

ARIZONA

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

Federal Fiscal Year 2018

8/11/2017

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Department of Economic Security
FFY 2018
08/11/2017

Section A: Cover Page and Authorized Signatures

State: Arizona

State Agency: Department of Economic Security

Federal FY: 2018

Date: 08/10/17

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

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<p>Section B: Assurance Statements</p> <p><i>Check box at right to indicate you have read and understand each statement.</i></p> <p>I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.</p>	<input type="checkbox"/>
<p>II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.</p>	<input type="checkbox"/>
<p>III. State education costs will not be supplanted with federal E&T funds.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.</p>	<input type="checkbox"/>
<p>VII. Contracts are procured through appropriate procedures governed by State procurement regulations.</p>	<input type="checkbox"/>
<p>VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.</p>	<input type="checkbox"/>
<p>IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.</p>	<input type="checkbox"/>
<p>X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.</p>	<input type="checkbox"/>
<p>XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the Indian Tribal Organization (ITO); if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)</p>	<input 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
AZTECS	Arizona Technical Eligibility Computer System
ADES	Arizona Department of Economic Security
DBME	Division of Benefits and Medical Eligibility
DERS	Division of Employment and Rehabilitation Services
E&T	Employment and Training
FAA	Family Assistance Administration
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
JAS	Jobs Automated System
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
WA	Workforce Administration

<p>Section C: State E&T Program, Operations and Policy Overview</p> <p>I. Summary of the SNAP 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 (ADES) is the administrative and fiscal agent responsible for the SNA E&T Program. ADES' mission is to make Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need and care for the vulnerable. The Division of Employment and Rehabilitation Services, Workforce Administration (DERS/WA) within ADES administers the SNA E&T Program, currently operated in Maricopa, Pima and Yavapai Counties.</p> <p>The ADES Division of Benefits and Medical Eligibility, Family Assistance Administration (DBME/FAA) determines eligibility for SNAP benefits. The FAA staff identifies and refers recipients who do not meet a Federal or State defined exemption to the SNA E&T Program using an automated interface between FAA's Arizona Technical Eligibility Computer System (AZTECS) and DERS' Jobs Automated System (JAS).</p> <p>DERS administers the SNA E&T Program with specific, targeted strategies that include:</p> <ul style="list-style-type: none">• Promoting self-sufficiency;• Holding individuals accountable for complying with program requirements;• Expediting service delivery to promote early exit from SNAP;• Increasing program effectiveness and efficiency through automation and integration of services; and• Preventing fraud and abuse within the SNA E&T Program.
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These strategies help individuals achieve fundamental program objectives and are intended to increase the number of individuals employed, increase job retention and wage progression, and reduce dependency on public assistance.

The primary mechanisms supporting Arizona's SNA E&T Program are:

- Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN), formerly known as the Personal Accountability Pilot; and
- ARIZONA@WORK, Arizona's workforce development system.

SNAP CAN

Building off the knowledge from SNAP to Skills (S2S), the SNA E&T Program will be continuing the Personal Accountability Pilot and re-branding the initiative as SNAP CAN. SNAP CAN will continue to contract with community providers to offer eligible employment and training services to voluntary participants. SNAP 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 Services (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 SNA E&T Program activities. Reimbursement is only provided if allowable activities are initially paid for with non-federal funds that are not used to match other federal funds. DERS directs 45 percent of the total cost of an allowable service back to the organization that provided the original activities for which reimbursement was claimed. ADES retains 5 percent of the total cost to administer the program.

The number of participants living in pilot areas, as estimated in this Federal Fiscal Year (FFY) 2018 State Plan, are served by SNAP CAN. Participants are low-income adults already receiving SNAP benefits and those determined eligible for such assistance just prior to enrollment in the program. Final estimates of those served are stated in partner contracts.

DERS notifies SNAP recipients who live outside of zip codes served by the existing SNA E&T Program offices, but within the SNAP CAN service delivery area(s) in writing, of the availability of program services through SNAP CAN community partners. SNAP recipients engaged in services through SNAP CAN are voluntary participants. Voluntary participants are not subject to the 20-hour minimum work requirement and may participate up to 40 hours averaged per week during a month. Additional SNAP CAN expansion efforts are described in Section II. Program Changes.

ARIZONA@WORK

In addition to the SNA E&T Program, DERS is also responsible for administering other employment programs within Arizona's integrated workforce system, ARIZONA@WORK. SNA E&T Program staff are often co-located within ARIZONA@WORK Job Centers, allowing for convenient referral of clients and resource sharing.

DERS is uniquely positioned to monitor service delivery practices and examine the resources made available to participants through the current ARIZONA@WORK workforce system. This allows DERS the opportunity to continue working on new and existing strategies to align the SNA E&T Program with the current workforce system and use current labor market information. Specific details about ARIZONA@WORK are provided in Section III. Workforce Development System of this plan.

