TWC Introductions

Jennifer Miano
Manager
Workforce Program Policy

Melissa Hayman
Program Supervisor
Board Service Strategies

Lisa Medina
Policy Analyst
Workforce Program Policy

HHSC & Workforce Solutions Introductions

Daniel Gaskin
SNAP E&T Program Lead
Office of Community Access
Texas Health & Human Services

Allyson Riojas
Contract Manager & Labor Market Analyst
Workforce Solutions Coastal Bend

TEXAS
Health and Human Services

WORKFORCE SOLUTIONS
COASTAL BEND

What's Ahead

What Third-Party Partnership Initiative means for you

Processes & support from start to finish

Results, partnerships, & resources

Questions will be answered at the end

"Growth is never by mere chance; it is the result of forces working together."

James Cash Penney

Third-Party Partnership Initiative Background

Acronyms & Vocabulary

- **Third-Party Partnership Initiative (TPPI)**
  - focus is on partnerships Boards will forge

- **Third-Party Partners (TPPs)**
  - providers of allowable SNAP E&T activities and services

- **Third-Party Reimbursement (TPR)**
  - funding mechanism
  - partners reimbursed for up to 50% of expenditures for services to SNAP recipients

- **Federal Fiscal Year (FFY)**
  - October 1 through September 30 of each year

Goal of SNAP Employment & Training

⬇

To assist SNAP recipients by improving their ability to:

| Obtain regular employment | Increase their earnings | Reduce their dependency on public assistance |

⬇

TPPI Supports This Goal

History of TPPI

- In Texas, there is a need for expansion of SNAP E&T.

- TWC & HHSC started collaboration for TPPI in February 2024.

- Using 50-50 funding has helped states grow their programs.

- HHSC & TWC launched TPPI in FFY 2025.

- Year two began in FFY 2026.

TPPI Benefits for Boards

- Supplement Board Services
- Access Valuable, New Services
- Leverage Additional Funding
- Design Employer-Responsive Services
- Expand Services without State Cost

TPPI Helps the SNAP Program Grow

✓ Increase Participation in SNAP E&T

✓ Achieve Target Occupations Goals

✓ Fill the Middle-Skills Gap

✓ Help Individuals Achieve Self-Sufficiency

Participating Boards

FFY 2025 Pilot Program

Pioneer Boards
- ✓ Capital Area
- ✓ Coastal Bend
- ✓ Gulf Coast

Boards Joining TPPI in FFY 2026

- ✓ Alamo
- ✓ Brazos Valley
- ✓ Cameron
- ✓ Lower Rio

Future of TPPI

Year Three (FFY 2027) Efforts

- Forum May 2025

- WDD Communications

- Bi-Weekly Workforce Conference Calls

- One-on-One Conversations with Boards

- TWC Annual Conference

- Group Meetings with Boards

Timeline

- Finalize Internal Year Three Timeline – Early Fall 2025

- Year Three Recruitment Efforts – Mid Fall 2025

- Submission of Letters of Intent – Mid Winter 2026

- Onboarding - Late Winter 2026

Letter of Intent

Board Intent to Participate in Third-Party Partnership Initiative

Board Name
Select to enter name of Board.

Intent to Participate
This notification is to inform the Texas Workforce Commission (TWC) of our intention to participate in the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Third-Party Partnership Initiative beginning in: Select to add federal fiscal year.

Board Contact Information
Please identify Board staff members for participation in Third-Party Partnership meetings with TWC. Suggested staff members include those who work on contracting, financial matters, and/or administration.

Name: Select to add name.   **Email:** Select to add email.   **Phone:** Select to add phone.

Name: Select to add name.   **Email:** Select to add email.   **Phone:** Select to add phone.

Name: Select to add name.   **Email:** Select to add email.   **Phone:** Select to add phone.

Board Executive Director Signature
Enter name of Board Executive Director here.

Please sign below:

_____

Date: Select to enter a date.

