

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

Table 1: State E&T Program, Operations and Policy Overview	
<p>Summary of the SNAP E&amp;T Program</p>	<p>In Florida, the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&amp;T) program is jointly operated between the Florida Department of Economic Opportunity (DEO) and the Florida Department of Children and Families (DCF). DEO's mission is to assist the Governor in advancing Florida's economy by championing the state's economic development vision and by administering state and federal programs and initiatives to help visitors, citizens, businesses, and communities. The mission of DCF is to work in partnership with local communities to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery and resiliency.</p> <p>Florida's SNAP E&amp;T is a mandatory program designed to help Able-bodied Adults without Dependents (ABAWDs) gain skills, training, and/or work experience that will increase their ability to move directly into employment. An ABAWD is an individual who is between the ages of 18 – 49, does not have dependents, and does not meet an exemption outlined in 7 Code of Federal Regulations (CFR) 273.7(b) or an ABAWD exception outlined in 7 CFR 273.24(c). On January 1, 2016, Florida's SNAP E&amp;T program began offering services to ABAWDs who are required to meet the work requirements in order to maintain eligibility to receive food assistance.</p> <p>Florida is moving in the direction of ensuring workers, including ABAWDs, in the state are skilled and able to not only obtain, but retain employment while earning a living wage. For Federal fiscal year (FFY) 2017, Florida will continue to offer SNAP E&amp;T services to ABAWDs referred to the program by DCF. SNAP E&amp;T components that are available to ABAWDs include job search and job search training, work experience, education and training, as well as services offered through the Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA) programs.</p> <p>Florida is also encouraging co-enrollment with SNAP E&amp;T and WIOA to provide ABAWDs with an opportunity to</p>

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	<p>become competitive in the workforce while receiving wrap-around support services to further assist with the move to self-sufficiency. ABAWDs who are job ready and assigned to job search will be connected with the universal services offered through the Wagner-Peyser program to assist with continued skill building through employability skills workshops and job search, referral, and placement assistance.</p> <p><b><u>SNAP E&amp;T Service Delivery</u></b>        ABAWDs referred for SNAP E&amp;T participation are informed of their referral to the program through a Notice of Mandatory Participation (NOMP), mailed by DEO on behalf of the LWDB. The NOMP provides instructions to the ABAWD of the initial engagement steps and associated deadlines to avoid adverse actions. The initial engagement steps include an online orientation to the SNAP E&amp;T program, an online initial assessment, and an online appointment scheduling requirement.</p> <p><b><u>Orientation</u></b>        The orientation, offered online and in-person, is a required activity for new or reopened referrals for ABAWDs who have not attended an orientation within the previous 12 months. ABAWDs will also receive an orientation if there have been significant program changes regardless of the time frame of last attendance. The orientation informs the ABAWD of the following:</p> <ul style="list-style-type: none"> <li>• Why they were referred to the program</li> <li>• An overview of the program’s components</li> <li>• The program expectations and requirements</li> <li>• Benefits of the program</li> <li>• Consequences of failure to comply</li> <li>• Grievance procedures and participant rights</li> </ul> <p><b><u>Assessment</u></b>        The assessment, offered online and in-person, explores the ABAWDs strengths, barriers, and goals in relation to education and employment. The assessment contains a standard set of questions to gather information from the ABAWD that will allow the case manager to assign them to the most appropriate activity(ies). The assessment is completed immediately</p>
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	<p>following the orientation service and prior to assignment to a qualifying component.</p> <p><b><u>Online Appointment Setting</u></b>            Upon completion of the orientation and assessment, the ABAWD is instructed to schedule an appointment with a case manager at their local career center. The online appointment is scheduled using a virtual event calendar with available date and time slots. In most LWDBs, the ABAWD is able to select a date and time that suits their availability. In other LWDBs, the ABAWD must contact the local career center to verbally schedule an appointment date and time.</p> <p>Once the appointment arrives, the ABAWD will meet with a case manager to discuss their assessment responses and determine which activity(ies) is suitable for placement.</p>
<p>Program Changes</p>	<p>During the 2017 FFY, Florida will offer an Employment Retention Services (ERS) component. ERS are intended to offer additional employment supports to assist the ABAWD in retaining employment. ERS services available include, reimbursements for required uniforms or other clothing for employment, equipment, supplies, tools required to perform the job, testing fees, and transportation.</p> <p>ABAWDs who participate in at least one qualifying SNAP E&amp;T component and subsequently secure employment will be eligible to receive ERS for up to 90 days after securing employment.</p> <p>Florida does not offer a conciliation process.</p>
<p>Workforce Development System</p>	<p>Over the past few years, Florida’s economy has improved significantly. The unemployment rate is down to 4.7 percent, 1,127,400 private-sector jobs have been created, and there is a record level of job openings in the state. This improved economic climate provides more opportunities to ensure that all Floridians can obtain and maintain gainful employment. Florida’s workforce development system is a business-led, market-responsive, results-oriented, and integrated workforce development system.</p> <p>Led by CareerSource Florida, the workforce development system administers services to businesses and customers</p>

