

SNAP Employment and Training Plan Template

Federal Fiscal Year 2021

8/12/2020

Table of Contents

Section A: Cover Page and Authorized Signatures	2
Section B: Assurance Statements	3
Acronyms	4
Section C: State E&T Program, Operations and Policy Overview.....	5
Section D: Pledge to Serve All At-Risk ABAWDs	15
Section E: E&T Component Detail	16
Section F: Estimated Participant Levels.....	18
Section G: Summary of Partnerships and /or Contracts	20
Section H: Contractor Detail Addendum	20
Section I: Operation Budget	21
Section J: Budget Narrative and Justification	23
Appendix A: Provider Budgets (Optional).....	26
Appendix B: Agriculture Improvement Act of 2018 Implementation Addendum.....	26

Section A: Cover Page and Authorized Signatures

State: Utah

State Agency: Department of Workforce Services

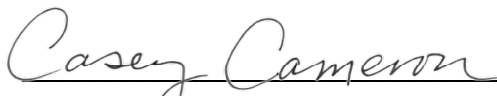
Federal FY: 2021

Date: 8/12/2020

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

Name	Title	Phone	Email
Chris Williams	SNAP Manager (but prefers to not be called that. Please call him "Chris")	(801) 626-0273	cjwilli@utah.gov
Desiree Jones	SNAP Program Specialist	(801) 558-2372	dpjones@utah.gov

Certified By:

 08/12/2020
State Agency Director (or Commissioner) Date

Certified By:

14 August 2020

State Agency Fiscal Reviewer Date

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

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

Acronyms

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

ABAWD	Able-Bodied Adult without Dependents
AIA	Agriculture Improvement Act of 2018
E&T	Employment and Training
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
SNAP	Supplemental Nutrition Assistance Program
USDA	United States Department of Agriculture
DWS	Department of Workforce Services
eREP	Electronic Resource and Eligibility Product (eligibility system)
FEP	Family Employment Plan (TANF)
LOE	Level of Effort
MIS	Management Information System
UWORKS	Utah WORKforce Systems (workforce system)
WDD	Workforce Development Division

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

I. Summary of the SNAP E&T Program

- Mission
- Scope of services
- Administrative structure of program

Mission:

The mission of the Department of Workforce Services (DWS) is to provide employment and support services for our customer to improve their economic opportunities. We are preparing our customer to prosper now and as the workforce of the future. We strengthen Utah’s communities by supporting the economic stability and quality of our workforce.

DWS integrates several related employment, training and supportive services in a one stop service model. All applicants receive employment services upon entering an Employment Center located throughout the state. All applicants and recipients have the ability to access services online. The philosophy of DWS is a work first approach, which emphasizes the personal responsibility of Utahns to support themselves and their families, and offers quick exposure to the labor market. From the point of application throughout delivery of benefits and employment services, a consistent message is delivered and reinforced.

Scope of Services:

E&T participants receive written notification they are required to participate in E&T activities. The notification explains the requirements and the deadlines to complete the activities. Eligibility workers also verbalize this at application and recertification. If an individual needs assistance, the letter is taken to the local Employment Center and Employment Counselors help them with the mandatory E&T requirements. The mandatory requirements are registering for work, completing an online assessment, completing any required online workshop(s), and 48 job contacts in 3 months. While all job services are available to SNAP recipients, mandatory E&T participants are helped with completing the mandatory E&T requirements. Participants unable to participate due to costs, distance or internet access are exempt from the mandatory requirements.

Utah currently administers a mandatory E&T program that is primarily available online. An individual identified as a mandatory E&T participant is referred to register for work and complete an online assessment. Completing the online assessment also includes

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

answering questions to complete work registration in the UWORKS system. The online assessment refers them to complete online workshops to improve their employability. A referred individual must complete a Work Readiness Evaluation online within the first calendar month of being referred for E&T. Supervised job search activities must be completed, which includes making 48 job contacts during a three-month period. The recommended participation is 16 job contacts per month. Job contacts are submitted online and tracked through UWORKS. The eREP and UWORKS systems maintain supervision to ensure requirements are being met.

