

Arizona Department of Economic Security
Federal Fiscal Year 2021
October 1, 2020



— 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 2021

10/1/2020

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Arizona Department of Economic Security
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Section A: Cover Page and Authorized Signatures

State: Arizona
State Agency: Department of Economic Security
Federal Fiscal Year: 2021
Date: October 1, 2020

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Certified By:



8/14/20

State Agency Director (or Commissioner)

Date

Certified By:

Roberta Blyth

8/14/20

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 E&T plan and will provide oversight of any sub-grantees.	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for 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 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 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. 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 E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and 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 utilized within this plan:

ABAWD	Able-Bodied Adult Without Dependents
ADES	Arizona Department of Economic Security
AJC	AZ Job Connection
AZTECS	Arizona Technical Eligibility Computer Syst
DBME	Division of Benefits and Medical Eligibility
DERS	Division of Employment and Rehabilitation Services
E&T	Employment and Training
ECDP	Employment and Career Development Plan
FAA	Family Assistance Administration
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
JAS	Jobs Automated System
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
WIOA	Workforce Innovation and Opportunity Act

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

I. Summary of the SNAP E&T Program

- Mission
- Scope of services
- Administrative structure of program

Arizona Department of Economic Security (ADES/Department) Mission and Vision Statement:

ADES Mission: ADES makes Arizona stronger by helping Arizonans reach their potential through temporary assistance for those in need, and care for the vulnerable.

ADES Vision: All Arizonans who qualify receive timely ADES services and achieve their potential.

ADES Background: ADES is the administrative and fiscal agent responsible for Arizona's Supplemental Nutrition Assistance Employment and Training (SNAP E&T) Program. The SNAP E&T Program is the employment and training program for adults in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits. The SNAP E&T Program helps individuals exit SNAP by achieving economic self-sufficiency through work. Services such as supervised job search, job readiness, work experience, and supportive services are designed to enable individuals to achieve the program's objective. The Division of Employment and Rehabilitation Services (DERS), Workforce Development Administration (WDA) within ADES administers and provides fiscal oversight to the SNAP E&T Program by providing staff, entering into contracts, and monitoring of the contracts.

Administrative Structure of Program:

Eligibility: The ADES Division of Benefits and Medical Eligibility (DBME) Family Assistance Administration (FAA) determines eligibility for SNAP benefits and refers SNAP recipients to the SNAP E&T Program using an automated interface between FAA's Arizona Technical Eligibility Computer System (AZTECS) and DERS' Jobs Automated System (JAS).

Eligible individuals served under SNAP E&T and SNAP Career Advancement Network (CAN) are SNAP benefit recipients, or those deemed eligible for SNAP benefits who are:

- Not receiving Temporary Assistance for Needy Families (TANF) or Tribal TANF; and
- Age 16 and over.

The target population for the SNAP E&T program are SNAP work registrants, with a focus on individuals who indicate a desire (and/or initiate interest) in engaging with the program.

Arizona Provides SNAP Employment & Training Services Through Two Avenues:

SNAP E&T (state employees) - Employment and Training Program for adults in households receiving Nutrition Assistance. The SNAP E&T Program provides the opportunity for individuals receiving Nutrition Assistance to find adequate employment by engaging in work-related activities which may include training, job search, and community service.

SNAP CAN (third-party contractors) – In Arizona the federal 50/50 program is called the SNAP CAN. Service providers partner with the ADES to provide employment and training services to SNAP recipients. These work-related activities may include education, vocational training, work experience, and job retention assistance.

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.

SNAP E&T Scope of Services:

DES has adjusted the service delivery for SNAP E&T program services, to accommodate participants during the COVID-19 public health emergency. Services have expanded to offer virtual SNAP E&T appointments and component activities, and a laptop/tablet loaner program. These services have been permanently added to DES SNAP E&T program services, in the instance of a future public health emergency and to help eliminate barriers to participation.

1. Able-Bodied Adult Without Dependents (ABAWD)

SNAP applicants and recipients identified by the FAA as ABAWD are limited to receiving SNAP benefits for any three months within a 36 -month period. ABAWDs may utilize the following activities in meeting the work requirements:

- Working 20 hours a week averaged monthly;
- Participating 20 hours a week averaged monthly in allowable components;
- Participating in community service/workfare activities at a public or non-profit organization for the equivalent of the household's monthly SNAP benefit amount divided by the federal or state minimum wage, whichever is higher; or
 - Participating 20 hours a week averaged monthly in a program under:

- The Workforce Innovation and Opportunity Act (WIOA);
- The Trade Adjustment Act; or
- E&T Programs for veterans operated by the Department of Labor or the Department of Veteran’s Affairs.
- SNAP E&T

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.

Arizona has a temporary waiver of the ABAWD time-limit in the below listed counties. This waiver is in effect from January 1, 2020 through December 31, 2020.

- Apache
- Cochise
- Coconino
- Gila
- Graham
- Greenlee
- La Paz
- Mohave
- Navajo
- Pinal
- Santa Cruz
- Yuma
- Apache Junction (Waived as an independent city)

1. Voluntary Participants

SNAP recipients who volunteer to participate in SNAP E&T or SNAP CAN have access to services and are not sanctioned for failure to comply with SNAP E&T Or SNAP CAN program requirements. A participant acknowledgement 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.

E&T refers to community resources, WIOA (AZ@WORK) and MAX Academy (through TANF). This is an agreement between the client and staff (ECDP). Providers sign the work activity report and staff verify participation. An Agreement for Work Experience and Community Service Activities form (SNA_1026A) is completed prior with the community provider referred to.

2. 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 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 create individualized service plans by gathering information during the assessment through conversation and interaction with the participant. SNAP E&T staff refer to their Employment and Career Development Plan (ECDP), which is the individualized service plan. The ECDP is an agreement between the participant and the SNAP E&T staff regarding the actions and responsibilities of both parties. The ECDP includes incremental steps to assist participants overcome all identified career barriers and support the participant's strengths and goals. SNAP E&T staff are required to review the ECDP with the participant regularly and revise the plan as the participant progresses through SNAP E&T or as circumstances change. ECDP's are reviewed every 3 -6 months based on clients components participating in.

SNAP E&T staff collaborate with SNAP CAN contractors to ensure activities and services are not duplicated. This includes coordination with other community resources to ensure clients receive the services they need.

SNAP E&T staff maintain participant case records in the applicable State case management system of record.

Supplemental Nutrition Assistance Program Career Advancement Network (SNAP CAN):

ADES applies the third-party reimbursement model. The purpose of SNAP CAN is to implement strategies designed to enhance the capacity of Arizonans to achieve their highest functioning self and reduce their dependence on publicly supported

services. Participation in SNAP CAN will be offered to eligible SNAP recipients to provide services statewide.

Funding: Within the third-party reimbursement model, the United States Department of Agriculture (USDA), reimburses states 50 percent of the cost to support individuals in allowable SNAP 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. Of the 50 percent reimbursement, ADES applies a 5 percent monitoring fee, and directs the remaining balance to the Contractor(s). The contractor is reimbursed 45 percent of the total cost of allowable SNAP CAN activities as stated in the Itemized Service Budget (ISB).

Definitions: The SNAP CAN Partner Handbook, as amended, contains a list of program definitions and can be found under “Partner Resources” at www.AZSNAPCAN.com.

Service Description: SNAP CAN is a community-based employment and training partnership that provides employment readiness opportunities to eligible SNAP recipients. Services are provided through SNAP CAN partner organizations that are dedicated to connecting participants with the tools and resources they need to overcome barriers and obtain employment. SNAP CAN assists SNAP recipients in gaining skills, training, and work-related experience in order to increase their ability to obtain suitable employment and reduce SNAP dependency.

SNAP CAN has high expectations for its participants and emphasizes employment through education and work-related activities by encouraging participants to pursue career pathways to achieve living wage employment through labor market relevant training, collaboration, and integration with all Arizona workforce partners.

