Contents

Tables

A. Cover Page and Authorized Signatures

State: Kansas

State Agency Name: Kansas Department for Children and Families

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): 08/15/2024

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email
Eric Hunt	Deputy Director of E&T Programs	785-776-4011 x 292	Eric.Hunt@ks.gov
Lisa Strunk	Assistant Director of SNAP E&T	316-281-9833	Lisa.Strunk@ks.gov
Chris Johnson	Deputy Director of Budget	785-296-6805	Christopher.Johnson@ks.gov

Certified By:

Laura Howard — 08/13/2024

State Agency Director (or Commissioner) — Date

Certified By:

Christopher S. Johnson — **8/13/2024**

State Agency Fiscal Reviewer — Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
BESS	Breakthrough Episcopal Social Services
CDL	Commercial Driver's License
CEC	Community Engagement Coordinator
CM	Case Management
CMA	Certified Medical Assistant
CN	Career Navigator
CNA	Certified Nursing Assistant
CWN	Consolidated Work Notice
DCF	Department for Children and Families
DOC	Department of Commerce
E&T	Employment and Training
EES	Economic and Employment Services Division
EW	Eligibility Worker
FA	Food Assistance (referred to as SNAP nationally)
FAET	Food Assistance Employment and Training
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
FTE	Full-Time Equivalent
GA	General Assistance
IT	Information Technology
ITO	Indian Tribal Organization
KEES	Kansas Eligibility & Enforcement System
KSOR	Kansas Office for Refugees
MOKAN	Goodwill MOKAN
NCC	Non-Compliance Coordinator
PR	Participant Reimbursement
SNAP	Supplemental Nutrition Assistance Program
SPA	State Plan Amendment
TANF	Temporary Assistance for Needy Families
TPP	Third Party Provider
USDA	United States Department of Agriculture
WASCK	Workforce Alliance of South Central Kansas, Incorporated
WDS	Workforce Development System
WIOA	Workforce Innovation and Opportunity Act
WR	Work Registrant

D. Assurances

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

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	☒
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	☒
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	☒
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. (7 CFR 277.4(d)(2))	☒
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	☒
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	☒
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	☒
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	☒
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	☒

Table D.II. Additional Assurances

The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.	**Check Box**
I. 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. (7 CFR 277.4(d) and (e))	☐
II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	☒

E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

a) Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

- The mission of the Kansas SNAP E&T program (commonly referred to as FAET) is to provide opportunities for FA recipients to become employed in career-oriented opportunities which provide a living wage, meet local labor demands, reduce dependence on public assistance and enable individuals to ultimately become self-sufficient.

- FAET serves all work ready Kansans who are 18 to 59 years old without dependent children in the household and who are not working at least 30 hours weekly. CNs, employed by DCF, provide assessment and case management services to E&T participants.

- FAET's ability to meet the State or local workforce needs are summarized in Section III: Consultation with WDS.

b) Is the State's E&T program administered at the State or county level?

- FAET is administered at the state level.

c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

- N/A

d) Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

- Statewide

e) Provide a list of the components offered.

The following 6 components are available in the E&T program for FFY25:

1. Supervised Job Search (SJS)
2. Job Search Training (JST)
3. Job Retention (JR)
4. Education Program, Basic Education (EPB)
5. Education Program, Career and/or Technical (EPC)
6. Education Program, Work Readiness Training (EPWRT)

The mandatory program requires 30 hours per week of participation. No more than 19 of those hours may come from SJS and/or JST. This allows ABAWDs to meet ABAWD requirements while meeting Mandatory E&T requirements.

f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

The SNAP policy manual is a living document and can be accessed by the public here: http://content.dcf.ks.gov/EES/KEESM/Keesm.htm

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

- GOALS, the TANF funded, voluntary employment program for clients receiving food assistance with children in the household, ended 6/30/2024.
- The Fiscal Services team is being reorganized. Current Program Consultants will become Grant Specialists. Non-competitive contracts with providers will end and a competitive RFP process will be completed in FY2025.

- b) Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

Kansas Department for Children and Families purchased Essential Education with E&T training funds to assist clients with meeting participation requirements, and to help increase participation levels. This program provides online courses which is especially helpful for those in rural areas, those who lack transportation and for those who are struggling with meeting participation requirements. The participants have opportunity to learn skills they can use to improve job searches and skills they are able to add to their resume. The program is available for use statewide, accessible remotely enabling participation for those who might not be able to meet participation requirements otherwise.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

a) **Consultation with State workforce development board:** Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

DCF's FAET team completed presenting the current E&T SP and requested feedback at the November 8, 2023 WDB Board Meeting. FAET did not receive any suggestions at the Workforce Board meeting. The board did express interest in creating a closer working relationship with DCF and E&T. We are in the process of setting up regular meetings between DCF Employment Services and the Workforce Centers. We are scheduled to present during the November 2024 WDB meeting. The WDB has not yet set a date for this meeting. We will communicate with the board by June 30 each year to determine a date for the DCF FAET team to present during the first quarter of the federal fiscal year and discuss opportunities for continued collaboration.

b) **Consultation with employers**: If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

N/A

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

c) **Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

N/A

d) **Coordination with title I of WIOA**: 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).

We refer clients to WIOA programs. As part of our agreement with WASCK we encourage dual enrollment in E&T and WIOA. We are working towards creating a partnership with Kansas Department of Commerce and will begin meeting regularly with them to discuss ways we can better serve our clients, including dual enrollment in WIOA and E&T. Our plan is to begin meeting at least quarterly. The first meeting has not been set. WASCK is a working to develop an intermediary model. They are currently a 50/50 provider but would like to become an intermediary within this fiscal year.

e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

☐ Yes

☒ No

f) **TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

FAET works in close partnership with TANF. We frequently have combined leadership meetings so that we are able to keep track of changes in each program. FAET and TANF both have their own CNs and supervisors; however, they all report to Employment Services Assistant Directors or the Employment Services Deputy Director. All team members are DCF employees. We utilize the same training programs, vendors and community resources. We also share CECs between E&T and TANF work programs. When able, we have a conference that includes all Employment Services staff.

g) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

Kansas Department for Children and Families coordinates with the Kansas Office for Refugees (KSOR), meeting quarterly to discuss services offered by both agencies, ways to best serve refugee clients, and work to ensure we are not duplicating services to refugee clients. If a client is a refugee and receiving employment services through a refugee organization, they will be exempted from Mandatory E&T.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

a) Did the State agency consult with ITOs in the State?

