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A. Cover Page and Authorized Signatures

State: Kansas

State Agency Name: Kansas Department for Children and Families

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

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 Employment Services	785-776-4011 x 292	Eric.Hunt@ks.gov
Lisa Strunk	Assistant Director of Employment Services E&T	316-283-3015 x 211	Lisa.Strunk@ks.gov
Chris Johnson	Budget Analyst	785-296-6805	Christopher.Johnson@ks.gov

Certified By:

Laura Howard

08/17/2023

State Agency Director (or Commissioner) Date

Certified By:

08/17/2023

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
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
DCF	Department for Children and Families
EES	Economic & Employment Services
ESCN	Employment Services Career Navigator Database
FA	Food Assistance
FFY	Federal Fiscal Year
GOALS	Generating Opportunities to Achieve Lifelong Success
ITS	Information Technology Services
KEES	Kansas Eligibility & Enforcement System
KEESM	Kansas Economic & Employment Services Manual
OM	Operations Manager
CEC	Community Engagement Coordinator
SPLA	Sick Leave Accrual Payout
TAA	Trade Adjustment Act
WR	Work Registrant
KSOR	Kansas Office of Refugees

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 is to provide opportunities for Food Assistance (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. E&T services are available statewide. We are a mandatory program. ABAWDs and Work Registrants 50 – 59 without children on the food assistance case are required to participate in 30 hours a week of approved activities. Work Registrants who are not mandatory for E&T will be voluntarily served by the Goals program or will be exempt from Mandatory E&T. We are working with other community agencies and The Department of Commerce in order to best meet local workforce needs. Career Navigators are employed by DCF and provide assessment and intensive case management services to E&T clients. We contract with other entities to provide case management, training opportunities and some supervised job search.

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

The program 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.

In FY2024 we will expand mandatory E&T from an ABAWD only program to include Work Registrants 50 – 59 without children on the food assistance case. We will receive statewide referrals which will be assigned to our E&T career navigators.

e) Provide a list of the components offered.

Supervised Job Search; Job Search Training; Job Retention; Job Search Training: Basic/Foundational Skills Education: Career/Technical Education in conjunction with supervised job search; English Language Acquisition in conjunction with supervised job search; Work Experience Apprenticeship; On-the- Job Training; Transitional Jobs – Subsidized by E&T; Education Program Work Readiness Training

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

http://content.dcf.ks.gov/EES/KEESM/Keesm.htm - SNAP policy manual

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.

The state legislature passed a bill that makes E&T a mandatory program for all non-exempt Work Registrants 50 – 59 without children on the Food Assistance case. The program was already mandatory for non-exempt ABAWDs. In order to receive SNAP, they must participate in employment and/or E&T components for 30 hours a week.
The new mandatory program will begin with the new federal fiscal year since state plan approval and funding will be tied to that fiscal year. It will be implemented statewide with mandatory referrals to and support from the E&T career navigators.
We have been increasing our partnerships in order to create more opportunities for ABAWDs to meet participation requirements.

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.

N/A

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).

We consulted with the State Workforce Board during their Nov. 2, 2023 board meeting. We presented our current E&T state plan. They suggested we require all employers that we have a direct working relationship with to offer a living wage. They also suggested working with local police departments to let them know about E&T services and to find out about area resources that they refer people to.
We have worked with the Wichita Police Department HOT (Homeless Outreach Team) in the past and have provided information on our programs.
We are in the process of creating a 50/50 contract with Workforce Area IV. They will become an intermediary and assist with case management, supervised job search, job search training and job retention. They will also duel enroll clients in other programs to give them access to vocational education and other opportunities. The program will focus on justice involved individuals, but they will be able to work with other clients as well.
On July 7, we met with the Department of Commerce to discuss assisting with the WIOA/Rehabilitation Services State Plan. We will be having more discussions to determine how to partner with Commerce.

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.

The legislature passed a bill which expands mandatory E&T to Work Registrants 50 – 59 without children on the food assistance case. They will be required to participate in E&T activities 30 hours per week to maintain their food assistance.

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. Part of our agreement with Workforce Area IV will encourages duel enrollment in E&T and WIOA. In Workforce Area I, we also refer clients 24 and under to a WIOA On-the-Job training component.

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.

Kansas has a TANF employment program. We also operate a TANF funded employment program for clients who are receiving food assistance and are pregnant or have a child on the food assistance case. This program is called Goals. All three employment programs are administered internally by DCF. We work in close partnership with TANF. We frequently have combined E&T/TANF/Goals leadership and meetings so that we are able to keep track of changes in each program. All three programs have their own Career Navigators and supervisors, however, they are all report to Employment Services Assistant Directors or the Employment Services Director. All team members are DCF employees. We utilize the same training programs, vendors and community resources. We also share CECs among all three programs. Once a year, we have a combined conference that includes all Kansas 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).

Due to an influx of Afghanie refugees, we meet with Kansas Office of Refugees (KSOR) quarterly to discuss the services offered by both agencies and determine ways to best serve our refugee clients. We also have contacts with KSOR to make sure we are not duplicating services when we serve refugee clients. We are involved in a new pilot project created by DCF and the Kansas Department of Corrections. The Kansas Department of Corrections is working with DCF Eligibility to start the Food Assistance process prior to release. If the client is a potential E&T participant, a referral is sent to the E&T mailbox. We will monitor that case to make sure that once the client is released, he completes the Food Assistance application process and is approved. Once his Food Assistance is approved, we will contact the client to give information about the E&T program and attempt to set up an assessment appointment.

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.

