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A. Cover Page and Authorized Signatures

State: Utah

State Agency Name: State of Utah, Department of Workforce Services

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): 09/15/2023

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 (or Commissioner) **Certified**
By:

08/08/2023

Date



State Agency Fiscal Reviewer

08/15/2023

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

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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

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

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.		Check Box
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))	<input checked="" type="checkbox"/>

<p>II. The E&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&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p><input checked="" type="checkbox"/></p>
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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.

The mission of the Department of Workforce Services (DWS) is to provide employment and support services for our customers to improve their economic opportunities. DWS' vision is to strengthen Utah's communities by supporting the economic stability and quality of our workforce. DWS is a centralized, state administered agency. The Department's Administrative Office is located in Salt Lake City, UT. The Eligibility Services Division (ESD), within DWS, is responsible for the administration of SNAP as well as the Employment and Training (E&T) program. Although there is not a specific administrative structure or job positions within ESD, each Eligibility Worker, Supervisor, and Manager are required to understand Utah's E&T program and administer the program components according to state policy (Utah SNAP Policy Manual sections 340, 341, 342). The state's E&T program utilizes mandatory case management services and Supervised Job Search to help participants find employment, stay employed, and increase household income. The services offered to a participant include help in completing the mandatory E&T requirements such as an assessment to determine barriers to employment and employment readiness, workshops to improve employment readiness and employment skills development, Supervised Job Search, and help submitting job contact information. The state's E&T program is administered through an online, virtual process. However, in person support is available at any one of the 30 Employment Centers located throughout the state. Once the participant completes the mandatory E&T requirements, they remain eligible to receive SNAP for the next 9 months (12 months including the first 3 months of participation) or if they meet an exemption.

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

1. The purpose of the state's E&T program is to help participants find employment, stay employed, and increase the household's income. Upon referral into the state's E&T program, the participant is provided with case management services. The goal of case management is to provide the participant with services specifically meant to overcome barriers to participate in the state's E&T program and to obtain gainful employment. Workforce Development Division (WDD) employment counselors are assigned to each E&T participant. Employment counselors provide meaningful guidance, support, and information regarding the program's purpose and requirements. Employment counselors provide this support remotely for each E&T participant. Through a combination of an initial E&T workshop, an online Job Skill evaluation, additional workshops, job searches, and mandatory monthly meetings with an assigned

employment counselor, the participant receives guidance, preparation, and job skill development. The employment counselor provides support to the participant in completing each E&T activity helping them successfully participate in the program. These E&T activities are focused on enabling the participant to improve their employability skillset leading to regular, stable employment.

2. The State of Utah has designated DWS as the agency responsible for employment services in the state. DWS is administratively and operationally structured to provide both supportive and employment services to citizens of Utah. Therefore, DWS, through its divisions outside of ESD, prepares labor market information specifically for the state including any state or local workforce needs. This information is shared with each division in DWS. WDD employment counselors utilize information from labor market reports to identify workforce needs. During the monthly contact with the participant, employment counselors:
 - a. Review information from the online Job Skill evaluation, job search progress, employment and/or education history, and information gained from the participant.
 - b. Work with the each E&T participant to reduce any potential barriers that could limit the participant's ability to gain employment in suitable workforce openings.
 - c. Review workforce openings for potential employment opportunities based upon the E&T participant's skillset.
 - d. Provide guidance to the E&T participant in job search, resume building, application, and interviewing.

Work toward a successful outcome of the E&T participant obtaining gainful employment within a workforce need whether at the State or local level.

- 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.

Utah operates a state wide mandatory E&T program.

- e) Provide a list of the components offered.

Aside from case management, Utah offers supervised job search.

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

342 SNAP Work Requirements

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/342 SNAP Work](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/342_SNAP_Work)

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342-1A SNAP Work Requirements – Federal Exemptions

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3421A SNAP Work Requirements - Federal Exemptions.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3421A_SNAP_Work_Requirements_-_Federal_Exemptions.htm)

342-1B SNAP E&T – State Exemptions

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/342-1B SNAP Ea State Exemptions.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/342-1B_SNAP_Ea_State_Exemptions.htm)

342-2 SNAP Employment and Training Participation Requirements

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3422 SNAP Employment and Training Participation Requirements.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3422_SNAP_Employment_and_Training_Participation_Requirements.htm)

342-2A SNAP Employment and Training Participation Activities

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3422A SNAP Ea and T Participation Activities.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3422A_SNAP_Ea_and_T_Participation_Activities.htm)

342-2B SNAP Good Cause For Non Participating in E&T Activities

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3422B SNAP Good Cause For Not Participating in EandT Activities.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3422B_SNAP_Good_Cause_For_Not_Participating_in_EandT_Activities.htm)

342-3 Voluntary Reduction of Work Hours

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3423 Voluntary Reduction of Work Hours SNAP.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3423_Voluntary_Reduction_of_Work_Hours_SNAP.htm)

342-3A Determination of Voluntary Reduction in Hours

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3423A Determination of Voluntary Reduction in Hours SNAP.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3423A_Determination_of_Voluntary_Reduction_in_Hours_SNAP.htm)

342-4 Voluntary Quit

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/342-4 Voluntary](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/342-4_Voluntary)

342-4A Determination of Voluntary Quit

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3424A Determination of Voluntary Quit SNAP.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3424A_Determination_of_Voluntary_Quit_SNAP.htm)

342-4B Good Cause For Voluntary Quit

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3424B Good Cause for Voluntary Quit SNAP.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300_Participation_Requirements/3424B_Good_Cause_for_Voluntary_Quit_SNAP.htm)

342-5 SNAP Work Requirements – Sanctions For Non-Compliance:

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/342-5 SNAP Wor Sanctions for Non-Compliance.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300%20Participation%20Requirements/342-5%20SNAP%20Wor%20Sanctions%20for%20Non-Compliance.htm)

342-5A SNAP Work Requirements – Disqualification Periods:

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3425A SNAP W ork Requirements - Disqualification Periods.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300%20Participation%20Requirements/3425A%20SNAP%20Wor%20Requirements%20-%20Disqualification%20Periods.htm)

342-5B SNAP Work Requirements – Imposing the Sanction for Non-Compliance:

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3425B SNAP Wo rk Requirements - Imposing the Sanction for Non-compliance.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300%20Participation%20Requirements/3425B%20SNAP%20Wo%20rk%20Requirements%20-%20Imposing%20the%20Sanction%20for%20Non-compliance.htm)

