Regional Program Standards

Focus: ☒ WorkSource Centers ☒ Youth Program Services
☒ Other: CCTP, ELW, EOP, PCEF and Career Boost Contractors

Topic: Career Boost Program

Date: October 1, 2026 | ❑ New ☒ Revised | **Page 1 of 26**

Overview

Career Boost is Worksystems' SNAP Training and Employment Program (STEP). It connects SNAP recipients with expanded or enhanced services that builds job-search skills, strengthens job readiness, and supports progress toward living-wage employment and a career pathway. Career Boost operates under the Oregon Department of Human Services (ODHS) STEP rules and is supported by federal funding from the U.S. Department of Agriculture (USDA).

Career Boost starts with services from a qualifying non-federal grant and expands or enhances elements of services specifically for SNAP recipients. ODHS and USDA funding then reimburses 50 percent of the costs associated with the allowable services, enabling the Career Boost Service Provider to serve more participants, or provide additional services to SNAP recipients.

Worksystems determines whether a program qualifies for Career Boost based on the program's funding source(s) and service design. Participants must be eligible for and enrolled in the qualifying grant program, meet STEP eligibility requirements, and enroll in Career Boost. The qualifying grant program's *Regional Program Standards* govern allowable service activities that align with STEP service definitions. When Career Boost is attached to a qualifying grant program, these *Regional Program Standards* govern Career Boost requirements.

To meet the Expanded and/or Enhanced threshold, the service design must either:

- Quantitatively increase the number of SNAP participants being served; or
- Increase the number and types of services SNAP participants receive as a part of the program service design.

Each Career Boost Service Provider must describe to Worksystems how its services for SNAP recipients are expanded or enhanced above standard services offered to non-SNAP recipients. Each Career Boost Service Provider's enhanced or expanded service design must be approved by Worksystems.

Contents

Overview **1**
SNAP Eligibility 3
Initial iMatchSkills (iMS) Eligibility Verification 3
Monthly iMatchSkills (iMS) Eligibility Verification 5
Serving Participants under the age of 18 ..... **6**
Career Boost Enrollment Process **6**
Able Bodied Adult (ABAWD) **8**
Working with individuals with an ABAWD status 9
Regaining SNAP benefits 10
Customer Referrals and Service Provider Determinations **11**

Referrals 11
Provider Determination 11
Program Services 12
STEP Service Components 12
Career Boost Initial STEP Services 13
Orientation 13
Assessment 13
Case Plan (Individual Service Plan) 14
Career Boost Orientation, Assessment and Case Plan Data Entry 15
Career Boost Core STEP Services 15
Career/Technical Education or Other Vocational Training 15
Job Search Training 16
Pre-Apprenticeship Program 16
Internship with Subsidized Employment 17
Job Retention Services 18
Case Management 19
STEP Service Component Tracking 19
iMatchSkills (iMS) Data Entry 19
Duplicate Services 20
Credential and Certificate Tracking 21
Measurable Skill Gains Guidance (MSG) 22
Non-Discrimination and Funding Statements 22
Cost Methodology 23
Career Boost Billing 24
Support Services 24
Data Sharing Agreements 25
Compliance Trainings 25
New Staff Training 25
Annual Compliance Trainings 25
Required Posters 26
Marijuana Industry and SNAP E&T 26
Marijuana Restrictions 26

Eligibility and Documentation

To receive Career Boost services, applicants must meet the following eligibility criteria prior to enrollment and the delivery of the first Career Boost service:

Eligibility Element	Documentation Requirement
Enrolled in a Qualifying Grant Program	Qualifying Grant enrollment completed in I-Trac
Eligible SNAP Recipient	Verified in iMatchSkills (iMS)
Minors – Head of Household	Verified though ODHS STEP Navigator
Legal to Work in the US	Customer Attestation
Completed *STEP Orientation*, *Employment and Training Assessment* and *Created STEP Plan*	The following services entered in iMatchSkills (iMS): • *STEP Orientation* • *STEP Employment and Training Assessment* • *Created STEP Plan*
Signed Career Boost I-Trac *Application & Individual Service Plan*	Customer Documents: I-Trac eSignature tool or upload to I-Trac

SNAP Eligibility

Initial iMatchSkills (iMS) Eligibility Verification

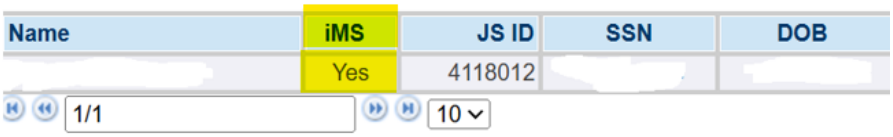
During qualifying grant program intake, search for the applicant's record in WOMIS by using *Customer Search*. Enter the participant's first and last name and birthdate or Social Security number. If the Job Seeker ID is available, it may also be used. The *Customer Search* will return one of four possible results.

1. ***Customer Search* returns no results:** The applicant does not have a WOMIS or iMS record. In this scenario, complete the *DHS Quick Registration* (see *DHS Quick Registration* instructions in the *Career Boost Data Entry Guide*). An applicant's consent to enter their SSN into WOMIS is required.

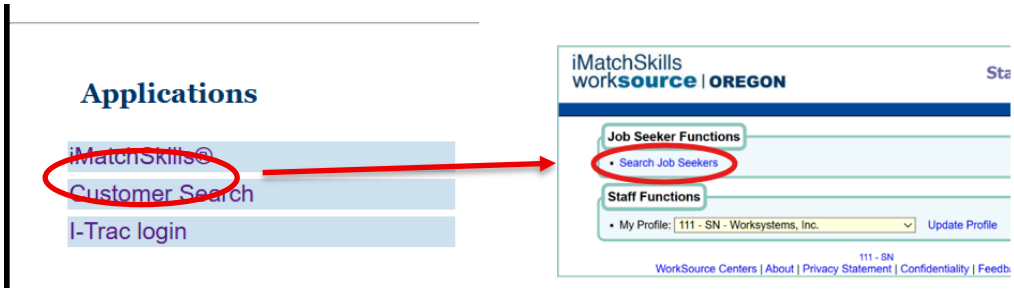


Once the *DHS Registration* is completed, use the JS ID number to look up the applicant's profile in iMS to verify STEP eligibility.

2. ***Customer Search* returns the applicant's name:** In this scenario, review the iMS column in *the Customer Search Results*.



If there is a *Yes* in the iMS column, the applicant has an iMS record. Use the JS ID number to look up the applicant's profile in iMS to verify STEP eligibility.

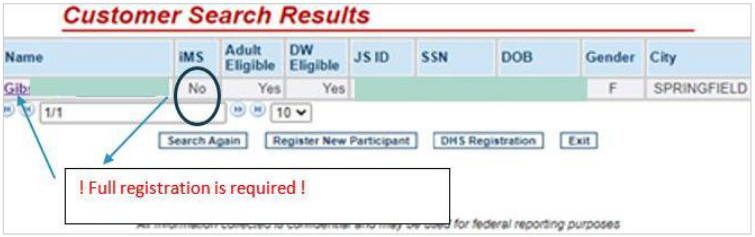


In scenario #1 and #2 above, if the applicant has a SNAP banner in iMS, they are STEP eligible.



