Supplemental Nutrition Assistance Employment & Training (SNA E&T) Program
Arizona Department of Economic Security
Federal Fiscal Year 2017

Part A: Cover Page and Authorized Signatures

State: *Arizona*
State Agency: *Department of Economic Security*
Federal FY: *2017*

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

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Part B: Assurances

Assurance Statements	
Check box at right to indicate you have read and understand each statement.	
1. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	☐
2. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	☐
3. State education costs will not be supplanted with Federal E&T funds.	☐
4. 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.	☐
5. 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.	☐
6. 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. Contracts are procured through competitive bid procedures governed by State procurement regulations.	☐
8. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	☐
9. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	☐
10. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	☐
11. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO if appropriate and, to the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only.)	☐

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

Part C: State E&T Program, Operations and Policy **Table 1: State E&T Program, Operations and Policy** **Overview Summary of the SNAP E&T Program**	Arizona's Supplemental Nutrition Assistance Employment & Training (SNA E&T) Program is the employment and training program for adults in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits. The SNA E&T Program helps individuals exit SNAP by achieving economic self-sufficiency through work. Services such as job training, job search assistance, work experience, and supportive services are designed to enable individuals to achieve the program's objective. The Arizona Department of Economic Security (DES) is the administrative and fiscal agent responsible for the SNA E&T Program. The Department's mission is to make Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need and care for the vulnerable. The Division of Employment and Rehabilitation Services, Workforce Administration (DERS/WA) within DES administers the SNA E&T Program, currently operated in Maricopa, Pima and Yavapai Counties. The DES Division of Benefits and Medical Eligibility, Family Assistance Administration (DBME/FAA) determines eligibility for SNAP benefits. The FAA staff identifies and refers recipients who do not meet a Federal or State defined exemption to the SNA E&T Program using an automated interface between FAA's Arizona Technical Eligibility Computer System (AZTECS) and DERS' Jobs Automated System (JAS). The primary mechanisms supporting Arizona's SNA E&T Program are: • Personal Accountability Pilot, a phased project implemented in 2015; • United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) SNAP to Skills (S2S) Project; and • ARIZONA@WORK, Arizona's workforce system. **Personal Accountability Pilot:** The Personal Accountability Pilot was initiated to expand the program's service delivery areas. Contracted community partner organizations provide employment and training activities to SNAP recipients. The Personal Accountability Pilot allows the state to apply the SNAP E&T 50/50 local/federal match funding model. Within this model, the USDA, FNS reimburses states 50 percent of the Federal Financial Participation (FFP) to support individuals receiving SNAP benefits to participate in allowable SNA E&T Program activities. Reimbursement is only provided if allowable activities are initially paid for with non-federal funds that are not used to match other federal funds. DERS directs 40 percent of the total cost of an allowable service back to the organization that provided the original activities for which reimbursement was claimed. The remaining 10 percent is retained by DERS to administer the program.

The Personal Accountability Pilot serves up to the number of participants living in pilot areas as estimated in the Federal Fiscal Year (FFY) 2017 SNA E&T Program State plan. Participants are low-income adults already receiving SNAP benefits

Program Changes	Changes as indicated throughout this State plan will be effective October 1, 2016.
	A. DERS is in the process of replacing the program's management information system, the Jobs Automated System (JAS). The program will transition to the state's current workforce automated labor exchange system, Arizona Job Connection (AJC). AJC is an Internet-based job search engine used throughout the workforce development system and is accessible to job seekers, employers, and workforce partner staff. AJC also contains a comprehensive case management and reporting system that will allow SNA E&T Program staff to document more in-depth case notes, record participant progress more efficiently, and create job referrals. AJC will be used for data collection and other reporting measures. The project is scheduled for completion in the winter of 2017-18.
	B. DERS will refer some Able Bodied Adults Without Dependents (ABAWD) to community partner organizations for assistance in meeting the ABAWD work requirement.
	C. The SNA E&T Program will make an adjustment to one of the current support services provided to program participants. In lieu of offering a clothing allowance, the SNA E&T Program will provide non-transportation related expenses reasonably necessary to participate in SNA E&T components. Expenses will be capped at $100 per participant per FFY. More specific details and examples of allowable expenses under this support service are described in the *Participant Reimbursement* section of this plan.
	D. The SNA E&T Program plans to offer additional support services and a new component through the Personal Accountability Pilot. Initial costs will be funded by community partner organizations, and using the 50 percent FFP, DERS will reimburse 40 percent back to the organization for allowable expenses claimed. DERS is currently in the process of acquiring additional contracts with community partner organizations for FFY 2017 and will submit a budget amendment to FNS once all applicable estimates are received and contracts are finalized. New provisions listed in the new contracts, to include the additional support services and the new SNA E&T Program Job Retention component, will be effective once approved by FNS. The proposed additional support services and component for Personal Accountability Pilot participants are:
	• Job Retention services component: Job Retention services will be provided to individuals who have secured employment to help achieve satisfactory performance, keep the job, and to increase earnings over time. Job Retention services may be provided to individuals who have secured employment for up to 90 days even if the individual is no [3] longer participating in SNAP. Only individuals who have received other employment and training services under the SNA E&T Program are eligible, and services will be capped at $100 per participant in a

