Kansas Food Assistance

Employment & Training

Operations Handbook

State of Kansas Department for Children and Families

1/2024-A

Table of Contents

Acronyms

ABAWD	Able-bodied adults without dependents
CBO	Community Based Organization
CC	Community College
CFR	Code of Federal Regulations
DCF	Department for Children & Families
E&T	Employment and Training
EW	Eligibility Worker
FLSA	Fair Labor Standards Act
FNS	Food and Nutrition Services
IEP	Individualized Employment Plan
ITO	Indian Tribal Organization
JR	Job Retention
JST	Job Search Training
KEES	Kansas Eligibility & Enforcement System
LO	Local Office
LOE	Level of Effort
POC	Point of Contact
PR	Participant reimbursement
MIS*	Management Information System (eligibility system)
MOU	Memorandum of Understanding
SA	State Agency
SJS	Supervised Job Search
SSI	Social Security Income
SNAP	Supplemental Nutrition Assistance Programs
TANF	Temporary Assistance for Needy Families
TPP	Third Party Partner
WIOA	Workforce Innovations Opportunity Act
WR	Work Registrant

Section 1:
General

Food Assistance Employment & Training provides SNAP recipients the opportunity to gain skills, training or experience that will improve their ability to attain employment and decrease their dependency on public assistance programs.

Mission and Vision

The purpose of the Employment & Training program is to assist members of Kanas Food Assistance households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meet State or local workforce needs. Kansas Employment & Training fulfills its purpose through interactive and timely case management, education and training services, barrier reduction and removal and support services.

Use of the Provider Handbook

The purpose of this handbook is to provide each E&T partner resources and guidance to successfully operate an E&T Program. This handbook does not replace any existing contracts, MOUs, State or Federal regulation or guidance.

Points of Contact

Lisa Strunk	**Assistant Director of Employment Services E&T**	**Lisa.Strunk@ks.gov**
Greg Travis	**E&T Supervisor**	**Greg.Travis@ks.gov**
Rene Fisher	**E&T Supervisor**	**Rene.Fisher@ks.gov**

Third Party Partners

State agencies may enter into formal agreements with TPP's to deliver services to E&T participants. These are often referred to as TPP's, E&T providers or contractors. TPP's may consist of several different types of agencies such as other government agencies, CBO's, Education facilities, etc.

Lines of Communication

TPPs should consult the State Agency for any program guidance. Your organization will be assigned a contact with the provider agreement unit who will meet with you quarterly. You will be able to reach out to that person, or to any of the points of contact above with questions about policy, billing or reporting time.

Who Do We Serve in Kansas

The Kansas Food Assistance Employment & Training program is mandatory for able-bodied adults and work registrants, without dependents on their food assistance case, ages 18 – 59, who aren't meeting a 30 hour per week work requirement.

SNAP Eligibility

As a condition of eligibility for SNAP benefits each household member, who is not meeting an exemption, must comply with SNAP work requirements. These recipients are known as able bodied adults without dependents (ABAWDs) and Work Registrants. Along with work registration and work requirements the SNAP status should be verified monthly to ensure E&T participants continue to receive SNAP benefits. Below is a list of the exemptions that can directly impact an E&T participant's SNAP case. TPPs must always inform the LO/SA of any exemptions during their routine work with an E&T participant.

Work Registrants
A work registrant is a SNAP applicant or recipient who must comply with the general work requirements unless exempt.

General Work Requirements (required of all Work Registrants regardless the type of E&T Program)
Work requirements include registering for at time of application and every 12 months thereafter; participating in a E&T program if assigned by the State agency; providing information on employment status; reporting to an employer if referred by the State agency; accepting a bona fide offer of suitable employment; and not voluntarily quitting a job without good cause or reducing work hours to less than 30 hours per week.

Federal Exemptions for General SNAP Work Requirement:
- Under age 16 or over age 59.
- Physically or mentally unfit for employment.
- Subject to and complying with work requirements for other programs (i.e., TANF).
- Caretaker for dependent child under age 6 or an incapacitated individual.
- Applying/receiving/appealing unemployment insurance compensation.
- Participating in a drug or alcohol treatment and rehabilitation program.
- Employed 30 hours a week or earning the equivalent of federal minimum wage x 30 hours per week.
- A student enrolled at least half time.
- Participants applying for SSI benefits have work requirements waived until a decision is made and then the SA shall reevaluate exemption status.

ABAWD
ABAWDs are Able-Bodied Adults Without Dependents who are work registrants between the ages of 18 – 52 who have no one under the age of 18 in their SNAP household. ABAWDs have an additional work requirement in tandem to the general work requirements. See the ABAWD section for more information.

Expectations

DCF staff will:
- Meet FNS guidelines for E&T Program.
- Routinely update TPPs regarding any policy or process changes in a timely manner. This includes, but is not limited to, updating the provider handbook, and interpreting policy.
- Management Evaluations – program reviews.
- Process invoices timely.
- Inform SNAP applicants and recipients regarding the benefits of E&T.
- Emphasize the work requirement to ABAWDs.
- Screen for appropriateness to E&T.
- Refer participants to appropriate E&T partners.
- Identify a system/POC for the TPP.
- Coordinate with TPP's.

Third-Party Providers will:
- Provide quality services that support someone's reduction or elimination of SNAP benefits.
- Ensure E&T participants are offered case management and at least one E&T component.

- Provide participant reimbursements or Support Services as needed to eliminate barriers.
- Refer back to DCF if participant reimbursements are not available in house.
- Maintain records.
- Inform DCF of participation, exemptions, hours that meet the work requirement.
- Billing with support documentation.

Noncompliance with General SNAP Work Requirements

SNAP rules require DCF to routinely assess each recipient's circumstances as they relate to the SNAP work requirements. Report any information relating to the circumstances in Table A: General SNAP Work Requirements within two (2) days of receipt, especially if the circumstances being shared are questionable or incomplete.

Table A: Situations that relate to the General SNAP Work Requirements

- Reduction of time spent working (any)
- Job seperation (resignation or termination)
- Noncompliance with the TPP
- Limitation with being available to work
- Job offer (if declined for any reason)

Section II: Communication and Training

TPPs are expected to routinely engage in two-way communication and routine professional development to strengthen the program, it's objectives and above all else, support the E&T participant.

Communication includes:

- Confirmation of SNAP Eligibility
- Status changes
- Circumstances that could impact someone's SNAP eligibility
- Provider Determinations
- Data collection and validation
- Collaborative meetings
- Onboarding new staff
- Civil rights training
- Quality improvement

Confirmation of SNAP Eligibility

E&T services may only be provided in any given month if someone is or will receive SNAP benefits (see JR for the only exception). SNAP status should be verified monthly by the TPP before providing services.

Status Changes

It is imperative that all Kansas E&T participations are correctly identified by DCF as well as the TPP. "Status" refers to the following conditions only:

- ABAWD vs Non-ABAWD
- Mandatory Participant
- Exit

Information, when received by the TPP or DCF, should always be shared as promptly as possible. Therefore, this must be mutually shared within two (2) business days of the receipt of the information. This must be shared via email between Provider and Career Navigator.

Sharing Information That May Impact SNAP Eligibility

Everyone's individual and household circumstances can change quickly. Sometimes these changes can directly impact SNAP benefits. TPPs are not authorized to make any decisions that impact SNAP eligibility under any circumstances. However, DCF does require that TPPs share information that may impact SNAP eligibility. It is imperative that the TPP share information regarding these types of SNAP eligibility circumstances within two (2) business days from the receipt of information:

- Change in exemptions
- Noncompliance with the General SNAP Work Requirements
- Tracking and reporting activities that contribute to the [monthly] ABAWD work requirement
- Change in income
- Possible Good cause circumstances

This information should be shared via email to the client's Career Navigator.