SNA E&T Program Components

Each component of the SNA E&T Program is targeted to helping participants obtain suitable unsubsidized employment. SNA E&T Program staff may arrange components in any combination without a specific sequence, which allows the participant to meet the required number of participation hours each week and move forward in accomplishing identified goals.

Currently, all 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.

	<p>Participants are required to participate in activities for an average of at least 20 hours per week averaged throughout a month. The total number of scheduled hours in activities must not exceed 30 hours per week with the exception of those involved in unsubsidized employment and court-ordered community service. For Able Bodied Adults Without Dependents (ABAWD) participants, job search and job readiness components are only acceptable when combined with another allowable SNA E&T component and must be less than half of the 20-hour requirement.</p> <p>For further information on components offered, see Section E: E&T Component Detail of this plan.</p> <p>Employment and Career Development Plan</p> <p>SNA E&T Program staff conducts 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. SNA E&T 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 the SNA E&T Program staff and the participant,• Ensures the participant meets the goal of suitable, unsubsidized employment; and• Records employment goals work components, supportive services and the signatures of SNA E&T Program staff and the participant. <p>Signatures on the ECDP identify discussion of an agreement with the goals. SNA E&T Program staff are required to review the ECDP with the participant regularly and revise the plan, as necessary, as the participant progresses through the program.</p>
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<p>II. Program Changes</p> <ul style="list-style-type: none">• New initiatives• Significant changes in State policy or funding	<p>SNAP High Performance Bonus</p> <p>SNAP provides bonus payments to State agencies that demonstrate the best or most improved performance in certain areas of program performance. Bonus payments are awarded for the lowest and most improved payment error rate, the lowest and most improved case and procedural error rate, best application processing timeliness rate, and best and most improved Program Access Index (PAI). Arizona was one of the State agencies selected to receive a bonus payment and submitted a SNAP Bonus Plan to FNS in June of 2017.</p> <p>As identified in the SNAP Bonus Plan, \$500,000.00 will be designated to the SNA E&T Program for expansion activities. Arizona will work towards accomplishing the following proposed objectives:</p> <ul style="list-style-type: none">• Restructure current personnel and hire additional program staff, as appropriate;• Develop and implement a new rebranding/marketing plan for existing Personal Accountability Pilot to SNAP CAN;• Modify/enhance the Jobs Automated System (JAS) mainframe case management system to better support case management and reporting requirements;• Increase staff resources for data collection, reporting and program evaluation. <p>A workgroup has been established to discuss potential completion dates and outline preliminary action steps. Arizona reserves the right to reassess proposed objectives at any time during implementation and will readjust as needed. However, Arizona will coordinate any major changes with FNS to ensure further compliance, as necessary.</p> <p>SNAP E&T Data Grant</p> <p>Arizona submitted an application for the SNAP E&T Data Grant (SNAP-ETDATA-2017). If awarded, Arizona will utilize grant funds as an extension of the SNAP bonus payment with the specific goal to support the development, collection, reporting analysis and use of participant outcome data. Arizona has described its intent and scope of</p>
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Department of Economic Security

