

FLORIDA

SNAP Employment and Training State Plan

Federal Fiscal Year 2019

4/25/2019

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Section A: Cover Page and Authorized Signatures

State: Florida

State Agency: Florida Department of Children and Families

Federal FY: 2019

Date: March 20, 2019

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 SNAP E&T plan. Add additional rows if needed.

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Certified By:

Taylor Hatch, Assistant Secretary
Economic Self Sufficiency

Date

Certified By:

Randy Pupo, Budget Manager
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 Office of Management and Budget (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 Indian Tribal Organization (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
ERS	Employment Retention Services
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>DCF is the agency responsible for administering the SNAP E&T program. DCF and DEO entered into a Memorandum of Understanding (MOU) and as part of that agreement, DCF identifies Able-Bodied Adults without Dependents (ABAWDs) and refers these individuals to DEO for mandatory participation in the SNAP E&T program. The delivery of E&T services is provided by Florida's Local Workforce Development Boards (LWDBs) network.</p> <p>Florida's SNAP E&T is a mandatory program designed to help 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 Title 7 Code of Federal Regulations (CFR) 273.7(b) or an ABAWD exception outlined in 7 CFR 273.24(c). ABAWDs are required to meet the 80 hour per month work requirement 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 obtain and retain employment while earning a self-sustaining wage. For federal fiscal year (FFY) 2019, 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 services offered</p>

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

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

Florida 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. ABAWDs who are job ready and assigned to the job search component will be connected with the universal services offered through the Wagner-Peyser program to assist with continued skills building through employability skills workshops and job search, referral, and placement assistance.

SNAP E&T Service Delivery

ABAWDs referred for participation in the SNAP E&T program are informed of their referral to the program through a Notice of Mandatory Participation (NOMP). The NOMP is mailed by DEO on behalf of the Local Workforce Development Board (LWDB). The NOMP provides detailed instructions and action steps the ABAWD must take to avoid actions that adversely impact their receipt of food assistance benefits. The initial engagement steps are to participate in an online or in-person orientation to the SNAP E&T program, complete an online initial assessment, and schedule an online appointment. The NOMP includes an exemption checklist and an opportunities and obligations form to help inform participants about the program.

Orientation

The orientation, offered online or in-person, is a required activity for newly referred or reopen 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

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	<p><u>Assessment</u> The assessment, offered online or in-person, identifies 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 the ABAWD to the most appropriate activity(ies). The assessment is completed immediately following the orientation and prior to the assignment to a qualifying component.</p> <p><u>Online Appointment Setting</u> Upon completion of the orientation and assessment, the ABAWD is instructed to schedule an appointment with a case manager at their LWDB. The online appointment is scheduled using a virtual event calendar with available date and time slots. In most LWDBs, the ABAWD can select a date and time that suits their availability. In other LWDBs, the ABAWD must contact the local career center to verbally schedule an appointment.</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 assignment.</p>
<p>II. Program Changes</p> <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	<p>In FFY 2019, Florida will implement a third-party partnership program with CareerSource Central Florida (CSCFL) in the Orlando area for volunteer SNAP recipients. The services provided to ABAWDs will continue to be provided under the existing program model/allowable activities. CSCFL will partner with Second Harvest Food Bank of Central Florida’s Culinary Training Program. The program will provide culinary and life skills training needed to pursue a sustainable career in the food industry. Eligible participants enrolled in the program through the third-party partnership will gain valuable “hands-on” experience assisting in contract meal prep and catered events during their lab time with Second Harvest’s team of award-winning chefs.</p> <p>The life skills component of the program prepares students for work-readiness, focusing on the importance of appropriate work behaviors, resumes and interviewing techniques, as well as household budgeting, stress, and time management.</p>

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The curriculum covers food safety and sanitation, use and care of equipment, nutrition, food preparation techniques and the basic culinary foundations needed to successfully obtain an entry-level position in any food service establishment across the country.

