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## **SNAP Employment and Training (SNAP E&T) Program**

### **PARTICIPANT AGREEMENT**

Welcome to the SNAP E&T Program, operated by the Maine Department of Health and Human Services- Office for Family Independence and our contractors.

You are eligible for this program because you receive Food Supplement (SNAP) benefits funded by the United States Department of Agriculture (USDA). SNAP E&T services can help you reach short-term employment, education, or training goals that will increase your family's self-sufficiency. These services can also help you meet federal work requirements. These services can help you get a high-wage job in a field matching your skills and interests. While you are in SNAP E&T, we can also help you by paying for things you need for your training or job like tuition or training costs, transportation, work clothing and tools, and childcare.

SNAP E&T funds are limited, so even though being in this program is voluntary, we expect you to fully participate to make sure funds are used in the best way. Your active involvement in your employment and training program is key to how well it will work for you.

You must commit to the following:

- I will arrive on time each day for scheduled activities and appointments.
- I will respect and abide by the rules of the program.
- I will respect others and myself by not showing up under the influence of drugs or alcohol.
- I will respect staff members and other participants.
- I will reschedule, whenever possible, any appointments that conflict with my participation in activities.
- I will provide timely documentation for all absences.
- I will dress appropriately every day and for all training, job interviews, and hiring events.
- I will actively participate in program activities.
- I will complete all at-home assignments to the best of my ability.
- I will go to every job interview to which I am referred and will do my best to ensure that I get hired.

As a reminder, if at any time your employment or household circumstances change you must call OFI to report these changes. That number is 1-855-797-4357.

Your SNAP E&T Case Manager will do an assessment and develop a plan (called an IEP or Individualized Employment Plan) to help you meet your goals and pay for the things you need to do the plan.

Here are some things you might be able to get help with paying for if they are needed for your training or job:

<b>SNAP E&amp;T Support Item</b>	<b>Maximum Amount Reimbursed (cap) Per Federal Fiscal Year (October 1-September 30).</b>
Tuition or training programs	\$6000 for full-time students and \$3000 for part-time students, after all other scholarships are utilized
<b>Specific Caps for All Other Supports</b>	
Transportation	Mileage at .45\$ per mile and other modes of public transportation limited to thirty (30) miles from SNAP E&T location
Childcare for children in your Food Supplement Household	Childcare rates may not exceed the rates set by the Maine Child Care Subsidy Program (CCSP) at: <a href="http://www.maine.gov/dhhs/ocfs/ec/occhs/provider-subsidy.htm">http://www.maine.gov/dhhs/ocfs/ec/occhs/provider-subsidy.htm</a> . Recipients must apply for CCSP funding, and child care will only be reimbursed when CCSP is not available.
Eyecare	\$200
Dental	\$500 (not otherwise covered by other insurers)
Books and Supplies	\$2000
Uniforms, Tools, Equipment, and automobile repair	\$1000

I have read and understand my rights and responsibilities under the Food Supplement Employment and Training program.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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