

Florida Department of Children and Families
Federal Fiscal Year 2022
September 1, 2021

Page and Authorized Signatures

State: Florida

State Agency Name: Florida Department of Children and Families

Federal FY: 2022

Date Submitted to FNS (revise to reflect subsequent amendments): Click and type date submitted

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

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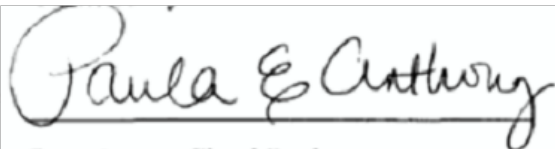
Certified By:



State Agency Director (or Commissioner)

4-14-22
Date

Certified By:



State Agency Fiscal Reviewer

04/15/2022
Date

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.

Amendment Number	Brief description of changes or purpose for Amendment	Section of Plan Changed	Date submitted to FNS	Date approved by FNS

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:

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

Acronym	Acronym Definition
CFR	Code of Federal Regulations
DEO	Department of Economic Opportunity
DCF	Department of Children and Families
EBT	Electronic Benefits Transfer
ERS	Employment Retention Services
ETPL	Eligible Training Provider List
FFY	Federal Fiscal Year
FLORIDA	Florida Online Recipient Integrated Data Access
FSR	Food Stamp Reimbursement
LWDB	Local Workforce Development Board
TAA	Trade Adjustment Assistance
UI	Unemployment Insurance
OSST	One-Stop Service Tracking
WP	Wagner-Peyser
WT	Welfare Transition

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.

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))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	<input checked="" type="checkbox"/>
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

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Check the box to indicate you have read and understand each statement.	Check Box
XI. 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))	<input checked="" type="checkbox"/>

State E&T Program, Operations, and Policy

I. Summary of E&T Program

- a) Briefly summarize the State E&T program, including its vision, mission, administrative structure, areas served, and services offered. For county-administered States, in addition to describing the above, include an explanation about how E&T is administered, how the program varies among counties, and what flexibilities counties have in developing their own programs. This should be a succinct overview; please include a more detailed description in the other appropriate plan sections. Please include references to your E&T State policy, such as handbooks or State administrative code, as appropriate.

Florida's Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program is administered by the Florida Department of Children and Families (DCF). DCF executes an Interagency Agreement (IA) with the Florida Department of Economic Opportunity (DEO) for the delivery of E&T services through Florida's workforce development system. The IA between DCF and DEO clearly delineates roles and responsibilities of each agency, the services to be provided, and lines of communication. The mission of DCF is to work in partnership with local communities to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery and resiliency. DEO's mission is to assist the Governor in advancing Florida's economy by championing the state's economic development vision and by administering state and federal programs and initiatives to help visitors, citizens, businesses, and communities. As part of the IA, DCF identifies appropriate Able-Bodied Adults Without Dependents (ABAWDs) and refers these individuals to DEO for participation in the SNAP E&T program. DEO assesses the individuals for assignment to case management and at least one SNAP E&T component. The delivery of E&T services is provided by the Local Workforce Development Boards (LWDBs) through the CareerSource Florida network. LWDBs are sub-recipients of federal workforce development funds received by DEO.

Florida's SNAP E&T program is operated statewide and is mandatory only to ABAWDs to assist them in gaining skills, training, and/or work experience that will increase their ability to move directly into employment. During the interview process with DCF, eligibility workers screen applicants for exemptions from general work requirements, and individuals who do not meet a general work requirement exemption are screened for ABAWD exemptions and any other barriers to participating in SNAP E&T. An ABAWD is an individual who is between the ages of 18 – 49, does not have dependents, and does not meet an exemption outlined in Title 7 Code of Federal Regulations (CFR) 273.7(b) or an ABAWD exception outlined in 7 CFR 273.24(c). ABAWDs referred for participation in E&T activities are assessed and then unless good cause is determined are required to meet the 80 hours per month work requirement to maintain eligibility to receive food assistance benefits. Individuals that do not complete the assessment or for which good cause is indicated are referred back to DCF for ultimate determination.

Florida's mission and vision for the SNAP E&T program is to ensure ABAWDs gain the education and skills necessary to obtain and retain employment while earning a self-sustaining wage and meeting the workforce needs of businesses in their local communities. For Federal fiscal year (FFY) 2022, Florida will continue to offer SNAP E&T services to ABAWDs determined eligible for the program by DCF.

SNAP E&T components that are available to ABAWDs include:

- Supervised job search
- Job search training
- Work experience
- Education
- Vocational training

Other services include:

- Work services available under the Workforce Innovation and Opportunity Act (WIOA); and
- Work services available under Trade Adjustment Assistance (TAA).

- b) 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.

Florida's SNAP E&T program assists eligible SNAP E&T participants with obtaining skills through education, training, or work experience that will increase their self-sufficiency and lead to employment. The State partners with providers in the workforce development system that help the agency improve employment outcomes for SNAP E&T participants and ensure that the State agency has services available to meet the unique barriers and employment goals of SNAP participants.

The SNAP E&T program offers ABAWDs the opportunity to meet the mandatory work requirements of the program through participation in qualifying program components available through LWDB career centers across the state. As further discussed in this plan, the assessment process is used to ensure that participants are assigned to components that are expected to be beneficial to them and increase their ability to obtain employment.

II. Program Changes

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. In addition, include any changes the State agency is making to the E&T program based on the prior year's performance, taking into account outcomes and participation data.

DCF plans to implement two initiatives to deepen service delivery during FFY 2022. The initiatives are to expand the third-party partnership program and DCF's Hope Florida – Pathway to Prosperity program model to identify goals and address barriers to SNAP E&T participation. Over the last several years, DCF has focused on providing prevention services that help our customers achieve meaningful employment and economic independence. Hope Florida – A Pathway to Prosperity is a client-centered prevention strategy designed to assist benefit recipients in identifying goals and removing barriers to self-sufficiency. This program model provides dedicated DCF team members, Care Navigators, with an opportunity to team-up with customers to create a pathway for the achievement of economic self-sufficiency. This process involves developing relationships with customers, listening to them, and accompanying them on their journey. Once goals and barriers are identified, customers are referred to community resources to assist them in overcoming those barriers. These interventions assist SNAP E&T participants with becoming better prepared for training and employment.

At the same time, the State is also working to expand the SNAP third-party partnership program to create more opportunities for SNAP recipients to access job training programs, locate long-term/ sustainable employment, and employment support services. The State has developed a strategic plan on the expansion of these partnerships and anticipates operationalizing that plan over the coming year.

In response to the feedback received from FNS on the Fiscal Year (FY) 2021 Management Evaluation (ME) Corrective Action Response (CAR) and the original submission of the FY 2022 SNAP E&T State Plan, DCF will utilize FY 2022 to implement policies and processes to comply with 7 Code of Federal Regulations (CFR) 273.7(c), and incorporate the program changes listed below.

- Modify the certification functions associated with SNAP E&T to provide an oral explanation and consolidated written notice. This change will include developing and providing a consolidated written notice and oral explanation to the household of all applicable work requirements for all members of the household and identify which household member is subject to which work requirement during the certification process. The State Agency will work to expediate the technology build of implementing the consolidated written notice and, in the meantime, will institute a manual consolidated written notice compliant with federal regulations. Due to the system changes needed to update the current notice, modifications to the consolidated written notice will take place in two phases:
 - **Phase 1** –Implementation of a manual consolidated written notice¹ that identifies which household member is subject to which work requirement. This process requires eligibility specialists to manually enter recipient information into a template and mail the consolidated notice to the household members. This phase also includes adding an oral explanation script for all household

¹ Effective April 25, 2022

members and identifies which household member is subject to which work requirement.