Change in exemptions

Any information the participant shares with the case manager that could be a potential work registration exemption must be shared with DCF. TPPs are expected to report the information to DCF within two (2) days of receipt, especially if the circumstances being shared are questionable or incomplete.

Provider Determinations

Only the TPP has the authority and responsibility to make the provider determination. Since TPPs know their programs best, providers have flexibility to use their own judgment to determine if an individual is not a good fit for their program. TPPs must not discriminate against protected classes when making provider determinations. DCF should review provider determinations to ensure E&T providers are making reasonable decisions about which individuals are not a good fit for their program.

Process

TPPs should reach out to the E&T participant's Career Navigator to provide information if they feel someone is not a good fit for their program. This can be done through the Provider Portal or by email. This must be done within 5 days of the provider determination. TPPs must fully inform DCF as to the reason for the ill-suited determination, regardless of timeframe. Once received, DCF determines the next step for the participant.

Onboarding New Staff

Upon hiring a new staff member, the Provider must complete the background check processes listed below.

- The TPP must contact the Provider Agreements unit to inform the SA that a new staff member has been hired.
- The Provider Agreements unit will then provide instructions and forms via email for the TPP to complete and return for each new staff member.
    - The Provider Staff Information Sheet must be completed and returned to the Provider Agreements Unit.
    - The Child Abuse and Neglect Central Registry ROI form must be completed and returned to the Provider Agreements unit. Each inquiry has a $10 fee- this fee can be paid online or via mail, see form for instructions. The TPP must include verification of this $10 payment when returning the form to the Provider Agreements unit.
    - The Adult Abuse, Neglect, Exploitation Central Registry ROI form must be completed and returned to the Provider Agreements unit.
    - Each new staff member must provide results from KBI Clearance:
        - Go to this site: https://www.kansas.gov/criminalhistory/.
        - Follow the process to obtain a KBI Criminal History background check.
        - There is a $20 fee, payable online.
        - Provide a copy of the results to the Provider Agreements unit (the results are typically on the second page).

Once the results of the background checks are returned to the Provider Agreements unit, the new staff member can begin working with E&T participants. The Provider Agreements unit will reach out to the Provider once all results have been returned and if there were any results that would disqualify the staff member from working with E&T participants, the Provider will be notified.

Civil Rights Training

Even though it is the primary responsibility of DCF to ensure the correct application of civil rights laws and regulations, TPPs are expected to support DCF with each of the below responsibilities (as applicable):

- Comply with Federal law and ensure that individuals eligible for and participating in E&T are not discriminated against based on race, color, national origin, age, sex (including gender identity and sexual orientation), religious creed, disability and political belief.
- Ensure policies are implemented in accordance with Title II of the Americans with Disabilities Act (ADA)/ Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act requirements.
- Ensure locations are physically accessible to individuals with disabilities and free auxiliary aids and services and other reasonable modifications are provided.
- Verify effective communication is provided to individuals with disabilities (i.e., Braille, large print, sign language interpreter, etc.).
- Display the appropriate And Justice for All poster in a prominent area for the public to view.
- Ensure public websites that provide information regarding E&T have the full nondiscrimination statement, or a direct hyperlink to it, on their respective program home webpages.
- There are no substantive differences in client referrals to E&T activities based on race and/or ethnicity.
- Ensure staff involved in all levels of E&T receive annual Civil Rights training.

- Ensure meaningful access to persons with limited English proficiency (LEP).
- Translate vital documents based on the results of DCF's language assessment of what languages other than English are spoken most frequently statewide and provide interpreter services to program applicants and participants free of charge.
- Notify program applicants and participants of the availability of free language assistance services.
- Ensure that citizenship and immigration status does not give rise to discrimination.

Required training
All TPP staff with any E&T duties must complete the civil rights annually. This includes managers, supervisors, frontline staff, volunteers and subrecipients. DCF provides the training to TPPs at no cost.

Application of Reasonable Modifications in E&T
The Americans with Disabilities Act requires public entities to make reasonable modifications to allow participants with disabilities to participate in programs. If the public entity can demonstrate that a particular modification would fundamentally alter the nature of its service, program, or activity, it is not required to make that modification. However, SNAP DCF is expected to begin a conversation with SNAP participants and potential E&T participants during eligibility to learn of any potential accessibility concerns. DCF considers the participant's concern and make timely and reasonable modifications to serve the household in E&T. TPPs should provide any information regarding potential modifications to DCF as soon as they are known.

Coordination of Services
Frequent ongoing coordination of the team of DCF staff, provider staff and the client are essential to each client's success. Each member of the team will share information and resources, focus energies and services on client benchmarks and goals, and work with each other toward the goal of client self-sufficiency. The provider staff and the DCF case manager will meet and/or talk frequently and include the client in meetings and conversations whenever possible. Due to confidentiality, only one client may be present at any one time during a meeting unless the meetings are very general in nature.

The provider staff will make sure to assist the client toward achieving only those goals which are developed specifically for that client. If a provider staff member gains information which indicates a new goal may need to be established, the staff member will discuss this possibility with the DCF case manager and the client. DCF will determine if revision of the goals is needed and will stay actively involved as a team member.

Section III:
Key Elements of E&T

Key Services and Components
Anyone referred is considered a Mandatory E&T participant the moment they engage with the program, at any level. Table 1 is a graphical representation of the general flow of services within the Mandatory E&T program.

Table B: Mandatory E&T Timeframes

Activity	Timeframe
Referral to E&T	Upon approval of food assistance
Orientation / Intake	Within 10 business days of referral
Employability Assessment	At orientation or intake
Individualized Employment Plan	At orientation or intake
Component Placement & Participation	At orientation or intake
CM/Progress Monitoring	Interactive appointment at least 1+/month
Exit	Determined by DCF

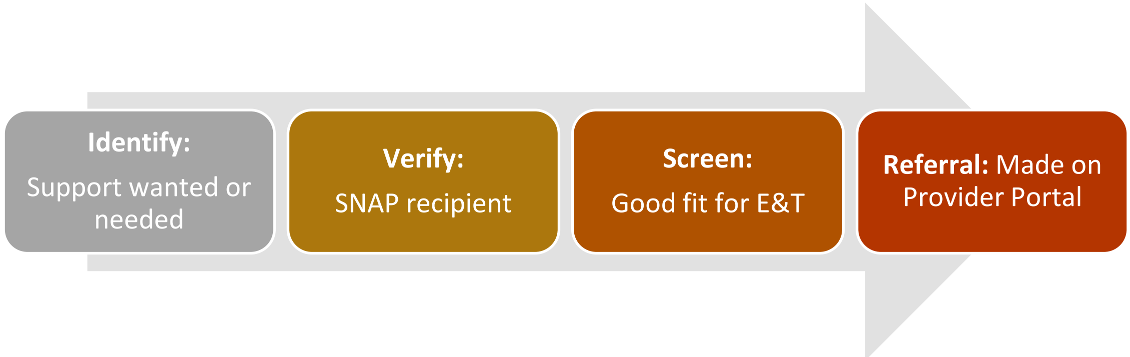
Referral to E&T

E&T operates under a "no wrong door" philosophy. participants can enter the program via direct and reverse referrals.