Email Letter of Intent to:
HumanServicesProgramPolicy@TWC.Texas.gov

Culture of Technical Assistance & Support

Meetings

Conducted by:

WFPP Human Services Team

Support from:

Board Service Strategies

HHSC

Pioneer Boards

Finance

TPPs

Timelines:

- Weekly to Start
- Transition to Bi-Weekly
- One-on-One, as Needed

Workgroups:

- Composed of TPPI Boards Covering Requested Topics

Resources Provided:

- Desk Aids
- Specific Guidance

(More Detail to Come Later in Presentation)

Process

Key Question:

What are the steps to implement TPPI?

- Identify
- Educate
- Assess
- Contract
- Deliver Services
- Reimbursement
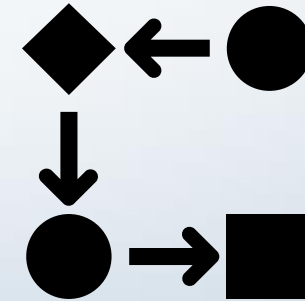
Identify

Key Question:

What makes a strong TPP candidate?

- Serve the Right Populations
- Provide the Right Services
- Organizational Mission
- Available Reimbursable Funds
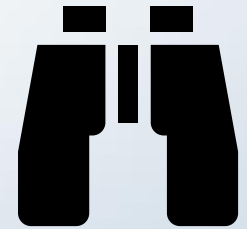
Checklist for Identifying Potential TPPs

Checklist for Identifying Potential TPPs

Does potential TPP serve the right populations?

☐ Individuals served by the TPP must be receiving benefits or eligible for benefits

Does potential TPP provide the right services?

☐ Services offered by TPP are allowable SNAP E&T activities

What is the organizational mission of the potential TPP?

☐ TPP should have mission that aligns with the goal* of SNAP E&T

Does potential TPP have available reimbursable funds?

☐ Funds expended on providing services to SNAP recipients must be non-federal.

*The goal of SNAP E&T is to help SNAP recipient obtain regular employment, increase their earnings, and reduce their dependency on public assistance

Educate

Key Question:

What does a potential TPP need to know?

- General Information About TPPI
- Funding Model
- Benefits of Participation
- Reimbursements

Information for TPPs

SNAP E&T Third-Party Reimbursement Expansion

Background

The Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program helps SNAP recipients gain skills to increase their ability to obtain regular employment and become self-sufficient. SNAP is federally funded through a formula-based E&T Program Grant (100% funds) provided to states to operate SNAP E&T. All states receive 100% funds. States can also get 50% reimbursement (50-50) funds for SNAP E&T program costs exceeding those covered by 100% funds or for support services provided to program participants. Funds eligible for reimbursement must be non-federal and are put up by third-party providers (TPPs) that offer allowable SNAP E&T services.

➢ 100% Funds or 50-50 Funds can pay for administrative and direct program expenses (other than support services).
➢ 50-50 Funds (ONLY) can pay for participant expenses that are reasonable, necessary, and directly related to program participation such as transportation, fees, etc.

Third-Party Reimbursement Funding Model

States can move beyond the exclusive or primary use of their limited SNAP E&T 100% funds and expand the use of 50-50 funds by using the third-party reimbursement (TPR) funding model.

➢ The state contracts with Boards to provide E&T services.
➢ Boards contract with third-party partners (TPPs) that provide allowable services.
➢ TPPs use non-federal funds to pay for allowable expenses and then submit reimbursement claims.

Potential benefits of using the TPR funding model:

➢ Maximizes dollars already being spent by TPPs that serve SNAP recipients
➢ Expands the types of services available without added state expenditures
➢ Allows TPPs to expand capacity and serve more individuals
➢ Creates a new funding stream to pay for support services
➢ Provides opportunities for Boards to design services responsive to employer demand
➢ Increases employment and earnings for SNAP recipients

Planned Expansion of TPR in Texas

The Texas Workforce Commission (TWC) is working with the Health and Human Services Commission (HHSC) to expand the TPR funding model in Texas. The state will likely begin TPR expansion in a few workforce areas in FFY 2025 and expand across the state in subsequent years. Boards selected for the first year TPR demonstration will gain the opportunity to provide feedback essential for developing a robust and successful TPR model. To learn more about the TPR funding model, see the information at the links below.

