
**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE FOR FAMILY INDEPENDENCE
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM - EMPLOYMENT AND TRAINING
(SNAP E&T) RULES**

PARTICIPANT REIMBURSEMENT SERVICES LIMITS

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SECTION 8: PARTICIPANT REIMBURSEMENT SERVICES

A participant may be eligible for reimbursement of training related expenses called Participant Reimbursements, pursuant to 7 C.F.R. § 273.7(d)(4) that are determined necessary for SNAP E&T participation, incurred directly as a result of SNAP E&T participation, and identified in the IEP. Reimbursement may include mileage reimbursement, books, education fees, occupational clothing and equipment, dependent care and other needs approved by the Department as being legitimate costs of participation and included in the IEP. Any Participant Reimbursement for which SNAP E&T will make payment must be the least expensive quality alternative available that will not cause delay or hinder progress of the IEP.

SNAP E&T Providers may acquire necessary items or reimburse participants for these expenses and are required to inform participants of Participant Reimbursement services that may be reimbursable. All Participant Reimbursements must be approved by the Department prior to purchase or delivery, and the approved costs can only be reimbursed directly to the SNAP E&T Provider or participant.

Because Participant Reimbursements must be issued prior to some E&T activities to remove barriers to participation (such as access to transportation), the Provider may issue gift cards, such as gas cards, when necessary and no other method is viable for this purpose. When gift cards are issued to meet Participant Reimbursement requirements, the Provider must have policy and procedures in place that meet the DHHS Gift Card Checklist that is attached to their contract and have those policies and procedures approved and signed by the Provider and DHHS. Providers must follow their approved policies and procedures which includes abiding by all prior authorization and Participant reimbursement caps in their contract in issuing gift cards for the purpose of Participant Reimbursements.

A SNAP E&T participant becomes eligible for Participant Reimbursements on the date of active enrollment in an approved SNAP E&T component, and for each month that the participant remains actively enrolled in the SNAP program and a SNAP E&T component.

Participant Reimbursements are subject to both federal and state approval and Provider funding availability. All Participant Reimbursements must be directly linked to the IEP and identified in the IEP and progress notes.

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I. SUPPORT SERVICE LIMITS:

The following limits or caps apply to all SNAP E&T participants and are subject to Department pre-approval which must be obtained by the SNAP E&T Provider and is subject to allowability of federal and Provider funding:

Support Service Item	Maximum Amount Reimbursed Per Participant per federal fiscal year (October 1-September 30).
Tuition	\$6000 for full-time students and \$3000 for part-time students, limited to certificate or undergraduate degrees. All other financial aid, grants, and scholarships must be exhausted.
Participant Reimbursement Caps	
Transportation	Mileage, bus passes, taxi fare, or gas cards. Transportation reimbursement is limited to \$50 per week, unless otherwise approved by the Department. <u>Effective March 1, 2024, Mileage-mileage</u> is reimbursed <u>consistent with the current</u> State of Maine mileage rate for actual mileage or calculation of gas card denominations. <u>The State of Maine rate is found on the Department of Administrative and Financial Services Office of the State Controller at https://www.maine.gov/osc/travel/mileage-other-info</u> <u>The State of Maine rate is the amount to be used if the standard mileage allowance is claimed.</u> The most economic mode of transportation must be utilized.
Eye care (not otherwise covered)	\$200
Dental Care (not otherwise covered)	\$500
Books and Supplies (as approved for specific programming)	\$2000 (limited to the SNAP E&T program or job attained through SNAP E&T)
Child care reimbursement	Childcare rates may not exceed the rates set by the Maine Child Care Subsidy Program (CCSP) at: https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care (see Maine Child Care Market Rate) Recipients must apply for CCSP funding. Child care is only reimbursed through SNAP E&T when CCSP funding is not available.

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Uniforms, Tools, Equipment, and Automobile Repair (only as required for job attainment).	\$1000 (limited to the SNAP E&T program or job attained through SNAP E&T).
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Participant reimbursements and tuition cannot be reimbursed for participants who are receiving TANF cash benefits.

The participants must sign a Contractor Reimbursement Form distributed by the SNAP E&T Provider acknowledging receipt of Participant Reimbursements in order to be reimbursed.

II. ALLOWABLE TRANSPORTATION RELATED EXPENSES

If a private vehicle is used by the participant, reimbursement is made by the SNAP E&T Provider at the current rate per mile paid by the SNAP E&T program for the most direct route (including stops at a child care provider) to and from the SNAP E&T service component site. A private vehicle must be properly registered and insured, and the driver must be legally licensed in order to receive reimbursement. Participants are reimbursed for transportation after they have submitted a correctly completed expense voucher to SNAP E&T Providers including proper mileage reimbursement and/or receipts.

In areas where available and more economical, SNAP E&T Providers may purchase a gas card, bus pass or arrange payment for other public transportation on behalf of the SNAP E&T participant in lieu of reimbursing for mileage. When gas cards are used, the denomination must be calculated according to mileage incurred by the participant for approved SNAP E&T activities.

Vehicle repairs are subject to the limits above and are limited to vehicles that are registered and insured to the SNAP E&T participant or legal spouse, who must have a valid driver's license. Repairs can only be reimbursed for vehicles that will pass State safety inspection upon completion of the repair and will result in safe and reliable transportation to be used for the participant's training or employment. SNAP E&T Providers must submit a completed Department approved Vehicle Repair Form and obtain prior approval from the Department in order to reimburse vehicle repairs on behalf of SNAP E&T participants. Vehicle repairs must be completed by an automobile repair shop authorized to conduct State safety inspections. The Department may require quotes from other automobile repair shops prior to approving a repair.

All transportation reimbursement is subject to the limits in the table above.

III. DEPENDENT CARE REIMBURSEMENT

A participant who has dependents who require care during the hours the participant is actively engaged in a component activity is eligible for the actual costs or the current limits established by the Maine Child Care Subsidy Program, whichever is less, per dependent per month to cover dependent care costs. These rates are found at: <https://www.maine.gov/dhhs/ocfs/support-for-families/child-care/paying-for-child-care>. If the dependent is a child under age 13, and the

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childcare is not provided by a licensed or registered facility, the childcare arrangement must be approved prior to payment by the SNAP E&T Provider. SNAP E&T Providers must conduct a check of the child care provider for present or prior child protective services involvement, checks with the State Bureau of Identification and Department of Motor Vehicles, and other approval procedures (such as a home visit) as may be deemed necessary on a case-by-case basis before reimbursing child care providers. A childcare provider who is caring for more than two children who are unrelated to the childcare provider must be licensed or registered prior to being paid by the SNAP E&T Provider.