

UNITED STATE DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

June 2017

Employment and Training Plan Handbook



***A HANDBOOK TO
HELP STATES PREPARE
AND SUBMIT ANNUAL
E&T STATE PLANS***

Table of Contents

I. Introduction	2
II. Program Design.....	4
III. State Agency Responsibilities.....	8
IV. Plan Submission.....	10
V. Plan Requirements	15
VI. Reporting measures	18
VII. State Plan Templates	22
Section A: Cover Page and Authorized Signatures	23
Section B: Assurances.....	24
Section C: State E&T Program, Operations and Policy	25
Section D: Pledge to Serve All At-Risk ABAWDs	31
Section E: E&T Component Detail.....	32
Section F: Estimated Participation Levels	37
Section G: Partnerships/Contracts	40
Section H: Contractor Detail Addendum.....	41
Section I: Operating Budget and Budget Narrative	42
Section J: Budget Narrative and Justification.....	44
VIII. County Administered Programs.....	49
Section E: Substitute for County-run E&T Programs.....	51
Glossary	53

I. Introduction

This document provides guidance to State agencies administering and operating the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program on how to prepare and submit their annual plan to the Food and Nutrition Service (FNS) for approval. This document is updated on a periodic basis to include new information released by FNS that is relevant to operating an E&T program. New content or significant revisions are highlighted in yellow to assist readers in identifying this information.

Section 6 of the Food and Nutrition Act of 2008, as amended, (the Act) provides that each State shall implement an employment and training program for the purpose of assisting members of SNAP households in gaining skills, training, work or experience that will increase their ability to obtain regular employment.

SNAP E&T programs include one or more training components such as: job search, job search training, workfare, work experience or training, educational programs or activities, self-employment activities, job retention, and other appropriate programs, projects, or pilots as approved by FNS. SNAP E&T components are designed to help participants move into unsubsidized employment.

This document supersedes all previous versions of the E&T Handbook. The guidance in this document is based on the Federal regulations at 7 CFR 273.7(c) and Federal policy guidance. The new format provides more information on key financial and organizational aspects of E&T programs that will facilitate an easier and more efficient plan review and approval process. Lack of information in any aspect of an E&T plan will result in FNS requesting additional information or clarification from the State agency, which could delay plan approval. State agencies may contact their FNS Regional Office for further information on SNAP E&T policies and Federal financial management policies.

State agencies should also refer to the E&T Toolkit, which contains policy guidance and useful program tools. The E&T Toolkit can be found on the SNAP Employment & Training webpage, under E&T Policy and Guidance at: <http://www.fns.usda.gov/ET-policy-guidance>.



II: Program Design

II. Program Design

A growing body of evidence points to the importance of an individual's skills as a driver of economic security. Two-thirds of the jobs created over the next decade are expected to require at least some education or training beyond high school. Today's employers are seeking a more qualified, higher skilled workforce. Without access to workers with the right skills, employers will struggle to grow their businesses, which can limit State economic growth. One of the strongest efforts States can make to boost their economic growth is to ensure workers have access to education and skills training. Moreover, slow projected growth in the labor force means that most of tomorrow's workforce is already in the labor market today.

Investment needs to be made in the current workforce, not just the future workforce, in order to meet current and future economic and employment needs. Expanding access to education and training for SNAP participants is a critical part of this response and can help participants transition to self-sufficiency while investing in the State's economy. SNAP E&T has the potential to improve the job prospects for thousands of low-income and low-skilled workers across the country with more effective and robust training programs.

State agencies have a great deal of flexibility in the design of their SNAP E&T programs. They may design E&T programs to meet the range of needs of SNAP participants as well as employer needs; to help those who are work-ready find good paying jobs or help those who need additional skills enroll in education or training programs that lead to in-demand careers; and assist participants as they transition to employment through the use of retention services. State agencies have an opportunity to expand the reach of their SNAP E&T program by forging partnerships with State and local agencies, community-based organizations, community colleges, foundations, and employers to more fully utilize and leverage available Federal funding.

Contact your FNS Regional Office E&T analyst for information on how FNS can support your State's efforts to build a more skilled workforce through SNAP E&T.

Planning Considerations

The following ideas should be considered when deciding and planning the next step in the evolution of each State's E&T program.

- **A comprehensive client initial assessment and ongoing case management are keys to an effective E&T program.**

A strong comprehensive initial assessment collects general information about demographics, educational attainment, basic skills, literacy, work experience, and public benefits. It also

assesses objective and subjective barriers to work, such as disabilities, criminal background, family composition, housing circumstances, childcare needs, and transportation needs.

Comprehensive case management services may help individuals navigate identified barriers and challenges that they face in obtaining and retaining employment. E&T case managers, sometimes called, among other things, career navigators, success coaches, or employment counselors within the workforce system, plays a critical role in helping participants successfully obtain and retain employment. In an effective case management model, the case manager guides, motivates and supports job seekers by continually assessing their needs and barriers, identifying resources, and advising on career and training opportunities.

- **Evaluate State Workforce Development Resources and Needs.**

State agencies should continuously evaluate their SNAP E&T program by conducting an evaluation of State resources and needs. Some of the elements that might be included in this exercise may include looking at other workforce development programs and review of collaborations with other entities in the State in the delivery of E&T services, such as workforce agencies, community colleges and community based organizations.

- **Building Employer-Driven SNAP E&T Programs.**

Today's labor markets require workers to have higher levels of skills and education than ever before. To achieve economic self-sufficiency and reduce their need for food assistance, SNAP recipients must have opportunities to increase their skills and gain work experience through employer-driven SNAP E&T programs.

An employer-driven program is aligned with the skilled workforce needs and hiring trends of the local economy and employers. It is designed in coordination with local industries and offers industry-recognized degrees, credentials, certificates and/or licenses that address local skills shortages and employment trends.

Aligning your State's E&T program and plan with employer needs requires thoughtful planning with your State's workforce development and education systems. You can consider the following in developing a plan that will help participants gain the skills they need:

- **Make training programs responsive to the needs of local industries/employers and job opportunities in the local labor market.**

- **Create opportunities for individuals to earn postsecondary credentials that employers value, including certificates and degrees, industry-recognized credentials, and licensures.**
- **Encourage flexible and innovative instructional models that accelerate learning and transitions to employment.**
- **Promote work-based education and training to help individuals earn while they learn.**
- **Provide robust and embedded support services to address barriers to success.**
- **Make connections with other education and training systems, partner organizations, and institutions, such as community colleges and community-based organizations.**

III: State Agency Responsibilities

III. State Agency Responsibilities

General for SNAP

Under SNAP regulations at 7 CFR 272.2(c), the State agency must submit to FNS for approval a Budget Projection Statement (Form 366-A OMB No. 0584-0083) which provides projections of the total costs for major areas of program operations. The Budget Projection Statement (BPS) is submitted annually by August 15. With the BPS, the State agency also submits a narrative justification documenting and explaining the assumptions used to arrive at the projections. Under 272.2(e), the State agency shall submit to FNS for approval, a plan for activities requiring prior approval, which includes the SNAP E&T plan. FNS has 30 days to approve, deny, or request additional information. If additional information is requested, the State agency shall provide this as soon as possible, and FNS shall approve or deny the plan within 30 days after receiving the information. FNS notifies the State agency of the plan approval (or denial) and the authorized allocation amount. Funds are then put in the FNS Letter of Credit for the State agency to draw down to pay administrative costs.

