

## USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Virgin Islands	VI	2026	Original Submission

**FORM STATUS:** Approved on 09/25/2025 7:29 AM EDT

### KEY PROGRAM STAFF

Provide one contact person for the State E&T Program.

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### AMENDMENT LOG

**NOTE:** THE AMENDMENT LOG IS ONLY APPLICABLE WHEN SUBMITTING AN AMENDMENT TO A STATE PLAN

## 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.

The below list includes common acronyms utilized within this plan.

<b>Acronym</b>	<b>Definition</b>
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FNS	Food and Nutrition Service
FY	Fiscal Year
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

## SUMMARY OF PROGRAM

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:

- Increase the ability of SNAP participants to obtain regular employment
- Meet State or local workforce needs

The Department of Human Services is committed to emerging as a public sector agency that empowers individuals and families towards self-sufficiency through a seamless delivery system of services.

DHS Vision.

The Department of Human Services is geared toward and prepared to provide responsive and effective services, designed to motivate individuals and families to achieve their highest levels of self-sufficiency. The Virgin Islands Department of Human Services Supplemental Nutritional Assistance Program (SNAP) Employment and Training (E&T) plays a vital role in this mission by providing a wide range of employment and training services for clients who receive SNAP benefits. The SNAP E&T program provides:

Intensive case management to support client goals

Supervised Job Search

Supervised Job search training, (new component added for FY 2026).

These services are provided to non-public assistance SNAP recipients to increase opportunities for paid employment that leads to increased family self-sustainability and independence. VIDHS Eligibility Specialists will identify & refer E&T voluntary participants who wants to participate in E&T activities, by checking off that section on the E&T Participation form.

They are provided with SNAP E&T flyer and handbook.

Clients who participate in the E&T program are referred to register with the identified service provider, Mission Project Inc. (MPI), our community partners and the VI Dept. of Education (DOE), in collaboration with the Department of Labor (DOL), under the newly enacted Workforce Innovation and Opportunity Act (WIOA).

Those members of a mixed TANF/SNAP household who receive only SNAP remain subject to SNAP work requirements.

VIDHS will provide E&T voluntary participants with information regarding the voluntary E&T program during the application & recertification process.

MPI. MPI will meet the purpose of the E&T program by rendering voluntary participants with opportunities to gain skills, case management and supervised job search, and job search training, and also wrap around services. E&T voluntary participants are assessed, in person & online. Mission Project Inc. (MPI) is required to provide bi-weekly updates through reporting attendance of participants regarding referred clients & progress made for each. The individualized case management will provide participants with strategies & interventions which will address barriers that hinder E&T participants from obtaining employment. With the assistance of MPI & the implementation of supervised job search training, coordinated services will be effectively matched to job seekers. E&T participants will increase opportunities of securing employment to meet the demands of the local workforce specific needs.

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

☒

State

☐

County

Provide the web addresses (URLs) of State E&T policy resources used such as handbooks and State administrative code, if available. Enter a single URL per row.

URL	Resource Type
<a href="#">Link to resource</a>	DHS Website

## PROGRAM CHANGES

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.

For the upcoming FY VI DHS E&T Program will include a new component Job Search Training , which is currently being offered by the vendor on a small scale.

Unlock your potential and jumpstart your career with our Job Search Training program specifically designed for participants of the SNAP Employment and Training Program. This hands-on training is tailored to help participants develop essential job search skills, boost confidence, and connect with employment opportunities. Participants will gain skills in 1. Resume Building. 2. Interviewing Skills. 3. Job Search Strategies: - Discover various job search platforms and resources. - Learn how to network effectively and build connections in their desired industry. 4. Cover Letter Writing: -. 5. Professional Online Presence: - Build and optimize your LinkedIn profile. - Learn how to use social media for job hunting. 6. Workplace Skills: - Explore essential soft skills like communication, teamwork, and problem-solving. - Understand workplace etiquette and expectations.

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.

VIDHS is working diligently towards an effective and efficient return to a business strategy that includes:

1. Leveraging technology to connect SNAP E&T participants to work activities and education and/training opportunities
2. Media and public relations campaigns that target SNAP recipients with employment and training opportunities via DHS website & Facebook.
3. Virtual case-management & in person when possible & needed.
4. Renewed efforts with WIOA and VIDHS workforce partners to leverage employment opportunities for SNAP E &T recipients.
5. Ensure participation reimbursement.

## 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.

Did the State agency consult the State workforce development board?

☒ Yes

☐ No

Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. Include the names, dates and outcomes of the consultation.

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
07/30/2025	VI Workforce Development Board	Sonia Boyce	DHS Staff attends weekly meeting with workforce development board to plan workshops tailored to SNAP recipients during the Governor's Workforce summit scheduled yearly in October . The Workforce summit involves individuals and various local agencies or companies and the information shared can assist E&T participants with job placement.

### 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.

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.

There are continued relationship, partnership, meetings, engagement with the Workforce Development Board to foster relationships, share ideas and provide feedback through this collaboration.

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).

VIDHS has primary responsibility for the administration of the SNAP voluntary E&T program. DOL is responsible for providing employment related services to SNAP participants subject to employment & training requirements. The Virgin Islands E&T program coordinates with WIOA Title 1 programs by conducting economic analysis of the economic conditions and trends in the VI. This includes the existing demand industry sectors and occupations. The efforts provide an analysis of the industries and occupations for which there is existing demand. Emerging Industry sectors and occupations to include hospitality, tourism, and refinery. E&T voluntary participants are referred to interagency training and follow-up meetings at least one meeting per quarter, at the district level for staff of both agencies. As part of its strategy to increase the number of qualified and certified workers in the Territory, in addition to traditional classroom education and training the Virgin Islands Workforce System will roll out alternative education and training opportunities via online distance learning and competency-based learning formats to ensure that job seekers at all levels of the education spectrum have the opportunity to receive training that allows them to compete for locally in demand jobs. Employers have consistently expressed a willingness to work with individuals who attain basic or entry level certification in these occupations to take them to an advanced level through on-the-job training apprenticeships or other work-based learning options. E&T voluntary participants will be provided with resources through MPI, which will assist in meeting the demands of the local workforce.

Based on a collaborative approach to delivering streamlined workforce development solutions, Virgin Islands' workforce system focuses on regional labor demands and engages the training capacity of school divisions, workforce development boards, through WIOA and Title I, Title II Department of Education Adult Education (Adult ED) as well as local Workforce Development Boards (WDB) and community-based organizations to get Virgin Islands citizens prepared for high-skilled, high-wage jobs. A broad spectrum of supportive services is provided including childcare and transportation. VIDHS continue to expand these collaborative relationships throughout this fiscal year and beyond as a strategic commitment to be an integral part of Virgin Islands workforce system.

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

☒ Yes

☐ No

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.

SNAP recipients who also received TANF benefits are served by the Job Opportunity Basic Skills (JOBS) Program. At time of application and recertification, CARIBS identifies which programs each head of household member is applying for. In CARIBS, the worker is responsible for completing the SNAP Work Registration Panel with exemption code (14) for work eligible individuals who apply for TANF. The

recipients will be informed about the SNAP E&T program and be provided with the opportunity to volunteer as a participant. However, as the Virgin Islands is operating a voluntary program, there are no sanctions to the participants for non-compliance.

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).

VIDHS Intake Eligibility Specialists will refer clients to the service provider MIP, responsible for referring clients to educational services. The provider will also render supervised job searches. TANF clients are referred to VIDHS JOBS Program which provides soft skills, job training and referral services. The monitoring of clients is done virtually and in person when possible. The Employment Training Officers (ETOs) are assigned cases by the supervisor who makes the determination based on TANF guidelines and working abilities through our CARIBS. Each participant is assigned an ETO which assists clients in becoming self-sufficient through conducting weekly contact meetings and referrals to community partners who offer educational components and job referrals to those clients who qualify. TANF clients are monitored by DHS Employment Training Officers but are not paid by E&T funds.



## 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.

Did the State agency consult with ITOs in the State?

- ☐ Yes
- ☐ Yes, but not all ITOs
- ☐ No
- ☒ There are no ITOs in my State

## 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.

Does the State agency offer an E&T program statewide?

☒ Yes

☐ No

Indicate the type of E&T program the State agency operates.

