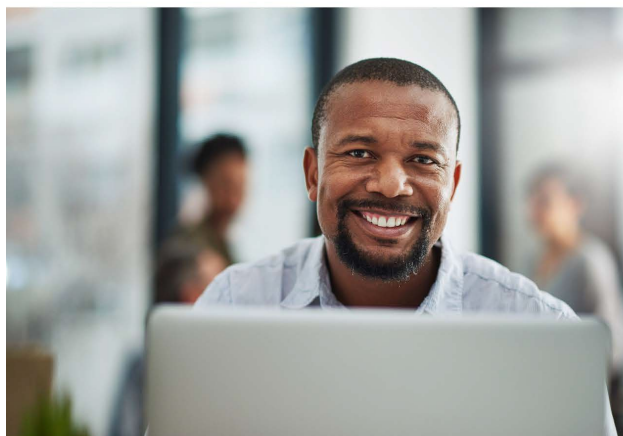




United States Department of Agriculture

The Use of Supervised Job Search, Job Search Training, and Integrated Job Search in SNAP E&T: Three Case Studies

Appendices



August 2022

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August 2022

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This study was conducted by Insight Policy Research, Inc., under contract GS-10F-0136X/12319818F0106 with the Food and Nutrition Service, U.S. Department. The findings and conclusions in this report are those of the authors and should not be construed to represent any official USDA or U.S. Government determination or policy.



Contents

Appendix A. Technical Notes	A-1
Appendix B. Data Collection Instruments	B-1
Appendix C. Supplemental Tables for Connecticut.....	C-1
Appendix D. Supplemental Tables for Oregon.....	D-1
Appendix E. Supplemental Tables for Tennessee	E-1

Tables

Table A.1. Research Objectives and Questions by Data Source	A-9
Table B.1. Total SNAP E&T Budget, to be Completed by SNAP Director or SNAP E&T Director Before the Visit	B-50
Table B.2. Administrative Costs of SNAP Job Search and Other E&T Components, to be Completed by SNAP Director or SNAP E&T Director Before the Interview.....	B-51
Table B.3. Requested SNAP Caseload Data Variable List	B-60
Table B.4. Employment and Wage Record Data Variable List	B-65
Table C.1. SNAP and Vocational Training Participation in Connecticut, FY 2018	C-1
Table C.2. Characteristics of Vocational Training E&T Participants in Connecticut, FY 2018	C-1
Table C.3. Duration of Vocational Training Participation in Connecticut, FY 2018	C-3
Table C.4. E&T Completion Status in Connecticut, FY 2018 (N = 1,169).....	C-3
Table C.5. Number of Jobs After Engaging in Vocational Training in Connecticut, FY 2018.....	C-4
Table C.6. Employment and Earnings Outcomes in Quarters After Vocational Training Participation by Completion Status in Connecticut, FY 2018–2019	C-4
Table C.7. Employment and Earnings Outcomes After Vocational Training by E&T Participant Characteristics in Connecticut, FY 2018.....	C-5
Table C.8. Ordinary Least Squares Regression Modeling of Employment and Earnings Outcomes for E&T Participants by Completion Status in Connecticut, FY 2018–2019.....	C-7
Table D.1. SNAP, E&T, and Job Search Training Participation in Oregon, FY 2018.....	D-1
Table D.2. E&T Referral and Enrollment in Oregon, FY 2018	D-1
Table D.2a. E&T Referral and Enrollment in Oregon Among Supervised Job Search and Job Search Training Participants, FY2018	D-1
Table D.3. Participation in E&T in Oregon, FY 2018.....	D-2
Table D.3a. Participation in E&T Components in Oregon, FY 2018	D-2
Table D.4. Characteristics of E&T Participants Who Have and Have Not Participated in Job Search Services in Oregon, FY 2018.....	D-2

Table D.5. Enrollment in E&T Components Among Supervised Job Search and Job Search Training Participants in Oregon, FY 2018.....	D-5
Table D.6. Enrollment in E&T Components Among Supervised Job Search and Job Search Training Participants in Oregon, FY 2018.....	D-5
Table D.7. Number of Employment Sectors After Engaging in Job Search Activities in Oregon, FY 2018–2019.....	D-5
Table D.8 Duration of Participants’ Employment by Sector After Engagement in Job Search Activities in Oregon, FY 2018–2019	D-6
Table D.9. Employment and Earnings Outcomes by Participant Characteristic Among Job Search Participants in Oregon, FY 2018–2019.....	E-7
Table D.10. Ordinary Least Squares Regression Modeling of Labor Market Outcomes for Job Search Participants Versus Other E&T Participants in Oregon, FY 2018–2019	E-10
Table D.11. Ordinary Least Squares Regression Modeling of Labor Market Outcomes for Job Search Participants Versus Other E&T Participants Among Rural Participants in Oregon, FY 2018–2019	E-11
Table D.12. Ordinary Least Squares Regression Modeling of Labor Market Outcomes for Job Search Participants Versus Other E&T Participants Among Urban Participants in Oregon, FY 2018–2019	E-11
Table E.1. SNAP, E&T, and Job Search Training Participation in Tennessee, FY 2018	E-1
Table E.2. SNAP E&T Referral and Enrollment in Tennessee, FY 2018	E-1
Table E.3. Participation in E&T in Tennessee, FY 2018	E-1
Table E.3a. Participation in E&T Components in Tennessee, FY 2018.....	E-2
Table E.4. Enrollment in Other E&T Components Among Job Search Participants in Tennessee, FY 2018 (N = 164)	E-2
Table E.5. Characteristics of E&T Participants Who Have and Have Not Participated in Job Search Training Services in Tennessee, FY 2018.....	E-3
Table E.6. Length of Job Search Training Participation in Tennessee, FY 2018	E-4
Table E.7. Completion Status for Job Search Training and Other E&T Activities in Tennessee, FY 2018.....	E-5
Table E.8. Employment and Earnings Outcomes by Participant Characteristic Among Job Search Training Participants in Tennessee, FY 2018–2019	E-5
Table E.9. Employment After Engaging in Job Search Training Activities in Tennessee, FY 2018	E-7
Table E.10. Duration of Employment by Sector After Participation in Job Search Training in Tennessee, FY 2018–2019.....	E-7

Figures

Figure B.1. Example Flow Chart	B-38
Figure C.1. Percentage of Potential Months of Enrollment in SNAP Among E&T Participants in Connecticut, FY 2018–2019	C-7

Figure C.2. Number of Months Between SNAP Certification/Recertification and Start of E&T Participation in Connecticut, FY 2018–2019	C-8
Figure E.1. Percentage of Potential Months of Enrollment in SNAP Among Job Search Training Participants in Tennessee, FY 2018.....	E-8
Figure E.2. Number of Months Between Latest SNAP Certification and Start of Job Search Training Participation in Tennessee, FY 2018	E-8

Appendix A. Technical Notes

This appendix contains additional details on the methods used to conduct the study.

A. Qualitative Data Collection

1. Site Visits

Site visits were originally planned to be conducted in person, but the COVID-19 pandemic required the study team to instead conduct virtual site visits. Site visit interviews were conducted via videoconference between January and March 2021 using either Microsoft Teams or Zoom, based on respondent preference. Two site visitors attended each interview, with one site visitor serving as the lead interviewer and the other as a note taker.

The site visitors consulted with State Supplemental Nutrition Assistance Program (SNAP) employment and training (E&T) staff to identify local SNAP offices and E&T providers for participation in the site visit. State E&T staff provided the study team with local SNAP office and E&T provider contact information and completed a virtual introduction between the site visitors and the potential respondents. Site visitors aimed to interview local SNAP office and E&T provider staff in one urban and one rural community. E&T providers had to have offered either supervised job search or job search training to be included in the study.^{A-1} The study team aimed to interview an E&T provider and a local SNAP office in the same geographic area to ensure the interviews centered around a consistent E&T population. The following activities were conducted in each State as part of the virtual site visits:

Connecticut

- ▶ One interview with State SNAP E&T staff
- ▶ One interview with a stakeholder organization
- ▶ Two interviews with staff at two local SNAP offices
- ▶ Two interviews with staff at a community-based organization (CBO) providing job search training
- ▶ Six interviews with staff at three community colleges that offer job search support to E&T vocational training component participants
- ▶ Two process-mapping exercises, one with the interviewed CBO and one with an interviewed community college
- ▶ One observation of a Zoom orientation at a community college

Oregon

- ▶ One interview with State SNAP E&T staff
- ▶ Four interviews with staff at two local SNAP offices, one urban and one rural
- ▶ Four interviews with staff at two E&T providers, one urban and one rural

^{A-1} In Connecticut, the vocational training providers (i.e., community colleges) the study spoke with provided job search activities to vocational training participants.

- ▶ Two process-mapping exercises, one with staff from each of the two interviewed local SNAP offices
- ▶ One observation with an E&T provider
 - Site visitors were able to view a prerecorded workshop the provider developed to assist participants with a criminal record in finding employment

Tennessee

- ▶ One interview with State SNAP E&T staff
- ▶ One interview with a stakeholder organization
- ▶ Four interviews with staff at two local SNAP offices, one urban and one rural
- ▶ Two process-mapping exercises, one with staff from each interviewed local SNAP office
- ▶ Three interviews with staff at two E&T providers, one urban and one rural
- ▶ One observation with staff at one of the interviewed local SNAP offices
 - Site visitors were able to join a SNAP eligibility interview conducted via phone to observe how local SNAP office staff referred clients to E&T

2. Telephone Interviews

Connecticut. The study team used SNAP administrative data files to recruit phone interview participants in Connecticut. The study team received a data file for all individuals who had participated in E&T from the start of fiscal year (FY) 2021 (October 1, 2020) through April 30, 2021. The data files contained participant names, phone numbers, E&T provider, E&T start and end dates, completion status, and component. The study team subset the file to only include individuals who started E&T after January 1, 2021, to limit potential recall bias. The study team then divided the administrative data into two lists: (1) individuals who participated in job search training at the CBO and (2) individuals who received vocational training at one of the community colleges that participated in the virtual site visit interviews. The study team subset the data to only the community colleges that participated in the site visit because not all community college vocational training providers in Connecticut offered job search support to their vocational training participants. For vocational training participants, phone interviewers first conducted a phone screen to ensure the participant had engaged with job search. For example, some participants of daylong security guard training did not participate in job search given the short duration of their vocational training.

Phone interviewers made four attempts to contact each individual and left a voicemail or a message with another person when they were unable to connect with the participant. The data and outcome of each call attempt, including a final disposition, was logged in a tracking spreadsheet. Over the course of the March to June 2021 data collection period, the study team completed 26 interviews with respondents in Connecticut.

Oregon. Participants in Oregon were recruited with the assistance of E&T providers. As a first step, E&T providers participating in site visit interviews were asked to share information about the interview

opportunity with their clients. Insight provided the following recruitment materials: flyer, social media language, frequently asked questions document, and a study description.

To further increase involvement on behalf of the E&T providers, State SNAP E&T staff invited the project director to join a technical assistance call on March 31, 2021, to present information about the participant interview opportunity and request assistance from E&T providers from across the State. State SNAP E&T staff then sent recruitment materials created by Insight (e.g., a recruitment flyer, frequently asked questions document, social media language) to the E&T providers, encouraging them to share the interview opportunity with their current and former supervised job search and job search training participants. Participants interested in completing the interview could call the study's toll-free phone number to speak with an interviewer. Most participants elected to schedule an interview through an online meeting scheduling platform Calendly.^{A-2} The participant selected their preferred interview timeslot and provided their name and contact information. The interviewer then called the participant at the selected time to complete the phone interview. Interviewers left a voicemail if the participant did not answer the phone. All scheduled interviews were tracked in an Excel spreadsheet, and a final disposition was noted for each interview (e.g., interview completed, client did not answer). Interviewers attempted to contact participants who scheduled an interview but did not answer the phone up to four times.

Over the course of the data collection, which took place between March and June 2021, the study team completed 29 interviews with supervised job search and job search training participants in Oregon.

Tennessee. The study team used SNAP administrative data files to recruit phone interview participants in Tennessee. The study team received three data files with contact information for job search training participants encompassing all individuals who participated in job search training between September 1, 2020, and March 31, 2021. The study team conducted recruitment in three phases, each corresponding to the receipt of a data file from Tennessee. Recruitment followed the same steps during each phase:

1. The study team mailed advance letters to all job search training participants. The first batch of advance letters was sent to 38 individuals in December 2020, a second batch was sent to 33 individuals in February 2021, and a third batch to 19 individuals in April 2021. The letters established the study's legitimacy, explained the purpose of the interview, and provided participants interview scheduling information.
2. The study team then sent a follow-up email to all individuals with a valid email address a week after the advance letter.
3. Phone recruitment began within 1 week of sending the follow-up email. Phone interviewers made four attempts to contact each individual and left a voicemail or a message with another person when they were unable to connect with the job search training participant. The data and outcome of each call attempt was logged in a tracking spreadsheet.
4. A final disposition was recorded in a tracking spreadsheet.

The study team conducted 31 interviews with job search training participants in Tennessee, or a response rate of 34.4 percent. One completed interview was not included in the total because the job search training participant handed the phone over to a family member to complete the interview.

^{A-2} For details, see www.calendly.com.

B. Quantitative Data Collection and Analysis

1. Data Sources

The study team collected three types of data from each study State to analyze participant characteristics and observe employment and earnings outcomes. The data types follow:

- ▶ **SNAP administrative case records** contained data about timing and duration of SNAP enrollment, individual and household-level demographic information, and intensity of SNAP benefits. Data were received as 12 monthly files for of FY 2018. Because of its data collection and sorting processes, Tennessee provided participant-month files and household-month files. Because Connecticut included unemployment insurance (UI) wage data with the SNAP administrative data, the State provided 24 months of administrative case records, covering both FY 2018 and FY 2019 (see below for UI data description).
- ▶ **E&T activity data** included referral, enrollment, and participation details for individuals who engaged with any SNAP E&T component, not just supervised job search or job search training. Oregon and Tennessee provided the E&T data as 12 monthly files for 1 year (FY 2018). Connecticut provided one file that included all FY 2018 E&T participants.
- ▶ **Unemployment insurance (UI) wage records** reported quarterly income amounts and sources/employer types for each SNAP participant. Data spanned 2 years, or eight quarters, FY 2018 and FY 2019. Connecticut was only able to provide six quarters of wage data, starting in April 2018. The three States provided these records slightly differently. Connecticut appended the UI wage data to the SNAP administrative case record data, Oregon provided one data file with the full 2 years of data, and Tennessee provided multiple files covering both years.

The three data types were merged using an identifier each State provided. Tennessee included client Social Security Numbers (SSN). Connecticut and Oregon provided a unique participant identification number that was not the SSN. For Tennessee, the SSN was replaced with a randomly generated identification number and removed from the analytic files after merging.

The study also used additional extant data sources:

- ▶ **Rural-Urban Communicating Area (RUCA) Codes:** The study team appended Economic Research Service (ERS) RUCA ^{A-3} codes to the SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. ^{A-4}
- ▶ **North American Industry Classification System (NAICS) codes and definitions.** The study team merged publicly available NAICS code definitions ^{A-5} to the analytic files to identify employer sector.

^{A-3} For details, see <https://www.ers.usda.gov/data-products/rural-urban-commuting-area-codes.aspx>.

^{A-4} For details, see <https://depts.washington.edu/uwruca/ruca-uses.php>.

^{A-5} For details, see <https://www.census.gov/eos/www/naics/downloadables/downloadables.html>.

- ▶ **County, State, and national unemployment rates** were obtained from 2018 records published by the Bureau of Labor Statistics (BLS).^{A-6} County and State unemployment rates were merged to the analytic file using participants' addresses. For Connecticut, the participant files did not include county of residence. The study team used the Department of Housing and Urban Development (HUD) County ZIP Code data to obtain county FIPS codes, which were then matched to the BLS unemployment data. Unemployment rates were used to identify whether participants lived in counties with unemployment at, below, or above national and State averages.

2. Data Cleaning and Analytic File Preparation

Several steps were undertaken to convert raw data files submitted by each State into analytic files. Because of differences in the file structures and available data, data preparation varied slightly across the three States.

Connecticut. The study team first loaded and cleaned (e.g., renamed variables, created value labels) the SNAP administrative/UI wage monthly data using Stata. These monthly files were then appended as one file to include all 24 months of data. E&T data were then loaded, cleaned, and merged to the SNAP participant 24-month file using the unique participant identifier provided by the State. RUCA, unemployment (BLS), and HUD county data were merged to the file, and the file was de-identified by removing name and address data.

To count the number of unique jobs each participant held after vocational training, the study team created an additional analytic file that appended the raw monthly SNAP administrative/UI wage data. They merged this file with the E&T data to identify individuals who had participated in vocational training. The study team created a variable that summed the number of unique jobs held after completing vocational training. Variables unrelated to this analysis were removed from this file.

Oregon. First, the study team loaded and cleaned (e.g., renamed variables, created value labels) the 12 SNAP administrative participant-month files in Stata.^{A-7} RUCA codes were then merged to the files. Next, the SNAP administrative data file was merged with the E&T monthly data files, which contained up to four E&T services the participant received.

Because component start date was unreliable, the study team determined when a participant first engaged with E&T based on the month they first had any E&T data. To do so, the study team first preserved the participant characteristics in the monthly files. Then, the merged SNAP administrative-E&T monthly data files were reshaped to long data format, and only the first E&T service was retained. Variables were added to characterize whether the participant received supervised job search, job search training, or both components. The long monthly data files were then appended to create a single 12-month file and merged with the 12 monthly participant characteristics files. Finally, this 12-month file was merged with the UI wage data (which had already been merged with the NAICS code data). Identifiers (e.g., name and participant address) were removed from the file to protect the confidentiality of participants and create de-identified analytic files.

^{A-6} For details, see <https://www.bls.gov/lau/>.

^{A-7} The small number of participant-months with no matching household-month or household-months with no matching participants were excluded at this stage.

Tennessee. First, the study team loaded, cleaned (e.g., renamed variables, created value labels), and merged the SNAP administrative data participant-month and household month files in Stata.^{A-8} Next, the UI wage data was loaded, cleaned, and merged with NAICS code information. Then, E&T files were deduplicated to result in a single participant-level data file with arrays of data elements to summarize E&T service use.

Using submitted data and relevant crosswalks, a random unique identifier was assigned to each participant to link participant-level data across the three file types (SNAP administrative data, E&T activity, and UI wage data). At this stage, identifiers including name, address, and SSN were removed to protect the confidentiality of participants and create de-identified analytic files.

The SNAP administrative data files were then collapsed to summarize participant-month data to the participant level, creating an array of variables for SNAP participation during the months of the study period. The UI wage data were also collapsed to the participant level, creating an array of variables for earnings and the number of unique employers in each quarter of the study period. The participant level files were then merged with participant level E&T data, creating the final analytic file.

Missing data. With few exceptions, there were relatively few missing data for E&T participants. Descriptive tables retain individuals with missing characteristics; these are presented as unknown categories. For regression analyses (described below), the study team dropped individuals missing dependent and independent variables and covariates from the analysis. To retain the largest possible sample, regressions within each State vary by sample size in cases where outcomes varied in missingness.

3. Data Analysis

In all study States, after cleaning, the analytic sample included all participants who appeared in the SNAP administrative data for at least 1 month during the study period.

Descriptive statistics

Descriptive statistics were analyzed to illustrate characteristics and detect demographic differences between participants and nonparticipants of the training activities of interest (supervised job search, job search training, vocational training) in each of the three study States. Certain labor market outcomes in the quarter after participation or nonparticipation in E&T were also examined among SNAP enrollees; however, the data were not sufficient to determine true exposure to job search—participants and nonparticipants alike may have received assistance searching for jobs as part of other E&T components than supervised job search—or to infer that participation in supervised job search or job search training influenced labor market outcomes.

Regression analysis

The study team also examined ordinary least squares (OLS) regression models to examine the association of E&T participation with labor market outcomes for all three States. Three outcomes were considered: mean quarterly earnings in quarter after starting E&T; likelihood of employment in quarter

^{A-8} The small number of participant-months with no matching household-month or household-months with no matching participants were excluded at this stage.

after starting E&T; and time to employment. The following model was fit for all three outcomes for each of the three States:

$$(1) \quad y_{it} = \alpha + \beta JS_i + X_i \gamma + \gamma EC_i + \varepsilon_{it}$$

—where y_{it} is the employment outcome of interest for person i in quarter t , JS_i is a flag indicating person i received any job search assistance (defined differently across the three States and can also represent a vector of programs when multiple program types are offered) during FY 2018, X_i is a vector of individual characteristics of person i , EC_i is an indicator for whether the county of residence for person i was below the U.S. unemployment rate, and ε_{it} is an error term. Individual characteristics included age, able-bodied adult without dependents (ABAWD) status (1 = yes), whether ZIP Code of residence was urban or rural, and whether the participant was employed in the last quarter of FY 2017. The coefficient of interest is β .

Regression assumptions were examined for each model. In particular, the study team examined (1) normality, assessed with kernel density, pnorm, and qnorm plots; (2) homoskedasticity, using both residual plots and White’s test;^{A-9} and (3) multicollinearity, by assessing the variance inflation factors.

Homoskedasticity was violated for all models, suggesting the data do not have a similar or consistent variance. Because OLS regression models assume homoskedasticity, violating this assumption may mean the standard errors are biased, and the reported significance levels are not reliable. Normality was also violated for all models.

In addition to these violations, Tennessee had a very small number of job search training participants ($n = 164$). Because models using Tennessee data did not meet the assumptions for linear regression, results are not presented in this report. For Oregon, which had a larger sample size and thus may be less susceptible to the normality concerns, the study team presents regression results in appendix D. Regression results for Connecticut were not significant but are presented in appendix C.

4. Limitations and Considerations

There are several limitations and considerations associated with the quantitative data, in addition to those discussed in chapter 2, section D of the report:

- ▶ While 2 years (eight quarters; six quarters from Connecticut) of UI wage data were reported by the States, some participants did not enter the study—by enrolling in SNAP and/or by engaging in an E&T activity—until late in the study period. Therefore, those late-entering participants may have only been followed for 1 quarter (or less), and relevant outcomes might have been missed or underestimated. Conversely, there may be participants in the UI wage data that were on SNAP or engaged in relevant services before FY 2018 began, so they are not a true comparison group because they might have had some exposure to E&T opportunities. Participants and nonparticipants may have also received related services through other SNAP E&T programs, through programs outside of SNAP, or informally through social networks.

^{A-9} White, H. (1980). A heteroskedasticity-consistent covariance matrix estimator and a direct test for heteroskedasticity. *Econometrica*, 48(4), 817–838. <https://doi.org/10.2307/1912934>

- ▶ In Oregon, some E&T participants were missing data on E&T component start or end date. For participants with a missing start date, the Insight team assumed the individuals began participating in E&T in the month the E&T component first appeared in their data. Oregon was also unable to provide data on E&T completion status. The UI wage data contained information only on the sector in which the individual was employed; the data did not include a unique employer identifier. For this reason, the study team could not identify different jobs in the same sector to determine the total number of jobs held by E&T participants.
- ▶ The study was limited by the small number of E&T participants in Tennessee. This resulted in the need to collapse some categories in the descriptive analyses and insufficient power to draw reliable inferences about associations between participation in job search training and economic outcomes that individuals experienced.