- **Phase 2** – Phase 2 will involve implementing system changes that will allow the consolidated written notice to be developed within existing technology and eliminate the need for a manual process. The system-generated notice will identify which household member is subject to which work requirement. Due to the system changes needed to complete Phase 2, the effective date is June 2022.
- Develop a process to inform individuals that they may be exempt from mandatory participation in SNAP E&T if their costs that are reasonable, necessary, and directly related to participation exceed the State’s reimbursement cap. This information is included in the revised oral script and consolidated written notice². This program change includes:
 - A new oral script which includes a discussion on the participant reimbursement process, reviews participant needs to participate in work activities, and explains that the participant will be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
 - An updated consolidated written notice which informs participants that the State will provide reimbursement for expenses that are necessary to participate in SNAP E&T activities.
 - Expanded eligible participant reimbursement categories to include any expenses that are allowable, reasonable, and necessary to participate in SNAP E&T activities. If an individual’s participation reimbursement needs exceed the amount reimbursable by the State, the individual will be exempted from mandatory SNAP E&T participation.

The state budget for participant reimbursements is currently \$673,798. If allocated reimbursement are expended, individuals that report participant reimbursement needs will be exempted from mandatory SNAP E&T activities. If the state exhausts all funding, the State Agency will seek additional appropriations from the Florida Legislature and will avail any and all other resources to ensure participants have access to reimbursements for expenses associated with mandatory participation.

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

² Effective April 25, 2022

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.

- a) **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.

The Reimagining Education and Career Help (REACH) Act – House Bill 1507, which amends Chapter 445, Florida Statutes, has been signed into law and became effective July 1, 2021. The REACH Act creates several strategic opportunities to enhance and expand services provided through Florida's workforce development system by promoting, encouraging, and taking bold steps towards unifying partner programs and agency coordination.

One strategy specific to the SNAP population is the requirement for DCF and DEO to develop a memorandum of understanding that will permit SNAP and TANF benefit recipients to pre-certify for WIOA training services without having to physically visit a career center. Once implemented, this strategy will be critical to further enhancing coordination between the SNAP E&T and WIOA programs and ensuring participants are connected to training opportunities that will lead to employment at self-sustaining wages.

Additionally, WIOA allows governors to reserve 15 percent of state funds (discretionary funds) to support innovative projects that enhance opportunities for employment and economic opportunity, particularly for job seekers who face barriers to employment. Under the leadership of Governor Ron DeSantis, the designated state workforce development board, will use WIOA funding to chart new and expanded pathways to employment, education, training and support services for Floridians who need additional workforce-readiness help on their path to self-sufficiency and economic prosperity. To support this vision, the Governor's discretionary funds will be allocated to support initiatives that close achievement and attainment gaps for Floridians, build on evidence-based practices to serve job seekers facing barriers to employment and promote strategic and cross-sector partnerships through the Get There Faster: FY 2021-2022 WIOA Governor's Reserve Plan for Improved Workforce and Education Systems Alignment.

As part of the Get There Faster Plan, \$5,000,000 in priority commitments will be targeted to at-risk individuals who are receiving SNAP or TANF benefits, recovering from substance use disorders, or returning citizens who were justice-involved. The funds will provide opportunities to improve education and work skills needed to enhance employability and the likelihood of achieving economic self-sufficiency. Participants will receive ongoing intensive employment services and support aimed at removing employment barriers, increasing participants' likelihood of obtaining and maintaining unsubsidized employment, and decreasing their reliance on public assistance benefits. These funds will be awarded through competitive grant opportunities to LWDBs, state colleges and technical colleges. Applicants

must demonstrate how their proposed initiatives will be sustained to have long-term impact in enabling program participants to gain and retain employment and attain self-sufficiency and collaboration with the LWDBs to ensure all participants are determined WIOA eligible and supported with case management services.

- b) **Consultation:** Describe how the State agency consulted with the State workforce development board or private employers or employer organizations 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, it must document this consultation and explain the determination that doing so was more effective or efficient.

In the development of the FFY 2022 SNAP E&T state plan, a workgroup comprised of subject matter experts from small, medium, and large workforce development boards was formed and convened to gather feedback regarding the design and delivery of E&T services. This consultation helped gather feedback related to local needs in the development of the SNAP E&T program, needs of local employers, and needs of the applicants.

Further, the required consultation with the state workforce development board will occur in the first quarter of FFY 2022.

- c) **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).

The primary responsibility of DEO is to serve as the administrative entity for the workforce system by providing policy, guidance, and training to the LWDBs in their administration of the federal workforce programs. Each LWDB administers workforce programs, either directly or by referral, that include the core WIOA programs (adult, dislocated worker, and youth programs), the Wagner-Peyser (WP) program, adult education and literacy programs, and migrant and seasonal farmworker programs, among others.

Additional examples of coordination between SNAP E&T and WIOA have been outlined in **Section D.II.a) Special State Initiatives** of this plan.

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

Yes

No

- e) **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.

Individuals who apply for Temporary Cash Assistance (TCA) are informed that they are required to meet the work requirements of TANF, also known as Welfare Transition (WT). Eligibility for TCA requires that the family assistance group include a minor child(ren) living in the home (child under 18 years of age or under 19 years of age if child is a full-time student in a secondary school or the equivalent and is not married or divorced).

The SNAP E&T and TANF (WT) programs operate separately. The TANF population may be a registrant for SNAP E&T but would not be a mandatory work registrant for ABAWD purposes due to children in the household. Florida operates a mandatory SNAP E&T program that serves the ABAWD population.

- f) **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).

In Florida, not all counties have a Refugee E&T Program. Refugees who are ABAWDs participating in a Refugee E&T or Match Grant Program are exempt from ABAWD work requirements and time limits within their first twelve (12) months in the United States or within twelve (12) months of their date of asylum or date of eligibility. When the county does not have a Refugee E&T Program, refugee applicants that do not meet other SNAP E&T or ABAWD Exemptions must be referred to DEO as a work registrant, regardless of the length of time the refugee has resided in the U.S.

The DCF Refugee Services Program is federally funded by the Office of Refugee Resettlement (ORR) within the Department of Health and Human Services to assist refugees to achieve economic self-sufficiency and social adjustment within the shortest possible time after their arrival in the United States. Support services are provided through contracts with nonprofit organizations, local government agencies, and private entities to assist refugees and entrants meet the goal of economic self-sufficiency and successful integration. The Refugee Services Program offers employment services including orientation, job preparation, job placement, and retention activities. The Adult and Vocational program offers English for Speakers of Other Languages (ESOL), Vocational Training, Adult Basic Education (ABE), and General Education Diploma (GED) preparation classes. These employment and training programs that are funded by ORR meet the criteria for “recognized school or training program.” The SNAP E&T program works closely with staff of the Refugee Services Program to ensure refugees who are participating at least half-time in these ORR programs are classified appropriately and exempt from work registration.

IV. Consultation with Indian Tribal Organizations (ITOs)

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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.)*

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

b) Name the ITOs consulted.

Miccosukee Tribe of Indians

Contact: Billy Cypress, Tribal Leader

hopel@miccosukeetribe.com

305-223-8380

Seminole Tribe of Florida

Contact: Marcellus Osceola, Tribal Leader

chairman@semtribe.com

800-683-7800

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).

In July of 2021, Florida attempted to consult with the tribal organizations by sending a letter via email that provided a description of the SNAP E&T program and requested the opportunity to obtain their feedback regarding the draft E&T state plan that was also included. A response was not received to our request to consult/gain their feedback.

d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services 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 in order 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:
- 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).
- 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. 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 include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that 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.

Provide an overview of the intra-agency and inter-agency coordination within the SNAP E&T program, explaining the processes that link certification functions to the operation of the E&T program both within the State agency and external to the State agency.