☐ Mandatory per 7 CFR 273.7(e)

☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

Does the State agency serve the following populations? Select 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)

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?

☐ Yes

☒ No

## 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)).

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

### Estimated Participant Levels

Project participation in E&T for the upcoming Federal fiscal year. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal fiscal year.

Anticipated number of work registrants	5,249
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### State Exemptions

List State exemptions from E&T and the participation, such as individuals to be exempted under each category.

EXEMPTION	TOTAL INDIVIDUALS
All work registrants are exempt.	5,249

Total estimated number of work registrants exempt from mandatory E&T	5,249
Percent of all work registrants exempt from E&T	100.00%

**ABAWDs**

Anticipated number of ABAWDs in the State	510
Anticipated number of ABAWDs in waived areas of the State	510
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	0
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	0

**E&T Participants**

Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	50
Total anticipated number of E&T participants	50
Anticipated number of ABAWDs to be served in E&T	25

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

- ☒ Annually  
☐ Bi-annually  
☐ Other

## 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.

Indicate which division within the SNAP State agency is responsible for the E&T program. (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, explain 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.

Director Program Operations – overseas the Certification Unit in St. Thomas/St. John & St. Croix districts; Assistant Director of the SNAP Certification – overseas the Certification Unit in the St. Croix district; and JOBS Director – overseas the JOBS Opportunity & Basic Skills Unit in the districts of St. Thomas/St. John & St. Croix and has direct oversight of the E&T Program.

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

The VIDHS Eligibility Specialist conducts initial or recertification applications. Determination is made based on eligibility set criteria which includes participant being over the age of 18 years, not working over 30 hours, and not participating in any other programs. The Eligibility Specialist received training on the E&T program and how to use the Work Registration Form. This form serves a dual purpose for SNAP eligibility and for voluntary participation in the E&T program. Staff were also introduced to MPI when they first onboarded as the E&T Provider. Communication between SNAP E&T and the Certification Unit is ongoing as both units are in the same Division. The JOBS and Program Operations Directors are in constant contact as it pertains to the program's goals and objectives. Additionally, referrals are sent directly from the Certification Unit to the JOBS Director, who sends it to MPI for further processing. The following criteria are used to determine if a participant is eligible to be enrolled in

SNAP voluntary E&T:

- Those receiving SNAP benefits in the month they participate
- Those having SNAP benefits verified by staff and receiving a referral from VIDHS

The initial appointment is the introduction of the participant to the SNAP E&T voluntary program and is generally the first contact the participant will have with MPI staff. This opportunity is used to build rapport and establish trust with the participant. SNAP E&T Program staff must inform each participant in attendance of their rights and responsibilities, and the role of Program staff in assisting the participant in achieving employment goals.

Once a referral is coded in the CARIBS system it is processed automatically, creating a partial registration. After the initial appointment or recertification, E&T voluntary participants are informed that they will be contacted by MPI. Participants will need to complete this step when they visit the VIDHS for orientation.

1. After the orientation has been completed, program participants will be assessed during a one-on-one meeting with MPI.
2. A case manager will be assigned to develop a Self-Sufficiency Plan to assist E&T participants to

identify goals, program design & plans.

Summary of Participant Flow:

1. Referral received from VIDHS to verify E&T eligibility
2. If a client misses the orientation, a follow-up call will be made to participants, and if there is still no response, another reminder letter will be sent to client.
3. Participant reports for orientation.
4. One-on-one initial assessment conducted by MPI
5. Placement into a component - Supervised Job Search or Job Search Training
6. Follow up with appropriate MPI staff for continued enrollment procedures
7. Monthly follow-up to bring attendance verification and to receive transportation reimbursement, if any, for the previous month's activity. All training costs, including transportation, child care must be reviewed and a determination made concerning which costs will be covered by SNAP-allocated funds. If a SNAP participant does not receive transportation assistance from Title, I then SNAP E&T program will need to cover these costs.

Describe the State's relationships and communication with intermediaries or E&T providers.

VIDHS and MPIs entered into a Memorandum of Agreement where scope of service is identified, and reporting and meeting requirements are outlined. The mode of communication is both written via email and verbal conversations through meetings either in person or using online platforms such as Zoom or Teams.

Processes Include:

1. Referral, Eligibility Verification
2. Back-and-forth process (with VIDHS) to ensure that participants are eligible for, enrollment in SNAP E&T
3. Participant Tracking
4. Case files, case notes
5. Fiscal / Invoicing
6. Participant reimbursements must be closely tracked (receipts kept, etc.)
7. Demonstrate funds used are non-federal
8. Data Collection and Reporting
9. Assessment and Case Management

MPI operates under a formal written agreement with VIDHS to provide SNAP E&T services to SNAP participants. Services may begin as early as the date SNAP eligibility is approved but must start no later than the first day of the month after the month SNAP eligibility is approved. Under VIDHS administration, MPI provides the following services:

#### ORIENTATION AND ASSESSMENTS

1. Orient participants to the SNAP E&T program.
2. Assess the participant's literacy level and refer the participant to local literacy programs when appropriate.
3. Complete an individual assessment and an Employability Plan (EP) for each participant.
4. Identify the need for and coordinate support services such as transportation, childcare purchase of equipment or tools.

**DEVELOPMENT OF THE SELF-SUFFICIENCY PLAN (SSP)** -The Self-Sufficiency Plan is the product of negotiations between the clients and MPI. The Self-Sufficiency Plan is subject to renegotiation throughout the client's receipt of SNAP benefits. Initial and ongoing assessments produce information that allows the case manager to provide reasonable guidance to the client to attain his goals as part of the plan. MPIs must explore family situations, education, work history, skills, aptitudes, attitude toward work, employment potential, possible social services, or other support systems. Individual circumstances may require exploration.

Implement the participant's SSP, whether through direct service provision or referral to other agencies for services that are needed, so that the participant can successfully complete the plan and find employment. Monitor participant's performance and participation. Modify the participant's SSP as necessary.

**EMPLOYMENT PLAN** - Job Development and the subsequent placement of individuals in employment is the focus of SNAP E&T voluntary Program. MPI will have knowledge of the local economic base and develop and maintain a job openings base and participate in various employment related activities and initiatives. MPI must communicate with private employers and related organizations and maintain a good working relationship within this group. Job development and placement efforts must be coordinated closely with the local DOL.

#### NOTIFICATION

Provide notices to the E&T participant and VIDHS when the participant has failed to attend. No sanctions are imposed on E&T voluntary participants. VIDHS will contact voluntary participants who may not be attending the program after enrollment to inquire why the lack of participation. VIDHS will do this for tracking & monitoring purposes.

Provide VIDHS with information that may affect a participant's SNAP E&T exemption status, program eligibility, or benefit amount. MPI must notify VIDHS anytime a participant's employment status changes.

#### COORDINATION AND PROGRAM RECORDS

Coordinating with VIDHS regarding program activities and outcomes, expenditures, individual participant services and progress, and participant sanctions.

Maintain needed program files and documentation and record relevant participant data on as necessary. When a participant changes service MPI must make program documents and information available. VIDHS retains ownership of any SNAP E&T document for which it has reimbursed the cost. This declaration must be incorporated in any service contract between VIDHS and MPI.

#### ORIENTATION AND ASSESSMENTS

Orient participants to the SNAP E&T program.

Assess the participant's literacy level and refer the participant to local literacy programs when appropriate. Complete an individual assessment and an Employability Plan (EP) for each participant.

Identify the need for and coordinate support services such as transportation, purchase of equipment or tools.

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Provide VIDHS with information that may affect a participant's SNAP E&T exemption status, program eligibility, or benefit amount. MPI must notify VIDHS anytime a participant's employment status changes.

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

VIDHS shares information on new policies and procedures by implementing these practices:

1. Meet with divisional leaders to ensure the policies and procedures being created are feasible for individual departments & agencies.
2. Determine the best format of policies for the targeted audience.
3. Make Policies and Procedures easily accessible to the intermediary & or partners.
4. Set deadlines for each policy and procedure to be acknowledged.
5. Determine the best way to measure the understanding intermediary or other partners have of policies and procedures.
6. Update policy handbook and webpage to indicate changes.