TWC's SNAP TPR Guide
USDA's SNAP E&T Operations Handbook
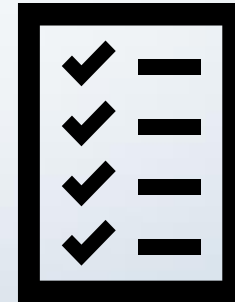TPR Regulations: 7 CFR §273.7(d)(2) and 7 CFR §273.7(d)(4)

Assess

Key Question:

Is this potential partner a good fit?

- Organization Information
- Services Provided
- Financial Capacity
- Data Tracking Capacity
- Other

TPP Assessment

SNAP E&T – Potential Third-Party Partner (TPP) Assessment

Organization Information

Name of organization Click or tap here to enter text.

Organization contacts information:

First Name Click or tap here to enter text.

Last Name Click or tap here to enter text.

Organization contact email Click or tap here to enter text.

Organization contacts phone number Click or tap here to enter text.

Geographic area served Click or tap here to enter text.

Number of customers served

☐1-25
☐26-50
☐51-75
☐76-100
☐101-150
☐151+

Of the population served by your organization, how many are in low-income households (at or below 200% FPIG)? Please estimate.

☐0-25%
☐26%-50%
☐51%-75%
☐76%-100%
☐Not sure

Does your organization screen clients to determine if they are receiving SNAP?
☐Yes
☐No

Contract

Key Question:

How do we formalize partnerships?

- Who, What, Where?
- Processes
- Other Items
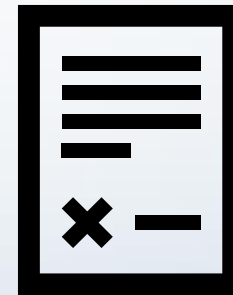
Contract Checklist

Checklist for Contracts with Third-Party Providers (TPPs)

A contract between the Local Workforce Development Board and a TPP must address the items below.

The who, what, and where:

☐ Characteristics of the populations to be served

- Exempt? ABAWDs? Gen Pops?

☐ Estimated number of participants to be served

☐ Contract amount/maximum amount reimbursable

☐ Description of allowable SNAP E&T activities/services to be provided

☐ Who will assess SNAP recipients and assign them an activity?

☐ Description of case management services to be provided

☐ How will case management services be provided?

- Board and/or Provider?

☐ Types of support services to be provided

☐ Who will provide support services?

- Board and/or Provider?

☐ Statement that TPP will provide only nonfederal funds for reimbursement

- Expenditures paid for with federal funds are not allowable.
- Source of funding is delineated.

☐ Statement about allowable expenditures

- Administrative and direct program expenses
- Support services

☐ Information about allowable expenditures

☐ Geographic area where services will be provided

Processes for:

☐ SNAP E&T referrals

- Referrals from Board to provider?
- Reverse referrals? (Providers communicate with Board and/or the SNAP agency to verify eligibility and request a referral into SNAP E&T.)
- Both referrals and reverse referrals

Deliver Services

Key Question:

How to ensure delivery of high-quality services?

- Clear Guidelines
- Descriptions of Services
- Ensuring Client Support
- Case Management
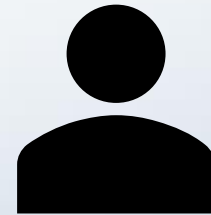
Case Management

Case Management Guidance for Third Party Partners

Table of Contents

Component Descriptions

Education

Educational programs or activities are components designed to improve basic skills, build work readiness, or otherwise improve employability. Only educational components that directly enhance the employability of the participants are allowable. A direct link between the education component and job-readiness must be established for a component to be approved.

