

FFY25 ND 5 E&T State Plan  
Last Updated: August 14, 2024  
SA POC: JoAnna Lonski



Health & Human Services

# SNAP E&T State Plan

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9/18/2024

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## A. Cover Page and Authorized Signatures

State: North Dakota

State Agency Name: North Dakota Department of Health and Human Services

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

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

Name	Title	Phone	Email
JoAnna Lonski	SNAP E&T Program Administrator	701.328.1832	<a href="mailto:joalonski@nd.gov">joalonski@nd.gov</a>
Dawn Brossart	SNAP Director	701.328.3272	<a href="mailto:djbrossart@nd.gov">djbrossart@nd.gov</a>

**Certified By:**

*Dawn Brossart*

**8/15/2024**

\_\_\_\_\_  
State Agency Director (or Commissioner)

Date

**Certified By:**

*Bill*

**8/15/2024**

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

Date

## B. Amendment Log

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

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

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

**Table B.I. Amendment Log**

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

## C. Acronyms

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

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

**Table C.I. Acronyms**

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
BEST	Basic Employment Skills Training (E &T Program)
COI	Community Options, Incorporated (E &T Contractor)
DHHS	Department of Health & Human Services
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
JOBS	Job Opportunities and Basic Skills
JSND	Job Service North Dakota (E &T Contractor)
NOAA	Notice of Adverse Action
NDWORKS	Employment & Training Program (E & T Program)
PRIDE	Parental Responsibility Initiative for the Development of Employment
SA	State Agency
SNAP	Supplemental Nutrition Assistance Program
SPACES	Integrated Eligibility System
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**

<p><b>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</b></p>	<p><b>Check Box</b></p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>II. The E&amp;T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&amp;T State Plan which affect them; submit for comment all portions of the E&amp;T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&amp;T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>

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

### I. Summary of E&T Program

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.

*Mission:* The purpose of DHHS's E&T program is to provide participating individuals opportunities to overcome barriers, gain skills, training or experience and participate in activities that will improve their employment prospects and reduce their reliance on SNAP benefits. DHHS contracts for the administration of the SNAP E&T program, which currently includes BEST and NDWORKS. Job Service North Dakota operates the BEST program and Community Options Inc. operates the NDWORKS program.

NDWORKS is operated statewide to increase our ability to reach target populations in rural areas.

BEST is operated in Burleigh, Cass, and Morton counties.

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

North Dakota's E&T program is state supervised and county administered.

(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.

The state office reviews case files during their annual E&T reviews. When doing these reviews the state office ensures the county is properly handling referrals, screening, and any disqualifications that may be imposed. On an as needed basis eligibility workers create work items in SPACES to communicate referral requests from clients, along with email communication between the state office.

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.

E&T is promoted and administered the same for all counties. There are two contractors for our E&T program. BEST is a voluntary program operated in Burleigh and Cass county. Burleigh and Cass county are the two highest populated counties in North Dakota. NDWORKS is a voluntary statewide program.

Provide a list of the components offered.

Both contractors offer the following components:

- Supervised Job Search
- Job Search Training
- Job Retention
- Basic Education
- Career and Technical Education or Other Vocational Training
- English Language Acquisition

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

**Employment and Training Policy:**

[Employment & Training \(E&T\) 430-05-40-55](#)

**Basic Work Requirement Policy:**

[Work Requirements 430-05-40-05 \(nd.gov\)](#)

## II. Program Changes

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

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.

North Dakota is planning to hire a SNAP Program Specialist to assist with E&T duties. We are taking the year to focus on accountability of our programs and researching the addition of a community college as an E&T partner for FFY26.

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.

North Dakota will focus on accountability of vendors for FFY25. The hiring of a SNAP Specialist will aid in the capacity the SNAP team has to allow for additional oversight of E&T vendors.

## 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.*

**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).

Consultation for FFY25 will be completed by the end of Q2 FFY25. If any changes in operations occur from this consultation, we will submit an amendment for FNS approval at least 30 days before changes take place.
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**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.

NA
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## **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.*

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

NA

**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).

BEST and NDWORKS program participants are automatically eligible for Title I of the Workforce Innovation and Opportunity Act (WIOA) which is administered by JSND. WIOA information is provided to individuals participating in BEST during the orientation session. Participants are encouraged to pursue accessing those services by BEST case managers.

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

Yes

No

**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.

Individuals who apply for the Temporary Assistance for Needy Families (TANF) Program must participate in the Job Opportunities and Basic Skills (JOBS) Program, unless they have good cause to not participate. The JOBS Program is a companion program to TANF. The JOBS program combines components of education, training, and employment to enable participants to become self-sufficient. SNAP clients participating in the JOBS program are exempt from SNAP work requirements and therefore exempt from participating in SNAP Employment and Training.

