



— DEPARTMENT OF —
ECONOMIC SECURITY
Your Partner For A Stronger Arizona

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) State Plan

Federal Fiscal Year 2020

08/01/2019



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Section A: Cover Page and Authorized Signatures

State: Arizona

State Agency: Department of Economic Security

Federal Fiscal Year: 2020

Date: August 1, 2019

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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 SNAP E&T Plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for SNAP 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 SNAP 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 SNAP 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. SNAP 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 SNAP E&T.	<input checked="" type="checkbox"/>
XI. The SNAP 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	AZ 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
ISP	Individualized Service Plan
JAS	Jobs Automated System
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
SFY	State Fiscal Year
SNAP	Supplemental Nutrition Assistance Program
SNAP CAN	SNAP Career Advancement Network
SNAP E&T	Supplemental Nutrition Assistance Program Employment & Training
USDA	United States Department of Agriculture
VR	Vocational Rehabilitation
WDA	Workforce Development Administration

Section C: Arizona SNAP E&T Program, Operations, and Policy Overview

I. Summary of the SNAP E&T Program

- Mission
- Scope of services
- Administrative structure of program

Mission:

The Arizona Department of Economic Security (DES) is the administrative and fiscal agent responsible for Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T) in Arizona.

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. DES works to ensure all Arizonans who qualify receive timely DES services and achieve their potential. Within DES, the Division of Employment and Rehabilitation Services (DERS) administers SNAP E&T.

SNAP E&T is the employment and training program for adults in households receiving SNAP. SNAP E&T helps individuals exit SNAP by achieving economic self-sufficiency through work. SNAP E&T is designed to assist SNAP recipients gain work-related experience and skills training that will increase their ability to obtain suitable employment.

Scope of Services:

- **Able-Bodied Adult Without Dependents (ABAWD)**

SNAP applicants and recipients identified by the Family Assistance Administration (FAA) as ABAWD are limited to receiving SNAP benefits for any three months within a 36-month period. ABAWDs that do not meet an exemption for work registration or participation may be required to participate in allowable employment and training components identified by SNAP E&T as a condition of SNAP eligibility. ABAWDs may utilize SNAP E&T services for assistance in meeting the work requirement by:

- Working 20 hours a week averaged monthly;
- Participating 20 hours a week averaged monthly in allowable components; Participating in community service/workfare activities for the equivalent of the household's monthly SNAP benefit amount divided

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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 a week averaged monthly in a program under:
 - The Workforce Innovation and Opportunity Act (WIOA);
 - The Trade Act; or
 - E&T programs for veterans operated by the Department of Labor or the Department of Veteran’s Affairs.

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

• **Mandatory Case Management:**

A strong comprehensive intake assessment is required for SNAP E&T staff to collect important participant information that helps develop a plan for success and inform which allowable activity will be assigned. SNAP E&T staff and contractors complete an employability assessment with each participant to determine an individual’s readiness for employment, which includes but is not limited to:

- Applied academic skills;
- Interpersonal skills;
- Critical thinking skills;
- Communication skills; and
- Barriers to work.

A job skills assessment may be a piece of the employability assessment to determine whether an individual has the appropriate skills for a specific job.

SNAP E&T staff and contractors create an

Section C: Arizona SNAP E&T Program, Operations, and Policy Overview

individualized service plan (ISP) by gathering information during the assessment through conversation and interaction with the participant. SNAP E&T staff refer to their ISP as an Employment and Career Development Plan (ECDP). The ISP/ECDP is an agreement between the participant and SNAP E&T staff or contractor regarding the actions and responsibilities of both parties. The ISP/ECDP includes incremental steps to assist participants overcome all identified career barriers and support the participant's strengths and goals. SNAP E&T staff and contractors are required to review the ISP/ECDP with the participant regularly and revise the plan as the participant progresses through SNAP E&T or as circumstances change.

For opt-in or voluntary participants, a participant acknowledgment is documented that clearly indicates the individual understands their participation is voluntary and their lack of participation in such will not negatively impact their SNAP benefits.

- **Advising Households of Available Employment and Training Service:**

SNAP recipients living within the Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN) and SNAP E&T service delivery areas are notified of the availability of program services offered through a variety of outreach strategies. These can include:

- Post card campaigns;
- Interactive Voice Response (IVR) hold messages;
- Videos;
- Telephonic; and
- Written notification.

SNAP recipients may contact any contractor for services.

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Administrative Structure of Program:

The DES Division of Benefits and Medical Eligibility (DBME) determines eligibility for SNAP benefits. DBME staff identify and refer E&T SNAP applicants/recipients who do not meet a federal or state-defined exemption. An automated interface between the DBME Arizona Technical Eligibility Computer System (AZTECS) and the DERS Jobs Automated System (JAS) is used to facilitate services to SNAP recipients. Within DES, DERS administers the SNAP E&T. Maricopa, Pima, and Yavapai counties are mandatory counties. All other counties are exempt.

