

**STATE OF FLORIDA**  
**FOOD STAMP**  
**EMPLOYMENT AND TRAINING PROGRAM**  
**STATE PLAN**

**FEDERAL FISCAL YEAR 2006**

**Submitted By:**  
**The Department of Children and Families**  
**Office of Economic Self-Sufficiency**  
**Food Stamp Employment**  
**And Training Program**

**And**

**The Agency for Workforce Innovation**

**Revised September 26, 2005**

## **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 training, education, support services, and skills needed to become self-sufficient through employment.

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 operated by Regional Workforce Boards (RWBs) through One-Stop Career Centers. Components are delivered through a network of contracted public and private providers which allows FSET Program participants to receive uniform services in obtaining employment.

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 wishes to make the following changes in its FSET Program for FFY 2005/2006.

- a. The FSET Program will serve all vulnerable (time-limited) ABAWDs in the state to the extent possible due to funding, unless they are living in an area that is waived or where 15% exemptions are afforded to ABAWDs.
- b. The components offered in the FSET Program for fiscal year 2006 will be Work Experience, Self-Initiated Work Experience, and Training and Education.

**2. ABAWD POPULATION:**

Nonexempt household members, as 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 ABAWDs. It is estimated that in 2005-2006, the AWI will work with approximately 8,173 ABAWD cases each month. Each case is tracked through an automated computer system. The electronic case record will be annotated by the DCF to indicate each individual's ABAWD status using a code on the FLORIDA system.

The following 41 counties will offer FSET Programs:

Alachua	Columbia	Lake	Osceola
Bay	Duval	Lee	Palm Beach
Bradford	Flagler	Leon	Pasco
Brevard	Franklin	Levy	Pinellas
Broward	Gadsden	Liberty	Putnam
Calhoun	Gilchrist	Manatee	Volusia
Charlotte	Gulf	Marion	Sarasota
Citrus	Hernando	Monroe	Seminole
Clay	Hillsborough	Nassau	St. Johns
Collier	Jackson	Orange	Wakulla

There are 13 full counties that were waived under Waiver # 970134 as labor surplus areas. These counties are: DeSoto, Dixie, Glades, Hamilton, Hardee, Hendry, Highlands, Indian River, Martin, Okeechobee, Polk, St. Lucie and Taylor. FSET services will not be provided to ABAWDs in these counties and they are not subject to time limits.

Florida will utilize its 15 percent exemption allowance to exempt ABAWDs residing in non-waived counties where FSET services are not provided. These counties are: Baker, Jefferson, Lafayette, Madison, Miami-Dade, Santa Rosa, Sumter, Suwannee and Union.

Florida will waive all of Miami-Dade County. Waiver # 970134 designates five cities in Miami-Dade County (Miami, Hialeah, Homestead, North Miami and Miami Beach) as Labor Surplus Areas. As of June 2005, 93.44% of the ABAWD cases were in the five cities. Florida will use the 15% exemption allowance to waive the remaining ABAWD cases in Miami-Dade County.

The AWI will ensure that all non-waived ABAWDs have the opportunity to fulfill the work requirements as identified in 7 CFR 273.24.

### **3. ADDITIONAL ALLOCATION FOR “PLEDGE STATES” FOR FFY 2006:**

Florida is not applying for “pledge state” status.

### **4. PROGRAM COMPONENTS:**

The Regional Workforce Boards (RWBs) are responsible for delivery of the components of the state’s FSET Program through their service provider contracts. 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 workforce board will determine at the local level, as described in their local FSET plan, the components that will be made 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.

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.

Working 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. An assessment is completed to identify the cause for part time employment. If the working participant is unable to participate in additional FSET components, a deferral is requested of the DCF.

As a result of the assessment, if the participant is able to engage in FSET components, an appropriate referral is made (i.e. education/training, Work Experience or Self-Initiated Work Experience). Such employed participants (regardless of the number of hours worked) are assigned to activities, as appropriate, for a certain 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 and 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 4.3 weeks, 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.

FSET staff will obtain verification of component participation as well as employment verification so as to ensure that the participant is engaged in an appropriate number of hours in FSET components. This on-going 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 and the RWB service provider assess the individual’s strengths and employment goals. Based on the assessment results, the RWBs’ service providers have the flexibility to decide the sequence or flow of the individual’s activities. The Work Experience (WE) and Self-Initiated Work Experience (SIWE) components are the first components offered to FSET Program participants. Training and Education will be offered as needed.

**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. While there is no direct sharing of activities between FSET and TCA programs, the RWBs provide services for both programs through One-Stop Career Centers. Both programs are part of the same administrative structure and share resources, including the management information system.