Workforce Development System	Arizona's workforce system is known as ARIZONA@WORK, Innovative Workforce Solutions. This system includes the Workforce Arizona Council (State Council), DES, the Arizona Commerce Authority (ACA), the Arizona Department of Education (ADE), Local Workforce Development Areas (LWDAs), as well as their respective Local Workforce Development Boards (LWDBs), comprehensive Job Centers, satellite offices, affiliate sites and an array of workforce partners.

Partners collaborate to provide a seamless delivery system, also known as the one-stop delivery system. The system is charged with enhancing the range and quality of workforce development services available to jobseekers and businesses through a coordinated approach among partner agencies. It is a collaborative effort among education, business, public agencies, and community-based organizations to provide services to jobseekers and employers. Clients can access a broad range of employment and training-related services at a single point of entry.

Arizona currently has 20 comprehensive ARIZONA@WORK Job Centers and 29 affiliate sites. At least one comprehensive center is located in each of twelve geographic areas, the LWDAs. These provide access to in-person services of the core programs and other required partners. Affiliate sites provide access to certain services while referring customers to other sites for additional services as needed. Physical ARIZONA@WORK locations are supplemented by virtual access through the AJC website, the State's web-based labor exchange, case management, and reporting system.

DES has been designated as the fiscal and administrative agency for three of the four core partners: Title I Adult, Dislocated Worker, and Youth Programs, Title III Wagner-Peyser Employment Service, and Title IV Vocational Rehabilitation (VR). This permits the partners to leverage resources, including DES and ARIZONA@WORK facilities throughout the state, to provide services to jobseekers, including individuals with disabilities. Workforce Development and Employment Service staff is present at all comprehensive ARIZONA@WORK Job Centers. VR staff is available at 41 offices throughout the state. Some VR offices are co-located within ARIZONA@WORK Job Centers, and VR staff is available itinerantly at all comprehensive centers and some affiliate sites throughout the state. Title IV VR services are provided statewide through a network of contracted service providers.

Title II Adult Education services are provided through 24 local providers funded by ADE, typically in its own offices, but all ARIZONA@WORK Job Centers are able to refer clients to adult education services when needed.

The State Council oversees the efficiency, accessibility, and continuous improvement of Arizona's workforce system. The Unified State Workforce Plan is required by the Workforce Innovation and Opportunity Act (WIOA).WIOA gives priority to individuals receiving public assistance, including SNA E&T Program participants. When needed, SNA E&T Program staff refers participants to the workforce development system for components that may include job readiness, education and/or training or registered apprenticeships. As part of the WIOA implementation process, ARIZONA@WORK partners engage the SNA E&T Program in dialogue designed to exchange information and strengthen connections. This includes a more integrated referral process and verifying that |

Other Employment Programs	DERS provides employment and training services to individuals seeking new jobs, better jobs, or first jobs. The division also assists employers with finding qualified applicants, job order postings, and evaluation of potential applicants. Through the services provided by DERS and its workforce partners, participants are able to locate and retain suitable jobs and build sustainable careers. DERS is responsible for the administration of a number of employment and training-related programs: • WIOA - DERS serves as the administrative and fiscal agent for the Adult, Dislocated Worker, and Youth Programs, Vocational Rehabilitation, and the Employment Service (Wagner-Peyser) Program. • Temporary Assistance for Needy Families (TANF) Jobs Program - Individuals subject to the work provisions of TANF are served by the Jobs Program. SNA E&T Program participation is reassessed for individuals in the Jobs Program when TANF eligibility ceases or the participant becomes exempt or disqualified from TANF.