Arizona's SNAP E&T provides employment readiness services to eligible SNAP recipients. Services are provided through two avenues:

- SNAP E&T administered by state employees; and
- The SNAP CAN administered by third party contractors.

Both programs are dedicated to connecting program participants to the tools and resources they need to overcome barriers and obtain employment. Services provided to program participants include, but are not limited to, job search, vocational training, education, and support services.

- **SNAP E&T**

SNAP E&T staff play a pivotal role in ensuring client success. A critical responsibility for SNAP E&T staff is to assist the participant in identifying and navigating available resources to meet their needs. SNAP E&T 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 accomplished by continuing to

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test strategies on a small-scale pilot which includes testing virtual supervised job search.

- **SNAP CAN**

SNAP CAN partners consist of local community-based organizations contracted to deliver allowable employment and training services to participants who opt in. DES uses a third-party reimbursement model to fund SNAP CAN that 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 SNAP E&T 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. Of the 50 percent reimbursement, DES applies a five percent monitoring fee to administer SNAP E& T and directs the remaining balance of 45 percent back to the contractor(s) that provided the original activities for which reimbursement was claimed.

Participation in SNAP CAN is voluntary for participants and they are not disqualified when they cease to partake. Individuals 16 years of age and older receiving SNAP benefits, or those determined eligible for such assistance prior to enrollment, may participate in SNAP CAN. Arizona will continue to grow SNAP CAN through:

- Continuing a targeted outreach campaign to engage SNAP recipients eligible for program services.
- Outreach to SNAP CAN providers within the existing budget provided to build capacity.

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II. Program Changes

- New initiatives
- Significant changes in State policy or funding

New Initiatives:

- SNAP E&T staff will be cross training employment service and reentry staff in select offices across the state to serve identified high SNAP populations. These staff members will time-charge SNAP E&T when providing services to SNAP clients. This will allow Arizona to increase access points for SNAP clients and to reach more clients.
- SNAP E&T will co-enroll SNAP recipients in the SNAP CAN program. The contractor or participant will not be reimbursed for duplicated service(s). A duplicate service occurs when a contractor or SNAP E&T staff provide the same activity and/or service to a shared participant within the same calendar month. This is not the same as co-enrollment, which occurs when a contractor and SNAP E&T staff share the same participant within the same calendar month, but each provide a different activity and/or service. At times, a participant may need services that SNAP E&T does not provide. When this occurs, SNAP E&T staff may refer the participant accordingly.
- SNAP CAN partners have been partnering with Health-e-Arizona Plus (HEAplus) to become approved sites to help Arizonans apply online for AHCCCS Health Insurance, Nutrition Assistance (formerly Food Stamps) and TANF Cash Assistance. Application assistors from these organizations complete HEAplus applications during an interactive interview with the customer. The customer only needs to sign the application at the end. With approved access to electronic data sources, HEAplus is often able to verify much of the information that is needed for an eligibility decision. When electronic sources do not verify all information needed, assistors can help customers submit documents to their HEAplus application electronically. Assistors can track the progress of the application and help their customers throughout the application process. In turn, this allows SNAP CAN partners to eliminate barriers for clients and develop an individualized plan of care to ensure clients maintain participation in workforce activities.
- Allowable participant reimbursements have been expanded to include:

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- Identification and fees: Testing and standard fees are allowable if required for offered employment. This includes, but is not limited to, driver’s licenses and birth certificates. Reimbursement will not be authorized for any penalties or debts.
- Transportation: In the event no other good public transit option is available or under special circumstances (i.e. human trafficking victims), other forms of transportation are allowable for employment and training activities, which includes but is not limited to, ridesharing services such as Uber and Lyft.
- Transportation related expenses: Bicycles are allowable if required for offered employment. This includes, but is not limited to, purchasing or repairs.
- Cell phone service: Telephone cards or minutes are allowable if required for pending offered employment. Reimbursement will not be authorized for any penalties, debts, or the purchase of a phone.

Significant Changes in State Policy or Funding:

In response to the passage of the Agricultural Improvement Act of 2018 (the Act), P.L. 115-334, and in line with guidance received from FNS, SNAP E&T staff are implementing the Act’s provisions in the following ways:

- Consultation with Employers – see Section C. IV.
- Case Management – see Section C. I.
- Supervised Job Search – see Section E.
- Job Retention Programs – see Section E.
- Apprenticeships – see Section E.

