

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Florida	FL	2026	Original Submission

**FORM STATUS:** Approved on 09/22/2025 4:06 PM EDT

## KEY PROGRAM STAFF

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

Name	E-mail
Tera Bivens	<a href="mailto:Tera.Bivens@myflfamilies.com">Tera.Bivens@myflfamilies.com</a>

## 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
ABE	Adult Basic Education
CFR	Code of Federal Regulations
DCF	Florida Department of Children and Families
E&T	Employment and Training
EBT	Electronic Benefits Transfer
ESOL	English for Speakers of Other Languages

ETR	Employment and Training Referral
FFY	Federal Fiscal Year
FLORIDA	Florida Online Recipient Integrated Data Access
FloridaCommerce	Florida Department of Commerce
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
GED	General Education Diploma
ITO	Indian Tribal Organization
LWDB	Local Workforce Development Board
ORR	Office of Refugee Resettlement
OSST	One-Stop Service Tracking
PD	Provider Determination
REACH	Reimagining Education and Career Help
SNAP	Supplemental Nutrition Assistance Program
TABE	Test of Adult Basic Education
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

Florida's mission and vision for the SNAP E&T program is to ensure participants gain the education and skills necessary to obtain and retain employment while earning a self-sustaining wage and meeting the workforce needs of businesses in their local communities. For Federal Fiscal Year (FFY) 2026, Florida will offer SNAP E&T services to mandatory E&T participants, which include:

- Able-Bodied Adults Without Dependents (ABAWDs).
- Work registrants subject to general work requirements between the ages of 18 and 59 who do not have children under age 18 in the home, do not meet an exemption, and determined eligible for the program by DCF.

The Florida SNAP E&T program offers participants the opportunity to meet the ABAWD and general work requirements of the program through participation in qualifying program components available through Local Workforce Development Boards (LWDBs) and career centers across the state. The program is intended to assist participants in gaining employment in in-demand occupations within their local area. This is both critical in helping individuals find a path to economic self-sufficiency and ensuring that businesses have a sustainable talent pipeline to meet their current and projected needs.

Florida's mandatory SNAP E&T program covers all 67 counties operating under 21 LWDBs. Florida believes that the mandatory SNAP E&T program increases the state's capacity to help participants reduce periods of unemployment and disconnection from the labor market, in addition to connecting participants to workforce programs, training providers, employment and other resources offered through community-based partners.

If DCF determines there is not an appropriate and available SNAP E&T component for mandatory E&T participants, the individual will be exempt from mandatory SNAP E&T participation.

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>	FloridaCommerce - Program Resources
<a href="#">Link to resource</a>	Department of Children and Families - Supplemental Assistance Nutrition Program

## 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 significant changes to FFY 2026 include:

- Reporting – In addition to required federal reports, FloridaCommerce continues work on developing other standard reports to increase outcome data that can be extracted for SNAP E&T participants.

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.

FloridaCommerce is working with its Workforce Statistics and Economic Research, the Reimagining Education and Career Help (REACH) Office and CareerSource Florida to determine data that would be valuable in illustrating the success and areas of opportunity for the E&T program. As an example, FloridaCommerce extracted the SNAP participant subset in the Letter Grades report and analyzed the data for information that would be useful in enhancing reported program outcomes and is exploring options to track exemptions granted due to lack of availability of SNAP E&T components in local areas. Additionally, DCF, CareerSource Florida, and FloridaCommerce's policy and data teams will meet monthly to discuss program outcomes and data. This collaborative meeting will generate discussions regarding program metric definitions and outcome data that supports continued growth of Florida's E&T program.

# 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
06/27/2025	CareerSource Florida	Victoria Gaitanis – Vice President of Workforce Program Development, Erin Sampson – Director, Workforce Program Development, Warren Davis – Policy Development Manager, Brent McNeal – General Counsel	During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.  As a result, FloridaCommerce will explore: <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other</li> </ul>

			<p>reimbursable categories.</p> <ul style="list-style-type: none"> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>
06/27/2025	CareerSource Citrus Levy Marion	Sr. Career Development Coach II	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p> <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</li> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion</li> </ul>

			<p>regarding braiding program funds with other workforce development programs to increase capacity.</p> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>
06/27/2025	CareerSource Suncoast	Director of Continuous Improvement	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p> <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</li> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>

06/27/2025	CareerSource Escarosa	WT/SNAP Program Manager	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p> <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</li> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>
06/27/2025	CareerSource Tampa Bay	WT/SNAP Program Coordinator	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p> <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring</li> </ul>



			<p>the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</p> <ul style="list-style-type: none"> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>
06/27/2025	CareerSource Research Coast	WT/SNAP Program Coordinator	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p> <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</li> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend</li> </ul>

			<p>technology-driven and manual employment plan creation.</p> <ul style="list-style-type: none"> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>
06/27/2025	CareerSource Broward	Senior Vice President of Operations	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p> <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</li> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF,</p>

			FloridaCommerce and CareerSource Florida.
06/27/2025	CareerSource Broward	WT/SNAP Program Manager	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p> <ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</li> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>
06/27/2025	CareerSource Citrus Levy Marion	Assistant Director of Career Development	<p>During the consultation, LWDBs and FloridaCommerce staff discussed case management practices and expectations, funding concerns, leveraging resources, usage of participant reimbursements and received suggestions for overall program improvement.</p> <p>As a result, FloridaCommerce will explore:</p>

		<ul style="list-style-type: none"> <li>• Providing participant reimbursements on a scale, ensuring the most needed reimbursement category is funded at a higher rate (transportation assistance) than other reimbursable categories.</li> <li>• Increasing the number of on-site trainings and expanding the topics being discussed (i.e. acceptable activity assignment combinations, outreach for work experience sites, blending SNAP/WIOA services, case management, employment plans and service delivery model effectiveness.</li> <li>• Researching resources to blend technology-driven and manual employment plan creation.</li> <li>• Providing more discussion regarding braiding program funds with other workforce development programs to increase capacity.</li> </ul> <p>The required consultation with the state workforce development board will occur in the second quarter of FFY 2026. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.</p>
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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.

The REACH Act which amended Chapter 445, Florida Statutes, was signed into law and became effective July 1, 2021. The REACH Act created several strategic opportunities to enhance and expand services provided through Florida's workforce development system by promoting, encouraging, and taking bold steps towards unifying partner programs and agency coordination beginning with adding the Secretary of the DCF to the CareerSource Florida Board of Directors.

The REACH Act established a No Wrong Door Strategy ensuring Floridians have access to the assistance and resources available from the various workforce programs no matter where they enter the system – workforce, education, public assistance, etc. The implementation of this strategy began in the 2022-2023 program year with the launch of a Workforce System Integration Project (FL WINS) aimed at better aligning various partner agency customer management systems through data sharing and common intake platforms. An additional strategy specific to the SNAP population is the requirement for DCF and FloridaCommerce to develop a

memorandum of understanding that will permit SNAP and TANF recipients to pre-certify for WIOA training services without having to physically visit a career center. This strategy will become a component of the FL WINS system. Once implemented, this system and strategy will be critical to further enhancing coordination between SNAP E&T and WIOA programs and ensuring participants are connected to training opportunities that will lead to employment at self-sustaining wages.

The REACH Act calls for the development of criteria to assign a letter grade to LWDBs. Three of the criteria for assigning letter grades specifically include SNAP and TANF recipients. First, LWDBs are measured on the number of SNAP and TANF recipients who no longer receive benefits four quarters after completing services with the LWDB. Second, LWDBs are measured on the number of SNAP and TANF recipients who receive work-related training services. Most recently, the metric based on the percent of SNAP and TANF participants they serve, that was previously extra credit, is now a required metric for the calculation of letter grades. Data for the letter grades are reported on a quarterly basis allowing LWDBs to identify areas in which they excel and areas that can be strengthened to improve outcomes; however, the actual grades are released annually.

LWDB letter grades are made public at the following location:

<https://analytics.careersourceflorida.com/LetterGrades/Performance>. As of June 25, 2025, data through Quarter 2 is available. Below is a summary of the LWDB scores based on the letter grade scale as a projected letter grade using the Quarter 2 data.