Specific for SNAP E&T

The State agency is accountable for implementation of their plan once it is approved. It is responsible for making allowable cost determinations and monitoring to ensure that SNAP E&T operators spend funds appropriately. The State agency is fully liable for repayment of Federal funds should those costs later be determined unallowable. FNS Regional Office financial management and program staff are available to provide technical assistance to State agencies in developing SNAP E&T plans. The State agency is responsible for providing clear direction and, as necessary, technical assistance to any sub-grantees to ensure that all projects support the State's SNAP E&T goals/objectives and to clarify which expenses are eligible for reimbursement through SNAP. For more information on allowable costs, please see the E&T Toolkit.



IV: Plan Submission

IV. Plan Submission

Annual Plan Submission Schedule

State agencies must submit plans for the upcoming Federal fiscal year (FY) to the appropriate FNS Regional Office by August 15. Earlier submission is encouraged to allow time for any issues, and facilitate earlier approval of the plan.

If nothing has changed in the foundation of the program (such as sanctions, integration with the workforce development system or reimbursements), State agencies may submit a cover memo stating no significant program changes have occurred along with updates to Sections A through J. However, comprehensive State E&T plans must be submitted at least every other year.

Once approved, SNAP E&T plans are effective October 1, which is the start of the Federal FY. FNS cannot reimburse State agencies for E&T expenditures until an approved SNAP E&T plan is in effect. State agencies choosing to start activities without FNS approval risk not receiving reimbursement for those activities. FNS will consider retroactive reimbursements of E&T activities to the plan submission date or October 1, whichever is later, if plans are subsequently approved.

For more information on retroactive reimbursements see the FNS memo issued May 30, 2012 entitled “Approval of SNAP E&T Plans”. This memo may be accessed on the SNAP E&T Webpage at: <http://www.fns.usda.gov/ET-policy-guidance>

WIOA Combined State Plan and Submission

The Workforce Innovation and Opportunity Act (WIOA) was designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Under WIOA, States must outline a four-year strategy for the State’s workforce development system by developing a Unified State Plan that includes operational plans for WIOA’s core programs.

States have the option to submit a Combined State Plan that includes the core programs as well as other Federal employment and training programs, including SNAP E&T and Work programs authorized under section 6(o) of the Food and Nutrition Act. For more information on SNAP E&T Plan requirements and submission process when States opt to submit E&T plan components as part of the WIOA Combined State Plan see the FNS memo issued March 14,

*Plans are due August
15*

*State agencies are
encouraged to submit
plans earlier*

*New plans are
effective October 1*

2016 entitled “Supplemental Nutrition Assistance Program Employment and Training, WIOA Unified and Combined State Plans”. This memo may be accessed on the SNAP E&T Policy webpage at: <http://www.fns.usda.gov/ET-policy-guidance>

Plan Availability and Confidentiality

In accordance with 273.7(c)(6), a State’s E&T plan must be available for public inspection at the State agency headquarters. State agencies should exclude personally identifiable information that cannot be shared under Federal or State requirements.

After a plan is approved, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that FNS determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the State agency wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the plan. Any drafts or unapproved versions of the plan will be not released to the public.

Plan Modifications

If a State agency wishes to make significant changes to its approved E&T program it must submit a formal plan modification to its FNS Regional Office for review at least *30 days before the planned implementation*. The modification must be approved before it is implemented. The State agency may be liable for costs associated with implementation prior to approval by FNS.

The following are examples of changes that require a formal modification of the State E&T plan:

- Major changes in components (e.g., adding, deleting, or modifying a component);
- Significant changes in State policy (e.g. major changes to State E&T exemptions);
- After FNS has approved a State agency’s request for additional 100 percent Federal E&T grant funds, over and above the State agency’s annual grant allocation;
- Changes in the amount of 50 percent reimbursement funds requested;
- Change in the method of paying participant reimbursements;
- Change in funding sources, such as new third-party funding that accounts for more than 10 percent of the State’s SNAP E&T budget;
- Adding a contractor that will account for more than 10 percent of the State’s SNAP E&T budget;

Amended plans must be submitted for review 30 days prior to planned implementation

- Shifting 50-50 funds between administrative and participant reimbursement categories;
- Adjustments to outcome reporting measures or methodology for data collection.

The plan modification should include a cover letter that explains the proposed change(s). The modified plan should be attached in final copy with updated dates to reflect the date of the revision. Tables included in the plan must be updated, if affected.

Minor changes that do not affect the participation levels or component cost do not need prior approval. For example, a State agency would not need prior approval to substitute one contractor for another if it does not affect the scope or operation of a component.

Although FNS approval is not required for these changes, all changes to the State E&T plan should be reported to FNS within 30 days of the change. A revised plan should be submitted electronically with page changes noted in a cover letter.

Requests for Additional Funds

FNS allocates a \$90 million grant to State agencies, annually, for the purpose of administering and operating their E&T programs. These funds are often referred to as “100 percent funds” because no State match is required to spend these funds. Depending upon States’ requests, FNS will reallocate the unobligated, unexpended portion of the \$90 million grant to other State agencies with a demonstrated need during the year on a first come, first serve basis. These funds are available for FNS to reallocate for 24 months after the start of the Federal FY so FNS encourages State agencies to quickly assess their funding needs and let their Regional Office know of those needs as soon as possible.

State agencies may request additional 100 percent funds at any time during the Federal FY provided that the State agency can amend its plan and obligate additional funds before the end of the Federal FY. States should be aware that in order to maximize their opportunity for consideration of additional funds States should submit their request as soon as possible in the beginning of the Federal FY. Interested State agencies must submit their request for additional funds in writing to their FNS Regional Office, the Regional Office will then forward to National Office (NO). If the requests are determined reasonable and necessary, FNS will allocate funds to meet some or all of

States may request additional 100 percent funds at any point during the year. Requests must be made in writing and address the criteria outlined in this section

the State agencies' requests, as it considers appropriate and equitable and based upon availability of funds.

In reviewing requests, FNS will consider the completeness of the State's request to support, expand upon, or enhance its existing E&T program. Requests must provide detail on the following:

- The specific amount of additional funds requested;
- The detailed plan for the use of additional funds including: new or existing services or initiatives the additional funds will support, costs of these services, partners involved, and any other details useful to explain the proposed plan;
- The location (county, city, parish, etc.) where the services will be provided;
- The targeted population to receive the services supported by additional funds;
- An estimated number of participants to be serviced in each service component; and
- How the proposed plan enhances existing services or builds new opportunities for participants to gain access to employment and training services.

FNS will consider the participation rate and spending history of the State when deciding if the amount requested is appropriate. FNS reviews funds utilization on a quarterly basis and this analysis will be used to assess the State's funding request.

V: Plan Requirements

V. Plan Requirements

Receipt of a Federal grant for the SNAP E&T Program is contingent upon approval of the State E&T plan by FNS. This handbook covers all of the items that must be included in the State E&T plan.

E&T Plan Format

- **Section A: Cover Page and Authorized Signatures.** Contains basic contact information and required signatures from the State SNAP agency director (or Commissioner) and fiscal representative. Number the cover page as page 1.
- **Section B: Assurances.** This documents that an authorized official has acknowledged key obligations of the E&T plan (including consultation with Indian Tribal Organizations (ITOs) as appropriate.)
- **Section C: State E&T Program, Operations and Policy.** Provides a summary of the State E&T Program and outlines relevant State policy information.
- **Section D: Pledge State Declaration and Summary.** Outlines pledge State commitment and pledge services (if applicable.)
- **Section E: E&T Component Details.** Lists program components with a description of each component offered.
- **Section F: Estimated Participant Levels.** Lists participant levels in each component.
- **Section G: Summary of Partnerships and/or Contracts.** Lists all State and county contracts and sub-recipients down to the final receiving agencies. Additional detail on contracts receiving more than 10 percent of the overall State SNAP E&T budget should be included in the Contractor Detail Addendum. See below.
- **Section H: Contractor Detail Addendum.** Each contract receiving more than 10 percent of the overall State SNAP E&T budget should be described in detail; description should include what services are provided and a brief explanation that justifies the need for the contract. Include with other attachments.
- **Section I: Operating Budget.** Gives a budgetary overview of the entire State E&T program. The rows are for the categories of expenditures that the State agency administering and operating SNAP E&T will incur during implementation of the E&T plan, such as salary and

benefits, copying/printing, telephone, equipment, supplies, space, travel, and contracts. This budget should include both Federal and State funds contributed to the SNAP E&T program.

