



SNAP Employment and Training State Plan

Federal Fiscal Year 2018



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Section A: Cover Page and Authorized Signatures

State: Florida

State Agency: Department of Children and Families

Federal FY: 2018

Date: August 15, 2017

Primary Contacts: Complete the table with the name, title, phone and email address for those State agency personnel who should be contacted with questions about the E&T plan. Add additional rows if needed.

Name	Title	Phone	Email
Tonyaleah Veltkamp (DCF)	Program Manager	(850) 717-4142	tonyaleah.veltkamp@myflfamilies.com
Susan Thomas (DCF)	Chief, Program Policy	(850) 717-4106	susan.thomas@myflfamilies.com
Trina Travis (DEO)	Administrator	(850) 245-7446	trina.travis@deo.myflorida.com

Certified By:




Jeri Culley, Assistant Secretary,
Economic Self Sufficiency

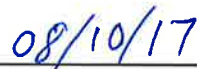


Date

Certified By:



Randy Pupo, Budget Analyst,
Budget Policy and Planning Unit



Date

Section B: Assurance Statements	
<i>Check box at right to indicate you have read and understand each statement.</i>	
I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds.	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input checked="" type="checkbox"/>
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	<input checked="" type="checkbox"/>
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	<input checked="" type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input checked="" type="checkbox"/>
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input checked="" type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	<input checked="" type="checkbox"/>
XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input checked="" type="checkbox"/>

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

Acronyms

Below is a list of common acronyms utilized within this plan:

ABAWD	Able-Bodied Adult without Dependents
CFR	Code of Federal Regulations
DEO	Department of Economic Opportunity
DCF	Department of Children and Families
EBT	Electronic Benefits Transfer
E&T	Employment and Training
ETPL	Eligible Training Provider List
FFY	Federal Fiscal Year
FLORIDA	Florida Online Recipient Integrated Data Access
FNS	Food and Nutrition Service
FSR	Food Stamp Reimbursement
LWDB	Local Workforce Development Board
SNAP	Supplemental Nutrition Assistance Program
TAA	Trade Adjustment Assistance
TANF	Temporary Assistance to Needy Families
UI	Unemployment Insurance
OSST	One-Stop Service Tracking
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
WP	Wagner-Peyser
WT	Welfare Transition

Section C: State E&T Program, Operations and Policy Overview	
<p>I. Summary of the SNAP E&T Program</p> <ul style="list-style-type: none"> • Mission • Scope of services • Administrative structure of program 	<p>In Florida, the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) program is administered by the Florida Department of Children and Families (DCF). DCF works closely with the Florida Department of Economic Opportunity (DEO) to ensure a strong working relationship and communication between the two agencies. The mission of DCF is to work in partnership with local communities to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery and resiliency. DEO’s mission is to assist the Governor in advancing Florida’s economy by championing the state’s economic development vision and by administering state and federal programs and initiatives to help visitors, citizens, businesses, and communities.</p> <p>Beginning October 1, 2017, DCF will be the agency responsible for administering the SNAP E&T program. Previously, DCF had a waiver to allow the Department of Economic Opportunity (DEO) to administer the SNAP E&T Program. DCF and DEO entered into an interagency agreement to maintain the current service model. DCF, in collaboration with DEO, are exploring opportunities to expand the current SNAP E&T Program business model.</p> <p>Florida’s SNAP E&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&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 committed to ensuring workers, including ABAWDs, in the state are skilled and able to not only obtain, but retain employment while earning a self-sustaining wage. For Federal fiscal year (FFY) 2018, Florida will continue to offer SNAP E&T services to ABAWDs referred to the program by DCF. SNAP E&T components that are available to ABAWDs include job search and job search training, work experience, education and vocational training, as well as</p>

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services offered through the Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA) programs.

Florida also encourages SNAP E&T and WIOA co-enrollment to provide ABAWDs with an opportunity to 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.

SNAP E&T Service Delivery

ABAWDs referred for SNAP E&T participation are informed of their referral to the program through a Notice of Mandatory Participation (NOMP), mailed by DEO on behalf of the Local Workforce Development Board (LWDB). The NOMP provides instructions to the ABAWD of the initial engagement steps and associated deadlines to avoid actions that adversely impact their receipt of food assistance benefits. The initial engagement steps include an online orientation to the SNAP E&T program, an online initial assessment, and an online appointment scheduling requirement.

