



Food Stamp Recipients

Volunteer for the Missouri Employment and Training Program

If you receive food stamps, you are eligible to participate in the **Missouri Employment and Training Program** (METP). We are here to help you gain regular employment, increase your current earnings and reduce your dependency on food stamps. And we will help you develop a work plan that includes specific skills training, education on conducting a job search and guidance to help you develop skills that will make you successful on the job. We are here to help you succeed!

Here's how it works:

- As soon as you become registered to receive food stamps, let your eligibility specialist know you would like to volunteer for the METP assistance.
- After you receive your approval letter for food stamp benefits, contact the METP office by calling us toll-free at 1-855-278-0354, or you may email us at METP@missouri.edu.
- We will respond to you within two work days.
- You will be assigned an METP program specialist who will work individually with you to assess your interests and skills, identify the kind of work you would like to do and help you develop a plan to get a job or improve your job prospects.
- Your individual plan may include job search, training to help you find a job, educational opportunities to help you develop specific skills and referrals to other services to help you succeed.
- We will be in touch with you as needed to support you in accomplishing your goals.



Our educational programs, offered at no cost to you, include the following:

- **Take Control of Your Finances** provides information and resources to help you track spending and develop a budget, cut expenses, avoid future debt and credit scams and manage your current obligations.
- **Career Options Workshops** will help you identify your skills, prepare a resume and cover letter, prepare for a job interview, complete a job application and search for job opportunities.
- **Career Services Workshops** will help you learn more about a variety of work functions, including accounting, customer service, business communications, social media and computers.
- **Workplace Skills Training** is available to help you improve language, communications and math skills.
- **Job Retention Training** will help you be successful on the job and includes discussions of first impressions, working with others, dealing with conflict and how to become a trusted and valuable employee.
- **Technical Skills Training** will help you develop specific skills for certain industries.
- **Business Development Training** is designed for individuals with an interest in self-employment or starting their own business.

You should know:

- The METP is a completely voluntary program.
- METP services are available to you as long as you receive food stamps.
- You must be referred to METP by your food stamp eligibility specialist.
- You do not have to participate to continue receiving your food stamps.
- The METP programs are offered at no cost to you.
- You will not be paid to participate in METP programs, but you MAY be eligible for limited transportation assistance to help you in your job search.
- Your success in training will have no bearing on your allotment of food stamps.
- We are here to help you succeed, and we will continue to work with you until you no longer want to participate in the programs or no longer receive food stamps.



If you need to pay a babysitter:

If you have young children, you may be eligible to receive child care assistance while you conduct your job search or participate in job search training. Ask your eligibility specialist for a child care application

We are sure you have questions:

Be sure to let your food stamp eligibility specialist know that you want to participate in the program. And contact us if you have questions or need more information.

Missouri Employment and Training Program

1-855-278-0354

METP@missouri.edu

We look forward to working with you!

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usdagov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requests in the form. Send your completed complaint form or letter by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 by fax 202-690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). 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 found online at <http://www.fns.usda/snap/contactinfo/hotlines.htm>. USDA is an equal opportunity provider and employer.

Rev. 5/14