

**Maryland Department of Human Services
Family Investment Administration
Third-Party Partner
Proposal Guidelines**

Supplemental
Nutrition
Assistance
Program
Employment &
Training

**Federal Fiscal
Years
2026-2028**

This document contains proposal guidelines for organizations interested in serving as third-party partners under Maryland's Federal Fiscal Years 2026-2028 Supplemental Nutrition Assistance Program Employment and Training program.

Primary Contacts	3
LETTER FROM THE FAMILY INVESTMENT ADMINISTRATION (FIA) EXECUTIVE DIRECTOR	4
SECTION I GENERAL INFORMATION	5
Maryland's ENOUGH Act	5
Priority Areas	6
SECTION II SNAP E&T PROGRAM SCOPE OF WORK	6
Overview and Purpose	6
Allowable Use of Funds	7
Administrative Costs Reimbursement	7
Participant Costs Reimbursement	8
Unallowable Use of Funds	9
SNAP E&T Work Requirements	10
SNAP E&T Components	11
Case Management Services	20
SECTION III APPLICATION REQUIREMENTS	20
Applicant Responsibilities	20
Casefile Maintenance	22
Measure Outcomes	23
Cost Allocation:	23
Section IV SNAP E&T PROGRAM REQUIREMENTS	24
Confidentiality of Records	25
Reimbursement Structure	26
Work Opportunity Record Keeping System (WORKS)	27
Reporting	27
Additional SNAP E&T Reimbursement Requirements	27
Americans with Disabilities Act of 1990 (ADA)	27
Civil Rights	27
SECTION V MONITORING AND COMPLIANCE	28
SECTION VI SNAP E&T PROPOSAL SUBMISSION/REVIEW	29



Maryland

DEPARTMENT OF HUMAN SERVICES
PRIMARY CONTACTS

Name	Title	Phone	E-mail
Emily Bauer	Senior Director, Office of Nutrition Assistance Programs (ONAP)	410-767-7603	Emily.Bauer1@maryland.gov
Candice Roberts	Assistant Director, Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)	410-767-7207	Candice.Roberts@maryland.gov
Joy Parker	State SNAP E&T Program Manager	410-767-1094	Joy.Parker@maryland.gov
Maureen Hussey	State SNAP E&T Program Manager	410-767-7221	Maureen.Hussey@maryland.gov
Sabrina Malloy	State SNAP E&T Program Manager	410-767-7411	Sabrina.Malloy@maryland.gov

**LETTER FROM THE FAMILY INVESTMENT ADMINISTRATION (FIA)
EXECUTIVE DIRECTOR**

The Maryland Department of Human Services (DHS) is pleased to invite proposals from workforce development providers throughout the state to participate in the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program. Workforce development is a key pillar of our mission to create pathways for households to achieve economic stability.

We are seeking partnerships with community-based organizations, community colleges, American Job Centers, EARN Grant recipients, and other workforce development agencies to expand the availability of employment and training programs across Maryland. As a SNAP E&T partner, your organization will play a critical role in providing education, training, and work experience that leads to employment with family-sustaining wages for unemployed or underemployed SNAP recipients.

Enclosed, you will find the guidelines for developing your proposal. It is essential that you review these instructions carefully to ensure that all required documents are included in your proposal. Proposals will be evaluated based on compliance with state and federal policies, the capacity of the submitting entity, the proposed outcomes, and the feasibility of the budget. Please ensure that your submission is complete and adheres to all outlined requirements.

All proposals must be submitted electronically via the SNAP Employment & Training [FFY 2026-2028 Vendor Application Portal](#) no later than July 20, 2025..

Should you have any questions regarding the submission process or guidelines, please do not hesitate to contact the individuals listed on the primary contacts sheet.

We appreciate your partnership and look forward to the possibility of working together to serve Maryland's communities.

Sincerely,



Augustin Ntabaganyimana
Executive Director
Family Investment Administration

SECTION I GENERAL INFORMATION

The Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program for Maryland is responsible for providing employment training to SNAP customers. Training programs are free of cost to SNAP participants, typically run for an average of 12 to 16 weeks, and train participants in preparation for job placement in in-demand fields. The goal of SNAP E&T is to help the participants find and keep employment. These services are provided in partnership with workforce development partners including but not limited to community based organizations, community colleagues, American Job Centers, and others.

SNAP Employment & Training (E&T) funding is based on annual federal allocations. Each year, the State of Maryland submits a State Plan to apply for the 50% federal reimbursement. While Maryland operates on a three-year grant cycle, acknowledges that reimbursements are contingent upon the availability of federal funds and that all SNAP E&T grant agreements are subject to federal regulations and funding limitations.

Your proposal and accompanying budget must clearly detail the activities your organization intends to carry out during each of the following Federal Fiscal Years (FFY):

- **FFY 2026:** October 1, 2025 – September 30, 2026
- **FFY 2027:** October 1, 2026 – September 30, 2027
- **FFY 2028:** October 1, 2027 – September 30, 2028

Activities should be itemized and organized by fiscal year.