Contractor Requirements

SNAP CAN Contractors are required to:

- Provide ongoing case management services to each enrolled SNAP CAN participant. The effectiveness of case management services relies heavily on the communication and relationship between the case manager and the participant. The case manager role includes one of mentoring and modeling.
- Assist participants with needed training, activities, and work-related experience to achieve quality employment and self-sufficiency.
- Coordinate services and activities to avoid duplication of other public and community services.
- Comply with the data sharing agreement in accordance with the Special Terms and Conditions, section 14.0 Data Sharing Agreement.

- Verify participant eligibility for SNAP CAN, as described in the SNAP CAN Partner Handbook.
- Comply with all State and Federal requirements regarding Work Experience and Community Service Activities, as stated in the SNAP CAN Partner Handbook.

Intake/Assessment

During intake and assessment contractors:

- Provide the participant with an explanation of SNAP CAN and the activities offered.
- Explain participation in SNAP CAN is voluntary and obtain documentation, hard copy or electronic, of the participant's acknowledgement.
- Utilize the Department's Employability Assessment (SNA-1008) form or propriety assessment tools to conduct an assessment and evaluation of the participant's career goals, skills, abilities, family obligations and other job-related assets and barriers to determine suitable activities, as described in the SNAP CAN Partner Handbook.
- Work with each participant to develop an ECDP to achieve and maintain career-oriented permanent unsubsidized employment, as described in the SNAP CAN Partner Handbook.
- Update and revise the ECDP as the participant's circumstances change and milestones are met.

Mandatory Case Management

SNAP CAN contractors provide case management by:

- Monitoring, verifying, and maintaining documentation of actual hours of participants in assigned activities, as described in the SNAP CAN Partner Handbook.
- Providing participant supportive services in accordance with the SNAP CAN Partner Handbook.
- Collaborating with other SNAP CAN contractors to ensure activities and services are not duplicated. This includes coordination with other community resources to ensure clients receive the services they need.

Case Records

SNAP CAN Contractors are required to:

- Maintain participant case records including paper and/or electronic files containing information pertinent to case management activities and services.
- Include documentation of assessment services and materials provided for participants in support of the ECDP and verification of activities and participation hours.
- Maintain accurate, objective, and descriptive case records (paper or electronic) of case management activities and client related expenditures that allow for effective monitoring and co-enrollment with other SNAP CAN partner organizations.

Allowable Activities

SNAP CAN contractors engage the participant in one or more allowable program activities which include, but are not limited to:

- Supervised Job Search;
- Job Readiness;
- Education and/or Training;
- Work Experience;
- Community Service/Workfare; and
- Job Retention.

Payment

The contract is a Fixed Price with Price Adjustment.

- The contractor is reimbursed 45 percent of the total cost of allowable SNAP CAN activities as stated in the Itemized Service Budget (ISB).
- The contractor may claim reimbursement if services are rendered to eligible individuals participating in SNAP CAN by the Contractor, ADES, or another SNAP CAN partner organization. Duplicative services are not eligible for reimbursement.
- The contractor will use the reimbursement funds for services rendered to those individuals participating in the E&T program and for costs associated with their participation that are reasonably necessary and directly related to their participation, as funding is available.

	<ul style="list-style-type: none"> • Costs shall be direct, pass-through costs and neither the contractor nor its subcontractors nor any other vendor or provider shall charge the ADES any additional charges.
<p>II. Program Changes</p> <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	<p><u>New Initiatives:</u></p> <p>Arizona has elected to operate a voluntary program. By operating a voluntary program, SNAP recipients choose whether or not to participate in E&T. Through the voluntary program the focus of the state will be:</p> <ol style="list-style-type: none"> 1. Spend staff time and resources on developing and expanding education and training partnerships through SNAP CAN; and 2. Using SNAP E&T staff to test service delivery strategies which may include: <ul style="list-style-type: none"> • Virtual services to SNAP recipients that are participating in the E&T services. Virtual services include video conference orientations, one on one video calls, and/or telephonic services. SNAP E&T participants are coached through the virtual process to meet the needs of today’s employment demands. • Providing ADES owned tablet or laptop for loan to participants • Reimbursing participants for items needed to support data access, which includes but is not limited to internet service, data services etc. • To mitigate the impacts of COVID-19, SNAP CAN partners will provide a range of Information Technology (IT) resources to SNAP recipients to ensure continuity of the SNAP CAN Program and best support participants as they engage in their activities remotely.

<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><u>General Description:</u></p> <p>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.</p> <p>This system also includes:</p> <ul style="list-style-type: none">• ADES, 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. <p>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. Individuals can access a broad range of employment and training-related services at a single point of entry.</p> <p>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.</p> <p>LWDBs are a public and private partnership within 12 local workforce development areas with over 40 local offices all working together as one system, ARIZONA@WORK, and all sharing one mission: providing innovative workforce</p>
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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.

Consultation with State Workforce Development Board or Private Employers:

Through the workforce development system, ARIZONA@WORK, ADES administers services to the employer community. A primary responsibility of ADES is assessing and meeting business needs. This is accomplished through a multitude of collaborative meetings. The ADES business services team and leadership meet with LWDBs, employers, and state workforce board representatives, as well conduct Labor Market assessments to identify needs and areas for collaboration. Through these avenues and inputs, Arizona's SNAP E&T program services and strategies are developed. Specific meetings include:

- State Workforce Arizona Council committees (Arizona's State Workforce Development Board);
- Quarterly Registrar of Contractors;
- Monthly/Quarterly Local WDA board meetings;
- Quarterly Business events through Chamber of Commerce;
- Employer Resource events; and
- Quarterly Industry Association meetings (Manufacturing, Health, IT).

The input from these meetings is utilized to collaborate with specific industries, employers, and employer organizations in pursuit of immediate impact for long term and systematic change. SNAP E&T staff and SNAP CAN providers 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 SNAP CAN providers 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. Credentials available to clients 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.

In-Demand and Emerging Industries and Occupations:

Through joint collaboration and analysis between the OEO, members of the Workforce Arizona Council, representatives from WIOA core programs (including ADES staff, ADE staff, and local workforce board LWDB representatives), and other community partners- the following In-Demand Industries were identified:

- Construction;
- Health and Social Services;
- Professional, Finance and Insurance;
- Manufacturing;
- Transportation and Warehousing; and
- Information Technology.

These industries, along with 132 identified In-Demand Occupations, are listed with current labor market data in the WIOA Unified State Plan. Further, tools were developed on the ARIZONA@WORK website to assist employers and job seekers search In-Demand Industries and Occupations at the state level, or by LWDA.

Connection to SNAP E&T, Components Offered Through Such System, Career Pathways, and Credentials Available:

ADES is designated as the fiscal and administrative agency for three of the four core partners: WIOA Title I Adult, Dislocated Worker, and Youth Programs; WIOA Title III Wagner-Peyser Employment Service; and WIOA Title IV Vocational Rehabilitation.