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	proposed activities within the grant proposal, submitted to FNS accordingly.
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<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), ADES, Office of Economic Opportunity (OEO), 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>Partners collaborate to provide a seamless delivery system, also known as the one-stop delivery system. The system is charged with enhancing the range and quality of workforce development services available to jobseekers and businesses through a coordinated approach among partner agencies. It is a collaborative effort among education, business, public agencies, and community-based organizations to provide services to jobseekers and employers. Clients can access a broad range of employment and training-related services at a single point of entry.</p> <p>Arizona currently has 18 comprehensive ARIZONA@WORK Job Centers and 24 affiliate sites. At least one ARIZONA@WORK Job Center is located in each of twelve geographic areas, the LWDAs. These provide access to in-person services of the core programs and other required partners. Affiliate sites provide access to certain services while referring customers to other sites for additional services, as needed. Physical ARIZONA@WORK Job Centers are supplemented by virtual access through the Arizona Job Connection (AJC) website, Arizona’s web-based labor exchange, case management, and reporting system.</p> <p>ADES has been designated as the fiscal and administrative agency for three of the four core partners: Title I Adult, Dislocated Worker, and Youth Programs, Title III Wagner-Peyser Employment Service, and Title IV Vocational Rehabilitation (VR), which permits the partners to leverage resources, including ADES and ARIZONA@WORK facilities throughout the state to provide services to jobseekers, including individuals with disabilities. LWDA and Employment Service staff are present at all ARIZONA@WORK Job Centers. VR staff are available at 41 offices throughout the state. While some VR offices are</p>
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	<p>physically co-located in ARIZONA@WORK Job Centers, VR staff are available itinerantly at all ARIZONA@WORK Job Centers and some affiliate sites throughout the state. VR services are provided statewide through a network of contracted service providers.</p> <p>ADE fund Title II Adult Education services, which are provided through 24 local providers, typically in its own offices. All ARIZONA@WORK Job Centers are able to refer clients to adult education services when needed.</p> <p>The State Council oversees the efficiency, accessibility, and continuous improvement of Arizona's workforce system. Arizona's Unified Workforce Development Plan, required by the Workforce Innovation and Opportunity Act (WIOA).</p> <p>WIOA gives priority to individuals receiving public assistance, including SNA E&T Program participants. When needed, SNA E&T Program staff refer participants to the workforce development system for activities that may include job readiness, education and/or training or registered apprenticeships. As part of the WIOA implementation process, ARIZONA@WORK partners engage the SNA E&T Program in dialogue designed to exchange information and strengthen connections. This includes a more integrated referral process and verifying that program participants referred to WIOA meet necessary criteria and are prepared for WIOA training opportunities.</p> <p>Arizona continues to focus on career pathways as a key strategy of WIOA implementation. Along with key stakeholders, ARIZONA@WORK partners continue to evaluate and build upon the work already accomplished in Arizona. A workgroup formed during the creation of the WIOA State Plan developed strategies that are aligned to the Six Key Elements of Career Pathways identified in United States Department of Labor Career Pathways Toolkit. One of the strategies addresses the need to ensure that pathways include multiple entry points for both well-prepared individuals and those with barriers to employment, such as low basic skills. 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 other populations with</p>
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	<p>barriers to employment, including SNA E&T Program participants.</p>
<p>IV. Other Employment Programs</p> <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable 	<p>DERS provides employment and training services to individuals seeking new jobs, better jobs, or first jobs. DERS also assists employers with finding qualified applicants, job order postings, and evaluation of potential applicants. Through the services provided by DERS and its workforce partners, participants are able to locate and retain suitable jobs and build sustainable careers.</p> <p>DERS is responsible for the administration of a number of employment and training-related programs:</p> <ul style="list-style-type: none"> • WIOA - DERS serves as the administrative and fiscal agent for the Adult, Dislocated Worker, and Youth Programs, Vocational Rehabilitation, and the Employment Service (Wagner-Peyser) Program. • Temporary Assistance for Needy Families (TANF) Jobs Program - Individuals subject to the work provisions of TANF are served by the Jobs Program. SNA E&T Program participation is reassessed for individuals in the Jobs Program when TANF eligibility ceases or the participant becomes exempt or disqualified from TANF. • Trade Adjustment Assistance (TAA) Program - DERS administers the program, which assists workers who are unemployed due to increases in imports from, or production shifts to foreign countries. <p>SNA E&T Program staff directly deliver or arrange for delivery of job development, job referral and work activity assignments through the collaboration and referral to community resources and/or ARIZONA@WORK partners.</p>

<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • Description of consultation efforts • Services available through E&T 	<p>ADES facilitates quarterly meetings, or Tribal Consultations, with Arizona's Tribal leaders. Tribal Consultations allow ADES leadership to assess the needs of Arizona's Tribes and ensure that communication between all respective parties are open and continuous.</p> <p>As part of the annual 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 or offer any immediate feedback. Additionally, DERS confirms that Tribal leaders will receive assistance from ADES 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 their designated Tribal Liaison. If necessary, follow-up meetings may be scheduled and applicable feedback is incorporated into the 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"/> Voluntary participants only

