



OFFICE OF POLICY, PROCEDURES, AND TRAINING

POLICY BULLETIN #23-14-OPE (This Policy Bulletin Replaces PB #17-83-OPE)

MAILING TO SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) PARTICIPANTS REGARDING SNAP EMPLOYMENT AND TRAINING (E&T) PROGRAMS

Date: February 21, 2023	Subtopic(s): Mailing, Forms, SNAP E&T
<p>Only active NCA SNAP participants will receive the HRA-203 and HRA-201.</p>	<p>Revisions to the Policy Bulletin:</p> <p>This Policy Bulletin is being revised to:</p> <ul style="list-style-type: none"> • clarify that the SNAP E&T programs are only for <ul style="list-style-type: none"> ▪ Non-Cash Assistance Supplemental Nutrition Assistance Program (NCA-SNAP) applicants or participants and ▪ Cash Assistance applicants and participants in the Safety Net Assistance case category that are in receipt of or applying for SNAP benefits. • update and redesignate the <i>Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (FIA-1062)</i> to the HRA-203 • update and redesignate the <i>Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form (FIA-1063)</i> to the HRA-204 • obsolete forms FIA-1062 and FIA-1063 • update the <i>SNAP E&T Provider Directory</i> (formerly Attachment A) (HRA-201) and advise that the directory is available in English and the eleven Local Law Languages required for HRA. <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform staff at Non-Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) Centers about a mailing that will be sent periodically to most NCA SNAP participants between the ages of 16 and 59.</p> <p>Only active NCA SNAP participants will receive this periodic mailing.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Active NCA SNAP participants who will not receive the mailing.

The mailing will not include individuals ages 16 to 59 who are exempt from the SNAP work requirements because they are:

- disabled (aged/disabled indicator of X on the individual's line in the Welfare Management Systems (WMS) budget); or
- employed and work at least 30 hours a week; or
- have weekly earnings equal to at least 30 hours times the federal minimum wage (SNAP Employability Code **28**).

New
Form number **HRA-203**

The mailing contains two forms. The first is a notice, entitled Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants (**HRA-203**, formerly the **FIA-1062**). The **HRA-203** informs participants about opportunities to receive training leading to employment through the SNAP E&T program.

Obsolete form **FIA-1062**

The **FIA-1062** is now obsolete.

New
Form number **HRA-201**

The second item in the mailing is the SNAP E&T Provider Directory (**HRA-201**) (formerly **Attachment A**). The **HRA-201** lists the organizations that are participating in the SNAP E&T program. These organizations specialize in assisting targeted groups of individuals in acquiring skills they need to find work in various industries.

Revision

The **HRA-201** is being updated to reflect current providers and programs.

New
Form number **HRA-204**

When the participant enrolls with a service provider listed on the **HRA-201**, the provider will have the client sign the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form (**HRA-204**, formerly the **FIA1063**).

Obsolete form **FIA-1063**

The **FIA-1063** is now obsolete

The **HRA-204** informs the participant that they are requesting to be enrolled with a vendor whose services are intended to allow them to secure and maintain employment.

In addition, the **HRA-204** has a consent section that the participant must sign to participate in the SNAP E&T program. The consent section informs the participant that by consenting, the individual allows the Human Resources Administration (HRA) and the program provider to share information about the participant with each other.

Career Services will scan and index the signed **HRA-204**.

The SNAP E&T program provider will fax or e-mail a signed copy of the **HRA-204** to Career Services. Career Services will be responsible for scanning and indexing the **HRA-204** into the HRA One Viewer.

PD #18-13-ELI Mailer
and Match Action
Program (MMAP)

If the participant chooses not to sign the **HRA-204** consent form, the individual will not be eligible to participate in the SNAP E&T program.

If the participant obtains employment through the SNAP E&T program, the program will complete a SNAP Employment Declaration (**W-100J**) in WISE and e-mail a scanned copy of it, and any supporting documents to Career Services. Career Services will place all supporting documents into the shared folder for the Mailer and Match Action Program staff to process any changes needed to the “Change in Hours/Wages Voluntary” worklist.