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- III. Workforce Development System**
- General description
 - In-demand and emerging industries and occupations
 - Connection to SNAP E&T, components offered through such system, career pathways, and credentials available

General Description:

Arizona’s workforce development system is known as ARIZONA@WORK, which provides comprehensive statewide and locally based workforce solutions for job seekers and employers. ARIZONA@WORK is a large umbrella encompassing state, tribal, county, city, and community programs. Strategic direction for the ARIZONA@WORK system is set by the Workforce Arizona Council, and aligned locally by twelve Local Workforce Development Boards (LWDB). The work of the Council and LWDBs is driven by the needs of businesses and how to meet those needs.

This system also includes:

- DES, which oversees three of the core WIOA programs, Title I-B (Adult, Dislocated Worker, and Youth), Title III (Wagner-Peyser), and Title IV (Vocational Rehabilitation);
- The Arizona Commerce Authority and the Arizona Office of Economic Opportunity (OEO);
- The Arizona Department of Education (ADE), which oversees Title II (Adult Education and Literacy); and
- An array of partners in the ARIZONA@WORK system.

ARIZONA@WORK is charged with enhancing the range and quality of workforce development services available to job seekers and businesses through a coordinated approach among partner agencies. ARIZONA@WORK is a collaborative effort among education, business, public agencies, and community-based organizations to provide services to job seekers and employers. Businesses can access a range of services, including labor market information, assistance with hiring qualified workers, and apprenticeship opportunities. Individuals can access a broad range of employment and training-related services at a single point of entry.

ARIZONA@WORK Job Centers provide access to services of the WIOA core programs and other required partners. Physical ARIZONA@WORK Job Centers and affiliated sites are supplemented by virtual access through the AZ Job Connection (AJC) website at www.azjobconnection.gov.

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LWDBs are a public and private partnership within 12 local workforce areas with over 40 local offices all working together as one system, ARIZONA@WORK, and all sharing one mission: providing innovative workforce solutions to employers and job seekers. A complete directory of locations is posted at: <https://arizonaatwork.com/locations>, and includes three types of Job Centers:

- Comprehensive ARIZONA@WORK Job Center: Access to all ARIZONA@WORK required services for employers and job seekers, which include WIOA core programs and other required partners.
- ARIZONA@WORK Specialized Center: Programs available to address specific needs and demographics which may include vocational rehabilitation, reentry, educational, youth services, and more.
- ARIZONA@WORK Affiliate Site: One or more ARIZONA@WORK services provided in a community or social service office.

In-Demand and Emerging Industries and Occupations:

Arizona’s current Unified Workforce Development Plan identifies the following in-demand industries:

- Health care and social assistance
- Construction
- Finance and insurance
- Manufacturing
- Retail trade
- Professional, scientific, and technical services
- Information
- Transportation and warehousing

In addition, employers and job seekers can search their geographic area to explore in-demand industries in their selected area.

Connection to SNAP E&T, components offered through such system, career pathways, and credentials available:

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

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Vocational Rehabilitation.

The Workforce Arizona 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>.

SNAP E&T is part of the ARIZONA@WORK infrastructure and all components under SNAP E&T are accessible and offered to all workforce development programming. WIOA Title I-B gives priority to individuals receiving public assistance including SNAP recipients. As part of the comprehensive assessment, SNAP recipients are evaluated for co-enrollment with WIOA Title I-B. Through Title I-B, a SNAP E&T recipient may receive career and training services focusing on the in-demand industries and occupations.

ARIZONA@WORK partners and key stakeholders evaluate and build upon the work already accomplished in Arizona. Partners recognize the need for specific strategies to recruit Out-of-School youth, persons with disabilities, individuals with Limited English Proficient (LEP), individuals who are basic skills deficient, low-income individuals, and other populations with barriers to employment including SNAP recipients.

Arizona collaborates with employers and employer organizations in pursuit of immediate impact for long term and systematic change. SNAP E&T staff and contractors connect education with employment by partnering with employers to determine their needs and bringing together job seekers to fill open positions. More importantly, program staff and contractors are helping clients find a career – not just a job – by focusing on high-growth fields such as health care and technology that will allow them to be fully self-sufficient. Available credentials may include: ServSafe Manager Certification, ALLDATA Training Garage Certification, Cisco Certifications, and degrees in a high demand occupation discipline based on Science, Technology, Engineering and Mathematics (STEM) competencies.