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	<p>through DEO and 24 Local Workforce Development Boards (LWDB). CareerSource Florida is the statewide workforce policy and investment board of business and government leaders, charged with guiding workforce development for the state of Florida. The primary responsibility of DEO is to serve as the administrative entity for CareerSource Florida, the policy making board, by providing guidance and training to the local boards in their administration of the federal workforce programs. Each LWDB administers workforce programs, either directly or by referral, that include the core WIOA programs (adult, dislocated worker, and youth programs), the Wagner-Peyser (WP) program, adult education and literacy programs, and migrant and seasonal farmworker programs, among others. The LWDBs also provide services to customers receiving Temporary Assistance to Needy Families (TANF), known as the Welfare Transition (WT) program, Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Assistance (TAA), and other programs geared toward special populations such as older workers and persons with disabilities.</p> <p>Florida’s workforce development system aims to accomplish three goals:</p> <ol style="list-style-type: none"> <li>1. Enhance alignment and market responsiveness of workforce, education, and economic development systems through improved service integration that reduces welfare dependence and increases opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.</li> <li>2. Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.</li> <li>3. Improve career exploration, educational attainment and skills training for in-demand industries and occupations that lead to enhanced employment, career development, credentialing, and post-secondary education opportunities.</li> </ol>

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Other Employment Programs	<p>ABAWDs referred for participation in the mandatory SNAP E&amp;T have a variety of opportunities available through SNAP E&amp;T, as well as other federally funded programs, to include WIOA and Wagner-Peyser programs. SNAP E&amp;T is typically co-located within the career centers where participants have the ability to be referred to other workforce programs.</p> <p>In addition, the WT program is Florida’s work program designed to engage work eligible Temporary Assistance for Needy Families funded cash assistance recipients (under Title IV-A of the Social Security Act) in a plan that moves the family from welfare to work. The SNAP E&amp;T and WT programs are operated under the same administrative structure and share resources, including access to employer services, job seeker services, and the One Stop Service Tracking (OSST) system.</p>
Special Populations	<p>Florida is not specifically targeting SNAP E&amp;T services toward any specific population other than ABAWDs. DCF refers SNAP applicants, to include zero benefit households, to the SNAP E&amp;T program, if they meet the criteria for mandatory participation.</p>
Screening Process	<p>When determining who is subject to work requirements, DCF applies a process of elimination that is similar to a funnel. Using the total population of food assistance recipients or applicants ages 18 – 49, SNAP E&amp;T exemptions are explored. Individuals will initially be screened to identify possible exemptions from general SNAP work program requirements. Individuals who are determined to fit the definition of an ABAWD will further be screened to determine if the individual qualifies for an ABAWD exceptions. Any recipient who meets a SNAP E&amp;T exemption is filtered out of the process, not subject to work requirements, and not referred for SNAP E&amp;T participation. Anyone who did not meet a SNAP E&amp;T exemption is then assessed for a possible ABAWD exception. Any recipient or applicant who meets an exception is filtered out of the process, not subject to work requirements, and not referred for SNAP E&amp;T participation. The remaining individuals, who did not meet an exemption or exception, are ABAWDs with mandatory work requirements, and are referred for SNAP E&amp;T participation.</p>

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Conciliation Process (if applicable)	Florida does not have a conciliation process.
Disqualification Policy	<p>ABAWDs will face disqualification from the SNAP E&amp;T program when he or she fails to comply with the SNAP E&amp;T program’s work requirements. DEO will refer noncompliant ABAWDs to DCF for good cause consideration pursuant to 7 CFR 273.24(b)(2) and 7 CFR 273.7(f)(1)(i).</p> <p>During the initial engagement phase (orientation, assessment and/or the online job search/job search training activity) an automatic or manual sanction request will notify DCF of the ABAWD’s non-compliance.</p> <p>Upon receipt of the non-compliance, DCF generates and mails a Notice of Adverse Action (NOAA) letter to the ABAWD that outlines:</p> <ol style="list-style-type: none"> <li>1) The failure to comply with the work requirements, the sanction level and the date the sanction will be imposed.</li> <li>2) The contact information for the local workforce development area for the ABAWD to report for compliance assistance.</li> <li>3) The DCF’s Customer Call Center information to submit and request good cause consideration.</li> <li>4) The minimum number of months the food assistance benefits will be interrupted if the participant does not comply before the penalty begins.</li> </ol> <p>ABAWDs have an opportunity to report to the career center to comply with the failed work requirement before the sanction is effective. During this time, the ABAWD may also contact DCF to report a good cause reason for their non-compliance. “Good cause” is defined as a temporary circumstance beyond the ABAWDs control that prevented participation in assigned SNAP E&amp;T activities. Participants are advised to contact DCF for the status of good cause reviews and determinations.</p> <p>The penalty for failure to comply with the program requirements is the loss of food assistance benefits. When non-compliance is reported and DCF imposes a sanction, the penalty period becomes effective on the first day of the month.</p>

