

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Delaware	DE	2026	Original Submission

**FORM STATUS:** Approved on 12/01/2025 12:12 PM EST

## KEY PROGRAM STAFF

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

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## AMENDMENT LOG

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

## ACRONYMS

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

The below list includes common acronyms utilized within this plan.

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

Delaware Division of Social Services' (DSS) mission is, "To provide prompt, respectful and accurate services that promote the potential for self-sufficiency for all Delawareans".

Delaware provides a statewide, voluntary SNAP E&T program that supports SNAP recipients with skill development, training, and work experience opportunities that can lead to self-sustaining, regular employment.

The SNAP E&T program promotes the self-sufficiency of SNAP recipients by:

- Offering education and training to increase knowledge and skills;
- Assisting with job search methods;
- Removing barriers to sustained employment; and
- Increasing the employability of SNAP recipients.

SNAP E&T offers all participants program orientation, case management services, participant reimbursements, and components that enhance job search skills, increase basic and technical education, improve employment preparedness, and support job retention. Delaware's SNAP E&T providers develop individualized employment and education plans for each participant to evaluate an individual's needs and barriers before placement in an activity.

DSS and the SNAP E&T providers work together to reduce individual and systemic barriers to employment and deliver trauma-informed services catered to the needs of each participant.

DSS and the SNAP E&T providers consult with Delaware's Workforce Development Board (DWDB), state agencies, employers, and community partners to ensure E&T services meet State and local workforce needs and are relevant for current and emerging employment sectors.

DSS does not directly deliver E&T services. Delaware contracts with Career Team as the primary E&T provider to deliver services for Delaware's SNAP E&T program. Delaware also contracts with the Food Bank of Delaware for specialized training services in culinary and logistics warehouse programs. DSS will enter into a new agreement with Goodwill of Delaware and Delaware County to expand access to SNAP E&T services further. DSS is actively exploring partnerships with other providers that align with the needs of Delaware's labor market.

Delaware's SNAP E&T program serves ABAWD and Non-ABAWD participants. All SNAP recipients who are also receiving benefits from the Temporary Assistance for Needy Families (TANF) program are referred to and will receive services from Delaware's TANF E&T program instead of SNAP E&T.

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>	9000 Food Stamp Program
<a href="#">Link to resource</a>	10000 Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)

## 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.

The DSS contract with Career Team now includes performance payments to help encourage participant outcomes in employment and job skills. Career Team receives payments as participants obtain and retain employment or obtain industry-recognized credentials.

Goodwill of Delaware and Delaware County is being added as a SNAP E&T provider in FY26 and will offer several E&T components to participants. Goodwill will help expand access to core E&T services in Delaware.

Ministry of Caring will no longer be a Delaware SNAP E&T provider beginning in FY26 due to staffing transitions. They may return as a partner in the future.

An RFP for new third-party partners will be posted in FY26 to increase the number of programs offered in SNAP E&T and to assist more participants in Kent and Sussex Counties.

Delaware applied for an ABAWD waiver in FY26 for the cities of Wilmington and Dover.

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.

To help improve outcomes of participants in SNAP E&T, DSS added performance payments to Career Team's contract.

Goodwill will focus its services in Kent and Sussex Counties to help increase participation in those areas.

# 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
04/02/2025	Joanna Staib	Executive Director	<p>During a Workforce Innovation and Opportunity Act (WIOA) Leadership meeting, partners discussed moving forward with Delaware Department of Labor's (DOL) system updates to help refer and track participants from DOL programs to other partners' training programs.</p> <p>DSS will continue to collaborate with the WIOA Leadership Team as they work on updating their referral process. DSS will determine how the updates can be best utilized in the SNAP E&amp;T program.</p>

		WIOA Leadership verified that the careers SNAP E&T currently supports are in-demand career areas, especially for SNAP clients. Input from WIOA Leadership also helped the SNAP E&T Administrator reach out to organizations to become potential partners.
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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.

There are no special State initiatives for FY26.

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).

DSS is committed to maximizing its use of existing employment and training resources. DSS will not duplicate employment and training services funded by other programs. For this reason, Delaware's SNAP E&T program coordinates participant services with existing employment and training services and programs funded through the Workforce Innovation and Opportunity Act (WIOA), as well as programs funded through the Delaware Private Industry Council, Delaware Department of Labor (DOL), and Delaware Department of Education. Under a joint agreement, Delaware's Workforce Development Board (DWDB) and DOL administer the funds available to the State through Title I of WIOA.

Delaware's SNAP E&T Administrator is a participating member of Delaware's WIOA Leadership Team. This team works in conjunction with DWDB and DOL. The WIOA Leadership Team is informed of and responsive to the demands of local area employers and the emerging in-demand industry sectors and occupations in the State. The SNAP E&T Administrator uses the information from the WIOA Leadership Team and DOL to align the E&T State Plan with emerging, in-demand industry sectors and occupations and coordinates programming so that SNAP E&T does not duplicate services. This impacts Delaware's planning for new E&T third-party partners.

The SNAP E&T vendor, Career Team, refers participants to WIOA programs, training, and opportunities available through the One-Stop and Title I programs as appropriate. Career Team registers all SNAP E&T participants in Delaware JobLink, an internet-based system managed by DOL that identifies employment opportunities, training opportunities, and resources under WIOA. All SNAP E&T participants referred to WIOA or other providers receive SNAP E&T orientation and case management services from Career Team. Career Team coordinates with WIOA service providers to make sure attendance hours are reported for SNAP E&T participation.

The following are examples of WIOA services to which SNAP E&T participants have been referred:

- Vocational rehabilitation services

- Apprenticeship programs
- Career, technical, and vocational education programs
- Wilmington Job Corps
- APEX (expungement)
- Bonding program
- Banking program

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.

Delaware's SNAP E&T Administrator works closely with the TANF/GA Senior Administrator to stay informed of TANF and GA employment and training services and partnerships. Both program administrators participate on Delaware's WIOA Leadership Team and coordinate with Delaware's Workforce Development Board (DWDB) and the Delaware Department of Labor (DOL).

DSS has an integrated application process and data system that determines eligibility for SNAP, TANF, GA, Medicaid, Child Care Assistance, Refugee Services, TANF E&T, and SNAP E&T. This creates a coordination of services within these programs. Delaware's eligibility system is programmed to refer SNAP recipients who volunteer for E&T to the SNAP E&T program. A SNAP recipient receiving TANF will always be referred to the TANF E&T program. Delaware's eligibility system is programmed to assign TANF E&T before assigning SNAP E&T in its hierarchy.

Coordination between SNAP and TANF is also accomplished with the E&T vendor, Career Team. Career Team provides E&T services for TANF and SNAP recipients and reports participation information to DSS for both programs. E&T referrals sent to Career Team from the State's eligibility system specify if the client is a SNAP ABAWD, a SNAP Non-ABAWD, or a TANF client. Each referral is screened, and the vendor also ensures that participants receiving SNAP and TANF are enrolled in the TANF E&T program only. SNAP recipients not receiving TANF will only receive SNAP E&T services.

Delaware's E&T system is monitored by the SNAP E&T Administrator and the DSS Information Systems Unit to ensure that E&T referrals are being directed to the appropriate program.

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).

DSS coordinates employment and training services for SNAP recipients eligible for Delaware's Refugee Resettlement Program with the State's Refugee E&T vendor, Jewish Family Services. This vendor provides case management, English as a second language, enculturation, employment preparation, interviewing skills, communication skills, job placement, job retention, and other supportive services for SNAP recipients eligible for benefits as refugees or asylees.

DSS also coordinates with the Division of Child Support Services (DCSS) for E&T services for SNAP recipients in their Fatherhood Program. The Delaware Fatherhood Program is designed to assist parents find jobs, gain employment skills, sustain employment, and achieve economic stability. Participation in the

program can help to establish or rebuild healthy family relationships and make a positive impact on the lives of children.

# CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

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

## UTILIZATION OF STATE OPTIONS

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

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

- Yes
- No

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

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

Does the State agency serve the following populations? Select all that apply.