Special Populations	DERS is currently engaged in the following special population initiatives, each of them in different phases. A description of each initiative is provided below.
	Abled Bodied Adults Without Dependents (ABAWD):
	The state applies categorically eligible referral options. Zero benefit households are referred to the SNA E&T Program after SNAP eligibility determination. With the exception of ABAWD applicants who are attempting to regain eligibility, the state does not refer SNAP applicants to the SNA E&T Program prior to SNAP eligibility determination.
	ABAWDs residing in Maricopa, Pima and Yavapai Counties are limited to receiving SNAP benefits for any three (3) months during a 36-month period, unless they meet the ABAWD work requirement or a qualifying exemption. The ABAWD work requirement can be met by:
	- Working 20 hours a week, averaged monthly; or - Participating for 20 hours a week, averaged monthly, in a program under: - WIOA; - Trade Adjustment Act (TAA); or - Participating for 20 hours a week, averaged monthly, in allowable SNA E&T Program components. - The ABAWD work requirement is met when an individual placed in the community service/workfare component completes the number of hours determined by dividing the monthly SNAP benefit amount by the federal or state minimum wage, whichever is higher.
	Beginning January 1, 2017, ABAWDs residing on the Yavapai-Prescott Indian Reservation are subject to the ABAWD work requirement and the three-month time limit. This year the unemployment rate for the reservation did not meet the federal requirement to receive a waiver of the time limit, and the current waiver will expire on December 31, 2016.
	DERS/WA collaborates with DBME/FAA to ensure ABAWD processes are appropriate and efficient. This includes assisting FAA with coordination and policy regarding the 15 percent ABAWD exemption allowance, which the state intends to use. Initial policy and procedures have been developed and system modifications have been made in order to adequately apply and record the exemptions used. FAA is prepared to submit the number of exemptions used on a quarterly basis, as requested in the FNS reporting requirement.
	DERS continues to develop additional strategies to streamline processes for ABAWD referrals and service delivery. DERS refers some ABAWDs to Personal Accountability Pilot community partner organizations located throughout Maricopa and Pima Counties. This approach allows DERS to ensure that ABAWDs have increased opportunities to connect with the SNA E&T Program for assistance in meeting the ABAWD work requirement. 6
	Tohono O'odham Nation:
	The Tohono O'odham Nation is in the initial stages of an employment and training

Screening Process	DBME/FAA and the DERS/WA are the two administrations within DES that collaborate to implement the SNA E&T Program. FAA staff determines SNAP eligibility, screens all SNAP applicants/recipients for work registration or state participation exemptions, and refers individuals to the SNA E&T Program accordingly. WA staff administers the SNA E&T Program and in coordination with community-based organizations provides the employment-related services.
	Eligibility and SNA E&T Program referral or exemption entries are entered by FAA staff into AZTECS, the computerized eligibility determination system for SNAP benefits. No later than one day following the SNAP benefit payment, FAA notifies WA of each referred participant via a nightly batch process between AZTECS and JAS, the WA system.
	The *Arizona Supplemental Nutrition Assistance Employment & Training Policy Manual* and the *Family Assistance Administration Policy Manual* describe the coordination and exchange of information between DBME/FAA and DERS/WA.

| Conciliation Process (*if applicable*) | A mandatory participant who fails, or refuses to comply with the participation requirements, may be subject to disqualification, which is the loss of some or all of the household's SNAP benefits. To avoid disqualification, either good cause must be established or the participant must attend a "last chance" appointment, work with program staff to develop an Employment and Career Development Plan (ECDP), and meet the participation requirements for five days.

As described in the SNA E&T Program Policy Manual **DES 2-1-14.700,** when an incident of non-compliance occurs, SNA E&T Program staff sends the participant a *Good Cause Request/Last Chance to Stop Disqualification Appointment* notice within two work days from the date the incident becomes known to the Program. This notice identifies the specific information related to the incident of non-compliance and requests verification of good cause. The notice allows the participant ten calendar days from the date the notice is mailed to provide verification of good cause. This notice also allows a participant, who does not have a good cause reason but is ready and willing to work with the program, a final chance to prevent the disqualification. The notice explains that the participant must attend a "last chance" appointment, which is scheduled on the tenth calendar from the date the notice is mailed. During the appointment, an ECDP is developed and the participant must begin and continue assigned work activities for five days to prevent the disqualification.

- When the participant provides verification that establishes good cause within the allotted ten calendar days, or the participant attends the last chance appointment and participates in the assigned work activities for five days, program staff sends notification that informs the participant that they will not be disqualified from receiving SNAP because either good cause has been established or they met the participation requirements to avoid the disqualification.

- When the participant does not provide verification to establish good cause, or attend the last chance appointment, or attends the last chance appointment but does not meet the participation requirements to avoid a disqualification, the disqualification process is initiated.

