

ARIZONA

Supplemental Nutrition
Assistance Employment and
Training (SNA E&T) State
Plan Amendment

Federal Fiscal Year 2019

12/21/2018

TABLE OF CONTENTS

Section A: Cover Page and Authorized Signatures 2
Section B: Assurance Statements 3
Acronyms 4
Section C: State SNA E&T Program, Operations, and Policy Overview 5
Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)..... 18
Section E: SNA E&T Component Detail 19
Section F: Estimated Participant Levels..... 26
Section G: Summary of Partnerships and/or Contracts 28
Section H: Contractor Detail Addendum 29
Section I: Operating Budget and Budget Narrative 31
Section J: Budget Narrative and Justification Section 32

Department of Economic Security
Federal Fiscal Year 2019
12/21/2018

Section A: Cover Page and Authorized Signatures

State: Arizona

State Agency: Department of Economic Security

Federal Fiscal Year: 2019

Date: 12/21/2018

Primary Contacts

Name	Title	Phone	Email
Molly Bright	Deputy Assistant Director, Division of Employment and Rehabilitation Services	(602) 542-6319	mbright@azdes.gov
Chevera Trillo	Workforce Development Administrator, Division of Employment and Rehabilitation Services	(602) 542-0929	ctrillo@azdes.gov

Certified By:

State Agency Director (or Commissioner)

Date

Certified By:

State Agency Fiscal Reviewer

Date

Section B: Assurance Statements <i>Check box at right to indicate you have read and understand each statement.</i>	
I. The State agency is accountable for the content of the State SNA E&T Plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for SNA E&T activities funded under the plan and is liable for repayment of unallowable costs.	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with federal SNA E&T funds.	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	<input checked="" type="checkbox"/>
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	<input checked="" type="checkbox"/>
VI. Documentation of State agency costs, payments, and donations for approved SNA E&T activities are maintained by the State agency and available for USDA review and audit.	<input checked="" type="checkbox"/>
VII. Contracts are procured through appropriate procedures governed by State procurement regulations.	<input checked="" type="checkbox"/>
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	<input checked="" type="checkbox"/>
IX. SNA E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	<input checked="" type="checkbox"/>
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNA E&T.	<input checked="" type="checkbox"/>
XI. The SNA 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 Indian Tribal Organization (ITO); if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	<input checked="" type="checkbox"/>

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

Acronyms

Below is a list of common acronyms used in this plan:

ABAWD	Able-Bodied Adult Without Dependents
AJC	Arizona Job Connection
AZTECS	Arizona Technical Eligibility Computer System
DES	Department of Economic Security
DBME	Division of Benefits and Medical Eligibility
DERS	Division of Employment and Rehabilitation Services
E&T	Employment and Training
ECDP	Employment and Career Development Plan
FAA	Family Assistance Administration
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
JAS	Jobs Automated System
LWDAAs	Local Workforce Development Areas
LWDBs	Local Workforce Development Boards
SNAP	Supplemental Nutrition Assistance Program
SNAP CAN	SNAP Career Advancement Network
SNA E&T	Supplemental Nutrition Assistance Employment and Training
USDA	United States Department of Agriculture
VR	Vocational Rehabilitation
WDA	Workforce Development Administration

Section C: State SNA E&T Program, Operations, and Policy Overview	
<p>I. Summary of the SNA E&T Program</p> <ul style="list-style-type: none"> • Mission • Scope of services • Administrative structure of program 	<p>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. The program is designed to assist SNAP recipients gain work-related experience and skills training that will increase their ability to obtain suitable employment. Services provided to program participants include, but are not limited to, job training, job search assistance, work experience, and supportive services.</p> <p>The Arizona Department of Economic Security (DES) is the administrative and fiscal agent responsible for the SNA E&T Program. DES’ mission is to make Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need and care for the vulnerable. Within DES, the Division of Employment and Rehabilitation Services (DERS) administers the SNA E&T Program, currently operated in Maricopa, Pima, and Yavapai counties. Opt-in services may be available outside of these counties to the balance of the state through our SNAP CAN program.</p> <p>The DES Division of Benefits and Medical Eligibility (DBME) determines eligibility for SNAP benefits. DBME staff identify and refer SNAP recipients who do not meet a federal or state defined exemption to the SNA E&T Program using an automated interface between DBME’s Arizona Technical Eligibility Computer System (AZTECS) and DERS’ Jobs Automated System (JAS).</p> <p>The primary mechanisms supporting Arizona’s SNA E&T Program are:</p> <ul style="list-style-type: none"> • Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN); and • DERS SNA E&T Program staff. <p>SNAP CAN</p> <p>Contracted (third-party) community organizations provide eligible employment and training services to participants who opt-in. SNAP</p>

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

CAN allows the state to apply the SNAP E&T 50/50 local/federal match-funding model. Within this model, the United States Department of Agriculture (USDA), Food and Nutrition Service (FNS) reimburses states 50 percent of the Federal Financial Participation (FFP) to support individuals receiving SNAP benefits, which affords them the opportunity to participate in allowable 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 45 percent of the total federal reimbursement of an allowable service back to the organization that provided the original activities for which reimbursement was claimed. DERS retains five percent of the total federal reimbursement to administer the program.

SNAP recipients engaged in services through SNAP CAN are not disqualified when they cease to participate. SNAP CAN participants are low-income adults already receiving SNAP benefits, or those determined eligible for such assistance just prior to enrollment. Final estimates of those served are stated in partner contracts.

SNAP recipients living within SNAP CAN service delivery areas are notified of the availability of program services offered through SNAP CAN. Arizona will continue to grow SNAP CAN by:

1. Implementing a targeted outreach plan to engage SNAP recipients eligible for program services.
2. Expanding the number of SNAP CAN providers within the existing budget provided.

