

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Guam	GU	2026	Original Submission

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KEY PROGRAM STAFF

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

Name	E-mail
Alyssa A. Uncangco	alyssa.uncangco@dphss.guam.gov

AMENDMENT LOG

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

ACRONYMS

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

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program

TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

SUMMARY OF PROGRAM

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to:

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

The Guam SNAP Employment and Training (E&T) program's mission aligns with that of the Department of Public Health and Social Services (DPHSS), which aims to enhance the well-being of the community. Specifically, the department's mission is "To assist the people of Guam in achieving and maintaining their highest levels of independence and self-sufficiency in health and social welfare."

The Guam E&T effectively fulfills its mission by providing case management to help participants identify and overcome barriers to employment. The program also offers participant reimbursements to assist participants as they prepare for and secure jobs. Additionally, it provides SNAP participants with essential skills, work experience, training, and education needed to elevate their employment opportunities. This program empowers SNAP individuals on their journey toward self-sufficiency, allowing them to confidently pursue meaningful careers while reducing their reliance on public assistance.

The Guam E&T vision is also in alignment with the DPHSS vision, which is "Empowered people of healthy mind and body living in a safe environment throughout their lifetime."

The DPHSS collaborates with the Guam Department of Labor (GDOL) to partner and leverage resources available through the American Job Center (AJC) to successfully carry out the required activities of the SNAP E&T program. A Memorandum of Understanding (MOU) is in effect and expires in 2027. The MOU is designed to enhance and strengthen efforts to meet the needs of SNAP individuals seeking employment, training opportunities, skills, education, or work experiences, as well as support services, while participating in an allowable work component. The MOU also identifies goals related to E&T enrollment and participation.

Additionally, the Guam Community College (GCC) serves as a third-party provider dedicated to enhancing the delivery of SNAP E&T services to eligible students.

The Bureau of Economic Security, Work Programs Section, under the DPHSS Division of Public Welfare, manages and oversees the E&T program. The Guam E&T is a voluntary program, exempting all work registrants, including time-limited SNAP recipients, from mandatory E&T participation.

The SNAP recipients receive services for WIOA career and training through the AJC and other support services, where applicable. The AJC advocates for SNAP clients to find gainful employment through wide access to available programs and services. The AJC has an Eligible Training Providers List that offers soft skills training that SNAP recipients can avail of when recommended by DPHSS. Other services provided include job placement services, job search, job enhancement, job development activities as needed, and an Individual Employment Plan (IEP). The AJC also partners with educational programs made available to the Guam Community College (GCC) or other partner programs as needed to provide referrals for SNAP clients.

The Program Coordinator of the E&T program is a member of the Guam Workforce Development Board's Planning and Coordinating Committee, which allows E&T additional access to resources and knowledge about local workforce needs. This committee allows providers to share important local information and best practices, news and updates from the workforce development system, and policy trainings.

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

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.

1. On March 9, 2024, President Biden signed into law the Consolidated Appropriations Act of 2024 (P.L. 118-42), which amended Section 402 of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA). This amendment grants Compacts of Free Association (COFA) citizens of the Federated States of Micronesia (Chuuk, Yap, Pohnpei, Kosrae), the Republic of Marshall Islands, and the Republic of Palau who lawfully reside in the United States eligibility for certain federal public benefit programs, including SNAP. Before this law, COFA citizens were ineligible for SNAP benefits. This change will likely increase the number of work registrants interested in participating in E&T.
2. An agreement will be in place between the Guam SNAP E&T and the Guam Community College to fully implement the third-party partnership.

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.

1. The MOU between DPHSS and GDOL/AJC has been strengthened to enhance Guam's E&T services. The updated MOU aims to increase participation and ensure access for a broader demographic of participants. It includes improvements such as better connections to WIOA Title I, expanded opportunities for apprenticeships and training, enhanced outreach efforts, and an expansion of programs beyond just the Senior Community Service Employment Program (SCSEP) participants.
2. Through the partnership with GCC, more SNAP participants are expected to gain better access to college courses that will support their journey toward self-sufficiency.

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
10/08/2024	Guam Workforce Development Board, Planning and Coordinating Standing Committee	Chairperson and Planner (GDOL support staff)	The E&T Program Coordinator participates in the Guam Workforce Development Board's Planning and Coordinating Standing Committee meetings. A discussion regarding the new statewide MOU with core partners took place on 10/08/2024 to gather feedback and input on the draft. The MOU outlines the statewide framework for the operation of the American Job Center (AJC) as the one-stop delivery system. Serving as the one-stop delivery system in Guam, the Guam AJC Network will offer career and support services which includes

			E&T. The MOU identifies the Guam Department of Public Health and Social Services as one of the WIOA partners who administers the SNAP employment and training.
04/08/2025	Guam Workforce Development Board, Planning and Coordinating Standing Committee	Chairperson and Administrative Support Services (GDOL support staff)	During the Planning and Coordinating Standing Committee meeting on April 8, 2025, it was announced that the Governor approved the MOU for the Guam One-Stop System with WIOA core partners on March 10, 2025. The network and collaboration with partners in providing quality services to clients raises the awareness of E&T.
06/26/2025	Guam Workforce Development Board	Executive Secretary	The E&T Program Coordinator participated in the general membership meeting for the Guam Workforce Development Board where they discussed a few draft resolutions. Resolution No. 2024-006: To adopt the MOU of the One-Stop System with core partners. Resolution No. 2024-007: To approve the Eligible Training Provider List for program years 2025-2027. Resolution No. 2024-005: To add Western Pacific Maritime Academy, Inc. to the Eligible Training Provider Listing. Eligible providers and partners have been identified, and the list of training providers has been updated. Participants can now choose from a diverse array of options tailored to enhance their skills and career prospects.