CSCFL will have a designated Program Manager to work with the training program staff. This team will ensure participants are provided access to soft-skills training and other employability workshops as well as job placement assistance upon completion of the training program. The CSCFL Program Manager, in collaboration with the Second Harvest Food Bank team, will market the program to eligible participants identified during the food assistance application process. CSCFL staff will ensure participant services are tracked in the State Management Information System (OSST) to monitor program performance and participant outcomes.

Services that will be made available to each participant includes but are not limited to:

- Verification of SNAP eligibility prior to enrollment
- Intake screening
- Comprehensive assessment
- Case Management
- Access to services, such as:
 - Soft/Employability skills training (i.e., resume writing, interviewing skills, etc.)
 - Vocational Training
 - Support Services (as needed)
 - Child Care
 - Transportation Assistance
 - Participant equipment/supplies (necessary for participation)

Second Harvest will provide the culinary training program leveraging non-federal funds, such as general revenue state funds, eligible for reimbursement under the SNAP 50/50 program guidelines.

Additionally, during FFY 2019, Florida will offer Employment Retention Services (ERS), also known as Job Retention Services, to program participants. ERS are intended

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	<p>to provide additional employment supports to assist participants in retaining employment. Available ERS 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&T component and subsequently secures employment will be eligible to receive ERS for up to 90 days after securing employment.</p>
<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 released states that as of March 2019, the unemployment rate is down to 3.5 percent, with in-demand and emerging 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 the 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. A responsibility of DEO is to serve as the administrative entity for the workforce system by providing policy, guidance and training to the LWDBs in their administration of the federal workforce programs. Each LWDB administers workforce programs, either directly or by referral, that include the core WIOA programs (adult, dislocated worker, and youth programs), the Wagner-Peyser (WP) program, adult education and literacy programs, and migrant and seasonal farmworker programs, among others. The LWDBs also provide services to customers receiving Temporary Assistance to Needy Families (TANF), known as the Welfare Transition (WT) program, SNAP E&T, TAA, and other programs that target special populations such as older workers and persons with disabilities.</p>

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	<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 opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning. 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 LWDBs where participants can 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 LWDBs. There are case managers that work with both the SNAP E&T and TANF programs, therefore, costs are allocated accordingly, and both programs share resources as described above.</p>

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V. Consultation with Tribal Organizations <ul style="list-style-type: none"> • Description of consultation efforts • Services available through E&T 	<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 reaches out to the tribal organizations via email and US mail. A thorough description of the SNAP E&T program is offered, explaining the benefits of the SNAP E&T program and outlining the available services through the SNAP E&T program. Over the years, there has not been any response from either of the two tribal organizations. In the upcoming year, DEO will explore a different method of outreach to the tribal organizations.</p>
VI. State Options <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>
VII. Screening Process <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 General SNAP work requirements, DCF applies a screening process. Using the total population of food assistance recipients or applicants ages 16 – 59, SNAP E&T exemptions or exceptions are applied to eligible individuals. This process involves screening applicants for work registration status and ABAWD work requirements before sending participants over to DEO. Any recipient or applicant who meets an exemption or exception is filtered out of the process, not subject to work requirements, and is not referred for SNAP E&T participation. The remaining individuals, who did not meet an exemption or exception, are ABAWDs who are subject to the work requirement and are referred to DEO to participate in the SNAP E&T program.</p> <p>ABAWDs are informed during the orientation and in writing on the Opportunities and Obligations Form, 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</p>

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	<p>exceed the allowable reimbursement amount, the ABAWD will be assigned to another suitable component in which the ABAWD's 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>ABAWDs 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 ABAWDs to DCF for good cause consideration pursuant to 7 CFR 273.24(b)(2) and 7 CFR 273.7(f)(1)(i). Upon receipt of the non-compliance, DCF generates and mails a good cause notice to the ABAWD. "Good cause" is defined as a temporary circumstance beyond the ABAWDs control that prevented participation in assigned SNAP E&T activities.</p> <p>The good cause notice includes:</p> <ol style="list-style-type: none"> 1) The activity the participant failed to complete, good cause reasons, and the deadline good cause must be reported. 2) The DCF's Customer Call Center information to submit and request good cause consideration. 3) The ABAWD has ten days to respond to the good cause notice. <p>ABAWDs have an opportunity to comply with the failed work requirement before the sanction is effective.</p> <p>If good cause is not granted and a sanction is requested, DCF generates and mails the ABAWD a Notice of Adverse Action (NOAA). The NOAA includes:</p>

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- 1) The activity the participant failed to complete, the sanction level, and the date the sanction will be imposed.
- 2) The contact information for the LWDB for the ABAWD 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 ABAWD does not comply before the penalty begins.