- 1 of 21 LWDBs with a score higher than 97% (A+)
- 5 of 21 LWDBs with a score between 93-96% (A)
- 10 of 21 LWDBs with a score between 87-89% (B+)
- 4 of 21 LWDBs with a score between 83-86% (B)
- 1 of 21 LWDBs with a score between 80-82% (B-)

Additionally, WIOA allows governors to reserve 15 percent of state funds (discretionary funds) to support innovative projects that enhance opportunities for employment and improve the state's economic development system to better serve Florida communities, businesses, and job seekers who face barriers to employment. Under the leadership of Governor Ron DeSantis, the state workforce development board will use WIOA funding to chart new and expanded pathways to employment, education, training and support services for Floridians who need additional workforce-readiness help on their path to self-sufficiency and economic prosperity. To support this vision, the Governor's discretionary funds were allocated to support initiatives that build on evidence-based practices and promote strategic and cross-sector partnerships. The funds will provide opportunities to targeted populations to improve education, and work skills needed to enhance employability and the likelihood of achieving economic self-sufficiency.

Initiatives funded through the Set-Aside allocations include:

- Incumbent Worker Training Grant (\$3,000,000) - Florida's Incumbent Worker Training grant program addresses the continuing education and training of incumbent employees at existing Florida businesses to improve the ability of the company to compete, expand, and retain workers.
- Rural Initiatives (\$2,000,000) - Florida has identified 31 counties and three cities in one additional county as Rural Areas of Opportunity. These counties and cities face extraordinary economic challenges. Historically, CareerSource Florida's Board of Directors has designated supplementary allocations for local workforce development boards identified as rural boards to support operations by Florida's smallest local workforce development boards in providing workforce services to employers and residents in the areas they serve. Initiatives funded through this allocation will support critical workforce development needs in rural communities.
- Sectors of Strategic Focus Training Initiative (\$3,000,000) - This initiative will provide state-level WIOA funding to local boards to support foundational skills development, career exploration, occupational skills training, and supportive services in regional sectors of strategic focus. This initiative provides greater leverage of the Governor's investments in these sectors and ensures the continued development of talent pipelines for critical workers needed in the following targeted industry sectors: manufacturing, transportation (e.g., trucking, diesel mechanics, etc.), logistics and supply chain, and critical high demand healthcare needs (e.g., nursing, etc.). A particular emphasis will be placed on supporting three target populations: Hope Florida

participants; veterans; and incumbent workers needing the skills to harness the potential of artificial intelligence in their industry. These efforts reflect Florida's commitment to a comprehensive workforce development approach for strategic sectors, while broadening opportunities for incumbent workers and individuals seeking a path to economic self-sufficiency. The initiative aims to enhance workforce capabilities, address industry-specific skill gaps, and foster economic growth across the state.

- **Youth Career Exploration (\$750,000)** - This program is designed to pilot career exploration and work-based learning initiatives aligned with Florida Sector-Based Training Initiatives to expose high school students from high-poverty areas to many career opportunities in these high growth industries. This program combines career exploration with a comprehensive learning experience that includes the development of essential soft skills and the opportunity to participate in work-based learning opportunities with the state's partner businesses. Funding can be used to support the creation of new programs in regions that do not currently offer summer youth internship or other career exploration activities, expansion of existing programs to serve more youth or expand upon services provided, and to provide financial incentives for youth participation. Local boards will be provided with support and a tool kit to allow them to sustain the program through the development of relationships with local community and business foundations to seek financial support in the form of grants and contributions.

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).

While Florida does not automatically co-enroll SNAP E&T participants into WIOA programs, staff are required to inform participants of the full array of programs and services provided within the one-stop delivery system. Co-enrollment of interested participants is highly encouraged to broaden the opportunities to gain skills and training and is a required sub-metric in the calculation of letter grades for LWDBs.

If deemed eligible, identified E&T participants are co-enrolled into the WIOA program. Co-enrollment can provide more opportunity for E&T participants to participate in work-based learning/training activities for in-demand occupations assisting with attainment of skills that lead to self-supporting employment and can maximize the state's return on investment through the coordination of service provision.

FloridaCommerce worked with LWDBs to discuss other ways in which SNAP E&T participants can be co-enrolled/receive services through other workforce development programs, including WIOA. A resource was created and provided to the LWDBs. This process became a standard practice statewide with the desired outcome of increasing co-enrollment opportunities for program participants.

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.

The SNAP E&T and TANF/WT programs operate and are funded separately. There is no overlap between the two programs as far as the intended population that is served. The TANF population may be a recipient of SNAP but would not be a mandatory SNAP E&T participant due to children in the household. While the SNAP E&T program serves mandatory E&T participants without children under the age of 18, TANF serves families with children in need of assistance. Additionally, since these programs operate independent of each

other, TANF recipients are not automatically referred to SNAP E&T simply because their TANF benefits have ended.

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).

The DCF Refugee Services Program is federally funded by the Office of Refugee Resettlement (ORR) within the Department of Health and Human Services to assist refugees to achieve economic self-sufficiency and social adjustment within the shortest possible time after their arrival in the United States. Support services are provided through contracts with nonprofit organizations, local government agencies, and private entities to assist refugees and entrants meet the goal of economic self-sufficiency and successful integration. The Refugee Services Program offers employment services including orientation, job preparation, job placement, and retention activities. The Adult and Vocational Program offers English for Speakers of Other Languages (ESOL), Vocational Training, Adult Basic Education (ABE), and General Education Diploma (GED) preparation classes. These employment and training programs that are funded by ORR meet the criteria for “recognized school or training program”. The SNAP E&T program works closely with staff of the Refugee Services Program to ensure refugees who are participating at least half-time in these ORR programs are classified appropriately and exempt from work registration.

In Florida, not all counties have a Refugee E&T program. Refugees who are mandatory E&T participants and participating with a Refugee Services Employment Provider for Refugee Cash Assistance or Match Grant program are exempt from SNAP E&T work requirements and ABAWD time limits within their first twelve (12) months in the United States or within twelve (12) months of their date of asylum or date of eligibility. Refugee and noncitizen applicants that do not meet other SNAP E&T or ABAWD exemptions must be referred to FloridaCommerce as a work registrant, regardless of the length of time the refugee has resided in the U.S.

Once the exemption expires or the individual is no longer receiving and participating in the refugee cash assistance or Match Grant programs, the individual will be screened at recertification to identify if they are subject to work requirements and referred to FloridaCommerce if no other exemptions are met. The individual must be provided with a written notice and an oral explanation of the work requirements that apply.

# CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

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

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

Date	Name of ITO	Title(s) of Person Consulted	Outcome of Consultation
08/11/2025	Miccosukee Tribe of Indians	Talbert Cypress, Tribal Leader Contact: Martha Vega Email copy to: marthav@miccosukeetribe.com 305-223-8380 Ext: 2267 Contact: Delsina Trigoura Email copy to: DelsinaT@miccosukeetribe.com (786)858-2665	DCF contacted the ITO by phone on August 12, 2025, and email on August 11, August 21 and August 25, 2025, with an invitation to discuss the purpose of the SNAP E&T program, availability of services/activities through the SNAP E&T program and review the state plan for their feedback on addressing the unique needs of tribal members living on the reservation through the E&T program.  The ITO was provided a copy of the SNAP E&T State Plan and was also offered direct contact information at DCF who can assist with providing eligibility assistance to any member.  The ITO is currently reviewing to determine if consultation is needed.



			<p>DCF spoke with the ITO on September 15, 2025, and provided additional information regarding SNAP eligibility. The ITO did not provide feedback for consideration in the state plan.</p> <p>DCF contacted the ITO by phone on July 18, 2024, and email on July 3, July 19 and August 14, 2024.</p>
08/11/2025	Seminole Tribe of Florida	Marcellus Osceola, Tribal Leader Contact: Melissa Santiago Email copy to: melissasantiago@semtribe.com	<p>DCF contacted the ITO by phone on August 12, 2025, and email on August 11 and August 21, 2025, with an invitation to discuss the purpose of the SNAP E&amp;T program, availability of services/activities through the SNAP E&amp;T program and review the state plan for their feedback on addressing the unique needs of tribal members living on the reservation through the E&amp;T program.</p> <p>The ITO was provided a copy of the SNAP E&amp;T State Plan and was also offered direct contact information at DCF who can assist with providing eligibility assistance to any member.</p> <p>The ITO has indicated their members falls outside of the income threshold; therefore, the advocacy program cannot benefit from this assistance.</p> <p>DCF contacted the ITO by phone on July 18, 2024, and email on July 3, July 19 and August 14, 2024.</p>

Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

☐ Yes

☒ No

## UTILIZATION OF STATE OPTIONS

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

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

☒ Yes

☐ No

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

☒ Mandatory per 7 CFR 273.7(e)

☐ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

What are the characteristics of the population the State intends to mandate to its E&T program? Separate characteristics with commas to ensure that all data points are captured independently. Be sure all spelling errors are resolved to avoid inconsistencies in reporting.