Jancita Warrington – Tribal Liaison Native American Affairs for the Governor's Office.

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).

We have not had response from the tribes in previous years. A Teams meeting was set up with our contacts on 6/21/22. None of the tribal contacts attended. The Tribal Liaison reached out on our behalf this year and only received response from the Iowa tribe. We are continuing to reach out to the other tribes to obtain points of contact in order to schedule consultation with all 4 tribes. The DCF Tribal contact position is sending the tribal contact letter provided by USDA to the remaining 3 tribes to attempt to obtain contacts so a group meeting can be scheduled.

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.)

Work Registrants with children on the food assistance case and work registrants 16 – 17 are exempt from Mandatory E&T.

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

As needed.

c) 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: Adults 50 and over in the Wichita area for the remainder of the AARP grant

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.

The Assistant Director of Employment Services, Food Assistance Employment and Training administers the E&T program. The E&T program is part of the overall SNAP certification (Economic & Employment Supports) unit at DCF. The Director of Employment Services reports to the Director of Economic & Employment Supports.

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

Eligibility staff refer people directly to the E&T program. A task is automatically set in our eligibility system when a mandatory E&T participant is approved for food assistance. The eligibility worker can screen the participant and delete the task if they feel the approval isn't appropriate. The Career Navigator will schedule an assessment appointment with the ABAWD and send the appointment notice. Eligibility also has email boxes in each office that allow Career Navigators to report case changes. The Non-Compliance Coordinator also has an email box that allows Career Navigators to inform them when someone is not participating in the program. There is a flow chart for penalty situations that E&T Career Navigators and eligibility staff will use to ensure that good cause has been considered and that penalties are being property applied. Eligibility staff will report by email when a Mandatory E&T participant's food assistance case has closed.

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.

We have a new Provider Portal within our KEES eligibility system. This is also the system that E&T Career Navigators use to track E&T participants. This allows partners to provide information directly into our system, including attendance, non-compliance and other issues that the career navigator may need to address.

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.

We use the same system as eligibility workers (KEES). We track 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 will also allow 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 childcare). This system will also track 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 Career Navigator 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.

We have quarterly meetings with our providers 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 Provider Agreement team emails the policy changes to the providers. We are in the process of hiring a Provider Agreements team member to focus solely on E&T providers.

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.

We are in the process of creating an E&T Provider Agreement position. This person will focus on developing relationships and contracts with E&T providers (mainly 50/50 providers). They will onboard and monitor providers. They will be responsible for meeting quarterly with the providers to ensure they are providing services as agreed and work on any issues. This position will also make sure providers are providing services according to the signed agreement. They work with providers to remedy any issues.

The Provider Agreement team will continue to make direct payments to most of the providers to ensure that we are being billed according to the provider agreement. Before billing the career navigator reviews the bill, including the narrative to make sure the charges match the services the client was referred to.

The bill also must include a narrative of what services were provided to the client. If these services are not in compliance with the provider agreement and the referral, the provider team meets with the provider to create a corrective action plan.

When the career navigator reviews the bill and the 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.

They also let the teams know if there are changes to the Provider

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).

The Provider Agreement group reviews provider bills which include a narrative explaining what services have been provided. This is double checked by the career navigator with the Provider Portal referral to ensure that the provider is billing correctly and providing the services the client was referred for. The Provider Agreement group annually evaluates the performance of providers. If a provider is not meeting expectations, based on the narratives in the billing the group will reach out to the programs that have utilized that provider to see what can be done to remedy the situation. The Provider Agreement group will implement a corrective action plan. They will then meet with E&T career navigators to determine if the provider has remedied the situation. We have also created a provider feedback form which 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 Provider Agreement group reaches out to discuss the issues and if necessary, implement a corrective action plan. They will then meet with career navigators 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 Assistant Program Administrators and the Program Improvement Team regularly do case reads to ensure that Career Navigators are correctly referring clients to components and are providing required case management services. If we see issues, Career Navigator 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, educational status, disability, allowable exemptions, and household composition (i.e. responsible for care of young children or household members who are disabled). This process is gathered upon application by the DCF Eligibility staff and input into the KEES system.

This information is stored in the KEES system and the system makes the determination whether or not the participant is a Work Registrant. These registrants are flagged in the system and client ID numbers are used to ensure there are no duplication in counts.

The Consolidated Work Notice is in our system and automatically goes out to work registrants and ABAWDS. Eligibility workers also read a script with the Consolidated Work Notice information to applicants verbally.

Eligibility will also screen applicants for E&T services by checking to see if they are ABAWDs. If they are ABAWDs, they will be screened for exemptions. Eligibility will then check to see if they are meeting the 30 hour a week employment requirement. If they are not meeting this requirement, they are a mandatory E&T referral.

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.?

The Consolidated Work Notice provided is orally and in writing. They are considered Work Registered when they sign the SNAP application and are provided the Consilidated Work Notice both orally and in writing.

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

The Consolidated Work Notice is orally provided to Work Registrants at interview. The Consolidated Work Notice is also mailed automatically through our system at approval, recertification and changes in Work Registrant/ABAWD or Mandatory E&T 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.)*

Eligibility Workers check to determine if a Mandatory E&T recipient is working 30 hours a week or meeting an exemption. If the recipient is employed at least 30 hours a week or meeting an exemption, they are not referred to the E&T program.
Eligibility Workers screen work registrants for appropriate referrals to E&T.
Non-mandatory work registrants who are interested in employment services are referred to our Goals program.
If supervised job search is not appropriate for the referral another appropriate component will be assigned. Per regulation: 7 CFR 273.7 (c)(2); If there is not an appropriate and available opening in an E&T program, the State agency must determine the participant has good cause for failure to comply with the mandatory E&T requirement

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.