342-5C SNAP Work Requirements – Problem Solving Period:

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/3425C SNAP W ork Requirements - Problem Solving Period.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300%20Participation%20Requirements/3425C%20SNAP%20Wor%20k%20Requirements%20-%20Problem%20Solving%20Period.htm)

342-5D SNAP Work Requirements – Terminating the Sanction Prior to the Minimum Disqualification P

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/342-5D SNAP Work Requirements - Terminating the Sanction Prior to the Minimum Disqualificatio](https://jobs.utah.gov/infosource/eligibilitymanual/300%20Participation%20Requirements/342-5D%20SNAP%20Work%20Requirements%20-%20Terminating%20the%20Sanction%20Prior%20to%20the%20Minimum%20Disqualificatio)

342-5E SNAP Work Requirements – Releasing the Sanction After the Minimum Sanction Period:

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/342-5E SNAP Work Requirements - Releasing the Sanction after the Minimum Sanction Period.ht](https://jobs.utah.gov/infosource/eligibilitymanual/300%20Participation%20Requirements/342-5E%20SNAP%20Work%20Requirements%20-%20Releasing%20the%20Sanction%20after%20the%20Minimum%20Sanction%20Period.ht)

342-5F SNAP Work Requirements – Restoring SNAP When a Sanction Was Imposed in Error:

[https://jobs.utah.gov/infosource/eligibilitymanual/300 Participation Requirements/342-5F SNAP Work Requirements - Restoring SNAP When a Sanction was Imposed in Error.htm](https://jobs.utah.gov/infosource/eligibilitymanual/300%20Participation%20Requirements/342-5F%20SNAP%20Work%20Requirements%20-%20Restoring%20SNAP%20When%20a%20Sanction%20was%20Imposed%20in%20Error.htm)

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.

We have added a system enhancement to the E&T referral screen. A box was created for staff to select “yes” after they have reviewed all federal and state work requirements. This is another step to ensure proper E&T referrals are made.

- 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.

No significant changes.

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).

Utah's State Workforce Development Board (SWDB) is part of DWS. SWDB is a partnership of state and local government, education, business, economic development, and community organizations. It is responsible to guide the alignment of state programs, resources, and services with employer needs to create a strong workforce development system for Utah. Information and guidance from the SWDB regarding employer needs is directly shared with ESD and WDD. Consultation with the SWDB occur in house and are ongoing. Furthermore, information from SWDB is utilized to directly impact and provide guidance in designing the state's E&T program. ESD and WDD utilize this information to provide guidance to E&T participants regarding their individual situations, barriers, and potential training needs. Based upon these factors, E&T participants are provided with avenues to gain successful, stable employment, which is the recommended outcome from the state's SWDB. The SWDB holds their meetings quarterly. DWS will present the finalized FY2024 E&T State Plan for consultation to the SWDB at their next board meeting.

- 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.

Employers are not consulted separately, they are part of the State Workforce Development Board (SWDB).

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. Governorinitiated 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.

Utah does not currently have any special State initiatives.

- 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).

Any citizen of Utah may apply for WIOA career and training services provided through Workforce Services. SNAP E&T participants may be referred to WIOA services if they need additional assistance with training or other career services. As SNAP E&T and WIOA are both provided by Workforce Services, coordination and collaboration between case managers is more efficient and beneficial to participants. If it is determined that a SNAP E&T participant would benefit more from WIOA career and training services, the assigned WDD employment counselor would refer the SNAP E&T participant to an employment counselor assigned to handle WIOA career and training services. Once the individual becomes a WIOA participant, they are no longer a SNAP E&T participant. Since being a WIOA participant is a state exemption to the E&T work requirements, the assigned employment counselor will communicate the change in status from SNAP E&T to WIOA to the assigned eligibility worker. The eligibility worker will update eREP coding with the WIOA state exemption. The individual will no longer be required to complete the State's required E&T program based upon the WIOA state exemption.

- 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.

DWS administers the Utah Family Employment Program (FEP) serving TANF recipients. FEP activities for customers include developing an employment plan which focuses on training in self-esteem, job search, community work experience, adult education, and other related employment related activities. SNAP recipients enrolled in FEP are exempt from E&T. E&T funds are not used in FEP training activities.

DWS also administers the Utah General Assistance Program (GA) serving individuals without dependent children who are unable to work. SNAP recipients enrolled in GA are exempt from E&T because of their inability to work. GA recipients are unable to work in any occupation. Therefore, they are not appropriate E&T participants for any job search activities.

- 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).

DWS also administers the Refugee Cash Assistance Program (RCA) serving refugee parents with dependent children. RCA activities for customers include developing an employment plan which focuses on training in English as a Second Language (ESL), job search, community work experience, adult education, and other related employment related activities. SNAP recipients enrolled in RCA are exempt from E&T. E&T funds are not used in RCA training activities.

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.

DWS conducts consultation with ITOS through an agreed upon Tribal Consultation process. DWS has a Tribal Consultation Coordinator. This individual is required to act as DWS' liaison relating to information sharing and information receiving between DWS and the ITOS. This position is not specific to SNAP, but rather coordinates any information related to programs administered by DWS. For the purposes of the E&T State Plan, we began the consultation with Tribes in April 2023. The DWS Consultation Liaison and the SNAP Program team met with the Program Manager of the Utah Division of Indian Affairs, Mr. James Toledo, to make sure that we had a current list for all the tribal leaders. We sent a request for consultation on May 2, 2023 to the tribal leaders requesting to schedule a meeting with them to learn more about the needs of their community and to gather feedback on SNAP services, including E&T. Letters were sent to the Confederated Tribes for Goshute, Navajo Nation, Northwestern Band

of Shoshone Nation, Paiute Indian Tribe of Utah, San Juan Southern Paiute Tribe, Skull Valley Band of Goshute, Ute Indian Tribe Uintah and Ouray, and the Ute Mountain Tribe. Tribal leaders from Northwestern Band of Shoshone Nation, Paiute Indian Tribe of Utah, and Navajo Nation responded with times we could meet with them. These meetings took place in June 2023.

Paiute Indian Tribe of Utah State SNAP Plan Consultation

Date 6/6/2023 In attendance: Heather Director Tyler Goddard, Family Services Manager Sharon Johnson, Indian Affairs Liaison James Toledo, Heidi LeBlanc from Utah State University Extension Services, Gina Corina from Utahns Against Hunger, and from DWS Paul Birkbeck and Jennifer Reynolds.