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

#### COORDINATION AND PROGRAM RECORDS

1. Coordinating with VIDHS regarding program activities and outcomes, expenditures, individual participant services and progress, and participant sanctions.
2. Maintain needed program files and documentation and record relevant participant data as necessary. When a participant changes service MPI must make program documents and information available. VIDHS retains ownership of any SNAP E&T document for which it has reimbursed the cost. This declaration must be incorporated in any service contract between VIDHS and MPI.

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

N/A



Describe the State agency's process for monitoring E&T providers' 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.

#### STATE PROCESS & METHODOLOGY

- Director of JOBS/E&T will be responsible for annual and formal monitoring reviews.
- Oversight and monitoring will focus on VIDHS systems to ensure that acceptable standards for fiscal accountability, program administration, procurement, and integrated service delivery are established and in practice.
- In addition to the annual monitoring and required formal monitoring reviews, oversight and programmatic reviews will be conducted year-round via program management and Program Integrity staff to ensure compliance with applicable administrative requirements—specifically identification of system strengths, weaknesses, and required corrective actions.
- VIDHS monitors and evaluates the reporting data of wages provided by the DOL in accordance with the national reporting measures identified in CFR 273.7 (d). DHS coordinates with the DOL to collect participant data through the VIDHS quarterly report. This information is reconciled with the VI CARIBS data to provide information for the annual report.

How frequently does the State agency monitor E&T providers' program and fiscal operations?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☒ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

Describe how the State agency evaluates the performance of providers 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).

VIDHS will evaluate the performance of MPI monthly by the following:

1. Director of JOBS/E&T will be responsible for annual and formal monitoring reviews.
2. Facilitate the client's understanding of the rationale, purpose and procedures associated with case management services referred to by V.I. Department of Human Services.
3. Developing and secure a third-party partnership strategy and implementation plan
4. Building a system for data tracking, reporting and analysis.
5. Building a participant referral system
6. Obtain relevant information from the client and meaningful collateral sources to assess the client's current situation and identify any immediate needs, including but not limited to the safety and well-being of the client in his or her employment & educational skills.
7. VIDHS will review the appropriate assessment instruments to gather information and initiate a process of shared decision making and goal setting focused on the client's strengths, needs, abilities, and preferences.
8. VIDHS will review analyzed and synthesize assessment data by MPI to identify problems/opportunities that would benefit from case management intervention.
9. VIDHS will review assessment conducted by MPI throughout the life of the case to identify emerging needs and maintain case relevance.
10. VIDHS will review assessments conducted by MPI for Literacy & Numeracy skills, Basic English

## Skills Test, Interests/ Aptitudes/ Personality Assessments and Career Scope Interest Profiler

11. VIDHS will review translation outcomes into functional domains, prioritize needs under each domain into immediate, short-term, and long-term categories, and identify appropriate case management interventions.
12. VIDHS will review track, monitor, and report participant's attendance program activities.
13. VIDHS will review developed MPI's written case management plan that reflects assessment outcomes; prioritized and mutually agreed upon needs, measurable goals, and objectives, including timeframes; and case management strategies.
14. VIDHS will review MPI's ongoing assessment and collaboration with the client and meaningful collateral sources/others to review and update initial and on-going case management plan to reflect emerging needs and maintain relevance.
15. VIDHS will review developing professional networks to identify and maintain information about available community resources to meet client needs.
16. VIDHS will review formal and informal referrals identified in the case management plan for employment gains.
17. VIDHS will review ongoing monitoring activities, including contact with the client, and MPI to assess the effectiveness of the case plan strategies and measure progress on achieving case plan outcomes.
18. VIDHS will review MPI's use of effective facilitation and problem-solving techniques to improve communication and relationships between all stakeholders and to reconcile potentially differing points of view.
19. VIDHS will review MPI's advocacy to the E&T clients to promote individual choice and self-determination.
20. VIDHS will review MPI assistance with the E&T clients to develop a Self-Sufficiency Plan and Employment Plan.
21. VIDHS will review MPI's use of best practices for written documentation to record all relevant case management services activity and information in a clear, concise, observable/objective, professional and timely manner.
22. VIDHS will review MPI's practices to protect the client's right to privacy and confidentiality according to laws and other governing rules when preparing and handling records, especially regarding the communication of client information with third parties.
23. VIDHS will review to ensure MPI obtains written consent to release information from the client and/or legal guardian according to agency protocols and administrative rules.

How frequently does the State agency evaluate the performance of providers in achieving the purpose of E&T?

- ☐ Daily
- ☐ Weekly
- ☒ Monthly
- ☐ Quarterly
- ☐ Bi-Annually
- ☐ Annually
- ☐ Other

## SCREENING FOR WORK REGISTRATION

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

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

The work registration status of each household is conducted during the eligibility interview, at initial certification and recertification. The VIDHS Eligibility Specialist explains the work registration and work opportunities to each applicant. The client is screened for all exemptions listed at 7 CFR 273.7(b), and if they don't meet any other exemptions, they are work registered, which is documented in the case record.

How does the State agency work register non-exempt individuals?

Nonexempt individuals will be work-registered during the recertification or certification process by signing the Work Registration/ E&T Training Participation Form.

At what point in the certification process does the State agency provide the written explanation of the applicable work requirements? Select all that apply.

- ☐ Point of Intake
- ☒ Point of Certification
- ☐ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide written explanation

At what point in the certification process does the State agency provide the oral explanation of the applicable work requirements? Select all that apply.

- ☐ Point of Intake
- ☒ Point of Certification
- ☐ Reported change in the work registrant status of household members
- ☒ Point of Recertification
- ☐ State does not provide oral explanation

## 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).

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.

During the recertification and/or application process Eligibility workers will ask applicants whether they would like to participate in SNAP E&T, and if the client says yes, they will check off "Yes" on the SNAP E&T referral form. SNAP clients will be provided with SNAP E&T flyers and information pertaining to the advantages of participating in the program.

What information does the State provide to a SNAP recipient to explain SNAP E&T participation criteria?

Client receives the Work Registration/E&T Form which is explained to them. This Client also received the E&T Cheat Sheet which provides information on the E&T program. SNAP clients will be provided with SNAP E&T flyers and information pertaining to the advantages of participating in the program.

How does the State document that the information has been provided?

This is documented in the CARIBS Eligibility System and also a copy of the Form is also placed in the client case file.

What is the State's model for screening and referral to SNAP E&T? Select all that apply.

- ☒ Reverse Referral
- ☒ Direct Referral

When does screening for referral to E&T occur? Select all that apply.

- ☒ Initial Certification
- ☒ Recertification
- ☐ Reported change in the work registrant status of households
- ☐ Other

Describe the process for screening for direct referral to E&T, including the staff involved.

The Virgin Islands Department of Human Services has implemented a streamlined referral process for the SNAP Employment and Training (E&T) program in partnership with the local vendor, MPI (Managed Performance Improvement). This collaboration aims to enhance employment opportunities for SNAP participants through effective training and support services. Referral Steps: 1. Eligibility Assessment: - An initial eligibility assessment is conducted by the Department of Human Services to determine suitability

for the program. The DHS Eligibility Specialist introduces the program to Individuals receiving SNAP benefits. SNAP clients are provided flyers on the SNAP E&T program. individuals who show interest complete the work registrant forms. 2. Referral to MPI: - Eligible SNAP participants are referred to MPI, where they will receive comprehensive case management, job search training and employment services tailored to their specific needs. 3. Orientation Session: - Participants attend an orientation session hosted by MPI, providing an overview of available services, program requirements, and expectations. 4. Personalized Plan Development: - Each participant works with an MPI employment specialist to create a customized employment plan, focusing on their skills, interests, and local job market opportunities. 5. Training and Support: - Participants engage in various training programs, workshops, and support services offered by MPI to enhance their job readiness and connect with potential employers. 6. Follow-Up and Progress Monitoring: - Continuous follow-up and monitoring are conducted to track progress, address challenges, and ensure participants stay on course toward achieving their employment goals.

When does the screening for a reverse referral request occur?