Screening and Referral to E&T Program

Eligibility workers must screen all work registrants against State-specific criteria to determine the appropriateness to refer to the E&T program. Screening is required for all work registrants prior to referral to all voluntary or mandatory E&T programs and reverse referrals. Direct referrals are the most common way that SNAP recipients enter E&T.

Direct Referral Process Flow



Reverse Referrals
Individuals identified as potential E&T participants by E&T TPP's. Potential reverse referrals must be referred to the SNAP eligibility office for determination if eligible for SNAP benefits, already receiving SNAP benefits and screening for appropriateness for referral to the E&T program. SNAP funds cannot be billed until someone is approved for SNAP. Those not approved for SNAP will continue services with the TPP, outside of E&T until the date in which SNAP can be verified. Referrals to other CBO's are encouraged when support not currently offered is available.

It is illegal to solicit participants to apply for SNAP benefits to join E&T. There are instances in which a provider is working with someone that may be SNAP eligible but has not applied for SNAP to date. TPPs are strongly encouraged to support these participants with information about the option to apply for SNAP.

Enrollment Process: Intake/Orientation
Intake/orientation is a critical step. TPPs may choose which method (i.e., orientation or intake) is most appropriate to enroll someone referred to E&T. Both may be done individually or in a group setting.

It may also be provided through audio-visual methods if participants have the opportunity for face-to-face appointments and provide answers to questions asked during the session.

Assessment
A E&T participant should be assessed prior to placement in a specific component. An assessment should include an in-depth evaluation of employability coupled with employment goals and skills assessments. The results of the assessment should be reviewed with the E&T participant and then utilized such that the individual can be matched with criteria for participation for individual components and specific E&T activities as well as drive the development of the IEP. E&T participants should be assessed prior to placement in a specific E&T component. The objective of the assessment is to determine the most appropriate E&T component and services for participants.

Skill or Knowledge	Assessment Tool
Literacy Level	Standardized tests, one-on-one interview/observations (i.e., client's ability to read and complete forms)

Communication Skills (including English proficiency)	Standardized test, one-on-one interview
Education	Questionnaire, resume, or one-on-one interview
Employment History	Questionnaire, resume, or one-on-one interview
Employment-Related Skills, Abilities and Interests	Questionnaire, one-on-one interview, or online assessment
Employment Barriers and Steps Necessary to Overcome Barriers	Questionnaire, one-on-one interview

Individualized Employment Plan (IEP)

TPPs should be prepared to assist participants in developing their IEP. The IEP should outline the overarching goal: *enhanced employability*. This is typically completed (or at least updated) after assessment to incorporate one's interests, goals, strengths, and barriers. All IEPs are personalized and may include things such as:

- Employment/training objective (should be consistent with assessment)
- Activities that connect between the services to be provided and the desired outcomes
- Field in which the participant wants to obtain employment or education
- Type of desired employment or education
- Expected and preferred salary range
- Amount of training/education required for desired position(s)
- Steps required to remove barriers (including services and agency for the referral if external)
- Frequency for updates to IEP
- Tentative time frames, dates or locations for completion of each step
- Plan for hours to meet the ABAWD & Mandatory E&T work requirements
- Statement regarding the participant's responsibilities and consequences of failing to comply
- Signature and date of the participant and TPP staff

Section IV:
Components

Activities

E&T activities are several types of employment or training services that compose an E&T component. E&T components are made up of E&T activities. For example, the Job Search Training component is made up of several activities including employment assessments, assistance with resume writing and interviewing skills, instruction on performing a job search and possibly other activities.

Component Placement and Participation

E&T participants must be matched with the E&T components and activities that meet their unique training needs and that are likely to lead to new skills and improved employment. E&T participants should consider the (1) criteria for placement and (2) minimum level of effort for each component before participation. Participants should be placed in components that align with their assessment and employment plan to increase their ability to obtain suitable employment. TPPs are encouraged and supported with ongoing reassessment and reassignment based on participants needs. E&T participants may be assigned to multiple components concurrently.

Timeframe

Participants should be placed in an appropriate E&T component following the creation of their individualized employment plan has been put together. This should occur no later than two (2) weeks of referral except for ABAWDs which should occur within two business (2) days of referral to E&T in order to support them with meeting the work requirements timely.

Level of Effort

In Kansas, legislative requirements require Mandatory E&T participants to participate in 30 hours of activity per week. This includes employment. USDA rules do not allow states to require more than 30 hours per week of E&T participation. However, the specific level of participation varies by component, but must be sufficient to effectively and efficiently structured such that participants make satisfactory progress towards employment.

Ineligible Activities

Only activities listed in the contract and/or this handbook are allowable E&T activities. TPPs must consult with DCF if there is any uncertainty regarding activities.

Qualifying vs Non-Qualifying Components

Components can be divided into two groups: qualifying and non-qualifying. Only qualifying components can contribute to the ABAWD work requirement. DCF has developed specific E&T components to meet the unique needs of E&T participants. Any questions relating to the components, current or future, should be addressed directly with DCF.

Types of Components

Table C: Component Groupings

Non-Education, Non-Work Components	•Supervised Job Search •Job Search Training •Job Retention
Educational Components	•Basic/foundational skills instruction •Career/technical education programs or other vocational training
Work Experience Components	•Work activity
Employment	•Paid and unpaid employment, including volunteering and in-kind employment, are not E&T components but can be used to meet ABAWD work requirements. They can not be used to meet Mandatory E&T participation requirements.

Fair Labor Standards Act (FLSA)

Supervised Job Search

Participants in SJS receive direct supervision and support from a skilled TPP worker while searching for new employment. Typical activities include, but are not limited to reviewing job search activities, getting feedback, troubleshooting issues, and discussing next steps in someone's search for increased wages. Participants must have at least one meeting per month, this can be in person, remotely or both and can be independently or in a group setting.

Job Retention

Participants in JR receive case management and participant reimbursements to assist with maintaining [new] employment. This includes services like job coaching and troubleshooting issues that may impact employment. For instance, a job coach could help a participant find constructive ways to handle a dispute with a fellow employee, or help a participant identify a childcare provider. Participation should range for a minimum of 30 days but no longer than 90 days after the person's SNAP case closes. There is no limit to the number of times an individual may receive job retention services, if the individual has re-engaged with E&T prior to obtaining new employment.

Educational Components
Educational components include a wide range of activities that improve the skills and employability of E&T participants. Can include basic education and GED courses, vocational training, and post-secondary education. For this group of components, it is imperative TPP's follow the specific FNS funding regulations:

- Do not supplant non-federal funds for existing educational services and activities; and
- E&T is not charged more than what the general public would pay for the same service; and
- Information pertaining to students is always transmitted to SNAP eligibility staff to ensure that those enrolled in institutes of higher education meet the SNAP student eligibility regulations.

