



Guide to “Build your own Work Experience site”

Step 1: Find a computer with internet access and:

- Go the CareerSource Pinellas website at www.careersourcepinellas.com
- Click on the orange button for **SNAP Voluntary Program** until you arrive at this screen.
- Review the Presentation, **SNAP Voluntary Program Activities** to obtain all needed information to assist you in your selection.

Step 2: Things to consider when using your own worksite or community-based agency in Pinellas:

- Your selected volunteer site can be a “for profit” business, a Not-for-Profit, or Public Agency.
- Select a location convenient to you or a bus route if possible.
- Remember you may be eligible for the Food Stamp Reimbursements (FSRs) to help off-set the cost of transportation.

Step 3: Print the required paperwork:

- Click on link for the **SNAP Work Experience Agreement** on the SNAP Voluntary Program page which includes the full 3-page agreement to be completed between CareerSource Pinellas and your volunteer site’s supervisor or manager. The agreement also includes:
 - Page 4: the form, **SNAP Work Experience (volunteer) Training Outline**
 - Page 5: the form, **SNAP Work Experience (volunteer) Time Sheet**

Step 4: Now you are ready to visit your volunteer site.

- Complete the SNAP Work Experience agreement form with your volunteer site contact. Please make sure the agreement is signed.
- Our CareerSource Pinellas contact number and email is in the agreement form if you or your volunteer site has questions. Let the volunteer site know that CareerSource Pinellas will sign the agreement also and mail/fax a copy to the contact.
- Ask your volunteer site contact to complete the SNAP Work Experience Training Outline included with the agreement form. Obtain and record your work schedule based on the number of hours that you need to do.
 - For example, a single person receiving \$200 in stamps, will do 13 hours at their worksite by the 15th of the month and another 13 hours by the 30th of the month.
- Ask the work experience site how you should handle turning in your time sheet to track your hours for each 2-week period. Ensure that the site contact or another site supervisor is able to sign off on completion of your hours. These names will need to be recorded on the agreement form, also.

Step 5: Turn in your completed paperwork to CareerSource Pinellas by your documentation due date given to you when you completed the State’s On-Line Orientation, Assessment and Select an Activity process.

- **SNAP Work Experience Agreement** (3 pages) and make sure it is signed. The agreement is not formal until it is signed by CareerSource Pinellas and returned to your volunteer site.
- **SNAP Work Experience (volunteer) Training Outline** after it is signed by the volunteer site.
- **SNAP Work Experience (volunteer) Time Sheet**
- and **Job Search Report forms**, if necessary

Step 6: Continue your monthly SNAP activities and turn in documentation by 15th and 30th each month.