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: 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, whichever is later.
- 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, whichever is later.
- Sanction level 3: ABAWDs who receive a level three sanction will be required to serve a minimum 6-month penalty or until they have complied with the program's requirements, whichever is later.
- Subsequent sanctions received after a level three sanction will continue to be administered as a level three sanction with the ABAWD serving a minimum 6-month penalty period or until compliance, whichever is later, each time there is a failure to participate in an activity.

If the ABAWD is the head of household, the penalty will apply to the entire household. If the ABAWD is **not** the head of household, the penalty will apply to the ABAWD only. For ABAWDs who are head of households and continue to be noncompliant beyond the sanction period, the remaining

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	<p>household members may reapply for food assistance benefits with DCF.</p> <p>During the penalty period, an ABAWD is not allowed to engage in SNAP E&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&T program for reengagement.</p> <p>Non-ABAWDs: DCF will determine if any household member subject to the general SNAP work requirements has voluntarily quit a job or reduced their work hours within 30 days prior to date of application. If the voluntary quit or reduction in work hours was without good cause, the individual will be determined ineligible and will be sanctioned with the appropriate level and penalty period applied.</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 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 support, other than transportation, to include personal safety items and other reasonable and necessary needs for program participation.</p> <p><u>Food Stamp Reimbursements - Transportation</u> ABAWDs participating in the SNAP 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 an 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.</p>

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	<p>An earned month is defined as the calendar month in which the activity hours were completed and documented.</p> <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">• Gas receipts - Case managers must review gas receipts closely to ensure that:<ul style="list-style-type: none">○ Participants are requesting the correct reimbursement amount.○ Participants 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:<ul style="list-style-type: none">○ 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. <p>Participants may request FSRs for prior months in which they did not report transportation expenses, if supporting documentation is provided. However, staff should not request FSRs for months outside of the current FFY.</p> <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 seven days from the FSR request date.</p> <p>ABAWDs are informed during the orientation and on the Opportunities and Obligations Form, 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</p>

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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.

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).

Food Stamp Reimbursement – Childcare

For the third-party partnership pilot project described in section II. Program Changes, program participants will be eligible to receive childcare services if needed to participate in the pilot program. Childcare services will be provided for the participant using state funds with half the cost of the childcare services being reimbursed back to the state by the Food and Nutrition Service (FNS).

Employment Retention Services - Reimbursements

Employment Retention Services are participant reimbursements issued by the LWDB. 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&T for participation during 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&T participant must:

- Be currently participating or have previously participated in a qualifying component, other than completion of the orientation and assessment, prior to obtaining employment.
- Have obtained employment within 30 days from the end date of the last qualifying component.
- Present work verification showing confirmation of the secured employment.

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	<p>Employment Retention Services may be disbursed once the SNAP E&T participant has secured employment and incurred a cost.</p>
<p>XI. Work Registrant Data</p> <ul style="list-style-type: none"> Methodology used to count work registrants 	<p>Each FFY, 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 the FFY.</p> <p>Work registrants are defined as SNAP eligible participants receiving food assistance in the report month and identified with mandatory and deferred work registration codes in the FLORIDA eligibility system. Participants must be between the ages of 16 and 59, and not a current TCA recipient in the report month. At the beginning of each FFY (October 1st), DCF determines the number of participants receiving food assistance benefits as of September 30th.</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 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 is 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. This date 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 and median earnings) for the second and fourth quarters after E&T exit.</p> <p>Participant characteristics, including highest educational level, are collected during the assessment, and stored in the OSST</p>

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	<p>system. Participant characteristics are verified during the 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 the participants' age at the E&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><u>State Measures</u> Florida will measure the percentage of participants who successfully complete qualifying activities by component (status equals completed), as referenced in Section E, entered into the OSST data entry system that have an end date within the program year. The recording of an outcome in OSST means that the specific component has been completed.</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?	No
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
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>The Job Search component 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, registration in the state management information system, 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 activities 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	1,395	\$317,643	LWDB	Number and percentage of individuals that participated in Job Search and obtained employment during FFY 2019.