The JOBS Program offers many of the same components the SNAP Employment and Training Programs offer, including development of an employment plan, referrals to appropriate services to prepare the individual for work. We do not receive additional TANF funds for clients who are participating in an E&T program. If a recipient is participating in the JOBS program, they are unable to volunteer for E&T services.

COI is North Dakota's contractor for both the JOBS program and NDWORKS.

**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).

Individuals who are participating in Parental Responsibility Initiative for the Development of Employment (PRIDE) program are exempt from participation in E&T. PRIDE offers many of the same components/services as E&T. There are no other Federal or State employment programs where services are coordinated.

#### 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.

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.)*

Name the ITOs consulted.

Emails were sent to the chairperson of the below tribes on December 29, 2023. This email provided the State Plan, a PowerPoint regarding E&T and what it provides clients. There was not a follow up meeting scheduled, due to no feedback from the tribes.

- Spirit Lake Nation
- Standing Rock Sioux Tribe
- MHA Nation
- Turtle Mountain Band of Chippewa
- Sisseton Wahpeton Oyate

**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).

No feedback was received.

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

- Yes
- No

## V. Utilization of State Options

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

The State agency operates the 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

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)

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)).

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 than run all-voluntary E&T programs would note that they exempt all work registrants.)

Work registrants are exempt due to running an all-voluntary E&T program.

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

Annually

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: Click or tap here to enter text.

## 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.



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.

The SNAP E&T Program Administrator (JoAnna L) administers the E&T program, with the assistance of a SNAP Program Specialist (to be hired upon approval) who's only focus is E&T.

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

A majority of the communication between eligibility workers and E&T case managers is done within SPACES via work items.

The SA will communicate with eligibility and E&T case workers via:

- Email
- Phone
- teams meetings
- FYI's on the DHHS Insider

E&T case managers use email as the form of communication for provider determinations.

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.

Participant data and information is submitted to the State SNAP office on a monthly basis in a program tracking excel spreadsheet. The program tracking excel spreadsheet has the same design for both BEST and NDWORKS, but is tailored to the needs of each program.

Detailed E&T program data is not available in SPACES; therefore programmatic data points (component details, date of orientation, etc.) are maintained manually in excel. No MIS system is used to track this information.

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.

Various information is tracked and completed within SPACES, such as:

- Referrals
- component tracking
- employability plans
- disengagement of participants

Tasks are sent back and forth between eligibility workers and E&T case managers within SPACES. An example of this is when E&T participants become disengaged. E&T case managers will enter a date into SPACES, thus creating a task for the eligibility worker. The worker will review the task and disenroll the participant in E&T if necessary.

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

When policy is updated a Manual Letter is published on the Department's SharePoint website (DHHS Insider). Policy staff will also post FYI's for more immediate updates on the DHHS Insider.

Quarterly meetings are held with the contractors. We use these meetings to go over:

- Participant numbers
- Reimbursements numbers and amounts
- upcoming and/or current policy updates
- concerns/questions

Contractors submit a SFN1763 (Request for Reimbursement – Direct Service) along with detailed monthly data for review and approval of monthly billing. DHHS' Fiscal Department does random audits of contracts and billings on an annual basis.

SNAP staff continually works to keep our E&T Provider Handbook is up to date.

\*\*Quarterly Meeting Agenda Template is attached\*\*

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.

SNAP Policy conducts bi-annual reviews. Bi-Annually, 10% of the participants who have completed orientation will be randomly pulled and reviewed by the State office and the contractor is required to provide case files for those individuals.

Forms used by SA:

- SNAP E&T Review Letter
- Case File Review Checklist
- E&T Annual Review Questions

The state office uses a case file review checklist to review these files. The state office looks for compliance with work registration, appropriate screening and referrals, verbal notification of the consolidated work notice elements, and timeframes between referral and contractor communications.

Once the state office case file review is complete, a teams meeting is scheduled with the contractor to go over any findings and provide feedback for contractors in the form of an excel spreadsheet. These reviews are used to determine that policy is being followed, required documents are in case files and an overall general review to ensure accuracy and efficiency of the E&T program.

To conclude the review, a teams meeting is set up to complete a summary of the review is submitted to each contractor in the form of an email addressing any observations, compliance issues as well as highlighting best practices.

**\*\*Templates attached\*\***

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).

Contractors submit monthly reports (in the form of an excel spreadsheet) that the State Office reviews to ensure participants are being tracked and placed in appropriate components. Program tracking spreadsheets include the following:

- Component engagement
- Employment status
- hours spent working with the participant
- Misc comments the contractor feels is relevant.

The SA is able to use this excel spreadsheet to ensure participants are thriving and on the road to gainful employment or bettering themselves to gain better employment.