Upon completion of our online assessment and evaluation, participants are required to complete 48 job contacts within a 4 month period and document the contacts online. Allowing online job search provides better access to Utah's online services which are available 24 hours a day, 7 days a week. Our systems are set to monitor for these requirements and close or sanction a SNAP case if the participant fails to complete them.

There are several different workshops which may be required based on the Work Readiness Evaluation. These include: Networking, Job Search Strategies, Resume and Application, Professionalism in the Workplace and Interviewing. Once the required workshops are completed, a mandatory E&T participant must also complete 48 job contacts. Participants may complete activities at their own pace. If a participant completes all activities in the first month, there would be no sanction at the end of 4 months because requirements will have been met for the program.

Administrative structure of program:

DWS administers the SNAP E&T Program. The program is mandatory and statewide. DWS does not have partnerships or contracts to administer E&T. Oversight of the program occur between the Eligibility Services Director and SNAP Director.

Section C: State E&T Program, Operations and Policy Overview	
II. Program Changes <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	<p>There are no new initiatives or significant changes in state policy or funding for FFY21.</p>
III. Workforce Development System <ul style="list-style-type: none"> • General description • In-demand and emerging industries and occupations • Connection to SNAP E&T, components offered through such system, career pathways, and credentials available 	<p><u>General description:</u></p> <p>DWS includes Eligibility and Workforce Development within the same agency. Consultations between the divisions are in house and ongoing. DWS delivers services to every customer who comes into an Employment Center throughout Utah, including those who are SNAP E&T participants. From self-serve computerized Job Connection rooms, to up-front assessment and triage of needs, our offices offer a range of resources. All appropriate customers are registered for work. All job search activities are designed to move customers toward an employment goal.</p> <p>Utahns can access many services without face-to-face contact through jobs.utah.gov. Utah also has an eligibility call center to complete interviews and report changes.</p> <p><u>In-demand and emerging industries and occupations:</u></p> <p>In-demand and emerging industries and occupations in Utah include:</p> <ul style="list-style-type: none"> • Production • Architecture and engineering including biomedical engineers • Education and training • Media and communications including interpreters and translators • Business and Financial credit counselors • Construction workers including electricians, brick masons, insulation and mechanical workers • Information Security Analysts • Healthcare Support including home health aides • Healthcare Practitioners including physician assistants <p>Connection to career pathways and credentials are not addressed within the supervised job search component.</p> <p><u>Connection to SNAP E&T:</u></p> <p>Supervised job search is the only E&T plan component. We do not require job searches to target</p>

Section C: State E&T Program, Operations and Policy Overview	
	<p>any in demand or emerging industries but do offer the available job opportunities on our job boards. Career pathways and credentials are not included in the E&T plan.</p>
<p>IV. Other Employment Programs</p> <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable 	<p>DWS administers the Utah Family Employment Program (FEP) serves TANF recipients. Activities include developing an employment plan, self-esteem and job search training, community work experience and training, referral for adult education and training, and self-directed job search. Costs for shared services are distributed by the client under contracts and by the state Random Moment Time Sample (RMTS) for in-house services.</p> <p>Individuals enrolled in FEP are exempt from E&T and no E&T funds are used. This is one of many other employment programs available to DWS customers. Individuals receiving General Assistance are exempt from mandatory E&T requirements due to the inability to work. Individuals receiving General Assistance funding are unable to work in any occupation and are not appropriate for any job search activities.</p> <p>Anyone is welcome to apply for training services. An example would include a customer found eligible for training through WIOA. A WIOA trainee would be E&T exempt and funded through WIOA. DWS administers TANF, General Assistance, Child Care and other services in addition to SNAP. If a SNAP participant can benefit from one of these other programs, they are referred to apply for them. Applications can be done online or in person at a local employment center.</p>