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	<p>Sanction levels and associated penalty periods for failure to comply are as follows:</p> <ul style="list-style-type: none"> <li>• Sanction level 1: ABAWDs who receive a level one sanction will be required to serve a minimum 1-month penalty or until they have complied with the program’s requirements.</li> <li>• Sanction level 2: ABAWDs who receive a level two sanction will be required to serve a minimum 3-month penalty or until they have complied with the program’s requirements.</li> <li>• Sanction level 3: ABAWDs who receive a level 3 sanction will be required to serve a minimum 6-month penalty or until they have complied with the program’s requirements.</li> <li>• Subsequent sanctions received after a level three sanction has been served will continue to be administered as a level three sanction with the ABAWD serving a minimum 6-month penalty period or until compliance each time there is a failure to participate in an activity.</li> </ul> <p>During the penalty period, an ABAWD is not allowed to engage in SNAP E&amp;T activities. Once the penalty period has been served, the ABAWD must complete a compliance activity, as specified by the LWDB, and then reapply for food assistance benefits with DCF. Upon DCF’s determination of the new application and ABAWD status, DCF will refer the SNAP recipient to the SNAP E&amp;T program for reengagement.</p>
Participant Reimbursements	<p>General revenue funds are used for the state’s 50 percent matching funds. Florida’s SNAP E&amp;T program provides participants with reimbursements for transportation costs and employment retention services. These reimbursements are provided using 50/50 funds and covers up to the actual cost of the participant’s expenses or the state agency’s maximum reimbursement rate, whichever is lowest.</p> <p>Additionally, each LWDB has local flexibility to utilize other workforce program funding to provide participant supports, other than transportation, to include personal safety items and other reasonable and necessary needs for program participation.</p>

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	<p><b><u>Food Stamp Reimbursements - Transportation</u></b></p> <p>ABAWDs participating in the E&amp;T program activities will be eligible to receive a food stamp reimbursement (FSR) up to the state’s maximum allotment of \$25 per month for transportation expenses. Participants may only request a FSR for transportation expenses incurred as result of participation in the components of the SNAP E&amp;T program to include completion of the orientation and assessment. Transportation reimbursements may not exceed \$25 in one “earned” month. An earned month is defined as the calendar month in which the activity hours were completed and documented.</p> <p>Food stamp reimbursements are disbursed in specified increments for the following:</p> <ul style="list-style-type: none"> <li>• If a participant is enrolled in the SNAP E&amp;T program and travels to complete orientation and the initial assessment process, she or he may request a FSR to be reimbursed up to \$12.50 in transportation expenses.</li> <li>• If the participant travels to complete only orientation on one day and the assessment on a different day, he or she may request a FSR to be reimbursed up to \$12.50 in transportation expenses for each day.</li> <li>• If the participant is enrolled in the SNAP E&amp;T program and participates in a component during the month, he or she may request a FSR to be reimbursed up to \$25 in transportation expenses.</li> <li>• If the participant travels to attend orientation and assessment and also participates in a program component during the same month, he or she may request a FSR to be reimbursed up to \$25 in transportation expenses for the month.</li> </ul> <p>Participants must provide documentation that verifies their participation in the program’s components, as well as proof of their incurred transportation costs while participating in an activity. Acceptable forms of documentation include:</p> <ul style="list-style-type: none"> <li>• Gas receipts - Case managers must review gas receipts closely to ensure that:           <ul style="list-style-type: none"> <li>○ They are requesting the correct reimbursement amount.</li> <li>○ They are requesting the reimbursement for gas only.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ The date on the receipt coincides with the date(s) the individual participated in the component.</li> <li>● Bus pass receipts – Participants must provide proof that they purchased the bus pass, such as a receipt. The bus pass itself is not sufficient as proof of purchase.</li> <li>● Self-attestation form – Self-attestation forms are allowable and must include:             <ul style="list-style-type: none"> <li>○ The dollar amount spent on transportation to participate in the program’s components</li> <li>○ The month the reimbursement was earned</li> <li>○ The qualifying component</li> <li>○ The participant’s signature, case manager’s signature, and the date</li> </ul> </li> </ul> <p>Reimbursement requests are entered directly into the OSST system on the FSR Request Screen. Food Stamp Reimbursements are disbursed directly to the participant’s Electronic Benefits Transfer (EBT) card.</p> <p>DEO reserves the right to recoup FSR funds that were erroneously added to a participant’s EBT card. DEO may also withhold a participant’s future reimbursements as necessary to make up for erroneous payments. If FSR benefits are withheld, the participant will be notified of this action in writing.</p> <p>ABAWDs will be informed during the orientation, on the Opportunities and Obligations form, and through the self-service portal, that they may be exempted from SNAP E&amp;T participation if their monthly expenses exceed the allowable reimbursable amount. If an ABAWD informs the case manager that their monthly expenses exceed the allowable reimbursement amount, the ABAWD will be assigned to another suitable component in which the ABAWDs expense would not exceed the allowable maximum reimbursement amount.</p> <p>If a suitable component is not available, DEO will refer the participant to DCF for evaluation pursuant to 7 CFR 273.7(d)(4)(v).</p> <p><b><u>Employment Retention Services - Reimbursements</u></b></p> <p>Employment Retention Services are participant reimbursements that are reimbursed by the LWDB.</p>

