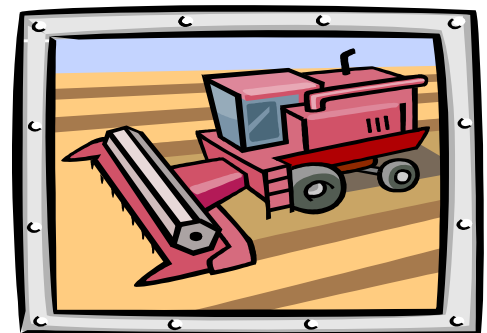


**UNITED STATE DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
FOOD STAMP PROGRAM**



**EMPLOYMENT AND TRAINING PROGRAM HANDBOOK
PREPARING STATE EMPLOYMENT AND TRAINING PLANS**



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DEFINITIONS

ABAWD. An able-bodied adult without dependents whose eligibility for food stamps is limited to any 3 months in a 36-month period (the 3-month time limit) unless the individual meets an ABAWD work requirement (see definition below). This limitation **does not apply** to individuals who are: 1) under 18 or over 50 years of age; 2) medically certified as physically or mentally unfit for employment; 3) parents or other members of households with responsibility for a dependent child; 4) exempt from Food Stamp Program work requirements; or 5) pregnant.

ABAWD Exemptions. A State agency may exempt up to 15 percent of its ABAWD population from the 3-month time limit. See 7 CFR 273.24(g)

ABAWD Waivers. A State agency may request that the Food and Nutrition Service (FNS) waive the 3-month time limit for ABAWDs residing in areas of the State which have an unemployment rate of over 10 percent or which do not have sufficient jobs to provide employment for the ABAWDs. See 7 CFR 273.24(f)

ABAWD Work Requirement. An ABAWD is not eligible to receive food stamps for more than 3 months in a 36-month period during which the ABAWD does not work 20 or more hours a week, averaged monthly; participate in and comply with the requirements of a work program (see definition below) for 20 or more hours a week; or participate in and comply with the requirements of a workfare program under section 20 of the Act or a comparable program established by a State or a political subdivision of a State (see also “Qualifying ABAWD Activity” below). The ABAWD work requirement does not apply to ABAWDs who reside in areas of a State granted a waiver of the 3-month time limit by FNS, or to ABAWDs who are included in a State agency’s 15 percent exemption allowance. All remaining ABAWDs are “at-risk,” meaning they are subject to the ABAWD work requirement in order to maintain eligibility for food stamps beyond 3 months.

Applicant. An individual, a member of a household or a representative of a household who applies in writing for food stamp benefits.

Assessment. An in-depth evaluation of employability skills often coupled with counseling on how and where to search for employment. If combined with work experience, some form of

employment search or training, an assessment of this nature could constitute part of an approvable employment and training component.

Commencing a Component. When an E&T participant formally begins participation in a component by performing the first act required by the component, e.g., attending the first Job Club session or making the first job contact.

Component. As described in 7 CFR 273.7(e), a service, activity, or program designed to help food stamp recipients gain skills, training, or work experience that will increase their ability to obtain regular employment and achieve self-sufficiency. Components are designated either as “work” or “non-work.” Work components provide an actual job in the workplace. Workfare, on-the-job training (OJT), and work experience components are work components. Households containing E&T work component participants are limited to working the number of hours in a month determined by dividing the household’s monthly food stamp allotment by the higher of the applicable Federal or State minimum wage. Depending on the amount of the monthly food stamp allotment, individual work component participants can be required to work up to 30 hours per week and the individual’s total hours of participation in both work and non-work components is limited to 120 hours per month.

An E&T program may contain one or more of the following components:

- 1. Job Search** — A component that requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or within a group setting. Job search components should entail approximately 12 contacts with employers per month for two months.
- 2. Job Search Training** — A component that strives to enhance the job readiness of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. The component may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities. The job search training component may combine job search activities with other training and support activities.

3. Workfare — A work component in which food stamp recipients perform work in a public service capacity as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household's monthly coupon allotment. The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. A State agency may operate a workfare program as a component of its E&T program, or it may choose to operate a workfare program independent of the E&T program. Workfare assignments cannot replace or prevent the employment of regular employees and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours.

4. Self-Initiated Workfare — A work component, comparable to regular workfare, designed to assist ABAWDs in fulfilling their work requirement. In self-initiated programs, ABAWDs voluntarily participate and find their own workfare job assignments. They are responsible for arranging to have their participation reported to their caseworkers and for verifying their workfare hours. State agencies may use a range of food stamp allotments and corresponding fixed participation hours in lieu of requiring each participant to work the number of hours equal to the monthly household allotment divided by the higher of the applicable Federal or State minimum wage.

5. Work Experience — A work component designed to improve the employability of participants through actual work experience and/or training and to enable them to move into regular employment. Work experience assignments may not replace the employment of a regularly employed individual, and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. It is permissible to place E&T participants in work experience positions with private sector entities. However, households that include work experience participants must not be required to work more hours monthly than the total obtained by dividing the household's monthly food stamp allotment by the higher of the applicable Federal or State minimum wage. Depending on the amount of the household's monthly food stamp allotment, individual work component participants can be required to work up

to 30 hours per week, and the individual's total hours of participation in both work and non-work components is limited to 120 hours per month.

6. Vocational Training — A component that improves the employability of participants by providing training in a skill or trade allowing the participant to move directly into employment.

7. Education — A component that provides educational programs or activities to improve basic skills or otherwise improve employability. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school equivalency (GED), and post-secondary education. A post secondary education component is one whose purpose is academic and whose curriculum is designed primarily for students who are beyond the compulsory age for high school. Only educational components that establish a direct link to job-readiness will be approved. Federal E&T funds cannot take the place of nonfederal (i.e., State, local) funds for existing educational services. Federal financial participation for operating education components may be authorized only for costs that exceed the normal cost of services provided to persons not participating in E&T.

8. Self-Employment Training — A component that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture.

9. WIA — Job-training services developed, managed, and administered by State and local governments and the business community under the Workforce Investment Act. Activities include basic skills training (GED, literacy), occupational skills training, on-the-job training, work experience, job search assistance, and basic readjustment services.

Employment and Training Program. A program administered by each State Food Stamp agency consisting of one or more work, training, education, or job search components.