We were able to discuss our current State Plan in relation to our Employment and Training program. DWS shared power point presentations covering all topics and current resources that the State of Utah is providing and solicited feedback to make sure that it's meeting the needs of the tribe and their community members. The consultation resulted in great conversation and lots of good questions and details were shared. We were able to discuss access to services as the majority of this population lives in rural areas and resolve any concerns about members being referred only when they will benefit from the program.

Northwestern Band of the Shoshone Nation State SNAP Plan Consultation

Date 6/2/2023 In attendance: Vice Chairman Bradley Parry, Tribe Health Director Hunter Timbimboo, Indian Affairs Liaison James Toledo, and from DWS, Paul Birkbeck, Ashley Davis and Jennifery Reynolds.

We were able to discuss our current State Plan in relation to our Employment and Training Program. DWS power point presentations covering all topics and current resources that the State of Utah is providing and solicited feedback to make sure that it's meeting the needs of the tribe and their community members. The consultation resulted in great conversation and lots of good questions. There were no concerns or feedback around the E&T program.

Navajo Nation State SNAP Plan Consultation

Date 6/15/2023 In attendance: Deputy Division Director of Division of Social Services Marlinda Littleman, and from DWS Paul Birkbeck, and Charleen Neff.

The Navajo Nation meeting was rescheduled due to time conflicts from its original scheduled time. Marlinda will coordinate with us to come and meet with the Division of Social Services Management team on what we have to offer, that meeting is still pending. They already offer employment related services with their Montezuma Creek office, and we shared other resources DWS has, should they need any additional resources. We expressed that we want the referred E&T customers to be a good fit for the program, and expressed the importance of screening for that before referring someone to E&T.

ESD prepares information related to the E&T State Plan, including changes made to the E&T State Plan from the previous year. ESD prepares the information in an agreed upon format for dissemination to the ITOS. The format contains a brief introduction addressed to each ITO, a summary of information, highlights of the changes in the E&T State Plan, information potentially impacting the ITO, an invitation to ask questions or request further information regarding the E&T State Plan, and an invitation to provide feedback regarding the E&T State Plan. The Tribal Consultation Coordinator submits the information through email to each ITO. This was sent on July 10, 2023 to the same list of tribes and tribal leaders that we received in April 2023 from the Division of Indian Affairs Liaison, and feedback was due by August 11, 2023. Feedback was not provided. Any information given to the Tribal Consultation Coordinator is given to ESD. Any requests or required follow up with the ITO takes place with the Tribal Consultation Coordinator, and if necessary directly with ESD and the ITO.

Information regarding the state's proposed E&T plan was made available to the following ITOs:

Confederated Tribes of Goshute
Navajo Nation
Northwestern Band of Shoshone Nation
Paiute Indian Tribe of Utah
San Juan Southern Paiute Tribe
Skull Valley Band of Goshute Tribe
Southern Ute Tribe
Utah Indian Tribe of the Uintah and Ouray Reservation Ute
Mountain Ute Tribe

- 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).

DWS did not receive feedback during the Tribal Consultation process regarding the state's FY2024 E&T Plan. The state will continue to reach out to the ITOs through the Tribal Consultation process. The Tribal Consultation process is the agreed upon method of communication between DWS and Utah's ITOs for any program, including SNAP, administered by DWS. DWS will continue to work with the ITOs regarding current administration of the E&T plan, changes to the E&T plan, invite feedback and suggestions from the ITOs regarding the E&T plan, and implement to the extent practical feedback and suggestions to the state's E&T program.

- 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.

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

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.)

The following are State E&T exemptions for individuals who:

1. are Refugee Cash Assistance (RCA) participants.
2. are on temporary layoff from their place of employment.
3. live more than 35 miles from an employment center.
4. lack child care, either because it is not available or the customer is not eligible for Child Care assistance.
5. are not appropriate for E&T as determined by a manager or designee.
6. are age 47 through the month of their 60th birthday.

7. are low functioning / have developmental disabilities / are socially dysfunctional and who have obvious functional limitations that are a substantial handicap to employment.
8. have current domestic violence issues.
9. have limited language skills or individuals whose primary language is other than English.
10. lack public and/or private transportation. Tips/Hints/Instructions
11. are in the application or appeals process for Supplemental Security Income (SSI).
12. have earned income regardless of the amount earned.
13. have no fixed address.
14. are pregnant regardless of trimester.
15. are on probation or parole who are required to complete court ordered activities such as work release, drug court etc.
16. are participating in a program with case management by Vocational Rehabilitation, a Department partner program or are participating in a Title V program such as: Older American Programs, Easter Seals, the Forestry Program or are participating in a Choose to Work, Americorps or Americorps VISTA program.
17. The cost to participate each month would exceed the \$50 reimbursement.

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

An individual's participation will be reviewed at application and recertification.

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: Mandatory E&T participants who are non-exempt individuals between the ages of 16 to 46

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.

ESD and WDD collaborate to provide E&T program services to participants. ESD is responsible to determine a SNAP applicant's certification. ESD eligibility workers are responsible to screen and identify each household member who is subject to applicable work requirements. The eligibility worker uses information from the SNAP application along with information obtained through the SNAP interview to determine which household members are subject to the E&T work requirements. The eligibility worker determines if any household members meet a Federal exemption. If any of the household members do not meet a Federal exemption, the eligibility worker determines if they meet a State exemption. If any of the household members do not meet either a Federal exemption or a State exemption, the eligibility worker determines that the applicant is a mandatory E&T participant.

Once the participation determination is made, the eligibility worker orally communicates to the SNAP applicant that they are subject to participate in the State's E&T program. The eligibility worker orally communicates to the individual the basic requirements of the State's E&T program, which are:

- Register for work online at jobs.utah.gov
- Complete an online Job Skill evaluation.

- Attend a virtual SNAP E&T Workshop.
- Meet with an assigned Employment Counselor each month.
- Complete any required workshops.
- Complete 48 job contacts.

The eligibility worker explains that the State will reimburse the E&T participant \$50 for each month that they participate. The eligibility worker explains that if the actual cost to participate in the E&T program exceeds the \$50 per month reimbursement that the E&T participant can either state at the time of the interview or contact DWS after the interview regarding the cost. If the cost to participate exceeds \$50, the eligibility worker exempts the E&T participant from participating in the State's E&T program.

