

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Alaska	AK	2026	Original Submission

**FORM STATUS:** Approved on 09/25/2025 6:51 PM EDT

## KEY PROGRAM STAFF

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

Name	E-mail
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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.

Acronym	Definition
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

State of Alaska E&T Vision and Mission:  
 Vision - Provide a foundation for community partners throughout Alaska to administer services that lead toward self-sufficiency and reduce dependence on SNAP benefits.  
 Mission – Coordinate E&T services for interested SNAP recipients that provide opportunities to overcome employment barriers through training and gained work skills to access employment that leads to economic self-sufficiency.  
 Alaska’s Employment & Training (E&T) program enhances SNAP participants' employability and meets local workforce needs through several focused strategies:

1. Partnerships with Leading Service Providers: We collaborate with reputable community service organizations known for their effectiveness.
2. Selective Provider Engagement: We choose training providers who offer clear, direct paths to employment, ensuring programs are goal oriented.
3. Thorough Onboarding for Providers: We ensure providers fully understand our goals, enhancing program coherence and impact.
4. Supportive Technical Environment: Our support system encourages open communication and leverages multi-level relationships to boost efficiency.
5. Prompt and Rigorous Payment Process: We maintain a strict payment protocol to ensure providers are funded on time, supporting uninterrupted services.
6. Strategic Coordination with AWIB: A dedicated DPA representative aligns SNAP E&T services with the Alaska Workforce Investment Board’s strategies, optimizing resource use and program outcomes.

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>	Public Notice

## 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.

### Partnership Enhancements:

Continued collaboration planning with Kenai Peninsula College (KPC) in Soldotna.

Partnership development discussions occurring with the Metlakatla Indian Tribe.

Partnership development discussions occurring with Catholic Social Services Refugee Program.

Partnership development discussions occurring with Alaska Family Services in Wasilla.

### Operational Improvements:

Alaska is tracking ABAWDs and able to report them on the 583 and AOR. Amended monthly data tracking tool that supports ABAWD tracking and New Final Rule tracking requirements.

Implementing program notification to participants engaged in E&T through the reverse referral process.

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.

Alaska is tracking ABAWDs and able to report them on the 583 and AOR.

# 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
11/08/2024	Alaska Workforce Investment Board	Board Meeting Chaired by Dirk Craft ED	AWIB identified current and continuing employment trends and priorities for the State of Alaska. AWIB, Alaska Governor Dunleavy and the Alaska Legislature have all identified an ongoing workforce shortage in Alaska. They have identified that training youth for high needs occupations in medical fields and construction trades are high priorities.
05/14/2025	Alaska Workforce Investment Board	Board Meeting Chaired by Dirk Craft ED	AWIB continues to refer to the Alaska DOL publication, "Trends" which identifies economic and employment trends in the State.

			Alaska has been experiencing a population decrease for 11 years resulting in a shortage of qualified workers across sectors. The board discussed strategies to engage Alaska youth into apprenticeships and pre-apprenticeship programs.
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## 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.

AWIB has also reinforced the importance of existing E&T partnerships with organizations like Covenant House and My House, which focus on youth, and broader demographic outreach through the Downtown Hope Center, Frontier Community Services and Goodwill.

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).

Existing SNAP E&T service providers coordinate with Title I of WIOA at multiple levels. Goodwill of Alaska and Downtown Hope Center participate in the twice annual One-Stop Academy hosted by the Alaska Department of Labor. This One-Stop academy is a meeting of all vocational training and support service providers at which best practices, scope of services, and target client populations are discussed. This meeting furthermore serves as an opportunity for networking and marketing of available services and programs. These meetings are held at the Alaska Job Centers in all major population hubs. through which the Title I WIOA Adult program is administered. Current SNAP E&T providers leverage this relationship and coordination with the Alaska Job Center network to both refer eligible clients to WIOA programs and receive referrals from the Alaska Job Centers.

Youth Program Coordination: Specifically, Covenant Houe and My House of Alaska, two key SNAP E&T service providers, work closely with other organizations that receive WIOA funding. A significant number of their youth clients are co-enrolled in WIOA youth programs, ensuring comprehensive access to training and support services.

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.

**Program Integration:** The SNAP Employment and Training (E&T) Program, although distinct from TANF/GA, operates within the same Division of Public Assistance (DPA). This arrangement fosters seamless integration; for instance, TANF case managers can refer clients to SNAP E&T providers, thereby improving access to vital employment and training resources.

**Resource Coordination:** Within the Division of Public Assistance, a dedicated Program Coordinator 2 oversees the sharing of resources between the TANF and SNAP E&T programs. This coordination is essential for aligning the administration of both programs, ensuring efficiency, and enhancing support for our shared client base.

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).

Currently all SNAP E&T providers provide services to the re-entry population. Frontier Community Services has braided its re-entry program with SNAP E&T to provide additional employment services to this population.

The SNAP E&T program team is currently having discussions with the Refugee Resettlement program at Catholic Social Services regarding the development of an E&T partnership.

## 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

List the ITOs consulted and describe the outcomes of the consultation(s). Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g. unique supportive service, new component, in-demand occupation). Include the title of the person you consulted and the date.

<b>Date</b>	<b>Name of ITO</b>	<b>Title(s) of Person Consulted</b>	<b>Outcome of Consultation</b>
01/29/2025	Cook Inlet Tribal Council (CITC)	Lana Bailey, Chief Program Officer	CITC expressed renewed interest in SNAP E&T program partnership and a draft program narrative has been developed. Follow up meeting scheduled for week of March 17th in person when a new agency director is in place.
03/12/2025	Metlakatla Indian Community (MIC)	Frankie Williams, Tribal Employment Rights Office Director. Christina Martinez, Tribal Employment Rights Office Assistant Director	Quarterly meeting Regarding upcoming SNAP program changes. This included a brief overview of the SNAP E&T program and discussion of potential partnership. Director Williams expressed an interest in E&T partnership and a follow-up meeting was scheduled to provide more detailed information about the SNAP E&T program.
03/19/2025	Cook Inlet Tribal Council (CITC)	Lana Bailey, Chief Program Officer	Notification of meeting cancelation by CITC that included a statement that they have decided not to pursue SNAP E&T partnership at this time.