☒ Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*

☐ No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*

☐ Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

b) Name the ITOs consulted.

FAET collaborated with Jancita Warrington, Tribal Liaison Native American Affairs for the Governor's Office, to consult with the Kansas ITOs:

1) Sac & Fox
2) Prairie Band Potawatomi Nation
3) Kickapoo
4) Iowa

c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

Representatives from all four tribes were contacted and invited to participate in the food security meetings facilitated by DCF every two months. They were informed that we would have representatives from state agencies and community organizations focused on food security initiatives. One representative, Missty Slater of the Iowa Tribe, responded to our invitation, but was unable to participate in the April 2024 meeting. She hopes to participate future meetings.

A representative from E&T participates in each meeting. If a tribal representative attends and would like to consult about the E&T program, someone will be available to schedule a meeting. The next meeting occurs October 18, 2024.

Two E&T representatives will participate in the 2024 Summit.

- d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

☐ Yes

☒ No

V. Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

a) The State agency operates the following type of E&T program *(select only one)*:

☒ Mandatory per 7 CFR 273.7(e)

☐ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

☒ Applicants per 7 CFR 273.7(e)(2)

☐ Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(*7*)

☐ Categorically eligible households per 7 CFR 273.2(j)

c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

☐ Yes

☒ No

VI. Characteristics of Individuals Served by E&T

- State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).
-

a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

-
- (Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

The following groups are exempt from Mandatory E&T: - Work Registrants with at least one child in the SNAP household - Work Registrants who are 16 or 17 years old - Work Registrants meeting a Work Registrant or ABAWD Exemption

b) How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

Exemptions will be evaluated annually.

- What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

☒ ABAWDs

☐ Homeless

☐ Veterans

☐ Students

☐ Single parents

☒ Returning citizens (aka: ex-offenders)

☒ Underemployed

☒ Those that reside in rural areas

☒ Other: Work Registrants without children on the food assistance case.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if *available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.*

The following questions are about how the E&T program is structured in your State agency.

a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

- In Kansas the SNAP Certification team is referred to as Economic and Employment Services (EES) Eligibility. The SNAP E & T Unit is referred to as Food Assistance Employment and Training.
-
- The Kansas Department for Children and Families Economic and Employment Services (EES) Director oversees all EES programs with the assistance of Deputy Directors. The EES Director is responsible for the development and implementation of all SNAP policy.
- While the EES Director is responsible for all of SNAP policy, many administration staff members assist in the development and implantation of the SNAP certification policy and processes.
- With regards to coordination: Discussions regarding error trends and discrepancies are discussed during the Policy Planning Team Meetings, Implementation Planning Team Meetings, KEES Advisory Group Meetings, & Program Administrator Meetings. All these groups include elements of program integrity and accountability during discussions. In addition, if policy changes are necessary for program improvement, the policy changes are discussed with both the SNAP Eligibility and E&T staff during KEESM Implementation calls.
- Policy changes can be initiated in many ways and there is process used to develop policy. As part of this process, the changes are discussed in various work groups and then there is an internal approval process. The Business Process Management team meets regularly to discuss process and procedural changes or possible improvements. The DCF Training Unit is brought into the conversations for improvements or implementations of updated the policy in which additional training is required.

- Various employees across the department both at the administration and local levels receive the notifications regarding policy and process changes. Individuals overseeing these areas are knowledgeable of the program and the appropriate supervisions are in place to ensure DCF is in compliance with applicable requirements.

- The Provider Management team within the EES unit at DCF, is responsible for the contracts for E & T providers also for monitoring of monthly payments.

- DCF EES Management Evaluation Unit is responsible for monitoring the compliance of program policy and E & T providers as stated in the SNAP Fiscal Year 2025 State Management Evaluation Target Areas Memo.

b) How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

Once the EES eligibility worker has completed the screening for appropriateness for referral to FAET and has entered the information correctly into the eligibility system, an automated task will generate if that individual is recognized by the eligibility system as being a mandatory participant. In the event a referral is not appropriate to the FAET program the EES eligibility worker will remove the task.

The FAET program is alerted to the referral through the eligibility system when the task shows up in their que.

If a participant has a change in status for the FAET program, has a possible exemption or is not fit for the program, the E&T CN will send an email to a shared email box for EES eligibility staff to re-screen the participant for appropriateness for the FAET program.

The shared email box for EES eligibility is also where additional correspondence is sent from the E&T CN which could potentially impact eligibility for SNAP benefits, ie, gains employment over the maximum allowable limit for the household size.

FAET work program participation is reported by the CN to the Non-Compliance Coordinator (NCC), who is an eligibility worker under the Program Integrity Unit.

If a CN verifies that a client has met FAET work program participation for the month the CN will email the NCC, who will update the time limit to met work program participation.

If client did not meet FAET work program participation the CN will inform the NCC who will request good cause. If good cause is granted, the NCC will email notification to the CN, if good cause is not granted, NCC will impose the sanction and email EES eligibility.

c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

The Kansas Eligibility Enforcement System (KEES) provider portal allows for communication between E&T providers and DCF. Providers have the ability though use of the portal to directly report attendance, non-compliance, client progress or any concerns that may arise. The provider portal is also used by E&T CNs to track E&T participants. CNs are responsible for reporting to EES eligibility any information received through use the provider portal which potentially impacts eligibility.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

KEES tracks referrals, all communications with clients, including copies of notices sent, assessment information, case management notes, participant reimbursements, payments on behalf of clients to providers, and the provider portal allows partners to provide information directly into this system. We can also view the SNAP case information, such as whether the case is open or closed, whether ABAWD months have been counted, previous penalty information and other cases that may be open (TANF or Child Care Assistance). This system also tracks penalties including new penalties for non-participation in Mandatory E&T. If clients are receiving services through a third-party provider there is still a DCF CN assigned to track the client and let the provider know of any needed changes.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

FAET has monthly meetings with Wichita Workforce Alliance to share any new policies or procedures. We also have a provider team that manages provider contracts. When policy changes occur outside of the quarterly meetings, the Fiscal Services team emails the policy changes to the providers.