- **Section J: Budget Narrative.** Provides a budget narrative to accompany the Operating Budget. The budget narrative describes how the figures in the line item budget were calculated in simple terms and provides a justification as to why each is needed. The budget narrative should be detailed enough to provide justification for all items on the line item budget.
- **Additional Attachments:** Include the indirect cost rate agreement
- **Substitute for Section E:** Optional tables for county-administered programs.

VI: Reporting Measures

VI. Reporting measures

Information Included in State E&T Plans

State agencies are required to prepare and submit annual reports to FNS with outcome data for the State's E&T program as a whole as well as for individual components. The following chapter details what information must be included in the State E&T plan regarding these measures and provides guidance on data sources and sampling plans.

For the most recent guidance, please visit the following web page:

<https://www.fns.usda.gov/snap/fr-032416>

States agencies are required to collect data on the national reporting measures identified in 273.7(c) and must include in their E&T plans a clear description of how information for each E&T reporting measure will be collected, including the data source(s) and the methodology used to obtain data for the annual report. The E&T reporting measures are similar to the performance indicators for the core programs in Workforce Innovation and Opportunity Act (WIOA) and data collection could be coordinated with the State's labor agency.

Additionally, State agencies must identify reporting measures for each proposed component that is expected to serve at least 100 participants during the year. Measures developed by the State agency should reflect the goals of the specific component and how outcomes (positive and/or negative) will be measured. State agencies may want to consider the following examples:

- The percentage and number of program participants who received E&T services and are in unsubsidized employment subsequent to the receipt of those services;
- The percentage and number of participants who are gaining skills likely to lead to employment as measured through testing, quantitative or qualitative assessment, or other method;
- The percentage and number of participants who obtain a recognized credential, including a registered apprenticeship, or a regular secondary school diploma or its recognized equivalent, while participating in, or within one year after receiving E&T services;
- The percentage and number of participants who are in an education or training program that is intended to lead to a recognized credential, including a registered apprenticeship or on-the-job training program, a regular secondary school diploma or its recognized equivalent, or unsubsidized employment;

- The percentage and number of participants who do not comply with employment and training requirements and become ineligible for SNAP under section 6(b).

Data Sources

Each State agency will determine the data source(s) and the collection methodology it will use to gather data for the reporting measures, and include this information in its E&T plan. While FNS prefers that State agencies use administrative data, such as quarterly wage records, there are many data sources that States may consider using, including the following:

- **Quarterly wage records (QWR).** QWR data provides intrastate and interstate wages paid to an individual, the social security number (or numbers, if more than one) of the individual and the name, address, State, and the Federal employer identification number of the employer paying the wages to the individual.
- **The National Directory of New Hires (NDNH).** The NDNH is a database established pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 to assist state child support agencies in locating parents and enforcing child support orders. States may also use NDNH for the purpose of administering SNAP. NDNH includes data on New Hires, Quarterly Wage Information and Unemployment Insurance.
- **Management Information Systems (MIS).** State agencies may already have MIS systems that could be augmented or adapted from another State agency, such as the State workforce department, to track E&T activities and employment outcomes.
- **Manually follow up** with SNAP E&T participants and former participants. This type of data collection can be difficult as client contact information may change over time and it is very resource intensive. State agencies should review internal resources and those of providers when considering this source of data.
- **Follow up surveys.** For some reporting measures, a random sample of E&T participants and former participants may be used to obtain estimates of the required information. State agencies electing use of a sample will be required to obtain approval through the E&T plan approval process.

Random Sampling Guidelines

State agencies may use a random sampling methodology to gather the outcome data. If a State uses a random sample rather than tracking all E&T participants, the following sample sizes must be met.

Universe Size of E&T Participants for Reporting Measure	Reporting Measure Random Sample Size to be Completed
5000 and over	500
300 to 4,999	300
Under 300	All participants

State agencies using a random sample must include its sampling plans in its E&T plan. All sampling procedures used by the State agency must be described, including:

- **Sample Design.** All sampling plans must conform to principles of probability sampling. A systematic sample design for samples should be used because of its relative ease to administer and its validity, and because it yields a sample proportional to variations in the caseload over the course of the year. (To obtain a systematic sample, a State agency would select every “kth” case after a random start between 1 and k. The value of “k” is dependent upon the estimated size of the universe and the sample size.) The plan must specify the method of sample selection.
- **Sample Universe and Frames.** The State agency must select a random sample from a sample frame. The State agency must ensure that sample frames accurately reflect their sample universes. The frame for active cases must list all households that participated in E&T in the fiscal year. The description of the sample frames must include: source, availability, accuracy, completeness, components, location, form, frequency of updates, and structure.
- **Sample Size.** The above chart contains the required sample size. This is the minimum number of cases which must be selected each year to for any reporting measure based upon the number of cases or individuals in the sample universe. The sample sizes assume that State agencies will use a systematic or simple random sample design.
- **Sample Selection.** The description of the methods of sample selection must include procedures for: estimating caseload size, computation of sampling intervals and random starts, as appropriate. A time schedule for each step in the sampling procedures must be included.

VII: State Plan Templates

VII. State Plan Templates

FNS recommends that State agencies use the following templates for all information included in the SNAP E&T plan. These templates supersede previous versions in the E&T Handbook. The E&T templates are also available as standalone documents on the FNS website for download and use. State agencies should provide their initial submissions as Microsoft Word or Excel documents to the appropriate FNS Regional Office for review and approval. The review process often involves exchanges between FNS and State agencies, which may result in some adjustments. Please keep in mind that a State E&T plan is a public document and must be made available to the public upon request, so the State E&T plan should be submitted in its final format without track changes or comments.

While the use of these templates is optional, using a different format may delay plan approval if all of the required and requested information is not covered. It is to the State agency's advantage to use the recommended templates in this handbook.

E&T plans should be in standard 12-point font with at least one-inch margins. State Agency Name, the Federal FY, and date of plan update should be included in headers and/or footers. It is highly recommended that the pages of the E&T plan be numbered consecutively, including the attachments. Please check your plan for spelling and grammar errors and submit the document in a final format.

FNS also recommends that the State agency add a cover page, table of contents, and acronym section to its plan to facilitate navigation.

Section A: Cover Page and Authorized Signatures

State: Enter the name of your State

State Agency: Enter the name of your State SNAP E&T agency

Federal FY: Enter the Federal FY

Date: Enter date (revise to reflect subsequent amendments)

Primary Contacts: Complete the table with the name, title, phone and email address for those State agency personnel who should be contacted with questions about the E&T plan. Add additional rows if needed.

Name	Title	Phone	Email
Insert more rows as needed.			

Certified By:

<Signature of Authorized Person>

State Agency Director (or Commissioner)

Date

Certified By:

<Signature of Authorized Person>

State Agency Fiscal Reviewer

Date

Section B: Assurances

Assurance Statement	
<i>Check box at right to indicate you have read and understand each statement.</i>	
I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	<input type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds.	<input type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input type="checkbox"/>
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	<input type="checkbox"/>
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	<input type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations.	<input type="checkbox"/>
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input type="checkbox"/>
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input type="checkbox"/>
XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input type="checkbox"/>

By signing on the cover page of this document, the State agency Director (or Commissioner) and financial representative certify that the above assurances are met.