C. Research Questions by Data Source

Table A.1. Research Objectives and Questions by Data Source

Research Objectives and Questions	Data Sources				
	Review of Extant Information	Site Visits Interviews With State and Local SNAP Staff	Interviews With E&T Providers	Administrative and UI Wage Data	Interviews With Job Search Participants
Objective 1: For each study State, document and describe job search activities (including independent job search, job search assistance, and job search training) offered at the State level (and local level where available) in fiscal years (FY) 2017 and 2018. Relevant State- and local-level E&T policies that may affect job search activities and participant outcomes broadly (e.g., mandatory or voluntary E&T) as well as requirements specific to job search services (e.g., minimum application submissions required) should also be described.					
1. What guiding principles and/or program models does the State follow, if any, when designing job search activities? To what extent do local offices and providers follow these?	•	•			
2. What job search activities were planned and offered?	•	•			
3. Where were job search activities offered? Were they available statewide or in a subset of counties or regions?	•	•			
4. To what extent are participants assessed to make sure they are ready for employment before engaging in job search activity? What does this assessment look like? How does it differ across states and providers?		•	•		
5. To what extent are job search activities integrated with other E&T programs or resources? How is this done (e.g., through individual development plans)?		•	•		
6. At what point are job search activities introduced or required following enrollment in E&T? For instance, are participants typically first referred to a job search activity, or are clients expected to engage in job search activity in multiple points?		•	•		
7. What state and/or local policy options shape job search requirements?	•	•			
8. Is job search recommended for all E&T participants or only for a subset?		•	•		
9. What populations of SNAP recipients were targeted for job search activities?	•	•			

Research Objectives and Questions	Data Sources				
	Review of Extant Information	Site Visits		Administrative and UI Wage Data	Interviews With Job Search Participants
		Interviews With State and Local SNAP Staff	Interviews With E&T Providers		
10. What populations of SNAP recipients, if any, were required to participate in job search activities?	●	●			
11. How did the aspects of this objective change over the 2 fiscal years?		●			
12. How is participation in job search monitored or tracked?	●	●	●		
Objective 2: For each study State, conduct a process evaluation documenting in depth the implementation and operation of job search activities in the study States.					
13. What are the decision-making process and criteria the State employed for selecting and designing job search activities for the fiscal years examined?	●	●			
How did the State select from a range of job search activities in determining what to offer? To what extent did the State draw on established models or guiding principles in designing job search activities?	●	●			
How has the State agency's approach to or emphasis on job search activities changed over time? Why?		●			
How did State take into consideration local labor market dynamics (e.g., industry composition, wage rates, employment rates) in deciding which job search activities to offer and how to offer them? How did the State keep abreast of local labor market dynamics?		●			
What participant or stakeholder input did the State consider when designing or selecting job search activities for the current fiscal year?	●	●			
What criteria did the State use to identify target populations for job search activities? Why were these groups targeted?	●	●			
- How did the State select and vet providers for job search services? - Have providers changed over the 2 fiscal years? Is there turnover in providers? If so, how does it affect the State's goals?	●	●	●		

Research Objectives and Questions	Data Sources				
	Review of Extant Information	Site Visits		Administrative and UI Wage Data	Interviews With Job Search Participants
		Interviews With State and Local SNAP Staff	Interviews With E&T Providers		
What are the characteristics of providers (e.g., State agencies, American Job Centers, community colleges, WIBs, religious organizations), and to what programs do they provide services in addition to SNAP E&T?	•		•		
How did the State make decisions for the location of job search activities? What criteria were used?		•			
How did the State design and coordinate outreach and recruitment for job search activities?		•	•		
14. For each job search activity a State offers, document the following:	•	•	•		
What is the duration and intensity of each activity? How long does a SNAP participant attend the job search activity on average?	•	•	•	•	
What are the attributes of providers offering each activity?	•	•	•		
What methods are used to deliver each activity (e.g., independent job search, resource center, group activities, case managers, interview prep, mock interviews)?	•	•	•		
What is the take-up rate for activities? What explains very low or high take-up rates in certain areas? Do take-up rates vary across the State, and how do they relate to unemployment levels?	•	•	•		
What are the trends in participant engagement and retention for each activity?	•	•	•		
How satisfied are provider/agency staff with each activity? What changes could be made to increase satisfaction?		•	•		
What does “success” look like for the State agency? What outcomes would indicate a participant successfully engaged in a given job search activity? What are the characteristics or practices of a successfully administered job search activity? Can the State agency provide any examples of successful programs?		•			

Research Objectives and Questions	Data Sources				
	Review of Extant Information	Site Visits		Administrative and UI Wage Data	Interviews With Job Search Participants
		Interviews With State and Local SNAP Staff	Interviews With E&T Providers		
What data, if any, does the State collect to gauge participant or program success with regard to a given job search activity?	●	●			
How does the State monitor and enforce compliance among both providers and participants?	●	●	●		
What portion of E&T participants were expected to participate in each planned job search activity?	●	●			
What portion of the State's overall E&T budget is allotted for each planned job search activity? What is the estimated cost per participant of each planned job search activity?	●	●			
What are the actual costs of job search activities, including annual costs per component and per participant?	●	●			
15. What are the barriers and facilitators to successful implementation of job search activities? Specifically, examine the processes implemented in each State to address the following:		●	●		
What is the participant flow through job search activities? Describe the predominant trend and alternative paths participants take.		●	●		
At what points in the flow through job search services do participants exit the program due to disengagement, loss of benefits or sanction, or getting a job? At what points do participants re-engage with the program? How quickly do sanctioned individuals re-engage with the program?		●	●	●	●
From a systems perspective, what are the strong and weak points in the program? What lessons can be learned, and what solutions can be implemented to improve job search activities?		●	●		

Research Objectives and Questions	Data Sources				
	Review of Extant Information	Site Visits		Administrative and UI Wage Data	Interviews With Job Search Participants
		Interviews With State and Local SNAP Staff	Interviews With E&T Providers		
Objective 3: For each study State, conduct an outcomes evaluation by assessing shorter- and longer-term impacts of these job search activities on SNAP E&T participants. Quarterly data on participant outcomes for fiscal years 2017 and 2018 should be examined. To isolate the relationship between job search components and participant outcomes, this analysis may take the form of a multivariate analysis that accounts for program characteristics, participant characteristics, local- and State-level policy contexts, and local economic conditions. The Contractor should also conduct in-depth participant interviews to understand client perceptions of job search outcomes.					
16. How are various participant outcomes associated with job search activities?				●	
■ How do participants’ time to employment, earnings, and employment stability vary with general program characteristics identified in Objectives 1 and 2?				●	
■ What type of jobs do job search participants go on to hold in both the shorter term (held for at least 3 months) and longer term (held for at least 6 months)?				●	
■ Do successive jobs held indicate an upward career trajectory, status promotion, or increased earnings?				●	
■ Do participants who go on to paid jobs earn enough to move off SNAP? Do they return to SNAP? After how long, on average, do they return to SNAP?				●	
■ Do job search participants go on to receive other services funded through other programs?				●	
■ How do these employment outcomes vary with participant characteristics, including participants’ skills, educational attainment, credentials, and employment history?				●	
■ How do outcomes vary across E&T subgroups, such as between E&T participants who did and did not participate in job search activities; between rural and urban E&T participants; between work registrants and ABAWDs; and between mandatory and voluntary job search participants within a mandatory State if one of the selected States is a mandatory State?				●	

Research Objectives and Questions	Data Sources				
	Review of Extant Information	Site Visits		Administrative and UI Wage Data	Interviews With Job Search Participants
		Interviews With State and Local SNAP Staff	Interviews With E&T Providers		
How do participant outcomes track with local labor market conditions, including local employment rate, wage rates, and industry profile?				●	
Which job search interventions are most effective at improving particular types of outcomes (e.g., time to employment, earnings, assistance receipt)?				●	
Which interventions are most effective at improving outcomes for certain types of SNAP E&T participants (e.g., recently versus long-term unemployed)?				●	
If a State selected for analysis offers job search as its only E&T component, which types of participants benefit most from job search? Who benefits least?				●	
17. How do SNAP E&T participants who have or are currently participating in a job search activity perceive the benefits and challenges?					●
What are clients' main motives for engaging with a job search activity? If applicable, how does this vary in mandatory versus voluntary E&T States?					●
How long have the clients participated in job search, how long do clients expect to participate in the activity, and how will they know when they have "completed" the activity?					●
Does participant understanding of the intent and objectives of job search activities align with those of the State agency? Are participants aware of the full range of E&T job search activities available to them?					●
Do participants feel job search activity is appropriate for addressing their needs? If job search is not appropriate, why? Do clients identify alternative services or programs that would be a better fit?					●
What does successful completion of the activity look like from clients' perspective? Do clients anticipate success?					●

Research Objectives and Questions	Data Sources				
	Review of Extant Information	Site Visits		Administrative and UI Wage Data	Interviews With Job Search Participants
		Interviews With State and Local SNAP Staff	Interviews With E&T Providers		
What barriers to successful completion of a job search activity do clients anticipate or experience?					●
To what extent are supportive services such as transportation assistance and dependent care available? To what extent do clients utilize these services? Are participants aware that these services are available?					●
To what extent have clients found job search activities valuable in helping them achieve short- and long-term goals? What changes could be made to make job service more valuable?					●
What do clients feel they are getting or will get out of job search activity?					●
What other E&T activities have clients engaged with, both currently and in the past? What is the client's experience with job search versus other E&T activities? Was there a relationship between job search and other activities?					●
What followed the client's job search activity (e.g., employment, a different job or new career path, another E&T activity funded by SNAP or another program)?					●
For what reason(s) did clients stop engaging with a job search activity, particularly those who did not complete the full-time period for the job search activity and did not secure employment? Could any interventions have kept the client engaged with job search?					●
Did participation in a job search activity affect clients' SNAP status (e.g., in terms of maintaining/losing eligibility, deciding to discontinue SNAP, finding gainful employment that allowed them to discontinue participation)?					●

Note: Extant information includes State E&T plans and activity reports, staff training materials, State and local policy manuals and memos, handbooks, desk guides, and any reported outcome measures.

Appendix B. Data Collection Instruments

State SNAP Director and E&T Director Interview Protocol

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (FNS) on the role of job search and job search training as SNAP E&T components. The study seeks to better understand the overall role of these activities in serving SNAP E&T participants and examine whether certain approaches to these activities are more effective than others in leading SNAP participants to self-sufficiency.

My colleagues and I are currently visiting local SNAP offices here and in three other States to collect information from a wide range of stakeholders involved in operating a SNAP E&T program. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues will be very helpful to the study.

Your participation in this interview is voluntary, and your responses will be kept private, except as otherwise required by law. We will not share the information you provide with anyone outside the study team. You may refuse to answer any question, and you may stop the interview at any time. There will be no penalties if you choose not to participate in a part or the entirety of this interview.

We will take notes over the course of the interview and would like to audio record the conversation to help us remember the information we collect. The information you share with us today will be summarized and combined with information gathered from other people we interview. Nothing you say will ever be linked to your name. However, because of the relatively small number of States participating in the study, it is possible a response could be attributed to you.

I expect our conversation will take up to one and a half hours. Do you have any questions for me about the project in general or what we will be discussing today?

Do I have your permission to record the conversation? You may stop the recording at any time.

[Confirm permission before recording starts. Do not record without respondent permission.]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0657. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-0657). Do not return the completed form to this address.

A. Background

I'd like to learn about your role and responsibilities at [agency].

1. What is your current job title or position?
2. How long have you been in this position?
3. What are your primary responsibilities?

B. Background on State's E&T Policies

Next I'd like to get your perspective on some of the factors that helped shape [State]'s SNAP E&T program. As a reminder, we're interested in hearing about the job search and job search training activities you offer as part of your SNAP E&T program.

1. According to your State plan, this includes [activities]. Are all of these activities still available? Are there any other activities your State offers that fall under these components? When we talk about activities or your job search program, we'll be referring to all of the activities we just discussed.
2. Do local labor market dynamics (such as employment rate, wage rates, industries hiring) influence the structure of your job search program? If so, how?
 - a. Do you think the program could be altered to better fit local labor market needs? If yes, how?
 - b. How does your agency stay up to date on local labor market dynamics?
 - c. To what extent do local labor markets vary across the State?
 - i. *[If there is a lot of variation:]* How does the State align job search components with local labor market characteristics?

C. SNAP E&T Program Design

Let's discuss populations targeted for job search and the providers your State works with.

1. How did your State decide to implement job search as part of its SNAP E&T program?
 - a. Tell me more about how clients typically connect with job search services? *[Probe for: direct referral versus reverse referral]*
2. According to your State's most recent E&T plan, [State] targets the following population for SNAP E&T *[fill in information from State plan]*. Is that still correct? If no, what populations do you target?
 - a. How did your State decide to target these populations? *[Probe for: What criteria were used?]*
 - b. For what populations, if any, are job search activities not typically recommended?

- c. How, if at all, has this targeting approach changed over the last 2 years? [*Probe: How, if at all, did your approach change as a result of the 2018 Farm Bill?*]
- 3. Does your State agency provide or assist in any outreach or recruitment for job search participants? What about providers? If yes, please describe. [*Interviewer note: Before the interview, familiarize yourself with any outreach or recruitment materials available online on the State's website.*]
- 4. How does your State select and vet providers for job search?
 - a. Have the providers your State works with changed in the past few years? [If changed] Why? How have these changes affected your program, if at all?
- 5. Are job search activities in your State's program integrated with other SNAP E&T components, such as education or workfare? What about other E&T programs, such as WIOA? How are they integrated?
 - a. Which program or resources are most commonly integrated with job search? Why?

D. E&T Activities and Support Services

Now I'd like to talk about the services offered to E&T clients.

- 1. How are decisions made about what job search activities to offer?
 - a. What criteria were used to determine which job search activities to offer?
 - b. Is your program based on any existing models? Did you use any other guiding principles? If yes, please describe.
 - c. Did any stakeholders, such as providers or participants, offer input? How did they do it?
 - d. Have the activities offered changed at all due to the COVID-19 pandemic? If yes, please describe. [*Probe for virtual services, not offering some services because they could not be delivered virtually/non in-person, offering new services to respond to new participant needs*]
 - i. Do you anticipate that these changes will remain in effect even after the pandemic is over? Why or why not?
- 2. How are decisions made about where to offer SNAP E&T, specifically job search activities?
 - a. Do the job search activities offered to E&T participants vary across different areas of the State? If so, how? What accounts for those differences? How do you think these variations might affect participation or outcomes?
- 3. What State or local policies, if any, influence what job search activities are offered? How?
 - a. How have State or local policies influenced job search requirements, if at all? Participation? Outcomes?
 - b. [If not already addressed:] How, if at all, has your State's approach to job search changed as a result of the 2018 Farm Bill?

[Interviewer note: If you are aware of changes within a given State, probe accordingly: ABAWD time limit, State options, reporting requirements, sanction policies, changes to caps on participant reimbursements? Changes to allowable reimbursements? Expansion of available services?]

4. How much discretion do local areas have in offering different types of components? *[Interviewer note: Determine in advance of the visit whether the SNAP program is county- or State-run.]*
5. How have the job search activities offered changed over the last 2 years? What were the reasons for these changes?

E. Budgeting

Let's turn briefly to how your State budgets for E&T. Thank you for completing your cost workbook ahead of this interview.

1. What impact did costs have on your decision to include each job search activity in your State's E&T program?
2. Next, I want to walk through the cost workbook you completed. *[Interviewer note: Tailor the probes before the interview and after reviewing the cost workbook. Sample probes are below. If you did not receive the cost workbook before the interview, let the respondents know you may send follow-up questions via email after you receive the workbook.]*
 - a. Why are some job search activities more expensive than others?
 - b. Can these costs be broken out by category, such as staff salaries, reimbursements, or contract costs to providers?
 - c. What accounts for the differences between estimated and actual costs of job search activities?

F. Program Monitoring and Data Collection

Now I'd like to ask a few questions about the process of monitoring participation in E&T services and the E&T data your office collects.

1. To what extent does the State monitor how local SNAP offices and providers operate E&T programs?
 - a. Who handles that monitoring? For example, are the programs monitored by SNAP, the Department of Labor, or a different office?
 - b. How are they monitored? What data or processes are used?
 - c. How do you ensure local SNAP offices and E&T providers follow E&T policies and procedures, particularly for job search? *[Probe for: compliance with requirements for minimum number of monthly job contacts]*

2. I understand States are expected to measure E&T outcomes to determine whether the program components are helping clients become employable. Your State plan identifies *[list measures in State plan]*. Are there any other measures you collect that I did not mention? Any you no longer collect?
 - a. How did the State choose those measures?
 - b. How are the data for those measures reported? Who does the reporting? How often are data submitted? To whom?
 - c. How are these data used (for example, are they used to inform programmatic changes or allocation of resources)?
3. Can E&T participants choose among various job search activities, or do they get assigned to a particular one?
 - a. Do E&T job search activities have a high or low take-up rate?
[If they can choose among various components] Have you found some components are more “in demand” or more heavily used than others? Are there some components that participants never or rarely choose?
 - i. Has this changed as a result of the pandemic? If yes, how?
 - b. Do take-up rates for job search activities vary across the State? What do you think accounts for such differences? How is take-up rate related to a region’s unemployment levels?
 - c. How does the take-up rate for job search activities compare with the take-up rate for other components? [Interviewer note: refer to State E&T plan to determine other components]
4. We discussed engagement, but I would also like to know about participant retention. How does retention vary for each job search activity?
 - a. What activities have the highest engagement? The lowest?
 - b. What are the reasons for this variation?
 - c. Has this changed as a result of the pandemic? If yes, how?
5. How would you define “success” for job search participants in your program?
 - a. What outcomes would indicate a participant successfully engaged in a job search activity?
 - b. Using this definition of success, roughly what proportion of your State’s SNAP job search participants typically achieve success?
 - c. Has the definition of success, or the proportion of participants achieving success, varied since the onset of the pandemic? If yes, how?

G. Challenges and Recommended Practices

Finally, I would like to learn more about any challenges you have had in operating your job search program and any lessons learned you can share with others.

1. What challenges has your State encountered in implementing job search activities?
 - a. How are these challenges being resolved?

- b. Do these challenges vary across different areas of the State?
 - c. Can you think of ways to improve job search activities?
 - d. Can you think of any changes in policies or administrative practices that might lead to greater participation in job search activities?
 - e. What about changes that might lead to an improvement in participant outcomes?
- 2. Are there any challenges that are specifically associated with the pandemic? If yes, please describe. *[Probe for: limited internet access or digital literacy among clients, communication/follow-up case management challenges from decreased in-person communication, changes in demand for job search services, provider closures]*
 - a. What is your State agency doing to resolve or mitigate these challenges? *[Probe for: laptop loaner programs, other new initiatives, Zoom calls]*
- 3. What do you consider to be the strengths of your State’s job search program? Please explain.
 - a. What administrative practices are required to successfully implement job search activities?
 - i. Which job search activities do you think are most successful?
- 4. How satisfied are you with each job search activity? What changes would you make to these activities?
- 5. Do you feel the program is meeting the goals of your agency?
 - a. Have your agency’s goals changed as a result of the pandemic? If yes, how?
- 6. What lessons have you learned in providing job search activities?
 - a. What advice would you give to other SNAP E&T agencies related to job search activities?

H. Wrap-Up

Thank you for answering our questions.

- 1. Is there anything else you would like to share with us?
- 2. Is there anything we did not ask about that you think is important for us to know?

That completes our questions for you. Thank you very much for speaking with us.

Other Stakeholder Interview Protocol

[Interviewer note: Depending on the structure of a State's SNAP E&T program, this interview may not be conducted or may need to be tailored depending on the stakeholders involved. When scheduling the site visit, determine if another State-level agency has a role in implementing, maintaining, and/or monitoring SNAP E&T, including if job search participants also participate in an E&T component managed by this State agency. This protocol has been purposefully written to encompass a variety of potential stakeholders, so interviewers will need to tailor questions to the stakeholder's role in the State's SNAP E&T program.]

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (USDA/FNS) on the role of job search as a SNAP E&T component. The study seeks to better understand the overall role of job search activities in serving SNAP E&T participants and examine whether certain approaches to job search activities are more effective than others in leading SNAP participants to self-sufficiency.

My colleagues and I are currently visiting the State SNAP agency, local SNAP offices, and E&T providers here and in three other States to collect information from a wide range of stakeholders involved in operating a SNAP E&T program. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues will be very helpful to the study.

Your participation in this interview is voluntary, and your responses will be kept private, except as otherwise required by law. We will not share the information you provide with anyone outside the study team, including your supervisor and State-level staff. You may refuse to answer any question, and you may stop the interview at any time. There will be no penalties if you choose not to participate in a part or the entirety of this interview.

We will take notes over the course of the interview and would like to audio record the conversation to help us remember the information we collect. The information you share with us today will be summarized and combined with information gathered from other people we interview. Nothing you say will ever be linked to your name. However, because of the relatively small number of States participating in the study, it is possible a response could be attributed to you.

I expect our conversation will take about 1 hour. First, do you have any questions for me about the project in general or what we will be discussing today?

Do I have your permission to record our conversation? You may stop the recording at any time.
[Confirm permission before recording starts. Do not record without respondent permission.]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0657. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock PI, Alexandria, VA 22314, ATTN: PRA (0584-0657). Do not return the completed form to this address.*

A. Introduction

I'd like to learn about your role and responsibilities at [agency].

1. What is your current job title or position?
2. How long have you been in this position?
3. What are your primary responsibilities?

B. Organization and Staffing

Next, I would like to learn more about your organization.

4. Please describe your organization and its mission.
 - a. What programs/participants do you serve? Approximately what proportion of your clients are SNAP E&T participants?
 - b. What differences, if any, do you see between your SNAP participants and other participants you serve?
5. Please describe your organization's role in SNAP job search activities. Does your organization offer services to SNAP E&T participants? Do you have a role in program monitoring?
 - a. How long has your organization been working with SNAP E&T?
 - b. How did your relationship with SNAP E&T begin?
 - c. Has this relationship changed over time? If yes, how? Please describe any forthcoming changes as well.
6. Let's talk about your State's economy and job market.
 - a. How do economic conditions vary across the State?
 - b. What are the in-demand jobs in the State? How do they vary across the State?
 - c. How does your organization stay up to date on local labor market dynamics (such as employment rate, wage rates, industries hiring)?
 - d. How do you use this information in designing the E&T program? In designing job search activities? [*Probe for:* Do you use wage rates, employment rates, or other data to make program decisions?]

C. Services Offered

[Interviewer note: Only pose questions in this section to stakeholders that provide services to E&T participants.]

Let's talk about the services your organization offers.

1. What E&T components does your organization offer to SNAP participants? *[Probe for: job search activities, supportive services, workfare, on-the-job training, education]*
 - a. Are your services targeted to certain populations (for example, homeless, youth, veterans, at a certain education level, interested in a certain industry)?
 - b. Tell me about the job search activities you offer. How is each job search activity delivered?
 - i. Has the delivery of activities changed since the onset of the pandemic? If yes, how?
 - ii. If yes: Do you anticipate that these changes will remain after the pandemic is over? Why?
 - c. What is the intensity and duration of each job search activity? How long do SNAP E&T participants typically engage in each activity? Why do they typically leave?
2. Are job search activities integrated with other program resources and activities? If so, how?
3. Do the job search activities offered to E&T participants vary across different areas of the State? If so, how?
 - a. What are the reasons for this variation? What role did your agency have in deciding where to locate job search activities? What criteria were used to decide where to locate services?
 - b. How do you think these variations might affect participation?
4. Are some job search activities more popular than others? If yes, which ones? What are the reasons they're more popular?
 - a. Do E&T job search activities have high or low take-up? How does it compare with other SNAP E&T components that you offer?
 - b. Do take-up rates for job search activities vary across the State?
5. What are some reasons the take-up rate is higher in some regions versus others? *[Probe: related to region's unemployment levels?]*

D. Data Collection and Program Monitoring

[Interviewer note: Only pose questions in this section to stakeholders that conduct data collection and program monitoring.]

Next, I want to talk about your role in data collection and program monitoring.

1. What role does your organization play in oversight of job search activities for SNAP participants? Please describe.
 - a. Do you monitor compliance with SNAP job search requirements? If so, how? *[Interviewer note: Collect any training materials or guidance related to monitoring.]*
2. What data does your organization track on SNAP job search activities and participants? *[Probe for: metrics on participation, outcomes] [Interviewer note: collect tracking and reporting templates]*
 - a. How does your organization obtain these data? *[Probe: From other organizations (providers)? From participant self-reports?]*
 - b. How are these data used?
 - c. Do you share these data with the SNAP agency? If so, for what purpose(s)?
 - i. How are these data submitted? To whom? By whom? How frequently?