SNA E&T Program Staff

SNA E&T Program staff play a pivotal role in ensuring client success. A critical responsibility for SNA E&T Program staff is to assist the participant in identifying and navigating available resources to meet their needs. SNA E&T Program staff directly deliver, or arrange for the delivery of, job development, job referrals, and work activity assignments through collaboration with, and referral to, community resources and education/training providers.

Arizona will continue to build upon our current service model, and through innovative strategies, modify how clients are served to expand access and increase service capacity. This will be

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

accomplished by launching a small-scale pilot. For additional details, see Part II. *Program Changes*.

Program Components

Current allowable program components include job search, job readiness, education/training, community service/workfare, work experience, and job retention services. Program components may be arranged in any combination without a specific sequence, which allows the participant to successfully move toward accomplishing identified goals.

SNAP recipients who do not meet a work registration or participation exemption may be required, as a condition of SNAP eligibility, to participate in employment and training components identified by the SNA E&T Program.

An able-Bodied Adults Without Dependents (ABAWD) may utilize program services for assistance in meeting the ABAWD work requirement. ABAWDs can meet the work requirement by:

- Working 20 hours per week, averaged monthly;
- Participating 20 hours per week, averaged monthly, in allowable SNA E&T Program components;
- Participating in community service/workfare activities for the equivalent of the household's monthly SNAP benefit amount divided by the federal or state minimum wage, whichever is higher. Community service assignments must be at public or private, **non-profit** organizations; or
- Participating 20 hours per week, averaged monthly, in a program under:
 - Workforce Innovation and Opportunity Act (WIOA);
or
 - Trade Adjustment Act (TAA).

ABAWDs are not subject to disqualification for noncompliance, but accrue countable months towards the ABAWD three-month time limit. For ABAWDs participating in SNA E&T, job search and job readiness components are only acceptable when combined with another allowable SNA E&T Program component and must be less than half of the 20-hour requirement.

Section C: State SNA E&T Program, Operations, and Policy Overview	
	<p>For additional information on program components, see Section E: <i>SNA E&T Component Detail</i>.</p> <p>Employment and Career Development Plan</p> <p>Program staff conduct a one-on-one employability assessment that identifies skills, employment history, literacy levels, educational background, family circumstance, and/or other limitations or factors, such as learning disabilities. Program staff create an Employment and Career Development Plan (ECDP) through conversation, interaction with the participant, and gathering information during the assessment. The ECDP:</p> <ul style="list-style-type: none"> • Reflects the component, or combination of components, agreed upon between program staff and the participant; • Ensures the participant meets the universal goal of suitable, unsubsidized employment; and • Records employment goals, supportive services, and the signatures of program staff and the participant. Signatures on the ECDP identify discussion of an agreement with identified goals. <p>Program staff are required to review the ECDP with the participant regularly and revise the plan, as the participant progresses through the program or as circumstances change.</p>
<p>II. Program Changes</p> <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	<p>A. To administer the SNA E&T Program within the allocated 100 percent federal funds, Arizona will maintain at least five (5) full-time designated program staff and redeploy remaining staff to other comparable positions within DES. DES staff in Yavapai and Pima counties are available and will time-charge when providing services to ABAWDs. SNA E&T staff will continue to provide services to work registrants within identified areas of the state (Maricopa, Pima, and Yavapai counties), where feasible.</p> <p>Arizona will leverage existing resources to launch a small-scale pilot to test new service strategies and additional outreach and marketing strategies. The pilot will also allow Arizona to test various communication techniques to strengthen employer engagement, which will lead to increased work experience and employment opportunities for program participants. A targeted outreach and marketing</p>

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

plan has been developed to engage SNAP recipients through an opt-in model. Outreach efforts may target SNAP recipients residing in unserved areas of the state. Those who opt-in are not subject to disqualification for failure to comply with program requirements.

- B. A portion of the 100 percent federal funds will be dedicated toward replacement of the program’s current management information system, JAS. All data and functionality that currently exists in JAS will be converted to the State’s workforce automated labor exchange system, Arizona Job Connection (AJC). AJC is an internet-based job search engine used throughout the Arizona workforce development system and is accessible to job seekers, employers, and workforce partner staff. AJC contains a comprehensive case management and reporting system that will allow program staff to document more in-depth case notes, record participant progress more efficiently, and create job referrals. This increases the likelihood of more successful employment outcomes. Additionally, AJC will be used for data collection purposes and program reporting measures. AJC will be utilized if/when available. All costs will be allocated appropriately.
- C. Allowable participant reimbursements have been expanded to include:
 - 1. Driver’s license fees: Testing and standard licensing fees are allowable if required for offered employment. Reimbursement will not be authorized for any penalties or debts.
 - 2. Job retention services: The job retention services component will be made available to all eligible program participants for up to 90 calendar days. Participants must be receiving SNAP in the month of, or the month prior to, the beginning of the 90 calendar days. Only participants who have secured employment after or while receiving other employment and training services through the program are eligible.
- D. Designated SNAP CAN organizations, as identified in individual contracts, will be reimbursed for licensed dependent care services rendered to SNAP CAN

Section C: State SNA E&T Program, Operations, and Policy Overview	
	<p>participants. For additional information, see Part X. <i>Participant Reimbursements</i>.</p> <p>E. SNAP CAN contracted community partners will now verify the receipt of SNAP for SNAP CAN participants. Once applicable data sharing agreements are executed, contracted partners will verify the receipt of SNAP benefits using a Tableau report. The Tableau report only displays individuals who are receiving SNAP and are not receiving TANF. The report is refreshed nightly and allows partners to review information in real time.</p> <p>F. <u>Changes as indicated here will be effective upon approval of this amended State Plan.</u> Arizona recognizes that additional support services may be necessary to assist participants and address barriers to participation. In response, supportive service expenses have been increased to assist those who actively engage in program activities. For additional information see Part X. <i>Participant Reimbursement</i> and new budget respectively.</p>
<p>III. Workforce Development System</p> <ul style="list-style-type: none"> • General description • In-demand and emerging industries and occupations • Connection to SNAP E&T, components offered through such system, career pathways, and credentials available 	<p>Arizona’s workforce development system is known as ARIZONA@WORK. This system includes the Workforce Arizona Council (State Council), DES, the Office of Economic Opportunity (OEO), 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), ARIZONA@WORK Job Centers, satellite offices, affiliate sites, and an array of workforce partners.</p> <p>ARIZONA@WORK 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.</p> <p>Arizona currently has 18 comprehensive ARIZONA@WORK Job Centers and 39 affiliate sites. A complete directory of locations is posted at https://arizonaatwork.com/az-locations. Arizona has 12 LWDAs. In each LWDA, there is at least one comprehensive ARIZONA@WORK Job Center. The ARIZONA@WORK Job</p>