*** 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 LWDBs 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	63	\$14,437	LWDB	Number and percentage of individuals that participated in Job Search Training and obtained employment during FFY 2019.

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

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. Employment 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	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	16	\$3,522	LWDB	Number of participants who received job retention services for 30, 60, and 90 days after they obtained employment during FFY 2019.

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 exceed 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 less than half-time 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 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 determined not eligible.</p> <p>ABAWDs assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.</p>					
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year

		(unduplicated count)			
Statewide	ABAWD	1,516	\$345,311	LWDB	Number and percentage of individuals who completed basic education and obtained a credential or employment during FFY 2019.

*** 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 determined not eligible.</p> <p>ABAWDs assigned to education components, to include on online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.</p>

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	54	\$12,206	LWDB	Number and percentage of individuals who completed vocational training and obtained a credential during FFY 2019.

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

Education Components – WIOA					
Description	<p>WIOA 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	40	\$8,995	LWDB	Number and percentage of individuals who completed WIOA and obtained a credential during FFY 2019.

*** 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 requires data exchanges such as reporting participation hours in the OSST system. Section 445.009, Florida Statutes, 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. Work experience hours are based on the benefit calculation. The benefit calculation is the food assistance allotment divided by the higher of the federal or state minimum wage.</p>				
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	137	\$31,266	LWDB	Number and percentage of individuals who completed work experience and obtained employment during FFY 2019.

*** 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):	841,729
II. Estimated Number of Work Registrants Exempt from E&T	689,631
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	1. 26,544
2. Mandatory head of household (includes TCA teen parent)	2. 341,464
3. Illness (medical limitation)	3. 1,300
4. Remote	4. 0
5. Confirmed Pregnancy	5. 21,958
6. Transportation unavailable for over 2 hours	6. 1,255
7. Extreme comm. Or lang. limitation	7. 76
8. Circumstances beyond control	8. 555
9. Lack of child care for ages 6 to 12 years old	9. 87
10. One-month certification	10. 31
11. ABAWD with indicator 'N' mandatory FSET/ABAWD only	11. 288,710
12. ABAWD with indicator 'N' mandatory refugee referral	12. 7,651
III. Percent of all work registrants exempt from E&T (line II/line I)	81.9%
IV. Anticipated number of mandatory E&T participants (line I – line II)	152,098
V. Anticipated number of voluntary E&T participants	80
VI. Anticipated number of ABAWDs in the State during the Federal FY	152,098
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))	152,098

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 Reimburseme nts Costs	Total Cost	% of Total Budget
Department of Economic Opportunity	E&T Services	\$8,758,291	\$2,000,000	\$10,758,291	81.41%
TOTAL		\$8,758,291	\$2,000,000	\$10,758,291	81.41%

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	Department of Economic Opportunity (DEO)			
Monitoring and communication with contractor (s)	DEO holds a grantee/sub-grantee agreement with each of the 24 Local Workforce Development Boards (LWDBs) 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 Florida is responsible for the direct administration of SNAP E&T program services to ABAWDs. CareerSource Florida may contract with a provider for the delivery of the SNAP E&T components and case management services.			
Timeline	Start	October 2018	End	September 2019

Partner/Contract Name	Department of Economic Opportunity (DEO)
Description of Activities/Services	CareerSource 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	\$10,758,291
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.