03/27/2025	Metlakatla Indian Community (MIC)	Frankie Williams, Tribal Employment Rights Office Director. Christina Martinez, Tribal Employment Rights Office Assistant Director	Following introductions to the SNAP E&T program team, Director Williams expressed interest in developing an E&T partnership. We discussed Metlakatla community employment needs. We informally agreed to continue a series of meetings to work toward the goal of beginning a partnership. SNAP E&T documentation was provided, and a follow-up meeting was scheduled.
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Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

Yes

No

## 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

Indicate which counties offer an E&T program.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Aleutians East Borough	<input type="checkbox"/> Haines Borough	<input type="checkbox"/> North Slope Borough
<input type="checkbox"/> Aleutians West Census Area	<input type="checkbox"/> Hoonah-Angoon Census Area	<input type="checkbox"/> Northwest Arctic Borough
<input checked="" type="checkbox"/> Anchorage Municipality	<input type="checkbox"/> Juneau City and Borough	<input type="checkbox"/> Petersburg Borough
<input type="checkbox"/> Bethel Census Area	<input checked="" type="checkbox"/> Kenai Peninsula Borough	<input type="checkbox"/> Prince of Wales-Hyder Census Area
<input type="checkbox"/> Bristol Bay Borough	<input type="checkbox"/> Ketchikan Gateway Borough	<input type="checkbox"/> Sitka City and Borough
<input type="checkbox"/> Chugach Census Area	<input type="checkbox"/> Kodiak Island Borough	<input type="checkbox"/> Skagway Municipality
<input type="checkbox"/> Copper River Census Area	<input type="checkbox"/> Kusilvak Census Area	<input type="checkbox"/> Southeast Fairbanks Census Area
<input type="checkbox"/> Denali Borough	<input type="checkbox"/> Lake and Peninsula Borough	<input type="checkbox"/> Wrangell City and Borough
<input type="checkbox"/> Dillingham Census Area	<input checked="" type="checkbox"/> Matanuska-Susitna Borough	<input type="checkbox"/> Yakutat City and Borough
<input type="checkbox"/> Fairbanks North Star Borough	<input type="checkbox"/> Nome Census Area	<input type="checkbox"/> Yukon-Koyukuk Census Area

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.

QUESTION	RESPONSE FIELD
Anticipated number of work registrants	16,699

## State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
Alaska operates a voluntary E&T program.	16,699

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	16,699
Percent of all work registrants exempt from E&T	100.00%

## ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	9,818
Anticipated number of ABAWDs in waived areas of the State	6,279
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)	3,539

## E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	481
Total anticipated number of E&T participants	481
Anticipated number of ABAWDs to be served in E&T	38

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

- Annually
- Bi-annually
- Other

Explain how frequently the State plans to re-evaluate these exemptions from mandatory E&T.

Alaska has a voluntary E&T program.

## 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.

The SNAP E&T program is administered statewide under the leadership of the Chief of Work Services Manager. This includes a dedicated Work Services team responsible for managing provider contracts and overseeing program administration. Coordination with the SNAP policy team ensures that program activities align with federal and state regulations.

Supporting these efforts, the Research and Analysis Team, provides essential data analysis and support. Fiscal oversight is managed by the Administrative Unit, directed by the Administrative Operations Manager, which oversees all fiscal reporting. Additionally, the Department of Health's Grants and Contract Unit ensures adherence to all state procurement rules.

Planned future improvements to the E&T program will involve collaboration with the Division's Eligibility Modernization Office. This coordinated management approach, facilitated through the division, guarantees consistent policy enforcement, effective service contracting, and thorough provider monitoring.

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

The Chief of Work Services, who manages the SNAP E&T program, is an integral member of the Division of Public Assistance Leadership Team. This team conducts bi-weekly meetings led by the Director. The Leadership Team also includes the Chief of Policy, Program Integrity, the Eligibility Modernization Office, the Administrative Operations Manager 2, the Deputy Director, and the Division Operations Manager. These meetings facilitate ongoing coordination and communication across units, ensuring that E&T strategies are aligned with certification policies and other divisional priorities. The E&T Program Coordinator 2 participates in the DPA Collaboration Committee. This monthly committee provides a forum for departmental information sharing and interdepartmental collaboration.

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

The State utilizes Direct Secure Messaging (DSM) for email communications with each E&T provider, ensuring a safe and secure method for gathering and tracking participant data. This information is routinely processed monthly. Additionally, the E&T Program Coordination Team holds monthly video conferences with each program provider to review program operations, discuss any changes, and address concerns. The

coordination team also conducts quarterly meetings involving all program partners to enhance collaborative efforts. Furthermore, E&T providers have access to the Integrated Resource Information System (IRIS), which is the State of Alaska's comprehensive system for managing accounting, financial, procurement, payroll, and human resource functions. This integration facilitates efficient data sharing and coordination across various administrative needs.

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

The Program Coordination Team conducts monthly meetings with each E&T provider partner. During these sessions, any updates or changes to policies are initially presented verbally. Subsequently, these updates are also communicated in writing to ensure clarity and facilitate proper implementation. The program team maintains a Provider Handbook that describes SNAP E&T procedures and program expectations.

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.

The State utilizes Direct Secure Messaging (DSM) for email communications with each E&T provider, ensuring a safe and secure method for gathering and tracking participant data. The E&T program utilizes Excel spreadsheets shared with partners to manage participant information and data.

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.

The DPA Eligibility Information System (EIS) tracks referral notices sent to participants. This system is used to determine participants who are subject to work requirements and ABAWD status.

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.

The SNAP E&T program team conducts thorough oversight by regularly reviewing invoices and performing cost analyses against each provider's general ledger. Budgets are monitored to ensure compliance with specific program components and federal fiscal guidelines.

Direct provider monitoring was conducted in March 2025 and is scheduled for March 2026 as per the guidelines in the provider agreements. Routine meetings with providers are scheduled monthly via phone or online platforms, supplemented by email communications for additional guidance.

Each month providers utilize Direct Secure Messaging (DSM) to communicate with the E&T program team. Providers send SNAP checks at the beginning and end of each month to confirm SNAP eligibility of program participants. E&T program staff check the status of participant SNAP eligibility in the DPA EIS system and return it to providers indicating if participants are eligible for E&T services. End of month SNAP checks confirm if providers can bill for individual participants.

Providers utilize DSM to send provider data each month utilizing an approved DPA data form. The program team checks provider data for accuracy and consistency with SNAP checks. Two program team members review each monthly data sheet for accuracy and sign and date and return to providers prior to billing.