Upon approving the SNAP application, two E&T processes occur. First, the eligibility worker determines appropriateness for referral to the E&T program. During the interview and after determining the SNAP applicant does not meet a Federal or State exemption, the eligibility worker reviews the applicant's ability to participate by reviewing the criteria to participate outlined in the Supervised Job Search section of this plan. The eligibility worker will refer appropriate E&T participants to the E&T program. The referral is entered into eREP and submitted to UWORKS through a batch file. Next, the eligibility worker prepares and sends a notice to the E&T participant explaining the same information that was provided orally during the interview for the household's SNAP application. Upon receiving the batch file from eREP, UWORKS creates a scheduled date and time for the E&T participant to attend the mandatory virtual SNAP E&T Workshop. UWORKS sends the appointment information to eREP in a batch file. The information is prepared onto an E&T Appointment Letter and is sent to the E&T participant at least 10 days prior to the scheduled time.

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

We hold a bi-weekly coordination meeting with staff from ESD and WDD, including those responsible for policy. In addition to the coordination meeting we communicate regularly through email.

- 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.

Utah does not partner with intermediaries, or E&T providers.

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.

eREP tracks all data surrounding the E&T process through events between systems. eREP and Uworks are the MIS systems that interact and process the E&T related data including referral tracking, notices, completion of job contacts, noncompliance, and completion of requirements. eREP tracks the back and forth of events and sends all related notices while Uworks tracks the job contacts and related contacts with employment counselors.

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

Utah has policy and procedure updates sent out monthly. It is required each team review the policy and procedure updates during their monthly team meetings. ESD and WDD policies are sent out together and available to all staff.

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.

A random sampling of all WDD staff's SNAP E&T assigned cases are reviewed monthly to ensure employment counselors are following SNAP E&T policy. Through this edit process, cases are monitored through closure. WDD has a program review team (PRT) which edits the employment counselors E&T cases thoroughly. This information is shared with eSD staff in necessary, and is found to be an issue that would pertain to ESD.

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).

Utah does not have E&T partners to evaluate.

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.

ESD eligibility workers are responsible to screen and identify each household member who is subject to the applicable work requirements. At application, recertification, when a new member moves into the household, or when previously exempt household member becomes subject to the work requirements, the eligibility worker uses information from the SNAP application along with information obtained through the SNAP interview to determine which household members are subject to the any of the applicable work requirements. The eligibility worker determines if any household members meet a Federal exemption (outlined in the State's eligibility policy section 342). If any of the household members do not meet a Federal exemption, the eligibility worker determines they are a work registrant.

- 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.?

A notation is made in the case file.

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

After the case has been recertified, there is written and oral explanation of the applicable work requirement. This is required at new application, recertification, and when a previously exempt household member, or when a new household member becomes subject to the work requirements. A script is to be followed when we verbally educate the customer. The E&T Work Requirements notice (the consolidated work notice) is sent to the customer.

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.)

In addition to the federal work requirement exemptions, Utah has the following state exemptions which are used to screen for appropriateness.

- Are a Refugee Cash Assistance (RCA) participant.
- Are on temporary layoff from their place of employment.
- Live more than 35 miles from an employment center.
- Lack child care, either because it is not available or the customer is not eligible for child care assistance.
- Are not appropriate for E&T as determined by a manager or designee.
- Are age 47 through the month of their 60th birthday.
- Are low functioning / have developmental disabilities / are socially dysfunctional and who have obvious functional limitations that are a substantial handicap to employment.
- Have current domestic violence issues.
- Have limited language skills or individuals whose primary language is other than English.
- Lack public and/or private transportation.
- Are in the application or appeals process for Supplemental Security Income (SSI).
- Have earned income regardless of the amount earned.
- Have no fixed address.
- Are pregnant regardless of trimester.
- Are on probation or parole who are required to complete court ordered activities such as work release, drug court etc.

Are participating in a program with case management by Vocational Rehabilitation, a Department partner program or are participating in a Title V program such as: Older American Programs, Easter Seals, the Forestry Program, or are participating in a Choose to Work, Americorps, or Americorps VISTA program.

- 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.

In ESD, the eligibility worker completes the process for screening and referring to E&T. At application and recertification, the eligibility worker screens the individual for a federal exemption. If the individual does not meet a federal exemption, the eligibility worker reviews the list of the state's E&T exemptions. If the eligibility worker determines that the individual meets a state exemption, the worker verifies and enters the correct code into eREP. SNAP recipients identified as being not appropriate for mandatory E&T will be exempted from participating in the state's E&T program. Exemptions may be identified through telephone, online, or in person. The eligibility worker will require verification of the individual's exemption if applicable.

If the SNAP recipient does not meet a Federal and/or State exemption, the eligibility worker determines appropriateness for referral to the E&T program. During the interview and after determining the SNAP applicant does not meet a Federal or State exemption, the eligibility worker reviews the applicant's ability to participate by reviewing the criteria to participate outlined in the Supervised Job Search section of this plan. The eligibility worker will refer appropriate E&T participants to the E&T program. The referral is made in eREP. eREP submits the referral to UWORKS through an electronic batch file. During the application process, the SNAP recipient

referred for mandatory E&T is informed orally during the interview and in writing through a notice about the SNAP E&T program with the following information.

- Who is exempt, including the possibility of being exempt because the cost exceeds the participation reimbursement amount of \$50
- The responsibilities of participants
- The appointment time for the initial contact with an employment counselor
- The consequences of non-participation
- E&T program time frames
- E&T participation reimbursement
- Good cause

During the screening process and SNAP interview, the eligibility worker reviews each household member at application, application for recertification, and a new member entering the household for applicable work requirements. If any household members are identified to participate in the State's E&T program, the eligibility worker orally informs the household regarding any household member's requirements to participate, written notice is also sent. As part of orally informing the household of the applicable work requirements, the eligibility worker explains that the State provides a \$50 reimbursement for each month to participate in the State's E&T program. They ask the SNAP applicant if the anticipated directly-related costs to participate in the State's E&T program will exceed the \$50 reimbursement per month. If the SNAP applicant indicates that their costs will be greater than \$50 per month, the eligibility worker informs the applicant that they will not be required to participate in the State's E&T program. The eligibility worker enters the correct coding into eREP to exempt the applicant from participation. Upon approving the SNAP application, the applicant will not be referred to participate in the State's E&T program. If during the screening process and SNAP interview, the SNAP recipient is identified to participate as a mandatory E&T participant, the individual still has the ability to contact an eligibility worker and report that their costs to participate in the State's E&T program are greater than the \$50 per month reimbursement. Aside from orally informing the individual about the E&T participation reimbursement, the individual is given the same information in a notice explaining E&T participation requirements and

reimbursement. At any time after E&T referral or while the E&T participant is participating in the State's E&T program,

the participant can contact the eligibility worker and report their costs participate exceed the reimbursement amount. If the E&T participant reports this information to the employment counselor, the employment counselor contacts the eligibility worker and share the information. The eligibility worker follows the process described above to enter the appropriate coding into eREP and exempt the E&T participant from participating in the State's E&T program.

