



SNAP E&T Job Search Instructions

Customer Name: _____

RFA #: _____

As a mandatory customer in the SNAP E & T program, you are required to complete _____ job search contacts for the month of _____. Please use the following form to record all of your job search efforts, which includes, but is not limited to filling out applications, interviewing, attending job fairs, and calling potential employers. Once you have completed the attached form, you may upload it to MyTESS, email it, fax it, or mail it to your SNAP case manager. You and your SNAP case manager will decide how to turn in your form.

To receive assistance with transportation costs for job searching, you must turn in proof of how much it cost you to apply for these jobs (such as gas receipts, bus ticket purchases). **You may receive up to \$25.00 per month for 80 hours of participation. Any receipts you turn in must be dated for the month being processed (example: June receipt for June transportation).**

All job search forms must be done in the same month for which the form is given (example: only June contacts will be accepted for the month of June). If you have any questions, please contact your SNAP case manager.