DCF works closely with DEO to ensure SNAP E&T participant information is coordinated between the State agency and LWDBs. Each agency has specific roles and responsibilities to ensure SNAP E&T participants receive appropriate information and services to become successful and reach self-sufficiency. DCF is responsible for determining food assistance

eligibility, screening of work registration, appropriateness of ABAWD referrals to the SNAP E&T program, exemptions and exceptions from the program, determining good cause for an ABAWD and imposing and lifting sanctions. DEO is responsible for providing programmatic training and providing technical assistance and program guidance to the LWDBs. LWDBs are responsible for service delivery of work activities for ABAWDs.

Additionally, communication between the applicable entities include data sharing and access to databases to coordinate activities. Certification functions are communicated through daily data file transfers from DCF to DEO databases. That information is disseminated to the appropriate LWDB to engage SNAP E&T participants.

Describe the hand-off of SNAP applicants and/or recipients between eligibility staff and E&T program staff.

Benefit eligibility for SNAP is determined by DCF eligibility staff via the FLORIDA system. Eligibility staff determine each applicant's work registration status at application, recertification, or when changes in the household circumstances occur. Clients are informed during the interview and in a notice that they may be referred to DEO if approved as an ABAWD. Daily eligibility transactions are transmitted to DEO via a secure file transfer process. The FLORIDA data file contains the following information about the participant:

- FLORIDA case number
- PIN (personal identifier number)
- Social security number
- Name (last, first, middle initial)
- Ethnicity
- Date of birth
- Gender
- Residence and Mailing address

The nightly referral file automatically loads information about the customer and status of public assistance benefits into the DEO OSST system. The participant files are marked as 'mandatory' or 'voluntary' and routed to local workforce boards based on address. Once DEO receives a referral from DCF, a Notice of Employment & Training Referral is sent to the customer that explains next steps including the requirement to complete the online orientation and assessment and for the SNAP recipient to schedule an appointment with the LWDB's E&T program staff.

If the State agency partners with intermediaries or E&T providers:

- Provide an overview of how communication occurs between the State agency and its partners, as well as between partners. Please include the mode of communications (shared database, etc.) and the types of information that is shared (e.g. referrals, noncompliance with program requirements, provider determinations, etc.).

DCF works closely with DEO to ensure strong communication and effective service delivery for our joint customers. Regular meetings are held between DCF and DEO to foster open lines of communication regarding the SNAP E&T program and its operations. DEO leads any necessary communication with the LWDBs.

Communication between the applicable entities include data sharing and access to databases for referrals and compliance reporting. Through a nightly file exchange between DCF's FLORIDA system and DEO's OSST system, the following types of information is shared:

- Participant information
- Benefits status/information
- Referrals
- Noncompliance with program requirements
- Imposed and lifted sanctions
- Request to remove sanctions by the LWDBs

- Describe how new policies, procedures, or other information is shared with the intermediary or other partners.

DCF shares with DEO relevant policy transmittals and guidance from the U.S. Department of Agriculture related to work requirements or workforce. DCF and DEO collaborate frequently and have monthly meetings to discuss new policies and procedures, and the impacts on service delivery. Additionally, policy changes are communicated to DEO via updated written procedures and memorandums.

New policies, procedures, or other information is communicated to the LWDBs through administrative policies, guidance papers, memorandum, teleconferences, webinars, email and virtual and on-site training or technical assistance as needed or requested. When new policies, procedures or other information are finalized and approved for issuance, they are posted to DCF and DEO's websites.

- Describe below how the State agency monitors partners. Include the State agency's plan for monitoring E&T program and fiscal operations.

DEO holds a grantee/sub-grantee agreement with each of the 24 LWDBs which outlines the LWDBs requirements to operate the SNAP E&T program in accordance with the federal and state laws and policy. Upon request, DEO provides DCF with the annual monitoring schedule of LWDBs, monitoring reports, corrective action plans, and/or close out letters in accordance with the MOU. DCF monitors and oversees DEO's administration of the SNAP E&T program to ensure compliance with 7 Code of Federal Regulations (CFR) 275.8 and national target areas and/or at-risk areas as identified each federal fiscal year by Food and Nutrition Services (FNS), as well as compliance with the SNAP E&T Plan, MOU and any other federal or state requirements as needed.

DCF will monitor the E&T contractor (DEO) to determine the process used to conduct ME reviews of local operations, how often reviews occur, what is covered in the review, whether corrective action plans are submitted and evaluated, the corrective action follow-up process, and the process for conducting review of third-party reimbursement operations. DCF will review DEO's operational monitoring system for the following processes:

- Referrals to E&T
- Participant reimbursement and contractor funding
- Sanctions and disqualifications process for failure to comply with E&T requirements

Fiscal and compliance monitoring will occur monthly. An invoice/expenditure review will be conducted prior to approving reimbursement, including:

- Individual, detailed transactions submitted to DCF to support each invoice or cash transfer request.
- Review of the invoice to ensure that expenditure totals align with invoice or cash transfer request received.
- Random sampling of approximately 5% of all individual expenditure transactions to verify that transactions are:
 - Allowable through SNAP E&T Guidance and Florida's approved SNAP E&T State Plan.
 - Reasonable, including but not limited to pricing, quantities, etc.
 - Necessary to conduct required services and meet program objectives.

DCF will also accompany DEO during monitoring reviews of E&T sub-recipients. DCF will perform on-site monitoring of DEO at a minimum of once per calendar year. DCF will do its due diligence to conduct such visits no more than 12 months apart. DCF will document any findings, if applicable, in the contract file and work with the Provider to correct deficiencies.

During FFY2022, monitoring will be completed by virtual/desk reviews. During and in advance of these visits, DEO will provide DCF with supporting documentation to monitor activities and E&T programs. DCF and DEO will conduct joint financial and programmatic oversight reviews of LWDBs to ensure compliance with applicable administrative requirements, specifically identification of system strengths, weaknesses, and required corrective actions.

- 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).

In addition to the monitoring process outlined above, DCF evaluates the performance of DEO and the LWDBs by conducting random audits of the SNAP

E&T data entered in the management information system (OSST) to ensure the integrity of the information. Additionally, DCF conducts financial and programmatic reviews of DEO, which includes a focus on ensuring that acceptable standards for fiscal accountability, program administration, procurement, and integrated service delivery are established and in practice. DCF acknowledges processes are needed to develop a methodology to evaluate the performance of LWDBs. DCF has begun exploring appropriate measures of success including return on investment, employment outcomes, retention, and skill development. This methodology will be finalized in FFY 2022.

Additionally, Florida House Bill 1507 created the Office of Reimagining Education and Career Help in the Executive Office of the Governor to provide coordination and alignment in Florida's workforce development system. The bill requires the DEO and the DCF to evaluate the impact of workforce services on participants receiving benefits and welfare transition programs, to include performance reports on participant earnings. It also requires LWDBs to be assigned a letter grade, which must be made public, based on improvement of participant long-term self-sufficiency and return on investment.

VII. Screening for Work Registration

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

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

Florida operates a mandatory SNAP E&T program that serves the ABAWD population. DCF screens all individuals age 16 – 59 for general SNAP E&T exemptions for work requirements. Next, this process involves screening for work registration status and ABAWD work requirements before referring participants to DEO for assessment. Any recipient or applicant who meets an exemption is filtered out of the process, not subject to work requirements, and is not referred for SNAP E&T participation. The remaining individuals, who did not meet an exemption are ABAWDs who are subject to work requirements, are referred to DEO to participate in the mandatory SNAP E&T program.

VIII. Screening for Referral to E&T

*The State agency must screen each **work registrant** to determine if it is appropriate to refer them to the E&T program and, if appropriate, refer them to an E&T component and case management, per 7 CFR 273.7 (c)(2).*

a) At what point is an individual screened for referral to E&T? *Select all that apply.*

Application

Approval

Recertification

Other: Changes to household situations.

b) Which individuals are screened for referral to E&T? *Select all that apply.*

SNAP applicants

SNAP participants

Work registrants (including ABAWDs)

ABAWDs

Other: Click or tap here to enter text.

c) If there is a target population for referral to E&T, select the population below? *Select all that apply. Note that this question is not asking about exemptions from mandatory E&T. Exemptions from Mandatory E&T must be provided in Section H – Estimated Participation Levels.*

ABAWDs

Homeless

Veterans

Students

Single parents

Returning citizens (aka: ex-offenders)

Underemployed

Those that reside in rural areas

Other: Click or tap here to enter text.

d) Who does the screening on behalf of the State agency?