<p>VII. Screening Process</p> <ul style="list-style-type: none">• Process for identifying whether work registrant should be referred to E&T	<p>DBME/FAA and the DERS/WA are the two administrations within ADES that collaborate to implement the SNA E&T Program. FAA staff determine SNAP eligibility, screens all SNAP applicants/recipients for work registration or state participation exemptions, and refer individuals to the SNA E&T Program accordingly. WA staff administer the SNA E&T Program and coordinate with community-based organizations to provide employment-related services.</p> <p>Eligibility and SNA E&T Program referral or exemption entries are entered by FAA staff into AZTECS, the computerized eligibility determination system for SNAP benefits. No later than one day following the SNAP benefit payment, FAA notifies WA of each referred participant via a nightly batch process between AZTECS and JAS, the WA system.</p> <p>The Arizona SNA E&T Policy Manual and the FAA Policy Manual describe the coordination and exchange of information between DBME/FAA and DERS/WA.</p>
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<p>VII. Conciliation Process (if applicable)</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. In order for a mandatory participant to avoid disqualification, either good cause must be established or the participant must attend a “last chance” appointment, work with program staff to develop an Employment and Career Development Plan (ECDP), and meet the participation requirements for five days.</p> <p>When an incident of non-compliance occurs, SNA E&T Program staff sends the participant a <i>Good Cause Request/Last Chance to Stop Disqualification Appointment</i> notice within two work days from the date the incident becomes known to the Program, as described in the <i>SNA E&T Program Policy Manual, Section 600-Noncompliance with the SNA E&T Program</i>. This notice identifies the specific information related to the incident of non-compliance and requests the participant provide verification of good cause. The notice allows the participant ten calendar days from the date the notice is mailed to provide verification of good cause and allows a participant who does not have a good cause reason, but is ready and willing to work with the program a final chance to prevent the disqualification. The notice explains that the participant must attend a “last chance” appointment, which is scheduled on the tenth calendar from the date the notice is mailed. During the appointment, an ECDP is developed and the participant must begin and continue assigned work activities for five days to prevent the disqualification.</p> <ul style="list-style-type: none">• When the participant provides verification that establishes good cause within the allotted ten calendar days, or the participant attends the last chance appointment and participates in the assigned work activities for five days, program staff sends notification that informs the participant that they will not be disqualified from receiving SNAP because either good cause has been established or they met the participation requirements to avoid the disqualification.• When the participant does not provide verification to establish good cause, or does not attend the last chance appointment, or attends the last chance appointment but does not meet the participation
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	<p>requirements to avoid a disqualification, the disqualification process is initiated.</p> <ul style="list-style-type: none">• When the participant attempts to establish good cause within the allotted ten calendar days, but verification is <i>not</i> acceptable, the <i>Failure to Establish Good Cause Reason/Appointment</i> notice is sent within two work days of the determination of good cause. This notice informs the participant that their good cause information was received but the information did not meet a good cause reason. This notice also advises the participant that because they did respond, they may be able to prevent the disqualification and invites the participant to another “last chance” to stop the disqualification appointment. The appointment is scheduled on the tenth calendar day from the date the notice is mailed. During the appointment, an ECDP is developed and the participant must begin and continue assigned work activities for five days to prevent the disqualification.<ul style="list-style-type: none">○ When the participant attends the last chance appointment identified in the <i>Failure to Establish Good Cause Reason/Appointment</i> notice and participates in the assigned work activities for five days, program staff send notification that informs the participant that they will not be disqualified from receiving SNAP because they met the participation requirements to avoid the disqualification.○ When the participant does not attend the last chance appointment identified in the <i>Failure to Establish Good Cause Reason/Appointment</i> notice, or attends the last chance appointment but does not meet the participation requirements to avoid a disqualification, the disqualification process is initiated.
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<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 without good cause, as defined at 7 CFR 273.7(i)(2) and (i)(3), with SNAP work requirements 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 is coordinated between DBME/FAA and DERS/WA and is described in the <i>SNA E&T Program Policy Manual DES, Section 600-Noncompliance with the SNA E&T Program</i> and the <i>FAA Cash and Nutrition Assistance Policy Manual, Section -FAA5.A Work Registration NA E&T Disqualification Process.</i></p>
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<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>The State of Arizona has approved sufficient funding for transportation reimbursement and non-transportation related expenses for State Fiscal Year (SFY) July 1, 2017, through June 30, 2018.</p> <p>The SNA E&T Program currently offers transportation expenses and non-transportation related expenses as supportive services to eligible program participants. SNA E&T Program staff also coordinates with local community agencies and/or faith-based organizations to support participants actively engaged in program components and assist them in addressing identified barriers.</p> <p>Transportation is provided to the participant as a reimbursement for expenses incurred and is limited to \$64 for every four-week period. Prior to reimbursement, documentation must be presented. Documentation may include hard copy or electronic receipts. The participant does not receive monetary payments for transportation if another program provides the expense, including transportation expenses covered by student financial aid.</p> <p>SNA E&T Program staff determine eligibility for the reimbursement and process the payment through JAS. Participants receive payments through an Electronic Benefit Transfer (EBT) on the Quest card issued by DBME/FAA or by warrant (check) that is sent through the mail.</p> <p>The SNA E&T Program may authorize non-transportation related expenses that are reasonably necessary to participate in SNA E&T Program activities or to accept and maintain employment. Expenses are limited to \$100 per participant in a Federal Fiscal Year (FFY) and must be directly related to an SNA E&T Program activity or required for a job. Expenses are issued as an advance, and can be authorized on more than one occasion as long as the combined authorizations do not exceed the FFY limit.</p> <p>SNA E&T Program staff determine eligibility for the expense and process the payment through JAS. Participants are issued a warrant (check) that is sent through the mail. Allowable expenses for participants include:</p> <ul style="list-style-type: none">• Books and/or training manuals• Background checks• Clothing for job interviews
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- Course registration fees
- Drug test fees
- Fingerprinting
- Test fees

Expenses cannot be authorized for any of the following:

- Student loans
- Relocation expenses
- Personal computers
- Living stipends
- Automobile purchases
- Automobile insurance and
- Automobile ownership (i.e. tags, title, license)

The participant must return the original itemized provider receipt(s) within ten business days from the date the check is mailed. The participant is responsible to pay the provider for any costs exceeding the authorized amount. The participant is also responsible to reimburse the SNA E&T Program if funds are used for non-authorized expenses, or if the participant does not return the original itemized provider receipt. Hard copy or electronic receipts are acceptable.