Maryland's ENOUGH Act

The State of Maryland is taking a comprehensive approach to addressing child poverty and promoting economic mobility in the areas of greatest need across the state. On May 9, 2024, Governor Moore signed into law the Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH) Act of 2024, making Maryland the first state in the nation with a state-led, place-based investment strategy for ending child poverty. Maryland selected 27 ENOUGH communities that have high levels of concentrated child poverty. Applicants prioritizing ENOUGH communities will receive priority. The 27 ENOUGH communities can be found here:

A list of ENOUGH communities along with the main grantees:

<https://goc.maryland.gov/Pages/ENOUGH-Grantees.aspx>

A map of all ENOUGH communities:

<https://experience.arcgis.com/experience/8b24a4ffb5ee4670af96d7b174c1933b/page/Map-View/>

If applicable, summarize how your proposal will benefit at least one ENOUGH community and upload a letter of support from at least one project partner (e.g., ENOUGH Community Quarterbacks) in the ENOUGH community.

Additional Priority Areas

Maryland is expanding to better serve SNAP customers across the state. In addition to the ENOUGH Communities, a goal is to have multiple providers in each county. The list of counties below have limited SNAP E&T resources:

Allegany County

Calvert County

Caroline County

Carroll County

Cecil County

Dorchester County

Frederick County

Garrett County

Kent County

Queen Anne's County

St. Mary's County

Talbot County

Washington County

Worcester County

SECTION II SNAP E&T PROGRAM SCOPE OF WORK

Overview and Purpose

The State of Maryland relies on workforce partners that have existing employment and training services and meet the unique needs of the diverse SNAP population. In accordance with the SNAP E&T [regulations](#), Maryland observes the 50/50 SNAP E&T reimbursement model. The model enables DHS to use federal funds to reimburse up to 50% of the approved cost incurred for providing employment and training services to SNAP customers.

The objective of SNAP E&T is to provide SNAP customers with the skills, training, experience, and barrier remediation services that will lead to employment and economic stability. Many SNAP customers experience

multiple barriers to employment including limited education, limited work experience, history of incarceration, health limitations including substance use disorders, lack of or inadequate childcare, limited access to transportation, homelessness, and more. SNAP E&T applicants must demonstrate the capacity to address these and other employment barriers.

Applicants must explain how their employment and training services will align with the SNAP E&T components outlined in the U.S. Department of Agriculture's Food and Nutrition Service [Handbook](#). They should demonstrate a clear understanding of, and experience in, addressing the needs of SNAP participants.

Proposals must include a combination of services selected from the following list: supervised job search, job readiness training, work experience, education, vocational training, self-employment assistance, job retention services, workfare, pre-apprenticeship, and registered apprenticeship programs.

Additionally, applicants must include a budget for reimbursing the cost of essential items necessary for participant success. Details on allowable expenses under the SNAP E&T program are provided below.

Allowable Use of Funds

The Maryland DHS will reimburse SNAP E&T partners for up to 50% of allowable expenses incurred in delivering employment and training services to eligible SNAP participants in Maryland. Partners are required to secure non-federal funding to cover the remaining program costs. Allowable costs include:

A. Administrative Costs Reimbursement

Administrative Costs Definition

Administrative costs are expenses incurred by your organization that are not directly related to the participants ability to participate in/complete your SNAP E&T program (such as barrier removal, daycare, transportation assistance, etc). These expenses are necessary for the day-to-day operation and management of the business. These costs are typically fixed and include items like salaries, rent, utilities, insurance, and legal and accounting fees. In more detail, Administrative costs are expenses that support the overall functioning of a business, rather than directly contributing to the creation or sale of products or services.

Allowable Administrative Reimbursement

The following administrative expenses are eligible for reimbursement:

1. Salaries and fringe benefits for personnel involved in SNAP E&T and administrative support
2. Office equipment
3. Supplies, copying, and postage
4. Travel fees necessary to carry out the program's objectives. Travel fees must align with official state, local, or university travel regulations, and documentation of mileage is required.
5. Training fees
6. Lease or rental costs
7. Maintenance expenses
8. Indirect costs
9. Internet and telephone costs

B. Participant Costs Reimbursement

Participant Reimbursement Definition

According to CFR 273.7 (federal SNAP Employment and Training regulations) Participant Costs are expenses that are reasonable, necessary, and directly relate to participation in E&T. Participant costs are expenses that your agency incurs directly related to the cost for the participant's expenses for the program (e.g. books, uniforms, day care, materials specifically related to the training). Costs may include, but are not limited to: dependent care, transportation, and other work, training or education related expenses such as uniforms, personal safety items or other necessary equipment, books and training manuals. The expense specified as ineligible for reimbursement is meals away from home (7 CFR 273.7(d)(3)). In addition, stipends are not a reimbursable Participant Cost.

Allowable Participant Costs Reimbursement

The following participant expenses are eligible for reimbursement:

1. Tuition and course registration fees
2. Books
3. Testing fees
4. Clothing, personal safety items, tools, or uniforms required for a SNAP E&T component or employment
5. Licensing and bonding fees for work experience programs
6. Vision correction (e.g., eyeglasses, bifocals, eye exams)
7. Dental work (e.g., teeth cleaning)
8. Legal services
9. Case management
10. Dependent care or daycare expenses
11. Transportation to and from SNAP E&T components

12. Transportation assistance (e.g., bus passes, obtaining a driver's license, gas cards, etc.)

Each SNAP E&T partner must offer transportation assistance as an essential employment barrier remediation. If a customer expends funds towards the participation in a program, the SNAP E&T partner must reimburse participants for transportation and other costs that are reasonably necessary and directly related to participation in the [program](#) (7 CFR 273.7/Policy Memo).