Orientation

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

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

Assessment

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	<p>The assessment, offered online or 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 following the orientation service and prior to assignment to a qualifying component.</p> <p><u>Online Appointment Setting</u></p> <p>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>During the appointment, the ABAWD meets with a case manager to discuss their assessment responses and determine which activity(ies) is suitable for placement.</p>
<p>II. Program Changes</p> <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	<p>Florida will have the following program changes for FFY 2018:</p> <ul style="list-style-type: none"> • Administrative and fiscal responsibility of the program, currently held by DEO, will transfer to DCF • DCF will receive the SNAP E&T grant funding from FNS directly • ABAWDS engaged in an Education component will receive credit for study/lab time

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<p>III. Workforce Development System</p> <ul style="list-style-type: none"> • General description • In-demand and emerging industries and occupations • Connection to SNAP E&T, components offered through such system, career pathways, and credentials available 	<p>Over the past few years, Florida’s economy has improved significantly. The latest labor market information states that as of June 2017, the unemployment rate is down to 4.1 percent, and there is a record level of job openings in the state, with in-demand occupations in the areas of construction, manufacturing, trade, transportation, professional and business services, education and health services, leisure, and hospitality. 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 through DEO and 24 Local Workforce Development Boards (LWDBs). 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 directive board, by providing policy, 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 that target 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"> 1. Enhance alignment and market responsiveness of workforce, education, and economic development systems through improved service integration that reduces welfare dependence and increases

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	<p>opportunities for self-sufficiency, high-skill and high-wage careers, and lifelong learning.</p> <ol style="list-style-type: none"> 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. 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.
<p>IV. Other Employment Programs</p> <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable 	<p>ABAWDs referred for participation in the mandatory SNAP E&T have a variety of opportunities available through SNAP E&T, as well as other federally funded programs, including WIOA and Wagner-Peyser programs. SNAP E&T is typically co-located within the career centers where participants have the ability to be screened and referred to other workforce program services.</p> <p>In addition, the WT program is Florida’s work program designed to engage work eligible TANF 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&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> <p>Both the SNAP E&T and TANF participants are served by DEO through the LWDB’s. There are case managers that work with both the SNAP E&T and TANF programs, therefore, costs are allocated accordingly and shared resources include access to employer services, job seeker services, and the One Stop Service Tracking (OSST) system.</p>
<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • Description of consultation efforts 	<p>In accordance with the regulatory requirements under 7 CFR 272.2 and 7 CFR 273.7, pertaining to American Indians, the Seminole Tribe of Florida and the Miccosukee Tribe of Indians of Florida, are the only two federally recognized tribes in the State of Florida. DEO has and will continue to reach out to</p>

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<ul style="list-style-type: none"> • Services available through E&T 	<p>both tribes to provide information about the SNAP E&T program as well as services available through the program. Services include transportation assistance, job search assistance, job search training, work experience activities, and education and training. The Tribal Council has provided no response to the outreach efforts.</p>
<p>VI. State Options</p> <ul style="list-style-type: none"> • Select options the State is applying 	<p>Florida is not specifically targeting SNAP E&T services toward any specific population other than ABAWDs. DCF refers SNAP applicants, including zero benefit households, to the SNAP E&T program, if they meet the criteria for mandatory participation.</p>
<p>VII. Screening Process</p> <ul style="list-style-type: none"> • Process for identifying whether work registrant should be referred to E&T 	<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 16 – 59, SNAP E&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 exception. Any recipient who meets a SNAP E&T exemption is filtered out of the process, not subject to work requirements, and not referred for SNAP E&T participation. Anyone who did not meet a SNAP E&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&T participation. The remaining individuals, who did not meet an exemption or exception, are ABAWDs with mandatory work requirements, and are referred to DEO for SNAP E&T participation.</p> <p>ABAWDs are informed during the orientation, on the Opportunities and Obligations form, and through the self-service portal, that they may be exempted from SNAP E&T participation if their monthly program-related transportation expenses to participate in the SNAP E&T program exceed the allowable reimbursement amount. If an ABAWD informs the SNAP E&T case manager that their monthly program-related transportation expenses exceed the allowable reimbursement amount, the ABAWD will be assigned to another suitable</p>