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.

N/A

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).

The Guam E&T has contracted with the GDOL/AJC to offer services and support to SNAP participants. This partnership aims to enhance their opportunities within the Guam workforce development system. Services include skills assessments and access to a comprehensive range of resources available through the AJC. The E&T collaborates with AJC, which provides employment training and mentorship. Through this partnership, E&T participants can meet local workforce needs by receiving the necessary training, certifications, and education related to specific occupations or skilled industries. As a WIOA partner under the WIOA Combined State Plan, SNAP E&T participants will receive priority services from AJC and may be co-enrolled in other WIOA activities. Furthermore, the E&T Program Coordinator participates in the GDOL/AJC bi-weekly meetings to provide updates on the E&T program, address any issues or concerns, discuss coordination of E&T, and receive updates on AJC's initiatives, plans, and activities.

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 BES Work Programs Section oversees the E&T program and the Job Opportunities and Basic Skills (JOBS) program. The JOBS program is designed to help TANF recipients become financially independent, enabling them to support their families independently. JOBS will help build the skills needed for better employment and assist in overcoming barriers to job acquisition.

TANF recipients who also receive SNAP benefits and participate in the JOBS program are exempt from the work registration requirement under SNAP E&T, which means a recipient cannot be enrolled in both programs simultaneously.

Families receiving TANF who have exceeded their 60-month time limit, have had their cash assistance terminated, or have expired, can transition to the E&T program as long as they are SNAP recipients. This integration of transitional programs allows families to move from TANF cash assistance to stable, paid employment in the local workforce while helping them maintain their jobs.

The amended Section 402 of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) also affects TANF in that COFA citizens are eligible to receive TANF-funded assistance. This will lead to an increase in the number of participants in TANF.

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).

GDOL is the only federal employment program with which the E&T program coordinates, where WIOA Title partners provide E&T participants with the supportive services necessary to complete their training programs and connect with other federal and state employment programs.

CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

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

UTILIZATION OF STATE OPTIONS

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

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

☒ Yes

☐ No

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

☐ Mandatory per 7 CFR 273.7(e)

☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

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

☒ Applicants per 7 CFR 273.7(e)(2)

☐ Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

☒ Categorically eligible households per 7 CFR 273.2(j)

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

☒ Yes

☐ No

CHARACTERISTICS OF INDIVIDUALS SERVED BY E&T

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

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

- ☐ ABAWDs
- ☐ Homeless
- ☐ Veterans
- ☐ Students
- ☐ Single parents
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Underemployed
- ☐ Those that reside in rural areas

Estimated Participant Levels

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

QUESTION	RESPONSE FIELD
Anticipated number of work registrants	9,971

State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
No exemptions	9,971

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	9,971
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	4,545
Anticipated number of ABAWDs in waived areas of the State	213
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	1,628
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	2,704

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	130
Total anticipated number of E&T participants	130
Anticipated number of ABAWDs to be served in E&T	53

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

- ☐ Annually
- ☐ Bi-annually
- ☒ Other

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

Although Guam is an all-volunteer E&T program, exemptions will be re-evaluated annually.

ORGANIZATIONAL RELATIONSHIPS

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

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

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

The Work Programs Section (WPS) and the SNAP Certification Unit fall directly under the Division of Public Welfare, Bureau of Economic Security (BES). The BES Administrator oversees both WPS and the Certification Unit. The Program Coordinator within WPS is responsible for developing the E&T annual state plan. This includes formulating and updating E&T policies, establishing and monitoring agreements for E&T services, overseeing providers, implementing the planned activities outlined in the state plan, and managing the program's financial activities.

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

The E&T program collaborates and communicates regularly with the Policy Management Section (PMS) to create, modify, and implement new policies and procedures related to E&T through various channels, including email, phone calls, messaging apps, and in-person or virtual meetings. Upon final approval, the E&T program, PMS, and BES Administrator will sign and disseminate the policy to the Certification Unit, and it will be discussed during monthly staff meetings.

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

Regular communication with E&T providers occurs via phone, messaging app, email, or through in-person and virtual meetings. The E&T Program Coordinator is situated at the GDOL/AJC office, which facilitates regular in-person communication with case managers. This arrangement enables the timely resolution of any issues, concerns, or opportunities for improvement that may arise. Communication with the GCC partner is maintained through regular telephone interactions to ensure timely updates and responsiveness. In addition, in-person or virtual meetings are scheduled at least every two weeks to facilitate comprehensive discussions and collaborative decision-making. These meetings may also be arranged on an as-needed basis to address any urgent matters or emerging issues that require immediate attention.

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

E&T will communicate new policies, procedures, updates, and other relevant information to E&T providers via email, as well as through in-person or virtual meetings when necessary.

The GDOL AJC holds bi-weekly meetings where E&T policies, changes, updates, inquiries, issues, concerns, and other information can be shared and addressed. Additionally, there is ongoing communication via email, in-person meetings, and virtual meetings with GCC regarding the implementation of the E&T pilot program, known as "Para Pa'GU".

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 are communicated and shared with the PHPro eligibility database system and the Virtual One Stop (VOS) case management system, also known as HireGuam. DPHSS manages the PHPro system, whereas GDOL maintains the VOS system. Both systems facilitate access for GDOL and DPHSS to shared participant data and information. This includes records of participant activities, outcomes, plans, progress, updates, contact sheets, eligibility status, certification periods, participant demographics, and other pertinent information. All E&T participants who use GDOL AJC services are required to sign up on [HireGuam.com](https://hireguam.com). It offers online services to job seekers and employers.