We meet with BESS on a regular basis, usually quarterly except during the summer. During BRIDGES classes, we are in daily contact with BESS by email.

We meet with Goodwill MoKan on an as needed basis, dependent on referrals to their programs.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

The Grant Specialists in the Fiscal Services Unit will review monthly billing/client progress documents and work with the Office of Grants and Contract's Post-Award Unit to ensure payments are made in a timely manner. The Grant Specialists will also be responsible for ensuring providers are complying with E&T policy. When deficiencies are discovered, the Grant Specialists will provide coaching and technical assistance as needed to assist providers in fully functioning within the parameters of the grant.

The Grant Specialists in the Fiscal Services Unit will review invoices and ensure payments are made to providers to ensure that we are being billed according to the provider agreement/grant. CNs will not be involved in the billing process unless the Grant Specialist in the Fiscal Services Unit has questions or concerns.

The monthly invoice must include a narrative of what services were provided to the client. If these services are not in compliance with the provider agreement/grant and the referral, the Grant Specialist in the Fiscal Services Unit will reach out to the provider to create a corrective action plan.

When the CN reviews the E&T client referral, if the client's food assistance is closed or if the client has used all ABAWD months, the provider referral is ended in the Provider Portal and the provider as well as the Grant Specialists in the Fiscal Services Unit will be notified.

The Fiscal Services team informs CNs of changes to the provider agreement/grant or if a provider agreement/grant has been discontinued or a new agreement/grant has been approved.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

Grant Specialists in the Fiscal Services Unit review provider invoices that include a narrative explaining what services have been provided. If there are any questions or concerns from the Grant Specialists in the Fiscal Services Unit, this information will be verified by the CN with the Provider Portal referral to ensure that the provider is billing correctly and providing the services for which the client was referred. The Grant Specialists in the Fiscal Services Unit will annually evaluate the performance of providers.

If a provider is not meeting expectations, based on the narratives in the billing the Grant Specialists in the Fiscal Services Unit will reach out to the programs that have utilized that provider to see what can be done to remedy the situation. The Grant Specialists in the Fiscal Services Unit will implement a corrective action plan. They will then meet with E&T CNs to determine if the provider has remedied the situation.

We have also created a provider feedback form that allows us to obtain feedback from clients to make sure they are satisfied with the services they are receiving from providers. If the feedback indicates that the clients are not satisfied with services, the Grant Specialist in the Fiscal Services Unit reaches out to discuss the issues and if necessary, implements a corrective action plan. They will then meet with CNs to determine if the provider has remedied the situation. If not, we will end the contract and discontinue referring clients to the provider.

E&T Program Administrators and the Program Integrity team regularly review electronic case files to ensure that CNs are correctly referring clients to components and are providing required case management services. If deficiencies are discovered, CN trainings or new tools are created to improve processes

VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

a) Describe how the State agency screens applicants to determine if they are work registrants.

The method by which our SNAP participants are identified as work registrants incorporates the individual's age, student status, physical or mental capacity, allowable exemptions, and household composition (e.g., responsible for care of young children or household members who are disabled). Screening occurs during the SNAP eligibility determination process facilitated by DCF eligibility staff. Information obtained during the eligibility determination interview is used to screen the applicant for general work requirements and determine if the applicant is a work registrant. Information is then entered into KEES appropriately for the system to identify the applicant's work registrant status.

b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

Clients are considered work registered when they sign the SNAP application.

c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

EWs verbally explain the customized CWN to work registrants during each interview. The CWN is also automatically generated and mailed through KEES when benefits are initially approved, recertified, and changed due to a change in exemption status.

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

a) List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

State specific criteria used to exempt individuals from participation in FAET during the screening process is as follows: • Work registrants who are ages 16-17

- Work registrants with children on the food assistance case.
- Work registrants who meet either a work registrant or ABAWD exemption
- Clients who have no transportation and live in a rural area and there is no public transportation available.
- Clients who are unable to read and/or write well enough to complete job searches or successfully complete training.
- Clients who do not speak English and could not participate in the mandatory E&T activities.
- Clients who are not able to legally be employed in the United States.
- Clients who do not have access to clean their clothes and themselves to prepare for interviews or reporting to employment.
- Clients who have a physical or mental condition that would impair successful employment.

b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

During the interviewing process at certification or recertification, eligibility workers screen applicants for work registration, ABAWD and participation in FAET. Eligibility workers use an interview script which has screening questions for potential exemptions from FAET.

These questions help to determine, not only if the client meets a work registration or ABAWD exemption therefor not mandating they participate in FAET, but also to aid in the determination if a client is work ready. These work ready questions are to address any potential barriers for the client to find and be able to maintain employment, limited formal education, or other barriers that many interfere with successful participation in the FAET. As Kansas has many rural areas, applicants may not have access to transportation or access to internet services and therefor would not be considered for participation in FAET.

Kansas does not currently have a waitlist for FAET.

c) *(If applicable)* Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Upon receipt of a referral to FAET from a E&T provider (reverse referral) the CN will check to see if the client is already receiving FAET services or if a referral task has been created for the client. If neither of these is true, the E&T provider will be notified that the client is not mandatory for E&T.

If the client is mandatory for E&T, an email will be sent to the NCC for rescreening.

Once the screening has been completed, the client will go through the assessment process if they are not currently participating with FAET. If the client is currently participating with FAET, a meeting will be scheduled with the CN to ensure the provider and component are a good fit for the client.

If the client is not receiving SNAP benefits, the client is referred to the DCF website to complete the screening to determine potential eligibility and to complete a SNAP application.

d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

The client is informed about PRs verbally and by mail on the Consolidated Work Notice. They are notified verbally during the eligibility interview. They are also notified again at the first appointment (at orientation and assessment) with the CN.

.

If a client is referred to mandatory E&T and is not able to attend their appointment in person due to transportation issues, they are provided transportation funds to buy a daily bus pass or to pay for gas to attend the appointment. If there is no bus service and they have no other transportation, the first appointment is completed by phone and the CN will work with the recipient to set up a transportation plan.

Other participant reimbursements are provided depending on the need to complete mandatory E&T requirements. We provide PRs for things such as child care, books and equipment to complete training, interview clothing, work clothing and tools.