E. Outcomes

Next, I would like to learn about participant outcomes.

1. Please describe how you define “success” for SNAP participants in job search activities.
 - a. How does your organization work to assist participants in achieving success?
2. Using this definition of success, roughly what proportion of your State’s SNAP job search participants typically achieve success?
 - a. How do these participants achieve success? How come others do not achieve success?
3. What types of job search activities do you think best contribute to SNAP participants’ success?
 - a. What would help contribute further success for job search clients?
4. How does your organization measure the success of job search activities for SNAP participants?
 - a. How does that information inform your decision-making?
5. Has the definition of success, or the proportion of participants achieving success, varied since the onset of the pandemic? If yes, how?

F. Challenges and Lessons Learned

1. What are common challenges SNAP participants encounter in meeting their job search requirements? *[Probe for: transportation, availability of jobs, barriers to using the computer/internet]*
 - a. What supports are available to address these challenges?
 - b. What additional supports, if any, are needed?

2. What challenges has your organization encountered in implementing job search activities?
 - a. How are these challenges being resolved? Do you work with the State SNAP agency to resolve these challenges?
3. What works well when it comes to your organization's SNAP E&T job search activities? Please explain.
4. What lessons have you learned in serving job search participants?
 - a. What advice would you give to other States or organizations working with SNAP participants in job search activities?
5. Are there any challenges that are specifically associated with the pandemic? If yes, please describe. *[Probe for: limited internet access or digital literacy among clients, communication/follow-up case management challenges from decreased in-person communication, changes in demand for job search services, provider closures]*
 - a. What is your State agency doing to resolve or mitigate these challenges? *[Probe for: laptop loaner programs, other new initiatives, Zoom calls]*

G. Wrap-Up

Thank you for answering our questions.

1. Is there anything else you would like to share with us?
2. Is there anything we did not ask about that you think is important for us to know?

That completes our questions for you. Thank you very much for speaking with us.

Local SNAP Office Director Interview Protocol

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (FNS) on the role of job search and job search training as SNAP E&T components. The study seeks to better understand the overall role of these activities in serving SNAP E&T participants and examine whether certain approaches to these activities are more effective than others in leading SNAP participants to self-sufficiency.

My colleagues and I are currently visiting local SNAP offices and E&T providers here and in three other States to collect information from a wide range of stakeholders involved in operating a SNAP E&T program. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues will be very helpful to the study.

Your participation in this interview is voluntary, and your responses will be kept private, except as otherwise required by law. We will not share the information you provide with anyone outside the study team, including your supervisor and State-level staff. You may refuse to answer any question, and you may stop the interview at any time. There will be no penalties if you choose not to participate in a part or the entirety of this interview.

We will take notes over the course of the interview and would like to audio record the conversation to help us remember the information we collect. The information you share with us today will be summarized and combined with information gathered from other people we interview. Nothing you say will ever be linked to your name. However, because of the relatively small number of SNAP offices participating in the study, it is possible a response could be attributed to you.

I expect our conversation will take about 1 hour. Do you have any questions for me about the project in general or what we will be discussing today?

Do I have your permission to record our conversation? You may stop the recording at any time.

[Confirm permission before recording starts. Do not record without respondent permission.]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0657. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-0657). Do not return the completed form to this address.

A. Introduction

I'd like to learn about your role and responsibilities.

1. What is your current job title or position?
2. How long have you been in this position?
3. What are your primary responsibilities?

B. SNAP E&T Local and Policy Background

Let's talk about the SNAP E&T program in your local office.

1. What is the approximate size of your local SNAP E&T population? Of those, how many participate in job search activities? [Moderator: provide overview of what we mean by "job search activities" if the respondent did not participate in the Process-mapping]
 - a. Are any groups specifically targeted for job search activities? If so, which ones? What are the reasons they are targeted?
 - b. Are any groups required to participate in job search activities? If so, which ones? What are the reasons they are required to participate?
2. Have any policy or programmatic changes within the past two years affected job search activities? For example, do you now offer a wider selection of services or target a different group of SNAP participants? If so, which ones? Please describe.
 - a. Do you think these changes will affect participation or outcomes? If so, how?
 - b. How has the pandemic affected the types of job search activities offered?

[Interviewer Note: If you are aware of changes within a given State, probe accordingly: Farm Bill 2018 supervision requirements, ABAWD time limit, State options, reporting requirements, sanction policies, changes to caps on participant reimbursements? Changes to allowable reimbursements? Expansion of available services?]
3. How do you learn about policy changes regarding E&T requirements, standards for compliance, and exemptions?
4. Does your State agency provide or assist in any outreach or recruitment for job search participants or providers? If yes, please describe. [Interviewer note: Prior to the interview, familiarize yourself with any outreach or recruitment materials available online on the State's website.]

C. Services Offered

Next, I want to learn about the job search services and activities offered to clients.

1. Please describe what job search activities are offered. [*Probe for:* job search with a required number of minimum monthly contacts, resource centers, group job search, mock interviews, resume workshops]
 - a. Which provider(s) offers this activity? What attributes do you look for in a provider that implements this activity? How did this provider first partner with your office?
 - b. Are there any differences in how activities are delivered because of the pandemic? If yes, please describe.
 - i. If yes: Do you anticipate these changes will continue even after the pandemic is over? Please describe.
2. Which job search activities are assigned and used most frequently? How come?
3. Do some activities have higher participant retention and engagement? What are reasons for this? [*Probe for:* better outcomes, more in line with labor market needs, easier to travel to]
4. To your knowledge, has demand for job search services, in particular, changed since the onset of the pandemic and the economic downturn? Please describe. [*Probe for:* increase/decrease in interest]

D. Assessment, Monitoring, and Compliance

Next, I want to discuss how clients are assigned to job search and how you monitor their participation in the program.

1. [*If applicable*] How do you assess and assign individuals to particular job search activities at this office? What criteria do you use? Is there any documentation we can collect from you regarding this process?
 - a. What proportion of clients, would you say, participate in job search in addition to other E&T components?
 - i. Which additional components beyond job search are most common?
 - b. If a client participates in multiple E&T activities, how are the different activities integrated? [*Probe for:* individual development plans or other methods]
2. What are participants required to do to be compliant with job search activities? [*Probe for each activity:* How many days or hours are they required to participate? What steps are they required to take?]
3. How do you monitor compliance with job search requirements?

4. How do E&T providers track whether clients are meeting their E&T or ABAWD work requirements?
 - a. Do they track who is referred versus who shows up? How?
 - b. Do they track ongoing participation? How?
5. How do the SNAP office and E&T providers communicate to coordinate services and monitor compliance? How well does this approach work?
 - a. How well do you think providers are tracking clients? Please explain.
 - b. Do providers have difficulty tracking certain acts of noncompliance? Is participation more difficult to track for certain job search components?
6. What kinds of challenges, if any, have you experienced with the E&T providers who serve SNAP participants? [*Probe for challenges related to COVID-19*]
 - a. How did you address these difficulties?
7. What are the most common reasons participants exit the E&T program? [*Probe for: disengagement, loss of benefits, sanctions, employment, personal barriers*]
 - a. [*If sanctions*] At what steps in the process do sanctions most often occur? What strategies might prevent participants from becoming sanctioned?
 - b. [*If personal barriers*] What barriers lead clients to exit the program? What strategies could be put in place to address these barriers?
8. What strategies could be put in place to prevent participants from exiting the program due to disengagement?
9. How frequently do participants re-engage with the program, if ever?
 - a. If yes, what does this re-engagement typically look like?

E. Outcomes

Let's discuss program outcomes.

1. How would you define "success" for participants in job search activities?
2. Using this definition of success, roughly what proportion of the participants in job search activities typically achieve success?
 - a. What do you think separates the participants who succeed from those who don't? What specific factors contribute to their success?
 - i. How does your local office facilitate client's success in job search activities? Do you think this is unique to your office?
 - b. Has the definition of success, or the proportion of participants achieving success, varied since the onset of the pandemic? If yes, how?

3. What suggestions do you have for improving job search activities to help more participants achieve success? [*Probe for: strategies to overcome transportation, computer literacy, internet access, or other barriers; strategies to maintain employment*] What data, if any, do you have to measure participants' outcomes (for example, employment, or earnings)? [*Probe for: who tracks the data and how, how the data are used, how the data are reported*]
 - a. Do you or the providers monitor the employment trajectory or the types of jobs clients secure following their participation in E&T? Describe.
 - b. What E&T data or reports do you send to the State?
4. How does your office measure the success of job search activities?
5. To what extent do SNAP job search services help participants secure employment in the local job market? How?
 - a. Has this changed at all in the past year due to the pandemic? Please describe.
6. What types of jobs do participants often secure? Do you have a sense of whether they retain these jobs in the long run or if they reapply for SNAP soon after?
 - a. Has this changed at all in the past year due to the pandemic? Please describe.

F. Challenges and Recommended Practices

1. What challenges has your office encountered in implementing job search activities? How are these challenges being resolved?
 - a. Has the State SNAP agency been helpful in resolving any of these issues? What else could the agency do to support you?
2. What challenges do clients encounter in securing and maintaining employment?
 - a. What supports are available to help address those challenges? Are other supports offered to facilitate job search activities? What further supports, if any, do you think are needed? What do you consider to be the strengths of your office's job search program? Please explain.
3. Are there any challenges that are specifically associated with the pandemic? If yes, please describe. [*Probe for: limited internet access or digital literacy among clients, communication/follow-up case management challenges from decreased in-person communication, changes in demand for job search services, provider closures*]
 - a. What is your State agency doing to resolve or mitigate these challenges? [*Probe for: laptop loaner programs, other new initiatives, Zoom calls*]
4. What do you think could be improved about SNAP E&T in your State? What could be improved about job search activities?
 - a. How satisfied are you with the E&T activities offered to participants? What changes could be made to increase satisfaction?

5. What lessons have you learned in serving this population?
 - a. What advice would you give to other local offices or frontline staff working with job search participants?

G. Wrap-Up

Thank you for answering our questions.

1. Is there anything else you would like to share with us?
2. Is there anything we did not ask about that you think is important for us to know?

That completes our questions for you. Thank you very much for speaking with us.

Local SNAP Office Frontline Staff Interview Protocol

[Note to interviewer: Review notes from the process-mapping discussion before conducting this interview. Note any discrepancies, items that require further detail, or outstanding questions from the process-mapping exercise. These items and questions should be discussed with the interview respondents in Section C of this protocol.]

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (FNS) on the role of job search and job search training as SNAP E&T components. The study seeks to better understand the overall role of these activities in serving SNAP E&T participants and examine whether certain approaches to these activities are more effective than others in leading SNAP participants to self-sufficiency.

My colleagues and I are currently visiting local SNAP offices and E&T providers here and in three other States to collect information from a wide range of stakeholders involved in operating a SNAP E&T program. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues will be very helpful to the study.

Your participation in this interview is voluntary, and your responses will be kept private, except as otherwise required by law. We will not share the information you provide with anyone outside the study team, including your supervisor and State-level staff. You may refuse to answer any question, and you may stop the interview at any time. There will be no penalties if you choose not to participate in a part or the entirety of this interview.

We will take notes over the course of the interview and would like to audio record the conversation to help us remember the information we collect. The information you share with us today will be summarized and combined with information gathered from other people we interview. Nothing you say will ever be linked to your name. However, because of the relatively small number of SNAP offices participating in the study, it is possible a response could be attributed to you.

I expect our conversation will take about 1 hour. Do you have any questions for me about the project in general or what we will be discussing today?

Do I have your permission to record our conversation? You may stop the recording at any time.

[Confirm permission before recording starts. Do not record without respondent permission.]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0657. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314, ATTN: PRA (0584-0657). Do not return the completed form to this address.

A. Introduction

I'd like to learn about your role and responsibilities.

1. What is your current job title or position?
2. How long have you been in this position?
3. What are your primary responsibilities?

B. Services Offered

Next, I want to learn about the job search services and activities offered to clients.

1. Please describe what job search activities are offered. [*Probe for: job search with a minimum number of monthly contacts, resource centers, group job search, mock interviews, resume workshops*]
[*Ask the following subquestions for each type of job search activity mentioned.*]
 - a. How long do clients typically stay in this activity?
 - b. What is the intensity of this activity? Is it heavy or light touch? [*Probe for frequency, duration*]
 - c. What methods are used to deliver this activity (for example, in-person training, online self-study)?
 - d. Is it considered a high or low take-up activity? What might explain the [high/low] take-up rate?
 - e. How satisfied are clients with this activity? What changes could be made to increase satisfaction?
 - f. How satisfied are you with this activity? What changes could be made to increase satisfaction?
2. Have the types of activities offered changed as a result of the pandemic? If yes, how?
 - a. If yes: Do you anticipate that these changes will continue even after the pandemic is over? Please describe.
3. Which job search activities are assigned and used most frequently? How come?
4. Do some activities have higher participant retention and engagement? What are reasons for this? [*Probe for: better outcomes, more in line with labor market needs, easier to travel to*]
5. To your knowledge, has demand for job search services, in particular, changed since the onset of the pandemic and the economic downturn? Please describe. [*Probe for: increase/decrease in interest*]

C. Job Search Administrative Processes

Let's discuss the procedures for screening, referral, and notification of clients in E&T services. It's okay if you feel like you don't have enough information to answer our questions. We know that some staff don't always know exactly what is happening with clients once they start working with providers.

[Interviewer note: The job search administrative process will have been discussed in detail during the process-mapping exercise that will take place before this interview. Use this interview time to fill in any gaps in understanding from the process-mapping exercise or clarify topics where conflicting answers were received. The interviewer should not expect to ask every question in this section but rather only the ones for which more information is required. The interviewer should allow up to 10 minutes for this section. Sample probes are listed below in question 1.]

1. Please walk me through the intake and referral process a client goes through to participate in SNAP job search, including screening, notification, intake and assessment, reporting processes, data collection, and monitoring. *[Sample probes may include but are not limited to:]*
 - a. Screening
 - i. When are clients screened?
 - ii. Who does the screening?
 - iii. How are exemptions noted?
 - iv. How are clients assigned to E&T?
 - v. How do clients learn about E&T?
 - b. Notification
 - i. *[If a voluntary State]* How do clients learn about the E&T activities available in your State? Do they find out during screening/certification, or do they know about the programs before they apply for SNAP? Does this differ for ABAWDs versus non-ABAWDs?
 - ii. *[If a mandatory State]* When and how are clients notified that they must participate in E&T?
 - iii. What can clients do if they think they are exempt from ABAWD [and mandatory] requirements?
 - iv. Does the client or the State select a provider? What is the provider selection process?
 - v. What happens after clients learn about E&T?
 - c. E&T Intake and Assessment
 - i. Please briefly describe the intake process at this local office.
 - ii. How is the intake appointment scheduled?
 - iii. What types of assessments do clients complete during intake? Does the client complete an IEP?
 - iv. What happens if the assessment reveals the client is not ready for employment?

- v. Please tell me about the orientation. For example, who provides it? Where does the orientation take place? Is it mandatory? How is it scheduled?
- vi. What types of support services are available to SNAP E&T clients at the intake/assessment stage? How do clients learn what support services are available?
- vii. What criteria are used to assign clients to job search? What role does the IEP play?
- viii. When and why are clients assigned to other components in addition to job search?
- ix. What are these other components?
- x. How is job search integrated with other activities?
- d. E&T Participation and Reporting
 - i. How soon after intake does a client need to begin participating in each job search activity?
 - ii. How do you track if participants are meeting their job search requirements?
 - iii. How do you communicate with providers, and what information do they report to your office?
 - iv. To your knowledge, how does the provider track participants in job search activities?
 - v. How are nonparticipation and noncompliance defined, logged, and reported?
 - vi. What is the timeframe for reporting noncompliance?
- e. Client Outcomes
 - i. What is your sense of why clients exit job search activities?
 - ii. How often do you see clients exit because they have found employment?
 - iii. How often do you see clients exit because they have been sanctioned?
 - iv. Do clients ever drop out from only one job search activity? If so, which one?
 - v. How frequently do you see clients who have exited E&T re-enter the program?
 - vi. Where in the process do they re-enter? Intake? Screening? How does this vary for clients who did or did not remain on SNAP the entire time?
 - vii. Why do these clients re-enter E&T, in your experience? Have they been re-assigned to E&T? Or do they voluntarily re-enter?

D. Outcomes

Let's discuss program outcomes.

1. How would you define "success" for participants in job search activities?
2. Using this definition of success, roughly what proportion of the participants in job search activities typically achieve success?

- a. What do you think separates the participants who succeed from those who don't? What specific factors contribute to their success?
 - i. How does your local office facilitate client's success in job search activities? Do you think this is unique to your office?
 - b. What suggestions do you have for improving job search activities to help more participants achieve success? [*Probe for: strategies to overcome transportation, computer literacy, internet access, or other barriers; strategies to maintain employment*]
 - c. Has the definition of success, or the proportion of participants achieving success, varied since the onset of the pandemic? If yes, how?
3. To what extent do SNAP job search services help participants secure employment in the local job market? How?
 - a. Has this changed at all in the past year due to the pandemic? Please describe.
 4. What types of jobs do participants often secure? Do you have a sense of whether they retain these jobs in the long run or if they reapply for SNAP soon after?
 - a. Has this changed at all in the past year due to the pandemic? Please describe.

E. Challenges and Recommended Practices

1. What challenges has your office encountered in implementing job search activities? How are these challenges being resolved?
 - a. What additional support or guidance might be helpful for frontline staff like you?
2. What challenges do clients encounter in securing and maintaining employment?
 - a. What supports are available to help address those challenges? Are other supports offered to facilitate job search activities? What further supports, if any, do you think are needed? What do you consider to be the strengths of your office's job search program? Please explain.
3. Are there any challenges that are specifically associated with the pandemic? If yes, please describe. [*Probe for: limited internet access or digital literacy among clients, communication/follow-up case management challenges from decreased in-person communication, changes in demand for job search services, provider closures*]
 - a. What is your State agency doing to resolve or mitigate these challenges? [*Probe for: laptop loaner programs, other new initiatives, Zoom calls*]
4. What do you think could be improved about SNAP E&T in your State? What could be improved about job search activities?
5. What lessons have you learned in serving this population?
 - a. What advice would you give to other local offices or frontline staff working with job search participants?

F. Wrap-Up

Thank you for answering our questions.

1. Is there anything else you would like to share with us?
2. Is there anything we did not ask about that you think is important for us to know?

That completes our questions for you. Thank you very much for speaking with us.

Revised E&T Provider Director Interview Protocol

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (USDA/FNS) on the role of job search and job search training as SNAP E&T components. The study seeks to better understand the overall role of these activities in serving SNAP E&T participants and examine whether certain approaches to these activities are more effective than others in leading SNAP participants to self-sufficiency.

My colleagues and I are currently visiting local SNAP offices and E&T providers here and in three other States to collect information from a wide range of stakeholders involved in operating a SNAP E&T program. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues will be very helpful to the study.

Your participation in this interview is voluntary, and your responses will be kept private, except as otherwise required by law. We will not share the information you provide with anyone outside the study team, including your supervisor and State-level staff. You may refuse to answer any question, and you may stop the interview at any time. There will be no penalties if you choose not to participate in a part or the entirety of this interview.

We will take notes over the course of the interview and would like to audio record the conversation to help us remember the information we collect. The recording will not be shared with anyone outside the study team. The information you share with us today will be summarized and combined with information gathered from other people we interview. Nothing you say will ever be linked to your name. However, because of the relatively small number of E&T providers participating in the study, it is possible a response could be attributed to you.

I expect our conversation will take about 1 hour. Do you have any questions for me about the project in general or what we will be discussing today?

Do I have your permission to record our conversation? You may stop the recording at any time.

[Confirm permission before recording starts. Do not record without respondent permission.]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0657. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Pl, Alexandria, VA 22314, ATTN: PRA (0584-0657). Do not return the completed form to this address.

A. Introduction

I'd like to learn about your role and responsibilities.

1. What is your current job title or position?
2. What are your primary responsibilities?

B. Organization and Staffing

Next, I would like to learn more about your organization.

1. What populations does your organization serve? Approximately what proportion of your clients are SNAP E&T participants?
 - a. What other programs/participants do you serve?
 - b. What geographic area does your program serve? Do you offer the same services in each area?
 - c. Has your office been open over the course of the pandemic? Are staff working in the office or from home?
 - d. How long has your organization been working with [SNAP agency] to provide SNAP E&T?
 - e. Has this relationship changed over time? If yes, how?
2. How did your organization become a SNAP E&T provider? How did [SNAP agency] confirm the job search activities your organization offered were in line with SNAP E&T program requirements?
3. Do you have a contract with [SNAP agency] to offer E&T services?
[If yes] What are the primary requirements under your contract?
 - a. Have you had any challenges meeting the requirements of the contract or working with the State SNAP agency in general? What aspects could be improved?
 - b. Are there any lessons you have learned about establishing and maintaining collaborations with the SNAP agency?

C. Services Offered

Let's talk about the job search and job search training activities you offer under SNAP E&T.

1. According to information we received from [State] SNAP office, job search and job search training include [activities]. Do you offer all of these activities? Are there any other activities you offer that might fall under job search or job search training?
 - a. Have the activities offered changed as a result of the pandemic? If yes, how?
 - b. When we talk about activities or your job search program, we'll be referring to all of the activities we just discussed.

2. I'd like to learn more about each of the activities we just mentioned.
[Interviewer Note: Repeat a through e for each activity offered by the provider.]
3. How is [job search activity] delivered? [Probe for: requirements for minimum number of monthly job contacts, changes in delivery due to pandemic]
 - a. If changes to delivery since pandemic: Do you anticipate these changes will continue even after the pandemic is over? Why?
4. How long does [job search activity] last?
5. What is the intensity of this activity? Is it heavy or light touch? Is it supervised? If so, how?
6. How satisfied are clients with [job search activity]? What changes could be made to increase satisfaction?
7. How satisfied are you with this activity? What changes do you think should be made to improve participant outcomes?
8. How did you typically communicate with job search clients prior to the pandemic? Has this changed since March 2020? If yes, how? [Probe for: more phone/video conference communication due to lack of in-person service delivery, other online tools/screeners]
 - a. Have there been any challenges associated with this change?
 - b. If changes to communications since pandemic: Do you anticipate these changes will continue even after the pandemic is over? Why?
9. Are some job search activities that you offer, such as [list activities], more popular than others? If yes, which ones? What are the reasons for these differences? Has this changed at all as a result of the pandemic? If yes, how?
10. To your knowledge, has demand for job search services, in particular, changed since the onset of the pandemic and the economic downturn? Please describe. [Probe for: increase/decrease in interest]
11. How do you determine what services to offer at your organization? What drives your decisionmaking?
12. [Probe for: recommended practices, local labor data/demand, assessment of skills needed by participants, dictated by the funding organization, COVID-19 pandemic]
13. Are job search activities recommended for all clients or only a subset of them? What are the reasons for this? Does it vary by type of job search activity? How?
14. Are job search services integrated with other program resources and/or activities? How?
15. What activities (for example on-the-job training, education, or workfare) are typically integrated with SNAP job search and job search training? Roughly what proportion of job search participants are enrolled in other activities?

16. What other programs are SNAP job search participants enrolled in (for example, WIOA)? Roughly what proportion of job search participants are dually enrolled?
17. How did your organization decide to integrate these services? What was the motivation behind the decision?

D. Communication With SNAP Agency and Data Tracking

Let's discuss how you communicate with the SNAP agency and the kinds of data you track.