State eligibility merit staff

County eligibility merit staff

e) How are people screened for E&T? *Select all that apply.*

Orally via a script

Orally without a script

Written screening tool

Other: Click or tap here to enter text.

f) How does the State agency's screening process and screening criteria ensure the appropriateness of referrals to E&T? For example, how are the State agency's screening process and criteria geared to ensure only individuals appropriate for the State's E&T program are referred to E&T? (Note: this question applies to both voluntary and mandatory E&T programs.)

DCF has developed a new process for ensuring eligibility specialists are aware of program offerings at the local level and referring individuals to SNAP E&T activities if there are openings in a program component. Eligibility specialists are provided updated information about available openings in each local program component and refer individuals to DEO for participation in SNAP E&T activities. Upon referral to DEO, individuals complete the initial engagement process which includes an assessment of their needs and barriers, work history, and occupational skills. During their initial appointment with a case manager, assessment information is used to ensure the individual is assigned to an appropriate and available component using the criteria for participation outlined in the **Component Details** section of this plan. Individuals may be referred back to DCF for good cause if it is determined there is not an appropriate or available component in the E&T program based on any information identified through the assessment process.

7 CFR 273.7(c)(2) states it is the SA's responsibility to screen each work registrant to determine whether or not it is appropriate, based on the SA's criteria, to refer the individual to an E&T program. Florida's mandatory SNAP E&T program serves the ABAWD population. DCF acknowledges it is required to screen each work registrant and determine that there is an available opening for each individual referred to SNAP E&T. If DEO determines an appropriate opening is not available at the time of referral, the individual will be granted good cause from mandatory E&T participation. DCF is currently assessing its screening process to adhere to federal requirements during FFY 2022, including developing and implementing procedures in compliance with federal requirements.

g) 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?

Participants will be informed about participant reimbursements at several phases of the SNAP E&T program:

- During the certification process applicants are informed* that the State Agency must pay for costs that are reasonable and necessary for participation in SNAP E&T activities. This includes an explanation that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
- The consolidated written notice includes language*³ that the State must provide reimbursement for expenses that are necessary to participate in SNAP E&T activities. This notice includes verbiage that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
- ABAWDs are also informed about participant reimbursements during the orientation with the case manager, and on the Opportunities and Obligations Form that is completed with the local workforce board. If the individual reports participant reimbursement needs that exceed the State Agency's approved budget, the individual may be placed in another suitable component in which the individual's reimbursement expenses will be met. This action is handled on a case-by-case basis and the E&T provider will screen the customer's case to meet the support services needs or follow the process to refer the individual back to the State Agency to address the possible exemption.

If the individual's participant reimbursement needs are reasonable, necessary, and directly related to participation in the program and exceed the State's reimbursement cap, the participant will be exempted from mandatory SNAP E&T activities.

IX. Referral

In accordance with 7 CFR 273.7(c)(2), a SNAP applicant or recipient becomes an E&T participant when they are referred to E&T.

Describe the State agency's referral process step-by-step.

The referral process is an automated procedure that allows DCF to refer a customer to DEO after the individual has been screened to determine appropriateness for referral to E&T for work registration. The step-by-step process is:

1. An application is submitted.
2. The applicant is interviewed.
3. An eligibility worker screens the individual to see if a referral to E&T is required during the interview process by asking a series of questions. The client is informed of that they will be referred to DEO for work requirements if an ABAWD.
4. If the applicant or recipient is within the 18 – 49-year-old bracket and does not meet any exemptions, the eligibility worker updates the individual's status in the FLORIDA system. A special code is assigned to indicate the individual is a mandatory participant.

³ * Effective April 25, 2022

5. After the FLORIDA system is updated, a referral is sent to DEO via the nightly batch process.
6. The customer is sent a notice of case action from DCF once the case is approved. The notice explains the work requirements and introduces DEO/CareerSource as the E&T provider.

DCF acknowledges it is required to screen each work registrant and determine that there is an available opening for each individual referred to SNAP E&T. If DEO determines an appropriate opening is not available at the time of referral, the individual will be granted good cause from mandatory E&T participation. DCF is currently assessing its screening process to adhere to federal requirements during FFY 2022, including developing and implementing procedures in compliance with federal requirements.

How is the referral communicated to participants and what information about E&T are E&T participants given when they are referred? (e.g. information about accessing E&T services, case management, dates, contact information)?

Participants are referred for engagement daily through an interface between DCF's FLORIDA system and DEO's OSST system. The More About Assistance page within the online application provides an overview on SNAP E&T and requirements as it relates to participation in work activities. During the interview process, the individual is orally explained the why and how to comply with work requirements upon referral. DCF provides a Notice of Case Action (NOCA) form to ABAWDs once benefits are approved. The NOCA form informs participants of their approval for SNAP (food assistance). The NOCA also provides details about the participants eligibility, including work requirements, referral to the SNAP E&T program, and instructions on locating a local LWDB to obtain additional services. Upon referral to the SNAP E&T program for participation, DEO also provides a Notice of Employment & Training Referral (NETR).

The NETR is mailed by DEO on behalf of the LWDBs and provides detailed instructions and action steps the ABAWD must take to complete the initial engagement process required to initiate their SNAP E&T program participation. The initial engagement steps are:

1. Participate in an online or in-person orientation to the SNAP E&T program.
2. Complete an online or in-person initial assessment.
3. Schedule an appointment.

What type of services are E&T participants referred to (i.e. orientation, case management, a component)?

Participants referred to the SNAP E&T program are provided with an online or in-person orientation, assessment, and scheduling options for engagement.

SNAP E&T Service Delivery

ABAWDs referred for participation in the SNAP E&T program receive a Notice of Employment & Training Referral (NETR). The NETR is mailed by DEO. The NETR provides detailed instructions and action steps the ABAWD must take to complete the initial engagement process required to initiate their SNAP E&T program participation. The initial

engagement steps are to participate in an online or in-person orientation to the SNAP E&T program, complete an online or in-person initial assessment, and schedule an appointment online.

Orientation

The orientation, offered online or in-person, is a required activity for newly referred or reopened referrals for ABAWDs who have not attended an orientation within the previous 12 months. ABAWDs will also receive an orientation if there have been significant program changes regardless of the time frame of last attendance. The orientation informs ABAWDs of the following:

- Why they were referred to the program;
- An overview of the program's components;
- The program expectations and requirements;
- Benefits of the program;
- Consequences of failure to comply; and
- Grievance procedures and participant rights.

Assessment

The assessment, offered online or in-person, identifies the ABAWD's strengths, barriers, and goals in relation to education and employment. The assessment contains a standard set of questions to gather information from the ABAWD that will allow the case manager to assign the ABAWD to the most appropriate program component(s). The assessment is completed immediately following the orientation and prior to the assignment to a qualifying component.

Online Appointment Setting

Upon completion of the orientation and assessment, the ABAWD is instructed to schedule an appointment with a case manager at their LWDB. The appointment is scheduled online using a virtual event calendar with available date and time slots. In most LWDBs, the ABAWD can select a date and time that suits their availability. In other LWDBs, the ABAWD must contact the LWDB to verbally schedule an appointment.

Participants are also provided with case management services as described in **Section XI. Case Management Services** of this plan and are assigned to program components at their initial appointment with the case manager.

How is information about the referral communicated within the State agency and to E&T providers, as applicable?