If the Mandatory E&T program is not able to cover a client’s necessary costs to participate in E&T, the client will be exempted from Mandatory E&T.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

The Consolidate Work Requirements Notice is verbally discussed with the clients during interview and also provided in writing through a mailing. This notice includes the rule of participation of the program, including information on attending a program orientation and that the client will receive a letter in the mail with the appointment time, date and location along with a phone number in the event they would need to re-schedule the appointment. The notice includes information about potential costs that may be paid for to participate in FAET. Additionally, there is the discussion about what happens if the client does not follow the rules or meet participation without good cause. Sanctions time-frames are also provided to the client. Clients are advised if they are sanctioned, they would not be eligible to receive food assistance benefits for the set time-frame. The notice inviting the client to the mandatory E&T orientation/assessment appointment is mailed within 10 days of the referral. Clients are given 10 – 14 days for the appointment to allow time for the letter to arrive. Participants referred are also provided with FAET's phone number and email address so they can contact an FAET worker in case they don't receive an appointment notice or would like to reschedule their appointment. The written referral notice is typically provided, and appointments are typically completed for those referred within 20 days of the referral from Eligibility. The appointment notice also informs the client of approximately how long the first appointment may take if it's a group assessment. The appointment notices also contain the E&T sanction information.

b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

If a reverse referral is received from a provider the following steps will be taken: • The CN will check KEES for their current mandatory E&T participant status or if there is a referral task set for the client. • If the client is a Mandatory E&T participant, the CN will meet with the client to determine if the reverse referral is a good fit. If it is, the referral will be accepted, and a new Self-Sufficiency Agreement will be completed with the client. • If the client has a Mandatory E&T referral task, but is not currently working with E&T, the client will be contacted by the CN, assessed, and notified about the program requirements and their rights to receive participant

reimbursements. Once this has been completed, a Self-Sufficiency agreement will be created with the client and the reverse referral will be accepted.

c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

After the referral, the client will receive an appointment notice. In the larger offices, the first appointment is a group orientation/assessment appointment. In smaller offices, the first appointment may be a group orientation/assessment appointment or a one-on-one assessment appointment. At this appointment, clients are notified about program requirements, available components, and participant reimbursements. They are assessed to determine what components are a good fit. They complete a self-sufficiency agreement with their CN that outlines their responsibilities, including what participation and verification is required to meet mandatory E&T requirements and what E&T will be responsible for.

d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

KEES automatically sets a task for E&T upon certification or recertification when the recipient is screened and determined mandatory. If the recipient is determined not work ready and screened out of Mandatory E&T, this task can be deleted by the EW. If during the certification period someone's status changes and that person is now mandated to participate with E&T, the EW notifies the CN by email.

e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

Referrals are made electronically through the Provider Portal within KEES. The providers are trained to check the system at least once a week for referrals. Wichita Workforce Alliance staff also attend the weekly group Orientation/Assessment meetings in that region and referrals are made and first appointments are scheduled with the client at that time.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

a) Does the State require or provide an assessment?

☒ Yes (*Complete the remainder of this section*.)

☐ No (*Skip to the next section.)*

b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

The first appointment with the FAET CN is an orientation/assessment appointment. The following actions occur during that initial appointment:

- The client completes a self-assessment form about the client's background, interests, strengths, and gathers information that helps the CN to ensure the client is work ready.
- The CN checks to determine if the client is already participating in activities that may help them meet mandatory E&T requirements.
- The client completes the O*Net Interest Profiler, and it is reviewed with the client.
- A Self-Sufficiency Agreement is created with client input. This contains information about what the client needs to do to meet mandatory E&T participation requirements. The client is given a copy of the Self-Sufficiency Agreement and the O*Net Interest Profiler results.
- All information is also added to KEES.
- Participant Reimbursements are approved in KEES as needed.
- Referrals are made to partners as needed.
- A follow up case management is scheduled, and an appointment notice is sent. The time and date are also included on the Self-Sufficiency Agreement.

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

a) What types of E&T case management services will the State agency provide? *Check all that apply.*

☒ Comprehensive intake assessments

☒ Individualized Service Plans

☒ Progress monitoring

☒ Coordination with service providers

☒ Reassessment

☐ Other. Please briefly describe: Click or tap here to enter text.

b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

DCF E&T CNs provide most CM services. CNs conduct all orientation/ assessment appointments and provide CM at least once a month for check in appointments to see if the client is meeting mandatory E&T requirements and to identify what additional assistance is needed. CNs schedule these appointments for 30 minutes to one hour depending on the client's needs.

During case management meetings, CNs review client's participation. If a client's participation changes (for example, the client is ready to start a training class) a new self-sufficiency agreement is created. CNs work with the clients to determine if the steps they are taking towards their goals are working, or if they need to make changes or are in need of additional resources to help them meet participation and move forward towards meaningful employment.

WASCK also provides case management. They meet with clients monthly to monitor progress. Clients receiving case management through WASCK also have a DCF CN who communicates with the WASCK monthly about client needs and progress. The DCF CN can also provide participant reimbursements needed for the client to participate in WASCK components.

c) Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	Eligibility staff and E&T CN both work for DCF in the same offices. A task is set in KEES when a Mandatory E&T client is approved or recertified. This task is set in KEES when a Mandatory E&T client is screened and determined mandatory. This task alerts CNs that an assessment appointment needs to be scheduled. Eligibility staff also communicate with E&T CNs by email or if they are interviewing a client who would like immediate assistance. They can instant message an E&T worker and see if they are available to come meet with the client. Eligibility has various email address that E&T uses to communicate changes and non-compliance.
State E&T staff:	E&T communicates with state staff through monthly open-door meetings held by the deputy director, monthly team meetings which are used to update staff, and internal staff trainings as needed.
Other E&T providers:	Our Fiscal Services team has quarterly meetings with E&T providers and annual visits. The Fiscal Services team and the Deputy Director of E&T Programs are available by email to meet with providers as needed.
Community resources:	Our EES Community Engagement team assists CNs with connecting to community resources by facilitating direct initial contact. They also frequently attend area career fairs and resource fairs to develop new contacts with community resources.

d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

CNs complete an individualized service plan with each client on our Self-Sufficiency Agreement form. This outlines what the client is responsible for and what assistance E&T will provide. The plan is customized based on the client's goals, strengths, barriers, components the client will be participating in, and participant reimbursements that will be provided to the client.

