SNAP E&T STATE PLAN HANDBOOK

Food and Nutrition Service

U.S. Department of Agriculture

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Part 1: Description of State Plan Requirements

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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 review and approval.

State agencies should review this Handbook to ensure E&T State plans contain all necessary information. 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. This document supersedes all previous versions of the E&T Handbook.

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: https://www.fns.usda.gov/snap/et-policy-and-guidance.

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Program Design

Section 6 of the Food and Nutrition Act of 2008, as amended, (the Act) provides that each State agency 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 and meets State or local workforce needs.

In accordance with 7 CFR 273.7(c)(4), a SNAP E&T program must include case management and one or more training components such as: supervised job search, job search training, workfare, work experience, educational programs, self-employment activities, job retention, and other appropriate programs, projects, or pilots as approved by FNS.

In accordance 7 CFR 273.7(c)(5), the State agency must design its E&T program in consultation with the State workforce development board, or with private employers or employer organizations, if the State agency determines the latter approach is more effective and efficient. Each component of the State agency's E&T program must be delivered through its statewide workforce development system, unless the component is not available locally through such a system.

State agencies have a great deal of flexibility in the design of their SNAP E&T programs. They may design E&T programs that accomplish any of the following:

- Meet the range of needs of SNAP participants, as well as employer needs.
- Help those who are work-ready transition to good paying jobs or help those who need additional skills to enroll in education or training programs that lead to in-demand careers.
- 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, for example, State and local agencies, American Job Centers, community-based organizations, community colleges, foundations, and employers to more fully utilize and leverage available Federal funding.

FNS has created several tools and resources that State agencies can use to help build SNAP E&T programs that move participants toward better paying jobs. Most notably, the SNAP E&T Operations Handbook: a Step-by-Step Guide to Planning and Implementing a SNAP E&T Program provides State agencies a road map for planning, implementing, and growing a SNAP E&T program, focusing on developing third-party partnerships. The SNAP E&T Toolkit also provides important policy information related to operating an E&T Program.

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In addition, the SNAP to Skills website, includes briefs on best practices such as career pathways, serving unique populations, partnering with programs under the Workforce Innovation and Opportunity Act (WIOA), or using behavioral science to improve participation and engagement. The website also includes webinars on using intermediaries, tips on how to ramp up an E&T program, and partnering with community colleges.

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

Requirement to Develop an E&T State Plan

All State agencies are required to submit an annual E&T State plan to FNS for review and approval by August 15th for the upcoming Federal fiscal year (FY). The following section details the regulatory requirements associated with this plan.

The regulations at 7 CFR 272.2 require each State agency to prepare and submit a State Plan of Operation, which includes an E&T State plan. As part of this State Plan of Operation, in accordance with 7 CFR 272.2(c), State agencies must also submit a Budget Projection Statement annually by August 15 (Form 366-A, OMB No. 0584-0083). This statement provides projections of the total costs for major areas of program operations, including E&T.

In accordance with 7 CFR 272.2(e), FNS has 30 days to approve, deny, or request additional information for the E&T State plan. If additional information is requested, the State agency must provide this as soon as possible, and FNS shall approve or deny the plan within 30 days after receiving the information. FNS will notify the State agency of the plan approval (or denial) and the authorized allocation amount. Funds are then put in the State agency's Line of Credit for the State agency to draw down to pay administrative costs and participant reimbursements.

Further, the regulations at 7 CFR 273.7(c)(6) outline the types of information the State agency must include in the E&T State plan, including the following:

- The nature of the E&T components the State agency plans to offer and the reasons for such components, including cost information.
- A detailed description of case management services.
- An operating budget for the year.
- Planned exemptions from mandatory E&T.
- The characteristics of the population the State agency intends to serve in E&T.
- The estimated number of volunteers the State agency expects to serve in E&T.
- The geographic areas covered and not covered by the E&T State Plan and why, and the type and location of services to be offered.