Employment and Training Mandatory Participant. A Food Stamp Program applicant or participant required to work register under 7 CFR 273.7 and not exempted by the State agency from participation in an employment and training program. A mandatory participant is not necessarily actively participating in an E&T component.

Exempted. This term refers to a work registered person or persons excused by the State agency from mandatory participation in the E&T Program. **Note:** individuals who are exempted from mandatory participation can still participate as volunteers, but are not subject to sanction for failure to comply with program requirements. See definition of “volunteer” below.

Food Stamp Program Work Requirements. Every able-bodied food stamp applicant and recipient between the ages of 16 and 60—unless exempted by law—must: 1) register for work or be registered by the State agency; 2) participate in the E&T Program if assigned by the State agency; 3) participate in a workfare program if assigned by the State agency; 4) provide sufficient information to determine employment status or availability for work; 5) report to an employer when referred by the State agency or its designee; 6) accept a bona fide offer of suitable employment; and 7) must not voluntarily quit a job of 30 or more hours a week or reduce work hours to less than 30 hours a week without good cause.

Newly Work Registered. Food stamp participants work registered at the point of application or those registered for the first time in their current period of participation.

Qualifying ABAWD Activity. In order to remain eligible beyond the 3-month time limit, at-risk ABAWDs—those subject to the ABAWD work requirement—must participate at least 20 hours a week in education and training activities or participate in a workfare position—either as part of an optional workfare program under section 20 of the Food Stamp Act or as part of an E&T workfare component, including a comparable program established by a State or a political subdivision of a State. E&T job search or job search training components are not qualifying activities for ABAWDs. However, job search or job search training activities, when offered as part of other E&T components, are acceptable as long as those activities comprise less than half of the total required time spent in the components. In addition, State agencies may establish a job search period of up to 30 days following initial food stamp certification prior to making a workfare assignment. Participants are considered to be participating in and complying with workfare requirements, thereby meeting the ABAWD work requirement.

Screening. An evaluation by the eligibility worker as to whether a person should or should not be referred for participation in an E&T program. This activity is not an approvable E&T component.

Volunteer. A food stamp recipient who is: 1) statutorily exempt from work registration requirements; 2) exempted by the State agency from E&T participation; or 3) not exempted and has complied with, or is complying with, program requirements. State agencies may, to the extent they choose, permit volunteers to participate in an E&T component. Volunteers are not subject to sanction for failure to comply with E&T requirements. The hours of participation or work required of Volunteers may not exceed the hours required of mandatory E&T participants. ***Note:*** Except for specified amounts in Colorado, Utah, Vermont, and Wisconsin, Federal funds must not be used to provide E&T services to recipients of assistance under title IV–A of the Social Security Act.

Workforce Development System. An interconnected strategy for providing comprehensive labor market and occupational information to job seekers, employers, providers of one–stop delivery of core services, providers of other workforce employment activities, and providers of workforce education activities. Each component of a State agency’s E&T program must be delivered through its workforce development system. If the component is not available locally through such a system, the State agency may use another source.

Work Program. A program under the Job Training Partnership Act (JTPA); a program under section 236 of the Trade Act of 1974; or a program of employment and training, including the Food Stamp E&T Program, operated or supervised by a State or a political subdivision of a State that meets standards approved by the Governor of the State, other than a job search or job search training program. To qualify for Federal financial participation, a work program must be included in the State E&T Plan and it must adhere to statutory limitations on hours of work and/or participation for E&T participants.

Work Registrant. A Food Stamp Program participant subject to the provisions of section 6(d)(1) of the Act.

INTRODUCTION AND PLANNING REQUIREMENTS

The purpose of this handbook is to specify the format in which each State agency must present the information required in its Employment and Training (E&T) Plan. There is great time pressure for approving State E&T Plans. To expedite the approval process and enable State agencies to implement their programs on October 1 of each new fiscal year (FY), the State E&T Plans *must* be submitted in this standard format.

Plan Requirements

Receipt of a Federal grant for the Food Stamp E&T Program is contingent upon approval of the State E&T Plan by FNS. The sections and subsections in this handbook cover all of the items that must be included in the State E&T Plan. For more information, contact your FNS Regional Office.

Plan Submission Schedule

Plans for the upcoming FY must be submitted by August 15 each year.

Address for Plan Submission

Send one copy of the State E&T Plan to the appropriate FNS Regional Office and one copy to:

Director, Program Development Division
Food and Nutrition Service
U.S. Department of Agriculture
3101 Park Center Drive, Room 814
Alexandria, Virginia 22302-1594

Plan Modifications

If any significant changes are to be made to the E&T program during the year for which a State E&T Plan is approved, the State agency must submit a plan modification to its FNS Regional Office for review at least 30 days before planned implementation. The modification must be approved before it is implemented. The State agency may be liable for costs associated with

implementation prior to approval by FNS. The following are examples of changes that require a formal modification of the State E&T Plan:

- Major changes in components (e.g., adding, deleting, or modifying a component);
- Requests for additional 100 percent Federal E&T grant funds, over and above the State agency's annual grant allocation.
- Changes in the amount of expenditures expected to exceed the 100 percent E&T grant level for which the State agency will request 50 percent Federal reimbursement;
- Change in the method of paying participant reimbursement.

Include in the plan modification an explanation of the proposed change(s) as well as page changes to the appropriate sections of the State E&T Plan. Include a revised copy of Table 1, Estimated Participant Levels, and Table 2, Estimated E&T Placement Levels, if participation levels change as a result of the modification. Similarly, include a revised copy of Table 4, Operating Budget, and Table 5, Planned Fiscal Year Costs, if the plan modification will result in a change in the operating budget and/or a change in the amount of any of the funding categories. Submit a revised FNS-366A, Budget Projection Statement, to FNS if any changes to the E&T budget are made.

Some changes to the State E&T Plan do not require approval by FNS. These changes include the substitution of one contractor for another that does not affect the scope or operation of a component or a change in the targeted population of a component (e.g., from illiterate adults to high school dropouts under 20 years old) that does not affect the participation levels or component cost. Although FNS approval is not required for these changes, it is imperative that *all* changes to the State E&T Plan be reported to FNS in a timely manner. These changes should be reported in the form of page changes to the appropriate sections of the plan.