## **VIII. Screening for Work Registration**

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

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

A screening is completed by the eligibility worker via an interactive interview to determine if individuals are exempt from the SNAP work requirements at the time of application, review, and if appropriate, when changes in the household's circumstances are reported. While screening for work registrants EWs also screen for any ABAWD exceptions. Of those who are not exempt, the SNAP Work Registration Form must be signed by the head of household to complete the work registration process. Signed Work Registration forms are electronically saved in the participant's case. Work registration forms are signed for all on-going SNAP cases annually. North Dakota is working on moving the work registration signature to our multi-program application.

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.?

All non-exempt SNAP recipients are required to sign the SNAP Work Registration Form at the time of application, review, and when a loss of exemption is reported. Eligibility workers can print the SNAP Work Registration form from SPACES or generate the form to be mailed. Recipients are only required to work register every 12 months. The form is then scanned into FileNet to become part of the case file. The SA is in the process of adding work registration on our application, it is anticipated to be completed and implemented in FFY25.

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

The consolidated work notice is mailed to SNAP recipients at the following times:

- approval of benefits
- eligibility is reviewed
- participant status changes (i.e. change in work registration status, change in county, new SNAP person added to a case)
- case changes in SPACES
- referral to E&T

Human service zone EW's will notify SNAP recipients verbally of the work requirements using our verbal script during their interview, or at any time an exemption has been added or there is a change in case status. Human service zone EW's are required to enter the date they verbally notified the recipients.

## **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).

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.)

Eligibility workers have interactive discussions with the clients during their SNAP interview. During that interview, the eligibility worker determines if it is appropriate for an individual to be referred to the E&T program by evaluating their unique circumstances to the criterion of the E&T program. Participants referred to E&T should align with one or more of the criterion for the E&T program:

- Unemployed or underemployed,
- Undereducated, specifically participants who may need additional basic education,
- Looking for opportunities with seeking employment or specific job training (ie a credential program),
- Work ready,
- Interested in receiving support for employment or education assistance (ie opts to volunteer for services).

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.

These screenings are conducted at the time of application, review, interviews, and if appropriate during any changes in the households circumstances are reported. If there are barriers, the eligibility worker can determine if the participant would be a good fit for E&T.

The screening process is the same for both BEST and NDWORKS. Eligibility workers have access to a E&T Referral Job Aid via SPACES Help. This training ensures that eligibility workers are aware of the screening and referral process for the E&T program beyond the federal exemptions or exclusions. Since BEST does not have a participation cap, eligibility workers do not need to ensure there are available openings prior to referral. However, this information is monitored by the SNAP E&T Program Administrator such that adjustments may be made if participation exceeds capacity. NDWORKS has a participation cap of 80 participants statewide. The state office, tracks and monitors participant numbers on the monthly program tracking spreadsheets that are submitted on a monthly basis. If there is concern of reaching participant caps the state office will notify the E&T vendor.

(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.

The reverse referral process screening is completed the same as a regular referral. NDWORKS would send participants from their Free Through Recovery program and Community Connect to local human service zone offices to have the participant apply for SNAP benefits and be screened/referred by eligibility staff.

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?

Participants are notified about reimbursements by the eligibility workers at the time of their application, review, and/or interview. EW's let the participants know what types of services can be reimbursed and that it is reimbursed the month following participation.

The state office is in the process of creating a checklist for eligibility workers to follow when promoting E&T that will be provided within the first quarter of FFY25.

## **X. Referral to E&T**

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

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)?

SNAP participants are informed orally of the voluntary E&T program (BEST and NDWORKS) during their SNAP interview. Eligibility workers review federal exemptions and exclusions while screening participants for the E&T program. If the participant is interested in volunteering, the participant is referred to the appropriate program for their county of residence.

Participants can volunteer for E&T at any time, not just when they apply and complete their interview.

Eligibility workers manually generate the appropriate SNAP Employment & Training Orientation Referral Notice (based off which program the participant volunteers for). Referrals will go to the "Referral Inbox" in SPACES. E&T case managers are responsible for checking the referral inbox for new referrals daily at minimum.

**BEST:**

The BEST Employment and Training Orientation Referral has the date and time for orientation, along with contact information of the BEST case manager. The BEST orientation details may also be verbally given to participants if they are in person.  
BEST case managers

**NDWORKS:**

The NDWORKS Employment and Training Orientation Referral has contact information for the appropriate Community Options Regional office. NDWORKS case managers will reach out to the participant within 5 days to schedule orientation.

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.?

See Section IX. The eligibility workers at Human Service Zones follow those same procedures.

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.

BEST participants are notified of the date/time of their orientation on the SNAP Employment & Training Orientation Referral. Participants may reschedule their orientation, if needed, by contacting their BEST case managers via the contact information on the referral notice

NDWORKS case managers contact participants within 5 days to set up an orientation date and time. Participants are given contact information of their regional Community Options Inc office in their Referral Notice.