Effective Immediately

Attachments:

- HRA-201** SNAP E&T Provider Directory
(11-15-2022)
- HRA-203(E)** Important Notice To Supplemental Nutrition
Assistance Program (SNAP) Participants
(12-29-2022)
- HRA-204(E)** Supplemental Nutrition Assistance Program
Employment and Training (SNAP E&T) Enrollment
and Consent Form (12/29/2022)
- FIA-1062** Important Notice To Supplemental Nutrition
Assistance Program (SNAP) Participants (Obsolete)
- FIA-1063** Supplemental Nutrition Assistance Program
Employment and Training (SNAP E&T) Enrollment
and Consent Form (Obsolete)

SNAP E&T PROVIDER DIRECTORY

Organization	Target Population	Training Available	Training Method	Hours of Operation
Agudath Israel of America Community Services 225 Broadway, 2nd Floor New York, NY 10007 212-809-5935 (Ext. 301) 4006 18th Avenue Brooklyn, NY 11218 718-506-0500 (Ext. 217 or 219)	<ul style="list-style-type: none"> • Unemployed or underemployed adults • Limited English Proficient • Limited work histories including -dislocated workers -displaced homemakers -individuals who are struggling to find a career path or jobs that will support their families 	Paraprofessional	Remote	Monday-Thursday: 9am-5:30pm Friday: 9am-1:30pm
		Home Health Aide	In-person	
Center for Employment Opportunities 50 Broadway, Suite 1604 New York, NY 10004 212-422-4430 384 East 149th St #300 Bronx, NY 10455 646-603-3020	<p style="text-align: center; font-size: 2em; color: blue; opacity: 0.5;">SFAW</p> <ul style="list-style-type: none"> • Formerly incarcerated who are <ul style="list-style-type: none"> • at high risk of recidivism, and • SNAP-eligible individuals between the ages of 18-65 	Junior Accountant	Hybrid	Monday-Friday: 9am-5pm
		OSHA general Industry	Remote	
		Scaffold	Hybrid	
		Fireguard	In-person	
		CDL	In-person	
		Mental Health First Aid	Hybrid	
		Sanitation	In-person	
		Food Handler	In-person	
		OSHA 30-hour Safety	Hybrid	
		Advance Carpentry Trades	In-person	
OSHA 2-hour Warehouse certificate	Remote			
Flagger 4-hour	Hybrid			

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
 Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
Chinatown Manpower Project, Inc. 55 Chrystie Street, 2nd Floor New York, NY 10002 212-571-1690	<ul style="list-style-type: none"> SNAP participants who reside in the five boroughs of NYC, with focus on the Asian-American population 	Certified Nurse Aide (CNA)	In-person once course starts again	Monday-Friday: 9am-5pm
		Bookkeeping	Hybrid	
Cypress Hills Local Development Corporation Career and Education Programs 276 Chestnut Street Brooklyn, NY 11208 347-743-7575	<ul style="list-style-type: none"> Priority to young adults ages 18-24 who reside in Community Board 5 zip codes of 11208, 11207, and 11239) SNAP recipients eligible participants throughout all 5 boroughs 	CDL Class C	Hybrid	
		Phlebotomy Tech	Hybrid	
		OSHA 30 and SST-10	Hybrid	
		Medical Billing & Coding	Hybrid	Monday-Friday: 10am-5pm
		EKG Tech	Hybrid	
		Certified Nurse Aide (CNA)	Hybrid	
Edith and Carl Marks Jewish Community House of Bensonhurst 7802 Bay Parkway Brooklyn, NY 11214 718-943-6306 718-943-6339	<ul style="list-style-type: none"> Recent immigrants Limited English proficient Limited work experience Low literacy levels Substance abuse history Criminal justice involvement history Priority given to eligible unemployed/ underemployed youth ages 16-24 custodial/non-custodial parents 	Medical Billing/Coding Specialist	Remote	
		Medical Assistant	Hybrid	Monday-Thursday: 9am - 5:30 pm
		Home Health Aide	In-person	Friday: 9am - 3pm
		Certified Nurse Aide	In-person	
		Security Guard Training	In-person	