PART I

SUMMARY OF STATE FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM

Part I of the State E&T Plan summarizes the E&T program that the State agency plans to implement.

In Section I–A provide an outline of the major features of the State agency’s E&T program. In Section I–B describe the components that will be included in the program.

A. Abstract of the State E&T Program. Provide a brief narrative that summarizes and affords an overall perspective of the E&T program. The abstract should, at a minimum, include the following information:

1. Program Changes. State E&T programs undergo frequent revisions as State agencies revamp their programs in response to Food Stamp Program changes and variations in State political and financial climates to provide E&T services to their food stamp work registrant populations and provide qualifying education, training, and workfare opportunities for ABAWDs. Describe here the nature of the changes contained in the plan.

2. ABAWD Population. Estimate the size of the ABAWD population to be served by the program. Discuss the types and numbers of waivers of the ABAWD time limit approved by FNS and the estimated numbers of ABAWDs affected by them. Discuss State agency use of the 15 percent ABAWD exemption allowance, specifically the categories of ABAWDs to be exempted. Discuss any special problems associated with the ABAWD population, i.e., anticipated high noncompliance levels, significant barriers faced by ABAWDs, etc.

3. Additional Allocation for “Pledge” States. The Food Stamp Act provides for an additional allocation of \$20 million each fiscal year to be used to reimburse eligible State agencies for costs incurred in serving ABAWDs. Eligible State agencies are ones that commit to offer a qualifying education, training, or workfare opportunity to every ABAWD applicant or recipient (not waived or exempted) who is in the last month of the 3–month period of eligibility and to provide such an opportunity to those ABAWDs who accept the offer.

A State agency interested in receiving additional funding for serving ABAWDs subject to the 3-month time limit must include in its State E&T Plan:

- Its pledge to offer a qualifying activity to all at-risk ABAWD applicants and recipients;
- Estimated costs of fulfilling its pledge;
- A description of management controls in place to meet pledge requirements;
- A discussion of its capacity and ability to serve at-risk ABAWDs;
- Information about the size and special needs of its ABAWD population; and
- Information about the education, training, and workfare components it will offer to meet the ABAWD work requirement.

As part of the plan approval process, FNS will review each interested State agency's request based on the information provided. If the information clearly indicates that the State agency will be unable to fulfill its commitment, FNS may require the State agency to address its deficiencies before it is allowed to participate as a pledge State.

4. Program Components. To receive FNS approval, E&T program components must be meaningful and must directly enhance the employability of individual food stamp recipients. For more detailed information on the types of services that might be considered for E&T programs, see *“A Compendium of Employment and Training Services for Food Stamp Applicants and Recipients,”* USDA, FNS, September 1986; and *“Planning a State Food Stamp Employment and Training Program,”* USDA, FNS, January 1987. Copies of both these references are available from the FNS National Office. Contact the appropriate FNS Regional Office for further information.

By law an E&T program may consist of many different types of components, including but not limited to:

- independent job search;
- job search training and support;

- workfare;
- educational programs to improve employability;
- work experience or training to improve employability;
- other employment oriented activities (e.g., job placement, supported work experience, WIA services);
- self-employment training.

List the components that will be included in the E&T program. Discuss the weekly/monthly hours of participation required of each, and describe planned combinations of components to meet the statutory requirement of 20 hours participation per week to qualify as a work program for ABAWDs.

5. Sequencing of Components. If it is intended that persons will be placed in more than one component over the course of the year, describe the sequence in which the components will be assigned.

6. Other Employment Programs. Describe other employment and training programs that serve food stamp/TANF/GA recipients and how the Food Stamp E&T Program will interface with them. Detail the coordination between the TANF work program and the Food Stamp E&T Program, including administrative consolidations and shared components.

7. Workforce Development System. Describe the State agency's plans for delivering each of its E&T components through its workforce development system. If a particular component is not available locally through the system, discuss the source(s) the State agency will use to provide it.

8. Outcome Data. FNS is interested in receiving any outcome data, such as numbers of participants entering employment, types of employment found, wage rates, etc., collected by State agencies. Please forward such data with the E&T State plan. We would also like to have a copy of any evaluations or studies relating to employment and training conducted or commissioned by State agencies.

B. Program Components. In this part of the plan provide detail on each of the components included in the E&T program.

1. Explanation of Terms. Below are explanations of items that must be included in each component description, as appropriate. See the example component description on page 11.

- ***Name of component.*** Provide the full name, including acronym, if applicable.
- ***Description of component.*** Describe the participant activities of the component.
- ***Type of component.*** Designate each component offered as either a work or non-work component. A “work component” is one that provides an actual job in the workplace. Work components are limited to workfare, OJT, or work experience. Participation in a work component for a food stamp household in a month is restricted to the number of hours obtained by dividing the household’s monthly benefit level by the higher of the applicable Federal or State minimum wage. Depending on the amount of the household’s monthly food stamp allotment, individuals in work components can be required to work up to 30 hours per week. Any other type of component must be defined as a “non-work component”. Individual participation in combined work and non-work components is limited to a total of 120 hours per month, regardless of household allotment size. Participants in non-work components may be required to participate for up to 120 hours per month regardless of allotment size.
- ♦ ***Geographic areas covered and variations among local areas.*** Summarize the areas of the State where this particular component will operate and discuss, if applicable, any significant reasons for limiting its operation.
- ♦ ***Anticipated number of ABAWDs who will begin the component.*** Estimate the number of ABAWDs subject to the 3-month time limit who are expected to begin the component. Discuss any significant issues or situations that affect the estimate.
- ♦ ***Anticipated number of non-ABAWD participants, both mandatory and volunteers, who will begin the component.*** Estimate the number of non-

ABAWDs who are expected begin the component. Discuss any significant issues or situations that affect the estimate. Discuss, if applicable, the reason(s) for not allowing volunteers to participate.