In accordance with 273.37(d)(4)(v) and in response to additional guidance issued by FNS in Administrative Notice 17-07, under the section Developing Exemptions from Mandatory E&T; Arizona is in the process of developing corresponding exemption policy and procedures in an effort to maintain compliance and appropriately exempt mandatory participants from the E&T program if their costs to participate exceed the \$100 per Federal Fiscal Year limit. Once complete, Arizona will make the necessary amendments to this State Plan, training manuals, and policy. The anticipated date of completion is on or before October 31, 2017.

<p>XI. Work Registrant Data</p> <ul style="list-style-type: none">• Methodology used to count work registrants	<p>AZTECS has a designated data field for coding work registrants. FAA local office staff updates the work status for each household member at the time of SNAP application and/or recertification.</p> <p>On or about November 25th of each year, AZTECS generates the annual SNA E&T Program Report (FR-150). This report provides a picture-in-time of all existing SNA E&T Program registrant household members as of October 31st for each year. JAS maintains one database for SNA E&T Program referrals and one for active SNA E&T Program participants.</p> <p>Each registrant/participant entry is compared with historical data going back to October 1st of the current FFY. Non-exempt SNA E&T Program individuals who have been certified to receive SNAP two or three times within a fiscal year are automatically excluded once their Social Security Number (SSN) is included in the work registrant count for the current FFY.</p>
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<p>XII. Outcome Reporting Data Source and Methodology</p> <ul style="list-style-type: none">• Data sources• Methodology	<p>In response to the interim final rule, <i>Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program Monitoring, Oversight and Reporting Measures</i>, Arizona has identified reporting measures for each component that serves 100 participants per year. Reporting measures are identified accordingly, within Section E: Component Detail of this plan.</p> <p>DERS uses the State New Hire Directory, Unemployment Insurance cross-wage match, AZTECS, and JAS to retrieve relevant data for the national reporting measures, SNA E&T component reporting measures and all applicable characteristics for program participants. This match is completed a minimum of six months after the completion of the component and shows the quarterly wages of the client, percent of clients employed, and average quarterly wages of those employed.</p> <p>Specifically for clients who complete basic education in the education and/or training component, the client's JAS ID number is used to review the client's case record in JAS. The education information on the Client Profile screen upon entering the SNA E&T Program is matched against the data collected upon exit from the program. This data shows the number of clients who completed an education component, the average number of completions and the average highest grade completed by clients.</p> <p>DERS and DBME run reports in JAS and/or AZTECS to obtain the number of all program participants who:</p> <ul style="list-style-type: none">• Are voluntary or mandatory;• Have achieved a high school diploma or General Equivalency Diploma (GED) prior to being provided with E&T services;• Are ABAWD or not;• Speak English as a second language;• Are male or female; and• Are within each of the following age ranges:<ul style="list-style-type: none">○ 16-17○ 18-38○ 36-49○ 50-59○ 60 or older
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<p>Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)</p> <p>I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?</p>	<p>Arizona will not pledge to offer qualifying activities to all at-risk ABAWDs for FFY 2018. Should the State's position change, an amended State plan will be submitted for FNS approval.</p>
<p>II. Information about the size & needs of ABAWD population</p>	
<p>III. The counties/areas where pledge services will be offered</p>	
<p>IV. Estimated cost to fulfill pledge</p>	
<p>V. Description of State agency capacity to serve at-risk ABAWDs</p>	
<p>VI. Management controls in place to meet pledge requirements</p>	
<p>VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements</p>	

Section E: E&T Component Detail
Non-Education, Non-Work Components

Job Search

Job Search is an intensive, structured component in which participants actively seek employment. Structured Job Search 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. All Job Search participants are required to register in AJC.

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. In situations of a weak Arizona economy, the level of effort for job search may be adjusted as appropriate. Arizona considers local unemployment rates and labor market information prior to making any changes to the job search requirement.

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.

Geographic area - Maricopa, Pima and Yavapai Counties.

Target audience (e.g., homeless, re-entry population, ABAWDS) -

Participants with a recent work history, limited barriers to employment and/or have marketable skills.

Anticipated monthly participants (unduplicated count) - 2,103

Anticipated monthly cost* - \$117,019

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

Job Readiness

Job Readiness focuses on helping participants prepare to obtain and maintain employment. Skills taught in Job Readiness include career exploration and planning, work ethics, personal appearance, résumé 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.

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.