ABAWDs, Returning Citizens, Underemployed, those that reside in rural areas, Work Registrants ages 18-59 that do not meet any exemptions

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
- ☒ Mandatory work registrants ages 18-59

### 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	656,166

## State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
ABAWD with indicator 'N' mandatory FSET/ABAWD only	4,037
ABAWD with indicator 'N' mandatory refugee referral	1,717
Circumstances beyond control	2,136
Confirmed Pregnancy	50,669
Extreme communication or language limitation	0
Former Foster Care Individual Age 24 or Younger	634
Homeless	190,375
Illness (medical limitation)	0
Lack of child care for ages 6 to 12 years old	2,992
Mandatory Head of Household (includes TCA teen parent)	91,190
Mandatory Head of Household (includes TCA teen parent)	183,485
One-month certification	0
Transportation unavailable for over 2 hours	5,198
Veteran	2,720

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	535,153
Percent of all work registrants exempt from E&T	81.56%

## ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	116,383
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	611
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	115,772

## E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	116,383
Anticipated number of voluntary E&T participants	0
Total anticipated number of E&T participants	116,383
Anticipated number of ABAWDs to be served in E&T	116,383

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.

DCF is responsible for and administers the SNAP E&T program in Florida. DCF is responsible for determining food assistance eligibility, screening and identifying individuals who are subject to work requirements, ensuring appropriateness of referrals to the SNAP E&T program, determining exemptions and exceptions from the program, determining if good cause exists, and imposing of sanctions due to noncompliance and lifting of sanctions. The SNAP E&T team works closely with FloridaCommerce to ensure SNAP E&T participant information is coordinated between the State agency and LWDBs.

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

Coordination and communication to eligibility workers takes place through regular training sessions, updated policies and procedures, broadcast messages, and updated policy resources on DCF's intranet.

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

DCF as the state agency responsible for the administration of the SNAP E&T program schedules regular meetings with FloridaCommerce and CareerSource Florida to discuss ongoing operation of the SNAP E&T program. Staff from all agencies consult in the development of relevant policies or necessary revisions to current policy as well as any necessary training. Meetings also address progress towards SNAP E&T goals and data issues and reporting.

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

DCF shares with FloridaCommerce relevant policy transmittals and guidance from the U.S. Department of Agriculture related to work requirements or workforce. CareerSource Florida, as the State Workforce Development Board and statutorily identified point for workforce policy, meets with DCF and FloridaCommerce to collaborate and is part of monthly meetings to discuss new policies and procedures, and the impacts on service delivery. Additionally, policy changes are communicated to FloridaCommerce via updated written procedures and memorandums, who shares this information with CareerSource Florida.

New policies, procedures, or other information is communicated to the LWDBs through policies, technical assistance letters, guidance papers, memorandum, teleconferences, webinars, email, virtual and on-site training or technical assistance as needed or requested. When new policies, procedures or other information are finalized and approved for issuance, they are posted to DCF, CareerSource Florida, and FloridaCommerce's websites.

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.

Participant data and information is shared daily through an interface between DCF's FLORIDA eligibility system and FloridaCommerce's OSST system.

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

The FLORIDA system contains demographics, referrals, exemption data, sanctions, provider determinations, and other SNAP E&T participation requirements. While the FLORIDA system does not interact directly with OSST, daily eligibility transactions are gathered and transmitted to FloridaCommerce via a secure file transfer process. The nightly referral file automatically loads information about the participant and status of public assistance benefits into the OSST system. The participant files are routed to LWDBs based on address. Countable months are tracked in the FLORIDA eligibility system. Additionally, eligibility staff utilize an ABAWD participation hours look-up tool which captures the monthly hours an individual has completed. If the individual is no longer participating, FloridaCommerce will send DCF an alert of non-compliance. DCF will notify the customer of the non-compliance and allow 10 days to report good cause for not participating in the program, if applicable.

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.

Pursuant to the terms of the Interagency Agreement between DCF and FloridaCommerce, DCF reserves the flexibility to request the annual monitoring schedule of LWDBs, monitoring reports, corrective action plans, and/or close out letters at any time. DCF monitors and oversees FloridaCommerce's administration of the SNAP E&T program to ensure compliance with 7 CFR 273.7, 7 CFR 275.8 and national target areas and/or at-risk areas as identified each federal fiscal year by FNS, as well as compliance with the SNAP E&T Plan, Interagency Agreement, and any other federal or state requirements as needed.

DCF coordinates with and monitors the E&T contractor (FloridaCommerce) yearly to determine the process used to conduct ME reviews of local operations, how often reviews occur, what is covered in the review, whether corrective action plans are submitted and evaluated, the corrective action follow-up process, and the process for conducting review of third-party reimbursement operations. Fiscal and compliance monitoring occurs through review of invoices prior to approving reimbursement. This includes review of the invoices to ensure that expenditure totals align with invoice or cash transfer request received.

Additionally, during and in advance of monitoring reviews, FloridaCommerce provides DCF with supporting documentation to monitor activities and E&T programs. DCF and FloridaCommerce conduct a minimum of three joint financial and programmatic oversight reviews of individual LWDBs per calendar year to ensure compliance with applicable administrative requirements, specifically identification of system strengths, weaknesses, and required corrective actions. Findings from the reviews are discussed for corrections with the sub-recipient and documented in the contract file.

As the E&T contractor of DCF, FloridaCommerce holds a grantee/sub-grantee agreement with each LWDB which outlines the LWDB's requirements to operate the SNAP E&T program in accordance with the federal and state laws and policy.

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).

In addition to the monitoring process outlined above, DCF evaluates the performance of FloridaCommerce and the LWDBs by conducting random audits of the SNAP E&T data entered in the case management information system (OSST) to ensure the integrity of the information. Program performance is also reviewed through the quarterly FNS-583 and annual reports on national and state component measures. Additionally, DCF conducts financial and programmatic reviews of FloridaCommerce, which includes a focus on ensuring that acceptable standards for fiscal accountability, program administration, procurement, and integrated service delivery are established and in practice.

The REACH Office was created in the Executive Office of the Governor to provide coordination and alignment in Florida's workforce development system in developing processes to evaluate the impact of workforce services on participants receiving benefits and welfare transition programs, to include performance reports on participant earnings. Developed by the REACH Office, the letter grades are based on LWDB performance on accountability measures and return on investment. As required by the REACH Act, the majority of the grade is based on the improvement by each local workforce development board in the long-term self-sufficiency of participants through outcome measures such as reduction in long-term public assistance and the percentage of participants whose wages were higher after program completion compared to wages before participation in a program. There are eight (8) core metrics focused on employment services, training services, business services, co-enrollment, and economic self-sufficiency. The metrics are:

1. Participants With Increased Earnings (2nd Quarter After Exit)
2. Reduction in Public Assistance (4th Quarter After Exit)\*
3. Employment and Training Outcomes (WIOA Primary Indicators of Performance)
4. Participants in Work-Related Training (includes SNAP E&T participants)\*
5. Continued Repeat Business
6. Year-Over-Year Business Penetration
7. Completion-to-Funding Ratio (based on funding allocation)
8. Serving Individuals in SNAP, TANF, Adult Education, Vocational Rehabilitation or Blind Services\*



Note: The asterik\* metrics include SNAP and TANF recipients in its calculations. Targets for each metric were created using historical performance data. Adjustments to the targets are made as needed based on evolving changes in economic conditions and the state's priorities. Interim letter grades are measured/assigned no less than quarterly allowing for continuous improvement, with final grades being issued once a year.

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.

Florida operates a mandatory SNAP E&T program that serves the ABAWD population and mandatory work registrants ages 18-59 who do not have children under age 18 in the home and do not meet an exemption. DCF is responsible for screening and identifying all individuals ages 16 – 59 who are subject to general, E&T, and ABAWD work rules.

Staff use the Work Rules Screening Tool to determine which work rules apply to each household member. Once each household member has been screened, staff use the Work Rules Oral Script to discuss which work rules apply to each household member, exemptions, good cause and penalties for noncompliance. Individuals meeting an exemption under the general work requirements are not subject to any work rules.

DCF screens individuals for exemptions based on 7 CFR 273.7(b) to determine whether they meet the general work requirements or the ABAWD work requirements and time limit definition. Any recipient or applicant who meets an exemption or is not a mandatory E&T participant, is filtered out of the process, not subject to work requirements, and is not referred for SNAP E&T participation.