The SNAP E&T program team conducts thorough oversight by regularly reviewing invoices and performing cost analyses against each provider's general ledger. Budgets are monitored to ensure compliance with specific program components and federal fiscal guidelines.

Program providers send an Invoice and General Ledger that supports the expenditures reflected on the invoice. Two E&T program staff members review for approved expenses and cross reference them between the General Ledger and Invoice and sign the invoice. Signed invoices are sent to the DPA Finance Department for payment. Annual provider budgets are tracked through an Excel based budget audit sheet that is kept on a DPA shared drive.

Regular monthly communications with providers are maintained through video conferences, phone calls, or emails under the Provider Agreement (PA). This, along with coordinated efforts by the administrative unit, ensures timely payments and effective fiscal management for the fiscal year.

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).

The State agency collects monthly federal reporting data from E&T program grantees using a standardized format. Providers are required to submit invoices, ledgers, and detailed data spreadsheets by the 20th of the month following each reporting period.

Additionally, the State reviews employment data from the Department of Labor (DOL) quarterly and demographic data from the state automated system to ensure comprehensive participant tracking.

Grantees also report on specific outcomes, such as:

- The number of job search assignments resulting in employment.
- The number of vocational education assignments resulting in credentials, including certificates or completion of job skills training.
- Employment status of participants 90 days post-program completion.

The State evaluates 100% of data for SNAP E&T participants to ensure accuracy and to prevent data duplication. Each participant's demographic data is reported only once to prevent duplication.

Monthly meetings are held with each program partner to review program dynamics, with the State providing ongoing technical assistance. This includes reviews of monthly SNAP checks, data reports, ledgers, and

invoices. Annual on-site monitoring of each provider is conducted every March to ensure compliance and effectiveness of the program delivery.

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.

In accordance with Section 602-1 G of the State's SNAP manual, an eligibility technician screens applicants to determine if they are work registrants by first establishing whether the individual is exempt from the basic work requirements. If exempt, no further work requirements apply.

Summary of Manual Rules for Determining Work Requirements and Exemptions:

Exemption Determination:

\* Individuals are screened to identify if they meet any exemptions from basic work requirements. Exemptions are entered into the EIS WORK screen and documented in the case file.

Categories of Exemptions:

\* Age Limits: Individuals under 16 or over 59, and certain youth aged 16-17, based on specific criteria (EIS Code A, L).

\* Caretakers: Parents or other household members caring for a dependent child under six or an incapacitated individual (EIS Code C).

\* Incapacitated Individuals: Those who are physically or mentally unable to work (EIS Code B).

\* Substance Abuse Treatment: Participants in drug or alcohol treatment programs (EIS Code G).

\* Unemployment Insurance: Recipients of or applicants complying with UIB work requirements (EIS Code K).

\* Employment: Individuals working at least 30 hours per week or earning an equivalent amount (EIS Code H).

\* Students: Those enrolled at least half-time in an educational institution (EIS Code I).

\* TANF Recipients: Adults subject to TANF work requirements are excused from SNAP work requirements unless failing to meet TANF requirements, which could lead to SNAP benefit reductions or disqualifications (EIS Code E).

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

Section 602-1 H of the SNAP manual outlines caseworker responsibilities, emphasizing thorough documentation and adherence to guidelines to manage work registration for SNAP participants effectively.

• Caseworker Responsibilities - Work Requirements:

• Notification: Caseworkers must inform work-required individuals of their duties, rights, and penalties via the F001 notice at key intervals: application, recertification, when exemptions change, or when such individuals join a SNAP household.

• Registration: Non-exempt adults are registered by marking the WR DATE field on the EIS Work Activities screen.

• Verification: If exemptions are in question, verification must be obtained. Compliance with work requirements is mandatory unless exemption is proven.

• Eligible Strikers: Strikers must register for work unless exempt. Those who refuse orders to return to work under the Taft-Hartley Act are non-compliant.

• Ongoing Monitoring: Work registration is updated at initial certification and annually. New registrations are required after any service break and when there are changes in exemption status.

• Exemption Changes: If an exemption status changes due to new circumstances, registration for work must occur within 10 days.

This approach ensures consistent registration and compliance monitoring of individuals under SNAP work requirements.

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.

Recipients of the Supplemental Nutrition Assistance Program (SNAP) who are 16 years of age or older are eligible to participate in the voluntary Employment and Training (E&T) Program. Eligibility workers make the assessment utilizing the SNAP E&T Assessment/ Referral Form. The assessment is based on the location of the client and provider, the target demographic of the provider, and the Client's preference based on training and services offered.

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

Screening during certification and recertification is conducted by Division of Public Assistance, Eligibility technicians (ET's). ET's assess whether individuals qualify to be referred to the state's SNAP E&T program by screening them for exemptions from the basic work requirements, as outlined in SNAP Manual Section 602-1F(1). SNAP applicants/recipients, who are interested in participating in the SNAP E&T program, will be referred to the E&T providers if available in the area of Alaska in which they reside and sent notice E016, titled Employment & Training Referral, which includes an overview of the E&T program specifics, contact information for the E&T provider, and information about participant reimbursements.

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

The State sends SNAP recipients the Employment & Training Referral (E016) notice. This is documented in the case note field in the SNAP Eligibility Information System (EIS).

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.

DPA Eligibility Technicians, (ET's) receive a case action request from the E&T program team. They screen participants and send the E017 notice which informs current SNAP recipients that they have been identified by the E&T provider as a current or potential E&T participant.

When does the screening for a reverse referral request occur?

The E&T program team receives an "End of the Month" SNAP check from providers to verify SNAP eligibility of participants in a given month. The program team sends a case action request to DPA Eligibility at the end of each month when the SNAP check identifies a new participant.

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

DPA Eligibility Technicians, (ET's) receive a case action request from the E&T program team. They screen participants and send notification E017 titled Employment & Training Provider Referral. This notice informs the participant of their E&T program status.

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?

During the certification and recertification interview processes, participants are informed about potential reimbursements by Eligibility Technicians from the Division of Public Assistance. This information is also provided to direct referral participants in notice (E016) or with (E017) for reverse referral participants. Further management of participant reimbursements is handled by each provider at intake.

## 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

Explain what other information the State provides to E&T participants when they are referred.