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

Centers provide access to in-person services of the WIOA 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 Job Centers and affiliated sites are supplemented by virtual access through the AJC website at www.azjobconnection.gov.

DES is designated as the fiscal and administrative agency for three of the four core partners: WIOA Title I Adult, Dislocated Worker, and Youth Programs, WIOA Title III Wagner-Peyser Employment Service, and WIOA Title IV Vocational Rehabilitation (VR), which permits the partners to leverage resources, including DES and ARIZONA@WORK facilities throughout the state, to provide services to jobseekers, including individuals with disabilities. WIOA Title I-B program staff and Employment Service staff are present at all ARIZONA@WORK Job Centers. VR staff are available at 42 offices throughout the state. While some VR offices are physically co-located in ARIZONA@WORK Job Centers, VR staff are available itinerantly at all ARIZONA@WORK Job Centers and at some affiliate sites throughout the state. VR services are provided statewide through a network of contracted service partners.

WIOA Title II Adult Education services are provided through 23 local partners, typically in their own offices. 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 Arizona Unified State Workforce Development Plan, required by WIOA, is available at <https://des.az.gov/content/arizona-state-plan>.

WIOA gives priority to individuals receiving public assistance, including SNAP recipients. When needed, SNA E&T staff refer participants to the ARIZONA@WORK system for program-related activities that may include job search, job readiness, and education and/or training.

Along with key stakeholders, ARIZONA@WORK partners continue to evaluate and build upon the work already accomplished in Arizona. Partners recognize the need for specific strategies to recruit out-of-school youth, individuals with disabilities, non-native English speakers, individuals with low basic academic skills, and

Section C: State SNA E&T Program, Operations, and Policy Overview	
	other populations with barriers to employment, including SNAP recipients.
IV. Other Employment Programs <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable 	<p>DERS provides employment and training services to clients seeking new jobs, better jobs, or first jobs. DERS also assists employers with finding qualified applicants, job order postings, and the evaluation of potential applicants. The DERS mission is driving economic opportunity by connecting job seekers and employers in meaningful employment, bridging and minimizing employment gaps, and promoting family success today and into the future. Through the services provided by DERS and its workforce partners, clients are able to locate and retain suitable jobs and build sustainable careers.</p> <p>DERS serves as the administrative and fiscal agent for other employment and training-related programs that include:</p> <ul style="list-style-type: none"> • Temporary Assistance for Needy Families (TANF) Jobs Program - Serves those subject to the work provisions of TANF. SNA E&T Program participation is reassessed for those in the Jobs Program when TANF eligibility ceases, or when the participant becomes exempt or disqualified from TANF. • TAA Program - Assists workers who are unemployed due to an increase in imports from, or production shifts to, foreign countries.
V. Consultation with Tribal Organizations <ul style="list-style-type: none"> • Description of consultation efforts • Services available through SNA E&T 	<p>DES facilitates meetings, or tribal consultations, with Arizona's tribal leaders. Tribal consultations allow DES and tribal leadership to assess the needs of Arizona's tribes and ensure that communication between all respective parties are direct and continuous.</p> <p>As part of the annual SNA E&T Program state planning process, a DERS representative presents an overview of the SNA E&T Program during a tribal consultation. A copy of the most recent SNA E&T State Plan is circulated among the attendees, and tribal leaders are invited to ask questions and offer any immediate feedback. Additionally, the DERS representative confirms that tribal leaders will receive assistance from DES and guidance from designated FNS representatives, should they wish to pursue a SNAP employment and training initiative within their tribal lands.</p> <p>At the close of the presentation, tribal leaders are encouraged to send additional questions and/or concerns to the designated DERS Tribal</p>

Section C: State SNA E&T Program, Operations, and Policy Overview	
	<p>Liaison. When necessary, follow-up meetings may be scheduled to address any concerns and any applicable feedback is incorporated into the annual SNA E&T Program State Plan, as appropriate.</p> <p>Arizona remains diligent in its efforts to collaborate and discuss the continued improvement of SNA E&T Program services and supports within the tribal community. This ensures that Arizona is responsive to the needs of tribal members residing on American Indian reservations, in accordance to 7 CFR 272.2(b)(1) and 272.2(e)(7).</p>
<p>VI. State Options</p> <ul style="list-style-type: none"> Select options the State is applying 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Serving applicants <input checked="" type="checkbox"/> Serving zero-benefit households <input type="checkbox"/> Serving mandatory participants only <input checked="" type="checkbox"/> Serving mandatory and voluntary participants <input type="checkbox"/> Serving voluntary participants only
<p>VII. Screening Process</p> <ul style="list-style-type: none"> Process for identifying whether work registrant should be referred to SNA E&T 	<p>DBME and DERS are the two divisions within DES that collaborate to implement SNA E&T Program services. DBME staff determine SNAP eligibility, screen all SNAP applicants/recipients for work registration, and refers SNAP recipients, to the state SNA E&T Program. DERS staff administer SNA E&T services, and coordinate with ARIZONA@WORK partners and community-based organizations to provide employment-related services.</p> <p>Eligibility, program referral, and exemption entries are entered by DBME staff into AZTECS, the computerized eligibility determination system for SNAP benefits. No later than one day following the SNAP benefit payment, DBME notifies DERS of each referred individual via a nightly batch process between AZTECS and JAS, the DERS case management system. Referred individuals are categorized in JAS as ‘Registered and Referred’.</p> <p>The DERS SNA E&T Policy Manual and the DBME Family Assistance Administration (FAA) Cash Assistance Policy Manual describe the coordination and exchange of information between DBME and DERS.</p>
<p>VIII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> Procedures for conciliation 	<p>A mandatory participant who fails or refuses to comply with the participation requirements may be subject to disqualification. In order for a mandatory participant to avoid disqualification, either good cause must be established, or the participant must attend a “last</p>