DCF also screens for additional barriers to employment or work activities to determine whether a referral is appropriate based on the State's criteria. If no other barriers are identified, they are referred to FloridaCommerce to participate in the mandatory SNAP E&T program.

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

Work registrants are assigned specific codes in DCF's eligibility system.

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.

Florida has identified that ABAWDs and work registrants aged 18-59 who do not have children under age 18 in the home, and who are not meeting an exemption as detailed in Section VI., would benefit from participation in supervised job search/job search training, education, vocational training, or work experience. As there are no minimum requirements for participation in job search activities and work experience, state criteria for participation in E&T activities is limited to not meeting any specified exemption. Eligibility staff use a screening tool to determine if there are any barriers to employment, whether reimbursement supports are needed to participate in work activities, availability of reimbursement supports, whether a referral is appropriate based on the State's criteria, and available openings in components, if an individual meets an exemption, what work requirements apply, and if there is good cause for not participating. If it is determined that an ABAWD or work registrant aged 18-59 who do not have children under age 18 in the home, does not meet an exemption, they are mandatorily referred. The state notes that mandatory SNAP E&T participants will be exempt if they are unable to participate without reimbursement in excess of what is available, or a community identifies a lack of availability of E&T components as identified in the SNAP E&T Component Availability Certification until such time as a work component can be made available and possible co-enrollment opportunities are investigated to provide for the participation in required SNAP E&T activities. An initial exemption will be provided in the rare event that a SNAP E&T component is unavailable, and the assigned caseworker at the local workforce development board will document all efforts to provide an available component as defined in 7 CFR 273.7(e)(2). The participant will be notified by DCF when an opening in the SNAP E&T component becomes available.

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

If an individual is required to participate in mandatory E&T, they are notified verbally during the interview via the oral script and a written consolidated notice is automatically generated upon authorization of SNAP benefits, informing of their referral to FloridaCommerce for SNAP E&T participation. The oral script and written consolidated notice includes information on accessing E&T services through FloridaCommerce, participant reimbursements, explanation of each work requirement, exemptions, penalties, good cause, and contact information.

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

Eligibility staff enter case notes into CLRC via the FLORIDA system and Worker Portal to indicate the information provided and discussed with the individual during the interview. The written consolidated work notice will be automatically mailed out to the individual upon approval of SNAP benefits and a copy will be displayed in the notice history of the Worker Portal for staff review.

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.

During the application and recertification process, DCF eligibility staff are responsible for screening and identifying all individuals ages 16 – 59 who are subject to general, E&T, and ABAWD work requirements. DCF staff screen to determine if any individuals meet the exemptions outlined in 7 CFR 273.7(b), then staff screen to determine if the individual is a mandatory work registrant. Next, staff screen to determine if there are any barriers to employment, whether reimbursements are needed to participate in work activities, availability of reimbursements, whether a referral is appropriate based on the state criteria, and available openings in components. The screening occurs during the interview or contact with the household at application or recertification.

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

- ☒ Yes
- ☐ No

How are participants informed about participant reimbursements?

- During the certification process applicants are informed that the state agency must pay for costs that are reasonable and necessary for participation in SNAP E&T activities. This includes an oral explanation that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
- The written consolidated work notice includes language that the State must provide reimbursement for expenses that are reasonable and necessary to participate in SNAP E&T activities. This consolidated work notice includes verbiage that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.

In the case of mandatory participants, if the costs of participant reimbursements exceed any State agency cap or are not available, describe how the State agency ensures individuals are exempted from mandatory E&T.

Mandatory E&T participants are also informed about participant reimbursements during the orientation with the case manager, and on the Opportunities and Obligations Form that is completed with the local workforce board. If the individual reports participant reimbursement needs that exceed the State agency's approved budget, the individual may be placed in another suitable component in which the individual's reimbursement expenses will be met. This action is handled on a case-by-case basis and the E&T provider will screen the customer's case to meet the support services needs or follow the process to refer the individual back to the state agency to address the possible exemption.

Only in the rare circumstance that the individual's participant reimbursement needs are reasonable, necessary, and directly related to participation in the program and exceed the State's reimbursement cap, and meet the requirements outlined in Workforce Policy, the participant may be exempted from mandatory SNAP E&T activities until such time as a work component can be made available and possible co-enrollment opportunities are investigated to provide for the participation in required SNAP E&T activities. An initial exemption will be provided if a SNAP E&T component is unavailable, and the assigned caseworker at the local workforce development board will document all efforts to provide an available component as defined in 7 CFR 273.7(e)(2). The participant will be notified by DCF when an opening in the SNAP E&T component becomes available.

## REFERRAL TO E&T

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

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

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

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

If an individual is determined to be a mandatory E&T participant, they are notified verbally during the interview via the oral script and a written consolidated work notice is automatically generated upon authorization of SNAP benefits, informing the individual of their referral to FloridaCommerce for SNAP E&T participation. The written consolidated work notice includes information on accessing E&T services through FloridaCommerce, participant reimbursements, explanation of each work rule, exemptions, penalties, and contact information.

Mandatory participants are notified verbally and through the written consolidated work notice of the requirement to complete orientation/assessment with FloridaCommerce. DCF has not explored text messaging in addition to the current modes of communication. No additional data is available.

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?

Florida does not have a reverse referral process. Florida will only serve mandatory E&T participants. Once identified, mandatory E&T participants are notified verbally during screening and in the written consolidated work notice that they are being referred to FloridaCommerce for SNAP E&T participation. The screening tool

and written consolidated work notice includes information on participant reimbursements and informs the individual that they may be exempt from mandatory SNAP E&T participation if the state cannot meet their reimbursement needs. If the state receives and approves a request, the individual will be notified about SNAP E&T during the oral explanation and receive written communication through the consolidated work notice. The screening process will determine if the individual meets the state specific criteria to participate in E&T.

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?

Information about the referral of a SNAP participant to E&T is communicated through a daily interface between DCF's FLORIDA eligibility system and FloridaCommerce's OSST system. Daily eligibility transactions are gathered and transmitted to FloridaCommerce via a nightly secure file transfer process. The FLORIDA data file contains demographics, unique identifiers, and SNAP E&T participation requirements. The nightly referral file automatically loads information about the customer and status of public assistance benefits into FloridaCommerce's OSST system. The participant files are marked as 'mandatory' and routed to LWDBs based on address.

For mandatory E&T participants, once FloridaCommerce receives a referral from DCF, the ETR is mailed the next business day by FloridaCommerce on behalf of the LWDBs and provides detailed instructions and action steps the mandatory E&T participant must take to complete the initial engagement process required to initiate their SNAP E&T program participation. The initial engagement steps are:

1. Participate in an online or in-person orientation to the SNAP E&T program.
2. Complete an online or in-person initial assessment.



3. Schedule an appointment.
4. Work with case manager at orientation to determine the right program for the individual.
5. Register for work in the state's labor exchange management information system, Employ Florida.
6. Complete the activities of the program each month.

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

Information about participants and referrals is communicated within DCF's FLORIDA system. This information is entered into the system by eligibility specialists and transferred daily through an interface between DCF's FLORIDA system and FloridaCommerce's OSST system for review by FloridaCommerce's E&T program staff.

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

Explain the participant's next step to access the program.

Upon receipt of a program referral from DCF, an individual subject to mandatory E&T participation will receive a letter from FloridaCommerce to set up their online account or contact the LWDB to begin orientation. The orientation, offered online or in-person, is a required activity for newly referred or reopened referrals for mandatory E&T participants who have not attended an orientation within the previous 12 months. Mandatory E&T participants will also receive an orientation if there have been significant program changes regardless of the time frame of last attendance. The orientation informs mandatory E&T participants of the following:

- Why the individual is referred to the program.
- An overview of the program's components.
- The program expectations and requirements.
- Benefits of the program.
- Consequences of failure to comply.
- Grievance procedures and participant rights.

Mandatory E&T participants will also need to complete an assessment by the deadline provided by FloridaCommerce and schedule an appointment with a case manager to complete the initial program steps. Lastly, the participant will register for work in the state's labor exchange management information system, Employ Florida.

Is orientation mandatory?

- ☒ Yes
- ☐ No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

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

What happens during the orientation?

The orientation informs mandatory work registrants of the following:

- o Why the individual is referred to the program.
- o An overview of the program's components.
- o The program expectations and requirements.
- o Benefits of the program.
- o Consequences of failure to comply.
- o Grievance procedures and participant rights.