Participants are informed that the E&T program is a voluntary program. Participants are informed about participant reimbursements and given detailed E&T program information.  
 E017 notice: The SNAP recipient is notified they need to contact DPA within 10 days of receiving the notice.  
 E016 notice: The SNAP recipient is notified they need to reach out to their assigned E&T provider as quickly as possible.

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?

The E&T program team receives an "End of the Month" SNAP check from providers to verify SNAP eligibility of participants in a given month. The program team sends a case action request to DPA Eligibility at the end of each month when the SNAP check identifies a new participant. Eligibility conducts screening and notifies participants of their E&T program status by sending form E017.

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

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

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

If a SNAP applicant or recipient opts to participate in the E&T program, they will initiate contact with the E&T provider. As stipulated in their Provider Agreement, the E&T provider must then inform the Division of Public Assistance (DPA) that the individual is participating in their E&T program.

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

Eligibility Technicians (ETs) at the state agency handle E&T referrals during both the certification and recertification processes. These referrals are documented in the State's Eligibility Information System (EIS), ensuring a formal record of each referral is maintained.

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

# 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?

The state does not conduct post-referral assessments for E&T participants. Instead, all SNAP E&T providers must conduct detailed intake assessments that inform individualized service plans and case management, including progress monitoring and service coordination.

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

Each provider had developed their own assessment that is unique to their program.

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 why assessment results are not shared with State agency staff.

Providers keep these assessments internally but will share them with the State Agency for audits or evaluations upon request. Clients may also access their files and assessment documents as needed. These assessments are verified during the Quality Control (QC) provider monitoring process.

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?

Providers are required to have new assessments if a participant has exited the program and has not been served for 90 days. Some providers may also conduct new assessments at their discretion if a participant's circumstances have drastically changed.

How are participants reassessed?

Providers incorporate reassessment into the case management process. Some reassessments occur as new intakes and some occur as part of case management contacts.

## 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	State E&T staff communicate directly with SNAP eligibility staff. E&T providers do not have direct communication with the SNAP eligibility staff.
How do E&T case managers coordinate with: State E&T staff	State E&T staff communicate with E&T provider case managers at least monthly.
How do E&T case managers coordinate with: Other E&T providers	Providers attend quarterly E&T provider meetings.
How do E&T case managers coordinate with: Community resources	SNAP Employment & Training (E&T) providers effectively coordinate with an array of community resources to address the diverse needs of participants. These partnerships facilitate access to job training, educational programs, and essential support services, enabling participants to overcome barriers and succeed in the workforce.

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)?

The state ensures that E&T participants receive targeted case management services through annual site visits and record reviews at E&T provider locations. These reviews, carried out by State E&T staff, assess key aspects of case management including assessments, planning, monthly meetings, progress documentation, and monitoring of components. Additionally, the SNAP E&T team holds monthly meetings with each provider to address questions, discuss concerns, share updates, and review program status.

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?

Case management is the central coordinating point of contact that participants have with their E&T program. Case managers either facilitate or coordinate the facilitation of intakes, work plans, enrollment in a component and participant reimbursements. They are also responsible for ensuring that E&T services are documented and reported to DPA in accordance with the Provider Agreement.

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

In Alaska case management is provided by the program partners. The case management role facilitates each participant’s engagement in the E&T program. The State program team evaluates provider case management documentation during annual QA visits. Monthly data reporting reflects component status and completion for each participant. Monthly meetings between providers and the State program team include discussions of success stories, resources and challenges providers face with current participants.

## 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?

1. Circumstances beyond the member's control, such as illness, illness of another household member serious enough to require the presence of the member, unavailability of transportation, inability to write or speak English and job information was given only in English, unanticipated emergency, or the lack of adequate child care for children 6 through 11 years of age.
2. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.
3. Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule.
4. Acceptance by the head of household of employment or enrollment of at least half-time in any recognized school, training program or institution of higher education that forces the head of household to leave employment.
5. Acceptance by any other household member of employment or enrollment at least half-time in any recognized school, training program or institution of higher education in another city which requires the household to move and thereby requires the head of household to leave employment.
6. Resignations by persons under the age of 60 that are recognized by the employer as retirement.
7. Employment becomes unsuitable, as defined at MS 602-1N after the acceptance of such employment.
8. Acceptance of a bona fide job offer of more than 30 hours weekly in which the weekly wages equal the federal minimum wage times 30 hours, but then, because of circumstances beyond the wage earner's control, the job either does not materialize or results in less than 30 hours of work a week or weekly earnings of less than the federal minimum wage times 30 hours.
9. Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another such as construction work. There may be some circumstances where households will apply for SNAP between jobs, particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually begun, the quitting of the previous employment shall be considered good cause if it is part of the pattern of that type of employment.

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

Alaska runs a voluntary E&T program, and this does not apply.



## 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.

When a provider determines that a participant is not suitable for their program, they must communicate this decision to the E&T program team within 10 days. This is done using the Provider Determination and Notification form, which is sent through Direct Secure Messaging (DSM) [encrypted email].

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

Providers are required to notify the State within 10 days of determining a participant's suitability. Subsequently, the State sends a referral notice to the client within 10 days using the E016-E&T Referral form.

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.

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	433
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	0
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	433
Percentage of participants expected to receive reimbursements	90.02%
Estimated budget for E&T participant reimbursements in upcoming FY	\$127,497.00
Estimated budget per participant in fiscal year	\$294.45
Estimated number of E&T participants to receive participant reimbursements per month	126
Estimated budget of participant reimbursements per E&T participant per month	\$84.32

# 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
Clothing/ Uniforms		SNAP E&T Provider	Direct payment to vendor(s)	Partners purchase needed clothing for participants from vendors. Some providers also utilize onsite thrift stores/ clothing closes to provide clothing to participants.
Hygiene/ Haircuts/ Personal		SNAP E&T Provider	Direct payment to vendor(s)	Partners purchase haircuts or hygiene supplies from vendors for participants.