Contractor Detail Addendum

Partner/Contract Name	CareerSource Central Florida		
Monitoring and communication with contractor (s)	DEO holds a grantee/sub-grantee agreement with CareerSource Central 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 Central Florida is responsible for the direct administration of SNAP E&T program services to ABAWDs. CareerSource Central Florida may contract with a provider for the delivery of the SNAP E&T components and case management services. CareerSource Central Florida will partner with Second Harvest Food Bank of Central Florida's Culinary Training Program.		
Timeline	Start	October 2018	End September 2019
Description of Activities/Services	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. The program will provide culinary and life skills training needed to pursue a sustainable career in the		

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Partner/Contract Name	CareerSource Central Florida
	food industry. Eligible participants enrolled in the program through the third-party partnership will gain valuable “hands-on” experience learning, assisting in contract meal prep, and catered events during their lab time.
Funding	\$1,178,319
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		\$502,569	\$502,569
b) Fringe Benefits* Approved Fringe Benefit Rate Used <u>38.47%</u>		\$193,338	\$193,338
c) Contractual Costs	\$1,000,000 (E&T Pilot- Provider funded)	\$8,562,302	\$9,562,302
d) Contractual Costs (Sub-recipients)	\$0	\$0	\$0
e) Non-capital Equipment and Supplies		\$7,585	\$7,585
f) Materials		\$0	\$0
g) Travel		\$14,002	\$14,002
h) Building/Space		\$20,408	\$20,408
i) Equipment & Other Capital Expenditures		\$0	\$0
j) Agency Shared Costs**		\$90,874	\$90,874
Total Direct Costs	\$1,000,000	\$9,391,078	\$10,391,078
II. Indirect Costs – FL Department of Economic Opportunity:	State cost	Federal cost	Total
Indirect Costs* Approved Indirect Cost Rate Used: <u>52.7675%</u>		\$367,213	\$367,213
III. In-kind Contribution	State cost	Federal cost	Total
State in-kind contribution			
Total Administrative Cost (Total of items I, II, and III)			
<i>100 Percent Federal E&T Grant</i>	\$0	\$8,758,291	\$8,758,291

<i>50 percent Additional Administrative Expenditure (E&T Pilot)</i>	\$1,000,000	\$1,000,000	\$2,000,000
IV. Participant Reimbursement (State plus Federal):	State cost	Federal cost	Total
a) Dependent Care (including contractual costs)			
b) Transportation & Other Costs (including contractual costs)	\$1,000,000	\$1,000,000	\$2,000,000
c) State Agency Cost for Dependent Care Services			
<i>Total 50 percent Participant Reimbursement Expenses</i>	\$1,000,000	\$1,000,000	\$2,000,000
V. Total Costs	\$2,000,000	\$10,758,291	\$12,758,291

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

** [I. j)]. 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 \$502,569	State agency administration staffing to support 2 positions at .50 FTE; 4 positions at 100%, 1 position at .75%, 2 positions at .50%; 6 positions at .25.
b) Fringe Benefits* Approved Fringe Benefit Rate Used 38.47% \$193,338	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) \$2,197,035	The State agency currently contracts with vendors for services directly in support of SNAP activities.
d) Contractual Costs (Sub recipients) \$7,365,267	The State agency currently contracts with CareerSource Florida and its 24 Local Workforce Development Boards (LWDBs).
e) Non-capital Equipment and Supplies	Non-capital equipment and supplies utilized by the State of Florida in support SNAP activities.

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\$7,585	
f) Materials	N/A
g) Travel \$14,002	Travel costs incurred to attend meetings, training, provide technical assistance in-state and for monitoring visits.
h) Building/Space \$20,408	State agency costs incurred for building/space for SNAP activities.
i) Equipment & Other Capital Expenditures	N/A
j) Agency Shared Costs \$90,874	State agency shared costs incurred for various expenses includes data processing, paper, HR assessment, utilities, internet and phones.
II. Indirect Costs:	
\$367,213	Current provisional Indirect Cost Rate is 52.7675% and is calculated based on Salaries, Benefits, and Other Personal Services.
III. State In-kind Contribution	
IV. Participant Reimbursements	
a) Dependent Care	N/A
b) Transportation & Other Costs \$2,000,000	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	N/A