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	<p>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). DCF will exempt these individuals from SNAP E&T participation and will continue to apply 7 CFR 273.24 for ABAWDs.</p>
<p>VIII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> • Procedures for conciliation • Length 	<p>Florida does not have a conciliation process.</p>
<p>IX. Disqualification Policy</p> <ul style="list-style-type: none"> • Length of disqualification period • Sanction applies to individual or entire household 	<p>Work registrants will face disqualification from the SNAP E&T program, as well as food assistance, when he or she fails to comply with the SNAP E&T program’s work requirements. DEO will refer noncompliant work registrants to DCF for good cause consideration pursuant to 7 CFR 273.24(b)(2) and 7 CFR 273.7(f)(1)(i). Beginning in November 2017, DCF will generate and mail a Good Cause Notice prior to the NOAA, allowing work registrants 10 days to contact DCF and report a good cause reason for non-compliance. “Good cause” is defined as a temporary circumstance beyond the work registrants control that prevented participation in assigned SNAP E&T activities. Participants are advised to contact DCF for the status of good cause reviews and determinations. If good cause is not reported, then DCF generates and mails a Notice of Adverse Action (NOAA) letter to the work registrant that outlines:</p> <ol style="list-style-type: none"> 1) The failure to comply with the work requirements, the sanction level, and the date the sanction will be imposed. 2) The contact information for the local workforce development area for the work registrant to report for compliance assistance. 3) The DCF’s Customer Call Center information to submit and request good cause consideration. 4) The minimum number of months the food assistance benefits will be interrupted if the participant does not comply before the penalty begins. <p>Work registrants have an opportunity to report to the career center to comply with the failed work requirement before the</p>

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sanction is effective. If the work registrant complies before the sanction is effective, the sanction will not be imposed.

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. Sanction levels and associated penalty periods for failure to comply are as follows:

- Sanction level 1: Work registrants who receive a level one sanction will be required to comply with the program's requirements and serve a minimum 1-month penalty.
- Sanction level 2: Work registrants who receive a level two sanction will be required to comply with the program's requirements and serve a minimum 3-month penalty.
- Sanction level 3: Work registrants who receive a level three sanction will be required to comply with the program's requirements and serve a minimum 6-month penalty.
- Subsequent sanctions received after a level three sanction will continue to be administered as a level three sanction and will require compliance with the program's requirements and serve a minimum 6-month penalty, each time there is a failure to participate in an activity.

If the work registrant is the head of household, the penalty will apply to the entire household. If the work registrant is **not** the head of household, the penalty will apply to the work registrant only. In households when the work registrant is the head of household and continue to be noncompliant beyond the sanction period, the remaining household members may reapply for food assistance benefits with DCF.

During the penalty period, a work registrant is not allowed to engage in SNAP E&T activities. Once the penalty period has been served, the work registrant 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 work registrant status, DCF will refer

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	<p>the SNAP recipient to the SNAP E&T program for reengagement.</p>
<p>X. Participant Reimbursements</p> <ul style="list-style-type: none"> • List all participant reimbursements (or link to State policy/handbook) • Reimbursement cap • Payment method (in advance or as reimbursement) 	<p>General revenue funds are used for the state’s 50 percent matching funds. Florida’s SNAP E&T program provides participants with reimbursements for transportation costs. 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. Other support services may be available through Workforce Innovation and Opportunity Act Program and the Wagner-Peyser Program.</p> <p><u>Food Stamp Reimbursements - Transportation</u></p> <p>ABAWDs participating in the E&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&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"> • If a participant is enrolled in the SNAP E&T program and travels to complete orientation and the initial assessment process, he or she may request a FSR to be reimbursed up to \$12.50 in transportation expenses. • 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. • If the participant is enrolled in the SNAP E&T program and participates in a component during the month, he

Section C: State E&T Program, Operations and Policy Overview

or she may request a FSR to be reimbursed up to \$25 in transportation expenses.

- 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.

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:

- Gas receipts - Case managers must review gas receipts closely to ensure that:
 - They are requesting the correct reimbursement amount.
 - They are requesting the reimbursement for gas only.
 - The date on the receipt coincides with the date(s) the individual participated in the component.
- 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.
- Self-attestation form – Self-attestation forms are allowable and must include:
 - The dollar amount spent on transportation to participate in the program's components
 - The month the reimbursement was earned
 - The qualifying component
 - The participant's signature, case manager's signature, and the date

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 seven days from the FSR request date.

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.

