

**STATE OF FLORIDA**

**FOOD STAMP**

**EMPLOYMENT AND TRAINING PROGRAM**

**STATE PLAN**

**FEDERAL FISCAL YEAR 2009**

**Submitted By:**

**The Agency for Workforce Innovation**

## PART I

### SUMMARY OF FLORIDA'S FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

#### A. Abstract of Florida's Food Stamp Employment and Training Program.

Florida's Food Stamp Employment and Training (FSET) program is designed to provide food stamp recipients who are Able-Bodied Adults Without Dependents (ABAWDs) with the opportunity to participate in a program component so the food stamp recipients may meet participation requirements.

Chapters 414 and 445, Florida Statutes, provide the authority for the Department of Children and Families (DCF) to refer FSET program participants to the Agency for Workforce Innovation (AWI) to receive FSET program services. To comply with 7 CFR 273.7 (c) (5), all FSET program activities are administered by the AWI through the statewide workforce development system.

Work registration and referral to the AWI for participation in the FSET Program is determined by the DCF. The identification and referral of work registrants from the DCF to the AWI is achieved through a daily, automated interface between the DCF Florida On-Line Recipient Integrated Data Access (FLORIDA) system and the AWI management information system.

#### 1. PROGRAM CHANGES:

Florida has modified how the State notifies mandatory participants that they are required to cooperate with the FSET program allowing Florida to reach out to every vulnerable ABAWD with the exception of those living in a waived area or an area where the 15% exemptions are applied.

- a. Because Florida has automated clerical elements of the FSET program, Florida is able to offer work opportunities to all vulnerable ABAWDs in the State of Florida with the exception of individuals who are living in an area that is waived or where 15 percent exemptions are applied.
  - i. In an effort to assist FSET staff with implementing the FSET program, certain clerical processes were automated by the AWI.
  - ii. The automated processes were developed to assist staff with eliminating certain clerical tasks associated with notifying participants of mandatory participation.
  - iii. The automation process also eliminates certain clerical tasks associated with the conciliation process if the program participant does not respond to the initial outreach letter.
  - iv. Additionally, the automated process will request a sanction if the program participant does not respond to the conciliation letter.

- v. This allows FSET staff the opportunity to spend more time assisting program participants directly.

**Details related to the automated process:**

- ✓ Each night, the One-Stop Service Tracking (OSST) system receives a file containing information about individuals receiving benefits through an “interface” with the FLORIDA system. If the information indicates that an individual is receiving food stamps and is required to participate in the FSET program (based on eligibility requirements),
  - i. A new FSET case will be created, or
  - ii. A case that already exists in the system will be reopened,
- ✓ The case status will be modified to reflect mandatory engagement, and the case is moved to the correct FSET program unit.
- ✓ The workforce data entry system, the OSST system, will automatically confirm the “to-do” that notifies the workforce system the participant must be engaged via the automated process. The system will then initiate contact with the program participant by generating an initial notification letter, the *Notification of Mandatory Participation*,
  - By acting on the “to-do” quickly, delays in the initial engagement process have been reduced, if not eliminated.
- ✓ The AWI mails the letter to the FSET participant. The *Notification of Mandatory Participation* includes instructions for the program participant. The participant is required to contact the FSET program provider according to the instructions and begin participating in the program. The participant is offered ten days from the date the letter is mailed to respond according to the instructions.
  - If the participant responds to the letter as requested in the instructions or the participant demonstrates good cause for not being able to participate in the program, FSET staff removes the case from the automated process.
  - If the participant does not respond to the *Notification of Mandatory Participation* within ten days of the mail date, the system begins the conciliation process.
- ✓ If the participant does not respond to the *Notification of Mandatory Participation* or provide good cause for not being able to cooperate in program activities, the automated process initiates a period for conciliation. The system (via the

automated process) generates a failure in the OSST system. A conciliation letter is mailed to the program participant.

- If the FSET participant responds to the conciliation letter and begins to comply with program requirements or provides good cause for not being able to comply with program requirements, FSET staff end the conciliation. The case is not sanctioned at this point. The participant is engaged by the FSET staff directly.
  - If the participant does not respond to the *Notice of Failure* within the conciliation period, the automation process will enter a sanction request on the OSST system.
- ✓ It is important to note that FSET staff can stop the automated process if the participant responds and complies according to the instructions sent in the letter. The FSET staff should enter data on the case only if the participant attends the required activity or contacts program staff as indicated in the notice mailed to the customer.

b. The components offered in the FSET Program for Fiscal Year 2009 will continue to be Work Experience (WE), Self-Initiated Work Experience (SIWE), and Education and Training.

c. Florida is changing its Food Stamp Reimbursement (FSR) process. Please see pages 27-30 for more information on the new process.

## **2. ABAWD POPULATION:**

Nonexempt household members, defined in CFR 273.7(a) and (b), are required to register for work and participate in the FSET program. Priority attention is given to securing employment and work experience for vulnerable ABAWDs. It is estimated that in FFY 2009, between October 1, 2008 and September 30, 2009, the State of Florida will work with approximately 34,717 ABAWD cases each month.

From October 1, 2008 to December 31, 2008, the State of Florida will offer work opportunities to vulnerable ABAWDs in 15 counties. On January 1, 2009, the State of Florida plans to expand service delivery to all counties with the exception of those counties waived under Waiver # 970134 as Labor Surplus areas. Florida will offer work opportunities to ABAWDs in 59 counties. Figures supplied in this plan were compiled using the service delivery options described.

**From October 1, 2008 to December 31, 2008, the following 15 counties will offer FSET Programs:**

**Table A**

Alachua	Hillsborough	Pinellas
Brevard	Lake	Polk
Broward	Orange	Putnam
Dade (Miami-Dade)	Osceola	Seminole
Duval	Palm Beach	Volusia

Eight counties were waived under Waiver # 970134 as Labor Surplus Areas (LSAs). These counties are DeSoto, Flagler, Glades, Hendry, Indian River, Madison, Okeechobee and Saint Lucie.

Florida will utilize its 15 percent exemption allowance to exempt ABAWDs residing in 44 non-waived counties from October 1, 2008 to December 31, 2008. FSET services will not be provided in the following counties during this period of time:

**Table B**

Baker	Franklin	Lafayette	Pasco
Bay	Gadsden	Lee	Saint Johns
Bradford	Gilchrist	Leon	Santa Rosa
Calhoun	Gulf	Levy	Sarasota
Charlotte	Hamilton	Liberty	Sumter
Citrus	Hardee	Manatee	Suwannee
Clay	Hernando	Marion	Taylor
Collier	Highlands	Martin	Union
Columbia	Holmes	Monroe	Wakulla
Dixie	Jackson	Nassau	Walton
Escambia	Jefferson	Okaloosa	Washington

**From January 1, 2009 to September 30, 2009, the following 59 counties will offer FSET Programs:**

**Table C**

Alachua	Escambia	Lee	Polk
Baker	Franklin	Leon	Putnam
Bay	Hillsborough	Levy	Saint Johns
Bradford	Gadsden	Liberty	Santa Rosa
Brevard	Gilchrist	Manatee	Sarasota
Broward	Gulf	Marion	Seminole
Calhoun	Hamilton	Martin	Sumter
Charlotte	Hardee	Monroe	Suwannee
Citrus	Hernando	Nassau	Taylor
Clay	Highlands	Okaloosa	Union
Collier	Holmes	Orange	Volusia
Columbia	Jackson	Osceola	Wakulla

Dade	Jefferson	Palm Beach	Walton
Dixie	Lafayette	Pasco	Washington
Duval	Lake	Pinellas	

Eight counties were waived under Waiver # 970134 as Labor Surplus Areas (LSAs). These counties are DeSoto, Flagler, Glades, Hendry, Indian River, Madison, Okeechobee and Saint Lucie.