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IV. Other Employment Programs

- TANF, General Assistance, etc.
- Coordination efforts, if applicable

TANF, General Assistance, etc.:

DERS Employment Programs:

- **Reentry Services** – When Governor Doug Ducey set out to reduce recidivism in Arizona, he tasked DES and the Arizona Department of Corrections (ADC) to collaborate and bring comprehensive support services to inmates nearing release who were most likely to recidivate. In March 2017, the state’s first Second Chance Centers opened to provide inmates with a 10-week program designed to prepare them for reentry in our communities and workforce. Today, in addition to the state’s three Second Chance Centers, reentry employment services are also available post-release in the Native Health Central Office, parole offices, reentry centers, and DES and ARIZONA@WORK offices throughout the state. SNAP E&T participation is assessed for those seeking employment services outside of résumé assistance, interview preparation, and job search assistance.
- **Temporary Assistance for Needy Families (TANF) Jobs Program** – Serves individuals subject to the work provisions of TANF. SNAP E&T participation is reassessed for those in the Jobs Program when TANF eligibility ceases, or when the participant becomes exempt or disqualified from TANF.
- **Trade Adjustment Assistance (TAA) Program** – Assists workers who are unemployed due to an increase in imports from or production shifts to foreign countries.
- **Vocational Rehabilitation Services** – The Vocational Rehabilitation Program provides services and supports in order to assist persons with disabilities to meet their employment goals.
- **Apprenticeship** – Apprentices earn a salary while learning their craft. An apprenticeship combines on-the-job-training experience with related classroom instruction. Graduates who successfully complete their apprenticeship training will receive nationally recognized completion certificates.

Coordination Efforts, If Applicable:

DERS provides employment and training services to clients seeking new jobs, better jobs, or first jobs. DERS also assists

	<p>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 can 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 listed above. This facilitates strong collaboration efforts and prevention of duplication of effort. Through the Arizona Management System, regularly scheduled reflection meetings are held to enable DERS programs to share roadblocks, identify gaps that can be supplemented by another program, and coordinate employment-related services. SNAP E&T refers to other DERS' employment programs to meet specific clients' needs such as disability accommodation, assessments, or job development for background friendly employers.</p>
<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • <u>Description of consultation efforts</u> • <u>Services available through SNAP E&T</u> 	<p><u>Description of Consultation Efforts:</u></p> <p>Arizona remains diligent in its efforts to collaborate and discuss the continued improvement of SNAP E&T services and supports to the tribes of Arizona. 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>DES facilitates meetings or tribal consultations with Arizona's tribal leaders. Tribal consultations allow DES and tribal leaders to share information to assist in addressing the needs of Arizona's 22 distinct Tribal Nations and ensure that communication between all respective parties are direct and continuous.</p> <p>As part of the annual SNAP E&T state planning process, the DES Office of Tribal Relations Manager schedules a Tribal Consultation. During the Tribal Consultation, the DERS Tribal Liaison and DBME Tribal Liaison present an overview of SNAP E&T. A copy of the current SNAP E&T State Plan is circulated among the attendees, and Tribal Leaders are invited to ask questions and offer any</p>

	<p>immediate feedback regarding information that may impact their tribes. Additionally, the DERS and DBME representatives confirm that tribal leaders will receive assistance from DES and guidance from designated FNS representatives should they wish to pursue SNAP E & T initiatives within their tribal lands.</p> <p>Information provided during the Tribal Consultation includes the opportunity for tribes to implement SNAP E&T on tribal lands with assistance and guidance from FNS. Information also addresses portions of the State Plan that pertain to any special needs of the tribes and how services may currently be provided statewide through current practices of SNAP E&T and through SNAP CAN.</p> <p><u>Services Available through SNAP E&T:</u></p> <p>Tribal members who apply for or are receiving SNAP benefits and reside off-reservation within Maricopa, Pima, and Yavapai Counties are subject to SNAP E&T requirements outlined in the State Plan.</p> <p>Tribal members who reside on- or off-reservation may also opt in as voluntary participants for SNAP E&T or SNAP CAN and receive the benefits and services outlined in this State Plan with no penalty for not participating.</p> <p>Tribal organizations that choose to provide employment and training services through SNAP E&T have the opportunity to be reimbursed by FNS at 75 percent for the services they would provide.</p>
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<p>VI. State Options</p> <ul style="list-style-type: none"> Select options the State is applying 	<ul style="list-style-type: none"> ✓ Serving applicants ✓ Serving zero-benefit households ✓ Serving mandatory participants only ✓ Serving mandatory and voluntary participants ✓ 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 SNAP E&T 	<p>DBME and DERS are the two divisions within DES that collaborate to implement SNAP E&T services. DBME staff determine SNAP eligibility, screen all SNAP applicants/recipients for work registration, and refer SNAP recipients to SNAP E&T. DERS staff administer SNAP 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 keyed 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 SNAP 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 <i>(if applicable)</i></p> <ul style="list-style-type: none"> • Procedures for conciliation • Length 	<p>A mandatory participant who fails or refuses to comply with the participation requirements may be subject to disqualification. For a mandatory participant to avoid disqualification:</p> <ul style="list-style-type: none"> • Either good cause must be established; or • The participant must attend a “last chance” appointment, work with SNAP E&T staff to develop an ECDP, and meet the participation requirements for five days. <p>Procedures are outlined within the SNAP E&T Policy Manual, Section 600 - <i>Noncompliance with Program Requirements</i>.</p>
<p>IX. Disqualification Policy</p> <ul style="list-style-type: none"> • <u>Length of disqualification period</u> • <u>Sanction applies to individual or entire household</u> 	<p><u>Length of Disqualification Period:</u></p> <p>First Occurrence: One month Second Occurrence: Three months Third and Subsequent Occurrences: Six months</p> <p><u>Sanction Applies to Individual or Entire Household:</u></p> <p>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 processes are coordinated between DBME and DERS and described in the <i>SNAP E&T Policy Manual</i>, Section 600 - <i>Noncompliance with the Program</i> requirements; and the <i>FAA Cash and Nutrition Assistance Policy Manual</i>, section FAA5.A.08 - <i>Work Registration SNAP E&T Disqualification Process</i>.</p> <p>SNAP CAN participants and those categorized as ‘Registered and Referred’ who opt in are not subject to disqualification for failure to comply with program requirements.</p>

