

SNAP OFFICE STAFF

Your Packet Includes

SNAP Office Sign, SNAP Applications (the number of applications depends on the number of simulation participants), 4-5 Pens and 2 SNAP Eligibility Sheets. SNAP stands for Supplemental Nutrition Assistance Program.

Instructions

- If not already done, post the SNAP Office Sign and set up your table and chair(s), and if space allows, set up a small community waiting area with 5-10 chairs.
- Before you assist a Community Member, request proof of transportation (Bus Receipt, Monthly Bus Pass, Car or Driver). This is not a SNAP Office requirement, it is to ensure that participants are following the rules of the simulation.
- When community members arrive, give them an application and ask them to complete it in the waiting area and get back in line when they are done.
- Review completed form and Community Member Profile to determine income, household size and eligibility for SNAP. If eligible, use Eligibility Sheet to determine the amount of their benefit. Once determined, write it into the SNAP column in the wallet section of their profile sheet.
- Explain that they can use their SNAP dollars to purchase food items at the grocery store.

Role Description

- Community Members come to you to apply for and, if eligible, receive SNAP benefits that they can use to purchase food.
- Your job is to review applications, determine if people are eligible, and if they are eligible, give them their SNAP benefits.