The AWI will ensure that all non-waived vulnerable ABAWDs and those vulnerable ABAWDs not afforded a 15 percent exemption will be offered the opportunity to fulfill the work requirements as identified in 7 CFR 273.24.

### **3. ADDITIONAL ALLOCATION FOR “PLEDGE STATES” FOR FFY 2009:**

#### **a. The State’s Pledge**

Florida is applying for “pledge state” status. From January 1, 2009 through September 30, 2009, Florida will become a pledge state offering vulnerable ABAWDs in 59 counties (Table C) the opportunity to fulfill the work requirements as identified in 7 CFR 273.24. From October 1, 2008 through December 31, 2008, Florida will not pledge but will be offering vulnerable ABAWDs in 15 counties (Table A) the opportunity to fulfill the work requirements as identified in 7 CFR 273.24.

#### **b. Estimated Cost of Fulfilling the Pledge**

The State of Florida is estimating that 175,757 vulnerable ABAWDs will be engaged in FSET components during the 2008-2009 FFY. The State of Florida anticipates offering such FSET components to each vulnerable ABAWD through efficient outreach processes. The State of Florida is anticipating serving 34,717 vulnerable ABAWDs each month, bringing the monthly sum to 416,605 with a unique anticipated number of 173,328 vulnerable ABAWDs. Costs associated with offering services are broken down below into two categories that appear to be a priority to the USDA based on the federal regulations:

1. Offering opportunities to time limited ABAWDs so that the food stamp recipients may comply and continue receiving time limited food stamps.
  - a. Includes reaching out to each time-limited ABAWD who is required to participate in the FSET program by the DCF. Florida is anticipating a record number of individuals will apply for and receive time-limited benefits due to the declining economy. Officials have declared that Florida is in a “recession,” and the unemployment rate has been steadily rising in many parts of the State. Florida estimates reaching

out to over 34,000 (average) ABAWDs per month. Reaching out to a large number of program participants takes a lot of resources.

- i. This includes printing and mailing initial outreach (*Notice of Mandatory Participation*) letters via the automated process.
  - ii. Providing orientation sessions to responding ABAWDs so they can learn about the FSET program and their opportunities. Some areas are already offering computer based orientation sessions, but the sessions require access to a computer. Many ABAWDs access the orientation sessions through their local One-Stop Career Center (workforce center).
  - iii. Providing computers so that ABAWDs can complete assessments, job searches and other computer based and internet based activities.
  - iv. This also includes printing and mailing letters to program participants who do not respond to the initial outreach letter.
  - v. Additionally, staff is responding to a record number of calls related to participants with limitations to employment/participation. Program staff must assess the participant's ability to participate, collect documentation and engage the participant based on his/her ability to comply.
2. Engaging time limited ABAWDs in quality activities to ensure the food stamp recipients move towards self-sufficiency.
- a. As increasing numbers of individuals receive food stamps and are referred to the FSET program, workforce will be required to reach out to more employers to secure both work experience sites and employment opportunities. This will increase the amount of workforce resources utilized to engage FSET participants in quality activities.
  - b. A growing number of FSET participants will require training to secure employment. This will require workforce to reach out to educational institutions and community programs in an effort to learn about and explore available and new opportunities for ABAWDs who need training to secure employment. Based on assessment data, workforce staff will offer information about training opportunities and provide FSET participants with referrals to educational institutions.
  - c. Workforce staff will be required to follow-up with program participants to ensure that they are meeting the required

number of hours in program components. Engaging program participants requires access to adequate resources.

Florida will need additional funds to fulfill Florida's pledge to offer quality work opportunities to vulnerable ABAWDs. Florida will require a minimum of \$10,000,000 in addition to its original allocation and the first additional allocation request. A majority of these funds will be distributed to the Regional Workforce Boards (RWBs) to secure required resources and offer quality work opportunities to program participants.

The Regional Workforce Boards will not be required to separate the funding sources (E&T 100 percent and pledge) for operations at that level. The expenditures and obligations for the E&T 100% and pledge funds will be accounted for separately on the SF-269. The funds will be used in the following order:

1. Regular and reallocated 100 percent funds will be used during the October-December quarter.
2. Pledge funds will be used January through September, until all funds are exhausted.
3. After all pledge funds are exhausted, regular and reallocated 100 percent funds will be used for the balance of FFY2009.

**c. A Description of Management Controls in Place to Meet Pledge Requirements**

To fulfill the State of Florida's pledge, Florida has automated clerical processes associated with the FSET program. This allows the State of Florida to reach out to all vulnerable ABAWDs referred to the Agency for Workforce Innovation. Because the system automatically completes the clerical work program staff previously completed, workforce staff has the opportunity to spend more time offering direct customer service.

- ✓ When the initial record is received by the OSST system from the FLORIDA system that a vulnerable ABAWD must participate in work activities, the automated process will send out a *Notice of Mandatory Participation* to the customer.
- ✓ If the participant does not respond to the notice and does not report a good cause reason for not being able to participate in the program according to the instructions provided on the notice, the automated process "automatically" initiates and begins a conciliation period. The system enters a failure in the OSST system and mails a *Notice of Failure* to the program participant.

- ✓ If the program participant does not respond to the conciliation notice as required (complies or reports good cause), a sanction request is automatically entered in the OSST system.

The State of Florida will continue to automate clerical functions of the data entry system, including but not limited to:

- ✓ Closing cases;
- ✓ Transferring cases between service delivery areas;
- ✓ Managing to-dos; and
- ✓ Entering activity and good cause data based on information provided by program participants.

The Agency for Workforce Innovation also reviews the served versus number of ABAWD data on a regular basis. Additionally, the Agency reviews a percentage of files each year against a monitoring tool designed to ensure compliance with federal regulations.

#### **d. A Discussion of Florida's Capacity and Ability to Serve At-Risk ABAWDs**

Florida will continue to utilize its automated processes to reach out to all vulnerable ABAWDs in the service areas described under Section A (Tables A and C). Vulnerable ABAWDs in the respective service areas will be offered opportunities to participate in FSET program components.

Pledge state dollars will assist the State of Florida with offering quality components through the workforce delivery system. This includes, but is not limited to:

- ✓ Offering access to basic tools (phones, computers, facsimile machines, etc.) so that FSET program participants can attend school on-line, complete applications for employment on-line, contact potential employers or educational institutions, etc.
- ✓ Securing quality volunteer worksite opportunities in the community by recruiting businesses and community organizations;
- ✓ Referring FSET program participants to volunteer opportunities;
- ✓ Researching educational programs available in the community and referring FSET program participants to educational programs based on their goals and skills; and
- ✓ Referring FSET program participants to open jobs based on both the employer's needs and the participant's skills.

Even with automation, engagement is limited to the amount of resources that can be accessed by the workforce system. With the increasing case load and the expansion of services to 59 counties, the expected caseload will increase Statewide, but the amount of funds that will be offered to

serve the expected caseload will not be sufficient to offer detailed case management. Florida's goal is to utilize the combination of pledge state dollars and automation to improve both customer service and participant engagement. For example, the OSST system will be automated to offer recipients an on-line orientation program that they can access on any computer that has the internet. Additionally, participants will complete an assessment through a secure internet program (OSST), which will provide program staff consistent information to engage program participants accordingly.