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- The method the State agency uses to count all work registrants as of the first day of the new fiscal year.
- The method the State agency uses to report work registrant information on the quarterly Form FNS–583.
- The method the State agency uses to prevent work registrants from being counted twice within a Federal fiscal year.
- The organizational relationship between the units responsible for certification and the units operating the E&T program, including units of the statewide workforce development system, if available.
- The relationship between the State agency and other organizations it plans to coordinate with for the provision of services, including organizations in the statewide workforce development system, if available.
- The availability, if appropriate, of E&T programs for Indian Tribal members living on reservations.
- Information about the conciliation process, if appropriate.
- The payment rates for child care.
- The combined (Federal/State) State agency reimbursement rate for transportation costs and other expenses reasonably necessary and directly related to participation incurred by E&T participants.
- Information about expenses the State agency proposes to reimburse.
- For each component that is expected to include 100 or more participants, reporting measures that the State agency will collect and include in the annual Outcome Report.
- Requests for reallocated funds (to be included in a separate narrative and budget worksheet from the overall E&T budget).
- Information about the ABAWD Pledge, if applicable.

State agencies may use the template in Part 2 of this handbook to ensure all required information is included in the E&T State plan.

State Agency Responsibilities for Implementation of the E&T State Plan

The State agency is responsible and accountable for implementation of the E&T State plan once it is approved. The State agency must make allowable cost determinations and monitor E&T partners and contractors to ensure funds are spent appropriately. The State agency is fully liable for repayment of Federal funds, should those costs later be

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determined unallowable. The State agency is responsible for providing clear direction and, as necessary, technical assistance to any subrecipient and contractors to ensure that all projects support the State's E&T goals and objectives, and to clarify which expenses are eligible for reimbursement through SNAP. For more information on allowable costs, please see the E&T Toolkit.

Annual Plan Submission Schedule

State agencies must submit State E&T plans for the upcoming Federal 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.

Once approved, State 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 E&T State 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."

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 and mandatory partners.

State agencies have the option to submit a Combined State Plan that includes the core programs as well as other optional Federal employment and training programs, including SNAP E&T and Work programs authorized under section 6(o) of the Act. However, even if SNAP E&T is included in the State's WIOA Combined State Plan, the State agency must still submit certain elements of the E&T State plan to FNS on an annual basis. For more information on these requirements, see the March 14, 2016 memo, "Supplemental Nutrition Assistance Program Employment and Training, WIOA Unified and Combined State Plans."

Plan Availability and Confidentiality

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

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After an E&T State plan is approved, it becomes a part of the record of FNS transactions, and will be made available to the public. 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 E&T State plan. Any drafts or unapproved versions of the E&T State 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. If the State agency implements any major changes prior to FNS approval, it may be liable for any costs associated with those changes. If a State agency is unsure if a change to its E&T program requires a State plan amendment, the State agency should discuss the change with its FNS Regional Office.

The following are examples of changes that require a formal modification of the E&T State 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).
- When FNS approves the State agency's request for additional 100 percent Federal funds and the funds will be used to make significant changes to the State E&T program.
- Changes in the amount of 50 percent reimbursement funds requested.
- Change in the method of providing participant reimbursements.
- Shifting 50-50 funds between administrative and participant reimbursement categories.
- Adjustments to outcome reporting measures or methodology for data collection.
- The SNAP E&T budget exceeds $100,000 and there is a change in activities that result in a change of 5 percent or greater of the total program budget.
- Amounts budgeted for indirect costs are transferred to absorb increases in direct costs.

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.

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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 E&T State 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.

Allocation of 100 Percent Federal Funds

In accordance with 7 CFR 273.7(d), E&T is funded through three major funding streams: 100 percent Federal funds, 50-50 funds, and ABAWD Pledge funds. The allocation and reallocation process for 100 percent Federal funds is discussed more below. More information about 100 percent Federal funds, 50-50 funds, and ABAWD Pledge funds, as well as allowable uses of E&T funds, are discussed in the E&T Toolkit.

FNS allocates a $103.9 million grant to State agencies, annually, for the purpose of administering and operating their E&T programs. FNS often refers to these funds as "100 percent Federal funds" because no State commitment of funds is required to receive these funds.