Information about the referral to SNAP E&T is communicated through a daily interface between DCF's FLORIDA system and DEO's OSST system. Daily eligibility transactions are gathered and transmitted to DEO via a secure file transfer process. The FLORIDA data file contains demographics, unique identifiers, and SNAP E&T participation requirements. The nightly referral file automatically loads information about the customer and status of public

assistance benefits into the DEO OSST system. The participant files are marked as 'mandatory' or 'voluntary' and routed to LWDBs based on address.

For mandatory participants, once DEO receives a referral from DCF, a NETR is sent to the customer that explains next steps including completing the online orientation, assessment, and scheduling an appointment with the LWDB E&T program staff.

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? *(Note: information about participant reimbursements may also be shared when an individual is screened for referral to E&T).*

Participants will be informed about participant reimbursements at several phases of the SNAP E&T program:

- During the certification process applicants are informed* that the State Agency must pay for costs that are reasonable and necessary for participation in SNAP E&T activities. This includes an explanation that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
- The consolidated written notice includes language*⁴ that the State must provide reimbursement for expenses that are necessary to participate in SNAP E&T activities. This notice includes verbiage that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
- ABAWDs are also informed about participant reimbursements during the orientation with the case manager, and on the Opportunities and Obligations Form that is completed with the local workforce board. If the individual reports participant reimbursement needs that exceed the State Agency's approved budget, the individual may be placed in another suitable component in which the individual's reimbursement expenses will be met. This action is handled on a case-by-case basis and the E&T provider will screen the customer's case to meet the support services needs or follow the process to refer the individual back to the State Agency to address the possible exemption.

If the individual's participant reimbursement needs are reasonable, necessary, and directly related to participation in the program and exceed the State's reimbursement cap, the participant will be exempted from mandatory SNAP E&T activities.

How does the State agency's referral process ensure that individuals are referred to an appropriate and available component? Describe the process for direct and reverse referrals, as applicable.

DCF has developed a new process for ensuring eligibility specialists are aware of program offerings at the local level and referring individuals to SNAP E&T activities if there are

⁴ * As of April 25, 2022

openings in a program component. Eligibility specialists are provided updated information about available openings in each local program component and refer individuals to DEO for participation in SNAP E&T activities. Upon referral to DEO, individuals complete the initial engagement process which includes an assessment of their needs and barriers, work history, and occupational skills. During their initial appointment with a case manager, assessment information is used to ensure the individual is assigned to an appropriate and available component using the criteria for participation outlined in the **Component Details** section of this plan. Individuals may be referred back to DCF for good cause if it is determined there is not an appropriate or available component in the E&T program based on any information identified through the assessment process.

7 CFR 273.7(c)(2) states it is the SA's responsibility to screen each work registrant to determine whether or not it is appropriate, based on the SA's criteria, to refer the individual to an E&T program. Florida's mandatory SNAP E&T program serves the ABAWD population. DCF acknowledges it is required to screen each work registrant and determine that there is an available opening for each individual referred to SNAP E&T. If DEO determines an appropriate opening is not available at the time of referral, the individual will be granted good cause from mandatory E&T participation. DCF is currently assessing its screening process to adhere to federal requirements during FFY 2022, including developing and implementing procedures in compliance with federal requirements.

Other information about the referral process.

N/A

X. Assessment

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

Describe the processes in the State, if any, to provide E&T participants with an assessment. Include, as applicable:

a) Who conducts the assessment?

SNAP E&T participants complete DEO's assessment as part of the initial engagement process. This assessment is self-administered unless assistance is needed from LWDB career center staff. Additionally, LWDBs may conduct additional assessments, as determined appropriate.

b) When are participants assessed?

Participants are provided the above-referenced online assessment prior to their initial appointment with a case manager as part of the initial engagement process. Additional assessments may be conducted or scheduled at the initial appointment, as determined appropriate, prior to the participant being assigned to a program component.

Additionally, LWDBs may conduct additional assessments during participation as participants' needs change or a new program component is being considered.

- c) How are assessments conducted (e.g. electronically on a computer, orally with a staff person, paper questionnaire, etc.)?

Depending on the assessment, they are conducted online and/or in person. For example, the DEO assessment is delivered online whereas locally developed initial assessments or questionnaires may be delivered orally or on paper. Assessments such as the Test of Adult Basic Education (academic levels) or Career Scope (interests and aptitudes) are delivered online.

- d) How is information from assessments communicated or shared within the SNAP agency, with E&T providers, and the participant, as appropriate?

The online assessment information is stored in DEO's OSST system and immediately available to LWDB career center staff. Career center staff review the participant's responses with them during their initial appointment. For other types of assessments, the results are either provided directly to the participant and/or are made available to the case manager. Whether delivered to the participant or the case manager, the case manager reviews the outcome/results of the assessment(s) with the participant in relation to his/her goals and/or their assignment to a program component.

Generally, assessment results are not shared with parties external to the E&T provider. The noted exceptions would be assessment results that would be useful for training/education providers (to avoid the participant being asked by the training/education provider to take the same assessment again) or employability skills assessment results that would be useful for an employer for job placement.

XI. 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 case management services will the State agency provide? *Check all that apply.*

Comprehensive intake assessments

Individualized Service Plans

Progress monitoring

Coordination with service providers

Reassessment

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

- b) Describe how participants will be referred to case management services and how participants' cases will be managed.

Participants are referred by DCF to DEO and the LWDBs using the processes previously outlined in this plan. Case management is required for all participants who are referred to the workforce system by DCF. After participants complete the orientation and assessment, they are assigned a case manager who continues the case management process during the initial appointment. Subsequent to the initial appointment, the case manager will continue to meet with the participant no less than monthly to monitor their participation and progress in their assigned component, process reimbursements and provide referrals to community partners, as needed. All case management activities are recorded and tracked in the OSST system.

- c) What entity (or entities) will be responsible for providing case management services?

The LWDBs.

- d) Describe how the case manager will coordinate with E&T providers and other community resources.

LWDBs maintain active partnerships at the local level with various community partners. Case managers will refer ABAWDs to partner programs and/or community resources when appropriate/necessary through locally established referral processes. Additionally, LWDBs maintain listings of resources available in the local community and readily share the information with participants according to their needs.

- e) Describe how E&T participants will receive targeted case management services through an efficient administrative process.

The State's online case management system, OSST, serves as the platform for ensuring targeted case management services are provided through an efficient administrative process. Case managers use this system to track services provided to participants, as well as their participation in their assigned program component(s). They are also able to track appointments, generate letters and document all activities and interactions with participants via case notes. The efficiencies created through OSST allow case managers to provide and track case management services in a manner that does not impede customers' participation. Additionally, follow-up appointments are scheduled in a manner and frequency that allows for appropriate consideration and planning by the participants. As determined by local operating procedures of the LWDBs, participants are also afforded opportunities to submit documentation demonstrating their program compliance electronically. This practice

limits/avoids the need to schedule in-person appointments with participants solely for the physical delivery of such documents.

XII. 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 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.

N/A

c) What is the length of the conciliation period?

N/A

XIII. Disqualification Policy for General Work Requirements

This section must be completed even if the State agency operates a voluntary E&T program, as 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 include 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.

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

Date the individual complies, as determined by the State agency

1 month

Up to 3 months

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

Date the individual complies, as determined by the State agency

3 months

Up to 6 months

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

Date the individual complies, as determined by the State agency

6 months

A date determined by the State agency

Permanently

e) 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)

XIV. 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 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.

Estimates of Participant Reimbursements

<p>A) Estimated number of E&T participants to receive participant reimbursements. <i>State agencies should take into consideration the number of mandatory E&T participants projected in Section H – Estimated Participant Levels, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>21,876</p>
<p>B) Estimated budget for E&T participant reimbursements in upcoming FY.</p>	<p>\$673,798</p>
<p>C) Estimated amount of participant reimbursements per E&T participant per month. [(Row B/Row A)/12*]</p>	<p>\$2.57*</p> <p><i>*The amount per participant is based on an individual receiving 12 months of reimbursements. Based on historical data the average length of time a participant requests reimbursement is 2 months. The State Agency has never allocated all funding and will monitor expenditures closely. If the state exhausts all funding, the State Agency will seek additional appropriations from the Florida Legislature and will avail any and all other resources to ensure participants have access to reimbursements for expenses associated with mandatory participation.</i></p>

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered by the State agency. A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include childcare 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.

