cause and is excused with no impact on the customer's eligibility. As another example, if the non-attendance is determined by the CSSA to not meet good cause criteria and the individual is subject to the ABAWD time limit, the CSSA updates the case record to reflect the non-compliance. If that same customer reaches three countable months of non-compliance, the SNAP case would close and the OSCC would receive that information systematically and by way of communication from the CSSA.

Customers are considered non-compliant after two days of non-attendance within any one-week period during their participation in a component. The OSCC shall refer the customer back to the CSSA for determination of any impact on SNAP eligibility and provide documentation of the customer's non-attendance.

If a customer misses one day of a scheduled component in any given week, prompt outreach and follow-up to the customer should occur to understand the reason for the absence, identify any new barriers or needs, and provide appropriate support to help the customer resume regular participation. If single-day absences continue for one month without resolution, the case manager should intervene to reassess barriers and to determine appropriate next steps to support regular participation or whether a provider determination is appropriate. The OSCC shall communicate attendance concerns to the CSSA and address attendance during monthly case conferencing meetings.

Good Cause Determination

For clarity and transparency, this guidance includes good cause determination, which falls under the authority and responsibility of the CSSA. The CSSA is responsible for determining "good cause" and considers all relevant facts and circumstances, including information provided by the employer and by

the household member involved. Pursuant to 7 CFR 273.7(i), good cause determination should focus on whether the circumstances are temporary and beyond the individual's control. Common examples include, but are not limited to, illness, illness of another household member requiring the individual's presence; household emergencies; lack of transportation; or lack of adequate childcare for children aged 6 through 11.

Good cause is determined by the CSSA EW; however, if One-Stop staff or partners identify a good cause reason, they should communicate this information to the CSSA EW using local area communication protocols for consideration and documentation in the case record.

If the absence is determined to be for "good cause", the customer may be referred back to the OSCC for appropriate follow-up.

Processes may vary by local area; however, all non-compliance notifications must be documented through an IAR or email and recorded in AOSOS.

Regaining SNAP Eligibility for ABAWD Customers

The following information may be used to understand the circumstances under which an ABAWD customer whose SNAP benefits have been terminated due to non-compliance with the ABAWD provision may regain eligibility. Final eligibility determinations remain the responsibility of the CSSA.

Regaining Eligibility After Countable Months are Exhausted

Under the ABAWD provision, individuals who are not excepted from the ABAWD work requirement and time limit may receive NJ SNAP benefits for up to three full countable months unless they are meeting the ABAWD work requirement. Once the three countable months are exhausted, an individual may regain eligibility if they:

- Meet the ABAWD work requirement during any 30 consecutive-day period;
- Qualify for an ABAWD exception; or
- Reach the end of their fixed universal 36-month ABAWD period.[3]

When customers meet the ABAWD work rules and time limit, the CSSA may accept a new application and refer the customer to the OSCC to connect them to an E&T activity that supports meeting the 80-hour-per-month work requirement. In accordance with federal regulations, individuals who lost SNAP benefits due to ABAWD time limits remain eligible for SNAP E&T services, including participant reimbursements, while working to regain SNAP eligibility through participation in E&T. Providing services to closed ABAWD cases allows customers to regain SNAP eligibility while continuing to access employment supports that promote long-term stability.

[3] The New Jersey universal fixed 36-month period started on February 1, 2024, and will end on January 31, 2027. At which point, the next universal fixed 36-month period will begin.

Once customers complete 80 hours of participation within a 30-day period, whether through E&T activities, employment, volunteering[4], or any combination, they are eligible for SNAP effective the date the 80 hours were completed.

If an ABAWD customer regains eligibility and later stops meeting the ABAWD rules, they are eligible for one additional three-month consecutive eligibility period within the same 36-month ABAWD clock. There is no limit to how many times a customer may regain and maintain eligibility by meeting the work requirements.

Inter-Agency Process for ABAWDs Post Benefit Termination
When an ABAWD customer loses SNAP benefits, they must contact the CSSA to begin the process of regaining eligibility. If the customer expresses interest in participating in SNAP E&T services, the CSSA will refer the customer to the OSCC through an IAR. The CSSA must indicate the customer's status by noting "Regaining Eligibility" in the IAR comments section.