3. ***Customer Search* returns a *Yes* in the iMS column, but no SNAP banner appears in the iMS profile:** Complete the following steps:
    - Check if the Name, JSID, or SSN are missing or incorrect. If they are, the applicant needs to complete/fix their iMS profile. Most often, it is the SSN that is missing or wrong when the person creates their own profile.
    - If everything is correct in iMS, the applicant has a current SNAP benefit and the banner still isn't showing, reach out to the ODHS Navigators to obtain confirmation of receipt of SNAP benefits using the general ODHS email: odhs-SSP-D2.SNAPNavigators@dhsoha.state.or.us, or ODHS-SSP-D16-SNAPNavigators@dhsoha.state.or.usfor Washco.

4. ***Customer Search* returns a *No* in the iMS column:** The applicant has a WOMIS record but does not have an iMS record. In this scenario, the applicant will need to complete the full iMS Registration.



To complete the full iMS Registration:

- Click the applicant's name in their profile.
- On the left side of the screen, click "Complete Registration."
- Required information is marked with a *.

The final screen reviews information the applicant must agree to complete their profile. The Service Provider may either read the message or have the applicant read it themselves. If the applicant does not agree to providing their information, the iMS profile cannot be created, and the applicant may not engage in STEP services.

If the applicant chooses not to work with the Service Provider to complete the full Registration, they must complete the full Registration on their own before Career Boost services can be provided. Direct them to www.imatchskills.org to complete their Registration.

Follow the enrollment steps in this document and the *Career Boost Data Entry Guide*.

NOTE: *If an applicant is not receiving SNAP benefits but might qualify, they should be referred to ODHS. Link to information: https://govstatus.egov.com/or-dhs-food (ODHS Food Assistance).*

Monthly iMatchSkills (iMS) Eligibility Verification

Each month that a Career Boost participant engages in Career Boost services, staff must verify the participant as SNAP-eligible in iMS. Career Boost staff are encouraged to complete monthly eligibility verification at the beginning of each month prior to providing services.

If a participant's SNAP grant closes while they remain enrolled in the qualifying grant program, Exit the participant from the Career Boost record. Do not copy services to Career Boost for any month in which the participant is not an active SNAP recipient.

If a participant is engaged in Occupational Skills Training or a Pre-Apprenticeship Program and becomes ineligible to receive SNAP benefits, they may continue in their Training. Any costs paid prior to the loss of SNAP benefits may be included in the Career Boost billing.

If a participant is engaged in Career Boost Career Coaching services and becomes ineligible to receive SNAP benefits, the participant must be transitioned off of the Career Boost caseload. In situations where a Career Coach is 100% dedicated to a SNAP caseload, the participant must be referred to a non-Career Boost staff or other partner agency.

Serving Participants under the age of 18

Career Boost services can be offered to individuals who are 16 or 17 years old if the services do not supplant existing resources or supports available to them through other programs. Supplanting services refers to the practice of providing funding or resources for services that are already available through other established programs or institutions, such as local school districts. For instance, if a local school offers career counseling or job training programs, Career Boost services can only be provided if they complement rather than duplicate these offerings.

In order to provide Career Boost services to individuals who are 16- and 17-years old, the verification of head of household status must be completed through ODHS. The Career Boost Service Provider must email the district STEP Navigator (ODHS-SSP-D2.SNAPNavigators@dhsoha.state.or.us for Multnomah County or ODHS-SSP-D16.SNAPNavigators@dhsoha.state.or.us for Washington County) to confirm SNAP eligibility and head of household status – "Head of Household Status Verification" is required in the email subject line. The email includes Applicant name, their Job Seeker ID and a notation that this is a request for SNAP eligibility and head of household status verification.

The STEP Navigator will determine if the individual is head of household on their own SNAP case. Once the determination is made, they will either:

- Update the individual's iMS profile to allow the Service Provider to offer Career Boost services.
- Obtain parent or guardian permission and update the individual's iMS profile to allow the Service Provider to offer Career Boost services.

Once the Navigator has taken one of the actions above, they will contact the Service Provider to let them know they can begin offering Career Boost services.

Career Boost Enrollment Process

Career Boost Service Providers are responsible for conducting outreach and screening to identify eligible SNAP recipients to reach or exceed their Contracted service goals. Eligibility must be verified and documented during the enrollment process. Applicants must be informed about the services they are receiving as a Career Boost participant, the requirements to engage in those services, and that participation will not impact their SNAP benefits. The applicant must voluntarily agree to participate in those services.

The Career Boost enrollment process must be completed prior to an applicant receiving any Career Boost services. To complete enrollment, the following steps must be completed ***in the order below***. Please refer to the *Career Boost Data Entry Guide* for additional detailed guidance.

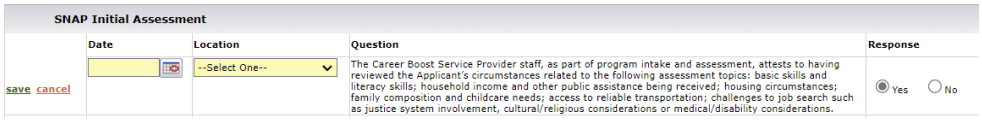
1. Complete qualifying grant program enrollment (i.e. CCTP, ELW, EOP, NextGen, PCEF, WorkEx). See the *Regional Program Standards* for the qualifying grant program for more information about eligibility and enrollment.
2. Verify SNAP enrollment through iMatchSkills (iMS) by searching for the applicant in iMS and looking for the "SNAP" banner or a SNAP Priority Tracking note indicating they are eligible.

3. Complete the *STEP Orientation*. A Career Boost program orientation is a required component of the Career Boost program and must be entered as a service in iMS. The program orientation is an opportunity to create a welcoming environment for applicants, provides a comprehensive overview of the Service Provider's Career Boost program and describes how they will benefit from the services offered.

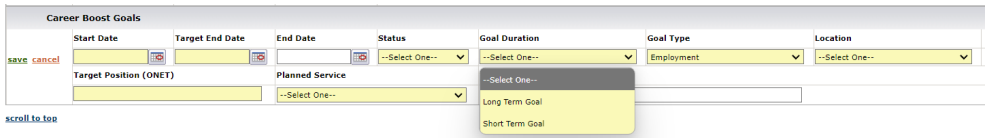
4. Review the applicant's record in iMS. Look for a STEP Navigator Assessment, Service Plan, or case notes and current services to determine what other STEP Service Providers may be providing STEP services.

5. Create a Career Boost I-Trac record and complete the *Registration Tab* in the Career Boost record.

6. Perform a Career Boost *STEP Employment and Training Assessment* and complete the *Assessment Tab* in the I-Trac Career Boost record. A *Yes* Response must be entered to confirm Staff Attestation that all the required STEP assessment topics have been covered with the applicant.



7. Complete the *Goals Tab* in the Career Boost I-Trac record. At least two entries are required: One Short-Term and one Long-Term Goal. All fields are required to be completed.



