

DIVISION OF EMPLOYMENT & REHABILITATION SERVICES
Supplemental Nutrition Assistance Program Career Advancement
Network (SNAP CAN) Policy
Informational Broadcast (IB)
22-015

REVISED Reverse Referral/Provider Determination/PAS Reports Due
Dates/Support Services Policies
Effective Immediately

This Informational Broadcast is to notify all Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) staff, providers, and interested parties that changes have been made to the Reverse Referral, Provider Determination, PAS Report Due Dates, and Support Services sections of the SNAP CAN Policy Manual.

Reverse Referral

It is a federal requirement of the SNAP CAN program that providers confirm program eligibility prior to enrollment. This eligibility is confirmed through the use of the Tableau report. Previously, the eligibility requirements were receiving SNAP benefits, not receiving TANF, and over the age of 16. In addition to these requirements, FNS now requires providers to confirm individuals have been screened for appropriateness for E&T services. The SNAP CAN Provider must utilize the Tableau Referral Report to determine if the participant has been referred to E&T and is eligible for services utilizing SNAP CAN funding.

Provider Determination

The Provider may determine, at any point during a SNAP CAN participant's time participating in their program, that the participant may not be a good fit for their organization or for an assigned component. The provider has the authority to choose a more suitable component or to make a provider determination and notify DES of the determination. When a SNAP CAN provider determines that the SNAP CAN participant is "ill-suited" for the component they may:

- A. Enroll them in another component in their SNAP CAN program and inform SNAP CAN state staff on the monthly Participant Activity Spreadsheet (PAS) report. No Provider Determination (PD) form is needed; or
- B. When a SNAP CAN Provider does not have an appropriate component they will initiate the PD process:
 - SNAP CAN Providers complete the [PD form](#).
 - SNAP CAN Provider initiates the PD process within 10 days of the date the determination is made, by completing all of the following:

- Sending an email to FAARAMGT@azdes.gov and easnaetreports@azdes.gov
- Including the subject line of the email: Provider Determination
- Attach the PD form with the decision and the recommended next steps based on assessment

PAS Report Due Dates

PAS report must be submitted to EASNAETreports@azdes.gov by 5:00 PM on the 10th day of the month. In the event that the 10th of the month falls on a holiday or weekend, the PAS report is due on the last business day preceding the holiday or weekend.

Support Services:

The new or revised support services limits are listed below:

Allowable Participant Reimbursements	Reimbursement Caps	Per Year / Per Month
Test fees, course fees, books, training materials, supplies, fingerprinting, background checks, driver's license, registration fees, legal assistance	\$3,500 per participant	Per Year
Vehicle repairs, bike purchases	\$1,000 per participant	Per Year
Clothing, personal hygiene, uniforms, grooming, medical, dental, vision		Per Year
Cell phone, laptop purchase		Per Year
Child Care		Per Month
Utility/Housing Assistance/Cell Phone Bill		Per Month
Gas card, bus pass		Per Month

This information will be incorporated into the next revision of the SNAP CAN Policy Manual.

All requests for clarification should be sent by your SNAP CAN program specialist, via email.