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## A. Cover Page and Authorized Signatures

State: Rhode Island

State Agency Name: RI Department of Human Services


Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): 9/27/24

**List State agency personnel who should be contacted with questions about the E&T State plan.**

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**Certified By:**

  
\_\_\_\_\_  
State Agency Director

9/27/2024

Date

**Certified By:**

*Erica Norcini*

\_\_\_\_\_  
State Agency Fiscal Reviewer

9/27/2024

Date

## B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

**Table B.I. Amendment Log**

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

## C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State’s management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

**Table C.I. Acronyms**

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
LISC	Local Initiatives Support Corporation
DLT	RI Department of Labor and Training
GWB	Governor’s Workforce Board
AJC	American Job Center
ECF	Electronic Case File
SCW	Social Case Worker
ET	Eligibility Technician
RIW	Rhode Island Works
RQI	Right Question Institute
RCE	Rapid Cycle Engagement

## D. Assurances

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

**Table D.I. Assurances**

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<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. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<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. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. 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. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

**Table D.II. Additional Assurances**

<p><b>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</b></p>	<p><b>Check Box</b></p>
<p>I. 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. (7 CFR 277.4(d) and (e))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>II. The E&amp;T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&amp;T State Plan which affect them; submit for comment all portions of the E&amp;T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&amp;T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>



## E. State E&T Program, Operations, and Policy

### I. Summary of E&T Program

- a) Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

RI SNAP E&T mission is to empower individuals by encouraging self-growth and inspiring hope through the dignity of work. Our vision is to build equity and opportunity for SNAP participants in their journey towards family sustaining wages. SNAP E&T. The vision and mission are guided by the STATE and local workforce needs. Components are added based on detailed labor market information from the DLT such as regional employment statistics and job market growth, unemployment claims filed throughout the state. Identified DLT/GWB data as well as employment initiatives and job fairs help forecast trends for E&T growth areas. RI had the opportunity to attend the SNAP to Skills State Institute May 13-15, 2024. Strategic planning for the FFY25 E&T program focused on developing a foundation for case management that is consistent through all providers of E&T, developing more awareness of the E&T program and improving data collection. Data includes improving ease of reporting for providers, understanding our data collection needs and interpreting data to inform program planning. RI E&T believes that these activities are significant steps to take the program to its next level. RI submitted

and received approval for a job retention demonstration waiver hoping to improve employment outcomes. providing case management and approved participant reimbursements expecting to improve employment outcomes

- b) Is the State's E&T program administered at the State or county level?

STATE

- c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

- d) Provide the geographic areas of the State where the E&T program operates and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

RI operates a voluntary E&T program throughout the state.

The programs offered are based in Providence, Lincoln, Warwick, and Woonsocket.

e) Provide a list of the components offered.

Basic Education, Vocational training, Work Readiness, Supervised Job Search, Job Search training, Job retention, Internship, Work based learning

f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

Information regarding program participation can be found on the DHS website: <https://dhs.ri.gov/programs-and-services/nutrition-assistance/snap-employment-training-snap-et>

E&T website <https://risnapet.org> provides information for participants, providers, and interested providers including credential attainment, provider names and locations, participant reimbursements etc.

RI DHS policy relating to work requirements and E&T can be found at <https://rules.sos.ri.gov/regulations/part/218-20-00-1> within RI SNAP Policy Section 218-RICR20-00-1.11.

## II. Program Changes

*Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).*

a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

- Case management: RI wants to work towards a unified case management foundation for providers. Consistency builds equity. RI plans to offer a case management training that promotes advocacy skills building and improves information gathering. The intent is to train all providers to create a foundation of consistency in how E&T participants receive case management supports.

Rhode Island is connected with RQI which has also been used by the States Department of Children, Youth and Families to explore their methods for developing these skills. Initial feedback from DCYF is that the training was well received and appears to be quite effective in improving case management. RI will also be exploring the use of Wingspan which is an approach to engage participants through personal plan development.

- Marketing: feedback from customers after Rhode Island participation in the RCE project indicated that SNAP E&T is not well known within the SNAP recipient community. During the state institute in May and the NERO provider forum in June, the discussion around marketing this program also occurred. Rhode Island plans to improve marketing. We will be planning two provider fairs to offer during the program year. Similar to a job fair, the provider fair will give customers the opportunity to attend in one place, find the providers for SNAP employment and training, and register at that time based on their program interest. We have added a QR code to our brochures and posters that links directly to our website. We will also be increasing the use of FNS “More than a Job” marketing materials. These materials will be placed in our field offices as well as a variety of community locations such as the food banks and pantries, soup kitchens, other state agency offices etc.
- Data Collection- LISC does an excellent job managing the data required for FNS reporting requirements. The data collection is reliant on a lot of manual labor to enter on both the provider side and LISC staff. LISC and DHS will be exploring costs for increasing our providers’ access to the data collection system to improve ease of reporting in completing monthly outcome reports. This step would allow providers to enter data directly which eliminates transferring data to spreadsheets, thereby lessening the number of times data is handled, which should improve accuracy. Additionally, RI SNAP E&T does not use its data beyond those reports. Data is a significant means to developing an effective, meaningful SNAP E&T program, as evidenced by the multiple state institute attendees who reported working towards improving their systems of collection. RI has outreached Mathematica after working with the on the RCE project for FNS. They have submitted a proposal to assist in completing an assessment of current data collection processes and assist with planning for moving towards the vision for the program.
- RI will be looking to add four new providers: One agency focused on refugee population, Lifespan Health Network, Providence Community Action Program, Refugee Dream Center, and Central RI Community Action program.

- b) Highlight any changes from above that the State agency is making to the E&T program based on the prior year’s performance, for instance changes made as a result of E&T outcome and participation data.

The changes listed above are related to the opportunity RI had to attend FNS sponsored conferences during the last fiscal year. The addition of the four new providers is directly in response to participation data. RI has seen a significant increase in the number of refugees who have entered the state. E&T was asked by the Refugee Services Coordinator at DHS to recruit agencies to help provide training and employment supports and opportunities for them. We will add the second largest agency, the Refugee Dream Center, and already have the largest, Dorcas International Institute of RI, to help serve this population. Partnering with Lifespan will be a significant addition as they are the largest employer in the state with a cadre of training programs in the healthcare field, RI's second largest labor market. The CAP agencies fit a need E&T has been trying to manage in the TANF/RI Works population over the last five years. Both agencies currently work with the RI Works population. Having them as a provider would help to support those individuals whose TANF benefit might end but continue to receive SNAP, so they have less disruption in the transition.