- **Participant Reimbursement Caps (optional).** 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*.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Any allowable, reasonable and necessary costs to participate in SNAP E&T activities.	Maximum budget of \$673,798.	LWDBs	Reimbursement (actual amount)

If providing dependent care, specify payment rates for childcare 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.

N/A

XV. 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).

Each FFY, DCF builds a table of all SNAP recipients with work registration codes. This table includes a unique identifier (the PIN) as well as the recipient’s work registration code. The PIN allows DCF to conduct a distinct count of recipients, thereby preventing duplication.

Based on work registrant data received from DCF’s FLORIDA system, DEO tracks and logs work registrants monthly from the beginning of the fiscal year. Each month, “NEW” registrants are only counted if they were not identified in any previous month during the FFY.

Work registrants are defined as SNAP eligible participants receiving food assistance in the report month and identified with work registrant and deferred work registration codes in the FLORIDA eligibility system. Participants must be between the ages of 16 and 59, and not a current TCA recipient in the report month. At the beginning of each FFY (October 1st), DCF determines the number of work registrants receiving food assistance benefits as of September 30th.

- b) Describe measures taken to prevent duplicate counting.

To prevent duplicate counting, each recipient is coded with a unique identifier and work registration code.

XVI. Outcome Reporting Measures

National Reporting Measures

Check the data source used for the national reporting measures. Check all that apply.

Source	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Source	Employment & Earnings Measures	Completion of Education of Training
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

The Department of Economic Opportunity’s case management system – OSST.

Note: The State is in the process of migrating all workforce programs into the State’s online labor exchange and case management system, Employ Florida. Effective November 2021, Employ Florida is expected to become the State’s data source for the reporting measures for the SNAP E&T program.

- 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).

N/A

- 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.

N/A

- 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.*

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

The Department of Economic Opportunity's case management system – OSST.

Note: The State is in the process of migrating all workforce programs into the State's online labor exchange and case management system, Employ Florida. During FFY 2022, Employ Florida is expected to become the State's data source for the reporting measures for the SNAP E&T program.

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).

N/A

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.

N/A

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.

N/A

Component Outcome Measures

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.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Supervised Job Search	Number of participants who participated in Supervised Job Search and obtained employment.	<p>The numerator will include the number of participants enrolled in supervised job search during the current FFY.</p> <p>The denominator will include the number of participants who participated in Supervised Job Search and obtained employment.</p>
Job Search Training	Number of participants who participated in Job Search Training and obtained employment.	<p>Numerator will include the number of participants who participated in Job Search Training and obtained employment during the current FFY.</p> <p>Denominator includes participants enrolled in job search training during the current FFY.</p>
Basic Education	Number of participants who participated in basic education and obtained a General Equivalency Degree (GED) or High School Equivalency (HSE).	<p>Numerator will include the number of participants who participated in basic education and obtained a General Equivalency Degree (GED) or High School Equivalency (HSE) during the current FFY.</p> <p>Denominator includes participants includes enrolled in basic education during the current FFY.</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Vocational Training	Number of participants who participated in vocational training and obtained a credential.	<p>Numerator will include the number of participants who participated in vocational training and obtained a credential during the current FFY.</p> <p>Denominator includes participants enrolled in vocational training during the current FFY.</p>
Work Experience	Number of participants who participated in work experience and obtained employment.	<p>Numerator includes the number of participants who participated in work experience and obtained employment during the current FFY.</p> <p>Denominator includes participants enrolled in work experience during the current FFY.</p>
Employment Retention Services	Number of participants who received job retention services for a minimum of 30 days and up to 90 days after employment was obtained and retained employment for more than 90 days.	Numerator includes the number of participants who received job retention services for a minimum of 30 days and up to 90 days after employment was obtained and retained employment for more than 90 days during the current FFY.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Denominator includes participants who received job retention services for a minimum of 30 days and up to 90 days after employment was obtained during the current FFY.

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.)

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.	<input type="checkbox"/>
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	

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
ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
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 <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
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.	<input type="checkbox"/>
The State agency will be ready on October 1 st 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.	<input type="checkbox"/>

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.

N/A

e) How does the State agency identify at-risk ABAWDs? At-risk ABAWDs are individuals in their third month of eligibility who are not otherwise exempt.

N/A

- f) 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.

N/A

- g) 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.

N/A

- h) What services and activities will be provided outside of SNAP E&T? (List the services and activities.)

N/A

- i) To pledge, State agencies must have capacity to offer a qualifying component 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?

N/A

Information about the size of the ABAWD population

Question	Number
A) How many ABAWDs did you serve in E&T in the previous FY?	N/A
B) 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.	N/A
C) 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.	N/A
D) Number of at-risk ABAWDs averaged monthly? This should be annual total from line (C) divided by 12.	N/A

Available Qualifying Components

	Expected average monthly slots available to at-risk ABAWDs: <i>(Should align with projected participation in Section G: Component Detail)</i>	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			N/A
Workfare programs (outside of SNAP E&T)			N/A
WIOA title I programs (outside of SNAP E&T)			N/A
A program under section 236 of the Trade Act of 1974 (outside of SNAP E&T)			N/A
Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor (outside of SNAP E&T)			N/A
Workforce Partnerships in accordance with 7 CFR 273.7(n)			N/A

	Expected average monthly slots available to at-risk ABAWDs: <i>(Should align with projected participation in Section G: Component Detail)</i>	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
Total slots across all qualifying activities			N/A

Estimated cost to fulfill the pledge

	Value
A) What is the projected total cost to fulfill the pledge?	N/A
B) Of the total in (A), what is the total projected administrative costs?	N/A
C) Of the total in (A), what is the total projected costs for participant reimbursements?	N/A

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

N/A

k) If the cost to fulfill the pledge exceeds the level of pledge funds received, how will the State agency ensure it commits sufficient funds to fulfill the obligation of the pledge? Include the level of funding the State agency is committing to fulfill the pledge above and beyond the Federal SNAP E&T 100 percent funds and pledge funds. Provide the share of these extra funds that will be covered by 50/50 funds and other State funds.

N/A

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.

XVII. Non-Education, Non-Work Components

Supervised Job Search	Answer the question in the space below
<p>Summary of the State guidelines implementing supervised job search. 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.</p>	<p>The supervised job search component provides participants with improved opportunities to obtain employment. This component occurs at state-approved locations, such as LWDBs computer labs, LWDBs community partners’ computer labs, public libraries, and personal computers and/or devices. Any location that provides participants with access to the tools and materials they need to perform supervised job search is considered acceptable. Supervised job search may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both.</p> <p>Tools used in the supervised job search program may include virtual tools, including, but not limited to, websites, portals, or web applications to access supervised job search services. Examples include registration and job searches in Employ Florida, online and in-person submission of applications, resume submissions, virtual interviews, telephone interviews, attendance at job fairs and/or recruitment events, and other opportunities that assist the participants with actively seeking employment.</p> <p>Supervision can occur asynchronously with respect to the participant's job search activities, but will be provided by skilled staff, either remotely or in-person, who provide meaningful guidance and support with at least monthly check-ins with the participant’s assigned case manager. The purpose of the monthly check-ins/meetings will be to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur remotely or in-person and be synchronous with the job search activities or asynchronous. Interactive software or other types of</p>