8. Completion of the *Registration*, *Assessment* and *Goals Tabs* will auto populate an *Initial Service Plan* service on the *Services Tab* and set the *Participation Date*.

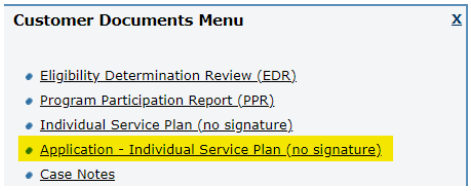


Application Date	Registration Date	Participation Date	Exit Date
11/7/2024	11/7/2024	11/7/2024	

Services

Start Date	End Date	Service	Status
11/7/2024	11/7/2024	Initial Service Plan	Completed

9. Obtain the applicant's signature on the Career Boost *Application-Individual Service Plan* (I-Trac Customer Documents Menu/top right corner of the record). Utilize the I-Trac eSignature tool to obtain the applicant signature. If an eSignature is unable to be obtained, print the Application from the I-Trac *Customer Documents Menu* for signature and upload the signed Application to I-Trac.



Note: Applicants under the age of 18, Contractor staff must conduct due diligence to obtain parent/guardian signature for enrollment. Where a parent/guardian is absent, an Applicant under the age of 18 may be enrolled without parent/guardian signature. Once confirmed that a parent/guardian is absent, the participant may sign the Application in place of a parent/guardian with a case note entered in I-Trac by the Career Coach to document this.

10. Enter the corresponding *STEP Orientation*, *STEP Employment and Training Assessment* and *Created STEP Plan* services in iMS.
11. Copy services from the qualifying grant record to the Career Boost record in I-Trac and begin entering monthly services in iMS and I-Trac.
12. For Service Providers offering *Career and Technical Education*, *Pre-Apprenticeship*, and/or *Internship with Subsidized Employment* services, Measurable Skill Gains and Credential or Certificate Attainment must be captured in iMS and documented in the participant's record.

Able Bodied Adult (ABAWD)

ODHS determines ABAWD status for all SNAP recipients. An ABAWD is an individual who:

- Is aged 18 through 64
- Is not pregnant
- Does not live in a household with a minor dependent child under the age of 14
- Is physically and mentally able to work

SNAP benefits for individuals with an ABAWD status are limited to three months in a three-year period (January 1, 2025 – December 31, 2027) unless they complete 80 hours of work-related activities (*Work Rules*) each month or meet an exemption. This is referred to as *SNAP Time Limits*.

Individuals who have an ABAWD status can meet the 80 hours of work-related activities a month through:

- Paid employment (including self-employment)
- Unpaid work activities (such as bartering or volunteering)
- Participating in a SNAP Employment and Training Program
- A combination of work and other activities

Individuals with ABAWD status do not have to meet the ABAWD *Work Rule* requirement if they meet one of the following exemptions. Exemptions must be reported to ODHS when an individual applies or reapplies for SNAP benefits.

- Are under 18, or age 65+
- Live with a child under the age of 14 who is also on their SNAP case
- Are pregnant
- Care for a child or adult with an incapacity
- Receive disability benefits (such as Supplemental Security Income or Veterans Assistance)
- Have a physical, mental, or behavioral health condition that prevents them from getting or keeping a job
- Are in school at least half-time

- Are in treatment for substance use
- Receive unemployment benefits
- Participating in the TANF JOBS program
- Are enrolled, or their parent or grandparent are enrolled, in a federally recognized tribe or a shareholder in an Alaska Native Regional Corporation or Village
- Are receiving services from Indian Health Services, Tribal Health Clinics, or Urban Indian Clinics
- Working for pay at least 30 hours a week or earning at least $935.25 a month (after deducting costs if the work is self-employment)

Some individuals may already meet the ABAWD *Work Rules* requirements and just need to send ODHS proof of this. Examples of proof are pay stubs or letters from employer or volunteer coordinator. This applies to individuals who:

- Work for pay at least 30 hours a week or earn $935.25/month before taxes.
- Are self-employed and earn at least $935.25 without business costs (before taxes) or earn at least $1,870.50/month and have business costs (before taxes).
- Are working, volunteering, or bartering (working in exchange for something other than money; for example, working for a place to live) for at least 80 hours each month.

ABAWD status is noted in the SNAP Banner in iMS. Participant records will display one of the following:

SNAP Non-ABAWD	Indicates a participant is potentially eligible for the STEP program and ODHS has determined that they do not meet the definition of ABAWD.
SNAP – ABAWD Exempt	Indicates a participant is potentially eligible for STEP services and ODHS has determined that they are exempt from the ABAWD Work Rules.
SNAP- ABAWD	Indicates ODHS has determined a participant is eligible for the ABAWD program and is subject to ABAWD Work Rules.
SNAP Non-ABAWD-Youth	Indicates that ODHS has determined a participant who is between the ages of 16-24 and is eligible for STEP services.

Working with individuals with an ABAWD status

Service Providers and other partner organizations have a valuable role in working with individuals with an ABAWD status. To offer support, Service Providers and partners can:

- Help raise awareness about ABAWD Work Rules and display posters/distribute flyers.
- Encourage participants to report exemptions/work-related activities to ODHS.
- Identify paid, unpaid, or volunteer activities available to participants.
- Volunteer to be a Workfare site.

Service Providers may engage with any eligible SNAP participant, no matter if their iMS banner shows SNAP ABAWD, SNAP ABAWD Exempt, or SNAP Non-ABAWD.

Service Providers may see individuals with a SNAP ABAWD status in iMS, who have been referred to their program from the Oregon Employment Department (OED). As part of their ABAWD Case Plan with OED, participants may choose to work with Service Providers who best meet their employment goals. In situations where STEP activities are assigned as part of their ABAWD Case Plan, the individual will be responsible for reporting their time spent doing STEP activities back to OED to meet their required work-related activity hours. The Service Provider may be asked to sign and verify the participant's tracking log, or to confirm via phone call with an OED ABAWD Coach, the activities and hours completed. Other individuals with an ABAWD status may choose to engage in the STEP program for three months until SNAP closure.

Best Practice:
When a Service Provider checks iMS and sees an individual has an ABAWD status and is not marked as Exempt, check in with them. Ask them if they know about the ABAWD program. Verify that they have an ABAWD Coach at OED and that they are aware of the requirement to report their work activities directly to the ABAWD Coach each week. Ensure they understand they may lose their SNAP benefits in three months if they do not engage with OED. **SNAP recipients can participate in both ABAWD Coaching and STEP services at the same time. The STEP services should be included in the ABAWD Case Plan and reported to OED weekly. Entering services provided in iMS does not count as reporting hours.** The participant must include their STEP activities on their weekly activity log for them to count toward their required Work Activity Hours.

If the individual has all the information needed to make the best choice for themselves, and chooses not to engage with the ABAWD program, always honor their decision.

Regaining SNAP benefits

Participants who have lost SNAP benefits due to failure to meet work requirements can get their benefits back if:

- They no longer meet the ABAWD definition (for example they are pregnant or caring for a child under 14 or a person with disabilities)
- Qualify for an exemption (for example, they have a health issue or are a student)
- Meet the required 80 hours for 30 days

Career Boost providers may assist participants to determine why their SNAP benefits may have ended and help them regain benefits. However, staff time to provide those services is not billable to Career Boost. Once SNAP benefits have been reestablished, the participant may re-enroll in Career Boost and STEP services may be provided and billed to Career Boost.