SNAP E&T component	What is it?	What is an example?	Who are potential participants?
Basic Education	Programs that teach participants reading, writing, math, financial literacy, health literacy, or computer skills. These programs can include Adult Basic Education, high school equivalency programs, and other basic skills.	A program that teaches foundational skills, prepares participants for additional education, and builds work-life skills. • Helping a participant increase his reading level • Preparing a participant to pass a high school equivalency test • Developing skills such as basic health, finance, and/or digital skills to help a participant succeed in the workplace	Individuals who lack basic or foundational skills, have very limited labor market experience or are unprepared to enter the labor market.
Career/Technical Education or Other Vocational Training	Programs focusing on skills required for a specific job function or trade. Provides practical, job-specific instruction leading to certification, credentials, degrees, or licenses.	• Certified nurse assistant (CNA) program that teaches essential job skills and culminates in a clinical skills test that results in state certification. • Warehouse training for Occupational Safety and Health Administration (OSHA) requirements, ladder safety, forklift safety, slips/falls, fire safety, hazard communication and machine operations. Participants earn OSHA 10 certification and Manufacturing Skills certificate.	Individuals ready for employment and want to learn skills for specific job or industry.

Reimbursement

Key Question:

How does the Board/Partner receive reimbursement for services?

- Process
- Draws and Expenditures
- Administrative Expenses
- Certification of Expenditures
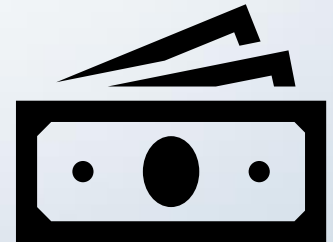
Administrative Expenses Desk Aid

Desk Aid: SNAP E&T Third Party Reimbursement Initiative - Handling Administrative Expenses

Purpose: This desk aid provides guidance to Local Workforce Development Boards (LWDBs) on managing administrative expenses associated with the SNAP E&T Third Party Reimbursement Initiative, particularly when using local entities as partners.

Overview: This initiative allows LWDBs to claim federal reimbursement (**up to 50%**) for qualifying expenses incurred by local entities providing SNAP E&T services. This guide focuses on how to appropriately handle LWDB administrative costs without jeopardizing the integrity of the reimbursement process.

Key Principles:

- **Clear Separation of Funds:** Federal reimbursement funds received from TWC/HHSC/FNS must be directly passed to the partner entity for qualifying expenses. Avoid deducting LWDB administrative fees *before* reimbursing the partner.

- **Transparency and Accountability:** All expenditures of federal funds must be documented and justifiable according to SNAP E&T guidelines.

Understanding the Process Flow:

1. **Partnership Established:** The LWDB establishes a partnership with a local entity (e.g., a college) to deliver SNAP E&T services.

2. **Expenditures Incurred:** The partner entity incurs qualifying expenses related to SNAP E&T program delivery.

3. **Expense Certification and Reimbursement Request:** The partner entity certifies the expenses and submits a reimbursement request to the LWDB. The LWDB submits the certified expense to TWC for certified funds availability.

4. **LWDB Reimbursement to Partner:** The LWDB, utilizing federal reimbursement funds, reimburses the partner entity for the *full* amount of the certified expenses. This reimbursement is now complete and the reimbursed funds are unrestricted funds.

5. **LWDB Invoice to Partner (for Admin Costs):** *After* the partner has received the full federal reimbursement, the LWDB can invoice the partner for agreed-upon administrative costs (e.g., 10% of reimbursement amount).

6. **Partner Payment to LWDB:** The partner pays the LWDB's invoice. *This payment should be made with the partner's own allowable funds, preferably from non-federal sources.*

Certification of Expenditures Form

Other Resources

Key Question:

What other information or resources are available?