	<p>automated processes on a computer do not meet the requirement for engagement with a case manager at least once a month. In between meetings with a case manager, the LWDB may use other supervisory techniques, such as software that tracks time spent logged into a job search website, or computer assessments that automatically identify next steps for the participant.</p> <p>LWDBs will tailor the delivery of supervised job search services to the specific needs of participants.</p> <p>Supervised job search activities are limited to 39 hours per month, which is less than half of the monthly 80 work requirement and must be combined with other allowable program components.</p> <p>Job search that does not meet the definition of supervised job search is allowed as a subsidiary activity of another E&T component, so long as the job search activity comprises less than half of the total time spent in the component.</p>
<p>Direct link. 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 have the skills to be successful in SJS and how the SJS program is tailored to employment opportunities in the community).</p>	<p>Participants assigned to the job search component are provided with job search assistance and guidance to include—job referrals and job leads, hiring events invitations, and labor market information. These types of activities ensure a direct linkage to the employment opportunities of individuals engaged in the activity. This means, a participant in supervised job search must be likely to find a job through the activity, and there must be appropriate jobs available for that participant in the community. To ensure this, during the case management process, LWDBs will apply the criteria outlined below to ensure participants are assigned to this component appropriately. Additionally, case managers will utilize labor market information to ensure supervised job search activities align with in-demand and available jobs in the local area.</p>
<p>Target Population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>ABAWDs</p>

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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.)	Functional literacy and numeracy levels, basic computer skills, job readiness/employability skills, soft skills, and marketable skills from previous work history or training.
Geographic Area. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.)	Statewide
E&T Providers. Identify all entities that will provide the service.	LWDBs
Projected Annual Participation. Project the number of unduplicated individuals.	8,150
Estimated Annual Component Costs. Project only administrative costs.	\$4,724,874

Job Search Training	Answer the question in the space below
Description of the component. Provide a brief description of the activities and services.	<p>Job Search Training activities is a component designed to individualize support for participants. Job Search Training will assist in the development of essential job readiness/employability skills for the participant to secure and retain employment. Job search training activities are conducted directly in LWDB’s career centers and through community partnerships. Job Search Training may include, but is not limited to, career assessments, classroom instruction, job development and placement services, or other training or support activities such as workshops that address life skills, time management, soft skills, interpersonal skills, decision making, foundational courses to address resume development, appropriate dress for the workplace, and career planning.</p> <p>Job search training hours are limited to 39 hours per month, which is less than half of the monthly 80 work requirement and must be combined with other allowable program components.</p>

Job Search Training	Answer the question in the space below
	When job search (supervised or unsupervised) and job search training are combined, the total hours assigned are also limited to less than half of the monthly work requirement.
Target Population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDs
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.)	Functional literacy and numeracy levels, and basic computer skills.
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.)	Statewide
E&T Providers. Identify all entities that will provide the service.	LWDBs
Projected Annual Participation. Project the number of unduplicated individuals.	408
Estimated Annual Component Costs. Project only administrative costs.	\$244,658

Job Retention (JR) - Employment Retention Services (ERS)	Answer the question in the space below
Description of the component. Provide a summary of the activities and services. Include a	Employment Retention Services (ERS), also known as Job Retention Services, are support services offered to program participants who successfully participate in

Job Retention (JR) - Employment Retention Services (ERS)	Answer the question in the space below
<p>description of how the State will ensure services are provided for no less 30 days and no more than 90 days.</p>	<p>program components and obtain employment. ERS is available for employed participants for a minimum of 30 days and up to 90 days after securing employment. ERS may include reimbursements for required uniforms/clothing for work, equipment, supplies, tools required to perform job duties, testing, fees, and transportation. Supporting documentation is required before reimbursement of job-related expenses.</p> <p>Participants are eligible to receive job retention services if they received SNAP benefits in the month of or the month before they start job retention, and may receive job retention services after leaving SNAP unless the participant is leaving SNAP due to a failure to comply with the general work requirement or an intentional program violation. The participant must have secured employment after or while receiving other E&T services. There is no limit to the number of times an individual may receive job retention services, as long as the individual has re-engaged with E&T prior to obtaining new employment.</p>
<p>Target Population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.</p>	<p>ABAWDs</p>
<p>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.)</p>	<p>Employed, and anticipated reliability* needed for job retention and programmatic follow-up. (*A reasonable expectation that the individual will retain employment and be responsive to case managers' follow-up attempts.)</p>
<p>Geographic Area. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).</p>	<p>Statewide</p>

Job Retention (JR) - Employment Retention Services (ERS)	Answer the question in the space below
E&T Providers. Identify all entities that will provide the service.	LWDBs
Projected Annual Participation. Project the number of unduplicated individuals.	192
Estimated Annual Component Costs. Project only administrative costs.	\$115,133

XVIII. Educational Programs

Basic Education	Answer the question in the space below
Description of the component. Provide a summary of the activities and services	<p>Basic education services are academic instruction and education services below the postsecondary level that increase the ABAWDs' ability to:</p> <ul style="list-style-type: none"> • Read, write, and speak English; • Perform math or other activities necessary for the attainment of a secondary school diploma or equivalent; • Transition to post-secondary education and training; and • Obtain employment (WIOA Title II sec. 203). <p>Allowable education activities may include, but are not limited to:</p> <ul style="list-style-type: none"> • Adult basic education; • Remedial education; • High school completion or General Educational Development; and • English for speakers of other languages. <p>ABAWDs assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.</p>
Target Population. Identify the population that will be targeted.	ABAWDs

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Basic Education	Answer the question in the space below
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.)	Functional literacy and numeracy skills and basic computer skills.
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.).	Statewide
E&T Providers. Identify all entities that will provide the service.	LWDBs
Projected Annual Participation. Project the number of unduplicated individuals.	8,013
Estimated Annual Component Costs. Project only administrative costs.	\$4,804,845
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.	<p>For any education-related activity, Florida ensures that E&T funds are not used to pay for education services or activities that are already supported/covered by non-federal funds. In the instance of adult education which may be covered by non-federal funds, E&T funds will not be used to pay for a program of study that is ordinarily offered at no cost to the general public. In Florida, secondary and post-secondary education and training programs are not automatically covered by state or federal funds. One hundred percent E&T funds do not supplant nonfederal funds for existing educational services.</p> <p>Due to various partnerships with adult education providers at the local level, LWDB career center staff are aware of which costs are covered by non-federal funds (and therefore offered at no cost to the general public) and which costs the participant may need additional support for through the E&T program. The appropriate</p>

Basic Education	Answer the question in the space below
	coordination occurs to ensure E&T funds supplement non-federal funds (when appropriate) and do not supplant these funds.
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).	To ensure costs charged to SNAP E&T participants do not exceed the costs charged for non-E&T participants, case managers will compare costs on documentation provided by the participant to the education provider’s published costs for the education program.

Vocational Training	Answer the question in the space below
Description of the component. Provide a summary of the activities and services	<p>Vocational training provides an opportunity for ABAWDs to participate in courses or programs of study that are part of a program of career and technical education (as defined in section 3 of the Carl D. Perkins Act of 2006) and other post-secondary education. The Vocational Training component offers participants an opportunity to earn postsecondary credentials valued by employers and industry, including certifications and degrees, industry-recognized credentials, and licensures.</p> <p>ABAWDs assigned to education components, to include on online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.</p> <p>Vocational training activities may be combined with job search or job search training, or other qualifying components.</p>
Target Population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDs
Criteria for Participation. What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels,	High School Diploma or equivalency, functional literacy and numeracy skills as well as career interests that align with the type of vocational training being sought, basic computer skills, post-secondary education program’s alignment with demand occupations in the local area, and no barriers that would impede the participant’s likelihood

Vocational Training	Answer the question in the space below
recent labor market attachment, computer literacy etc.)	of obtaining employment related to the post-secondary education program.
Geographic Area. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, area covered by the American Job Centers, etc.).	Statewide
E&T Providers. Identify all entities that will provide the service.	LWDBs
Projected Annual Participation. Project the number of unduplicated individuals.	393
Estimated Annual Component Costs. Project only administrative costs.	\$235,499
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.	For any vocational training activity, Florida ensures that E&T funds are not used to pay for education services or activities that are already supported/covered by non-federal funds. In the instance of vocational training, it is typically offered at a cost to the general public and is not covered by non-Federal funds. Therefore, there is negligible opportunity for supplanting of non-Federal funds to occur for vocational training. Further, the appropriate coordination occurs between the training providers and the LWDBs to ensure E&T funds supplement both federal and non-federal funds (when these funds are also available to support/cover the participant’s training costs) and do not supplant these funds.
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).	To ensure costs charged to SNAP E&T participants do not exceed the costs charged for non-E&T participants, case managers will compare costs on documentation provided by the participant to the education provider’s published costs for the education program.