- How to file a fair hearing

- 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.

N/A

- 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?

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)?

E&T participants are informed about their required participation via two methods. During the initial screening and identification process, the eligibility worker explains the components of the

State's E&T program administration takes place through a virtual platform. The eligibility worker reviews the applicant's ability to participate by reviewing the criteria to participate outlined in the Supervised Job Search section of this plan. The E&T participation criteria guides the eligibility worker to determine that the E&T participant will be able to participate virtually. If the E&T participant can participate virtually, the eligibility worker refers the E&T participant to the E&T program. If the eligibility worker determines that the SNAP applicant will be an E&T participant, the eligibility worker orally informs the applicant regarding the applicable work requirements, specifically addressing the E&T work requirements and pertinent E&T information:

- Register for work online at jobs.utah.gov
- Complete an online Job Skill evaluation.
- Attend a virtual SNAP E&T Workshop.
- Meet with an assigned Employment Counselor each month.
- Complete any required workshops.
- Complete 48 job contacts.

The eligibility worker explains that they will be working with an employment counselor to help them participate in the State's E&T program. Consequences for failure to comply with E&T are included in this explanation. The employment counselor will provide case management services as the E&T participant navigates through the required E&T participation activities. The employment counselor will provide Supervised Job Search with their 48 job contacts to help the E&T participant obtain gainful employment.

- 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.?

N/A

- 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.

Upon referral to the State's E&T program, a notice is sent informing the client of a date and time they are to attend the E&T virtual workshop. If they are unable to attend the scheduled date and time the client can reschedule.

E&T participants are required to complete the following required E&T activities: •

Register for work online at jobs.utah.gov

- Complete an online Job Skill evaluation.
- Attend a virtual SNAP E&T Workshop.
- Meet with an assigned Employment Counselor each month.
- Complete any required workshops.
- Complete 48 job contacts.

E&T participants are provided case management services by a WDD employment counselor. The employment counselor manages through mandatory monthly contacts, or more often if necessary, the E&T participant's activities in registering for work, attending the mandatory E&T workshop required during the first month of participation, attending in subsequent mandatory workshops, completing 48 job contacts. Employment counselors provide Supervised Job Search while the E&T participant works to complete the 48 job contacts. The employment counselor works to assess and resolve potential E&T participation barriers with the goal to help the participant obtain gainful employment.

- 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 information is communicated electronically through a batch file from eREP to UWORKS.

- 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?

N/A

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)

There are two or more assessments, depending upon individual circumstances, which take place when an E&T participant is referred for required E&T participation.

1. Online Job Skill Evaluation - The first assessment is an online evaluation. This evaluation asks a series of 21 questions to the participant including:

1. How long have you been looking for work?
2. How long were you employed at your last job?
3. How many interviews have you received in response to your resume or job application in the last 30 days?
4. Do you have a current resume?
5. Do you change your resume for each job you apply for?
6. Do your friends, family, and co-workers know you are looking for work?
7. Are your friends, family, and co-workers familiar with your skills, experience, and the type of job(s) you are looking for?
8. Are you using social media such as Facebook and LinkedIn to connect with jobs?*
9. Do you know how to find jobs that aren't advertised?
10. Do you need help preparing for an interview?
11. Do you know what information to research about a company before you interview?
12. Are you prepared to answer interview questions with examples from your past experience?
13. Are you getting interviews, but not job offers?
14. Have you used online job search sites, including jobs.utah.gov to search for employment?
15. Would you like to learn about great online resources to help you research employers?
16. Would you like tips to help you protect your identity while job searching?
17. When an employer contacts you, are you confident your voicemail, email address, and ring back tone are professional?
18. Employers often complete online searches on prospective employees. Would an online search provide a professional image of you?
19. Do your skills match the qualifications of your desired job?

20. Have you identified how your skills might be used in other jobs or industries to increase your employment opportunities?

21. Would you like more information about skills employers value?

This online assessment determines a participant's ability to do the following: job search using social media and their network, create a resume, and present themselves well in an interview. Based on their answers, participants are assigned online workshops that give them tools to improve their ability to obtain employment. These workshops cover job searching strategies, professionalism in the workplace, interviewing skills, networking, resumes, and applications.

2. Mandatory E&T workshop - It is conducted by an employment counselor. It includes an orientation to the program, review program participation requirements, and identify job search tools, and resources available to participants. Individual assessment information is gathered through an open discussion between the E&T participant and the employment counselor in order to give the participant timely information regarding resources available based upon the participant's individual circumstances. The employment counselor may be able to determine if the E&T participant has barriers to participate in the State's E&T program. If the E&T participant might have a reason for good cause or a potential exemption, the employment counselor provides the information to the eligibility worker for review and appropriate action.

3. During follow up contact in months 2 and 3, the employment counselor conducts an individual assessment on the E&T participant's progress in completing the required E&T activities. Additional questions address work history, barriers the E&T participant is experiencing with their job search, progress with participation requirements, resources that may help them, and possible need for additional education and training.

The online Job Skill evaluation is conducted electronically. The assessment with the employment counselor is conducted orally through the mandatory E&T Workshop and subsequent follow up monthly contacts during months 2 and 3. The assessment is done via phone, virtual platform or in person, depending on the participant's needs or circumstances. The employment counselor will conduct an individual assessment on their progress. Additional questions will address work history, barriers the participant is experiencing with their job search, progress with participation requirements, resources that may help them and possible need for additional education and training. These details are narrated on the participant's case notes found in UWORKS. The E&T participant and the employment counselors utilize the participant's DWS online registration that matches the participant's interests, work experience, and education with available job openings in the state.

The employment counselor shares the information from the assessments with the E&T participant. The information is also documented into UWORKS. It is available for the eligibility worker to review and utilize for any certification related activities.

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.