At the beginning of each new three-year period, Oregon will reset or clear any accumulated countable months and individuals with an ABAWD status are eligible for benefits again.

Customer Referrals and Service Provider Determinations

Referrals

Career Boost applicants may be referred to Service Providers through an internal process (i.e. enrolled in a qualifying grant program or another program within the organization), from a WorkSource Center or other Career Boost Service Provider, or by their STEP Navigator. In order to provide the greatest access to services for each applicant, Career Boost Service Provider staff are encouraged to refer applicants to other STEP Service Providers and services where appropriate.

When the applicant does not meet the Career Boost Service Provider's qualifying grant eligibility or the Service Provider does not have the capacity to enroll the applicant, Career Boost Service Provider staff must refer the applicant to another Worksystems Career Boost Service Provider to receive STEP services. The referring staff must follow up to ensure the new Service Provider staff have made contact with the applicant.

Provider Determination

A Provider Determination occurs when a Service Provider makes a decision to not offer services to an applicant referred to their organization by a STEP Navigator.

A Provider Determination is made when one of the following occurs:

- The Service Provider determines their STEP program is not a good/appropriate fit for an applicant.
- The Service Provider decides they will not offer STEP services to an applicant and they:
    - Refer the individual to a non-STEP Service Provider.
    - Refer the individual to a different STEP Service Provider.
    - Refer the individual to non-STEP services within their organization.
- STEP services are not provided (including not starting services or discontinuing services) due to inappropriate behavior by the individual as determined by the Service Provider.
- The Service Provider received a referral from a STEP Navigator but made the decision to close their program to new participants.

The Service Provider must notify the STEP Navigator within ten days of any of the above Provider Determination actions.

Service Provider Determination is ***not*** applicable when an applicant is placed on a waitlist, simply stops responding or attending program activities, or loses SNAP benefits and is no longer eligible for STEP services.

Career Boost Service Providers must email Service Provider Determinations to a STEP Navigator or the district specific SNAP Training & Employment Navigator (ODHS-SSP-D2.SNAPNavigators@dhsoha.state.or.us for Multnomah County or ODHS-SSP-D16.SNAPNavigators@dhsoha.state.or.us for Washington County) using the email template below.

Service Provider Determination Email Template

Service Provider Determination	
Date:	
SNAP E&T Service Provider Organization:	
Service Provider Contact Information:	
Job Seeker ID:	
Date of Birth:	
Reason for Service Provider Determination:	☐ *The requirements for E&T services were not met.* ☐ *E&T Service Provider is unable to offer E&T services at this time.*
Additional Details:	

Note: Do not include the participant's name; identification will be validated with the Job Seeker ID and date of birth.

The STEP Navigator will send a notice to the STEP participant within ten days of receiving the Service Provider Determination email, offering an opportunity for them to reconnect with another STEP Service Provider for STEP services.

Program Services

STEP Service Components

Career Boost services are reported under several broad STEP service categories; definitions for each are outlined below. These service categories are aligned with qualifying grant program services so when a service is entered into the I-Trac qualifying grant record it can be copied to the Career Boost record. All services are to be entered into the iMS record ***and*** the I-Trac qualifying grant record ***and*** copied to the I-Trac Career Boost record. **iMS service data entry must occur on the same day the service is provided and must match I-Trac data entry.**

While the STEP program includes a wide variety of allowable services, Service Providers in Worksystems' Career Boost program may provide only the STEP services authorized in Worksystems' Grant Agreement with ODHS and as authorized in the Service Provider's *SNAP Statement of Work*. Allowable Career Boost services may include: *Career/Technical Education or Other Vocational Training*, *Job Search Training*, *Pre-Apprenticeship Program*, and *Internship with Subsidized Employment*.

Support Services are not allowed to be delivered or billed within the Career Boost program. While Service Providers are encouraged to connect all program participants with needed Support Services, these services must be provided outside of the Career Boost program. Support Services are ***not*** eligible to be recorded under Worksystems SNAP profiles in iMS, nor may they be billed as SNAP expenses to Worksystems.

Each Career Boost Service Provider has a *SNAP Statement of Work* in their Contract that confirms which allowable STEP service components they are authorized to provide. Service Providers must ensure they are ***only*** utilizing SNAP funds and entering data for their specific authorized services in their *SNAP Statement of Work*.

Career Boost Initial STEP Services

Career Boost applicants must complete an Orientation, Assessment and have a Case Plan (OAC). Individuals who have not completed all three elements of the OAC are not considered to be enrolled in the Career Boost program. Once enrolled, all Career Boost participants are required to receive regular monthly case management.

Orientation

- iMatchSkills: STEP Orientation
- I-Trac: Completion of the Career Boost *Registration Tab*

An overview of the organization, program, requirements and services offered as part of the Career Boost program. Orientations may be offered individually or in groups, depending on Service Provider preference, and must include the following components:

- Provide a comprehensive overview of the provider organization, including expectations, policies, rules, and contact information.
- Create a welcoming environment that helps applicants understand how the Service Provider's program can support their goals.
- Deliver STEP-specific information that explains the benefits, supports, and service components available through the STEP program.
- Clearly outline the responsibilities and expectations associated with STEP participation.
- Offer applicants the opportunity to agree to enroll in the STEP program after receiving this information.

Assessment

- iMatchSkills: STEP Employment and Training Assessment
- I-Trac: Completion of the Career Boost *Registration Tab* and *Assessment Tab*

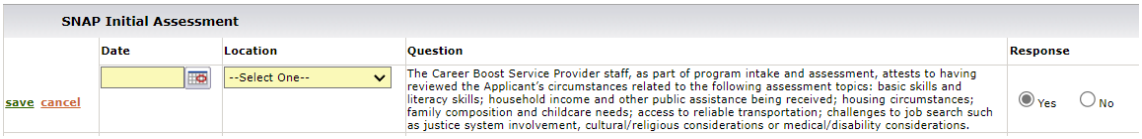
The Assessment is intended to help Service Providers get to know an applicant and gather essential information to support them in achieving their employment goals. The Assessment plays a crucial role in building a strong relationship with the Career Boost applicant. This process should be conducted using trauma-informed and person-centered practices. The information gathered during the Assessment is used to create the applicant's Individual Service Plan.

In a one-on-one meeting(s) with an applicant the Career Coach helps the applicant identify strengths and challenges they may face in obtaining and maintaining employment. Career Boost Service Providers are to develop their own assessment tool/document to cover all the topics listed below. An Assessment is required for each applicant prior to any Career Boost services being delivered. This Assessment must include the following general information about the applicant:

- Demographics
- Educational attainment – Data collected and entered on the Registration Tab

- Basic skills
- Literacy
- Work experience – Data collected and entered on the Registration Tab
- Work authorization status (legal to work) – Data collected and entered on the *Registration Tab*
- Public benefits
- Medical and disability considerations
- Justice involvement
- Family composition
- Housing circumstances
- Childcare needs
- Transportation needs
- Cultural and religious considerations

An Assessment record is entered into the Career Boost I-Trac record with a Response of *Yes* to document Staff Attestation that all topics have been covered with the applicant.