Section C: State SNA E&T Program, Operations, and Policy Overview	
<ul style="list-style-type: none"> Length 	<p>chance” appointment, work with program staff to develop an Employment and Career Development Plan (ECDP) and meet the participation requirements for five days.</p> <p>Procedures are outlined within the SNA E&T Program Policy Manual, Section 600 - <i>Noncompliance with Program Requirements</i>.</p>
<p>IX. Disqualification Policy</p> <ul style="list-style-type: none"> Length of disqualification period Sanction applies to individual or entire household 	<p>First Occurrence: One month Second Occurrence: Three months Third or Subsequent Occurrence: Six months</p> <p>Sanction applies to: A nonexempt individual who refuses or fails to comply with SNAP work requirements without good cause, as defined at 7 CFR 273.7(i)(2) and (i)(3), will be disqualified and subject to State disqualification periods. A work registrant who is exempt from mandatory E&T participation is still subject to all SNAP work requirements in accordance with 7 CFR 273.7(a).</p> <p>The noncompliance and disqualification process are coordinated between DBME and DERS and is described in the SNA E&T Program Policy Manual, Section 600 - <i>Noncompliance with the Program</i> requirements and the FAA Cash and Nutrition Assistance Policy Manual, section FAA5.A - <i>Work Registration (WORW)</i>.</p> <p>SNAP CAN participants, and those categorized as ‘Registered and Referred’, who opt-in through the new pilot, are not subject to disqualification for failure to comply with program requirements.</p>
<p>X. Participant Reimbursements</p> <ul style="list-style-type: none"> List all participant reimbursements (or link to State policy/handbook) Reimbursement cap Payment method (in advance or as reimbursement) 	<p>Arizona has approved enough funding for transportation and non-transportation related expenses for State Fiscal Year (SFY) July 1, 2018, through June 30, 2019.</p> <p>Participants are reimbursed for expenses that are reasonably necessary and directly related to participation in program components, up to the amount established by the State.</p> <p>Program staff determine eligibility and are responsible for tracking all participant reimbursements. Participants receive payment through an Electronic Benefit Transfer (EBT) card issued by DBME or by a warrant (check) that is sent through the mail. Some expenses, as identified below, may be authorized in advance.</p> <p>Prior to payment, documentation (hard copy or electronic) must be presented. When payment is issued as an advance, the participant must return the original itemized merchant receipt(s) (hard copy or electronic) within ten business days from the date the check is mailed. The participant is responsible for paying the merchant</p>

Section C: State SNA E&T Program, Operations, and Policy Overview	
	<p>and/or provider for any costs exceeding the authorized amount. The participant is also responsible for reimbursing the program if funds are used for unauthorized expenses, or if the participant does not return the original itemized merchant and/or provider receipt(s).</p> <p>Transportation-related expenses</p> <p>Transportation-related expenses (TRE) are limited to \$100, per participant, for every four-week period of participation. The participant does not receive payments for transportation-related expenses if another program provides for the expense, including transportation expenses covered by student financial aid. Subject to availability, bus passes may be offered in advance to program participants.</p> <p>Non-transportation related expenses</p> <p>Non-(TRE) are limited to \$150 per participant in a Federal Fiscal Year (FFY). Non-TRE may be reimbursed to the participant or issued in advance. Payments can be authorized on more than one occasion if the combined authorizations do not exceed the FFY limit.</p> <p>Examples of allowable Non -TRE may include:</p> <ul style="list-style-type: none"> • Books and/or training manuals; • Background checks; • Clothing for job interviews; • Course registration fees; • Driver’s license fees; • Drug test fees; • Fingerprinting; and • Test fees (e.g. GED, Tuberculosis, etc.). <p>Dependent Care</p> <p>Designated SNAP CAN organizations are reimbursed for services rendered to SNAP CAN participants in need of dependent care in order to participate in program components. Reimbursement is limited to \$100 per participant, per every four-week period.</p>
XI. Work Registrant Data	<p>Work registrants are SNAP participants ages 16 through 59 with the following categories:</p> <ol style="list-style-type: none"> 1. Geographic Location

Section C: State SNA E&T Program, Operations, and Policy Overview	
<ul style="list-style-type: none"> Methodology used to count work registrants 	<ol style="list-style-type: none"> Temporary Lay Off (60 days or less) Temporary Residence Pregnancy (second or third trimester) Remote Residence (more than two hours roundtrip) SCSEP (age 55 through 59 in Senior Community Service Employment Program) Has a dependent child under age 13, and is in need of child care to participate in the SNA E&T Program <p>The total work registrants for FFY 2019 are calculated by adding the estimated number of work registrants from October 2018 to the estimated number of new work registrants only from October 2018 through September 2019 (estimated based on last year's data) to prevent duplicate counting.</p>
<p>XII. Outcome Reporting Data Source and Methodology</p> <ul style="list-style-type: none"> Data sources Methodology 	<p>Arizona has identified reporting measures for each component that serves 100 or more participants per year. Reporting measures are identified accordingly, within Section E: <i>SNA E&T Component Detail</i>.</p> <p>DERS uses the State New Hire Directory, the Unemployment Insurance cross-wage match, AZTECS, and JAS to retrieve relevant data for the national reporting measures, SNA E&T Program component reporting measures, and all applicable characteristics for program participants. This match is completed a minimum of six months after the completion of the SNA E&T Program component and shows the quarterly wages of the client, percentage of participants employed, and average quarterly wages of those employed.</p> <p>For participants who complete basic education in the education and/or training component, a JAS ID number is used to review participants' case records in JAS. The education information entered on the Client Profile screen upon entering the SNA E&T Program is matched against the data collected upon exit from the SNA E&T Program. This data shows the number of participants who completed an education and/or training component, the average number of completions, and the average highest grade completed by participants.</p> <p>DERS and DBME run reports in JAS and/or AZTECS to obtain the number of all SNA E&T Program participants who:</p> <ul style="list-style-type: none"> Are voluntary or mandatory;