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	<p>ABAWDs are informed during the orientation, on the Opportunities and Obligations form, and through the self-service portal, that they may be exempted from SNAP E&T participation if their monthly program-related transportation expenses to participate in the SNAP E&T program exceed the allowable reimbursement amount. If an ABAWD informs the SNAP E&T case manager that their monthly program-related transportation 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>XI. Work Registrant Data</p> <ul style="list-style-type: none"> Methodology used to count work registrants 	<p>Each Federal Fiscal Year, DCF builds a table of all SNAP recipients with mandatory work registration codes and deferral work registration codes. This table does not include individuals who are exempt from SNAP E&T. 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>
<p>XII. Outcome Reporting Data Source and Methodology</p> <ul style="list-style-type: none"> Data sources Methodology 	<p><u>National Measures</u></p> <p>Federal E&T National Reporting Measure data will be collected from the One-Stop Service Tracking (OSST) data entry system and DEO's Unemployment Insurance (UI) wage data. E&T program participants whose cases close due to notification from DCF (E&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&T exit date which will be used to determine the quarter of exit from E&T participation. UI wage data will be used to provide employment counts and wage information (employment & median earnings) for the second and fourth quarters after E&T exit.</p>

Section C: State E&T Program, Operations and Policy Overview	
	<p>Participant characteristics, including highest educational level, are collected during the assessment, and stored in the OSST system. Participant characteristics are verified during E&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&T participation will be used rather than age at E&T exit. The number and percentage of participants that completed an orientation, assessment, 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. Completion of an orientation and assessment will not be included in the fourth national outcome measure.</p> <p><u>State Measures</u> Florida will measure the percentage of participants who successfully complete qualifying activities by component (outcome = completed), as referenced in Section E, entered into the OSST data entry system that have an end date within the program year.</p>

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable) State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:	
I. 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.
II. Information about the size & needs of ABAWD population	N/A
III. The counties/areas where pledge services will be offered	N/A
IV. Estimated cost to fulfill pledge	N/A
V. Description of State agency capacity to serve at-risk ABAWDs	N/A
VI. Management controls in place to meet pledge requirements	N/A

Florida Department of Children and Families
Federal Fiscal Year 2018
October 4, 2017

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable) <i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:</i>	
VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	N/A

Section E: E&T Component Detail

Components by Category (*Non-Education, Non-Work Components; Education Components; Work Components*)

Non-Education, Non-Work Components

Non-Education, Non-Work Components – Job Search*					
Description	<p>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 with actively seeking employment. Per 7 CFR 273.7(e)(1), job search hours are limited and may be combined with other allowable program components. The allowable program components are job search training, education, vocational training, work experience, WIOA, and TAA. ABAWDs may only be assigned to job search for up to 39 hours per month, which is less than half of the 80 hour per month ABAWD work requirement. When job search and job search training are combined, the total hours assigned cannot exceed 39 hours.</p>				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	ABAWD	1,288	\$480,972	LWDB	<ul style="list-style-type: none"> Number of individuals who begin job search and the percentage that obtained employment

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

Non-Education, Non-Work Components – Job Search Training*					
Description	<p>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. Like job search, job search training hours are limited to 39 hours or less per month, and may be combined with other allowable program components as listed in the job search description above. When job search training and job search are combined, the total hours assigned cannot exceed 39 hours.</p>				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	ABAWD	95	\$35,444	LWDB	<ul style="list-style-type: none"> Number of individuals who begin job search training and percentage that obtained employment

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

Education Components

Education Components – Basic Education	
Description	<p>Basic education services are academic instruction and education services below the postsecondary level that increase the ABAWDs ability to:</p> <ul style="list-style-type: none"> • Read, write, and speak English • Perform math or other activities necessary for the attainment of a secondary school diploma or equivalent • Transition to post-secondary education and training, and • Obtain employment (WIOA Title II sec. 203). <p>Allowable education activities may include, but are not limited to:</p> <ul style="list-style-type: none"> • Adult Basic education • Remedial education • High school completion or General Education Development • Post-secondary education • English for Speakers of Other Languages <p>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.</p> <p>One hundred percent funds will only be expended if:</p> <ul style="list-style-type: none"> • Federal funds are not used to supplant other funding. • 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. • The education program costs are associated with the SNAP E&T program engagement. <p>ABAWDs who self-enroll in education programs prior to being referred to the SNAP E&T program may continue to participate in the program and meet the program requirements, but costs associated with the education</p>