The initial allocation of 100 percent Federal funding is based on a formula. Ninety percent of the grant is based on the number of State work registrants relative to nationwide statistics. The remaining ten percent is based on the number of ABAWDs in a State. Funding is NOT based on the number of participants in an E&T program. No State receives less than $100,000.

In the spring, FNS distributes a preliminary allocation memo that approximates the amount of 100 percent Federal funds each State agency will receive for the upcoming fiscal year. In the summer, FNS produces a final allocation memo that reflects any changes in work registrant or ABAWD counts reported by the State agencies.

While E&T 100 percent Federal funds are available to FNS for two years, State agencies' annual allocations are only available to States for one year. Any 100 percent Federal funds that are not spent during the first FY are recovered by FNS at the end of the FY to be reallocated to other State agencies for the second FY according to a reallocation formula.

Reallocation of 100 Percent Federal Funds

In accordance with 7 CFR 273.7(d)(1)(iii), FNS will reallocate the unobligated, unexpended portion of the prior FY's 100 percent grant to State agencies that request

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funds and provide documentation of a demonstrated need, according to the priority for the reallocation of funds.

Priorities for Reallocation

If a State agency will not obligate or expend all of the funds allocated to it for a Federal FY under paragraph 7 CFR 273.7(d)(1)(i), FNS will reallocate the unobligated, unexpended funds to other State agencies during the fiscal year or subsequent fiscal year. FNS will allocate recovered funding to meet State agencies' requests. However, if requests for reallocated funds exceed the amount available, some State agencies may not receive re-allocated funds or receive less than requested. The reallocation must occur within a timeframe that allows each State agency receiving reallocated funds at least 270 days to expend the reallocated funds. In accordance with 7 CFR 273.7(d)(1)(iii), priorities for this reallocation are as follows:

A. Not less than 50 percent shall be reallocated to requesting State agencies that were awarded grants to operate SNAP E&T pilots under the Agricultural Act of 2014 (P.L. 113-79) (2014 Farm Bill), to conduct employment and training (E&T) programs and activities authorized under the pilots that the Secretary determines have the most demonstrable impact on the ability of participants to find and retain employment that leads to increased household income and reduced reliance on public assistance. The Secretary shall base the determination on project results from the independent evaluation of the SNAP E&T pilots or, if the project results are not yet available, on SNAP E&T pilot reports or other information relating to the performance of SNAP E&T pilot programs and activities.

B. Not less than 30 percent shall be reallocated to State agencies requesting funds to implement or continue allowable E&T programs and activities that the Secretary determines have the most demonstrable impact on the ability of participants to find and retain employment that leads to increased household income and reduced reliance on public assistance, and that is targeted toward:

   - Individuals 50 years of age or older.
   - Formerly incarcerated individuals.
   - Individuals participating in a substance abuse treatment program.
   - People with disabilities seeking to enter the workforce.
   - Other individuals with substantial barriers to employment, such as disabled veterans, or
   - Households facing multi-generational poverty to support employment and workforce participation through an integrated and family-focused approach to providing supportive services.

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C. The remainder of the funds shall be reallocated to requesting State agencies to use for allowable E&T programs and activities that the Secretary determines have the most demonstrable impact on the ability of participants to find and retain employment that leads to increased household income and reduced reliance on public assistance.

State agencies receiving reallocated funds under priority A noted above may also be considered for reallocated funding under priority B.

Process for Requesting Reallocated Funds

Per 7 CFR 273.7(c)(6)(xix), State agencies must request reallocated funds as part of their E&T State plan for the year they would plan to use the reallocated funds. The request must use a separate budget and narrative from the general budget for the upcoming Federal FY, and explain how the State agency intends to use the funds. FNS will review all State agency requests for reallocated funds and notify State agencies of the approval of any reallocated funds. FNS' approval or denial of requests for reallocated funds will occur separately from the approval or denial of the rest of the E&T State plan.

A template for requesting additional funds is provided in Appendix III at the end of this Handbook. The request must contain the information requested in the template for proper review and consideration by FNS.