Program staff will be able to assist program participants completing the orientation session and the assessments on-line. Activities will be recommended based on the information secured through the Internet based assessment. If the participant indicates limitations, current employment or current educational enrollment, the participant will be encouraged to secure documentation and participate according to his/her ability to comply and federal guidelines.

Program staff will be able to spend more time helping participants who go to the Career Centers to access the orientation and assessment materials on an individual and "personal" basis. Program staff will have time to recruit businesses to offer volunteer hours to program participants. Program staff will be able to review assessment information and refer participants to employers and educational programs.

**e. Information about the size and special needs of its ABAWD population**

In July 2008, the ABAWD population in the 15 serving counties was approximately 24,602 recipients. The workforce delivery system offered over 33,000 food stamp recipients program services and/or work opportunities during the same month. In comparison, the ABAWD population for the State of Florida (minus the LSAs) was approximately 42,877. When Florida begins offering services in 59 counties Statewide, the ABAWD population is expected to be around 52,000 food stamp recipients. This means Florida will be offering more than 50,000 mandatory food stamp recipients program services and work opportunities.

Since the implementation of the first phase of the automation project on February 1, 2008, a record number of vulnerable ABAWDs have been contacted and offered services and engagement. With the increasing caseload and expansion of the service delivery areas, Florida will need the support of the USDA to offer quality work components.

**f. Information About the Education, Training, and Workfare Components Florida is Offering**

Currently, Florida offers program participants the opportunity to participate in Work Experience, Self-Initiated Work Experience, or Education and Training. Each component is described below in Section 4.

The Regional Workforce Boards (RWBs) offer quality employment services, including referrals to employers who are hiring. Although job search may not be considered an independent work component unless it is offered within the first 30 days of engagement or in combination with another component, participants who are interested or ready to work may be matched to job openings based on the participant's skills and the employer's needs.

A critical component of the automated process will be the development and implementation of an assessment tool. In an effort to move FSET participants towards self-sufficiency while meeting work activity requirements, FSET participants will be assessed to determine what skills they need and their goals towards self-sufficiency. The assessment process will help FSET participants:

- ✓ Identify skills;
- ✓ Identify strengths and achievements (high school diploma, etc.);
- ✓ Identify employment and training interests;
- ✓ Etc.

Utilizing this information, activities will be recommended to assist the FSET participant with achieving his/her employment goals. The goal of automation is to ensure program participants are assessed in a consistent manner and offered recommendations for engagement in qualified components based on their skills and employment goals.

Each county has access to different resources, including activities that qualify as FSET components. For example, some areas have access to secondary education or Adult Basic Education (ABE) during the day and night. Therefore, adults who are working or are engaged in volunteer activities are able to access education services to build skills. Other counties do not have access to flexible secondary or ABE programs. Access to activities, educational programs, employers, etc. varies from county to county. The RWBs will need resources to develop access to qualified components. For example, some One-Stop Career Centers have on-site ABE sessions or access to Internet based learning. By offering access to the individual, the individual is more likely to achieve employment preparation goals, assisting the FSET participant with moving toward self-sufficiency.

Pledge state dollars will be utilized to enhance the automated assessment process, the recommendation/referral process and access to different services.

#### 4. PROGRAM COMPONENTS:

The RWBs are responsible for delivery of the components of the state's FSET Program. Following is a list of the program components included in Florida's FSET Program:

- a. Work Experience Component
- b. Self-Initiated Work Experience Component
- c. Training and Education Component

Each RWB will determine at the local level and will document in their local plan, the components that will be available in their area. The AWI will ensure that each region offers qualifying components to meet the needs of time-limited ABAWDs.

Orientation is a required activity for new or reopened referrals if the participant has not attended Orientation within the last 12 months. Orientation is required if there have been significant program changes since the participant last attended, regardless of the time frame. Assessment is required prior to placement into a component. Orientation and assessment are not stand-alone components; however, they are qualifying ABAWD activities and are considered part of the component to which the participant is initially assigned.

Currently, the orientation to the FSET program is locally developed. Although the AWI mails the participant a *Notice of Mandatory Participation*, each RWB develops its own method of orienting the program participant to the FSET program. The State of Florida has a standard initial assessment tool utilized by the RWBs to assess program participants. When the on-line orientation and assessment program is implemented, each program participant will have the ability to learn about the FSET program. Because the orientation and assessment will be placed in a secure internet based data entry system, program participants will be able to access the orientation and assessment program on any computer with internet access. Program participants will be provided with clear and consistent information. Additionally, the information entered on the assessment will be captured in the OSST system. Recommendations for engagement in a relevant work component based on the participant's assessment information will be consistently provided to the customer.

The FSET program will focus on assisting ABAWDs in meeting their work participation requirements in order to ensure continued program access for compliant individuals. Per 7 CFR 273.24, ABAWDs will meet the work requirements by:

- ✓ Working 20 hours per week;\*

- ✓ Participating in and complying with the requirements of a work program 20 hours a week;
- ✓ Performing any combination of work and participation in a work program for a total of 20 hours per week; or
- ✓ Participating in and complying with a workfare program (i.e., Florida's Work Experience or Self-Initiated Work Experience components).

\*For purposes of this provision, 20 hours a week averaged monthly means 80 hours a month.

Employment is not an FSET component. When an employed participant is referred to the FSET Program or if he or she gains employment while in the program, the job is recorded in the FSET management information system. If the individual is employed only part-time, an assessment is completed to identify the cause for part-time employment. Employed participants are assigned to activities, as appropriate, for a specified number of hours. If an employed participant is assigned to Work Experience or Self-Initiated Work Experience, those hours assigned for Work Experience or Self-Initiated Work Experience shall not exceed the result of the benefit calculation. The total hours in employment and these components shall not exceed 120 hours per month. The calculation used to determine the required hours of participation is the household allotment of food stamps, divided by the state minimum wage, divided by the number of FSET participants in the household. If an employed participant is assigned to education/training, the total hours assigned in this component plus those in employment must be a minimum of 80 hours per month and shall not exceed 120 hours per month.

The FSET staff will obtain and maintain verification of component participation, as well as employment verification, to ensure that the participant is engaged in an appropriate number of hours in FSET components. This ongoing verification is not used to identify time-limited months.

## **5. SEQUENCING OF COMPONENTS:**

Florida emphasizes a "work first" approach to the FSET Program. Upon entry into the program, the participant's strengths, skills and employment goals are assessed. Currently, the RWBs have the flexibility to decide the sequence or flow of the individual's activities. Once the automated assessment project is completed, the system will offer recommendations to both the FSET participant and program staff based on the assessment data. To assist program staff, the Automated Assessment program will recommend the most appropriate activity or activities for the FSET program participant. This may include Work Experience (WE) and Self-Initiated Work Experience (SIWE), as well as Education and Training. The work activity will be assigned to assist the participant with the development of skills to secure employment.

## **6. OTHER EMPLOYMENT PROGRAMS:**

Temporary Cash Assistance (TCA) is Florida's Temporary Assistance to Needy Families (TANF) Program, which provides cash assistance to eligible families. The RWBs provide services for both programs through the workforce system. Both programs are part of the same administrative structure and share resources, including the management information system (OSST).

## **7. WORKFORCE DEVELOPMENT SYSTEM:**

All FSET Program activities are administered by the AWI through the workforce system.

## **8. OUTCOME DATA:**

Florida collects programmatic outcome data as required by the FNS 583 report, in addition to data included in performance measures for which outcomes are reported.