If orientation isn't completed, E&T case managers notify eligibility workers within 5 business days via email.

Completion of E&T Orientation is the first step to becoming enrolled.

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?

Referrals for both BEST and NDWORKS are in SPACES. Once the appropriate Employment and Training Orientation Referral notice is generated for the participant it will load in the Referral Inbox for case managers to review and act upon.

E&T case managers check the referral inbox daily, at a minimum.

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?

Referrals are communicated through SPACES and email if necessary. Human service zone eligibility workers will complete the appropriate Employment and Training Orientation Referral Notice in SPACES.

BEST and NDWORKS case managers will receive the referral in their SPACES referral inbox. BEST and NDWORKS case managers monitor the SPACES referral inbox on a daily basis.

## **XI. Assessment**

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

Does the State require or provide an assessment?

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

No (*Skip to the next section.*)

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)

BEST and NDWORKS case managers conduct employability assessments on participants. SPACES provides family composition, financial education, health, employment education, housing and transportation assessments for E&T case managers to use.

BEST assessments are conducted during orientation. Participants can receive a hard copy of their assessment at the time of orientation. The assessment is in a PDF format, so can be printed and completed by hand, or completed electronically and emailed. BEST participants complete an assessment questionnaire for identifying skills, work history and barriers plus an online Career Test that assists with identifying careers that fit their personality. The assessments are typically done via telephone or email. However, they can be done by the participant individually outside of the office, using the office resource area, via telephone or email with the assistance of the BEST case manager. The BEST case manager assists the client with any barriers in completing the BEST assessments.

NDWORKS completes a family composition, financial education, health, employment education, housing and transportation assessments within the first seven days of receiving the referral. NDWORKS participants typically complete their assessments face to face using paper and computer resources. They determine how assessments will be completed according to the needs and comfort level of each participant.

## **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.*

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.

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.

For BEST, a participant's case management starts upon referral: taking the individual through the orientation of the BEST program, completing the employability assessment, and developing an employment plan. Afterwards, weekly contact is made with the participant to verify participation, monitor progress and to address improving skills leading to employment. This can be done in person, via email, or telephone. The participant can arrange one-on-one sessions with the case manager as needed. Monthly meetings are held to review the employment plan, to discuss progress towards obtaining employment and to update goals for participation that will lead to employment. These meetings can happen more or less frequently. It depends on how much assistance the participant needs. If more one on ones are needed, case managers will meet more frequently.

NDWORKS case management services begin when the case manager initially contacts the participant via phone to set up orientation dates/times. Case management services are done face to face. If a participant is unable to meet face-to-face NDWORKS will use electronic forms of communication, such as email and TEAMS meetings. The amount of face-to-face intervention time is determined by the participant and their needs. Participants are met with at a minimum of once per month, but best practice is on a weekly basis.

Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information

that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	Via email, telephone, and Teams.
State E&T staff:	Via email, telephone, and Teams. Coordination and communication happens on an as needed basis, with a minimum of at least 1 contact monthly.
Other E&T providers:	NA
Community resources:	Via email and telephone.

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).

NDWORKS and BEST case managers determine the intensity of case management on an individual participant basis. If a participant needs more focused work, they will work with that client depending on their needs. Case managers will work with clients to ensure they are able to meet as often as needed. If a meeting is missed, they reach out via phone call. Participants exit the program for various reasons such as: SNAP case closure, gainfully employed, and disengagement.

### **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.*

Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

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

NA

What is the length of the conciliation period?

NA

## **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).*

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.](#)

For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- Yes
- No

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

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

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

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.*

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.

Eligibility workers attempt contact to determine if the participant has good cause within 10 days from the date of receipt of noncompliance and allow 10 calendar days for the participant to contact the EW to establish that good cause exists. If good cause does not exist or the participant fails to respond, the eligibility worker will send out a NOAA.

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

Good cause for leaving employment includes but is not limited to:

1. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.
2. Work demands or conditions that render continued employment unreasonable.
3. If any household member accepts employment, or enrolls at least half-time in any recognized school, training program, or institution of higher education that requires the wage earner to leave employment or move to another area.
4. Resignations by individuals under the age of 60 that are recognized by the employer as retirement.
5. Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another.
6. Resigning from a job that does not meet the suitable employment criteria.
7. Circumstances beyond the individual's control, including but not limited to:

- 1) Illness or illness of another household member requiring the presence of the individual, household emergency, unavailability of transportation, lack of adequate child care for children who have reached age six, but are under age 12, and acceptance of employment of more than 30 hours a week which doesn't materialize or results in employment of less than 30 hours a week.

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.