The Workforce Arizona Council oversees the efficiency, accessibility, and continuous improvement of Arizona’s workforce system. The Arizona Unified

	<p>State Workforce Development Plan, required by WIOA, is available at https://arizonaatwork.com/sites/default/files/WIOA_Arizona_State_Plan_PY2020-2023.pdf.</p> <p>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.</p> <p>SNAP E&T is part of the ARIZONA@WORK system. 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.</p>
<p>IV. Other Employment Programs</p> <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable 	<ul style="list-style-type: none"> • Temporary Assistance for Needy Families (TANF) Jobs Program – TANF Jobs serves individuals subject to the work provisions of TANF. Individuals receiving TANF benefits cannot participate in SNAP E&T. • Vocational Rehabilitation Services – The Vocational Rehabilitation Program provides a variety of services to persons with disabilities, with the ultimate goal to prepare for, enter into, or retain employment. In addition, the program offers Pre-Employment Transition Services (Pre-ETS) to students with disabilities statewide. <p><u>Coordination Efforts, If Applicable:</u></p> <p>The ADES/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 ADES/DERS and its workforce partners, clients can locate and retain suitable jobs and build sustainable careers. ADES/DERS provides employment and training services to clients seeking careers, new job opportunities, or first jobs. ADES/DERS also assists employers with finding qualified applicants, job order postings, and the evaluation of potential applicants.</p>

ADES/DERS is able to increase collaboration with a network of other employment and training-related programs offered through the administration. Partnering with effective workforce development programs assists the improvement of employment outcomes and prevents duplication of effort. Through the Arizona Management System, regularly scheduled reflection meetings are held to enable ADES/DERS programs to share roadblocks, identify gaps that can be supplemented by another program, and coordinate employment-related services. There are multiple workforce programs that are housed under the same Division, such as the TANF Jobs, Vocational Rehabilitation, Reentry, WIOA Title IB, Trade Adjustment Assistance, and the Jobs for Veterans Grant. As a result, SNAP E&T refers to other ADES/DERS employment programs, when applicable to provide services to meet the unique barriers and employment goals of SNAP participants. These specific clients' needs include disability accommodation, assessments, or job development for background friendly employers.

As an example, ADES and the Arizona Department of Corrections, Rehabilitation & Reentry (ADCRR), collaborate and bring comprehensive support services to inmates nearing release who are most likely to recidivate. Second Chance Centers provide inmates with an eight - week program designed to prepare them for reentry in our communities and workforce. During week - six, video conference meetings are set up between inmates and SNAP eligibility representatives to discuss SNAP benefits and the opportunities available once released. SNAP CAN partners are involved in the Second Chance Centers by providing services and resources. 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 ADES and ARIZONA@WORK offices throughout the state. ADES and ARIZONA@WORK employment counselors provide no-cost job readiness services to help job seekers overcome barriers to employment.

Additionally, employment counselors at the Community Based Centers (Parole) are cross trained in providing E&T Services. The services include résumé assistance, interview preparation, job search assistance, Cisco Networking Academy, registration on Arizona Job Connection (Arizona's largest jobs database), and onsite hiring events with local employers.

Another example of collaboration is found with the national reporting measures. DERS uses the State New Hire Directory, the Unemployment Insurance (UI) cross-wage match, AZTECS, AJC, and JAS to retrieve relevant data for the measures, SNAP E&T component reporting measures, and all applicable characteristics for SNAP E&T participants.

<p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none">• Description of consultation efforts• Services available through E&T	<p>Arizona remains diligent in its efforts to collaborate and discuss the continued improvement of SNAP E&T Services and support to the tribes of Arizona. This ensures that Arizona is responsive to the needs of tribal members residing on American Indian reservations, in accordance with 7 CFR § 272.2(b)(1) and 272.2(e)(7).</p> <p>ADES facilitates meetings or tribal consultations with Arizona’s tribal leaders in accordance with the <i>Department of Economic Security, Tribal Government Consultation</i> policy (ADES 1-92-03), and <i>Tribal Government Consultation Policy (ADES 1-92-03-01)</i>, links to the policies are listed below. Tribal consultations allow ADES 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 ADES Office of Tribal Relations Manager schedules a Tribal Consultation. Prior to the Tribal Consultation, a copy of the current SNAP E&T State Plan and an executive summary of the program are distributed. The DES Tribal Consultation/Informational Session with DDD & DERS was presented virtually on Thursday, June 25, 2020. Information provided during the Tribal consultation 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. Information also includes the opportunity for tribes to implement SNAP E&T on tribal lands with assistance and guidance from Food and Nutrition Services. Tribal Leaders are invited to ask questions and offer any feedback regarding information that may impact their tribes.</p> <p>The following tribes were in virtual attendance:</p> <ul style="list-style-type: none">• Navajo Nation• Pascua Yaqui• Kaibab Band of Paiute Indians• Hopi Tribe• San Carlos Apache Tribe• Pueblo of Zuni• White Mountain Apache Tribe <p>Tribal Leaders were sent the recording of the session along with the documents that were presented and referenced during the conference call.</p>
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	<p>Tribal members who apply for or are receiving SNAP benefits, are within the ABAWD demographic, and reside off-reservation within Maricopa, Pima, and Yavapai Counties, are subject to the ABAWD work requirements and can meet those through various ways, one of which is through the E&T program. Tribal members who reside on- or off-reservation may also volunteer for SNAP E&T or SNAP CAN and receive the benefits and services outlined in this State Plan without penalty for not participating. 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 as a provider under SNAP CAN.</p> <p>Revised ADES Tribal Consultation Policy - ADES 1-92-03: https://des.az.gov/sites/default/files/legacy/dl/DES-1-92-03.pdf?time=1591124630192</p> <p>Procedures - DES 1-92-03-01: https://des.az.gov/sites/default/files/dl/DES-1-92-03-01.pdf?time=1591124630193</p>
<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 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 and DERS are the two divisions within ADES that collaborate to implement SNAP E&T services. DBME staff determine SNAP eligibility, screening SNAP applicants/recipients for work registration, and referring SNAP recipients to SNAP E&T who choose to volunteer or are not exempt from Federal work requirements. Individuals who are not subject to Federal exemptions in 7 CFR 273.7 (b) are ‘Registered and Referred’. 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 the day following the SNAP benefit approval, 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, FAA Cash and Nutrition Assistance Policy (CNAP) Manual describe the coordination and exchange of information between DBME and DERS.</p>

<p>VII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> • Procedures for conciliation • Length 	<p>Does not apply, Arizona is a voluntary SNAP E&T Program</p>
<p>IX. Disqualification Policy</p> <ul style="list-style-type: none"> • Length of disqualification period • Sanction applies to individual or entire household 	<p><u>Length of Disqualification Period:</u></p> <p>First Occurrence: One month</p> <p>Second Occurrence: Three months</p> <p>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.</p> <p>Arizona stops benefits for the household when the lead-participant fails to comply with the NA work requirements. When a non-lead participant is noncompliant with the NA work requirements benefits are stopped for the disqualified individual.</p>
<p>X. Participant Reimbursements</p> <ul style="list-style-type: none"> • List all participant reimbursements (or link to State policy/handbook) • Reimbursement cap • Payment method (in advance or as reimbursement) 	<p><u>List All Participant Reimbursements:</u></p> <p>Arizona has approved sufficient funding for transportation and non-transportation related expenses for Federal Fiscal Year (SFY) October 1, 2020, through September 30, 2021. Contractors and participants are reimbursed for expenses up to the amount established by the State and listed in the SNAP CAN Itemized Service Budget (ISB), that are reasonable, necessary, and directly related to participation in program components. For SNAP CAN, participant supportive services are in accordance with the SNAP CAN Partner Handbook.</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. Examples of TRE may include: <ul style="list-style-type: none"> • Public transportation fare; • Gasoline; • Uber/Lyft; and • Bicycles (purchasing or repairs).

- 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:
 - Books and/or training manuals;
 - Background checks;
 - Cell Phone Minutes;
 - Clothing for job interviews and/or work uniforms;
 - Course registration fees;
 - Driver license fees (reimbursement will not be authorized for any penalty or debts);
 - Drug test fees;
 - Equipment or tools required for a job;
 - Grooming expenses (e.g. haircuts), when reasonably necessary for job interviews;
 - Fingerprinting;
 - Housing and utility assistance; (See section *Additional Explanation for Non-TRE Expenses*)
 - Legal Services; (See section *Additional Explanation for Non-TRE Expenses*)
 - Test fees (e.g., General Equivalency Diploma/High School Equivalency, Tuberculosis, etc.);
 - Permit and fees (union dues, licensing and bonding fees);
 - Vision;
 - Work and Training Tools (equipment, tools, safety clothing, uniforms)
 - Reimbursing participants for items needed to support data access, which includes but is not limited to internet service, data services etc.
- Dependent Care – ADES authorized SNAP CAN contractors are reimbursed for dependent care services rendered to SNAP CAN participants, in need of

dependent care to participate in program activities as described in the SNAP CAN Partner Handbook.