Student information is shared among GCC, the E&T Program Coordinator, and the Certification Unit Eligibility Specialist (ES) Supervisor using a tracking spreadsheet on Google Docs. This spreadsheet collects data, including the student's name, contact information, enrollment status (either part-time or full-time), whether the student is a SNAP recipient or not, and their referral status to the E&T program.

Participant data and information are also communicated via email, phone, or during in-person or virtual meetings with all parties involved.

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.

PHPro tracks and stores: appointments, initial assessments/reassessments, participation hours, component placement, work hours, participant reimbursements, case notes, certifications. It is also used to process direct payments for reimbursements. VOS tracks and stores: employability assessments, IEPs, participation monitoring/follow-up, work/training site visits, participant progress, referrals to AJC partner programs, peer-to-peer consultations. The PHPro and VOS systems do not interface. However, GDOL and DPHSS should independently generate reports from both systems. The system's case management capabilities allow case managers to determine program eligibility, document referrals and coordination with service providers, track services, and monitor participant outcomes.

Describe the State agency's process for monitoring E&T providers' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

The E&T Program Coordinator will complete quarterly reviews on case files and participant reimbursements to ensure adherence to policies and procedures. A minimum of 10% of the total enrollment in E&T will be subject to review. Direct payments, invoices, and supporting documents will be verified. Case files will be examined via PHPro and VOS to ensure that policies and procedures are being followed correctly. The E&T Coordinator will assess compliance with the terms, conditions, and requirements of the contract with E&T providers. E&T providers will be promptly notified through a report regarding the status of their review.

Furthermore, technical assistance and training will be offered to address any issues and fulfill specific needs identified during the review process.

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

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

Describe how the State agency evaluates the performance of providers in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

The information and data populated on the PHPro and VOS systems will be used to evaluate the effectiveness of services. AJC case managers enter E&T work codes into the PHPro system, allowing E&T to track participant outcomes (employed, certificates, etc).

The following data will be reviewed and assessed:

1. Number of SNAP recipients assessed for participation in E&T.
2. Number of participants enrolled in at least one component.
3. Number of participants who earned a credential.
4. Number of participants who obtained employment.

Performance is also assessed by the achievement of established annual SNAP E&T program goals specified in the MOU with GDOL.

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.

During the SNAP eligibility interview (new, renewal, re-open), the Certification Unit screens individuals for federal exemptions from the general work requirements. The federal exemptions are:

1. Younger than the age 16, or age 60 or older
2. 16 or 17-year-old who is not the head of household or who is in school or in an employment program at least half-time
3. Taking care of a child younger than 6 years old that lives in the household
4. Taking care of an incapacitated person
5. Unable to work because of mental or physical reason
6. Already working 30 hours a week
7. Already earning \$217.50 (30 times the federal minimum wage) or more a week
8. Going to school, college, or a training program at least halftime
9. Meeting the work rules for the Temporary Assistance for the Needy Families (TANF)
10. Participating in a drug or alcohol addiction treatment program
11. Receiving or pending receipt of unemployment benefits
12. In receipt of Supplemental Security Income (SSI) or Social Security Disability (SSDI) for themselves

All SNAP applicants/recipients who do not meet one of the federal exemptions listed above are considered work registrants. They must follow the SNAP general work requirements to keep their benefits. The general work requirements are:

1. Be registered for work
2. Accept any job offer, unless there is a good reason they can't
3. Tell us about their job and how much they are getting paid
4. Not quit their job or reduce their work hours, without having a good reason, if they work at least 30 hours a week or earn the equivalent of 30 hours a week times the federal minimum wage

Reference: BES Policy 2024-011

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

A SNAP applicant or recipient is considered to be registered for work when the application form is signed. The household will be notified which members are subject to the general work requirements.

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

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

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

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

SCREENING FOR REFERRAL TO E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State-specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program.

After a work registrant is screened for exemptions from the general work requirements, the ES worker will inquire whether they are interested in participating in E&T. The ES worker will apply Guam's criteria to determine if a referral to E&T is appropriate by asking the questions below.

1. Are you willing to work?
2. Are you interested in training opportunities or education?

If the individual answers "yes" to either question, they will be automatically referred to E&T.

This screening also includes a conversation with the applicant to determine if they are job-ready. The ES worker can inquire further or ask additional questions, such as "Is there anything that makes it hard for you to work?" If childcare, skills, or transportation are an issue, this is a time to encourage referral. If there are challenges related to mental health, chronic disease, homelessness, etc., it may be a good idea not to refer. The ES workers should use prudent judgment to make an informed decision during the interview if the individual reports any barriers or challenges that indicate they are not ready to work.

Additionally, the information in the participant's case file will serve as a valuable resource for identifying whether the individual has been recently employed, has a language barrier, possesses a high school diploma, or has an education level below 8th grade, and where the individual resides. This information will also help screen for appropriateness to E&T.

Reference: BES Policy 2024-014

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

The ES workers inform SNAP recipients that E&T is a voluntary program offering work training, education, and support services, which include transportation, reimbursement for work-related expenses, and assistance with childcare. They are also informed that GDOL/AJC will contact them to schedule an appointment for enrollment. The information is provided verbally through an oral explanation of the Consolidated Work Notice, and a written copy of the notice is also given. An E&T program brochure is provided as well.

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

The ES worker will document in PHPro (case notes record) that the E&T information was explained to the SNAP recipient. Plans are underway to implement this feature in PHPro by confirming that the information was provided via a check mark.

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.