BEST and NDWORKS are voluntary E&T programs, therefore good cause would not be used for participation in E&T.

## **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.*

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

If an E&T case manager determines that a participant is ill suited for participation, they will notify the eligibility worker informing them that the participant is ill suited, along with their reasoning for the determination within 10 calendar days.

EWs will reevaluate the participant and if they are able to participate in E&T. EW's will discuss with participants why they were sent back and if it is determined that the client is not ill-suited following the re-screen, the participant can be referred back to the E&T case manager if there isn't an appropriate exemption. E&T case managers will also have a discussion with the participant to explain why the client is ill suited for the program.

When an ABAWD is referred back due to a provider determination, the case will not receive a countable month for the month of the provider determination.

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

Eligibility workers review provider determinations from E&T case managers within 10 days to re-evaluate if the participant should be referred to E&T. If it is determined that they were not a good fit, the EW will attempt to make contact with the participant to discuss why they are not a good fit for E&T at the present time.

EW's will either suggest a different component for the participant to participate in, suggest a different program (ie WIOA), and/or provide outside resources for participants that are not a fit for E&T.

## 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**

<p>I. Estimated number of E&amp;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.</p> <p><i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p><b>1,460</b></p> <p>BEST: 500 NDWORKS : 960</p>
<p>II. Estimated number of E&amp;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.</p>	<p><b>2,250</b></p>
<p>III. Estimated budget for E&amp;T participant reimbursements in upcoming FY.</p>	<p><b>\$165,000</b></p> <p>BEST: \$56,100 NDWORKS: \$108,900</p>
<p>IV. Estimated budget for E&amp;T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p><b>\$13,750</b></p> <p>BEST: \$4,133 NDWORKS: \$9,200</p>
<p>V. Estimated amount of participant reimbursements per E&amp;T participant per month. (Row IV/Row II)</p>	<p><b>\$6.11</b></p>

**NOTE:** According to historical data, ND has not spent the full amount of funding for reimbursements. Not every E&T participant ends up receiving a reimbursement. Due to this, clients typically receive a higher reimbursement that the table above reflects (\$6.11). North Dakota is working to expend more funds in participant reimbursements.

### 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.*

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
Transportation	\$150 per month	DHS – Fiscal	Reimbursement
Grooming/Hygiene	\$100 per month	DHS – Fiscal	Reimbursement
Job Readiness (phone cards, employment related clothing, work boots/shoes)	\$125 per month	DHS – Fiscal	Reimbursement
License/Certification/ Examination Fees (GED, CNA, Professional)	\$500 per participant per FFY	DHS – Fiscal	Reimbursement
Books and Training Materials	\$200 per participant per FFY	DHS – Fiscal	Reimbursement
Other (i.e. tools) – TBD by E&T Program Manager as needed (must be	\$200 per participant per FFY	DHS – Fiscal	Reimbursement

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
reasonable, allowable and necessary)			

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

Reimbursements are not offered for dependent care. North Dakota has Child Care Assistance Program services that are available outside of the E&T program if they qualify.

North Dakota offers dependent care through our Child Care Assistance Program. CCAP provides help with childcare costs for families with low income while they are participating in work, allowable education or allowable training programs or job search. Children are eligible from birth through the certificate period in which their 13<sup>th</sup> birthday falls or a child with special needs may qualify up to age 19.

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?

NA

## 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.*

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.

Line 1 of the FNS-583 report is processed by calculating the individuals who are currently on SNAP on October 1 of the Federal Fiscal year and approved for ongoing SNAP benefits for participants that are already deemed non-exempt from SNAP work registration date on October 1 of the Federal Fiscal year.



Describe measures taken to prevent duplicate counting.

To ensure an unduplicated number of work registrants, SPACES counts individuals by their client ID who are work registered as of October 1, 2023. It counts newly registered individuals for the rest of October 2023 and in each of the following months throughout FFY24. If an individual is counted in any day/month after October 1<sup>st</sup>, and was also counted on October 1<sup>st</sup>, that individual is eliminated from that month's count of new work registrants when reported on the FNS-583 report.

## XIX. Outcome Reporting Measures

### National Reporting Measures

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

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

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

SPACES is the MIS, Job Service of North Dakota is the Department of Labor in ND.

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).

NA

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.

NA

### State Component Reporting Measures

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.*

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

SPACES

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).

NA

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.

NA

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.