<p>Identification / Documents</p>		<p>SNAP E&amp;T Provider</p>	<p>Direct payment to vendor(s)</p>	<p>Downtown Hope Center provides participants with reimbursement for purchase of needed identification. They purchase Food Handler cards for participants. All other providers purchase ID/Documents on behalf of participants.</p>
<p>Training/ Certificates/ Supplies</p>		<p>SNAP E&amp;T Provider</p>	<p>Direct payment to vendor(s)</p>	<p>Partners purchase supplies and tuition from vendors for participants.</p>
<p>Transportation</p>		<p>SNAP E&amp;T Provider</p>	<p>Direct payment to vendor(s)</p>	<p>Partners purchases passes or coupons for transportation fair from vendor and provides it to participants</p>

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

- Yes
- No

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

DPA requires all SNAP E&T providers to offer participant reimbursements. Through program narratives, providers describe how each type of participant reimbursement supports participants to engage in E&T program components and supports employment. Providers document participant reimbursements on monthly invoices and ledgers. Providers are required to document participant reimbursements in case management notes and are evaluated by the E&T program team as part of the QA process. Monthly provider meetings

include discussion of participant reimbursements. Participants are directly informed about participant reimbursements through referral notices from DPA.

## 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).

DPA Systems Operations, generates a report listing all work registrants annually on November 9th. Each subsequent monthly report compares the current month's work registrants with those listed in the annual report.

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

Each subsequent monthly report compares the current month's work registrants with those listed in the annual report.

How are work registrants identified in the eligibility system?

Work registrants are identified using the Work screen in the DPA Eligibility Information System (EIS).

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

Monthly reports are generated, adding any new work registrants not found in the previous month's report. This process ensures an unduplicated count of work registrants. An unduplicated count means that individuals included in the November 9th work registrant report will not be counted again in any subsequent reports for the rest of the Federal Fiscal Year. Additionally, anyone certified as a work registrant within a 12-month period is counted only once during that timeframe.

## 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Manual Follow-up with SNAP E&T Participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Random Sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Indicate what other data sources were used for the national reporting measures.

SNAP E&T Program Data Collection tool (Excel Document)

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.)

DPA Eligibility Information System (EIS)

## 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

Which type of Work-Based Learning components are offered?

- Apprenticeship
- Customized Training
- Incumbent Worker Training
- Internship
- On-the-job Training
- Pre-Apprenticeship
- Transitional Jobs

# NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

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

Alaska has outlined the following standards in Attachment #1 of the provider agreement.

Job Retention: Services provided to E&T participants who have secured employment after participating in another E&T component. This component is meant to help achieve satisfactory program outcomes, retain employment, or to increase earnings over time. Such services and reimbursable participant costs will include mandatory case management and may include but are not limited to:

- Life skill classes;
- Referrals to other services;
- Dependent care assistance;
- Transportation assistance
- Clothing required for the job;
- Equipment or tools required for the job;
- Test fees;
- Union dues; and
- Licensing and bonding fees.

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.

Participants must be engaged in employment that has followed engagement in another E&T component. Participants cannot begin participation in E&T in the Job Retention component.

Indicate the geographic areas where this component is offered.

- County Name                       County Name                       County Name
- 
- Anchorage Municipality       Kenai Peninsula Borough       Matanuska-Susitna Borough

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

121

Estimated Annual Component Administrative Cost

\$461,168.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of participants that participated in Job Retention still employed 90 days after program completion in current FFY.	Numerators include participants that were employed starting day one of 90 days following hire date, after completing the Job Retention component during the period of 10- 1-2025 to 9-30-2026 . Denominator will include the number of participants that participated in Job Retention during the period of 10-1- 2025 to 9-30-2026. The data source is the monthly E&T track tool.

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

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

Alaska has outlined the following standards in Attachment #1 of the provider agreement. A component that strives to enhance the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. The component may consist of job skills assessments, job placement services, or other direct training or support activities. Other activities may include resume writing workshops and learning how to use online job search tools. The job search training component may combine job search activities with other training and support activities.

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.

18 Years of age or older. There are no educational experience requirements, but participants must self-identify that employment is their goal

Indicate the geographic areas where this component is offered.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> County Name                       | <input type="checkbox"/> County Name             | <input type="checkbox"/> County Name                          |
| <input checked="" type="checkbox"/> Anchorage Municipality | <input type="checkbox"/> Kenai Peninsula Borough | <input checked="" type="checkbox"/> Matanuska-Susitna Borough |

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

50

### Estimated Annual Component Administrative Cost

\$173,405.00
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## NON-EDUCATION, NON-WORK COMPONENT: SUPERVISED JOB SEARCH

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

Alaska has outlined the following standards in Attachment #1 of the provider agreement.

Supervised Job Search: A component that requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or within a group setting. Job search components should entail approximately 12 contacts with employers per month for two months.

Supervised Job Search - Alaska has outlined the following standards in the SNAP E&T Provider Monitoring Guide for Providers offering supervised job search:

Virtual and in person attendance is recorded with in and out times and the activities of participants. Providers meet with, monitor and document participant progress in Job Search activities monthly. Expected documentation includes the following:

- Participation progress;
- Changes in activities and barriers to progress which may affect job search success;
- Any participant support service issued, to include a brief description and amount;
- Job [search/application] logs or other logs for any participant who receive support services. Job logs must include what activities were completed to further job search and reach goals, including jobs for which a participant applies.
- Reasons for delays in progress; or,
- Loss of contact with the participant and inability to assess progress, when unable to make contact with the participant.

When Job Search participation ends, for any reason, the provider must enter a final closing note, document the outcome and explain why the participant stopped participation with Job Search, such as employment or loss of contact.

Describe the direct path to employment.

Job searching is an essential step to employment. Supervised job search supports participants to develop the confidence and skills necessary to independently search and apply for employment. Supervised job search allows participants to become familiar with the resources available for seeking 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.

Participants enrolled with a provider in the E&T program will be placed in the SJS component based on the providers comprehensive assessment and a determination that the participant is ready and willing to seek employment. Participants that participate in a training program typically engage in SJS near the end and/or following completion of a training program.

Indicate the geographic areas where this component is offered.

- County Name                     
  County Name                     
  County Name
- 
- Anchorage Municipality           
  Kenai Peninsula Borough           
  Matanuska-Susitna Borough

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

321

Estimated Annual Component Administrative Cost

\$795,395.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of participants that participated in Supervised Job Search who become	Numerators include participants that obtained employment after completing the component during the period of 10-1-2025 to 9-

employed within the current FFY.

30-2026.

Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2025 to 9-30-2026. The data source is the monthly E&T track tool.

## EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Basic and Foundational Skills Instruction (includes High School Equivalency): Programs that offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED, HiSET, or other).

EPB includes education and case management support for participants engaging in GED acquisition, basic literacy and English as a second language.