The eligibility staff screens Mandatory E&T recipients during certification and recertification. There are specific questions on the eligibility script to determine if an recipient is meeting an exemption and whether or not they are employed 30 or more hours per week. They will also screen the client to make sure they are a good fit for the mandatory program.
The E&T career navigator also asks specific Mandatory E&T exemption questions during the assessment. If the career navigator discovers an exemption that was not revealed at certification, they will email eligibility with that information and close the mandatory E&T case.
If the career navigator discovers that the client may not be a good fit for Mandatory E&T, that information will be sent to the Non-Compliance Coordinator who will determine whether or not the recipient will be given good cause not to participate in Mandatory E&T.

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.

If a provider is working with an exempt ABAWD or non-ABAWD work registrant, they can send an email and eligibility workers can screen the client to ensure they have an open SNAP case and are mandatory for E&T or eligible for our voluntary Goals program.
If the client is not on benefits, they are referred to the DCF website to complete the screening to see if they might be eligible for benefits 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 participant reimbursements 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 with the Career Navigator.
The Budget Analyst regularly reviews the E&T 50/50 participant reimbursement budget to ensure that there are adequate funds remaining in the budget and to ensure that we are not running short on funds. If we are running short on funds, more funds can be requested from the legislature and FNS. If this is not available, then we will begin notifying eligibility that any participants who we cannot pay for their expenses due to the being above the state cap or due to lack of funding are to be given good cause not to participate in Mandatory E&T.
If someone 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 Career Navigator will work with the recipient to set up a transportation plan.

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)?

When Mandatory E&T recipients are referred to the program, they are told that they will be receiving a notice with an appointment time for their assessment appointment. They also explain that if the client does not attend this appointment and does not have good cause, they may be penalized, and their food assistance may close. They are told about what components may be available to them and that there may be reimbursements available for participating in the program. They are also provided with the contact number to get ahold of E&T if needed.
The client is given a phone number and email address so they can contact an E&T worker in case they don’t receive an appointment notice.

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.?

Since E&T is a mandatory program, recipients should be working with E&T before they are referred to a provider.
If a reverse referral is accepted from a provider, the referral will be contacted by the DCF eligibility worker to explain the E&T program and let them know that there are participant reimbursements available for clients participating in the program. They will also schedule the client for an assessment appointment at that time. An email will be sent to the Mandatory E&T mailbox and an E&T Career Navigator will schedule an assessment appointment and send notice to the recipient.

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.

The participant must report to their E&T assessment appointment. This is conducted by the E&T Career Navigator. In the larger offices, there are regular group assessment appointments available by phone and in person. If the client is in a rural area, their appointment may be one-on-one or in a small group, either in person, or by phone if the recipient is unable to attend an in person appointment.
The assessment appointment consists of answering questions about their background, education, work history, strengths and barriers. They also complete a written or online O*Net Interest profiler with their Career Navigator and discuss what types of employment they are interested in.
They also complete a self-sufficiency agreement with the Career Navigator which explains what activities they will be placed in, how many hours a week they must work on those activities and what types of verification they must provide and when and how to provide the verification.
If they are referred to a provider, it also provides information on when and how they must contact the provider and what to do if they can’t contact the provider.

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?

When a recipient is mandatory for E&T, our eligibility system will automatically set a task for E&T upon certification or re-certification. If the recipient is determined not to be a good fit for Mandatory E&T by the eligibility worker, this task can easily be deleted.
If a client is an exempt from Mandatory E&T, but interested in receiving employment services, a referral will be sent to the Goals email box. The Goals Career Navigator will then screen that person to determine whether or not they qualify for Goals. If the recipient is not mandatory for E&T and does not qualify for Goals, they will be referred to other community resources to assist them in finding employment.

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?

We have a provider portal that is part of our MIS system. Referrals are made through this portal. The provider then reports back if they determine that the client is not a good fit for their program, does not contact them or show up for appointments or attendance information if the client does work with them.

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 E&T Career Navigator is an assessment appointment. The client completes a self-assessment form. This form asks questions about the client's background, interests, strengths, and gathers information that helps the Career Navigator to determine if the client is possibly meeting an ABAWD exemption or is participating in activities that may help them meet mandatory E&T requirements. The client also completes the O*Net Interest Profiler and it is reviewed with the client. A Self-Sufficiency Agreement is also 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. This information is also added to KEES.

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 Career Navigators and the Wichita Workforce provide case management services. The meet for the initial Assessment appointment. They then continue to meet with the clients at least once a month to see if the client is meeting mandatory E&T requirements and what additional assistance they need.

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 Career Navigators both work for the Department of Children & Families in the same offices. We are making changes to our computer system so that all mandatory ABAWDs who not working at least 30 hours a week will set a task for an E&T Career Navigator to schedule an assessment appointment when the SNAP case is approved. Eligibility staff also communicate with E&T Career Navigators 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 different mailboxes that E&T uses to communicate changes and non- compliance.
State E&T staff:	
Other E&T providers:	We have a new provider portal that is part of our eligibility and E&T system. This will allow Career Navigators to make referrals to the clients and for the providers to report attendance, provider determinations, and/or non-compliance, which will then set a task for the worker. Some providers will also follow up by email or phone call with the eligibility workers. If the contractor feels a client needs to be referred to another community partner, they provide this information to the Career Navigator who completes the referral process. The provider team that is responsible for maintaining provider contracts and paying provider bills also sets up quarterly provider forums in the different regions. This allows Career Navigators the opportunity to speak with several different providers at one time to find out if there are any changes or any processes that can be streamlined.
Community resources:	We have several Community Engagement Coordinators who work for all of Employment Services. They will help the Career Navigator and/or client directly reach out to the contact person with different community resources and do a warm hand off. They also are frequently attending area career and resource fairs and meetings 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).