Section C: State E&T Program, Operations and Policy Overview	
<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • Description of consultation efforts • Services available through E&T 	<p><u>Description of consultation efforts:</u> The Communications Division coordinates communication with tribal organizations. Meetings occur annually. DWS is unaware of any E&T services offered directly through the tribes. There is no difference in plan components for tribal members.</p> <p><u>Services available through E&T:</u> The SNAP E&T program has one component for all mandatory participants. There are no separate services for tribal organizations.</p>
<p>VI. State Options</p> <ul style="list-style-type: none"> • Select options the State is applying 	<ul style="list-style-type: none"> <input type="checkbox"/> Serving applicants <input type="checkbox"/> Serving zero-benefit households <input checked="" type="checkbox"/> Serving mandatory participants only <input type="checkbox"/> Serving mandatory and voluntary participants <input type="checkbox"/> Voluntary participants only
<p>VII. Screening Process</p> <ul style="list-style-type: none"> • Process for identifying whether work registrant should be referred to E&T 	<ul style="list-style-type: none"> • Work registrant process Applicants are work registered through the SNAP application. eREP determines each applicant’s work registrant status based on federal exemptions applied to each case. Applicants approved for SNAP that do not qualify for a federal exemption are reported as SNAP work registrants (see section XI for additional details about work registrant data.) • Process for referring work registrants to E&T Eligibility workers are trained to look for both Federal and State exemptions when conducting the SNAP interview. Certain Federal exemptions (e.g. age, disability, receipt of TANF/FEP, Unemployment benefits, earned income, student status if not an ineligible student), and State exemptions (e.g. receipt of Refugee Cash Assistance, earned income, SSI benefits) are automatically recognized by the eREP eligibility system. Other exemptions are coded by the eligibility worker manually. These manual State E&T exemptions include: <ul style="list-style-type: none"> • temporary layoff, • living more than 35 miles from an employment center, • lack of child care, • low functioning/developmentally disabled/socially dysfunctional, • domestic violence issues, • limited language skills,

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

- lacking transportation,
- being homeless,
- being on probation/parole or
- participating in other case management programs.

Those identified as not appropriate for supervised job search will be exempted from the mandatory E&T requirements. Exemptions may be identified by telephone or in person. Verification will be requested if applicable.

At application, after screening for all applicable Federal and State E&T exemptions, work registrants are reviewed for a potential referral to the mandatory E&T program. The status of each member of the household applying for SNAP is determined. Any household member not meeting a Federal and/or State exemption are referred to mandatory E&T. During the application process the customer is informed about the SNAP E&T program including:

- Who are exempt
- The responsibilities of participants
- The consequences of non-participation, good cause and fair hearings

Those determined mandatory are referred for E&T in eREP. DWS only offers a mandatory E&T program and does not allow exempt SNAP recipients to volunteer. eREP sends a letter to mandatory participants. This notice explains the mandatory program requirements, time frames and the possibility of being exempt from E&T participation if the cost to participate exceeds the work allowance amount.

- Use of 12% Exemptions
According to an FNS letter dated May 11, 2020, Utah has 39,014 available 12% exemptions.

ABAWDs recipients employed between 15-19.99 hours per week are granted a 12% exemption. This exemption is granted automatically by the eREP eligibility system for up to 6 months of employment meeting the hourly requirement in a 36-month period.

Section C: State E&T Program, Operations and Policy Overview	
	<p>ABAWDs may also be granted a 12% exemption due to manager discretion. For example, an ABAWD recipient is working 10 hours a week, but per a doctor’s statement that is the maximum number of hours the customer can work because of medical issues. A manager may review the case and determine this warrants a 12% exemption because the recipient is participating to the maximum of his/her ability.</p>
<p>VII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> • Procedures for conciliation • Length 	<p>N/A</p>
<p>IX. Disqualification Policy</p> <ul style="list-style-type: none"> • Length of disqualification period • Sanction applies to individual or entire household 	<ul style="list-style-type: none"> • Length of disqualification period by occurrence: <ul style="list-style-type: none"> • First Occurrence: one month • Second Occurrence: three months • Third or Subsequent Occurrence: six months <p style="text-align: center;">Sanction applies to the individual</p> <p><u>Comply process if someone is sanctioned for noncompliance with the SNAP work requirements:</u></p> <p>Once a sanction is applied to an individual, the sanction period must be served. If the individual complies with the work requirement that caused the sanction, the individual will be reinstated if eligible.</p> <p>A sanction ends when the participant serves the sanction period and agrees to participate in E&T or becomes exempt.</p> <p><u>Process for determining good cause:</u></p> <p>A recipient can claim good cause in the online system or by phone at any time. DWS reaches out to participants after the mandatory referral notice is sent. DWS assess for good cause after noncompliance and prior to issuing a Notice of Adverse Action. This also serves as a reminder of the requirements for those willing and able to participate to avoid a sanction by participating by the end of the following month. The SNAP E&T program has automation for the UWORKS and eREP systems. Noncompliance will be communicated through the two systems and a system note is added. The system assumes noncompliance until the recipient participates online. A referral letter explaining the SNAP E&T requirements is sent the day</p>