- ◆ ***Level of participant effort, or number of hours of participation in the component and duration.*** Specify for each component description the level of effort for participants (FNS suggests a level of effort comparable to 12 hours per month per participant for two months as a guideline for a meaningful component, but State agencies can propose other meaningful participation levels). **Reminder:** One way for ABAWDs to remain eligible for food stamps is to participate for 20 hours or more a week in non–work, education/training activities.
- ◆ ***Organizational responsibilities.*** Specify service providers. Which entity operates this component (e.g., Employment Services (ES) operates job search training; State agency operates individual job search; contractor operates vocational training).
- ◆ ***Number of participants expected to receive a participant reimbursement and the estimated amount of reimbursements to be paid.*** Provide realistic estimates of how many individuals are expected to need reimbursement and the amount of money needed. Include separate estimates for 1) transportation and costs other than dependent care, *and* 2) dependent care costs.
- ◆ ***Total cost of the component and cost per participant.*** Compute the total estimated cost of administering the component, including expenses such as salaries, contracts, and participant reimbursements—both the State and Federal shares. This cost must be the same as specified on Table 4, the Operating Budget (See Part IV.A.1, page 21). Estimate the cost per placement of the component by dividing the total estimated cost of the component by the anticipated number of placements.

2. Component Summaries. Include the following specific information for each component listed.

- **Job search.** **Note: job search is not a qualifying ABAWD activity**

- ◆ Number of job contacts that will be required over what time period.
- ◆ Targeted population.
- ◆ Method for monitoring job contacts to ensure participant compliance.
- **Job Search Training. Note: job search training is not a qualifying ABAWD activity.**
 - ◆ Description of component structure (e.g., group training and motivation followed by supervised job club).
 - ◆ Describe the duration and goals of the training as well as any specific job search requirements.
 - ◆ Targeted population.
- **Workfare. List only workfare programs operated under 7 CFR 273.7(f)(1)(iii).**
 - ◆ Include in the description whether, following the initial determination of eligibility, newly certified ABAWDs are required to conduct a 30–day job search.
 - ◆ Organizational responsibilities (e.g., ES develops worksites; State agency assigns participants and monitors activity).
- **Comparable (self–initiated or voluntary) Workfare. NOTE: In order to qualify for Federal financial participation, a full description of the comparable workfare program must be included in the State E&T Plan.**
 - ◆ List only comparable workfare programs established by a State or political subdivision of a State under section 6(o)(2)(C) of the Food Stamp Act.
 - ◆ Describe the method used to determine the monthly number of participation hours.

- **Education**
 - ◆ Type of education activities (e.g., ESL; GED; basic literacy, ABE, post-secondary education).
 - ◆ Duration (e.g., 3 hours per week at night over a 4 month period).
 - ◆ Organizational responsibilities.
 - ◆ Link to employment. Explain how the educational services will be directly related to employability.
- **Additional Components. NOTE: In order to qualify for Federal financial participation, a full description of the additional component must be included in the State E&T Plan and it must adhere to statutory limitations on hours of work and/or participation for E&T participants.**
 - ◆ Include WIA programs, programs under section 236 of the Trade Act of 1974 (19 U.S.C. 2296), and other employment and training programs operated or supervised by the State or by a political subdivision of the State.

EXAMPLE

Workfare

- **Name of component:** Work for Benefits
- **Description of component:** Following the initial determination of eligibility, newly certified ABAWDs are required to conduct a 30-day job search. Participants attend two days (six hours each) of classroom instruction on job search techniques, including interviewing, telephone technique, preparation for interviewing and good work habits. The next five days are spent in a phone room arranging interviews with prospective employers. Participants must make five documented job contacts a day in the subsequent three weeks, reporting to a case manager every other week. At the end of the 30-day job search period, if the ABAWD has not obtained employment, he/she is offered a workfare slot at a local public or private non-profit agency, such as a government facility or a charitable organization. If the ABAWD accepts the offer, he or she will be required to work total monthly hours equivalent to the number obtained by dividing the household's monthly food stamp allotment by the minimum wage.
- **Type of Component:** Work for Benefits is a work component.
- **Geographic areas covered:** The workfare component will operate in all counties in the State except Montgomery, Hillsdale, Fairfax and Albert counties. These counties have received waivers of the time limit due to an unemployment rate over 10 percent.
- **Anticipated number of work slots to be filled by ABAWDs per month:** 1,000.
- **Anticipated number of other participants each month:** 0
- **Targeted population:** ABAWDs in the 3rd month of eligibility.
- **Level of participant effort:** See above description
- **Duration:** indefinite.
- **Organizational responsibilities:** DHS contracts Employment Services to provide workfare slots in each active county.
- **Per participant cost of participant reimbursement:** \$50 for transportation and other costs for 1,000 ABAWDs monthly. Total monthly cost of participant reimbursements: \$50,000 (\$50 x 1,000). Total annual cost: \$600,000 (\$50,000 per month x 12 months).
- **Total cost of the component and cost per participant:** Cost of the component monthly: \$100,000 (\$50 participant reimbursement + \$50 administrative costs per participant = \$100 per participant x 1,000 participants per month). **Total annual cost: \$1,200,000 (\$100,000 per month x 12 months).**

PART II

PROGRAM PARTICIPATION AND EXEMPTIONS

This section of the State E&T Plan contains data the State agency uses to design and plan its E&T program. It includes: 1) a discussion of the number and characteristics of the expected pool of work registrants; 2) an explanation of whether the State agency is able to produce an unduplicated count of work registrants; 3) the estimated number of work registrants the State agency intends to exempt from E&T, along with a discussion of its exemption criteria, 4) the anticipated number of placements into E&T components; and 5) the number of ABAWDs the State agency anticipates serving in qualifying education/training and/or workfare activities.

In this section, provide a clear explanation of the methods used to estimate the number of work registrants and ABAWDs and the potential number of E&T placements, including ABAWDs. Use actual figures from the current fiscal year whenever possible in formulating the projection. Be as accurate as possible in developing these estimates.

A. Work Registrant Population.

1. Number of Work Registrants. Include the following work registrant data:

- a. The number of work registrants expected to be in the State on October 1 of the fiscal year.
- b. The anticipated number of new work registrants to be added between October 1 and September 30, of the fiscal year.
- c. The total number of work registrants in the State between October 1 and September 30 of the fiscal year ($a + b = c$).

2. Unduplicated Work Registrant Count. Explain whether the estimated number of work registrants is based on a duplicated or unduplicated count of individuals. An unduplicated count is one where individuals will not be included in the reported work registrant counts more than once in any fiscal year. Make every effort to provide an unduplicated count. Most states have the computer capability to sift out duplicate registrations that occur during a year. This

might happen when people have multiple spells of food stamp participation. Part V.B. requires a more complete description of the State agency's method of achieving an unduplicated count.