Since all Service Providers working with a participant must complete an Assessment, Service Providers should review the participant record and all existing Assessments. Information from previous Assessments can be used to help guide the conversation. However, all topics must be covered as circumstances can change over the course of different enrollments with different Service Providers. Assessments completed by STEP Navigators or non-Career Boost Service Providers can be found in iMatchSkills. Refer to the *Career Boost Data Entry Guide* for details on how to find these Assessments in iMatchSkills.

Case Plan (Individual Service Plan)

- iMatchSkills: Created Step Plan
- I-Trac: Completion of the Career Boost *Goals Tab*

The Case Plan, or Individual Service Plan, is a written plan developed together with the applicant and Service Provider staff, listing approved STEP services that will be case managed and administered or purchased by the Service Provider. The services are identified during the Assessment and are intended to reduce barriers to the applicant's employment, job retention, and wage enhancement. The components of the Case Plan should align with the strengths and needs identified in the Assessment.

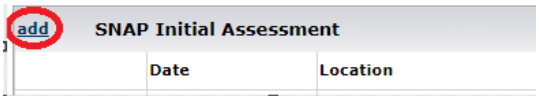
The Case Plan minimally must include short- and long-term goals, timelines for activity completion, Service Provider contact information, applicant signature with date, and at least one approved Career Boost service. The Case Plan must also include a statement that participation in the Career Boost Service Provider's STEP program is voluntary and will not impact the applicant's SNAP benefits. A Case Plan is required for each applicant, prior to any Career Boost service being delivered.

Career Boost Orientation, Assessment and Case Plan Data Entry

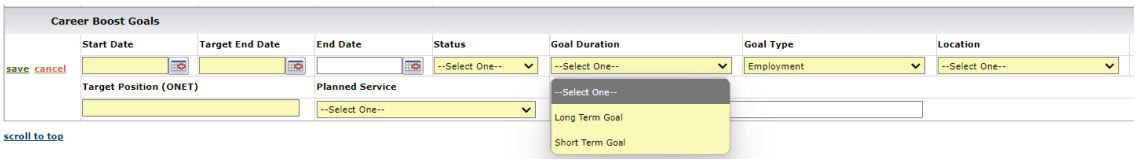
Each Service Provider is responsible for completing their own Orientation, Assessment and Case Plan with a new applicant prior to providing Career Boost services. In I-Trac, only one active Career Boost record is allowed in a participant's I-Trac record. If an applicant is new to Career Boost, a Service Provider will add a new Career Boost enrollment in I-Trac and complete the Registration, Assessment and Goals Tabs before copying services from the qualifying grant (i.e. CCTP, ELW, EOP, NextGen, PCEF, WorkEx) into Career Boost in I-Trac.

If the applicant already has an active Career Boost enrollment in I-Trac with a different Career Boost Service Provider, the new Service Provider must complete the following steps to add information about the new Service Provider's service engagement:

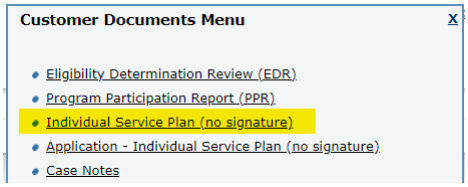
- Add to the existing Career Boost record a new Assessment on the *Assessment Tab* with your Service Provider program Location.



- Update the *Goals Tab*: Enter a Short-Term Goal for the new Service Provider's services. Review the Long-Term Goal and if not applicable to the new Service Provider's services enter a new Long-Term Goal.



Each new Career Boost Service Provider must obtain the applicant signature on the updated Individual Service Plan. Utilize the I-Trac eSignature tool. If an eSignature is unable to be obtained, print the Individual Service Plan from the I-Trac Customer Documents menu for signature and upload to I-Trac (as "Individual Plan"). Staff are not required to sign the Individual Service Plan. As participant goals are achieved and/or change during participation, case plans must be updated in I-Trac and the new case plan must be signed by the participant and attached to the Career Boost record.



Career Boost Core STEP Services

Once the initial Career Boost STEP services have been provided, Career Boost Service Providers may begin providing monthly STEP services. While the ODHS STEP program includes a wide variety of allowable services, Worksystems has designed its Career Boost Program to include four STEP services, which are listed below:

Career/Technical Education or Other Vocational Training

- iMatchSkills: Career/Technical Education or Other Vocational Training
  - Must capture Measurable Skill Gains and/or attainment of Credentials of Certificates
- I-Trac (Services Tab, Training, Post-Secondary Education & Employment Skills Control):
  - Select appropriate Career Boost Occupational Skills Training

Organized Training at the post-secondary level which provides Career Boost participants with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Programs should be employer-driven and ***must*** lead to an industry-recognized Certificate or Credential. Career/Technical Education or Other Vocational Training ***does not*** include 4-year degree programs at the post-secondary level.

Services charged to Career Boost may not supplant non-federal funds for existing educational services and activities and Career Boost may not be charged more than what the general public would pay for the same service.

Career/Technical Education or Other Vocational Training services must be entered in iMS each month for the duration of the training. This allows the provider to include staff time for required case management services provided to the participant while they are engaged in the training. If the participant becomes ineligible for SNAP during the training, exit the participant from the Career Boost enrollment in I-Trac.

When the participant has completed the training, even if they are no longer STEP eligible, you must ensure that iMS is updated by selecting the "Training Complete" box and entering any Measurable Skill Gains, Certificates or Credentials attained.

Job Search Training

- iMatchSkills: Job Search Training
- I-Trac (Services Tab, Services Control):
  - Select appropriate Career Boost coaching service(s).

Job Search Training enhances the job-search skills of Career Boost participants. Services may be delivered one-on-one or in a group and may help participants develop career plans, determine skill levels and training needs, and build foundational employment skills. Activities may include instruction in job-seeking techniques, motivation and self-confidence, job-skills assessments, job-placement services, resume-writing workshops, online job-search tools, interview preparation, social media guidance, and other direct training or support activities. *Job Search Training* may also combine job-search activities with other training and support activities.

Note: Job Clubs are <u>not</u> allowed.

Pre-Apprenticeship Program

- iMatchSkills: Pre-Apprenticeship/Apprenticeship
  - Must capture Measurable Skill Gains and/or attainment of Credentials of Certificates
- I-Trac (Services Tab, Training & Education Control):
  - Pre-Apprenticeship Program

Pre-Apprenticeship Programs offer a combination of hands on and related instruction in which participants learn the practical and theoretical aspects of a skilled occupation. *Pre-Apprenticeship Programs* provide individuals with the basic and technical skills necessary to enter an Apprenticeship program and should be directly linked to an Apprenticeship program.

Pre-Apprenticeship Programs are Oregon BOLI registered and should have at least one, if not more, documented partnership(s) with a Registered Apprenticeship Program that will assist in placing participants who complete the *Pre-Apprenticeship Program* into their Registered Apprenticeship Program. They are designed to help participants decide if the trade or occupation is an appropriate fit for them and to increase the likelihood they will be accepted into an Apprenticeship program.