- Applicants per 7 CFR 273.7(e)(2)
- Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii) (B)(7)
- Categorically eligible households per 7 CFR 273.2(j)

Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days?

- Yes
- No

## CHARACTERISTICS OF INDIVIDUALS SERVED BY E&T

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

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

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- SNAP recipient who wants to volunteer

## 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	36,870

## State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
All work registrants are exempt (voluntary program)	36,870

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	36,870
Percent of all work registrants exempt from E&T	100.00%

## ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	7,260
Anticipated number of ABAWDs in waived areas of the State	0
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)	7,260

## E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	1,610
Total anticipated number of E&T participants	1,610
Anticipated number of ABAWDs to be served in E&T	1,449

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

- Annually
- Bi-annually
- Other

## ORGANIZATIONAL RELATIONSHIPS

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

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

Indicate which division within the SNAP State agency is responsible for the E&T program. (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, explain if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

Delaware's Division of Social Services (DSS) is the State Agency that administers the SNAP E&T program.

The SNAP E&T Administrator in the DSS Policy and Program Development Unit is responsible for program planning, policy development, budget management, E&T provider procurement, vendor contracts, vendor performance monitoring, and program data reporting. The SNAP E&T Administrator works closely with the SNAP Senior Administrator, TANF/GA Senior Administrator, and DSS Policy Chief on E&T program development.

SNAP eligibility staff statewide are responsible for processing SNAP applications and recertifications, interviewing clients, entering information into the ASSIST Worker Web (AWW) system for eligibility determinations, screening and referring clients to E&T, and informing clients of work requirements, time limits, exemption rules, and available E&T services. During the interview, eligibility staff obtain information to determine if the applicant is a work registrant, ABAWD, or has an exemption. AWW identifies work registrant status, ABAWD status, and exemptions from work requirements once all client information is entered into the eligibility system. SNAP eligibility staff verbally review with the applicant the ABAWD and work registrant requirements, available E&T services and locations, rights and responsibilities, and available participant reimbursements. SNAP applicants who are work registrants or ABAWDs are also provided this information in writing. During the certification or recertification process, a system referral is generated to the SNAP E&T vendor, Career Team, for SNAP recipients who choose to volunteer to participate with SNAP E&T. A system referral can also be sent by DSS staff for any SNAP recipient who requests to volunteer for SNAP E&T.

Delaware does not operate an E&T program unit or separate E&T units at the county level. DSS SNAP eligibility offices do not provide any E&T services or participant reimbursements. All SNAP E&T service delivery is handled by contracted E&T providers.

Career Team, Delaware's primary SNAP E&T provider, is responsible for receiving and reviewing SNAP participant referrals, conducting outreach, providing orientation, case management, participant reimbursements, and components, and tracking and reporting participation hours to the State using the E&T system in AWW. Career Team oversees these functions for all SNAP E&T participants, including participants enrolled with an E&T third-party partner.

Delaware contracts with other SNAP E&T providers for expanded component access and specialized training opportunities for SNAP E&T participants. The providers coordinate with Career Team on outreach,

orientation, case management, participant reimbursements, and participation tracking and reporting. Career Team also tracks and reports the other providers' participation hours to the State using the E&T system in AWW.

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

Delaware does not operate an E&T program unit or separate E&T units at the county level.

Within the DSS Policy and Program Development Unit, there is a SNAP E&T Administrator, a SNAP Senior Administrator, and the DSS Policy Chief, who oversee SNAP and SNAP E&T policy and programming. The SNAP policy team provides policy guidance on an ongoing basis to DSS eligibility staff on SNAP and SNAP E&T. E&T policy guidance is delivered through administrative notices, policy briefs, desk guides, job aids, and formal training. The SNAP policy team attends weekly meetings with leadership staff from DSS operations and conducts presentations for eligibility staff on E&T topics as requested or when E&T policies or procedures change.

SNAP certification and E&T referrals are performed by DSS eligibility staff at 18 DSS locations throughout the State. SNAP eligibility staff refer clients to E&T and inform clients of work requirements, time limits, exemption rules, and available E&T services as outlined in SNAP E&T policy. DSS eligibility staff may contact the DSS Policy and Program Development Unit at any time with policy questions by sending an email to the policy resource mailbox. The SNAP E&T Administrator responds to all SNAP and SNAP E&T policy questions emailed to the policy resource mailbox. DSS eligibility staff communicate directly with the SNAP E&T vendors about participant referrals, participation compliance, and participant reimbursements through email or case comments.

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

Communications and data sharing between the State Agency and E&T providers are multifaceted.

The primary method for sharing E&T data is through Delaware's eligibility system, which includes an integrated E&T subsystem. Career Team, Delaware's primary E&T vendor, has access to the ASSIST Worker Web (AWW) E&T system and can view and enter case comments and case alerts in the eligibility system.

During the certification and recertification process, all SNAP E&T referrals are sent through the AWW system to Career Team for SNAP recipients who choose to volunteer with E&T. Career Team assigns the referral to a case manager, and the AWW system is updated to show the referral was assigned. Career Team enters SNAP E&T activities and hours into the E&T subsystem for all SNAP participants weekly. Non-compliance with E&T requirements is communicated to DSS from Career Team through the AWW system. AWW will generate a case alert for eligibility staff, and Career Team will enter a non-compliance case comment and send an email to DSS. If necessary, case managers can email manual E&T referrals to the DSS Policy and Program Development Unit's resource mailbox to be forwarded to Career Team.

DSS has a partnership with the Food Bank of Delaware and will be adding Goodwill of Delaware and Delaware County as a provider in FY26. These providers do not have access to the AWW system and coordinate with Career Team for participant referrals, reporting SNAP E&T activities and hours in the E&T subsystem, and communicating non-compliance with E&T requirements. Career Team enters all participation data from the providers into the AWW system weekly.

Career Team and the other SNAP E&T providers communicate directly with one another by phone or email to coordinate services for E&T participants. Career Team provides orientation and case management services for all participants enrolled with a provider. The providers will refer their participants who are newly enrolled in

SNAP E&T to Career Team to complete orientation. The providers and WIOA/Title I programs send weekly participation reports to Career Team with the activities, number of hours, and compliance status. Career Team enters this information into the AWW E&T subsystem. If a participant drops out or stops participating, this information is sent to Career Team so they can re-engage the participant and alert DSS of non-compliance.

The SNAP E&T providers communicate with DSS for provider determinations. Provider determinations are often avoided because Career Team works with all participants to find the activity that best fits the participant's needs and interests. Participants who would benefit from reassignment to a new activity will be referred back to Career Team. The Career Team case manager meets with the participant and reviews and revises the employment plan. The participant will then be assigned to a new component or activity. Career Team shares this new evaluation to DSS using case comments, which generates an alert to DSS eligibility staff for review. If Career Team believes that a participant is not suited for SNAP E&T activities or other activities are not available, this information and the reasons are entered into AWW case comments, and a system alert is sent to DSS eligibility staff. Eligibility staff will review the information and determine if the participant meets an exemption. The outcome of the decision is case commented, and an alert is generated to Career Team. If the participant is exempt, Career Team will disenroll the participant from SNAP E&T. The SNAP E&T Administrator may also provide input on provider determinations for more complex situations.

The SNAP E&T Administrator holds monthly calls with each SNAP E&T provider to discuss performance, program updates, and E&T policy and procedure information. The SNAP E&T Administrator also conducts at least two monitoring visits per fiscal year to evaluate E&T service delivery, fiscal and program policies, and participant tracking and case files. The SNAP E&T providers must submit to DSS monthly participation data with each invoice. The invoices are checked against AWW to ensure only open SNAP participants are receiving E&T services and that costs comply with the provider's contract and E&T policy.

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

The DSS SNAP E&T Administrator holds monthly calls with each SNAP E&T provider to discuss performance, program updates, and E&T policy and procedure information. DSS provides training and technical assistance to the E&T providers as needed for new policies, when policies and procedures change, or when a performance issue is identified. Training may be conducted one-on-one or as a group with all providers. The SNAP E&T Administrator also holds an annual onboarding session at the beginning of each federal fiscal year to review SNAP E&T program rules and goals for the current year.

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.