Section C: State E&T Program, Operations and Policy Overview	
	<p>following the referral for E&T participation. A good cause letter is sent by the system at the beginning of the month following the referral month for E&T participation if noncompliance occurs. The notice is sent to allow time to participate before a notice of adverse action is sent. The good cause letter lists different good cause reasons. When good cause is claimed, eligibility workers will determine if good cause should be approved. An exemption may be reported and the eligibility worker would update the program evidence. A disqualification can be avoided by participating, having good cause approved or becoming exempt. This also allows time to send a notice of adverse action if there is no response to the good cause notice.</p> <p><u>Process for an ABAWD to regain SNAP:</u></p> <p>An ABAWD may regain SNAP eligibility by meeting a Federal work requirement exemption, meeting a time limit exemption or meeting a participation requirement in approved ABAWD activities of working or participating in WIOA/Trade Act training. An ABAWD may not regain eligibility through the E&T program.</p> <p>An ABAWD can regain eligibility if for 30 consecutive days the ABAWD has:</p> <ul style="list-style-type: none"> • Worked 80 or more hours; • Participated in and complied with the requirements of a work program for 80 or more hours; <p>Any combination of work and participation in a work program for a total of 80 hours</p>
<p>X. Participant Reimbursements</p> <ul style="list-style-type: none"> • List all participant reimbursements (or link to State policy/handbook) • Reimbursement cap • Payment method (in advance or as reimbursement) 	<p><u>List all participant reimbursements:</u></p> <p>As the participant completes the required activities while in the E&T program (setting up an account through UWORKS, participating in a workshop or doing any supervised job search contacts in a mandatory E&T month), a \$50 monthly work allowance is available to help them with anticipated expenses. These anticipated expenses can include transportation, clothes, bus pass, internet access, or other job related expenses to help them successfully complete the E&T requirements and gain employment. If an individual needs help completing the online E&T requirements, an Employment Counselor in our various Employment Centers across the state is available to help the</p>

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

	<p>participant successfully complete the mandatory requirements and gain employment.</p> <p><u>Level of Effort (LOE) to receive participant reimbursement:</u> In order to receive an allowance for E&T, the participant must show a LOE each month and must be projected to need the expense for the upcoming month. LOE means the participant may be actively completing any aspect of the required activity during months one and two qualifies to meet the LOE and receive the \$50 participant reimbursement for that month. However, all activities must be completed during the third month in order to meet the LOE and receive the final \$50 participant reimbursement payment. If all mandatory E&T activities are completed in the first month, there are no longer anticipated expenses to complete E&T requirements and the participant would no longer be eligible for the \$50 work expense.</p> <p><u>Reimbursement cap:</u> The \$50 work allowance is available each month that the participant is required to participate. If all mandatory E&T activities are completed in the first or second month, there are no longer anticipated expenses to complete E&T requirements and the participant would no longer be eligible for the \$50 work expense.</p> <p><u>Payment method:</u> Payments are issued to the EBT card. A level of effort must be displayed prior to any issuance.</p> <p>Funding source (of 50/50 participant reimbursement only)</p>
<p>XI. Work Registrant Data</p> <ul style="list-style-type: none"> Methodology used to count work registrants 	<p>Applicants who are not federally exempt from work requirements are reported as work registrants on the FNS-583 report. State exempt participants are considered work registrants. To obtain an unduplicated count, eREP determines work registrants with a begin date which is equal or greater than the first day of the current month and equal to or less than the last day of the current month. This is unduplicated from month to month during the federal fiscal year.</p>