After the ES worker screens the SNAP applicants based on Guam's state-specific criteria to determine their suitability for E&T, the ES will submit the individuals' name, SNAP case number, and at least 2 reliable contact numbers to the E&T program. This submission will be done via email until it is automated in the PHPro system. The ES must also document in the case notes record in PHPro that the individual was screened and deemed an appropriate referral. Once the referral is received by E&T, the E&T Program Coordinator will collaborate with the GDOL, AJC to ensure the client is placed in an E&T component and receives case management services.

When does the screening for a reverse referral request occur?

The screening for a reverse referral request will occur when E&T receives a referral from an E&T provider.

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

The E&T provider will channel the reverse referrals via email or through a shared spreadsheet to E&T with the individual's name and contact number. The information will be coordinated with the designated Work Programs Section (WPS) staff, who will conduct the screening based on Guam's state-specific criteria to determine if they will be a good fit for E&T.

Students from GCC who are interested will fill out a participant interest form. This form includes a QR code that directs them to a link where they will provide general information, including whether they are a SNAP recipient. If the student claims they are enrolled in SNAP, the ES Supervisor at the Certification Unit will verify their eligibility. If they are not receiving SNAP benefits, they will be asked to fill out a pre-screening form by scanning a QR code to determine if they may be eligible for SNAP. After the student completes the pre-screening form and is likely to be eligible for SNAP, GCC will provide an application for public assistance to complete. If they are unlikely to qualify, GCC will still encourage the student to complete the application. All applications will be submitted to the assigned ES Supervisor. For students who are verified as SNAP eligible, GCC will schedule an appointment to offer E&T services. GCC and E&T utilize a tracking shared spreadsheet on Google Docs where referral information is available in real time.

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?

Participants are informed by the ES worker about participant reimbursements during the certification and recertification interviews, and when there is a reported change in the work registrant status of household members.

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.

Rights to receive participant reimbursements.

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?

After receiving a reverse referral from an E&T provider, the E&T will coordinate with the designated WPS staff, who will determine if it is an appropriate referral. This can be done in person or via telephone. The individuals will be notified about their eligibility to E&T and their rights to receive participant reimbursements. If the individual is a good fit for E&T, they will be referred to the E&T provider to proceed with the referral and offer an allowable E&T component.

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?

The information about the referral is communicated through a shared spreadsheet/database with AJC and GCC.

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

Referrals are being sent via email by the Certification Unit to E&T.

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

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

Is orientation mandatory?

☒ Yes

☐ No

Who runs the orientation? Select all that apply.

☐ State Agency

☐ Intermediary

☒ E&T Provider

☐ County or Local Office

How is the orientation conducted? Select all that apply.

☒ In Person

☒ Virtually

☐ Online

☐ Self-Paced

☒ Other

Explain the other methods used for orientation.

Telephone

What happens during the orientation?

The AJC case manager will contact the E&T participant to schedule an initial assessment. This assessment will include a one-on-one orientation that highlights the available services and programs for SNAP E&T and AJC. During this orientation, participants will learn about co-enrollment options for the WIOA and Wagner-Peyser programs. They will also be informed about their rights and responsibilities regarding participant reimbursements.

ASSESSMENT

Does the State require or provide an assessment?

☒ Yes

☐ No

Who conducts the assessment? Select all that apply.

☒ State Agency

☒ E&T Provider

☐ Self-Assessment

☒ Intermediary

☐ Local Office

☐ Other

When are participants assessed?

Participants are assessed after the screening and referral process.

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

Each E&T participant is assigned a case manager from the American Job Center. The case manager will schedule an appointment with the participant to conduct an initial assessment either in person, virtually, or over the phone. They will also work on developing an Individual Employment Plan (IEP), undergo an objective assessment, and be informed about their rights and responsibilities for participant reimbursements. If applicable, participants will be assigned to a specific E&T component. Overall, the assessment aims to identify strengths, challenges, barriers, workplace skills, career interests, work values, work history, service needs, and basic skills.

The PHPro and VOS serve as tools for storing participant information and data collected during assessments. The database and case management system allow DPHSS and GDOL/AJC to share participant information, monitor participant activities, and track outcomes. The participants and providers can view the results on VOS or [HireGuam.com](https://dam-fns.usda.gov/sites/default/files/microsite/snapet-gufy26stateplan//index.html).

The GCC Adult Basic Program will assess SNAP students who enroll in E&T at GCC. The Comprehensive Adult Student Assessment Systems (CASAS) will be administered to determine reading and math levels. The Adult Education Counselor will assess the participants' educational pathway and employment goals. Mid- and final progress reports will be conducted with instructors and advisors toward the completion of the program. Upon request, the assessments can be provided to the participants and the E&T office.

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

☒ Yes

☐ No

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

☒ Orally

☒ Electronic Forms

☒ Physical Forms

☒ MIS System

☒ Email

☐ Other

☐ Assessment is not shared with State agency staff

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

☒ Orally

☒ Electronic Forms

☒ Physical Forms

☐ MIS System

☒ Email

☐ Other

☐ Assessment is not shared with E&T providers

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

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

Are participants reassessed?

- ☒ Yes
- ☐ No

When are participants reassessed?

Annually

How are participants reassessed?

Their IEP and objective assessment will be reviewed to evaluate individual progress and outcomes. Case managers should identify areas of strength, challenges, and any adjustments needed to support their development. Additionally, case managers will provide support to develop the client's skills and find appropriate work training or educational activities if there is a lack of progress towards achieving employment.

CONCILIATION PROCESS

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

Does the State agency offer a conciliation process?