Geographic area - Maricopa, Pima and Yavapai Counties.

Target audience (e.g., homeless, re-entry population, ABAWDS) -

Participants who need personal development and/or employment development.

Anticipated monthly participants (unduplicated count) - 201

Anticipated monthly cost* - \$11,193

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

Job Retention Services

Job Retention Services may be offered for up to 90 calendar days to SNAP CAN participants who gain employment after participating in another 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.

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.

Geographic area – Maricopa and Pima Counties.

Target audience (e.g., homeless, re-entry population, ABAWDS) - SNAP

Anticipated monthly participants (unduplicated count) - 1,264

Anticipated monthly cost* - \$70,334

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

Education Components

Basic Education

Participants may be referred to Basic Education activities that include adult basic and/or foundational skills instruction. This includes General Education Development (GED), Remedial Education and English for Speakers of Other Languages (ESOL) to meet employer requirements in the hiring process and to increase the employability of participants.

One hundred percent of SNA E&T funds may be used to cover the costs of education, create and/or expand a program component, or to pay for 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 education and/or training activities may not be authorized for costs that exceed the average costs of services provided to non-SNA E&T Program participants. Basic Education may be combined with job search, job readiness, or other qualifying components as appropriate.

Geographic area - Maricopa, Pima and Yavapai Counties **Target audience (e.g., homeless, re-entry population, ABAWDS)** - Participants lacking a high school diploma with very limited English language skills and/or need written or verbal assistance to meet employer requirements in the hiring process or for job retention.

Anticipated monthly participants (unduplicated count) - 144

Anticipated monthly cost* - \$8,039

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who obtain a recognized credential, including a registered apprenticeship, High School Diploma or GED, while participating in, or within 1 year after receiving, E&T services.

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

Vocational Training

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.

One hundred percent of SNA E&T funds may be used to cover the costs of education, 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 education and/or training activities may not be authorized for costs that exceed the average costs of services provided to non-SNA E&T Program participants.

Vocational Training may be combined with job search, job readiness, or other qualifying components as appropriate.

Geographic area - Maricopa, Pima and Yavapai Counties **Target audience (e.g., homeless, re-entry population, ABAWDS)** - Participants with a high school diploma or equivalent who are able to complete the training program and quickly gain employment.

Anticipated monthly participants (unduplicated count) - 168

Anticipated monthly cost* - \$9,362

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

Work Components

Community Service/Workfare

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.

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.

ADES develops a contractual agreement with each community service organization. This contractual agreement outlines specific requirements for working conditions and ensures community provider organizations maintain sufficient workers compensation and employers' liability in accordance with all state and federal laws and regulations.

Community Service/Workfare may be combined with job search, job readiness, or other qualifying components as appropriate.

Geographic area - Maricopa, Pima and Yavapai Counties

Target audience (e.g., homeless, re-entry population, ABAWDS) -

Participants who have completed the Job Search component and have been unsuccessful in obtaining employment.

Anticipated monthly participants (unduplicated count) - 1528

Anticipated monthly cost* - \$85,068

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

Work Experience

Work Experience includes 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 leading to 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.

ADES develops a contractual agreement with each organization. This contractual agreement outlines specific requirements for working conditions and ensures organizations maintain sufficient workers compensation and employers' liability in accordance with all state and federal laws and regulations.

Work Experience may be combined with job search, job readiness, or other qualifying components as appropriate.

Geographic area - Maricopa, Pima and Yavapai Counties

Target audience (e.g., homeless, re-entry population, ABAWDS) -

Participants who have completed the Job Search component and have been unsuccessful in obtaining employment.

Anticipated monthly participants (unduplicated count) - 1580

Anticipated monthly cost* - \$87,917

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who received E&T services and are in unsubsidized employment following receipt of those services.

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

Registered Apprenticeship

Registered Apprenticeship includes a voluntary industry-driven system for careers requiring a range of high-level skills, and is full-time, paid employment and training with built-in career placement. Individual business, employer associations or labor-management organization may offer registered apprenticeships, as described by the National Apprenticeship Act of August 16, 1937.

A participant learns how to complete a task by performing it on the job and why tasks must be completed a particular way through Related Technical Instruction. An industry-recognized credential is awarded to an apprentice upon completion of the apprenticeship. A skilled mentor/journey-worker is required to oversee the participant.

Geographic area - Maricopa, Pima and Yavapai Counties

Target audience (e.g., homeless, re-entry population, ABAWDS) -

Participants with a high school diploma or its equivalent who would benefit from paid on-the-job training and related technical instruction in a classroom setting.

Anticipated monthly participants (unduplicated count) - 146

Anticipated monthly cost* - \$8,140

Provider(s) - Both

Reporting measure(s) if > 100 participants per year - The percentage and number of program participants who received E&T services and are in unsubsidized employment.