If a State agency can only provide a duplicated count of work registrants, estimate, in this section, the *portion* of reported work registrants believed to be duplicated. Detail the methodology used in making this estimate.

3. Characteristics of Work Registrants. One part of the planning process is a careful analysis of the characteristics of the work registrant population and the potential E&T caseload. This type of analysis is helpful in determining the scale of program that is anticipated, as well as for deciding what types of services/components to provide. In addition, these data could be used to justify exemption criteria. If such analysis has been done, include a summary of the characteristics of the work registrant population in this section of the plan. The data should reflect the type of analysis used by the State agency to determine the composition of the E&T program chosen by the State agency. The summary should note how the data were compiled (e.g., special survey; Food Stamp E&T Program data; analysis of the Quality Control data; agency automated client record or certification system).

B. Exemption Policy. Specify who among the work registrant population will not be required to participate in E&T. State agencies may exempt from E&T participation categories of work registrants or individual work registrants not included in any exempt category. Discuss specific exemption policies. Exemptions should be rational and should not result in shrinking the scope of the E&T program to the point where it loses its meaningfulness. Include the frequency with which the State agency reevaluates the validity of its exemptions.

C. Number of Work Registrants Exempt from the E&T Program. Indicate the number of work registrants the State agency expects to exempt. Include this information in **Table 1, Estimated Participant Levels** (see TABLES Section).

D. Planned E&T Program Participation. Indicate the estimated number of ABAWD applicants and recipients that the State agency expects to begin a qualifying ABAWD component. Indicate the number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) that the State agency expects to begin a component. An individual may begin and participate in more than one component over the course of the year.

Each time the participant begins a new component the State agency counts a placement. However, if participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the participant as placed only at the time of initial commencement of the component. In addition, provide an estimated count of individuals expected to participate in the E&T Program during the fiscal year. In other words, count each individual participant only once. Include this information in **Table 2, Estimated E&T Placement Levels** (See TABLES Section).

E. ABAWD Information. Discuss the estimate of: 1) the number of ABAWDs expected to be in the State during the fiscal year; 2) the number of ABAWDs expected to be in waived areas of the State during the fiscal year; and 3) the number of ABAWDs included in the State agency's 15 percent ABAWD exemption allowance. Include these numbers in **Table 1**.

Discuss the State agency's estimate of: 1) the number of ABAWDs to be placed into workfare components; and 2) the number of ABAWDs to be placed in qualifying education and training components. Include these numbers in **Table 2**.

PART III PROGRAM COORDINATION

In Part III of the State E&T Plan, describe coordination within the State Food Stamp Program as well as interagency coordination between the State Food Stamp Program and other agencies within the State agency and/or other agencies and entities outside the State agency.

A. Program Coordination. Clearly describe how the E&T program relates to other processes in the Food Stamp Program.

1. Narrative Coordination Statement. Include an organization chart and a client flow chart. Describe the linkages between the following food stamp functions and the E&T program:

- ◆ intake, application, and recertification;
- ◆ work registration;
- ◆ screening for E&T participation;
- ◆ E&T component assignment;
- ◆ monitoring compliance with component requirements;
- ◆ determination of good cause;
- ◆ preparation of the Notice of Adverse Action;
- ◆ sanctioning resulting from noncompliance with the E&T program requirements.

2. Information Coordination. Briefly describe how information will be coordinated and exchanged (e.g., forms, computer linkages, documentation of participant status and actions taken). Note actions taken at the State agency level during the planning process to improve coordination and information flow between the E&T program and other agency units.

Describe the intake and sanction systems here. It is particularly important to describe the procedures established to assure that appropriate sanction actions are begun within the time frames established by the Food Stamp Program regulations at 7 CFR 273.7 after learning of an mandatory participant's noncompliance with E&T requirements. If the State agency has a

conciliation procedure in place, it should also be described here. If the State agency wishes to use intake or other systems which are compatible with its TANF work program, describe the proposed systems in this section of the State E&T Plan.

3. Coordination Time Frames. Describe time frames associated with the E&T program and the major Food Stamp Program functions (e.g., how much time elapses between application for food stamps and referral into the E&T program, and between a finding of noncompliance and initiation of a Notice of Adverse Action).

B. Interagency Coordination. An important aspect of the E&T program is that it should be coordinated as closely as possible with other relevant programs and agencies to maximize the use of all resources to assist food stamp applicants and recipients in improving their employability and self-sufficiency. Much of the coordination will naturally occur at the local level, but some may also occur at the State agency level. In this section of the State E&T Plan describe the linkages between the E&T program and other programs using the format presented in **Table 3, Summary of Interagency Coordination** (See TABLES Section). Table 3 is summarized here:

1. Areas of Coordination. Agencies or programs with which E&T may have linkages include:

- ◆ Employment Service (ES)
- ◆ Board of Education
- ◆ Vocational Education Agency
- ◆ Social Services Agency
- ◆ TANF work programs
- ◆ WIA
- ◆ General Assistance Work Program
- ◆ Other agencies or programs as appropriate

Items for which State agencies should describe linkages include:

- ◆ Another agency delivers services in an E&T component.

- ◆ The State agency delivers services for another program or agency (e.g., the State agency has a contract to provide job search training to WIA clients).
- ◆ The E&T program and another program or agency jointly operate one or more components (e.g., integrated Job Clubs).
- ◆ The E&T program refers individuals to another agency or program for services (e.g., referral to public adult education classes for remedial education).
- ◆ Specify other areas of coordination as appropriate.

2. Methods of Coordination.

- ◆ Non-financial interagency agreements.
- ◆ Contract for provision of services.
- ◆ Joint plans of operation (e.g., the Food Stamp E&T Program and TANF work program prepare one integrated operations plan or manual).
- ◆ Informal referral procedures (e.g., the Food Stamp E&T Program refers participants to WIA according to the regular intake policies for that program, with no special arrangements for E&T participants).
- ◆ Specify other methods of coordination as appropriate (e.g., joint advisory committees; joint staff training; exchange of job orders or Job Bank).