☐ Yes

☒ No

CASE MANAGEMENT SERVICES

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

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

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

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

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

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

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

Describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	E&T case managers communicate and coordinate with the SNAP eligibility staff through information entered in PHPro.
How do E&T case managers coordinate with: State E&T staff	E&T case managers communicate, coordinate, and engage with the E&T staff via email, phone, or in-person daily. E&T participant information is communicated through the PHPro system.
How do E&T case managers coordinate with: Other E&T providers	E&T case managers communicate and coordinate with E&T providers via email or phone.
How do E&T case managers coordinate with: Community resources	E&T case managers communicate and coordinate with community resources via email, phone, or in-person.

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

All E&T participant is assigned a dedicated case manager. This case manager is responsible for maintaining ongoing communication to remain informed about the participant's circumstances, address any obstacles that may arise, and make necessary adjustments to their employment plans. They will ensure that participants have the support they need to obtain and sustain employment successfully by working with them one-on-one.

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?

Under the MOU, the AJC case managers are required to provide mandatory case management services. They will provide counseling and other services as needed, monitor progress, identify obstacles, and offer the necessary support to help them succeed. Client contact must be done at least once every 30 days or as needed for all components.

GCC will provide wraparound case management services for students to succeed. They will oversee students' engagement with various programs and support services, providing assistance and guidance as needed. Additionally, they will track student progress and outcomes, helping to address any obstacles or challenges that arise.

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

Case managers are required to review, validate, and input participation hours and authorize support services into the PHPro system within five working days upon receipt from the participant. They are also responsible for entering the participant reimbursement requests into the PHPro.

To effectively support E&T participants in their training and employment goals, case managers must prioritize

regular and consistent communication.

HireGuam is used by AJC case managers to oversee and validate activities. It offers participant reporting and data collection capabilities, enabling case managers to efficiently report, collect, verify, and manage participant data.

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?

When a SNAP recipient claims exemption, fails or refuses to work register or voluntarily quits because of illness or illness of a household member that requires the presence of a household member, the ES staff shall require a medical certificate from the SNAP recipient's physician indicating "that illness," be it temporary or permanent. The medical certificate will be documented or entered in the PH/Pro computer eligibility system.

In case of a household emergency, the ES staff shall require a SNAP recipient to submit a statement explaining the details of the emergency and have the recipient sign the statement. The ES or the ESS shall exercise his/her best judgment to determine whether the emergency justifies the claim of exemption, the failure, or refusal to work register.

If there is no access to mass transit and transportation is unavailable, the SNAP participant must provide a statement explaining the circumstances. If necessary, the ES staff will contact Guam's Regional Mass Transit to confirm whether public transportation is available on the island. If there is a lack of adequate childcare for a child between the ages of six (6) and twelve (12), the SNAP recipient must provide a statement regarding these circumstances. In either case, the ES staff should make an effort to validate the claim of the SNAP recipient and not solely rely on the submitted statement. Additionally, the ES staff shall verify and validate the claim of the SNAP recipient on the unavailability of child care for children over six (6) years but under twelve (12) with the DPHSS Division of Children's Wellness (DCW). A list of childcare facilities on the island can be obtained at guamchildcare.com.

Furthermore, good cause for voluntarily quitting employment shall also include the following:

- a. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin or political beliefs;
- b. Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule;
- c. Acceptance by the head of household of employment, or enrollment of at least half-time in any recognized school, training program or institution of higher education, that requires the head household to leave employment;
- d. Acceptance by any other household member of employment or enrollment at least halftime in any recognized school, training program or institution of higher education in another county or similar political subdivision which requires the household to move and thereby requires the primary wage earner to leave employment.
- e. Resignations by persons under the age of 60 which are recognized by the employer as retirement;
- f. Acceptance of a bona fide offer of employment of more than 20 hours a week or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by hours which, because of circumstances beyond the control of the head of household, subsequently either does not materialize or results in employment of less than 20 hours a week or weekly earnings of less than the Federal minimum wage multiplied by 20 hours; and
- g. Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another such as migrant farm labor or construction work. There may be some circumstances

where households will apply for food stamp benefits between jobs particularly in cases where work may not yet be available at the new job site. Even though employment at the new site has not actually begun the quitting of the previous employment shall be considered as with good cause if part of the pattern of that type of employment.

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

Guam's SNAP Manual, Section 2615 provides guidance on good cause determinations. DPHSS will determine whether the individual's refusal or failure to comply with the SNAP work requirements was justified by good cause. This determination involves a review of the individual's specific circumstances and reasons for non-compliance with the program's work requirements.

The eligibility staff must contact the household and determine whether good cause exists. In determining whether or not good cause exists, the eligibility staff shall consider the facts and circumstances, including information submitted by the household member involved and the employer. The number of attempts made to reach out to the SNAP participant for additional information is as often as deemed necessary.

Good cause shall include circumstances beyond the member's control, such as, but not limited to:

1. Individual's illness, or illness of another household member requiring the presence of the individual;
2. Household emergencies;
3. Unavailability of transportation due to having no access to mass transit; or
4. Lack of adequate child care for children who have reached the age of six (6) but under fourteen (14).

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.