Following enrollment, the OSCC is responsible for tracking attendance and maintaining timely communication to support the customer's compliance with the ABAWD Work Rules and Time Limit.

Follow-up Services

Follow-up services play a critical role in supporting SNAP E&T customers as they work toward achieving their career and educational goals. The purpose of follow-up services is to identify issues that may jeopardize progress and to provide services, referrals, and resources that promote continued employment and career advancement. Follow-up services vary based on individual customer needs and may include verifying job retention, assessing barriers, and offering targeted supports.

Local areas must provide follow-up services that meet the following criteria:

- Integration with the IEP: Follow-up support must be incorporated into development and updates of the IEPs. Customers participate in discussions and planning related to follow-up goals and the services needed to achieve them.
- Responsive to Employment Status: Follow-up services must be tailored to the customer's employment status at exit and in any emerging circumstances.
- Focus on Career Pathways and Self-Sufficiency: Follow-up supports must promote continued employment, educational advancement, and long-term stability. Examples include:
    - Counseling on workplace expectations;
    - Connecting customers with peer support groups;
    - Referring customers to community resources; and
    - Providing individualized information on additional employment or education opportunities.

[4] The CSSA is responsible for tracking volunteer work.

The start date of follow-up services is determined when a customer has not received services in any DOL-funded program for 90 consecutive days and is not scheduled for any future staff-assisted services. At that point, the date of exit is applied retroactively as the last date of service. All customers must have access to follow-up support for at least 12 months after exit, and no gap may exist between exit and the start of follow-up services.

Follow-up must occur on a quarterly basis for up to 12 months following program exit. Some customers may benefit from more frequent contact; additional outreach should be provided as appropriate.

Follow-up may be conducted by telephone, in person, virtually, via e-mail, or through written correspondence. Communication should occur through the medium most likely to support continued engagement.

Follow-up services may be discontinued if the customer no longer needs or wants follow-up contact. Opt-out decisions must be documented in the comments section in AOSOS and in the customer's physical file.

SNAP E&T Non-Education, Non-Work Component: Job Retention
Job Retention may be provided as a SNAP E&T component to customers who have obtained employment through participation in SNAP E&T services. This component supports successful transition into the workplace and promotes employment retention. Services must be provided for at least 30 days and may continue for up to 90 days, even if the participant loses SNAP eligibility during that period.

Job Retention services may include case management, job coaching, and life skill classes, and participant reimbursements for employment-related needs such as work boots, transportation, childcare, financial literacy, job coaching, and workplace literacy. See SNAP E&T Non-Education, Non-Work Component section for more information on Job Retention.

If follow-up services are provided and funded through the SNAP E&T Job Retention component, any services provided beyond the 90-day period should be supported through other available funding and programs.

Ongoing follow-up services and touchpoints are essential for monitoring employment stability, addressing barriers, and ensuring participants maintain employment through Q2 and Q4 reporting periods.

Several Failed Attempts
If, after multiple follow-up attempts, no contact is made within the first six months, follow-up services may be discontinued. Attempts must have been made to all available telephone numbers and through at least one additional communication method.

AOSOS documentation must clearly reflect:

1. The number of failed contact attempts and efforts to encourage engagement;
2. The types of contact attempted; and
3. The services and supports offered to the customer.

Per WD-PY21-5, local areas must develop and approve follow-up policies related to opt-out and discontinuation of follow-up services.

Follow-up Documentation in AOSOS

Follow-up attempt after exit must be documented as an activity in the Activities tab in Customer Detail. Additional details, including the communication method used and any information provided, must be documented in the Comments in the Services tab.

Same-day follow-up service entries should be made each time a customer engages in additional contact or receives support during the follow-up period. Follow-up services must also be captured in the Outcome/Status field of the "Achievement Objectives" tab.

AOSOS must present a clear and complete picture of follow-up attempts and the way in which the customer was supported through activities and services.

Final Close-out

After the 12-month follow-up is completed, all files must be reviewed for accuracy before the customer is removed from the case manager's caseload. At close-out, case managers should inform customers that OSCC services remain available and encourage them to return at any time for additional assistance, resources, training, or employment services.