- When the participant attempts to establish good cause within the allotted ten calendar days, but verification is *not* acceptable, the *Failure to Establish Good Cause Reason/Appointment* notice is sent within two work days of the determination of good cause. This notice informs the participant that their good cause information was received but the information did not meet a good cause reason. This notice also advises the participant that because they did respond, they may be able to prevent the disqualification and invites the participant to another "last chance" to stop the disqualification appointment. The appointment is scheduled on the tenth calendar day from the date the notice is mailed. During the appointment, an ECDP is developed and the participant must begin and continue assigned work activities for five days to prevent the 8 disqualification.

    o When the participant attends the last chance appointment identified in the *Failure to Establish Good Cause* |

Disqualification Policy	When a mandatory participant does not comply with program requirements and does not establish good cause for non-compliance, the disqualification process begins. SNA E&T Program staff sends a recommendation to FAA through an automated alert to AZTECS to impose a disqualification decision.
	ABAWDs subject to time-limited assistance are not subject to SNAP disqualifications but do accrue countable months towards the time-limit. Personal Accountability Pilot participants are voluntary participants and are not subject to SNAP disqualifications for failure to comply.
	FAA staff review each case to determine if an exemption exists. If an exemption does not exist, FAA staff is responsible for taking the following actions:
	- Establish the disqualification period. The length of the disqualification period depends on whether the participant has previous disqualifications for non-compliance with the SNA E&T Program. The disqualification periods are: - Determine the disqualification start date. The disqualification begins the first month possible allowing for a Notice of Adverse Action (NOAA). A NOAA informs the SNA E&T Program household when a change results in a decrease in the amount of their SNAP benefits or case closure. - Determine whether the disqualification for SNAP benefits affects the entire household or only the non-compliant participant. - Impose the disqualification and issue the appropriate NOAA in AZTECS. All households must receive a NOAA when a change results in a decrease in the amount of their SNAP benefits or case closure. FAA staff must send the notice at least ten calendar days before the change can occur to the SNAP benefits. This notice is considered part of due process, providing information to the household regarding their right to file an appeal for a hearing due to the decrease of benefits or case closure.

Participant Reimbursements	The State of Arizona has approved sufficient funding for transportation reimbursement and non-transportation related expenses for State Fiscal Year (SFY) July 1, 2016, through June 30, 2017. Transportation is provided to the participant as a reimbursement for expenses incurred and is limited up to $64 for every four-week period. The participant does not receive monetary payments for transportation if another program provides the expense, including transportation expenses covered by student financial aid. SNA E&T Program staff determine eligibility for the reimbursement and process the payment through JAS. The SNA E&T Program may authorize non-transportation related expenses that are reasonably necessary to participate in SNA E&T Program activities or to accept and maintain employment. Expenses are limited to $100 per participant in a Federal Fiscal Year (FFY) and must be directly related to an SNA E&T Program activity or required for a job. Expenses can be authorized on more than one occasion as long as the combined authorizations do not exceed the FFY limit. SNA E&T Program staff determine eligibility for the expense and process the payment through JAS. Allowable expenses for participants include: - Books and/or training manuals - Background checks - Clothing for job interviews - Course registration fees - Drug test fees - Fingerprinting - Test fees Expenses cannot be authorized for any of the following: - Student loans - Relocation expenses - Personal computers - Living stipends - Automobile purchases - Automobile insurance and - Automobile ownership (i.e. tags, title, license) The participant must return the original itemized provider receipt(s) within 10 business days from the date the check is mailed. The participant is responsible to pay the provider for any costs exceeding the authorized amount. The participant is also responsible to reimburse the SNA E&T Program if funds are used for non-authorized expenses, or if the participant does not return the original itemized provider receipt.

Work Registrant Data	AZTECS has a designated data field for coding work registrants. FAA local office staff updates the work status for each household member at the time of application and/or recertification. On or about November 25th of each year, AZTECS generates the annual SNA Employment & Training Program Report (FR-150). This report provides a picture-in-time of all existing SNA E&T Program registrant household members as of October 31st for each year. JAS maintains one database for SNA E&T Program referrals and one for active SNA E&T Program participants. Each registrant/participant entry is compared with historical data going back to October 1st of the current FFY. Non-exempt SNA E&T Program individuals who have been certified to receive SNAP two or three times within a fiscal year are automatically excluded once their social security number is included in the work registrant count for the current FFY.