## **B. PROGRAM COMPONENTS**

### **Component Summary**

#### **a. Name of Component: Work Experience**

##### **(1) Description of Component:**

This is a work component in which ABAWDs perform work in a public service capacity as a condition of eligibility. In lieu of wages, work experience participants receive compensation in the form of their household's monthly food stamp allotment. The primary goal of work experience is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. Work Experience assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. The Work Experience Component consists of the three following activities:

- ✓ Upfront Job Search/Work Experience (WE)-Self Initiated Work Experience (SIWE)
- ✓ Work Experience
- ✓ Work Experience combined with Job Search (JS)/Job Search Training (JST)

Work Experience sites are developed by the RWBs. Work site agreements and job descriptions are developed with community-based organizations. The calculation used to determine the required hours of Work Experience participation is the household allotment of food stamps, divided by the state minimum wage, divided by the number of FSET participants in the household.

The activity titled “*Work Experience*” will be used in the management information system to identify individuals assigned to this activity.

During the first 30 days after referral from the DCF, FSET participants may be assigned to job search after orientation and assessment as long as the participant is being referred to WE/SIWE by the end of the 30-day period. The activity titled “*Upfront Job Search/WE-SIWE*” will be used in the management information system to identify participants assigned to this activity. The participant will be assigned to WE or SIWE, and the management information system will be updated to reflect the new assignment when this activity ends. **NOTE:** The hours assigned to Upfront Job Search/WE-SIWE should not exceed the benefit calculation.

After the first 30 days, Job Search and Job Search Training can be included in this activity, but must comprise less than half of the required Work Experience hours for the month. *Work Experience combined with JS/JST* will be used in the management information system to identify individuals assigned to this activity.

- (2) **Type of Component:** A work component.
- (3) **Geographic areas covered:** Each RWB will establish if the activity will be offered as a component in their local plan.
- (4) **Anticipated number of ABAWDs who will begin the activity:** Yearly Total by Month is 39,056, the monthly estimation is 3,255.
- (5) **Anticipated number of non-ABAWDs who will enter the activity:** N/A.
- (6) **Anticipated number of volunteer participants who will enter the activity:** 0.
- (7) **Level of participant effort:** Each participant’s required hours of participation will be determined by the calculation in (1) above.
- (8) **Organizational responsibilities:** The DCF refers all mandatory ABAWDs to the FSET Program. RWB service providers direct participants to the appropriate components. The FSET Program staff will track the hours of attendance, maintain documentation and report on participant activities.
- (9) **Estimated participant cost of reimbursement for transportation and other expenses except dependent care:** \$2,108,885 (Table 4).
- (10) **Estimated participant cost of reimbursement for dependent care:** \$0.
- (11) **Annual cost of the activity not including reimbursements:** \$7,128,511

(12) **Cost of the activity per placement not including reimbursements:**  
\$183.

(13) **Total cost of activity:** \$9,237,396 (Table 4).

**b. Name of Component: Self-Initiated Work Experience.**

**(1) Description of Component:**

This is a work activity, comparable to regular Work Experience, designed to assist ABAWDs in fulfilling their work requirement. In self-initiated programs, ABAWDs find their own work experience job assignments. The FSET Program staff has the option to allow participants to find their own community work experience position; however, this option is used only if an appropriate work site assignment cannot be located for the participant from existing work sites. The required number of hours in this activity mirrors the calculation for Work Experience. The Self-Initiated Work Experience Component consists of the three following activities:

- Upfront Job Search/WE-SIWE
- Self-Initiated Work Experience
- Self-Initiated Work Experience combined with JS/JST

The RWB service providers are responsible for developing work site agreements and job descriptions with the community-based organizations once the participant obtains a work site. The calculation used to determine the required hours of Self-Initiated Work Experience participation is the household allotment of food stamps, divided by the state minimum wage, divided by the number of FSET participants in the household. *Self-Initiated Work Experience* will be used in the management information system to identify individuals assigned to this activity.

During the first 30 days after referral from the DCF, participants may be assigned to job search after orientation and assessment as long as the participant is being referred to WE/SIWE at the end of the 30-day period. *Upfront Job Search/WE-SIWE* will be used in the management information system to identify participants assigned to this activity. The participant will be assigned to WE or SIWE, and the management information system will be updated to reflect the new assignment when this activity ends. **NOTE:** The hours assigned to Upfront Job Search/WE-SIWE should not exceed the benefit calculation.

After the first 30 days, Job Search and Job Search Training can be included in this activity, but must comprise less than half of the required Self-Initiated Work Experience hours for the month. *Self-Initiated Work Experience*

*combined with JS/JST* will be used in the management information system to identify individuals assigned to this activity.

- (2) **Type of Component:** A work component.
- (3) **Geographic Areas Covered:** Each RWB will establish if the activity will be offered as a component in their local plan
- (4) **Anticipated number of mandatory participants who will begin the component:** Yearly Total by Month is 26,038. The estimation for each month is 2,170.
- (5) **Anticipated number of Non-ABAWDs who will begin the activity:** N/A.
- (6) **Anticipated number of volunteer participants who will enter the component:** 0.
- (7) **Level of participant effort:** Each participant's required hours of participation will be determined by the calculation in (1) above.
- (8) **Organizational responsibilities:** The DCF refers all mandatory ABAWDs to the FSET Program. The workforce system directs participants to the appropriate components. FSET program staff will track the hours of attendance, maintain documentation and report on participant activities.
- (9) **Estimated participant cost of reimbursement for transportation and other expenses except dependent care:** \$1,405,960 (Table 4).
- (10) **Estimated participant cost of reimbursement for dependent care:** \$0.
- (11) **Annual cost of the activity not including reimbursements:** \$4,752,461
- (12) **Cost of the activity per placement not including reimbursements:** \$183.
- (13) **Total cost of activity:** \$6,158,421 (Table 4).

**c. Name of Component: Education and Training.**

**(1) Description of Component:**

This component provides education or training to improve basic skills or otherwise improve the FSET participant's employability. The individual must participate a total of 80 hours a month in order to meet ABAWD requirements. Educational expenses will not be paid for training that is normally available to the public at no cost, will not be in excess of what the general public pays, and will

be necessary and reasonable. Access to various types of education and training programs vary by county, as well as RWB resources.

Florida has opted to combine all education and training activities into this component. Allowable education and training programs may include, but are not limited to the following:

- Adult Basic Education (ABE),
- Remedial education,
- High school completion or General Education Development (GED),
- Post secondary education,
- Vocational training,
- English for Speakers of Other Languages (ESOL),
- Education/training combined with JS/JST,
- Workforce Investment Act (WIA) Program, and
- Trade Adjustment Assistance (TAA) Program.

**NOTE:** If training is not currently available, the participant may be placed at a Work Experience site for the required number of hours based on the calculation referenced earlier until training becomes available.

(2) **Type of Component:** A non-work component

(3) **Geographic Areas Covered:** Each RWB will establish if the activity will be offered as a component in their local plan

(4) **Anticipated number of mandatory participants who will begin the activity:** The Yearly Total by Month is 6,409. The estimated total for each month is 534.

(5) **Anticipated number of Non-ABAWDs who will begin the activity:** N/A

(6) **Anticipated number of volunteer participants who will enter the activity:** 0.

(7) **Level of participant effort:** The individual must participate for a minimum of 80 hours per month and a maximum of 120 hours per month based on the assessment results.

(8) **Organizational responsibilities:** The DCF refers all mandatory ABAWDs to the FSET Program. The workforce system direct participants to the appropriate components. The FSET program staff will refer participants to appropriate schools or colleges and will follow up to determine if the participant is enrolled. The school or college will assist the participant to obtain financial aid, arrange classroom training, and determine classroom training and curriculum. The FSET program staff will track the hours of attendance, maintain documentation and report on participant activities.

