

The SNAP E&T Worker must develop a plan to schedule educational, aptitude and interest testing as appropriate and available. The test administrator is responsible for completing a release of information for each client.

Upon receipt of test results, the SNAP E&T Worker records the information on the appropriate RAPIDS screen. An interview is scheduled with the client, as soon as possible, to discuss the test results.

Clients who indicate substance abuse problems should be referred for evaluation and counseling prior to scheduling vocational testing. Determination of a substance abuse problem is based on statements made by the client, not by the SNAP E&T Worker.

C. DEVELOPMENT OF THE SELF-SUFFICIENCY PLAN

The Self-Sufficiency Plan which is the product of negotiations between the client and the SNAP E&T Worker. The Self-Sufficiency Plan is subject to renegotiation throughout the client's receipt of SNAP benefits. Initial and ongoing assessments produce information that allows the Worker to provide reasonable guidance to the client to attain his goals as part of the Plan.

The SNAP E&T Worker must explore family situations, education, work history, skills, aptitudes, attitude toward work, employment potential, possible social services or other support systems. Individual circumstances may require more or less exploration.

The following eRAPIDS screens are mandatory to record the appropriate assessment results. The following assessments are mandatory:

- Education & Testing Assessment
- Job Readiness Assessment
- Employment History Assessment

D. JOB DEVELOPMENT

Job Development and the subsequent placement of individuals in employment is the focus of SNAP E&T Program. The SNAP E&T Worker must have knowledge of the local economic base and develop and maintain a job openings base and participate in various employment related activities and initiatives. The SNAP E&T Worker must communicate with private employers and related organizations and maintain a good working relationship within this group.

Job Development and Placement efforts must be coordinated closely with the local **WorkForce West Virginia** Office and with local WV WORKS staff. Clients must register with the **WorkForce West Virginia** office and to keep applications current. The results of career-oriented testing are shared with the **WorkForce West Virginia** Office as needed. A Release of Information form, OFS-Release-1, must be signed by the client prior to sharing information. The completed form must be placed in the case record. To increase the resources available to the client, contacts are established and maintained with the Division of Rehabilitative Services (DRS), Department of Education, Community Action agencies and other public and private organizations that could offer activities or support.