Registrants will also complete an assessment by the deadline provided by FloridaCommerce to determine the individual's needs and barriers, work history, and occupation skills. The individual will also register for work in the state's labor exchange management information system, Employ Florida. Lastly, the individual also schedules an appointment with a case manager to complete the initial program steps. If the participant does not have the ability to complete the online orientation process, the individual may contact the LWDB for assistance, virtually or in-person.

# 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?

SNAP E&T participants complete FloridaCommerce's online assessment as part of the initial engagement process (remote or in-person).

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

The initial engagement process includes: 1) an orientation; 2) assessment of the individual's needs and barriers, work history, and occupational skills; and 3) scheduling a follow-up appointment. The assessment is provided online and can be completed remote or in-person. The assessment results are used to determine the best pathway to employment for the participant and informs the creation of an Individual Employment Plan.

Additional assessments (i.e. Test of Adult Basic Education (TABE), My Career Shines, Career Scope, CLIFF) may be conducted or scheduled at the initial engagement appointment, as determined appropriate, prior to the participant being assigned to a program component. Further, the LWDBs may conduct additional assessments during program participation as participants' needs change or a new program component is being considered.

Currently, the One-Stop Service Tracking (OSST) system, FloridaCommerce's case management system for the SNAP E&T program, is used to conduct the assessment, store the assessment results.

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

☒ Yes

☐ No

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

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

Explain why assessment results are not shared with State agency staff.

Generally, assessment results are not shared with parties external to the E&T provider. The State agency may review the assessment results as part of the annual monitoring review of the LWDBs to confirm the completion of an assessment. Other noted exceptions would be assessment results that would be useful for training/education providers (to avoid the participant being asked by the training/education provider to take the same assessment again) or employability skills assessment results that would be useful for an employer for job placement.

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 considered newly referred or reopened referrals for mandatory E&T participants who have not completed an assessment within the previous 12 months are required to complete the online assessment. Mandatory E&T participants will also be required to complete an assessment if there have been significant program changes regardless of the time frame of last completion.

How are participants reassessed?

Participants are reassessed using the online assessment if it has been at least 12 months since the last assessment was completed to ensure staff has the most current information when deciding on assignment of program components and creating an employment plan. Additionally, in the event of a system outage, participants may be required to manually complete a written assessment that mirrors the question provided in the online assessment.

## 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	While serving mandatory E&T participants, E&T case managers may be informed of changes in the household from the participant or through the interface between the FLORIDA (DCF) and OSST (FloridaCommerce) systems. The participant must report any changes to DCF within 10 days and/or the E&T case manager may provide the updated information to DCF staff directly. Additionally, each LWDB is assigned with a DCF staff serving as point of contact. The DCF point of contact email address and phone number is provided to local E&T case managers to handle any participant case management needs.
How do E&T case managers coordinate with: State E&T staff	State E&T staff track referrals through the FLORIDA system. The FLORIDA system includes participant information such as the case number, the personal identification number, social security number, name, ethnicity, date of birth, gender, residence/mailling address, benefit history, food assistance amounts, approval periods, and other information. The daily eligibility transactions are communicated to FloridaCommerce via a secure file data transfer between FLORIDA and OSST. Once FloridaCommerce receives the referral notice through the case to do in OSST, an Employment and Training Referral (ETR) notification is sent to the participant. The ETR informs the participants of the mandatory requirements for participation and includes the online initial engagement steps. The online initial engagement steps include completing an orientation, assessment and scheduling an initial engagement appointment. Once the participant completes the required steps, the participant will meet with a LWDB case manager. The LWDB case manager will further explain the program requirements, review the assessment, discuss goals, assignment to program components, support services, and/or participant reimbursements as needed. The participant will be assigned to program components based on the information obtained through the initial engagement, including assessments, education/employment goals, etc. Community resources and partnerships may also be provided to participants. If participants have challenges completing the online requirements the participant can request to come into the office to complete the manual process.
How do E&T case managers coordinate with: Other E&T providers	There are no E&T providers other than LWDBs.
How do E&T case managers coordinate with: Community resources	All LWDBs maintain a community resource listing (manual or electronic referral system) of local partnerships within their local network to provide support to participants as needed. Community resources and partnerships with LWDBs are made throughout their communities to better serve participants. The case manager may refer participants to community resources and/or partners through their locally established referral procedures to receive additional support outside of what is available through the career center.



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)?

DCF ensures mandatory E&T participants receive targeted case management services by reviewing local workforce development board case files during monitoring. DCF's programmatic monitoring reviews include a review of the case managers oversight of assessment, orientation, grievance/compliance, administering of components, employment verification and participant reimbursements. During the monitoring review, the case managers are informed of any identified issues (observation or finding) and are given up to 30 days to resolve. Any unresolved issue (observation or finding) is documented and addressed between DCF's and FloridaCommerce's agency leadership to determine a resolution or apply a corrective action.

While FloridaCommerce is responsible for the administration of the E&T services and OSST serves as the case management system, DCF ensures participants receive targeted case management through monitoring of the services provided by FloridaCommerce. E&T case managers use OSST as an accountability tool to track participation, reimbursements, notification letters, documents, case notes, activities, and other case management services. Case management appointments are scheduled in a manner that allows appropriate follow up time to discuss progress, appropriate and available components. Participants are able to provide mandatory documentation via electronic communication. Having electronic communication capabilities allows participants to provide documentation timely to their case manager and also maintain compliance with program requirements thereby avoiding adverse impacts to their benefits.

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

Case management services provided to E&T participants play a crucial role in supporting participants by providing personalized guidance and resources to help them gain skills, training or work experience needed for employment and self-sufficiency. By addressing individual barriers and connecting participants with the right mix of services, case management helps them successfully navigate the program and achieve their educational and career goals. Such services include, but are not limited to:

- Comprehensive assessments – staff conduct thorough assessments to understand a participant's skills, interests, strengths, and challenges. This helps to identify individual needs and provides information utilized in creating a tailored plan to address barriers to employment.
- Employment planning – in conjunction with participants, staff may develop an individualized plan that outlines the specific steps and resources to help the participant achieve goals.
- Supportive services/participant reimbursements – case management includes connecting participants with supports to overcome barriers to participation in the E&T program as well as seeking/maintaining employment. Additionally, providing reimbursements for expenses that are reasonable and necessary for program participation.
- Progress monitoring – staff provides guidance and support while monitoring the participant's progress towards goal achievement and making the necessary adjustments along the way.
- Referrals to resources – staff connects participants with other training programs, educational opportunities, and other resources in their communities that help them gain skills and experience needed for employment.
- Retention – staff may continue to provide case management services, extending beyond initial job placement, with ongoing support to help participants maintain employment and advance in their careers.

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

The SNAP Employment and Training (E&T) program ensures that case management services are not an impediment to participation through several mechanisms:

- Focusing on participant success – ensuring services and activities are designed to directly support an individual's participation and guide them towards appropriate E&T components and activities based on their needs and interests.
- Ensuring access to needed resources and support – providing activities and resources that assist participants towards self-sufficiency, such as referrals to supportive services including reimbursements for expenses like transportation are also offered to help overcome barriers.
- Promoting clear and efficient processes – providing services in a manner that is easy to understand and allows for efficiency, including the use of technology for appointments, document submission, etc. to decrease the burden on the participant.

Through the appropriate mix of strategies, the E&T program aims to make case management a supportive service rather than a barrier.

## 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?

SNAP E&T participants are informed that they can report good cause online through the MyACCESS self-service portal, by telephone, or in person.

FloridaCommerce notifies DCF in the nightly interface when an individual fails to comply with work requirements. A good cause notice is mailed the next day to the household by DCF which identifies the noncompliant individual, informs the individual of the reason for the noncompliance, and provides the due date for the customer to respond to the notice if good cause exists or if they meet an exemption. The notice provides a list of exemptions and a sample of good cause reasons the individual may have for not participating in work activities. The individual has 10 days to respond to the notice. Contact must be made with DCF by the deadline to avoid a sanction. The good cause reason can be reported online, by telephone, or in-person. Refusal or failure to comply with SNAP work requirements requires DCF to contemplate the facts and surrounding circumstances, including review of information submitted by the employer or by the individual involved to determine whether or not good cause exists. If requested, the State will assist the individual obtaining verification to support good cause. The number of attempts to assist vary on a case-by-case basis.

Good cause reasons may include issues beyond an individual's control, such as illness of the individual or another household member which requires the individual's presence, a household emergency, unavailability of transportation, harassment at work, discrimination in the workplace, or working without being paid on schedule.