- SNAP E&T Guide
- TPPI Guide

Your "Friends" and Partners for Success:

- TWC Human Services
- TWC BSS
- HHSC
- Other TPPI Boards

Pioneer Boards Participant Targets

FFY 2025

WDA	State Plan Target Participants Served
Capital Area	11
Coastal Bend	11
Gulf Coast	25

Year Two Participant Targets

FFY 2026

WDA	State Plan Target for Estimated Participants
Alamo	20
Brazos Valley	5
Cameron County	30
Coastal Bend	10
Gulf Coast	50
Lower Rio	80

FFY 2025 Enrollments Per Month

WDA	State Plan Targets	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Final Results
Capital Area	11			1	2	3	2	2	1					11
Coastal Bend	11	1			1	1			1	1	6			11
Gulf Coast	25				1		1	4	3	9	7			25

FFY 2025 Performance

Services Provided Individuals - by Region/LWDB			
Start Date: 10/01/2024 End Date: 09/30/2025			
Regional/LWIA	**Distinct Users**	**Total Services**	**% of Total**
Capital Area WF Board	11	49	31.01%
Coastal Bend WF Board	11	34	21.52%
Gulf Coast WF Board	25	75	47.47%
	47	**158**	**100%**

All Boards achieved their goals

FFY 2025 Closures

CASE CLOSURE SUMMARY BY CLOSURE REASON								
Date Range: 10/01/2024 - 09/30/2025								
Regional/LWIA	Employed Verified	Employed Not Verified	Failed to participate Penalty Requested	Federal Exemption	No longer eligible	Other	Services provided	Total Case Closures
Capital Area WF Board	0	0	0	1	5	0	1	7
Coastal Bend WF Board	1	1	1	0	0	0	3	6
Gulf Coast WF Board	0	2	7	0	8	1	0	18
Total Case Closures	1	3	8	1	13	1	4	31

Creating a Strong Provider Network

Daniel Gaskin

Existing SNAP E&T Strategy
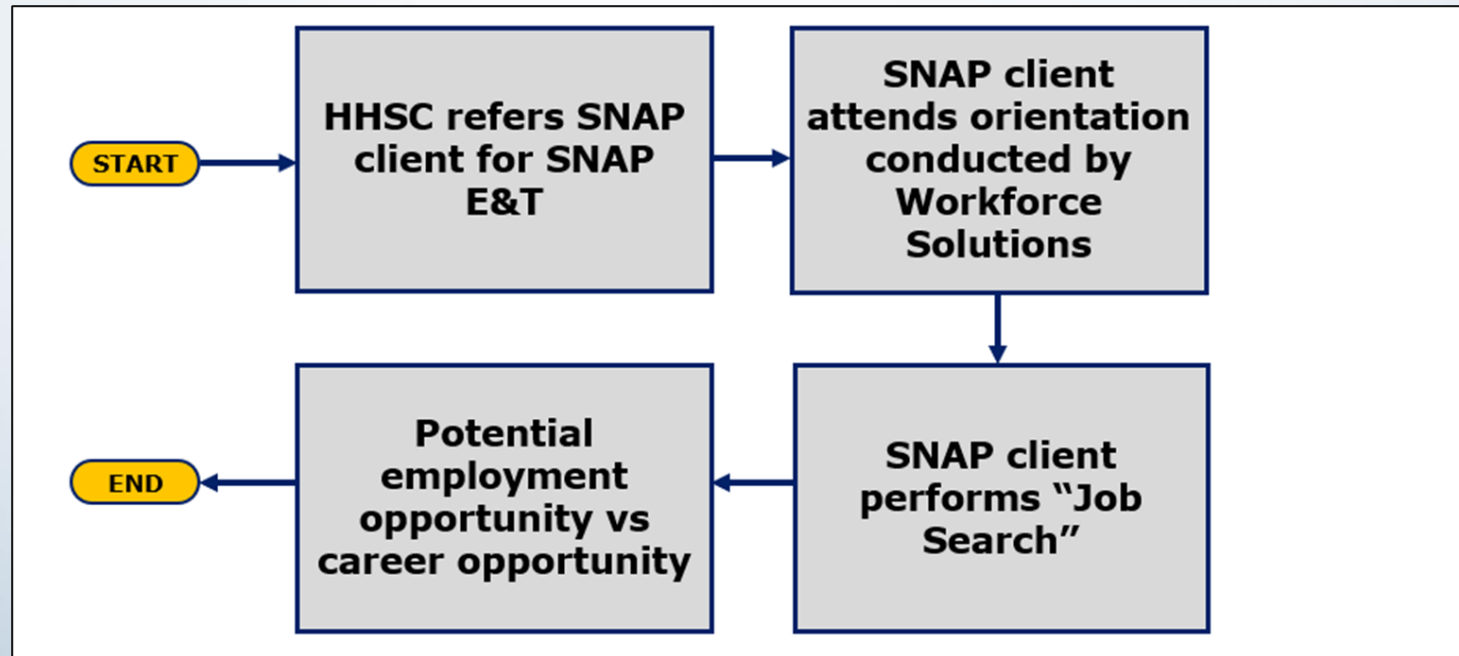
SNAP E&T Approach