Vocational Education
Participants in Vocational education work to secure specific certifications or skills associated with a specific trade. Individuals are provided with the academic and technical knowledge and skills necessary to prepare for further education and careers in current or emerging employment sectors. These activities are typically organized at the post-secondary level for those beyond the age of compulsory

Case Management
CM is a standalone activity with the E&T program. This connection to the E&T participant is the key to the program's success since it ensures that program participants are:

- Properly assessed to ensure that program activities meet participant needs and skills
- Actively engaged and progressing in E&T via goals, timelines and tasks that lead to self-sufficiency
- Receive support services
- Supported in reducing or removing barriers
- Referred to community partners and/or services when needed
- Providing information about their ability to meet the work requirement

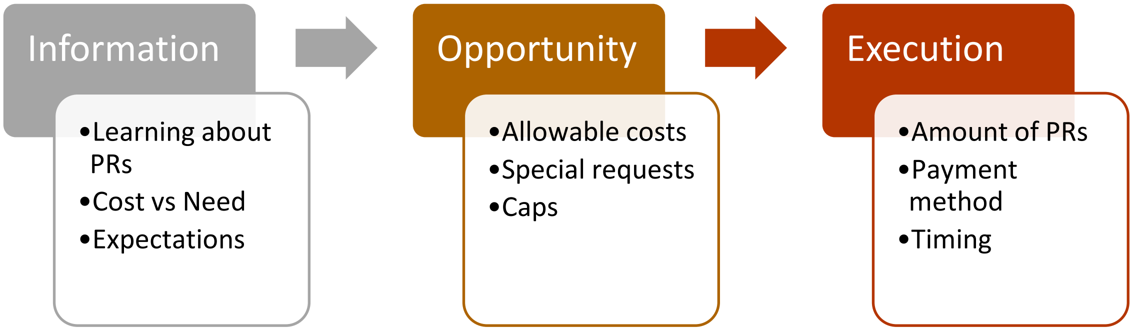
Each E&T participant must receive case management, employment, and training activities (i.e., components) and participant reimbursements at a minimum. TPPs must document that CM is occurring a minimum of once per month, regardless of the forum (face-to-face, by phone, virtually, etcetera).

Section V:
Participant Reimbursements

Funding
Only 50/50 participant reimbursement funds can be used for E&T participant reimbursements. See *Section X: Fiscal* for more information about match source and other funding considerations with 50/50 participant reimbursement funds.

PR Process
Supportive services are provided to E&T participants via participant reimbursements. All PRs must support program goals and requirements. Table D illustrates the typical stages of PRs:

Table D: Overview of PR Process



Learning about PRs

E&T participants are informed about the use and availability of PRs at several points in time: general public-facing marketing efforts, eligibility interview, written notices, intake/orientation, one-on-one case management appointments, various workers, etcetera. Interactive conversations should always occur to assess and support each E&T participant's overall employability.

Cost vs Need

State agencies must provide payment to E&T [applicants and] participants for expenses that are reasonably necessary and directly related to participation in E&T. Participants should be informed that expenses more than the SA's allowable reimbursement amount may not be allowed or require special approval.

Expectations

The SA is mandated to provide supportive services to all E&T participants. Anyone working with an E&T participant is expected to routinely communicate the availability of PRs and advocate for exceptions, if warranted, to support their path to employability and training and be successful in E&T. This includes special requests.

Allowable Costs

Table X is a high-level summary of what elements must be in compliance in order for something to be considered an allowable cost. Based on this, E&T's *Participant Reimbursement Matrix* is located on Appendix X.

Table E: Required elements of allowable costs

Required Element	Description	Example
Reasonable	Provides a program benefit generally commensurate with the costs incurred	TB test required to begin new job
Necessary	Needed to carry out the functions of E&T; cannot be avoided without adverse effects; no duplication of effort	Yes, test is a condition of employment
Directly related	Must have a connection to participation in an approved activity	Yes

Pass prudent person test	Nature and amount do not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs	No compliance concerns if publicized or audited

Payment Method

Reimbursements are generally paid to a third party when possible (ex. Tuition is paid to the school). The exceptions are transportation assistance (gas funds or bus passes can be provided directly to the client), interview and/or work or uniform expenses (funds can be provided directly to the client or a gift card may be provided) and work document expenses (such as state ID funds, birth certificate funds).

Submitting receipts

DCF does not require receipts for transportation expenses. We do require receipts for other funds provided directly to the client (such as for clothing).

Validation of Expenses

Contact DCF E&T directly if you are unsure whether or not a participant expense is allowable.

Section VI:
Exit from Program and Case Notes

Exit from E&T

Participation can pause and/or end for a variety of reasons: barriers, employment, services available, etc. Providers should routinely inform and consult with DCF within 3 days of any difficulties with completing appointments with E&T participants regardless of the reason the participation pauses or ends.

Exit Date

The exit date is the date in which the individual, regardless of status, was formally exited from E&T. This, along with the date of last contact, should be submitted in the weekly attendance report in the comment box in the Provider Portal.

Case Notes

TPPs are expected to maintain case notes for each E&T participant regarding each case management appointment. The elements of each case should include the following elements:

- Date
- Type of case management
- Amount of time spent with the participant
- Summary of interactions
- Next steps if needed

The best-case notes include content regarding:

- Topics discussed during the appointment
- How the appointment related to the IEP
- How the IEP goals and objectives are being met
- Interventions and techniques used during the appointment and their effectiveness
- General observations about the E&T participant
- Any progress or setbacks
- The E&T participant’s current strengths and challenges
- Next steps

Case notes are routinely reviewed during all monitoring sessions to evaluate compliance and identify opportunities for improvement.

Section VII:
ABAWDs

Overview

The term ABAWD stands for Able-Bodied Adult without Dependents. Generally, ABAWDs are work registrants that are:

- 18 to 52 years old; and
- Not pregnant; and
- Not responsible for a dependent or residing in a household with a child 18 or younger; and
- Without any mental or physical limitations to work (i.e. fit for work); and
- May not meet an exemption listed in Table X.

Federal rules dictate that ABAWDs are limited to three full months of SNAP benefits in a three-year period (commonly referred to as the time limit) unless they are fulfilling the ABAWD work requirement.

Countable Months

ABAWDs receive a countable month each time they fail to meet the ABAWD work requirement and receive a full month of SNAP benefits. Once ABAWDs have three countable months they are no longer be eligible for SNAP benefits. In Kansas, the three-year period in which someone can receive three (3) or less countable months and continue with SNAP is October 2022 to September 2025.

At-Risk ABAWDs

An at-risk ABAWD is anyone that has used two (2) of their three (3) countable months to date. This group of ABAWDs are "at risk" of losing their SNAP benefits. Even though TPPs are expected to prioritize serving ABAWDs within E&T, at-risk ABAWDs are an even greater priority since they are one of the most vulnerable populations.

Importance of ABAWDs in E&T

For SNAP purposes, someone is an ABAWD regardless of their E&T status. It is encouraged that ABAWDs meet their work requirement through the E&T program. Accuracy with tracking and immediate placement in qualifying E&T activities are vital to supporting them meeting their work requirement and employability.

Status Changes

TPPs are notified if anyone referred to E&T is a Mandatory E&T participant on the referral or status change in the Provider Portal. It is common for a Mandatory E&T participants status to change through time. For example, someone is considered exempt from Mandatory E&T once pregnant or if they meet another potential exemption. Even though DCF routinely seeks to properly identify Mandatory E&T exemptions, TPPs should always communicate any information that may impact someone's status. Possible exemptions are:

- Working 30 hours per week and/or earning the equivalent of 30 X minimum wage weekly
- Has a physical and/or mental health condition that may impact their ability to work
- Is a parent or caretaker caring for a child under the age of 6

- Is applying for, appealing, or receiving unemployment compensation
- Is a regular participant in a drug or alcohol treatment program
- Is a student enrolled at least half-time in an institute of higher learning (does not include Mandatory E&T participant attending a short-term training through the E&T program)
- Is age 60 or over
- Is pregnant
- Is needed to care for someone in the home
- Is homeless
- Is a veteran
- Is 24 or under and was in foster care on their 18th birthday

ABAWD Work Requirement

ABAWDs can fulfill the ABAWD work requirement in a variety of ways. ABAWDs must demonstrate that they spend eighty (80) hours or more in any combination of the following activities each month:

- Work (paid or unpaid)
- Volunteering
- In-Kind (work done in exchange for goods or services)
- Participation in qualifying components
- Participation in another Federal, State or local work program (outside of E&T)

Regaining SNAP Eligibility

ABAWDs may regain SNAP eligibility once they have exhausted their three countable months and should always be referred to their eligibility office for determination of regaining benefits.