### III. Consultation and Coordination with the Workforce Development System

*State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.*

#### Consultation

*Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.*

- a) **Consultation with State workforce development board:** Describe how the State agency consulted with the State workforce development board in designing its

SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

begin attending in September 2024. He will be doing a presentation on WIOA programming and opportunity in October 2024. Corey is currently a member of the RIW work group. E&T Assistant Administrator spoke to him, explained E&T and asked if he would be available to join which he agreed to do. It is the hope

A DLT representative, Corey Jones, has been added to the RI E&T Provider share meetings to give access and help with coordination. Corey is hoping to that DLT involvement will help to emphasize RI SNAP E&T on workforce development programming, focus on state labor needs for design and development of training offerings with providers

b) **Consultation with employers:** If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

E&T is in discussion with Lifespan, the largest employer in the state, to become a provider. Lifespan has multiple trainings to hire for programs (CNA Phlebotomy, EKG technician) to fill their open positions as well as opportunities for SNAP E&T participants to apply for other hiring needs at the company. This is a more effective and efficient step. Previous consultation with the GWB did not result in a process for direct participation in the training or pipeline to open positions. This creates a more streamlined process to both.

## Coordination

*Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.*

c) **Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

None at this time

d) **Coordination with title I of WIOA:** Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

SNAP E&T was part of the DLT work group that has completed the WIOA state plan submission. Providers have been encouraged to utilize E&T for items not covered by WIOA training funds that they are supplying with non-federal funds.

e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

f) **TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

E&T is working to bring on two of the TANF providers as E&T providers. Both are based in Providence but serve participants state-wide. This will help to keep participants in their programs of choice as they move from RIW to SNAP E&T.

g) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

We are working with the State Refugee coordinator to assist refugees in accessing E&T. The plan is to increase opportunities in two ways: DHS staff who do intake and referral for the RI refugee population have been trained to make direct referrals to agencies that assist with this population. After the customer has been interviewed and approved for SNAP by the ET and notified of work options, they are referred to the Emergency Services and Support Unit to get connected to the next services. The SCW completes the 511 and 511a forms and submits to the E&T provider. Dorcas International Institute of RI and Beautiful Day are both E&T providers working with this population. SNAP E&T is working to add a third agency, Refugee Dream Center, to increase opportunities through the program

#### IV. Consultation with Indian Tribal Organizations (ITOs)

*State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs),*

describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

a) Did the State agency consult with ITOs in the State?

- Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

b) Name the ITOs consulted.

Chester Bliss, director of employment programs

c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

The E&T Assistant Administrator outreached the ITO last year but was unable to move forward as the ITO program operates solely through federal funding. The ITO service area encompasses five states across the East Coast: Rhode Island, Connecticut, Delaware, New Jersey and New York. The E&T program was explained at length. Mr. Bliss was given the E&T website as well as address for the RI DHS SNAP offices. The Council did not want to add E&T to the tribal council re-entry meeting. No further opportunity came about during the year. Efforts to re-engage will be taken up again this year.

d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

- Yes
- No

## V. Utilization of State Options

*State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.*

The State agency operates the follow type of E&T program *(select only one)*:

a)

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

- Applicants per 7 CFR 273.7(e)(2)
- Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
- Categorically eligible households per 7 CFR 273.2(j)

c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- Yes
- No

## VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States that run all-voluntary E&T programs would note that they exempt all work registrants.)



RI operates a voluntary SNAP E&T program for SNAP recipients and therefore exempts all work registrants.

b) How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

N/A

c) What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Refugee population

## VII. Organizational Relationships

*State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.*

The following questions are about how the E&T program is structured in your State agency.

- a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

RI SNAP E&T uses an intermediary to assist in administering the E&T program. LISC is responsible for data collection for federal reporting, compliance, and fiscal management of provider contracts. LISC and DHS jointly monitor programs and providers.

Weekly meetings are held between LISC and DHS to discuss planning, provider, and programmatic issues. LISC has two Program Officers and a Program Assistant assigned to SNAP E&T.

The E&T unit is separate from the SNAP certification unit and serves the entire state. DHS has an Assistant Administrator, Social Case Worker, and part-time Sr. Casework Supervisor. Policy is determined through Assistant Administrator and SNAP Administrator with LISC input.

- b) How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

At the point of review or change of policy, DHS reaches out to the Office of Policy Analysis, Research, and Development at DHS to discuss. All pertinent certification policy is disseminated by the Policy office directly to the field staff via email, review at quarterly meetings, online office hours and individual consult as needed. E&T is consulted on policy changes relevant to our procedure. E&T is also included in the general dissemination of policies.

- c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

The State issues a 511a form that is an authorization for the State, LISC and the providers to share information regarding each participant. This is signed by both the participant and the State. Once this in place, the providers submit a monthly eligibility list to LISC, who then aggregates the data and sends to DHS each month by encrypted file to protect the data. DHS verifies the eligibility of each participant and sends the data back to LISC by encrypted document. LISC then disaggregates the data and sends each provider their verified list. The providers use this information to prepare a monthly Outcomes report which is submitted to LISC and

encrypted with a password. LISC then uploads all the data into Salesforce and provides the aggregated data quarterly to DHS.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

RI DHS Eligibility Determination System (RI Bridges) is used to capture work registrant numbers for annual and quarterly Federal reporting. LISC utilizes Salesforce to track participant data such as demographic, enrollment, component, outcomes based on training, and participation. Referrals, provider determinations and other data is tracked manually using Excel spreadsheets through LISC administrative team. Reports can be shared on request to LISC. Monthly eligibility reports are produced

through DHS, sent to LISC and disseminated by LISC to providers to maintain proper billing for eligibility. These systems do not interact.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

DHS and LISC hold weekly meetings to discuss the program, any changes, challenges, or provider requests. LISC and DHS hold monthly provider meetings to disseminate this information, discuss the program, and ask for provider input on upcoming program changes. If available in electronic format it is shared via email. LISC also attends the monthly SNAP Advisory Committee meetings which are meetings held between DHS, community partners and advocates.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

DHS monitors LISC's performance through weekly meetings, invoice review and approval, and frequent communication. LISC includes DHS in all correspondence to providers. DHS and LISC review documents, marketing material, and program matters together before release. LISC and DHS conduct annual monitoring visits to ensure that federal accounting procedures and policies are being followed. The visits also include a review of participant files to be sure that the providers are following protocols. The monthly data reports are analyzed to be sure that the providers are reporting data correctly and technical assistance is provided if mistakes are found. When the providers submit a disbursement

request, each expense is tracked to the source material and verified. No disbursements are made until any errors are corrected.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

LISC reviews monthly outcome reports for program functioning, enrollment, demographic, graduation, employment gains, and wage data outcomes. Quarterly reporting to DHS is reviewed to evaluate performance. Significant findings are addressed in weekly DHS/LISC meetings. Providers report on initiatives and successes during monthly provider meetings LISC and DHS conduct annual compliance reviews.

## VIII. Screening for Work Registration

*State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).*

- a) Describe how the State agency screens applicants to determine if they are work registrants.

The RI State Eligibility System (Bridges) prompts ETs to collect information which then leads to the identification of a work registrant. During the design of this portion of the eligibility system, DHS worked closely with Deloitte to create data collection that would identify work registrants based on FNS criteria. A standard operating procedure was developed and will be disseminated in response to the SNAP E&T/ABAWD ME which occurred in January 2024. This SOP can be provided on request. Scripts have been updated to include changes to work notices and ABAWD waivers to city and town exemptions.