Outcome Reporting Data Source and Methodology	In response to the interim final rule, *Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program Monitoring, Oversight and Reporting Measures*, Arizona has identified reporting measures for each component that serves 100 participants per year. Reporting measures are identified in Part E: Table 2 accordingly.
	DERS uses the State New Hire Directory, Unemployment Insurance cross wage match, AZTECS, and JAS to retrieve relevant data for the national reporting measures, SNA E&T component reporting measures and all applicable characteristics for program participants.
	For clients who complete SNA E&T Program components, the social security numbers of the selected clients are matched against the new hire data using The National Directory of New Hires (NDNH). This match is completed a minimum of six months after the completion of the component and shows the quarterly wages of the client, percent of clients employed, and average quarterly wages of those employed.
	Specifically for clients who complete basic education in the Education and/or Training component, the client's JAS ID number is used to review the client's case record in JAS. The education information on the Client Profile screen, upon entering the SNA E&T Program is matched against the data collected upon exit from the program. This data shows the number of clients who completed an education component, the average number of completions and the average highest grade completed by clients.
	DERS and DBME run reports in JAS and/or AZTECS to obtain the number of all program participants who: - Are voluntary or mandatory; - Have achieved a high school diploma or General Equivalency Diploma (GED) prior to being provided with E&T services; - Are ABAWD or not; - Speak English as a second language; - Are male or female; and - Are within each of the following age ranges: 16-17 18-38 36-49 50-59 60 or older

Part D: Pledge to Serve All At-Risk ABAWDs
(if applicable)

ABAWD and Pledge Information Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?	Arizona will not pledge to offer qualifying activities to all at-risk ABAWDs for FFY 2017. Should the State's position change, an amended State plan will be submitted for FNS approval.
Information about the size & needs of ABAWD population	
The counties/areas where pledge services will be offered	
Estimated cost to fulfill pledge	
Description of State agency capacity to serve at-risk ABAWDs	
Management controls in place to meet pledge requirements	
Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	

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Part E - Table 2: E&T Component Detail

Non-Education, Non-Work Components

Component	Description	Geographic Area	Target Audience (e.g., homeless, ABAWDS)	Anticipated Monthly Participants (unduplicated count)	Anticipated Monthly Cost*	Provider (contracted, SNAP agency, or both)	Reporting Measure(s) (if > 100 participants)
Job Search	An intensive, structured component in which participants actively seek employment.	Maricopa, Pima and Yavapai Counties.	Participants with a recent work history, limited barriers to employment and/or have marketable skills.	1,749	$94,434	Both	The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.
Job Readiness	Job Readiness focuses on helping participants prepare to obtain and maintain employment.	Maricopa, Pima and Yavapai Counties.	Participants who need personal development and/or employment development.	206	$11,116	Both	The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.
Job Retention	Job Retention services will be provided to individuals, who have secured employment to help achieve satisfactory performance, keep the job and increase earnings over time.	Maricopa and Pima Counties.	Personal Accountability participants who have secured employment for up to 90 days.	1,168	$63,034	Both	The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

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Education Components *(Education expenses must be justified)*

Component	Description & Justification	Geographic Area	Target Audience (e.g., homeless, ABAWDS)	Anticipated Monthly Participants (unduplicated count)	Anticipated Monthly Cost*	Provider (contracted, SNAP agency, or both)	Reporting Measure(s) (if > 100 participants)
Basic Education	High School Equivalency, Remedial Education and ESOL to meet employer requirements in the hiring process and to increase the employability of participants.	Maricopa, Pima and Yavapai Counties.	Participants lacking a high school diploma, with very limited English language skills and/or need written or verbal assistance to meet employer requirements in the hiring process or for job retention.	135	$7,279	Both	The percentage and number of program participants who obtain a recognized credential, including a registered apprenticeship, High School Diploma or GED, while participating in, or within 1 year after receiving, E&T services.
Vocational Training	Organized educational and/or training programs that prepare the participant for employment in a current or emerging occupation.	Maricopa, Pima and Yavapai Counties.	Participants with a high school diploma or equivalent who are able to complete the training program and quickly gain employment.	180	$9,737	Both	The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