* 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 Federal FY (unduplicated count):	771,887
II. Estimated Number of Work Registrants Exempt from E&T	608,310
<p>State option exemption categories and the number of work registrants expected to be included in each during the Federal FY 2018, are outlined as follows:</p> <ol style="list-style-type: none"> 1. Geographical Location - <ul style="list-style-type: none"> • Areas outside of SNA E&T Program coverage (Maricopa, Pima and Yavapai Counties). 2. Temporary Laid Off (60 days or less). 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. 4. Pregnancy (second or third trimester). 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. 6. Age 55 through 59 and participating in the Senior Community Service Employment Program (SCSEP). 7. Has a dependent child age 13 and under, and is in need of childcare to participate in the SNA E&T Program <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. 	<ol style="list-style-type: none"> 1. 187,328 2. 93 3. 114,183 4. 5,903 5. 18,740 6. 288 7. 281,775

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.	
III. Percent of all work registrants exempt from E&T (line II/line I)	78.81 %
IV. Anticipated number of mandatory E&T participants (line I – line II)	163,577
V. Anticipated number of voluntary E&T participants	209
VI. Anticipated number of ABAWDs in the State during the Federal FY 2018	143,577
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY 2018	114,475
VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY 2018	648
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII))	28,454

Section G: Summary of Partnerships and/or Contracts

Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
Arizona Women's Ed & Employ (AWEE)	E&T Services	\$202,778	\$10,673	\$213,451	6.14%
Community Food Bank of Southern Arizona	E&T Services	\$147,423	\$7,759	\$155,182	4.47%
Father Matters, Inc.	E&T Services	\$118,279	\$6,225	\$124,504	3.58%
Goodwill of Central Arizona	E&T Services	\$221,134	\$11,639	\$232,773	6.70%
Goodwill Industries of Southern Arizona, Inc.	E&T Services	\$58,675	\$3,088	\$61,763	1.78%
St. Mary's Food Bank	E&T Services	\$237,277	\$12,488	\$249,765	7.19%
UMOM New Day Centers	E&T Services	\$304,384	\$16,020	\$320,404	9.22%

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

Department of Economic Security

FFY 2018

08/11/2017

Section H: Contractor Detail Addendum- *NOT APPLICABLE*

Section I: Operating Budget and Budget Narrative

I. Direct Costs:	State cost	Federal cost	Total
a) Salary/Wages	\$0	\$1,842,179	\$1,842,179
b) Fringe Benefits* Approved Fringe Benefit Rate Used: 47.88%	\$0	\$882,035	\$882,035
c) Contractual Costs (Admin Only)	\$644,975	\$644,975	\$1,289,950
d) Non-capital Equipment and Supplies	\$0	\$204,458	\$204,458
e) Materials	\$0	\$5,000	\$5,000
f) Travel	\$0	\$12,975	\$12,975
g) Building/Space	\$0	\$133,394	\$133,394
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0
Total Direct Costs	\$644,975	\$3,725,017	\$4,369,992
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used: 12.82%	\$0	\$394,861	\$394,861
III. In-kind Contribution			
State in-kind contribution	\$0	\$0	\$0
Total Administrative Cost (Total of items I, II, and III)	\$644,975	\$4,119,879	\$4,764,854
<i>100 Percent Federal E&T Grant</i>		\$3,474,904	\$3,474,904
<i>50 percent Additional Administrative Expenditure</i>	\$644,975	\$644,975	\$1,289,950
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (including contractual costs)	\$0	\$0	\$0
b) Transportation & Other Costs (including contractual costs)	\$333,946	\$333,946	\$667,892
c) State Agency Cost for Dependent Care Services	\$0		\$0
<i>Total 50 percent Participant Reimbursement Expenses</i>	\$333,946	\$333,946	\$667,892
V. Total Costs	\$978,921	\$4,453,825	\$5,432,746