CNs meet with the clients a minimum of once a month to review the individualized service plan and client progress. If needed, a new Self-Sufficiency Agreement form is completed with the client.

CNs also require the client or provider to provide verification of their mandatory participation monthly. This information is entered into the KEES system.

If the client is in Supervised Job Search, the CN reviews the Job Search sheets with the client and offers additional job leads to the client. If the client is in a training or other component, the CN will discuss this with the client and determine if the client is making progress and should remain in the component or transfer to another component. If the WASCK is providing case management, CNs meet with the WASCK Case Manager monthly to discuss client progress. They are also available by email if there is an immediate need or issue that needs to be addressed.

XIII. Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

a) Does the State agency offer a conciliation process?

☐ Yes (*Complete the remainder of this section*.)

☒ No (*Skip to the next section.)*

- Describe the conciliation process and include a reference to State agency policy or directives.

N/A

- What is the length of the conciliation period?

N/A

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7

CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

☐ 30 days

☐ 60 days

☒ Other: Month of application or preceding month

b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

☐ Yes

☒ No

c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

☐ One month or until the individual complies, as determined by the State agency

☒ Up to 3 months

d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

☐ Three months or until the individual complies, as determined by the State agency

☒ Up to 6 months

e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

☐ Six months or until the individual complies, as determined by the State agency

☒ Time period greater than 6 months

☐ Permanently

f) The State agency will disqualify the:

☒ Ineligible individual only

☐ Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

If a WR is determined to be in non-cooperation with a SNAP work requirement, the EW will determine if the client has good cause. TPPs notify CNs through the Provider Portal if a Mandatory E&T client is in noncompliance. The CN notifies the NCC who starts the good cause process.

If a WR who is mandatory for E&T does not attend an appointment or does not complete assigned activities, the CN acts within one business day of being notified of the noncompliance. The CN notifies the NCC who generates a good cause letter in KEES requesting the client contact DCF within 10 days. To expedite the determination process, the NCC may opt to attempt to contact the client by phone or email before sending the letter.

If the client does not respond to the good cause letter within 10 days, a sanction is applied to the food assistance case and the recipient is either removed from the food assistance case or the case is closed, allowing for timely and adequate notice.

b) What is the State agency's criteria for good cause?

DCF SNAP policy outlines DCF's good cause criteria which generally include the following:

1. Illness or injury
2. Lack of transportation
3. Lack of child care

4. Conflicting appointments or work responsibilities

Within 10 days of receiving their good cause letter, SNAP recipients must provide DCF with any relevant information that illustrates that something occurred outside their control that resulted in noncompliance with WRs. Good cause is determined by the NCC or EW on a case-by-case basis. The length of time for which good cause is granted is dependent upon the situation. If it is due to a conflicting appointment, the good cause may be granted for the one appointment only. If there is a longer-term issue, such as illness or injury, good cause may be granted for a few weeks, up to the next recertification depending on the severity of the issue.

c) Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

If a CN finds during the assessment appointment or during case management appointments that there is not an appropriate or available opening, the CN will notify the NCC. The NCC will make the good cause determination and send a notice to the client describing that determination.

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

a) Describe the process used by E&T providers to communicate provider determinations to the State agency.

If a provider determines that a referral is not a good fit, the provider will enter that determination including the justification for that determination into the Provider Portal within 10 days of the determination. Updating the Provider Portal generates an alert for the CN. When the CN receives the alert, the CN notifies the NCC within 72 hour a provider determination received.

b) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

The NCC receives notification through email stating a provider determination has been received. The NCC will send the participant a letter within one week informing the client a provider determination has been made and during the determination period they will not be sanctioned for not participating with the last provider. If the client ABAWD, the ABAWD month will not be counted against the client's 3-month

time limit for the month of determination. The NCC is also responsible for rescreening the client for any exemptions and appropriateness to Mandatory E&T. If the client does not meet an exemption, but the NCC determines they are no longer a good fit for Mandatory E&T, the client will be provided good cause for not participating. This is completed within 10 days from the date the provider determination is received. If the client cannot be exempted from Mandatory E&T, the NCC will email the CN letting them know they are still mandatory for E&T. The CN will then schedule an appointment with the client via letter to reengage the client in participation.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

I.	Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once. *State agencies should take into consideration the number of mandatory E&T participants projected in* Table H – Estimated Participant Levels in the Excel Workbook*, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.*	3,000
II.	Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	428
III.	Estimated budget for E&T participant reimbursements in upcoming FY.	359,202
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	29,933
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	70.00

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include childcare and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional)**. States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as *a reimbursement.* Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation	N/A	DCF	In Advance
Child Care	Up to $100,000/yr	DCF	In Advance
Work Tools	N/A	DCF	In Advance
School & Test Fees	N/A	DCF	In Advance
Identification Documents	N/A	DCF	In Advance
Computers/Tablets/Internet	N/A	DCF	In Advance

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Uniforms/Work Clothing	N/A	DCF	In Advance
Rent (only allowable if a client is employed or in training) Can only be paid for client one time. Clients are referred to community resources first.	N/A	DCF	In Advance
Other work-related items as approved by the E&T manager	N/A	DCF	In Advance

a) If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

Child Care Assistance through CCDBG is available for families receiving Food Assistance and participating in approved work activities. There is no family share assigned for these situations. Rates are determined based on the provider type, county of the provider, and age of the child. The rates are established based on the most recent Market Rate Survey and Narrow Cost Analysis that consider the cost of meeting the required health and safety regulations. Because the E&T program is a mandatory program for work registrants aged 18-59 without dependents, it is unlikely these individuals will have a need for child care; however, DCF allows the option for those with shared custody of a child.

b) If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

There is not a current waitlist for Child Care Assistance in Kansas, and we do not cap the number of enrolled dependents. If a waitlist is needed, we will apply established priorities for services with the highest priority given to the families participating in work programs who are receiving TANF, Food Assistance, or Tribal TANF.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

Each October 1, an SQL query is run in KEES to apply the federal definition of work registrant to all active SNAP participants.

b) Describe measures taken to prevent duplicate counting.

