

Food and Nutrition Services (FNS) Employment & Training (E&T) Supervised Job Search (SJS) Guidelines

What is supervised job search?

Supervised job search was added as an E&T component by the Agriculture Improvement Act of 2018 (also known as the 2018 Farm Bill). Supervised job search replaced the job search component. Supervised job search programs are those that occur at State-approved locations at which the activities of participants are directly supervised, and the training and activities of participants tracked in accordance with guidelines issued by the State agency.

Supervised job search may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. State agencies should tailor the delivery of supervised job search services to the particular needs of participants. State agencies must also provide the necessary participant reimbursements required for participation (e.g., laptops and hotspots as needed for remote job search conducted on the internet or transportation vouchers for in-person job search). State agencies may also tailor how they track participation using a range of options from automated computer processes to informal job application counts shared by the participant. State agencies must also ensure that supervised job search activities have a direct link to increasing the employment opportunities of individuals engaged in supervised job search. That is, a participant in supervised job search must be likely to find a job through the activity, and there must be appropriate jobs available for that participant in the community.

How should State agencies supervise job search?

Participants in supervised job search must have at least **one** meeting a month with a qualified staff member to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur remotely or in-person and be synchronous with the job search activities or asynchronous. Interactive software or other types of automated processes on a computer do not meet the requirement for engagement with a qualified staff person at least once a month. In between meetings with a qualified staff person, the State agency may use other supervisory techniques such as software that tracks time spent logged into a job search website, or computer assessments that automatically identify next steps for the participant.

All SJS activities must be annotated in GeoSol. At a minimum, the monthly case note must include:

- The title and employer of the prospective job(s);
- How the job is related to the individual's skill set and/or training;
- Date and time of interview;
- Results of the interview including start date, title, weekly rate, and hours per week of employment if applicable; and
- Follow up actions (e.g., "Thank you" correspondence to the interviewer, I-9 Employment verification).
- Time spent on each SJS service monthly contact

Resources: [SNAP Employment and Training Program: Training Toolkit \(azureedge.net\)](https://www.azureedge.net)