Section J: Budget Narrative and Justification

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" data-bbox="488 478 1349 1619"> <thead> <tr> <th>Position</th> <th>Wage</th> <th>FTE</th> <th>Salary</th> </tr> </thead> <tbody> <tr><td>ADMV ASST III</td><td>\$17.32</td><td>0.02</td><td>\$580.12</td></tr> <tr><td>ADMV SVC OFFICER II</td><td>\$23.39</td><td>0.13</td><td>\$6,143.13</td></tr> <tr><td>ADMV SVC OFFICER III</td><td>\$31.60</td><td>0.23</td><td>\$14,820.95</td></tr> <tr><td>ASO I</td><td>\$22.53</td><td>0.15</td><td>\$6,935.32</td></tr> <tr><td>BUSINESS ANALYSIS MGR</td><td>\$38.81</td><td>0.14</td><td>\$11,279.17</td></tr> <tr><td>BUSINESS ANALYSIS SPV</td><td>\$36.16</td><td>0.02</td><td>\$1,446.21</td></tr> <tr><td>BUSINESS ANALYSIS SR MGR</td><td>\$42.69</td><td>0.26</td><td>\$22,875.82</td></tr> <tr><td>CONTRACTS MGT SPCT III</td><td>\$19.24</td><td>0.08</td><td>\$3,078.13</td></tr> <tr><td>HELP DESK ANALYST</td><td>\$16.53</td><td>0.15</td><td>\$5,111.14</td></tr> <tr><td>HUM/S PRG DVMT SPCT</td><td>\$20.52</td><td>0.05</td><td>\$2,062.00</td></tr> <tr><td>INFO SECURITY ANALYST</td><td>\$23.08</td><td>0.17</td><td>\$8,281.37</td></tr> <tr><td>INFO TECH SPCT</td><td>\$20.00</td><td>0.03</td><td>\$1,390.00</td></tr> <tr><td>INFO TECH SPCT III</td><td>\$21.70</td><td>0.07</td><td>\$3,263.14</td></tr> <tr><td>PRG SVC EVALR III</td><td>\$16.14</td><td>45.37</td><td>\$1,522,704.55</td></tr> <tr><td>PROG & PROJ SPCT II</td><td>\$22.49</td><td>1.25</td><td>\$58,707.33</td></tr> <tr><td>PROG SVC EVALR IV</td><td>\$17.60</td><td>2.97</td><td>\$108,750.90</td></tr> <tr><td>SR BUSINESS ANALYST</td><td>\$31.25</td><td>1.00</td><td>\$64,750.00</td></tr> <tr> <td>Average/Total</td> <td>\$24.77</td> <td>52.08</td> <td>\$1,842,179.28</td> </tr> </tbody> </table>	Position	Wage	FTE	Salary	ADMV ASST III	\$17.32	0.02	\$580.12	ADMV SVC OFFICER II	\$23.39	0.13	\$6,143.13	ADMV SVC OFFICER III	\$31.60	0.23	\$14,820.95	ASO I	\$22.53	0.15	\$6,935.32	BUSINESS ANALYSIS MGR	\$38.81	0.14	\$11,279.17	BUSINESS ANALYSIS SPV	\$36.16	0.02	\$1,446.21	BUSINESS ANALYSIS SR MGR	\$42.69	0.26	\$22,875.82	CONTRACTS MGT SPCT III	\$19.24	0.08	\$3,078.13	HELP DESK ANALYST	\$16.53	0.15	\$5,111.14	HUM/S PRG DVMT SPCT	\$20.52	0.05	\$2,062.00	INFO SECURITY ANALYST	\$23.08	0.17	\$8,281.37	INFO TECH SPCT	\$20.00	0.03	\$1,390.00	INFO TECH SPCT III	\$21.70	0.07	\$3,263.14	PRG SVC EVALR III	\$16.14	45.37	\$1,522,704.55	PROG & PROJ SPCT II	\$22.49	1.25	\$58,707.33	PROG SVC EVALR IV	\$17.60	2.97	\$108,750.90	SR BUSINESS ANALYST	\$31.25	1.00	\$64,750.00	Average/Total	\$24.77	52.08	\$1,842,179.28
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b) Fringe Benefits* Approved Fringe	A direct allocation method is used. The Fringe Benefits rate for the SNA E&T staff is estimated to be 47.88 percent during Federal FY 2018. Fringe benefits include workers																																																																												

Benefit Rate Used: 47.88%	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 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 three 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 870.25 sq. ft. Total 2,224.25 sq. ft. \$18.25 a square foot or annual cost of \$40,592.56</p> <p><u>Glendale, AZ</u> SNA E&T Work Space 1,653 sq. ft. SNA E&T Share of Common Area 1,050.20 sq. ft. Total 2,703.20 sq. ft. \$17.26 a square foot or annual cost of \$46,657.23</p> <p><u>Mesa, AZ</u> SNA E&T Work Space 2,019.43 sq. ft. SNA E&T Share of Common Area 801.13 sq. ft. Total 2,820.56 sq. ft. \$16.36 a square foot or annual cost of \$46,144.36</p>
h) Equipment & Other Capital Expenditures	None
II. Indirect Costs:	
	Arizona uses a federally approved cost allocation plan. ADES 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 12.82 percent for Federal FY 2018.
III. State In-kind Contribution	
	None
IV. Participant Reimbursements	
a) Dependent Care	None
b) Transportation & Other Costs	Transportation is provided to the participant as a reimbursement for expenses incurred and is limited up to \$64 for every four-week period. Non-transportation related expenses that are reasonably necessary to participate in SNA E&T Program activities or to accept and maintain employment are limited to \$100 per participant in a FFY and must be directly related to an SNA E&T Program activity or required for a job.
c) State Agency Cost for Dependent Care Services	None