

## 25.6 THIRD PARTY PARTNERSHIPS

Third Party Partnerships are contractual agreements between the DHHR and an organization or agency designed to provide SNAP E&T participants with opportunities to gain skills, training or experience that will improve the participants' employment prospects and reduce their reliance on SNAP benefits. Third Party Partners have additional responsibilities above other activity providers and are the only organizations or agencies eligible for 50/50 reimbursement funding, which is paid for through FNS. All Third Party Partnership contracts must be approved at the state level by DFA.

### A. ELIGIBILITY FOR A THIRD PARTY PARTNERSHIP

In order to potentially qualify for a third party partnership, the organization must be one of the following:

- A community-based organization. Examples include food banks, religious institutions, and homeless shelters.
- Educational institutions. Examples include community colleges, vocational training centers, high school equivalency preparation centers, and remedial learning centers.
- A local business. Examples include banks, factories, and hospitals.
- A non-profit. Examples include libraries and civic organizations.

### B. REIMBURSEMENT FOR SERVICES PROVIDED BY A THIRD PARTY VENDOR

Reimbursement for Third Party Partners is limited to 50% of allowable expenses. In order to receive reimbursement, the Third Party Partner must provide a detailed invoice statement detailing the cost of the program to the Division of Family Assistance. These statements are not to be delivered to or be processed by local offices. No payments for Third Party Partners should be made by local office staff in RAPIDS. Allowable expenses are found in 25.6,D.

### C. RELATIONSHIP TO JOB SKILLS/VOCATIONAL TRAINING CONTRACTS

Third Party Partners are not allowed to seek 50/50 reimbursement and a Job Skills/Vocational Training contract. The Third Party Partnership contract is the contractual relationship between the Third Party Partner and SNAP E&T.

#### D. ALLOWABLE EXPENSES

All expenses billed to SNAP E&T for a program must be:

- Directly related to an approved SNAP E&T program component
- Reasonable
- Necessary
- When non-SNAP E&T participants are in the same program, only the per-cost expenses for SNAP E&T participants may be billed. SNAP E&T funds cannot go towards providing services for non-SNAP E&T participants.

#### E. LOCAL OFFICE ROLE IN THIRD PARTY PARTNERSHIPS

Participants enrolled in activities offered by Third Party Partners must meet all case management requirements for other participants. In addition, the eligibility worker must notify the SNAP E&T worker when an individual becomes ineligible for SNAP. This is usually accomplished through a case task/reminder automatically sent through the system. It is then the responsibility of the SNAP E&T worker to notify the Third Party Partner when an individual has lost eligibility for SNAP.