1. What types of participation and outcome data do you track for job search participants? For instance, do you track—
2. Hours completed?
3. Jobs applied to?
4. Services started/completed?
5. Skill gains/certifications?
6. Job placement, retention, advancement? Over what period?
7. Earnings and types of employers?
8. Characteristics of clients?
9. Noncompliance (e.g., for ABAWDs)?
10. Anything else?
11. How frequently are these data collected/updated?
12. Do you share all of this data with the State or are some for internal use only? If so, what data are for internal use only?
 - a. Do you report data on noncompliance of ABAWDs to the State SNAP agency?
13. What types of systems do you use to track your participants (for example, shared case management system)?
14. Do you enter information directly into a State data system linked to the SNAP agency?
15. *[If data are not linked to a State system]* How do you transfer/receive information to/from the SNAP agency?
16. *[If data are not linked to a State system]* How frequently do you report information to the SNAP agency on SNAP job search participants? What information is reported?

17. Does the SNAP agency conduct any monitoring/oversight of the program? Describe this process and frequency.

E. Outcomes

Next, I would like to learn more about participant outcomes. *[Interviewer note: Ask for any spreadsheets or templates that the provider uses to track participant outcomes.]*

1. How frequently do participants drop out of job search activities? Does it vary by the type of activity? If so, how?
2. How frequently do participants stop attending because they have found a job?
3. What are other reasons that participants stop attending? *[Probe: child care or transportation barriers, not interested, other?]*
4. What are the main points at which participants in job search activities drop out of the program? *[Probe for: never show for first meeting, do not return after assessment/orientation]*
5. How often do participants return to your program after having dropped out initially? What are the reasons participants return?
6. How would you define “success” for SNAP participants in job search activities?
7. What job search activities contribute most to participants’ success? Please explain.
 - a. Which support services contribute most to participants’ success?
8. What are reasons others do not achieve success?
9. Is there anything your organization could do to help participants achieve success? Is there anything the State could do?
10. Does success vary for participants engaging in other activities in addition to job search? If so, how?
11. Has the definition of success, or the proportion of participants achieving success, varied since the onset of the pandemic? If yes, how?

F. Challenges and Recommended Practices

Finally, I would like to learn more about any challenges you encountered while working with the SNAP E&T program and any lessons learned you can share with others.

1. What challenges has your organization encountered in implementing job search activities for SNAP participants?
2. How are these challenges being resolved?

3. Has the State helped your organization resolve these problems?
4. What are common challenges SNAP job search participants encounter in conducting job search activities [or meeting their job search requirements]?
5. What supports does your organization provide to help address those challenges?
6. What further supports, if any, are needed?
7. Are there any challenges that are specifically associated with the pandemic? If yes, please describe. *[Probe for: limited internet access or digital literacy among clients, communication/follow-up case management challenges from decreased in-person communication, changes in demand for job search services, provider closures]*
 - a. What is your State agency doing to resolve or mitigate these challenges? *[Probe for: laptop loaner programs, other new initiatives, Zoom calls]*
8. What helps facilitate SNAP participants' success in job search activities?
9. What would help facilitate further success for SNAP participants in job search activities?

G. Wrap-Up

Thank you for answering our questions.

1. Is there anything else you would like to share with us?
2. Is there anything we did not ask about that you think is important for us to know?

That completes our questions for you. Thank you very much for speaking with us.

Revised E&T Provider Staff Interview Protocol

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (USDA/FNS) on the role of job search and job search training as SNAP E&T components. The study seeks to better understand the overall role of these activities in serving SNAP E&T participants and examine whether certain approaches to these activities are more effective than others in leading SNAP participants to self-sufficiency.

My colleagues and I are currently visiting local SNAP offices and E&T providers here and in three other States to collect information from a wide range of stakeholders involved in operating a SNAP E&T program. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues will be very helpful to the study.

Your participation in this interview is voluntary, and your responses will be kept private, except as otherwise required by law. We will not share the information you provide with anyone outside the study team, including your supervisor and State-level staff. You may refuse to answer any question, and you may stop the interview at any time. There will be no penalties if you choose not to participate in a part or the entirety of this interview.

We will take notes over the course of the interview and would like to audio record the conversation to help us remember the information we collect. The recording will not be shared with anyone outside the study team. The information you share with us today will be summarized and combined with information gathered from other people we interview. Nothing you say will ever be linked to your name. However, because of the relatively small number of E&T providers participating in the study, it is possible a response could be attributed to you.

I expect our conversation will take about 1 hour. Do you have any questions for me about the project in general or what we will be discussing today?

Do I have your permission to record our conversation? You may stop the recording at any time.
[Confirm permission before recording starts. Do not record without respondent permission.]

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A. Introduction

I'd like to learn about your role and responsibilities.

1. What is your current job title or position?
2. What are your primary responsibilities?
3. Has your office been open over the course of the pandemic? Have you been working in the office or from home?

B. Services Offered

Let's talk about the job search and job search training activities you offer under SNAP E&T.

1. According to information we received from [State] SNAP office, job search and job search training include [activities]. Do you offer all of these activities? Are there any other activities you offer that might fall under job search or job search training?
 - a. Have the activities offered changed as a result of the pandemic? If yes, how?
 - b. When we talk about activities or your job search program, we'll be referring to all of the activities we just discussed.
2. I'd like to learn more about each of the activities we just mentioned.
[Interviewer Note: Repeat a through e for each activity offered by the provider.]
3. How is [job search activity] delivered? [*Probe for:* requirements for minimum number of monthly job contacts, changes in delivery due to pandemic]
 - a. If changes to delivery since pandemic: Do you anticipate these changes will continue even after the pandemic is over? Why?
 - b. How long does [job search activity] last?
 - c. What is the intensity of this activity? Is it heavy or light touch? Is it supervised? If so, how?
 - d. How satisfied are clients with [job search activity]? What changes could be made to increase satisfaction?
 - e. How satisfied are you with this activity? What changes do you think should be made to improve participant outcomes?
4. Are some job search activities that you offer, such as [list activities], more popular than others? If yes, which ones? What are the reasons for these differences? Has this changed at all as a result of the pandemic? If yes, how?
5. Are job search activities recommended for all clients or only a subset of them? What are the reasons for this? Does it vary by type of job search activity? How?
6. Are job search services integrated with other program resources and/or activities? How?

7. What activities (for example on-the-job training, education, or workfare) are typically integrated with SNAP job search and job search training? Roughly what proportion of job search participants are enrolled in other activities?
 - a. What other programs are SNAP job search participants enrolled in (for example, WIOA)? Roughly what proportion of job search participants are dually enrolled?
 - b. How did your organization decide to integrate these services? What was the motivation behind the decision?
8. How did you typically communicate with job search clients prior to the pandemic? Has this changed since March 2020? If yes, how? *[Probe for: more phone/video conference communication due to lack of in-person service delivery, other online tools/screeners]*
9. Have there been any challenges associated with this change?
10. If changes to communications since pandemic: Do you anticipate these changes will continue even after the pandemic is over? Why?

C. Job Search Service Delivery Process

Next, I want to discuss the process clients go through upon entering the program and how they move through the program. *[Interviewer note: Probe for how the delivery process has/has not changed over the course of the pandemic.]*

1. Please describe the flow of SNAP clients from referral to completing the program.
2. How are SNAP clients referred to your organization? Do you do any outreach or recruitment? How long after referral must they check in with you?
 - a. Once a client shows up or makes contact, what happens next? Is there a standard intake process? Does the client need to schedule an appointment to meet with someone?
 - b. How long does a client have to begin participating in E&T after intake?
 - c. Please describe what types of assessments clients complete. What happens if the assessment indicates the client is not ready for employment?
 - d. Do you create an individualized employment plan (IEP) for each client? What does the IEP entail? How do you use the information in the IEP?
 - e. Does your organization conduct the orientation? If yes, can you describe what is covered during the orientation?
 - f. At what point in the process does the client begin to participate in job search activities? (e.g., how soon after orientation?)
 - g. How do you track participation? In other words, how do you monitor whether participants are meeting their E&T requirements?
 - h. How are nonparticipation and noncompliance defined, logged, and reported (for example, shared case management system)?
 - i. What is the timeframe for reporting noncompliance?

- j. What are the reasons clients exit E&T? What are the main points at which they do so?
 - i. How often do clients exit because they have found employment?
 - ii. Because they have been sanctioned?
 - iii. Because of other reasons [*list reasons reported by respondent*]?
- k. How frequently do clients who have exited E&T re-enter the program?
 - i. Where in the process do they re-enter? Intake? Screening?
 - ii. How long after exiting the program do they typically re-engage?
 - iii. How does this vary for clients who did or did not remain on SNAP the entire time?

D. Communication With SNAP Agency and Data Tracking

Let's discuss how you communicate with the SNAP agency and the kinds of data you track.

1. What types of participation and outcome data do you track for job search participants? For instance, do you track—
2. Hours completed?
 - a. Jobs applied to?
 - b. Services started/completed?
 - c. Skill gains/certifications?
 - d. Job placement, retention, advancement? Over what period?
 - e. Earnings and types of employers?
 - f. Characteristics of clients?
 - g. Noncompliance (e.g., for ABAWDs)?
 - h. Anything else?
3. How frequently are these data collected/updated?
4. Do you share all of this data with the State or are some for internal use only? If so, what data are for internal use only?
 - a. Do you report data on noncompliance of ABAWDs to the State SNAP agency?
5. What types of systems do you use to track your participants (for example, shared case management system)?
6. Do you enter information directly into a State data system linked to the SNAP agency?
 - a. [*If data are not linked to a State system*] How do you transfer/receive information to/from the SNAP agency?
 - b. [*If data are not linked to a State system*] How frequently do you report information to the SNAP agency on SNAP job search participants? What information is reported?

7. Does the SNAP agency conduct any monitoring/oversight of the program? Describe this process and frequency.

E. Outcomes

Next, I would like to learn more about participant outcomes. *[Interviewer note: Ask for any spreadsheets or templates that the provider uses to track participant outcomes.]*

1. How would you define “success” for SNAP participants in job search activities?
2. What job search activities contribute most to participants’ success? Please explain.
 - a. Which support services contribute most to participants’ success?
 - b. What are reasons others do not achieve success?
 - c. Is there anything your organization could do to help participants achieve success? Is there anything the State could do?
 - d. Does success vary for participants engaging in other activities in addition to job search? If so, how?
 - e. Has the definition of success, or the proportion of participants achieving success, varied since the onset of the pandemic? If yes, how?

F. Challenges and Recommended Practices

Finally, I would like to learn more about any challenges you encountered while working with the SNAP E&T program and any lessons learned you can share with others.

1. What challenges has your organization encountered in implementing job search activities for SNAP participants?
2. How are these challenges being resolved?
 - a. Has the State helped your organization resolve these problems?
3. What are common challenges SNAP job search participants encounter in conducting job search activities [or meeting their job search requirements]?
4. What supports does your organization provide to help address those challenges?
 - a. What further supports, if any, are needed?
5. Are there any challenges that are specifically associated with the pandemic? If yes, please describe. *[Probe for: limited internet access or digital literacy among clients, communication/follow-up case management challenges from decreased in-person communication, changes in demand for job search services, provider closures]*
 - a. What is your State agency doing to resolve or mitigate these challenges? *[Probe for: laptop loaner programs, other new initiatives, Zoom calls]*
6. What helps facilitate SNAP participants’ success in job search activities?

7. What would help facilitate further success for SNAP participants in job search activities?

G. Wrap-Up

Thank you for answering our questions.

1. Is there anything else you would like to share with us?
2. Is there anything we did not ask about that you think is important for us to know?

That completes our questions for you. Thank you very much for speaking with us.

Process-Mapping Protocol

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (FNS) about the role of job search and job search training as SNAP E&T components. The study seeks to better understand the overall role of these activities in serving SNAP E&T participants and examine whether certain approaches to these activities are more effective than others in leading SNAP participants to self-sufficiency.

My colleagues and I are currently visiting local SNAP offices and E&T providers here and in three other States to collect information from a wide range of stakeholders involved in operating a SNAP E&T program. I want to start by thanking you for taking time to speak with us today. Your perspective and insights on these issues will be very helpful to the study.

Your participation in this process-mapping exercise is voluntary, and your responses will be kept private to the extent provided by law. We will not share the information you provide with anyone outside the study team. You may refuse to answer any question, and you may stop the discussion at any time. There will be no penalties if you choose not to participate in a part or the entirety of this interview.

We will take notes over the course of the exercise and would like to audio record the conversation to help us remember the information we collect. The recording will not be shared with anyone outside the study team. The information you share with us today will be summarized and combined with information gathered from other people we interview. Nothing you say will ever be linked to your name. However, because of the relatively small number of SNAP offices participating in the study, it is possible a response could be attributed to you.

I expect our discussion will take about one and a half hours. First, do you have any questions for me about the project in general or what we will be discussing today?

Do I have your permission to record our discussion? You may stop the recording at any time.

[Confirm permission before recording starts. Do not record without respondent permission.]

[Note to moderator: Some of the questions in this protocol can be addressed through information available in States' E&T plans. These questions should still be asked to ensure the information in the plan is accurate and to obtain more detail.]

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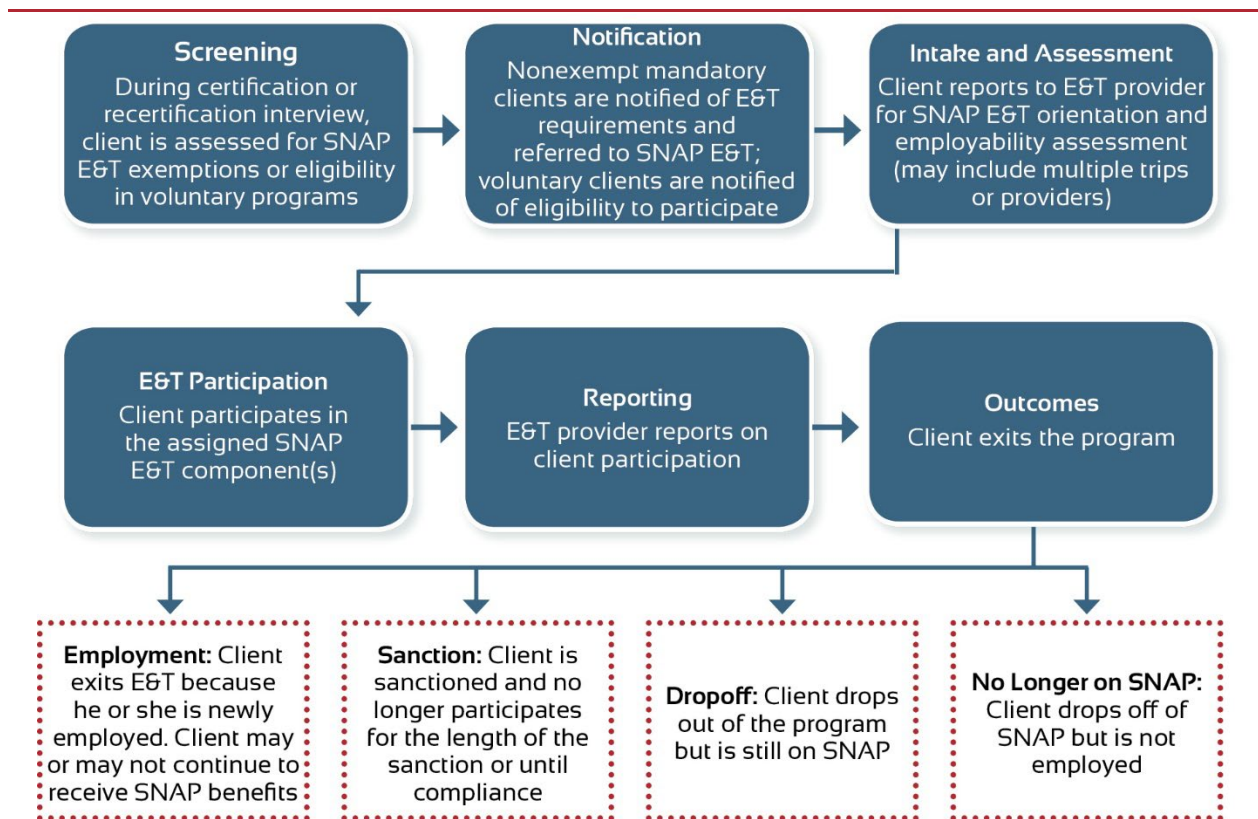
Several of the questions and probes in this protocol can also be found in the Local SNAP Office Director and Staff Interview Protocol. The general answers to these questions should be provided during this process-mapping exercise. After the process-mapping protocol, the interviewer should determine if there are any gaps in understanding from this exercise or if any clarifying questions are needed. These questions should be noted and then asked in Section D of the Local SNAP Office Director and Staff Interview Protocol.]

A. Abstracted SNAP E&T Process

Note to moderator: Draft a flow chart of the basic SNAP E&T process showing details abstracted from the E&T State plan prior to the meeting and share your screen during the meeting to allow all respondents to view the chart. After showing the flow chart to the group, confirm whether all applicable agencies and providers are included in the flow chart. If possible, annotate the process chart with participant's responses to each step in the flow using the Whiteboard feature in Zoom. Save the annotated flow chart at the end of the meeting.

At the beginning of the discussion, emphasize that you're here to talk about job search and job search training activities, including [activities listed in State plan]. Ask if there are any other activities that fall into these categories that are not listed in the State plan. If space allows, write the activities on the whiteboard and refer back to them throughout the mapping.

Figure B.1. Example Flow Chart



B. Screening

First, I want to discuss the screening process for SNAP E&T.

1. Can you tell me how your office screens new and recertifying SNAP applicants for participation in the SNAP E&T program? Please walk me through this process.
 - a. *[Probe]* When are SNAP applicants screened for E&T during the intake process?
 - b. *[Probe]* Who conducts the screening?
 - c. *[Probe for mandatory States]* How do you identify possible exemptions from E&T? Do you walk through the list of possible exemptions with the client? Do you ask clients to identify any barriers that might exempt them?
 - d. *[Probe]* What information is provided to the participant at the time of the screening?
 - e. *[Probe]* What information is given to ABAWDs about job search activities and how these activities do not satisfy work requirements unless combined with a qualifying activity?

C. Notification

I want to move on to the notification process for SNAP E&T participants.

Mandatory States

1. Can you describe how a SNAP participant is notified that he or she must participate in E&T?
 - a. *[Probe]* How is the participant notified? What information is included in the notification?
 - b. *[Probe]* What additional information is provided to clients at that time, aside from letting them know they must participate in E&T? Do you direct them to a particular office, provide them with a phone number to call, or give them a list of E&T providers?
2. What can clients do if they are referred to E&T but believe they meet one or more exemptions?
3. How is a client paired with an appropriate E&T provider?
 - a. *[Probe if State selects provider]* How do you determine what E&T provider to refer a client to?
 - i. *[Probe]* Do participants interact with multiple providers? If so, why?
 - b. *[Probe if client selects provider]* What information is given to clients about available providers?
4. Once a client learns he or she is required to participate in E&T, what happens next?
 - a. *[Probe]* How long does a client have to report to a provider?
5. What are the next steps for the E&T provider?

Voluntary States

6. How do clients learn about E&T services and activities? Does this differ for ABAWDs versus non-ABAWDs?
7. How is a client paired with an appropriate E&T provider?
 - a. *[Probe if State selects provider]* How do you determine what E&T provider to refer a client to?
 - i. *[Probe]* Do participants interact with multiple providers? If so, why?
 - b. *[Probe if client selects provider]* What information is given to clients about available providers?
8. What are the next steps for the E&T provider? Has this changed since the onset of the pandemic? If yes, how?

D. Intake and Assessment

Let's discuss the next step after a client is referred to SNAP E&T.

1. Can you walk me through the intake process?
 - a. *[Probe]* Once a client is notified and/or referred to E&T, when does the intake process happen?
 - b. *[Probe]* How is the intake appointment scheduled? Can the client change the appointment day/time if he or she did not pick the date and time? What happens if the client does not show up to the appointment?
 - c. *[Probe]* Who does the client interact with during the intake process?
 - d. *[Probe]* What activities or assessments does a client complete? Please describe.
 - e. *[Probe]* Does your office or the provider complete an individualized employment plan (IEP) for clients? What does that entail?
 - f. *[Probe for mandatory States]* Is there a process in place if a provider thinks someone should be exempt?
 - g. *[Probe]* Does your office or a provider offer a SNAP E&T orientation? If so, please describe.
 - i. *[Probe]* Where does the orientation happen (local office, provider's site, online)? What information is provided? What information is provided about job search activities and *[if mandatory State]* requirements?
 - ii. *[Probe]* Is the orientation mandatory? If so, who must attend? Do recertifying clients need to attend?
 - iii. *[Probe]* How is the orientation scheduled? When is it typically offered?
 - iv. *[Probe if orientation is mandatory]* How much time does a client have to attend the orientation after being notified he or she must participate? What happens if a client cannot attend or needs to reschedule?

- h. Has this intake process changed at all due to the pandemic? If yes, how? *[Probe for: increased phone/video call communications, other strategies]*
 - i. If yes: Do you anticipate these changes will remain in place even after the end of the pandemic? Which ones?
- 2. How do clients learn about available support services?
 - a. How do clients learn about participant reimbursements?
 - b. What is the process for obtaining support services and reimbursements?
 - c. Have the support services offered changed as a result of the pandemic? If yes, how?
- 3. How are clients assigned to [or how do they select] a job search activity?
 - a. *[Probe]* Can they choose among various E&T components, or do they get placed or assigned to a particular one?
 - b. *[Probe]* What factors or considerations go into deciding whether to assign someone to each job search activity?
 - i. *[Probe]* To what extent are assessment results and/or IEPs used in selecting a job search activity?
 - c. *[Probe]* How do you integrate job search activities with other components? What proportion of SNAP job search participants are also assigned to other E&T components?
- 4. What information do clients receive about job search activities and their requirements? When do they receive this information? How do they receive it? *[Request any documentation.]*
- 5. *[Mandatory States]* When are clients assigned to other programs and/or components in addition to job search activities? How do you decide to assign a client to multiple components?
 - a. *[Probe]* What other components are job search participants typically assigned to?
 - b. *[Probe]* Are these other components run by the same provider/agency? Are clients assigned to WIOA or other programs? What proportion of job search participants would you say are assigned to WIOA or other programs too?
 - c. *[Probe]* Do participants ever drop out of a job search activity but remain in another component or program? How often does it happen?
- 6. Do ABAWDs have the same provider selections as non-ABAWDs?
- 7. What is the next step after a client completes intake and assessment?
 - a. *[Probe]* How is the client notified of next steps?

E. E&T Participation

The next step in our process is participation in the SNAP E&T components. Let's discuss how E&T providers report information to the local SNAP office.

1. How long does a client have to begin participating in a job search activity after completing intake? Does this differ for ABAWDs? *[If relevant]* For mandatory versus voluntary clients?
2. What are the job search participation requirements for clients to remain compliant?
 - a. *[Probe for each activity]* How many days or hours are they required to participate? What steps are they required to take? Is there a minimum number of job contacts participants need to make?
 - b. *[Probe]* How do participant requirements differ for ABAWDs versus non-ABAWDs?
3. Have there been any changes in your communications with clients as a result of the pandemic, particularly in terms of case management? If yes, please describe. *[Probe for increase in phone communication, use of video conferencing]*
 - a. If yes: Has the decrease in in-person communication led to any challenges? Please describe?

F. Reporting

1. How do you track whether clients participate? *[If mandatory]* And are meeting their E&T requirements?
 - a. How do you know if a client reported to a provider or engaged in job search activities for the requisite hours? *[Note to moderator: probe as needed to determine how tracking occurs at each step of the intake process and how it may differ, if at all, for each job search activity]*
2. How do these processes differ, if at all, for tracking ABAWDs?
 - a. *[Probe]* How do you track ABAWDs over a 3-year continuous period? How do you assess that they work and/or participate in E&T for 80 hours a month? How do you ensure job search activities are combined with another eligible component for ABAWDs? How do you track that ABAWDs spend less than 40 hours per month on job search activities?
3. To your knowledge, how does the E&T provider track and log participation?
4. How do you communicate with E&T providers about a client's participation in job search activities [and (in mandatory States) compliance with requirements]?
5. What information do providers report to your office? *[Note this could include: What component the client is enrolled in; if he or she completes the program, receives a credential or certificate, enrolls in another component, gets a job]*
 - a. *[Probe]* How often are the data sent? By whom?
 - b. *[Probe]* Are the data sent manually, or is the process automated? What systems are used?
 - c. *[Probe]* How are the data processed and used? *[Mandatory States]* Does the system manually or automatically identify clients who are noncompliant? How are you alerted of a client's noncompliant status?