Exit files must be retained for no less than seven years, as per State guidance in WD-PY24-6, Change 1.

Additional information specific to WIOA Title I Adult, Dislocated Worker, and Youth Participant Placement, Exit, and Follow-up Procedures is available in WD-PY21-5.

Performance Goals

All SNAP E&T providers and administering entities must align service delivery and reporting practices to meet or exceed the participant enrollment and service requirements as outlined in their Notice of Award (NOA). Local areas must also meet or exceed the unsubsidized employment placement and employment retention performance outcomes outlined in their NOA which are aligned with WIOA performance measures including: unsubsidized employment placement, employment retention in the second quarter after exit, employment retention in the fourth quarter after exit, credential attainment, and measurable skills gains.

All SNAP E&T customers who are co-enrolled in WIOA are subject to the local area's WIOA Employment performance indicators (Employment in Second Quarter, Employment in Fourth Quarter, Median Earnings). Co-enrolled customers placed in education or post-secondary training may be subject to the Credential Attainment and Measurable Skills Gain indicators.

Program Reporting Requirements

NJDOL Reporting

Monthly Fiscal Reports: LWDBs are required to submit monthly expenditure reports and payment vouchers.

Program and Fiscal Monitoring Reports: NJDOL oversees fiscal and programmatic compliance through coordinated monitoring activities.

Finance and Accounting reviews budgets and expenditures, while the Office of Internal Audit (OIA) monitors fiscal controls and compliance.

WFNJ and SNAP E&T Technical Assistants monitor program implementation and expenditure targets. They conduct onsite and virtual monitoring to evaluate participant files (registration, IEPs, case notes, career services, training, employment and retention, supportive services, EPDT Part B) and fiscal records (expenditure reports) to ensure accuracy, compliance, and adherence to established guidelines and participant outcomes.

Federal Reporting

Per federal law, New Jersey reports quarterly on SNAP E&T program implementation through the FNA-583 form. The report captures the number of work registrants and E&T participants served, based on data entered into AOSOS.

The annual report provides outcome data on E&T participants, including participant characteristics and the percentage employed six and twelve months after program completion.

Timely and accurate AOSOS entries are essential to ensuring correct federal reporting.

References and Links

- NJ SNAP E&T Program
- Public Law 119-21
- 7 CFR 273.7
- 7 CFR 273.24
- N.J.A.C. 10:87-3.14
- 7 CFR 273.7(e)
- N.J.A.C. 10:90-4.10
- New Jersey FY27 SNAP E&T State Plan
- 20 CFR 678.305
- 20 CFR 680.600
- 7 CFR 273.7(e)(1)
- WD-PY-19-5
- WIOA Sec. 188
- 29 CFR 38.9
- 7 CFR 273.7(e)(2)
- 7 CFR 273.7(e)(2)(vi)(B)
- SNAP E&T Components: An Overview
- 7 CFR 273.7(e)(2)(iv)(A)(2)
- SNAP- Employment and Training Subsidized Work-Based Learning (SWBL) Activities guidance
- 7 CFR 273.9
- Food and Nutrition Act of 2008
- 7 CFR 273.7(e)(2)(i)
- 7 CFR 273.7(e)(2)(ii)
- 7 CFR 273.7(c)(18)(i)
- New Jersey Division of Vocational Rehabilitation Services (DVRS)
- Jobs for Veterans State Grant (JVSG)
- Workforce 55+
- Pathways to Recovery
- Displaced Homemakers
- Job Opportunities for Building Success (JOBS)
- WD-PY-24-8
- WD-PY24-7
- Training and Guidance Letter (TEGL) 16-16
- NJDOL Job Source
- Calendar of Upcoming Events
- WD-PY-19-9
- WD-PY24-6, Change 1
- 7 CFR 273.7(i)
- WD-PY21-5
- 7 CFR 271.2

For any references in this guidance based on the authority of NJ DFD and its policy guidance released through DFDIs (Division of Family Development Instructions), please contact WorkforcePOLICY@dol.nj.gov for additional information.

For access to the below resources, please direct requests to WorkforcePOLICY@dol.nj.gov.