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

- Have achieved a high school diploma or General Equivalency Diploma (GED) prior to being provided with SNA 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
 - 39-49
 - 50-59
 - 60 or older

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)	
I. 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 2019. Should the State's position change, an amended State Plan will be submitted for FNS approval.
II. Information about the size & needs of ABAWD population	
III. The counties/areas where pledge services will be offered	
IV. Estimated cost to fulfill pledge	
V. Description of State agency capacity to serve at-risk ABAWDs	
VI. Management controls in place to meet pledge requirements	
VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	

Section E: SNA E&T Component Detail

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

Non-Education, Non-Work Components

Job Search					
Description	<p>Job Search is an intensive, structured component in which participants actively seek employment. Activities include identifying employment opportunities, applying for employment, attending job fairs, and participating in job clubs where participants share experiences, successes, job leads, and referrals. Participants are required to register in AJC.</p> <p>A minimum of three employer contacts per week is required unless the local economy, labor market, or other circumstances do not permit this level of effort.</p> <p>Job Search requires a participation level to average 20 hours per week and is limited to 12 weeks in the preceding 12-month period. The 12 weeks do not have to be consecutive. When determining the 12-week limit, one week equals 20 hours. Participation in another allowable component is required upon reaching the 12-week limit.</p>				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants with a recent work history, limited barriers to employment, and/or marketable skills.	563	\$131,053	DES and DES Contractors	The percentage and number of program participants who received SNA 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.

Job Readiness					
Description	<p>Job Readiness focuses on assisting participants in preparing to obtain and maintain employment. Skills taught in Job Readiness include career exploration and planning, work ethics, personal appearance, resume preparation, job search techniques, and other work-related activities. These activities can include completing an application, participating in interviews, dealing with rejection, job retention, career advancement, and conflict resolution; as well as leaving a job. Job Readiness is conducted in a structured group setting. If a group setting is not available, the participant is referred to a one-on-one setting. All Job Readiness participants are required to register in AJC.</p> <p>Job Readiness requires participation by participants for an average of 20 hours per week. Job Readiness is limited to 12-weeks in the preceding 12-month period. The 12-weeks do not have to be consecutive. When determining the 12-week limit, one week equals 20 hours. Participation in another allowable component is required upon reaching the 12-week limit.</p>				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants who need personal and/or employment development.	129	\$30,102	DES and DES Contractors	The percentage and number of program participants who received SNA 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.

Job Retention Services					
Description	<p>Job Retention services may be offered for up to 90 calendar days to program participants who gain employment after participating in another allowable program component, even when the individual is no longer receiving SNAP. Prior to reimbursement of allowable expenses, documentation must be submitted. Hard copy or electronic receipts are acceptable forms of documentation.</p> <p>Job Retention services include case management and reimbursement for job-related expenses that are necessary to retain employment. This includes required uniforms or other clothing for employment, equipment or tools required for the job, test fees, union dues, licensing and bonding fees, and transportation expenses.</p>				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants who secure employment after participation in SNA E&T.	205	\$47,649	DES and DES Contractors	The percentage and number of program participants who received SNA 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.

Education Components

Basic Education					
Description		<p>Participants may be referred to basic education activities that include adult basic and/or foundational skills instruction to meet employer requirements in the hiring process and to increase participant employability. Basic Education includes General Education Development (GED), Remedial Education, and English for Speakers of Other Languages (ESOL).</p> <p>One hundred percent of SNA E&T Program funds may be used to create and/or expand a program component, or to pay for costs associated with an education program. SNA E&T Program funds will not be used to replace non-federal funds for existing educational services. Operational expenses for education and/or training activities are not authorized for costs that exceed the average costs of services provided to non-SNA E&T Program participants.</p> <p>Basic Education may be combined with job search, job readiness, or other qualifying components as appropriate.</p>			
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants lacking a high school diploma with very limited English language skills and/or who need written or verbal assistance to meet employer requirements in the hiring process or for job retention.	47	\$10,890	DES and DES Contractors	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 one year after receiving, SNA E&T services.

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

Vocational Training					
Description		<p>Vocational Training includes organized educational and/or training programs that prepare the participant for employment in a current or emerging occupation. Participants may not be assigned to this component if they already possess self-supporting skills for jobs available in the local community area.</p> <p>One hundred percent of SNA E&T Program funds may be used to create and/or expand a program component, or to pay for the costs associated with an education program. SNA E&T funds will not be used to replace non-federal funds for existing educational services. Operational expenses for vocational training activities are not authorized for costs that exceed the average costs of services provided to non-SNA E&T Program participants.</p> <p>Vocational Training may be combined with job search, job readiness, or other qualifying components as appropriate.</p>			
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants with a high school diploma or equivalent who are able to complete the training program and quickly gain employment.	42	\$9,667	DES and DES Contractors	The percentage and number of program participants who received SNA 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.

