SNAP Verification in iMatchSkills
(1-12-20)

DHS has contracted with the Oregon Employment Department (OED) to use iMatchSkills to verify an individual SNAP status. Nightly, data is exchanged between the DHS client management system and OED. It matches records by social security number. iMatchSkills is used statewide by all STEP providers.

Initial SNAP Verification

Career Boost service providers must use iMatchSkills to determine whether a customer is eligible to participate in a Career Boost program **prior** to enrolling a customer in Career Boost, and prior to providing a Career Boost service.

Provider will confirm customers interested in Career Boost services are eligible to participate by logging into iMatchSkills and entering the customer's Job Seeker ID.
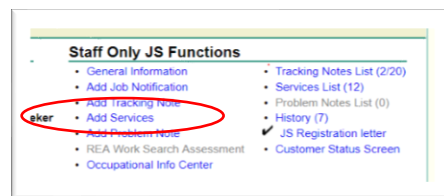
If a customer is eligible to participate in Career Boost programs, one of the following phrases will appear in purple in the status line of the customer's iMatchSkills record:

- SNAP ABAWD
- SNAP ABAWD EXEMPT
- SNAP-Non ABAWD

If one of these SNAP designations does not appear in iMatchSkills, that customer is not eligible to participate in Career Boost services.

If the customer is eligible for Career Boost services, provider staff are to record the type of service provided to the customer in iMatchSkills on **the day** that service is provided by selecting *Add Services* from the function menu. Then select the specific service being provided from the SNAP services list.

Each STEP service provider is required to confirm that they have provided a STEP Orientation, STEP Employment and Training Assessment, and STEP Plan in iMS.

Worksystems' contract with DHS allows the following SNAP services:

- Career/Technical Education or Other Vocational Training (ITAs, CareerWork$, BankWork$, ISVT)
- English Language Acquisition (Rosetta Stone)
- Job Search Training (Career Coaching, COEP)
- PreApprenticeship/Apprenticeship (CCTP)
- Short -Term Training
- Work Experience
- Job Retention (post-employment follow-up services)

DHS STEP service definitions appear in iMatchSkills on the SNAP services screen when a user clicks on the service name.

In providers of STEP training services will also be required to identify whether they are a *Funder,* a Provider or Funder and Provider of STEP services. (Reference table at end of document.)

Service providers should select only the SNAP services that they have contracted with Worksystems to offer.
See Appendix B for services and goals assigned to each contractor for the current federal fiscal year.

Monthly SNAP Verification

A Career Boost customer's SNAP status _must be_ confirmed during each month that the customer receives Career Boost services in iMatchSkills. The appropriate SNAP service also must be Monthly verification follows the same steps as initial SNAP verification. Updates to a Career Boost customer's SNAP service record need to happen once a month in iMatchSkills.

Training Services: Funder/Provider Selection in iMatchskills®

IMS Training Type	Training Program	Providers	IMS Selection Funder/Provider
Career/Technical Education or Other Vocational Training	BankWork$ CareerWork$ Medical	WSPM SE	Both
	EOP Portland-ISVT Healthcare	IRCO	Funder
	Individual Training Scholarships	WSPM Centers	Funder
English Language Acquisition	Rosetta Stone Advantage	IRCO WPSM Gresham	Provider
Pre-Apprenticeship/ Apprenticeship	Community Construction Training Program	Construction Hope Oregon Tradeswomen POIC Portland YouthBuilders	Both
		Portland Community College	Funder
Short-Term Training	WorkReady$	SE Works	Both
	Construction Career Exploration	Central City Concern Portland Community College Urban League	Both
	Workforce Prep	WSPM Centers	Funder