Reporting Measures

State Outcome Reports

States agencies must annually report on two sets of outcome measures for the E&T program: national measures and component-specific measures. The national measures are the same for every State, and capture outcome information for a broad swath of activities within the State's E&T program. The component-specific measures are unique to each State agency and must be paired to every component the State agency plans to offer that is expected to serve at least 100 participants. The following section describes the information to include in the E&T State plan and provides guidance on data sources and sampling plans. State agencies may also review *Interim Final Rule: SNAP Employment and Training Program Monitoring, Oversight and Reporting Measures* and the Questions and Answers Memorandum for more information.

Reporting Information to Include in the E&T State Plan

National Reporting Measures

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In the E&T State plan, State agencies must include a clear description of how information for each national reporting measure will be collected, including the reporting time-frame, the data source(s), and the methodology used to obtain data for the annual report. The national measures are similar to the performance indicators for the core programs in WIOA and data collection could be coordinated with the State's labor agency.

Component Measures

Additionally, State agencies must identify reporting measures for each proposed component that is expected to serve at least 100 participants during the year and include those measures in the E&T State plan. Measures developed by the State agency should reflect the proximate goals of the specific component and must measure an "outcome". For instance, a proximate goal details the number of individuals who received an industry-recognized credential upon completion of a component, rather than a more distal goal like the number of individuals who achieved employment. While employment is a significant achievement, many components are designed to achieve outcomes more directly related to participation. Additionally, included measures should not constitute "process" measures, which refer to specific steps in a process that may lead to the outcome. For instance, an outcome measure would detail how many individuals *graduated* from a component, whereas a process measure would detail how many individuals *participated* in a component. The State agency must also include in the E&T State plan the methodology the State agency will use to determine the outcomes. The following are examples of outcome measures:

- 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 gained 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 do not comply with employment and training requirements and become ineligible for SNAP under section 6(b) of the Act.

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 State plan. While FNS prefers that State agencies use administrative data, such as

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quarterly wage records, there are many data sources that State agencies 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. State agencies 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 department, such as the State workforce department, to track E&T activities and employment outcomes.
- **Manual Follow-up.** State agencies may manually follow-up with 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 State plan approval process.

Random Sampling Guidelines

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

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

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State agencies using a random sample must include the sampling procedures in its E&T State 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.

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Preparing to Submit the E&T State Plan

State agencies are encouraged to submit their E&T State plans using the following template. This template supersedes previous versions in the E&T State Plan Handbook. The E&T State Plan template is available on the FNS website for download and use.

State agencies should provide their initial submissions as Microsoft Word and 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 an E&T State plan is a public document and must be made available to the public upon request, so the E&T State 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.

While drafting your plan:

- Use standard 12-point font.
- Use at least 1-inch margins.
- Insert a header or footer containing: State agency name, Federal FY, and date of plan update.
- Number pages consecutively, including the attachments.
- Check for spelling and grammar errors.

Include in your plan:

- Cover page.
- Acronym section including those for the State agency, the E&T program, E&T providers, and any information systems.
- Amendment log.

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A. Cover Page and Authorized Signatures

State: Click or tap here to enter text.

State Agency Name: Click or tap here to enter text.

Federal FY: Click or tap here to enter text.

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email

Certified By:

_____ _____

State Agency Director (or Commissioner) Date

Certified By:

_____ _____

State Agency Fiscal Reviewer Date

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B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

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C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

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D. Assurances

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

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	☐
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	☐
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	☐
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. (7 CFR 277.4(d)(2))	☐
V. 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. (7 CFR 277.17)	☐
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	☐
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	☐
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	☐
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	☐

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Table D.II. Additional Assurances

The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.	**Check Box**
I. 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. (7 CFR 277.4(d) and (e))	☐
II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	☐

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E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

a) Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

b) Is the State's E&T program administered at the State or county level?

c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

d) Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

e) Provide a list of the components offered.

f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

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II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

b) Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they

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consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

a) **Consultation with State workforce development board:** Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

b) **Consultation with employers:** If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

c) **Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

d) **Coordination with title I of WIOA**: Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

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e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

☐ Yes

☐ No

f) **TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

g) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

a) Did the State agency consult with ITOs in the State?