C. Indirect Costs Reimbursement

Indirect Cost Definition

Indirect costs are expenses that cannot be directly traced to a specific product, project, or activity but are necessary for the overall operation of an organization. They are also known as overhead costs in most organizations. These costs support multiple projects or functions within a business or organization

Allowable Indirect Costs Reimbursement

Generally, indirect costs should not exceed 10% of total program expenses. However, in accordance with state policy, DHS may approve higher indirect cost rates if they were approved by a federal agency prior to the submission of the FFY 2026-2028 SNAP E&T proposal. Documentation of such approval must be submitted along with the applicant's proposal. Additionally, applicants managing multiple programs must use a consistent methodology for allocating costs.

Unallowable Use of Funds

SNAP E&T Funds cannot be used for reimbursement of the following items:

1. In-kind services
2. Funds already designated as a match for another federal program
3. Services overcoming barriers to SNAP E&T participation that exempt individuals from Federal work registration (e.g., mental health, drug/alcohol treatment programs)
4. Services, including tuition and academic fees, above what is charged to the public
5. Meals away from home
6. Bonuses for staff
7. Purchase of personal items
8. Bad debt expenses
9. Political contributions
10. Fines and penalties for failure to comply with laws
11. Legislative expenses
12. Losses not covered by insurance

13. Cost of construction or purchase of facilities
14. Sectarian worship or proselytization
15. Refreshments, promotional items, and memorabilia
16. Personal computers
17. Living stipends
18. Vehicle purchases
19. Automobile insurance
20. Student loans payments
21. Relocation expenses
22. Union dues

Refer to the [FNS SNAP E&T Handbook](#) for additional information.

General Work Requirements for SNAP Recipients

All non-exempt SNAP recipients—referred to as Work Registrants—must register for work, accept suitable employment if offered. Additionally, Work Registrants must not voluntarily quit a job or reduce their work hours without good cause.

ABAWD Requirements

Able-Bodied Adults Without Dependents (ABAWDs) must complete work registration and either engage in approved work activities or maintain employment to continue receiving benefits. ABAWDs are subject to a time limit on benefits if they do not comply with these requirements.

In order to satisfy the Work Requirement, an ABAWD must participate in a work activity or work for at least 80 hours per month. ABAWDs should be prioritized for SNAP E&T enrollment, as failure to meet the work requirements could result in termination of their SNAP eligibility.

SNAP E&T Components

The SNAP E&T components are outlined in the SNAP E&T [Handbook](#) and summarized in an [overview](#) provided by the Food and Nutrition Service (FNS). Participants may combine multiple components to fulfill the required monthly work participation hours. Each component must support SNAP recipients in meeting work requirements while helping them acquire skills, training, work experience, or other opportunities that enhance their ability to

secure regular employment and achieve economic self-sufficiency.

Federal policy recognizes the following SNAP E&T components in four categories.

1-Non-Education, Non-Work Supervised: Supervised Job Search, Job Search Training, Job Retention, Self-Employment Training, Workfare

2-Education: Basic/Foundational Skills Instruction, Career/Technical Education Programs or Other Vocational Training, English Language Acquisition, Work Readiness Training

3-Work Experience: Work Activity, Pre-Apprenticeship, Apprenticeship, On-the-Job Training

4-Subsidized Work Experience: Transitional Jobs

1. Non-Education, Non-Work Category

Supervised Job Search:

Supervised Job Search involves staff-assisted or facilitator-guided job search activities, tracked by a designated staff member or certified facilitator within the provider's program. This activity requires a minimum of 12 employer contacts per month over two months.

Supervised job searches may be conducted independently or in groups and can occur remotely, in person, or through a combination of both.

Key Requirements:

- A. A plan for the Supervised Job Search, including a description of the activity and detailed specifications, must be outlined in the proposal.
- B. This component is not standalone and must be offered alongside at least one other service.
- C. Automated job search tools or interactive software do not fulfill the requirements for this component.
- D. Supervised Job Search can only be offered for two consecutive months.
- E. Participants must be directly supervised, with their training and activities monitored and tracked.
- F. The delivery of this component must be tailored to the specific

needs of each participant.

- G. Providers must offer necessary participant reimbursements for items such as laptops, hotspots for remote job searches, and/or transportation vouchers for in-person searches.
- H. Activities must be designed to enhance the participant's chances of securing employment in the community, ensuring that the job search efforts are directly linked to improved employment outcomes.

Job Search Training:

The Job Search Training component aims to enhance participants' job-seeking skills by providing instruction on job search techniques, boosting motivation, and increasing self-confidence. This may include job placement services, employability assessments, resume writing workshops, and training on using online job search tools. Job Search Training can be integrated with other job-related activities and may be unsupervised.