If an E&T provider determines that an individual is ill-suited for a particular E&T component, they must notify the designated WPS staff within 10 calendar days from the date when the provider determination is made. The provider must provide the WPS staff with the following information in writing via email:

1. Participant name
2. Initial component
3. Date of the provider determination
4. Reason for the provider determination
5. New component (if offered)

If an E&T provider determines the individual may be suitable for another component, they will email the WPS staff for consideration. If approved, WPS does not need to act further on the provider determination and will continue with the referral. If the provider does not have another component to offer the individual, WPS must be notified in writing. Notifications must be documented in PHPro. Reference: BES Policy 2024-012

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

The WPS staff will notify the client of a provider determination within 10 calendar days of receiving notification of the decision. The client must be informed of the next steps and is notified that a provider determination does not mean that they are being sanctioned. Notification to the client must be in writing and documented in PHPro. Reference: BES Policy 2024-013

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	130
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	2
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	130
Percentage of participants expected to receive reimbursements	100.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$212,800.00
Estimated budget per participant in fiscal year	\$1,636.92
Estimated number of E&T participants to receive participant reimbursements per month	43
Estimated budget of participant reimbursements per E&T participant per month	\$412.40

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
Dependent care	\$100 per month	SNAP E&T Provider	Direct payment to participant	Direct deposit of the actual amount as a reimbursement.
Dependent care	\$200 per child per month	SNAP State Agency	Direct payment to participant	Direct deposit of the actual amount as a reimbursement.
Transportation	\$100 per month maximum	SNAP State Agency	Direct payment to participant	Direct deposit of the actual amount as a reimbursement.
Transportation	\$200 per month	SNAP E&T Provider	Direct payment to participant	Direct deposit of the actual amount as a reimbursement.
Work-related	Maximum of \$400 annually	SNAP State Agency	Direct payment to participant	Direct deposit of the actual

				amount as a reimbursement.
Work/school related expenses	\$100 per month	SNAP E&T Provider	Direct payment to participant	Direct deposit of the actual amount as a reimbursement.

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

- ☒ Yes
- ☐ No

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

The maximum reimbursement amount for child care assistance is \$200 per child per month. Most parents will use the services provided by CCDBG, which is part of the DPHSS Division of Children's Welfare.

How is childcare paid for?

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

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

The E&T program does not have a waiting list. Should the E&T participant exceed the maximum amount authorized listed in the table above, the program will communicate with the Child Care Development Fund.

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

The participant must complete a Vendor Record Establishment Request form along with the necessary supporting documents. The E&T program will then submit this request to the Department of Administration, Division of Accounts, for approval and to establish a vendor number. Once the vendor number is assigned, the participant can receive reimbursements via Electronic Funds Transfer (EFT).

WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report (FNS-583).

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1).

The PHPro eligibility system captures the SNAP recipient's work registration status. The information is collected from the SNAP application and input into the system. The E&T staff ensures work registrants are not counted more than once in any fiscal year.

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

The PHPro system can generate a monthly report of the work registrant numbers. The estimated number of work registrants is based on an unduplicated count of individuals from the list. The data report is generated on February 15.

How are work registrants identified in the eligibility system?

If the individuals are work registrants, the PHPro will display an "R" status, indicating that they are required for work registration and do not qualify for any exemptions.

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

The monthly work registrant report is converted into an Excel file. This monthly list is compared to the listings from previous quarters to ensure that each work registrant is counted only once during the fiscal year. The Excel file uses conditional formatting to identify and highlight any duplicate entries. If any duplicate work registrants are found, they are removed to determine the final count.

OUTCOME REPORTING MEASURES

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

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

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

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

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

PHPro and VOS or [HireGuam.com](https://dam-fns.usda.gov/sites/default/files/microsite/snapet-gufy26stateplan//index.html)

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

- ☒ Verbal Contact
- ☐ Physical Forms
- ☐ Text
- ☒ Email

Describe the process for manual follow up.

Case managers will review the participant's progress through a series of periodic check-ins, either face-to-face, telephone contact, office visit, email, visitation to the placement site, or online systems such as VOS.

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 provides support services for participants who found employment while participating in the E&T program. This is the time when individuals are most vulnerable as they transition into their new job. This service will be offered at a minimum of 30 calendar days and a maximum of 90 calendar days.

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☐ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Individuals who have successfully obtained employment during participation in E&T.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

4

Estimated Annual Component Administrative Cost

\$6,548.00

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

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

Job Search Training (JST) consists of any activities that are intended to enhance the job search skills of participants by providing instruction in job seeking techniques, self-confidence and motivation. It is also to prepare an individual to obtain employment or enroll in SNAP E&T training. This component includes but not limited to: Employability Assessment, Interest and Aptitude testing, developing an Individual Employment Plan (IEP), counseling activities (career counseling, individual/group, career guidance/planning, referrals to apprenticeship programs, jobs corps and other federal training (non-WIA/WIOA Training), job and or work training placement services, or other direct training or support activities, resume writing workshops/job application workshop, and learning how to use online job search tools, orientations, computer classes, interviewing skills, etc. The participant activities under the Guam Department of Labor/American Job Center will fall within this component.

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☐ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

All E&T participants who possess minimal job skills or experience, or who have unstable personal circumstances, are placed in job search training. This component aims to enhance their stability and improve their employability skills.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

5

Estimated Annual Component Administrative Cost

\$8,185.00

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

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

The Supervised Job Search (SJS) activities may be conducted independently or within a group setting and will be directly supervised, monitored, and validated by the AJC case managers. The case manager and the participant will engage monthly either through in-person meetings at the GDOL AJC office, virtual meetings, or phone calls to review job search activities, get feedback, troubleshoot issues, and discuss the next steps.

The participant is encouraged to make a minimum of 12 contacts with potential employers per month and is required to submit a Job Search and/or Job Readiness Activity Log (JS/JR) monthly to their assigned case manager for the two (2) months they are engaged in job search activities. The log will be used to help track the timing and activities of E&T participants in a supervised job search.

All SJS activities will be documented in PHPro and DOL VOS. At a minimum, the monthly case note must include:

- 1) Title and employer of the prospective job(s);
- 2) How the job is related to the individual's skill set and/or training;
- 3) Date and time of interview;
- 4) Results of the interview including start date, title, weekly rate, and hours per week of employment if applicable; and
- 5) Follow-up actions (e.g., "Thank you" correspondence to the interviewer, I-9 employment verification).