☐ Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*

☐ No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*

☐ Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

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b) Name the ITOs consulted.

c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

☐ Yes

☐ No

V. Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

a) The State agency operates the following type of E&T program *(select only one)*:

☐ Mandatory per 7 CFR 273.7(e)

☐ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

☐ Applicants per 7 CFR 273.7(e)(2)

☐ Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

☐ Categorically eligible households per 7 CFR 273.2(j)

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c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

☐ Yes

☐ No

VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

b) How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

c) What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

☐ ABAWDs

☐ Homeless

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☐ Veterans

☐ Students

☐ Single parents

☐ Returning citizens (aka: ex-offenders)

☐ Underemployed

☐ Those that reside in rural areas

☐ Other: Click or tap here to enter text.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to be units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

b) How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

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1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

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a) Describe how the State agency screens applicants to determine if they are work registrants.

b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

a) List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

c) *(If applicable)* Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

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d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

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d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

a) Does the State require or provide an assessment?

☐ Yes (Complete the remainder of this section.)

☐ No (Skip to the next section.)

b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

a) What types of E&T case management services will the State agency provide? *Check all that apply.*

☐ Comprehensive intake assessments

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☐ Individualized Service Plans

☐ Progress monitoring

☐ Coordination with service providers

☐ Reassessment

☐ Other. Please briefly describe: Click or tap here to enter text.

b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

c) Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	
State E&T staff:	
Other E&T providers:	
Community resources:	

d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

XIII. Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides

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mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

a) Does the State agency offer a conciliation process?

☐ Yes (Complete the remainder of this section.)

☐ No (Skip to the next section.)

b) Describe the conciliation process and include a reference to State agency policy or directives.

c) What is the length of the conciliation period?

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

☐ 30 days

☐ 60 days

☐ Other: Click or tap here to enter text.

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b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

☐ Yes

☐ No

c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

☐ One month or until the individual complies, as determined by the State agency

☐ Up to 3 months

d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

☐ Three months or until the individual complies, as determined by the State agency

☐ Up to 6 months

e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

☐ Six months or until the individual complies, as determined by the State agency

☐ Time period greater than 6 months

☐ Permanently

f) The State agency will disqualify the:

☐ Ineligible individual only

☐ Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

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a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

b) What is the State agency's criteria for good cause?

c) Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

a) Describe the process used by E&T providers to communicate provider determinations to the State agency.

b) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs

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associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

I.	Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once. *State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.*	
II.	Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	
III.	Estimated budget for E&T participant reimbursements in upcoming FY.	
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.

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- **Participant Reimbursement Caps (optional)**. States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance or as a reimbursement.* Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement

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

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b) If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

b) Describe measures taken to prevent duplicate counting.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source ***[Check the data source used for the national reporting measures. Check all that apply]***	**Employment & Earnings Measures**	**Completion of Education of Training**
Quarterly Wage Records (QWR)	☐ Yes ☐ No	☐ Yes ☐ No
National Directory of New Hires (NDNH)	☐ Yes ☐ No	☐ Yes ☐ No
State Information Management System (MIS). *Indicate below what MIS system is used.*	☐ Yes ☐ No	☐ Yes ☐ No
Manual Follow-up with SNAP E&T Participants. *Answer follow-up question below.*	☐ Yes ☐ No	☐ Yes ☐ No

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Source ***[Check the data source used for the national reporting measures. Check all that apply]***	**Employment & Earnings Measures**	**Completion of Education of Training**
Follow-up Surveys. *State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.*	☐ Yes ☐ No	☐ Yes ☐ No
Other - *Describe source*: Click or tap here to enter text.	☐ Yes ☐ No	☐ Yes ☐ No

a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

State Component Reporting Measures

d) Check all data sources used for the State-specific component measures.

☐ Quarterly Wage Records (QWR)

☐ National Directory of New Hires (NDNH)

☐ State Management Information System. *Indicate the MIS used below.*

☐ Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*

☐ Follow-up Surveys. *Answer follow-up question below.*

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e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and Section G: Component Detail.