- (9) **Estimated participant cost of reimbursement for transportation and other expenses except dependent care:** \$346,063 (Table 4).
- (10) **Estimated participant cost of reimbursement for dependent care:** \$0.
- (11) **Annual cost of the activity not including reimbursements:** \$1,169,772
- (12) **Cost of the activity per placement not including reimbursements:**  
\$183
- (13) **Total cost of activity:** \$1,515,835 (Table 4).

## PART II

### PROGRAM PARTICIPATION AND EXEMPTIONS

#### A. Work Participant Population

##### 1. Number of Work Participants:

- a. The number of participants expected to be in Florida as of October 1, 2008 is 203,814.
- b. The anticipated number of new participants to be added between November 1, 2008 and September 30, 2009 is 340,379.
- c. The total number of participants anticipated in Florida between October 1, 2008 and September 30, 2009 is 544,193.

To estimate the number of participants expected to be in Florida between October 1, 2008 and September 30, 2009, the actual number of participants on the FLORIDA System between July 1, 2007 and June 30, 2008 was used.

##### 2. Unduplicated Work Participant Count:

The estimated number of participants is based on an unduplicated count of individuals. See Part V paragraph B.

##### 3. Characteristics of Work Participants

Historical component participation data is extracted from the AWI management information system to identify future activities and components.

#### B. Exemption Policy

The DCF staff will determine all exemptions. The participant or the RWB service providers may provide documentation as appropriate. The DCF will assist in obtaining documentation for the participant if necessary.

Determination of good cause for failure to participate will be solely the responsibility of the DCF, but may be partially or wholly based on information provided from the FSET program staff or other sources.

##### a. Categorical Exemptions:

None

##### b. Individual/Personal Exemptions Applying to Work Registrants

Individual exemptions include, but are not limited to:

- ✓ Receives or has applied for unemployment compensation;

- ✓ A parent or other household member who is responsible for the care of a dependent child under 6;
- ✓ A person younger than 16 years of age; or a person 60 years of age or older (50 years for ABAWDs);
- ✓ A person subject to and complying with Temporary Cash Assistance work requirements;
- ✓ Physically or mentally unable to work;
- ✓ Responsible for an incapacitated individual;
- ✓ Student enrolled at least half time in any recognized school, training program, or institution of higher education;
- ✓ Drug and/or alcohol treatment program participant;
- ✓ Complying with Refugee Assistance Program work requirements;
- ✓ Working a minimum of 30 hours per week or receiving earnings equal to or greater than the federal minimum wage times 30 hours.

**c. ABAWD Exceptions to Time Limits:**

- ✓ A person under age 18 or a person 50 years of age or older;
- ✓ Determined to be medically certified as physically or mentally unfit for employment. An individual is medically certified as physically or mentally unfit for employment if he or she:
  - Is receiving temporary or permanent disability benefits issued by governmental or private sources;
  - Is obviously mentally or physically unfit for employment as determined by the DCF. Individuals are obviously unable to participate due to a physical or mental incapacity only if the physical or mental impairment(s) are of such severity that the individual is not only unable to do his/her previous work but cannot, considering education and work experience, engage in any other kind of substantial gainful work which exists in the national/state/local economy.
  - If the unfitness is not obvious, it must be verified with a written or verbal statement from a physician, physician's assistant, nurse, nurse practitioner, designated representative of the physician's office, a licensed or certified psychologist, a social worker, or other medical personnel indicating the individual is physically or mentally unfit for employment.
- ✓ Is a parent (natural, adoptive, or step) of a household member under age 18, even if the household member who is under 18 is not himself eligible for food stamps;
- ✓ Is residing in a household where a household member is under age 18, even if the household member who is under 18 is not himself eligible for food stamps;
- ✓ Is pregnant;

- ✓ Is responsible for the care of an incapacitated person;
- ✓ Is receiving unemployment compensation or has applied for, but is not yet receiving unemployment compensation, if that person is complying with work requirements that are part of the Federal-State unemployment compensation application process;
- ✓ Is a regular participant in a drug addiction or alcoholic treatment and rehabilitation program;
- ✓ Is an employed or self-employed person working a minimum of 30 hours weekly or earning weekly wages at least equal to the federal minimum wage multiplied by 30 hours; or
- ✓ Is a student enrolled at least half-time in any recognized school, training program, or institution of higher education.

Only the DCF will have the authority to grant individual exemptions. All individuals claiming exemptions during participation in the program will be referred back to the DCF by the RWB service providers for the exemption determination.

The individual's exemption status will be reviewed at each re-certification or upon receipt of information affecting this status.

#### **d. Individual/Personal Deferrals**

Individual/Personal deferrals include circumstances beyond the participant's control, such as, but not limited to:

- ✓ Lack of transportation;
- ✓ Illness;
- ✓ Illness of another household member requiring the presence of the participant;
- ✓ A household emergency;
- ✓ Lack of adequate child care for children who have reached age six but are under age 12;
- ✓ Pregnancy with illness that affects the individual's ability to participate.

#### **e. FSET Good Cause Reasons**

FSET participants may be excused from program participation by the RWB service provider for a period up to 90 days for the following good cause reasons:

- ✓ Household emergency;
- ✓ Medical incapacity (less than 90 days);
- ✓ Medical incapacity of a household member;
- ✓ Pregnancy;

- ✓ Lack of transportation; and
- ✓ Circumstances beyond the individual's control.

**C. Number of Participants Exempt from the Employment and Training Program:**

See Table 1 for FFY 2009, Estimated Participant Levels.

**D. Planned Employment and Training Program Participation:**

See Table 2, Estimated Employment and Training Placement Levels.

**E. ABAWD Information:**

See Table 1 for the estimated number of ABAWDs expected to be in the state during the fiscal year, the number of ABAWDs expected to be in waived areas of the state during the fiscal year, and the number ABAWDs included in the state agency's 15 percent ABAWD exemption allowance. See Table 2 for the estimated number of ABAWDs to be placed into Workfare (Work Experience, Self-Initiated Work Experience) and Education/Training activities.

## **PART III**

### **PROGRAM COORDINATION**

#### **A. Program Coordination**

##### **1. Narrative Coordination Statement.**

The following functions are the responsibility of the DCF: all eligibility determination related functions (including intake and application, work registration, certification, re-certification, determination of good cause, and sanctioning resulting from noncompliance with FSET Program requirements). Supervision and implementation occurs at the DCF circuit/region level, according to policy and procedures developed and established by the ACCESS Florida Program Office at the DCF headquarters.

The AWI is responsible for state level oversight of the FSET program activities, including providing technical assistance, training and policy direction to AWI and RWB staff, program reporting, and monitoring compliance with component requirements. The two agencies will jointly participate in federal audits and reviews and coordinate any required corrective actions or responses to the audit/reviews.

The FSET Program Interagency Agreement is written by staff from the DCF and the AWI and contains language to ensure that collaboration occurs in the operation of the FSET Program.

The AWI has established FSET Program performance indicators to ensure program quality and effectiveness.

##### **2. Information Coordination.**

The FSET staff at the local and state level meets with staff of the DCF on a regular basis to share information and coordinate program procedures. Federal reports are prepared jointly by staff from both agencies at the state level.