Describe the direct path to employment.

The SNAP E&T case manager will use DOL VOSS to review any Job Search (JS) activities the participant engaged in but may not have captured in their JS Log. The AJC case manager will contact the employers to verify the JS activity if it is not captured in VOSS. The JS search activity shall be embedded in their IEP/CSP. The AJC's customers and businesses/employers utilize the Virtual One Stop System (VOSS), Hire Guam. Customers can search for available employment opportunities, update, and submit their resumes to various employers without leaving their home or training site. This allows customers/participants access to services virtually, especially if transportation is a challenge. The Hire Guam website records any activity the participant/customer completes.

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☐ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Must have completed level 2 of IEP if at a minimum of 6 months of work experience and has gained the necessary skill sets for what the position requires. For example, the vacancy requires a minimum of 6 months of work experience and computer literacy. The participant has the experience and lacks the skill set needed for the position, therefore, the participant will not be referred until that skill set is met.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

5

Estimated Annual Component Administrative Cost

\$8,185.00

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Basic education programs help participants achieve basic literacy (reading, math, writing, financial literacy, health literacy, computer skills, etc.). These programs may include Adult Basic Education, high school equivalency programs (GED), and other basic skills. They prepare individuals to earn a high school diploma or an equivalent certification, transition to postsecondary education and training, and secure unsubsidized employment.

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☐ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

All E&T participants who have limited English, reading skills below 7th grade level, not completed high school or GED, or who are less prepared to enter the labor market.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

10

Estimated Annual Component Administrative Cost

\$16,369.00

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.

The 50/50 matching funds used to support education services and activities will come from a non-federal source before SNAP E&T funds are used. SNAP E&T funds will not supplant other existing educational services and activities.

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.

GCC and DPHSS will ensure that neither the E&T program nor its participants are charged more than any other program receiving educational services and/or activities.

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

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

This component is any organized vocational educational programs (pre/post-secondary) directly related to the preparation of individuals for employment in current or emerging occupations requiring training, which includes a degree (i.e., Associate), instructional certificate programs, industry skills certifications, and other coursework. The Career/Technical Education and Vocational Training Programs must be specified in the participant's IEP/CSP and aligned with the employment goal. The participant activities under the GDOL/AJC will fall within this component which includes distance learning (i.e. E-learning program or course, etc.).

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☐ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

All E&T participants who are ready for employment and want to learn the skills necessary for a specific job or industry.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

15

Estimated Annual Component Administrative Cost

\$24,554.00

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.

The 50/50 matching funds used to support education services and activities will come from a non-federal source before SNAP E&T funds are used. SNAP E&T funds will not supplant other existing educational services and activities.

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.

GCC and DPHSS will ensure that neither the E&T program nor its participants are charged more than any other program receiving educational services and/or activities.

EDUCATIONAL COMPONENT: WORK READINESS TRAINING

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

These are intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. This includes “soft skills”, where are defined as personal characteristics and behavioral skills that enhance an individual’s interaction, job performance, and career prospects such as adaptability, integrity, cooperation and workplace discipline.

Work readiness skills may include foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking and non-cognitive skills. Other AJC activities listed include, but are not limited to: Referrals to educational services and/or to a service provider funded under WIOA, mentorship, short-term pre-vocational services, and financial literacy education. We will explore virtual training for participants focused on a specific topic.

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☐ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

All E&T participants who may have difficulty maintaining employment, limited labor market experience, and express interest in improving skills that will allow them to gain and retain jobs successfully.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

6

Estimated Annual Component Administrative Cost

\$9,822.00

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.

E&T does not have a contract with the local community college or community-based organization to fund the cost of Work Readiness Training. Therefore, E&T does not use funds to cover these costs. However, if a participant pays out of pocket for WRT expenses for tuition, books, fees, etc.; the participant can utilize their work-related expense allotment of \$400 to get reimbursed, or they can seek assistance with the AJC to help subsidize the cost.

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.

Not Applicable, same response as above.

WORK EXPERIENCE COMPONENT: WORK ACTIVITY

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

Work Experience Trainings are work/training activities the participant is engaged in before or after their entry into SNAP E&T. The purpose is to provide participants work experience opportunities to help them improve their employability especially if finding unsubsidized employment is challenging. This activity is planned based on the outcome of the initial assessment with the AJC case manager and the expected outcomes outlined in the Individualized Employment Plan developed with the participant.

The Community Work Experience program (CWEP) is the primary placement for all participants. This program provides unpaid work experience and new job skills through unpaid work either in a public (government) service or in a community-based private sector organization. A participant engaged in the CWEP must have an E&T contract developed by the case manager and participant. This activity is initiated at the time of the initial assessment with the AJC case manager.

Participants in the WE programs are placed in various training sites, such as government agencies, community-based organizations, and educational institutions. Where they are placed is dependent on the results of the initial assessment and the IEP developed with the participant.

Regardless of which type of WE program is designed for the participant, an agreement or SNAP E&T contract is created and initiated between the AJC CM, participant and the training site immediate supervisor. The agreement is for a 12-month period. We encourage participants to engage in this work experience activity for a minimum of 20 hours a week. However, the participant can choose to work up to 120 hours a month.

Most of the programs will be an allowable component for one year from the date of enrollment with SNAP E&T, provided that they meet the progressive milestones indicated in their Individual Employment Plan/Career Strategy Plan. The SNAP E&T case manager will determine if the participant continues with E&T after being 12 months on the program.

All WE activities must be documented in the participant's IEP/CSP which includes a list of milestones for estimated completion date and employment/occupational goals.