Section C: State E&T Program, Operations and Policy

Instructions:

Complete the fields in the table using the following guidance.

I. Summary of the SNAP E&T Program – Include State agency mission, program scope and list services offered, including references to State’s E&T policy, such as handbooks or State administrative code. For E&T programs that are county-administered, include an explanation about how E&T is administered, how the program varies among counties and what leeway counties have in developing their own programs. This should be a succinct overview with details incorporated in the appropriate plan sections.

II. Program Changes – Summarize changes for the upcoming Federal FY only from the prior Federal FY. Significant changes may include new initiatives, changes in funding or funding sources, or policy changes.

III. Workforce Development System – Describe the statewide workforce development system and identify the E&T components that will be delivered through this system. If the State plans to offer a particular component that is not available locally through the system, identify and explain the source(s) the State agency will use to provide it. Include information about target or emerging industries in the state, career pathways and/or credentials that will be made available to participants.

IV. Other Employment Programs – Describe other employment and training programs that serve WIOA/TANF/General Assistance recipients and how the SNAP E&T program will interface with them. Specifically detail the coordination between the TANF work program (under title IV-A) and the SNAP E&T program, including administrative consolidations and shared components. FNS requests this information to ensure SNAP E&T funds are not spent on SNAP recipients who also receive title IV-A assistance. FNS also requests this information to ensure proper lines of communication are in order to support dual disqualification.

V. Consultation with Tribal Organizations – Describe efforts to consult with Tribes about E&T services and the availability, if appropriate, of E&T services for members of Tribal populations.

VI. State Options in E&T Participants – Identify what options with SNAP E&T the State agency has elected to take, include: the option to serve SNAP applicants, serving categorically eligible, zero benefit households, and whether the program serves mandatory participants, voluntary participants, or a combination of mandatory and voluntary participants.

VII. Screening process – As provided in 7 CFR 271.2, the screening process is an evaluation done by the eligibility worker to determine if an individual should or should not be referred to the E&T program. The “screening” process is separate from identifying exemptions from work requirements and the client assessment done after referral to E&T. Describe the process for screening work registrants for referral to E&T.

VIII. Conciliation process (if applicable) – State agencies have the option to offer a conciliation period to non-compliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before a notice of adverse action is sent. The conciliation process is not a substitute for the determination of good cause when a client fails to comply. If a conciliation process is planned, describe the procedures that will be used when an individual fails to comply with an E&T program requirement. Specify the length of the conciliation period and include a reference to State policy or directives.

IX. Disqualification policy – A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2) and (i)(3), with SNAP work requirements will be disqualified and subject to State disqualification periods. Note that the State disqualification plan applies to noncompliance with SNAP work requirements and not just E&T requirements. Please detail the length of disqualification for each occurrence of noncompliance (first, second, third and subsequent) and include a reference to State policy or directives. This policy must be completed even if the State operates a voluntary E&T program. Even if a work registrant is exempt from mandatory E&T participation, he or she is subject to all SNAP work requirements at 7 CFR 273.7(a).

X. Participant Reimbursements – Provide a comprehensive list of all allowable participant reimbursements. This list must be specific as to the types of participant reimbursements and the reimbursement cap (if one exists). Explain whether participation expenses are treated as a reimbursement or an allowance and provide details on how the payment is allowed to the participant as well as the monitoring and oversight of these reimbursements. Also provide the directives issued to local E&T offices or contractors governing the limitations on what costs are allowable and can and cannot be reimbursed. Note: The State agency must inform all mandatory E&T participants that they may be exempted from E&T participation if their monthly expenses for participation exceed the State’s allowable reimbursement amount.

XI. Work Registrant Data – Describe the method the State agency uses to count all work registrants (defined as SNAP participants not otherwise exempted by 7 CFR 273.7(b)(1)). Describe measures taken to prevent duplicate counting.

XII. Outcome Reporting Measures – The State agency must include a clear description of how information for each E&T reporting measure will be collected, including the data source(s) and

the methodology used to obtain data for the annual report. If the State is using a sampling method, all sampling procedures used by the State must be described, including the sample design, its universe and frames, the sample size, and the sample selection.

Section C: State E&T Program, Operations and Policy

State E&T Program, Operations and Policy Overview	
<p>I. Summary of the SNAP E&T Program</p> <ul style="list-style-type: none"> • Mission • Scope of services • Administrative structure of program 	
<p>II. Program Changes</p> <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	
<p>III. Workforce Development System</p> <ul style="list-style-type: none"> • General description • In-demand and emerging industries and occupations • Connection to SNAP E&T, components offered through such system, career pathways, and credentials available 	
<p>IV. Other Employment Programs</p> <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable 	
<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • Description of consultation efforts • Services available through E&T 	

State E&T Program, Operations and Policy Overview	
VI. State Options <ul style="list-style-type: none"> Select options the State is applying 	<input type="checkbox"/> Serving applicants <input type="checkbox"/> Serving zero-benefit households <input type="checkbox"/> Serving mandatory participants only <input type="checkbox"/> Serving mandatory and voluntary participants <input type="checkbox"/> Voluntary participants only
VII. Screening Process <ul style="list-style-type: none"> Process for identifying whether work registrant should be referred to E&T 	
VII. Conciliation Process (if applicable) <ul style="list-style-type: none"> Procedures for conciliation Length 	
IX. Disqualification Policy <ul style="list-style-type: none"> Length of disqualification period Sanction applies to individual or entire household 	First Occurrence: Second Occurrence: Third or Subsequent Occurrence: Sanction applies to:
X. Participant Reimbursements <ul style="list-style-type: none"> List all participant reimbursements (or link to State policy/handbook) Reimbursement cap Payment method (in advance or as reimbursement) 	
XI. Work Registrant Data <ul style="list-style-type: none"> Methodology used to count work registrants 	
XII. Outcome Reporting Data Source and Methodology	

State E&T Program, Operations and Policy Overview	
<ul style="list-style-type: none">• Data sources• Methodology	

- Data sources
- Methodology

**Section D: Pledge to Serve All At-Risk ABAWDs
(if applicable)**

The Food and Nutrition Act of 2008 provides for an additional allocation of \$20 million each Federal FY to be used to reimburse eligible State agencies for costs incurred in serving ABAWDs. Eligible State agencies (those with at-risk ABAWDs they are prepared to serve on October 1) are ones that commit to offer a qualifying education, training, or workfare opportunity to every at-risk ABAWD applicant or recipient (not waived or exempted) who is in the last month of the 3-month period of eligibility and to provide such an opportunity to those at-risk ABAWDs who accept the offer. The State agency need not wait until an ABAWD is in his or her third countable month to offer a qualifying activity.

ABAWD and Pledge Information	
<i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:</i>	
I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?	
II. Information about the size & needs of ABAWD population	
III. The counties/areas where pledge services will be offered	
IV. Estimated cost to fulfill pledge	
V. Description of State agency capacity to serve at-risk ABAWDs	
VI. Management controls in place to meet pledge requirements	
VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	

Section E: E&T Component Detail

Instructions:

Provide a description of each component the State's SNAP E&T program will provide during the FY. Refer to the component categories below to determine where each component fits. Each component should be described to give the reader a sufficient idea of what activities and requirements are entailed. The costs of educational activities must be justified. Examples are provided in the following templates to demonstrate the expected amount of detail.

For each component, identify: the counties or geographic area in which the component will be offered; the target audience (if specific); the unduplicated count of monthly participants; the total anticipated monthly cost of the component (administrative costs only, do not include participant reimbursements); providers that will offer the component; and outcome reporting measures for components that will serve more than 100 participants per year.