At the end of the fiscal period, the data is run based on the client identification number which ensures that each person is counted only once. Work Registrants identified from October 2 to September 30 are compared to the October 1 query based on client identification numbers. This prevents duplication in the reporting.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source ***[Check the data source used for the national reporting measures. Check all that apply]***	**Employment & Earnings Measures**	**Completion of Education of Training**
Quarterly Wage Records (QWR)	☒ Yes ☐ No	☐ Yes ☒ No
National Directory of New Hires (NDNH)	☐ Yes ☒ No	☐ Yes ☒ No
State Information Management System (MIS). *Indicate below what MIS system is used.*	☒ Yes ☐ No	☒ Yes ☐ No
Manual Follow-up with SNAP E&T Participants. *Answer follow-up question below.*	☐ Yes ☒ No	☐ Yes ☒ No

Source *[Check the data source used for the national reporting measures. Check all that apply]*	**Employment & Earnings Measures**	**Completion of Education of Training**
Follow-up Surveys. *State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.*	☐ Yes ☒ No	☐ Yes ☒ No
Other - Describe source: Click or tap here to enter text.	☐ Yes ☒ No	☐ Yes ☒ No

a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

KEES is the MIS and interfaces with Kansas Department of Labor's MIS to obtain the Quarterly Wage Records

b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

N/A

State Component Reporting Measures

d) Check all data sources used for the State-specific component measures.

☒ Quarterly Wage Records (QWR)

☐ National Directory of New Hires (NDNH)

☒ State Management Information System. *Indicate the MIS used below.*

☐ Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*

☐ Follow-up Surveys. *Answer follow-up question below.*

e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

See information provided in XIX Outcome Measures, question a.

f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and Section G: Component Detail.

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
SJS 1 of 2	Number and percentage of people who had a reduction in food assistance after participating in component.	*Numerator will include those participants who participated in E&T during the period of 10-1-2024 to 9-30-2025* *Denominator will include the number of participants whose food assistance was reduced or closed due to earned income during the period of 10-1-2024 to 9-30-2025.*
SJS 2 of 2	Number and percentage of people employed full-time after completion of component.	*Numerator will include those participants who are employed full-time two quarters post-completion 4-30-2025 to 6-30-2025.* *Denominator will include the number of participants who received employment services during period of 10-1-2023 to 9-30-2024.*
JST	Number and percentage of people who entered full time employment after completion of component.	*Numerator will include those participants who are employed full-time two quarters post-completion 4-30-2025 to 6-30-2025.* *Denominator will include the number of participants who participated in JST component during the period of 10-1-2023 to 9-30-2024.*

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate $20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3–month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as "at-risk" ABAWDs.

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

☐ Yes (*Complete the rest of this section.)*

☒ No (*Skip to Section G: Component Detail.)*

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	**Check Box**
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	☐
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	☐
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency each month to remain eligible beyond the 3-month time limit.	☐
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	☐
The State agency will be ready on October 1st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	☐

b) Where will the State agency offer qualifying activities?

☐ Statewide

☐ Limited areas of the State (*Complete questions c and d below.)*

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

☐ ABAWD waiver for parts of the State

☐ Will use discretionary exemptions

☐ Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

N/A

e) How does the State agency identify ABAWDs in the State eligibility system?

N/A

f) How does the State agency identify ABAWDs that are at-risk?

N/A

h) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

N/A

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of

SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

a) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

N/A

b) What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

N/A

c) To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

N/A

Table F.II. Information about the size of the ABAWD population

	Question	Number
I.	How many ABAWDs did you serve in E&T in the previous FY?	N/A
II.	How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	N/A
III.	How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be	N/A

Question		Number
	consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV.	Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	N/A

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	**Expected average monthly slots offered to at-risk ABAWDs**	**Expected monthly at-risk ABAWD participation for plan year**
SNAP E&T	N/A	N/A	N/A
All other programs outside of SNAP E&T	N/A	N/A	N/A
Total slots across all qualifying activities	N/A	N/A	N/A

Table F.IV. Estimated cost to fulfill the pledge

		Value
I.	What is the projected total cost to serve all at-risk ABAWDs in your State?	N/A
II.	Of the total in (I), what is the total projected administrative costs of E&T?	N/A
III.	Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	N/A

d) Explain the methodology used to determine the total cost to fulfill the pledge.

N/A

G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only)**. This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only)**. Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component** (**applies to JST, SET, and Workfare**). Provide a brief description of the activities and services.
    - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

- **Target population**. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area**. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers**. Identify all entities that will provide the service.
- **Projected annual participation**. Project the number of unduplicated individuals.
- **Estimated annual component costs**. Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	There are internal guidelines established for SJS sites based on office size, space availability and staff ability. CNs regularly email applicable job leads with application instructions to clients. CECs meet with local employers to find out what jobs are available and to gather application instructions that CN can forward to their clients. Clients are reassessed every 90 days to see if JST would be beneficial. ***State approved locations:*** Supervised job search is allowed in person at some of the larger DCF offices. It is also offered remotely. Clients can come to DCF locations and access computers for job search and can access computers for job search through their local Workforce Centers. WASCK provides supervised job search at their location. ***Direct supervision by skilled staff:*** Case managers meet one on one with clients a minimum of once a month to review job search activities. Some offices meet daily, and others meet weekly. CNs review the lists with the client to ensure the client's participation meets the hourly requirements determined in the self-sufficiency agreement. They also review to ensure that clients are applying for appropriate jobs and to provide any additional assistance the client may need. WASCK provides one-on-one supervised job search when needed and also meets regularly with clients who are in supervised job search through them to ensure that the client is applying successfully for appropriate jobs. ***Tracking*** The job search tracking sheets are completed by participants to record their job search efforts. These are turned in monthly. Maximum Level of Effort – 19 hours per week. ***PRs*** Electronic devices may be provided for clients involved in remote job search. If a client does not have access to a computer, we have a resource available to provide refurbished computers and month-to-month internet access to E&T clients at a reduced cost. The Workforce Center in Southeast Kansas allows clients to check out laptop computers to use for job search.
Direct link	DCF works with the local workforce systems in the state to determine which jobs are in demand. CECs also work with

	local employers to find out what jobs are available and if possible, set up a soft handoff so that we can provide client resumes directly to the employers instead of completing an online application process.
Target population	Work Ready Mandatory Work Registrants
Criteria for participation	Mandatory E&T participants who are ready for work
Geographic area	Statewide
E&T providers	DCF CNs and WASCK
Projected annual participation	2,149
Estimated annual component costs	$1,737,436

Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	JST prepares clients for the SJS component by providing a variety of services to support someone becoming ready for work. Services include, but are not limited to, basic computer training, soft skills trainings, email creation, resume creation and mock interviewing. JST is expected to be completed in two to three weeks with a maximum level of effort of 19 hours per week.
Target population	Work Ready Mandatory Work Registrants
Criteria for participation	Work Registrants who require additional job search support in order to be ready for work
Geographic area	Statewide
E&T providers	DCF CNs and WASCK
Projected annual participation	3
Estimated annual component costs	$2,757

Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	JR is aimed at supporting clients with maintaining unsubsidized employment secured after participation in the E&T program. CNs contact clients in retention at least monthly to ensure the client remains successfully employed and to see if there are any barriers to the employment that the CN can assist the client in overcoming. Clients are also encouraged to contact the CN by phone or email if employment issues arise during the retention period. This service is provided for a minimum of 30 days and up to 90 days. Level of effort for JR is one hour per month.
Target population	Mandatory E&T participants who secured unsubsidized employment after participation in E&T
Criteria for participation	Mandatory E&T participants who secured unsubsidized employment after participation in E&T
Geographic area	Statewide
E&T providers	DCF CNs WASKC
Projected annual participation	195
Estimated annual component costs	$606,734

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A

Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component**. Provide a summary of the activities and services.
- **Target population**. Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area**. Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers**. Identify all entities that will provide the service.
- **Projected annual participation**. Project the number of unduplicated individuals.
- **Estimated annual component costs**. Project only administrative costs.
- **Not supplanting**: Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity**: If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	**Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)**
Description of the component	Basic/Foundational Skills programs include high school completion programs/GED programs. These programs may be online, in-person or a combination of both. Clients are placed in this component to support securing their GED to make them more marketable. Maximum level of effort for this component is 30 hours per week
Target population	Mandatory E&T participants who are ready for work who do not have a HS diploma or GED
Criteria for participation	Participants in this component will not have their GED or HS diploma upon entry to E&T. To participate in online GED and/or high school completion programs, the client must be computer literate, have access to a computer and have access to the internet. Some GED/HS diploma classes have basic literacy requirements. This is gauged by CNs during the assessment process.
Geographic area	Statewide
E&T providers	DCF CNs and WASCK
Projected annual participation	12
Estimated annual component costs	$11,027
Not supplanting	FAET reviews all invoices to ensure that 1) only agreed upon services are included and 2) E&T is not being charged for items that are eligible for payment through other funds. As the payer of last resort, FAET EPB is not used to cover educational related expenses for any services available with other federal, state, or local funding sources.
Cost parity	All Service Agreements must meet DCF's established rates, or the rates offered to the general public, whichever is less. If the cost to provide a service is less than the established rate or there is not an established rate, the rate that is tied to the Service Agreement will always be what is charged to the general public for the same service or the lesser of the two. For example: community college

	courses and trainings are charged at the same tuition and fee rates as the general public (i.e. comparable tuition).

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	EPC is comprised of short-term trainings for in-demand occupations. These vary depending on the area of the state but include CNA, phlebotomy, CDL, computer certification courses, aircraft sheet metal and painting courses, welding certifications, administrative assistant training, IT courses, basic manufacturing, warehouse training and BRIDGES courses. The maximum level of effort for this component is 30 hours per week.
Target population	Mandatory E&T participants who are ready for work and interested in securing specific career and educational credentials as available in their FAET service area
Criteria for participation	For many of the vocational education classes, a GED or high school diploma is required. If classes are primarily online, computer literacy is also a criterion.
Geographic area	There are career and technical education programs available statewide; however, not all education programs are available in all areas of the state. MOKAN offers statewide computer trainings.
E&T providers	BESS, MOKAN
Projected annual participation	107
Estimated annual component costs	$97,867
Not supplanting	FAET reviews all invoices to ensure that 1) only agreed upon services are included and 2) E&T is not being charged for items that are eligible for payment through other funds. As the payer of last resort, FAET EPB is not used to cover educational related expenses for any services available with other federal, state, or local funding sources.
Cost parity	All Service Agreements must meet DCF's established rates or the rates offered to the general public, whichever is less. If the cost to provide a service is less than the

	established rate or there is not an established rate, the rate that is tied to the Service Agreement will always be what is charged to the general public for the same service or the lesser of the two. For example: community college courses and trainings are charged at the same tuition and fee rates as the general public (i.e. comparable tuition).

Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A

Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	This component supports clients with building essential career-relevant skills needed for learning, personal development, and effective job performance by obtaining the ACT WorkKeys Certification. It also includes clients completing career relevant skills components through Essential Education. The maximum level of effort for this component is 30 hours per week.
Target population	Mandatory E&T participants who are ready for work yet would benefit from soft skills beyond that available in JST
Criteria for participation	Clients who are computer literate. For the WorkKeys, clients also need to have access to a local Workforce Center to take the in-person proctored ACT WorkKeys Certification exam once all online test preparation has been completed
Geographic area	Statewide
E&T providers	WASCK & Essential Education, but DCF provides assessment, CM and PRs. If needed, DCF assists clients with a computer if needed to complete this component.
Projected annual participation	250
Estimated annual component costs	WorkKeys is supplied at no cost by the Workforce Centers.
Not supplanting	Essential Education is only offered by institutions who have purchased the program. For WorkKeys, all costs are covered by Workforce Centers.
Cost parity	All Service Agreements must meet DCF's established rates or the rates offered to the general public, whichever is less. If the cost to provide a service is less than the

	established rate or there is not an established rate, the rate that is tied to the Service Agreement will always be what is charged to the general public for the same service or the lesser of the two. For example: community college courses and trainings are charged at the same tuition and fee rates as the general public (ie comparable tuition).

Table G.XI. Educational Program Details: Other

Details	**Other (EPO): State agency must provide description**
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A

Subsidized WBL Components

For assistance with developing the State's E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	☐
Operates in compliance with all applicable labor laws.	☐
Will not displace or replace existing employment of individuals not participating in E&T.	☐
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	☐

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank***. For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

N/A. See budget template.