Wages or stipends paid to a participant for program participation in a *Pre-Apprenticeship Program* are not an allowable Career Boost expense but can be paid by the qualifying grant fund.

Pre-Apprenticeship Program services must be entered in iMS each month for the duration of the training. This allows the provider to include staff time for required case management services provided to the participant while they are engaged in the training. If the participant becomes ineligible for SNAP during the training, Exit the participant from the Career Boost enrollment in I-Trac.

When the participant has completed the training, even if they are no longer STEP eligible, you must ensure that iMS is updated by selecting the "Training Complete" box and entering any Measurable Skill Gains, Certificates or Credentials attained.

Internship with Subsidized Employment

- iMatchSkills: Internship with Subsidized Employment
  - Must capture Measurable Skill Gains
- I-Trac (Services Tab, Work Experience Control): Work Based Training – Work Experience

Internship with Subsidized Employment programs offer a planned, structured learning experience that takes place in a workplace for a limited period of time and includes subsidized wages**.** Although not required, Internships typically follow another Training program, to create a hands-on practicum. The goal of an Internship is to increase occupational qualifications or to align with an educational program. Participants in this component are meant to gain exposure to a particular career. The Internship must include an evaluation from the Worksite Supervisor.

Internship with Subsidized Employment Placement Requirements

Participants may not begin an *Internship with Subsidized Employment* until the following steps are complete and approved by the SNAP E&T Policy Team at ODHS. Final approved documents will be returned to the Service Provider to maintain for their records.

- Hour Verification: Request ODHS to verify the number of hours a participant can work per week, before the participant's SNAP case closes. Verification is obtained via email to the ODHS STEP Navigator (ODHS-SSP-D2.SNAPNavigators@dhsoha.state.or.us for Multnomah County or ODHS-SSP-D16.SNAPNavigators@dhsoha.state.or.us for Washington County). The email must include:
  - Participant JS ID number and date of birth.
  - Hourly wage.
  - Pay frequency (weekly, every other week, twice per month, monthly).
  - If a STEP Navigator provides the allowable weekly hours, the email confirmation must be submitted to the SNAP E&T Policy Team.
- Worksite Agreement: Submit to the SNAP E&T Policy Team, the *Worksite Agreement* for the worksite of the participant's placement along with the participant's *Work Experience Training Agreement*.

- Work Site Supervisor Intern Evaluation: Submit to the SNAP E&T Policy Team, the *Work Experience Training Agreement* using the *Work Site Supervisor Intern Evaluation*. The evaluation form must include the specific skills that will be evaluated by the Worksite Supervisor over the course of the Internship. Ensure the placement start date is a future date to align with when all documents are expected to be approved by the SNAP E&T Policy Team.
- Placement Approval Form: Complete and submit to the SNAP E&T Policy Team the *Subsidized Employment Placement Approval Form*.
- SNAP E&T Employment Exception Request Form: A placement approval exception is required in the following scenarios:
    - Employer is exceeding 3% of their workforce with placements – this threshold applies to the Employer of Record, not the specific Worksite.
    - Participant has completed or will complete 6 months in current placement (extension request).
    - Participant has completed a placement within the last 12 months.

The placement cannot begin until all the above steps are completed and the *Subsidized Employment Placement Approval Form* is signed by the SNAP E&T Policy Team and returned to the Service Provider. This form is available for download on the Knowledgebase.

For participants in the *Internship with Subsidized Employment*, the wages earned during their placement may result in them becoming over income for SNAP and therefore no longer eligible for STEP services. In these situations, the Service Provider can continue to provide supports for the participant to ensure completion of the paid *Internship with Subsidized Employment* and assistance gaining unsubsidized employment when the placement ends.

Job Retention Services

This service component consists of services provided to SNAP E&T participants who have secured employment after participating in another SNAP E&T component and are no longer receiving SNAP benefits.

- When providing this component, participants must receive at least one month of *Job Retention* services.
- *Job Retention* is limited to **90** days.
- When SNAP closes due to employment wages, the participant may then engage in *Job Retention* services. This must be done within **30** days of SNAP closure.
- SNAP always closes at the end of a month; the Job Retention component will become available the first of the following month.
- To be eligible for *Job Retention* services, the participant must have engaged in another SNAP E&T Component within the previous **30** days of SNAP closure.

If a participant becomes employed and is still receiving SNAP benefits, services must be provided under *Job Search Training*.

Case Management

Case management must be completed no less than once per month along with the Service Provider's approved Career Boost core STEP service(s). Case Management is not a separate service in iMS or I-Trac and must be included as part of any Career Boost service that is provided.

Case management includes guiding, motivating and supporting participants by continually assessing their strengths, needs, progress and barriers, to identify resources and support services, advise on career and Training opportunities, and adjusting *Individual Service Plans* as needed.

STEP Service Component Tracking

This section provides high-level guidance regarding program data tracking. Please refer to the *Career Boost Data Entry Guide* for additional information.

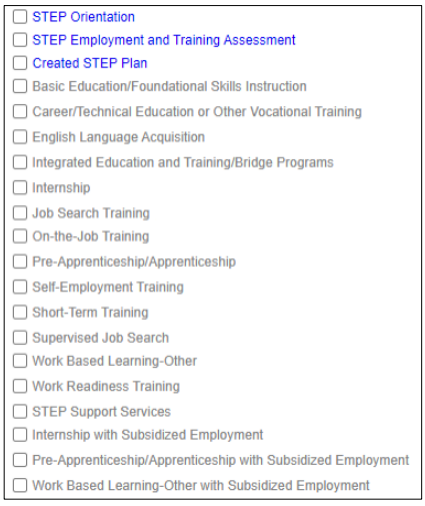
A Career Boost service must be provided and recorded in iMS in each month the service is delivered. Staff **must** enter the service **in iMS on the** date it **is provided.** If same-day entry is missed, iMS permits backdating for a rolling 30-day period. For example, a service provided on August 15th may be entered only through September 15th. **After 30 days**, the service cannot **be entered in iMS**, **and related expenses may not be billed to Career Boost.**

Career Boost Service Providers must also ensure that I-Trac Career Boost records align with services recorded in iMS by entering services in the participants' I-Trac qualifying grant record and copying the services to the Career Boost record. Subsequent service activity of the same kind during the month need only be recorded in I-Trac in the qualifying grant record and copied to the Career Boost record; entry into iMS is not required for multiple services of the same type during the same month.

iMatchSkills (iMS) Data Entry

In iMS, when staff choose "*Add Services,"* a **Service List** appears. Staff will then add the Service Date and choose the service component provided. Service Providers may only claim services allowed in their Career Boost *SNAP Statement of Work*.

Once the Service Provider has delivered and entered the first initial STEP required service components (*STEP Orientation*, *STEP Employment and Training Assessment* and *Created STEP Plan*), staff may begin delivering and entering their core STEP service(s).