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	<p>Participants can receive job retention services for up to 90 days per FFY, regardless of the number of times they are referred to the SNAP E&amp;T for participation during the course of a FFY. Reimbursements may be made for transportation costs, uniforms or work related attire, testing fees, and work related equipment or supplies. To receive employment retention services, the SNAP E&amp;T participant must:</p> <ul style="list-style-type: none"> <li>• Be currently participating or have previously participated in a qualifying component, other than completion of the orientation and assessment, prior to obtaining employment.</li> <li>• Have obtained employment within 30 days from the end date of the last qualifying component.</li> <li>• Present work verification showing confirmation of the secured employment.</li> </ul> <p>Employment retention services may be disbursed once the SNAP E&amp;T participant has secured employment and incurred a cost.</p>
Work Registrant Data	<p>Each Federal Fiscal Year, DCF builds a table of all SNAP recipients with mandatory work registration codes. This table includes a unique identifier (the PIN) as well as the recipient's work registration code. The PIN allows DCF to conduct a distinct count of recipients, thereby preventing duplication.</p> <p>Based on work registrant data received from DCF's FLORIDA system, DEO tracks and logs work registrants on a monthly basis from the beginning of the fiscal year. Each month, new registrants are only counted if they were not identified in any previous month during that fiscal year.</p>
Outcome Reporting Data Source and Methodology	<p><b><u>National Measures</u></b></p> <p>Federal E&amp;T National Reporting Measure data will be collected from the One-Stop Service Tracking (OSST) data entry system and DEO's UI wage data. E&amp;T program participants whose cases close due to notification from DCF (E&amp;T participation no longer required / exempt / exception / sanction imposed, etc.) will have the case closure date or the set activity end date, whichever is greater, used as the E&amp;T exit date which will be used to determine the quarter of exit from</p>

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	<p>E&amp;T participation. UI wage data will be used to provide employment counts and wage information (employment &amp; median earnings) for the second and fourth quarters after E&amp;T exit.</p> <p>Participant characteristics including highest educational level, are collected during the assessment, and stored in the OSST system. Participant characteristics are verified during E&amp;T assessment. The OSST system will be used to determine the disaggregation of the number and percentage of participants for each national measure. When determining the participants' age category, the participants' age at E&amp;T participation will be used rather than age at E&amp;T exit. The number and percentage of participants that completed a training, educational, work experience or an on-the-job training component will be calculated from the OSST system when the activity outcome equals "completed" and the end date is within the program year.</p> <p><b><u>State Measures</u></b></p> <p>Florida will measure the percentage of participants who successfully complete qualifying activities by component (outcome = completed), as referenced in Part E, Table 2, entered into the OSST data entry system that have an end date within the program year.</p>

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Part D: Pledge to Serve All At-Risk ABAWDs

ABAWD and Pledge Information	
Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?	Florida is not pledging to offer qualifying activities to all at-risk ABAWDs.
Information about the size & needs of ABAWD population	N/A
The counties/areas where pledge services will be offered	N/A
Estimated cost to fulfill pledge	N/A
Description of State agency capacity to serve at-risk ABAWDs	N/A
Management controls in place to meet pledge requirements	N/A
Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	N/A