Programs under the Workforce Innovation and Opportunity Act (WIOA) may fall under multiple categories. Please specify the activities included.

Please see the Glossary for a description of each component.

Component categories are as follows:

Non-Education, Non-Work Components

- Job Search
- Job Search Training
- Job Retention Services

*Education Components**

- Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)
- Career and/or Technical Education Programs or Other Vocational Training
- English Language Acquisition
- Integrated Education and Training or Bridge Programs
- Work Readiness Training

Work Components

- Self-Employment Programs
- On-the-job Training
- Pre-Apprenticeships and/or Apprenticeships
- Internship Programs

- Workfare
- Work Experience

**The Food and Nutrition Act of 2008 prohibits State agencies from supplanting State education costs with Federal E&T funds. Please clarify whether education activities will be charged to the E&T program and justify these expenses. State agencies must explain the basis for any educational expenses charged to the Federal government. This explanation must include a discussion of why such costs are attributed to the E&T program and cannot be met through other existing education programs. Address whether the services being provided are available to persons other than E&T participants and if so, what the cost is for those persons. For more information on allowable educational activities see the E&T Toolkit.*



Section E: E&T Component Detail

Non-Education, Non-Work Components

Job Search (Example)					
Description	<p>Clients who are work ready (as determined by assessment), recently unemployed, or prefer job search to other components will be referred to this component.</p> <p>The job search component requires that the participant make a minimum of 12 contacts with employers per month for two months. In an attempt to find work, participants will contact potential employers by phone, e-mail, US Postal Service, or in person. Participants must record this information on a job contact form (that will be provided in monthly meetings with case worker). Participants will submit their first job contact form to an assigned case manager within 30 days of their assessment and a second job contact form within 60 days. A total of two job contact forms are required from each participant.</p>				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	Work ready individuals	50	\$1000	SNAP agency	<p>% of participants that obtained employment within 2 months</p> <p>% who started component but were later referred to another component</p>

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Job Retention (Example)	
Description	<p>Job retention services will be offered for up to 90 days to E&T participants who gain employment after participating in another E&T component. The State agency will allow up to 90 days of job retention services per participant in a Federal FY, regardless of the number of times they may be referred to the E&T program. Job retention services include case management, optional workplace navigation courses, and reimbursements for required uniforms or other clothing for employment, equipment, supplies, required tools to perform the job, testing fees, and transportation. Documentation must be presented prior to reimbursement of any job related expenses. Documentation may include hard copy or electronic receipts.</p>

Job Retention (Example)					
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	All participants	100	\$1000	SNAP agency	% of participants that retained employment beyond 90 days

Education Components

Basic Education (Example)					
Description	<p>Based on the intake assessment and individual goals, clients may be referred to basic education activities that include adult basic and/or foundational skills instruction. This component will increase the participant’s ability to perform math or other activities necessary for the attainment of a secondary school diploma or equivalent, transition to post-secondary education and training, and obtain employment.</p> <p>State education funds do not cover all secondary and post-secondary education and training programs. One hundred percent SNAP E&T funds may be used to cover the costs of education, develop a program component, or to pay for the costs associated with an education program. E&T funds will not be used to supplant non-Federal funds for existing educational services. Expenses for operating educational/training components may not be authorized for costs that exceed the normal costs of services provided to persons not participating in SNAP E&T programs. Educational expenses will not be paid for training that is normally available to the public at no cost.</p> <p>E&T funds may be used only if:</p> <ul style="list-style-type: none"> • Federal funds are not used to supplant other funding; • The provider and/or individual has attempted to secure federal assistance (not including loans) such as the Pell Grant, and such funds are not available; and • The education program costs are associated with E&T program engagement. <p>Education may be combined with job search, job search training, or other qualifying components.</p>				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
County A, B, and C	All interested participants	50	\$1000	Community college X, CBO A	% of participants that made basic

Basic Education (Example)					
					skills gains; % of participants that obtained a recognized credential

Work Components

Workfare (Example)					
Description	<p>Workfare provides individuals with an opportunity to gain work experience and useful workplace skills at a supervised worksite. In lieu of wages, workfare participants receive compensation in the form of their household's monthly SNAP allotment. Workfare may be combined with job search, job search training, or other components.</p> <p>Worksites and worksite agreements are developed and executed by county SNAP agencies. Each county agency has signed an agreement with worksites that outlines requirements for working conditions and requires data exchanges such as reporting participation hours in the management information system. State law provides funding for workers compensation for participants in workfare funded via federal programs, such as SNAP E&T.</p> <p>An individual may identify a worksite that has not yet been developed by the county agency. However, the individual cannot be assigned to workfare at the worksite until an agreement with the site has been executed by the county agency.</p>				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
County A, B and C	ABAWDs	50	\$1000	SNAP agency contracts with CBO A, B and C	% of participants that obtained employment

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Section F: Estimated Participation Levels

Instructions:

It is important to be as accurate as possible in developing these estimates and, as appropriate, projections should be based upon actual figures from the current Federal FY.

I. Anticipated Number of Work Registrants. Estimate the number of unduplicated work registrants during the Federal FY by adding the two following numbers:

- The number of work registrants expected to be in the State on October 1 of the Federal FY.
- The anticipated number of new work registrants to be added between October 1 and September 30 of the Federal FY.

NOTE: Work registrants include the number of SNAP household members not excluded by SNAP regulations at 7 CFR 273.7(b)(1). Federal exemptions from work registration include:

- (i) A person younger than 16 years old or a person 60 years of age or older. A person age 16 or 17 who is not the head of a household or who is attending school, or enrolled in an employment training program, is also exempt.
- (ii) A person physically or mentally unfit for employment, as defined by the State agency for the purpose of work requirements.
- (iii) A person subject to and complying with any work requirement under title IV of the Social Security Act.
- (iv) A parent or other household member responsible for the care of a child under 6 or an incapacitated person.
- (v) A person receiving unemployment compensation, including those who have applied but are not yet receiving if they are complying with the work requirements of that program.
- (vi) A participant in a drug addiction or alcoholic treatment and rehabilitation program.
- (vii) An employed or self-employed person working a minimum of 30 hours weekly or earning weekly wages at least equal to the Federal minimum wage multiplied by 30 hours.
- (viii) A student enrolled at least half-time in any recognized school, training program, or institution of higher education.

This is the Federal criteria only and does not include additional criteria or exemptions that States may identify in determining which work registrants must participate in SNAP E&T. Persons exempt from E&T participation through State agency exemptions **should be included** in the reported number of work registrants. For more information on Federal and State exemptions, please see 7 CFR 273.7, paragraphs (b), (c) and (e) and the E&T Toolkit.

II. Estimated Number of Work Registrants Exempt from E&T. List specific State exemptions, specifying who among the work registrant population will not be required to participate in E&T. Per Federal Regulations at 7 CFR 273.7(c)(6)(iii), State agencies may exempt from E&T participation categories of work registrants or individual work registrants. These exemptions allow the State agency to narrow the number of work registrants it plans to serve in its E&T program. If the State agency plans to exempt all work registrants and conduct an all-volunteer E&T program, please indicate that all work registrants are exempt.

III. Percentage of Work Registrants Exempt from E&T. Calculate the percent of all work registrants exempt from E&T mandatory participation (line II total divided by line I).

IV. Anticipated Number of Mandatory E&T Participants. Provide the number of all E&T mandatory participants (line I minus the total of line II)

V. Anticipated Number of Voluntary E&T Participants. Identify the number of E&T voluntary participants the State agency plans to serve through its E&T program.