The reverse referral process used by Mission Project Inc. (MPI) for referring clients to the SNAP Employment and Training (E&T) program is a structured approach designed to ensure that clients receive the appropriate support and resources they need. The Case managers of MPI along with the Director implement the following practices:

1. Identification of Client Needs: MPI staff identify clients who may benefit from the SNAP E&T program during regular case reviews or interactions. This could be based on their employment goals, barriers to employment, or basic needs.
2. Client Assessment: A thorough assessment is conducted to understand the client's skills, interests, and specific needs. This helps determine if the SNAP E&T program aligns with their goals.
3. Information and Consent: Staff provide detailed information about the SNAP E&T program to the client, including its benefits, training opportunities, and how it can assist them in achieving employment. Consent is obtained from the client to proceed with the referral.
4. Facilitation of Referral: Once the client agrees, MPI staff complete the necessary referral paperwork and submit it to the SNAP E&T program, ensuring all relevant information is communicated for a smooth transition.
5. Follow-Up and Support: After the referral, MPI maintains communication with both the client and the SNAP E&T program to ensure the client receives support and to address any questions or concerns during the onboarding process.
6. Monitoring Progress: MPI continues to monitor the client's progress in the SNAP E&T program, providing additional support as needed and facilitating ongoing feedback between the client and program staff. Through this reverse referral process, Mission Project Inc. ensures that clients are effectively connected to the SNAP E&T program, maximizing their chances of achieving employment and improving their overall well-being.

Describe the process for screening during the reverse referral request process, including the staff involved.

The screening process for clients referred to the SNAP Employment and Training (E&T) program at Mission Project Inc. (MPI) is a vital step to determine their eligibility, needs, and readiness for the program. Here's an overview of how this process typically unfolds:

1. Initial Application: - Clients usually start by submitting an application or referral form to MPI. This may include basic personal information, contact details, and a brief overview of their employment history and current circumstances.
2. Eligibility Verification: - Staff members check whether clients meet the eligibility criteria for the SNAP E&T program. This often includes verifying their SNAP benefits status, age, work history, and potential barriers to employment.
3. Preliminary Screening Questionnaire: - Clients complete a screening questionnaire that gathers information about their skills, interests, employment goals, and any challenges they face, such as transportation issues, childcare needs, or previous work experiences.
4. Individualized Assessment: - Case Managers conduct a more in-depth assessment through interviews. This helps to gauge clients' skills, competencies, and motivations, as well as to uncover any underlying barriers to employment that may not be addressed in the initial questionnaire.
5. Review of Relevant Documents: - Clients may be asked to provide supporting documents, such as identification, resumes, transcripts, or certificates from previous training programs. This documentation helps to further assess their qualifications and readiness for the program.
6. Discussion of Program Expectations: - During the screening, staff explain the program's requirements, expectations, and available resources. Clients gain a better understanding of what participation entails, including training opportunities and job search assistance.
7. Matching Clients to Resources: - Based on the information gathered, Case Managers identify the most appropriate resources and training opportunities for each client. This initial matching ensures clients receive tailored support that fits their unique situations.
8. Referral to Service: - If a client is eligible and suitable for the program, they are officially referred to the SNAP E&T program. If not, staff may discuss alternative resources or programs that could be beneficial.
9. Documentation: - All information gathered during the screening process is documented carefully to ensure clarity and continuity for future interactions and assessments.
10. Follow-Up Schedule: - Finally, staff set up initial appointments or follow-up schedules for clients to begin their participation in the SNAP E&T program. Through this structured screening process, Mission Project Inc. ensures that clients receive appropriate support tailored to their needs, ultimately facilitating successful participation in the SNAP Employment and Training program.

Are participants informed about participant reimbursements before the individual is referred to E&T by eligibility staff?

☒ Yes

☐ No

How are participants informed about participant reimbursements?

This information is shared and noted on the E&T Cheat Sheet, flyer and handbook.

## REFERRAL TO E&T

In accordance with 7 CFR 273.7(c)(2), in order to participate in SNAP E&T, the State agency must make the referral. The referral method may vary from participant to participant.

What information does the State provide to E&T participants when they are referred? Select all that apply.

- ☒ Information about accessing E&T services
- ☒ Case Management
- ☒ Dates
- ☒ Contact information
- ☐ Other

How is the referral communicated? Select all that apply.

- ☐ Orally
- ☒ Electronic Forms
- ☐ Physical Forms
- ☒ Emails
- ☐ Text Messages
- ☐ Other

If the State receives a reverse referral request from an E&T provider, what steps does the State take?

MPI staff will complete an employability or similar assessment of the individual to determine if the organization's services are a good match for the individual's needs. If there is a good match to MPI's services, MPI will communicate with the DHS SNAP E&T Project Director/Asst. Director to determine if the individual is a SNAP participant and if they can participate in E&T. Once the approval is granted by DHS, MPI will provide the SNAP E&T participant with a brochure indicating the process for reimbursements. MPI will explain and assist the participant in completing the necessary reimbursement documents and forward to DHS Director/Asst. Director.

How does the State communicate to the SNAP participant that they are in SNAP E&T? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☒ Physical Forms
- ☐ Emails
- ☐ Text Messages
- ☒ Other

Explain the other methods the State uses to communicate to the SNAP participant that they are in SNAP E&T.

Explanation is also provided by the E&T vendor

How does the State communicate to the SNAP participant about their rights to receive participant reimbursements? Select all that apply.

- ☒ Orally
- ☐ Electronic Forms
- ☒ Physical Forms
- ☐ Emails
- ☐ Text Messages
- ☒ Other

Explain the other methods the State uses to communicate to the SNAP participant about their rights to receive participant reimbursements.

Explanation is also provided by the E&T vendor

How is information about the referral communicated to E&T providers, as applicable?

A weekly referral contact list will be emailed to MPI by DHS staff to ensure that the handoff of the referral is done timely, containing all pertinent point of contact information, documented by the frontline worker.

How is information about the referral communicated within the State agency?

- VIDHS provides information to the participant about participating in the SNAP voluntary E&T program.
- Once the case is approved by VIDHS staff the E&T client is referred to MPI.
- Eligibility workers will provide their supervisors a daily list of clients who want to volunteer in the E&T Program.
- On a weekly basis, VIDHS E&T staff, Director, or designee, will compile all names of clients from each district, who are willing to participate in E&T and email to MPI, protected via the JOBS Director.
- E&T participants are contacted by MPI, who will arrange appointments for orientation and assessments, preferably via phone.
- MPI will provide VIDHS with information that may affect a participant's SNAP E&T exemption status or program eligibility. MPI must notify VIDHS via email, phone call or using digital platform such as Zoom or TEAMS anytime a participant's employment status changes.

#### COORDINATION AND PROGRAM RECORDS

MPI will be coordinating with VIDHS regarding program activities and outcomes, expenditures, individual participant services, and progress.

Both VIDHS & MPI maintain the necessary program files and documentation and record relevant to participant as necessary. When a participant changes to a different program or there is a change in provider, MPI must make program documents and information available to the new provider. VIDHS retains ownership of any SNAP E&T documents for which it has reimbursed the cost. This declaration must be incorporated in any service contract between VIDHS and MPI.



After referral, what additional steps does the E&T participant take to access the program? Select all that apply.

- ☒ Assessment
- ☒ Orientation
- ☒ Meet with case manager
- ☐ Other

Is orientation mandatory?

- ☒ Yes
- ☐ No

Who runs the orientation? Select all that apply.

- ☐ State Agency
- ☐ Intermediary
- ☒ E&T Provider
- ☐ County or Local Office

How is the orientation conducted? Select all that apply.

- ☒ In Person
- ☒ Virtually
- ☐ Online
- ☐ Self-Paced
- ☐ Other

What happens during the orientation?

The SNAP Employment and Training (E&T) Orientation process at Managed Performance Improvement (MPI) is designed to equip SNAP participants with essential knowledge and resources as they begin their journey toward employment. What to Expect During Orientation: 1. Welcome and Introduction: - Participants are greeted by MPI staff, who introduce the organization and its mission to support job seekers in the Virgin Islands. 2. Program Overview: - A comprehensive overview of the SNAP E&T program is provided, outlining its goals, requirements, and the benefits of participation. 3. Service Explanation: - Attendees learn about the various services offered by MPI, including job search assistance, skills training, resume building, interview preparation, and access to job fairs. 4. Interactive Activities: - The orientation includes interactive discussions and activities to engage participants, allowing them to share their backgrounds, interests, and employment goals. 5. Setting Expectations: - MPI staff clearly communicate the expectations for program participation, including attendance, active engagement, and completion of agreed-upon activities. 6. Q&A Session: - A question-and-answer segment allows participants to address any concerns or inquiries they may have about the program. 7. Next Steps: - Participants are guided on the next steps in the process, including the development of a personalized employment plan and scheduling individual meetings with employment specialists. This orientation process aims to create a supportive environment, empowering SNAP participants with the tools and

confidence needed to navigate their job search successfully. By fostering a sense of community and partnership, MPI sets the stage for participants to take proactive steps toward achieving their career goals.