Part E - Table 2: E&T Component Detail

Non-Education, Non-Work Components – Job Search*	
Description	Job search provides ABAWDs with meaningful assistance to seek employment and improve his/her ability to get a job. Job search activities may include, online or in-person submission of applications, résumé submission, in-person, web-based or telephone interviews, attendance at job fairs or recruiting events, and other opportunities that assist the ABAWD to actively seeking employment. Job search may be combined with other allowable components, but countable hours in this combined activity is limited to less than half of the required hours.
Geographic Area	Statewide
Target Audience	ABAWD
Anticipated Monthly Participants (unduplicated count)	1,419
Anticipated Monthly Cost*	\$397,534.92
Provider	LWDB
Reporting Measure(s) – If >100 participants	<ul style="list-style-type: none"> <li>• Number of participants who completed job search</li> <li>• Percent of ABAWDs who completed job search and obtained employment</li> </ul>

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

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Non-Education, Non-Work Components – Job Search Training*	
Description	Job search training activities assist with the development of essential employability skills for the ABAWD to secure and retain employment. Job search training activities may be conducted directly in the career centers or through community partners. ABAWDs may also be engaged in staff assisted job search training activities if required. Job search training may include, but is not limited to, workshops that address life skills, time management, soft skills, interpersonal skills, decision making, foundational courses to address basic job seeking skills, job retention skills, résumé development, appropriate dress for the workplace, and career planning. Job search training may be combined with other allowable components, but countable hours in this combined activity is limited to less than half of the required hours.
Geographic Area	Statewide
Target Audience	ABAWD
Anticipated Monthly Participants (unduplicated count)	183
Anticipated Monthly Cost*	\$51,133.65
Provider	LWDB
Reporting Measure(s) – If >100 participants	<ul style="list-style-type: none"> <li>• Number of participants who completed job search training</li> <li>• Percent of ABAWDs who completed job search training and obtained employment</li> </ul>

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

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Non-Education, Non-Work Components – Employment Retention Services	
Description	Employment retention services are support services offered to ABAWDs, for up to 90 days, who have successfully obtained employment after participation in SNAP E&T components. Participants are allowed to receive job retention services for a maximum of 90 days in a federal fiscal year, regardless of the number of times they may be referred to the SNAP E&T program. Job retention services include reimbursements for required uniforms or other clothing for employment, equipment, supplies, required tools to perform the job, testing fees, and transportation. Documentation must be presented prior to reimbursement of any job related expense authorized through the employment retention services component. Documentation may include hard copy or electronic receipts.
Geographic Area	Statewide
Target Audience	ABAWD
Anticipated Monthly Participants (unduplicated count)	409
Anticipated Monthly Cost*	\$175,038
Provider	LWDB
Reporting Measure(s) – If >100 participants	<ul style="list-style-type: none"> <li>• Number of participants who received job retention service for 30 days after they obtained employment</li> <li>• Number of participants who received job retention service for 60 days after they obtained employment</li> <li>• Number of participants who received a job retention service for 90 days after they obtain employment</li> </ul>

Education Components (Education expenses must be justified) – Basic Education

Basic education services are academic instruction and education services below the postsecondary level that increase the ABAWDs ability to:

- Read, write, and speak English
- Perform math or other activities necessary for the attainment of a secondary school diploma or equivalent
- Transition to post-secondary education and training, and
- Obtain employment (WIOA Title II sec. 203).

Allowable education activities may include, but are not limited to:

- Adult Basic Education
- Remedial education
- High school completion or General Education Development
- Post-secondary education
- English for Speakers of Other Languages

In Florida, secondary and post-secondary education and training programs are not automatically covered by state or federal funds. One hundred percent SNAP E&T funds may be used to cover the costs of education, develop a program component, or to pay for the costs associated with an education program to include, but not limited to, providers on the Eligible Training Provider List (ETPL). One hundred percent E&T funds do not supplant nonfederal funds for existing educational services. Expenses for operating educational/training components may not be authorized for costs that exceed the normal costs of services provided to persons not participating in SNAP E&T programs. Educational expenses will not be paid for training that is normally available to the public at no cost. Expenses will not be in excess of what the general public pays, and will be necessary and reasonable.

One hundred percent funds will only be expended if:

- Federal funds are not used to supplant other funding.