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Work Components

Component	Description	Geographic Area	Target Audience (e.g., homeless, ABAWDS)	Anticipated Monthly Participants (unduplicated count)	Anticipated Monthly Cost*	Provider (contracted, SNAP agency, or both)	Reporting Measure(s) (if > 100 participants)
Work Experience	Unpaid work performed in the public or private sector that improves the employability prospects of participants not otherwise able to gain employment.	Maricopa, Pima and Yavapai Counties.	Participants who have completed the Job Search component and have been unsuccessful in obtaining employment.	1,460	$78,794	Both	The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.
Community Service/Workfare	Unpaid work performed in a public service or private non-profit capacity as a condition of eligibility for SNAP benefits.	Maricopa, Pima and Yavapai Counties.	Participants who have completed the Job Search component and have been unsuccessful in obtaining employment.	795	$42,888	Both	The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.
Registered Apprenticeship	A voluntary industry-driven system for careers requiring a range of high-level skills, and is full-time, paid employment and training with built-in career placement.	Maricopa, Pima and Yavapai Counties.	Participants with a high school diploma or its equivalent who would benefit from paid on-the-job training and related technical instruction in a classroom setting.	567	$9,946	Both	The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

Part F - Table 3: Estimated Participant Levels

A.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	642,133
B.	Total number of planned State option exemptions from E&T Participation:	517,635
	List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY 2017: 1. Residing in a geographically exempt area (areas outside of the SNA E&T Program coverage) 2. Laid off from work or temporarily unemployed for a period anticipated to be less than 60 calendar days. 3. Living at a nonpermanent residential address 4. Pregnant and in the second or third trimester 5. Residing in a remote area (participant's residence is more than two hours round-trip from the nearest local office, using public or private transportation, or walking) 6. Age 55 to 59 and participating in the Senior Community Services Employment Program (SCSEP). 7. Residing in a SNAP household with an assigned approval period of two months or less. 8. Has a dependent child, under age 13, and is in need of child care to participate in the SNA E&T Program. (Participants with children over age 13, who are unable to care for themselves or are under court supervision, will also be exempt from participation).	1. 98,049 2. 97 3. 53,107 4. 3,164 5. 8,694 6. 189 7. 165 8. 354,170
C.	Percent of all work registrants exempt from E&T **(B/A)**	80.61%
D.	Anticipated number of E&T mandatory participants **(A–B)**	124,498
E.	Anticipated number of voluntary E&T participants	300
F.	Anticipated number of ABAWDs in the State during the Federal FY	81,944
G.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY	37,150

H.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	2,000
I.	Number of potential at–risk ABAWDs expected in the State during the Federal FY **(F–(G+H))**	42,794

Part G - Table 4: Partnerships/Contracts

For each partner/contractor that receives more than 10% of the E&T operating budget, complete

Father Matters, Inc.
Cost - $54,026
1.83% of the E&T Operating Budget

Goodwill of Central Arizona
Cost - $473,600
16.04% of the E&T Operating Budget

Goodwill Industries of Southern Arizona, Inc.
Cost - $30,147
1.02% of the E&T Operating Budget

UMOM New Day Centers
Cost - $191,010
6.00% of the E&T Operating Budget

St. Mary's Food Bank
Cost - $410,233
13.89% of the E&T Operating Budget

Arizona Women's Ed & Employ (AWEE)
Cost - $123,458
4.18% of the E&T Operating Budget

Part H: Contractor Detail Addendum (only for entities receiving 10% or more of State E&T budget)

Partner/Contract Name	Goodwill of Central Arizona
Monitoring and communication with contractor (s)	**Auditing:** All Contractors are subject to the programmatic and fiscal monitoring requirements of each Department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act. **Monitoring:** These activities shall include but are not limited to: conduct on-site reviews to ascertain the contractor's staff understanding of program goals, interview clients about services received, review client case records, review personnel records to ensure staff have appropriate credentials, etc. The results of these visits shall be documented in writing and compared with contract requirements. While the contractor has responsibility to perform under the terms of the contract, the Department has responsibility for reasonable and necessary monitoring of the Contractor's performance. Effective contract monitoring will assist in identifying and reducing fiscal or program risks as early as possible, thus protecting both public funds and the clients being served. **Notices:** Contractors shall give written notice to the Department of any changes.
Role of Contractor	Assess and evaluate the participant's career goals, skills, abilities, family obligations and other job-related assets and barriers to determine suitable SNA E&T components/activities i.e. Job Search, Job Readiness, Education and/or Training, Work Experience, Unsubsidized Paid Employment, and/or Community Service. **Timeline** Start: October 1, 2015 End: December 31, 2016
Description of Activities/Services	**20 Career Centers** Centers provide computers and career advisors. **Career Counseling** Resume writing, Interviewing, Soft Skills, evaluation, and How to be Successful. **School to Work** High School students are taught Academic and Vocational Training. **Internal and External Workshops**