Communications and data sharing between the State Agency and E&T providers are multifaceted.

The primary method for sharing E&T data is through Delaware's eligibility system, which includes an integrated E&T subsystem. Career Team, Delaware's primary E&T vendor, has access to the ASSIST Worker Web (AWW) E&T system and can view and enter case comments and case alerts in the eligibility system.

During the certification and recertification process, all SNAP E&T referrals are sent through the AWW system to Career Team for SNAP recipients who choose to volunteer with E&T. Career Team assigns the referral to a case manager, and the AWW system is updated to show the referral was assigned. Career Team enters SNAP E&T activities and hours into the E&T subsystem for all SNAP participants weekly. Non-compliance with E&T requirements is communicated to DSS from Career Team through the AWW system. AWW will generate a case alert for eligibility staff, and Career Team will enter a non-compliance case comment and send an email to DSS. If necessary, case managers can email manual E&T referrals to the DSS Policy and Program Development Unit's resource mailbox to be forwarded to Career Team.

DSS has a partnership with the Food Bank of Delaware and will be adding Goodwill of Delaware and Delaware County as a provider in FY26. These providers do not have access to the AWW system and coordinate with Career Team for participant referrals, reporting SNAP E&T activities and hours in the E&T subsystem, and communicating non-compliance with E&T requirements. Career Team enters all participation data from the providers into the AWW system weekly.

Career Team and the other SNAP E&T providers communicate directly with one another by phone or email to coordinate services for E&T participants. Career Team provides orientation and case management services for all participants enrolled with a provider. The providers will refer their participants who are newly enrolled in SNAP E&T to Career Team to complete orientation. The providers and WIOA/Title I programs send weekly participation reports to Career Team with the activities, number of hours, and compliance status. Career Team enters this information into the AWW E&T subsystem. If a participant drops out or stops participating, this information is sent to Career Team so they can re-engage the participant and alert DSS of non-compliance.

The SNAP E&T providers communicate with DSS for provider determinations. Provider determinations are often avoided because Career Team works with all participants to find the activity that best fits the participant's needs and interests. Participants who would benefit from reassignment to a new activity will be referred back to Career Team. The Career Team case manager meets with the participant and reviews and revises the employment plan. The participant will then be assigned to a new component or activity. Career Team shares this new evaluation to DSS using case comments, which generates an alert to DSS eligibility staff for review. If Career Team believes that a participant is not suited for SNAP E&T activities or other activities are not available, this information and the reasons are entered into AWW case comments, and a system alert is sent to DSS eligibility staff. Eligibility staff will review the information and determine if the participant meets an exemption. The outcome of the decision is case commented, and an alert is generated to Career Team. If the participant is exempt, Career Team will disenroll the participant from SNAP E&T. The SNAP E&T Administrator may also provide input on provider determinations for more complex situations.

The SNAP E&T Administrator holds monthly calls with each SNAP E&T provider to discuss performance, program updates, and E&T policy and procedure information. The SNAP E&T Administrator also conducts at least two monitoring visits per fiscal year to evaluate E&T service delivery, fiscal and program policies, and participant tracking and case files. The SNAP E&T providers must submit to DSS monthly participation data with each invoice. The invoices are checked against AWW to ensure only open SNAP participants are receiving E&T services and that costs comply with the provider's contract and E&T policy.

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.

Delaware's ASSIST Worker Web (AWW) eligibility system includes an integrated E&T subsystem. The eligibility and E&T systems interact, and SNAP cases are automatically updated to determine compliance with SNAP and ABAWD work requirements, time limits, and exemptions. Career Team, Delaware's primary E&T vendor, has access to the AWW E&T system to add activity hours of SNAP participants. Career Team can also add case comments in AWW. All SNAP E&T referrals are sent through AWW to Career Team for SNAP recipients who choose to volunteer with E&T. Career Team assigns the referral to a case manager. If necessary, due to a system issue, manual E&T referrals can be sent to the DSS Policy and Program Development Unit's resource mailbox to be forwarded to Career Team to enter into the E&T system. Career Team and DSS share information about participants' noncompliance and provider determinations in AWW via case comments and alerts.

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 DSS SNAP E&T Administrator conducts at least two monitoring visits per fiscal year to evaluate E&T service delivery, fiscal and program operations, and participant tracking and case files. A monitoring tool is used to evaluate vendor performance and identify areas of non-compliance or areas that may benefit from a recommended change. DSS issues written notice of non-compliance to E&T providers that require the provider to develop corrective actions to fix the issue. DSS monitors corrective actions until they are completed and conducts follow-up monitoring to ensure the corrective actions are effective.

The DSS SNAP E&T Administrator also performs indirect monitoring through monthly review of vendor invoices, financial documentation, and participation data. Each E&T provider must submit monthly invoices that include the names of SNAP participants, the activity they participated in, and any related charges or participant reimbursements. These invoices must include documentation verifying participation and actual costs. The invoices and backup documentation are checked against AWW to ensure only open SNAP participants are receiving E&T services and that costs comply with the vendor's contract and E&T policy. Career Team, Delaware's primary E&T provider, submits quarterly and annual participation data that is reviewed to monitor program operations and performance.

Delaware also reviews the E&T program and financial operations through the State Management Evaluation process as required by FNS.

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).

DSS evaluates the performance of SNAP E&T providers by requiring monthly, quarterly, and annual reporting used to measure participation rates and employment rates. The SNAP E&T Administrator will review participation rates quarterly with SNAP E&T providers. DSS also uses the national E&T reporting measures and state priorities to evaluate if the E&T providers are achieving the purpose of SNAP E&T. SNAP E&T outcome expectations and reporting measures are incorporated into the contracts for all SNAP E&T providers.

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.

Delaware's eligibility system, ASSIST Worker Web (AWW), is programmed with the criteria for work registration outlined in 7 CFR 273.7(a). AWW identifies all SNAP recipients ages 16 through 59 and determines if they are work registrants or meet the work registration exemption criteria in 7 CFR 273.7(b)(1). As DSS eligibility staff enter criteria related to work registration and exemptions into AWW, the system will identify the work registrant or work registration exemption status. AWW also determines ABAWD and ABAWD exemption statuses for SNAP applicants.

DSS eligibility staff will review and data enter in AWW the SNAP application and interview information gathered from the client. This includes asking the client about their household circumstances, current employment status, ability to work, and participation in an employment or training program. Possible work registration exemptions are explored with the client. Based on this information, AWW will determine if the individual is a work registrant or is exempt from work registration requirements. The eligibility staff will review the system information for accuracy, making sure exemptions are applied or removed correctly.

The eligibility staff will review available E&T services with SNAP applicants to determine if the applicant would like to volunteer with E&T and if a referral to the E&T program is appropriate based on the client's situation. DSS encourages work registrants to volunteer with E&T and register on the Delaware JobLink website managed by the Delaware Department of Labor (DOL). Work registrants who choose to participate in E&T are referred through AWW to Career Team, Delaware's primary E&T provider.

If a SNAP applicant is exempt from work registration, the exemption reason is explained to the client. For SNAP applicants who are exempt because of employment, the voluntary quit and reduction in work hours policy and sanctions are reviewed with the client.

DSS eligibility staff screen SNAP recipients for work registrant status and exemption changes at recertification using the same process outlined above.

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

Individuals who are identified as work registrants complete the work registration process by reviewing and signing a form. During the SNAP interview, eligibility staff review with the SNAP applicant DSS Form 355 "SNAP Employment and Training Work Registrant and ABAWD Notification." The form explains the work registration requirements and exemptions, the ABAWD requirements and exemptions, the E&T program, Career Team, and Delaware JobLink.

If the interview is conducted in person, Form 355 is read to and signed by the work registrant. If the interview is conducted by telephone, Form 355 is read to the work registrant, and a work registration case comment is entered in AWW. A copy of Form 355 is given to work registrants upon request.

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.

