Supplemental Nutrition Assistance Program (SNAP) Employment & Training (SNAP E&T) Job Search Log

If you have any questions, call 1-800-852-3345 x 9329, M-F 8:00 AM - 4:30 PM, to speak to an SNAP E&T Technician.

Date M/D/Y	Employer Name	Employer Address	Position/Type of Work	Employer Phone #	Person Contacted	Actions Taken*	Miles Traveled

*ACTIONS CAN BE: COMPLETED APPLICATION, GAVE RESUME, SEEN FOR AN INTERVIEW, ETC. EXTRA ENTRY SPACE ON THE BACK

By signing below, you attest under penalty of unsworn falsification, pursuant to RSA 641:3, that each of the employer contacts listed is true and accurate. You understand that DHHS may contact employers to check the information entered on this log. DHHS may also check any recorded miles traveled for accuracy. Reimbursements will not be provided for false or illegible entries.

Participant Name (please print) _____ Participant Signature _____ Date _____

☐ For DHHS to be able to accept this form electronically, you must provide an electronic signature. To do this, check the box to the left. Checking this box is the legal equivalent of signing this document in pen and ink. By checking the box, you attest under penalty of unsworn falsification, pursuant to RSA 641:3, that the information provided is true and complete to the best of your knowledge. To give us by email, please send this completed form as an attachment to your email.

Additional logs can be downloaded at https://www.dhhs.nh.gov/dfa/foodstamps/documents/jobsearch.pdf

DIRECTIONS

The SNAP E&T program may reimburse you for travel costs related to your job search. Reimbursement for miles traveled is payable at $0.30 per mile and up to $100 per month. You may be reimbursed for bus passes and/or taxi rides used for your job search; however, copies of valid receipts **are required**. You must give us logs and any required receipts within 90 days of travel. Reimbursements will be made based on the receipt of federal funds appropriated for this program.

When traveling to multiple locations in one day, record miles from your home to the first location, then location-to-location, then last location to home. If you only travel to one location during the day record your miles round trip. While in the SNAP E&T program, you should make at least six job contacts per week. You can give us Job Search Logs weekly, bi-weekly, or monthly.

If you have gotten mileage reimbursement for 12 or more months while getting SNAP benefits, to be reimbursed you must complete a job assessment every 6 months (Call SNAP E&T at the number below to set one up).

There are three ways to give us this log:

Email: snapet@dhhs.nh.gov
Attn: SNAP E&T Technician

Mail: NH Department of Health and Human Services
Attn: SNAP E&T Technician
129 Pleasant St., Brown Building
Concord, NH 03301-3852

Fax: (603) 271-4637
Attn: SNAP E&T Technician

NONDISCRIMINATION STATEMENT

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: How to File a 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
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: SNAP Hotline.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (800) 537-7697 (TTY).

This institution is an equal opportunity provider.

TO BE COMPLETED BY SNAP E&T TECHNICIAN

☐ Approved or ☐ Denied

RID #	Authorized Amount or Denial Reason	Date	SNAP E&T Signature