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

Eligibility workers are aware of program offerings at the local level and refer individuals to SNAP E&T activities if there are openings in an appropriate program component. Eligibility workers are provided updated information about criteria and available openings in each local program component and refer individuals to FloridaCommerce for participation in SNAP E&T activities. Updated information on available components is provided to DCF at least monthly or within 3 business days of FloridaCommerce being informed a component is no longer available. Eligibility workers are notified if there are no available and/or appropriate openings based on the State's criteria, and the individual will be provided good cause from E&T participation.

## 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.

The provider determination (PD) process includes:

1. The LWDB utilizes policy information and technical guidance issued by FloridaCommerce and CareerSource Florida to determine whether a participant is a good fit for a particular SNAP E&T component.
2. The LWDB discusses concerns with the participant and documents the details via case notes in OSST.
3. The LWDB assesses the participant for fit against all offered SNAP E&T components, activities, and providers and only refers the participant for a provider determination if the participant is found to be ill-suited for all services.
4. If the LWDB is not able to offer another program component/activity that would allow the participant to be successful, the LWDB completes the PD Form.
5. The completed PD form is emailed to DCF for review and a determination of next steps.

Once DCF makes a decision, DCF notifies the participant via letter within 10 days providing an explanation that the ABAWD will start accruing countable months towards their 3-month participation time limit to receive food assistance. This count will begin with the next full benefit month after the month the ABAWD was notified of the provider determination unless the ABAWD meets work requirements on their own, has good cause, or becomes exempt. With regard to individuals subject to general work requirements between the ages of 18 and 59 who do not have children under age 18 in the home, if the LWDB makes a provider determination for this group of mandatory E&T participants, the participant status will be updated accordingly. Time limits only apply to ABAWDs. Customers will be rescreened and reevaluated at the next recertification or sooner if requested.

If it is decided that the participant wants to continue to participate in the E&T program, a referral is sent to FloridaCommerce through the FLORIDA/OSST interface for engagement.

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

Once DCF has received notification of a provider determination from the LWDB, the eligibility staff must notify the individual within 10 days. This action must be completed in writing and must be documented in the case record comments. The notification to the ABAWD or mandatory work registrant must include the following information:

- The provider determination.
- Next steps DCF will take as a result of this determination.
- Contact information for DCF if additional information is needed.
- Explanation that this is not a sanction.
- Explanation to ABAWD about how the determination affects the time-limited months. The ABAWD will start accruing countable months toward their 3-month participation time limit to receive food assistance.

If an ABAWD or mandatory work registrant receives a provider determination from a LWDB, DCF updates the eligibility system with the appropriate provider determination code. This code sends notification to FloridaCommerce that the provider determination form has been processed and the individual no longer has to participate at the LWDB. DCF implemented a manual process effective March 2023 and issued a transmittal

for eligibility staff to explain DCF's responsibility when a provider determination is received and details the process. Training for the provider determination process for eligibility specialists and LWDBs, and policy updates to outline the process were released on July 14, 2023. On July 19, 2023, the provider determination notice language was automated to include all of the bulleted items above when staff enter the associated participation status in the FLORIDA eligibility system. LWDBs are also encouraged to notify the mandatory work registrant at the time of making the determination.

If DCF receives notice of a provider determination from the LWDB, DCF re-assesses the individual's mental and physical fitness. If the individual is not determined mentally or physically fit, then the individual must be exempted from mandatory E&T. DCF also re-assesses the individual for other exemptions from the general work requirements, mandatory E&T, or the ABAWD work requirement, as applicable.

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	21,059
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	21,059
Percentage of participants expected to receive reimbursements	18.09%
Estimated budget for E&T participant reimbursements in upcoming FY	\$297,764.00
Estimated budget per participant in fiscal year	\$14.14
Estimated number of E&T participants to receive participant reimbursements per month	1,755
Estimated budget of participant reimbursements per E&T participant per month	\$14.14

## PARTICIPANT REIMBURSEMENT DETAILS

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below. If the participant reimbursement is provided by multiple entities (such as State agencies and E&T providers) or has multiple methods of payment, a separate entry in the table must be completed.

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, or an intermediary. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **What is the payment method for Participant Reimbursements?** Indicate the mechanism used to disburse payment to E&T participants.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement in advance or as a reimbursement. Also indicate if the amount of the participant reimbursement is an estimated amount or the actual amount.

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Background Checks	\$50 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Books	\$200 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Clothing (interview/job)	\$100 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Driver's License/Exam Fees	\$75 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Drug Test Fee	\$100 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Electronic Device (laptop/computer)	\$400 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)

Fingerprinting Fee	\$100 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Professional Licensure or Exam Fees	\$300 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Tools	\$200 per participant based on program	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Transportation	\$100 monthly per participant	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)
Work Uniforms (including shoes)	\$200 per participant based on program year	SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Reimbursement (actual amount)

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

☐ Yes

☒ No

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

Mandatory E&T participants are informed during and on the Opportunities and Obligations form, the participant's rights, and obligations while in the program. As part of the initial engagement process, participants are asked whether they incurred expenses in order to begin participation with the E&T program. If the participant affirms, a reimbursement is requested to assist with costs associated with starting their participation in the assigned program components. Once the participant has begun participation in the E&T program, participants who request reimbursements must provide documentation that verifies participation in allowable program activities, as well as proof of reimbursable expenses incurred while participating. LWDB staff will review documentation submitted by participants to ensure that it supports the activity the participant was assigned to and request a reimbursement.

## 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).

DCF's process for tracking work registrant data includes creating a base table at the beginning of the federal fiscal year, then adding individuals to that base table every month and marking those individuals as "NEW" only if they are not already in the base table. Each month, "NEW" registrants are only counted if they were not identified in any previous month during the FFY. Based on work registrant data received from DCF's FLORIDA system, FloridaCommerce also tracks and logs work registrants monthly from the beginning of the fiscal year.

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

Work registrants are defined as SNAP eligible participants receiving food assistance in the report month and identified with work registrant and deferred work registration codes in the FLORIDA eligibility system. Participants must be between the ages of 16 and 59, and not a current TCA recipient in the report month. At the beginning of each FFY (October 1st), DCF determines the number of work registrants receiving food assistance benefits as of September 30th.

How are work registrants identified in the eligibility system?

Work registrants are defined as SNAP eligible participants receiving food assistance in the report month and identified with work registrant and deferred work registration codes in the FLORIDA eligibility system.

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

To prevent duplicate counting, each recipient is coded with a unique identifier and work registration code. Each FFY, DCF builds a table of all SNAP recipients with work registration codes. This table includes a unique identifier (the PIN), as well as the recipient's work registration code. The PIN allows DCF to conduct a distinct count of recipients, thereby preventing duplication.

## OUTCOME REPORTING MEASURES

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

Outcome Reporting Measures	Employment & Earnings Measures	Attainment of Credential / Certificate	Measurable Skill Gains
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Directory of New Hires (NDNH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Management Information System (MIS)	<input 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 type="checkbox"/>	<input type="checkbox"/>

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

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

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

FloridaCommerce's case management system - OSST.

## COMPONENTS OVERVIEW

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

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

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

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

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

- ☒ Work Activity
- ☐ Work-Based Learning

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

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

Job Retention Services (JR) are support services offered to individuals who successfully participate in program components and obtain employment within 30 days of participation in a qualifying component. JR is available for employed participants for a minimum of 30 days and up to 90 days after obtaining employment. JR may include reimbursements for required uniforms/clothing for work, equipment, supplies, tools required to perform job duties, testing, fees, and transportation. Supporting documentation is required before reimbursement of job-related expenses.

Participants are eligible to receive job retention services if they received SNAP benefits in the month of or the month before they obtained employment and may receive job retention services after leaving SNAP unless the participant is leaving SNAP due to a failure to comply with the applicable work requirement or an intentional program violation. The participant must have secured employment after or while receiving other E&T services. There is no limit to the number of times an individual may receive job retention services, as long as the individual has re-engaged with E&T prior to obtaining new employment.

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

- ☒ ABAWDs
- ☒ Mandatory work registrants ages 18-59
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Those that reside in rural areas
- ☐ Underemployed

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.

Employed, and anticipated reliability\* is needed for job retention and programmatic follow-up. (\*A reasonable expectation that the individual will retain employment and be responsive to case managers' follow-up attempts. The State is defining reliability as a criterion for participation.)