I. 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

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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 – one table for activities not subsidized by E&T (e.g. Work-based learning – Internships) and another 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 (WA) - Work Experience (WE)	Answer the question in the space below
<p>Description of the component. Provide a summary of the activities and services.</p>	<p>Work experience connects participants with employers to build job-related skills through practical experience or training at a worksite. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. LWDBs arrange worksites within the private for-profit sector, the non-profit sector, and the public sector where participants can gain work experience designed to increase their employability. Specific worksites vary throughout the state as they are coordinated at the local level by each LWDB and represent various industries and occupations. An ABAWD may identify a worksite that has not yet been developed by the LWDB. However, the ABAWD will not be assigned to work experience at the worksite until an agreement with the site has been executed by the LWDB.</p> <p>Worksites and worksite agreements are developed and executed by the LWDB. Section 445.009, Florida Statutes, provides workers compensation for participants in work experience funded via federal programs, such as SNAP E&T.</p> <p>In lieu of wages, ABAWDs receive compensation in the form of their household’s monthly food assistance allotment. Work experience hours are based on the benefit calculation. The benefit calculation is the food assistance allotment divided by the higher of the federal or state minimum wage.</p> <p>A work experience program will not provide any work that has the effect of replacing the employment of an</p>

Work Activity (WA) - Work Experience (WE)	Answer the question in the space below
	individual not participating in the employment or training experience program, and provide the same benefits and working conditions that are provided at the job site to employees performing comparable work for comparable hours.
Target Population. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.	ABAWDs
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.)	Functional literacy and numeracy skills, basic computer skills, interpersonal skills, time management skills, and ability to follow instructions/directions. The participant's previous training, work experience (including lack thereof), and skills will be considered when determining the ABAWDs appropriateness for this program component.
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.).	Statewide
E&T Providers. Identify all entities that will provide the service.	LWDBs
Projected Annual Participation. Project the number of unduplicated individuals.	614
Estimated Annual Component Costs. Project only administrative costs.	\$30,691

Estimated Participant Levels

Complete the tables below projecting participation in E&T for the upcoming Federal FY. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal FY.

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SNAP E&T Projected Participation

<p>A) Anticipated number of work registrants in the State during the Federal FY. This is an unduplicated count. Take into consideration the expected number of work registrants in the State on October 1st as well as the number of new work registrants expected throughout the Federal Fiscal Year.</p>	<p>1,082,241</p>
<p>B) List State exemptions from E&T and the number of work registrants expected to be exempted under each category. A State operating a voluntary program would show that all work registrants are exempt. Alternatively, a State may exempt only certain populations from SNAP E&T participation, such as individuals experiencing homelessness.</p>	<p>I. ABAWDs in LSA areas– 0</p> <p>II. Non ABAWD SNAP mandatory – 752,411</p> <p><i>State option exemption categories and the number of work registrants expected to be included in each during the Federal FY:</i></p> <ol style="list-style-type: none"> 1. Mandatory registrant, NOT head of household 22,276 2. Mandatory head of household (includes TCA teen parent) 709,004 3. Illness (medical limitation) 488 4. Remote 0 5. Confirmed pregnancy 63,195 6. Transportation unavailable for over 2 hours 99 7. Extreme comm. or lang. limitation 147 8. Circumstances beyond control 1,342 9. Lack of childcare for ages 6 to 12 years old 87 10. One-month certification 29 11. ABAWD with indicator ‘N’ mandatory FSET/ABAWD only 27,217 12. ABAWD with indicator ‘N’ mandatory refugee referral 593
<p>C) Total estimated number of work registrants exempt from mandatory E&T (sum of State exemptions in B above).</p>	<p>752,411</p>
<p>D) Percent of all work registrants exempt from E&T (line C /line A * 100).</p>	<p>69.5%</p>

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E) Anticipated number of ABAWDs in the State during the FY.	329,830
F) Anticipated number of ABAWDs in waived areas of the State.	0
G) Anticipated number of ABAWDs to be exempted under the State’s ABAWD discretionary exemption allowance.	0
H) Number of potential at-risk ABAWDs expected in the State during the FY (line E – (lines F +G)).	329,830

Mandatory, Voluntary, and ABAWD Projected Participation

A) How many total mandatory participants do you expect to serve in E&T during the FY?	21,876
B) How many total voluntary participants do you expect to serve in E&T during the FY?	24
C) How many ABAWDs do you expect to serve in E&T during the FY?	21,876

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](#).

Contract or Partner Name: Department of Economic Opportunity (DEO)
Service Overview: DEO administers the SNAP E&T components outlined in this state plan, Section E. These services and activities include job search training, education and vocational training, work experience, and/or a combination of components.
Intermediary: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:
Credentials Offered:
Participant Reimbursements Offered:

Contract or Partner Name: Department of Economic Opportunity (DEO)
Location: Tallahassee, FL
Target Population: Florida
<p>Monitoring and communication with contractor: DEO is responsible for the direct administration of SNAP E&T program services to ABAWDs, and providing policy, guidance, and training to the LWDBs in their administration of the program.</p> <p>DEO holds a grantee/sub-grantee agreement with each of the 24 LWDBs which outlines the LWDBs requirements to operate the SNAP E&T program in accordance with the federal and state laws and policy. As it relates to monitoring for adherence with 7 Code of Federal Regulations (CFR) 275.8, national target areas and/or at-risk areas as identified each Federal Fiscal Year (FFY) by Food and Nutrition Services (FNS) as well as compliance with the SNAP E&T Plan, Interagency Agreement and any other federal or state requirement as needed, DCF will work with DEO to ensure compliance. DCF and DEO will conduct joint financial and programmatic oversight reviews of LWDBs to ensure compliance with applicable administrative requirements, specifically identification of system strengths, weaknesses, and required corrective actions. The review will include random audits of the SNAP E&T data entered in the management information system to ensure the integrity of the information.</p> <p>DCF and DEO will conduct annual quality assurance reviews of the SNAP E&T program to ensure compliance with the laws set forth by federal regulations and state statute, as well as state guidance.</p>
Type of Agreement: Interagency Agreement
Total Cost of Agreement: \$10,329,498
Eligible for 75 percent reimbursement for E&T Services for ITOs: No
New Partner: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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.

Direct Costs:

<p>Salary/Wages: List staff positions in FTE and time spent on the project. <i>Example: E&T Program Manager - \$60,000</i> <i>x .50 FTE = \$30,000</i> <i>5 E&T Counselors - \$25,000 x 1.00 FTEs x 5</i> <i>= \$125,000</i></p>	N/A
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Florida Department of Children and Families

Federal Fiscal Year 2022

September 1, 2021

<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>Benefit Rate Used: 48.1823%</p>
<p>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.</p>	<p>DEO currently contracts with 24 LWDBs. Below is an itemized list of SNAP E&T administrative expenses: DEO E&T Service contracts with LWDBs \$9,655,700</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>N/A</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>N/A</p>
<p>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.</p>	<p>N/A</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>N/A</p>
<p>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.)</p>	<p>N/A</p>

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.

See attached Negotiated Indirect Cost Rate Agreement dated October 5, 2020.

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.

\$673,798

Optional State Request for Additional 100 Percent 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:

- o 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.

- 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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