- Screening for SNAP E&T Participation Training Video
- SNAP-35 (SNAP Basic Work Rules and SNAP E&T)
- SNAP-36 (ABAWD Work Rules)
- Comprehensive Social Assessment (CSA)

Glossary of Terms

Term	Definition
Able-Bodied Adult without Dependents (ABAWD)	A SNAP recipient subject to the ABAWD Work Rules.
Components	A group of employment or training activities that directly provide participants with skills or training to obtain employment and ultimately lead to self-sufficiency. FNA defines three categories of SNAP E&T Components: Education; Work Experience; Non-Education, Non-Work.
Consecutive Months	Applies to individuals who have regained eligibility after three countable months but have subsequently stopped satisfying the work requirement. This allows the client to be given three additional months of benefits to be used consecutively.
Countable Month	A month in which an individual subject to the ABAWD Work Rules does not comply with those rules.
County Social Service Agency (CSSA)	The county-level agency responsible for administering SNAP and other public assistance programs. Responsibilities include, but are not limited to, determining eligibility, assessing applicable work requirements and exemptions/exceptions, and coordinating referrals to SNAP E&T.
Direct Referral	A referral for a customer who does not meet an allowable exemption from the SNAP Work Rules or an exception from the ABAWD Work Requirement and Time Limit but chooses to voluntarily participate in SNAP E&T.
Discretionary Exemptions	States are permitted to exempt a fixed percentage of their ABAWD caseload from the ABAWD rules.
Division of Family Development (DFD)	The division of New Jersey Department of Human Services (NJDHS) is responsible for administering and overseeing public assistance programs, including SNAP, in coordination with county and state partners.
Employability Plan Development Tool (EPDT)	Local areas are responsible for completing the EPDT Part B. The EPDT Part B is a comprehensive assessment used to identify E&T activities that align with the customer's needs and address barriers to participation and employment.
Exception	A reason why someone may not be subject to ABAWD Work Rules and Time Limits. FNA uses the term "exception" to refer to criteria that excuse certain individuals from ABAWD work rules and "exemptions" to refer to criteria that excuse certain individuals from SNAP Basic Work Rules.
Exemption	A reason why someone may not be subject to one set of SNAP Work Rules.
Homelessness	Individuals who lack a fixed and regular nighttime residence, or whose primary nighttime residence is: a supervised shelter providing temporary accommodation, like a hotel or congregate shelter; a halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized; a temporary accommodation in someone else's home that

	does not last more than 90 days; or a place not designed for or ordinarily used as a place to sleep, like a bus station, hallway, lobby, etc.
Good Cause	A term used to excuse a person when they were unable to meet the work requirement because of a situation outside of their control.
Individual Employment Plan (IEP)	The IEP serves as a roadmap for the customer and documents the services and resources needed to achieve the customer's employment goals. Case managers support customers in setting and recording achievable short-term and long-term goals aligned with the customer's strengths, interests, assets, barriers, and obligations. The IEP must be completed on the same day as the assessment and updated every time a new barrier is introduced or remediated or at the time of a change in components. Case managers should incorporate relevant Labor Market Information (LMI) when developing the IEP to ensure employment and education goals align with in-demand occupations. Regular check-ins, progress tracking, and timely adjustments, including when there is a change in the assigned component or activity, help ensure customers remain on track to achieve employment goals.
Individual Responsibility Plan (IRP)	The IRP outlines the customer's initial responsibilities, including the assigned E&T component, its location, schedule, expected hours of attendance, and any additional supports needed for successful participation. A signed copy is provided to the customer and the service provider.
Inter-Agency Referral (IAR)	The IAR serves as the sole mechanism for documenting and communicating SNAP E&T participant referrals between CSSAs and OSCCs. The CSSA shall send all referrals through IAR within AOSOS.
Local Workforce Development Board (LWDB)	The local governing body responsible for overseeing and coordinating the workforce development system, including establishing workforce priorities, and overseeing the delivery of workforce services.
One-Stop Career Center (OSCC)	The local workforce center providing customers with access to employment, training, career development, and other related workforce services.
Participant Reimbursements	In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. In the State of NJ, participant expenses may be issued in advance through the customer's EBT card to cover anticipated expenses for upcoming months.
PREP (Participating through Resources, Evaluation, and Partnership)	A customer who, after comprehensive assessment by the One-Stop, has the ability to participate in identified Employment and Training work activities with the assistance of supportive services and/or partner resources.
Provider Determinations	In accordance with 7 CFR 273.7(c)(18), State agencies must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.
Reverse Referral	A reverse referral occurs when an individual first seeks to utilize OSCC services without a SNAP E&T referral. This is **not** related to the term used to describe when a person has been referred to an OSCC from an eligible training provider.