DCF E&T Career Navigators provide the case management services. They meet with the clients a minimum of once a month . They also do the assessment when the client comes into the program so they know the client's strengths, barriers and goals and can continue to work with the client to overcome their barriers and achieve their goals.

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.)*

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

N/A

c) 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 non-exempt ABAWD does not attend a Mandatory E&T appointment or does not complete assigned activities, a Good Cause letter is sent within 24 hours asking the client to contact us within 10 days to give good cause. If the Eligibility Worker can reach the client another way, phone and/or email, they may also choose to attempt to contact the client and send the letter to determine good cause. 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?

1. Illness or injury – in questionable cases, verification of the illness or injury may be required.
2. Lack of transportation – in these cases, transportation assistance will be provided for the client to attend a rescheduled appointment or activity or if there is not public transportation, a phone appointment will be rescheduled.
3. Lack of childcare – in these cases, a childcare plan will be written and the appointment or activity will be rescheduled.
4. Conflicting appointments or work responsibilities – in questionable cases, verification of the appointment or employment may be required.
5. No openings in Mandatory E&T available. The client will be given cause until there is an available opening. If they are not meeting ABAWD requirements during this time, their ABAWD months may count.

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 Career Navigator finds during the assessment appointment or during case management appointments that a client is ill suited for E&T, an email will be sent to the Non-Compliance Coordinator so the Non-Compliance Coordinator can make the good cause determination and send notice to the client informing them.

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, they will enter that into the Provider Portal within 10 days with the reason for the provider determination and the Career Navigator will receive an alert. At that point, the Career Navigator will notify the Non-Compliance Coordinator and the Non-Compliance Coordinator can determine good cause. If good cause is not needed or if good cause has been determined, the Career Navigator will schedule the recipient for a new appointment to determine what component is a better fit.

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

Once a provider determines a client is ill-suited, they will notify DCF within 10 days. A notice is sent to the client within 24 business hours letting them know they will be rescreened for another activity. The Non-Compliance Coordinator will screen the client to see if there is need for good cause or if the client meets a possible exemption. If not, they will inform the Career Navigator to contact the client and reassess them for another activity. The participant is informed that during the determination period they will not be sanctioned for not participating with the last provider. If an ABAWD, it will be explained that during the re-screening they will not gain a countable month unless they have another option to meet the work requirement and/or if they do not meet the work requirement the following month will gain a countable month. If there is not another suitable activity available, the client will be given good cause for not participating in Mandatory E&T.

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.*	5,303
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.	802
III.	Estimated budget for E&T participant reimbursements in upcoming FY.	660,000
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	55,000
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	68.54

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 child care 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
Childcare	N/A	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	N/A	DCF	In Advance
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 items as needed	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.

Childcare is paid directly to the providers. Payment rates vary depending on whether the provider is a childcare agency, home based provider or an in-home provider for the client. They also vary depending on the client's earnings. Because the E&T program is a mandatory program for ABAWDS and work registrants 50 – 59 without dependents, it is very rare for DCF to provide childcare, however, we do allow the option for people 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?

Since E&T is now a mandatory program for ABAWDs and Work Registrants 50 – 59 without children in the household, the need for childcare is very low. If a mandatory participant has shared custody of a child, and there is not available childcare, the participant's activities will need to be worked around the hours they have custody of the child until a childcare opening can be located.

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.

KEES data analyst has written SQL query used in the eligibility system. Using federal definition of work registrant, the query is applied to all SNAP participants at the beginning of the new federal fiscal year. The list is further refined by filtering the list for those with certain exemptions. This number is used on the first quarter FNS 583 report.

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.

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
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).

Kansas Eligibility and Enforcement System (KEES) is the SNAP eligibility system. KEES has an interface file from the Kansas Department of Labor which contains 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).

Kansas Eligibility and Enforcement System (KEES) is the SNAP eligibility system. KEES has an interface file from the Kansas Department of Labor which contains the Quarterly Wage Records.

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).
Example: Supervised Job Search	*Example: Number of people who obtain employment after completion of component.*	*Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020* *Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.*
Supervised Job Search	**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 10-1-2023 to 9-30-2024* *Denominator will include the number of participants whose food assistance was reduced or closed due to earned income during the period of 10-1-2023 to 9-30-2024.*
Supervised Job Search	**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 4-30-2024 to 6-30-2024.* *Denominator will include the number of participants who received employment services –ie, received a direct payment during*

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		the period of 10-1-2023 to 9-30-2024.
Career/Technical Education	**Number and percentage of people who obtained employment after completing career/technical education component**	*Numerator will include those participants who successfully completed career/technical education component between 10/1/2023 to 9/30/2024.* *Denominator will include the participants who became employed between 10/1/2023 to 9/30/2024.*
Job Retention Services	**Number and percentage of people who leveraged supportive services to increase wages.**	*Numerator will include those participants who successfully completed career/technical education component between 10/1/2023 to 9/30/2024.* *Denominator will include the participants who became employed between 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.

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

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

g) 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.

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).*

h) 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.

i) 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.)

j) 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?