DSS eligibility staff screen all SNAP applicants between the ages of 16 through 59 for referral to the SNAP E&T provider. During the SNAP interview at certification and recertification, E&T programs and services are discussed with SNAP applicants to determine interest in SNAP E&T participation. DSS eligibility staff review the client's status as a work registrant or ABAWD, as well as pertinent information about the client's ability to work and participate in an E&T program. Possible E&T exemptions and participation barriers are evaluated to determine if the client should be referred to the E&T program. All ABAWDs who are not working are automatically referred for E&T services. If a non-ABAWD client may have significant challenges with ongoing participation or the available E&T activities are not suitable for the client, a client will not be referred to the E&T program at that time. SNAP recipients may request a referral to E&T services at certification, during the certification period, and at recertification.

DSS eligibility staff screen reverse referrals received from the SNAP E&T providers. E&T providers submit reverse referrals with the client's consent to DSS via email. Before submitting a reverse referral to DSS, E&T providers are to assess if the individual is a good fit for their program. The E&T provider will assist the individual with applying for SNAP online if they're not already receiving SNAP. If the individual is eligible for SNAP, they are screened by DSS for work registrant, ABAWD, and E&T status. If a participant agrees to volunteer with E&T, they will be referred in AWW to the SNAP E&T provider. If an individual is not eligible for SNAP or does not agree to volunteer with E&T, they will not be referred for SNAP E&T services.

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

The following information is provided to clients orally and in writing at application and recertification when they are referred to SNAP E&T:

- Referral classification as a work registrant, ABAWD, or ABAWD required to participate in E&T before receiving SNAP due to having an expired ABAWD clock due to the ABAWD time limit rules.
- E&T participation requirements based on the classification as a work registrant, ABAWD, or ABAWD with pre-participation requirements.
- Work registrant and ABAWD exemptions.
- Work registration job quit and reduction of work hours rules and sanctions.
- Screening process to volunteer for SNAP E&T
- Types of E&T services and components available.
- Types of barrier reductions and participant reimbursements and how to request reimbursements.
- Contact information and locations of the SNAP E&T providers.
- How to schedule an orientation to begin participation.

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

Eligibility staff read the Food Benefit Employment and Training Work Registrant and ABAWD Notification Form (Form 355) to clients at intake and recertification, and save the form to the case record.

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.

DSS eligibility staff screen for referral to E&T services at certification, recertification, and during the certification period when requested by a client or when a client reports a change that affects their work registrant or ABAWD status.

The ASSIST Worker Web (AWW) eligibility system identifies all SNAP recipients ages 16 through 59 and determines if they meet the work registration exemption criteria stated in 7 CFR 273.7(b)(1). AWW also identifies all SNAP recipients ages 18 through 64 and determines if they meet the ABAWD exemption criteria stated in 7 CFR 273.24(c). Anyone who is not exempt from ABAWD requirements or who elects to volunteer for E&T is referred for SNAP E&T services. AWW is programmed with the criteria to refer ABAWD and voluntary participants to SNAP E&T services.

DSS eligibility staff screen all SNAP applicants between the ages of 16 through 59 for referral to SNAP E&T. During the SNAP interview at certification and recertification, E&T programs and services are discussed with SNAP applicants to determine interest in SNAP E&T participation. DSS eligibility staff review the client's status as a work registrant or ABAWD, as well as pertinent information about the client's ability to work and participate in an E&T program. Possible E&T exemptions and participation barriers are evaluated to determine if the client should be referred to the E&T program. All ABAWDs who are not working are automatically referred for E&T services. If a non-ABAWD client may have significant challenges with ongoing participation or the available E&T activities are not suitable for the client, a client will not be referred to the E&T program at that time.

When does the screening for a reverse referral request occur?

SNAP E&T providers screen for reverse referral as part of the outreach and intake process for participants.

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

DSS eligibility staff screen reverse referrals received from the SNAP E&T providers. E&T providers submit reverse referrals with the client's consent to DSS via email. Before submitting a reverse referral to DSS, E&T providers are to assess if the individual is a good fit for their program. The E&T provider will assist the

individual with applying for SNAP online if they're not already receiving SNAP. If the individual is eligible for SNAP, they are screened by DSS for work registrant, ABAWD, and E&T status. If a participant agrees to volunteer with E&T, they will be referred in AWW to the SNAP E&T provider. If an individual is not eligible for SNAP or does not agree to volunteer with E&T, they will not be referred for SNAP E&T services.

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?

DSS eligibility staff inform SNAP applicants about the availability of participant reimbursements at certification, recertification, and during the certification period if E&T is discussed. The eligibility staff review with the client that SNAP E&T will assist with barriers to participation, including assistance with transportation and any other allowable expenses necessary for employment and training participation.

The SNAP E&T vendors also discuss participant reimbursements during the initial outreach contact and at orientation to determine if an individual needs a participant reimbursement to begin participation with E&T. E&T vendors assess participant reimbursement needs as part of ongoing case management services.

## REFERRAL TO E&T

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

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

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

How is the referral communicated? Select all that apply.

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

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

DSS eligibility staff screen reverse referrals received from the SNAP E&T providers. E&T providers submit reverse referrals with the client's consent to DSS via email. Before submitting a reverse referral to DSS, E&T providers are to assess if the individual is a good fit for their program. The E&T provider will assist the individual with applying for SNAP online if they're not already receiving SNAP. If the individual is eligible for SNAP, they are screened by DSS for work registrant, ABAWD, and E&T status. If a participant agrees to volunteer with E&T, they will be referred in AWW to the SNAP E&T provider. If an individual is not eligible for SNAP or does not agree to volunteer with E&T, they will not be referred for SNAP E&T services.

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?

ASSIST Worker Web (AWW) automatically sends referrals to the SNAP E&T provider. Delaware's primary SNAP E&T provider, Career Team, has access to AWW and the E&T system. Once the referral is received by the SNAP E&T provider through AWW, the referral is assigned to an E&T provider case manager. The case manager starts outreach with each participating by attempting to contact them with a report date and time to start SNAP E&T. The case manager enters all activities and hours in the AWW E&T subsystem.

Career Team will communicate participant referrals via email to the other E&T providers.

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

Within ASSIST Worker Web (AWW), an integrated E&T Subsystem shows the status of each participant who has been referred to SNAP E&T. DSS staff can review each participant's referral status and activity hours.

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

- Assessment
- Orientation
- Meet with case manager
- Other

Is orientation mandatory?

- Yes
- No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

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

What happens during the orientation?

During orientation, Career Team informs participants of:

- SNAP E&T program overview and goals
- Participants' rights and responsibilities
- SNAP eligibility rules (work requirements, time limits, and good cause policy)
- Reporting requirements
- Explanation of supportive services and reimbursements
- Examples of support services
- Non-discrimination statement
- Grievance mediation process

# 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?

Participants are assessed following their orientation by a Career Team case manager.

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

Career Team uses a proprietary system called Career EDGE, which assesses personalities, interests, and basic skills. Career Team also uses CASAS for math and literacy, as well as GED pre-test questions.

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

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?

Participants are reassessed by Career Team, Delaware's primary SNAP E&T vendor, after a provider determination has been made.

How are participants reassessed?

Career Team completes outreach and a reassessment after they're informed about the need for a provider determination. Career Team reviews the initial assessment with the participant and uses their assessment tools to complete the reassessment.

## 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	E&T provider case managers primarily communicate with SNAP eligibility staff through the ASSIST Worker Web (AWW) eligibility system. E&T case managers send alerts and case comments in AWW. SNAP eligibility staff and E&T case managers also communicate by email and phone.
How do E&T case managers coordinate with: State E&T staff	E&T provider case managers communicate either directly or through their leadership with State E&T staff. Communications are in the form of emails, phone calls, and monthly meetings.
How do E&T case managers coordinate with: Other E&T providers	E&T provider case managers communicate with one another using emails or phone calls.
How do E&T case managers coordinate with: Community resources	E&T provider case managers communicate with community partners using emails or phone calls.

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)?

E&T provider case managers deliver client-centered case management and services, including: outreach, intake, and assessment; referrals to community partners; barrier reduction support; individualized career planning; connection to basic education, pre-vocational services, work experiences, and workforce preparation activities; and facilitation to other resources such as financial literacy classes and out-of-area job search/relocation resources.