ABE and GED preparation are provided by both E&T providers or their community partners. ABE education may be funded directly through WIOA and not subject to E&T reimbursement. E&T case management to provide support and follow up outside of direct educational services is included in provider reimbursements.

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.

State of Alaska Follows Department of Labor Criteria: The curriculum must follow the regulations as mandated by the federal Adult Education and Family Literacy Act (AEFLA). Participants ages 16 or 17 can take the GED® test but they must present a withdrawal slip from the last school they attended in Alaska, a legal emancipation document, or written permission from a parent or guardian before testing is allowed. For those testing on the Online Exam: In addition to the above, a parent or guardian must be present at the pre-test check-in order to give consent and authorize the underage tester to be recorded during testing. If the parent or guardian is not present, the exam session will be revoked. All participants without High School or GED completion will be considered for an EPB component based on skill and readiness assessments conducted by E&T program providers.

Indicate the geographic areas where this component is offered.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> County Name                       | <input type="checkbox"/> County Name                        | <input type="checkbox"/> County Name                          |
| <input checked="" type="checkbox"/> Anchorage Municipality | <input checked="" type="checkbox"/> Kenai Peninsula Borough | <input checked="" type="checkbox"/> Matanuska-Susitna Borough |

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

25
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Estimated Annual Component Administrative Cost

\$145,596.00
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Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

All education components are cost allocated by the percentage of clients served who are receiving SNAP benefits and all funding is disclosed. All current costs are an estimate. Clients will be enrolled in training options, all providers will explore other training fund programs clients qualify for so the SNAP E&T funds would be used as last resort. Providers will explore and exhaust all other funding sources: Both Nine Star and ALP offer scholarships and free GED classes and course material for low income students. Partners will explore and utilize all available DOL through GED partners. Final GED test does have cost. Providers are providing case management for the component.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Across all providers, cost allocation is first factored into all personnel and operations expenses in percentage of time spent or percentage of space or cost directly related to employment and training. Additional cost allocation is factored at the percentage of clients served who are receiving SNAP benefits (estimated for the year). All GED services provided onsite is cost allocated this way. SNAP E&T does not pay tuition costs for GED services as they are funded by other sources and free to the Alaskan public. E&T costs associated with the EPB component pay for participant supports outside of standalone GED enrollment.

# EDUCATIONAL COMPONENT: CAREER / TECHNICAL EDUCATION PROGRAMS OR OTHER VOCATIONAL TRAINING

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

Alaska has outlined the following standards in Attachment #1 of the provider agreement.

Career/Technical Education Programs or Other Vocational Training: Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials.

Some providers such as Covenant House, Catholic Social Services and Downtown Hope Center provide Onsite vocational training experiences related to vocational fields such as culinary work, barista work, retail work, and custodial work and custodial work. Most of these programs result in a credential.

Providers such as Goodwill, Frontier Community Services provide case management and support and supportive services to participants engaged in vocational training at outside agencies in training in a wide range of occupations. This may include CDL, Flagging, C.N.A. or an occupationally oriented certificate or degree program through a college or university.

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.

Providers assess the interest and aptitudes of individuals 16 years of age and older during their comprehensive assessment. Referrals are based on employment plan goals, participant interests, willingness to participate, and minimum requirements of each individual training program.

Indicate the geographic areas where this component is offered.

- County Name                       County Name                       County Name

---

- Anchorage Municipality         Kenai Peninsula Borough         Matanuska-Susitna Borough

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

198

Estimated Annual Component Administrative Cost

\$765,013.00

Not supplanting. Describe how the State agency ensures that costs attributed to the E&T program are not supplanting funds used for other existing educational programs.

All education components are cost allocated by the percentage of clients served who are receiving SNAP benefits and all funding is disclosed. All current costs are an estimate. Prior to clients being enrolled in specific training options, all providers will explore other training fund programs clients qualify for so the SNAP E&T funds would be used as last resort. Providers will explore and exhaust all other funding sources: Financial Aid, Pell, Tribal, Scholarship fund and any other potential source. Each client is required to be routed to the State of Alaska SNAP E&T program team for preapproval of the training and cost breakdown.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

Across all providers, cost allocation is first factored into all personnel and operations expenses in percentage of time spent or percentage of space or cost directly related to employment and training. Additional cost allocation is factored at percentage of clients served who are receiving SNAP benefits (estimated for the year). All vocational training provided onsite is cost allocated this way.  
  
Vocational Training or educational training offered at an

outside training facility by the provider will follow the specific criteria: Prior to clients being enrolled in specific training options, all providers will explore other training fund programs clients qualify for so the SNAP E&T funds would be used as last resort. Providers will explore and exhaust all other funding sources: Financial Aid, Pell, Tribal, Scholarship fund and any other potential source. Each client is required to be routed to the State of Alaska SNAP E&T program team for preapproval of the training and cost breakdown. Costs will be compared and must be equal to those that are non-E&T participants and will not exceed the standard cost rate of the higher institution. A Memorandum of Understanding (MOU) with each higher institution is required for each training. State of Alaska and

Providers will use the Eligible Training Provider List (ETPL) as a guide for referrals.

<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Number of participants that engaged in the component and obtained a credential.	Numerators include participants that obtained a credential after completing the component during the period of 10-1-2025 to 9-30-2026. Denominator will include the number of participants that participated and started a credential in Vocational Education/Training during the period of 10-1-2025 to 9-30-2026. The data source is the monthly E&T track tool.

## WORK EXPERIENCE COMPONENT: INTERNSHIP

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

Work Based Learning Internship: is a work experience that includes a defined curriculum and provides a simulated work environment. Internships are often paired with credentials and occur for a specified amount of time. Each provider has some latitude to vary the time frames and credentials depending on individual client needs. For example, some providers may extend a placement period for a participant that requires additional support. This may include work experience, shadowing workers and on-sight job specific training.

Activities include placements in a work environment such as a coffee shop, thrift store, or another business. Participants will learn both technical skills related to the placement and soft skills that are generalized to all work environments. With most placements, Participants will earn relevant credentials to the occupation field they are placed in.

Is this component subsidized by SNAP E&T?

- Subsidized
- Unsubsidized
- Both subsidized and unsubsidized

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.

Providers assess the interest and aptitudes of individuals 16 years of age and older during their comprehensive assessment. Referrals are based on employment plan goals, participant interests, willingness to participate, and minimum requirements of each individual training program.