6. *[Mandatory States]* How are nonparticipation and noncompliance defined, logged, and reported? What is the timeframe for reporting noncompliance? *[Note to moderator: According to FNS policy, the E&T provider has 10 days to report noncompliance to the State.]*
 - a. *[Probe]* Does this vary depending on the component or E&T provider?
 - b. *[Probe]* How and when is the client notified?
 - c. *[Probe]* What happens if the client provides good cause? What happens if the client does not?
 - d. *[Probe]* How do you track noncompliance?

G. Client Outcomes

Now I would like to discuss SNAP E&T client outcomes.

1. Can you describe how and why most clients exit the SNAP E&T program, and job search in particular?
 - a. *[Probe]* How often do SNAP clients leave because they found employment?
 - b. *[Probe, mandatory State]* How often are SNAP job search clients sanctioned? What are the most common reasons for these sanctions?
 - c. *[Probe]* How often do SNAP clients drop out of the program? What do you think are their reasons for doing so? Do these reasons differ by job search or job search training activity? By component?
 - d. *[Probe]* What are other reasons, if any, for SNAP clients leaving E&T? Has this changed at all as a result of the pandemic? If yes, how?
2. At what step in the process do participants most often drop off (for example, between screening and intake, between intake and participation in activities, during participation in activities)? What are the reasons for dropoff at this step?
3. How would you define a SNAP client successfully leaving the program? How often does it happen? What makes these clients more successful?
 - a. *[Probe]* What, if anything, could be done to help clients succeed?
 - b. *[Probe]* What is it about your SNAP job search program that promotes client success?
 - c. *[Probe]* Is there anything you would change about your SNAP job search program to increase client success?
4. Overall, how frequently do SNAP job search clients who have exited E&T re-enter the program?
 - a. *[Probe]* How long does it usually take for these clients to re-engage? Where in the process do they re-enter (for example, intake, screening)? How does this vary for clients who did or did not remain on SNAP the entire time?
 - b. *[Probe]* Do re-entering clients resume their previous activities? If not, how are they assigned to E&T activities?
 - c. *[Probe]* What are the reasons these clients re-enter E&T?

H. Wrap-Up

Lastly, while we are here in a group, I wanted to learn your thoughts regarding the SNAP E&T process in your State.

1. Is there anything else you would like to share with us?
2. Is there anything we did not ask about that you think is important for us to know?

That completes our questions for the process-mapping exercise. Thank you very much for speaking with us.

Observation Checklist

Site teams will use this checklist when conducting observations at the local SNAP offices and E&T providers. To the extent possible, teams will observe key steps in SNAP E&T job search participation: screening and referral, orientation, assessment, delivery of services, or program monitoring. Teams should split to achieve the greatest possible number of observations. Ask clarifying questions about the activities being observed. If questions would intrude upon the observed activity, reserve them until the activity ends. If unable to observe an activity of interest, ask staff to show you how they typically conduct said activity. For instance, if you are observing a screening and the participant is exempt, you may ask staff to show you how they would have referred the client to E&T if the client were mandatory.

Provide a brief introduction to the study before conducting your observation. If a client is present and will provide personal information, such as during a screening, obtain permission from the client to conduct the observation and reassure that any information provided will be considered private. Inform the client that you are there to observe the process and activities and are not interested in recording their personal information.

Make a copy of this checklist to use with each observation. Observations will not be audio recorded, and site teams should expand their notes shortly after conducting each observation.

Site visitor: “Thank you for letting me observe your [activity] today. My name is [name], and I’m a researcher at Insight Policy Research. We are trying to better understand how SNAP E&T works in [State], so this observation will help us see how [pick category that applies to activity: application, E&T intake, job search, orientation] works. We may take a few notes, but we will never share this information with anyone outside our study team, and we will not identify you or use your name in our reporting. [If client is present, add: We are not interested in collecting any personal information about you and any information we do collect today is considered private.] Do you have any questions?”

State:	Date of observation:
Site location:	Observer:
Activity observed:	Time/duration of activity:

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A. Notes

B. Observation Guide

Below is a list of activities you may observe during your visit. Try to observe at least one of the listed activities. Each activity lists guidelines for what to observe and questions you are likely to address during your observation. Address these questions to the extent possible but also expand your notes to include your impressions of the activity and interactions that occurred.

Staff and Documents

[Document for all activities]

1. Job title of staff member(s) observed.
2. What guidance is the staff member using to complete the observed activity? Describe and ask for a copy.
3. What documents are given to clients during the observed activity? Describe and ask for a copy.

Screening and Referral

4. Describe the client/worker interaction, whether it seems the client understands the next steps, whether the worker is trying to ensure the client understands the next steps, etc.
5. Describe the mode of the screening (e.g., online, telephone, mail, in person), location if in person, accessibility, and privacy.
6. How was the screening scheduled? How long did it take to complete?
7. Describe how the screening is conducted. What types of questions are asked? How clear do they appear to be to the client? How does the worker respond to questions?
8. Describe how individual exemptions or deferments are determined and whether all possible exemptions are explored by the eligibility worker.
9. Describe what information is given about support services.
 - a. *[In mandatory States]* How does the eligibility worker determine whether the expenses required for a client to participate in E&T will exceed support service allotments?
 - b. *[In voluntary States]* Describe how the client learns about SNAP E&T job search services. What information is provided? What motivates/dissuades the client from participating? Describe the worker's demeanor when providing information about E&T services and the client's perceived interest.
10. What happens after screening? What information is given to clients? Are next steps clear?
11. Describe referral to E&T provider. How is the provider selected?
12. How much time is the client given to report?

Orientation

13. Describe the demeanor of the presenter, the clarity of the orientation, the questions clients ask, how the worker responds to questions, etc.
14. Describe the mode of the orientation (e.g., online, in person), location if in person, and accessibility.
15. How was the orientation scheduled? How long did it last?
16. Describe the orientation. What information is provided? By whom? In what format?
17. What information is provided about next steps?
18. Describe other activities included in the orientation (e.g., assessment, workfare screening, soft skills instruction).

Assessment

19. Describe the introduction to the assessment, client understanding of its purpose, interaction between workers and clients, etc.
20. Describe the mode of the assessment (e.g., online, telephone, in person), location if in person, accessibility, and privacy.
21. How was the assessment scheduled? How long does it take to complete?
22. Describe the assessment(s): test instrument used (e.g., TABE), work experience, education, career interests, barriers.
23. Describe how the assessment results are used (e.g., exemption, component assignment, support services). How did the office staff use the results to decide what component to assign the participant to?

Support Services

[May occur during any number of steps in the intake process]

24. How is eligibility for support services determined? What factors do staff take into consideration when determining the type and amount of support needed?
25. How are support services administered?
26. What is the client's reaction to the support services provided? Do staff think the services are sufficient to allow participation in E&T? What do workers think about the type and amount of support services provided?
27. Does the client need other support services that are not covered? What are they? *[In mandatory States:]* Do staff exempt clients when support services they need are not covered?

Job Search Activity

28. Where is the job search activity taking place? Describe the environment.
29. What resources are available to facilitate the job search activity (e.g., printers, fax machines, job boards)?
30. How many clients are participating in the job search activity?
31. Describe how the activity is being delivered to the participants. Are clients completing the job search activity independently, or is there a caseworker assisting them? Describe the level of supervision. Are they using an online tool or another method?
32. How is client participation tracked and/or monitored throughout the activity? What information does the provider or participant need to track?
33. How long did the activity last?
34. Describe the demeanor of the job search participant, any interactions he or she has with staff, any question asked and the responses received, etc.
35. Describe both participant and worker impressions of the job search activity. Do any participants or workers comment on their satisfaction with the program?

E&T Monitoring Systems

36. How does the site track participation in job search activities? Does tracking differ depending on the type of E&T participant (e.g., mandatory, voluntary, ABAWD)?
37. What type of system is the site using to track participation (e.g., manual, local MIS, shared case management system)? Describe the features of this system in detail.
38. Is the system used to maintain data for other programs (e.g., WIOA, TANF)?
39. How does the system track and report nonparticipation?
40. How are data exchanged between different partners?
41. How does the system track outcomes?

Sanctions

42. Describe the conciliation process and how good cause is determined. What act of noncompliance is being reviewed and what criteria are used to make the determination?
43. Describe how the site issues sanctions for failure to meet E&T job search requirements. How is information provided to clients?

The Use of Supervised Job Search, Job Search Training, and Integrated Job Search in SNAP E&T: Administrative Cost Table and Transmittal E-mail

Dear <State SNAP Director and/or E&T Director>,

We are looking forward to our upcoming interview to discuss the role of job search activities in your State's Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program. We would like to get a better understanding of the costs you incur to administer the SNAP job search and other E&T activities as part of our broader discussion about how the program works. To facilitate the discussion of costs, we would like to request that you complete the tables below before our interview. *[If relevant:]* We have prepopulated some information based on your State E&T plan, but please make any edits or updates needed. We may ask you a few follow-up questions about the information in the tables.

Table B.1. Total SNAP E&T Budget, to be Completed by SNAP Director or SNAP E&T Director Before the Visit

Cost Component	SNAP E&T Budgeted Amount for Fiscal Year (FY) 2020
1. Administrative costs (including 100% and 50/50 funds)	
2. Participant reimbursements	
3. Other costs*	
4. Total	

* If other costs are budgeted for, please describe these costs here (including dollar amount and purpose of the expenditure) or attach any relevant documentation:

Table B.2. Administrative Costs of SNAP Job Search and Other E&T Components, to be Completed by SNAP Director or SNAP E&T Director Before the Interview

Job Search Component	A. Total Budgeted Costs for FY 2020	B. Anticipated Monthly Participants (Unduplicated Count) for FY 2020	C. Anticipated Monthly Costs (Administrative Costs Only) for FY 2020	D. Anticipated Monthly Cost per Unduplicated Participant for FY 2020 (C/B)	E. Actual Monthly Participants (Unduplicated Count) for FY 2020	F. Actual Monthly Costs (Administrative Costs Only) for FY 2020	G. Actual Monthly Cost per Unduplicated Participant for FY 2020 (F/E)
Job Search Components <i>[Please list each type of job search activity offered.]</i>							
Example 1. Independent job search							
Example 2. Job search training							
Example 3. Job retention services							
Other E&T Components <i>[Please list any other types of E&T services, including those offered under educational, training, or work components.]</i>							
Example 1. Basic skills instruction (e.g., GED)							
Example 2. Work readiness training							
Example 3. Vocational skills training							
Participant Reimbursements for Supportive Services <i>[Please list by type of reimbursement, if available, or else total reimbursements.]</i>							
Example 1. Transportation							
Example 2. Childcare							

We sincerely appreciate your assistance in this important effort for the Food and Nutrition Service.

Sincerely,

<Site Visit Lead>

E&T Participant Interview Protocol

My name is [name], and I'm a researcher at Insight Policy Research. As you may know, Insight is conducting a study for the U.S. Department of Agriculture's Food and Nutrition Service (FNS) about the role of job search and job search training activities in employment and training programs run through the Supplemental Nutrition Assistance Program (or SNAP, also known as Food Stamps). The study seeks to better understand the overall role of these activities in serving people like yourself and how well these activities work in helping people find a job.

My colleagues and I are interviewing other current and former SNAP participants to learn about their experiences. Before this interview, we also spoke with State officials and training providers to learn more about the job search programs in your State.

I expect our conversation will take about 30 minutes, and you will receive a \$30 gift card in the mail after completing the interview.

I want to let you know that your participation in this interview is voluntary. You don't have to answer any questions you don't want to, and you can end the interview at any time. What you say will be kept private, except as otherwise required by law. The study team will summarize what we talk about today and put it together with information that we gather from other participants like you. Nothing you say will ever be linked to your name and your name will never appear in our report. We will not share the information you provide with anyone outside the study team, including your caseworkers or anyone associated with your State's SNAP agency. Nothing you say will affect your SNAP benefits or eligibility for SNAP [name used by State] or any other programs.

I will take notes over the course of the interview and would like to audio record the conversation to help me complete my notes after the call. The recording will not be shared with anyone outside the study team.

Do you have any questions before we get started?

Do I have your permission to record our conversation? You may stop the recording at any time.

[Confirm permission before recording starts. Do not record without respondent permission.]

[Interviewer Note: In question B.1, confirm the job search activity the client participates/participated in. In subsequent questions, refer to this activity directly, whenever "[activity]" appears in the question.]

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0657. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the following address: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Pl, Alexandria, VA 22314, ATTN: PRA (0584-0657). Do not return the completed form to this address.*

A. Understanding and Awareness of Job Search Objectives

1. I want to learn a little more about you and your experience with *[SNAP E&T program name]*. Information we received from *[SNAP agency]* says you participated in a job search activity through *[the SNAP Employment and Training program/or <insert local program name>]*. By job search activity, I mean *[describe job search activities offered by State and listed in State plans (e.g. assistance in writing resumes and cover letters, financial literacy classes, or career assessments)]*.
 - a. Are you currently participating in something like this? If not, when did you last participate?
 - b. What is the name of the provider(s)/organization(s) where you participate(d) in these activities?
 - c. How long have/did you participate(d) in job search activities?
2. Please tell me a little about the job search activity in which you participate(d).
[Probe for details: What did [activity] involve? How did the provider help during [activity]? Did you have to complete a set number of job contacts per month? Etc.]
[Probe: Are there any other activities you participate(d) in?]
[If the participant cannot recall activity, vaguely describe the job search activities the State offers and ask if he or she participated in one of these.]
3. You did *[activity]*. Were other services offered to you? Did you get to choose what you wanted to participate in or did the provider tell you what you had to do?
 - a. *[If given choice]* How did you find out about each service offered to you?
[Probe for: activities offered by State but not mentioned by participant]
 - i. What made you choose the activity you were/are in?
 - b. *[If not given choice]* Do you know of any other job search activities available to SNAP participants?
[Probe for: specific activities offered by State]
4. What made you decide to participate in *[activity]*?
[Probe for voluntary participants: What made you decide to work with [provider] instead of searching for a job on your own?]

B. Expectations and Experiences of Participating in Job Search

1. Before you started participating in *[activity]*, what did you think it would be like?
 - a. How did that compare to what it was actually like?
2. Did you work with your case manager to create a plan that described what you were hoping to get out of *[activity]*? *[Interviewer Note: We are asking whether the client completed an Individualized Employment Plan (IEP)]*
 - a. *[If yes]* What were your short and long-term goals?

- b. *[If no]* What were you hoping to get out of *[activity]*?
- 3. *[Current only]* How long have you been participating in *[activity]*?
 - a. How long do you think you will continue to participate in *[activity]*? Why?
 - i. Does *[activity]* have an end date? Or can you keep attending as long as you want? How will you know that you finished *[activity]*?
- 4. Who do you report your participation in *[activity]* to? How? *[Probe for: in person, online, via phone]*
- 5. *[Former only]* When you started, how long did you think you would be participating in *[activity]* through SNAP?
- 6. *[Former only]* About how long did you actually participate?
 - a. Why did you stop participating? What would have kept you involved?
 - b. Were you able to participate for as long as you wanted or did the provider tell you when to stop?
 - i. *[If as long as you wanted]* How did you decide to stop participating?
- 7. What do you imagine would be a successful result of participating in *[activity]*? *[Probe: finding a job faster, finding a better job, gaining interview skills, etc.]*
 - a. *[Current only]* Do you expect that will happen? How come? *[If no, probe for barriers such as transportation, children, etc.]*
 - b. *[Former only]* Did that happen? If not, how come? *[If no, probe for barriers such as transportation, children, etc.]*
 - c. *[If not discussed earlier]* Other than achieving that successful result, what are/were you hoping to get out of participating in job search?
- 8. *[Former only]* How did participating in *[activity]* affect your SNAP benefits? Please explain. *[Probe for: maintaining/losing eligibility, deciding to stop participating in SNAP, finding employment and not needing SNAP]*

C. Satisfaction

We talked about expectations you had for *[activity]*, but I also want to discuss what you needed out of *[activity]*.

- 1. How satisfied are/were you with the job search activity? Did you get what you needed from it?
 - a. *[If yes]* How so?
 - b. *[If no]* Why not? What would you change about it if you could? *[Probe for: activities, support services, and administrative changes]*
 - c. What other services could be offered to help meet SNAP participants' needs? *[Probe for job search activities not enrolled in]*

2. What did you like best about participating in [activity]?
 - a. *[Current only]* Has that changed since you first began participating?

D. Barriers

1. What are some of the challenges you experience(d) while participating in [activity]?
 - a. Did these challenges keep you from completing [activity]?
2. Are you aware of any support services available to job search participants, such as transportation assistance, childcare, providing clothing for interviews, or *[add other examples from State plan]*
 - a. *[If yes]* Have you used any of these support services while participating in job search?
 - i. *[If yes]* Which ones?
 - ii. What kinds of support services would have been useful to you?
 - b. *[If no]* What kinds of support services would you have used if you had known they were available to you?

E. Participation in Other E&T Activities

1. Including past experiences with SNAP E&T, what other E&T activities have/are you participated/ing in, other than [activity]? *[Probe: How about GED classes? Classes that lead to other certifications, i.e., the ServSafe certification? Vocational skills training, which can include training for specific jobs like a phlebotomist or commercial truck driver?]*
 - a. How did/does that activity compare to [activity]?
 - b. Which activity was most helpful to you?

F. Outcomes

1. *[Former only]* After you finished participating in [activity], what came next? *[Probe for: employment, new career path, participation in a subsequent E&T activity]*
 - a. *[If client dropped out of E&T and did not secure employment]* What made you stop participating in [activity]? Could any changes to the program or any additional supports have kept you engaged?
 - b. *[If client found employment/career path]* Do you think participating in [activity] helped you get a job? How so?
2. Has participating in [activity] affected the kinds of jobs that you are looking for? How so?

G. Wrap Up

Thank you for answering all our questions.

1. Is there anything else you would like to share with us?

2. Is there anything we did not ask about that you think is important for us to know?

Before we end this call, I want to confirm the address where we should send your \$30 gift card. Is your address *[insert address from State data file]*?

[If yes] Thank you. Please allow at least 2 weeks to receive the gift card in the mail.

[If no] Can you provide me your updated address? Thank you. Please allow at least 2 weeks to receive the gift card in the mail.

That completes our questions for you. Thank you very much for speaking with us.

Request for SNAP Administrative and Employment & Wage Data: USDA FNS' Study of SNAP E&T Job Search

This document provides instructions and requirements for submitting Supplemental Nutrition Assistance Program (SNAP) administrative caseload data and employment and wage data as part of the *Role of Job Search as a SNAP Employment and Training (E&T) Component* study being conducted by the Food and Nutrition Service (FNS).

The following sections provide detailed instructions for preparing and submitting the data extract required to complete this study. These data include SNAP household characteristics and other case data, E&T participation data, and employment and wage record data. Below you will find the parameters of the requested data, the time period for the data, a specific list of variables requested, the format for the file, how to handle missing data, how to ensure confidentiality, and the process for submitting data.

Table A lists the requested SNAP administrative data variables, which we anticipate will come from the SNAP MIS. Table B lists the requested employment and wage record data variables, which are typically collected from employers by the State UI agency. Please note these lists reflect “wish lists,” and we recognize States vary in the types and formats of data stored in their MIS systems. As such, we would like to arrange a consultative discussion with the State SNAP director and someone familiar with the State data systems about this request to determine the type and the format of the data your State is able to provide. If not already discussed in prior conversations, we are also interested to learn more about the data request process for each type of data, which State agencies are responsible for which data, and how to most efficiently collaborate to compile the needed data.

Ideally, the SNAP caseload data and the employment and wage data would be merged into one file. However, we are happy to discuss with you the possibility of providing two separate SNAP and UI data files that Insight will link via Social Security numbers (SSNs).

A. What is the purpose of this administrative data request?

These data will be used to examine the characteristics, service receipt, and outcomes of SNAP job search participants and to assess the short- and long-term outcomes of participation in SNAP E&T job search activities.

B. What records should be included in the file and for how many months?

SNAP Caseload Data

The SNAP data file should include one record per individual for each month they received SNAP benefits during the 12-month period from October 1, 2017, to September 30, 2018 (FY 2018). This file should include all individuals age 16 and over who received SNAP benefits at least 1 month during this period. SSNs should be included in the file to facilitate linking to employment and wage data.

There should be up to 12 rows of data (1 row per month of SNAP benefit receipt) for every individual in the file. Months in which an individual is not in your State caseload system can be left blank or excluded from the file (however, please include any case closure codes for closed cases).

Please also submit a supplementary SNAP caseload data file for the most recent 1 month of data available at the time of data submission. These data do not need to be linked to employment and wage record data, though should follow the format and content of the main SNAP caseload data (e.g., include one record per individual age 16 years and older during the month).

Employment and Wage Data

The employment and wage data should include up to 8 quarters (24 months) of data linked to the SNAP caseload record for each participant in the SNAP caseload file described above for the period October 1, 2017, to September 30, 2019 (FY 2018 and FY 2019). Individuals starting SNAP in Q1 of FY 2018 will have up to 8 quarters of linked employment and wage data (i.e., 4 quarters of FY 2018 data and 4 quarters of FY 2019 data), and those beginning SNAP in Q4 of FY 2018 will only have up to 5 quarters of linked employment and wage data (i.e., 1 quarter of FY 2018 data and 4 quarters of FY 2019 data).

There should be one row of data for each SNAP participant per quarter per employer (e.g., a SNAP participant employed by one firm during a given quarter will have one row of data for that quarter, while a SNAP participant employed by three firms during a given quarter will have three rows of data in that quarter).

C. What variables should be included in the file?

Table A provides a list and description of the requested **SNAP caseload file variables** for every individual who received SNAP at any point during the 12-month period from October 1, 2017, to September 30, 2018. Please provide the variables in the order shown in table A.

If codes are used to identify information (e.g., reasons for sanctions, reasons for case closures), please submit a **crosswalk** of these codes and their descriptions with your file.

Table B provides a list and description of the requested **employment and wage record data** from the 24-month period from October 1, 2017 to September 30, 2019. These data should include information on the individuals listed in the SNAP caseload file.

Data Periods

- SNAP Caseload File (12 months): October 1, 2017 – September 30, 2018
- Employment and Wage Record File (up to 8 quarters; 24 months): October 1, 2017 – September 30, 2019
- Supplementary SNAP Caseload File (1 month): Most recent month available

D. What is the file format?

Preferred file formats are comma-separated values (.csv) or Excel (.xls). We can also receive other tabulated datafile formats, including SAS data files. Please discuss alternate formats with Insight.

E. How should missing/unknown information be handled?

Missing values should be indicated by a BLANK space

Please do NOT fill unknown values with zeroes. Zero should ONLY indicate an actual zero value, such as zero dollar income. For example, if the participant's household stops receiving SNAP benefits, the household size and benefit fields should be BLANK, not zero.

For all yes/no indicator variables, a value of "1" should represent "yes," and a value of "0" should represent "no."

F. How will Insight ensure confidentiality and security of State data?

The data will be maintained on a secure server and available only to key project personnel. No personal identifiers will be disclosed in reports or to any nonproject staff. All project personnel have signed confidentiality pledges and have been trained in data security procedures.

Data will be transferred using secure file transfer protocol (SFTP). All data containing personally identifiable information (PII) will be stored on servers that are compliant with the Federal Information Security Management Act and the National Institute of Standards and Technology 800-171 data security procedures. PII will be used for linking files and for sampling, but all analysis will be completed with files in which PII has been replaced by Insight-generated unique IDs.