Additional Explanation for Non-TRE Expenses:

- Housing – Rent can be allowed as a limited emergency expense, such as to prevent eviction or get someone into a stable living environment. Considerations should be given to ensure the participant can afford ongoing rent. Costs such as rent are allowable from 30 to 90 days, typically under a job retention component, to help the E&T client as they are transitioning into the work environment.
- Utility – Utilities can be allowed as a limited emergency expense, such as to prevent utility services from being shut off. Considerations should be given to ensure the participant can afford ongoing utilities. Costs such as utilities are allowable from 30 to 90 days, typically under a job retention component, to help the E&T client as they are transitioning into the work environment.
- Legal Services – Legal services are to assist with filing and court costs associated with getting a record expunged (set aside).

Reimbursement Cap:

- TRE payments are limited to \$100 per participant per every four-week period of participation:
 - The participant does not receive TRE payments if another program provides for the expense, including transportation expenses covered by student financial aid.
 - SNAP CAN Contractors - Expenses may be authorized on more than one occasion if combined authorizations do not exceed the limit within a four-week period as described in the SNAP CAN Partner Handbook.
- Non-TRE:
 - SNAP E&T Staff – Non-TRE payments are limited to \$150 per participant in a Federal Fiscal Year (FFY). SNAP E&T staff may reimburse Non-TRE to the participant or issue payment in advance. Participants assigned to Job Retention Services are provided with additional support services to maintain employment. Payments can be authorized on more than one occasion if the combined authorizations do not exceed the FFY limit. Job retention services will be provided to participants for a minimum of 30 days, and not more than 90 days.
 - SNAP CAN Contractors – Expenses are limited to \$100 per participant in a four-week period. Expenses may be authorized on more than one

	<p>occasion, as long as combined authorizations do not exceed the limit within a four-week period.</p> <ul style="list-style-type: none"> • Dependent Care – Dependent care expenses are reimbursed, back to the Contractor at \$100 per participant in a four-week period. Reimbursement is not authorized for dependents age 13 and older, unless he/she is physically and/or mentally incapable of caring for him/herself or is under court supervision. <p><u>Payment Method:</u></p> <p>SNAP E&T staff determine eligibility and are responsible for tracking 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 above may be authorized in advance. 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). The participant is responsible for paying the merchant and/or provider for any costs exceeding the authorized amount.</p> <p>SNAP CAN Contractors are reimbursed for allowable participant reimbursements provided to SNAP CAN participants through the monthly invoicing process as described in the SNAP CAN Partner Handbook. Contractors track all services provided using the Participant Activity Spreadsheet (PAS). The PAS is an ADES-approved document the contractor uses to record specific information on each participant served during each calendar month. When ADES confirms that reimbursement eligibility criteria are met, the Contractor is eligible to receive reimbursement for allowable activities and/or services provided. 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>The total work registrants are determined by taking the total SNAP recipients , ages 16 through 59, minus those recipients with the following work registration exemption codes: AG, CH, DI, DR, EM, NC, RF, RT, ST, UI</p> <p>AG - Age</p> <p>CH - Caretaker child under 6</p> <p>DI - Disabled - unable to work</p> <p>DR - Drug/Alcohol rehab participant</p> <p>EM - Employed/Self-employed (30+ hours)</p>

	<p>NC - Needed as caretaker</p> <p>RF - Refugee Resettlement</p> <p>RT - Referred to Tribal JOBS</p> <p>ST - Student, at least half time</p> <p>UI - Receiving or applied for UI</p> <p>Note: SNAP recipients age 16 or 17 are considered not to have met a federal work requirement exemption when they are the Lead Participant and either of the following apply:</p> <ul style="list-style-type: none"> • The participant is not attending an educational activity at least half-time, as designated by the school; or • The participant is not enrolled in an employment training program on at least a half-time basis. <p>The total work registrants for FFY 2021 are calculated by adding the estimated number of September 2020 work registrants to the estimate of new work registrants only from October 2020 through September 2021 (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 UI 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 and SNAP CAN participants. This match is completed a minimum of six months after the completion of the 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 and SNAP CAN, is matched against the data collected upon exit from SNAP E&T and SNAP CAN. 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>

DERS and DBME run reports in JAS and/or AZTECS to obtain the number of all SNAP E&T participants that:

- Do or do not meet a federal work registration exemption;
- Have achieved a high school diploma or 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:
 - 16-17
 - 18-35
 - 36-49
 - 50-59
 - 60 or older

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)	
<i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:</i>	
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 2021. 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: 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>Supervised Job Search is a structured component to connect work-ready participants to jobs. The level of effort is approximately 12 hours a month for six months making job contacts (less in workfare or work experience components if the household's benefit divided by the minimum wage is less than this amount). If a reasonable period of job search does not result in employment, the ECDP will be reviewed and the individual may be placed in a training or education component to improve job skills.</p> <p>Supervised Job Search 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. This equates to 240 hours. Once the limit has been reached program staff must assign the participant to another allowable program component. For ABAWD participants, job search is only acceptable when combined with another allowable program, and must be less than half of the 20-hour requirement.</p> <p>Participation will be offered to eligible SNAP recipients to provide services statewide. SNAP E&T and SNAP CAN activities include:</p> <ul style="list-style-type: none"> • Identifying employment opportunities; • Applying for employment; and • Attending job fairs. <p>Supervised Job Search may be combined with Job Readiness (Job Search Training) or other qualifying components as appropriate.</p> <p><u>SNAP E&T Service Delivery:</u></p>

State-approved locations: State SNAP E&T Services are provided virtually. When a need should arise for a physical location, the staff have access to offices throughout the State with an appointment-based system. The office location is identified based on where the population is identified. Both virtual and physical ARIZONA@WORK and contractor sites are approved locations for participants to receive Supervised Job Search services. The sites were chosen based on accessibility to participants, whether they have access to technology for virtual services, and/or transportation to access a physical site.

Participants are required to register in AJC. Supervised Job Search is verified by the participant's case manager, ensuring that the employment applied for meets the skills of the participant. Activities are supervised directly by the participant's case manager, ensuring the participant's job search activities are aligned with appropriate employment outcomes. Participants must report dates, hours, positions applied for (if any) and a summary of activities performed on their work activity plan weekly and provide to their case manager monthly. It is reviewed by staff to assess the efficacy and appropriateness of the participant's job search including goals for the number of applications or contacts made each month taking into account the participant's location and barriers. Staff must demonstrate case management provided by documenting in the case notes in the jobs automated system. Documentation will include regularly engaged communication with the participant about their job search and providing instruction and mentoring in job searching techniques.

SNAP CAN Service Delivery:

Clients who are work ready (as determined by assessment), recently unemployed, or prefer job search to other components will be referred to this component. Activities are supervised by key staff that have received appropriate training or hold appropriate certification/licensure in accordance with their job description to provide job search services. The key staff members guide participants in areas of work for which the participant is reasonably qualified.

The supervised job search component requires that the participant completes their activity at an approved location and where activities are supervised and tracked. Approved locations are contracted 50/50 third-party providers with ADES who provide the component to participants. Supervision takes place at the contractor's facility in their computer lab/resource room or virtually through Zoom and other systems either individually or as a group setting.