**7. WORKFORCE DEVELOPMENT SYSTEM:**

All FSET Program activities are administered by the AWI through the RWBs/ One-Stop Career Centers. Components are delivered through a network of contracted public and private providers.

**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 the RWBs are held responsible.

## 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/WE-SIWE
- Work Experience
- Work Experience combined with Job Search (JS)/Job Search Training (JST)

Work Experience sites are developed by the RWB service providers. Work site agreements and job descriptions are developed with community based organizations. Employment assessments of participants to match them with an appropriate work experience position are completed prior to placement in this component. 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 4.3 weeks, divided by the number of FSET participants in the household. *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 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 workforce board will determine, at the local level and will document in their local plan, whether this component will be made available in their area.
- (4) **Anticipated number of ABAWDs who will begin the activity:** 4,401.
- (5) **Anticipated number of non-ABAWDs who will enter the activity:** 0.
- (6) **Anticipated number of volunteer participants who will enter the activity:** 7.
- (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. Regional Workforce Board service providers direct 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:** \$745,273 (Table 4).
- (10) **Estimated participant cost of reimbursement for dependent care:** \$0.
- (11) **Annual cost of the activity not including reimbursements:** \$6,635,259.
- (12) **Cost of the activity per placement not including reimbursements:** \$1,083.
- (13) **Total cost of activity:** \$7,380,532 (Table 4).

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

**(1) Description of Component:**

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. FSET Program staff have 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 4.3 weeks, 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 workforce board will determine, at the local level and will document in their local plan, whether this component will be made available in their area.
- (4) **Anticipated number of mandatory participants who will begin the component:** 936
- (5) **Anticipated number of Non-ABAWDs who will begin the activity:** 0.
- (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. Regional Workforce Board service providers direct 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:** \$130,295 (Table 4).
- (10) **Estimated participant cost of reimbursement for dependent care:** \$0.
- (11) **Annual cost of the activity not including reimbursements:** \$1,160,031.
- (12) **Cost of the activity per placement not including reimbursements:** \$1,083
- (13) **Total cost of activity:** \$1,290,326 (Table 4).

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

**(1) Description of Component:**

This component provides educational or training programs or activities to improve basic skills or otherwise improve 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.

Florida has opted to combine all education and training activities into this component. The activities in this component will include:

- Education/training  
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), and
- Education/training combined with JS/JST
- Workforce Investment Act (WIA) Program
- 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.

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

(3) **Geographic Areas Covered:** Each workforce board will determine, at the local level and will document in their local plan, whether this component will be made available in their area.

(4) **Anticipated number of mandatory participants who will begin the activity:** 968.

(5) **Anticipated number of Non-ABAWDs who will begin the activity:** 0

(6) **Anticipated number of volunteer participants who will enter the activity:** 2.

(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. Regional Workforce Board service providers 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. 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: \$135,526 (Table 4).
- (10) Estimated participant cost of reimbursement for dependent care: \$0.
- (11) Annual cost of the activity not including reimbursements: \$1,206,606
- (12) Cost of the activity per placement not including reimbursements:  
\$1,083
- (13) Total cost of Activity: \$1,342,132 (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 31, 2005 is 192,540
- b. The anticipated number of new participants to be added between November 1, 2005 and September 30, 2006 is 297,937
- c. The total number of participants anticipated in Florida between October 1, 2005 and September 30, 2006 is 490,477.

To estimate the number of participants expected to be in Florida between October 1, 2005 and September 30, 2006, the actual number of participants on the FLORIDA System between July 1, 2004 and June 30, 2005 was used as a projection.

##### 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.

##### Exemption Criteria Justifications.

- 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 60 years (50 years for ABAWDs) of age or older;
- ◆ 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 earnings equal to or greater than the federal minimum wage times 30 hours.

c. ABAWD Exceptions to Time Limits:

- ◆ Under 18 or 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 their 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 childcare;
- ◆ 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 2006, 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 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 non-compliance with FSET Program requirements). Supervision and implementation occurs at the DCF district/zone level, according to policy and procedures established by the Economic Self-Sufficiency Program Office at the DCF headquarters.

The AWI is responsible for state level oversight of the program, including providing technical assistance and training, policy direction, 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.

Each RWB operating an FSET Program submits a local FSET Plan of Operations to the AWI. The AWI has established FSET Program performance indicators to ensure program quality and effectiveness.