Duplicate Services

ODHS policy prohibits a participant from receiving the same STEP service from more than one STEP Service Provider during the same month. Before providing a STEP service each month, the Career Boost Service Provider must review the participant's iMS STEP record to determine whether another STEP Service Provider has already selected the same service component for that month. If another Service Provider has already selected the service component in iMS, the Career Boost Service Provider may still serve the participant but the duplicate service:

- Must not be entered in iMS
- Must not be copied to the participant's I-Trac Career Boost record
- Must not be included in the SNAP column of the Billing Workbook submitted to Worksystems

Only the Service Provider that first selects the service component in iMS is eligible to bill the expenses associated with the service under Career Boost.

Every Service Provider is required to review a participant's iMS service record before providing services each month. This review helps prevent duplicate services and allows Service Providers to coordinate service delivery when multiple STEP Service Providers are working with the same participant.



If another Service Provider has already selected the same service component in iMS in the same month, iMS will display a red date next to the service component. **When this is noted, staff must not enter the same service component in iMS or I-Trac Career Boost and should contact the other Service Provider to coordinate and prevent future duplication of services.**

The duplicate service rule most commonly affects Career Coaching Service Providers delivering *Job Search Training* services. When referring a Career Boost participant to a partner program, Career Coaches must communicate with partner staff regarding which Service Provider will deliver and record *Job Search Training* services for that month.

Example: Two STEP or Career Boost Service Providers may not both bill for *Job Search Training* services provided during the same month. The provider who first selects the *Job Search Training* service component in iMS is considered the lead Service Provider and may bill eligible SNAP expenses for that month. A second provider may continue serving the participant and may record services in I-Trac under another qualifying funding source, but the provider may not select the *Job Search Training* service component in iMS, copy the service to the participant's Career Boost record, or bill the service as a Career Boost expense.

If a service is considered a duplicate monthly STEP service, it is not a Career Boost service for billing purposes. Any staff time, salary costs, or other allowable expenses associated with the duplicate service are not billable to Career Boost and may only be claimed in a Non-SNAP column of the Billing Workbook, if otherwise allowable.

The only exception to the prohibition on duplicate services is with STEP *Career/Technical Education or other Vocational Training* and *Pre-Apprenticeship Program* service components. These services may be provided and entered by multiple STEP Service Providers in iMS in the same month. This is only allowed if the STEP Service Providers are providing distinct services or payments of services for the participant. This might occur when one STEP Service Provider pays for part of a Training cost and a different STEP Service Provider pays for the remainder of the cost, or in a scenario where one STEP Service Provider is the Funder of a Training while a different STEP Service Provider is the provider who is delivering the Training.

For *Career/Technical Education or Other Vocational Training* and *Pre-Apprenticeship* services, Career Boost Service Providers must choose if they are the *Funder*, *Service Provider* or both.

- Choose *Funder* when the Career Boost Service Provider is paying tuition costs for the participant to take a Training component which is delivered by a separate Service Provider. The Career Boost Service Provider is not directly delivering the Training but is paying for the tuition cost of the Training to be delivered by another Service Provider.
- Choose *Service Provider* when the Career Boost Service Provider is directly providing the Training and is receiving payment for the tuition costs of the Training from another Service Provider.
- Choose *Service Provider* and *Funder* when the Career Boost Service Provider is delivering the Training and paying for the Training component with allowable funds contracted to them for this purpose.

Credential and Certificate Tracking

Career/Technical Education or other Vocational Training, *Pre-Apprenticeship Program*, and *Internship with Subsidized Employment* Service Providers must track in iMS any Credentials or Certificates attained through their services. This requirement applies whether the Service Provider is the funder, the provider, or both. All supporting documentation must be uploaded to the participant's I-Trac record.

Credentials or Certificates must be attained either during program participation or within one year of Exit from program services. Service Providers will not be penalized if participants choose not to share their Credential or Certificate attainment information. However, they should attempt to collect this information from another source, such as the Training provider, another STEP Service Provider, or other 3rd party engaged with the participant when a proper Release of Information (ROI) is in place.

Acceptable forms of documentation for Credential or Certificate attainment include:

- Participant self-attestation survey as documented by:
  - Completed digital or paper questionnaire
  - Email response or text screen shot
  - Case notes documenting survey questions and participant responses
- Data system match
- Copy of Credential or Certificate
- Copy of school record
- Case notes documenting information obtained from an education or Training provider.

If WIOA standards for documenting and reporting Certificate or Credential attainment apply to your program, you must also comply with those standards. Complying with Career Boost requirements does not supersede compliance with WIOA standards.

Measurable Skill Gains Guidance (MSG)

Career/Technical Education or other Vocational Training, *Pre-Apprenticeship Program*, and *Internship with Subsidized Employment* Service Providers are responsible for tracking Measurable Skill Gains attained through their services in iMS. This requirement applies whether the Service Provider is the funder, the provider, or both. All supporting documentation must be uploaded to the participant's I-Trac record.

MSGs reflect specific, objectively measurable improvements in skills and are not based on program Exit. MSGs must be entered and recorded in iMS as they occur.

Acceptable forms of documentation for Measurable Skill Gains include:

- Participant self-attestation survey as documented by:
  - Completed digital or paper questionnaire
  - Email response or text screen shot
  - Case notes documenting survey questions and participant responses
- Copy of a Credential or Certification
- Training Milestone: Evidenced of satisfactory or better progress report toward established milestones from an employer or Training provider who is providing Training. Examples: Completion of On-the-Job Training plan; completion of one year of a Registered Apprenticeship program; completion of a term in a Career Pathways or Occupational Skills Training program.
- Skills Progression: Evidenced by the completion of an occupational exam or by meeting occupational benchmarks in a trade for which the Participant is receiving Training. Example: DOL recognized Credential.

Tracking the attainment of MSGs and Credentials/Certificates in iMS is required. Review the Career Boost *Data Entry Guide* for detailed information about how to track MSGs and Credential/Certificate attainment in iMS.

If WIOA standards for documenting and reporting Measurable Skill Gains apply to your program, you must also comply with those standards. Complying with Career Boost requirements does not supersede compliance with WIOA standards.

Non-Discrimination and Funding Statements

All Career Boost Service Providers must include FNS **non-discrimination and funding statements** on **ALL** program materials and websites. Service Providers must ensure that the appropriate funding and nondiscrimination statement are included in **ALL** outreach material, program documents and public-facing websites that provide information regarding services. In addition to the funding statement websites must also include this link to the USDA statement: AD-475-B And Justice for All SNAP and FDPIR Poster

Funding Statement

This product was funded by USDA.

Nondiscrimination Statement

- **Full**

  In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

  Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

  To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov .

  USDA is an equal opportunity provider, employer, and lender.

- **Abbreviated for publications with minimal text or limited space**

  USDA is an equal opportunity provider, employer, and lender.

Cost Methodology

Career Boost Service Providers must have a documented cost methodology on file describing how the organization tracks and reports expenses to be submitted for reimbursement to allocate SNAP vs. non-SNAP expenses. Compliance with this methodology will be referenced as part of both fiscal and program monitoring. The methodology should be clear about how the Service Provider distinguishes between eligible for SNAP match expenses and not eligible for SNAP match expenses. For split caseloads, Service Providers must have a clear methodology for how to track salary costs for SNAP eligible and non-SNAP eligible participants on the caseload each month. Career Boost Service Providers typically use time sheets or SNAP percentage of total program caseload to allocate staff expenses.

