Case Manager Assignment in the SNAP Application

1. Enter into the SNAP application wizard by clicking the pencil icon:

SNAP Employment and Training	Apps: 2

Create SNAP Employment & Training Application

SNAP #6933117 - Complete   ✏️ 🖨️

➕

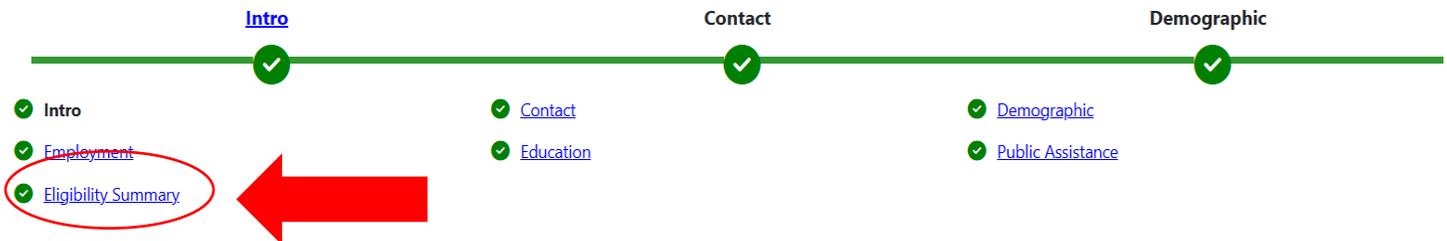|	
LWDB:	**06 - St. Louis City**
Onestop:	**603 - FSD Partner St. Louis City**
Open/Total Activities:	**2 / 18**
Application Date:	**01/23/2024**
Participation Date:	**01/23/2024**
Closure Date:	**N/A**
Exit Date:	**N/A**

2. Complete the SNAP application, until you arrive at the "Eligibility Summary" tab. If an application is already completed; click directly on the "Eligibility Summary" link:

Intro

Fill out the information below to complete this section of the application.

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Intro	Contact	Demographic
✓	✓	✓

✅ **Intro**   ✅ Contact   ✅ Demographic

✅ Employment   ✅ Education   ✅ Public Assistance

✅ Eligibility Summary

3. MoJobs will automatically assign you as the case manager on the Eligibility Summary Tab. You can change the case manager by clicking "Assign Case Manager." A Case Manager must be assigned to finish the SNAP application.

SNAP Eligibility Information

Case Assignment:

Primary	Group Name	Case Manager	Temporary Case Manager	Action
Yes	MCCA- Community College Partners-Central	Christina Lenger	Not Applicable	Remove

Assign Case Manager ↗   **Assign Me**

4. If you are not assigned to a case management group, you will receive an error message:

SNAP Eligibility Information

The system cannot automatically assign this case. The Staff user is not assigned to a compatible group.

Case Assignment:

Primary	Group Name	Case Manager	Temporary Case Manager	Action
		No Case Managers Assigned		

Assign Case Manager ↗   **Assign Me**

5. **If you received the above error message, send an email to SkillUP.Missouri@dss.mo.gov requesting assignment to a case management group.**