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

FSET staff at the local and state level meet 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 and in each Regional Workforce Board Local Plan. The AWI and the DCF management information systems have a long history of sharing information for the FSET and other programs. 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 non-compliance. 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 non-compliance 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 non-compliance 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 non-compliance (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 non-compliance 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 E&T 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 in each service delivery area. Monitoring is provided by a contracted vendor under a fixed price contract agreement. 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. A monitoring follow-up is completed for all RWBs that are required to submit a CAP. Technical assistance is provided by the AWI to assist the RWB in their 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 CPA firm under a fixed price contract agreement. Annual visits are performed on-site according to an established schedule using a monitoring tool developed by the AWI. The monitoring ensures that local expenditures are related to the program and paid from FSET funds. 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%) 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

Financial agreements to provide FSET services will be let and managed strictly according to State of Florida regulations. Copies of the actual documents are available for inspection at the Department of Children and Families, 1317 Winewood Boulevard, Building 1, Tallahassee, FL 32399-0700.

1. Name and Location of the Provider  
  
The Agency for Workforce Innovation  
Food Stamp Employment and Training Program  
Caldwell Building  
107 East Madison Street MSC-229  
Tallahassee, FL 32399-4133
2. Amount of the budget: \$10,686,560
3. Financial Management Approach: Interagency Transfer.
4. Basis for Charging for Services: Total Program Costs.

#### C. Participant Reimbursement

##### \$25 Reimbursements: (Table 4)

Work Experience:	<u>\$745,273</u>
Self-Initiated Work Exp.:	<u>\$130,295</u>
Education/Training:	<u>\$135,526</u>
Total:	<u>\$1,011,094</u>

Dependent Care Reimbursements

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

General revenue funds are available to use for the state’s 50 percent matching funds. Participant expenses for transportation 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 Other Personal Services (OPS) 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. Payments at the local level will also include case notes and time/attendance sheets or other documentation for eligibility for reimbursed costs, the type of reimbursed cost and amount of reimbursement. 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.

**1. Method of Reimbursement**

Florida chooses to reimburse participants who participate in a FSET activity, or combination of FSET activities, \$25 per month for allowable costs based on need. Reimbursements will be authorized by the RWB Service Provider 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.

**2. Procedure for Reimbursement**

Florida reimburses participants for the expenses of transportation and component related expenses. The transportation and component related

reimbursement requests are entered directly into the automated information system by way of the Food Stamp Reimbursement (FSR) Screen. Required documentation includes case notes (needed for reimbursement) and time/attendance sheets to document eligibility for reimbursed costs.

**D. Cost Allocation:**

**State level:** The AWI staff devoted full-time to Florida’s FSET Program are 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, and FSET participant reimbursement for transportation are maintained at the state level. 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:

One-Stop Program Office Costs*	\$597,304
OSMIS/Legacy Computer Support Costs*	811,168
Other AWI Administrative Costs*	427,958
Indirect	30,950
Job Bank	47,547
WFI Costs*	81,000
Monitoring Contracts	29,717
FSET Transportation Costs	\$1,011,094

\*Salaries and benefits for State level staff are included here.

DCF state level costs are for FSET staff and related costs in the amount of \$50,000.

**Local level:** The FSET service delivery and participant case management costs are incurred at the local RWBs through contracts with workforce service providers. 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% 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.

## 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 On-Going 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?

FSET providers must record the aforementioned information 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 Non-Financial Employment and Training Reporting in cooperation with Agency for Workforce Innovation:

Department of Children and Families  
Office of Economic Self-Sufficiency  
Building 3, Room 441  
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:

Department of Children and Families  
Office of Revenue Management  
Building 1  
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

# TABLES

**TABLE 1**

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<b>Estimated Participant Levels</b>	
<b>Fiscal Year 2006</b>	
<b>A.</b>	Anticipated number of work registrants in the State during the fiscal year. <u>490,477</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>41,078</u>
	2. All FSET Mandatory Non-ABAWDs <u>350,592</u>
	<b>TOTAL EXEMPTIONS</b> <u>391,670</u>
<b>C.</b>	Percent of all work registrants exempt from FSET (B/A) <u>79.9%</u>
<b>D.</b>	Number of FSET mandatory participants (A-B) <u>98,807</u>
<b>E.</b>	Anticipated number of ABAWDs in the state during the fiscal year. <u>139,885</u>
<b>F.</b>	Anticipated number of ABAWDs in waived areas of the state during the fiscal year <u>41,078</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>21,540</u>
<b>H.</b>	Number of at-risk ABAWDs expected in the state during the fiscal year (E-(F+G)) <u>88,551</u>

**TABLE 2**

**ESTIMATED FSET PLACEMENTS  
FISCAL YEAR 2006**

1. Number of ABAWD applicants and recipients expected to begin a qualifying component.	6,070
2. Number of other applicants and recipients (including ABAWDs in non-qualifying activities) expected to begin a component.	0
3. Total number of applicants and recipients the state agency expects to begin a component during the fiscal year.	6,070
<b>ESTIMATED INDIVIDUAL PARTICIPATION FY 2006</b>	
Number of individuals expected to participate in the FSET Program during the fiscal year	98,078
<b>ESTIMATED ABAWD ACTIVITY FY 2006</b>	
1. Number of workfare slots expected to be filled by ABAWDs	N/A *
2. Number of education and training slots expected to be filled by ABAWDs	N/A *
Total:	N/A *

\* Note: Florida's FSET Program no longer offers nor fills workfare or education "slots". The AWI monitors individual participation in the components.