**ASSESSMENT**

Does the State require or provide an assessment?

- ☒ Yes  
☐ No

Who conducts the assessment? Select all that apply.

- ☐ State Agency  
☒ E&T Provider  
☐ Self-Assessment  
☐ Intermediary  
☐ Local Office  
☐ Other

When are participants assessed?

At the initial meeting with vendor

Describe the assessment. List the tools used in the assessment.

WRATH 5, SOFT SKILLS ASSESSMENT, CAREER INTEREST SURVEYS , CAREER PROFILE

Does the assessment result in the completion of an individual employment plan?

- ☒ Yes  
☐ No

How are assessment results shared with State agency staff? Select all that apply.

- ☐ Orally  
☐ Electronic Forms  
☐ Physical Forms  
☐ MIS System  
☐ Email  
☒ Other  
☐ Assessment is not shared with State agency staff

Explain how else assessment results are shared with State agency staff.

NOTED IN MONTHLY REPORT SUBMISSIONS.
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How are assessment results shared with E&T providers? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☐ Physical Forms
- ☐ MIS System
- ☐ Email
- ☐ Other
- ☐ Assessment is not shared with E&T providers

How are assessment results shared with E&T participants? Select all that apply.

- ☒ Orally
- ☒ Electronic Forms
- ☐ Physical Forms
- ☐ Email
- ☐ Other
- ☐ Assessment is not shared with E&T participants

Are participants reassessed?

- ☒ Yes
- ☐ No

When are participants reassessed?

PERIODICALLY AND INDIVIDUALIZED ON CASE-BY CASE TO MONITOR PARTICIPANTS PROGRESS.
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How are participants reassessed?

Reassessment of clients referred to the SNAP Employment and Training (E&T) program through Mission Project Inc. (MPI) is a crucial step to ensure that clients are progressing and receiving the right support. Here's how the reassessment process typically works:

1. **Scheduled Reassessments:** MPI schedules regular reassessments for clients as part of their ongoing case management. This can occur at predefined intervals, such as every few months or after significant milestones.
2. **Review of Progress:** During the reassessment, staff review the client's progress within the SNAP E&T program. This includes examining their participation in training sessions, job search activities, and any work experience opportunities they may have had.
3. **Updated Assessment Tools:** MPI utilizes updated assessment tools to evaluate changes in the client's

skills, interests, and barriers. This may involve questionnaires, interviews, or skills assessments to identify any new challenges or improvements.

4. Feedback Collection: Staff gather feedback from both the client and SNAP E&T program trainers or counselors. This input is valuable for understanding the client's experience and the effectiveness of the support provided.

5. Adjusting the Career Plan: Based on the reassessment findings, MPI works with the client to adjust their personalized career plan as needed. This may include updating goals, recommending different training opportunities, or addressing any newly identified barriers to employment.

6. Ongoing Support: After reassessment, MPI continues to offer support by connecting clients with additional resources, training, or services that can help them overcome challenges and achieve their employment goals.

7. Documentation: All reassessment findings and any changes made to the client's plan are documented carefully to track progress over time and ensure continuity of care. By systematically reassessing clients, Mission Project Inc. ensures that they remain on the right path toward successful employment while adapting to any changes in their circumstances or needs.

## CONCILIATION PROCESS

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.

Does the State agency offer a conciliation process?

☐ Yes

☒ No

## 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.

What types of E&T case management services will be offered to the participant? Select all that apply.

- ☒ Comprehensive Intake Assessments
- ☒ Individualized Service Plans
- ☒ Progress Monitoring
- ☒ Coordination with Service Providers
- ☒ Reassessment
- ☐ Other

Who delivers the case management services in your State? Select all that apply.

- ☐ SNAP State agency
- ☐ Local Office(s)
- ☐ Intermediary
- ☒ E&T Providers

How are case management services delivered in your State? Select all that apply.

- ☐ Group Meeting (virtual)
- ☐ Group Meeting (in person)
- ☒ Individual (virtual)
- ☒ Individual (in person)
- ☐ Phone
- ☒ Text
- ☒ Email
- ☐ Other

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.

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	Communication can be done via in-person, email, phone, or mail for tracking, sharing of other information on the participant, relevant to E&T.
How do E&T case managers coordinate with: State E&T	MPI will provide case management to participants in person or via other forms of electronic meeting platforms such as Zoom, TEAMS, etc.

staff	
How do E&T case managers coordinate with: Other E&T providers	MPI will provide case management to participants in person or via other forms of electronic meeting platforms such as Zoom, TEAMS, etc.
How do E&T case managers coordinate with: Community resources	THIS INFORMATION IS SHARED IN PERSON, COORDINATED SERVICES ARE DONE THROUGH A REFERRAL PROCESS CONDUCTED BY MPI. IT IS FOLLOWED UP TO ENSURE REFERRED PARTICIPANTS ARE INDEED ATTENDING TO THE REFERRED SERVICE PROVIDER. MEETINGS WITH PARTICIPANTS ARE ALSO CONDUCTED VIA PHONE , VIRTUAL AND IN-PERSON.

How does the State agency ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii)?

#### CASE MANAGEMENT ACTIVITY:

VIDHS will review MPI implementation of effective case management practices & services which are designed to support the participant progress through the E&T program. VIDHS will ensure that case management services are intended to help, not hinder participation in E&T. This will be achieved through establishing a rapport with MPI, conducting bi-weekly meetings and reviewing participants' progress through the E&T program. VIDHS will ensure that case management meetings and provision of services serve a purpose in advancing the success of the E&T participant. As a best practice, MPI will provide case management services soon after referral is done and as needed throughout a participant's progression through the E&T program. Regular engagement with case management services ensures the participant is well-supported to successfully complete the program. MPI will also assist the participant to achieve self-sufficiency. To accomplish this, MPI assess the client's knowledge and skills and work with the client to make informed decisions about the appropriate course of action. Additionally, MPI will enter into a mutual agreement with the clients detailing the process to achieving self-sufficiency, monitor the client's progress, determine changing needs, need for supportive services, and appropriate follow-up action based on the client's performance.

1. Monitors compliance progress to achieve self-sufficiency.
2. MPI must develop a plan to schedule educational, aptitude. and interest testing as appropriate and available. Upon receipt of test results, MPI records the information and schedule interviews with the participant, as soon as possible, to discuss the test results.
3. The Case Manager is responsible for completing a release of information for each client.
4. Clients who indicate substance abuse problems will be referred for evaluation and counseling prior to scheduling vocational testing. (Determination of a substance abuse problem is based on Statements made by the client, not by MPI).

**DEVELOPMENT OF THE SELF-SUFFICIENCY PLAN-** The Self-Sufficiency Plan is subject to renegotiation throughout the client's receipt of SNAP benefits. Initial and ongoing assessments produce information that allows the Worker to provide reasonable guidance to the client to attain goals as part of the plan. MPI must explore family situations, education, work history, skills, aptitudes, attitude toward work, employment potential, possible social services, or other support systems. Individual circumstances may require exploration.

**JOB DEVELOPMENT-** Job Development and the subsequent placement of individuals in employment is a focus of SNAP E&T Program. MPI will have knowledge of the local economic base and develop and maintain a job openings base and participate in various employment related activities and initiatives. MPI will communicate with private employers and related organizations and maintain a good working relationship within this group. Clients must register with the Job Service office and keep applications



current. The results of career-oriented testing are shared with the MPI & VIDHS.

A Release of Information Form must be signed by the client prior to sharing information. The completed form must be placed in the case record. To increase the resources available to the client, contacts are established and maintained with the Division of Family Assistance, Department of Education, Community Action agencies and other public and private organizations that could offer activities or support.