Partner/Contract Name	Goodwill of Central Arizona
	Skill building workshops both in facilities and third party locations. • **Assist Employers** Capture job opportunities, align jobs with job seekers, and conduct recruiting with interviews and hiring on site. • **Offer Multipurpose/Computer Labs to Contractors** The space and labs are for third parties to provide training. • **Organize Job Fairs** Provide employers and job seekers an opportunity to meet. • **Volunteering** Volunteer in environments that will help build knowledge and skills.
Funding	The contract is funded with 50 percent reimbursements and the contractor will provide the State agency's share of the SNA E&T expenditures.
Evaluation	The Department may evaluate, and the Contractor shall cooperate in the evaluation of, contract services. Evaluation may assess the quality and impact of contract services, either in isolation or in comparison with other similar services, and assess the Contractor's progress and/or success in achieving the goals, objectives and deliverables set forth in this contract. As requested by the Department, the Contractor shall participate in third party evaluations relative to contract impact in support of Department goals.

Partner/Contract Name	St. Mary's Food Bank
Monitoring and communication with contractor (s)	**Auditing:** All Contractors are subject to the programmatic and fiscal monitoring requirements of each Department program to ensure accountability of the delivery of all goods and services, as required under the Federal Single Audit Act. **Monitoring:** These activities shall include but are not limited to: conduct on-site reviews to ascertain the contractor's staff understanding of program goals, interview clients about services received, review client case records, review personnel records to ensure staff have appropriate credentials, etc. The results of these visits shall be documented in writing and compared with contract requirements. While the contractor has responsibility to perform

Partner/Contract Name	St. Mary's Food Bank
	under the terms of the contract, the Department has responsibility for reasonable and necessary monitoring of the Contractor's performance. Effective contract monitoring will assist in identifying and reducing fiscal or program risks as early as possible, thus protecting both public funds and the clients being served. **Notices:** Contractors shall give written notice to the Department of any changes.
Role of Contractor	Assess and evaluate the participant's career goals, skills, abilities, family obligations and other job-related assets and barriers to determine suitable SNA E&T components/activities i.e. Job Search, Job Readiness, Education and/or Training, Work Experience, Unsubsidized Paid Employment, and/or Community Service. **Timeline** Start: October 1, 2015 End: December 31, 2016
Description of Activities/Services	**Culinary Program** The program gives training to those seeking restaurant employments. 16 week culinary training curriculum. **Career Counseling** Resume writing, Interviewing, Soft Skills, evaluation, and How to be Successful. **Employment Assistants** Provide the necessary help to secure employment for self-sufficiency.
Funding	The contract is funded with 50 percent reimbursements and the contractor will provide the State agency's share of the SNA E&T expenditures.
Evaluation	The Department may evaluate, and the Contractor shall cooperate in the evaluation of, contract services. Evaluation may assess the quality and impact of contract services, either in isolation or in comparison with other similar services, and assess the Contractor's progress and/or success in achieving the goals, objectives and deliverables set forth in this contract. As requested by the Department, the Contractor shall participate in third party evaluations relative to contract impact in support of Department goals.

Part I - Table 5: Operating Budget

	State Cost	Federal Cost	Total
I. Direct Costs:			
a) Salary/Wages	$0	$1,393,294	$1,393,294
b) Fringe Benefits* Approved Fringe Benefit Rate Used 45.43%	$0	$632,974	$632,974
c) Contractual Costs	$641,237	$641,237	$1,282,474
d) Non-capital Equipment and Supplies	$0	$148,246	$148,246
e) Materials	$0	$5,000	$5,000
f) Travel	$0	$8,261	$8,261
g) Building/Space	$0	$123,823	$123,823
h) Equipment & Other Capital Expenditures	$0	$0	$0
Total Direct Costs	$0	$2,952,835	$2,952,835
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used:	$0	$215,672	$215,672
Total Indirect Costs	$0	$215,672	$215,672
III. In-kind Contribution			
State in-kind contribution	$0	$0	$0
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care	$0	$0	
b) Transportation & Other Costs	$300,000	$300,000	$600,000
c) State Agency Cost for Dependent Care Services	$0	$0	
V. Total Costs	$941,237	$3,468,506	$4,409,743

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

Part J - Table 6: Budget Narrative and Justification Table

Item	Narrative
I. Direct Costs:	
a) Salary/Wages	Salary/Wages are based on average FTE hours for each individual position and the average pay per each individual position.