- b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

The 511 form is used as a means to work register non-exempt individuals. The form is completed for all work registrants by an ET during intake and recertification interviews. Staff are required to case note the referral. The 511 form is required to be scanned into the electronic case file by the ET and then SCW. The first is proof of referral to E&T and second reflects assessment by SCW for proper referral based on customers' responses. The SOP clarifies these expectations.

- c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

Customers are provided an oral notification of the applicable work requirements during intake and recertification interviews. Customers also receive a consolidated work notice regarding work registration and requirements. RI DHS began implementing/ mailing the consolidated work notice in October 2021. This notice is generated by the RI State Eligibility System (RI Bridges). The letter contains information regarding work registrant requirements and exemptions as well as ABAWD requirements and exemptions. The letter is generated at the time of intake or recertification, or when a change in circumstances occurs. Customers are made aware that the letter will be sent and encouraged to contact DHS if they have any questions. The letter notifies all members in a household of their work registrant status, as well as anyone who may have ABAWD status.

## IX. Screening for Referral to E&T

*The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).*

- a) List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. (*Note: This question is not asking about criteria that may be unique to each provider.*)

ET staff use the work registrant criteria to guide them in E&T referral decisions. All SNAP applicants/recipients aged 16-59, unless exempt, are informed of the opportunity to participate in SNAP E&T. A script is provided to identify whether or not a household meets this criterion.

Those EXEMPT from registering for work include:

- 16 and 17-year-olds who are not head of household and are enrolled in school or a training program at least half-time.
- A parent or caretaker of a child under 6 or an incapacitated person
- Recipients of Unemployment Insurance (UI) or applicants pending UI who have confirmed their willingness to accept employment (verification only if questionable)
- Persons physically or mentally unfit for employment (verification required)
- Persons receiving SSI/RSDI
- Participants in the RIW Program (verification only if questionable)
- Persons in treatment for Drug and Alcohol Dependency
- Employed or self-employed persons at least 30 hrs. earning at least minimum wage (verification required)
- Enrolled in an institute of higher education at least half time

- b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

- The ET informs the client of their options for meeting the work requirement by reading the work registrant and ABAWD scripts. Participation is voluntary. The ET may inform the customer that they can sign up for E&T through the provider if they know the training they are interested in. ET can also provide the client with SNAP E&T website [www.risnapet.org](http://www.risnapet.org) for review.
- If the customer chooses to voluntarily participate in E&T, the ET assists client in completing the SNAP-511 including the client's case name, individual ID, home address, email address, phone, and check box for RIW participation and hours working, if applicable, and voluntary participation in E&T. The 511 must include the name of staff completing form along with Field office location. After completion, the 511 form is sent to be scanned by the ET. A fillable 511 form is available in the document library or through E&T staff.
- The ET refers the client to SNAP E&T Social worker by sending an email with the completed 511 attached to the SNAP E&T Social worker and Assistant Administrator copied.
- The ET completes a case note indicating script for work registrants and ABAWDs was read, customer notified of Rights & Responsibilities for work registrants, referral to E&T made and 511 form sent to be scanned in Electronic Case File (ECF).
- The E&T social worker contacts the customer by phone and assists the client in choosing a program of interest. The social caseworker then sends a direct referral to the provider through a secure email. The Assistant Administrator and LISC representative are included on the email as well. The Direct Referral includes a SNAP Employment and Training Program Participant Agreement (SNAP-511A) attached to an email to the provider and indication of the SNAP E&T program selected. The social caseworker sends the 511a to be scanned in the electronic case file and completes a case note of the interaction.

- c) *(If applicable)* Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

When reverse referrals are initiated, the client contacts the SNAP E&T provider directly regarding the desired program. The provider then assesses the client for the program. The provider emails the 511A to the Assistant Administrator, who forwards to the ET working with E&T. LISC is also copied on the email for tracking purposes. All emails are sent through secure links provided by DHS. The SNAP E&T Eligibility Technician confirms customers SNAP active status or application pending status and responds to the provider within 1-3 business days of the provider email. The individual ID number is specified on the 511a form for continued use by the provider on monthly eligibility reports. The 511a form is uploaded or scanned into the ECF by the ET. As soon as the 511a form is confirmed for eligibility the participant is part of E&T. Eligibility is checked each month thereafter. Customers who have a pending

application are identified as such on the 511a form and returned to the provider. They are considered enrolled at that time and included on next month's eligibility report.

- d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Participant reimbursement is discussed at multiple touch points in the customer experience. During the ET interview/screening process at intake and recertification, customers are presented with discussion of E&T. They are notified of potential reimbursements including the RI Childcare Assistance Program. The participant reimbursement is then reviewed again by the E&T Social Case Worker after receiving and processing the direct referral. Reimbursements are also reviewed by the provider at referral or initiating the reverse referral. Participant reimbursement information is available on the SNAP E&T Website.

## X. Referral to E&T

*In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.*

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

During initial or recertification interview, the household is informed about the SNAP E&T program and the available options for E&T activities. Customers are notified of the work registrant requirements and ABAWD requirements, if applicable. If they agree to participate, the 511 is sent to the E&T SCW and customer is notified that they have been referred to the program, given a brochure with E&T website and contact number of program. ET staff have E&T program brochures available at their work site to provide to customers.

They are assessed for interests by the ET and also by E&T staff following up on the direct referral. They are informed of case management services and participant reimbursements while participating in E&T by the ET, SCW and provider at each contact for the direct referral or reverse referral.

Customers are notified of the referral to the provider at the contact with the SCW. The SCW notifies again of the types of reimbursements available, when the program starts, name of person they will be contacted by and phone number for the provider if they wish to reach out. Customers are also encouraged to maintain contact with DHS E&T staff to assist with any issues. Case management and other supports are

reviewed by SCW with the customer during assessment and again when the Provider does the intake into the referred program.

- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

Customers are notified by the Provider after they receive confirmation of eligibility through the 511a process. Providers are required to review participant reimbursements with all SNAP customers at time of intake. Customers are not notified by SNAP E&T staff once reverse referral takes place as they are already connected to the provider. They are made aware that the program is part of their SNAP benefit by the provider. The provider, LISC and the State are in close communication if a customer raises a concern regarding benefits during program participation. Since the State has an ET assisting the program, issues regarding eligibility can be communicated and addressed quickly.

- c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

After referral to a program, the provider reaches out to the individual to schedule an intake and complete an assessment. It is during this meeting that the individual is determined to have the necessary skills for participation in the specific program.

Providers notify DHS when they have contacted customer. Customer is given the provider's name and number at time of referral as well as contact information for DHS E&T staff.

- d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

The 511a is sent to be scanned in the customer's case (electronic case file) in RI Bridges once the ET verifies eligibility.

- e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?



Information for the referral is sent via secure email in a 511 form for direct referral and 511a Participant agreement to the provider. Provider acknowledges receipt and informs of next steps.