Subsidized Work-Based Learning (SWBL)	SNAP E&T SWBL activities are defined at 7 CFR 273.7(e)(2)(iv) and 7 CFR 273.7(d)(1)(ii)(A) as employment in the private for-profit, the non-profit, or the public sector where a portion of an E&T participant's wages are subsidized. Subsidized wages may or may not be reimbursed with E&T funds.
Supportive Services/ Needs-Based Work Supports	Supportive Services resolve or mitigate barriers that may otherwise hinder successful participation in E&T activities. In accordance with federal regulations, these expenses may include transportation assistance, childcare, and other costs that are reasonably necessary and directly related to E&T participation. Supportive Services are a shared responsibility of the CSSA (referred to as participant reimbursement) and OSCC (referred to as needs-based work supports).
Workforce Innovation and Opportunity Act (WIOA)	WIOA provides federal funds to states to help job seekers, workers, and businesses with career services, job training, and education. Career services include unemployment and job search assistance, information about the job market, job readiness, career planning and counseling, programs for non-English speakers, financial aid, supportive services, and financial literacy.
Work Registrant	A SNAP recipient subject to the SNAP Basic Work Rules.

Appendix A: Resources and Tools

Topic	Description	Resource/Tool
Customer Outreach and Follow-up	In January 2026, the SNAP E&T Policy Academy held a webinar to look at marketing, outreach, and creative funding for SNAP E&T programs.	NGA SNAP E&T Policy Academy Marketing and Outreach, Creative Funding Sources and Uses
SNAP E&T Subsidized Work Based Learning	Presentation deck from the 2022 Employment & Training National Forum.	SNAP E&T and Subsidized Work Based Learning deck
SNAP Interview Toolkit	This toolkit summarizes SNAP interview policy and highlights best practices.	State SNAP Interview Toolkit
SNAP E&T Program Tools	*Growing and Strengthening SNAP Employment & Training (E&T) Programs* is a series of tools that provide practical resources for state agencies designing and implementing their SNAP E&T programs.	Growing and Strengthening SNAP E&T Programs
SNAP E&T Policy Guidance	SNAP E&T policy and resources to help operate successful programs.	SNAP E&T Policy and Guidance
Personally Identifiable Information (PII) Guidance	NJWIN informs all LWDBs and one-stop partners of the requirements regarding the handling and protections of PII.	NJWIN 6-15

Appendix B: SNAP Work Rule Exemptions & ABAWD Work Requirements/Time Limit Exceptions

SNAP Basic Work Rules Exemptions	ABAWD Work Requirement and Time Limit Exceptions
• Younger than 16, or age 60 or older. • Taking care of a child younger than 6 years old or someone who needs help caring for themselves. • Physically or mentally unable to work, verified by a WFNJ MED-1.	• Younger than 18, or age 65 or older. • Living with someone under age 14 in their SNAP household. • Exempt from SNAP Basic Work Rules and is age 16-60. • Pregnant. • Physically or mentally unable to work as determined by the SNAP EW. • An “Indian”, “Urban Indian,” or “California Indian,” as defined in the Indian Health Care Improvement Act. • Living in an area where ABAWD time limits are waived.
Both SNAP Basic Work Rule Exemptions and ABAWD Exceptions	
• Complying with WFNJ (TANF) work requirements or UIB. • Going to school, college, or a training program at least part-time. • Participating in a drug or alcohol treatment and rehabilitation program. • Working at least 30 hours a week or earning at least the federal minimum wage multiplied by the 30 hours.	

Attachments

- Employability Plan Development Tool (EPDT Part B)
- Individual Responsibility Plan (IRP)
- Individual Employment Plan (IEP)