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

XII. Outcome Reporting Data Source and Methodology

- Data sources
- Methodology

Data source:

The source data for E&T Reporting Measures are gathered in-house from systems such as UWORKS, eREP, interface matches from Utah Department of Labor, which may include, but not be limited to Quarterly State Employer Wage Records and the National Directory of New Hires. This information is replicated and stored in a Data Warehouse for all SNAP recipients. Various reporting procedures and queries are developed based on the required federal reporting elements. These procedures and/or queries are researched, validated and submitted.

Methodology:

The DWS MIS is responsible for all facets of reporting. E&T outcomes are reported annually and track who obtained and maintained employment the second and fourth quarters after exit from the E&T program To measure this component Utah tracks participants who have gained unsubsidized employment in the 2nd and 4th quarters after completion of participation in the E&T activities.

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable) <i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:</i>	
I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?	No
II. Information about the size & needs of ABAWD population	
III. The counties/areas where pledge services will be offered	Utah does not pledge to serve at-risk ABAWDs.
IV. Estimated cost to fulfill pledge	Utah does not pledge to serve at-risk ABAWDs.
V. Description of State agency capacity to serve at-risk ABAWDs	Utah does not pledge to serve at-risk ABAWDs.
VI. Management controls in place to meet pledge requirements	Utah does not pledge to serve at-risk ABAWDs.
VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	Utah does not pledge to serve at-risk ABAWDs.

Section E: E&T Component Detail

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

Non-education, Non-Work Components

COMPONENT							
DESCRIPTION	<p>Department of Workforce Services (DWS) utilizes our online system (UWORKS) that tracks and monitors assessments, required workshops and job search participation for all E&T participants. The state of Utah has chosen to allow any location that has access to online services as an approved location for supervised job search activities. Employment Counselors contact each E&T participant by phone or in person monthly to explain the programs and requirements. The system tracks each participant’s activities to ensure compliance is being met. Direct supervision occurs routinely since Eligibility Specialists follow the system prompts and ensure that sanctions are in place on individuals that are not participating in E&T. Those that are compliant remain assigned with the Employment Counselors and they will continue to receive needed assistant in meeting the program requirements through the online system, UWORKS.</p> <p>DWS currently has an online Case Management system that is accessible anywhere with internet access. Because this system is accessible online, we are defining any location with internet access within the state of Utah as a state approved location . Mandatory participants are directed to an online assessment and evaluation of job readiness. Depending on the results of this evaluation, employability workshops are either recommended or required. Employment counselors receive a monthly list of E&T referrals and reach out to explain the program requirements. eREP and UWORKS work jointly to supervise and ensure the customer is doing the required activities. Direct supervision occurs routinely since Eligibility Specialists follow the system prompts and ensure that sanctions are in place on individuals that are not participating in E&T. Those that are compliant remain assigned with the Employment Counselors and they will continue to receive needed assistant in meeting the program requirements through the online system, UWORKS.</p> <p>Participants unable to complete online requirements can go to a local Employment Center where one-on-one help is available or an E&T exemption is identified. Our systems are set up to monitor for these requirements and close or sanction if the participant fails to complete the requirements.</p>						
	Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider
Statewide	Mandatory R&T					NA	NA

Education Components

COMPONENT							
DESCRIPTION							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
NA	NA	NA	NA	NA	NA	NA	NA

Work Components

COMPONENT							
DESCRIPTION							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
NA	NA	NA	NA	NA	NA	NA	NA

*** Ensure this total is equal to Total Provider Contracts (Line C), if applicable, of Section J**

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

*** Please round all amounts up to the next dollar.**

Section F: Estimated Participant Levels

Section F: Estimated Participant Levels	
I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	25,665
II. Estimated Number of Work Registrants Exempt from E&T	30,625
List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY	
1. Refugee Cash Assistance participants	1
2. Temporary layoff from employment	2,535
3. Live more than 35 miles from an employment center	951
4. Lack child care	182
5. Determined by manager or designee	188
6. Age 47-59	8,173
7. Low functioning, developmental disabilities, socially dysfunctional with obvious limitations	549
8. Current domestic violence issues	150
9. Limited language skills, primary language other than English	962
10. Lack public and/or private transportation	96
11. In application or appeals process for SSI	201
12. Have earned income regardless of amount	3,254
13. Have no fixed address	11,671
14. Pregnant regardless of trimester	782
15. On probation or parole and required to complete court ordered activities	762
	168