Key Requirements:

- A. Job Search Training must improve participants' job readiness by teaching effective job-seeking strategies.
- B. The provider should offer job placement services, employability assessments, or other relevant training.

Note: This component must be combined with at least one other service and is not a standalone offering.

Job Retention:

The Job Retention component supports participants who secured employment during or after participating in the program. This service includes structured check-ins, career counseling, life management guidance, and ongoing support. Job Retention services must be provided and tracked for a minimum of 30 days and a maximum of 90 days after the participant secures employment.

Key Requirements:

- A. Job Retention services are available to participants who received

SNAP benefits during the month they secured employment, unless the individual is exiting SNAP due to “failure to comply” with the general work requirement.

- B. Participants must have obtained employment while receiving other E&T services.
- C. The provider must provide support services for a minimum of 30 days and a maximum of 90 days to participants who have exited the training program and secured employment.
- D. The provider must provide coaching services that assess for issues that may impact maintaining employment.
- E. The provider must offer participant reimbursement that is reasonably necessary and directly related to participation in job retention (i.e. clothing required for the job, equipment or tools required for a job, transportation, and child care).

Self-Employment Training:

The Self-Employment Training component helps SNAP customers prepare to launch and operate a small business or self-employment venture. Participants receive guidance in developing business plans, creating financial and marketing strategies, accessing small business grants, and utilizing business support services. They also have the opportunity to work with experienced small business owners who serve as mentors. A comprehensive plan, including a description and specifications of the Self-Employment Training component, must be outlined in the proposal.

Requirements:

The provider must prepare participants for self-employment.

- A. It must provide guidance on creating business plans, financial marketing strategies, and accessing small business grants and support services.
- B. Participants must acquire the tools and skills needed to start and sustain a business.

Workfare:

The Workfare component allows SNAP customers to fulfill their work

requirements by participating in work assignments at private or public non-profit agencies, including community-based organizations (CBOs) and faith-based organizations (FBOs). These assignments are designed to provide valuable work experience that may lead to employment upon successful completion. Workfare assignments must offer the same benefits and working conditions as those provided to regular employees working similar hours. Instead of wages, participants receive compensation in the form of their household's monthly SNAP allotment.

The number of required workfare hours is determined by dividing the value of the monthly SNAP benefit by the higher of the applicable State or Federal minimum wage. The primary goal of Workfare is to improve employability, encourage regular employment, and benefit the community. Workfare assignments cannot replace or displace regular employees.

Requirements:

- A. The provider must provide work assignments with scheduled hours equivalent to the value of the household's monthly SNAP allotment at a private or public non-profit agency.
- B. The program must provide skills that enhance employability.
- C. Participants must receive the same benefits and working conditions as regular employees performing comparable work for the same number of hours.

2. Education Category

Basic/Foundational Skills Instruction:

The Basic/Foundational Skills Instruction component offers educational services to participants who need assistance with basic education, literacy, English as a Second Language (ESL), General Educational Development (GED), or post-secondary education. Participants must demonstrate proficiency in adult basic education before enrolling in certain vocational training programs. This component gives SNAP

participants the opportunity to earn valuable postsecondary credentials, including certificates, degrees, industry-recognized credentials, and licensures. It prepares participants for employability by providing the educational foundation needed for training in in-demand fields that require credentials and skills to enter the workforce.

Requirements:

- A. The provider must provide credentials or certifications in Basic Education, basic literacy, ESL, GED, and/or post-secondary education.

Career/Technical Education Programs or Other Vocational Training:

The Career/Technical Education or Vocational Training component equips participants with job-specific technical skills for work in a particular trade. These programs focus on hands-on instruction and can lead to industry-recognized credentials, certifications, or certificates. The training prepares students for immediate employment or for further development of their existing skill sets.

Requirements:

- A. The provider must provide training tailored to job-specific career, technical, or vocational skills.
- B. The program must offer certification or access to certification for these job-specific skills.

English Language Acquisition:

The English Language Acquisition component helps improve basic skills and enhance employability for SNAP participants whose primary language is not English. This provider should offer classes designed to develop participants' English language proficiency and reduce language-related barriers to employment.

Requirements:

- A. The provider must offer classes to develop English language skills for participants who are Limited English Proficient (LEP).

- B. The provider must be equipped to address other unique challenges faced by LEP participants.

Work Readiness Training Component:

The Work Readiness Training component includes both foundational cognitive skills and non-cognitive (soft) skills. Cognitive skills cover areas such as reading for information, applied mathematics, problem-solving, and critical thinking. Non-cognitive skills include personal traits and behavioral skills that enhance job performance, interactions, and career prospects, such as adaptability, integrity, cooperation, and workplace discipline.

Requirements:

- A. The provider must provide training in both cognitive and non-cognitive skills.
- B. The program must include practical applications to reinforce work readiness skills.

3. Work Experience Category

Work Activity:

The Work Activity component offers participants an opportunity to develop the general skills, knowledge, and work ethic required to secure and maintain employment. Its primary purpose is to enhance the employability of individuals who are unable to find unsubsidized, full-time employment. This component is limited to 120 hours per month. The required number of hours for a participant cannot exceed the value of the household's monthly SNAP benefit, divided by the higher of the applicable Federal or State minimum wage. Work experience may be provided in the private sector, offering participants the chance to gain valuable workplace skills in a supervised setting. This component can be combined with job search, job search training, or other program activities. Upon successful completion, the skills gained may lead to employment.