NA

*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**

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<p><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></p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p>
<b>Supervised Job Search (SJS)</b>	Number and percentage of participants who obtain employment within 30, 60, and 90+ days from the start of participation.	Numerator includes participants who obtained employment within 90 days upon completion of E&T on or after 10.1.2024 and on or before 9.30.2025 and the Denominator includes the number of the participants that participated in supervised job search during the period of 10.1.2024 to 9.30.2025.
<b>Job Search Training (JST)</b>	Number and percentage of participants who applied for a job and received an interview.	Numerator includes participants who applied for a job and received an interview during the period of 10.1.2024 to 9.30.2025 and the Denominator includes the number of the participants that participated in job search training during the period of 10.1.2024 to 9.30.2025.
<b>Job Retention (JR)</b>	Number and percentage of individuals who have closed SNAP cases due to employment and wages.	Numerator includes participants who participated in Job Retention who have closed SNAP cases due to employment and wages during the period of 10.1.2024 to 9.30.2025 and the Denominator includes the number of the participants that participated in job retention during the period of 10.1.2024 to 9.30.2025.
<b>Basic/Foundation al Skills Instruction (EPB)</b>	Number and percentage of participants who secured a credential	Numerator includes participants in the basic education component who secured a credential in basic education during the period of 10.1.2024 to

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
	during the federal fiscal year.	9.30.2025 and the Denominator includes the number of the participants that participated in basic education during the period of 10.1.2024 to 9.30.2025.
<b>English Language Acquisition (EPEL)</b>	Number and percentage of individuals who improved their language by a minimum of one grade level.	Numerator includes participants who improved their language by a minimum of one grade level during the period of 10.1.2024 to 9.30.2025 and the Denominator includes the number of the participants that participated in English language acquisition during the period of 10.1.2024 to 9.30.2025.
<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>	Number and percentage of individuals who received their GED, degree, or certificate/licensure after completing education component.	Numerator includes participants who received their GED, degree, or certificate/licensure on or after 10.1.2024 and on or before 9.30.2025 and the Denominator includes the number of the participants that participated in career/technical education programs or other vocational training during the period of 10.1.2024 to 9.30.2025.

**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.*

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.*)

## G. Component Detail

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

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

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

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

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

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

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	Individuals complete job search activities via the internet, Job Service offices, and Community Options offices by contacting employers of their choice via internet, local employment office, newspaper ads, as well as those determined by the SNAP E&T Case Manager. These state-approved locations vary and are noted on everyone's job contact log submitted to the SNAP E&T Case Manager weekly (face to face, online, or via TEAMS/Zoom). The number of job contacts is determined when the individual's assessment is completed. The individual is responsible for making the contacts with oversight by the SNAP E&T Case Manager. SNAP E&T Case Managers are available to attend job interviews for assistance and support. Individuals are required to participate for a minimum of twelve hours a month for an initial period of two consecutive months.
Direct link	Contractors use the in-demand occupations list for North Dakota. The contractor will help determine if a participant is fit for a job off the in-demand occupations after reviewing the employability assessment. The in-demand list includes occupations determined to have a current or potential impact on the state's economy. North Dakota Labor Market Information's short-term employment projections were used to develop the list. See Appendix A

	for an example of the in-demand occupation list utilized by contractors.
Target population	Individuals who are unemployed or underemployed and job ready.
Criteria for participation	The Supervised Job Search component is offered to all SNAP recipients who are able and available to work, are work ready, and actively seeking subsidized employment.
Geographic area	Statewide (NDWORKS); Burleigh, Cass, and Morton Counties (BEST)
E&T providers	NDWORKS & BEST
Projected annual participation	JSND – 325 participants COI – 975 participants <b>Total – 1,300 participants</b>
Estimated annual component costs	JSND - \$1,300 COI - \$3,900 <b>Total - \$5,200</b>

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

Details	Job Search Training (JST)
Description of the component	<p>The SNAP E&amp;T Case Managers work with the participant throughout the job search process assisting in application completion, creating a professional resume, preparing for interview, and ensuring the appropriate attire is available. SNAP E&amp;T Case Manager works with the participant to mentor and coach in the following areas:</p> <ul style="list-style-type: none"> <li>• job search techniques</li> <li>• job enhancement skills</li> <li>• motivation and/or self-confidence</li> <li>• completing job skills assessments</li> </ul> <p>Participants are expected to participate at a minimum of 12 hours per month for two consistent months.</p>
Target population	Any rural or underemployed individuals that need support to be job ready.
Criteria for participation	The Job Search Training component is offered to all rural and under employed SNAP recipients who are working on enhancing their employability skills. Such skills include, but are not limited to completing resumes, application,

	where and how to search for employment, and securing employment.
Geographic area	Statewide (NDWORKS); Burleigh, Cass, and Morton Counties (BEST)
E&T providers	NDWORKS & BEST
Projected annual participation	JSND – 175 participants COI – 470 participants <b>Total – 645 participants</b>
Estimated annual component costs	JSND - \$1,100 COI - \$2,975 <b>Total - \$4,075</b>