<p>X. Participant Reimbursements</p> <ul style="list-style-type: none"> • <u>List all participant reimbursements</u> (or link to State policy/handbook) • <u>Reimbursement cap</u> • <u>Payment method (in advance or as reimbursement)</u> 	<p><u>List All Participant Reimbursements:</u></p> <p>Arizona has approved sufficient funding for transportation and non-transportation related expenses for State Fiscal Year (SFY) July 1, 2019, through June 30, 2020.</p> <p>Contractors and participants are reimbursed for expenses up to the amount established by the State that are reasonably necessary and directly related to participation in program components.</p> <p>SNAP E&T 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) sent through the mail. Some expenses as identified below may be authorized in advance.</p> <p>Prior to payment, documentation must be presented. When payment is issued as an advance, the participant must return the 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 and/or provider for any costs exceeding the authorized amount.</p> <ul style="list-style-type: none"> • Transportation-Related Expenses (TRE) – Assists SNAP E&T and SNAP CAN participants with transportation-related expenses incurred as a result of participating in allowable activities. • Non-Transportation-Related Expenses (Non-TRE) – Provided to participants for participation in program activities or to accept and maintain employment. Examples of Non-TRE may include: <ul style="list-style-type: none"> ○ Books and/or training manuals; ○ Background checks; ○ Clothing for job interviews; ○ Course registration fees; ○ Driver license fees; ○ Drug test fees; ○ Fingerprinting; and ○ Test fees (e.g., GED/HSE, Tuberculosis, etc.). • Dependent Care - Designated SNAP CAN contractors are reimbursed for services rendered to SNAP CAN
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	<p>participants in need of dependent care to participate in program components.</p> <p><u>Reimbursement Cap:</u></p> <ul style="list-style-type: none">• TRE are limited to \$100 per participant per every four-week period of participation.<ul style="list-style-type: none">○ The participant does not receive TRE payments if another program provides for the expense, including transportation expenses covered by student financial aid.○ The participant is responsible for reimbursing the program if funds are used for unauthorized expenses or if the participant does not return the itemized merchant and/or provider receipt(s).• Non-TRE:<ul style="list-style-type: none">○ SNAP E&T Staff – Non-TRE is limited to \$150 per participant in a Federal Fiscal Year (FFY).<ul style="list-style-type: none">▪ SNAP E&T staff may reimburse Non-TRE to the participant or issue payment in advance.▪ Payments can be authorized on more than one occasion if the combined authorizations do not exceed the FFY limit.○ SNAP CAN Staff – Expenses are limited to \$100 per participant in a four-week period.<ul style="list-style-type: none">▪ Payments can be authorized on more than one occasion if the combined authorizations do not exceed the FFY limit.• Dependent Care – Reimbursement is limited to \$100 per SNAP CAN participant per every four-week period. <p><u>Payment Method:</u></p> <p>SNAP E&T 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) sent through the mail. Some expenses as identified below may be authorized in advance.</p> <p>Contractors are reimbursed for allowable participant reimbursements provided to SNAP CAN participants through the monthly invoicing process. Contractors track all services provided using the Participant Activity Spreadsheet (PAS). The PAS is a DES-approved document the contractor uses</p>
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	<p>to record specific information on each participant served during each calendar month. In addition, contractors keep records of receipts in the participant case records.</p>
<p>XI. Work Registrant Data</p> <ul style="list-style-type: none"> • Methodology used to count work registrants 	<p><i>Work registrants who are SNAP participants ages 16 through 59 with the following categories:</i></p> <ul style="list-style-type: none"> • Geographic Location • Temporary Laid 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 needs child care to participate in SNAP E&T • Registered and Referred <p>Note: SNAP recipients that are 16 or 17 years of age are work registrants when they are:</p> <ul style="list-style-type: none"> ○ The head of household; ○ Attending an educational activity at least half-time, as designated by the school; or ○ Enrolled in an employment training program on at least a half-time basis. <p>The total work registrants for FFY 2020 are calculated by adding the estimated number of September 2019 work registrants to the estimate of new work registrants only from October 2019 through September 2020 (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>SNAP E&T Component Detail</i>.</p> <p>DERS uses the State New Hire Directory, the Unemployment Insurance cross-wage match, AZTECS, AJC, and JAS to retrieve relevant data for the national reporting measures, SNAP E&T component reporting measures, and all applicable characteristics for SNAP E&T participants. This match is completed a minimum of six months after the completion of SNAP E&T component and shows the quarterly wages of the client, percentage of participants employed, and median quarterly wages of those employed.</p> <p>For participants who complete basic education in the education and/or training component, JAS ID numbers are used to review participants' case records in JAS. The education information, entered on the Client Profile screen upon entering SNAP E&T, is matched against the data collected upon exit from SNAP E&T. 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.</p> <p>DERS and DBME run reports in JAS and/or AZTECS to obtain the number of all SNAP E&T participants that:</p> <ul style="list-style-type: none">• Are voluntary or mandatory (DBME uses the SYSOUT Archival and Retrieving System (SARS) reports generated from AZTECS to measure voluntary vs. mandatory compliance);• Have achieved a high school diploma or General Equivalency Diploma (GED) prior to being provided with SNAP E&T services;• Are or are not ABAWD;• Speak English as a second language;• Are male or female; and• Are within each of the following age ranges:<ul style="list-style-type: none">o 16-17o 18-35o 36-49o 50-59o 60 or older
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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 2020. 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: SNAP E&T Component Detail