Work Components

Community Service/Workfare					
Description	<p>Community Service/Workfare includes unpaid work performed in a public service or private non-profit capacity as a condition of eligibility for SNAP benefits. Community service activities are designed for the good of the community-at-large and would not generally result in unsubsidized employment.</p> <p>Activities must serve a useful purpose for the community in fields such as health care, social service, environmental protection, education, urban and rural development, welfare, recreation, public facilities, and public safety.</p> <p>DES develops an agreement with each community service organization. This agreement outlines specific requirements for working conditions and ensures community partner organizations maintain enough workers' compensation and employers' liability in accordance with all state and federal laws and regulations.</p> <p>Community Service/Workfare may be combined with job search, job readiness, or other qualifying components as appropriate.</p>				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants who have completed the Job Search component and have been unsuccessful in obtaining employment.	342	\$79,537	DES and DES Contractors	The percentage and number of program participants who received SNA 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.

Work Experience					
Description	<p>Work Experience is unpaid work performed in the public or private sector that improves the employability prospects of participants not otherwise able to gain employment. Work Experience allows participants to develop good work habits and attitudes, establish a recent work history, and develop a networking system with the possibility of gaining full-time, paid employment. Internships/externships are included under this activity as a portion or extension of education and/or training in either public or private sector organizations that provide structured work experience in a specific occupational field.</p> <p>DES develops an agreement with each organization. This agreement outlines specific requirements for working conditions and ensures organizations maintain enough workers' compensation and employers' liability in accordance with all state and federal laws and regulations.</p> <p>Work Experience may be combined with job search, job readiness, or other qualifying components as appropriate.</p>				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants who have completed the Job Search component and have been unsuccessful in obtaining employment.	341	\$79,415	DES and DES Contractors	The percentage and number of program participants who received SNA 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.

Section F: Estimated Participant Levels	
I. Anticipated number of work registrants in the State during the FFY (unduplicated count):	274,817
II. Estimated Number of Work Registrants Exempt from SNA E&T	201,149
State option exemption categories and the number of work registrants expected to be included in each during the Federal FY 2019, are outlined as follows:	
1. Geographical Location <ul style="list-style-type: none"> • Areas outside of SNA E&T Program coverage (Maricopa, Pima and Yavapai counties). 	112,718
2. Temporary Laid Off (60 days or less)	172
3. Living at a temporary residential address, this includes homeless individuals that meet one of the following criteria: <ul style="list-style-type: none"> • They do not have a fixed or regular nighttime residence • The participant has their primary nighttime residence as one of the following: <ul style="list-style-type: none"> ○ A supervised shelter designed to provide temporary shelter to homeless persons, ○ A half-way house or similar institution that provides temporary residence, ○ A rent fee accommodation in the residence of another person for not more than 90 days, and ○ A place not designed, or ordinarily used for sleeping, this includes but is not limited to a car, bust station, hallway, park, sidewalk etc. 	74,707
4. Pregnancy (second or third trimester)	3,120
5. Remote Residence <ul style="list-style-type: none"> • The participant's residence is more than two hours round-trip from the nearest local office, using public or private transportation, or walking. 	10,045
6. Age 55 through 59 and participating in the Senior Community Service Employment Program (SCSEP)	181

<p>7. Has a dependent child age 13 and under, and is in need of childcare to participate in the SNA E&T Program</p> <ul style="list-style-type: none"> Participants with children age 13 and over, who are unable to care for themselves or are under court supervision, will be exempt from participation. <p>Exempt individuals can still volunteer to participate in the SNA E&T Program. Volunteers are not subject to sanction for failure to comply with the 20-hour program requirement.</p>	<p>206</p>
<p>III. Percent of all work registrants exempt from SNA E&T (line II/line I)</p>	<p>73.19 %</p>
<p>IV. Anticipated number of mandatory SNA E&T participants (line I – line II)</p>	<p>73,668</p>
<p>V. Anticipated number of voluntary SNA E&T participants</p>	<p>184</p>
<p>VI. Anticipated number of ABAWDs in the State during the Federal FY 2019</p>	<p>154,050</p>
<p>VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY 2019</p>	<p>114,107</p>
<p>VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY 2019</p>	<p>648</p>
<p>IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII))</p>	<p>39,295</p>

Section G: Summary of Partnerships and/or Contracts					
Partner Name	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
Various	E&T Services	\$2,420,000	\$190,000	\$2,610,000	Various

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

Section H: Contractor Detail Addendum

Partner Name	UMOM New Day Centers		
Monitoring and communication with contractor (s)	<p>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.</p> <p>Evaluations: Evaluations may assess the quality and impact of contract services, whether 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. The Contractor shall participate in third-party evaluations relative to contract impact in support of department goals.</p> <p>Monitoring: The Department may monitor the Contractor and/or subcontractor and they shall cooperate in the monitoring of services delivered, facilities, records maintained, and fiscal practices.</p> <p>Notices: Contractors shall give written notice to the Department of any changes.</p>		
Role of Contractor	<p>Assess and evaluate the participant’s career goals, skills, abilities, family obligations, other job-related assets, and barriers to determine suitable program components/activities.</p> <p>Monitor, verify, and maintain documentation of actual hours of participation in assigned components.</p>		
Timeline	Start	October 1, 2018	End September 30, 2019
Description of Activities/Services	<p>Culinary Program: The program gives training to those seeking restaurant employments.</p> <p>Career Counseling: Resume writing, interviewing, soft skills, evaluation, and how to be successful.</p>		
Funding	50 percent reimbursements		
Evaluation	<p>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.</p> <p>As requested by the Department, the Contractor shall participate in third-party evaluations relative to contract impact in support of department goals.</p>		