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

Details	Job Retention (JR)
Description of the component	The Job Retention component is offered to the participant for 90 days after employment is secured after participation with E&T. Once employment has been obtained, the E&T Case Manager continues to work with the participant to ensure the participant has appropriate supplies and support necessary for long term success. E&T Case Managers are available to job coach to ensure the participant is comfortable and learning the new position. Weekly contacts continue with the participant to provide mentoring in basic life skills, self-sufficiency, financial literacy, as well as to discuss goals, identify barriers that may arise and provide referrals to other services as needed in order to support the participant with maintaining the employment and developing a career pathway.
Target population	Underemployed and rural individuals who continue to need supportive services to maintain employment.
Criteria for participation	Individuals employed after participation in E&T that continue to need supportive services.
Geographic area	Statewide (NDWORKS); Cass, Burleigh, and Morton Counties (BEST)
E&T providers	NDWORKS & BEST



Projected annual participation	JSND – 83 participants COI – 244 participants <b>Total – 330 participants</b>
Estimated annual component costs	JSND - \$413 COI - \$1,903 <b>Total - \$1,650</b>

## 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	<p>The purpose of this component is to improve basic skills and the overall employability of the participant. The SNAP E&amp;T Case Manager supports each participant with an individualized educational program.</p> <p><b>Basic education options available:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or General Education Diploma (GED)</li> <li>• Post-Secondary Schools</li> <li>• Alternative High School</li> <li>• Adult Learning Center</li> <li>• Job Corps Training</li> <li>• Adult Basic Education/Basic Literacy</li> <li>• Basic Computer Skills</li> </ul>
Target population	Returning citizen participants that are looking to further their foundational skills by completion of education components.
Criteria for participation	Underemployed and undereducated participants. Specifically, participants who may need additional education in order to enter the workforce and are interested in one of the basic education options.
Geographic area	Statewide (NDWORKS); Burleigh, Cass, and Morton Counties (BEST)
E&T providers	NDWORKS & BEST
Projected annual participation	JSND – 22 participants COI – 58 participants <b>Total – 80 participants</b>
Estimated annual component costs	JSND - \$93 COI - \$237 <b>Total - \$330</b>
Not supplanting	Individuals participating in this component will not have E&T funds applied to any educational service or activity to replace or accompany other federal or state funds already designated for that educational service or activity. To track this the State Office reviews invoices and funding sources are evaluated. Monthly reports are also submitted for review.

Cost parity	E&T funds will not be used to cover educational services and activities for an individual that is not enrolled and participating in E&T. The costs associated with the educational component will be reviewed on monthly invoices and program tracking that is submitted to the State Office to assure comparable costs from the university, trade school etc. are comparable with tuition for non-E&T participants.
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**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	The purpose of this component is to improve overall employability of the participant. Assistance is provided to participants applying for federal financial aid, scholarships, or grants. Case Managers collaborate with local workforce agencies, both public and provide, to enroll participants in vocational training programs that will excel their skill sets in the workforce.
Target population	Underemployed participants that want to branch out into a trade field or broaden their employability skills. Could already be employed but want to secure credentials for career advancement.
Criteria for participation	Underemployed individuals who are looking to commit to a credential program in an on-demand job occupation.
Geographic area	Statewide (NDWORKS); Burleigh, Cass, and Morton Counties (BEST)
E&T providers	NDWORKS & BEST
Projected annual participation	JSND – 8 participants COI – 22 participants <b>Total – 30 participants</b>
Estimated annual component costs	JSND - \$31 COI - \$157 <b>Total - \$188</b>
Not supplanting	Individuals participating in this component will not have E&T funds applied to any educational service or activity to replace other federal or state funds already designated for that educational service or activity. To track this the State Office reviews invoices and funding sources are evaluated. Monthly reports are also submitted for review.

Cost parity	E&T funds will not be used to cover educational services and activities for an individual that is not enrolled and participating in E&T. The costs associated with the educational component will be reviewed on monthly invoices and program tracking that is submitted to the State Office to assure comparable costs from the university, trade school etc. are comparable with tuition for non-E&T participants.
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**Table G.VIII. Educational Program Details: English Language Acquisition**