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

Non-Education, Non-Work Components

Supervised Job Search					
Description	<p>Job Search is an intensive, structured component in which participants actively seek employment. Activities include:</p> <ul style="list-style-type: none"> • Identifying employment opportunities; • Applying for employment; • Attending job fairs; and • Participating in job clubs where participants share experiences, successes, job leads, and referrals. <p>Participants are encouraged to register in AJC. Supervised Job Search is conducted at ARIZONA@WORK Job Centers and community agencies. Activities at these locations are supervised by site staff. Participants sign in when attending activities or obtain a site monitor signature on their activity report.</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.	1,090	\$89,800	DES and DES Partners	The percentage and number of program participants who received SNAP E&T 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:</p> <ul style="list-style-type: none"> • Career exploration and planning; • Work ethics; • Personal appearance; • Résumé preparation; • Job search techniques; and • Other work-related activities. <p>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 encouraged to register in AJC.</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.	3,632	\$299,300	DES and DES Partners	The percentage and number of program participants who received SNAP E&T services

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

Job Retention Services					
Description	<p>Job Retention services are provided for a minimum of 30 days up to not more than 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 but are not limited to case management and reimbursement for job-related expenses that are necessary to retain employment includes, but not limited to:</p> <ul style="list-style-type: none"> • 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. 				
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 SNAP E&T.	564	\$46,500	DES and DES Partners	The percentage and number of program participants who received SNAP E&T 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:</p> <ul style="list-style-type: none"> • General Education Development (GED); • Remedial Education; and • English for Speakers of Other Languages (ESOL). <p>One hundred percent of SNAP E&T funds may be used to create and/or expand a program component, or to pay for costs associated with an education program. SNAP E&T 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-SNAP E&T 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.	180	\$14,900	DES and DES Partners	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, SNAP 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 SNAP E&T funds may be used to create and/or expand a program component, or to pay for the costs associated with an education program. SNAP 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-SNAP E&T 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.	681	\$56,100	DES and DES Partners	The percentage and number of program participants who received SNAP E&T 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.	255	\$21,000	DES and DES Partners	The percentage and number of program participants who received SNAP E&T 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.	388	\$32,000	DES and DES Partners	The percentage and number of program participants who received SNAP E&T 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):	270,961
II. Estimated Number of Work Registrants Exempt from SNAP E&T	197,206
State option exemption categories and the number of work registrants expected to be included in each during the Federal FY 2020, are outlined as follows:	
1. Geographical Location <ul style="list-style-type: none"> • Areas outside of SNAP E&T coverage (Maricopa, Pima and Yavapai counties). 	107,053
2. Temporary Laid Off (60 days or less)	398
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"> o A supervised shelter designed to provide temporary shelter to homeless persons, o A half-way house or similar institution that provides temporary residence, o A rent fee accommodation in the residence of another person for not more than 90 days, and o A place not designed, or ordinarily used for sleeping, this includes but is not limited to a car, bust station, hallway, park, sidewalk etc. 	77,367
4. Pregnancy (second or third trimester)	2,716
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. 	9,293
6. Age 55 through 59 and participating in the Senior Community Service Employment Program (SCSEP)	205