Workforce development program messaging and branding

Stakeholder engagement

Program design and flexibility

Strengthening the SNAP E&T Program

Create a network of service providers that reach more Texans

Offer a variety of services

Offer credential-based training for today's careers

Third-Party Partnership Examples

Third-Party Partnership Benefits

Broader reach and specialized programs

Reimbursement model allows additional funding

Partners have direct ties to employers

Outcomes

Positive Results for FFY 2025

- Three Successful Occupational/Vocational Training Completions
  - ➤ Commercial Driver License (CDL)
  - ➤ Office Management
  - ➤ Bookkeeping and Accounting
- Four Entered Employments

Board Perspective

Allyson Riojas

Why Join TPPI?

Expand Reach & Impact

Strengthen Workforce Partnerships

Lessons Learned

Unique Partnerships, Unique Lessons

Building a Strong Foundation

Maximizing Impact for Participants

Tools & Resources

TPPI Resource Center (TWC)

Customer Tracking Systems (WDA)

TPPI Resource Center

Budget templates to guide financial planning

MOU/contract guidelines and examples for consistency

Implementation timelines to set clear milestones

Case Management Guide to ensure best practices

FNS National Grantees List to identify potential TPP partners statewide

Step-by-step desk aids for boards to reference

ST **SNAP TPR Expansion Site**

Home

Documents

Pages

Site contents

Edit

＋ New ⌄   ⚙ Page details   🖵 Preview

📁 Contracts

📁 HHSC

📁 Letters of Intent

📁 Local Workforce Boards

📁 Meeting Agendas

📁 Meeting Notes

📁 Resource Center

📁 SNAP E&T TPP PACKET

📁 SNAP Plan Information

📁 TWC

Customer Tracking System Benefits
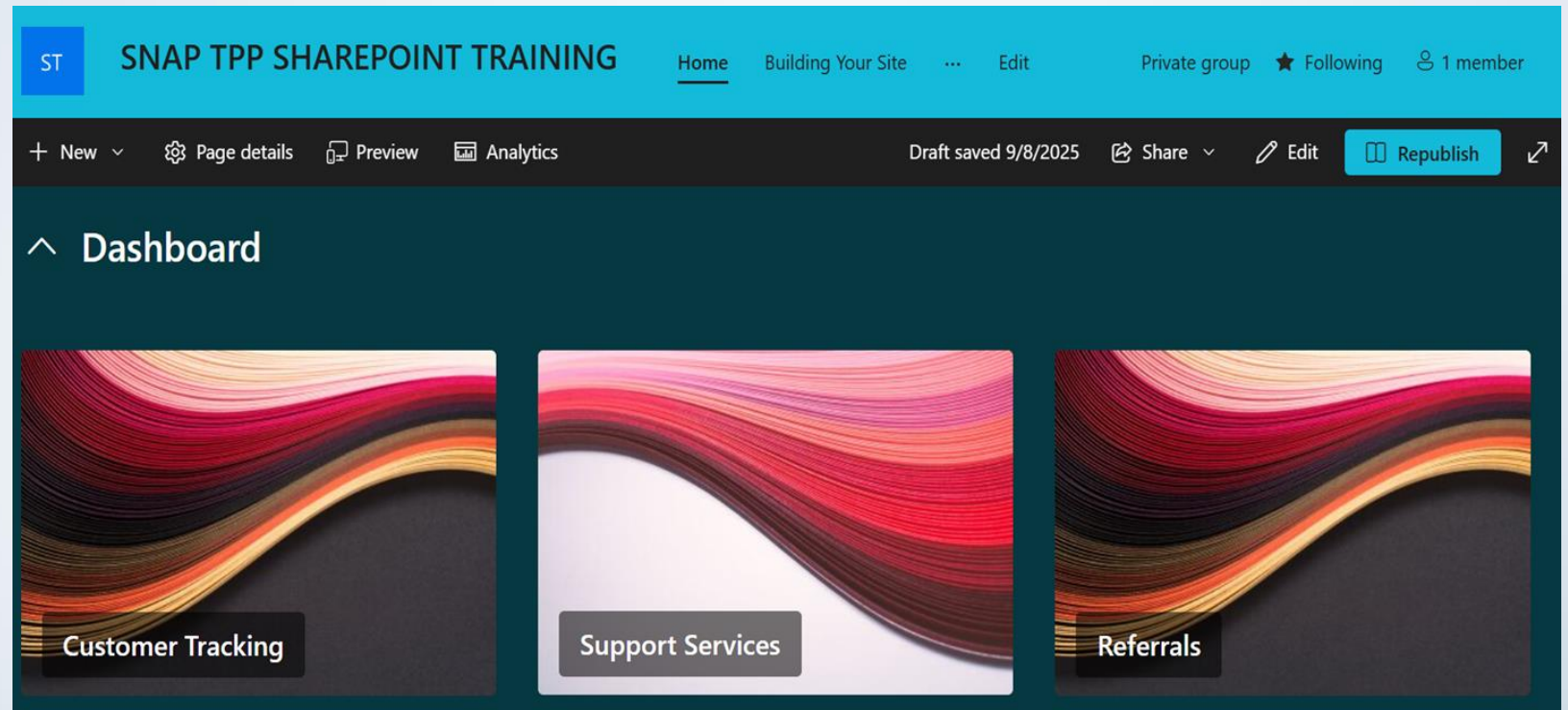
Real-time data sharing between Workforce staff and Third-Party Partners

Tracks participant services and hours to prevent delays

Enhances accountability from the same live data source

Streamlines communication & reduces the back-and-forth

Customer Tracking System

TWC Contacts

Jennifer Miano (TWC)

Manager, Workforce Program Policy

Texas Workforce Commission

Jennifer.miano@twc.texas.gov

Lisa Medina (TWC)

Policy Analyst, Workforce Program Policy

Texas Workforce Commission

lisa.medina@twc.texas.gov

Melissa Hayman (TWC)

Program Supervisor, Workforce Board Service Strategies

Texas Workforce Commission

Melissa.hayman@twc.texas.gov

HHSC & Workforce Solutions Contacts

Daniel Gaskin (HHSC)
Program Lead, SNAP Employment and Training
HHSC Access and Eligibility Service
Office of Community Access
Daniel.gaskin5@hhs.texas.gov

Allyson Riojas (WFS Coastal Bend)
Contract Manager & Labor Market Analyst
Workforce Solutions Coastal Bend
allyson.riojas@workforcesolutionscb.org