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

98

Estimated Annual Component Administrative Cost

\$24,500.00



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

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

Job search training activities are a component designed to individualize support for participants. Job Search Training assists in the development of essential job readiness/employability skills for the participant to secure and retain employment. Job search training activities are conducted directly in LWDB's career centers and through community partnerships. Job search training may include, but is not limited to, career assessments, classroom instruction, job development and placement services, or other training or support activities such as workshops that address life skills, time management, soft skills, interpersonal skills, decision making, foundational courses to address resume development, appropriate dress for the workplace, and career planning.

Job search training hours are limited to 39 hours per month, which is less than half of the monthly 80-work requirement and must be combined with other allowable program components. When a supervised job search and a job search training are combined, the total hours assigned are also limited to less than half of the monthly work requirement.

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

- ☒ ABAWDs
- ☒ Mandatory work registrants ages 18-59
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Those that reside in rural areas
- ☐ Underemployed

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.

Functional literacy and numeracy levels, and basic computer skills.

The State does have a current process in place to assist non-English speakers wherein participants are assessed for services needed. If services cannot be provided, the State does offer an exemption.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

1,946

Estimated Annual Component Administrative Cost

\$700,560.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of participants who participated in Job Search Training and obtained employment.	<p>Numerator will include the number of participants who participated in Job Search Training and obtained employment during the period of 10/1/2025 to 9/30/2026.</p> <p>Denominator includes participants enrolled in job search training during the period of 10/1/2025 to 9/30/2026.</p>

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

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

The supervised job search component provides participants with increased opportunities to obtain employment. This component occurs at state-approved locations, such as LWDB computer labs, LWDB community partner computer labs, public libraries, and personal computers and/or devices. Locations deemed state-approved in most instances are open to the public with adequate equipment to provide an environment conducive to job searching. Other organizations that are specialized and assist participants with certain barriers are also appropriate state-approved locations, such as domestic violence shelters, halfway housing, and veteran-specific lodging. Approved locations are staffed by the organization's staff with a manual or automated time tracking system. In many instances, the LWDB has an agreement with the organization that defines the relationship relative to mutual customers/participants. In summary, the criteria used for approving mentioned state-approved locations include:

- May be open to the public with access to resources for job searching (i.e. computers/tablets, fax machine, internet access, etc.).
- May serve populations that are typically eligible for and/or recipients of food assistance benefits and fall into a barrier category (i.e. ex-offenders, domestic violence victims, high school dropouts, disabled, etc.).
- Have an agreement with the state and/or LWDB that defines mutually agreed upon services to SNAP eligible individuals.
- Willing to assist individuals that are actively seeking employment and have the means to monitor (supervise) and track time spent job searching.
- Have qualified and sufficient staff to assist with job searching, as well as monitoring (supervising) and tracking time spent job searching.

These criteria were chosen to encourage participation, meet participant needs, and lessen barriers to job search (i.e. lack of computer, lack of transportation, lack of internet, etc.). The goal of placing participants in this activity is to assist with obtaining employment and moving the mandatory E&T participant towards self-sufficiency, lessening the dependence on public assistance.

Supervised job searches may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. Tools used in the supervised job search program may include virtual tools, such as websites, portals, or web applications to access supervised job search services. Examples of acceptable supervised job search activities include registration and job searches in Employ Florida, online and in-person submission of applications and resumes, in-person, virtual or telephonic interviews, attendance at job fairs and/or recruitment events, and other opportunities that assist the participants with actively seeking employment. Supervision can occur asynchronously with respect to the participant's job search activities, but will be provided by skilled staff, either remotely or in-person, who provide meaningful guidance and support with at least monthly check-ins with the participant's assigned case manager. As such, the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants manually or through other automated means (system/software time stamping of time spent). The purpose of the monthly check-ins/meetings will be to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur remotely or in-person and be synchronous or asynchronous with the job search activities or asynchronous. In between meetings with a case manager, the LWDB may use other supervisory techniques, such as software that tracks the time a participant spends logged into a job search website, or computer assessments that automatically identify the next steps for the participant.

LWDBs will tailor the delivery of supervised job search services to the specific needs of participants. Supervised job search activities are limited to 39 hours per month, which is less than half of the monthly 80-work requirement and must be combined with other allowable program components.

Describe the direct path to employment.

Participants assigned to the supervised job search component are provided with job search assistance and guidance to include-job referrals and job leads, hiring events invitations, and labor market information. These types of activities ensure a direct linkage to the employment opportunities of individuals engaged in the activity. This means, a participant in a supervised job search must likely be able to find a job through the activity, and there must be appropriate jobs available for that participant in the community. To ensure this, during the case management process, LWDBs will apply the job readiness criteria outlined below to ensure participants are assigned to this component appropriately.

Additionally, case managers will utilize labor market information to ensure supervised job search activities align with available in-demand and available jobs in the local area.

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

- ☒ ABAWDs
- ☒ Mandatory work registrants ages 18-59
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Those that reside in rural areas
- ☐ Underemployed

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.

Functional literacy and numeracy levels, basic computer skills, job readiness/employability skills, soft skills, and marketable skills from previous work history or training.

The State does have a current process in place to assist non-English speakers wherein participants are assessed for services needed. If services cannot be provided, the State does offer an exemption.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

3,300

## Estimated Annual Component Administrative Cost

\$759,000.00
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Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of participants who participated in Supervised Job Search and obtained employment.	<p>The numerator will include the number of participants who participated in Supervised Job Search and obtained employment during the period of 10/1/2025 to 9/30/2026.</p> <p>The denominator will include the number of participants enrolled in supervised job search during the period of 10/1/2025 to 9/30/2026.</p>

# EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Basic education services are defined as academic instruction and education services below the postsecondary level that increase the mandatory E&T participant's ability to:

- Read, write, and speak English.
- Perform math or other activities necessary for the attainment of a secondary school diploma or equivalent.
- Transition to post-secondary education and training.
- Obtain employment (WIOA Title II sec. 203).

Allowable education activities may include, but are not limited to:

- Adult basic education;
- Remedial education;
- High school completion or General Educational Development; and
- English lessons for speakers of other languages.

The LWDB staff do not directly provide these services but rather refer individuals to community partners who specialize in education activities. Mandatory E&T participants assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided for the actual class time spent.

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

- ☒ ABAWDs
- ☒ Mandatory work registrants ages 18-59
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Those that reside in rural areas
- ☐ Underemployed

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.

Lack of functional literacy and numeracy skills and basic computer skills.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

12,830

Estimated Annual Component Administrative Cost

\$2,925,240.00

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.

For any education-related activity, Florida ensures that E&T funds are not used to pay for education services or activities that are already supported/covered by non-federal funds. In the instance of adult education which may be covered by non-federal funds, E&T funds will not be used to pay for a program of study that is ordinarily offered at no cost to the general public. In Florida, secondary and post-secondary education and training programs are not automatically covered by state or federal funds. One hundred percent of E&T funds do not supplant non-federal funds for existing educational services.

Due to various partnerships with adult education providers at the local level, LWDB career center staff receive documentation from their local adult education providers on costs for programs/services and which costs are covered by non-federal funds (and therefore offered at no cost to the general public) and which costs the participant may need additional support for through the E&T program. The appropriate coordination occurs locally between the LWDB and providers to ensure E&T funds supplement non-federal funds (when appropriate) and do not supplant these 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.

To ensure costs charged to SNAP E&T participants do not exceed the costs charged for non-E&T participants, case managers will compare costs on documentation provided by the participant to the education provider's published costs for the education program.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
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<p>Number of participants who participated in basic education to pursue a GED or HSE, and obtained a General Equivalency Degree (GED) or High School Equivalency (HSE) or successful completion of a basic education program.</p>	<p>Numerator will include the number of participants who participated in basic education to pursue a GED or HSE and obtained a General Equivalency Degree (GED) or successfully completed a basic education program during the period of 10/1/2025 to 9/30/2026.</p> <p>Denominator includes participants enrolled in basic education to pursue a GED or HSE or other basic education program during the period of 10/1/2025 to 9/30/2026.</p>
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## 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 and vocational training provides an opportunity for mandatory E&T participants to participate in courses or programs of study that are part of a program of career and technical education (as defined in section 3 of the Carl D. Perkins Act of 2006) and other post-secondary education. The vocational training component offers participants an opportunity to earn postsecondary credentials valued by employers and industry, including certifications and degrees, industry-recognized credentials, and licensures in alignment with demand occupations in the local area. In particular, credentials for in-demand occupations that have been approved for Florida's Master Credentials List (<https://careersourceflorida.com/master-credentials-list/>) or the state's Eligible Training Provider List.