Activities are tracked on the PAS used by the contractor to record specific information on each participant served during each calendar month. Information that is tracked on the PAS includes, but is not limited to, the assigned component, the start date of when the activity started, projected end date of the activity, participation hours scheduled per the month, and

<p>the number of verified hours the participant participated in the component. Contractors have flexibility in how they track the information.</p> <p>Valid documentation must be maintained in the participants file. The Quality Assurance and Integrity Administration (QAIA) within DERS monitors the contractors through continuous evaluation and monitoring. The QAIA conducts case record reviews using a random sampling methodology and reviews cases for evidence that demonstrates adherence to program policies.</p>							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
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.	136	\$63,747	\$764,967	\$1,123	ADES State Agency	The percentage and number of program participants who are in unsubsidized employment, in the period from October 2020 to September 2021 following participation and/or completion of Supervised Job Search.
Maricopa, Pima, and	Participants with a recent	160	\$44,421	\$533,054	\$395	ADES SNAP CAN Contractors	The percentage and number of

Yavapai counties. As available, balance of the state.	work history, limited barriers to employment, and/or marketable skills.						program participants who are in unsubsidized employment, in the period from October 2020 to September 2021 following participation and/or completion of Supervised Job Search.
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Job Readiness	
DESCRIPTION	<p>Job Readiness (Job Search Training) is a component that strives to enhance the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. Such services may include but are not limited to:</p> <ul style="list-style-type: none"> ● Job skills assessment; ● Career exploration and planning; ● Work ethics; ● Resume writing; and ● Job search techniques. <p>The level of effort is approximately 20 hours a week, 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. If a reasonable period of job readiness (job search training) does not result in moving the individual to supervised job search, the ECDP will be reviewed and the individual may be placed in a training or education component to improve job skills. Participation will be offered to eligible SNAP recipients to provide services statewide.</p>

<p>Job Readiness (Job Search Training) may be combined with other qualifying components as appropriate.</p> <p><u>SNAP E&T Service Delivery:</u></p> <p>Job Readiness (Job Search Training) is conducted through two avenues: a structured group setting or individually. Participants in the state-run program are required to register in AJC. Job Readiness may be combined with supervised job search, or other qualifying components as appropriate.</p>							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants who need personal and/or employment development.	64	\$29,999	\$359,984	\$745	ADES State Agency	The percentage and number of program participants who are in unsubsidized employment, in the period from October 2020 to September 2021 following participation and/or completion of Job Readiness services.
Maricopa, Pima, and Yavapai counties. As available, balance of the state.	Participants who need personal and/or employment development.	1,201	\$333,436	\$4,001,233	\$723	ADES SNAP CAN Contractors	The percentage and number of program participants who are in unsubsidized employment, in the period from October 2020 to September 2021 following participation and/or completion of Job Readiness services.

Job Retention Services							
DESCRIPTION	<p>Job Retention Services are provided to E&T participants who have secured employment after participating in another E&T component. This component is meant to help achieve satisfactory performance, retain employment, or to increase earnings over time. Such services and reimbursable participant costs may include but are not limited to:</p> <ul style="list-style-type: none"> ● Case management; ● Transportation assistance; ● Clothing required for the job; ● Equipment or tools required for the job; and ● Test fees. <p>Job retention services may be provided to individuals who have secured employment and are no longer participating in another E&T component for a minimum of 30 days up to 90 days even if the individual is no longer participating in SNAP. Only individuals who have received other employment and/or training services under the E&T program are eligible for job retention services.</p> <p><u>SNAP E&T Service Delivery:</u></p> <p>Documentation must be presented prior to reimbursement of any job related expenses. Documentation may include hard copy or electronic receipts.</p>						
	Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider
Maricopa, Pima, and Yavapai Counties. As available, balance of the State.	Participants who secure employment after participation in SNAP E&T.	40	\$18,749	\$224,990	\$961	ADES State Agency	The percentage and number of program participants who are in unsubsidized employment, in the period from October 2020 to September

							2021 following participation and/or completion of Job Retention Services
Maricopa, Pima, and Yavapai Counties. As available, balance of the State.	Participants who secure employment after participation in SNAP E&T.	229	\$63,578	\$762,933	\$458	ADES SNAP CAN Contractors	The percentage and number of program participants who are in unsubsidized employment, in the period from October 2020 to September 2021 following participation and/or completion of Job Retention Services.

Education Components

Basic Education	
DESCRIPTION	<p>Basic Education will increase the participant’s ability to perform math or other activities necessary for the attainment of a secondary school diploma or equivalent, transition to post-secondary education and training, and obtain employment. Based on the intake assessment and individual goals, clients may be referred to basic education activities. Such programs may include but are not limited to:</p> <ul style="list-style-type: none"> ● Adult Basic Education (ABE); ● Basic literacy, and ● High school equivalency (GED, TASC, HiSET, or other). <p>The level of effort, depending on the program, should be comparable to spending approximately 24 hours a month up to 12 months. If a reasonable period of basic education does not result in incremental progress, the ECDP will be reviewed and</p>

<p>revised as circumstances change to maintain the individual’s goals of improving job skills. Participation will be offered to eligible SNAP recipients to provide services statewide.</p> <p>E&T funds will not be used to supplant non-Federal funds for existing educational services. Expenses for operating educational/training components may not be authorized for costs that exceed the normal costs of services provided to persons not participating in SNAP E&T programs. Educational expenses will not be paid for training that is normally available to the public at no cost. E&T funds may be used only if:</p> <ul style="list-style-type: none"> ● Federal funds are not used to supplant other funding; ● The provider and/or individual has attempted to secure federal assistance (not including loans) such as the Pell Grant, and such funds are not available; and ● The education program costs are associated with E&T program engagement. <p>Education may be combined with supervised job search, job readiness (job search training), or other qualifying components as appropriate.</p>							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
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	138	\$64,685	\$776,216	\$1,268	ADES State Agency	The percentage and number of program participants who obtain a High School Diploma or GED, after receiving SNAP E&T Services in the period from October 2020 to September 2021.

	process or for job retention.						
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.	54	\$14,992	\$179,906	\$857	ADES SNAP CAN Contractors	The percentage and number of program participants who obtain a recognized credential, including a High School Diploma or GED, after receiving SNAP E&T Services in the period from October 2020 to September 2021
Vocational Training							
DESCRIPTION	<p>Vocational training is organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. These programs are employer-driven and lead to industry-recognized certificates or credentials.</p> <p>The level of effort, depending on the program, should be comparable to spending approximately 80 hours a month up to 12 months. If a reasonable period of vocational training does not result in incremental progress, the ECDP will be reviewed and revised as circumstances change to maintain the individual's goals of improving job skills. Participation will be offered to eligible SNAP recipients to provide services statewide.</p>						

<p>E&T funds will not be used to supplant non-Federal funds for existing educational services. Expenses for operating educational/training components may not be authorized for costs that exceed the normal costs of services provided to persons not participating in SNAP E&T programs. Educational expenses will not be paid for training that is normally available to the public at no cost. E&T funds may be used only if:</p> <ul style="list-style-type: none"> ● Federal funds are not used to supplant other funding; ● The provider and/or individual has attempted to secure federal assistance (not including loans) such as the Pell Grant, and such funds are not available; and ● The education program costs are associated with E&T program engagement. <p>Vocational training may be combined with supervised job search, job readiness (job search training), or other qualifying components as appropriate.</p>							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
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.	18	\$8,437	\$101,246	\$1,534	ADES State Agency	The percentage and number of program participants who are in unsubsidized employment or has received a recognized credential or certification following participation and/or completion of Vocational Training, during the period of

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							October 2020 to September 2021.
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.	196	\$54,416	\$652,991	\$896	ADES SNAP CAN Contractors	The percentage and number of program participants who are in unsubsidized employment or has received a recognized credential or certification following participation and/or completion of Vocational Training, during the period of October 2020 to September 2021.