G. How should we submit the files?

To protect the data, please submit the file using Insight's SFTP system. This secure file transfer site encrypts both commands and data, preventing passwords and sensitive information from being accessed during transmission. Instructions for using this system will be sent separately.

If possible, submit a test data file to Insight that includes 3 months of data. The test file should include data on SNAP participants age 16 and over at any point during the period January–March 2018. This test file will enable Insight to review all data and clarify any remaining concerns before the first data submission.

H. Questions or concerns?

If you have any questions or concerns, contact the study's quantitative analysis lead, Andrew Breck, at abreck@insightpolicyresearch.com or (571) 451-2924.

Table B.3. Requested SNAP Caseload Data Variable List

Variable Requested	Variable Name	Variable Description	Code/Categories Examples
Individual-Level Variables			
Reference month and year	REF_MONTH_YEAR	Benefit reference month and year for the SNAP participant's SNAP household If no SNAP benefit was received that month, still include a row for that month with data for the CLIENT_ID and REF_MONTH_YEAR	MMYYYY
Client ID	CLIENT_ID	Participant's individual SNAP ID provided by the State to identify individual participants within a SNAP household If no SNAP benefit was received that month, still include a row for that month with data for the CLIENT_ID and REF_MONTH_YEAR	Example: 2130768 (character variable)
Social Security number	SSN	Social Security number	Example: 510981319
Received SNAP benefits	SNAP_FLAG_PER	Whether the participant received SNAP benefits this month	0 = no 1 = yes
First name	FIRST_NAME	Participant's first name	Example: John
Last name	LAST_NAME	Participant's last name	Example: Doe
Address line 1	ADDRESS_1	First line of participant's street address	Example: 1233 Main St
Address line 2	ADDRESS_2	Second line of participant's street address	Example: Apartment 12
State	STATE	Participant's State of residence	Provide two-letter abbreviation
ZIP Code	ZIP	Participant's ZIP Code of residence	20817
County	COUNTY	Participant's county of residence	Example: Montgomery
Phone number—primary	PHONE	Participant's primary phone number	508-645-5555
Phone number—secondary	PHONE_ALT	Participant's secondary phone number	508-655-5555
E-mail address	EMAIL	Participant's e-mail address	jsmith@gmail.com
Date of birth	DOB	Participant's date of birth	MMDDYYYY
Gender	GENDER	Participant's gender	1 = male 2 = female
Race/ethnicity	RACE_ETHN	Participant's race and ethnicity	Provide definitions of codes in separate crosswalk

Variable Requested	Variable Name	Variable Description	Code/Categories Examples
Marital status	MARITAL	Participant's marital status (e.g., married, single)	Provide definitions of codes in separate crosswalk
Relationship to case head	RELATION	Participant's relationship to the case head (e.g., head of household, spouse, child, adult)	Provide definitions of codes in separate crosswalk
Primary language spoken or language used on application	LANGUAGE	Codes used to identify primary language for participant or participant's household	Provide definitions of codes in separate crosswalk
Level of school completed	EDUCATION	Codes used to identify level of school completed (or whether SNAP participant received a high school diploma or GED)	Provide definitions of codes in separate crosswalk
Participant's monthly earned income amount	INDIV_INCOME	Participant's total individual monthly earned income amount	Example: 540
Individual received Medicaid benefits	MEDICAID_FLAG_PER	Whether the SNAP participant received Medicaid benefits this month	0 = no 1 = yes
Individual received Temporary Assistance for Needy Families (TANF) benefits	TANF_FLAG_PER	Whether the SNAP participant received TANF benefits this month	0 = no 1 = yes
Individual received Supplemental Security Income (SSI) benefits	SSI_FLAG_PER	Whether the SNAP participant received SSI benefits this month	0 = no 1 = yes
Able-Bodied Adults Without Dependents (ABAWD) exemption status	ABAWD_EXEMPT	Codes used to identify exemption status for ABAWD from ABAWD time limits	Provide definitions of codes in separate crosswalk
Work registrant exemption status	WR_EXEMPT	Codes used to identify whether SNAP participant is exempt or not exempt from work registration	Provide definitions of codes in separate crosswalk
Voluntary or mandatory SNAP E&T participation	MAND_OR_VOL	Indicator of whether the SNAP participant is identified as voluntary or mandatory E&T participant	1 = voluntary 2 = mandatory
E&T sanction status	ET_SANCT	Whether the individual is under E&T sanction this month	0 = no 1 = yes
SNAP E&T exemption status	ET_EXEMPT	Codes used to identify whether SNAP participant is exempt or not exempt from E&T	Provide definitions of codes in separate crosswalk

Variable Requested	Variable Name	Variable Description	Code/Categories Examples
SNAP E&T referral status	ET_REFERRAL	Indicator of whether the SNAP participant was referred to SNAP E&T	0 = no 1 = yes
SNAP E&T participation status	ET_PART	Whether the referred SNAP E&T individual participated in E&T component	0 = no 1 = yes
Household-Level Variables			
SNAP case identification (ID)	CASE_ID	Household or case ID provided by the State to identify the SNAP household of the individual participant	Example: 02076085 (character variable)
Received SNAP benefits (household)	SNAP_FLAG_HHLD	Whether the participant's SNAP household received SNAP benefits this month	0 = no 1 = yes
SNAP benefit amount	BEN_AMT	Total SNAP benefit received by the SNAP household this month (rounded to nearest dollar)	Example: 357
SNAP household size	HH_SIZE	Number of individuals in the participant's SNAP household this month	Example: 3
Certification/ recertification date	CERT_DATE	Certification or recertification date associated with household's SNAP benefit month (the last review date associated with current SNAP benefit month)	MMDDYYYY
County serving the case	COUNTY	County code or name of the county serving the participant's SNAP household	Provide definitions of county codes in separate crosswalk
SNAP household's gross income amount	GROSS_INC	Total monthly gross income for the participant's SNAP household (i.e., gross income used to determine SNAP eligibility before deductions)	Example: 700
SNAP household's net income amount	NET_INC	Total monthly net income for the participant's SNAP household (i.e., net income after all deductions from gross income used to determine SNAP benefit amount)	Example: 600
SNAP household's earned income amount	EARNED_INC	Total monthly earned income for the participant's SNAP household	Example: 300
SNAP household's receipt of Medicaid	MEDICAID	Indicator whether the household receives Medicaid	0 = no 1 = yes
SNAP household's receipt of TANF	TANF	Indicator whether the household receives TANF	0 = no 1 = yes
SNAP household's receipt of SSI	SSI	Indicator whether the household receives SSI	0 = no 1 = yes
Presence of elderly household member	ELDERLY	Indicator that at least one household member is over the age of 60	0 = no 1 = yes

Variable Requested	Variable Name	Variable Description	Code/Categories Examples
Presence of children in household	CHILDREN	Indicator that at least one household member is under the age of 16	0 = no 1 = yes
Number of household members	NUM_HH	Number of individuals in the household	Example: 4
Closed case	CLOSED_CASE	Indicator that the SNAP case is closed	0 = no 1 = yes
Closure date	CLOSED_DATE	Date of SNAP case closure	MMDDYYYY
Closure reason	CLOSED_REASON	Reason for SNAP case closure (e.g., ABAWD time limit, sanction for failure to meet E&T requirements, missed recertification appointment, income over threshold, other)	Provide definitions of codes in separate crosswalk
E&T Activities and Outcomes			
E&T provider serving SNAP E&T participant	PROVIDER_1 PROVIDER_2 PROVIDER_3 PROVIDER_4	Name of E&T providers serving the E&T participant	Provide name(s) of providers
Type of E&T service assigned	ET_SERVICE1 ET_SERVICE2 ET_SERVICE3 ET_SERVICE4	Codes used to identify the type of E&T service(s) participant was assigned to receive (e.g., assessment, English as a second language [ESL], high school equivalence, Institute of Higher Education, independent job search, job search training, workfare, work experience, on-the-job training, basic education, vocational training, self-employment training, WIOA program, job retention)	Provide definitions of codes in separate crosswalk
Type of job search assigned	JOB_SEARCH1 JOB_SEARCH2 JOB_SEARCH3 JOB_SEARCH4	Codes used to identify the type of job search service(s) the participant was assigned to receive (e.g., independent job search, job search assistance, job search training, job search combined with other services)	Provide definitions of codes in separate crosswalk
Start date of E&T assignment	ET_START1 ET_START2 ET_START3 ET_START4	Start date of E&T assignment to component for the E&T participant	MMDDYYYY
End date of E&T assignment	ET_END1 ET_END2 ET_END3 ET_END4	End date of E&T assignment to component for the E&T participant	MMDDYYYY

Variable Requested	Variable Name	Variable Description	Code/Categories Examples
Outcome of the SNAP E&T participation	ET_OUTCOME1 ET_OUTCOME2 ET_OUTCOME3 ET_OUTCOME4	Outcome of the SNAP E&T participation (e.g., completed a training, educational, work experience, or on-the-job training component; exempted for good cause; quit)	Provide definitions of codes in separate crosswalk
Whether participant dropped out of E&T component	ET_DROP1 ET_DROP2 ET_DROP3 ET_DROP4	Indicator whether the participant dropped out of E&T prior to completing the program or transitioning off benefits	0 = no 1 = yes
Reason participant stopped participating in E&T	ET_EXIT1 ET_EXIT2 ET_EXIT3 ET_EXIT4	Reason the participant stopped participating in E&T (e.g., finished component, got a job, quit)	Provide definitions of codes in separate crosswalk
Whether participant is in unsubsidized employment after E&T	EMPLOY_OUTCOME1 EMPLOY_OUTCOME2 EMPLOY_OUTCOME3 EMPLOY_OUTCOME4	Indicator of whether the participant is in unsubsidized employment after completing E&T program	0 = no 1 = yes
Start date of unsubsidized employment	EMPLOY_START1 EMPLOY_START2 EMPLOY_START3 EMPLOY_START4	Start date of unsubsidized employment obtained after the participant completed E&T program	MMDDYYYY
End date of unsubsidized employment	EMPLOY_END1 EMPLOY_END2 EMPLOY_END3 EMPLOY_END4	End date of unsubsidized employment obtained after the participant completed E&T program	MMDDYYYY

Table B.4. Employment and Wage Record Data Variable List

Variable Requested	Variable Name	Variable Description	Code/Categories Examples
Individual-Level Variables			
Employee Social Security number	UI_SSN	Employee's Social Security Number	Example: 510981319
Employee first name	FIRST_NAME	Employee's first name	Example: John
Employee last name	LAST_NAME	Employee's last name	Example: Doe
Employer name ^a	EMPLOYER	Employer's name	Example: Company Name
Federal Employer Identification Number (FEIN)	FEIN	FEIN	12-3456789
Employer address line 1	EMPLOYER_ADDRESS_1	First line of employer's street address	Example: 1233 Main St
Employer address line 2	EMPLOYER_ADDRESS_2	Second line of employer's street address	Example: Apartment 12
Employer State	EMPLOYER_STATE	Employer's State	Provide 2 letter abbreviation
Employer ZIP Code	EMPLOYER_ZIP	Employer's ZIP Code	20817
Date of hire	HIRE_DATE	Date of hire	MMYYYY
Employee quarterly earnings	EARNINGS_QUART	Employee quarterly earnings amount in dollars	Example: 4588.35
Employee wage amount	WAGE	Employee wage amount in dollars per hour	Example: 10.25
Reporting period	PERIOD	Calendar quarter in which wages were paid	Provide calendar quarter: 1YYYY 2YYYY 3YYYY 4YYYY 5YYYY 6YYYY 7YYYY 8YYYY

^a Employment and wage record rows should include information for a single individual per employer per quarter. Individuals with multiple employers per quarter will have multiple rows in the datafile - one for each employer in each quarter.

Appendix C. Supplemental Tables for Connecticut

In fiscal year (FY) 2018, Connecticut provided vocational training services to employment and training (E&T) participants through a network of community colleges. The tables in this appendix present descriptive statistics and outcome measures for vocational training participants. Because vocational training was the only E&T component offered, the study team could not compare vocational training with other types of E&T services. Connecticut was unable to provide data on employment sector and unemployment insurance (UI) wage data before April 2018.

A. Descriptive Statistics for Connecticut E&T Participants

Tables C.1 through C.4 provide descriptive statistics for the E&T program in Connecticut in FY 2018. As table C.1 illustrates, Connecticut offered only vocational training to Supplemental Nutrition Assistance Program (SNAP) participants in FY 2018. Fewer than 1 percent of SNAP participants enrolled in E&T.

Table C.1. SNAP and Vocational Training Participation in Connecticut, FY 2018 (N = 296,014)

Category	Number of Participants	Percent of SNAP Participants
SNAP participants	296,014	100.0
Vocational training participants	1,177	0.4

Note: All E&T participants in FY 2018 participated in vocational training. No other components were represented in the data.

E&T = employment and training; FY = fiscal year

Source: Connecticut FY 2018 SNAP administrative and E&T data

Table C.2 presents the characteristics of E&T participants (i.e., vocational training participants) in Connecticut in FY 2018.

Table C.2. Characteristics of Vocational Training E&T Participants in Connecticut, FY 2018 (N = 1,177)

Characteristics	Number of E&T Participants	Percent of E&T Participants
Age		
18–29	429	36.4
30–39	381	32.4
40–49	236	20.1
50–59	104	8.8
60+	27	2.3
Race/Ethnicity		
White, non-Hispanic	245	20.8
Black, non-Hispanic	401	34.1
Hispanic	259	22.0
Other, non-Hispanic	17	1.4
Unknown	255	21.7
Gender		
Female	999	84.9
Male	178	15.1

Characteristics	Number of E&T Participants	Percent of E&T Participants
Level of Education		
High school nongraduate	38	3.2
High school graduate	206	17.5
Some college or higher	24	2.0
Unknown	909	77.2
Employed During Second Quarter of CY 2018^a		
No	488	41.5
Yes	689	58.5
Children in Household		
No	510	43.3
Yes	667	56.7
Elderly Person in Household^b		
No	1,155	98.1
Yes	22	1.9
Person With Disability in Household		
No	975	82.8
Yes	202	17.2
Urbanicity^c		
Rural	31	2.6
Urban	1,141	96.9
Unknown	5	0.4
Income as Percentage of Federal Poverty Guidelines at Time of SNAP Enrollment		
Zero income	670	56.9
> 0 to 100 percent	280	23.8
> 100 to 130 percent	98	8.3
> 130 percent	60	5.1
Unknown	69	5.9
Number of Household Members on SNAP		
1	424	36.0
2	243	20.6
3	243	20.6
4+	267	22.7
Benefit Amount as Percentage of Maximum Benefit		
0 to 25 percent	48	4.1
> 25 to 50 percent	123	10.5
> 50 to 75 percent	228	19.4
> 75 to < 100 percent	570	48.4
Maximum (100 percent)	198	16.8
Unknown	10	0.8

Characteristics	Number of E&T Participants	Percent of E&T Participants
Unemployment Rate in Participant's County of Residence Compared With National Average		
At or above	1,077	91.5
Below	85	7.2
Unknown	15	1.3
Unemployment Rate in Participant's County of Residence Compared With State Average		
At or above	888	75.4
Below	274	23.3
Unknown	15	1.3

Note: CY = calendar year; E&T = employment and training; FY = fiscal year

^a Quarter 2 of 2018 was the first quarter of wage data received from Connecticut.

^b Elderly person in household is defined as at least one household member aged 60 or older.

^c The study team appended Economic Research Service (ERS) Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

Source: Connecticut FY 2018 SNAP administrative and E&T data

Table C.3 shows mean and median E&T durations. On average, individuals participated in vocational training for 2.6 months. With a few exceptions, SNAP participants can enroll in E&T only once in Connecticut. For this reason, Insight does not provide data on the number of vocational training spells.

Table C.3. Duration of Vocational Training Participation in Connecticut, FY 2018 (N = 1,177)

Metric	Months
Mean duration	2.6
Median duration	2.7
Range	0.03–27.5

Note: FY = fiscal year

Source: Connecticut FY 2018 SNAP administrative and E&T data

Table C.4 presents E&T completion status. Almost three-fourths (72.1 percent) of participants completed the vocational training component during the study timeframe.

Table C.4. E&T Completion Status in Connecticut, FY 2018 (N = 1,169)

Status	Number of E&T Participants	Percent of E&T Participants
Complete	843	72.1
Dropped	122	10.4
Incomplete	193	16.5
Other ^a	11	0.9

Note: E&T = employment and training; FY = fiscal year

^a Includes active, not approved, pending, and withdrew.

Source: Insight tabulations of Connecticut FY 2018 SNAP administrative and E&T data

B. Labor Market Outcomes for Connecticut Vocational Training Participants

Tables C.5 through C.8 and figures C.1 and C.2 present labor market outcomes, including quarterly wages and time to employment, for vocational training participants in Connecticut.

Table C.5 presents the number of jobs vocational training participants worked in the quarter after starting their vocational training component. Over half of participants (54.7 percent) had either one or two jobs.

Table C.5. Number of Jobs After Engaging in Vocational Training in Connecticut, FY 2018 (N = 1,171)

Number of Jobs	Number of Participants	Percent of Participants
0	172	14.7
1	331	28.3
2	309	26.4
3	169	14.4
4	104	8.9
5	39	3.3
6	17	1.5
7	17	1.5
8+	13	1.1

Note: FY = fiscal year

Sources: Connecticut FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table C.6 presents labor market outcomes for vocational training participants by completion status. Because vocational training was the only E&T component in Connecticut in FY 2018, the study team could not compare labor outcomes across components.

Table C.6. Employment and Earnings Outcomes in Quarters After Vocational Training Participation by Completion Status in Connecticut, FY 2018–2019

Component(s)	Mean Quarterly Earnings Including Zero-Income Participants (\$)	Mean Quarterly Earnings Among Those With Earnings (\$)	Percent of Participants Employed in Quarter After Starting E&T	Mean Time to Employment (Quarters) ^a	Sample Size (N)
All vocational training participants	1,496.11	2,912.16	51.0	1.6	1,172
Vocational training participants who completed the component	1,489.34	2,873.50	51.5	1.6	852
Vocational training participants who did not complete the component	1,514.21	3,018.89	49.7	1.6	320

Note: E&T = employment and training; FY = fiscal year

^a Mean time to employment refers to the number of quarters, on average, it took for a participant to find employment after participation in an E&T component. Individuals who were employed in the same quarter as their E&T participation had a value of 0 quarters to employment.

Sources: Connecticut FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative and E&T data

Table C.7 presents labor outcomes for all vocational training participants in Connecticut by participant characteristics.

Table C.7. Employment and Earnings Outcomes After Vocational Training by E&T Participant Characteristics in Connecticut, FY 2018 (N = 1,177)

Characteristics	Mean Quarterly Earnings in Quarter After Starting Vocational Training (\$)	Percent of Participants Employed in Quarter After Starting E&T	Mean Time to Employment (Quarters) ^a
All E&T participants	1,496.05	51.0	1.2
Age			
18–29	1,586.00	57.0	1.2
30–39	1,543.15	51.2	1.2
40–49	1,558.43	48.9	1.4
50–59	915.59	35.0	1.6
60+	1,100.64	33.3	0.9
Race/Ethnicity			
White, non-Hispanic	993.10	38.9	1.3
Black, non-Hispanic	1,710.84	56.2	1.2
Hispanic	1,563.47	55.8	1.2
Other, non-Hispanic	577.75	29.4	1.7
Unknown	1,635.30	51.2	1.3
Gender			
Female	1,568.87	52.5	1.2
Male	1,084.48	42.9	1.5
Level of Education			
High school nongraduate	1,275.62	54.1	1.1
High school graduate	1,767.09	49.8	1.3
Some college or higher	1,919.82	50.0	1.2
Missing	1,432.30	51.2	1.3
Employed During Second Quarter of CY 2018^b			
No	517.08	20.7	2.3
Yes	2,187.93	72.7	0.8
Children in Household			
No	1,171.37	44.4	1.4
Yes	1,741.39	56.1	1.1
Elderly Person in Household^c			
No	1,491.30	51.2	1.3
Yes	1,742.39	40.9	0.7
Person With Disability in Household			
No	1,600.25	54.2	1.2
Yes	999.82	35.6	1.6
Urbanicity^d			
Rural	1,396.80	48.4	1.2
Urban	1,502.39	51.1	1.2
Unknown	476.62	40.0	2.7

Characteristics	Mean Quarterly Earnings in Quarter After Starting Vocational Training (\$)	Percent of Participants Employed in Quarter After Starting E&T	Mean Time to Employment (Quarters) ^a
Income as Percentage of Federal Poverty Guidelines at Time of SNAP Enrollment			
Zero income	1,129.58	43.1	1.4
> 0 to 100 percent	1,910.03	64.3	1.0
> 100 to 130 percent	2,308.96	61.2	1.0
> 130 percent	1,757.64	54.1	1.3
Unknown	2,011.49	57.8	1.0
Number of Household Members on SNAP			
1	1,125.05	44.4	1.4
2	1,452.70	55.2	1.1
3	1,761.83	55.1	1.2
4+	1,875.21	53.9	1.2
Benefit Amount as Percentage of Maximum Benefit			
0 to 25 percent	1,883.79	49.6	1.4
> 25 to 50 percent	2,124.72	59.7	1.1
> 50 to 75 percent	1,679.42	57.9	1.1
> 75 to < 100 percent	990.95	44.6	1.3
Maximum (100 percent)	256.15	20.7	1.8
Unemployment Rate in Participant's County of Residence Compared With National Average			
At or above	1,492.96	51.3	1.2
Below	1,746.20	51.8	1.2
Unknown	230.35	26.7	2.1
Unemployment Rate in Participant's County of Residence Compared With State Average			
At or above	1,470.72	52.1	1.2
Below	1,643.58	48.9	1.3
Unknown	230.35	26.7	2.1

Note: CY = calendar year; E&T = employment and training; FY = fiscal year

^a Mean time to employment refers to the number of quarters, on average, participants took to find employment after participation in an E&T component. Individuals who were employed in the same quarter as their E&T participation had a value of 0 quarters to employment.

^b Quarter 2 of 2018 was the first quarter of wage data received from Connecticut.

^c Elderly person in household is defined as at least one household member aged 60 or older.

^d The study team appended ERS Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

Source: Connecticut FY 2018 SNAP administrative and E&T data

Table C.8 shows the results of the ordinary least squares regression model estimating labor market outcomes as a function of vocational training completion (versus noncompletion). The models control for the following covariates: (1) age, (2) employed during first observed quarter, (3) able-bodied adult without dependents (ABAWD) (aged 18 to 49 and no children in household), (4) urbanicity, and (5) county unemployment rate compared with U.S. unemployment rate. The coefficients of the linear probability model are multiplied by 100 to represent percentage point changes in the likelihood of employment. Individuals who participated in vocational training E&T but did not complete their component are used as the reference category.

The study team did not find any significant differences in quarterly earnings, employment rates, or time to employment between individuals who completed their vocational training component and those who did not.