Keys to Working with ABAWDs

TPPs can best support ABAWDs within E&T by:

- Prioritizing placement of ABAWDs in qualifying E&T components; and
- Assigning ABAWDs to activities that meet the ABAWD work requirement concurrently at their intake or orientation appointment; and
- Staying informed about one's status (ABAWD vs non-ABAWD) and number of countable months accrued to date from month to month; and
- Keeping DCF informed of any situations that may impact SNAP eligibility *(see Table X: Potential Exemptions within SNAP)*; and
- Ensuring routine understanding of and support with meeting the ABAWD work requirement, with or without E&T; and
- Assisting with reporting the activities that meet the ABAWD work requirement to DCF in a timely manner; and
- Making community referrals for needed support if the TPP/DCF cannot support the ABAWD with the reduction/removal of barriers; and
- Participating in ongoing trainings and professional development to stay abreast on policies, processes and overall best practices to utilizing when working with all E&T participants.

Section VIII:
Mandatory E&T

Kansas operates a mandatory E&T program and must disqualify participants who fail to comply with the E&T program without good cause. Failure to comply includes missing appointments or failing to complete the required level of effort of a component. Participants in Mandatory E&T are required to complete 30 hours per week of activities. This includes any paid or unpaid employment. TPP's must inform the State within 2 business days of non-compliance but are encouraged to report the non-compliance as quickly as possible.

Lack of Participation

Lack of participation is defined as no services delivered contact (for an E&T component or one-on-one meeting). Any missed or rescheduled appointments should be noted in each participant's case files maintained by the provider. Providers are expected to provide any helpful information about missed appointments when reporting participation in the Provider Portal.

DCF Administrative Responsibilities

DCF must ensure that:

- E&T participants must receive the consolidated work notice and oral explanation explaining the mandatory E&T requirement, in addition to other work requirements, as applicable;
- Individuals referred to E&T must be properly screened for an exemption and appropriateness to the mandatory E&T program;
- Ensure there is an appropriate and available opening for each participant referred;
- If there is not an appropriate and available component, then DCF must assess for good cause;
- Individuals are exempted if the costs of PRs exceed the DCF cap, or if the participant reimbursement is not available;
- If a mandatory participant fails to comply, DCF must establish if the non-compliance is without good cause, and issue a Notice of Adverse Action if appropriate.

TPP/Intermediary Responsibilities

- Report status change information that can affect eligibility.
- Correct component placement.
- Track participation hours.
- Provide ABAWDs with guidance regarding components and meeting the work requirement.
- Timely report noncompliance or information regarding ABAWDs to the State.

Noncompliance

Assessing for noncompliance

TPPs have 2 business days to inform DCF of the noncompliance. To inform DCF of the noncompliance, the TPP should reach out to the client's Career Navigator directly via email or phone call. The Career Navigator's contact information can be found on the referral in the Provider Portal.

The notice of adverse action explains the act of noncompliance committed and the proposed period of disqualification. The notice must also specify that the individual may request a fair hearing and may, if appropriate, reapply at the end of the disqualification period. Information must be included on or with the notice describing the action that can be taken to avoid the disqualification before the disqualification period begins.

If good cause doesn't exist, the E&T participant is sanctioned for noncompliance based on the number of occurrences that the individual has failed to meet the SNAP work requirements, including mandatory E&T. Table F notes the amount of time associated with each occurrence of noncompliance. Note – this applies to the individual's lifetime. The disqualification period for the sanction begins with the first month following the expiration of the 10-day adverse notice period unless a fair hearing is requested.

Table F: Timeframes for SNAP Sanctions

1st occurrence	3 months
2nd occurrence	6 months

3rd occurrence and thereafter	12 months

Good Cause
It is imperative that TPP staff communicate, not decide, information regarding the circumstances in which someone was noncompliant with mandatory E&T. FNS requires DCF to assess for good cause within [no more than] ten (10) days upon learning of noncompliance before imposing a SNAP sanction. Consequently, DCF expects each TPP to convey any pertinent information for DCF to consider with the noncompliance. Please include this information when reporting non-compliance on the Provider Portal or to the client's Career Navigator.

Good cause includes circumstances beyond the member's control, such as, but not limited to, illness, illness of another household member requiring the presence of the member, a household emergency, the unavailability of transportation, conflicting appointments or the lack of adequate childcare. DCF will automatically grant good cause to any mandatory E&T participant that cannot comply with the requirement if an appropriate spot is not available within the program for their unique needs.

DCF will attempt to contact the SNAP recipient and take into account the facts and circumstances, including information submitted by an employer, TPP and by the household member involved, in determining whether or not good cause exists. See *Appendix E Good Cause letter* as an example of the letter sent by DCF to begin this process.

Participant Reimbursements in Mandatory E&T Programs
DCF may set caps on the amount of reimbursements that will be paid. However, if DCF cannot reimburse participants, or the individual's allowable monthly expenses exceed the DCF cap, then DCF must exempt the participant from E&T or find another suitable component for which the participant's expenses do not exceed the State's ability to pay.

Anyone identified as an E&T participant cannot be required to participate in E&T for more than 120 hours per month. Consult DCF if anyone in E&T may go over this threshold.

Limiting the Number of Participants
DCF strives to ensure that those referred to E&T are suited for immediate participation. The TPP, on behalf of DCF, strives to ensure that individuals are referred to appropriate E&T components, components are well-matched to the participants' needs, program activities advance the participants' training or experience and that there are enough slots are available to serve all that are referred. This is especially vital for the Kansas mandatory program.

In the instances in which there are more E&T available slots, the TPP should notify DCF through email within 2 business day. The TPP must keep DCF aware of their capacity status throughout the program but especially when 80% or more of the resources are unavailable. The work registrants must be given good cause until there is an appropriate component for them to participate in and maintain their SNAP eligibility.

Section VIIII:
Tracking and Reporting

Tracking
All participant activities and components requiring tracking and weekly attendance must be reported to DCF through the Provider Portal. TPPs are expected to actively collect and regularly inform DCF Career

Navigators about activities that contribute to an ABAWD's work requirements each month. Timeliness is vital since it may directly impact someone's SNAP benefits.

Outcome Tracking

To support outcome tracking, TPPs will submit a weekly attendance report on each participant in the DCF Provider Portal system. Weekly attendance for participants should include:

- Total weekly hours of participation must be reported with those hours broken up by day (Monday-Sunday).
- In the comment box, report the date the TPP received the referral and began services.
- In the comment box, report date the E&T participant received their computer or other equipment required for the successful completion of the program (if applicable).
- In the comment box, report the date that the E&T participant successfully completed a component or module of the program.
- If a participant becomes employed, please report the name of the employer and the start date in the comment box.
- If a participant fails to participate, report this in the comment box and email the participant's Career Navigator within 2 days.
- In the comment box, report the date of the participant's successful (or unsuccessful) completion of the program.

Success Stories

DCF collects stories that celebrate each participant's successes while working with a TPP. This collection of qualitative-oriented narratives is referred to as success stories. Success stories illustrate someone's unique situation with emphasis on services received, barriers reduced/removed and goals achieved. These stories encourage others in similar situations to take advantage of opportunities within E&T and understand the powerful impact to lives and families. Each story is routinely shared with FNS and DCF leadership.