E&T participants are assigned an employment counselor upon E&T referral. E&T participants are assigned to an employment counselor through UWORKS. UWORKS sends the assigned employment counselor information to the participant. E&T participants are notified of their assigned employment counselor and the employment counselor’s contact information on the participant’s DWS online registration home page. E&T participants will be shown during the E&T workshop where this information is located.

The employment counselor provides case management services through required monthly contact where they will supervise and monitor the progress of the E&T participant in completing the required activities include the 48 required job search contacts. The employment counselor will also provide individualized services. Individualized services may include referrals to partner agencies, resources, and additional services available through the Department of Workforce Services.

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:	When an E&T case manager needs to coordinate with eligibility staff they will send an email and cc a SNAP program specialist.
State E&T staff:	When an E&T case manager needs to coordinate with the State E&T staff, they will send an email
Other E&T providers:	N/A

Community resources:	The employment counselor is able to utilize community resources to further help the E&T participant.
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- 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).

The employment counselor is specifically assigned to provide tailored case management services to the E&T participant. The employment counselor has contact at least once per month to make sure the E&T participant understands the requirements and goals of the State's E&T program. As part of the case management process, the employment counselor utilizes a plan that was created and is reviewed during each contact to monitor progress, provide support, and assess any barriers as the E&T participant completes the job search requirements. After resources and referrals have been provided, the employment counselor documents referrals in UWORKS. The employment counselor follows up on the referral at the next contact with the participant. If additional contact and support is needed for the E&T participant, the employment counselor engages with the participant more frequently make sure the participant is on track to complete the State's E&T program requirements successfully and obtain gainful employment.

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 includes 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.

Good cause can be reported to ESD in a few different ways. If participation is not recorded in UWORKS by the WDD employment counselor, UWORKS will communicate the information in a batch file to eREP. Upon receiving the batch file, eREP begins the good cause process by sending the participant the good cause letter with information regarding how the participant can claim good cause from participating in the required E&T activities. The letter is sent to the participant within 10 days from the report of noncompliance. The assigned eligibility worker is alerted that noncompliance has been reported to eREP within the same 10 day period. If the participant does not contact the assigned eligibility worker within 10 days from the good cause letter, the eREP system proceeds with sanctioning the individual for the appropriate offense number and disqualification time frame (Offense number and time frames are noted later in the plan.) The system sends the appropriate notice of adverse action for SNAP benefit reduction or case closure dependent upon the case circumstances. If the participant claims good cause, the eligibility worker utilizes information from the participant and the employment counselor to determine if good cause will be granted. If good cause is not granted, the eligibility worker will proceed with the sanction process as described above. If good cause is granted, the eligibility worker makes the necessary changes in eREP regarding E&T participation. The eligibility worker communicates granting good cause to the participant. The participant will not be required to participate in the State's E&T program for the remainder of the certification period. Please note, In Utah, households, which do not include all household members who are qualified elderly and/or disabled, are required to certify their eligibility every six months. Based upon SNAP application approval, referral to E&T activities, the reporting of non-compliance in E&T activities, and the reporting of good cause, Utah believes granting good cause for the remaining months of the certification period is justified. When the individual submits their application for recertification following the end of the previous certification period, the eligibility worker will screen and determine if the individual is subject to the applicable work requirements or if the reason for the previous good cause to participate in E&T is still present and would possibly lead to a Federal or State exemption.

If the WDD employment counselor determined the participant had good cause during their meeting, the employment counselor will notify the assigned eligibility worker via email and cc a SNAP program specialist the same day a possible good cause reason is discovered. They also notify the participant that they should contact eligibility right away as the employment counselor does not make a good cause determination.

If it is later determined that the individual was not an appropriate candidate for the E&T program, the eligibility worker will add the exemption or good cause reason to eREP and the individual will be exempt until the next certification period.

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

An individual may be excused from participating in the assigned Employment and Training (E&T) activity when the individual has good cause. Good cause may be granted for circumstances beyond the customer's control including, but not limited to:

1. The individual is temporarily ill (but generally fit to work).
2. Another household member is ill and needs help at home.
3. There is a household emergency.
4. There is a job interview or employment conflict.
5. Customer cannot afford to participate.

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.

Utah's E&T program is ran in house with our Workforce Development Division (WDD) there should not be a situation where there is not an appropriate and available opening for an E&T participant. If this were to happen in an instance where we are out of compliance and need to grant good cause to all potential E&T participants, systems would be involved in order to make sure a referral was not sent through eREP to UWORKS. Staff would be notified of the adjustments and any possible system work arounds that would be necessary.

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.

If the WDD employment counselor determined the participant had good cause, or a possible exemption during their monthly meeting, the employment counselor will notify the assigned eligibility worker via

email and cc a SNAP program specialist the same day a possible good cause reason, or exemption is discovered. They also notify the participant that they should contact eligibility right away as the employment counselor does not make a good cause determination.

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

N/A

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.	1274
<i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i>	
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.	106
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$63,600
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$5,300

<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	<p>*Utah acknowledges that the amount does not equal \$50 per participant for each month of the three months to participate. Utah is utilizing historical expenditures in E&T reimbursement amounts for the past several years. Utah is forecasting this year's expenditures directly related to those actual historical expenditure amounts.</p>
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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 child care 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
Bus Pass	(*see below)	DWS	EBT Card
Transportation	(*see below)	DWS	EBT Card
Interent Access	(*see below)	DWS	EBT Card
Job-Related Expenses	(*see below)	DWS	EBT Card

- a) If providing dependent care, specify payment rates for child care 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.

*The maximum amount an E&T participant can receive to participate in the State’s E&T program is \$50 per month regardless of the number of allowable participant reimbursements claimed. If the amount an E&T participant reports is greater than the \$50 cap established by Utah, following the good cause process already delineated in the E&T State plan, the eligibility worker will grant an exemption.

- 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?

Utah does not have dependent care agencies.

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.

Utah's MIS is responsible for all facets of reporting including providing the Work Registrant count for the first quarter E&T Program Activity Report. MIS utilizes SQL to pull data. This is a common language that extracts and organizes data that is stored in eREP's relational database. The query reviews the entire SNAP caseload found in eREP. The query includes all SNAP recipients receiving SNAP on October 1. The query specifically looks for the total count of all work registrants in the State of Utah on October 1. The query utilizes information enter in each SNAP case to determine if the SNAP recipient is a work registrant. The query utilizes the following information to separate out SNAP recipients that meet a Federal exemption:

- Age 60 or older
- Younger than age 16
- Physically or mentally unfit for employment.
- Family Employment Program (TANF) recipients including Family Employment Program – Two-Parent (FEP-TP).
- Participating in refugee employment services (RCA).
- Parents or other members of households with responsibility for a dependent child under the age of 6.
- Responsible for the care of an incapacitated person.
- Receiving Unemployment Insurance benefits or has applied for Unemployment Insurance.
- Participating regularly in a drug and alcohol treatment program.
- Working at least 30 hours a week OR earning at least Federal Minimum Wage times 30 hours a week.
- Attending a school, college, or training program enrolled at least half time.