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?	
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.)	
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 consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	

	Question	Number
IV.	Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

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			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

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?	
II.	Of the total in (I), what is the total projected administrative costs of E&T?	
III.	Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

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

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	Supervised job search is allowed in person at some of the larger DCF offices. Some offices meet daily and others meet weekly. There are internal guidelines established for supervised job search sites based on office size, space availability and staff ability. It is also offered remotely. We have the ability to provide electronic devices for clients involved in remote job search. The client will meet with the Career Navigator or third party provider a minimum of monthly to provide verification of their job search efforts. We have created tracking sheets that the client uses to record their job search efforts. These are turned in monthly. Career Navigators review the lists with the clients to ensure they are applying for appropriate employment. Career Navigators also regularly email applicable job leads with application instructions to clients. There are Community Engagement Coordinators who meet with local employers to find out what jobs are in demand and provide application instruction that Career Navigator can forward to their clients.
Direct link	Workers screen Mandatory E&T participants at the assessment to determine their education level, skills, work history and barriers. If the client does not have any major barriers to employment, they can be referred for Supervised Job Search. DCF works with the local Workforce systems in the state to determine which jobs are in demand. In the Wichita area, we receive daily job listings from the Workforce that can be used to assist the clients in their job search. The Community Engagement Coordinators 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 having to go through an online application process.
Target population	The target population is clients who are job ready and can be successful if put into the job search component. At assessment clients are screened for education level, skills, job history, living situation, computer skills, transportation and any other barriers that may prevent they from obtaining or maintaining employment. If a client is not determined job ready, they may be referred to training or basic education or they may be referred to in house job search training. They also may be referred to an intensive skills and work readiness training such as Bridges

	or Partners 4 Success. If a client is unsuccessful in job search after 90 days, they will be rescreened to determine if another component is a better fit.
Criteria for participation	During the assessment process, the Career Navigator checks with the client to ensure that they have basic computer skills needed to do guided, remote job search. They also check to make sure the client has computer and internet access. 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. Clients are also able to come to a DCF location and access computers for job search. They can also access computers for job search through their local Workforce Centers. In South East Kansas, the Workforce Center allows clients to check out laptop computers to use for job search.
	If the client doesn't have basic computer skills, they are referred to computer classes to help the obtain the skills needed, usually through the area Workforce Centers or online Goodwill classes. If the client doesn't have computer and/or internet access needed to do job search remotely, they are able to come into any DCF location and access computers or they can access computers for job search through the Workforce Centers if they are closer. Career Navigators also review client's job search sheets with them during their monthly case management meetings to ensure they are applying at appropriate jobs and successful in the component. If a client is not successful, they may be removed from Job Search and moved to Job Search Training or a computer training component.
Geographic area	This component is available statewide. It is available in person in some of the larger offices.

E&T providers	This is provided at state offices by DCF Career Navigators, however, if needed there are contracted providers who can provide Supervised Job Search services. We are currently in the process of bring on Wichita Workforce Center as a third party provider who will provide supervised job search in the greater Wichita area.
Projected annual participation	3,268
Estimated annual component costs	1,543,696

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

Details	**Job Search Training (JST)**
Description of the component	Job Search Training prepares clients for the Supervised Job Search component by providing basic computer training, soft skills trainings, email creation, resume creation and mock interviewing.
Target population	Clients who lack basic skills needed to complete online job search.
Criteria for participation	The criteria for participation in this component is a lack of computer skills or job search knowledge.
Geographic area	This is available statewide.
E&T providers	This component is provided in house by DCF E&T Career Navigators. In some cases, clients are also referred to Workforce Centers for Job Search Training Workshops including soft skills workshops, resume workshops and interviewing workshops. Mirror Inc in Topeka also offers an in-person Job Search Training class for participants as part of their Supervised Job Search. The Wichita Workforce is also being added as a third party provider who will be able to offer Job Search Training.
Projected annual participation	8
Estimated annual component costs	3,790

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

Details	**Job Retention (JR)**

Description of the component	Career Navigators contact clients who have obtained employment a minimum of monthly to ensure the client remains successfully employed and to see if there are any barriers to the employment that the Career Navigator can assist the client in overcoming. This service is provided for a minimum of 30 and up to 90 days. If the Career Navigator is unable to reach the client, the E&T case is left open for the 90-day retention period in case the participant ends up contacting the Career Navigator during the 90-day period.
Target population	Retention services are provided to any participant who successfully obtains employment that leads to self-sufficiency after they have begun participating in E&T services.
Criteria for participation	There are no criteria necessary for receiving retention services other than the client must have obtained verifiable employment that leads to self-sufficiency after participating in an E&T component.
Geographic area	This component is provided statewide.
E&T providers	This component is provided through DCF Career Navigators and Wichita Workforce will begin providing retention services in the Wichita area.
Projected annual participation	1,701
Estimated annual component costs	803,497

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

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

Projected annual participation	
Estimated annual component costs	

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

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

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.
Target population	The target population is any client who does not have a high school diploma or GED and has basic literacy skills needed to successfully complete a program.
Criteria for participation	If participating in online GED and/or high school completion programs client must computer literate and have access to a computer and internet access. Some GED/HS diploma classes do have basic literacy requirements.
Geographic area	This is available statewide.
E&T providers	Contracted providers for GED programs include NextStep and Youth for Christ. Generally we refer clients to the local school district or local GED program that is available at no cost or for a small fee.
Projected annual participation	32
Estimated annual component costs	15,162