I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	WASCK
Service Overview:	Provides assessments, CM, job market information with components as listed below.
Intermediary:	☐ Yes ☒ No
Components Offered:	JST, SJS, EPC, EPWRT, JR
Credentials Offered:	CNA, CMA, CDL, Microsoft Office Certification
Participant Reimbursements Offered:	n/a: provided by DCF
Location:	Wichita, Kansas
Target Population:	Focus will be on Mandatory E&T participants in Wichita.
Monitoring of contractor:	The contractor provides weekly attendance information through our Provider Portal. Any issues with services are reported to the Fiscal Services team. They contact the provider to address issues and if necessary complete a corrective action plan. The Fiscal Services team reviews the invoice to ensure that the amount is consistent with the Provider Contract. The invoice is reviewed a second time by the CN to ensure that it matches the referral and reported participation. The Fiscal Services team conducts annual site visits to evaluate providers.

Contract or Partner Name:	WASCK
Ongoing communication with contractor:	E&T CNs in Wichita regularly meet with the contractor to review current client needs and progress and any possible issues and/or concerns.
Total Cost of Agreement:	$100,000
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☒ No
New Partner:	☒ Yes ☐ No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	BESS
Service Overview:	BESS assists clients in finding and keeping a job to help individuals gain confidence and break the cycle of poverty in their lives. They work with each individual to assess job readiness, find the proper fit for their skills and interests, assist with resume development and interview skills, and they provide continued support after employment is obtained. Area employers with current job openings are involved and offer facility tours, mock interviewing assistance and resume reviews.
Intermediary:	☐ Yes ☒ No
Components Offered:	EPC only
Credentials Offered:	None
Participant Reimbursements Offered:	PRC provided by DCF
Location:	Wichita metro area
Target Population:	Highly barriered individuals
Monitoring of contractor:	The contractor provides daily attendance records. BESS emails attendance daily so CNs can contact the client if the client is absent from class. Any issues with services are reported to the Fiscal Services team. They contact the provider to work out issues and if necessary complete a corrective

Contract or Partner Name:	BESS
	action plan. The Fiscal Services team reviews the invoices to ensure that the amount is consistent with the Provider Contract. The invoice is reviewed a second time by the CN to ensure that it matches the client referral and ensure that the provider provided attendance and weekly updates for the client. The Fiscal Services team conducts annual site visits to evaluate the provider.
Ongoing communication with contractor:	DCF maintains regular email and phone contact with the Bridges instructor throughout the class.
Total Cost of Agreement:	$30,000
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☒ No
New Partner:	☐ Yes ☒ No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	**MoKan**
Service Overview:	Non-profit that offers training and career services to help people adapt for the future through employment.
Intermediary:	☐ Yes ☒ No
Components Offered:	EPC
Credentials Offered:	Certified Manufacturing Associate Certification, Northstar Digital Literacy
Participant Reimbursements Offered:	n/a; provided by DCF
Location:	Kansas City metro area only in person yet online trainings are available statewide
Target Population:	Clients interested in obtaining training for entry-level jobs in technology & digital skills.
Monitoring of contractor:	The contractor provides weekly attendance information through our Provider Portal. Any issues with services are reported to the Fiscal Services team. They contact the provider to work out issues and if necessary complete a corrective action plan. The Fiscal Services team reviews the bills to ensure that the amount is consistent with the Provider Contract. The bill is reviewed a

Contract or Partner Name:	**MoKan**
	second time by the CN to ensure that it matches the client referral and ensure that the provider provided attendance and weekly updates for the client. The Fiscal Services team will conduct annual site visits to evaluate the provider.
Ongoing communication with contractor:	The provider emails or calls the CN who referred the client with any issues or concerns. CN will meet with provider in person as needed
Total Cost of Agreement:	$100,000
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☒ No
New Partner:	☒ Yes ☐ No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	**N/A**
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	**N/A**
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - $60,000 x .50 FTE = $30,000 5 E&T Counselors - $25,000 x 1.00 FTEs x 5 = $125,000	Total budgeted expenses – $1,078,586. This includes the following positions all working 100% on SNAP E&T: • SNAP E&T Program Director (1 FTE): $63,669 • SNAP E&T Supervisors (2 FTEs): $105,000 • SNAP E&T Case Managers (22 FTEs): $909,917
Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	Total budgeted expenses – $502,819. The standard benefit rate is 21.04% which includes FICA, Unemployment, KPERS contributions, Worker's Compensation, etc. Benefits also include the employer portion of Single Health Insurance for all budgeted FTE, and projected family coverage for 37.4% of the total FTE.
Contractual Costs: All contracts and partnerships should be included in the "contracts and partnerships" matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services	Contracted services and partnerships are budgeted at $235,000.

contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.	
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	Budgeted expenses total $2,750 and relate non-capital equipment and supplies directly used by SNAP E&T staff.
Materials: Describe materials to be purchased with E&T funds.	Budgeted expenses total $7,000 for direct staff.
Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	Budgeted travel expenses for direct E&T staff total $30,000. Travel costs include mileage, gas, lodging, per diem, etc. for staff to meet with E&T Participants and to participate in other work-related training and activities.
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	N/A
Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over $5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	N/A

a) **Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

Kansas has a federally approved cost allocation plan. Budgeted indirect costs are applied through the cost allocation plan. Estimated Indirect Costs total $480,900.

b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide**.**

Budgeted Participant Reimbursement expenses total $359,202.

Total Fiscal Year Plan Funding			
Funding Sources	**Non-Federal Share**	**Federal Share**	**Total**
100 Percent Federal Grant		$ 590,081.00	$ 590,081.00
ABAWD Pledge Grant, if applicable		$ -	$ -
50 Percent Administrative	$ 873,487.00	$ 873,487.00	$ 1,746,974.00
50 Percent Dependent Care	$ -	$ -	
50 Percent Transportation/Other	$ 179,601.00	$ 179,601.00	
50 Percent Total Participant Reimbursements	$ 179,601.00	$ 179,601.00	$ 359,202.00
Total 50 Percent Funds	$ 1,053,088.00	$ 1,053,088.00	$ 2,106,176.00
Total	$ 1,053,088.00	$ 1,643,169.00	$ 2,696,257.00

**Based on the above table, from the allocated $613,441: The split should be $90,000 for participant costs and $523,441 for admin costs.