Upon removing any SNAP recipients that meet a Federal exemption, the SQL query populates the report with all work registrants found in the state's SNAP caseload on October 1. The report is reviewed and validated to contain only work registrants. The total count is determined from the report. The information is entered into FNS-583 for the number of work registrants receiving SNAP on October 1 of the new fiscal year.

- b) Describe measures taken to prevent duplicate counting.

Utah's MIS is responsible for all facets of reporting. MIS utilizes SQL to pull data. This is a common language that extracts and organizes data that is stored in eREP's relational database. The function used to pull back "unduplicated" work registrants is "SELECT DISTINCT". The query uses this particular function to identify the unique number of eREP "integrated cases" and "individuals" that meet the specifications.

- There are several controls in place to ensure that the query is validated to provide requested results.
 - During query development, the MIS consultant validates against the eREP system.
 - After validation of the results by the MIS Consultant, they then send the query for Peer Review. At peer review, the query is reviewed, tested and validated for accuracy.
 - Finally, once the query and results have been validated and approved by MIS, the results are sent to the Reports Gatekeeper to facilitate testing and validation with the appropriate business individual.
 - In this case, the state's SNAP Program Specialists are responsible to review the results and validate against eREP.
 - Once validated and approved, the reports are submitted to FNS.

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 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 type="checkbox"/> Yes <input type="checkbox"/> No
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
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" 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).

Utah's MIS uses the SNAP eligibility system, eREP.

- 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).

N/A

- 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.

N/A

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).

Utah's MIS usus the SNAP eligibility system, eREP.

- 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).
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i>
Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		<i>Denominator will include the number of participants that participated in supervised job search during the period of 10-12019 to 9-30-2020.</i>

Supervised Job Search	The outcome measures is the number and percentage of E&T participatns that gan employment after participation.	The numerator will include participants who obtained employment during the period of 10/1/2023 to 9/30/2024. The denominator will include the number of participants that participated in supervised job search during the period of 10/1/2023 to 9/30/2024.

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

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).	Check Box
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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 st 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.

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; selfemployment 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)
<p>Summary of the State guidelines implementing SJS</p>	<p>The state’s Supervised Job Search component is completed in a virtual environment. WDD employment counselors are able to provide services to E&T participants through virtual connections utilizing resources such as phones, computers, and other similar electronic equipment. Therefore, an E&T participant can participate in the state’s E&T program virtually based upon their access to similar electronic equipment. The state has determined that its E&T program will be conducted in a virtual environment. The state utilized the following criteria to make this determination:</p> <ul style="list-style-type: none"> • Cost to the E&T participant to participate • Access to the state’s employment network for employers across the state (DWS is the delegated state agency to handle employment focused activities.) • Access to case management services from any location in the state • Access to labor market information at the State and/or local workforce levels • Access to virtual workshops <p>If an E&T participant cannot participate virtually and they do not meet an exemption, they are able to participate in any of the 30 employment centers located across Utah. Each employment center has the ability to provide the criteria (services) listed above. They also mitigate the cost to the E&T participant as they provide all of the same online services through Job Connection computers, printers, and access to the intranet. Although their assigned employment counselor may not be located in the employment center nearest to the E&T participant’s home address, the assigned employment counselor can still provide E&T program support to the participant if they choose to participate at a different employment center nearer to their home address. Each employment center is equipped with the necessary equipment to facilitate contact between the assigned employment counselor and the E&T participant even if they are not meeting in the same employment center.</p> <p>WDD employment counselors provide Supervised Job Search. Upon referral from an ESD eligibility worker, UWORKS creates an E&T participation case. UWORKS provides the employment counselor with information related to the E&T participant’s progress in completing the State’s E&T program requirements. The employment counselor is able to track and review the following E&T participant’s activities:</p> <ul style="list-style-type: none"> • Register for work online at jobs.utah.gov • Complete an online Job Skill evaluation. • Attend a virtual SNAP E&T Workshop. • Meet with an assigned Employment Counselor each month. • Complete any required workshops.

	<ul style="list-style-type: none"> • Complete 48 job contacts. <p>The employment counselor provides direct supervisory support and review of each of the State’s E&T program requirements. During the first month of participation, an employment counselor has the E&T participant attend a mandatory E&T workshop. After the workshop, the employment counselor creates a plan to monitor the participant’s progress in the state’s E&T program. The plan allows the employment counselor to review E&T activities completed, activities yet to be completed, and any other pertinent details from the assessments regarding the E&T participant. UWORKS is the system of record for the State’s E&T Program activities. In order to track the timing and completion of each activity, a combination of automated records completed by UWORKS and manually entry into UWORKS by the employment counselor are used to make sure the E&T participant is completing the activities within the required time frame. For example, UWORKS records activities completed online nature like registering for work, Job Skill evaluation, job contacts, etc. The employment counselor manually records activities in UWORKS like monthly contacts, discussion regarding participation activities, discussion regarding potential barriers, etc. UWORKS provides an overview of the timing and activity for each E&T participant in the State’s E&T program.</p>
<p>Direct link</p>	<p>The screening process for E&T make sure that an individual is an appropriate referral to the only available component of Supervised Job Search in the State’s E&T program. During the E&T screening process the eligibility worker determines if the individual meets a Federal exemption. If the individual does not meet a Federal exemption, the eligibility worker screens for a state exemption from the following list:</p> <ul style="list-style-type: none"> • Refugee Cash Assistance (RCA) participants • On temporary layoff from their place of employment • Live more than 35 miles from an employment center • Lack child care, either because it is not available or the customer is not eligible for Child Care assistance. • Not appropriate for E&T as determined by a manager or designee. • Age 47 through the month of their 60th birthday. • Low functioning / have developmental disabilities / are socially dysfunctional and who have obvious functional limitations that are a substantial handicap to employment. • Have current domestic violence issues. • Have limited language skills or individuals whose primary language is other than English. • Lack public and/or private transportation. • In the application or appeals process for Supplemental Security Income (SSI).