<p>7. Has a dependent child age 13 and under, and needs child-care to participate in the SNAP E&T</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 SNAP E&T. Volunteers are not subject to sanction for failure to comply with the 20-hour program requirement.</p>	174
<p>III. Percent of all work registrants exempt from SNAP E&T (line II/line I)</p>	72.78%
<p>IV. Anticipated number of mandatory SNAP E&T participants (line I – line II)</p>	73,755
<p>V. Anticipated number of voluntary SNAP E&T participants</p>	1,000
<p>VI. Anticipated number of ABAWDs in the State during the Federal FY 2020</p>	151,687
<p>VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY 2020</p>	114,107
<p>VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY 2020</p>	648
<p>IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI) (lines VII+VIII)</p>	34,925

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	\$4,480,000	\$340,000	\$4,820,000	Various

* For each partner/contractor that receives more than 10 percent of the SNAP 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, 2019	End	September 30, 2020
Description of Activities/Services	<p>Culinary Program: The program gives training to those seeking restaurant employment.</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>			

Section I: Operating Budget and Budget Narrative

I. Direct Costs:	State Cost	Federal Cost	Total Cost
a) Salary/Wages	\$0	\$1,145,000	\$1,145,000
b) Fringe Benefits* Approved Fringe Benefit Rate Used: 50.68%	\$0	\$581,000	\$581,000
c) Contractual Costs (Admin Only)	\$2,240,000	\$2,240,000	\$4,480,000
d) Non-capital Equipment and Supplies	\$0	\$135,000	\$135,000
e) Materials	\$0	\$5,000	\$5,000
f) Travel	\$0	\$2,000	\$2,000
g) Building/Space	\$0	\$102,000	\$102,000
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0
Total Direct Costs	\$2,240,000	\$4,210,000	\$6,450,000
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)	\$2,240,000	\$4,478,000	\$6,718,000
<i>100% Federal E&T Grant</i>		\$2,238,000	\$2,238,000
<i>50% Additional Administrative Expenditure</i>	\$2,240,000	\$2,240,000	\$4,480,000
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)	\$350,000	\$350,000	\$700,000
c) State Agency Cost for Dependent Care Services	\$0	\$0	\$0
Total 50 percent Participant Reimbursement Expenses	\$390,000	\$390,000	\$780,000
V. Total Costs	\$2,630,000	\$4,868,000	\$7,498,000

* Indicates approved rates at the time of submission.

