

Arizona Department of Economic Security
Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN)
Frequently Asked Questions: Financial Policy

1. How does the funding and reimbursement model work?

The Department of Economic Security (DES) applies the SNAP E&T 50/50 local federal match funding model. Within this model, the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), reimburses states 50 percent of the cost to support individuals in allowable SNAP CAN activities.

Reimbursement is only provided if allowable activities are initially paid for with non-federal funds that are not used to match other federal funds. DES applies a 10 percent monitoring fee out of the 50 percent reimbursement and directs the remaining balance back to the organization that provided the original activities for which reimbursement was claimed.

2. What are allowable administrative costs?

Allowable administrative costs are reasonable and necessary expenses used to directly administer approved SNAP CAN activities to participants. That includes salaries and benefits of personnel involved in SNAP CAN and administrative support.

State agencies may reimburse partner agencies for staff time and fringe benefits if they are performing SNAP CAN specific work (e.g. case management) as long as these services are above and beyond what is offered to all other clients at no cost. Other allowable administrative costs include:

- Office equipment, supplies, postage, duplication costs and travel that is necessary to carry out the program's objectives
- Development and production of SNAP CAN materials when no other appropriate materials exist
- Lease or rental costs,
- Maintenance expenses and other indirect costs

3. Which administrative costs are unallowable?

Unallowable administrative costs include:

- Alcoholic beverages
- Bad debts, uncollected accounts or claims and related costs
- Entertainment costs primarily used for amusement and/or social activities
- Goods and services for private use
- Housing and personal living expenses

4. Can partner agencies use reimbursed federal funds as “local” match?

Yes. Community partner agencies can use the funds received from reimbursed SNAP CAN expenditures as “local” match in future invoices. This is known as reutilizing SNAP CAN funds. Partner agencies must receive the funds, expend them on valid SNAP CAN costs, and invoice them through the regular invoicing process to reutilize the funds.

5. What are the responsibilities of the partner agency and of the State?

The State agency recruits and refers individuals to community partner agencies for SNAP CAN services and confirms SNAP eligibility each month. Community partner agencies must:

- Conduct employment assessments and place SNAP CAN participants in the most appropriate, allowable, SNAP CAN activities.
- Provide case management services, to include monitoring and verifying client participation,
- Issue participant supportive services, or reimbursements,
- Track allowable costs and maintain records in accordance with Federal and State grant rules.

Important note: If a service is offered at no cost to non-SNAP CAN participants and it is not allocated to any other grant, a partner agency cannot charge the SNAP CAN for this service.

6. What type of employment and training services are eligible for reimbursement?

Allowable SNAP CAN employment and training services include:

- Community service
- Education and/or training
- Job retention services
- Job search and/or job readiness assistance
- Registered apprenticeship
- Work experience

7. What type of participant support services are eligible for reimbursement?

Up to the amount established by DES, participant support services include transportation related expenses, and non-transportation related expenses, which include:

- Background checks
- Books and/or training manuals
- Clothing for job interviews/uniforms
- Course registration fees
- Drug test fees and/or fingerprinting
- Test fees (e.g. GED, Tuberculosis etc.)

8. Who do I contact for more information about becoming a contracted SNAP CAN partner provider?

Forward your questions to SNAE&Thehelp@azdes.gov

9. What do we need to do in order to receive reimbursement?

Community partners must submit a completed Contractor Invoice and Participant Activity Spreadsheet in order to receive reimbursement for services rendered to SNAP CAN participants. Both documents must be submitted within 15 days following the end of each month to the SNAE&Treports@azdes.gov mailbox.

DES staff review and verify information on the Contractor Invoice and Participant Activity Spreadsheet. When the information is approved, the documents are then forwarded to the DES Finance and Budget Unit for payment processing.

10. What is the difference between a Contractor Invoice and a Participant Activity Spreadsheet?

- The Contractor Invoice is a monthly report that itemizes expenditures related to allowable services provided to SNAP CAN participants.
- The Participant Activity Spreadsheet is used to record specific information on each SNAP CAN participant served. Participant information includes, but is not limited to: demographics, date of service, assigned activities etc.

11. Once all requested documents have been submitted, how long does it take to receive a reimbursement?

Community partners can generally expect reimbursement within thirty (30) days of DES approval if documentation is submitted with complete and accurate information.

12. Who do I contact if I have questions about billing procedures, or need assistance with completing the Contractor Invoice or Participant Activity Spreadsheet?

Forward your questions to SNAE&Treports@azdes.gov. Please allow up to two business days for an acknowledgment of receipt. If you need immediate assistance, please copy Angelica Garcia at angelicagarcia@azdes.gov in your email.