Additionally, information exchange relating to eligibility occurs between the AWI, RWB/Service Provider staff and the DCF in accordance with procedures described in the FSET Program Interagency Agreement. The AWI and the DCF management information systems have a long history of sharing information for the FSET and other programs. The FSET mandatory registrants are referred electronically to the AWI through an interface. When participants are engaged in activities by the FSET Program, information continues to be transmitted through the interface, including information about employment and noncompliance. Based on information received through the electronic interface, the DCF staff takes appropriate action for each case.

The conciliation, good cause, and sanctioning procedures are described below.

Mandatory FSET Program registrants who fail or refuse to comply with program requirements are subject to sanctioning.

**Failure to Participate:** Failure or refusal to comply occurs when an individual states verbally or in writing that he/she will not comply, or when the mandatory registrant's inaction indicates failure or refusal to comply with FSET program requirements.

**Conciliation:** The conciliation process allows the FSET career manager and the registrant an opportunity to discuss reasons for the failure to comply, determine if good cause for noncompliance exists, and resolve disputes involving participation in program activities.

The conciliation process begins when a registrant fails to comply with program requirements or when the FSET career manager learns of the failure. During the conciliation period, the individual is afforded ten calendar days to contact the program staff. If the registrant refuses to comply prior to the end of the ten calendar days, the conciliation period ends and a sanction is requested. If the registrant complies or provides good cause prior to the end of the ten calendar-day period, the conciliation process ends and program participation resumes. If there is a subsequent failure, the conciliation process begins again.

**Document Efforts:** The FSET career manager must document efforts to contact the participant in the AWI management information system.

**Good Cause:** "Good cause" is defined as circumstances beyond a registrant's control that prevent participation in assigned FSET activities. When a registrant is unable to participate, fails to participate, or refuses to comply with FSET requirements, the FSET career manager must make a preliminary effort to determine if good cause exists prior to notifying the DCF of the registrant's failure to comply with FSET Program requirements.

The examples of good cause addressed in section II, part B (e) will be communicated verbally and in writing to participants by FSET staff during Orientation. When it has been determined that good cause no longer exists, the registrant must be required to begin participation in appropriate FSET activities. Any documentation that supports the determination of good cause must be retained in the case file.

**Sanctions:** Upon determining noncompliance without good cause, a sanction is requested by the FSET program staff. A sanction request may result in the reduction or termination of food stamp benefits. The sanction process is described below.

- A. FSET Sanction Request:** Upon determining noncompliance (i.e., failure to respond to the notice of failure to participate, or refusal to comply) the FSET career manager will notify the DCF of the registrant's failure to comply with program requirements by requesting a sanction in the AWI management information system.

Upon receiving notification of the participant's failure to comply with FSET requirements, the DCF will initiate sanction procedures. If good cause can be established, the sanction will not be imposed by the DCF, and the participant should be re-assigned to FSET activities.

- B. Notice of Adverse Action and Sanction:** If good cause is not established and the mandatory individual is not willing to participate in FSET activities, the DCF will send a Notice of Adverse Action and Sanction, notifying the individual that the failure to comply with FSET requirements without good cause will result in sanctions being applied to the food stamp allotment.

**DCF Responsibility:** The DCF is required to take action to reduce the food stamp allotment beginning with the first full month following the ten-day Notice of Adverse Action and Sanction.

**FSET Career Manager Responsibility:** It is the FSET career manager's responsibility to make every attempt to:

- a. Provide an opportunity for conciliation to each participant when a failure has occurred;
- b. Follow correct and timely sanction procedures;
- c. Enter sanction information in the AWI management information system. The DCF will be notified by an overnight data exchange through the AWI management information system to the FLORIDA System.

**Removal of Sanction:** If the food stamp benefits are terminated, the minimum penalty period must be served. When the minimum penalty period has been served, a participant may demonstrate compliance to have the sanction removed. If the individual contacts FSET staff in person, by telephone, or in writing, indicating a desire to participate in a program activity, the registrant will be immediately scheduled in an activity. The FSET program staff should notify the DCF when the individual has demonstrated compliance by ending the sanction request with "complied" on the AWI management information system and other notification based on local operating procedures. The sanction request record in the AWI management information system should be ended retroactive to the date the participant agreed to comply only after the

participant has begun to demonstrate compliance, as long as this date is not during the minimum penalty period.

**NOTE:** If good cause is determined at any step in the sanctioning process, the sanction is to be removed. The individual must be given another opportunity to comply with the FSET requirement. The sanction process that was initiated, but subsequently ended due to good cause, is not considered a sanction.

**Right to a Fair Hearing:** A participant has a right to a fair hearing to resolve any complaint or disagreement about participation in the FSET Program.

### 3. Coordination Time Frames.

Referrals to the FSET program are processed nightly between the automated management information systems of the two agencies. Participants are referred by the DCF upon determining their mandatory status. As indicated in the previous section, notification of noncompliance is transmitted to the DCF at the end of the conciliation period, if appropriate.

### B. Interagency Coordination

See Table 3 for details of Interagency Coordination. Coordination will occur at the RWB local level and at the state agency level.

### C. Contractual Arrangements

The AWI does not provide any direct employment and training services. All E&T services, as well as other workforce programs, are delivered through the RWBs via contracts with various entities for the delivery of direct services to customers and program participants.

**Program monitoring:** The RWBs are responsible for performing compliance monitoring at the local level. State level program compliance monitoring of the FSET program is conducted bi-annually for each service delivery area. The monitoring review consists of reviewing the methods for notification of program obligations, assignment to program activities and documentation of completion of program activities, issuance of the Food Stamp Reimbursements, and timely sanction requests.

The monitoring reports provide an assessment of the local RWB and individual service providers' compliance with the FSET program requirements. In the event the report includes significant negative findings, a Corrective Action Plan (CAP) is required of the RWB. Technical assistance is provided by the AWI to assist the RWB in its CAP process until all negative findings have been addressed to

the satisfaction of the AWI. Copies of all state and regional monitoring reports, schedules, and corrective action plans are maintained at the AWI headquarters. A copy of the monitoring reports is provided to the DCF.

**Fiscal monitoring:** Monitoring is provided by a contracted Certified Public Accounting (CPA) firm under a fixed price contract agreement for all funds passed through to the local RWBs, including FSET. The FSET grant funds its fair share of the cost of this contract. This amount is determined by calculating the quarterly percentage of FSET RWB expenditures to the total RWB pass through expenditures. The portion of the fiscal monitoring contract funded by FSET is included in the "State Administrative Costs" section of table 4.

Annual visits are performed on site according to an established schedule using a monitoring tool developed by the AWI. The areas monitored include cost allocation plans, fiscal reporting, cash management, sub-recipient monitoring, and various compliance issues as required by federal OMB circulars and regulations.

Each RWB must submit a corrective action plan addressing each finding in the monitoring report. Corrective actions must be approved by the AWI fiscal oversight staff, and each action is reviewed at the next scheduled monitoring review. Copies of all reports are maintained at the AWI and are used to verify contract compliance and as part of subsequent monitoring reviews.

## PART IV

### PROGRAMS COST AND FINANCIAL MANAGEMENT INFORMATION

#### A. Planned Costs of the State Employment and Training Program

1. Operating Budget. See Table 4, Operating Budget.
2. Sources of Employment and Training funds. See Table 5, Planned Fiscal Year Costs of the State Employment and Training Program by Category of Funding.
3. Justification of Education Costs: In Florida, educational costs are met through other existing education programs when they are available. If funds are not available through other programs, FSET (100 percent) funds may be used to pay the educational institution directly for costs associated with participation in this component. Funds cannot be used to pay the participant directly for costs incurred.