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	<ul style="list-style-type: none"> <li>• The ABAWD has attempted to secure federal assistance (not including loans) such as the Pell Grant, and the funds are not available or the ABAWD was not eligible for the funds.</li> <li>• The education program costs are associated with the SNAP E&amp;T program engagement.</li> </ul> <p>ABAWDs who self-enroll in education programs prior to being referred to the SNAP E&amp;T program may continue participate in the program and meet the program requirements, but costs associated with the education activity (such as tuition, books, uniforms, etc.) will not be covered using SNAP E&amp;T funds. However, SNAP E&amp;T funds may be used to pay for such costs for subsequent semesters if the participant has attempted to secure federal financial aid, but is not eligible.</p> <p>Education may be combined with job search, job search training, or other qualifying components.</p>
Geographic Area	Statewide
Target Audience	ABAWD
Anticipated Monthly Participants (unduplicated count)	810
Anticipated Monthly Cost*	\$226,855.94
Provider	LWDB
Reporting Measure(s) – If >100 participants	<ul style="list-style-type: none"> <li>• Number of participants who completed basic education</li> <li>• Percent of participants who completed basic education services and obtained employment</li> </ul>

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Education Components (Education expenses must be justified) – WIOA	
Description	<p>The Workforce Innovation and Opportunity Act provides activities to enhance basic core skills to reduce barriers to employment for low income adults and youth through training and education services. WIOA services may include assessments, development of employment plans, soft skills workshops, on the job training, apprenticeships, and other support services.</p> <p>The cost the state expects to incur to operate the WIOA component will cover SNAP E&amp;T related case management of ABAWDs who are co-enrolled in the WIOA program. Services paid using SNAP E&amp;T funds are not available to the general public.</p>
Geographic Area	Statewide
Target Audience	ABAWD
Anticipated Monthly Participants (unduplicated count)	17
Anticipated Monthly Cost*	\$1,821.20
Provider	LWDB
Reporting Measure(s) – If >100 participants	<ul style="list-style-type: none"> <li>• Number of participants who completed the WIOA component</li> <li>• Percent of participants who completed the WIOA component and obtained employment</li> </ul>

Education Components (Education expenses must be justified) – Vocational Training/TAA	
Description	<p>Vocational training provides an opportunity for ABAWDs to participate in specific training to gain knowledge, skills, and competencies required for particular occupations or trades. Vocational training activities may be combined with job search or job search training, or other qualifying components.</p> <p>Training through the TAA program may be available for ABAWDs who meet TAA program eligibility.</p> <p>One hundred percent funds will only be expended for vocational training if:</p> <ul style="list-style-type: none"> <li>• Federal funds are not used to supplant other funding.</li> <li>• The ABAWD has attempted to secure federal assistance (not including loans) such as the Pell Grant, and the funds are not available or the ABAWD was not eligible for the funds.</li> <li>• The costs are associated with the SNAP E&amp;T program engagement.</li> </ul> <p>ABAWDs who self-enroll in vocational training prior to being referred to the SNAP E&amp;T program may participate in the program, but costs associated with the education activity (such as tuition, books, uniforms, etc.) will not be covered using SNAP E&amp;T funds. However, SNAP E&amp;T funds may be used to pay for such costs for subsequent semesters if the participant has attempted to secure federal financial aid, but is not eligible.</p>
Geographic Area	Statewide
Target Audience	ABAWD
Anticipated Monthly Participants (unduplicated count)	46
Anticipated Monthly Cost*	\$12,795.09
Provider	LWDB
Reporting Measure(s) – If >100 participants	<ul style="list-style-type: none"> <li>• Number of participants enrolled who completed vocational training</li> <li>• Percent of participants who completed vocational training and obtained employment</li> </ul>

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Work Components – Work Experience	
Description	<p>Work experience connects ABAWDs with employers to build job related skills through practical experience or training at a worksite. In lieu of wages, ABAWDs receive compensation in the form of their household’s monthly food assistance allotment. Work experience may be combined with job search, job search training, or other qualifying component.</p> <p>Worksites and worksite agreements are developed and executed by the LWDB. Each LWDB has signed a grantee/sub-grantee agreement with DEO that guides service delivery and requiring data exchanges such as reporting participation hours in the management information system. Florida’s State law provides workers compensation for participants in work experience funded via federal programs, such as SNAP E&amp;T.</p> <p>An ABAWD may identify a worksite that has not yet been developed by the LWDB. However, the ABAWD will not be assigned to work experience at the worksite until an agreement with the site has been executed by the LWDB.</p>
Geographic Area	Statewide
Target Audience	ABAWD
Anticipated Monthly Participants (unduplicated count)	229
Anticipated Monthly Cost*	\$64,208.92
Provider	LWDB
Reporting Measure(s) – If >100 participants	<ul style="list-style-type: none"> <li>• Number of participants who completed work experience</li> <li>• Percent of participants who completed work experience and obtained employment</li> </ul>

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Part F - Table 3: Estimated Participant Levels