Department of Workforce Services

FY21

16. Participating in a partner program including Title V	
III. Percent of all work registrants exempt from E&T (line II/line I)	119%
IV. Anticipated number of mandatory E&T participants (line I – line II)	(4,960)
V. Anticipated number of voluntary E&T participants	0
VI. Anticipated number of ABAWDs in the State during the Federal FY	495
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY	145
VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY	1,031
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII))	(681)

Section G: Summary of Partnerships and /or Contracts

Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
NA	NA	NA	NA	NA	NA
<i>Total</i>		NA	NA	NA	NA

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

Section H: Contractor Detail Addendum

Partner/Contract Name	NA			
Monitoring and communication with contractor (s)				
Role of Contractor				
Timeline	Start		End	

Department of Workforce Services
 FY21

Description of Activities/Services	
Funding	
Evaluation	

Section I: Operation Budget

<i>STATE AGENCY</i>	Match	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages		\$132,319	\$132,319
b) Fringe Benefits*		\$95,250	\$95,250
c) E&T Provider Contracts		\$0	\$0
d) Non-capital Equipment and Supplies		\$12	\$12
e) Materials		\$138	\$138

Department of Workforce Services
FY21

f) Travel		\$231	\$231
g) Building/Space		\$0	\$0
h) Equipment & Other Capital Expenditures		\$0	\$0
i) Other State Agency Contractual Costs		\$374	\$374
j) Other Direct Cost			
Total Direct Costs		\$228,324	\$228,324
II. Indirect Costs:			
Total Indirect Costs	\$ -	\$85,461	\$85,461
III. In-kind Contribution			
State in-kind contribution			
Total Admin Cost (I+II+III)		\$313,785	\$313,785
IV. Participant Reimbursement:			
a) Dependent Care			
b) Transportation & Other Costs	\$55,000	\$55,000	\$110,000
Total Participant Reimbursement Costs	\$55,000	\$55,000	\$110,000
<u>V. Total Costs</u>	<u>\$55,000</u>	<u>\$368,785</u>	<u>\$423,785</u>

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

Section Ib: Grant Allocation

State Grant Allocation:	State Agency Share	E&T Partner Share	Federal Share
ABAWD Pledge Funding			\$
100 Percent Federal E&T Grant			\$ 313,785
50 Percent Additional Admin. Excluding Participant Reimbursement		\$	\$ 0
50 percent Participant Reimbursement	55,000	\$	\$ 55,000
TOTAL	55,000	\$	\$ 368,785

Section J: Budget Narrative and Justification

STATE AGENCY	Match	Federal cost	Total	Narrative
I. Direct Costs:				
a) Salary/Wages		\$132,319	\$132,319	The percentage of salary to overall costs for the cost pool that is allocated to E&T is 57.9%. This percentage was applied to the overall amount we expect to spend on E&T Admin to calculate the amount of expected salary needed.
b) Fringe Benefits*		\$95,250	\$95,250	The percentage of salary to overall costs for the cost pool that is allocated to E&T is 42.7%. This percentage was applied to the overall amount we expect to spend on E&T Admin to calculate the amount of expected salary needed.

