


## Case Manager Assignment in the SNAP Application

1. Enter into the SNAP application wizard by clicking the pencil icon:

SNAP Employment and Training Apps: 5

[Create SNAP Employment & Training Application](#)

**SNAP #5998079 - Incomplete** 

LWDB:	09 - Central Region	Application Date:	04/12/2022
Onestop:	193 - COLUMBIA JOB CENTER	Participation Date:	N/A
Open/Total Activities:	0 / 0	Closure Date:	N/A
		Exit Date:	N/A

2. Complete the SNAP application, until you arrive at the “Eligibility Summary” tab.
  - a. If application is already completed; click directly on the “Eligibility Summary” link:

SNAP Employment and Training

Intro Contact Demographic

✓ Intro ✓ Contact ✓ Demographic

✓ Employment ✓ Education ✓ Public Assistance

✓ Eligibility Summary

3. System will automatically assign you as the case manager on the Eligibility Summary Tab. You can change the case manager by clicking “Assign Case Manager.” A Case Manager must be assigned to finish the SNAP application.

### SNAP Eligibility Information

<b>Current Case Manager:</b>	<b>Group:</b> Central SNAP <b>Case Manager:</b> Lenger, Christina <b>Temporary Case Manager:</b> Not Applicable <a href="#">Assign Case Manager</a> <a href="#">Remove Case Manager Assignment</a>
------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. If you are not assigned to a case management group, you will receive an error message:

### SNAP Eligibility Information

The system cannot automatically assign this case. The Staff user is not assigned to a compatible group.

<b>Current Case Manager:</b>	Case currently Not Assigned to a Case Manager <a href="#">Assign Case Manager</a> <a href="#">Assign Me</a> <a href="#">Remove Case Manager Assignment</a>
------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------

5. Send an email to [SkillUP.Missouri@dss.mo.gov](mailto:SkillUP.Missouri@dss.mo.gov) requesting assignment to a case management group.