**TABLE 3****Summary of Interagency Coordination for the FSET Program in Fiscal Year 2006**

<b>Areas of Coordination</b>	<b>Agencies (list all that are involved)</b>	<b>Number of Placements Expected</b>	<b>Methods of Coordination</b>
Delivers an FSET component	AWI; RWBs, RWB providers, educational institutions	6,070	Statewide Interagency Agreement
1. The FSET Program delivers a service for another agency or program	N/A	N/A	N/A
2. Joint component of the FSET Program and another agency or program	Workforce Investment Act, Trade Adjustment Assistance	6,070	N/A
3. Referral of individuals from the FSET Program to another program or agency	Workforce Investment Act, Trade Adjustment Assistance	1,115	Local working agreements and operating procedures
4. Other forms of coordination	N/A	N/A	N/A

**TABLE 4  
OPERATING BUDGET FISCAL YEAR 2006**

Components	Program Support Services Costs (RWBs Pass-through Budget for Privatization of FSET Services with 100% FSET funds) Contracts OSMIS/OSST Privatization Computer Costs		State Administrative Costs (Cost Pools and Indirect Costs ) 100% Funds	Total for 100% Funds	Monitoring Contracts (50/50 funds)	State Agency Admin. and Direct Charge Staffing For FSET (50/50 funds)	Participant Reimbursement Transportation and other Costs (50/50 funds)	Total for 50/50 Funds	Total of 100% Funds and 50/50 Funds
	<b>Work Experience (73.7%)</b>	5,141,427	597,909	115,853	5,855,189	21,905	758,165	745,273	1,525,343
<b>Self-Initiated Work Experience (12.9%)</b>	898,868	104,531	20,254	1,023,653	3,829	132,549	130,295	2,666,734	1,290,326
<b>Training (13.4%)</b>	934,957	108,728	21,067	1,064,752	3,983	137,871	135,526	277,380	1,342,132
AWI						Total Component Costs			10,012,990
FSET 100% Grant Funds: 7,943,594									
Pledge State Funds: 0 - 15,751 (Contractual Costs)									
General Revenue: 1,009,698 - 1,011,094 Participant Reimbursement Costs									
Federal Match to GR: 1,009,698									
AWI Subtotal 9,962,990									
DCF									
DCF Administrative Costs-									
General Revenue 25,000									
General Revenue 25,000									
DCF Subtotal 50,000									
Total State E&T Costs 10,012,990 E & T Costs						<b>Total State FSET Costs</b>			<b>10,012,990</b>

**TABLE 5**

**PLANNED FISCAL YEAR COSTS OF THE STATE FSET PROGRAM BY CATEGORY OF FUNDING— FISCAL YEAR 2006**

<b>Funding Category</b>	<b>Approved FY 2005 Budget *</b>	<b>Fiscal Year 2006</b>
<b>1. 100 Percent Federal FSET Grant:</b>	<b>\$7,282,619</b>	<b>\$7,943,594</b>
<b>2. Share of \$20 Million ABAWD Grant (if applicable)</b>	<b>0</b>	<b>0</b>
<b>3. Additional FSET Administrative Expenditures</b>		
<b>50% Federal</b>	<b>\$869,750</b>	<b>\$529,151</b>
<b>50% State</b>	<b>\$869,750</b>	<b>\$529,151</b>
<b>4. Participant Expenses:</b>		
<b>a. Transportation/Other</b>		
<b>50% Federal</b>	<b>\$502,733</b>	<b>\$505,547</b>
<b>50% State</b>	<b>\$502,733</b>	<b>\$505,547</b>
<b>b. Dependent Care</b>		
<b>50% Federal</b>	<b>0</b>	<b>0</b>
<b>50% State</b>	<b>0</b>	<b>0</b>
<b>5. Total FSET Program Costs (1+2+3a+3b+4a+4b = 5)</b>	<b>\$10,025,585</b>	<b>\$10,012,990</b>
<b>6. 100% State Agency Cost for Dependent Care Services</b>	<b>0</b>	<b>0</b>
<b>7. Total Planned Fiscal Year Costs (Must agree with Table 4—Operating Budget)</b>		<b>\$10,012,990</b>

\*Include immediately preceding fiscal year's approved budget figures for each spending category

TABLE 6

FSET PROGRAM FLOW CHART