Section X:
Fiscal

E&T is funded through three major funding streams: 100 percent funds, 50/50 funds, and ABAWD Pledge funds. Each of these types of funding are discussed more below.

E&T 100% Funds

100% funds are federal grant funds and can be used for any allowable cost that is necessary and reasonable for the planning, implementation, and operation of a State E&T program. This can include administrative costs, salaries, contracts, and marketing.

100% funds are appropriated annually and cannot be carried over from one federal fiscal year to another, however, if unspent FNS can reallocated these funds to States who request additional 100% funds.

Unallowable Costs

100% E&T funds cannot be used cover the costs of non-E&T processes such as SNAP eligibility, disqualification or on TANF participants. These funds cannot be used for participant reimbursement or supportive services or incentives. Contact DCF for more information regarding allowable costs.

E&T 50/50 Funds
There are two kinds of 50/50 funds, the first one is 50% reimbursement for additional administrative costs to the planning, implementing, and operating of an E&T program that exceed the 100% funds. The second kind of 50/50 funds is a 50% reimbursement for participant reimbursements.

ABAWD Pledge Funds
Every Federal fiscal year States can opt into the additional $20 million E&T 100% ABAWD Pledge funds. States that pledge must have at-risk ABAWDs that they are prepared to place into qualifying components. At this time, Kansas does not receive ABAWD Pledge funds.

At-Risk ABAWDs
An at-risk ABAWD is an ABAWD who is in their last month of the three-month ABAWD time limit who is not exempt from the time limit and who is not subject to a waiver and is not granted a discretionary exemption. At-risk can be either an applicant or recipient of SNAP benefits.

Qualifying Components
Qualifying activities include education, training and workfare activities that fulfill the ABAWD work requirement. Job search is not a qualifying component on its own but can be offered as part of other E&T components as long as it comprises less than half of the total required time an ABAWD spends in the E&T component.

Allowable Costs – General
Expenditures must be valid obligations of the State or contractor and must be necessary, reasonable and allocable charges under an approved E&T State plan. Allowable costs are specified in the Office of Management and Budget (OMB) cost circulars, SNAP regulations and FNS policy and guidance.

- Must directly relate to an approved E&T component or service;
- Must be necessary and reasonable;
- Must not be for products or services that are outside of the scope of the E&T program; and
- Must not be a general expense required to carry out the overall responsibilities of a State or local government, such as a state's funding for education provided for by statute.
    - Salaries and benefits of personnel involved in the in E&T and administrative support;
    - Office equipment, supplies, postage, and copying/printing costs;
    - Lease or rental costs;
    - Maintenance expenses;
    - Other indirect costs; and
    - Travel for the purpose of fulfilling the objectives of the E&T program.

Reasonable and Necessary
A cost is reasonable if the nature and amount does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- Provide a program benefit generally commensurate with the costs incurred;
- Are in proportion to other program costs for the function that the costs serve; and
- Are what a prudent person would incur in like circumstances.

A cost is necessary if it is needed in the performance of the program.

- Are incurred to carry functions of E&T;
- Cannot be avoided without adversely affecting program operations;
- Do not duplicate existing efforts; and

- Are the net cost after applicable credits. For example, an organization receives a 5 percent discount for paying for an item that has a list price of $100, so the organization only pays $95. The organization must identify the cost of the item as $95 in the SNAP budget.

Educational Activities

E&T funding should be used for educational activities to enhance the employability of SNAP participants, rather than supplant present State funding for existing activities. In addition, all E&T activities, including educational activities, must adhere to Federal cost principles. Federal regulations at 2 CFR 200.444(a)(5) provide that Federal funds cannot be used for the general costs of State or local government. This includes general types of government services normally provided to the general public, such as public education. Lastly, SNAP regulations at 7 CFR 273.7(d)(1)(ii)(C) have specific requirements for E&T funds used for education. These regulations state that Federal funds made available to a State agency for the education component shall not be used to supplant non-Federal funds used for existing services and activities that promote the purposes of the education component.

Examples:

What if an educational activity, such as vocational training, is provided by State or local government, but space and funds are limited and more classes would be required to serve E&T participants? Can a State agency use E&T funds to pay for additional slots?
It depends. If the activity is provided as a result of a State commitment to offer the service to any qualifying individual, then using E&T funds to pay for SNAP participants to receive those services would constitute supplanting. This holds even if the State's funds are insufficient to cover the number of individuals for whom the State has committed to provide education services
However, if a training is funded through the State or local government and the State has only committed to serve a limited number of individuals, E&T funds can be used to supplement the State or local funding to cover additional "slots" for E&T participants. This enhances the capacity of the State or local government above and beyond what it currently is to enable additional SNAP E&T participants to receive the training. As in all E&T components, reimbursements for education activities must be reasonable, necessary, and allocable.

What if a community-based organization offers educational activities? Can a State agency use E&T funds to pay for E&T participants?
A State agency may use E&T funds to pay for educational activities at community-based organizations provided that they supplement the capacity of the organization to serve E&T participants without displacing existing funds for current students. The community-based organization would also need to figure out the per student cost of its educational activities and allocate costs to the E&T program accordingly. If the community-based organization charges other grants for these services, the E&T program must be charged consistently with how the other grants are charged. Costs charged to the E&T program must be reasonable and necessary. Funds used to receive reimbursement must not be from a federal source and cannot be used to meet the matching requirements of another program.

Third Party Reimbursement

What State or private funds can be used as the 50/50 share for a 50/50 reimbursement? General State funds, local tax levies, donations from private or non-profit organizations. Subrecipients of a State agency or TPP funders and providers of approved E&T services, can fund E&T activities and the State agency can reimburse them with 50 percent Federal funds. For nongovernmental organizations there must be a cash outlay for the SNAP E&T goods or services provided in order to receive a 50 percent reimbursement. The State share of the E&T funding for a 50 percent reimbursement cannot be from a federal source. Federal E&T funds cannot be used to reimburse expenses paid with other Federal funds unless specified by Federal legislation.

Allowable Reimbursement Costs:
Clients must be reimbursed for any reasonable cost to participate in E&T. Below is the list of allowable reimbursements. If you are unable to provide reimbursement for a client to participate, please contact the career navigator as soon as possible so DCF can provide the reimbursement or exempt the client from participation. For any other reimbursement outside of those listed, please contact DCF to see if it is allowable. For the invoice see appendix example A.

Allowable Participant Reimbursements	**Participant Reimbursement Caps (optional)**
Transportation	$55 per month or monthly bus passes
Childcare	DCF will provide
Work Tools	Contact DCF to approve expenses over $100
Identification Documents	$50
Computers/Tablets	DCF can provide refurbished computers
Uniforms/Work Clothing	Contact DCF to approve expenses over $100
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.	Contact DCF if no community providers are able to assist
Car Repairs (only allowable if a client is employed or in a training). Can only be paid one time. Must be a repair and not regular maintenance.	Contact DCF. Will need to ensure the vehicle is in the client's name, tagged and insured. Must also ensure that the client's driver's license is valid.

50% Federal Reimbursement Funds- allowable expenses:
- Administration (50/50 Admin) - Planning, implementation, or operation of the E&T program.
- Cost of E&T staff salaries/benefits of providers/contractors.
- Can include hiring a consultant to improve administration.
- Marketing the E&T program.
- Participant Reimbursement (50/50 PR) for supportive services and/or dependent care.
- Payments to clients for participation-related expenses are only eligible for reimbursement from these funds – not from 100% funds.
- Can be used for reimbursement for Dependent Care.