C. Contractual Arrangements. If the State agency anticipates contracting out any portions of the E&T program, specify the activities to be delegated to the contractor(s) (e.g., assessment, provision of E&T services, or determination of good cause). Specific information on the contractual arrangements does not have to be included in the State E&T plan. However, this information must be maintained by the State agency, in accordance with 7 CFR 272.1(f), and be available for review by FNS upon request. Such information includes:

- Name and location of the contractor.
- Amount of the contract.
- The contract management approach (e.g., performance based contract).

- The basis for charging for contractual services (i.e., will actual costs be claimed or a certain amount per activity?).
- Number of persons expected to be placed through the contract.
- Whether the contract was competitively awarded or sole source (i.e., not bid, but negotiated).
- The method for monitoring the performance of the contractor and the results of such monitoring.

PART IV PROGRAM COSTS AND FINANCIAL MANAGEMENT

Address costs of the E&T program and related financial issues in Part IV of the State E&T Plan.

A. Planned Costs of the State E&T Program. E&T programs are a joint responsibility of the Federal and State governments. The integrity of E&T programs depends on how the State agencies manage and operate them. It is vital that budget estimates be realistic and based on past experience and concrete projections. Use actual spending for the current operating year as a starting point for future budget projections, not the levels projected in previous State E&T plans. FNS will review FY State plans with current spending levels in mind. For example, if it appears, based on a State agency's financial reports, that current fiscal year administrative expenditures under the 50 percent matching funding category will be close to \$250,000, a projected expenditure of \$700,000 for that funding category for the upcoming fiscal year will not be approved unless the State agency can satisfactorily explain why it anticipates such a dramatic increase in expenditures.

Note: Approval of the State agency's E&T budget does not constitute approval for the release of funds. Release of E&T funds to a State agency's Letter of Credit is contingent upon approval of the FNS-366A, the **Budget Projection Statement**, which supports the State agency's E&T budget.

The information provided in the following subsections of the State E&T Plan must identify the planned allocation of State agency funds on **Table 4, Operating Budget**, and indicate the source of the funding on **Table 5, Planned Fiscal Year Costs of the State E&T Program by Category of Funding**.

Exhibit 1, **E&T Program Federal/State Financial Participation Categories**, depicts and explains the three E&T funding categories, including the two types of participant reimbursement (See page 27).

1. Operating Budget. Separate operating expenses by component on **Table 4, Operating Budget**, which also captures administrative expenditures not associated with one

particular component, but with overall operation of the State agency's E&T program (See TABLES Section).

Table 4 captures the minimum amount of cost information acceptable for approval of a State E&T Plan. *The table must be accompanied by a narrative description of all items.* Please provide as much detail as possible. Additional information may be requested by FNS if this section does not contain a complete description of Table 4. If any costs shown as "Overall State Agency E&T Operational Costs" are not attributable to specific components, a complete explanation and justification of these costs must be included. FNS must receive assurance that these costs do not represent any service to persons not receiving food stamps.

If the State agency plans to match FNS 50 percent administrative funding with *in-kind contributions*, rather than a funding allocation, this should be discussed. Also, if the State agency plans to provide or *arrange for dependent care services* in lieu of providing participant reimbursements, this should be noted here and discussed further in Part IV.C. Costs are allowed only with prior approval of FNS and must be adequately documented to ensure that they are necessary, reasonable, and properly allocated to the Food Stamp E&T Program.

2. Sources of E&T Funds. Estimate the total cost of the State E&T program and identify the source of funds, according to the funding categories. A format for providing this cost information is presented in **Table 5, Planned Fiscal Year Costs of the State E&T Program by Category of Funding** (See TABLES Section). The costs depicted on Table 5 must be identical to those submitted on the FNS-366A.

3. Justification of Education Costs. The Hunger Prevention Act of 1988 prohibits State agencies from supplanting State education costs from the State to the Federal government. Provide an assurance that such supplantation does not and will not occur. State agencies must explain the basis for any charges to the Federal government for educational costs. This explanation must include a discussion of why such costs are attributed to the E&T program and cannot be met through other existing education programs. Address whether the services being provided are available to persons other than E&T participants and if so, what the cost is for those persons.

B. Contracts. The amount spent on contractual obligations is captured on Table 4. The elements that comprise the total cost of the contract must be maintained as part of the State agency's records. Clarification of the contractual costs reported on Table 4 may be requested by FNS, if questionable.

If the State agency plans to use interagency agreements involving a transfer of funds to another agency of the State government, such as the Employment Service, address the basis of charges for food stamp participants and the method for monitoring the agreement.

C. Participant Reimbursement. The State agency is responsible for reimbursing participants for expenses incurred in fulfilling E&T requirements. Expenditures that may be included in this category are transportation, dependent care, books or training manuals, uniforms or other special equipment that a participant must have for participation, and any other necessary and reasonable cost that a participant incurs. **Participant reimbursements must not be paid for with 100 percent Federal grant or 50 percent matched administrative cost funding.**

Participant expenses for transportation and costs *other than dependent care*—per participant per month—are reimbursed by the State agency with 50 percent Federal cost sharing up to the actual cost of the participant expenses or the State agency maximum reimbursement rate, whichever is lowest.

Expenditures for dependent care—per dependent per month—are reimbursed by the State agency, with 50 percent Federal cost sharing, up to the actual cost of the dependent care, or the statewide limit established in accordance with the Child Care and Development Block Grant provisions of 45 CFR 98.43, whichever is lowest. The State agency may provide reimbursements above established dependent care limits, but Federal cost sharing is limited to the limit specified above.

Participants with monthly expenses that exceed the amounts and limits above may not be required to participate. However, *lack of State reimbursement funds* is not a legitimate reason for exempting an individual from participation.

A State agency may provide or arrange for dependent care services in lieu of providing reimbursements. If the State agency chooses this option, describe the types of dependent care services to be provided (e.g., preschool, extended day care for school children, adult care for the

elderly and infirm). Include a description of the referral process to the service provider and a description of the payment process (e.g., the participant is provided a voucher, which is given to the service provider at the time dependent care services are provided; the voucher is redeemed by the service provider on a monthly basis in the form of a bill to the State agency that identifies the number of individuals served and the total hours of services provided).