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<p>activity (such as tuition, books, uniforms, etc.) will not be covered using SNAP E&T funds. However, SNAP E&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>ABAWDs assigned to education components may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.</p>					
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	ABAWD	1,090	\$407,054	LWDB	<ul style="list-style-type: none"> Number of individuals that begin basic education services and percentage that obtained employment

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

Education Components – 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"> • Federal funds are not used to supplant other funding. • 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. • The costs are associated with the SNAP E&T program engagement. <p>ABAWDs who self-enroll in vocational training prior to being referred to the SNAP E&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&T funds. However, SNAP E&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>ABAWDs assigned to education components may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.</p>			
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	ABAWD	50	\$18,782	LWDB	<ul style="list-style-type: none"> • Number of individuals who begin vocational training and percentage that obtained employment

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

Education Components – 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&T related case management of ABAWDs who are co-enrolled in the WIOA program. Services paid using SNAP E&T funds are not available to the general public.</p>				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	ABAWD	11	\$4,039	LWDB	<ul style="list-style-type: none"> Number of individuals who begin WIOA component and percentage that obtained employment

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

Work Components

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 OSST system. Florida Statute 445.009 provides workers compensation for participants in work experience funded via federal programs, such as SNAP E&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	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Statewide	ABAWD	170	\$63,517	LWDB	<ul style="list-style-type: none"> Number of individuals who begin work experience and percentage that obtained employment

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

Section F: Estimated Participant Levels	
I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	993,037
II. Estimated Number of Work Registrants Exempt from E&T	773,508
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	
III. Percent of all work registrants exempt from E&T (line II/line I)	77.9%
IV. Anticipated number of mandatory E&T participants (line I – line II)	219,529
V. Anticipated number of voluntary E&T participants	0
VI. Anticipated number of ABAWDs in the State during the Federal FY	219,529
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY	0
VIII. Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	0
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII))	219,529

Section G: Summary of Partnerships and/or Contracts					
Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
Workforce Escarosa, Inc. (DBA CareerSource Escarosa)	E&T Services	\$183,454	\$0	\$183,454	1.12%
Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	E&T Services	\$75,000	\$0	\$75,000	0.46%
Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	E&T Services	\$75,000	\$0	\$75,000	0.46%
Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	E&T Services	\$134,921	\$0	\$134,921	0.83%

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Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	E&T Services	\$226,163	\$0	\$226,163	1.39%
North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	E&T Services	\$75,000	\$0	\$75,000	0.46%
Florida Crown Workforce Board, Inc. (DBA CareerSource Florida Crown)	E&T Services	\$75,000	\$0	\$75,000	0.46%
First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	E&T Services	\$831,852	\$0	\$831,852	5.10%
Alachua/Brad ford Regional Workforce Board (DBA CareerSource North Central Florida)	E&T Services	\$282,461	\$0	\$282,461	1.73%

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Citrus Levy Marion Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	E&T Services	\$366,908	\$0	\$366,908	2.25%
Workforce Development Board of Flagler and Volusia Counties, Inc. (DBA CareerSource Flagler Volusia)	E&T Services	\$330,993	\$0	\$330,993	2.03%
Central Florida Regional Workforce Development Board Inc. (DBA CareerSource Central Florida)	E&T Services	\$1,183,229	\$0	\$1,183,229	7.25%
Brevard Workforce Development, Inc. (DBA CareerSource Brevard)	E&T Services	\$209,661	\$0	\$209,661	1.28%
WorkNet Pinellas, Inc. (DBA	E&T Services	\$693,049	\$0	\$693,049	4.25%

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CareerSource Pinellas)					
Tampa Bay Workforce Alliance, Inc. (DBA CareerSource Tampa Bay)	E&T Services	\$996,864	\$0	\$996,864	6.11%
Pasco- Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	E&T Services	\$340,701	\$0	\$340,701	2.09%
Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)	E&T Services	\$326,140	\$0	\$326,140	2.00%
Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	E&T Services	\$148,511	\$0	\$148,511	0.91%
Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	E&T Services	\$99,978	\$0	\$99,978	0.61%
Workforce Development Board of the	E&T Services	\$164,041	\$0	\$164,041	1.01%

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Treasure Coast, Inc. (DBA CareerSource Research Coast)					
CareerSource Palm Beach County, Inc.	E&T Services	\$368,849	\$0	\$368,849	2.26%
CareerSource Broward	E&T Services	\$673,635	\$0	\$673,635	4.13%
South Florida Workforce Investment Board (DBA CareerSource South Florida)	E&T Services	\$1,619,053	\$0	\$1,619,053	9.92%
Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	E&T Services	\$335,847	\$0	\$335,847	2.06%
CareerSource Florida, Inc.	E&T Services	\$79,839	\$0	\$79,839	0.49%
TOTAL		\$9,896,150	\$0	\$9,896,150	60.65%
*State-Level Participant Reimbursements	E&T Services	\$0	\$4,200,000	\$4,200,000	25.74%

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum.