Department of Workforce Services
FY21

c) E&T Provider Contracts		\$0	\$0	The E&T program is administered in-house in Utah.
d) Non-capital Equipment and Supplies		\$12	\$12	.01% of expected expenses are budgeted for equipment/supplies, based on historical data.
e) Materials		\$138	\$138	.06% of expected expenses are budgeted for Materials, based on historical data.
f) Travel		\$231	\$231	.1% of expected expenses are budgeted for Travel, based on historical data. This is mostly in the form of mileage reimbursements.
g) Building/Space		\$0	\$0	
h) Equipment & Other Capital Expenditures		\$0	\$0	
i) Other Contractual Costs	-	\$374	\$374	.15% of expected expenses are budgeted for Agency Contractual costs, based on historical data. This is for contracts such as Interpreting, Data Processing, and Telecommunications.
j) Other Direct Cost	-	-		
Total Direct Costs		\$228,324	\$228,324	
II. Indirect Costs:				
*Approved Indirect Cost Rate Used:				<i>*Attach approved Indirect cost rate agreement</i>
Total Indirect Costs		\$85,461	\$85,461	Our Department uses a Federally approved Cost Allocation Plan to allocate overhead costs to programs. Using historical data, these allocated costs were calculated to be

Department of Workforce Services
FY21

				37% of program costs. This is the percentage that was used for this budget.
III. In-kind Contribution				
State in-kind contribution				N/A
Total Admin Cost (I+II+III)				
IV. Participant Reimbursement:				
a) Dependent Care				
b) Transportation & Other Costs	\$55,000	\$55,000	\$110,000	Participants are eligible for up to three \$50 payments. This budget estimate is based on past years performance and the potential number of eligible participants.
Total Participant Reimbursement Costs	\$55,000	\$55,000	\$110,000	
<u>V. Total Costs</u>	<u>\$55,000</u>	<u>\$368,785</u>	<u>\$423,785</u>	

Appendix A: Provider Budgets (Optional)

NA

Appendix B: Agriculture Improvement Act of 2018 Implementation Addendum

1. Describe the efforts taken by the State agency to consult with the State workforce development board or with private employers or employer organizations, if appropriate, in designing the State's SNAP E&T program. This description should include whom the State agency consulted.

The Department of Workforce Services includes eligibility and workforce development within the same agency. Consultations occur in house and are ongoing.

2. 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).

A WIOA trainee would be E&T exempt and funded through WIOA. DWS administers TANF, General Assistance, Child Care and other services in addition to SNAP. If a SNAP participant can benefit from one of these other programs, they are referred to apply for them. Applications can be done online or in person at a local employment center.

Case Management Services

Describe how the State agency will provide case management services in the State's E&T program. This description should include:

- the entity (or entities) who will be responsible for carrying-out case management services;
- the types of case management the State agency will provide, such as comprehensive intake assessments, individualized service plans, progress monitoring, and coordination with service providers; and
- how case management service providers will coordinate among E&T Providers, the State agency, and other community resources.

The State of Utah currently has an online Case Management system that Department of Workforce Service Employment Counselors use to case manage our E&T participants. Eligibility workers review each work registrant to determine any possible exemptions from participating. If an exemption is not found then they are referred through our eREP system to the UWORKS System to be assigned an Employment Counselor.

Employment Counselors contact each E&T participant to explain the programs and requirements. They also assist the client in determining any possible exemptions.

All mandatory participants are directed to an online employability assessment through their MyCase account that is available online. Depending on the results of this evaluation, job readiness workshops are either recommended or required. Employment counselors receive a monthly list of E&T referral and reach out to explain the program requirements. eREP and UWORKS work jointly to supervise and ensure the customer is doing the required activities.

Participants unable to complete online requirements can go to a local Employment Center where one-on-one help is available or an E&T exemption is identified. Our systems are set up to monitor for these requirements and close or sanction if the participant fails to complete the requirements.

Department of Workforce Services coordinates E&T referrals, sanctions, exemptions and participation by utilizing our online system that tracks and monitors all requirements. Eligibility will create a referral through our eREP system to the UWORKS system to notify Employment Counselors of the E&T participant. If the customer does not participate then the Eligibility Specialist is notified by a system prompt. The Eligibility Specialist follows the system prompts and ensures that sanctions are in place on individuals that are not participating.

The state of Utah does not have any case management service or E&T providers outside of its own agency. The Department of Workforce Services includes eligibility and workforce development within the same agency. Consultations occur in house and are ongoing. When the need arises for our agency to utilize other community resources this is done on a case by case basis and through the Employment Counselor or program specialists reaching out to the outside agency.