## **XI. Assessment**

*As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.*

a) Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Candidates for E&T are assessed at multiple points in the process, by the ET making the referral on the 511 form, by the E&T SCW at the point of outreach, to a direct referral. Providers complete the program assessment for the specified program of interest. There are a variety of methods used including self-directed interest assessments, interest inventories, CASAS, etc. Assessments completed by ET are self-report interest and self-identified barriers. Once referred, provider assessments will measure literacy and education skills. If there are issues, a provider determination is completed and returned for DHS follow up.

If an individual is found not appropriate for a direct referral, the provider will complete a provider determination form and send it to DHS. The E&T Eligibility Technician confirms the person is still eligible and re-refers to E&T. SCW then outreaches to discuss what barriers may have occurred, interest in participation and discussion of different program options, if necessary. Most times a provider determination is a result of no response to outreach from the SNAP customer.

## **XII. Case Management Services**

*The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.*

a) What types of E&T case management services will the State agency provide?  
*Check all that apply.*

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

All E&T CBO's provide case management. Most have a Case Manager attached to the vocational or educational training. Once a participant is connected to the CBO for E&T, the individual is provided with the necessary case management services. E&T SCWs and ETs also assist the E&T providers to by offering direct assistance if the participant is experiencing issues with their SNAP case. Communication is frequent between all. The Assistant Administrator oversees all assistance and communication between DHS and providers in these situations. Communication can include the following topics: Customer Portal issues, Paperwork/recert information that the Customer needs to provide, Childcare application processing, questions about eligibility for an individual. LISC is copied on all communication as well.

c) Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	Via email, direct communication with E&T staff
State E&T staff:	Via email, direct communication with E&T staff
Other E&T providers:	Through LISC, monthly provider knowledge share, direct email, or phone communication
Community resources:	Through LISC, monthly provider knowledge share, direct email, or phone communication

- d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

Compliance audits occur annually and include a review of the case management process at each agency. Regular review of expectations and requirements at Provider Knowledge share. Case notes are maintained by DHS SCW in E&T and by each provider program which include case management activities.

### **XIII. Conciliation Process (if applicable)**

*In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.*

- a) Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

- b) Describe the conciliation process and include a reference to State agency policy or directives.

- c) What is the length of the conciliation period?

### **XIV. Disqualification Policy for General Work Requirements**

***This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.***

*All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and*

*subject to State disqualification periods. Noncompliance with SNAP work requirements include voluntarily quitting a job or reducing work hours below 30 hours a month and failing to comply with SNAP E&T (if assigned by the State agency).*

- a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?
- 30 days
  - 60 days
  - Other: Click or tap here to enter text.
- b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?
- Yes
  - No
- c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:
- One month or until the individual complies, as determined by the State agency
  - Up to 3 months
- d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
- Three months or until the individual complies, as determined by the State agency
  - Up to 6 months
- e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:
- Six months or until the individual complies, as determined by the State agency
  - Time period greater than 6 months
  - Permanently
- f) The State agency will disqualify the:

- Ineligible individual only
- Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

## XV. Good Cause

*In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.*

- a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

reviewed. At that time an ET will discuss work registrant requirements and review issues for customers. Good cause is discussed, and customers can share concerns that prohibit them from meeting the work requirement. ET makes the determination at that time with assistance from a Supervisor in difficult cases. The consolidated work notice also provides guidance on what might be considered good reasons ( illness, work conditions, educational opportunity to advance skills.) Customers are provided with a contact number on the consolidated work notice to pursue good cause determination if they feel it is warranted. ET consults policy, discusses with their supervisor, completes collateral calls to employer for verification and/or requests additional means of verification. If additional documentation is required, customers are notified at time of interview what is needed and methods for submission (i.e., drop off, scan at regional office, DHS Customer portal.)

Assessments are not applicable to the State as customers who participate in the SNAP E&T program are on a voluntary basis and SNAP benefits are not adversely

Any time a customer is in contact with DHS, employment and income are

impacted

b) What is the State agency's criteria for good cause?

RI DHS understands that various barriers and situations can impact one's ability to meet the work requirements. Each Customer is expected to report these issues to the ET at time of interview or contact DHS to report. Determination is made on a case-by-case basis. The agency is responsible for determining good cause in those instances when a work registrant has failed to comply with the requirements. The registrant is responsible for submitting evidence in support of any claim of good cause.

The agency representative must consider the facts and circumstances, including information submitted by the household member involved, the employer, or the E&T contractor. Good cause includes circumstances beyond the member's control, such as, but not limited to:

- a. Illness or incapacity.
- b. Illness of another household member sufficiently serious to require the presence of the registrant.
- c. Unanticipated household emergency.
- d. Court-required appearance.
- e. Incarceration.
- f. Breakdown in transportation arrangements with no readily accessible means of transportation.
- g. Inclement weather which prevented the registrant and other persons similarly situated from traveling to or accepting a bona fide offer of employment.
- h. Problems caused by the inability of the registrant to speak, read, or write English.
- i. Lack of adequate childcare for children who have reached age six but are under age twelve; or
- j. Unavailability of a suitable E&T component or opening in an E&T program. In this circumstance, good cause shall only extend until the DHS identifies an appropriate and available E&T opening and informs the individual of this opening.

- c) Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

E&T SCW will notify the Sr. Casework Supervisor and Assistant Administrator regarding the lack of programming availability. The decision to apply good cause is made and the case is updated to exempt for good cause by the ET assigned. The reason is documented in the case record.

## **XVI. Provider Determinations**

*In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.*

- a) Describe the process used by E&T providers to communicate provider determinations to the State agency.

Candidates for E&T are assessed for interests and abilities at the point of internal direct referral and provider reverse referral. A Provider is expected to reach out twice to a candidate. In the event a referral is found to be inappropriate or does not respond, the Provider sends a determination form within 10 days of referral to the Assistant Administrator who forwards to ET for review and determine if still eligible.

- b) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

Within 10 days of receiving the provider determination form, E&T SCW will outreach the Customer to discuss what barriers may have occurred, interest in participation and discussion of different program options, if necessary.