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
 Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
<p>El Barrio’s Operation Fight Back 413 East 120th Street 4th Floor New York, NY 10035 212-427-7080</p>	<ul style="list-style-type: none"> • SNAP recipients over age 18 with a concentration on East Harlem residents • Limited English proficient • Unemployed/Underemployed (preference to parents/caregivers) • No high school diploma/limited work history 	<p>Certified Home Health Aide</p>	<p>In-person</p>	<p>Monday- Friday: 9am-5pm</p>
<p>The Fortune Society, Inc. 29-76 Northern Boulevard Long Island City, NY 11101 212-691-7554</p>	<p>SAM</p> <ul style="list-style-type: none"> • NYC residents who have a history of criminal justice involvement 	<p>CDL Green Building Operation and Maintenance (GROM) Environmental Remediation OSHA Site Safety Training (SST) Flaggers Social Services 101 (SS101) Class D License Culinary Arts Masonry and Restoration Training (ACI) ABE/ HSE Prep, GED</p>	<p>In-person Remote Remote In-person In-person In-person In-person In-person In-person In-person In-person</p>	<p>Monday-Thursday: 8am-6pm Friday: 8am-5pm</p>

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
 Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
Grace Institute of New York 40 Rector Street, 14th Floor New York, NY 10006 212-832-7605	<ul style="list-style-type: none"> Unemployed or underemployed female residents of NYC who are ages 18-64 	Office Technology	Remote	Monday-Friday: 9am-5pm
		Office Technology Correlation	Remote	
		Administrative Professional	Remote	
		Administrative Professional Correlation	Remote	
		Mock Interview	Remote	
		Patient Service Representative	Remote	
			Remote	
Henry Street Settlement: Trainings held at: HSS Workforce Development Center (WDC) 178 Broome Street New York, NY 10002 212-478-5400	<ul style="list-style-type: none"> At-risk Youth (ages 16-24 years old) English language learners Low literacy/Lacking HSD or HSE Custodial/Non-Custodial parents/caregivers Substance Abuse History Mental Health Issues Work limitations 	Fire Guard	Hybrid	Monday-Friday: 9am-5pm (Some evening availability based on participant need)
		Security Officer - 8 hour	Hybrid	
		Security Officer - 16 hour	Hybrid	
	OSHA 30 + Site Security Training	In-person		


Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
 Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
<p>The Hope Program 1 Smith Street, 4th Floor Brooklyn, NY 11201 347-773-4623</p>	<ul style="list-style-type: none"> • First generation immigrants • Substance abuse history • History of criminal legal system involvement • No high school diploma • Parents/caregivers • Diagnosed with one or more mental health conditions • SNAP recipients from all five New York City boroughs. 	<p>OSHA 30</p> <p>8-hr Fall Prevention</p> <p>2-hr Drug / Alcohol</p> <p>Flaggers</p> <p>Scaffolding</p> <p>CPR/First Aid</p> <p>Solar</p> <p>Construction Math</p> <p>Fireguard F-60</p> <p>G-60</p> <p>OSHA 10</p> <p>Asbestos</p> <p>Air Sealer</p> <p>HAZWOPER</p> <p>Multi Family Building Operator</p>	<p>Remote</p> <p>Remote</p> <p>Remote</p> <p>Remote</p> <p>In-person</p> <p>Hybrid</p> <p>Remote</p> <p>In-person</p> <p>Hybrid</p> <p>Hybrid</p> <p>Remote</p> <p>In-person</p> <p>In-person</p> <p>In-person</p> <p>In-person</p> <p>In-person</p>	<p>Monday-Friday: 9am - 5pm</p>
<p>Housing Works Inc. Housing Works 120 Lawrence Street 2nd Floor Brooklyn, NY 11201 347-473-7429</p>	<ul style="list-style-type: none"> • People living with HIV/AIDS who may also be: <ul style="list-style-type: none"> - LGBTQ population - Previously incarcerated - Persons with extended histories of mental illness and/or chemical dependence - People living at or beneath the poverty line - Homeless or at risk of homelessness 	<p>Ready for Work</p>	<p>All trainings are currently remote</p>	<p>Monday-Friday: 9am - 5pm</p>