**ASSESSMENTS** - Assessment is the ongoing process of determining each client's goals, skills, needs, and challenges. Assessment begins at registration and continues until case management stops. An in-depth assessment is necessary to discover the client's abilities to meet goals and to develop an ongoing plan to overcome them. The assessment will focus on information useful to both the client and MPI in evaluating the client's abilities. As the client's circumstances change, it is necessary to change the terms of the Self-Sufficiency Plan to assist the recipient in becoming successful.

The assessment process includes a series of interviews and conversations with the client. It may also include educational and/or aptitude or interest testing and interpretation of this information.

The following items are devoted to work activities, follow-up actions, and contain information necessary for MPI to assist the client in becoming self-sufficient and in developing opportunities.

1. The participant and MPI determine the best means to achieve self-sufficiency, accept personal responsibility, and to meet the work obligation.
2. MPI establishes for the client reasonable and appropriate requirements related to the client's capability to perform the tasks on a regular basis, including physical capacity, skills, experience, family responsibilities and residence. Reasonable and appropriate requirements must be based on the client's proficiencies and skills as assessed.

How do your offered case management services support the participant in the E&T program and provide activities and resources that help the participant achieve program goals?

MPI plays a crucial role in providing case management support to participants in the SNAP Employment and Training (E&T) program. This support helps individuals overcome barriers to employment and achieve their career goals through a personalized and structured approach. Case Management Activities and Resources:

1. Individual Assessment: - Case managers conduct comprehensive assessments to identify participants' skills, interests, barriers, and employment goals. This ensures that support is tailored to each individual's unique circumstances.
2. Personalized Employment Plans: - Based on the assessment, MPI develops personalized employment plans that outline specific goals, timelines, and the strategies needed to succeed in the job market.
3. Ongoing Support Meetings: - Regular one-on-one meetings are held between participants and case managers to review progress, address challenges, and adjust the employment plan if necessary. These interactions foster accountability and motivation.
4. Resource Connection: - MPI connects participants with resources such as childcare assistance, transportation services, and financial literacy programs, ensuring they have access to essential support as they pursue employment.
5. Skills Development: - Case managers facilitate access to skills training workshops and certifications, helping participants gain the qualifications needed for their desired job fields.
6. Job Search Assistance: - Participants receive help with job search strategies, including resume writing, interview preparation, and networking skills to improve their chances of securing employment.
7. Job Fair Participation: - MPI organizes and encourages attendance at job fairs where participants can meet potential employers, providing them with direct opportunities to apply for jobs.
8. Monitoring Progress: - Case managers continuously track participants' progress toward their employment goals, providing feedback and encouragement while identifying any emerging obstacles to success.
9. Follow-Up and Retention Support: - Once participants gain employment, MPI provides follow-up support to help them transition into the workplace smoothly. This includes addressing any employment-related issues that may arise. Through these activities and resources, MPI's case management support fosters a holistic approach to each participant's journey in the SNAP E&T program. By focusing on personalized care and proactive solutions, MPI empowers individuals to enhance their employability, achieve long-term self-sufficiency, and build a brighter future.

How does the SNAP State agency ensure the case management services offered do not act as an impediment to successful participation in E&T?

The Department of Human Services (DHS) ensures that case management services facilitate, rather than hinder, successful participation in employment and training programs by implementing several key strategies. These include personalized assessments to identify individual needs and barriers, regular communication between case managers and participants, and offering flexible scheduling for services. Additionally, DHS provides resources and referrals to support services such as childcare and transportation. Continuous training for case managers on best practices and participant-centered approaches also helps maintain an environment that encourages success in employment and training. DHS meets regularly with MPI to ensure that proper protocol are followed to create positive program outcomes.

## 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.

How does the State agency reach out to the SNAP participant to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☒ Physical Form

How does the State agency reach out to the employers to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☒ Physical Form

How does the State agency reach out to E&T providers to determine good cause? Select all that apply.

- ☒ Phone Call
- ☒ Email
- ☐ Text Message
- ☒ Physical Form
- ☐ MIS System

How many attempts are made to reach out to the SNAP participant for additional information?

- ☐ One
- ☐ Two
- ☒ Three
- ☐ More than three

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

VIDHS criteria for good cause could be if the participant faces an unexpected need for transportation or childcare services. Good cause criteria can also be applied if this hardship reoccurs with the participants.

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 there is not an appropriate and available opening for an E&T participant, that individual will be placed on a waiting list and can resume participation in SNAP E&T activities once the situation is resolved and space becomes available.

## 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.

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

A meeting will be arranged with both the MPI and VIDHS to communicate if an individual is ill-suited for a component. Recommendations will be made by both parties to determine the next step, and availability of another component better suited for the participant.

Describe how the State agency notifies clients of a provider determination.

VIDHS will call or email or send a letter to the participant within 4-7 days of the agency receiving the MPI determination information.

What is the timeframe for contacting clients after receiving a provider determination?

- ☐ 1-3 Days  
☒ 4-7 Days  
☐ 8-10 Days

## 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(2), (3), and (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).

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

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

- ☒ Yes  
☐ No

For the first occurrence of non-compliance per 7 CFR 273.7(f)(2), 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

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

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

- ☒ 6 months or until the individual complies, as determined by the State agency  
☐ A date determined by the State agency  
☐ Permanently

The State agency will disqualify the:

- ☐ Individual  
☒ The entire household if the head of household is an ineligible individual

## 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.

Estimated number of E&T participants to receive participant reimbursements	50
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	50
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	50
Percentage of participants expected to receive reimbursements	100.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$20,000.00
Estimated budget per participant in fiscal year	\$400.00
Estimated number of E&T participants to receive participant reimbursements per month	50
Estimated budget of participant reimbursements per E&T participant per month	\$33.33

## 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. If the participant reimbursement is provided by multiple entities (such as State agencies and E&T providers) or has multiple methods of payment, a separate entry in the table must be completed.

- **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, or an intermediary. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **What is the payment method for Participant Reimbursements?** Indicate the mechanism used to disburse payment to E&T participants.
- **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.

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Books		SNAP E&T Provider	Direct payment to vendor(s)	via Check to E&T Vendor
Child Care		SNAP E&T Provider	Direct payment to vendor(s)	via Check to E&T Vendor
Tools		SNAP E&T Provider	Direct payment to vendor(s)	via Check to E&T Vendor
Transportation		SNAP E&T Provider	Direct payment to vendor(s)	via Check to E&T Vendor
Uniforms		SNAP E&T Provider	Direct payment to vendor(s)	via Check to E&T Vendor

Is dependent care provided? Select yes even if E&T funds are not being used.

☒ Yes

☐ No



Provide a URL link or describe in a written response: the payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) based on local market rate surveys.

Voluntary E&T participants can receive up to \$450.00 per child per month and \$400.00 per child for pre-school children. (These figures were provided by DHS's Childcare & Regulatory Division). VI estimates having 50 participants for FY 2026 and makes provisions to have all 50 participants receive dependent care cost, if needed.

How is childcare paid for?

- ☒ Direct payment to provider
- ☐ Reimbursement to participants
- ☐ Provider voucher
- ☐ Contract for dependent care
- ☐ Other

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?

An agreement will be developed between the DHS E&T Program and the DHS Office of Child Care and Regulatory Services to ensure that E&T participants get the required dependent care services.

How does the State agency ensure that the participant has the necessary participant reimbursements to begin participation in the E&T program?

The Department of Human Services (DHS) will ensure that SNAP Employment and Training (E&T) participants receive their reimbursements promptly: 1. Initial Enrollment: Upon enrollment in the SNAP E&T program, participants are informed of the reimbursement process and eligible expenses. This is done in collaboration with MPI. 2. Documentation Collection: Participants submit required documentation for eligible expenses (e.g., transportation, childcare, training materials) along with a reimbursement request form. 3. Review and Approval: Case managers review the submitted documents to verify eligibility and completeness. If necessary, they communicate with participants for clarification or additional information. 4. Reimbursement Processing: Once approved, the reimbursement request is processed by MPI and submits with their monthly invoice for processing. 5. Notification: Participants are notified via email or mail about the status of their reimbursement, including the amount and expected payment date. 6. Feedback and Support: The DHS encourages participants to provide feedback on the reimbursement process and offers support for any concerns or issues that arise. 7. Continuous Improvement: Regularly evaluate the reimbursement process to identify areas for improvement and streamline operations for quicker access to funds for participants. This process helps ensure participants have the necessary financial support to engage fully in the SNAP E&T program.

## WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal 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 (FNS-583).

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).

There are codes in the CARIBS Eligibility system to identify work registrants' exemptions. The work registrant code is "01". On October 1st, CARIBS counts all the "01s" as of that day. For each month after (including October 2nd to the 31st) CARIBS select all cases with an "01" code that are new to the system and matches them with the months prior to make sure the application is new in the fiscal year.

Provide information about how work registrant data is pulled from the eligibility system, including the date the data is pulled.

E&T Program will request a report from the consultants or Program Manager of the CARIBS system

How are work registrants identified in the eligibility system?

There is a specific code in the CARIBS system that identifies the work registrants.

Describe measures taken to prevent duplicate counting of work registrants within the federal fiscal year.

Since only the Primary Master Index (PMI) file gets synchronized on all 3 districts, new fields will be added to this file to indicate when a client has been reported on the Line Item # 1 (CARIBS report called "list of Active Work Registered Food Stamp Clients 60 and under") or Line Item # 2 (CARIBS report called "List of Active Registered Food Stamp Client"). This will eliminate any duplicate reporting of clients within the fiscal year.

These reports are used to complete the FNS 583 quarterly report.

## OUTCOME REPORTING MEASURES

Indicate the data source used for the national reporting measures. Select all that apply.

Outcome Reporting Measures	Employment & Earnings Measures	Attainment of Credential / Certificate	Measurable Skill Gains
Quarterly Wage Records (QWR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Directory of New Hires (NDNH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Management Information System (MIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Follow-up with SNAP E&T Participants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Random Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the data source used for the State-specific component measures. Select all that apply.

- ☒ Quarterly Wage Records (QWR)  
☐ National Directory of New Hires (NDNH)  
☒ State Management Information System (MIS)  
☐ Manual Follow-up with SNAP E&T Participants  
☐ Random Sample

Indicate the MIS used (e.g. SNAP eligibility system, State's Department of Labor MIS.)

DHS Client Application Registration Issuance Benefits System (CARIBS) and DOL MIS System VIEWS (VI Electronic Workforce System)

Indicate the methods used to manually follow up. Select all that apply.

- ☒ Verbal Contact  
☒ Physical Forms  
☒ Text  
☒ Email

Describe the process for manual follow up.

Participants will be provided a Certificate of Completion.  
 What information is solicited? During follow up, we solicit several key pieces of information, including:

current employment status (employed, unemployed, or enrolled in further education; types of employment secured, (full time part time or temporary); Any challenges faced in securing employment; Feedback on the training received and its relevance to their job search; Additional support needs or resources required for continued success.

How is it validated? To validate the information, we cross check employment details with local employment agencies and/or request participants to provide documentation, such as paystubs or employment offer letters. We also follow up with employers directly with participants' consent to verify employment status and job retention.

How does DHS ensure it can report timely? VIDHS is committed to timely reporting by implementing structured timeliness and robust data management system. We capture follow-up data in real time and perform regular updates to our reporting database. Furthermore, we will establish clear deadlines for follow-up completion to ensure information is compiled and reported within stipulated timeframes, enabling accurate and efficient outcome assessments.

## COMPONENTS OVERVIEW

Which non-education, non-work components does the State agency plan to offer? Select all that apply.

- ☐ Job Retention
- ☒ Job Search Training
- ☐ Self-Employment Training
- ☒ Supervised Job Search
- ☐ Workfare

Which educational components does the State agency plan to offer? Select all that apply.

- ☐ Basic / Foundational Skills Instruction
- ☐ Career / Technical Education Programs or other Vocational Training
- ☐ English Language Acquisition
- ☐ Integrated Education and Training / Bridge Programs
- ☐ Other Educational Program
- ☐ Work Readiness Training

Which work experience components does the State agency plan to offer? Select all that apply.

- ☐ Work Activity
- ☐ Work-Based Learning

## NON-EDUCATION, NON-WORK COMPONENT: JOB SEARCH TRAINING

Description of the component. Provide a summary of the activities and services.

Non-education, non-work job search training is a vital component of the SNAP Employment and Training (E&T) program designed to equip participants with essential skills for effectively seeking employment. This training focuses on practical job search strategies, such as writing resumes, crafting cover letters, and enhancing interviewing skills. Participants also learn how to navigate online job boards, network effectively, and utilize local resources for job placement. By providing personalized support and guidance, this component helps individuals build confidence and develop a proactive approach to finding and securing employment, ultimately promoting their self-sufficiency.

Indicate the Target Population this component will serve. Select all that apply.

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Underemployed
- ☒ Veterans

Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

To participate in the non-education, non-work job search training component of the SNAP Employment and Training (E&T) program, participants must meet specific criteria related to skills, knowledge, and experience: 1. Literacy and Numeracy Levels: Participants should demonstrate basic literacy and numeracy skills sufficient for understanding job search materials, completing applications, and interpreting job descriptions. 2. Recent Labor Market Attachment: Ideal candidates have had some recent experience in the workforce, which may include part-time or full-time employment, internships, or volunteer work. This connection helps them understand current job market demands and expectations. 3. Digital Literacy: Familiarity with computers and the internet is essential. Participants should be able to navigate job search websites, create email accounts, and use basic software applications, as many job searches and applications are conducted online. 4. Communication Skills: Effective verbal and written communication skills are crucial for networking, writing resumes, and interviewing. 5. Commitment to Participation: Participants must demonstrate a willingness to engage actively in training sessions and complete assigned tasks. By ensuring that participants meet these criteria, the program enhances their chances of successfully finding employment and becoming self-sufficient. MPI will lend support to participants in navigating these topics and provide necessary referrals to agencies that will assist participants in removing barriers.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

25

Estimated Annual Component Administrative Cost

\$0.00

## NON-EDUCATION, NON-WORK COMPONENT: SUPERVISED JOB SEARCH

Provide a summary of the State guidelines implementing supervised job search.

The Department of Human Services (DHS) ensures that guidelines for supervised job search training are effectively implemented through the deliverable done by the service provider MPI ; several key steps include:

1. Clear Guidelines and Training: DHS provides comprehensive guidelines to case managers and trainers outlining the objectives, expectations, and procedures for supervised job search training.
2. Consistent Monitoring: Regular monitoring of training sessions is conducted to ensure adherence to established guidelines, allowing adjustments as needed for continuous improvement.
3. Participant Support: DHS offers ongoing support to participants by providing resources and feedback during job search activities, ensuring they are aligned with program goals.
4. Feedback Mechanism: A system for collecting feedback from participants and trainers helps identify challenges and successes, enabling DHS to refine its approach continually.
5. Collaboration with Employers: DHS collaborates with local employers and workforce organizations to ensure that training is relevant to current labor market needs, enhancing opportunities for participants. DHS promotes a structured and supportive environment that facilitates effective job search training, ultimately aiming to improve employment outcomes for participants.

Describe the direct path to employment.

1. Career Plan: Based on the assessment, each participant collaborates with a career case manager to develop a personalized career plan that outlines job goals and steps needed to achieve them.
2. Skills Training and Workshops: Participants engage in skills training and workshops, which may include resume writing, interview preparation, job search strategies, and essential workplace skills. MPI often provides access to various providers offering specialized training programs.
3. Job Search Assistance: With the support of MPI, participants receive ongoing assistance in their job search, including access to job listings, networking opportunities, and connections with local employers.
4. Work Experience Opportunities: The program may offer work experience placements, internships, or temporary positions that allow participants to gain hands-on experience while earning an income.
5. Ongoing Support and Follow-Up: Throughout the process, participants receive continuous support from career case managers and workforce staff, who help them navigate challenges and celebrate milestones.
6. Placement: When participants secure employment, the program celebrates their success and provides resources for onboarding and maintaining their job. Through this structured pathway, the SNAP E&T Program and MPI work together to empower participants, enhancing their employability and helping them achieve meaningful, sustainable employment.

Indicate the Target Population this component will serve. Select all that apply.