## XVII. Participant Reimbursements

*In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.*

**Table E.I. Estimates of Participant Reimbursements**

I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.  <i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&amp;T participants likely to be exempted if the State agency cannot provide sufficient participant reimbursements.</i>	2264
II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	200
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$252,000
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$21,000
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$105



## Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include childcare and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

**Table E.II. Participant Reimbursement Details**

*The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.*

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Books		Provider	ACH to Provider
Clothing	\$300 per participation/program year	Provider	ACH to Provider
Course Registration Fees		Provider	ACH to Provider

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
Driver's License	\$65 per participant/program year	Provider	ACH to Provider
Enhanced Driver's License	\$175 per participant/program year	Provider	ACH to Provider
Drug Test- if required for a job		Provider	ACH to Provider
Emergency Housing	Two months per participant/program year	Provider	ACH to Provider
State ID, BCI, Birth Certificates		Provider	ACH to Provider
Fingerprinting- if required for a job		Provider	ACH to Provider
Medical Services- eye glasses and exams, emergency dental care		Provider (program preapproval required)	ACH to Provider
Permits and Fees		Provider	ACH to Provider
Personal Hygiene		Provider	ACH to Provider
Reasonable accommodations supply		Provider	ACH to Provider
Student Activity fees		Provider	ACH to Provider
Training Materials		Provider	ACH to Provider
Transportation	\$200 per month per participant. Max \$1500 per participant per program year	Provider	ACH to Provider
Work and training tools		Provider	ACH to Provider
Dependent Care	An individual participating in an approved E&T program can apply for Child Care at no cost.	Provider	ACH to Provider

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	The service is authorized for a twelve-month period after the date of approval. Dependent care is allowable only when a participant cannot access subsidy through the DHS' Child Care Assistance Program (CCAP) and is capped at \$275/per week per participant		

- a) If providing dependent care, specify payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

An individual participating in an approved E&T program can apply for Child Care at no/low cost based on eligibility criteria for the CCAP program. The service is authorized for a twelve-month period after the date of approval. Dependent care is allowable only when a participant cannot access subsidy through the DHS' Child Care Assistance Program (CCAP) and is capped at \$275 per week per participant.

- b) If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

DHS will work with the Customer to ensure that an acceptable childcare facility is secured.

## XVIII. Work Registrant Data

*The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number*

of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

All work registrants are tracked through RI DHS integrated eligibility system. The RI Integrated Eligibility System (RI Bridges) is designed to generate a quarterly report identifying work registrants based on information entered on the relevant data collection screens. These screens are based on federal regulations outlining the criteria for work registrants. For example, disability information is pulled from the disability screens and work limitation screens, age is pulled from the demographic screens, etc. The report is generated through the Bridges system with a count of all work registrants as of the first day of the new fiscal year.

- b) Describe measures taken to prevent duplicate counting.

Tracking and specific reports are set up in the Eligibility System to eliminate duplicate counting of work registrants. The report generated quarterly from Bridges has been designed by the State to eliminate duplicate counts.

## XIX. Outcome Reporting Measures

### National Reporting Measures

**Table E.III. National Reporting Measures**

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below if follow-up surveys are used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Source [Check the data source used for the national reporting measures. Check all that apply]	Employment & Earnings Measures	Completion of Education of Training
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

- a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

State integrated eligibility system, RI Bridges. DLT data

- b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

Providers complete monthly outcome reports reflecting participation and outcomes achieved for that period. Follow up when necessary is conducted by phone and email. Those doing Job Retention services are required to do two outreaches per month, minimally one person to person contact (meeting or phone) up to 180 days. There will be a separate tracking sheet for these services.

- c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency’s plan to move toward using QWR including a timeline for completion.

QWR is used

### State Component Reporting Measures

- d) Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

RI Statewide Eligibility System- RI Bridges

f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

*Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).*

**Table E.IV. Component Outcome Measures**

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Work Readiness	The number and percentage of participants who are known to have completed the component.	Numerator will include those participants who completed component during the period of 10-1-2024 to 9-30-2025

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
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		Denominator will include the number of participants that participated in Work Readiness during the period of 10-1-2024 to 9-30-2025
Vocational Training	The number and percentage of participants who are known to have completed the certificate/credential attainment	<p>Numerator will include those participants who attained a certificate/credential during the period of 10-1-2024 to 9-30-2025</p> <p>Denominator will include the number of participants that participated in a vocational training during the period of 10-1-2024 to 9-30-2025.</p> <p>Numerator will include those participants that obtained employment during the period of 10-1-24 to 9-30-25.</p> <p>Denominator will include those that participated in a vocational training during the period of 10-1-24 to 9-30-25.</p>
Job Search	The number and percentage of participants who are known to have obtained employment	<p>Numerator will include those participants who completed component during the period of 10-1-24 to 9-30-25.</p> <p>Denominator will include the number of participants that participated in Job Search during the period of 10-1-24 to 9-30-25.</p> <p>Numerator will include those participants that obtained employment during the period of 10-1-24 to 9-30-25.</p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
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		Denominator will include those that participated Job Search during the period of 10-1-24 to 9- 30-25.
Job Search Training	The number and percentage of participants who are known to have obtained employment	<p>Numerator will include those participants who completed component during the period of 10-1-24 to 9- 30-25.</p> <p>Denominator will include the number of participants that participated in Job Search Training during the period of 10-1-24 to 9- 30-25.</p> <p>Numerator will include those participants that obtained employment during the period of 10-1-24 to 9- 30-25.</p> <p>Denominator will include those that participated in Job Search Training</p>
English for Speakers of Other Languages	The number and percentage of participants who are known to have completed increasing EFL	<p>Numerator will include those participants who increase EFL during the period of 10-1-24 to 9- 30-25.</p> <p>Denominator will include the number of participants that participated in ESOL during the period of 10-1-24 to 9- 30-25.</p>



## F. Pledge to Serve All At-Risk ABAWDs (if applicable)

*The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.*

*To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.*

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

**Table F.I. Pledge Assurances**

<b>Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).</b>	<b>Check Box</b>
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 <sup>st</sup> to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

Statewide

Limited areas of the State (*Complete questions c and d below.*)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

e) How does the State agency identify ABAWDs in the State eligibility system?

f) How does the State agency identify ABAWDs that are at-risk?

g) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

*The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training*

*programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).*

- h) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

- i) What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

- j) To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency’s plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

**Table F.II. Information about the size of the ABAWD population**

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	

Question	Number
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

**Table F.III. Available Qualifying Activities**

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

**Table F.IV. Estimated cost to fulfill the pledge**

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

k) Explain the methodology used to determine the total cost to fulfill the pledge.

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## G. Component Detail

*The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.*

*Complete the following questions for each component that the State agency intends to offer during the fiscal year.*

### I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
  - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

**Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search**

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>The State expects that agencies will have the capacity to meet with a participant 1:1 either in person or virtually to provide direct service for supervised job search. Dedicated vocational staff are expected to be available. These staff are expected to conduct bi-weekly meetings. Providers of this service are able to meet the technological needs of the individual customer either with access during an in-person meeting or with a loaned laptop to complete assignments.</p> <p>Each provider offering Supervised Job Search has submitted information detailing how their program is structured to ensure that participants are directly supervised during their online searches and the submission of applications. Each participant will receive one-on-one assistance and coaching to ensure the positions they are applying for are those that they are qualified and ready to perform. Instructors will keep records detailing the attendance of the participants, number of job applications submitted and outcome of each application.</p> <p>Participants receive Case Management and financial literacy coaching during this component. All participants are screened for barriers to training on an on-going basis and encouraged to contact their case manager if their situation changes or additional issues arise.</p>