Not supplanting	The Career Navigator and the Provider Agreements Team review all bills to ensure that they are actually for agreed upon services and to ensure that E&T is not being charged for items that are eligible for payment through other funds. Our Provider Agreement states: The Provider agrees to: a) Provide services to DCF clients as authorized by the Secretary. b) Accurately maintain all records as required by Federal and State regulations and to allow and provide access to all such records as may be requested by the Secretary or designee. c) Maintain all assurances required for each Appendix marked in SECTION 3. d) Notify Secretary immediately upon forfeiture of operating license. e) Not enter into sub-contracts or assign any part of the service performed under this Agreement without obtaining written approval of the Secretary.
	f) Certify that Federal funds used under this Agreement do not replace in any way, Federal, State or local funds for already existing services.
Cost parity	When the Service Agreement is written we verify that all rates charged by a Provider for services are in accordance with the DCF established rates or the rates offered to the general public, whichever is less. Requesting cost information for all Service Agreements is part of the standard process followed for establishing a Provider Agreement. 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.

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	Short-term trainings for in-demand occupations. These vary depending on the area of the state but include C.N.A., phlebotomy, CDL, computer certification courses, aircraft sheetmetal and painting courses, welding certifications, administrative assistant training, IT courses, basic manufacturing, warehouse training, Partners 4 Success and BRIDGES courses.
Target population	Mandatory participants lacking in skills needed to obtain employment are encouraged to enroll in training programs to increase their skill set and to help ABAWDs meet ABAWD participation requirements.
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. Several of our providers offer classes virtually statewide, including Butler Community College BETA, MedCerts, WorkforceReady Koncepts and Goodwill.
E&T providers	Contracted providers include: Allied Health Training, Butler Community College BETA, CPRF, Eagle Nest, Episcopal Social Services, MedCerts, Mid-Kansas CAP & Workforce Ready Koncepts. We are in the process of developing a contract with Goodwill of Missouri Kansas which will offer both in person and online career and technical education programs.
Projected annual participation	250
Estimated annual component costs	134,561

Not supplanting	Career Navigator and the Provider Agreement Team review all bills received to determine that they are actually for agreed upon services and to ensure that E&T is not being charged for items that are eligible for payment through other funds. Our Provider Agreements states: The Provider agrees to: a) Provide services to DCF clients as authorized by the Secretary. b) Accurately maintain all records as required by Federal and State regulations and to allow and provide access to all such records as may be requested by the Secretary or designee. c) Maintain all assurances required for each Appendix marked in SECTION 3. d) Notify Secretary immediately upon forfeiture of operating license. e) Not enter into sub-contracts or assign any part of the service performed under this Agreement without obtaining written approval of the Secretary. f) Certify that Federal funds used under this Agreement do not replace in any way, Federal, State or local funds for already existing services.
Cost parity	When the Service Agreement is written we verify that all rates charged by a Provider for services are in accordance with the DCF established rates or the rates offered to the general public, whichever is less. Requesting cost information for all Service Agreements is part of the standard process followed for establishing a Provider
	Agreement. 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. We don't pay for these services that are paid for by local school districts. We can however assist with books or GED testing fees if all participants are required to cover these costs.

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

Details	English Language Acquisition (EPEL)
Description of the component	For clients needing additional English Language training, ESL classes are available. These usually vary in length depending on what the learner's current English level is.
Target population	Clients who need to improve the English skills in order to attend training or obtain employment.
Criteria for participation	Online classes may require computer literacy.
Geographic area	There are ESL classes available statewide. These are usually provided through local school districts, International Rescue Committee or area churches.
E&T providers	Because these programs are usually no cost, we don't contract with many providers. We can do participant reimbursement if needed to assist with supplies.
Projected annual participation	8
Estimated annual component costs	No costs are anticipated for this component as this is a supplemental service to others being provided. As necessary, participant expenses will be provided through other categories.
Not supplanting	Career Navigators and the Provider Agreement Team review all bills received to determine that they are actually for agreed upon services and to ensure that E&T is not being charged for items that are eligible for payment through other funds.

Cost parity	Our Provider Agreements states: The Provider agrees to: a) Provide services to DCF clients as authorized by the Secretary. b) Accurately maintain all records as required by Federal and State regulations and to allow and provide access to all such records as may be requested by the Secretary or designee. c) Maintain all assurances required for each Appendix marked in SECTION 3. d) Notify Secretary immediately upon forfeiture of operating license. e) Not enter into sub-contracts or assign any part of the service performed under this Agreement without obtaining written approval of the Secretary. f) Certify that Federal funds used under this Agreement do not replace in any way, Federal, State or local funds for already existing services.
	When the Service Agreement is written we verify that all rates charged by a Provider for services are in accordance with the DCF established rates or the rates offered to the general public, whichever is less. Requesting cost information for all Service Agreements is part of the standard process followed for establishing a Provider Agreement. 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.

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

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

Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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

Details	Work Readiness Training (EPWRT)
Description of the component	ACT WorkReady Certification
Target population	Clients statewide who are in need of the ACT WorkReady Certification to apply for jobs that require the certification. Clients without GED/HS diplomas who would like to obtain employment with an employer who accepts this certification in lieu of a high school diploma of GED. Clients who need this certification to improve their resume.
Criteria for participation	Clients who are computer literate and have access to a local Workforce Center to take the in-person proctored exam once all online test preparation has been completed.
Geographic area	Statewide, client must have transportation to get to the closest Workforce Center to take the exam.
E&T providers	Kansas Workforce
Projected annual participation	250
Estimated annual component costs	There are no component costs associated with this program. All testing is provided and paid for through the Workforce Centers.
Not supplanting	There are no direct costs to E&T for completing this testing. All testing is paid for by Workforce Centers.
Cost parity	The E&T program does not pay any direct fees to the Workforce for this exam. DCF will provide assessment, case management, transportation assistance and if needed, assist client with a computer if needed to complete this component.