	<ul style="list-style-type: none"> • Have earned income regardless of the amount earned. • Have no fixed address. • Pregnant regardless of trimester. • On probation or parole who are required to complete court ordered activities such as work release, drug court etc. • Participating in a program with case management by Vocational Rehabilitation, a Department partner program or are participating in a Title V program such as: Older American Programs, Easter Seals, the Forestry Program or are participating in a Choose to Work, Americorps or Americorps VISTA program. <p>If the individual does not meet a state exemption, this means that the individual is a mandatory participant between the ages of 16 – 46. Utah is able to draw basic conclusions regarding the ability of the individual based upon the individual not meeting a Federal or State exemption and utilizing the E&T participation criteria found in the Supervised Job Search section on page 52. The eligibility worker asks questions related to the E&T participation criteria to determine appropriateness for referral to the State’s E&T program. Using these basic conclusions, Utah is able to determine that the individual does not have any employment barriers. Therefore, the individual is suitable for participation in the state’s E&T program and being able to obtain gainful employment. The state’s Supervised Job Search component focuses on helping the E&T participant find employment opportunities in their local community. WDD employment counselors utilize information from labor market reports to identify workforce needs. During the monthly contact with the participant, employment counselors:</p> <ul style="list-style-type: none"> • Review information from the online Job Skill evaluation, job search progress, employment and/or education history, and information gained from the participant. • Work with the each E&T participant to reduce any potential barriers that could limit the participant’s ability to gain employment in suitable workforce openings. • Review workforce openings for potential employment opportunities based upon the E&T participant’s skillset. • Provide guidance to the E&T participant in job search, resume building, application, and interviewing. • Work toward a successful outcome of the E&T participant obtaining gainful employment within a workforce need whether at the State or local level. • Help an E&T participant complete the required 48 job searches during the E&T participation time frame.
<p>Target population</p>	<p>Mandatory E&T Participants are non-exempt individuals between the ages of 16 – 46.</p>

Criteria for participation	The E&T participant must have the following skills, knowledge, or experience to participate in the State's Supervised Job Search component. <ul style="list-style-type: none"> • English literacy • Functional Skills Level 1 (Numeracy Level) • Information literacy • Digital literacy • Computer literacy
Geographic area	Supervised Job Search is available virtually statewide. If the E&T participant does not have the necessary tools required to participate in the State's E&T program virtually, the participant can participate in any of the 30 employment centers located throughout the state and nearest to their home. Please note that an individual is exempted from E&T if they live more than 35 miles from an employment center (state exemption). The state will not provide electronic equipment to an E&T participant in their home. The E&T participant may utilize the electronic equipment provided in the employment center to participate in the State's E&T program. If the E&T participant does not have the appropriate equipment and the cost to travel to an employment center to participate is greater than the \$50 reimbursement cap, the eligibility worker will grant an exemption following the process previously delineated in previously in this plan.
E&T providers	WDD employment counselors provide E&T program services.
Projected annual participation	2,478
Estimated annual component costs	\$315,000

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

Details	Job Search Training (JST)
Description of the component	
Target population	
Criteria for participation	
Geographic area	

E&T providers	
Projected annual participation	
Estimated annual component costs	

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

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

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

Details	Self-Employment Training (SET)
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	
Target population	

Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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

Details	Career/Technical Education Programs or other Vocational Training (EPC)
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.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
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	

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
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	

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
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	

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
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)
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

Details	Internship (WBLI)
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

Details	Pre-Apprenticeship (WBLPA)
Description of the component	

Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
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

Details	On-the-Job-Training (WBLOJT)
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

Details	Transitional Jobs (WBLTJ)
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

Details	Work-based learning - Other (WBLO): State agency must provide description
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 type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input 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	
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.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
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

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
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.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
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.XXIII. Subsidized Work Experience: Work-based learning - Other Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
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	

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.

Our participation rate is currently under 20% of those referred. Utah has very low unemployment rates at this time, which affect the amount of participation.

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

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	

Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	
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Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input 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.

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>The Utah Department of Workforce Services operates under a federally-approved public assistance cost allocation plan (PACAP) which is a written plan for identifying and accumulating costs associated with the programs the Department administers, including direct and indirect costs. The Department uses a Random Moment Time Study (RMTS) methodology as an integral component of the approved PACAP. The RMTS is a statistically valid sampling technique that determines what portion of staff time and effort is spent performing certain work activities, the results of which are used to allocate expenditures to the benefitting state and federal programs, including SNAP E&T. The ratio of total salaries to total aggregate costs captured</p>
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	<p>in the RMTS cost center is approximately 58%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to salaries.</p>
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>The ratio of total benefits to total salary costs captured in the RMTS cost center is approximately 69.82%. This percentage was applied to the amount of salary expenses we estimate that we will spend on E&T admin.</p>
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>The Department has agreements in place with the State of Utah, Department of Technology Services to provide IT support and services. The costs charged to the Department are based on an Internal Service Rate. The ratio of total contractual costs to total aggregate costs captured in the RMTS cost center is approximately 0.21%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS</p>

	<p>methodology, to calculate the portion of those expenses that are attributable to contractual expenses.</p>
<p>Non-capital Equipment and Supplies: Describe noncapital equipment and supplies to be purchased with E&T funds.</p>	<p>The ratio of total equipment costs to total aggregate costs captured in the RMTS cost center is approximately 0.04%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to non-capital equipment and supplies.</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>The ratio of total material costs to total aggregate costs captured in the RMTS cost center is approximately 0.01%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to materials.</p>

<p>Travel & Staff Training: 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.</p>	<p>The ratio of total equipment costs to total aggregate costs captured in the RMTS cost center is approximately 0.05%. This percentage was applied to the total</p>
	<p>amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to travel and training.</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>N/A</p>
<p>Equipment & Other Capital Expenditures: 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.)</p>	<p>N/A</p>

- 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.

The Department of Workforce Services uses a federally approved Public Assistance Cost Allocation plan to allocate indirect costs to programs administered by the Department. The costs included here are categorized in our Public Assistance Cost Allocation plan. They include overhead costs such as Executive Management, Accounting, and Finance. The only reason a rate is listed on the budget is because the Excel budget document forces a rate to be included.

- 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.

Participant Reimbursement costs are calculated based the forecast of E&T participants expected to participate in the State's E&T program. The state of Utah does not have any contracted E&T providers. We anticipate a total amount of \$63,600 for participant reimbursements.