Case managers will provide follow-up services for participants who obtain employment, including job retention services and employment verification. Case managers will assist as needed in activities relevant to documentation and quality assurance and ensure connection to and continuity of services.

Case management services are monitored by DSS during bi-annual reviews with E&T providers.

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?

After completing the orientation and assessment, Career Team develops an individualized plan with goals with each participant. Career Team completes case management services with each participant at least weekly. As participants progress through their component, the frequency of case management check-ins may be changed to bi-weekly or monthly. While offering case management services, Career Team addresses potential barriers through referrals to community partners to help the participant achieve their goals. Career Team also checks participants' progress and whether new barrier reduction support is needed on a regular basis.

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

DSS instructs Career Team that case management is meant to benefit and not hinder participants. Career Team makes accommodations when scheduling appointments by allowing participants to complete them over the phone or in person. Career Team will also stay open late or open early for participant meetings.

## 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?

DSS eligibility staff are responsible for determining good cause when a work registrant refuses or fails to comply with a SNAP work requirement. Good cause includes circumstances beyond the individual's control and is evaluated on a case-by-case basis. In determining whether good cause exists, DSS (and the E&T provider in certain situations) will consider the facts and circumstances, including information submitted by the household member involved and the employer. Examples of a good cause reason include, but are not limited to:

- Illness of the work registrant.
- Illness of another household member requiring the presence of the work registrant.
- Unavailability of transportation.
- Unavailability of an appropriate component or opening in an E&T program.
- Lack of adequate child care if the child is age 6 through 11.
- Discrimination by an employer based on age, race, sex, color, disability, religious beliefs, national origin, or political beliefs.
- Unreasonable work demands or conditions, such as working without being paid.
- Enrollment at least half-time in any recognized school, training program, or institution of higher education that requires the work registrant to leave employment.
- Acceptance by another household member of employment or enrollment at least half-time in any recognized school, training program, or institution of higher education in another county, which requires the household to move and thereby requires the work registrant to leave employment.
- Resignations by persons under the age of 60 who the employer recognizes as retiring.
- Employment that becomes unsuitable as defined in DSS policy.
- Acceptance of employment, but because of circumstances beyond the control of the work registrant, subsequently either does not materialize or results in employment of less than 30 hours a week, or weekly earnings of less than the federal minimum wage multiplied by 30 hours.
- Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another, such as migrant farm labor or construction work.

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

When determining if good cause exists for the unavailability of an appropriate component or opening in an E&T program, DSS eligibility staff will consider Career Team's recommendations and any facts or circumstances submitted by the participant. E&T vendors must explore all available resources, such as referrals to third-party partners or WIOA programs, prior to determining that there is not an appropriate and available opening for an E&T participant. Career Team will make a recommendation to DSS that good cause exists if Career Team is unable to find an appropriate or available E&T activity for the participant.

## 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.

Career Team must notify DSS of a provider determination within ten days of the date the determination is made and inform DSS of the reason for the provider determination. DSS allows Career Team to move a participant from the initial component to another component where the individual is likely better suited without the State agency needing to act on the provider determination. Career Team informs DSS of the participant's enrollment in a new component by entering information in the E&T system via case comments. DSS allows Career Team to use this option. The other E&T providers inform Career Team if a participant is not successfully completing their program for Career Team to perform outreach and reassess which component would be a better fit for the participant. DSS eligibility staff review case comments and will contact Career Team as needed to discuss the provider determinations.

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

DSS will notify an E&T participant verbally or by telephone of a provider determination within ten days of receiving notification from Career Team and document the contact in the participant's case file. DSS eligibility staff will review case comments from Career Team and refer individuals to an appropriate E&T component, as needed. DSS is implementing a letter to notify E&T participants of a provider determination in writing.

In the notification, DSS explains the following:

- The purpose of a provider determination.
- The result of the provider determination and which action was taken by the State:
  1. The individual is being referred to an appropriate E&T component;
  2. The individual was reassessed and determined to be exempt;
  3. The individual is being referred to an appropriate workforce partnership, if applicable; or
  4. The individual is being referred to another work program or workforce partnership outside of SNAP E&T and is exempt.
- That the individual is not being sanctioned as a result of the provider determination.
- For ABAWDs: That countable months will accrue towards their three-month participation time limit the next full benefit month after the month during which the State agency notifies the ABAWD of the provider determination, unless the ABAWD fulfills the work requirements in accordance with 7 CFR 273.24, or the ABAWD has good cause, lives in a waived area, or is otherwise exempt.

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	1,610
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	1,610
Percentage of participants expected to receive reimbursements	100.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$167,600.00
Estimated budget per participant in fiscal year	\$104.10
Estimated number of E&T participants to receive participant reimbursements per month	134
Estimated budget of participant reimbursements per E&T participant per month	\$104.23

# PARTICIPANT REIMBURSEMENT DETAILS

Complete the table below with information on each participant reimbursement offered/permited 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 Rebursements.** 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 Rebursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Child care assistance is available through the DSS Purchase of Care program for SNAP recipients with children who require child care to participate with SNAP E&T.	Payment rates for child care reimbursements are established in accordance with the Child Care and Development Block Grant and based on local market rate surveys.	SNAP State Agency	Direct payment to vendor(s)	DSS reimburses the vendor with the actual amount of the state rate for care.
Equipment, safety equipment, tools, books, or other supplies required to participate in training or employment.	\$250 per participant per fiscal year. Costs can exceed the cap with prior DSS approval.	SNAP E&T Provider	Direct payment to vendor(s)	In advance as a direct payment to the supplier or reimbursement for the verified actual cost
Eye Exams and Eyeglasses when the	\$350 per participant per	SNAP E&T Provider	Direct payment to vendor(s)	In advance as a direct

assessment indicates participant's vision is impaired. Contact lenses are only allowed if medically necessary. The service can't be available through public health facility or covered by Medicaid.	fiscal year. Costs can exceed the cap with prior DSS approval.			payment to the supplier or reimbursement for the verified actual cost
Fees include testing for employment or education (e.g., GED test fees) and other fees directly related to training or employment.	\$200 per participant per month. Costs can exceed the cap with prior DSS approval.	SNAP E&T Provider	Direct payment to vendor(s)	In advance as a direct payment to the supplier or reimbursement for the verified actual cost
Physical exams when it's required for a participant to participate in training or employment and such exam is not available through a public health facility or is not covered by Medicaid.	\$150 per participant per fiscal year. Costs can exceed the cap with prior DSS approval.	SNAP E&T Provider	Direct payment to vendor(s)	In advance as a direct payment to the supplier or reimbursement for the verified actual cost
Transportation assistance necessary for E&T attendance, completion of E&T activities, and employment.	\$50 per participant per month. Costs can exceed the cap with prior DSS approval.	SNAP E&T Provider	Direct payment to participant	In advance as an estimated cost – bus passes and gas cards.
Uniforms and professional attire that are appropriate and necessary for interviewing and employment.	\$150 per participant per fiscal year. Costs can exceed the cap with prior DSS approval.	SNAP E&T Provider	Direct payment to vendor(s)	In advance as a direct payment to the supplier or reimbursement for the verified actual cost

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

Yes

No

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

Child care assistance is available through the DSS Purchase of Care program for SNAP recipients with children who require child care to participate with SNAP E&T. The payment rates are established by the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. Child care is authorized for participants on a part-time or full-time basis, depending on the E&T participation hours. Participants can choose from any of the licensed child care providers who participate in the DSS Purchase of Care program. Current reimbursement rates are available at:

<https://dhss.delaware.gov/dss/childcr/>

How is childcare paid for?

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

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

The DSS Purchase of Care program does not have a waiting list for childcare slots.

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

DSS has planning sessions with SNAP E&T vendors to determine an estimate for the number of participants who will be using participant reimbursements, and an estimate for participants' monthly usage. This is compared with previous fiscal years to determine a budget for the current fiscal year.

## 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).

The ASSIST Worker Web (AWW) eligibility system determines work registrant status for SNAP recipients based on case information input by eligibility staff. AWW automatically identifies all SNAP recipients ages 16 through 59 and determines if they meet any of the work registration exemption criteria in 7 CFR 273.7(b)(1). If a SNAP recipient does not have an exemption, AWW will identify and code that individual as a work registrant on the E&T Requirement Status screen. This process is completed at application, recertification, and when a change is reported that affects work registrant status.