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	

E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIII. Work Experience: Internship

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

Table G.XIV. Work Experience: Pre-Apprenticeship

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

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	Registered Apprenticeship Programs through the Workforce System
Target population	Clients who are interested in obtaining a job in a trade that has a registered apprenticeship program
Criteria for participation	Must meet the Workforce minimum requirements for the registered apprenticeship
Geographic area	Statewide
E&T providers	Clients are referred to the Workforce for their Registered Apprenticeship Programs. We are in the process of contracting directly with the Wichita Workforce who will be able to assist clients with apprenticeships as part of their contracted services.
Projected annual participation	5
Estimated annual component costs	1,784

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

Details	**On-the-Job-Training (WBLOJT)**
Description of the component	Work Based Learning places the client in a WIOA On-the-Job-Training program. The program consists of paid short-term employment that matches the client's interests and skills. This allows the client to gain experience in the field while earning income. The Work Based Learning component also includes the following classes. The E&T career navigator will work with the client to determine which of the optional classes the client should participate in. Before starting the employment part of the component, the client must complete the required classes. a. Anger Management-optional b. Anxiety Management-optional c. Bullying Prevention-optional d. Personal Responsibility-optional e. Workplace Readiness (3-6 hrs)-required Job Readiness Series Job Seeking Series Job Keeping Series If the client successfully completes the Work Based Learning activity, the expectation is for the employer to hire the client permanently. The length of time the client is placed in the program will vary, but will last about 10 weeks. The wages will be paid through the Workforce Centers using WIOA youth funds. If the SNAP case closes due to the earned income during the Work Based Learning component, the E&T career navigator will still be able to provide retention services for 90 days.
Target population	This activity is targeted to clients 18 – 24 years old as part of a pilot project with the area Workforce Centers using the WIOA definition of OJT. The pilot is starting in Workforce Area One which includes 62 counties in the Western half of the state. The long-term plan is to take the program statewide.
Criteria for participation	The criteria for participation varies depending on the Work Based Learning, it may require basic computer skills, a GED or a valid driver's license.
Geographic area	The component is available in 62 counties in the western half of the state at this time. The counties are: Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Jewel, Republic, Sherman, Thomas, Sheridan, Graham, Rooks, Osborn,

	Mitchell, Cloud, Wallace, Logan, Gove, Trego, Ellis, Russell, Lincoln, Ottawa, Ellsworth, Saline, Dickinson, Morris, Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Rice, McPherson, Marion, Chase, Hamilton, Kearny, Finney, Hodgman, Pawnee, Stafford, Reno, Harvey, Stanton, Gray, Haskell, Gray, Ford, Edwards, Kiowa, Pratt, Morton, Stevens, Seward, Meade, Clark, Comanche & Barber.
E&T providers	This service will be provided by area Workforce Centers in partnership with DCF. The Workforce Centers will set up, supervise and pay wages for the Work Based Learning. DCF will provide assessment, case management, transportation assistance and assist with any clothing or tools the client needs to participate in the Work Based Learning.
Projected annual participation	4
Estimated annual component costs	1,895

Table G.XVII. Work Experience: Transitional Jobs

Details	**Transitional Jobs (WBLTJ)**
Description of the component	Work Experience program. Clients will be in the program for 12 weeks, for the first 4 weeks. Clients are paid $9 an hour for 40 hours per week while working in the program. They work in maintenance and repairs, security or food service. The program also includes weekly budgeting courses and group classes about trauma. They also work with their clients in transitional housing to budget for long-term income based housing. Once clients complete 12 weeks of successful employment the plan is for them to apply for permanent jobs with area employers that New Beginnings has relationships with or to move into permanent full-time employment with New Beginnings.
Target population	Clients with a lack of work history. Most of their clients are in transitional housing as well.
Criteria for participation	Must be in the Hutchinson area and have transportation to get to the worksite. Public transportation is available.
Geographic area	Hutchinson, KS
E&T providers	New Beginnings – They are not a contracted provider, but we are able to refer clients to their Work Experience Program
Projected annual participation	4
Estimated annual component costs	$5,760

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

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

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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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	
Target population	
Criteria for participation	
Geographic area	

E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

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

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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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:	**Workforce Alliance**
Service Overview:	Will provide assessments, case management, job market information, job search training, work readiness training and job search training internally. Will have the ability to refer clients to short term-career and technical education classes and monitor participation
Intermediary:	☒Yes No
Components Offered:	Job Readiness, Supervised Job Search, Career/Technical Education, Work Readiness Training Job Retention
Credentials Offered:	
Participant Reimbursements Offered:	Provided by DCF
Location:	Wichita, KS