Indicate the geographic areas where this component is offered.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> County Name                       | <input type="checkbox"/> County Name                        | <input type="checkbox"/> County Name                          |
| <input checked="" type="checkbox"/> Anchorage Municipality | <input checked="" type="checkbox"/> Kenai Peninsula Borough | <input checked="" type="checkbox"/> Matanuska-Susitna Borough |
- 

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

91
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Estimated Annual Component Administrative Cost

\$312,518.00
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# 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.

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs	Total Budget
6	481	\$2,629,093.00	\$111,157.00	\$2,740,250.00

## CONTRACTOR: CATHOLIC SOCIAL SERVICES

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Indicate the counties where the service is offered by this contractor.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> County Name                       | <input type="checkbox"/> County Name             | <input type="checkbox"/> County Name               |
| <input checked="" type="checkbox"/> Anchorage Municipality | <input type="checkbox"/> Kenai Peninsula Borough | <input type="checkbox"/> Matanuska-Susitna Borough |

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Retention
- Job Search Training
- Supervised Job Search
- WBL - Internship

Annual Number of SNAP E&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)

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

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

Yes

No

# CONTRACTOR: COVENANT HOUSE

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Indicate the counties where the service is offered by this contractor.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>County Name</b>                | <input type="checkbox"/> <b>County Name</b>      | <input type="checkbox"/> <b>County Name</b>        |
| <input checked="" type="checkbox"/> Anchorage Municipality | <input type="checkbox"/> Kenai Peninsula Borough | <input type="checkbox"/> Matanuska-Susitna Borough |

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Retention
- Job Search Training
- Supervised Job Search
- WBL - Internship

Annual Number of SNAP E&T Participants to be Served

75

Are participant reimbursements provided by the Contractor?

Yes

No

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

\$23,225.00

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

\$0.00

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

\$579,303.00

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

Yes

No

# CONTRACTOR: DOWNTOWN HOPE CENTER

Is this Contractor an Intermediary with subcontractors?

- Yes  
 No

Indicate the service type

- Consulting  
 E&T Services  
 Automation/IT  
 Marketing  
 Other

Indicate the counties where the service is offered by this contractor.

- | <input type="checkbox"/> County Name                       | <input type="checkbox"/> County Name             | <input type="checkbox"/> County Name               |
|--|--|--|
| <input checked="" type="checkbox"/> Anchorage Municipality | <input type="checkbox"/> Kenai Peninsula Borough | <input type="checkbox"/> Matanuska-Susitna Borough |

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction  
 Career / Technical Education Programs or other Vocational Training  
 Case Management Services  
 Job Retention  
 Job Search Training  
 Supervised Job Search  
 WBL - Internship

Annual Number of SNAP E&T Participants to be Served

145

Are participant reimbursements provided by the Contractor?

Yes

No

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

\$28,500.00

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

\$0.00

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

\$761,542.00

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

Yes

No

# CONTRACTOR: FRONTIER COMMUNITY SERVICES

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Indicate the counties where the service is offered by this contractor.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>County Name</b>     | <input type="checkbox"/> <b>County Name</b>                 | <input type="checkbox"/> <b>County Name</b>        |
| <input type="checkbox"/> Anchorage Municipality | <input checked="" type="checkbox"/> Kenai Peninsula Borough | <input type="checkbox"/> Matanuska-Susitna Borough |

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Retention
- Job Search Training
- Supervised Job Search
- WBL - Internship

Annual Number of SNAP E&T Participants to be Served

60

Are participant reimbursements provided by the Contractor?

Yes

No

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

\$16,160.00

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

\$0.00

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

\$391,129.00

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

Yes

No

# CONTRACTOR: GOODWILL

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Indicate the counties where the service is offered by this contractor.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> County Name                       | <input type="checkbox"/> County Name             | <input type="checkbox"/> County Name                          |
| <input checked="" type="checkbox"/> Anchorage Municipality | <input type="checkbox"/> Kenai Peninsula Borough | <input checked="" type="checkbox"/> Matanuska-Susitna Borough |

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Retention
- Job Search Training
- Supervised Job Search
- WBL - Internship

Annual Number of SNAP E&T Participants to be Served

100
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Are participant reimbursements provided by the Contractor?

Yes

No

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

\$30,732.00

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

\$0.00

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

\$105,470.00

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

Yes

No

# CONTRACTOR: MY HOUSE

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Indicate the counties where the service is offered by this contractor.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>County Name</b>     | <input type="checkbox"/> <b>County Name</b>      | <input type="checkbox"/> <b>County Name</b>                   |
| <hr/>   | <hr/>  | <hr/>   |
| <input type="checkbox"/> Anchorage Municipality | <input type="checkbox"/> Kenai Peninsula Borough | <input checked="" type="checkbox"/> Matanuska-Susitna Borough |

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Retention
- Job Search Training
- Supervised Job Search
- WBL - Internship

Annual Number of SNAP E&T Participants to be Served

51
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Are participant reimbursements provided by the Contractor?

Yes

No

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

\$4,790.00

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

\$0.00

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

\$347,793.00

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.

### WBL ACTIVITY: CATHOLIC SOCIAL SERVICES

**PROVIDER: CATHOLIC SOCIAL SERVICES**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

25

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Does the activity include a simulated work environment that includes tasks required for a given career field?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes  
 No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes  
 No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes  
 No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes  
 No

Are the training objectives provided to the participant?

- Yes, by the Provider  
 Yes, by Employer of Record  
 No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes  
 No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The provider moves the participant into the supervised job search component and supports them to access employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

# WBL ACTIVITY: COVENANT HOUSE

**PROVIDER: COVENANT HOUSE**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

Describe the "Other" industry field of the activity.

Janitorial Services

What is the projected annual number of participants to participate?

3

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

What is the model for this activity?

- E&T Provider is employer of record and receives wage subsidy as employer
- E&T Provider is intermediary between State agency and 1 or more employers
- State agency contracts with both E&T Provider and employers

Who is the employer of record?

- State agency
- E&T Provider
- Worksite employer

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

Yes

No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

Yes

No

Are the training objectives provided to the participant?