	<p>Individuals have the option of meeting in-person (as long as State health guidelines allow), by phone or virtually.</p> <p>Discussions include reviewing job postings, progress with applications, case management, employment coaching. Contact between participant and provider is scheduled bi-weekly, but the providers are available if the participant requires additional support. Supervised job search is individualized and tailored to the person.</p>
Direct link	Those participants that are accepted into Supervised Job Search must have already completed a Work Readiness training and/or a vocational training or are ready to enter the workforce.
Target population	Labor market data is used to determine positions the participants are researching and applying will pay a higher starting wage and/or in high demand.
Criteria for participation	All RI SNAP E&T participants are eligible to enroll in Supervised Job Search after completion of Work Readiness and/or Vocational training or preparedness for work. An individual assessment screens the placement in immediate job search if appropriate for the participant.
Geographic area	Any E&T participant needing assistance & technical guidance navigating online job search engines
E&T providers	Amos House, Connecting for Children & Families, Crossroads RI, Foster Forward, OpenDoors
Projected annual participation	220
Estimated annual component costs	\$158,359,92

**Table G.II. Non-Education, Non-Work Component Details: Job Search Training**

<b>Details</b>	<b>Job Search Training (JST)</b>
Description of the component	Job Search Training offers more comprehensive training and support than Supervised Job Search. Each provider that offers this component will meet regularly with each participant. Participants will learn soft skills, critical thinking, business writing, time management, workplace

	<p>norms, writing resumes and cover letters, set short- and long-term goals, skills and strategies for self-advocacy, financial literacy training, and work with a Career Counselor.</p> <p>Participants receive Case Management and financial literacy coaching during this component. All participants are screened for barriers to training on an on-going basis and encouraged to contact their case manager if their situation changes or additional issues arise.</p>
Target population	All RI SNAP E&T participants are eligible to enroll in job search training if they are deemed through provider assessment to possess the skills to independently manage job search skills with less intensive involvement than an individual supervised job search.
Criteria for participation	All RI SNAP E&T participants are eligible to enroll in Job Search Training or Supervised job search. Job Search Training is attainment of skills to conduct a job search independently. Customers are given the choice during the interview with the SCW. Providers will assess the participant and place them into the program that best suits their skills with customer input. Guidance is provided if SJS seems more appropriate. Assessment can include basic education levels in reading, comprehension, math as well as computer skills. During provider assessment, skills for each component are measured.
Geographic area	State-wide
E&T providers	Westbay Community Action, Year Up
Projected annual participation	63
Estimated annual component costs	\$106,546.27

**Table G.III. Non-Education, Non-Work Component Details: Job Retention**

Details	Job Retention (JR)
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Description of the component	Participants that have obtained a position as a result of E&T services will be tracked for a period of not less than 30 days and not more than 180 days to verify that they are remaining employed. Those who experience conflict or difficulty or require additional support, will be provided with case management, coaching and other supports to help them remain employed. Job retention is now 180 days as demonstration waiver was approved April 2024.
Target population	Any participant that obtained employment as a result of E&T services will be included in the Job Retention activities. Supports are offered at times convenient for the Customer. Customers are not referred directly into job retention.
Criteria for participation	Any participant that obtained employment as a result of E&T services is allowed to enroll in Job Retention, if offered at their training provider.
Geographic area	Statewide
E&T providers	Amos House, Foster Forward, Genesis Center, OpenDoors, Turning Around Ministries, Connecting for Children & Families
Projected annual participation	333
Estimated annual component costs	\$71,022.88

**Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training**

<b>Details</b>	<b>Self-Employment Training (SET)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	

Projected annual participation	
Estimated annual component costs	

**Table G.V. Non-Education, Non-Work Component Details: Workfare**

Details	Workfare (W)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

## II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

**Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction**

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	Basic education consists of GED, National External Diploma Program and High School Equivalency, essential education for many of our participants that provides them with the foundational skills needed to advance along a career pathway. Hours per week vary and length of time is dependent on each person’s progress. All participants receive Case Management and digital literacy instruction. Participant reimbursements are also available. Assessments are completed to determine starting levels.
Target population	All participants are encouraged to enroll if they do not have their high school diploma.
Criteria for participation	Participants can enroll if they possess education level of 2 <sup>nd</sup> grade math and 3 <sup>rd</sup> grade reading
Geographic area	Statewide
E&T providers	Community College of RI, Crossroads RI, Foster Forward, Genesis Center, Providence Public Library, RIRAL, Westbay Community Action Program
Projected annual participation	235

Estimated annual component costs	\$509,572.35
Not supplanting	Providers are required to list and show proof of all sources of nonfederal funds that will be used to support programming. These sources are verified through copies of checks, grant letters and/or grant contracts.
Cost parity	Budgets submitted by the providers show the cost of the entire program, SNAP, and non-SNAP. Costs allocated to E&T participants are used in preparing the annual program budget.

**Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training**

<b>Details</b>	<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>
Description of the component	<p>The RI E&amp;T program offers many different vocational trainings: CDL, Industry Exploration, CNC Manufacturing and Process Technician. C.N.A., Health Careers, Pharmacy Tech, Culinary, Building Trades, Dental Assistant, Trucking, Customer Service/Call Center, Banking, Medical Assistant, Doula.</p> <p>Each of these training offer hands-on learning in addition to classroom instruction. Participants can earn several industry-recognized credentials throughout the training. Participants are assessed for barriers at intake and throughout training to ensure that they are able to complete the training.</p> <p>Providers are building employer partnerships and tailoring the trainings to meet employer needs and requirements. Soft skills training is part of the training either incorporated into the vocational training or offered as a standalone component at each of the organizations. Case management, employment coaching and financial coaching are part of these trainings.</p> <p>Participants receive Case Management, financial coaching, digital literacy, and employment coaching as an integral part of the component.</p>

Target population	Any participant that has the minimum EFL in reading and math and can pass a background check (where required) can enroll in the training.
Criteria for participation	Participants must possess minimum EFL's and pass a background check (where needed for the position) to participate in the training. Those who do not have the minimum EFL's are referred to Adult Basic Education components to achieve the minimum levels. Once those are achieved, they can then enroll in the desired vocational training.
Geographic area	Statewide
E&T providers	Amos House, Beautiful Day, Connecting for Children & Families, Community College of RI, JARC, Providence Public Library, Parent Support Network of RI, Year Up
Projected annual participation	320
Estimated annual component costs	\$797,952.48
Not supplanting	Providers are required to list and show proof of all sources of nonfederal funds that will be used to support programming. These sources are verified through copies of checks, grant letters and/or grant contracts.
Cost parity	Budgets submitted by the providers show the cost of the entire program, SNAP, and non-SNAP. Costs allocated to E&T participants are used in preparing the annual program budget.

**Table G.VIII. Educational Program Details: English Language Acquisition**

Details	English Language Acquisition (EPEL)
Description of the component	<p>Participants will learn English along with integrated work readiness, digital and financial literacy. They receive instruction and practice reading, writing, listening, and speaking English. Hours per week vary among providers.</p> <p>Participants receive Case Management, financial coaching, and digital literacy as part of the component.</p>

Target population	Any participant that is not fluent in English is encouraged to enroll.
Criteria for participation	Any participant that is not fluent in English is encouraged to enroll.
Geographic area	Statewide
E&T providers	Dorcas International Institute of RI, Genesis Center, Providence Public Library, Refugee Dream Center
Projected annual participation	544
Estimated annual component costs	\$407,769.21
Not supplanting	Providers are required to list and show proof of all sources of nonfederal funds that will be used to support programming. These sources are verified through copies of checks, grant letters and/or grant contracts.
Cost parity	Budgets submitted by the providers show the cost of the entire program, SNAP, and non-SNAP. Costs allocated to E&T participants are used in preparing the annual program budget.

**Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs**

<b>Details</b>	<b>Integrated Education and Training/Bridge Programs (EPIE)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	

Cost parity	
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**Table G.X. Educational Program Details: Work Readiness Training**

Details	Work Readiness Training (EPWRT)
Description of the component	<p>Work Readiness provides participants with the skills needed to join the workforce and stay employed. Training includes essential soft skills, effective and appropriate communication, teamwork, conflict resolution, work preparedness and appropriate dress. Virtual interview skills are now an added component as much of the process has become computer based. Participants learn how to develop a resume for uploading interview preparation and effective interview techniques for virtual interviews.</p> <p>Participants also learn about the application process, practice mock interviews and are instructed in the basic computer skills needed to complete job applications. All providers are being encouraged to add a digital literacy and technical troubleshooting aspect to this training. Digital literacy continues to be a requirement for all E&amp;T providers. Providers offer the standard of NorthStar Digital Literacy. Advancing digital equity is also a focus. Most providers are loaning laptops and hotspots for programming. Federal initiatives for digital equity will be discussed at Provider Knowledge Share meetings during the year.</p> <p>Participants receive ongoing career counseling, advising, and job search support, and evaluation and assessment of competencies, and receive individualized assistance to tailor resumes and cover letters for specific jobs. Case management to address barriers to employment is ongoing. When available, participants are matched with appropriate jobs with E&amp;T subcontractors' employer partners. All providers are required to offer work readiness training. Those included here offer it as a standalone component. The remaining providers offer work readiness as a part of either a basic education, or vocational component.</p>
Target population	All participants can enroll in the standalone component or partake of Work Readiness training as part of their Basic Education or Vocational training.
Criteria for participation	Basic educational requirements for this component are 3 <sup>rd</sup> grade math and 5 <sup>th</sup> grade reading. Participants are

	accepted who are planning to engage in a job search or vocational training
Geographic area	Statewide
E&T providers	Amos House, Beautiful Day, Connecting for Children & Families, Crossroads RI, OpenDoors, RIRAL, Turning Around Ministries, Westbay Community Action Program
Projected annual participation	478
Estimated annual component costs	\$322,243.86
Not supplanting	Providers are required to list and show proof of all sources of nonfederal funds that will be used to support programming. These sources are verified through copies of checks, grant letters and/or grant contracts.
Cost parity	Budgets submitted by the providers show the cost of the entire program, SNAP, and non-SNAP. Costs allocated to E&T participants are used in preparing the annual program budget.

**Table G.XI. Educational Program Details: Other**

<b>Details</b>	<b>Other (EPO): State agency must provide description</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	



### III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

#### Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. **If the State does not plan to offer one of the components in the table, please leave the cells blank.** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

**Table G.XII. Work Experience: Work Activity**

Details	Work Activity (WA)
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Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XIII. Work Experience: Internship**

<b>Details</b>	<b>Internship (WBLI)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XIV. Work Experience: Pre-Apprenticeship**

<b>Details</b>	<b>Pre-Apprenticeship (WBLPA)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	

Estimated annual component costs	
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**Table G.XV. Work Experience: Apprenticeship**

<b>Details</b>	<b>Apprenticeship (WBLA)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVI. Work Experience: On-the-Job Training**

<b>Details</b>	<b>On-the-Job-Training (WBLOJT)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVII. Work Experience: Transitional Jobs**

<b>Details</b>	<b>Transitional Jobs (WBLTJ)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVIII. Work Experience: Work-based learning - Other**

<b>Details</b>	<b>Work-based learning - Other (WBLO): State agency must provide description</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	

Projected annual participation	
Estimated annual component costs	

## Subsidized WBL Components

For assistance with developing the State's E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input checked="" type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input checked="" type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input checked="" type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input checked="" type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
  - **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.
- Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	<p>A paid structured learning experience that takes place in a workplace for a limited period. Internships help the participant gain the competencies and experience to meet local employer demands. Internships must be related to a career choice or career exploration and provide learning through work-based projects. Internships take place in targeted training areas and are tracked through outcome reporting by the provider to LISC. The wages of participants are paid by providers using E&amp;T reimbursement eligible funding and subsidized via the 50% federal SNAP E&amp;T reimbursement.</p> <ul style="list-style-type: none"> <li>• Foster Forward: The curriculum used by Foster Forward is a nationally used best practice in work readiness programming for foster care agencies geared to youth aging out of the system. Participants connect to industries of interest and then placed in internship where they work approximately 20 hours per week. Internships can last from 1-2 weeks. Participants are supported by the provider with ongoing case management during the internship. Most students are hired by the company. If no employment is obtained, the student will work with a Career and Education Coach to locate employment post internship. Currently, Foster Forward is in contract with the RI DLT to serve their foster care youth</li> <li>• More information can be found at <a href="https://www.fosterforward.net/works-wonders">https://www.fosterforward.net/works-wonders</a></li> </ul>

Target population	Any participant interested in the SNAP E&T program that meets eligibility requirements.
Criteria for participation	<p>Customer must be an active SNAP recipient. Eligibility is confirmed through the direct and reverse referral process.</p> <p>In-depth assessment and determination rely on the expertise of the preferred provider organizations to determine if they are a good fit for their programs. Examples of provider specific criteria for participation include 8th Grade Reading/Math levels, must be able to bend and lift 40 lbs., must be able to stand for several hours, and work in warm conditions.</p>
Geographic area	Statewide
E&T providers	Foster Forward
Projected annual participation	12
Estimated annual component costs	\$15,495.65
Length of time the SWBL will run	Foster Forward – up to 5 months

Other administrative costs associated with SWBL	none

**Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T**

<b>Details</b>	<b>Pre-Apprenticeship– Subsidized by E&amp;T (WBLPA-SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T**

<b>Details</b>	<b>Apprenticeship – Subsidized by E&amp;T (WBLA- SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	



Other administrative costs associated with SWBL	
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**Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T**

<b>Details</b>	<b>Transitional Jobs – Subsidized by E&amp;T (WBLTJ - SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T**

<b>Details</b>	<b>Work-based learning - Other -Subsidized by E&amp;T (WBLO - SUB): State agency must provide description)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	

Other administrative costs associated with SWBL	
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## H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

- a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

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## I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

**Table I.I. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Amos House</b>
<b>Service Overview:</b>	Amos House provides vocational training, job search assistance and job retention services along with employment and financial coaching, case management and participant reimbursements.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Amos House offers Culinary, Building Trades, Customer Service, Work Readiness, Job Search and Job Retention
<b>Credentials Offered:</b>	SERV safe Food Handler, SERV safe Allergen, SERV safe Food Manager, CPR/AED, TIPS, OSHA 10, 8-hour Lead Renovator/Remodeler, NorthStar Digital Literacy, Guest Service Gold, Commercial