Non-reimbursable expenses - Examples include (but are not limited to):

- Food
- Most medical costs for participants
- Counseling (substance abuse/mental health)
- Purchasing/Renting a vehicle
- Operator Taxes (Tags, Title, etc.)
- Traffic tickets/fines
- Impound fees
- Stipends and incentive payments

To be eligible for payment, non-Federal funds for allowable activities must be expended up front. After which, FNS reimburses the State for 50% of expenditures. As long as the State agency records total outlays (total cost of service provided) when expended and not when received, FNS will reimburse the State agency 50% of the total outlays. Reimbursement is then passed to provider

How to Submit a Monthly Invoice

The monthly invoice is a spreadsheet consisting of two tabs – 'Invoice' and '50% Funding Source.' This invoice will be provided by the Provider Agreements unit.

On the 'Invoice' tab, the Provider will record their TPP information, including Report Month, Provider name, SMART Vendor ID (this will be provided to you by the Provider Agreements unit), Agreement Period, Program (E&T), date, Provider contact, phone number, and email address.
Under Components, the Provider will follow the instructions listed on the invoice to enter in the reimbursable totals.

On the '50% Funding Source' tab, under NAME OF MATCHING FUNDING SOURCE, the Provider will report the full name(s) of Non-Federal funding source(s) being used to support the additional 50%.

Section A = The Provider will enter the total amount of funds from Non-Federal funding source being applied to reimbursement request (this should be 50% of total amount spent)

Section B = total amount of Federal funds being requested from Department to be applied to reimbursement request (this should be 50% of total amount spent and not exceed total contract amount)

Section C = displays the total of Non-Federal funding plus amount of Federal funds requested from Department (the grand total should match the combined total months expenditures recorded on the invoice for Supportive Services & Contractor Administrative costs)

The Provider will submit all Universal Billing invoices by the 10th of each month for the previous month's services. Failure to submit billing invoices in a timely manner could results in delayed payment. All billing invoices will be sent to DCF.ESPABilling@ks.gov.

Section XI:
Other Considerations

Record Retention
Providers are expected to retain records for a minimum of three (3) full calendar years. This will be verified at each monitoring event.

Monitoring
FNS requires DCF to routinely monitor TPPs both programmatically and fiscally for compliance with all federal regulations and guidance that relate to all the SNAP work requirements. The monitoring methodology generally includes a detailed document review, observation of program services and interactive interviews of staff by the SA no less than once every quarter. Reviews typically consist of the following processes between the SA and the TPP:

The Provider Agreements unit will meet with each Provider each quarter to review client files, discuss client outcomes, review billing processes, observe the Provider working with E&T participants (if applicable), as well answer any questions that the Provider or their staff may have.

Marketing
Marketing directed to individuals already enrolled in SNAP to inform them about E&T is allowable. If a TPP intends to use any radio, television, or billboards advertisements to conduct this effort, the SA or Intermediary must ensure they do not promote SNAP benefits or enrollment but can provide information about E&T to SNAP participants. Staff may also use social media and websites as part of an informational campaign to encourage participation in E&T among SNAP participants.

Section XII:
Resources

There following are various resources available to support SNAP E&T operations.

Guidance:

- The act
- 7 CFR 273.7
- 7 CFR 273.24
- SA SNAP Policy Manual
- E&T Toolkit
- OMB Circular 200?
- Civil rights link
- NDS link

Reference:

- Federal minimum wage
- State minimum wage
- Fair Labor Standards Act
- Unemployment rates

State Resources:

- TANF program information and online application
- Medicaid program information and online application
- Child Support program information and online application
- Unemployment program information and online application
- Child Support program information and online application

SNAP to Skills Resources by Topic:

- Expansion: SNAP E&T Operations Handbook: A Step-by-Step Guide to Developing, Implementing, and Growing a SNAP E&T Program

Work Resources:

- WIOA
- Workforce article
- workforce partnerships 7 CFR 273.7(n)
- local workforce boards and American Job Centers

Fiscal Oriented:

- OMB regulations: 2 CFR 200
- Departmental rules: 2 CFR 400
- SNAP rules: 7 CFR 271 through 285

Section XIII:
Disclosures

Non-Discrimination Statement (NDS)

FNS requires any NDS to be included on any printed materials funded by SNAP, both for the SA and any subrecipients. The long version must be included when space permits whereas the short version is allowable when space does not permit. Nothing within the NDS of either version can be modified whatsoever: font, punctuation, spacing, content, etc. The SA must approve any materials produced for E&T participants prior to use with E&T participants.

Long Version of NDS

This is the long version of the NDS that TPPs may use for E&T materials:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Short Version of NDS

This is the short version of the NDS that TPPs may use for E&T materials:

This institution is an equal opportunity provider.

USDA Funding Credit Statement

Per FNS, the following funding credit statement must be included on printed materials as well:

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

Section: XIIII
Appendices

Appendix A:
E&T Invoice Example

STATE OF XX						
DEPARTMENT OF HEALTH AND HUMAN SERVICES						
REQUEST FOR REIMBURSEMENT						
FISCAL YEAR 202X - INVOICE						
Report Month:			**Date:**			
Contractor:			**Agency Contact:**			
Contract Number:			**Telephone Number:**			
Contract Period:			**Email Address:**			
Program:	SNAP E&T					
	A	B	C	D	E	F
COMPONENT	**CONTRACT AMOUNT**	**TOTAL CURRENT MONTH EXPENDITURES**	**APPLIED TO ADVANCE**	**AMOUNT REIMBURSED THIS INVOICE**	**TOTAL YTD EXPENDITURES (including current month)**	**CONTRACT BALANCE (A minus E)**
SNAP E&T Admin (100%)		$0.00		$0.00		$0.00
Supportive Services* (50/50)		$0.00		$0.00		$0.00
Contractor Admin 50/50 Reimbursement**		$0.00		$0.00		
TOTAL	***$0.00***	***$0.00***	***$0.00***	***$0.00***	***$0.00***	***$0.00***

INSTRUCTIONS:

1. Year to date expenditures may not exceed the contract amount listed in column A above
2. The expenses to be reimbursed must be actual expenses for the report month and be submitted by the 10th of the following month
3. Backup data is required and must be generated from the Contractor's accounting system and equal the amount requested
4. All contractor information is required for payment
5. The Department may pay the Contractor an advance of not more than one month average of the total contract or amendment amount upon the execution of the contract or amendement by both parties

* Contractor Supportive Services - The contractor will enter the full amount of the expenditure supported by financial documentation and the contractor will be reimbursed 50% of the expenditure; if reimbursement is being requested for this component, the completion of the "50% Funding Source" tab must be completed and accompany the request

** Contractor Admin 50/50 Reimbursement - The contractor will enter the full amount of the expenditure supported by financial docoumentation and the contractor will be reimbursed 50% of the expenditure; if reimbursement is being requested for this component, the completion of the "50% Funding Source" tab must be completed and accompany the request

Please email to:			
or Fax to:			
PROVIDER/CONTRACTOR APPROVAL		**DEPARTMENT APPROVAL**	
I certify that the amounts reflected on this invoice represent services actually furnished, that the individuals were eligible to receive said services and that payment has not been received.		Invoice Number:	
		Amount Approved:	
Provider / Contractor Signature	**Date**	**Approved by**	**Date**
Provider / Contractor Signature	**Date**	**Approved by**	**Date**
Print name of person preparing the report	**Telephone Number**	**Authorized by**	**Date**
		*Revised *****	