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
Kelm Inc. d/b/a Kelm Academy 133-33 Brookville Boulevard Rosedale, NY 11422 P: 516-893-2810 www.kelmcollege.com/pinacles	<ul style="list-style-type: none"> Low-income adults and youth who have limited work experience and significant barriers to employment 	Professional Skills for the Workplace	Remote	Monday-Friday: Class times vary per schedule
		Microsoft Office Specialist: Associate (Office 365 and Office 2019)	Remote	
Leap, Inc. (aka Brooklyn Workforce Innovations) 151 5th Avenue Brooklyn, NY 11217 718-237-4846 621 Degraw Street Brooklyn, NY 11217 718-237-2017 125 8th Street Brooklyn, NY 11217 718-389-3636	 <ul style="list-style-type: none"> NYC residents Substance abuse history Ex-offenders/criminal history Limited English proficient Unemployed/underemployed Non-custodial parents Young adults under 25 No high school diploma 	CIW Site Development Associate SMStudy Digital Marketing Professional PINACLES	Remote	Monday-Friday: 9am-5pm Occasional outside hours for case management
		Commercial Driver's License (CDL)	Hybrid	
		BICSI Cable Installer / ITC	Hybrid	
		Carpentry & Fabrication	Hybrid	

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
<p>Manhattan EOC (aka The Research Foundation of CUNY obo Borough of Manhattan Community College)</p> <p>Adam Clayton Powell State Office Building 163 West 125th Street 15th Floor New York, NY 10027 212-961-3231</p>	<ul style="list-style-type: none"> • NYC residents who have dropped out of school • Low-literacy levels • Unemployed or under-employed • Public housing residents • English Language Learners • Unhoused, homeless, living in homeless shelters • History of substance abuse, and/or ex-offenders • Single parents, pregnant or expectant mothers, expectant parents, custodial or non-custodial parents • Veterans and/or survivors of domestic violence. • English Language Learners/Limited English Proficient 	<p>Certified EKG Technician Program</p> <p>Certified Electronic Health Records</p> <p>Certified Medical Administrative Assistant Program</p> <p>Certified Nursing Assistant</p> <p>Certified Phlebotomy Training</p> <p>College Prep</p> <p>Hospitality Training Program</p> <p>English for speakers of other languages (ESL)</p> <p>High School Equivalency Preparation Programs and Developmental Education Programs</p> <p>OSHA</p> <p>Security Officer Training Program</p>	<p>In-person</p> <p>In-person</p> <p>In-person</p> <p>In-person</p> <p>In-person</p> <p>Hybrid</p> <p>Hybrid</p> <p>Hybrid</p> <p>Hybrid</p> <p>Hybrid</p> <p>Hybrid</p> <p>Hybrid</p>	<p>Monday – Thursday: 9am – 7pm</p> <p>Friday: 9am – 5pm</p>
<p>Northern Manhattan Improvement Corporation</p> <p>45 Wadsworth Avenue 4th Floor New York, NY 10033 212-453-5396</p>	<ul style="list-style-type: none"> • Low-income NYC residents with focus on residents of Upper Manhattan and adjacent Bronx Neighborhoods • Limited English proficient • Foreign-born • History of substance abuse • Criminal history • Unemployed/underemployed parents 	<p>Security Guard certification</p> <p>Home Health Aide</p>	<p>Remote</p> <p>Hybrid</p>	<p>Monday-Friday: 9am-5pm</p>


Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
<p>PHI 261 Madison Avenue Suite 913 New York, NY 10016 718-993-7104</p>	<ul style="list-style-type: none"> NYC SNAP recipients seeking home health aide training and employment 	<p>Home Health Aide</p>	<p>In-person (hybrid later in 2022)</p>	<p>Monday-Friday: 7:30am- 8pm Saturday: 9am-1pm</p>
<p>Per Scholas Inc. 804 East 138th Street 2nd Floor Bronx, NY 10454 630 Flushing Ave Brooklyn, NY 11206 718-991-8400 TTY/TDD# 718-971-5877</p>	<ul style="list-style-type: none"> Focus on young adults (18-24 years old) without prior work experience who are SNAP recipients 	<p>IT Support AWS re/Start Cybersecurity Software Engineering Culinary Arts</p>	<p>In-person Remote In-person Remote</p>	<p>Monday-Friday: 9am – 5pm</p>
<p>Project Renewal Inc. 200 Varick Street, 9th Floor New York, NY 10014 212-620-0340, Ext. 349</p>	<ul style="list-style-type: none"> Limited work experience History of criminal justice involvement Veterans Low literacy/No High School Diploma (HSD)/High School Equivalency (HSE) Unemployed/Underemployed parents and caregivers Substance Abuse History Mental Health Issues 	<p>Human Services Program Employment Program Next Step Internship Program</p>	<p>Hybrid Hybrid Hybrid Hybrid</p>	<p>Monday-Friday: 8:30am-5:30pm (Extended evening hours for job retention)</p>