VI. Anticipated Number of ABAWDs in the State. Estimate the number of ABAWDs expected to be in the State during the Federal FY. This is the total number of SNAP clients who do not meet an exception at 7 CFR 273.24(c) and includes ABAWDs in waived counties.

VII. Number of ABAWDs in Waived Areas. Estimate the number of ABAWDs in waived areas of the State during the Federal FY.

VIII. Number of ABAWDs covered by 15 Percent Exemptions. Estimate the number of ABAWDs exempted under the State's 15 percent exemption allowance during the Federal FY. Note that this is not the number of exemptions used, but the number of individual ABAWDs exempted from time limits.

IX. Number of potential at-risk ABAWDs. Subtract the number of exemptions in lines VII and VIII from the total number of ABAWDs in the State (line VI).

Section F: Estimated Participant Levels

I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	
II. Estimated Number of Work Registrants Exempt from E&T	
List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. (Add more rows as needed)	<hr/>
III. Percent of all work registrants exempt from E&T (line II/line I)	%
IV. Anticipated number of mandatory E&T participants (line I – line II)	
V. Anticipated number of voluntary E&T participants	
VI. Anticipated number of ABAWDs in the State during the Federal FY	
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY	
VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY	
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII))	

Section G: Partnerships/Contracts

Instructions:

List each partner/contract providing SNAP E&T services. This list should include State agencies, other than the State SNAP agency, as well as County-level providers. Summarize the total cost of each contract and calculate the percentage of that cost of the E&T operating budget. See example below.

Partnerships/Contracts

Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
Community College ABC (example)	E&T Services	\$5,000	\$3,000	\$8,000	27%
State DOL (example)	E&T Services	\$10,000	\$2,000	\$12,000	40%
Insert more rows as needed					

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum.

Section H: Contractor Detail Addendum

Instructions:

Complete this section for each partner or contract that receives more than 10% of the E&T operating budget as specified in Section I. (The suggested length is not more than 2 pages for each project and if the information is identical for multiple contractors, a single addendum can be submitted, so long as this is explained and the included contractors [identified]). **Note that the State E&T plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements.**

Attach this addendum at the end of the State E&T plan.

Partner/Contract Name	Name of partner or contractor			
Monitoring and communication with contractor (s)	Describe the State’s ongoing oversight and communication procedures that will be in place to monitor contractors’ performance and communicate policy changes.			
Role of Contractor	Briefly describe the role of the contractor. What responsibilities are included in the contract? Example: Assessment, placement, E&T service delivery, participation tracking, etc.			
Timeline	Start	Month and year, quarter, or annual/ongoing.	End	Month and year, quarter, or annual/ongoing.
Description of Activities/Services	Provide a detailed description of the services provided.			
Funding	Describe the funding structure of the contract. Is the contract funded with 100% E&T grant money or 50% reimbursements? Will the contractor provide the State agency’s share of E&T expenditures?			
Evaluation	Explain how the contract will be evaluated and monitored.			

Section I: Operating Budget and Budget Narrative

Instructions:

Complete the operating budget table, providing line item detail and the program total. If there are contracts, enter the total contract amount. Cost categories outside of contracts apply only to the State SNAP agency (or county agency) expenses. Additional detail on contracts should be provided in Section G and the Contractor Detail Addendum.

See the *Section J: Budget Narrative and Justification* instructions for guidance on budget categories.

Operating Budget Summary

	State cost	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages			
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%			
c) Contractual Costs (Admin Only)			
d) Non-capital Equipment and Supplies			
e) Materials			
f) Travel			
g) Building/Space			
h) Equipment & Other Capital Expenditures			
Total Direct Costs			
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used: _____%			
III. In-kind Contribution:			
State in-kind contribution			
Total Administrative Cost (Total of items I, II, and III)			
<i>100 Percent Federal E&T Grant</i>			
<i>50 percent Additional Administrative Expenditure</i>			
IV. Participant Reimbursement (State plus Federal):			

a) Dependent Care (including contractual costs)			
b) Transportation & Other Costs (including contractual costs)			
c) State Agency Cost for Dependent Care Services			
<i>Total 50 percent Participant Reimbursement Expenses</i>			
<u>V. Total Costs:</u>			

*** Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.**

Section J: Budget Narrative and Justification

Instructions:

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the State E&T plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements.

The State agency should delete instructions as it completes the narrative template.

I. Direct Costs: Explain all direct costs to the program

a) Salary/Wages

Staff position should be described in FTE and time spent on the project.

Example:

E&T Program Manager

$\$60,000 \times .50 \text{ FTE} = \$30,000$

5 E&T Counselors

$\$25,000 \times 1.00 \text{ FTEs} \times 5 = \$125,000$

b) Fringe Benefits

If charging fringe and benefits to the E&T program, provide the approved fringe rate.

c) Contractual Costs

Give the total cost of contractual services and briefly summarize what services will be provided. Provider contributions toward the 50 percent total would be shown as “State cost”.

d) Non-capital Equipment and Supplies

Describe non-capital equipment and supplies to be purchased with E&T funds.

e) Materials

Describe materials to be purchased with E&T funds.

f) Travel & Staff Training

Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.

g) Building/Space

If charging building space to the E&T program, describe the method used to calculate space value.

h) Equipment & Other Capital Expenditures

Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant.

II. Indirect Costs:

Indirect costs (also called overhead costs) are the expense of allowable activities that support the E&T program but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T plan.

III. State In-kind Contribution

FNS defines in-kind contributions as non-cash contributions, usually the value of volunteer time or donated space. Per SNAP rules, only governmental entities may receive reimbursements for in-kinds. If claiming expenses in this line, please be specific about the valuation of in-kind contributions.

IV. Participant Reimbursement (State plus 50 percent Federal match). Note that the participant reimbursements should include the total participant reimbursement amount from provider contracts as well as any participant reimbursements the State plans to provide. Provider expenditures would fall under “State cost”.

a) Dependent Care

Specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe arrangements.

b) Transportation & Other Costs

Total budget for transportation and other participant reimbursements identified in Section C.

c) State Agency Cost for Dependent Care Services

If the State Agency plans to reimburse clients beyond allowable rates under SNAP regulations, specify what additional funding will be put toward this expense.

Section J: Budget Narrative and Justification

Item	Narrative
I. Direct Costs:	
a) Salary/Wages	<p>Staff position should be described in FTE and time spent on the project.</p> <p>Example: E&T Program Manager $\\$60,000 \times .50 \text{ FTE} = \\$30,000$ 5 E&T Counselors $\\$25,000 \times 1.00 \text{ FTEs} \times 5 = \\$125,000$</p>
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%	If charging fringe and benefits to the E&T program, provide the approved fringe rate.
c) Contractual Costs	Give the total cost of contractual services and briefly summarize what services will be provided.
d) Non-capital Equipment and Supplies	Describe non-capital equipment and supplies to be purchased with E&T funds.
e) Materials	Describe materials to be purchased with E&T funds.
f) Travel	Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.
g) Building/Space	If charging building space to the E&T program, describe the method used to calculate space value.
h) Equipment & Other Capital Expenditures	Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant.
II. Indirect Costs:	
	Indirect costs (also called overhead costs) are the expense of allowable activities that support the E&T program but are

	charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T plan.
III. State In-kind Contribution:	
	FNS defines in-kind contributions as non-cash contributions, usually the value of volunteer time or donated space. Per SNAP rules, only governmental entities may receive reimbursements for in-kinds. If claiming expenses in this line, please be specific about the valuation of in-kind contributions.
IV. Participant Reimbursements	
a) Dependent Care	Specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe arrangements.
b) Transportation & Other Costs	Total budget for transportation and other participant reimbursements identified in part Section C.
c) State Agency Cost for Dependent Care Services	If the State Agency plans to reimburse clients beyond allowable rates under SNAP regulations, specify what additional funding will be put toward this expense.