Position	Wage	FTE	Salary
Program Service Evaluator I	$15.30	3.00	$95,472.00
Program Service Evaluator III	$16.39	27.00	$920,462.40
Program Service Evaluator IV	$18.33	3.00	$114,379.20
Program Service Evaluator V	$23.47	1.00	$48,817.60
Administrative Assistant	$12.31	1.00	$25,604.80
Service Desk Specialist	$33.00	0.40	$27,456.00
Help Desk Analyst	$15.84	0.40	$13,178.88
Information Security Analyst	$23.08	0.20	$9,601.28
PC Technician	$20.85	0.10	$4,336.80
Senior Business Analyst	$31.25	0.10	$6,500.00
Systems/LAN Administrator	$23.84	0.10	$4,958.72
Human Resources Specialist	$21.14	0.45	$19,787.04
Program & Project Specialist II	$20.99	0.20	$8,731.84
Administrative Services Officer II	$23.10	0.50	$24,024.00
Administrative Services Officer III	$29.28	0.10	$6,090.24
Program Compliance Auditor	$26.81	1.00	$55,764.80
Training Officer II	$19.54	0.20	$8,128.64
Average/Total	**$22.03**	**39**	**$1,393,294.24**

Item	Narrative
b) Fringe Benefits* Approved Fringe Benefit Rate Used	A direct allocation method is used. The Fringe Benefits rate for the SNA E&T staff is estimated to be 45.43 percent during Federal FY 2017. Fringe benefits include workers compensation, health insurance, retirement, FICA and long term disability.

c)	Contractual Costs	
d)	Non-capital Equipment and Supplies	This includes postage, copier services, office supplies, telephone, internet, and Language Line services.
e)	Materials	This cost is based on budget availability for marketing materials to be distributed to SNA E&T program participants.
f)	Travel	This includes staff travel for the purpose of attending conferences, training sites, community partner locations or events, or other office locations.
g)	Building/Space	The total combined Building/Space is the sum of the area costs for the three office locations. The area cost is the total square footage multiplied by the price per square foot for each individual location. Tucson, AZ SNA E&T Work Space 1,354 sq. ft. SNA E&T Share of Common Area 870.25 sq. ft. Total 2,224.25 sq. ft. $18.25 a square foot or annual cost of $40,592.56 Glendale, AZ SNA E&T Work Space 1,653 sq. ft. SNA E&T Share of Common Area 1,050.20 sq. ft. Total 2,703.20 sq. ft. $17.26 a square foot or annual cost of $46,657.23 Mesa, AZ SNA E&T Work Space 1,609 sq. ft. SNA E&T Share of Common Area 626.50 sq. ft. Total 2,235.50 sq. ft. $16.36 a square foot or annual cost of $36,572.78
h)	Equipment & Other Capital Expenditures	None
II. Indirect Costs:		Arizona uses a federally approved cost allocation plan. DES is responsible for administering a wide variety and large quantity of grants and therefore utilizes multiple methods to assign costs. Indirect costs are typically assigned using modified total direct cost methodology. The total Operating Budget calculation assumes an indirect rate of 9.32 percent for Federal FY 2017.

III. State In-kind Contribution	None
IV. Participant Reimbursements	
a) Dependent Care	None
b) Transportation & Other Costs	Transportation is provided to the participant as a reimbursement for expenses incurred and is limited up to $64 for every four-week period. Non-transportation related expenses that are reasonably necessary to participate in SNA E&T Program activities or to accept and maintain employment are limited to $100 per participant in a Federal Fiscal Year and must be directly related to an SNA E&T Program activity or required for a job.
c) State Agency Cost for Dependent Care Services	None

Supplemental Nutrition Assistance Employment & Training (SNA E&T) Program
Arizona Department of Economic Security
Federal Fiscal Year 2017

Part K - Table 7: Summary of Federal Fiscal Year Costs

Funding Category	Approved Prior FY Budget *	Upcoming FY Budget
1. 100 Percent Federal E&T Grant:	$3,815,409	$2,527,269
2. Share of $20 Million ABAWD Grant (if applicable)	N/A	N/A
3. Additional E&T Administrative Expenditures		
a. 50% Federal	$1,225,000	$641,237
b. 50% State	$1,225,000	$641,237
4. Participant Expenses:		
a. Transportation/Other		
50% Federal	$300,000	$300,000
50% State	$300,000	$300,000
b. Dependent Care		
50% Federal	N/A	N/A
50% State	N/A	N/A
5. Total E&T Program Costs (= 1+2+3a+3b+4a+4b)	$6,865,490	$4,409,743
6. 100% State Agency Cost for Dependent Care Services	N/A	N/A
7. Total Planned Federal FY Costs (Must agree with Part H—Operating Budget		

*Include immediately preceding Federal FY's <u>final</u> approved budget figures for each spending category