Describe in this section both the expected sources and the *status of State agency funding* for participant reimbursement. Specify whether State agency funding has been approved and is available for use, or whether the funding has not been approved or is pending approval by the State legislature. Discuss the procedure (as well as any anticipated problems) for gaining access to this funding. State E&T Plans are not approvable unless FNS receives assurance that participant reimbursement funds are available.

1. Method of Reimbursement. State agencies may choose between two methods for reimbursing participants: 1) reimburse actual expenses incurred, or 2) reimburse based on a method derived by the State agency and described in this section. Indicate in this section of the State E&T Plan which of the two methods the State agency has chosen.

If the State agency wants to provide allowances to participants for transportation and costs other than dependent care based on the average costs of participating in E&T, this section of the State E&T Plan must also include an explanation of the method that will be used to determine average expenditures, up to the State agency maximum per participant per month amount as the State agency elects to provide (Federal cost-sharing is limited to 50 percent of transportation and other costs).

2. Procedure for Reimbursement. Describe the procedure to be used for reimbursing participants. State agencies may decide to provide up-front allowances for costs to be incurred, or they may choose to reimburse participants after the expenses have been incurred. For up-front allowances for dependent care expenses, obtain verification of the need for the dependent care, the amount of the expense, the name and address of the provider, and the hours of service prior to issuing the allowance. If other agencies are given responsibility for providing reimbursements to participants, explain how such costs will be reported so that the Federal share of the reimbursements does not exceed the allowable amount per participant per month, and expenditures are reported properly and timely to FNS.

D. Cost Allocation. Describe the basis for allocating costs if the E&T Program is being administered in conjunction with other employment programs serving recipients of other forms of assistance. Summarize how shared costs will be allocated among the pertinent programs.

EXHIBIT 1

**E&T PROGRAM FEDERAL/STATE
FINANCIAL PARTICIPATION CATEGORIES**

ACTIVITIES**FINANCIAL PARTICIPATION**

E&T administrative costs under Section 16; including workfare if it is part of the E&T Plan.

100% Federal funding

E&T administrative costs which exceed the 100% unmatched Federal funding.

50% Federal and 50% State funding

Participant reimbursement for expenses incurred in order to participate in the E&T program.

50% Federal and 50% State funding up to the State limit per month per participant for transportation and other costs and up to the actual cost of the dependent care or the Statewide limit, whichever is lowest, per month per dependent for dependent care costs. Expenses above these amounts per month do not receive Federal reimbursement.

Directions for Completing Table 4, Operating Budget (see Exhibit 2):

- (1) The name of the component.
- (2) All State agency salary and benefit costs related to each component. Do not include contractor salary and benefit costs here. A contractor is any public or private entity that is providing E&T services under a financial or non-financial agreement with the State agency.
- (3) All other overhead costs to the State agency for each component. Do not include contractor overhead costs here.
- (4) Approximate amount to be paid to each contractor for each component.
- (5) Total dependent care reimbursement cost for each component. (Should match amount shown in Part I of component descriptions.)
- (6) Total participant reimbursement cost for transportation and other costs, excluding dependent care. (Should match amount shown in Part I of component descriptions.)
- (7) The cost to the State agency to provide dependent care services in lieu of participant reimbursements.
- (8) The total of (2) + (3) + (4) + (5) + (6) and (7) *for each component*. These amounts should match costs identified in Part I.B.1 for the total cost of each component, including participant reimbursements.
- (9) The *combined total* of item (8) for each component listed. This amount should equal the total component costs from all components including participant reimbursements.
- (10) Enter the overall State agency E&T operational costs not included under (2), (3), or (4) that are *not associated with a particular component*. This may include costs for assessing mandatory participants prior to assignment to a particular component or State agency staff devoted to oversight of the Program.
- (11) The total of (9) + (10). This amount should equal Line 4 of Table 5(5A), Planned Fiscal Year Costs.

EXHIBIT 2

**TABLE 4
OPERATING BUDGET
FISCAL YEAR _____**

Components	State Agency Costs		Contractual Costs	Participant Reimbursement (State plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Benefits	Other Costs		Dependent Care	Transportation & Other Costs		
(1) First Component	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(1) Second Component	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(1) Third Component	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(1) Fourth Component	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(1) Fifth Component	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total Component Costs							(9)
Overall State Agency E&T Operational Costs							(10)
Total State E&T Costs							(11)

PART V

PROGRAM REPORTING AND MANAGEMENT INFORMATION

State agencies are required to submit quarterly E&T Program Activity Reports (FNS-583) to FNS. Reports are due no later than 45 days after the end of each Federal fiscal quarter. See Exhibit 3 (page 35) for a summary of the required non-financial reporting items. Financial information is reported on an addendum to the SF-269, Financial Status Report, and includes claims for the 100 percent Federal grant, 50 percent matched administrative funding, participant reimbursements, and the \$20 million Federal ABAWD allocation to State agencies that commit to serve every ABAWD applicant and recipient subject to the 3-month food stamp time limit. The SF-269 and addendum is due 30 days after the end of each Federal fiscal quarter.

The regulations require an initial count of the total number of work registrants in the State agency on the first day of each Federal fiscal year. This count is included in the first quarter FNS-583 report. State agencies also report on a quarterly basis all participants who are newly work registered each month beginning in October. (See reporting requirements listed under Section A of Exhibit 3.) It is essential that State agencies accurately report these data elements so an actual count of work registrants for the year may be compiled.

Part V of the State E&T Plan describes some of the key aspects of the E&T program reporting: the method for obtaining the initial count of work registrants; the method for ensuring an unduplicated work registrant count; and the methods for meeting financial and other non-financial reporting requirements.

A. Method for Obtaining Initial Count of Work Registrants. The State E&T Plan must contain a *detailed* description of exactly how the State agency arrives at the number of work registrants in the State on the first day of each fiscal year.

B. Method for Ensuring an Unduplicated Work Registrant Count. In Part II.A.2, the State agency addressed whether the number of work registrants reported on Form FNS-583 is based on a duplicated or unduplicated count of individuals. By unduplicated, we mean that:

1. Individuals included in the work registrant count as of October 31 are not included in any subsequent count of work registrants for the remaining months of the year; *and*

2. Individuals certified or registered more than once in a 12-month period are only reported as a work registrant once during that 12-month period.