Work Components

Community Service/Workfare	
DESCRIPTION	<p>Community Service (Workfare) provides individuals with an opportunity to gain work experience and useful workplace skills at a supervised worksite. Community Service (Workfare) is a component in which SNAP recipients work off the value of their household’s monthly SNAP allotment through an assignment at a private or public non-profit agency as a condition of eligibility. Community Service (Workfare) activities are designed for the good of the community-at-large and would not generally result in unsubsidized employment. In lieu of wages, community service (workfare) participants receive compensation in the form of their household’s monthly benefit allotment. The primary goal of community service (workfare) is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. Community Service (Workfare) assignments do not replace or prevent the employment of regular employees. Community Service (Workfare) assignments provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours. With the exception of court-ordered community service, a participant engaged in Community Service (Workfare) is subject to the Fair Labor Standards Act (FSLA) and cannot be required to participate more than the monthly SNAP benefit allotment divided by the federal or state minimum wage, whichever is higher.</p> <p>If a reasonable period of community service (workfare) does not result in incremental progress, the ECDP will be reviewed and revised as circumstances change to maintain the individual’s goals of improving job skills. Participation will be offered to eligible SNAP recipients to provide services statewide.</p> <p>Community Service (Workfare) may be combined with supervised job search, job readiness (job search training), or other qualifying components as appropriate.</p> <p><u>SNAP E&T Service Delivery:</u></p> <p>Individuals served in this component have a Training Plan for Work Experience and Community Service Activities (SNA-1026A FORFF (7-17)). In this agreement the community service (workfare) training provider and trainee agrees to the</p>

<p>respective responsibilities and certification stated or specified regarding their participation in work activities under the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T).</p> <p>In addition, the community service (workfare) provider must sign an agreement (SNA-1023A FORFF (7-17)) with the Department of Economic Security.</p> <p><u>SNAP CAN Service Delivery:</u></p> <p>All community service (workfare) providers must sign an agreement (SNA-1023A FORFF (7-17)) with the community partner organization (SNAP CAN contractor(s)) on behalf of the Department of Economic Security.</p>							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
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.	22	\$10,312	\$123,745	\$1,672	ADES State Agency	The percentage and number of program participants who are in unsubsidized employment, in the period from October 2020 to September 2021 following participation and/or completion of Community Service/Workfare.
Maricopa, Pima, and Yavapai Counties. As	Participants who have completed the Job Search component and	31	\$8,607	\$103,279	\$1,415	ADES SNAP CAN Contractors	The percentage and number of program participants who are in unsubsidized employment, in the period from October

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available, balance of the State.	have been unsuccessful in obtaining employment.						2020 to September 2021 following participation and/or completion of Community Service/Workfare.
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Work Experience	
DESCRIPTION	<p>Work Experience is designed to improve the employability of participants through actual work experience and/or training. The goal of this experience is to enable participants to move into regular employment. 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. In contrast to the community service (workfare) component, work experience placements can be with private, for-profit companies (private sector entities). Work Experience allows participants to:</p> <ul style="list-style-type: none"> ● Develop work habits and attitudes; ● Establish a recent work history; and ● Develop a networking system with the possibility of gaining full-time, paid employment. <p>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. Work experience assignments do not replace the employment of a regularly employed individual, and they provide the same benefits and working conditions provided to regularly employed individuals performing similar work for equal hours. Households that include work experience participants will not be required to work more hours monthly than the total obtained by dividing the household's monthly SNAP allotment by the higher of the applicable Federal or State minimum wage.</p> <p>If a reasonable period of work experience does not result in incremental progress, the ECDP will be reviewed and revised as circumstances change to maintain the individual's goals of improving job skills. I</p> <p>Work Experience may be combined with supervised job search, job readiness (job search training), or other qualifying components as appropriate.</p> <p><u>SNAP E&T Service Delivery:</u></p>

<p>Individuals served in this component have a Training Plan for Work Experience and Community Service Activities (SNA-1026A FORFF (7-17)). In this agreement the work experience training provider and trainee agrees to the respective responsibilities and certification stated or specified regarding their participation in work activities under the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T).</p> <p>In addition, the work experience provider must sign an agreement (SNA-1023A FORFF (7-17)) with the Department of Economic Security.</p> <p><u>SNAP CAN Service Delivery:</u></p> <p>All work experience providers must sign an agreement (SNA-1023A FORFF (7-17)) with the community partner organization (SNAP CAN contractor(s)) on behalf of the Department of Economic Security.</p>							
Geographic Area	Target Audience	Estimated monthly participants (unduplicated count)	Estimated Monthly cost*	Calculated Annual cost	Calculated Annual Cost per participant	Provider	Reporting Measure(s) – if > 100 participants
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.	1	\$469	\$5,625	\$1,875	ADES State Agency	N/A
Maricopa, Pima, and Yavapai counties. As	Participants who have completed the Job Search	35	\$9,717	\$116,605	\$980	ADES SNAP CAN Contractors	The percentage and number of program participants who are in unsubsidized

available, balance of the state.	component and have been unsuccessful in obtaining employment.						employment, in the period from October 2020 to September 2021, following participation and/or completion of Work Experience.
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- * **Ensure this total is equal to Total Provider Contracts (Line C), if applicable, of Section J**
- * **Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.**
- * **Please round all amounts up to the next dollar.**

Section F: Estimated Participant Levels

I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	268,155
II. Estimated Number of Work Registrants Exempt from E&T	268,155
III. Percent of all work registrants exempt from E&T	100%
IV. Anticipated number of mandatory E&T participants (line I – line II)	0
V. Anticipated number of voluntary E&T participants	9,682
VI. Anticipated number of ABAWDs in the State during the Federal FY	156,022
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY	116,552
VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY	648
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII))	38,822

Section G: Summary of Partnerships and /or Contract

Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
<i>Arouet Foundation</i>	E&T Services	\$7,000	\$1,000	\$8,000	0.1%
<i>AZ Career Pathways</i>	E&T Services	\$26,000	\$22,000	\$48,000	0.7%
<i>AZ Center for Youth Resources</i>	E&T Services	\$103,000	\$11,000	\$114,000	1.7%
<i>Chicanos Por La Causa</i>	E&T Services	\$480,000	\$5,000	\$485,000	7.1%
<i>Community Food Bank of S. AZ</i>	E&T Services	\$143,000	\$0	\$143,000	2.1%
<i>Dress for Success</i>	E&T Services	\$966,000	\$236,000	\$1,202,000	17.5%
<i>Father Matters Inc.</i>	E&T Services	\$199,000	\$27,000	\$226,000	3.3%
<i>Friendly House</i>	E&T Services	\$115,000	\$5,000	\$120,000	1.7%
<i>GAP Ministries</i>	E&T Services	\$172,000	\$10,000	\$182,000	2.6%
<i>Habitat for Humanity</i>	E&T Services	\$114,000	\$1,000	\$115,000	1.7%
<i>ICM Food & Clothing Bank</i>	E&T Services	\$62,000	\$1,000	\$63,000	0.9%
<i>Jobs for Arizona's Graduates</i>	E&T Services	\$167,000	\$56,000	\$223,000	3.2%
<i>Live and Learn</i>	E&T Services	\$223,000	\$76,000	\$299,000	4.4%
<i>Neighborhood Ministries</i>	E&T Services	\$56,000	\$1,000	\$57,000	0.8%
<i>Phoenix Dream Center</i>	E&T Services	\$268,000	\$6,000	\$274,000	4.0%
<i>Phoenix Rescue Mission</i>	E&T Services	\$300,000	\$13,000	\$313,000	4.6%
<i>Quality Connections</i>	E&T Services	\$15,000	\$0	\$15,000	0.2%

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<i>St. Mary's</i>	E&T Services	\$439,000	\$21,000	\$460,000	6.7%
<i>UMOM</i>	E&T Services	\$2,495,000	\$29,000	\$2,524,000	36.7%
Total		\$6,350,000*	\$521,000	\$6,871,000	