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Example: Supervised Job Search	*Example: Number of people who obtain employment after completion of component.*	*Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020*

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Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.

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F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate $20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3–month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as "at-risk" ABAWDs.

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

☐ Yes (Complete the rest of this section.)

☐ No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	**Check Box**
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	☐
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	☐
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency each month to remain eligible beyond the 3-month time limit.	☐
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	☐
The State agency will be ready on October 1st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	☐

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b) Where will the State agency offer qualifying activities?

☐ Statewide

☐ Limited areas of the State (*Complete questions c and d below.)*

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

☐ ABAWD waiver for parts of the State

☐ Will use discretionary exemptions

☐ Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

e) How does the State agency identify ABAWDs in the State eligibility system?

f) How does the State agency identify ABAWDs that are at-risk?

g) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training

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programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

h) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

i) What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

j) To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

Table F.II. Information about the size of the ABAWD population

	Question	Number
I.	How many ABAWDs did you serve in E&T in the previous FY?	
II.	How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III.	How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	

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Question	Number
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

k) Explain the methodology used to determine the total cost to fulfill the pledge.

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G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only)**. This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only)**. Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component** (**applies to JST, SET, and Workfare**). Provide a brief description of the activities and services.
    - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

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- **Target population**. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area**. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers**. Identify all entities that will provide the service.
- **Projected annual participation**. Project the number of unduplicated individuals.
- **Estimated annual component costs**. Project only administrative costs

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Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	
Direct link	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component**. Provide a summary of the activities and services.
- **Target population**. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area**. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers**. Identify all entities that will provide the service.
- **Projected annual participation**. Project the number of unduplicated individuals.
- **Estimated annual component costs**. Project only administrative costs.
- **Not supplanting**: Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity**: If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

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Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank***. For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

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Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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Subsidized WBL Components

For assistance with developing the State's E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	☐
Operates in compliance with all applicable labor laws.	☐
Will not displace or replace existing employment of individuals not participating in E&T.	☐
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	☐

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.

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- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

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Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

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I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

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Table I.II. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

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Table I.IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

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J. Budget Narrative and Justification

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 E&T State 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. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - $60,000 x .50 FTE = $30,000 5 E&T Counselors - $25,000 x 1.00 FTEs x 5 = $125,000	
Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	
Contractual Costs: All contracts and partnerships should be included in the "contracts and partnerships" matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.	
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	
Materials: Describe materials to be purchased with E&T funds.	
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.	
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	
Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over $5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	

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a) **Indirect Costs.** Indirect costs (also called overhead costs) are 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 State plan.

b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide**.**

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Part 3 – E&T State Plan Operating Budget Excel Workbook

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The SNAP E&T State Plan Operating Budget Excel Workbook has several sections and can be found on the FNS website. Complete the workbook and submit it with the E&T State Plan template from Part 2 and any other additional materials.

A. Contracts and Partnerships Matrix

A-1. Intermediary subcontracts, if applicable

B. Operating Budget

C. Funding Sources & Total Fiscal Year Plan Funding

D. Optional: County Administrated Budget Summary

E. Optional: County Administered Components

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Appendices

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I. County Administered Programs

State agencies must provide a description of their organizational structure, including whether the program is State, county, locally, or regionally administered in the annual State Plan of Operations (7 CFR 272.2(a)). 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. The State agency is ultimately responsible for the actions of individual counties and through oversight and monitoring must ensure counties are operating within all laws and regulations governing the SNAP program. The State agency is ultimately responsible to FNS for the operation of the E&T program.

FNS understands the challenges State agencies face in consolidating all of the E&T plans for individual counties. Therefore, this section describes optional templates that State agencies with county-run E&T programs may complete.

County Administered Budget Summary

Included in Part 3, SNAP E&T State Plan Operating Budget Excel Workbook is a County Budget Summary table that State agencies may complete if they choose to summarize the budget of individual counties, in addition to the State agency's budget. Each county should still have its own budget and budget narrative that conforms to the guidance in the E&T State Plan Handbook and makes those items available to FNS upon request. State agencies are not required to submit separate county plans to FNS as part of the E&T State Plan.