#### B. Contracts - Interagency Agreement Arrangements

Since the AWI receives the funding for the FSET program directly from the United States Department of Agriculture, there is no longer a need for an interagency agreement for financial purposes. There will be an interagency agreement between the AWI and the DCF for programmatic purposes.

#### C. Participant Reimbursement

##### Reimbursements: (Table 4)

Work Experience:	\$2,108,885
Self-Initiated Work Exp.:	\$1,405,960
Education/Training:	<u>\$ 346,063</u>
Total:	\$3,860,908

##### Dependent Care Reimbursements

Work Experience:	\$0
Self-Initiated Work Exp.:	\$0
Education/Training:	<u>\$0</u>
Total:	\$0

General revenue funds are available to use for the state's 50 percent matching funds. Participant expenses for transportation, costs related to participation in activities, and costs other than dependent care, per participant per month, are reimbursed by AWI 50 percent federal cost sharing up to the actual cost of the participant expenses or the state agency maximum reimbursement rate, whichever is lowest.

**NOTE:** If funds are available, 50/50 funds will be used to allow RWBs to hire temporary staff and/or to provide additional participant reimbursements to participants related to component participation. For example, if funds allow, participant expenses for transportation and costs other than dependent care will be reimbursed by the AWI using 50 percent federal cost sharing up to the actual cost of the participant expenses or the state agency maximum reimbursement rate as established by the state agency, whichever is lowest. These payments may be provided as reimbursement for expenses or in advance as payment for anticipated expenses in the coming month.

Other reimbursements up to the established maximum reimbursement amount per month, per participant, will be processed and paid at the local level from funds passed through to the RWB for this purpose. Required documentation includes case notes (needed for reimbursement) and time/attendance sheets or other documentation for eligibility for reimbursed costs. Other information in the case file may include job search forms, receipts or other appropriate documentation of the expense or reason for advance payment for the coming month's anticipated expense, type of reimbursed costs and amount of the reimbursement.

Funds passed through to the RWBs will be used to pay for fingerprinting, drug tests and background checks when needed for FSET program participants who are engaged in the components described in Part I.

## **1. Method of Reimbursement**

Individuals who participate in program activities after being notified of the requirement to participate in the program after AWI receives a new or reopen referral from the DCF will be eligible to receive the Food Stamp Reimbursement (FSR). Activities that qualify for the reimbursement are Orientation, Assessment, Upfront Job Search/WE-SIWE, Work Experience, Self-Initiated Work Experience, WE combined with JS/JST, SIWE combined with JS/JST, Workforce Investment Act training, Trade Adjustment Assistance Act training, Education and Training, and Education and Training combined with JS/JST.

Participants who have to travel and who complete only orientation and/or initial assessment may be reimbursed up to \$10 based on a demonstrated need for the reimbursement. Participants may provide documentation (receipts, self-attestation, etc.) showing the amount they spent to participate in orientation and/or initial assessment. They may be reimbursed up to the State maximum. Staff **must** request the FSR for those individuals who attend orientation/assessment for the month in which the individual successfully completed orientation/assessment.

For participation in all other activities referenced above and with the completion of some required hours, participants may receive up to \$20 each month based on their demonstrated need. If participants travel to attend orientation and assessment and they also complete some or all of the required component participation hours, they are also eligible to receive up to \$20 each month. Reimbursements should not exceed \$20 in one month. Participants may provide actual documentation (receipts, self-attestation, etc.) showing the amount they spent to participate in the activity and may be reimbursed that amount up to the State maximum. Participants must provide documentation of the hours completed and program staff must keep copies of the documentation in the participant files. Staff must enter the hours completed in the management information system.

Participants will provide documentation of expenses as necessary. If the documented expenses exceed the maximum of \$20, program staff will place the participants in Good Cause status (Lack of Transportation FSET) for up to 90 days while they work with DCF staff (provide copies of the documentation they received) to give the participant a deferral from program participation. This deferral could defer the participant from program participation until the next certification period.

**NOTE:** Prior to being placed in a component, participants receive written notification of the opportunity to claim actual expenses up to the maximum levels for each component with documentation proving the expense occurred.

## **2. Procedure for Reimbursement**

Reimbursements will be authorized by the RWB and may include transportation or other costs such as, but not limited to, automobile gas, taxi or bus fare, tools, clothing and resume writing or printing.

Florida reimburses participants for the expenses of transportation and component-related expenses up to the State maximum based on the demonstrated need for reimbursement. The transportation and component related reimbursement requests are entered directly into the automated information system by way of the Food Stamp Reimbursement (FSR) Screen. Documentation may include timesheets, other forms of participation verification, receipts related to participation costs, self-attestation related to participation costs, etc. Participants will receive Food Stamp Reimbursements on their Electronic Benefits Transfer (EBT) card.

The AWI reserves the right to recoup FSR funds that were erroneously added to an individual's EBT card. The AWI may also reduce an

#### D. Cost Allocation:

**State level:** The AWI staff devoted full-time to Florida's FSET program is direct charged. Costs of the staff who work on other program activities are allocated based on methodologies in the state's cost allocation plan. Computer charges, expenses to support statewide quality assurance, training and technical assistance, monitoring, indirect costs, FSET participant reimbursement for transportation are maintained at the state level, Electronic Benefits Transfer (EBT) fees, and automation project. These costs are developed prior to the state fiscal year, and revenue from state appropriation and federal 50 percent match and 100 percent FSET funds are used to support these costs. Annual costs for the different categories of expenditures are as follows:

AWI Administrative Costs	\$631,906
Indirect	\$ 66,531
WFI Costs	\$ 80,000
OSMIS/Legacy and Geo Sol Job Bank	\$372,364
Contractual Services:	
Fiscal Monitoring Contract	\$ 10,109
FSET Participant Reimbursement, Transportation, and Other Costs	
	\$3,860,908
EBT Fees	\$100,000
Automation Project	\$141,660

**Local level:** The FSET service delivery and participant case management costs are incurred by the local RWBs. The amount of funds available to each RWB is a determined based on several variables.

1. The amount of funds provided by the USDA;
2. The amount of holdback necessary to support systems, WFI activities, job bank costs, program operations and state level administration;
  - (a) These costs are developed prior to the state fiscal year and agreed upon each year by the State Workforce Board. The remaining dollars are distributed to the RWBs operating FSET Programs.
3. Counties required to participate in FSET based on the FNS waiver response and 15 percent exemptions allowed; and
4. The number of annual ABAWDs by county. This will determine the workload in each FSET county.

The amount of funds available to RWBs statewide is allocated to each FSET county based on its share of the workload. All the funds allocated to each FSET county are then added together by the RWB to arrive at the RWB regional allocation. Each ABAWD statewide is considered equal for cost allocation purposes, and there are no geographic or other differentials applied. See Table 4, under the Privatization Contracts category for the planned allocation to the RWBs.

## PART V

### PROGRAM REPORTING AND MANAGEMENT INFORMATION

#### A. Method for Obtaining Initial Count of Work Participants.

The number of work participants on the first day of the fiscal year is based on data extracted from the Department of Children and Families' automated information system, the FLORIDA System. The system records the number of new participants each month and is programmed to have the capability to identify the number of food stamp recipients that are currently work registered in a given month.

#### B. Method for Ensuring an Unduplicated Work Participant Count.

The FLORIDA System counts work participants only at initial program registration. The work participants are tracked by their social security number. The management information system used by the AWI receives referrals directly from the FLORIDA System.

#### C. Methods for Meeting Ongoing Federal Reporting Requirements.

Florida has automated data collection information systems (DCF FLORIDA System and the AWI Management Information System) that provide information required on federal reports.