The Service Provider is to use a common methodology for tracking costs of the same type (direct service, administrative and participant expense) regardless of program. For example, the cost methodology for Career Boost Career Coaching through a Service Provider's Next Gen and Economic Opportunity Program should be the same.

Career Boost Billing

Career Boost Service Providers must ensure there is close monthly coordination between service delivery and fiscal staff, so they bill only allowable expenses to SNAP each month. Before submitting monthly SNAP billings, Career Boost Service Providers must ensure that there is accurate Career Boost data entered in iMatchSkills and I-Trac to justify the monthly SNAP billing.

As SNAP participants may move on and off of a Service Provider's caseload from month to month, service delivery staff must track this closely and ensure that fiscal staff are aware of any changes and bill proportional expenses to SNAP. In cases where the planned monthly Career Boost service has already been delivered and entered by another Service Provider (*Duplicate Services* described above), the Career Boost Service Provider may still serve the participant, but the participant may not be counted as a Career Boost participant in that month and the Service Provider may not invoice Worksystems for the associated costs under a SNAP column in the Billing Workbook in this situation.

Example of SNAP column in billing workbook:

YTD Billing Workbook								
Contractor Name:	[redacted]							
Project Title:	[redacted]							
Contract Number:	[redacted]							
Reporting Year:	July 1, 2023 - June 30, 2024							
For the Period Ended:	11/30/2023	s to your monthly report						
	Project #	1000				1352		
	AL #	N/A				N/A		
	FUND #	500				500		
work. systems	FUND NAME	Prosper Adult General Fund NON SNAP				Prosper Adult General Fund SNAP		
Budget Line Item		Total Budget	YTD Expended	Balance	%	Total Budget	YTD Expended	Balance	%
Personnel Expenses-Program Delivery		2,138.00	2,138.00	-	100%	8,258.00	4,978.63	3,279.37	60%
Personnel Expenses- Program Admin		6,204.00	4,002.72	2,201.28	65%	5,318.00	5,318.00	-	100%
Operating Costs		270.00	-	270.00	0%	2,700.00	1,106.94	1,593.06	41%

Support Services

Support Services or participant costs are not allowable in the Career Boost program. However, there are some costs that may be budgeted as Support Services that are allowable as Training or operating costs in the STEP program. These include translation services and Training tuition or fees.

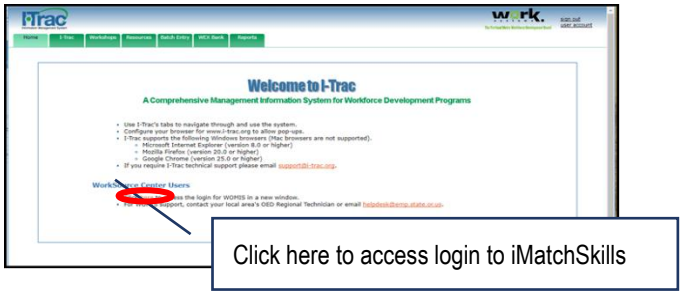
Translation – Translation costs incurred to complete the Career Boost Orientation, Assessment, Case Plan, or ongoing services are allowable under the Career Boost agreement and can be billed in the SNAP column on your Billing Workbook. These costs should be reflected in I-Trac and be associated with a STEP eligible participant. Please refer to the *Career Boost Data Entry Guide* on entering these costs in I-Trac.

Training Costs – Tuition and fees associated with an approved Training that is not billed under the ITA line item can be billed in the SNAP column of the Billing Workbook (ex. CDL). These costs should be reflected in I-Trac and be associated with a STEP eligible participant. Refer to the *Career Boost Data Entry Guide* on entering these costs in I-Trac.

Data Sharing Agreements

Service Provider staff offering Career Boost services must use iMatcSkills (iMS) to verify SNAP eligibility and document STEP services. To access iMS Service Providers must have *Data Sharing Agreements* in place with the Oregon Employment Department (OED). Organizations without an Agreement must work through Worksystems and provide their Contract Manager with the legal name of their organization and the name, title and contact information of the person within their organization who has Contract signing authority.

Service Providers can access iMS through the I-Trac home page, by clicking on the "here" link under WorkSource Center Users.



Compliance Trainings

All staff and volunteers must complete the required compliance trainings if they provide Career Boost or STEP services; occupy a position funded in whole or in part by STEP, including Career Boost Managers and direct-service staff; or have iMS or I-Trac permissions for STEP or Career Boost. All required compliance trainings are available through Workday Learning. For instructions on accessing Workday Learning, refer to the *New User Training Guide*.

New Staff Training

New staff providing Career Boost Services, managing a Career Boost program or who are responsible for STEP data entry are required to complete all compliance trainings prior to providing Career Boost services or having access to iMS or I-Trac for Career Boost. The trainings required will vary based on your iMS user account type (Contingent Worker-CW or Extended Enterprise Learner-EEL). The *New User Training Guide* contains detailed instructions for each user type. Please refer to the guide for more information.

If you provide both Career Boost and WIOA Adult/DW services (CW Account), you are also required to complete additional Oregon Employment Department (OED) trainings. Please work with the OED Manager responsible for your CW account and/or the Worksystems Contract Manager for your qualifying grant to ensure you complete the correct trainings.

Annual Compliance Trainings

All Career Boost staff must also complete annual compliance trainings. Upon training completion each year, the Service Provider must send transcript verification of training completion to the Worksystems Contract Manager and retain a copy in the employee/volunteer personnel file. Training records including staff/volunteer names and dates of training must be retained for a period of six years.

Training content is typically updated every year, staff must complete the most recent version of the following Annual Compliance Trainings. Worksystems sends out an annual email notification of when trainings are due with a list of all required trainings.

- ODHSOHA - HR - Mandatory Reporting of Child Abuse in Oregon
- ODHSOHA - HR - Mandatory Reporting of Adult Abuse in Oregon
- ODHS - OEPLET - SNAP Civil Rights
- Information Security and Privacy Awareness

Required Posters

All Career Boost Service Providers must display **"And Justice for All Posters"** visibly in workspaces. Posters can be downloaded at: https://www.usda.gov/sites/default/files/documents/JFAblue508.pdf

Marijuana Industry and SNAP E&T

The sale, use and manufacturing of marijuana, including products containing marijuana is Federally prohibited. The Oregon SNAP E&T program is funded with federal reimbursements. *Federal funding cannot be used to support activities that are deemed illegal under federal law*.

Marijuana Restrictions

- *Job Search Training* services related to applying at businesses that grow, produce, or sell marijuana or marijuana products are not SNAP reimbursable.
- Self-employment support to start a business related to the growth, production, or sale of marijuana or marijuana products is not SNAP reimbursable.
- *Career Technical Education or Other Vocational Training* and *Pre-Apprenticeship Program* services related to growing, producing, or selling marijuana or marijuana products are not SNAP reimbursable.