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
RiseBoro Community Partnership Inc. 90 Beaver Street Brooklyn NY 11206 347-690-0792 718-366-7800	<ul style="list-style-type: none"> • NYC residents • Limited English Proficient • Recent relocated from temporary to permanent housing 	High School Equivalency (HSE)	Hybrid	Monday – Friday: 9am -5pm
		Adult Basic Education (ABE)	Hybrid	Limited weekends and evening hours available
		English as a Second Language (ESL)	Hybrid	
Samuel Field YM&YWHA, Inc. (aka Common Point Queens) 77-17 Queens Boulevard Flushing, NY 11373 718-268-5057	 <ul style="list-style-type: none"> • Unemployed or underemployed • No High School Diploma • Limited English proficient • History of substance abuse 	Home Health Aide	Hybrid	
		Bilingual Community Health Worker	Hybrid	
		Certified Nurse Aide (CNA)	Hybrid	Monday – Thursday: 8am - 7pm
		EKG and Phlebotomy	Hybrid	Friday: 8am - 5pm
		Pharmacy Technician	Hybrid	Some evening and weekend hours
		Certified Medical Administrative Assistant	Hybrid	
		HSE/GED Prep	Remote	
		Culinary Arts/ Safe-Serve Certification	Hybrid	
		Security Guard	Hybrid	
		Microsoft Office-Specialist Certification	Hybrid	

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
 Hybrid – program completed using both in-person and remote/online classes

SNAP E&T PROVIDER DIRECTORY (continued)

Organization	Target Population	Training Available	Training Method	Hours of Operation
<p>Strive International, Inc. 205 East 122nd Street 3rd Floor, New York, NY 10035 212-360-1100</p>	<ul style="list-style-type: none"> Limited work experience History of criminal justice involvement Low literacy/Lacking HSD or HSE Unemployed/Underemployed custodial or non-custodial parents/caregivers Substance Abuse History Mental Health Issues Eligible youth up to age 24 	<p>OSHA 30 4hr Scaffolding 16hr Scaffolding GPRO Silica Awareness Site Safety Training (SST) CompTIA+ Electronic Health Records Bloodborne Pathogens CPR/First Aide Food handlers Flagger OSHA 30 Site Safety</p>	<p>In-person In-person In-person In-person In-person Hybrid Remote In-person In-person In-person In-person In-person In-person</p>	<p>Monday-Friday: 9am-5pm</p>
<p>Westhab Cooper Rapid Rehousing Center 78-16 Cooper Avenue Queens, NY 11385 (914) 345-2800</p>	<ul style="list-style-type: none"> Adult males who are living at our Cooper Rapid Rehousing Center located in Queens, NY 	<p>OSHA 30 Site Safety</p>	<p>In-person In-person In-person</p>	<p>Monday-Friday: 9am-5pm</p>

Note: Program offerings are subject to change. Please contact the provider organization for program and language options.
Hybrid – program completed using both in-person and remote/online classes

Date: _____
Case Number: _____
Case Name: _____
SNAP Center: _____

Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants

We are pleased to inform you about the opportunity to receive training leading to employment through the Supplemental Nutritional Assistance Program Employment and Training (SNAP E&T) program.

This program provides services that will help you gain skills that employers seek in today's job market. Various organizations throughout New York City have been selected to provide SNAP participants like you, these opportunities.

All you have to do to take advantage of these services is to call one of the many participating organizations listed on the attached SNAP E&T Provider Directory. Many of these organizations specialize in assisting targeted groups of individuals or targeted populations (e.g., young adults and unemployed/underemployed parents) and targeted industries of employment (e.g., construction and healthcare).

If you participate in one of these training programs and meet the eligibility criteria, HRA will provide you with carfare that will be available on your Electronic Benefit Transfer (EBT) card. One of the requirements to qualify for the carfare is that you must attend all required sessions at your program every week.

In addition, if you meet the program requirements you may be eligible for help with childcare for your minor child. If you need childcare to be able to attend your program you should tell your counselor. Not everyone will qualify for carfare or childcare so you should talk with your counselor to see if you are eligible.

