

SkillUP Staff can now add Job Retention Services to the SNAP application after the case has been exited. Staff must follow the Job Retention Supportive Services policy when adding these services.

**Job Retention Supportive Services-** An agency can provide supportive services to employed participants to assist in achieving satisfactory performance, and increasing earnings over time. It is each provider’s responsibility to track those that are participating in the program to determine if they have obtained employment.

The following must be completed prior to requesting payment for retention services:

- Participants *must* provide verification of employment to the provider
- The Providers must send an FS-5 with section WORK ACTIVITY #1 completed to FSD
- Participant *must* verify their employment monthly to receive continued retention services
- The person requesting assistance must have been enrolled in SkillUP prior to obtaining employment (job is not required to directly relate to SkillUP)
- Services can be provided for a maximum of 90 days from the 1<sup>st</sup> day of employment
- Subsequent job retention services cannot be for the same company

To Add the Job Retention Service:

Expand the SNAP application and expand the Activities/Enrollments/Services tab. Click on Create Activity/Enrollment/Service.

SNAP Employment and Training Apps: 1

[Create SNAP Employment & Training Application](#)

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[SNAP #2681 - Complete](#)

LWDB:	<b>09 - Central Region</b>	Application Date:	<b>10/05/2018</b>
Onestop:	<b>591 - FSD Community College Partner Central</b>	Participation Date:	<b>10/10/2018</b>
Open/Total Activities:	<b>0 / 1</b>	Closure Date:	<b>N/A</b>
		Exit Date:	<b>N/A</b>

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**Case Information**

<b>Case Number:</b>	<b>Participation Type:</b> Voluntary
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**Location and Staff**

<b>LWDB:</b> 09 - Central Region	<b>Onestop:</b> 591 - FSD Community College Partner Central
<b>Create Staff:</b> <a href="#">Stacy Kaylor (5387)</a>	<b>Edit Staff:</b> <a href="#">Stacy Kaylor (5387)</a>
<b>Case Manager:</b> N/A	<b>Temporary Case Manager:</b> N/A

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<input type="checkbox"/> <b>Self Assessment</b>	
<input type="checkbox"/> <b>Communication Letters</b>	
<input type="checkbox"/> <b>Participation</b>	<b>10/10/2018</b>
<input type="checkbox"/> <b>Activities / Enrollments / Services</b>	<b>1</b>

[Create Activity / Enrollment / Service](#) 

The service is selectable from the Activities/Services form on closed SNAP records as shown below:


\* Customer Program Group:

\* LWDB:

\* Office Location:

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**Enrollment Information**

\* Activity Code:    
[Select Activity Code]

Projected Begin Date:  Today

Actual Begin Date:  Today

\* Projected End Date:  Today

The Job Retention Service is a one-day activity and should be opened and closed the same day. The case note should include the type of service provided (i.e. TRE/WRE), the amount paid, the date the service was paid to the participant or vendor, justification of need and lack of other community resources.