Table C.8. Ordinary Least Squares Regression Modeling of Employment and Earnings Outcomes for E&T Participants by Completion Status in Connecticut, FY 2018–2019

Component Participation	Quarterly Earnings Including Zero-Income Participants (\$)		Percent of Participants Employed in Quarter After Starting E&T		Time to Employment (Quarters)	
	Dollars	95 Percent CI	Percent	95 Percent CI	Quarters	95 Percent CI
Completed vocational training	-100.26	-376.16, 175.63	-0.01	-0.07, 0.04	0.02	-0.14, 0.17
Number of observations	1,160		1,167		1,008	

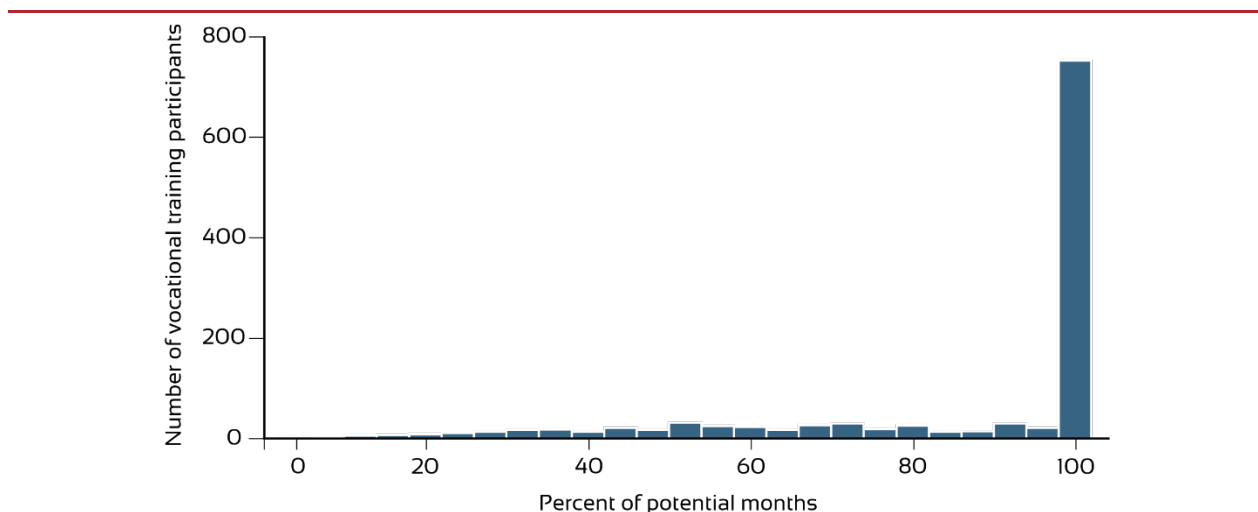
Note: The reference category consists of individuals who did not complete the vocational training component.

CI = confidence interval; E&T = employment and training; FY = fiscal year

Sources: Connecticut FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative and E&T data

Figure C.1 shows the number of vocational training participants (y-axis) by the percentage of total months they were enrolled in SNAP (x-axis) after initial enrollment during the study period. Most vocational training participants were on SNAP for all possible months during the study period. That is, participants enrolled in SNAP in August 2018 and in the SNAP administrative data in September 2018 were enrolled in SNAP for 100 percent, or all, possible months.

Figure C.1. Percentage of Potential Months of Enrollment in SNAP Among E&T Participants in Connecticut, FY 2018–2019 (N = 1,172)



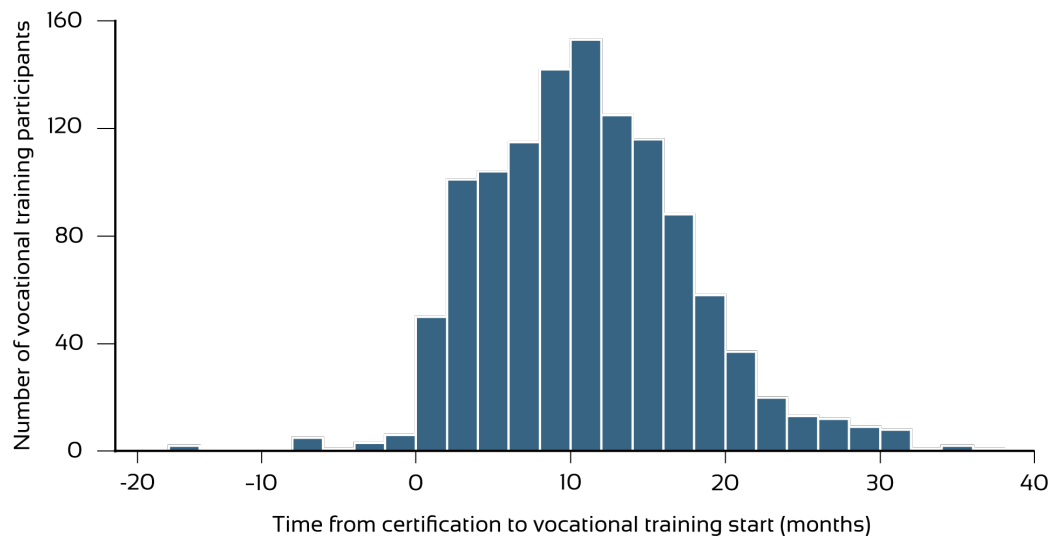
Note: Potential months refers to the maximum number of months a client could have appeared in the SNAP data. Participants enrolled in SNAP in August 2018 and in the SNAP administrative data in September 2018 were enrolled in SNAP for 100 percent, or all, possible months.

E&T = employment and training; FY = fiscal year

Sources: Connecticut FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative and E&T data

Figure C.2 shows the number of months between SNAP certification and the start of vocational training participation. Participants enroll in vocational training throughout their certification period, which could suggest individuals learn about E&T through various channels and not just during their certification or recertification appointments.

Figure C.2. Number of Months Between SNAP Certification/Recertification and Start of E&T Participation in Connecticut, FY 2018–2019 (N = 1,172)



Note: E&T = employment and training; FY = fiscal year

Sources: Connecticut FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative and E&T data

Appendix D. Supplemental Tables for Oregon

This appendix presents supplementary tables and regression details for analyses conducted with (1) Oregon fiscal year (FY) 2018 Supplemental Nutrition Assistance Program (SNAP) administrative data, (2) FY 2018 employment and training (E&T) data, and (3) FY 2019 unemployment insurance (UI) wage data.

A. Descriptive Statistics for Oregon E&T Participants

Tables D.1 through D.6 provide additional descriptive statistics for E&T participants in Oregon in FY 2018.

Table D.1. SNAP, E&T, and Job Search Training Participation in Oregon, FY 2018

Category	Number of Participants	Percent of SNAP Participants	Percent of E&T Participants
SNAP participants	616,845	100.0	N/A
E&T participants	25,363	4.1	100.0
E&T participants with any supervised job search and/or job search training activity	13,861	2.2	54.7

N = 616,845

Note: E&T = employment and training; FY = fiscal year; N/A = not applicable

Source: Oregon FY 2018 SNAP administrative and E&T data

Table D.2. E&T Referral and Enrollment in Oregon, FY 2018 (N = 616,845)

Enrollment in E&T	Referral Status				Total
	Not Referred		Referred		
	Number	Percent	Number	Percent	
No	570,543	96.4	20,939	82.9	591,482
Yes	21,030	3.6	4,333	17.1	25,363

Note: E&T = employment and training; FY = fiscal year

Sources: Oregon FY 2018 SNAP administrative and E&T data

Table D.2a. E&T Referral and Enrollment in Oregon Among Supervised Job Search and Job Search Training Participants, FY2018

Enrollment in E&T	Referral Status				Total
	Not Referred		Referred		
	Number	Percent	Number	Percent	
Yes	10,104	72.9	3,757	27.1	13,861

Note: E&T = employment and training; FY = fiscal year

Sources: Oregon FY 2018 SNAP administrative and E&T data

Table D.3. Participation in E&T in Oregon, FY 2018 (N = 25,363)

E&T Activity	Number of Participants	Percent of E&T Participants
Intake Activities		
STEP orientation, other intake activities	18,793	74.1
E&T Components		
Supervised job search	10,798	42.6
Job search training	9,893	39.0
Job retention	935	3.7
Career or technical education programs or other vocational training	859	3.4
Work experience	650	2.6
Basic foundational skills	479	1.9

Note: Percentages add up to more than 100 because participants could enroll in more than one component.

E&T = employment and training; FY = fiscal year; STEP = SNAP Training and Employment Program

Sources: Oregon FY 2018 SNAP administrative and E&T data

Table D.3a. Participation in E&T Components in Oregon, FY 2018 (N =14,863)

E&T Component	Number of Participants	Percent of E&T Participants
Supervised job search	10,798	72.7
Job search training	9,893	66.6
Job retention	935	6.3
Career or technical education programs or other vocational training	859	5.8
Work experience	650	4.4
Basic foundational skills	479	3.2

Note: Percentages add up to more than 100 because participants could enroll in more than one component.

E&T = employment and training; FY = fiscal year; STEP = SNAP Training and Employment Program

Sources: Oregon FY 2018 SNAP administrative and E&T data

Table D.4. Characteristics of E&T Participants Who Have and Have Not Participated in Job Search Services in Oregon, FY 2018 (N = 14,500)

Characteristics	Participation Status								p Value
	Participated in E&T but Not Job Search (N = 1,002)		Participated in Supervised Job Search Only (N = 3,581)		Participated in Job Search Training Only (N = 2,700)		Participated in Supervised Job Search With Another E&T Component (N = 7,217)		
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
	Age								
16–29	358	35.8	916	25.8	856	31.9	1857	25.8	< 0.001
30–39	318	31.8	1,055	29.7	824	30.7	2190	30.5	
40–49	181	18.1	777	21.8	619	23.1	1660	23.1	
50–59	108	10.8	549	15.4	283	10.5	1098	15.3	
60–64	20	2.0	163	4.6	73	2.7	265	3.7	
65+	14	1.4	97	2.7	28	1.0	120	1.7	

Characteristics	Participation Status								p Value
	Participated in E&T but Not Job Search (N = 1,002)		Participated in Supervised Job Search Only (N = 3,581)		Participated in Job Search Training Only (N = 2,700)		Participated in Supervised Job Search With Another E&T Component (N = 7,217)		
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
Race/Ethnicity									
Black	107	10.7	273	7.6	226	8.4	516	7.1	< 0.001
Native American	46	4.6	95	2.7	73	2.7	177	2.5	
White	693	69.2	2,759	77.0	2,046	75.8	5,696	78.9	
Two or more races	28	2.8	85	2.4	57	2.1	163	2.3	
Other	29	2.9	63	1.8	94	3.5	133	1.9	
Unknown	99	9.9	306	8.5	204	7.6	532	7.4	
Gender									
Female	537	53.8	1,824	51.3	1,269	47.3	3,624	50.4	< 0.001
Male	462	46.2	1,733	48.7	1,414	52.7	3,566	49.6	
Employed During Fourth Quarter of CY 2017									
No	641	64.0	1,538	42.9	1,271	47.1	3,018	41.8	< 0.001
Yes	361	36.0	2,043	57.1	1,429	52.9	4,199	58.2	
ABAWD ^a									
No	315	31.4	1,177	32.9	651	24.1	2,188	30.3	< 0.001
Yes	687	68.6	2,404	67.1	2049	75.9	5,029	69.7	
Children in Household									
No	721	72.4	2,659	75.4	2,144	80.7	5,399	75.8	< 0.001
Yes	275	27.6	866	24.6	514	19.3	1,728	24.2	
Elderly Person in Household ^b									
No	973	97.1	3,371	94.1	2,622	97.1	6,914	95.8	< 0.001
Yes	29	2.9	210	5.9	78	2.9	303	4.2	
Urbanicity ^c									
Rural	157	15.7	685	19.1	521	19.3	1,627	22.5	< 0.001
Urban	845	84.3	2,896	80.9	2,179	80.7	5,589	77.5	
Income as Percentage of Federal Poverty Guidelines at Time of SNAP Enrollment									
Zero income	109	10.9	488	13.6	398	14.7	1,104.00	15.3	< 0.001
> 0 to 50 percent	39	3.9	129	3.6	87	3.2	221	3.1	
> 50 to 100 percent	45	4.5	210	5.9	131	4.9	354	4.9	
> 100 to 130 percent	27	2.7	86	2.4	41	1.5	132	1.8	
> 130 percent	23	2.3	60	1.7	23	0.9	73	1.0	
Unknown	759	75.7	2,608	72.8	2,020	74.8	5,333	73.9	

Characteristics	Participation Status								p Value
	Participated in E&T but Not Job Search (N = 1,002)		Participated in Supervised Job Search Only (N = 3,581)		Participated in Job Search Training Only (N = 2,700)		Participated in Supervised Job Search With Another E&T Component (N = 7,217)		
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	
Number of People in SNAP Household									
1	668	66.7	2,384	66.6	1,887	69.9	4,764	66.0	< 0.001
2	106	10.6	454	12.7	331	12.3	992	13.7	
3	87	8.7	318	8.9	182	6.7	631	8.7	
4+	135	13.5	369	10.3	258	9.6	740	10.3	
Unknown	6	0.6	56	1.6	42	1.6	90	1.2	
Benefit Amount as Percentage of Maximum Benefit									
0 to 25 percent	67	6.7	206	5.8	107	4.0	371	5.1	< 0.001
> 25 to 50 percent	71	7.1	207	5.8	100	3.7	306	4.2	
> 50 to 75 percent	90	9.0	234	6.5	147	5.4	455	6.3	
> 75 percent	768	76.6	2,878	80.4	2,304	85.3	5,995	83.1	
Unknown	6	0.6	56	1.6	42	1.6	90	1.2	
Unemployment Rate in Participant's County of Residence Compared With National Average									
At or above	372	37.1	2,188	61.1	1,202	44.5	4,418	61.2	< 0.001
Below	630	62.9	1,393	38.9	1,498	55.5	2,799	38.8	
Unemployment Rate in Participant's County of Residence Compared With State Average									
At or above	372	37.1	2,188	61.1	1,202	44.5	4,418	61.2	< 0.001
Below	630	62.9	1,393	38.9	1,498	55.5	2,799	38.8	

Note: A *p* value less than 0.05 indicates differences among the four groups were statistically significant.

ABAWD = able-bodied adult without dependents; CY = calendar year; E&T = employment and training; FY = fiscal year

^a Because Oregon did not provide this variable, the study team approximated ABAWD status using age, disability status, and household composition variables. According to the FNS website, Oregon had a partial ABAWD waiver in FY 2018, so some of the participants who have been categorized as ABAWD may not have been subject to the ABAWD time limit.

^b Elderly person in household is defined as at least one household member aged 60 or older.

^c The study team appended ERS Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

Sources: Oregon FY 2018 SNAP administrative and E&T data

Table D.5. Enrollment in E&T Components Among Supervised Job Search and Job Search Training Participants in Oregon, FY 2018 (N = 13,861)

E&T Component	Number of Participants	Percent of Supervised Job Search and Job Search Training Participants
Supervised job search	10,798	77.9
Job search training	9,893	71.4
Basic foundational skills	193	1.4
Career or technical education programs or other vocational training	465	3.4
Work experience	303	2.2
Job retention	821	5.9

Note: Percentages add up to more than 100 because participants could enroll in multiple components.

E&T = employment and training; FY = fiscal year

Source: Insight tabulations of Oregon FY 2018 SNAP administrative and E&T data

Table D.6. Enrollment in E&T Components Among Supervised Job Search and Job Search Training Participants in Oregon, FY 2018 (N = 13,861)

E&T Component	Number of Participants	Percent of Supervised Job Search and Job Search Training Participants
Supervised job search only	3,581	25.8
Job search training only	2,700	19.5
Supervised job search and job search training only	6,000	43.3
Supervised job search, job search training, and other E&T	1,580	11.4

Note: E&T = employment and training; FY = fiscal year

Source: Insight tabulations of Oregon FY 2018 SNAP administrative and E&T data

B. Labor Market Outcomes for Oregon Job Search Participants

Tables D.7 and D.9 provide labor market outcomes for job search participants in Oregon for FY 2018–2019. For tables D.7 and D.8, the Oregon UI wage data contained information only on the sector in which the individual was employed and did not include a unique employer identifier. For this reason, the study team could not identify different jobs in the same sector or determine the number of jobs held by E&T participants.

Table D.7. Number of Employment Sectors After Engaging in Job Search Activities in Oregon, FY 2018–2019

Number of Sectors ^a	Number of Participants	Percent of Participants
0	4,012	28.9
1	5,011	36.2
2	3,113	22.5
3	1,246	9.0
4	357	2.6

Number of Sectors ^a	Number of Participants	Percent of Participants
5	86	0.6
6+	36	0.3

N = 13,861

Note: FY = fiscal year; Percentages may not sum to 100 due to rounding.

^a Sectors are based on the North American Industrial Classification System codes.

Sources: Oregon FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table D.8 Duration of Participants' Employment by Sector After Engagement in Job Search Activities in Oregon, FY 2018–2019 (N = 13,861)

Sector ^a	Duration of Employment							
	One Quarter		Two Quarters		Three or More Quarters		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Administrative support and waste management and remediation services	1,089	20.1	855	22.6	1,407	17.9	3,351	19.6
Retail trade	736	13.6	595	15.8	1,236	15.7	2,567	15.1
Accommodation and food services	719	13.3	561	14.9	1,174	14.9	2,454	14.4
Healthcare and social assistance	486	9.0	364	9.6	1,235	15.7	2,085	12.2
Manufacturing	411	7.6	247	6.5	557	7.1	1,215	7.1
Construction	253	4.7	136	3.6	323	4.1	712	4.2
Other services (except public administration)	256	4.7	149	3.9	256	3.3	661	3.9
Transportation and warehousing	241	4.4	133	3.5	249	3.2	623	3.7
Professional, scientific, and technical services	235	4.3	110	2.9	225	2.9	570	3.3
Wholesale trade	146	2.7	108	2.9	180	2.3	434	2.5
Agriculture, forestry, fishing and hunting	171	3.2	77	2.0	177	2.3	425	2.5
Educational services	102	1.9	90	2.4	201	2.6	393	2.3
Arts, entertainment, and recreation	147	2.7	86	2.3	110	1.4	343	2.0
Public administration	61	1.1	46	1.2	151	1.9	258	1.5
Real estate and rental and leasing	79	1.5	61	1.6	115	1.5	255	1.5
Finance and insurance	74	1.4	41	1.1	111	1.4	226	1.3
Information	72	1.3	40	1.1	92	1.2	204	1.2
Unclassified	72	1.3	38	1.0	16	0.2	126	0.7
Management of companies and enterprises	57	1.1	33	0.9	33	0.4	123	0.7
Other	10	0.2	6	0.2	13	0.2	29	0.2
Total	5,417	100.0	3,776	100.0	7,861	100.0	17,054	100.0

Note: FY = fiscal year

^a Sectors are based on the North American Industrial Classification System codes.

Sources: Oregon FY 2018 and 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table D.9. Employment and Earnings Outcomes by Participant Characteristic Among Job Search Participants in Oregon, FY 2018–2019

Characteristic	Employment and Earnings Outcome							
	Mean Quarterly Earnings Including Zero-Income Participants (\$)		Mean Earnings (Dollars Per Quarter) Among Those With Earnings		Percent of Participants Employed in Quarter After Starting E&T		Mean Time to Employment (Quarters) ^a	
	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b
All participants	2,134.59	2,070.98	4,063.79	3,938.40	52.5	52.6	0.5	0.6
Age								
16–29	1,920.22	2,079.80	3,560.58	3,562.91	53.90	58.4	0.6	0.6
30–39	2,385.36	2,202.83	4,272.59	4,276.77	55.8	51.5	0.5	0.6
40–49	2,370.91	2,098.89	4,735.72	4,046.63	50.1	51.9	0.6	0.6
50–59	1,891.43	1,887.74	3,874.60	3,824.25	48.8	49.5	0.6	0.6
60–64	1,687.66	1,742.33	3,572.59	4,014.95	47.2	43.4	0.5	0.7
65+	1,558.76	1,288.45	3,217.02	3,221.12	48.5	40.0	0.9	0.6
Race/Ethnicity								
Black	2,139.56	2,289.64	3,842.76	4,018.55	55.7	57.0	0.4	0.5
Native American	1,389.60	1,774.02	3,384.92	3,413.06	41.1	52.0	0.5	0.7
White	2,085.99	2,019.95	4,033.11	3,898.90	51.7	51.8	0.6	0.6
Two or more races	2,045.62	1,901.54	3,622.46	3,734.35	56.5	50.9	0.6	0.7
Other	3,360.61	2,347.34	5,292.48	4,276.65	63.5	54.9	0.5	0.5
Unknown	2,572.07	2,486.81	4,497.46	4,380.74	57.2	57.0	0.5	0.5
Gender								
Female	2,080.67	2,052.16	3,856.85	3,871.43	53.9	53.0	0.5	0.5
Male	2,185.35	2,081.49	4,303.66	3,997.09	50.8	52.1	0.6	0.7
ABAWD^c								
No	2,375.69	2,194.55	4,230.25	4,333.63	56.2	50.6	0.4	0.5
Yes	2,016.55	2,017.21	3,973.60	3,775.43	50.7	53.4	0.6	0.6
Employed During Fourth Quarter of CY 2017								
No	1,244.01	1,310.54	3,796.22	3,628.62	32.8	36.1	1.1	1.1
Yes	2,805.04	2,617.54	4,161.72	4,063.23	67.4	64.4	0.3	0.4

Characteristic	Employment and Earnings Outcome							
	Mean Quarterly Earnings Including Zero-Income Participants (\$)		Mean Earnings (Dollars Per Quarter) Among Those With Earnings		Percent of Participants Employed in Quarter After Starting E&T		Mean Time to Employment (Quarters) ^a	
	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b
Children in Household								
No	1,978.48	1,986.64	3,923.02	3,774.07	50.4	52.7	0.6	0.6
Yes	2,597.55	2,330.04	4,472.13	4,434.26	58.1	52.5	0.4	0.4
Elderly Person in Household ^d								
No	2,170.79	2,092.07	4,111.08	3,942.38	52.8	53.1	0.5	0.6
Yes	1,553.62	1,589.58	3,230.29	3,822.55	48.1	41.6	0.6	0.6
Urbanicity ^e								
Rural	1,996.73	1,935.06	3,757.59	3,669.40	53.1	52.7	0.5	0.5
Urban	2,167.20	2,110.91	4,137.26	4,016.99	52.4	52.6	0.6	0.6
Income as Percentage of Federal Poverty Guidelines at Time of SNAP Enrollment								
Zero income	2,037.80	2,067.57	3,642.66	3,810.69	55.9	54.3	0.4	0.4
> 0 to 50 percent	2,633.15	2,077.41	3,816.58	3,279.34	69.0	63.3	0.3	0.2
> 50 to 100 percent	2,666.94	2,294.61	3,916.48	3,427.39	68.1	66.9	0.2	0.2
> 100 to 130 percent	3,342.77	3,095.76	4,712.76	4,751.63	70.9	65.2	0.0	0.0
> 130 percent	3,822.83	3,392.05	4,778.54	4,672.07	80.0	72.6	0.1	0.1
Unknown	2,006.50	2,013.12	4,130.20	4,005.96	48.6	50.3	0.7	0.7
Number of People in SNAP Household								
1	1,978.61	2,022.92	3,953.89	3,822.77	50.0	52.9	0.6	0.6
2	2,269.31	2,082.56	3,993.27	4,011.46	56.8	51.9	0.5	0.5
3	2,160.41	2,217.66	3,838.05	4,240.43	56.3	52.3	0.5	0.5
4+	2,915.93	2,229.4	5,027.93	4,296.23	58.0	51.9	0.4	0.5

Characteristic	Employment and Earnings Outcome							
	Mean Quarterly Earnings Including Zero-Income Participants (\$)		Mean Earnings (Dollars Per Quarter) Among Those With Earnings		Percent of Participants Employed in Quarter After Starting E&T		Mean Time to Employment (Quarters) ^a	
	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b	Supervised Job Search Only	Supervised Job Search With Other E&T ^b
Benefit Amount as Percentage of Maximum Benefit								
0 to 25 percent	2,674.41	2,198.60	4,338.01	4,018.13	61.7	54.7	0.4	0.5
> 25 to 50 percent	2,434.49	2,147.74	4,031.52	4,381.39	60.4	49.0	0.4	0.5
> 50 to 75 percent	2,124.27	2,142.90	3,765.76	4,166.75	56.4	51.6	0.4	0.5
> 75	2,070.29	2,052.43	4,081.03	3,890.07	50.7	52.8	0.6	0.6
Unknown	2,388.16	2,155.9	3,614.52	4,311.79	66.1	50.0	0.2	0.6
Unemployment Rate in Participant's County of Residence Compared With National Average								
At or above	1,930.99	1,972.87	3,792.64	3,753.71	50.9	52.6	0.5	0.5
Below	2,454.40	2,225.84	4,457.61	4,229.54	55.1	52.6	0.6	0.6
Unemployment Rate in Participant's County of Residence Compared With State Average								
At or above	1,930.99	1,972.87	3,792.64	3,753.71	50.9	52.6	0.5	0.5
Below	2,454.40	2,225.84	4,457.61	4,229.54	55.1	52.6	0.6	0.6
Sample size (N)	3,581	7,217	3,581	7,217	3,581	7,217	3,581	7,217

Note: Participants in the supervised job search with other E&T category include those who participated in a job search activity and a component other than SNAP Training and Employment Program orientation.