Partner Name	St Mary's Food Bank		
Monitoring and communication with contractor (s)	<p>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.</p> <p>Evaluations: Evaluations may assess the quality and impact of contract services, whether 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. The Contractor shall participate in third-party evaluations relative to contract impact in support of department goals.</p> <p>Monitoring: The Department may monitor the Contractor and/or subcontractor and they shall cooperate in the monitoring of services delivered, facilities, records maintained, and fiscal practices.</p> <p>Notices: Contractors shall give written notice to the Department of any changes.</p>		
Role of Contractor	<p>Assess and evaluate the participant's career goals, skills, abilities, family obligations, other job-related assets, and barriers to determine suitable program components/activities.</p> <p>Monitor, verify, and maintain documentation of actual hours of participation in assigned components.</p>		
Timeline	Start	October 1, 2018	End September 30, 2019
Description of Activities/Services	<p>Culinary Program: The program gives training to those seeking restaurant employments and a 16 -week culinary training curriculum.</p> <p>Career Counseling: Resume writing, interviewing, soft skills, evaluation, and how to be successful.</p> <p>Employment Assistance: Provide the necessary help to secure employment for self-sufficiency.</p>		
Funding	50 percent reimbursements		
Evaluation	<p>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.</p> <p>As requested by the Department, the Contractor shall participate in third-party evaluations relative to contract impact in support of department goals.</p>		

Section I: Operating Budget and Budget Narrative

I. Direct Costs:	State Cost	Federal Cost	Total Cost
a) Salary/Wages	\$0	\$862,000	\$862,000
b) Fringe Benefits* Approved Fringe Benefit Rate Used: 50.68%	\$0	\$437,000	\$437,000
c) Contractual Costs (Admin Only)	\$1,210,000	\$1,210,000	\$2,420,000
d) Non-capital Equipment and Supplies	\$0	\$571,000	\$571,000
e) Materials	\$0	\$5,000	\$5,000
f) Travel	\$0	\$7,000	\$7,000
g) Building/Space	\$0	\$91,000	\$91,000
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0
Total Direct Costs	\$1,210,000	\$3,183,000	\$4,393,000
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used: 13.59%	\$0	\$268,000	\$268,000
III. In-kind Contribution			
State in-kind contribution	\$0	\$0	\$0
Total Administrative Cost (Total of items I, II, and III)	\$1,210,000	\$3,451,000	\$4,661,000
<i>100 Percent Federal E&T Grant</i>		\$2,241,000	\$2,241,000
<i>50 percent Additional Administrative Expenditure</i>	\$1,210,000	\$1,210,000	\$2,420,000
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (including contractual costs)	\$40,000	\$40,000	\$80,000
b) Transportation & Other Costs (including contractual costs)	\$340,000	\$340,000	\$680,000
c) State Agency Cost for Dependent Care Services	\$0	\$0	\$0
Total 50 percent Participant Reimbursement Expenses	\$380,000	\$380,000	\$760,000
V. Total Costs	\$1,590,000	\$3,831,000	\$5,421,000