*State-Level Participant Reimbursements: Participants reimbursements are paid at the state office organizational code level and issued through EBT cards to participants.

Section 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 2017	End September 2018
Description of Activities/Services	CareerSource South Florida administers the SNAP E&T components outlined in this state plan, Section E. These services and activities include job search/job search training, education and vocational training, work experience, and/or a combination of components.		
Funding	\$1,619,053		
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 OSST system to ensure the integrity of the information.		

Section I: Operating Budget and Budget Narrative

	State cost	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages		1,004,892	1,004,892
b) Fringe Benefits* Approved Fringe Benefit Rate Used <u>36%</u>		361,761	361,761
c) Contractual Costs (Admin Only)		118,824	118,824
d) Contractual Costs (Subrecipients)	1,000,000	8,896,150	9,896,150
e) Non-capital Equipment and Supplies		10,538	10,538
f) Materials		0	0
g) Travel		21,000	21,000
h) Building/Space		18,000	18,000
i) Equipment & Other Capital Expenditures		0	0
j) Agency Shared Costs**		558,413	558,413
Total Direct Costs	1,000,000	10,989,578	11,989,578
I. Direct Costs – FL Department of Children and Families:			
a) Salary/Wages/Benefits		67,062	67,062
II. Indirect Costs – FL Department of Economic Opportunity:			
Indirect Costs*Approved Indirect Cost Rate Used: <u>0.5997%</u>		61,067	61,067
III. In-kind Contribution			
State in-kind contribution			
Total Administrative Cost (Total of items I, II, and III)			
<i>100 Percent Federal E&T Grant</i>		10,117,707	10,117,707
<i>50 percent Additional Administrative Expenditure</i>	1,000,000	1,000,000	2,000,000
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (including contractual costs)			
b) Transportation & Other Costs (including contractual costs)	2,100,000	2,100,000	4,200,000
c) State Agency Cost for Dependent Care Services			
<i>Total 50 percent Participant Reimbursement Expenses</i>	3,100,000	3,100,000	6,200,000
V. Total Costs	3,100,000	13,217,707	16,317,707

* 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 not included in the agency's indirect costs.

Section J: Budget Narrative and Justification

Item	Narrative
I. Direct Costs: DEO	
a) Salary/Wages \$1,004,892	State agency administration staffing to support 1.30 FTE; 4 positions at 100%, 3 positions at .50%, 8 positions at .25. 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 <u>36%</u> \$361,761	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 (Admin Only) \$118,824	The State agency currently contracts with vendors for services directly in support of SNAP activities.
d) Contractual Costs (Subrecipients) \$9,896,150	The State agency currently contracts with CareerSource Florida and its 24 Local Workforce Development Boards (LWDBs). State funds will only be used once 100% funds have been exhausted and will cover costs that directly support participant engagement.
e) Non-capital Equipment and Supplies \$10,538	Non-capital equipment and supplies utilized by the State of Florida in support SNAP activities.
f) Materials	
g) Travel \$21,000	Travel costs incurred to attend meetings, training, provide technical assistance in-state and for monitoring visits.
h) Building/Space \$18,000	State agency costs incurred for Building/Space for SNAP activities.
i) Equipment & Other Capital Expenditures	
j) Agency Shared Costs \$558,413	State Agency shared costs incurred for various expenses includes data processing, paper, HR assessment, utilities, internet and phones.

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I. Direct Costs: DCF \$67,062	State Agency administrative staffing costs for the FL Department of Children and Families. The Florida Department of Children and Families will be the grantee of these funds effective October 1, 2017.
II. Indirect Costs:	
\$61,067	Current provisional Indirect Cost Rate is 0.5997% and is calculated based on Salaries, Benefits, Other Personal Services and contractual costs for 24 local workforce development boards.
III. State In-kind Contribution	
IV. Participant Reimbursements	
a) Dependent Care	
b) Transportation & Other Costs \$4,200,000	The State of Florida provides transportation reimbursements for each participant.
c) State Agency Cost for Dependent Care Services	