Target Population:	Focus will be on Mandatory E&T participants who are justice involved, but will offer services to any other participants as capacity allows
Monitoring of contractor:	The contractor provides weekly attendance information through our Provider Portal Any issues with services are reported to the Provider Agreement Team. They contact the provider to work out issues and if necessary complete a corrective action plan. The Provider Agreement Team reviews the bills to ensure that the amount is consistent with the Provider Contract. The bill is reviewed a second time by the career navigator to ensure that it matches the referral and reported participation.
Contract or Partner Name:	**Workforce Alliance of South Central Kansas**
Ongoing communication with contractor:	E&T Career Navigator in Wichita regularly meet with the contractor to go over 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:	**Allied Health Career Training LLC**
Service Overview:	Private, post-secondary career college. Approved by the Board of Regents. Specializing in the healthcare field, they provide certification-level training in Allied Health Professions such as Nurse Aide, Medication Aide, Phlebotomy, Medical Assistant, and more
Intermediary:	☐ Yes ☒ No
Components Offered:	Career and Technical Education (EPC)
Credentials Offered:	Certified Nurse Aide, Certified Medication Aide, Phlebotomy, CPR
Participant Reimbursements Offered:	Provided by DCF
Location:	Wichita, KS (they also offer online classes)
Target Population:	Clients interested in obtaining training for entry-level in-demand medical jobs.
Monitoring of contractor:	The contractor provides weekly attendance information through our Provider Portal. Any issues with services are reported to the Provider Agreement Team. They contact the provider to work out issues and if necessary complete a corrective action plan. The Provider Agreement Team reviews the bills to ensure that the amount is consistent with the Provider Contract. The bill is reviewed a second time by the career navigator to ensure that it matches the client referral and ensures that the provider provided attendance and weekly updates for the client.
Ongoing communication with contractor:	The provider attends the Wichita area quarterly provider roundtable. They also regularly email the Career Navigator who referred the E&T client if they have issues or concerns.
Total Cost of Agreement:	$20,000
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:	**Breakthrough Episcopal Social Services**
Service Overview:	Breakthrough 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, resume and interview assistance, and continued support after employment is obtained. This includes Job Training classes including Bridges. This is a Job Training program that is 4 weeks long. Area employers with current job openings are involved and offer facility tours, mock interviewing assistance and resume reviews. The class also training in self-efficacy, basic computer skills, basic business English and math and customer service skills.
Intermediary:	☐ Yes ☒ No
Components Offered:	Career and Technical Education (EPC)
Credentials Offered:	None
Participant Reimbursements Offered:	Provided through DCF
Location:	Wichita metro area
Target Population:	Clients in need of basic skills in order to become employed
Monitoring of contractor:	The contractor provides daily attendance. If a client is not present for a Bridges class, Breakthrough calls the client’s career navigator so the career navigator can contact the client. Any issues with services are reported to the Provider Agreement Team. They contact the provider to work out issues and if necessary complete a corrective action plan. The Provider Agreement Team reviews the bills to ensure that the amount is consistent with the Provider Contract. The bill is reviewed a second

Contract or Partner Name:	Breakthrough Episcopal Social Services
	time by the career navigator to ensure that it matches the client referral and ensures that the provider provided attendance and weekly updates for the client.
Ongoing communication with contractor:	DCF is involved in the Bridges classes. Career Navigators who refer clients to the class are expected to attend the first morning of class to welcome their clients. Career Navigators attend different class activities, such as mock- interviewing. Career Navigators also attend class graduation and are in 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.IV. Contractor/Partner Details

Contract or Partner Name:	Goodwill 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:	Career & Technical Education (EPC)
Credentials Offered:	
Participant Reimbursements Offered:	Provided by DCF
Location:	Kansas City metro area. 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 Provider Agreement Team. They contact the provider to work out issues and if necessary complete a corrective action plan. The Provider Agreement Team reviews the bills to ensure that the amount is consistent with the Provider Contract. The bill is reviewed a second time by the career navigator to ensure that it matches the client referral and ensures that the provider provided attendance and weekly updates for the client.
Ongoing communication with contractor:	The provider will email or phone the Career Navigator who referred the client with any issues 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.V. Contractor/Partner Details

Contract or Partner Name:	**MedCerts**
Service Overview:	On-line Training that enables unemployed and under-employed individuals to obtain medical and IT certifications through online training.
Contract or Partner Name:	**MedCerts**
Intermediary:	☐ Yes ☒ No
Components Offered:	**Career & Technical Education (EPC)**
Credentials Offered:	Certified Nurse Assistant (C.N.A.), Pharmacy Tech (CPhT, CMAA), Medical Assistant (CCMA), Dental Assistant (RHS), IT Support Professional (ITF, A+, CCSP), Network Technician (Network +), IT Security Specialist (Security +)
Participant Reimbursements Offered:	Participant reimbursements provided by DCF.
Location:	Statewide (online program)

Target Population:	Clients who have the necessary digital skills to attend online class and are interested in obtaining credentials in the medical or IT fields.
Monitoring of contractor:	The contractor provides weekly attendance information through our Employment Services database. Any issues with services are reported to the Provider Agreement Team. They contact the provider to work out issues and if necessary complete a corrective action plan. The Provider Agreement Team reviews the bills to ensure that the amount is consistent with the Provider Contract. The bill is reviewed a second time by the career navigator to ensure that it matches the client referral and ensures that the provider provided attendance and weekly updates for the client.
Ongoing communication with contractor:	The provider contacts the Career Navigator who provided the referral by email with any specific issues or concerns.
Total Cost of Agreement:	$16,000
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.	Total budgeted expenses – 1,257,100. This includes the following positions all working 100% on SNAP E&T: 1 – SNAP E&T Program Director – 60,632

	2 – SNAP E&T Supervisors – 91,458 28 – SNAP E&T Case Managers – 1,105,010
Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	Budgeted Fringe Benefits total 605,787. Benefits include employer costs related to KPERS, Unemployment, Worker's Compensation and FICA. Expenses include employer portion of Health Insurance for the employee.
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 contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.	Contracted services and partnerships are budgeted at 200,000.
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	Budgeted expenses total 7,010 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 1,550 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 totals 37,200.
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 applied through the CAP total 596,316.

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 660,000.