***ADES SNAP CAN Contractor's Total Administrative Costs broken out by component in Section E.**

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

Section H: Contractor Detail Addendum

Partner/Contract 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, 2020	End September 30, 2021
Description of Activities/Services	<p>Culinary Program: The program gives training to those seeking restaurant employments.</p> <p>Career Counseling: Resume writing, interviewing, soft skills, evaluation, and how to be successful.</p>		
Funding	50 percent reimbursements		
Evaluation	<p>The Department may evaluate, and the Contractor shall cooperate in the evaluation of, contract services. Evaluation may assess the quality and impact of contract services, either in isolation or in comparison with other similar services and assess the Contractor’s progress and/or success in achieving the goals, objectives, and deliverables set forth in this contract.</p> <p>As requested by the Department, the Contractor shall participate in third-party evaluations relative to contract impact in support of department goals.</p>		

Partner/Contract Name	Dress for Success			
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, 2020	End	September 30, 2021
Description of Activities/Services	<p>Job Training and Career Center: Supervised Job Search to identify employment opportunities, Job Readiness strategies to nurture professional growth.</p> <p>Career Counseling: Interviewing, soft skills, evaluation, and eliminating barriers 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>			

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Section I: Operation Budget: DES	State Agency	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages	\$0	\$1,197,000	\$1,197,000
b) Fringe Benefits 40.43%*	\$0	\$483,947	\$483,947
c) E&T Provider Contracts	\$3,175,000	\$3,175,000	\$6,350,000
d) Non-capital Equipment and Supplies	\$0	\$169,400	\$169,400
e) Materials	\$0	\$5,000	\$5,000
f) Travel	\$0	\$10,000	\$10,000
g) Building/Space	\$0	\$102,679	\$102,679
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0
i) Other State Agency Contractual Costs	\$0	\$70,000	\$70,000
j) Other Direct Cost	\$0	\$0	\$0
Total Direct Costs 15.64%	\$3,175,000	\$5,213,026	\$8,388,026
II. Indirect Costs:			
Total Indirect Costs	\$0	\$318,747	\$318,747
III. In-kind Contribution			

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State in-kind contribution	\$0	\$0	\$0
Total Admin Cost (I+II+III)	\$3,175,000	\$5,531,773	\$8,706,773
IV. Participant Reimbursement:			
a) Dependent Care	\$20,000	\$20,000	\$40,000
b) Transportation & Other Costs	\$507,000	\$507,000	\$1,014,000
Total Participant Reimbursement Costs	\$527,000	\$527,000	\$1,054,000
V. Total Costs	\$3,702,000	\$6,058,773	\$9,760,773

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

Section Ib: Grant Allocation

State Grant Allocation:	State Agency Share	E&T Partner Share	Federal Share
ABAWD Pledge Funding			\$ 0
100 Percent Federal E&T Grant			\$ 2,356,773
50 Percent Additional Admin. Excluding Participant Reimbursement	\$ 0	\$ 3,175,000	\$ 3,175,000
50 percent Participant Reimbursement	\$ 300,000	\$ 227,000	\$ 527,000
TOTAL	\$ 300,000	\$ 3,402,000	\$ 6,058,773

Section J: Budget Narrative and Justification

STATE AGENCY: DES	Match	Federal cost	Total	Narrative																																																																																												
I. Direct Costs:																																																																																																
a) Salary/Wages	\$0	\$1,197,000	\$1,197,000	Salary/Wages are based on average FTE hours for each individual position and the average pay per each individual position.																																																																																												
				<table border="1"> <thead> <tr> <th data-bbox="907 591 1402 621">Position Description</th> <th data-bbox="1402 591 1633 621">Avg hourly rate</th> <th data-bbox="1633 591 1717 621">FTE</th> <th data-bbox="1717 591 1894 621">Salary (YTD)</th> </tr> </thead> <tbody> <tr><td>ADMV ASST 2</td><td>14.06</td><td>0.10</td><td>\$3,000</td></tr> <tr><td>ADMV SVCS OFFCR 3</td><td>30.98</td><td>0.60</td><td>\$38,700</td></tr> <tr><td>ADMV SVCS OFFCR 4</td><td>36.00</td><td>0.10</td><td>\$7,500</td></tr> <tr><td>AUDITOR 2</td><td>20.41</td><td>1.30</td><td>\$55,200</td></tr> <tr><td>BUSINESS ANALYSIS MGR SR</td><td>42.69</td><td>0.30</td><td>\$26,700</td></tr> <tr><td>BUSINESS ANALYSIS SPV</td><td>36.71</td><td>0.40</td><td>\$30,600</td></tr> <tr><td>BUSINESS ANALYST</td><td>25.82</td><td>0.70</td><td>\$37,600</td></tr> <tr><td>BUSINESS ANALYST SR</td><td>31.25</td><td>1.30</td><td>\$84,500</td></tr> <tr><td>CONTRACTS MGT SPCT 3</td><td>27.14</td><td>0.60</td><td>\$33,900</td></tr> <tr><td>DIST PROG MGR 1</td><td>26.10</td><td>1.00</td><td>\$54,300</td></tr> <tr><td>EMPMT CNSLR 2</td><td>19.23</td><td>1.67</td><td>\$67,000</td></tr> <tr><td>EXEC ASST</td><td>27.16</td><td>0.10</td><td>\$5,700</td></tr> <tr><td>FINL ANALYST 1</td><td>24.52</td><td>1.00</td><td>\$51,000</td></tr> <tr><td>HELP DESK ANALYST</td><td>15.52</td><td>0.30</td><td>\$9,700</td></tr> <tr><td>HUMAN SVCS PROG DVMT SPCT</td><td>22.73</td><td>0.80</td><td>\$37,900</td></tr> <tr><td>PROG PROJ SPCT 2</td><td>21.51</td><td>1.00</td><td>\$44,800</td></tr> <tr><td>PROG SVC EVALR 3</td><td>15.84</td><td>13.00</td><td>\$428,300</td></tr> <tr><td>PROG SVC EVALR 4</td><td>18.55</td><td>3.00</td><td>\$115,800</td></tr> <tr><td>PROG SVC EVALR 5</td><td>22.41</td><td>1.00</td><td>\$46,700</td></tr> <tr><td>QA MGR</td><td>21.32</td><td>0.20</td><td>\$8,900</td></tr> <tr><td>TRNG OFFCR 1</td><td>20.84</td><td>0.10</td><td>\$4,400</td></tr> <tr><td>TRNG OFFCR 2</td><td>23.08</td><td>0.10</td><td>\$4,800</td></tr> </tbody> </table>	Position Description	Avg hourly rate	FTE	Salary (YTD)	ADMV ASST 2	14.06	0.10	\$3,000	ADMV SVCS OFFCR 3	30.98	0.60	\$38,700	ADMV SVCS OFFCR 4	36.00	0.10	\$7,500	AUDITOR 2	20.41	1.30	\$55,200	BUSINESS ANALYSIS MGR SR	42.69	0.30	\$26,700	BUSINESS ANALYSIS SPV	36.71	0.40	\$30,600	BUSINESS ANALYST	25.82	0.70	\$37,600	BUSINESS ANALYST SR	31.25	1.30	\$84,500	CONTRACTS MGT SPCT 3	27.14	0.60	\$33,900	DIST PROG MGR 1	26.10	1.00	\$54,300	EMPMT CNSLR 2	19.23	1.67	\$67,000	EXEC ASST	27.16	0.10	\$5,700	FINL ANALYST 1	24.52	1.00	\$51,000	HELP DESK ANALYST	15.52	0.30	\$9,700	HUMAN SVCS PROG DVMT SPCT	22.73	0.80	\$37,900	PROG PROJ SPCT 2	21.51	1.00	\$44,800	PROG SVC EVALR 3	15.84	13.00	\$428,300	PROG SVC EVALR 4	18.55	3.00	\$115,800	PROG SVC EVALR 5	22.41	1.00	\$46,700	QA MGR	21.32	0.20	\$8,900	TRNG OFFCR 1	20.84	0.10	\$4,400	TRNG OFFCR 2	23.08	0.10	\$4,800
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				Total	28.67	\$1,197,000
b) Fringe Benefits*	\$0	\$483,947	\$483,947	A direct allocation method is used. The Fringe Benefits rate for the SNAP E&T staff is estimated to be 40.43 percent during Federal FY 2021. Fringe benefits include workers' compensation, health insurance, retirement, FICA and long- term disability.		
c) E&T Provider Contracts	\$3,175,000	\$3,175,000	\$6,350,000	This includes the total administrative costs for partnership contracts.		
d) Non-capital Equipment and Supplies	\$0	\$169,400	\$169,400	This includes postage, copier services, office supplies, telephone, internet, and technology equipment.		
e) Materials	\$0	\$5,000	\$5,000	This cost is based on budget availability for marketing materials to be distributed to SNAP E&T program participants.		
f) Travel	\$0	\$10,000	\$10,000	This includes staff travel for the purpose of attending conferences, training sites, community partner locations or events, or other office locations.		
g) Building/Space	\$0	\$102,679	\$102,679	<p>The total combined Building/Space is the sum of the area costs for the two office locations. The area cost is the total square footage multiplied by the price per square foot for each individual location.</p> <p><u>Tucson, AZ</u> SNAP E&T Work Space 1,701 sq. ft. SNAP E&T Share of Common Area 1,541.97 sq. ft. Total 3,242.97 sq. ft. \$16.15 a square foot or annual cost of \$52,361.66</p> <p><u>Mesa, AZ</u> SNAP E&T Work Space 3.072.31 sq. ft.</p>		