STATE OF XXXXX

DEPARTMENT OF HEALTH AND HUMAN SERVICES

REQUEST FOR REIMBURSEMENT

FISCAL YEAR 2022 - 50/50 FUNDING SOURCE ID

Report Month:		**Date:**	
Contractor:		**Agency Contact:**	
Contract Number:		**Telephone Number:**	
Contract Period:		**Email Address:**	
Program:	SNAP E&T		

	A	B	C
NAME OF MATCHING FUNDING SOURCE	**TOTAL COST OF QUALIFYING EXPENSE (B + C)**	**NON-FEDERAL FUNDS EXPENDED BY E&T PROVIDER ON QUALIFYING EXPENSE (50%) (A - C)**	**FEDERAL FUNDS OWED TO PROVIDER FOR REIMBURSEMENT (50%) (A - B)**
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
TOTAL	***$0.00***	***$0.00***	***$0.00***

INSTRUCTIONS:

1. Complete this form and sumbit with the invoice only in months when requesting 50/50 reimbursement for Supportive Services and/or Contractor Administrative costs
2. You can include sources of funding for both Supportive Services and Contractor Administrative costs on the same form for one month
3. Enter information as follows:
   * **Name of Matching Funding Source** = full name of Non-Federal funding source being used to support the additional 50%
   * **Section A** = total amount of funds from Non-Federal funding source being applied to reimbursement request (this should be 50% of total amount spent)
   * **Section B** = total amount of Federal funds being requested from Department to be applied to reimbursement request (this should be 50% of total amount spent and not exceed total contract amount)
   * **Section C** = displays the total of Non-Federal funding plus amount of Federal funds requested from Department (the grand total should match the combined total months expenditures recorded on the invoice for Supportive Services & Contractor Administrative costs)

Please email to:

or Fax to:

PROVIDER/CONTRACTOR APPROVAL		**DEPARTMENT APPROVAL**	
I certify that the source and amounts reflected on this document represent services actually furnished, that the individuals were eligible to receive said services and that reimbursement for Federal funding has not been received. I also certify that 50% of Supportive Services and/or Administrative expenditures were funded with non-federal funds.		Invoice Number:	
		Amount Approved:	
Provider / Contractor Signature	**Date**	**Approved by**	**Date**
Print name of person preparing the report	**Telephone Number**	**Authorized by**	**Date**

Revised 04/08/2021

Appendix B:

E&T Self-Assessment Example

STATE OF KANSAS DCF
ECONOMIC & EMPLOYMENT SERVICES

6-19

SELF-ASSESSMENT FORM

PERSONAL DATA

Name: ______________________ Age: ________

Address: ______________________

Cell Phone: ____________ Email Address: ______________________

How many people live in your household? _______ Are you responsible for caring for a disabled person daily? _______

Do you have minor children who are temporarily out of the home? ______________________

- If yes, when are the children expected to return? ______________________

What help do you think you could get from family and friends if you take classes, look for work or get a job?

____

Do you work with other organizations such as HUD, CASA, Department of Corrections, etc.? ____________

- If yes, which organizations? ______________________

WORK HISTORY

Are you currently employed? ____________ *(This includes in-kind work or work at less than minimum wage)*

- If yes: Where are you working? ______________________
  How many hours a week are your working? ______________________

How many jobs have you had in the last 12 months? ______________________

Tell us about your work history? What types of work have you done and for how long?

____

Why did you leave your last job? What could have helped you keep the job?

____

Tell us about any volunteer work or community service you have done: ______________________

What kind of job would you like to have and why? ______________________

Are you willing to relocate or commute to become employed? ______________________

Have you served in the military? __________ If you are you eligible for military benefits, have you applied? _______

YOUR EDUCATION

What was the highest grade you completed in school? _________ What year did you complete that grade? _________

List any special classes you were in: ______________________

Tell us about any degrees or certifications you have: ______________________

Are you currently enrolled in school or training? ______________________

- If yes: Where are you attending? ______________________
  Which classes or training are you enrolled in? ______________________

Are you interested in training? __________ If so, what types of training? ______________________

YOUR HEALTH

Do you have medical/mental health problems that could affect your working? ______________________

- If yes, please explain: ______________________

Could you pass an employer's drug screening today? _______ Are you currently in drug or alcohol treatment? _______

- If yes, what type of program? ______________________

Do you have any history of domestic violence? ______________________

Could you be in any danger of physical, emotional, or sexual abuse if you look for work or go to work? ______________

YOUR FINANCES

What other income do you have that could help you? ______________________

Are you in danger of eviction or utility shut off? ______________________

Do you have any bills or debt that could cause wage garnishment? ______________________

YOUR STRENGTHS

What are your strengths and special talents? ______________________

What languages do you speak other than English? ______________________

What other languages do you read/write? ______________________

OTHER

Do you have any criminal history? ______________________

- If so, what were the charges and dates? ______________________

Do you have a telephone? ________ Do you have access to a computer? _______ Personal or public? ______________

Do you need help looking for jobs online and filling out online applications? ______________________

Do you have ID needed to obtain employment? ______________________

Do you have a current and valid Driver's License? ______________________

What forms of transportation do you use? ______________________

If you have a vehicle, do you have vehicle insurance? ______________________

Do you have any expired certifications you would like to renew? ______________________

Do you have any other information that could affect your ability to gain or maintain employment?

____

____

SIGNATURE: ______________________ **DATE:** ______________________

Appendix C:

E&T Self Sufficiency Agreement Example

Mandatory E & T Self-Sufficiency Agreement

Name: ______________________ **Date:** ____________

Case Number: ______________________ **ABAWD Months Used:** ____________

Steps ______________________ **will take to reach the goal:**

Begin Date	*Specific & Measurable Action*	*Hours/Week*	*Due Date*
	I am responsible for attending all appointments scheduled with my Career Navigator and providers and for turning in verification I have met 120 hours of monthly participation by the 6th of the month.	N/A	For as long as I am participating with Employment Services.
	I am responsible for notifying my Career Navigator if any changes occur in my situation that may require an adjustment to this plan including but not limited to a change in employment.	N/A	
	I am responsible for		
	I am responsible for		
	I am responsible for		

How DCF will support My Plan:

Specific & Measurable Action	*Due Date*
Career Navigator will	
Career Navigator will	
Career Navigator will	

I have been part of the decision making and understand that the above agreement requires my participation and cooperation. I have received a copy of this agreement and understand my rights and responsibilities as well as those of DCF.

I understand if I choose not to follow through with this plan and do not provide good cause, I have made the choice to receive a penalty which will reduce or close my food assistance and I may use an ABAWD month.

Client Signature: ____________

Client Phone Number: ____________

Client Email: ____________

Career Navigator Signature: ____________

Career Navigator Phone Number: ____________

Career Navigator Email: ____________

Next Appointment Date:

Date: ____________

Time: ____________

Appointment Reminder By:

Email .... ☐

Phone Call .... ☐

Text .... ☐

Kansas Department for Children and Families

E-7 Rev. 06/22

Appendix D:

Client Success Story Example

Client Success Story

Region: ____________________

Service Center or Agency: ____________________

Career Navigator: ____________________

Date Submitted: ____________________

Client (Optional): ____________________

Please include the following details (if applicable) in the Client Success Story below:

- Client's Goal and How it was Achieved
- Barriers the Client has Worked through to Reach their Goal
- Support Services provided to the Client or Household:
  - Transportation, Child Care, Rent or Utility Payment, Training Program
- Place of Employment and How Long Client has been Employed There
- Rate of Pay and Number of Hours Worked per Week
- Collaboration with Other Agencies or Community Partners

Client Story: ____________________