Section J: Budget Narrative and Justification Section

Item	Narrative																																																																																				
I. Direct Costs:																																																																																					
a) Salary/Wages	<p>Salary/Wages are based on average Full Time Employee (FTE) hours for each individual position and the average pay per each individual position.</p> <table border="1" data-bbox="488 506 1398 1251"> <thead> <tr> <th>Position</th> <th>Wage</th> <th>FTE</th> <th>Salary</th> </tr> </thead> <tbody> <tr><td>ADMV SVCS OFFCR 1</td><td>\$24.51</td><td>0.33</td><td>\$16,800</td></tr> <tr><td>ADMV SVCS OFFCR 2</td><td>\$29.19</td><td>0.25</td><td>\$15,200</td></tr> <tr><td>AUDITOR 2</td><td>\$18.74</td><td>1.00</td><td>\$39,000</td></tr> <tr><td>BUSINESS ANALYSIS SPV</td><td>\$36.16</td><td>0.25</td><td>\$18,800</td></tr> <tr><td>BUSINESS ANALYSIS SR MGR</td><td>\$42.69</td><td>0.25</td><td>\$22,200</td></tr> <tr><td>BUSINESS ANALYST</td><td>\$25.71</td><td>0.40</td><td>\$21,400</td></tr> <tr><td>BUSINESS ANALYST SR</td><td>\$31.25</td><td>1.20</td><td>\$78,000</td></tr> <tr><td>CONTRACTS MGT SPCT 3</td><td>\$27.14</td><td>0.30</td><td>\$16,900</td></tr> <tr><td>DIST PROG MGR 1</td><td>\$26.44</td><td>1.00</td><td>\$55,000</td></tr> <tr><td>EMPMT CNSLR 2</td><td>\$19.23</td><td>3.00</td><td>\$120,000</td></tr> <tr><td>EXEC ASST</td><td>\$27.16</td><td>0.30</td><td>\$16,900</td></tr> <tr><td>HELP DESK ANALYST</td><td>\$15.56</td><td>0.20</td><td>\$6,500</td></tr> <tr><td>HUMAN SVCS PROG DVMT SPCT</td><td>\$21.00</td><td>0.20</td><td>\$8,700</td></tr> <tr><td>PROG PROJ SPCT 2</td><td>\$22.30</td><td>1.00</td><td>\$46,400</td></tr> <tr><td>PROG SVC EVALR 3</td><td>\$14.60</td><td>18.0</td><td>\$546,500</td></tr> <tr><td>PROG SVC EVALR 4</td><td>\$18.12</td><td>1.50</td><td>\$56,500</td></tr> <tr><td>PROG SVC EVALR 5</td><td>\$24.28</td><td>1.00</td><td>\$50,500</td></tr> <tr><td>QA MGR</td><td>\$20.00</td><td>0.13</td><td>\$5,400</td></tr> <tr><td>TRNG OFFCR 1</td><td>\$20.52</td><td>0.10</td><td>\$4,300</td></tr> <tr> <td>Total</td> <td></td> <td>30.4</td> <td>\$1,145,000</td> </tr> </tbody> </table>	Position	Wage	FTE	Salary	ADMV SVCS OFFCR 1	\$24.51	0.33	\$16,800	ADMV SVCS OFFCR 2	\$29.19	0.25	\$15,200	AUDITOR 2	\$18.74	1.00	\$39,000	BUSINESS ANALYSIS SPV	\$36.16	0.25	\$18,800	BUSINESS ANALYSIS SR MGR	\$42.69	0.25	\$22,200	BUSINESS ANALYST	\$25.71	0.40	\$21,400	BUSINESS ANALYST SR	\$31.25	1.20	\$78,000	CONTRACTS MGT SPCT 3	\$27.14	0.30	\$16,900	DIST PROG MGR 1	\$26.44	1.00	\$55,000	EMPMT CNSLR 2	\$19.23	3.00	\$120,000	EXEC ASST	\$27.16	0.30	\$16,900	HELP DESK ANALYST	\$15.56	0.20	\$6,500	HUMAN SVCS PROG DVMT SPCT	\$21.00	0.20	\$8,700	PROG PROJ SPCT 2	\$22.30	1.00	\$46,400	PROG SVC EVALR 3	\$14.60	18.0	\$546,500	PROG SVC EVALR 4	\$18.12	1.50	\$56,500	PROG SVC EVALR 5	\$24.28	1.00	\$50,500	QA MGR	\$20.00	0.13	\$5,400	TRNG OFFCR 1	\$20.52	0.10	\$4,300	Total		30.4	\$1,145,000
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DIST PROG MGR 1	\$26.44	1.00	\$55,000																																																																																		
EMPMT CNSLR 2	\$19.23	3.00	\$120,000																																																																																		
EXEC ASST	\$27.16	0.30	\$16,900																																																																																		
HELP DESK ANALYST	\$15.56	0.20	\$6,500																																																																																		
HUMAN SVCS PROG DVMT SPCT	\$21.00	0.20	\$8,700																																																																																		
PROG PROJ SPCT 2	\$22.30	1.00	\$46,400																																																																																		
PROG SVC EVALR 3	\$14.60	18.0	\$546,500																																																																																		
PROG SVC EVALR 4	\$18.12	1.50	\$56,500																																																																																		
PROG SVC EVALR 5	\$24.28	1.00	\$50,500																																																																																		
QA MGR	\$20.00	0.13	\$5,400																																																																																		
TRNG OFFCR 1	\$20.52	0.10	\$4,300																																																																																		
Total		30.4	\$1,145,000																																																																																		
b) Fringe Benefits* Approved Fringe Benefit Rate Used: 50.68%	A direct allocation method is used. The Fringe Benefits rate for the SNAP E&T staff is estimated to be 50.68 percent during FFY 2020. 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, and Language Line services.																																																																																				
e) Materials	This cost is based on budget availability for marketing materials to be distributed to SNAP E&T 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 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></p> <p>SNAP E&T Office Space 1,701 sq. ft. SNAP E&T Share of Common Area 1,286.47 sq. ft. Total 2,987.47 sq. ft. \$17.06 a square foot or annual cost of \$50,966.24</p> <p><u>Mesa, AZ</u></p> <p>SNAP E&T Office Space 3,072.31 sq. ft. SNAP 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 FFY 2020.</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>

<p>b) Transportation & Other Costs</p>	<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-TRE that are reasonably necessary to participate in program activities or to accept and maintain employment are limited to \$150 per participant in the FFY and must be directly related to a SNAP E&T activity or required for a job.</p> <p>Reimbursement for TRE and Non-TRE related expenses is provided to designated SNAP CAN contractors for expenses incurred and are limited to \$100 per participant, per every four-week period.</p>
<p>c) State Agency Cost for Dependent Care Services</p>	<p>None</p>

* Fringe benefits= indicates approved rates at the time of submission.