VIII: County Administered Programs

VIII. County Administered Programs

Some State agencies have county-administered E&T programs. In a county-administered E&T program, the State agency delegates planning, implementing and operating E&T programs to its county SNAP agencies. Each county may design its own E&T program, determining its own E&T activities, participant reimbursements and contractors.

However, the State SNAP agency is ultimately responsible for the actions of individual counties and must ensure counties are operating within SNAP rules and regulations. FNS understands the challenges in consolidating all of the E&T plans for individual counties. Therefore, the following chapter offers tools and optional templates for States with county-run E&T programs.

States operating their E&T programs through their Workforce Development Board system may provide this information by Local Workforce Development Boards (LWDB) rather than by county.

Budget Summary:

The State agency should complete Sections I (operating budget) and J (budget narrative) of the plan for its own operations and expenses. **In Sections I and J, county totals for administration, contracts, and participant reimbursements should still be totaled and included to complete the total amount of 100 percent and 50 percent Federal funds the State is requesting.**

The following chart can be used to summarize the activities of individual counties in addition to the State agency's budget. Each county should still have its own budget and budget narrative that conform to the guidance in the Handbook and make these items available to FNS upon request. Separate plans are not required from counties.

Example of a county budget summary:

County Name	County Administrative Costs	Total Contractual Costs	Number of Contracts	Participant Reimbursements Costs	Total Budget
<i>Jefferson</i>	<i>\$50,000</i>	<i>\$0</i>	<i>0</i>	<i>\$1,250</i>	<i>\$51,250</i>
<i>Lincoln</i>	<i>\$75,000</i>	<i>\$20,000</i>	<i>1</i>	<i>\$2,000</i>	<i>\$97,000</i>
<i>Washington</i>	<i>\$25,000</i>	<i>\$60,000</i>	<i>2</i>	<i>\$3,000</i>	<i>\$88,000</i>

County Activities:

Section E of the E&T plan may be omitted for States with county-administered programs at the State's option. However, the following table must be substituted in its place. Each county must be prepared to provide a breakdown of E&T activities, anticipated participation and cost upon request. FNS suggests that each county complete its own template for Section E of the E&T plan in case such information is requested.

The State agency must also include a list of reporting measures for each component that it expects to serve more than 100 participants statewide in the Federal fiscal year covered by the plan.

Section E: Substitute for County-Administered E&T Programs

County Name	Job Search	Job Search Training	Job Retention	Basic Education/ Foundational Skills	Career/Technical Education	English Language Acquisition	Integrated Education	Work Readiness Training	Self-Employment Programs	On-the-Job Training	Workfare	Work Experience	[Add columns as needed]
County A													
County B													
County C													
Total number of counties offering component													
Anticipated number of participants (total)													

Component Outcome Measures

Component	Reporting Measure(s) if > 100 participants
(Insert more rows as needed)	

Glossary

Glossary

ABAWD. This is an able-bodied adult without dependents whose eligibility for SNAP is limited to any 3 months in a 36-month period (the 3-month time limit) unless the individual meets an ABAWD work requirement (see definition below). This limitation **does not apply** to individuals who are: 1) under 18 or over 50 years of age; 2) medically certified as physically or mentally unfit for employment; 3) parents or other members of households with responsibility for a dependent child; 4) federally exempt from general SNAP work requirements; or 5) pregnant. ABAWDs may be voluntary or mandatory E&T participants, depending on State policy.

ABAWD Exemptions. A State agency may exempt up to 15 percent of its ABAWD population from the 3-month time limit. See 7 CFR 273.24(g).

ABAWD Waivers. A State agency may request that FNS waive the 3-month time limit for ABAWDs residing in areas of the State which have an unemployment rate of over 10 percent or which do not have sufficient jobs to provide employment for the ABAWDs. See 7 CFR 273.24(f).

ABAWD Work Requirement. An ABAWD is not eligible to receive SNAP for more than 3 months in a 36-month period during which the ABAWD does not work 20 or more hours a week, averaged monthly; participate in and comply with the requirements of a work program (see definition below) for 20 or more hours a week; or participate in and comply with the requirements of a workfare program under section 20 of the Act or a comparable program established by a State or a political subdivision of a State (see also “Qualifying ABAWD Activity” below). The ABAWD work requirement does not apply to ABAWDs who reside in areas of a State granted a waiver of the 3-month time limit by FNS, or to ABAWDs who are included in a State agency’s 15 percent exemption allowance. All remaining ABAWDs are subject to work requirements in order to maintain eligibility for SNAP beyond 3 months. For more information on services to ABAWDs see SNAP web page <http://www.fns.usda.gov/snap/able-bodied-adults-without-dependents-abawds>

At-risk ABAWD. An ABAWD applicant or recipient who is:

1. In the last month of the 3-month time limit;
2. Does not live in an area covered by a waiver of the time limit; and
3. Is not part of a State agency’s 15 percent ABAWD exemption allowance.

Applicant. An individual, a member of a household or a representative of a household who applies for SNAP benefits.

Assessment. A basic evaluation of an individual’s needs and barriers prior to placement in an activity. A strong comprehensive assessment collects general information about demographics, educational attainment, basic skills, literacy, work experience and public benefits. It also identifies objective and subjective barriers to work, such as disabilities, criminal background, family composition, housing circumstances, child care needs and transportation needs. This in–depth evaluation of employability skills may often be coupled with counseling on how and where to search for employment. If combined with work experience, some form of employment search or training, a strong comprehensive assessment of this nature could constitute part of an approvable employment and training component.

Career Pathway. Well-connected and transparent education, training, credential and supportive services offerings within specific occupations that have multiple entry points and multiple exit points at successively higher levels of family supporting employment that aligns with subsequent entry point.

Categorically eligible, zero benefit households. State agencies may refer members of categorically eligible households with a SNAP benefit amount of zero dollars to a SNAP E&T Program or component, if appropriate. Under 7 CFR 273.10(e)(2)(iii)(7), States have the option to suspend a zero benefit household as opposed to denying it. Under this rule, the State agency may delay the work registration of a household member until the household is determined entitled to benefits. The State agency may also choose to work register non-exempt household members. Additionally, the State agency may choose to serve exempt members of zero benefit households that volunteer for SNAP E&T component.

Component. As described in 7 CFR 273.7(e), a service, activity, or program designed to help SNAP recipients gain skills, training, or work experience that will increase their ability to obtain regular employment and achieve self–sufficiency. Components are designated either as “work” or “non–work.” Work components provide an actual job in the workplace. Workfare, on–the–job training (OJT), and work experience components are work components. Households containing E&T work component participants are limited to working the number of hours in a month determined by dividing the household’s monthly SNAP allotment by the higher of the applicable Federal or State minimum wage. Depending on the amount of the monthly SNAP allotment, individual work component participants can be required to work up to 30 hours per week and the individual’s total hours of participation in both work and non–work components is limited to 120 hours per month. E&T participants may volunteer for more than 120 hours of E&T activities in a given month but must not be required to do so.