Each month, AWW compiles the number of new work registrants for the system-generated E&T participation report. This report identifies all SNAP recipients coded as work registrants who received benefits through September and had an open SNAP case as of October 1st of the new fiscal year. DSS uses the AWW E&T participation report to identify all work registrants in the state as of October 1st of the new fiscal year.

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

ASSIST Worker Web (AWW) creates a work registrant data report based on individual data entered into the system as of October 1st. The report is generated by the system on November 1st.

How are work registrants identified in the eligibility system?

ASSIST Worker Web (AWW) uses data entered by eligibility staff to identify work registrants. AWW will identify and code that individual as a work registrant on the E&T Requirement Status screen.

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

The SNAP work registrants who are identified as of October 1st of the fiscal year are flagged in the system. When the AWW E&T participation report runs to identify new work registrants for the first quarter, the report will not include any work registrants who were identified on October 1st. The new work registrants counted for the first quarter are then flagged in the system. When the report is run for the second quarter, the report identifies all new work registrants who were not previously flagged. The new work registrants counted for the second quarter are included in the report and then flagged in the system. This process continues for the third and fourth quarters of the fiscal year.

# 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Management Information System (MIS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 provider records

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.)

ASSIST Worker Web (AWW) E&T subsystem

## 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.

Job Retention services are offered for at least 30 days and up to 90 days to E&T participants who gain employment after participating in another E&T component through Career Team or another E&T partner. The participant's case manager tracks the 30 to 90-day period. Job retention services include case management, optional workplace navigation courses, job placement intervention, and reimbursements for documented expenses related to employment (e.g., required uniforms, clothing for employment, equipment, supplies, tools, testing fees, and transportation). Job Retention services are provided in person at a SNAP E&T vendor location or by phone. Participation in the component is tracked weekly.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

The participant is placed in this component after finding employment through SNAP E&T.

Will this component be offered statewide?

- Yes
- No

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

323
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Estimated Annual Component Administrative Cost

\$65,100.00
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Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percentage of participants who retained employment for 90 days after receiving E&T services and acquiring employment	<p>Numerator: The number of participants who retained employment for 90 days after receiving E&amp;T services during the period of 10/1/2025 through 9/30/2026 unduplicated.</p> <p>Denominator: The number of participants who participated in Job Retention during the period of 10/1/2025 through 9/30/2026 unduplicated.</p>

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

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

Job Search Training consists of enhancing job-seeking techniques, increasing job search motivation, assessing job skills, developing resumes, and registering on the Delaware Department of Labor's Delaware JobLink employment and training system. Participation in the component is tracked weekly.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

The participant tests at a 4th-grade level or above on the CASAS test. Participants not meeting this condition will be referred for Adult Basic Education.

Will this component be offered statewide?

- Yes
- No

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

105

## Estimated Annual Component Administrative Cost

\$20,300.00
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<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Number and percentage of participants who gained unsubsidized employment after completing Job Search Training.	Numerator: The number of participants who gained unsubsidized employment after completing Job Search Training during the period of 10/1/2025 through 9/30/2026 unduplicated.  Denominator: The number of participants who participated in Job Search Training during the period of 10/1/2025 through 9/30/2026 unduplicated.

## NON-EDUCATION, NON-WORK COMPONENT: SELF-EMPLOYMENT TRAINING

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

Participants receive guidance on developing business ideas, conducting marketing research, and their business plans. They will receive financial literacy training, licensing and legal support, marketing and sales strategies, and ongoing mentorship. Participation is tracked weekly.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

The participant tests at a 4th-grade level or above on the CASAS test. Participants not meeting this condition will be referred for Adult Basic Education.

Will this component be offered statewide?

- Yes
- No

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

**Estimated Annual Component Administrative Cost**

\$22,500.00
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## NON-EDUCATION, NON-WORK COMPONENT: SUPERVISED JOB SEARCH

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

All SNAP E&T participants are initially assigned job-seeking activities that will enhance their employability unless they are working at least 80 hours per month or are starting vocational training within 30 days of orientation. E&T participants may start Supervised Job Search after completing orientation and assessment.

Supervised Job Search consists of various activities, including employability assessment, interviewing skills, mock interviews, resume development, communication skills, navigating the web training, career exploration, job seeking skills, job leads, job placement, and job search. Registration in the Delaware Department of Labor's Delaware JobLink employment and training system is required for all SNAP E&T participants. This component may be completed in person at a SNAP E&T vendor location or virtually. Participation in the component is tracked weekly.

The maximum duration of this component is two months for Non-ABAWDs and one month for ABAWDS. If unsuccessful, the E&T case manager will determine whether the job search activity should continue or whether another component is more appropriate.

Supervised Job Search is monitored by the E&T vendor. All participants are required to sign in and out of the E&T vendor's system and maintain a job search log. The system tracks the time spent in the component daily, and hours are documented each week and approved by the case manager. Job search activities are verified through weekly meetings with the participant, attendance documentation for job fairs, confirmation of job application submissions, and follow-up calls made to employers.

Describe the direct path to employment.

The E&T case managers assess participants to determine if the individual has the skills to participate in Supervised Job Search. If the participant needs more assistance, the participant will attend Job Search Training to address their needs. The E&T vendor assists each participant with enrolling in Delaware JobLink, which is a free online platform that connects job seekers, employers, training providers, and employment event coordinators in Delaware. The E&T vendor also holds job fairs with employers who are currently hiring to ensure the Supervised Job Search component is tailored to current employment opportunities.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

The participant's assessment shows readiness for work comparable to the type of job, and the participant tests at a 4th-grade level or above on the CASAS test. Participants not meeting this condition will be referred for Adult Basic Education.

Will this component be offered statewide?

- Yes
- No

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

312

Estimated Annual Component Administrative Cost

\$56,880.00

<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Number and percentage of participants who gained unsubsidized employment after completing Supervised Job Search.	<p>Numerator: The number of participants who gained unsubsidized employment after completing Supervised Job Search during the period of 10/1/2025 through 9/30/2026 unduplicated.</p> <p>Denominator: The number of participants who participated in Supervised Job Search during the period of 10/1/2025 through 9/30/2026 unduplicated.</p>

## NON-EDUCATION, NON-WORK COMPONENT: WORKFARE

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

Workfare allows individuals to gain work experience and useful workplace skills at a supervised work site. In lieu of wages, workfare participants receive compensation in the form of their household's monthly SNAP allotment. The hours of participation are calculated by the amount of the monthly SNAP allotment divided by the minimum wage. Workfare may be combined with supervised job search, job search training, or other components.

Workfare is available to ABAWD participants only. If a participant has not obtained employment after completing Supervised Job Search, the participant is offered a workfare slot at a local public or private non-profit agency, such as a government facility or a charitable organization. Participation in the component is tracked weekly.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

The participant is an ABAWD, meets the specific work requirements for the Workfare placement, and tests at a 4th-grade level or above on the CASAS test. Participants not meeting this condition will be referred for Adult Basic Education.

Will this component be offered statewide?

- Yes
- No

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

205
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Estimated Annual Component Administrative Cost

\$33,250.00
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Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percentage of participants who gained unsubsidized employment after completing Workfare.	Numerator: The number of participants who gained unsubsidized employment after completing Workfare during the period of 10/1/2025 through 9/30/2026 unduplicated.  Denominator: The number of participants who participated in Workfare during the period of 10/1/2025 through 9/30/2026 unduplicated.

# EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Basic Education and Foundational Skills include academic instruction and education services below the post-secondary level, which increase an individual's ability to read, write, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent, transition to post-secondary education and training, and obtainment of employment.

This component includes Adult Basic Education (ABE), basic literacy, and high school equivalency (GED). Delaware does not pay for tuition for associate degrees or higher academic degrees.

SNAP E&T provides referrals to education programs, case management, and supportive services for this component. Participation in the component is tracked weekly.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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 are placed in this component based on their SNAP E&T assessment. The participant must meet the specific requirements for the education program.