A.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	942,518
B.	Total number of planned State option exemptions from E&T Participation:	582,336
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY. 1. Mandatory registrant not head of household 2. Mandatory head of household (includes TCA teen parent) 3. Illness (medical limitation) 4. Remote 5. Confirmed Pregnancy 6. Transportation unavailable for over 2 hours 7. Extreme comm. Or lang. limitation 8. Circumstances beyond control 9. Lack of child care for ages 6 to 12 years old 10. One-month certification 11. ABAWD with indicator 'N' mandatory FSET/ABAWD only 12. ABAWD with indicator 'N' mandatory refugee referral	
C.	Percent of all work registrants exempt from E&T (B/A)	61.78%
D.	Anticipated number of E&T mandatory participants (A-B)	360,182
E.	Anticipated number of voluntary E&T participants	0
F.	Anticipated number of ABAWDs in the State during the Federal FY.	267,200
G.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY.	0
H.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	0
I.	Number of potential at-risk ABAWDs expected in the State during the Federal FY (F-(G+H))	267,200

**Note:** This form may require additional updates or revisions.

**Part G – Table 4: Partnerships/Contracts**

Name of Partner/Contract	Cost	% of E&T Operating Budget
South Florida Workforce Investment Board (DBA CareerSource South Florida)	\$1,313,495	13.51%
Workforce Escarosa, Inc. (DBA CareerSource Escarosa)	\$219,401	2.26%
Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	\$82,187	0.85%
Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	\$82,187	0.85%
Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	\$104,704	1.08%
Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	\$196,176	2.02%
North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	\$82,187	0.85%
Florida Crown Workforce Board, Inc. (DBA CareerSource Florida Crown)	\$82,187	0.85%
First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	\$403,187	4.15%
Alachua/Bradford Regional Workforce Board (DBA CareerSource North Central Florida)	\$141,691	1.46%
Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	\$190,687	1.96%
Workforce Development Board of Flagler and Volusia Counties, Inc. (DBA CareerSource Flagler Volusia)	\$255,263	2.62%
Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	\$907,187	9.33%
Brevard Workforce Development Board, Inc. (DBA CareerSource Brevard)	\$219,330	2.26%
WorkNet Pinellas, Inc. (DBA CareerSource Pinellas)	\$431,826	4.44%
Tampa Bay Workforce Alliance, Inc. (DBA CareerSource Tampa Bay)	\$692,940	7.13%
Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	\$278,644	2.87%

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Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)	\$323,702	3.33%
Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	\$226,555	2.33%
Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	\$82,187	0.85%
Workforce Development Board of the Treasure Coast, Inc. (DBA CareerSource Research Coast)	\$205,374	2.11%
CareerSource Palm Beach County, Inc.	\$495,545	5.10%
CareerSource Broward	\$725,466	7.46%
CareerSource South Florida	\$1,313,495	13.51%
Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	\$336,319	3.46%
CareerSource Florida, Inc.	\$87,017	0.89%

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Part H: Contractor Detail Addendum

Partner/Contract Name	South Florida Workforce Investment Board DBA CareerSource South Florida			
Monitoring and communication with contractor (s)	DEO holds a grantee/sub-grantee agreement with CareerSource South Florida which outlines the LWDBs requirements to operate the SNAP E&T program in accordance with the federal and state laws and policy. DEO conducts annual quality assurance reviews of the SNAP E&T program to ensure compliance with the laws set forth by federal regulations and state statute, as well as state guidance. DEO conducts random audits of the SNAP E&T data entered in the management information system to ensure the integrity of the information. Policy changes are communicated to the LWDB through guidance papers, memorandum, teleconference, webinar, and on-site training or technical assistance as needed or requested.			
Role of Contractor	CareerSource South Florida is responsible for the direct administration of SNAP E&T program services to ABAWDs. CareerSource South Florida may contract with a provider for the delivery of the SNAP E&T components and case management services.			
Timeline	Start	October 2016	End	September 2017
Description of Activities/Services	CareerSource South Florida administers the SNAP E&T components outlined in this state plan, Part E table 2. These services and activities include job search/job search training, education and training, work experience, self-initiated work experience, job search, job search training, and/or a combination of components.			
Funding	\$1,313,495			
Evaluation	DEO conducts annual quality assurance reviews of the SNAP E&T program to ensure compliance with the laws set forth by federal regulations and state statute, as well as state guidance. DEO conducts random audits of the SNAP E&T data entered in the management information system to ensure the integrity of the information.			