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				SNAP E&T Share of Common Area 0.0 sq. ft. Total 3,072.31 sq. ft. \$16.38 a square foot or annual cost of \$50,317.82
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0	None
i) Other Contractual Costs	\$0	\$70,000	\$70,000	This includes temporary staffing services and Language Line services.
j) Other Direct Cost	\$0	\$0	\$0	None
Total Direct Costs	\$3,175,000	\$5,213,026	\$8,388,026	
II. Indirect Costs:				
*Approved Indirect Cost Rate Used				<i>*Attach approved Indirect cost rate agreement</i> 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 15.64 percent for Federal FY 2021.
Total Indirect Costs	\$0	\$318,747	\$318,747	
III. In-kind Contribution				
State in-kind contribution	\$0	\$0	\$0	
Total Admin Cost (I+II+III)	\$3,175,000	\$5,531,773	\$8,706,773	

IV. Participant Reimbursement:				
a) Dependent Care	\$20,000	\$20,000	\$40,000	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.
b) Transportation & Other Costs	\$507,000	\$507,000	\$1,014,000	Transportation is provided to the participant as a reimbursement for expenses incurred and is limited up to \$100 for every four-week period. Non-transportation related expenses (Non-TRE) that are reasonably necessary to participate in program activities or to accept and maintain employment are limited to \$150 per participant in a FFY and must be directly related to an SNAP E&T Program activity or required for a job. Reimbursement for transportation and non-transportation related expenses are provided to designated SNAP CAN contractors for expenses incurred and are limited to \$100 per participant, per every four-week period.
Total Participant Reimbursement Costs	\$527,000	\$527,000	\$1,054,000	
<u>V. Total Costs</u>	\$3,702,000	\$6,058,773	\$9,760,773	

**Attach approved Indirect cost rate agreement*

Appendix A: Provider Budgets (Not applicable)

Appendix B: Agriculture Improvement Act of 2018 Implementation Addendum

1. Describe the efforts taken by the State agency to consult with the State workforce development board or with private employers or employer organizations, if appropriate, in designing the State's SNAP E&T Program. This description should include whom the State agency consulted.

Through the workforce development system, ARIZONA@WORK, ADES administers services to the employer community. A primary responsibility of ADES is assessing and meeting business needs. This is accomplished through a multitude of collaborative meetings. The ADES business services team and leadership meet with LWDBs, employers, and state workforce board representatives, as well conduct Labor Market assessments to identify needs and areas for collaboration. Through these avenues and inputs, Arizona's SNAP E&T program services and strategies are developed. Specific meetings include:

- State Workforce Arizona Council committees (Arizona's State Workforce Development Board);
- Quarterly Registrar of Contractors;
- Monthly/Quarterly Local Workforce Development Area board meetings;
- Quarterly Business events through Chamber of Commerce;
- Employer Resource events; and
- Quarterly Industry Association meetings (Manufacturing, Health, IT).

The input from these meetings is utilized to collaborate with specific industries, employers, and employer organizations in pursuit of immediate impact for long term and systematic change. SNAP E&T staff and SNAP CAN providers 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 SNAP CAN providers 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. Credentials available to clients may include: ServSafe Manager Certification, ALLDATA Training Garage Certification, Cisco Certifications, and degrees in a high demand occupation discipline based on STEM competencies.

2. Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).

ADES is designated as the fiscal and administrative agency for three of the four core partners: WIOA Title I Adult, Dislocated Worker, and Youth Programs; WIOA Title III Wagner-Peyser Employment Service; and WIOA Title IV Vocational Rehabilitation.

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://arizonaatwork.com/sites/default/files/WIOA_Arizona_State_Plan_PY2020-2023.pdf.

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 LEP, individuals who are basic skills deficient, low-income individuals, and other populations with barriers to employment including SNAP recipients.

SNAP E&T is part of the ARIZONA@WORK system. 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.

Case Management Services

Describe how the State agency will provide case management services in the State's E&T program. This description should include:

- The entity (or entities) who will be responsible for carrying-out case management services;
- The types of case management the State agency will provide, such as comprehensive intake assessments, individualized service plans, progress monitoring, and coordination with service providers; and
- How case management service providers will coordinate among SNAP E&T Providers, the State agency, and other community resources.

Both SNAP E&T state staff and SNAP CAN providers carry-out case management services:

SNAP E&T state staff provide case management services by:

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 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 create individualized service plans by gathering information during the assessment through conversation and interaction with the participant. SNAP E&T staff refer to their Employment and Career Development Plan (ECDP), which is the individualized service plan. The ECDP is an agreement between the

participant and the SNAP E&T staff regarding the actions and responsibilities of both parties. The ECDP includes incremental steps to assist participants overcome all identified career barriers and support the participant's strengths and goals. SNAP E&T staff are required to review the ECDP with the participant regularly and revise the plan as the participant progresses through SNAP E&T or as circumstances change. ECDP's are reviewed every 3 -6 months based on clients components participating in.

SNAP E&T staff maintain participant case records in the applicable State case management system of record.

SNAP CAN Case Management:

SNAP CAN is a community-based employment and training partnership that provides employment readiness opportunities to eligible SNAP recipients. Services are provided through SNAP CAN partner organizations that are dedicated to connecting participants with the tools and resources they need to overcome barriers and obtain employment. SNAP CAN assists SNAP recipients in gaining skills, training, and work-related experience in order to increase their ability to obtain suitable employment and reduce SNAP dependency.

SNAP CAN contractors provide case management by:

- Monitoring, verifying, and maintaining documentation of actual hours of participants in assigned activities, as described in the SNAP CAN Partner Handbook.
- Providing participant supportive services in accordance with the SNAP CAN Partner Handbook.
- Provide ongoing case management services to each enrolled SNAP CAN participant. The effectiveness of case management services relies heavily on the communication and relationship between the case manager and the participant. The case manager role includes one of mentoring and modeling.
- Assist participants with needed training, activities, and work-related experience to achieve quality employment and self-sufficiency.
- Collaborating with other SNAP CAN contractors to ensure activities and services are not duplicated. This includes coordination with other community resources to ensure clients receive the services they need.

Coordination with case management organizations:

E&T refers to community resources, WIOA (AZ@WORK) and MAX Academy (through TANF). This is an agreement between the client and staff (ECDP). Providers sign the work activity report and staff verify participation. An Agreement for Work Experience and Community Service Activities form (SNA_1026A) is completed prior with the community provider referred to.

SNAP E&T staff collaborate with SNAP CAN contractors to ensure activities and services are not duplicated. This includes coordination with other community resources to ensure clients receive the services they need.