1. Management Information System (MIS) Method
  - a. Type of MIS Management information is provided by a combination of automated reports.
  - b. Local reporting requirements
    - 1) Will local agencies and service providers be required to submit regular reports?  
No, local agencies and service providers do not submit regular reports, but data is entered in the MIS system as noted in 2) and 3) below.
    - 2) What information must local agencies and service providers report?  
FSET providers are required to, at a minimum, record the following program and participant-related information in the AWI management information system.
      - Activities to which participants are assigned;
      - Participation in activities, including failure to participate;
      - Outcome of participation in activities;
      - Participant eligibility for the Food Stamp Reimbursement;
      - Participant entry into employment

- 3) How frequently must local agencies and service providers report?  
The FSET providers must record the aforementioned information in the MIS system as they occur and not later than the tenth day of each month for the previous month.

2. Organizational Responsibility for Employment and Training Reporting.
  - a. Responsibility for Nonfinancial Employment and Training Reporting in Cooperation with Agency for Workforce Innovation:

Department of Children and Families  
Office of ACCESS Florida  
Building 3, Room 412  
1317 Winewood Boulevard  
Tallahassee, FL 32399-0700

Agency for Workforce Innovation  
One-Stop and Program Support  
107 East Madison Street  
Caldwell Building  
Tallahassee, FL 32399-4134

- b. Responsibility for Financial Employment and Training Reporting in Cooperation with Agency for Workforce Innovation:

Agency for Workforce Innovation  
One-Stop and Program Support  
107 East Madison Street  
Caldwell Building  
Tallahassee, FL 32399-4134

# TABLES

**TABLE 1**

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**Estimated Participant Levels  
Fiscal Year 2009**

<b>A.</b>	Anticipated number of work registrants in the state during the Fiscal Year.	<u>544,193</u>
<b>B.</b>	List planned exemption categories and the number of work registrants expected to be included in each during the fiscal year.	
	1. ABAWDs in LSA area	<u>5,429</u>
	2. All FSET Mandatory Non-ABAWDs	<u>419,371</u>
	<b>TOTAL EXEMPTIONS</b>	424,800
<b>C.</b>	Percent of all work registrants exempt from FSET (B/A)	<u>78.1%</u>
<b>D.</b>	Number of FSET mandatory participants (A-B)	<u>119,393</u>
<b>E.</b>	Anticipated number of ABAWDs in the state during the Fiscal Year.	<u>130,689</u>
<b>F.</b>	Anticipated number of ABAWDs in waived areas of the state during the fiscal year	<u>5,429</u>
<b>G.</b>	Anticipated number of ABAWDs to be exempted under the state's 15 percent ABAWD exemption allowance during the Fiscal Year	<u>16,078</u>
<b>H.</b>	Number of at-risk ABAWDs expected in the state during the Fiscal Year (E-(F+G))	<u>109,182</u>

**Table 2**

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**<sup>1.</sup> ESTIMATED E&T PLACEMENTS  
FISCAL YEAR 2009**

<b>1.</b>	Number of ABAWD applicants and recipients expected to participate in a qualifying ABAWD component each month.	<u>14,646</u>
<b>2.</b>	Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) expected to participate in a component each month.	<u>534</u>
<b>3.</b>	Total number of applicants and recipients the state agency expects to participate in a component each month during the fiscal year.	<u>15,181</u>

**<sup>2.</sup> ESTIMATED INDIVIDUAL PARTICIPATION  
FISCAL YEAR 2009**

	Number of individuals expected to participate in the E&T Program during the fiscal year	<u>173,328</u>
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<sup>1.</sup> Estimate the numbers that will participate in components each month and total them on line 3. This information represents a duplicate count of participants over the course of the fiscal year and corresponds to lines 3 and 4 on the FNS-583, E&T Program Activity Report.

<sup>2.</sup> Estimate the unduplicated numbers of individuals who will participate during the fiscal year. This information corresponds to line 7 on the FNS-583.

**TABLE 3****Summary of Interagency Coordination for the FSET Program in Fiscal Year 2009**

<b>Areas of Coordination</b>	<b>Agencies (list all that are involved)</b>	<b>Number of Placements Expected</b>	<b>Methods of Coordination</b>
1. Delivers an FSET component	AWI; RWBs, RWB providers, educational institutions	175,757	Statewide Interagency Agreement
2. The FSET Program delivers a service for another agency or program	N/A	N/A	N/A
3. Joint component of the FSET Program and another agency or program	N/A	N/A	N/A
4. Referral of individuals from the FSET Program to another program or agency	Workforce Investment Act, Trade Adjustment Assistance	1,164	Local working agreements and operating procedures
5. Other forms of coordination	N/A	N/A	N/A

**TABLE 4  
OPERATING BUDGET FISCAL YEAR 2009**

<b>Components</b>	<b>Regional Workforce Board Pass Through Budget (Pledge State and E&amp;T 100%)</b>	<b>State Agency Administrative and Program Support Costs (E&amp;T 100%)</b>	<b>Participant Reimbursement Transportation and Other Costs (50/50 funds)</b>	<b>Total Pledge State, E&amp;T 100%, and 50/50 Funds</b>
<b>Work Experience 55%</b>	\$ 6,362,406	\$ 766,105	\$ 2,108,885	\$ 9,237,396
<b>Self-Initiated Work Experience 36%</b>	\$ 4,241,712	\$ 510,749	\$ 1,405,960	\$ 6,158,421
<b>Training 9%</b>	\$ 1,044,056	\$ 125,716	\$ 346,063	\$ 1,515,835
<b>Total</b>	<b>\$11,648,174</b>	<b>\$1,402,570</b>	<b>\$ 3,860,908</b>	<b>\$16,911,652</b>
			<b>Total Component Costs</b>	<b>\$16,911,652</b>
			<b>Total State FSET Costs</b>	<b>\$16,911,652</b>
<b>100%</b>	<b>\$11,648,174</b>	<b>\$ 1,402,570</b>	<b>\$ 3,860,908</b>	<b>\$16,911,652</b>

**AWI:**

FSET E&T 100%	\$ 6,986,228
Pledge State Funds	\$ 6,064,516
GR/State Funds 50%	\$ 1,930,454
Federal Match to GR 50%	\$ 1,930,454
<b>Total</b>	<b>\$16,911,652</b>

**TABLE 5**

**PLANNED FISCAL YEAR COSTS OF THE STATE FSET PROGRAM BY CATEGORY OF FUNDING— FISCAL YEAR 2009**

Funding Category	Approved FY 2008 Budget	Federal Fiscal Year 2009
1. 100 Percent Federal FSET Grant:	\$9,393,658	\$6,986,228
2. Share of \$20 Million ABAWD Grant (if applicable)	\$0	\$6,064,516
3. Additional FSET Administrative Expenditures		
50% Federal	\$362,438	\$0
50% State	\$362,438	\$0
4. Participant Expenses:		
a. Transportation/Other		
50% Federal	\$880,000	\$1,930,454
50% State	\$880,000	\$1,930,454
b. Dependent Care		
50% Federal	\$0	\$0
50% State	\$0	\$0
5. Total FSET Program Costs (1+2+3a+3b+4a+4b = 5)	\$11,878,534	\$16,911,652
6. 100% State Agency Cost for Dependent Care Services	\$0	\$0
<b>7. Total Planned Fiscal Year Costs (Must agree with Table 4-Operating Budget)</b>		<b>\$16,911,652</b>

TABLE 6

FSET PROGRAM FLOW CHART