Requirements:

- A. The provider must provide training to enhance general skills, knowledge, and work ethic necessary for employment.
- B. The provider must offer a work activity designed to improve employability.

Pre-Apprenticeship:

The Pre-Apprenticeship component prepares participants for on-the-job training and related instruction in a skilled occupation. Pre-Apprenticeship programs must link to an approved Registered Apprenticeship. The Department of Labor defines [Pre-Apprenticeship](#) as a program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the National Apprenticeship Act and includes the following elements:

1. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
2. Access to educational and career counseling and other supportive services, directly or indirectly;
3. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
4. Opportunities to attain at least one industry-recognized credential; and
5. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

It provides the foundational technical skills required to enter an Apprenticeship program and must directly link an apprentice to a Registered Apprenticeship.

Requirements:

- A. The program must be a quality pre-apprenticeship program.
- B. The program must be directly linked to a registered apprenticeship program.

A 'quality' pre-apprenticeship program utilizes a training model that is designed to aid individuals who do not currently possess the minimum requirements for selection into an apprenticeship program to meet the minimum selection criteria established by a Registered Apprenticeship program.

It involves a form of structured workplace education and training in which an employer, employer group, industry association, labor union, community-based organization, or educational institution collaborates to provide formal instruction that will introduce participants to the competencies, skills, and materials in preparation for further matriculation in a Registered Apprenticeship.

Apprenticeship:

The Apprenticeship component combines on-the-job training with related instruction, allowing participants to learn both the practical and theoretical aspects of a skilled occupation. Apprenticeship programs may be sponsored by individual employers, joint employer-labor groups, or employer associations.

Note: Registered Apprenticeship programs must be accredited and approved by the Maryland Department of Labor. Participants cannot replace current employees of the company, and they must receive the same benefits and working conditions as regular employees performing comparable work for similar hours.

Requirements:

- A. The provider must provide on-the-job training and related instruction.
- B. The program must ensure comparable work for comparable hours.
- C. The Apprenticeships must be a registered program.

On-the-Job Training:

The On-the-Job Training component involves work placements made through contracts with employers or registered apprenticeship program sponsors in the public, private, or non-profit sector. The

duration of the OJT contract should be limited to the time needed for a participant to become proficient in the target occupation. When determining the contract length, factors such as the skill requirements of the occupation, the participant's skill level, prior work experience, and their individual employment plan should be considered.

Requirements:

- A. The program must provide direct, onsite employment opportunities to gain hands-on experience in the workplace.
- B. The program must be limited to the duration necessary for the participant to become proficient in the occupation for which they are being trained.

4. Subsidized Work Experience Category: Transitional Jobs

Subsidized by E&T:

The Subsidized by E&T component offers temporary job placements with the goal of transitioning participants into permanent employment. This program is designed for unemployed or underemployed SNAP customers who need assistance reintegrating into the workforce. E&T funding will not be used to pay for existing employment slots. Participants in this component are employed by the program for up to two months to gain work experience, receive intensive case management, and focus solely on job placement. The ultimate goal is for the participant to secure unsubsidized employment through the partner employer network after the two-month period. This component enhances employability by equipping participants with new skills, knowledge, and certifications in a vocational field with demonstrated job growth based on market analysis.

Requirements:

- a. The program must place participants in temporary jobs, with the goal of transitioning them to permanent employment.
- b. The program must be time-limited to a maximum of 2 months.
- c. The program must provide participants with new knowledge, skills, and certifications in a vocational field with proven job growth.

Case Management Services

Case management is an integral part of the services provided by Providers. The provider must offer case management to all SNAP E&T participants. Case management includes conducting comprehensive assessments, developing

service plans, generating monitoring and progress reports, and reassessing participants' circumstances to ensure they stay on track for successful program completion. The provider must meet with participants at least once a month, though additional meetings may be required based on individual needs. These meetings will focus on the participant's growth, development, and any potential barriers to participation. The frequency of meetings will be evaluated based on the participants' needs. Additionally, providers must provide allowable participant reimbursements and, when necessary, refer participants to external resources to meet their needs.

Additional information on FNS components can be found on the [FNS SNAP E&T Website](#).

SECTION III APPLICATION REQUIREMENTS

The applicant is required to complete all sections of the proposal template (attachment).

Applicant Responsibilities

Once an applicant has been approved by DHS and FNS to serve as a SNAP E&T provider, they must assess all SNAP participants referred to the SNAP E&T program, regardless of the referral source. If an applicant is unable to enroll a referred client in SNAP E&T for any reason, they must notify DHS via email.