<b>Contract or Partner Name:</b>	<b>Amos House</b>
	Driver's License
<b>Participant Reimbursements Offered:</b>	Transportation, Tools, Books and Training Materials, Uniforms, Test/Certification fees, Registration fees
<b>Location:</b>	Providence
<b>Target Population:</b>	Amos House works with the homeless population and any interested participant that meets the component prerequisites
<b>Monitoring of contractor:</b>	LISC performs an annual monitoring visit to review all organizational policies and procedures. LISC also reviews each disbursement request to verify that all expenses can be tracked to the source material and are reasonable and necessary.
<b>Ongoing communication with contractor:</b>	LISC and DHS communicate with all providers by email on a regular basis. Monthly provider meetings are held to communicate program changes, discuss challenges, shared best practices, and provide technical assistance.
<b>Total Cost of Agreement:</b>	\$883,129.66
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I.II. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Dorcas International Institute of RI</b>
<b>Service Overview:</b>	Dorcas International Institute of RI provides ESOL services
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	ESOL
<b>Credentials Offered:</b>	None
<b>Participant Reimbursements Offered:</b>	Transportation, Books, Uniforms, Interview Clothing, Test/Certification fees, Registration fees, Emergency Housing
<b>Location:</b>	Providence
<b>Target Population:</b>	Refugee and immigrant population and other interested participants that can meet the prerequisites.

<b>Contract or Partner Name:</b>	<b>Dorcas International Institute of RI</b>
<b>Monitoring of contractor:</b>	LISC performs an annual monitoring visit to review all organizational policies and procedures. LISC also reviews each disbursement request to verify that all expenses can be tracked to the source material and are reasonable and necessary. Disbursements are not made until any errors are corrected.
<b>Ongoing communication with contractor:</b>	LISC and DHS communicate with all providers by email on a regular basis. Monthly provider meetings are held to communicate program changes, discuss challenges, shared best practices, and provide technical assistance.
<b>Total Cost of Agreement:</b>	\$808,532.31
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I.III. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Genesis Center</b>
<b>Service Overview:</b>	Genesis Center offers a variety of healthcare trainings along with adult basic education services.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Culinary, Pharmacy Technician, Medical Assistant, C.N.A. ESOL, Digital Literacy, Dental Assistant, HSE/GED, Foreign Trained Educators, Job Retention
<b>Credentials Offered:</b>	SERV Safe Manager, AHA First Aid/CPR, Bloodborne Pathogens, Basic Life Support, First Aid/BLS, NorthStar Digital Literacy, SERV Safe Food Handler, RI-Accredited HSD or GED, Dental Radiology from Boston University
<b>Participant Reimbursements Offered:</b>	Transportation and Dependent Care
<b>Location:</b>	Providence
<b>Target Population:</b>	Any interested participant that meets eligibility criteria of the component
<b>Monitoring of contractor:</b>	LISC performs an annual monitoring visit to review all organizational policies and procedures. LISC also reviews each

<b>Contract or Partner Name:</b>	<b>Genesis Center</b>
	disbursement request to verify that all expenses can be tracked to the source material and are reasonable and necessary. Disbursements are not made until any errors are corrected.
<b>Ongoing communication with contractor:</b>	LISC and DHS communicate with all providers by email on a regular basis. Monthly provider meetings are held to communicate program changes, discuss challenges, shared best practices, and provide technical assistance.
<b>Total Cost of Agreement:</b>	\$519,395.15
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I.IV. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Beautiful Day RI</b>
<b>Service Overview:</b>	Beautiful Day offers Work Readiness and vocational services.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Work Readiness and Catering
<b>Credentials Offered:</b>	ServSafe Food Handler
<b>Participant Reimbursements Offered:</b>	Transportation, Dependent Care, Interview Clothing, Uniforms, Dental Care
<b>Location:</b>	Providence
<b>Target Population:</b>	Refugees and immigrants
<b>Monitoring of contractor:</b>	LISC performs an annual monitoring visit to review all organizational policies and procedures. LISC also reviews each disbursement request to verify that all expenses can be tracked to the source material and are reasonable and necessary. Disbursements are not made until any errors are corrected.
<b>Ongoing communication with contractor:</b>	LISC and DHS communicate with all providers by email on a regular basis. Monthly provider meetings are held to communicate program changes, discuss

<b>Contract or Partner Name:</b>	<b>Beautiful Day RI</b>
	challenges, shared best practices, and provide technical assistance.
<b>Total Cost of Agreement:</b>	\$321,878.41
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I.V. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Jane Addams Resource Corporation</b>
<b>Service Overview:</b>	JARC offers CNC manufacturing training along with contextualized math
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	CNC manufacturing
<b>Credentials Offered:</b>	NIMS credential in milling and in Lathe
<b>Participant Reimbursements Offered:</b>	Transportation, Test/Certification/Reg fees, Training Materials/Books, Interview Clothing, Uniforms
<b>Location:</b>	Providence
<b>Target Population:</b>	Any interested participant that meets eligibility criteria of the component
<b>Monitoring of contractor:</b>	LISC performs an annual monitoring visit to review all organizational policies and procedures. LISC also reviews each disbursement request to verify that all expenses can be tracked to the source material and are reasonable and necessary. Disbursements are not made until any errors are corrected.
<b>Ongoing communication with contractor:</b>	LISC and DHS communicate with all providers by email on a regular basis. Monthly provider meetings are held to communicate program changes, discuss challenges, shared best practices, and provide technical assistance.
<b>Total Cost of Agreement:</b>	\$339,422.95
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000 **Table J.I. Direct Costs**

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project. Example: E&amp;T Program Manager - \$60,000 x .50 FTE =</p>	<p><b>\$167,056.50:</b> E&amp;T Assist. Admin- \$96,545.59 X 1 FTE= \$96,545.02 E&amp;T SCW- \$70,512.04 X 1FTE= \$70,511.48</p>
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<p><b>\$120,615:</b> Asst Admin- 41% SCW- 43%</p>
<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p><b>\$5,442,988.38</b> Federal Costs- <b>\$2,907,690.19</b> State Costs- <b>\$2,535,298.19</b></p> <p>includes salary, fringe, and travel (see Operating Budget Section I, lines 6-11 for breakdown)</p> <p><b>\$5,150,317.24</b> for contractual costs (minus salary, fringe, and travel)</p> <p>Federal Costs:<b>\$2,761,354.62</b></p> <p>State Costs:<b>\$2,388,962.62</b></p> <p>Specific breakdown of admin costs for participating providers</p>

	can be found in section G.
<b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&T funds.	
<b>Materials:</b> Describe materials to be purchased with E&T funds.	<b>\$0</b>
<b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	<b>\$5000</b> (travel)
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	<b>\$0</b>
<b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	<b>\$0</b>

- a) **Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

0

- b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

\$252,000