Instructions for Operating Budget and County Budget Summary

If a State agency chooses to use the optional County Administered Budget Summary, the State agency should complete Section B – Operating Budget contained within the SNAP E&T Budget Workbook for its own operations and expenses and the County Administered Budget Summary for the county costs. Information from the County Administered Budget Summary will transfer to the overall State Plan Operating Budget. Specific instructions for completing the County Administered Budget Summary is contained within the SNAP E&T State Plan Operating Budget Excel Workbook.

E&T Components by County

Included in Part 3, SNAP E&T State Plan Operating Budget Excel Workbook is a County Administered Components table that State agencies may complete. State agencies should ensure that the information contained in this optional table conform with Section G - Component Detail in terms of the components that the State agency intends to offer, as well as the number of participants per component. Appendix II

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contains the available E&T Components and their acronyms that are reflected in the SNAP E&T Program Activity Report (FNS-583). Specific instructions for completing this optional table are provided in the SNAP E&T State Plan Operating Budget Excel Workbook.

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II. Available E&T Components

FNS-583 Acronym	Description
SJS	Supervised Job Search
JST	Job Search Training
JR	Job Retention Services
SET	Self-Employment Training
W	Workfare
EPB	Educational Program, Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)
EPC	Educational Program, Career and/or Technical Education Programs or Other Vocational Training
EPEL	Educational Program, English Language Acquisition
EPIE	Educational Program, Integrated Education and Training or Bridge Programs
EPWRT	Educational Program, Work Readiness Training
EPO	Educational Program – Other. State must provide description
WA	Work Activity
WBLA	Work-based learning, Apprenticeship
WBLA-SUB	Work-based learning, Apprenticeship, Subsidized by E&T
WBLI	Work-based learning, Internship
WBLI-SUB	Work-based learning, Internship, Subsidized by E&T
WBLOJT	Work-based learning, On-the-job Training
WBLOJT-SUB	Work-based learning, On-the-job Training, Subsidized by E&T
WBLPA	Work-based learning, Pre-apprenticeship
WBLPA-SUB	Work-based learning, Pre-apprenticeship, Subsidized by E&T
WBLTJ	Work based learning, Transitional Jobs
WBLTJ - SUB	Work based learning, Transitional Jobs, Subsidized by E&T
WBLO	Work-based learning- Other, State must provide description
WBLO - SUB	Work-based learning- Other, State must provide description, Subsidized by E&T

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III. Template for Requesting Reallocated 100 Percent Federal Funds

Use the following questions to request reallocated 100 percent Federal funds. This template should be submitted with the E&T State plan.

a) Provide the specific amount of additional funds requested.

b) Indicate which of the following prioritized categories the reallocated funds will be used for:

☐To conduct E&T programs and activities authorized as part of the requesting State's 2014 Farm Bill pilot (priority A).

☐To target a highly-barriered population and state the targeted population including any specific characteristic of the individuals to be targeted, such as disabled veterans (priority B).

☐To conduct other E&T programs and activities that would meet the requirements of priority C.

c) Provide a detailed plan for the use of the additional funds:

- Describe the new or existing services or initiatives the funds will support. If applying under priority A, describe the 2014 E&T pilot activity that will be continued using the re-allocated funds.

- Detail the cost of these services. Clearly demonstrate how the State agency determined the costs.

- Describe the partners involved.

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- Describe the location where the services will be provided.

- Describe the specific components or activities that will be provided and the estimated number of participants to be served in each component.

- Describe how the proposed plan enhances existing services or builds new opportunities for participants to gain access to employment and training services.

- Provide any information the State agency has on how the use of additional funds will support E&T programs and activities that have a demonstrable impact on the ability of participants to find and retain employment that leads to increased household income and reduced reliance on public assistance.

- Include any other useful details to better explain the proposed plan for the use of the additional funds.

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IV. Resources

- SNAP E&T Operations Handbook: a Step-by-Step Guide to Planning and Implementing a SNAP E&T Program
- SNAP E&T Toolkit
- SNAP to Skills website

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