The Applicants' proposals must address how each of the responsibilities listed below will be met:

1. **SNAP E&T Eligibility Screening:** SNAP E&T partners must verify participants' SNAP enrollment before beginning services and continue to verify enrollment monthly while participants remain in a SNAP E&T component. All referred individuals must be assessed for SNAP eligibility prior to enrollment in SNAP E&T services.
 - a. **Referrals from DHS' Local Departments of Social Services (LDSSs)**
DHS/LDSS will refer SNAP recipients who have expressed interest in SNAP E&T services. These referrals will be transmitted to approved SNAP E&T providers through the Work Opportunity Record Keeping System, or known as WORKS.
 - b. **Referrals from other sources**

In addition to referrals received from LDSS, each approved provider must establish a process for screening walk-ins and individuals referred by local community-based organizations. Providers are required to submit the following information to the designated SNAP E&T Contract Manager to verify the individual's SNAP eligibility:

- Case Number or IRN (if known)
- First and Last Name
- Date of Birth
- The last four digits of the Social Security Number
- Referral Date.

Each provider must contact each referred individual within five business days of receiving the referral. A minimum of three contact attempts is required, with at least one occurring during non-traditional working hours. For individuals who express interest, applicants must schedule an initial appointment within ten business days of the date of contact or by the next available start date for the relevant SNAP E&T component.

2. Each provider must utilize an assessment tool to evaluate all SNAP recipients prior to placement into a SNAP E&T component. The assessment must measure participants' skill levels, aptitudes, barriers to employment, interests, and overall employability. A copy of the assessment tool must be submitted as part of the FFY 2026–2028 SNAP E&T proposal.
3. Providers must create an Individual Employment Plan (IEP) for each SNAP E&T participant, customized to their unique interests and needs. The IEP should detail the participant's career goals, the SNAP E&T components they will enroll in, and any participant reimbursements or wrap-around services offered to address barriers. It must also outline incremental steps to help participants overcome identified challenges. A copy of the IEP must be submitted with the FFY 2026–2028 SNAP E&T proposal.
4. **Participant Tracking** – SNAP E&T applicants must demonstrate the ability to securely track the progress of SNAP E&T participants. The applicant must be able to create and maintain a secured case file for

each SNAP E&T participant. The applicant must be able to track and monitor customer activities in WORKS. Applicant's proposals must indicate their ability to work with DHS to establish Employability Plans that are specific to each participant's identified interests and needs.

Case files can be kept in paper or electronic formats, but they must include the following:

- a. Intake and assessment – The case file must have copies of all intake documentation provided and completed by the participant. It must show evidence that an assessment process was completed with the participant(s) to determine the most appropriate service. It should contain a copy of the IEP.
- b. Eligibility verification – Each file must contain evidence that the participant's eligibility was verified for receiving SNAP benefits for that month of service from your organization or your partnering entity. Verification must be confirmed prior to the start of SNAP E&T billable services (monthly). Eligibility verification is required each time the service component is extended, or a new program activity is added.
- c. Participant progress – Each case file must include detailed case notes documenting all interactions between the provider and the participant, along with the date of each interaction. These notes should capture the services provided, including the SNAP E&T components in which the participant enrolled, referrals to wraparound services or resources, and any participant reimbursements. If applicable, the file must also include job placement details, such as the job start date, employer name, starting wage, weekly hours worked, and any other relevant information that demonstrates the participant's progress toward their goals. Finally, the case file should record the participant's discharge from the program, including the date and reason for discharge.

Casefile Maintenance

Applicants must demonstrate the ability to maintain case files; casefiles must be secured and can be in paper or electronic formats.

Measuring Outcomes

Supplemental Nutrition Assistance Program Employment and Training Proposal
Guidelines FFY 26-28

Applicants must identify in their proposal measurable program outcomes from employment and training services during the previous Federal Fiscal Year year of service. The outcomes must quantify participants' achievement in each work activity.

New applicants may report the number of participants served in their workforce program during the previous year, if applicable. (Full Description of outcomes measured listed below under Monitoring and Compliance).

Cost Allocation

Applicants must include their cost allocation methodology in their proposal. The costs proposed for serving SNAP customers must reflect current labor market standards. A detailed breakdown of service expenses per customer must be provided, followed by an application of those costs to the subset of SNAP participants served.

Calculation Example If building rent is \$300, and the proposed percentage allocated to SNAP E&T is 40%, the eligible reimbursable amount for SNAP E&T would be half of \$120 ($\$120/2=\60).

1. Each budget category must align with the percentage of SNAP customers relative to the total number of customers served.
2. Salary projections should be based on the non-federal portion only and the percentage of SNAP-only customers to be served.

Program Service Schedule

Describe how, based on experience, your program derived the model proposed for funding. For example, a proposal might include definitive plans to provide services during non-traditional hours if it has been the experience of the organization that its customer base is more likely to participate during non-traditional work periods. There must be clearly defined outcomes that are measurable in terms of moving individuals into self-sufficiency (such as the number of individuals completing educational training programs) and employment.

Collaboration of partners (Co-partners)- When a partner collaborates with another partner or subcontracts a portion of the contract to another provider to deliver services, the applicant must include an MOU with that partner in their application.

The MOU will include the service components that the co-partner/subcontractor will provide and the budget allocation for that partner (please note on the line item for that component or service). Responsibilities of both partners must be outlined in the MOU. (This is outlined in the proposal template attached to the guidelines).

Please also provide with your application a list of your employer partners and community resources that will collaborate with you to serve your clients separately.