Will this component be offered statewide?

- Yes
- No

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

25

Estimated Annual Component Administrative Cost

\$5,400.00

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.

DSS does not fund any basic education providers in the SNAP E&T program. SNAP E&T vendors refer participants to available basic education programs. SNAP E&T funds are not used in lieu of other federal or non-federal funds. Other available funding sources are always used before SNAP E&T funds.

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.

Educational costs are reviewed annually to ensure costs charged to E&T participants are not greater than costs charged to non-E&T participants.

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

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

Career/Technical Education consists of formal training that provides individuals with the skills and knowledge necessary to further their education and prepare for careers in current or emerging employment sectors. The following training programs are aligned with the needs of Delaware's labor market: culinary arts/food services, HVAC, plumbing, construction, CNA, CDL, medical billing and coding, computer applications, sales, warehouse logistics, and customer service. Career Team will assist a participant with finding and attending the training program identified in the participant's employment plan. If the E&T third-party partner does not provide the training, Career Team will assist the client with applying for a training program and obtaining funding.

SNAP E&T provides technical training programs, referrals to other Career/Technical Education programs, case management, and supportive services for this component. Participation in the component is tracked weekly.

## SNAP E&T Third-Party Partner Training Programs:

### Food Bank of Delaware – Culinary Training:

The Culinary School, a certified trade school by the Delaware Department of Education, offers a 14-week program that prepares adults for entry-level jobs in the culinary and food service industry. Students are taught skills that are highly desirable to employers in the food industry and are placed in jobs in the industry that provide job security and economic sustainability. The training culminates with a two-week subsidized internship at a food service company, restaurant, or catering company. Students can obtain the ServSafe® Manager Certification.

### Food Bank of Delaware – Warehouse/Logistics Training:

Logistics, Operations, General Warehousing, and Inventory Control (LOGIC) is an 11-week training program that prepares students for careers in the warehousing/logistics industry. In addition to job skills training, participants attend daily life skills presentations and activities to help them become familiar with employer expectations and develop skills that will allow them to secure and maintain employment. Students have the opportunity to receive their OSHA 10 General Industry Certificate and their Forklift Certification during the program. The final two weeks of the program are spent in a subsidized internship at a partner employer.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

The participant must meet the specific requirements for the education program.

Food Bank of Delaware Training Criteria:

- 18 years of age or older.
- Have a high school diploma or GED diploma or be seeking to obtain one.
- Have reading and math skills at or above an 8th grade level.
- Be available to be in class from 9:00 am to 4:00 pm Monday through Friday.
- Have a strong desire to gain and maintain employment in the food service or warehouse/logistics industry.
- Be able to read, speak, and comprehend English in a fast-paced environment.
- Lift 40 pounds and stand up to 6-8 hours daily with or without reasonable accommodations.
- See well enough to read at 2.5 feet with or without reasonable accommodations.
- Do not have convictions for certain violent or sexually exploitative crimes. Information about criminal convictions will be used to provide more effective job placement and other services.
- Pass a pre-admission drug test and random tests during training.

Will this component be offered statewide?

- Yes
- No

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

275

## Estimated Annual Component Administrative Cost

\$417,300.00
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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.

SNAP E&T funds are not used in lieu of other federal or non-federal funds. Other available funding sources are always used before SNAP E&T funds.
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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.

Educational costs are reviewed annually to ensure costs charged to E&T participants are not greater than costs charged to non-E&T participants.
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Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percentage of participants who gained unsubsidized employment after completing a Career, Technical Education Program, or other Vocational Training.	Numerator: The number of participants who gained unsubsidized employment after completing a Career, Technical Education Program, or other Vocational Training during the period of 10/1/2025 through 9/30/2026 unduplicated.  Denominator: The number of participants who participated in Career, Technical Education Program or other Vocational Training during the period of 10/1/2025 through 9/30/2026 unduplicated.

# EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

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

Participants are empowered to learn English as a second language (ESL) through a comprehensive range of services tailored to their unique needs. Participation in the component is tracked weekly.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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 who have identified English as their second language and need English language instruction to obtain or retain employment or participate in an education or training program.

Will this component be offered statewide?

- Yes
- No

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

20

## Estimated Annual Component Administrative Cost

\$4,150.00
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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.

SNAP E&T funds are not used in lieu of other federal or non-federal funds. Other available funding sources are always used before SNAP E&T funds.
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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.

Educational costs are reviewed annually to ensure costs charged to E&T participants are not greater than costs charged to non-E&T participants.
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## EDUCATIONAL COMPONENT: WORK READINESS TRAINING

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

Work Readiness Training provides skills and work readiness assessments and educational remediation services that prepare individuals for the workforce. This component includes:

- Career EDGE Curriculum
- Career EDGE Professional Development Toolkit
- Personality Type Assessments
- Interest Profiler
- Career Planning Assessment

Participation in the component is tracked weekly.

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

- ABAWDs
- Homeless
- Returning citizens (aka: ex-offenders)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

The participant tests at a 4th-grade level or above on the CASAS test. Participants not meeting this condition will be referred for Adult Basic Education.

Will this component be offered statewide?

- Yes
- No

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

330

Estimated Annual Component Administrative Cost

\$67,000.00

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.

SNAP E&T funds are not used in lieu of other federal or non-federal funds. Other available funding sources are always used before SNAP E&T funds.

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.

Educational costs are reviewed annually to ensure costs charged to E&T participants are not greater than costs charged to non-E&T participants.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percentage of participants who gained unsubsidized employment after completing Work Readiness Training.	Numerator: The number of participants who gained unsubsidized employment after completing Work Readiness Training during the period of 10/1/2025 through 9/30/2026 unduplicated.  Denominator: The number of participants who participated in Work Readiness Training during the period of 10/1/2025 through 9/30/2026 unduplicated.

# WORK EXPERIENCE COMPONENT: INTERNSHIP

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

## Food Bank of Delaware – Culinary Training:

Students enrolled in the Food Bank of Delaware's Culinary program are required to participate in a two-week internship at a food service company, restaurant, or catering company. Students complete 60 hours over two weeks for the internship and earn \$15.00/hour. This internship operates in compliance with all applicable labor laws. Food Bank of Delaware works with other partners and employers to ensure that no individual outside of SNAP E&T is displaced. The internship program also provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours. Internship goals include safe food handling practices, knife skills, the ability to read and follow a recipe using correct cooking methods, and understanding employer expectations, such as following directions and time management. During the two-week internship, students function as an employee at the employer partner site. Students are provided with an outline of the learning objectives as part of the internship. The two-week internship follows an articulated and documented syllabus for students and on-site supervisor of the employer partner to follow. Feedback is given to the student by the on-site supervisor at the employer partner site daily, and this feedback is also shared with Food Bank of Delaware daily. The components of this syllabus are communicated by the employer partner to all students throughout the internship. The culinary internship was designed with the input of industry professionals. Food Bank of Delaware also continues to gather feedback from employer partners about their needs to update the internship as needed. During this internship, students act as line or prep cooks. Employers and industry professionals serve as guest speakers and share their work experience in this two-week period. Participant reimbursements/support services are provided to students who incur expenses that would keep them from engaging in the internship. These expenses must be reasonable, necessary, and directly related to participating in the culinary internship. The goal of the internship is to secure regular, unsubsidized employment. The majority of graduates are hired by industry employer partners instead of the work site employer. If participants have not secured unsubsidized employment by the final two weeks of the program, they participate in the subsidized internship until a job placement is secured or the final two weeks have been completed.