An E&T program may contain one or more of the following components:

- 1. Job Search** — A component that requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or within a group setting. Job search components should entail approximately 12 contacts with employers per month for two months.
- 2. Job Search Training** — A component that strives to enhance the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. The component may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities. Other activities may include resume writing workshops and learning how to use online job search tools. The job search training component may combine job search activities with other training and support activities.
- 3. Workfare** — A work component in which SNAP recipients perform work in a public service capacity as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household's monthly coupon allotment. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. A State agency may operate a workfare program as a component of its E&T program, or it may choose to operate a workfare program independent of the E&T program. If a State operates a workfare program as part of its E&T program, the program is subject to all the requirements of any other E&T component. Workfare assignments cannot replace or prevent the employment of regular employees and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. The maximum number of hours of work required of a household each month is determined by dividing the household's SNAP benefit allotment by the Federal or State minimum wage, whichever is higher.
- 4. Work Experience** — A work component designed to improve the employability of participants through actual work experience and/or training and to enable them to move into regular employment. Work experience assignments may not replace the employment of a regularly employed individual, and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. It is permissible to place E&T participants in work experience positions with private sector entities. However, households that include work experience participants must not be required to work more hours monthly than the total obtained by dividing the household's monthly

SNAP allotment by the higher of the applicable Federal or State minimum wage. Depending on the amount of the household's monthly SNAP allotment, individual work component participants can be required to work up to 30 hours per week, and the individual's total hours of participation in both work and non-work components is limited to 120 hours per month. **Regardless of whether an individual is a mandatory or voluntary participant, labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.**

Work experience may include activities such as on-the-job training, pre-apprenticeship or apprenticeship placements. State agencies may consider the following criteria in developing components. For example:

On-the-job Training – A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan (20 CFR 680.700).

Pre-Apprenticeship/Apprenticeship — A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. Pre-Apprenticeship programs provide individuals with the basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.

Internship or Work Experience – a planned, structured learning experience that takes place in a workplace for a limited period of time (20 CFR 680.180).

- 5. Educational Programs** – Programs or activities that improve basic skills or otherwise improve employability by expanding job search abilities. Only educational components that establish a direct link to job-readiness will be approved, although programs that involve articulated career pathways or stackable credentials that ultimately lead to employment are encouraged and allowed. Federal E&T funds cannot take the place of nonfederal (i.e., State, local) funds for existing educational services. Federal financial participation for operating education components may be

authorized only for costs that exceed the normal cost of services provided to persons not participating in E&T.

Allowable educational programs may include:

Basic/Foundational Skills Instruction (includes High School Equivalency) —

Programs that offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED, TASC, HiSET, or other).

Career/Technical Education Programs or Other Vocational Training —

Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials.

English Language Acquisition — A component designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language.

Integrated Education and Training (IET)/Bridge Programs — Programs that provide adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or group of occupations for the purpose of educational and career advancement.

Work Readiness Training – Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.

- 6. Self–Employment Training** — A component that improves the employability of participants by providing training in setting up and operating a small business or other self–employment venture.
- 7. Job Retention** – Services provided to E&T participants who have secured employment after participating in another E&T component. This component is meant to help achieve satisfactory performance, retain employment, or to increase earnings over time. Such services and reimbursable participant costs may include but are not limited to:
- Case management;
 - Life skill classes;
 - Referrals to other services;
 - Dependent care assistance;
 - Transportation assistance
 - Clothing required for the job;
 - Equipment or tools required for the job;
 - Test fees;
 - Union dues; and
 - Licensing and bonding fees.

Job retention services may be provided to individuals who have secured employment and are no longer participating in another E&T component for up to 90 days even if the individual is no longer participating in SNAP. Only individuals who have received other employment and/or training services under the E&T program are eligible for job retention services.

Employment and Training Program. A program administered by each State SNAP agency consisting of one or more work, training, education, or job search components.

Employment and Training Mandatory Participant. A SNAP applicant or participant required to work register under 7 CFR 273.7(a) and not exempted by the State agency from participation in an employment and training program.

Exempted. This term refers to a work registered person or persons excused by the State agency from mandatory participation in the E&T Program. **Note:** Individuals who are exempted from mandatory participation can still participate as volunteers, but are not subject to sanction for failure to comply with program requirements. See definition of “volunteer” below.

Newly Work Registered. SNAP participants work registered at the point of application or those registered for the first time in their current period of participation.

Qualifying ABAWD Activity. In order to remain eligible beyond the 3-month time limit, at-risk ABAWDs—those subject to the ABAWD work requirement and in the last month of the 3-month time limit—must participate at least 20 hours a week in education and training activities or participate in a workfare position—either as part of an optional workfare program under section 20 of the Food and Nutrition Act of 2008 or as part of an E&T workfare component, including a comparable program established by a State or a political subdivision of a State. E&T job search or job search training components are not qualifying activities for ABAWDs. However, job search or job search training activities, when offered as part of other E&T components, are acceptable as long as those activities comprise less than half of the total required time spent in the components. In addition, State agencies may establish a job search period of up to 30 days following initial SNAP certification prior to making a workfare assignment. Participants are considered to be participating in and complying with workfare requirements, thereby meeting the ABAWD work requirement.

Registered Apprenticeships. Programs registered by the National Apprenticeship Act of August 16, 1937 by individual businesses, employer associations or labor-management organizations that provide paid employment, on-the-job training and industry recognized credentials to participants.

Screening. An evaluation by the eligibility worker as to whether a person should or should not be referred for participation in an E&T program. This activity is not an approvable E&T component.

SNAP Work Requirements. Every able-bodied SNAP applicant and recipient between the ages of 16 and 60—unless exempted by law—must: 1) register for work or be registered by the State agency; 2) participate in the E&T Program if assigned by the State agency; 3) participate in a workfare program if assigned by the State agency; 4) provide sufficient information to determine employment status or availability for work; 5) report to an employer when referred by the State agency or its designee; 6) accept a bona fide offer of suitable employment; and 7) must not voluntarily quit a job of 30 or more hours a week or reduce work hours to less than 30 hours a week without good cause.

Volunteer. A SNAP recipient who is: 1) statutorily exempt from work registration requirements; 2) exempted by the State agency from E&T participation; or 3) not exempted and has complied with, or is complying with, program requirements. State agencies may, to the extent they choose, permit volunteers to participate in an E&T component. Volunteers

are not subject to sanction for failure to comply with E&T requirements. Volunteers are not limited by the number of hours spent in an E&T program each month and may participate more than 120 hours, whereas mandatory participants may not be required to participate more than 120 hours. **Note:** Except for the specified amounts in Colorado, Utah, Vermont, and Wisconsin, Federal funds must not be used to provide E&T services to recipients of assistance under title IV–A of the Social Security Act (see 7 CFR 273.7(d)(1)(ii)(D)).

WIOA. Job–training services developed, managed, and administered by State and local governments and the business community under the Workforce Innovation and Opportunity Act (WIOA). Activities may include basic skills training (high school equivalence, literacy, foundational skills), occupational skills training, on–the–job training, work experience, job search assistance, and basic readjustment services.

Workforce Development System. An interconnected strategy for providing comprehensive labor market and occupational information to job seekers, employers, providers of one–stop delivery of core services, providers of other workforce employment activities, and providers of workforce education activities. A statewide workforce development system may, among other organizations, include State and local Workforce Development Boards, the statewide network of American Job Centers, community-based organizations, and community colleges. Each component of a State agency’s E&T program must be delivered through its workforce development system. If a component, activity, or service that the State agency would like to provide is not available locally through such a system, the State agency may use another source.

Work Program (as related to ABAWD work requirements). A program under the Workforce Innovation and Opportunity Act (WIOA); a program under section 236 of the Trade Act of 1974; or a program of employment and training, including the SNAP E&T Program, operated or supervised by a State or a political subdivision of a State that meets standards approved by the Governor of the State, other than a job search or job search training program. To qualify for Federal financial participation, a work program must be included in the State E&T plan and it must adhere to statutory limitations on hours of work and/or participation for E&T participants.

Work Registrant. A SNAP applicant or participant subject to the provisions of section 6(d)(1) of the Act and 7 CFR 273.7 (a).