- a. **Outreach-** Applicants must provide details on how they will provide outreach to recruit participants into their programs.
- b. **Fiscal Responsibilities-** Applicants must provide a list of non-federal sources of funding that will be used to leverage SNAP E&T dollars.

English Language Learners & Access: If applicable, describe the project's accessibility to English Language Learners (ELL) to include: services, resources and tools that assist ELL customers.

Disability Access: Describe the program's accessibility to those with disabilities to include reasonable accommodation policies and procedures (e.g. sign language interpreters, creative scheduling, and online application assistance) and meaningful referrals. Please include the policies and procedures in your organization's handbook or provide a copy to DHS. The information included must address the following:

- A. How the applicant will electronically track the request and follow up on a request for reasonable accommodations.
- B. How the applicant will monitor the program for ADA compliance.
- C. Procedure for contacting the Customer Access Coordinator before deeming ADA requests unreasonable.

Section IV SNAP E&T PROGRAM REQUIREMENTS

Once an application is approved, the applicant becomes a Provider for the State of Maryland. There are mandatory program requirements that are outlined below.

Confidentiality of Records-Providers must maintain case files on each SNAP

E&T participant. Hard copy and/or electronic copy of information about participants is strictly confidential and shall not be divulged to unauthorized persons. The Providers must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- A. SNAP E&T participant records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. SNAP E&T participant records may not be divulged to unauthorized persons.
- B. No person receiving information concerning a SNAP E&T participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- C. Prior to engaging in work with SNAP E&T participants and their families, all project staff, including volunteers, shall sign a confidentiality agreement. The confidentiality statement can be found in the Executive Contract Agreement and must be signed and submitted with the SNAP E&T proposal for each current staff member working on the services.
- D. Any requests containing participants' confidential information must be submitted to ONAP in a password protected format.

Case files must include: intake documentation, participant assessments, SNAP E&T eligibility verifications, individual employment development plan, participant progress notes, certifications, resume, and any other applicable data. Providers must demonstrate the ability to securely store files, maintain building ADA compliance, complete initial assessments, maintain participant documents, and track attendance.

Expenditure and Quarterly Performance Metrics - Providers must comply with DHS/FIA/SNAP E&T financial reporting requirements and invoice for reimbursement monthly. The format for reporting will be prescribed by DHS. To facilitate the prompt review of invoice submissions, Providers will need to adhere to the process prescribed by DHS. Providers must provide quarterly performance updates, including, but not limited to:

1. Number of participant referrals received from SNAP E&T and the organization's recruitment/community outreach (per cohort/class/workshop);
2. Number of participants enrolled, engaged, and completing classes or workshops in work readiness, including the supportive components in which they participate;

3. Job placements including: dates (start/end), name of business or organization, location, contact person, and wages, retention rates (30, 60, and 90 days post placement), and benefits (if applicable);
4. Number of participants obtaining, completing, or both, state or nationally-recognized credentials;
5. Number of participants enrolled in an educational and/or training program and their completion dates;
6. Number of participants in internships, work-based learning, mentoring, job shadowing opportunities, workfare/experience, apprenticeships, and leadership training as part of your organization's program; and
7. Number of participants who have received a high school diploma or GED while participating in your program.

Reimbursement Structure: Providers may be reimbursed up to 50% of their expenditures as an incentive for providing services to SNAP customers. These calculations will be compiled from the percentage of time and costs allocated in the budget and directly correlate to the number of participants served. The reimbursement percentage will be based on the total number of participants served during the month the partner is requesting a reimbursement for the training program and the percentage of those participants who are SNAP customers.

End Of Year –The SNAP E&T Reimbursement Program operates on the federal fiscal calendar, ending on September 30th. No funds from the prior federal fiscal year can be utilized after September 30th. Each provider will be evaluated based on annual performance measures.

1. Providers must submit to DHS a final report by December 16th of each fiscal year of the contract, summarizing the program outcomes, including: the number of SNAP E&T participants served, the number of participants placed in a job, and their average wage and benefits (if applicable).
2. Other measures might also be included, such as improvements in participants' lives (barrier remediation).
3. Reports should include recommendations for improving the program to improve outcomes, overall reporting of performance achieved during FFY 2026-2028, data outcomes, challenges of the program, accolades, and/or justifications for deviation from the scope of work.

4. Providers must ensure that **Case management in addition to at least one of the components along with activity codes** must be entered into WORKS for each customer served during the Federal Fiscal Year.

Work Opportunity Record Keeping System (WORKS) – All work activities, the components participating in, hours in program activities, and any changes or notes about the participant must be entered into WORKS monthly. All information placed in WORKS will be verified by DHS before the 7th of each month and must match the numbers of participants served for that month on your submitted invoice and participant verification form. No payments submitted to DHS will be reviewed or submitted to accounts payable procurement if requested information is not entered into the WORKS system by the applicant or organization.

No invoice submitted to DHS will be reviewed or reimbursed if requested information is not entered into the WORKS system by the provider or organization.