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Part I - Table 5: Operating Budget

	State cost	Federal cost	Total
<b>I. Direct Costs:</b>			
a) Salary/Wages		\$750,000	\$750,000
b) Fringe Benefits* Approved Fringe Benefit Rate Used <u>  36  </u> %		\$270,000	\$270,000
c) Contractual Costs		\$8,165,444	\$8,165,444
d) Non-capital Equipment and Supplies		\$7,500	\$7,500
e) Materials		\$0	\$0
f) Travel		\$35,000	\$35,000
g) Building/Space		\$21,000	\$21,000
h) Risk Management		\$10,999	\$10,999
i) Equipment & Other Capital Expenditures		\$0	\$0
j) Agency Shared Costs**		\$420,000	\$420,000
Total Direct Costs		\$9,679,943	\$9,679,943
<b>II. Indirect Costs:</b>			
Indirect Costs*Approved Indirect Cost Rate Used: <u>  0.4866  </u> %		\$44,696	\$44,696
Total Indirect Costs		\$44,696	\$44,696
<b>III. In-kind Contribution</b>			
State in-kind contribution			
<b>IV. Participant Reimbursement (State plus Federal):</b>			
a) Dependent Care			
b) Transportation & Other Costs	\$3,100,000	\$3,100,000	\$6,200,000
c) State Agency Cost for Dependent Care Services			
<b>V. Total Costs</b>	\$3,100,000	\$12,824,639	\$15,924,639

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

\*\*These shared costs are directly allocated based on the Department's allocation plan. For example, IT services are allocated based on all FTE time charges in the department. These costs are not included in the agency's indirect costs.

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Part J - Table 6: Budget Narrative and Justification Table

Item	Narrative
<b>I. Direct Costs:</b>	
a) Salary/Wages \$750,000	State agency administration staffing to support 7.45 FTE; 5 positions at 100%, 1 position at .50%, 6 positions at .25%, 3 positions at .15%. The State agency utilizes a cost allocation plan for contributions from various departments throughout the agency such as Information Systems and Support Services (IT), Finance and Administration, and Executive Leadership. The cost allocation plan for these various departments includes around 100 positions combined.
b) Fringe Benefits* Approved Fringe Benefit Rate Used 36% \$270,000	State agency contributions for FICA tax, state employee investment accounts, state employee retirement, state health insurance, state life insurance and state disability insurance.
c) Contractual Costs \$8,165,444	The State agency currently contracts with Career Source Florida and its 24 Local Workforce Development Boards (LWDBs).
d) Non-capital Equipment and Supplies \$7,500	Non-capital equipment and supplies utilized by the State of Florida in support SNAP activities.
e) Materials	
f) Travel \$35,000	Travel costs incurred to attend meetings, training, provide technical assistance in-state and for monitoring visits.
g) Building/Space \$21,000	State agency costs incurred for Building/Space for SNAP activities.
h) Risk Management \$10,999	Insurance contracted through Florida's Department of Management Services, costs are shared between the different state agencies and are recouped on an FTE basis.

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i) Equipment & Other Capital Expenditures	
j) Agency Shared Costs \$420,000	State Agency shared costs incurred for various expenses includes data processing, paper, HR assessment, utilities, internet and phones.
<b>II. Indirect Costs:</b>	
\$44,696	Current provisional Indirect Cost Rate is 0.4866% and is calculated on Salaries, Benefits, Other Personal Services and contractual costs for 24 local workforce development boards and CareerSource Florida.
<b>III. State In-kind Contribution</b>	
<b>IV. Participant Reimbursements</b>	
a) Dependent Care	
b) Transportation & Other Costs \$6,200,000	The State of Florida provides transportation reimbursements for each participant and will be providing Employment Retention Services to eligible participants.
c) State Agency Cost for Dependent Care Services	

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Part K - Table 7: Summary of Federal Fiscal Year Costs

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
1. 100 Percent Federal E&T Grant:	\$11,289,712	\$9,724,639
2. Share of \$20 Million ABAWD Grant ( <u>if applicable</u> )	\$0	\$0
3. Additional E&T Administrative Expenditures		
a. 50% Federal	\$0	\$0
b. 50% State	\$0	\$0
4. Participant Expenses:		
a. Transportation/Other		
50% Federal	\$3,100,000	\$3,100,000
50% State	\$3,100,000	\$3,100,000
b. Dependent Care		\$0
50% Federal	\$0	\$0
50% State	\$0	\$0
5. Total E&T Program Costs ( = 1+2+3a+3b+4a+4b)	\$16,089,712	\$15,924,639
6. 100% State Agency Cost for Dependent Care Services	\$0	\$0
7. Total Planned Federal FY Costs (Must agree with Part H—Operating Budget		\$15,924,639

\*Include immediately preceding Federal FY's final approved budget figures for each spending category