Mandatory E&T participants assigned to education components, including on online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual class time spent.

Career/technical education and vocational training activities may be combined with job search or job search training, or other qualifying components.

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

- ☒ ABAWDs
- ☒ Mandatory work registrants ages 18-59
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Those that reside in rural areas
- ☐ Underemployed

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 criteria for participation in career/technical education programs or other vocational training includes having a high school diploma or equivalency, functional literacy and numeracy skills as well as career interests that align with the type of vocational training being sought, basic computer skills, post-secondary education programs in alignment with demand occupations in the local area, and no barriers that would impede the participant's likelihood of obtaining employment related to the post-secondary education program.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

2,515

Estimated Annual Component Administrative Cost

\$1,493,910.00

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.

For any vocational training activity, Florida ensures that E&T funds are not used to pay for education services or activities that are already supported/covered by non-federal funds. In the instance of vocational training, it is typically offered at a cost to the general public and is not covered by non-federal funds. Therefore, there is negligible opportunity for supplanting of non-federal funds to occur for vocational training. Further, the appropriate coordination occurs between the training providers and the LWDBs to ensure E&T funds supplement both federal and non-federal funds (when these funds are also available to support/cover the participant's training costs) and do not supplant these 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.

To ensure costs charged to SNAP E&T participants do not exceed the costs charged for non-E&T participants, case managers will compare costs on documentation provided by the participant to the education provider's published costs for the education program.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of participants who participated in vocational training and obtained a credential.	<p>Numerator will include the number of participants who participated in vocational training and obtained a credential during the period of 10/1/2025 to 9/30/2026.</p> <p>Denominator includes participants enrolled in vocational training during the period of 10/1/2025 to 9/30/2026.</p>

## WORK EXPERIENCE COMPONENT: WORK ACTIVITY

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

Work experience connects participants with employers to build job-related skills through practical experience or training at a worksite. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. LWDBs arrange worksites within the private for-profit sector, the non-profit sector, and the public sector where participants can gain work experience designed to increase their employability. Specific worksites vary throughout the state as they are coordinated at the local level by each LWDB and represent various industries and occupations. A mandatory E&T participant may identify a worksite that has not yet been developed by the LWDB. However, the mandatory participant will not be assigned to work experience at the worksite until an agreement with the site has been executed by the LWDB to ensure all applicable federal regulations and requirements are met.

Worksites and worksite agreements are developed and executed by the LWDB. Section 445.009, Florida Statutes, provides workers' compensation for participants in work experience funded via federal programs, such as SNAP E&T.

In lieu of wages, mandatory E&T participants receive compensation in the form of their household's monthly food assistance allotment. Work experience hours are based on the benefit calculation. The benefit calculation is the food assistance allotment divided by the higher of the federal or state minimum wage.

A work experience program will not provide any work that has the effect of replacing the employment of an individual not participating in the work experience component and provide the same benefits and working conditions that are provided at the work site to employees performing comparable work for comparable hours.

The length of placement varies based on the participant's progress towards gaining the knowledge, skills and abilities to obtain employment. A participant may be moved to another work experience assignment if it is determined that:

- The worksite is not able to provide all the skills needed for the marketability of the participant.
- The participant requests to be assigned to another worksite.
- The worksite requests the participant be removed from their worksite.
- A different worksite has an immediate opportunity for the participant to move from work experience directly into unsubsidized employment with the employer.

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

- ☒ ABAWDs
- ☒ Mandatory work registrants ages 18-59
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Those that reside in rural areas
- ☐ Underemployed

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 criteria for participating in work experience includes having functional literacy and numeracy skills, basic computer skills, interpersonal skills, time management skills, and the ability to follow instructions/directions. The participant's previous training, work experience (including lack thereof), and skills will be considered when determining the mandatory E&T participants appropriateness for this program component.

Will this component be offered statewide?

☒ Yes

☐ No

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

240

Estimated Annual Component Administrative Cost

\$68,400.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of participants who participated in work experience and obtained employment.	<p>Numerator includes the number of participants who participated in work experience and obtained employment during the period of 10/1/2025 to 9/30/2026.</p> <p>Denominator includes participants enrolled in work experience during the period of 10/1/2025 to 9/30/2026.</p>

## 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
22	116,994	\$5,971,836.00	\$297,764.00	\$6,269,600.00

## CONTRACTOR: FLORIDACOMMERCE

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
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Supervised Job Search
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

116,994

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

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

\$297,764.00

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

\$5,971,836.00

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

## **SUBCONTRACTOR: CAREERSOURCE BREVARD FLAGLER VOLUSIA**

### **INTERMEDIARY: FLORIDACOMMERCE**

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

4,793

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE BROWARD

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

7,279

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No



# SUBCONTRACTOR: CAREERSOURCE CAPITAL REGION

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

2,577

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE CENTRAL FLORIDA

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

19,569

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE CHIPOLA

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

653

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# **SUBCONTRACTOR: CAREERSOURCE CITRUS LEVY MARION**

## **INTERMEDIARY: FLORIDACOMMERCE**

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

2,871

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE ESCAROSA

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

1,647

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE GULF COAST

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

942

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE HEARTLAND

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

1,560

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# **SUBCONTRACTOR: CAREERSOURCE HILLSBOROUGH PINELLAS**

## **INTERMEDIARY: FLORIDACOMMERCE**

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

15,568

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No



# **SUBCONTRACTOR: CAREERSOURCE NORTH CENTRAL FLORIDA**

## **INTERMEDIARY: FLORIDACOMMERCE**

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

2,160

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE NORTH FLORIDA

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

432

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE NORTHEAST FLORIDA

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

8,134

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE OKALOOSA WALTON

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

680

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE PALM BEACH COUNTY

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

9,211

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE PASCO HERNANDO

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

3,503

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE POLK

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

3,040

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# **SUBCONTRACTOR: CAREERSOURCE RESEARCH COAST**

## **INTERMEDIARY: FLORIDACOMMERCE**

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

3,106

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No



# SUBCONTRACTOR: CAREERSOURCE SOUTH FLORIDA

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

20,845

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# **SUBCONTRACTOR: CAREERSOURCE SOUTHWEST FLORIDA**

## **INTERMEDIARY: FLORIDACOMMERCE**

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

7,118

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

# SUBCONTRACTOR: CAREERSOURCE SUNCOAST

## INTERMEDIARY: FLORIDACOMMERCE

Which E&T Services are offered by this subcontractor?

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

Annual Number of SNAP E&T Participants to be Served

1,306

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

## WBL PROGRAMS OVERVIEW

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

## OPERATING BUDGET

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

### Direct Program and Admin Costs

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

N/A

	Non-Federal Share	Federal Share	Total
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.

N/A

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$0.00	\$0.00	\$0.00

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

N/A

	<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.

N/A

	<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.

N/A

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

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

N/A

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

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

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$0.00	\$0.00	\$0.00
Contractual Costs	\$0.00	\$5,971,836.00	\$5,971,836.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$0.00	\$5,971,836.00	\$5,971,836.00

### Indirect Costs - Using Indirect Cost Rate

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

Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the contingent agency, upload the approval letter.

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

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

## In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$0.00	\$5,971,836.00	\$5,971,836.00

## Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$148,882.00	\$148,882.00	\$297,764.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$148,882.00	\$148,882.00	\$297,764.00

## Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$148,882.00	\$6,120,718.00	\$6,269,600.00

## 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	\$5,971,836.00	\$5,971,836.00	\$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	\$5,971,836.00	\$5,971,836.00	\$0.00	-
Federal	50 Percent Administrative	-	\$0.00	-	-
Non-Federal	50 Percent Administrative	-	\$0.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$148,882.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$148,882.00	-	-
Federal	Total 50 Percent Federal Target	\$148,882.00	\$148,882.00	\$0.00	-
<b>Total</b>	All Sources	\$6,120,718.00	\$6,269,600.00	-	-

## Total Fiscal Year Plan Funding

<b>Funding Sources</b>	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
100 Percent Federal Grant	-	\$5,971,836.00	\$5,971,836.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$0.00	\$0.00	\$0.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$148,882.00	\$148,882.00	-
50 Percent Total Participant Reimbursements	\$148,882.00	\$148,882.00	\$297,764.00
Total 50 Percent Funds	\$148,882.00	\$148,882.00	\$297,764.00
<b>Total</b>	\$148,882.00	\$6,120,718.00	\$6,269,600.00

## PLEDGE TO SERVE ALL ABAWDS

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g).

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

☐ Yes

☒ No