Details	English Language Acquisition (EPEL)
Description of the component	The purpose of this component is to improve the use of the English language for those participants that speak English as a second language, thus improving overall academic success and employability of the participant. Case Managers identify individuals with barriers due to limited English. Those individuals are enrolled in English language courses as part of their employability plan and basic education and/or vocational training. Below is a summary of English Language Acquisition: <ul style="list-style-type: none"> <li>• Adult Learning Center</li> <li>• Post-Secondary Schools</li> <li>• Adult Basic Education/Basic Literacy</li> </ul>
Target population	Underemployed participants whose English isn't their first language.
Criteria for participation	Underemployed participants with lower literacy or education background.
Geographic area	Statewide (NDWORKS); Burleigh, Cass, and Morton Counties (BEST)
E&T providers	NDWORKS & BEST
Projected annual participation	JSND – 5 participants COI – 8 participants <b>Total – 13 participants</b>
Estimated annual component costs	JSND - \$42 COI - \$68 <b>Total - \$110</b>
Not supplanting	Individuals participating in this component will not have E&T funds applied to any educational service or activity to replace or accompany other federal funds already designated for that educational service or activity. To track this the State Office reviews invoices and funding sources

	are evaluated. Monthly reports are also submitted for review.
Cost parity	E&T funds will not be used to cover educational services and activities for an individual that is not enrolled and participating in E&T. The costs associated with the educational component will be reviewed on monthly invoices and program tracking that is submitted to the State Office to assure comparable costs from the university, trade school etc. are comparable with tuition for non-E&T participants.

### 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.

North Dakota does not currently offer Work Experience or Unsubsidized WBL components.

## 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.

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

NA

## 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:	Job Service of North Dakota – BEST
Service Overview:	Voluntary E&T program that is intended to expose participating individuals to job seeking and retention skills. Job Service of North Dakota is the workforce agency for North Dakota and offers a wide range of services and knowledge for E&T participants.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Job Retention, Basic Education, English Language Acquisition, and Career/Technical Education Programs or other Vocational Training.
Credentials Offered:	Refer to Table G.VII. EPC

<b>Contract or Partner Name:</b>	<b>Job Service of North Dakota – BEST</b>
<b>Participant Reimbursements Offered:</b>	Refer to XVII. Participant Reimbursements.
<b>Location:</b>	Burleigh, Cass, and Morton county
<b>Target Population:</b>	Underemployed participants
<b>Monitoring of contractor:</b>	Refer to VII. Organizational Relationships.
<b>Ongoing communication with contractor:</b>	TEAMS messenger, email, telephone and bi-monthly meetings.
<b>Total Cost of Agreement:</b>	\$100,000.00
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

<b>Contract or Partner Name:</b>	<b>Community Options, Inc - NDWORKS</b>
<b>Service Overview:</b>	Provides participating individuals the opportunity to overcome barriers, gain skills, training or experiences that will improve their employment prospects and reduce their reliance on SNAP benefits.
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	Supervised Job Search, Job Search Training, Job Retention, Basic Education, English Language Acquisition, and Vocational Training & Trade School Programs
<b>Credentials Offered:</b>	Refer to Table G.VII. EPC.
<b>Participant Reimbursements Offered:</b>	Refer to XVII. Participant Reimbursements.
<b>Location:</b>	Statewide
<b>Target Population:</b>	Returning citizens (Free through Recovery and Community Connect programs), underemployed, and those in rural areas.
<b>Monitoring of contractor:</b>	Refer to VII. Organizational Relationships.
<b>Ongoing communication with contractor:</b>	TEAMS messenger, email, telephone and bi-monthly meetings.
<b>Total Cost of Agreement:</b>	\$812,169.00
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## J. Budget Narrative and Justification

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

**Table J.I. Direct Costs**

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project. Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>SNAP Program Specialist 50/50 Funding  <b>\$65,000</b></p>
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	<p>SNAP Program Specialist 50/50 Funding  <b>\$32,741</b></p>
<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p><b>BEST</b> 100% Federal Funding Direct E&amp;T Services <b>\$100,000</b>  <b>NDWORKS</b> 50/50 Funding Direct E&amp;T Services <b>\$812,169</b>  <b>Total: \$912,169</b></p>
<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&amp;T funds.</p>	<p><b>\$0</b></p>
<p><b>Materials:</b> Describe materials to be purchased with E&amp;T funds.</p>	<p><b>\$0</b></p>
<p><b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&amp;T program. This line item should not include E&amp;T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&amp;T grant.</p>	<p><b>\$3,664</b></p> <ul style="list-style-type: none"> <li>• 1 tribal consults – 4 tribes (4 FTE)             <ul style="list-style-type: none"> <li>○ \$458 x 4 FTE (travel)</li> </ul> </li> <li>• 2 college consults, twice a year (2 FTE)</li> </ul>



	<ul style="list-style-type: none"> <li>○ \$458 x 2 FTE x twice a year (travel)</li> </ul>
<b>Building/Space:</b> If charging building space to the E&T program, describe the method used to calculate space value.	\$0
<b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	\$0

**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.

NA
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**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.

<p>The anticipated total funding for participant reimbursements is \$240,000. Federal funds of \$120,000 with DHS providing \$120,000 of general funds as the non-federal match.</p> <p>Refer to the XVII. Estimates of Participants Reimbursement table on pages 29-31 for a breakdown of reimbursements.</p>
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