## Food Bank of Delaware – Warehouse/Logistics Training:

Students enrolled in the Food Bank of Delaware's LOGIC program are required to participate in a two-week internship at a partner employer. Students complete 60 hours over two weeks for the internship and earn \$15.00/hour. This internship operates in compliance with all applicable labor laws. Food Bank of Delaware works with other partners and employers to ensure that no individual outside of SNAP E&T is displaced. Food Bank of Delaware also provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours. Internship goals include safety precautions, equipment operation, warehouse operations, and understanding employer expectations such as following directions and time management. During the two-week internship, students function as an employee at the employer partner site. Students are provided with an outline of the learning objectives as part of the internship. The two-week internship follows an articulated and documented syllabus for students and on-site supervisor of the employer partner to follow. Feedback is given to the student by the on-site supervisor at the employer partner site daily, and this feedback is also shared with Food Bank of Delaware daily. The components of this syllabus are communicated by the employer partner to all students throughout the internship. The LOGIC internship was designed with the input of industry professionals. Food Bank of Delaware also continues to gather feedback from employer partners about their needs to update the internship as needed. During this internship, students act as warehouse associates. Employers and industry professionals serve as guest speakers and share their work experience in this two-week period. Participant reimbursements/support services are provided to students that incur expenses that would keep them from engaging in the internship. These expenses must be reasonable, necessary, and directly related to participating in the LOGIC internship. The goal of the internship is to secure regular, unsubsidized employment. The majority of graduates are hired by industry employer

partners instead of the work site employer. If participants have not secured unsubsidized employment by the final two weeks of the program, they participate in the subsidized internship until a job placement is secured or the final two weeks have been completed.

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)
- SNAP recipient who wants to volunteer
- Single parents
- Students
- Those that reside in rural areas
- 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.

Completion of the Food Bank of Delaware's Culinary or LOGIC training.

Will this component be offered statewide?

- Yes
- No

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

**Estimated Annual Component Administrative Cost**

\$27,000.00
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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
3	1,610	\$920,416.00	\$167,600.00	\$1,088,016.00

## CONTRACTOR: CAREER TEAM

Is this Contractor an Intermediary with subcontractors?

Yes  
 No

Indicate the service type

Consulting  
 E&T Services  
 Automation/IT  
 Marketing  
 Other

Will this E&T service be offered statewide?

Yes  
 No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- English Language Acquisition
- Job Retention
- Job Search Training
- SWBL - Internship
- Self-Employment Training
- Supervised Job Search
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

1,480

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

\$147,600.00

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

\$222,902.00

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

\$430,351.00

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

Yes

No

## CONTRACTOR: FOOD BANK OF DELAWARE

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

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

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- English Language Acquisition
- Job Retention
- Job Search Training
- SWBL - Internship
- Self-Employment Training
- Supervised Job Search
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

30

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

\$10,000.00

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)

\$163,813.00

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

Yes

No

# CONTRACTOR: GOODWILL OF DELAWARE AND DELAWARE COUNTY

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

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

Will this E&T service be offered statewide?

- Yes
- No

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"/> Kent County	<input type="checkbox"/> New Castle County	<input type="checkbox"/> Sussex County

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- English Language Acquisition
- Job Retention
- Job Search Training
- SWBL - Internship
- Self-Employment Training
- Supervised Job Search
- Work Readiness Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

100

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

\$10,000.00

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

\$103,350.00

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

\$0.00

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

Yes

No

# WBL PROGRAMS OVERVIEW

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

## WBL ACTIVITY: FOOD BANK OF DELAWARE

### PROVIDER: FOOD BANK OF DELAWARE

### COMPONENT: SWBL - 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?

15

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

What is the source for the non-federal share of the SWBL activity?

Public cash funds

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 internship was designed with the input of industry professionals. Food Bank of Delaware also continues to gather feedback from employer partners about their needs to update the internship as needed.

The goal of the internship is to secure regular, unsubsidized employment. The majority of graduates are hired by industry employer partners instead of the work site employer. If participants have not secured unsubsidized employment by the final two weeks of the program, they participate in the subsidized internship until a job placement is secured or the final two weeks have been completed.

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

What is the hourly wage rate?

\$15.00

What percentage of wages will be subsidized by SNAP E&T?

100.00%

Indicate the total number of hours that an individual is expected to participate.

60

Indicate the SNAP E&T funding source to be used.

- 100% Admin Funds
- 50/50 Admin Funds

Will the WBL program cover other costs associated with wages, such as Workers Compensation or Payroll Taxes?

- Yes
- No

What is the total amount of Workers Compensation or Payroll Taxes that is covered or reimbursed by SNAP E&T?

\$1,620.00
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What is the total amount of other administrative costs associated with the activity that is covered or reimbursed by SNAP E&T, such as additional case management hours?

\$0.00
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<b>Total Projected Wages to be Paid to Participants</b>	<b>Total Projected Subsidized Wages</b>	<b>Total Projected Wages Covered/Reimbursed by SNAP E&amp;T</b>	<b>Total Cost of WBL Activity to be Covered/Reimbursed by SNAP E&amp;T</b>
\$13,500.00	\$13,500.00	\$6,750.00	\$8,370.00

# WBL ACTIVITY: FOOD BANK OF DELAWARE

## PROVIDER: FOOD BANK OF DELAWARE

### COMPONENT: SWBL - 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?

15

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

What is the source for the non-federal share of the SWBL activity?

Public cash funds

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 internship was designed with the input of industry professionals. Food Bank of Delaware also continues to gather feedback from employer partners about their needs to update the internship as needed.

The goal of the internship is to secure regular, unsubsidized employment. The majority of graduates are hired by industry employer partners instead of the work site employer. If participants have not secured unsubsidized employment by the final two weeks of the program, they participate in the subsidized internship until a job placement is secured or the final two weeks have been completed.

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

What is the hourly wage rate?

\$15.00

What percentage of wages will be subsidized by SNAP E&T?

100.00%

Indicate the total number of hours that an individual is expected to participate.

60

Indicate the SNAP E&T funding source to be used.

- 100% Admin Funds
- 50/50 Admin Funds

Will the WBL program cover other costs associated with wages, such as Workers Compensation or Payroll Taxes?

- Yes
- No

What is the total amount of Workers Compensation or Payroll Taxes that is covered or reimbursed by SNAP E&T?

\$1,620.00

What is the total amount of other administrative costs associated with the activity that is covered or reimbursed by SNAP E&T, such as additional case management hours?

\$0.00

Total Projected Wages to be Paid to Participants	Total Projected Subsidized Wages	Total Projected Wages Covered/Reimbursed by SNAP E&T	Total Cost of WBL Activity to be Covered/Reimbursed by SNAP E&T
\$13,500.00	\$13,500.00	\$6,750.00	\$8,370.00

# 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

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Salary/Wages (State agency only)	\$0.00	\$0.00	\$0.00

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.

None
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	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Fringe Benefits	\$0.00	\$0.00	\$0.00

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.

None
------

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Non-Capital Equipment	\$0.00	\$0.00	\$0.00

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

None
------

	<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.

None
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	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Travel	\$0.00	\$0.00	\$0.00

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.

None

	<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.

None

	<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.)

None

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$0.00	\$0.00	\$0.00
Contractual Costs	\$297,082.00	\$623,334.00	\$920,416.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$297,082.00	\$623,334.00	\$920,416.00

## Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
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

	Non-Federal Share	Federal Share	Total
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

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$297,082.00	\$623,334.00	\$920,416.00

## 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	\$83,800.00	\$83,800.00	\$167,600.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$83,800.00	\$83,800.00	\$167,600.00

## Total Costs

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$380,882.00	\$707,134.00	\$1,088,016.00

## 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	\$326,252.00	\$326,252.00	\$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	\$326,252.00	\$326,252.00	\$0.00	-
Federal	50 Percent Administrative	-	\$297,082.00	-	-
Non-Federal	50 Percent Administrative	-	\$297,082.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$83,800.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$83,800.00	-	-
Federal	Total 50 Percent Federal Target	\$380,882.00	\$380,882.00	\$0.00	-
<b>Total</b>	All Sources	\$707,134.00	\$1,088,016.00	-	-

## Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$326,252.00	\$326,252.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$297,082.00	\$297,082.00	\$594,164.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$83,800.00	\$83,800.00	-
50 Percent Total Participant Reimbursements	\$83,800.00	\$83,800.00	\$167,600.00
Total 50 Percent Funds	\$380,882.00	\$380,882.00	\$761,764.00
<b>Total</b>	<b>\$380,882.00</b>	<b>\$707,134.00</b>	<b>\$1,088,016.00</b>

## 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 welfare 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