ABAWD = able-bodied adult without dependents; CY = calendar year; E&T = employment and training; FY = fiscal year; N/A = not applicable

^a Mean time to employment refers to the number of quarters, on average, it took for a participant to find employment after participation in an E&T component. Individuals who were employed in the same quarter as their E&T participation had a value of 0 quarters to employment.

^b Other E&T can include job search training.

^c Because Oregon did not provide this variable, the study team approximated ABAWD status using age, disability status, and household composition variables. According to the FNS website, Oregon had a partial ABAWD waiver in FY 2018, so some of the participants who have been categorized as ABAWD may not have been subject to the ABAWD time limit.

^d Elderly person in household is defined as having a member of the household aged 60 or older.

^e The study team appended Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

Sources: Oregon FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative data and E&T data

C. Regression Details

Tables D.10 through D.12 present the results of the ordinary least squares (OLS) regression models estimating labor market outcomes as a function of job search training or other E&T participation for those with any observed post-E&T employment. The models control for the following covariates: (1) age (categorical), (2) employed in fourth quarter (October–December) 2017, (3) ABAWD status (aged 18 to 49 and no children in household), (4) urbanicity, and (5) county unemployment rate compared with the U.S. average (at or above versus below). The coefficients of the linear probability model are multiplied by 100 to represent percentage point changes in the likelihood of employment. Individuals who participated in E&T but not in any supervised job search or job search training are used as the reference category. Models were run separately for participants residing in rural areas (table D.11) and urban areas (table D.12).

The regression model results may be influenced by unobserved differences among the four groups of E&T participants. For example, motivation or types of job search activities engaged in could vary across participant groups. Results do not represent causal relationships between E&T participation and earnings and employment and should be interpreted with caution; models can only suggest an association between participation and earning but cannot make a claim that participation in any E&T activity can lead to higher earnings. Readers should also be aware that the regression models violated the assumption of homoscedasticity. Because OLS regression models assume homoscedasticity, violating this assumption may result in biased standard errors and unreliable reported significance levels (i.e., coefficients erroneously reported as significant).

Table D.10. Ordinary Least Squares Regression Modeling of Labor Market Outcomes for Job Search Participants Versus Other E&T Participants in Oregon, FY 2018–2019

Component Participation	Quarterly Earnings Including Zero-Income Participants (\$)		Percentage of Participants Employed in Quarter After Starting E&T		Time to Employment (Quarters)	
	Dollars	95 Percent CI	Percentage	95 Percent CI	Quarters	95 Percent CI
E&T only, no supervised job search or job search training	REF	N/A	REF	N/A	REF	N/A
Supervised job search only	263.13*	53.07, 473.19	2.30	-1.07, 5.68	-0.15**	-0.24, -0.06
Job search training only	86.12	-130.77, 303.01	1.10	-2.38, 4.59	-0.12*	-0.22, -0.02
Supervised job search with another E&T component	185.00	-13.54, 383.54	2.02	-1.17, 5.21	-0.12**	-0.21, -0.03
Number of observations	14,428		14,428		10,855	

Note: Excludes those who had only a SNAP Training and Employment Program orientation or other intake encounter.

CI = confidence interval; E&T = employment and training; FY = fiscal year; N/A = not applicable; REF = reference group

* $p < 0.05$

** $p < 0.01$

Sources: Oregon FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative data and E&T data

Table D.11. Ordinary Least Squares Regression Modeling of Labor Market Outcomes for Job Search Participants Versus Other E&T Participants Among Rural Participants in Oregon, FY 2018–2019

Component Participation	Quarterly Earnings Including Zero-Income Participants (\$)		Percentage of Participants Employed in Quarter After Starting E&T		Time to Employment (Quarters)	
	Dollars	95 Percent CI	Percentage	95 Percent CI	Quarters	95 Percent CI
E&T only, no supervised job search or job search training	REF	N/A	REF	N/A	REF	N/A
Supervised job search only	363.02	-101.46, 827.51	2.86	-5.38, 11.10	-0.06	-0.29, 0.16
Job search training only	163.20	-314.85, 641.24	0.32	-8.16, 8.80	-0.02	-0.25, 0.21
Supervised job search with another E&T component	239.27	-200.79, 679.33	2.14	-5.67, 9.95	-0.09	-0.30, 0.13
Number of observations	2,973		2,973		2,278	

Note: Excludes those who only had a SNAP Training and Employment Program orientation or other intake encounter. The study team appended Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

CI = confidence interval; E&T = employment and training; FY = fiscal year; N/A = not applicable; REF = reference group

* $p < 0.05$

Sources: Oregon FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative data and E&T data

Table D.12. Ordinary Least Squares Regression Modeling of Labor Market Outcomes for Job Search Participants Versus Other E&T Participants Among Urban Participants in Oregon, FY 2018–2019

Component Participation	Quarterly Earnings Including Zero-Income Participants (\$)		Percentage of Participants Employed in Quarter After Starting E&T		Time to Employment (Quarters)	
	Dollars	95 Percent CI	Percentage	95 Percent CI	Quarters	95 Percent CI
E&T only, no supervised job search or job search training	REF	N/A	REF	N/A	REF	N/A
Supervised job search only	242.08*	6.22, 477.95	2.18	-1.52, 5.89	-0.17**	-0.27, -0.07
Job search training only	65.42	-178.50, 309.34	1.26	-2.57, 5.09	-0.14**	-0.25, -0.03

Component Participation	Quarterly Earnings Including Zero-Income Participants (\$)		Percentage of Participants Employed in Quarter After Starting E&T		Time to Employment (Quarters)	
	Dollars	95 Percent CI	Percentage	95 Percent CI	Quarters	95 Percent CI
Supervised job search and/or job search training with another E&T component	177.18	-46.18, 400.53	2.14	-1.37, 5.65	-0.14**	-0.23, -0.04
Number of observations		11,455		11,455		8,577

Note: Excludes those who had only a SNAP Training and Employment Program orientation or other intake encounter. The study team appended Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

CI = confidence interval; E&T = employment and training; FY = fiscal year; N/A = not applicable; REF = reference group

* $p < 0.05$

** $p < 0.01$

Sources: Oregon FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative data and E&T data

Appendix E. Supplemental Tables for Tennessee

This appendix provides additional quantitative findings for Tennessee. Because only 164 individuals engaged in job search training in Tennessee in fiscal year (FY) 2018, all outcomes analyses should be interpreted with caution. Regression results for Tennessee are not presented in this report because the models violated both normality and homoscedasticity assumptions. The small sample size further weakened the reliability of the regression findings. For details, see appendix A, section C.3.

A. Descriptive Statistics for Tennessee E&T Participants

Tables E.1 through E.10 provide descriptive statistics for employment and training (E&T) and job search participants in Tennessee.

Table E.1. SNAP, E&T, and Job Search Training Participation in Tennessee, FY 2018

Category	Number of Participants	Percent of SNAP Participants	Percent of E&T Participants
SNAP participants	821,472	100.0	N/A
Number of E&T participants	1,589	0.19	100.0
Job search training participants	164	0.02	10.3

Note: E&T = employment and training; FY = fiscal year; N/A = not applicable

^a Includes all SNAP participants in the data who accepted a referral, whether they went on to have an intake encounter or participate in an activity

Source: Tennessee FY 2018 SNAP administrative and E&T data

Table E.2. SNAP E&T Referral and Enrollment in Tennessee, FY 2018

Enrollment in E&T	Referral Status				Total
	Not Referred		Referred		
	Number	Percent	Number	Percent	
No	798,518	99.98	21,365	93.7	819,883
Yes	143	0.02	1,446	6.3	1,589

N = 821,472

Note: AJC = American Job Center; E&T = employment and training; FY = fiscal year

Enrollment indicates the participant completed, at minimum, an intake appointment with AJC staff.

Source: Tennessee FY 2018 SNAP administrative and E&T data

Table E.3. Participation in E&T in Tennessee, FY 2018 (N = 1,589)

E&T Component	Number of Participants	Percent of E&T Participants
Intake Activities		
SNAP appraisal	1,554	97.8
Initial assessment	1,315	82.8
Develop service strategies (IEP/ISS/EDP)	307	19.3

E&T Component	Number of Participants	Percent of E&T Participants
Other Components		
Workforce services	470	29.6
Job search training	164	10.3
Adult education	86	5.4
Vocational and technical training	60	3.8
Work readiness	39	2.5
Job retention	8	0.5
Youth vocational training	29	1.8
Work experience	19	1.2

Note: E&T = employment and training; EDP = Employability Development Plan; FY = fiscal year; IEP = Individual Employment Plan; ISS = Individual Service Strategy

Sources: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table E.3a. Participation in E&T Components in Tennessee, FY 2018 (N = 848)

E&T Component	Number of Participants	Percent of E&T Participants
Workforce services	470	55.4
Job search training	164	19.3
Adult education	86	10.1
Vocational and technical training	60	7.1
Work readiness	39	4.6
Job retention	8	0.9
Youth vocational training	29	3.4
Work experience	19	2.2

Note: E&T = employment and training; FY = fiscal year

Sources: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table E.4. Enrollment in Other E&T Components Among Job Search Participants in Tennessee, FY 2018 (N = 164)

E&T Component	Number of Participants	Percent of Job Search Training Participants
Workforce services, work readiness, job retention, vocational or technical training	15	9.1

Note: No job search training participants engaged in work experience, youth vocational training, or adult education.

E&T = employment and training; FY = fiscal year

Sources: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table E.5. Characteristics of E&T Participants Who Have and Have Not Participated in Job Search Training Services in Tennessee, FY 2018 (N = 1,589)

Characteristics	Job Search Training Participation Status				p Value
	Did Not Participate in Job Search Training (N = 1,425)		Participated in Job Search Training (N = 164)		
	Number	Percent	Number	Percent	
Age					
16–17	19	1.3	0	0.0	< 0.001
18–29	583	40.9	41	25.0	
30–39	413	29.0	46	28.0	
40–49	270	18.9	67	40.9	
50+	140	9.8	10	6.1	
Race/Ethnicity ^a					
White, non-Hispanic	670	47.0	87	53.0	0.324
Black, non-Hispanic	719	50.5	74	45.1	
Gender					
Female	981	68.8	80	48.8	< 0.001
Male	444	31.2	84	51.2	
Employed During Fourth Quarter of CY 2017					
No	615	43.2	89	54.3	0.007
Yes	810	56.8	75	45.7	
ABAWD ^b					
No	770	54.0	22	13.4	< 0.001
Yes	655	46.0	142	86.6	
Children in Household					
No	783	54.9	151	92.1	< 0.001
Yes	642	45.1	13	7.9	
Elderly Person in Household ^c					
No	1,402	98.4	164	100.0	< 0.101
Yes	23	1.6	0	0.0	
Person With Disability in Household					
No	1,182	82.9	145	88.4	0.074
Yes	243	17.1	19	11.6	
Urbanicity ^d					
Rural	260	18.2	58	35.4	< 0.001
Urban	1,162	81.5	106	64.6	
Unknown	3	0.2	0	0.0	
Number of People in SNAP Household					
1	640	44.9	131	79.9	< 0.001
2	278	19.5	19	11.6	
3+	482	33.8	13	7.9	
Unknown	25	1.8	1	0.6	

Characteristics	Job Search Training Participation Status				p Value
	Did Not Participate in Job Search Training (N = 1,425)		Participated in Job Search Training (N = 164)		
	Number	Percent	Number	Percent	
Benefit Amount as Percentage of Maximum Benefit					
< 100 percent	549	38.5	16	9.8	<0.001
Maximum (100 percent)	851	59.7	147	89.6	
Unknown	25	1.8	1	0.6	
Unemployment Rate in Participant's County of Residence Compared With National Average					
At or above	667	46.8	93	56.7	0.016
Below	758	53.2	71	43.3	
Unemployment Rate in Participant's County of Residence Compared With State Average					
At or above	907	63.6	120	73.2	0.016
Below	518	36.4	44	26.8	

Note: A *p* value less than 0.05 indicates differences between the two groups were statistically significant.

ABAWD = able-bodied adult without dependents; CY = calendar year; E&T = employment and training; FY = fiscal year

^a Three job search training participants who did not identify as white, non-Hispanic, or Black, non-Hispanic, are excluded from the table.

^b Because Tennessee did not provide this variable, the study team approximated ABAWD status using age, disability status, and household composition variables.

^c Elderly person in household is defined as at least one household member aged 60 or older.

^d The study team appended ERS Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

Sources: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative data and E&T data

Table E.6. Length of Job Search Training Participation in Tennessee, FY 2018 (N = 167)

Metric	Result
Mean duration of job search training (days)	41.9
Median duration of job search training (days)	34.0
Range of job search training duration (days)	1–366
Mean number of job search training spells	1.0
Percent with more than one job search training spell	1.8

Note: E&T = employment and training; FY = fiscal year

Sample size includes all job search training spells; three individuals participated in job search training twice in FY 2018.

Sources: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table E.7. Completion Status for Job Search Training and Other E&T Activities in Tennessee, FY 2018

Completion Status	E&T Component Type			
	Job Search Training (N = 167) ^a		Other E&T (N = 726) ^b	
	Number	Percent	Number	Percent
Successful completion	53	31.7	320	44.1
System closed	67	40.1	244	33.6
Did not complete	46	27.5	155	21.3
Unknown status	1	0.6	7	1.0

Note: E&T = employment and training; FY = fiscal year

^a Sample size includes all job search training spells; three individuals participated in job search training twice in FY 2018.

^b Individuals who participated only in an intake activity (SNAP appraisal, intake assessment, or develop service strategies) are not included in these calculations.

Source: Insight tabulations of FY 2018 Tennessee SNAP administrative and E&T data

Table E.8. Employment and Earnings Outcomes by Participant Characteristic Among Job Search Training Participants in Tennessee, FY 2018–2019 (N = 164)

Characteristics	Labor Market Outcome		
	Mean Quarterly Earnings Including Zero-Income Participants (\$)	Percent of Participants Employed in Quarter After Starting E&T	Mean Time to Employment (Quarters) ^a
All job search training participants	1,688.20	53.7	1.7
Age			
18–29	2,067.30	63.4	1.6
30–39	1,262.50	60.9	1.5
40–49	1,657.10	43.3	1.9
50+	2,300.50	50.0	1.2
Race/Ethnicity			
White, non-Hispanic	1,674.40	57.5	1.6
Black, non-Hispanic	1,743.90	50.0	1.7
Gender			
Female	1,731.10	58.8	1.5
Male	1,647.30	48.8	1.8
Employed During Fourth Quarter of CY 2017			
No	1,283.60	46.1	1.7
Yes	1,572.70	62.7	1.6
ABAWD^b			
No	2,433.50	68.2	1.2
Yes	2,168.30	51.4	1.7
Children in Household			
No	1,593.20	51.0	1.7
Yes	2,791.70	84.6	1.2
Elderly Person in Household^c			
No	1,688.20	53.7	1.7

Characteristics	Labor Market Outcome		
	Mean Quarterly Earnings Including Zero-Income Participants (\$)	Percent of Participants Employed in Quarter After Starting E&T	Mean Time to Employment (Quarters) ^a
Person With Disability in Household			
No	1,715.50	51.7	1.7
Yes	1,480.00	68.4	1.2
Urbanicity^d			
Rural	1,677.50	58.6	1.5
Urban	1,694.10	50.9	1.7
Number of People in SNAP Household			
1	1,635.40	50.4	1.7
2	1,769.40	73.7	1.4
3+	2,231.70	61.5	1.7
Benefit Amount as Percentage of Maximum Benefit			
< 100 percent	2,060.70	68.8	1.2
Maximum (100 percent)	1,659.10	52.4	1.7
Unknown	0.00	0.0	2.0
Unemployment Rate in Participant's County of Residence Compared With National Average			
At or above	1,209.30	48.4	1.6
Below	2,315.40	60.6	1.7
Unemployment Rate in Participant's County of Residence Compared With State Average			
At or above	1,572.40	53.3	1.6
Below	2,004.00	54.5	1.8

Note: These values differ from table 5.4 in the main body of the report because this table shows job search participants who also participated in other E&T components; table C.10 presents those two populations (job search only and job search with other E&T components) separately.

ABAWD = able-bodied adult without dependents; E&T = employment and training; FY = fiscal year

^a Mean time to employment refers to the number of quarters, on average, it took for a participant to find employment after participation in an E&T component. Individuals who were employed in the same quarter as their E&T participation had a value of 0 quarters to employment

^b ABAWD status was approximated using age, disability status, and household composition variables.

^c Elderly person in household is defined as at least one household member aged 60 or older.

^d The study team appended ERS Rural-Urban Commuting Area (RUCA) codes to SNAP administrative data using the provided ZIP Codes. The study team then categorized the RUCA codes as urban or rural based on Categorization C developed by the Rural Health Research Center at the University of Washington. See <https://depts.washington.edu/uwruca/ruca-uses.php> for more information.

Sources: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 SNAP administrative and E&T data

Table E.9. Employment After Engaging in Job Search Training Activities in Tennessee, FY 2018

Number of Jobs	Number of Job Search Training Participants	Percent of Job Search Training Participants
0	40	24.4
1	47	28.7
2	27	16.5
3	23	14.0
4	13	7.9
5+	14	8.5

N = 164

Note: FY = fiscal year

Source: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

Table E.10. Duration of Employment by Sector After Participation in Job Search Training in Tennessee, FY 2018–2019

Sectors ^a	Duration of Employment							
	One Quarter		Two Quarters		Three or More Quarters		Total Number of Jobs	
	Number of Jobs	Percent of Jobs	Number of Jobs	Percent of Jobs	Number of Jobs	Percent of Jobs	Number of Jobs	Percent of Jobs
Administrative support and waste management and remediation services	42	35.0	17	41.5	5	27.8	64	35.8
Retail trade	23	19.2	7	17.1	5	27.8	35	19.6
Accommodation and food services	28	23.3	4	9.8	0	0.0	32	17.9
Healthcare and social assistance	10	8.3	2	4.9	2	11.1	14	7.8
Other ^b	17	14.2	11	26.8	6	33.3	34	19.0
Total	120	100.0	41	100.0	18	100.0	179	100.0

N = 164

Note: FY = fiscal year

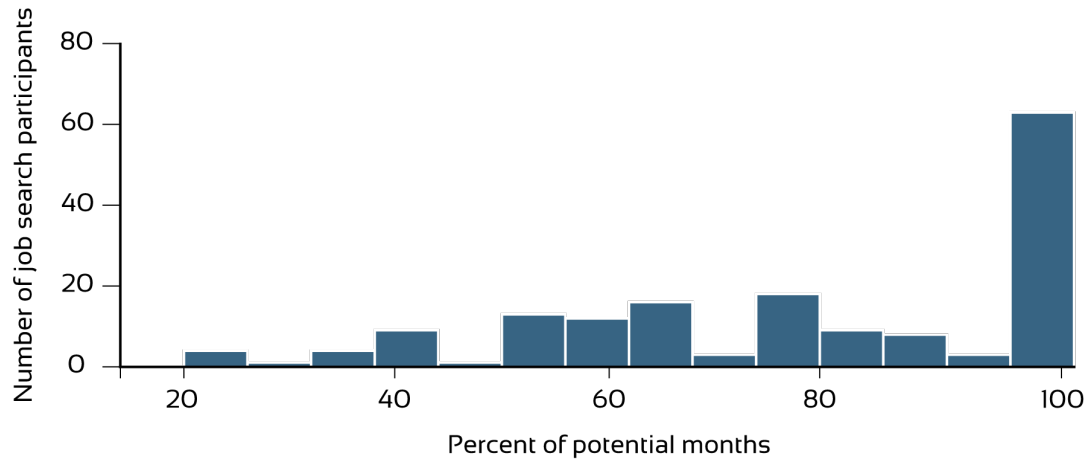
^a Sectors are based on the North American Industrial Classification System.

^b Includes the following sectors: manufacturing; transportation and warehousing; professional, scientific, and technical services; educational services; construction; real estate and rental and leasing; wholesale trade; finance and insurance; other services (except public administration); information; public administration.

Source: Tennessee FY 2018 and FY 2019 quarterly unemployment insurance wage data, FY 2018 E&T data

B. Figures

Figure E.1. Percentage of Potential Months of Enrollment in SNAP Among Job Search Training Participants in Tennessee, FY 2018 (N = 164)

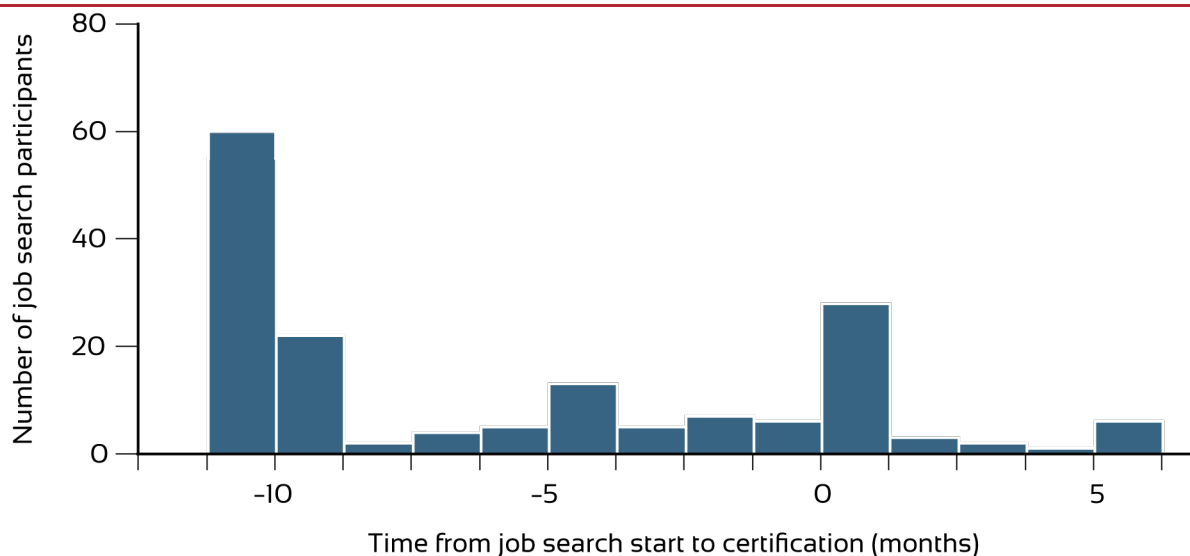


Note: Potential months refers to the maximum number of months a client could have appeared in the SNAP data. Participants enrolled in SNAP in August 2018 and in the SNAP administrative data in September 2018 were enrolled in SNAP for 100 percent, or all, months because the study only collected data from October 2017 to September 2018.

FY = fiscal year

Sources: FY 2018 SNAP administrative data, FY 2018 E&T data

Figure E.2. Number of Months Between Latest SNAP Certification and Start of Job Search Training Participation in Tennessee, FY 2018 (N = 164)



Note: Negative months indicate the participant may have been referred to E&T during their recertification interview, which typically takes place about 12 months after initial certification.

E&T = employment and training; FY = fiscal year

Sources: Tennessee FY 2018 SNAP administrative data, FY 2018 E&T data