Yes, by the Provider

Yes, by Employer of Record

No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

Yes

No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

Upon completion of the program participants receive a Barista Certification, which leads to a prompt path to employment opportunities throughout the coffee community. Participants are moved to the Supervised Job Search component and supported in their search for employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

Yes

No

N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

Yes

No

# WBL ACTIVITY: FRONTIER COMMUNITY SERVICES

**PROVIDER: FRONTIER COMMUNITY SERVICES**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

Describe the "Other" industry field of the activity.

Various Employment Settings

What is the projected annual number of participants to participate?

6

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- Yes
- No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The provider moves the participant into the supervised job search component and supports them to access employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

- Yes
- No
- N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

- Yes
- No

# WBL ACTIVITY: GOODWILL

## PROVIDER: GOODWILL

### COMPONENT: WBL - INTERNSHIP

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

What is the projected annual number of participants to participate?

2

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

- Yes
- No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

- Yes
- No

Are the training objectives provided to the participant?

- Yes, by the Provider
- Yes, by Employer of Record
- No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

Yes

No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The provider moves the participant into the supervised job search component and supports them to access employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

Yes

No

N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

Yes

No

# WBL ACTIVITY: MY HOUSE

**PROVIDER: MY HOUSE**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

- 1 month
- 2 months
- 3 months
- 4 months
- 5 months
- 6 months
- Greater than 6 months (limited exceptions)

What is the industry field of the activity?

- Construction
- Education
- Foodservice
- Healthcare service
- Landscape and Horticultural
- Leisure and Hospitality
- Manufacturing
- Retail services
- Transportation and Warehousing
- Other

Describe the "Other" industry field of the activity.

Communications and Recording

What is the projected annual number of participants to participate?

50

What are the training objectives for the activity?

- Attainment of a Credential or Certificate
- Basic skill gains
- Industry skill gains

Will the participants interact with industry professionals in a real-world setting?

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

What is the model for this activity?

- E&T Provider is employer of record and receives wage subsidy as employer
- E&T Provider is intermediary between State agency and 1 or more employers
- State agency contracts with both E&T Provider and employers

Who is the employer of record?

- State agency
- E&T Provider
- Worksite employer

Were employers or industry sector representatives consulted in the design and training curriculum?

- Yes
- No

Does the provider use a curriculum that includes career-training objectives that the participant is expected to learn and be able to do by the completion of the training?

Yes

No

Are employers or industry professionals involved in the development and/or execution of the training element of the activity?

Yes

No

Are the training objectives provided to the participant?

Yes, by the Provider

Yes, by Employer of Record

No

Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

Yes

No

Provide a brief explanation that describes how the provider focuses on moving participants promptly into regular, unsubsidized employment.

The provider moves the participant into the supervised job search component and supports them to access employment.

Does the work site employer or other industry employer partners hire the majority of the activity graduates?

Yes

No

N/A

Are participant reimbursements/support services provided to SNAP E&T participants for expenses that are reasonable, necessary and directly related to participating in the activity?

Yes

No

# 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	\$155,228.00	\$155,228.00

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.

Program Coordinator I PCN 06-8121 (Program Coordination, Account Maintenance, QC Monitoring)/ \$70,198 x 1.0 FTE= \$70,198 Program Coordinator I PCN 06-8381 (Program Coordination, Account Maintenance, QC Monitoring)/ \$85,030 x 1.0 FTE= \$85,030 Program Coordinator II PCN 06-8654 (Direct program management, Tribal Liaison, AWIB/WIOA coordinator, Coordination of new potential providers) \$90,279 x .90 FTE= 84,749.4 Public Assistance Program Officer WS PCN 06- 8041 (Overall Program oversight and final reviewer)/\$116,851 x .10 FTE= \$11,685.1
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	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$104,609.00	\$104,609.00

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.

Program Coordinator I PCN 06-8121 (Fringe) \$49,129 X 1.0 FTE = \$49,129 Program Coordinator I PCN 06-8381 (Fringe) \$55,480 X 1.0 FTE = \$55,480 Program Coordinator II PCN 06-8654 (Fringe) \$63,483 X .90 FTE = \$56,864.7 Public Assistance Program Officer WS PCN 06- 8041 (Fringe) \$72,498 X .10 FTE = \$7,249.8
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	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$0.00	\$0.00	\$0.00

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

Alaska is not requesting Non-Capital Equipment funds.
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	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

Alaska is not requesting funds for materials.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Travel	\$2,700.00	\$2,700.00	\$5,400.00

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.

Technical Assistance / Management Evaluation In-State with FNS. Total Cost \$1,500: QA / Management Evaluation with E&T providers in Anchorage and Wasilla. Total Cost \$1,500: QA / Management Evaluation with E&T providers in Soldotna. Total Cost 2,400: Total Travel Costs \$5,400 Non-Federal share \$2,700 Federal share \$2,700.

	<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.

Alaska is not requesting funding for building space.

	<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.)

Alaska is not requesting funding for Equipment and other capital expenditures.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$2,700.00	\$262,537.00	\$265,237.00
Contractual Costs	\$1,314,546.50	\$1,314,546.50	\$2,629,093.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$1,317,246.50	\$1,577,083.50	\$2,894,330.00

### 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.

### 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	\$1,317,246.50	\$1,577,083.50	\$2,894,330.00

**Participant Reimbursements**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$63,748.50	\$63,748.50	\$127,497.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$63,748.50	\$63,748.50	\$127,497.00

**Total Costs**

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$1,380,995.00	\$1,640,832.00	\$3,021,827.00

## 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

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$183,769.00	\$183,769.00	\$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	\$183,769.00	\$183,769.00	\$76,068.00	-
Federal	50 Percent Administrative	-	\$1,355,280.50	-	-
Non-Federal	50 Percent Administrative	-	\$1,355,280.50	-	-
Federal	50 Percent Participant Reimbursements	-	\$63,748.50	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$63,748.50	-	-
Federal	Total 50 Percent Federal Target	\$1,084,628.00	\$1,419,029.00	\$334,401.00	-
<b>Total</b>	All Sources	\$1,268,397.00	\$3,021,827.00	-	-

## 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	-	\$183,769.00	\$183,769.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$1,355,280.50	\$1,355,280.50	\$2,710,561.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$63,748.50	\$63,748.50	-
50 Percent Total Participant Reimbursements	\$63,748.50	\$63,748.50	\$127,497.00
Total 50 Percent Funds	\$1,419,029.00	\$1,419,029.00	\$2,838,058.00
<b>Total</b>	\$1,419,029.00	\$1,602,798.00	\$3,021,827.00

## 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