If the State agency's count of work registrants is unduplicated. Describe the *method* used to eliminate multiple registrations. For example, the State agency may conduct a match of Social Security numbers to eliminate duplicate work registrations over the course of the year.

If the State agency is not able to produce an unduplicated count. In Part II of the Plan, States with duplicated counts described the methodology for determining what portion of the registrant count is duplicated. Describe here how the State agency reports this number to FNS (i.e., are the quarterly numbers adjusted when reported, or is an adjustment made at the end of the fiscal year?). Report any plans to adopt a system to eliminate duplicate counts, including a time frame when the system is expected to be operational.

C. Methods for Meeting On-Going Federal Reporting Requirements.

1. Management Information System (MIS) Method. Describe how E&T data will be compiled, including:

- a. **Type of MIS** (e.g., automated MIS; aggregate hard copy reports from local agencies).
- b. **Local reporting requirements:**
 - i. Will local agencies and contractors be required to submit regular reports to the State agency?
 - ii. What information must local agencies and contractors report?
 - iii. How frequently must local agencies and contractors report?

2. Organizational Responsibility for E&T Reporting. Describe where responsibility for E&T reporting is organizationally located at the State level. Include the *name of the responsible person(s)*, department, agency, and *telephone number* for the following:

- a. **responsibility for non-financial E&T reporting.**
- b. **responsibility for financial E&T reporting.**

Additional information may be required from individual State agencies on an as-needed basis depending on the contents of the State E&T Plan regarding the type of components offered and the characteristics of persons served. Such additional items and the time frames under which they should be provided will be discussed with the State agency prior to plan approval by FNS.

Exhibit 3

Summary of Federally Required Non-Financial Reporting on State E&T Programs Form FNS-583

A. Quarterly Reports

Each State agency must submit quarterly reports to FNS no later than 45 days after the end of the Federal fiscal quarter. Each quarterly FNS-583 reports the number of persons in the following categories:

1. Food Stamp Program applicants and participants newly work registered;
2. Number of ABAWD applicants and recipients participating in qualifying ABAWD components;
3. Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) participating in components;
4. ABAWDs exempt under the State agency's 15 percent exemption allowance;

Categories 2 and 3, above, require a monthly count of component participation. An individual who participates each month must be counted three times for the quarter.

B. First Quarter Report

On the first quarter FNS-583 report the number of work registered food stamp applicants and recipients in the State on October 1 of the new fiscal year.

C. Fourth Quarter Report: On the fourth quarter FNS-583 list the components it offered and report the number of individuals—ABAWD and non-ABAWD—who participated in each. Count each individual in each component in which he or she participated.. In addition, report the number of individuals who participated in its program during the fiscal year. Count each individual only once.

TABLES

TABLE 1

**ESTIMATED PARTICIPANT LEVELS
FISCAL YEAR 2004**

A.	Anticipated number of work registrants in the State during the fiscal year.	_____
B.	List planned exemption categories and the number of work registrants expected to be included in each during the fiscal year.	
	1.	_____
	2.	_____
	3.	_____
	4.	_____
	5.	_____
	6.	_____
	7.	_____
	8.	_____
	9.	_____
	10.	_____
	TOTAL EXEMPTIONS	_____
C.	Percent of all work registrants exempt from E&T (B/A)	_____
D.	Number of E&T mandatory participants (A-B)	_____
E.	Anticipated number of ABAWDs in the State during the fiscal year.	_____
F.	Anticipated number of ABAWDs in waived areas of the State during the fiscal year.	_____
G.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the fiscal year	_____
H.	Number of at-risk ABAWDs expected in the State during the fiscal year (E-(F+G))	_____

TABLE 2

**ESTIMATED E&T PLACEMENTS
FISCAL YEAR 2004**

- | | | |
|-----------|---|-------|
| 1. | Number of ABAWD applicants and recipients expected to begin a qualifying ABAWD component. | _____ |
| 2. | Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) expected to begin a component. | _____ |
| 3. | Total number of applicants and recipients the State agency expects to begin a component during the fiscal year. | _____ |

**ESTIMATED INDIVIDUAL PARTICIPATION
FISCAL YEAR 2004**

Number of individuals expected to participate in the E&T Program during the fiscal year	_____
---	-------

**ESTIMATED ABAWD ACTIVITY
FISCAL YEAR 2004**

- | | | |
|-----------|---|-------|
| 1. | Number of workfare slots expected to be filled by ABAWDs. | _____ |
| 2. | Number of education and training slots expected to be filled by ABAWDs. | _____ |
| | Total | _____ |

TABLE 3

SUMMARY OF INTERAGENCY COORDINATION FOR THE E&T PROGRAM IN FISCAL YEAR 2004

Areas of Coordination	Agencies (List all that are involved)	Number of E&T Placements Expected	Methods of Coordination
1. Delivers an E&T component			
2. The E&T program delivers a service for another agency or program			
3. Joint component of the E&T program and another agency or program			
4. Referral of individuals from the E&T program to another program or agency			
5. Other forms of coordination (Specify) _____			

TABLE 4

**OPERATING BUDGET
FISCAL YEAR 2004**

Components	State Agency Costs		Contractual Costs	Participant Reimbursement (State plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Benefits	Other Costs		Dependent Care	Transportation & Other Costs		
Total Component Costs							
Overall State Agency E&T Operational Costs							
Total State E&T Costs							

TABLE 5

**PLANNED FISCAL YEAR COSTS OF THE STATE E&T PROGRAM BY CATEGORY OF FUNDING—
FISCAL YEAR 2004**

Funding Category	Approved FY 2003 Budget *	Fiscal Year 2004
1. 100 Percent Federal E&T Grant:		
2. Share of \$20 Million ABAWD Grant (if applicable)		
3. Additional E&T Administrative Expenditures		
50% Federal		
50% State		
4. Participant Expenses:		
a. Transportation/Other		
50% Federal		
50% State		
b. Dependent Care		
50% Federal		
50% State		
5. Total E&T Program Costs (1+2+3a+3b+4a+4b = 5)		
6. 100% State Agency Cost for Dependent Care		
7. Total Planned Fiscal Year Costs (Must agree with Table 4—Operating Budget		

*Include immediately preceding fiscal year's approved budget figures for each spending category