Reporting

Providers are responsible for monitoring and submitting specific information about their ability to track and report financial and performance measures:

1. Financial Reporting –Providers must submit a monthly financial expenditure report to DHS /SNAP E&T for reimbursement.
2. Notification of non-compliance –Third-Party Partners must notify DHS /SNAP E&T of participants' non-compliance, including absenteeism and lack of participation. Partners are required to follow up with absent customers and provide DHS with documented attempts to re-engage the customer. Partners must contact DHS SNAP E&T office if a participant misses more than three appointments.
3. Reporting on participant progress –Third-Party Partners must demonstrate the ability to track and show participants' progress in the program.

Additional SNAP E&T Program Requirements

SNAP E&T Third-Party Partners agree to:

1. Participate in mandatory monthly meetings.
2. Participate in Technical Assistance Visits (Scheduled and Unannounced)
3. Participate in DHS/FNS sponsored training activities.
4. Utilize templates provided by the Office of Nutrition Assistance Programs (ONAP) for ONAP invoices and various reports.
5. Participate in any additional surveys/ requests from ONAP and

state/federal agencies.

6. Be subject to DHS monitoring, which may include: site visits, a review of customer files, an interview with staff and program customers, and inspection of agency financial records.
7. Be subject to audit activities conducted by oversight agencies, including the Office of Inspector General, Office of Legislative Audits, Single Audit Partners, and the federal government.
8. Provide data to DHS in a manner conducive to the database management system used by DHS for this initiative.
9. Coordinate and convey information to DHS regarding program successes and challenges.
10. Provide culturally sensitive services and ensure that SNAP E&T services offered meet the diverse needs of the Maryland SNAP population.
11. Provide outcomes and supportive services through case management and Employability Assessments.
12. Abide by the requirements outlined in the DHS SNAP E&T manual as well as federal and state regulations.

Americans with Disabilities Act of 1990 (ADA)

While participating in the SNAP E&T program, the Applicant/Provider and any of its sub-providers must comply with the ADA. The ADA protects persons with disabilities from discrimination in employment. See 42 U.S.C. §12101 *et seq.*

Civil Rights

Providers must also demonstrate that they meet Maryland Civil Rights compliance. In accordance with [federal civil rights law](#) and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital-status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

SECTION V MONITORING AND COMPLIANCE

DHS is responsible for monitoring and evaluating funded projects. Representatives of DHS/FIA/SNAP E&T will make periodic scheduled and unscheduled visits to project sites. During site visits, the provider is required

to provide access to its facilities, records, participants and staff for monitoring purposes.

Once accepted into the SNAP E&T program, each program is evaluated according to the following metrics:

1. Review of referrals from LDSS in WORKS
2. Number of engaged customers/# of Referrals received
3. Review of outreach customers based on Proposal numbers
4. Number of outreach/#on proposal
5. Review of WORKS data entry for customers served
6. Number of data entries in WORKS/# of customers served
7. Review of program completion and monitoring of customers (Case Management)
8. Number of customers with Case Management Data entry WORKS/# of customers
9. Review of Job Placements for customers
10. Number of customers maintaining jobs/# of customers in Job placement component

Program metrics are reviewed quarterly and discussed at Technical Assistance Visits/site visits. The goal of program metric review is to ensure that customers are engaged in the program as required, and obtaining or maintaining employment after successful completion of the training.

If a program experiences two unsatisfactory quarterly reviews, a Technical Assistance call will be held and the program will be put on a Corrective Action Plan. The program will be given 30 calendar days to rectify any concerns and achieve a satisfactory re-review.

SECTION VI SNAP E&T PROPOSAL SUBMISSION/REVIEW

SNAP E&T Proposal Deadline:

The guidelines were released on June 20, 2025. The Application period will be open for 30 calendar days. The application period will close on **July 20, 2025 at 5:00 p.m.**

SNAP E&T Proposals received after this deadline will not be considered for funding.

All proposals must be submitted electronically via the SNAP Employment & Training [FFY 2026-2028 Vendor Application Portal](#).

Each Proposal will be scored by the following criteria:

Proposal Received on or before due date and All elements on Proposal Complete
Attachments are correctly labeled
Provides Participant Reimbursement as specified in guidelines
Provides Adequate Non-Federal Funding to support program before reimbursement
Demonstrates the ability to do outreach as listed in proposal
Business is in Good Standing with the State Department of Assessments and Taxation (SDAT)
Provides a valid Maryland address
Business registered with the System for Award Management (SAM)
Demonstrates SNAP E&T Program Component Knowledge
Demonstrates ability to provide services to SNAP customers free of charge
Demonstrates fiscal responsibility for allocated costs based on market costs for similar services

For Returning Partners Only

Demonstrate agency's financial soundness through providing a copy of the external audit or other documentation from a certified public accountant
Provides metrics for customers served in the previous year

For new applicants- Your total budget per year for the SNAP E&T program cannot exceed \$250,000.00 (for each Federal Fiscal Year). This amount will be eligible to be reimbursed up to 50%.

For all applicants All component costs will be reviewed and compared to the market price of services provided based on the proposed number of customers served.

Acceptance/denial Each applicant will be notified of a decision via email no later than 45 business days after the deadline.
All applicants will be offered 1 Technical Assistance/Proposal review during the proposal 30 days.

Conditional Acceptance All funding is contingent upon Federal Approval and Funding availability.