(Turn page)

The programs listed on the directory are subject to change. Please call the organization directly if you have any questions about the services provided by any of the organizations on the attached directory. When you contact any of the participating organizations, please tell them that you are interested in the SNAP E&T program and that you are currently receiving SNAP benefits.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

SAMPLE

Date: _____
Case Number: _____
Case Name: _____
SNAP/CA Center: _____

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form

Provider/Program Name: _____

Provider/Program Address: _____

Participant's Name: _____

This is to inform you that you are asking to enroll as a participant in the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program listed above.

Federal SNAP E&T funds pays for all or part of the cost of your participation in this SNAP E&T program.

When you receive SNAP E&T education and training services you will gain skills that improve your ability to find and/or keep employment.

****Important Consent Information – Please Read and Sign Below****

I give my consent and fully understand that the New York City Human Resources Administration (HRA) will provide _____ with limited participant-

(Provider)

identifiable information and data about me to verify my identification, eligibility for the SNAP E&T program, and my employment status, as well as for purposes of programmatic tracking and follow-up of any engagement in/retention with employment following participation in the SNAP E&T program, so long as I am a participant in the program. This data may include, but is not limited to, my name, address, telephone number, date of birth, the last four digits of my Social Security number, my SNAP or Cash Assistance case status and details, and related recertification dates.

(Turn page)

I understand that the training provider may give HRA personal identifiable information and data related to my program participation, enrollment, and employment.

I understand that any changes in my employment status and/or income that occur during my participation in this program will be reported to HRA by the training provider and could result in changes to my current SNAP or Cash Assistance benefits.

I also understand that I must report changes in my employment status and income to HRA, as the SNAP reporting rules require.

I also understand that if I choose not to sign the consent form, I will not be eligible to participate in the SNAP E&T program until such time that I agree to sign the consent form.

Participant's Signature

Date

Participant's Email Address

Telephone

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.



Date: _____

Case Number: _____

Case Name: _____

SNAP Center: _____

Important Notice To Supplemental Nutrition Assistance Program (SNAP) Participants

We are pleased to inform you about the opportunity to receive training leading to employment through the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program.

This program provides services that will help you gain skills that employers seek in today's job market. Various organizations throughout New York City have been selected to provide SNAP participants like you, these opportunities.

All you have to do to take advantage of these services is to visit one of the many participating organizations listed on the attached SNAP E&T Provider Directory. Many of these organizations specialize in assisting targeted groups of individuals (e.g., young adults and unemployed/underemployed parents) and targeted industries of employment (e.g., construction and healthcare).

If you have any questions about the services provided by any of the organizations on the attached directory, you may call them directly or visit them during their hours of operation. When you contact any of the participating organizations, please tell them that you are interested in the SNAP E&T program and that you are currently receiving SNAP benefits.

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.



Date: _____

Case Number: _____

Case Name: _____

SNAP Center: _____

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Enrollment and Consent Form

Provider/Program Name: _____

Participant's Name: _____

This is to inform you that you have been enrolled as a participant in the above referenced Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program.

Your participation in this SNAP E&T program is supported in whole or in part by federal SNAP E&T funds.

Your participation in the education/training services provided by the SNAP E&T provider is intended to help you gain skills that will improve your ability to secure and/or maintain employment.

****Important Consent Information – Please Read and Sign Below****

I give my consent and fully understand that the Human Resources Administration (HRA) will provide to _____ limited participant-identifiable information and data

(Contractor)

about me for verification of my identification, eligibility for the SNAP E&T program, and my employment status, as well as for tracking and follow-up purposes. This data may include my name, address, telephone number, the last four digits of my Social Security number, my SNAP Case status, and related recertification dates.

I understand that any changes in my employment status and/or income that occur during or after my participation in this program will be reported to HRA by the training provider and could result in changes to my current SNAP or Cash Assistance benefits.

I also understand that I must report to HRA changes in my employment status and/or income in accordance with SNAP reporting requirements.

I also understand that if I elect to not sign the consent form, I will not be eligible to participate in the SNAP E&T program until such time that I agree to sign the consent form.

Participant's Signature

Date

Do you have a medical or mental health condition or disability? Does this condition make it hard for you to understand this notice or to do what this notice is asking? Does this condition make it hard for you to get other services at HRA? **We can help you.** Call us at 212-331-4640. You can also ask for help when you visit an HRA office. You have a right to ask for this kind of help under the law.

OBSOLETE