The GDOL administers two types of subsidized work experience programs:

- 1) The subsidized Work Experience (WE) program component with GDOL is limited to 3-12 months before it results in unsubsidized employment.
- 2) Senior Community Service Employment Program (SCSEP) is a division of the GDOL and is part of a nationwide federal-state system of community service employment programs, established as Title V of the Older American Act of 1965, as amended, to foster useful part-time training opportunities in community service skills for unemployed low-income individuals who are 55 years old or older and who have poor employment prospects. The program also fosters individual economic self-sufficiency and increases the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors. The main goal of SCSEP is for the participant to find and accept unsubsidized employment. SCSEP is an entitlement or income maintenance program, and Host Agency assignments are not "jobs". SCSEP participants have a 48-month lifetime limit in the program with the goal of unsubsidized employment in 18 months.

At the time of the initial assessment with the AJC CM, the participant could be enrolled in or participating in a subsidized work experience program administered (paid for) by WIOA, Wagner-Peyser (WP), and/or the National Dislocated Worker Grant (NDWG) within GDOL.

After the initial assessment has been completed, these participants will be considered co-enrolled with SNAP E&T. The AJC CM will follow up on attendance/training hours monthly. These hours are then recorded into the SNAP E&T PH/Pro module. SNAP E&T will only pay for support services such as transportation reimbursements, while GDOL is responsible for paying GDOL participants' salaries/wages and fringe benefits.

SNAP E&T does not use E&T funds to pay for the salaries, fringe benefits, and educational/training expenses of participants funded under any GDOL grant (local/Federal). SNAP E&T does not pay them to participate. GDOL is solely responsible for those expenses. All Work Experience activities must be documented in the participant's IEP/CSP, which includes a list of milestones for the estimated completion date and employment/occupational goals.

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☐ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

E&T participants who fit in these criteria in one or more of the criteria listed below for the CWEP Activity:

- 1) No work experience
- 2) Lack of a High School Diploma or GED
- 3) Unemployed >6 months

For the subsidized programs with GDOL:

- 1) Must be a registered participant with GDOL's hire Guam.

Meet GDOL program's criteria for participation based on the eligibility of GDOL.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

85

Estimated Annual Component Administrative Cost

\$139,138.00

CONTRACTS OVERVIEW

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

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs	Total Budget
2	130	\$126,167.00	\$212,800.00	\$338,967.00

CONTRACTOR: GUAM COMMUNITY COLLEGE

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
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

15

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

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

\$48,800.00

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

\$0.00

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

\$74,167.00

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

☐ Yes

☒ No

CONTRACTOR: GUAM DEPARTMENT OF LABOR AMERICAN JOB CENTER

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
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

115

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$164,000.00

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

\$52,000.00

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

\$0.00

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

☐ Yes

☒ No

WBL PROGRAMS OVERVIEW

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

OPERATING BUDGET

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

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$0.00	\$31,200.00	\$31,200.00

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

Program Coordinator IV: \$32,428 x 1.00 FTE = \$32,428
Administrative Aide: \$7,348 x 1.00 FTE = \$7,348

Cost allocation: 25% E&T / 75% JOBS

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$16,800.00	\$16,800.00

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

Program Coordinator IV: \$10,752
Administrative Aide: \$6,048

Cost allocation: 25% E&T / 75% JOBS

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$2,100.00	\$2,100.00	\$4,200.00

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

To cover cost for office and cleaning supplies, shredder, document scanners, and LCD projector

	Non-Federal Share	Federal Share	Total
Materials	\$23,400.00	\$23,400.00	\$46,800.00

Describe materials to be purchased with E&T funds.

To cover costs for necessary materials outside of supplies, including system maintenance and service, developing and printing education and training materials, PSAs, workstation set-up, client training, table covers, banners, and other promotional activities.

	Non-Federal Share	Federal Share	Total
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

	Non-Federal Share	Federal Share	Total
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

	Non-Federal Share	Federal Share	Total
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

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$25,500.00	\$73,500.00	\$99,000.00
Contractual Costs	\$37,083.50	\$89,083.50	\$126,167.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$62,583.50	\$162,583.50	\$225,167.00

Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
Indirect Costs	\$0.00	\$0.00	\$0.00

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

Indirect Costs - Using Federally Approved Cost Allocation Plan

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

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$62,583.50	\$162,583.50	\$225,167.00

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$2,400.00	\$2,400.00	\$4,800.00
Transportation & Other Costs	\$104,000.00	\$104,000.00	\$208,000.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$106,400.00	\$106,400.00	\$212,800.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$168,983.50	\$268,983.50	\$437,967.00

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	\$100,000.00	\$100,000.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$100,000.00	\$100,000.00	\$0.00	-
Federal	50 Percent Administrative	-	\$62,583.50	-	-
Non-Federal	50 Percent Administrative	-	\$62,583.50	-	-
Federal	50 Percent Participant Reimbursements	-	\$106,400.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$106,400.00	-	-
Federal	Total 50 Percent Federal Target	\$38,403.00	\$168,983.50	\$130,580.50	-
Total	All Sources	\$138,403.00	\$437,967.00	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$100,000.00	\$100,000.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$62,583.50	\$62,583.50	\$125,167.00
50 Percent Dependent Care	\$2,400.00	\$2,400.00	-
50 Percent Transportation/Other	\$104,000.00	\$104,000.00	-
50 Percent Total Participant Reimbursements	\$106,400.00	\$106,400.00	\$212,800.00
Total 50 Percent Funds	\$168,983.50	\$168,983.50	\$337,967.00
Total	\$168,983.50	\$268,983.50	\$437,967.00

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