Section J: Budget Narrative and Justification Section

Item	Narrative																																																																												
I. Direct Costs:																																																																													
a) Salary/Wages	<p>Salary/Wages are based on average FTE hours for each individual position and the average pay per each individual position.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Position</th> <th style="text-align: right;">Wage</th> <th style="text-align: right;">FTE</th> <th style="text-align: right;">Salary</th> </tr> </thead> <tbody> <tr> <td>DES DIST PROG MGR 1</td> <td style="text-align: right;">\$26.44</td> <td style="text-align: right;">1.00</td> <td style="text-align: right;">\$55,000</td> </tr> <tr> <td>WORKFORCE DEV. MGR</td> <td style="text-align: right;">\$29.33</td> <td style="text-align: right;">0.50</td> <td style="text-align: right;">\$30,500</td> </tr> <tr> <td>OUTREACH COORDINATOR</td> <td style="text-align: right;">\$23.08</td> <td style="text-align: right;">3.00</td> <td style="text-align: right;">\$144,000</td> </tr> <tr> <td>ADMV SVCS OFFCR 1</td> <td style="text-align: right;">\$24.52</td> <td style="text-align: right;">0.40</td> <td style="text-align: right;">\$20,400</td> </tr> <tr> <td>ADMV SVCS OFFCR 2</td> <td style="text-align: right;">\$28.07</td> <td style="text-align: right;">0.40</td> <td style="text-align: right;">\$23,352</td> </tr> <tr> <td>ADMV SVCS OFFCR 3</td> <td style="text-align: right;">\$28.65</td> <td style="text-align: right;">0.40</td> <td style="text-align: right;">\$23,838</td> </tr> <tr> <td>ADMV SVCS OFFCR 4</td> <td style="text-align: right;">\$38.94</td> <td style="text-align: right;">0.72</td> <td style="text-align: right;">\$58,320</td> </tr> <tr> <td>BUSINESS ANALYSIS MGR</td> <td style="text-align: right;">\$38.07</td> <td style="text-align: right;">0.21</td> <td style="text-align: right;">\$16,630</td> </tr> <tr> <td>BUSINESS ANALYSIS SR MGR</td> <td style="text-align: right;">\$42.69</td> <td style="text-align: right;">0.35</td> <td style="text-align: right;">\$31,082</td> </tr> <tr> <td>BUSINESS ANALYST</td> <td style="text-align: right;">\$25.72</td> <td style="text-align: right;">0.38</td> <td style="text-align: right;">\$20,328</td> </tr> <tr> <td>HELP DESK ANALYST</td> <td style="text-align: right;">\$15.26</td> <td style="text-align: right;">0.31</td> <td style="text-align: right;">\$9,841</td> </tr> <tr> <td>INFO SECURITY ANALYST</td> <td style="text-align: right;">\$23.08</td> <td style="text-align: right;">0.15</td> <td style="text-align: right;">\$7,200</td> </tr> <tr> <td>PROG PROJ SPCT 2</td> <td style="text-align: right;">\$20.43</td> <td style="text-align: right;">1.05</td> <td style="text-align: right;">\$44,613</td> </tr> <tr> <td>PROG SVC EVALR 3</td> <td style="text-align: right;">\$15.16</td> <td style="text-align: right;">8.00</td> <td style="text-align: right;">\$251,465</td> </tr> <tr> <td>PROG SVC EVALR 4</td> <td style="text-align: right;">\$17.75</td> <td style="text-align: right;">1.00</td> <td style="text-align: right;">\$36,911</td> </tr> <tr> <td>PROG SVC EVALR 5</td> <td style="text-align: right;">\$25.12</td> <td style="text-align: right;">0.50</td> <td style="text-align: right;">\$26,120</td> </tr> <tr> <td>SR BUSINESS ANALYST</td> <td style="text-align: right;">\$31.25</td> <td style="text-align: right;">0.96</td> <td style="text-align: right;">\$62,400</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">19.33</td> <td style="text-align: right;">\$862,000</td> </tr> </tbody> </table>	Position	Wage	FTE	Salary	DES DIST PROG MGR 1	\$26.44	1.00	\$55,000	WORKFORCE DEV. MGR	\$29.33	0.50	\$30,500	OUTREACH COORDINATOR	\$23.08	3.00	\$144,000	ADMV SVCS OFFCR 1	\$24.52	0.40	\$20,400	ADMV SVCS OFFCR 2	\$28.07	0.40	\$23,352	ADMV SVCS OFFCR 3	\$28.65	0.40	\$23,838	ADMV SVCS OFFCR 4	\$38.94	0.72	\$58,320	BUSINESS ANALYSIS MGR	\$38.07	0.21	\$16,630	BUSINESS ANALYSIS SR MGR	\$42.69	0.35	\$31,082	BUSINESS ANALYST	\$25.72	0.38	\$20,328	HELP DESK ANALYST	\$15.26	0.31	\$9,841	INFO SECURITY ANALYST	\$23.08	0.15	\$7,200	PROG PROJ SPCT 2	\$20.43	1.05	\$44,613	PROG SVC EVALR 3	\$15.16	8.00	\$251,465	PROG SVC EVALR 4	\$17.75	1.00	\$36,911	PROG SVC EVALR 5	\$25.12	0.50	\$26,120	SR BUSINESS ANALYST	\$31.25	0.96	\$62,400	Total		19.33	\$862,000
Position	Wage	FTE	Salary																																																																										
DES DIST PROG MGR 1	\$26.44	1.00	\$55,000																																																																										
WORKFORCE DEV. MGR	\$29.33	0.50	\$30,500																																																																										
OUTREACH COORDINATOR	\$23.08	3.00	\$144,000																																																																										
ADMV SVCS OFFCR 1	\$24.52	0.40	\$20,400																																																																										
ADMV SVCS OFFCR 2	\$28.07	0.40	\$23,352																																																																										
ADMV SVCS OFFCR 3	\$28.65	0.40	\$23,838																																																																										
ADMV SVCS OFFCR 4	\$38.94	0.72	\$58,320																																																																										
BUSINESS ANALYSIS MGR	\$38.07	0.21	\$16,630																																																																										
BUSINESS ANALYSIS SR MGR	\$42.69	0.35	\$31,082																																																																										
BUSINESS ANALYST	\$25.72	0.38	\$20,328																																																																										
HELP DESK ANALYST	\$15.26	0.31	\$9,841																																																																										
INFO SECURITY ANALYST	\$23.08	0.15	\$7,200																																																																										
PROG PROJ SPCT 2	\$20.43	1.05	\$44,613																																																																										
PROG SVC EVALR 3	\$15.16	8.00	\$251,465																																																																										
PROG SVC EVALR 4	\$17.75	1.00	\$36,911																																																																										
PROG SVC EVALR 5	\$25.12	0.50	\$26,120																																																																										
SR BUSINESS ANALYST	\$31.25	0.96	\$62,400																																																																										
Total		19.33	\$862,000																																																																										
b) Fringe Benefits* Approved Fringe Benefit Rate Used: 50.68%	A direct allocation method is used. The Fringe Benefits rate for the SNA E&T staff is estimated to be 50.68 percent during Federal FY 2019. Fringe benefits include workers' compensation, health insurance, retirement, FICA and long-term disability.																																																																												
c) Contractual Costs	This includes the total administrative costs for partnership contracts.																																																																												
d) Non-capital Equipment and Supplies	This includes postage, copier services, office supplies, telephone, internet, LanguageLine services, JAS system replacement.																																																																												
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	<p>The total combined Building/Space is the sum of the area costs for the two office locations. The area cost is the total square footage multiplied by the price per square foot for each individual location.</p> <p><u>Tucson, AZ</u> SNA E&T Work Space 1,354 sq. ft. SNA E&T Share of Common Area 867.84 sq. ft.</p>																																																																												

	<p>Total 2,221.84 sq. ft. \$18.25 a square foot or annual cost of \$40,548.58</p> <p><u>Mesa, AZ</u> SNA E&T Work Space 3,072.31 sq. ft. SNA E&T Share of Common Area 0.0 sq. ft. Total 3,072.31 sq. ft. \$16.36 a square foot or annual cost of \$50,262.99</p>
h) Equipment & Other Capital Expenditures	None
II. Indirect Costs:	
	<p>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 13.59 percent for Federal FY 2019.</p>
III. State In-kind Contribution	
	None
IV. Participant Reimbursements	
a) Dependent Care	<p>Reimbursement for dependent care expenses is provided to designated SNAP CAN contractors for services rendered to SNAP CAN participants and is limited to \$100 per participant, per every four-week period.</p>
b) Transportation & Other Costs	<p>Transportation is provided to the participant as a reimbursement for expenses incurred and is limited up to \$100 for every four-week period. Non-transportation related expenses that are reasonably necessary to participate in program activities or to accept and maintain employment are limited to \$150 per participant in a FFY and must be directly related to an SNA E&T Program activity or required for a job.</p> <p>Reimbursement for transportation and non-transportation related expenses are provided to designated SNAP CAN contractors for expenses incurred and are limited to \$100 per participant, per every four-week period.</p>
c) State Agency Cost for Dependent Care Services	None