- ☐ ABAWDs
- ☐ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Single parents
- ☐ Students
- ☐ Underemployed
- ☐ Veterans



Describe the criteria for participation. Include the skills, knowledge, or experience necessary for participation in the component. For example, literacy or numeracy levels, recent labor market attachment, computer literacy, etc.

1. Career Plan: Based on the assessment, each participant collaborates with a career case manager to develop a personalized career plan that outlines job goals and steps needed to achieve them.
2. Skills Training and Workshops: Participants engage in skills training and workshops, which may include resume writing, interview preparation, job search strategies, and essential workplace skills. MPI often provides access to various providers offering specialized training programs.
3. Job Search Assistance: With the support of MPI, participants receive ongoing assistance in their job search, including access to job listings, networking opportunities, and connections with local employers.
4. Work Experience Opportunities: The program may offer work experience placements, internships, or temporary positions that allow participants to gain hands-on experience while earning an income.
5. Ongoing Support and Follow-Up: Throughout the process, participants receive continuous support from career case managers and workforce staff, who help them navigate challenges and celebrate milestones.
6. Job Placement: When participants secure employment, the program celebrates their success and provides resources for onboarding and maintaining their job.

Through this structured pathway, the SNAP E&T Program and MPI work together to empower participants, enhancing their employability and helping them achieve meaningful, sustainable employment.

Will this component be offered statewide?

- ☒ Yes  
☐ No

Projected Annual Participation. Projection should reflect a number of unduplicated individuals.

25

Estimated Annual Component Administrative Cost

\$0.00

## CONTRACTS OVERVIEW

The State agency must enter every contract or third-party partner. Additionally, the State agency must report if an intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. The table below summarizes overall information across all contracts.

<b>Total Number of Contracts + Subcontracts</b>	<b>Total Participants to be Served by Contracts</b>	<b>Total Admin Costs</b>	<b>Total Participant Reimbursement Costs</b>	<b>Total Budget</b>
1	50	\$49,970.00	\$20,000.00	\$69,970.00

**CONTRACTOR: MISSION PROJECT INC.**

Is this Contractor an Intermediary with subcontractors?

☐ Yes☒ No

Indicate the service type

☐ Consulting☒ E&T Services☐ Automation/IT☐ Marketing☐ Other

Will this E&amp;T service be offered statewide?

☒ Yes☐ No

Which E&amp;T Services are offered by this contractor?

☒ Case Management Services☒ Job Search Training☒ Supervised Job Search

Annual Number of SNAP E&amp;T Participants to be Served

Are participant reimbursements provided by the Contractor?

☒ Yes☐ No

Total participant reimbursements costs (inclusive of federal and non-federal shares)

Amount of 100 percent Federal Funds (includes ABAWD Pledge Funds)

\$49,970.00

Total Amount of 50/50 (or 75/25) Admin Funds (inclusive of federal and non-federal shares)

\$0.00

Will this contract serve members of Indian Tribal Organizations (ITOs) and be reimbursed at 75%?

☐ Yes

☒ No

## **WBL PROGRAMS OVERVIEW**

State agencies must report on each provider that plans to offer a Work-based Learning (WBL) component, whether it is unsubsidized or subsidized by SNAP E&T funds.

## OPERATING BUDGET

The regulations at 7 CFR 273.7(c)(6) outline State agencies must include an operating budget for the year. Complete all cost categories, as applicable. Note that the cost categories, outside of the contractual or county administered program line items, apply only to the State agency costs. The calculated values will automatically display upon selecting the Quick Save button.

### Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$0.00	\$19,500.00	\$19,500.00

List Full Time Equivalent (FTE) staff positions, percentage of time spent on the project, and average annual salary of each position. Example: E&T Manager - \$60,000 \* .50 FTE = \$30,000; 5 E&T Counselors = \$25,000 \* 1.00 FTEs \* 5 = \$125,000.

30% of salary (\$65,00) \* .3FTE = \$19,500.  
DIRECTOR OF JOBS

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$11,113.91	\$11,113.91

Explain how fringe benefits are calculated and clearly explain how the amount listed was determined. If charging fringe benefits to the E&T program, provide the approved fringe rates.

FICA/Medicare = 1,491.75 (1.45%)  
Health Insurance = 4,994.42 (12.24%)  
Workman's Comp = 45.24 (this amount is a flat rate)  
Retirement = 4,582.50 (23.5%)  
Total = \$11,113.91

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$0.00	\$3,000.00	\$3,000.00

Describe non-capital equipment and supplies to be purchased with E&T funds.

paper, ink cartridges, office supplies, etc.

	Non-Federal Share	Federal Share	Total
Materials	\$0.00	\$7,916.09	\$7,916.09

Describe materials to be purchased with E&T funds.

Printing and binding of E&T handbook, flyers, brochure, etc.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Travel	\$0.00	\$8,500.00	\$8,500.00

Describe the purpose and frequency of staff travel charged to the E&T program. This should not include E&T participant reimbursements for transportation. Include planned staff training and registration costs for training that will be charged to E&T funds.

Quarterly inter-island travel between St. Thomas and St. Croix meet with participants and vendor personnel.  
Off island travel to attend E&T conferences.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Building Space	\$0.00	\$0.00	\$0.00

Explain how building space is calculated and clearly explain how the amount listed above was determined. If charging building space to the E&T program, describe the method used to calculate space value.

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

Describe equipment and other capital expenditures over \$5,000 per item that will be charged to E&T funds. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$0.00	\$50,030.00	\$50,030.00
Contractual Costs	\$0.00	\$49,970.00	\$49,970.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$0.00	\$100,000.00	\$100,000.00

**Indirect Costs - Using Indirect Cost Rate**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Indirect Costs	\$0.00	\$0.00	\$0.00

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 contingent agency, upload the approval letter.

No File Uploaded

**Indirect Costs - Using Federally Approved Cost Allocation Plan**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Federally Approved Cost Allocated Costs - State agency only	\$0.00	\$0.00	\$0.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$0.00	\$0.00	\$0.00
Total Allocated Costs based on Cost Allocation Plan	\$0.00	\$0.00	\$0.00



**In-kind Contribution**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$0.00	\$100,000.00	\$100,000.00

**Participant Reimbursements**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Dependent Care	\$6,000.00	\$6,000.00	\$12,000.00
Transportation & Other Costs	\$4,000.00	\$4,000.00	\$8,000.00
State Agency Cost for Dependent Care	\$0.00		\$0.00
Total Participant Reimbursements	\$10,000.00	\$10,000.00	\$20,000.00

**Total Costs**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$10,000.00	\$110,000.00	\$120,000.00

## FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

**SNAP Employment and Training Funding Sources**

<b>Source Type</b>	<b>Funding Sources</b>	<b>Allocation or Target</b>	<b>Distribution of Planned Expenses</b>	<b>Over/Under Allocation/Target or Over/Under Planned Expenses</b>	<b>Percent of Allocation Planned Use</b>
Federal	100 Percent Federal Grant	\$100,000.00	\$100,000.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	
Federal	Total - All 100 Percent Funds	\$100,000.00	\$100,000.00	\$0.00	
Federal	50 Percent Administrative		\$0.00		
Non-Federal	50 Percent Administrative		\$0.00		
Federal	50 Percent Participant Reimbursements		\$10,000.00		
Non-Federal	50 Percent Participant Reimbursements		\$10,000.00		
Federal	Total 50 Percent Federal Target	\$10,000.00	\$10,000.00	\$0.00	
	<b>Total</b>	\$110,000.00	\$120,000.00		

**Total Fiscal Year Plan Funding**

<b>Funding Sources</b>	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
100 Percent Federal Grant		\$100,000.00	\$100,000.00
ABAWD Pledge Grant		\$0.00	\$0.00
50 Percent Administrative	\$0.00	\$0.00	\$0.00
50 Percent Dependent Care	\$6,000.00	\$6,000.00	
50 Percent Transportation/Other	\$4,000.00	\$4,000.00	
50 Percent Total Participant Reimbursements	\$10,000.00	\$10,000.00	\$20,000.00
Total 50 Percent Funds	\$10,000.00	\$10,000.00	\$20,000.00
<b>Total</b>	\$10,000.00	\$110,000.00	\$120,000.00

**PLEDGE TO SERVE ALL ABAWDs**

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).

Is the State agency pledging to offer qualifying activities to all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i)?

☐ Yes

☒ No