

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Hawaii	HI	2026	Original Submission

FORM STATUS: Approved on 09/25/2025 6:54 PM EDT

KEY PROGRAM STAFF

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

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AMENDMENT LOG

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

ACRONYMS

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

The below list includes common acronyms utilized within this plan.

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

Hawaii is committed to ensuring that the people of Hawaii are thriving. We also work to encourage self-sufficiency and support the well-being of individuals, families, and communities in Hawaii. Our E&T program supports self-sufficiency by emphasizing skill building to expand equitable access to education and family-supporting careers, while working with local employers to meet their need for a skilled workforce.

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
Link to resource	Website

PROGRAM CHANGES

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

Hawaii is planning to relaunch E&T with the "More than a Job" (MTAJ) campaign in November 2025 and will be working with WRO to learn and apply strategies from MTAJ initiatives in pilot states. Hawaii is not an MTAJ state and seeks to leverage the tools used in MTAJ to encourage success for E&T participants in components and with program messaging for both SNAP participants, state eligibility staff, and the labor workforce to continue to build and expand the reach of SNAP E&T in Hawaii.

As a part of our plan to ensure proper screening and referrals at the point of interview for all SNAP households, the relaunch will allow us to reconnect with the purpose of E&T as a method of encouraging self-sufficiency options for all SNAP household members by transitioning the concept of voluntary participation to an initiative to place people on a pathway for economic stability and success through career development pathways. As an initial part of that plan, Hawaii will be promoting each E&T provider as a leader in select components to help eligibility staff to assist in marketing this program to our SNAP clients. Additionally, as a part of the referral process, eligibility staff will also be scheduling intake sessions during the SNAP interview to immediately connect these interested individuals to meet with our E&T providers. This will allow the providers to then start the case management process to see if the right fit can be achieved. This is an expansion on the model that was used for our HINET program with the University of Hawaii that also has a reverse referral process.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

HINET was not able to provide services for FY2025 due to contracting challenges. They intend to restart services effective October 1, 2025 and will be relaunching to start on Oahu and then add community college campuses over the course of a four (4) year period to address staffing limits as they are able to recruit and build capacity across the state. We will be starting with a goal of 50 participants for the initial year and project for adding more participation as more staff are added.

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

Did the State agency consult with private employers or employer organizations in lieu of the workforce development board?

☐ Yes

☒ No

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.

Hawaii will work with WRO on a consultation and coordination plan to work with the State Workforce Board in the continued development and implementation of the E&T program in FY2026.

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).

With the current contracted partnership with Department of Labor and Industrial Relations (DLIR) who serves as one of the program partners with WIOA, the state seeks to continue on more engagement during FY2026 to see how we can continue to connect with them as a referral partner to increase participation with the goal of a reverse referral process through WIOA sites to our E&T providers.

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.

We have had some initial discussions on the referral opportunities between TANF and GA programs, particularly when TANF households exit due to employment from their work program to provide continuity of support if households are seeking to improve their self-sufficiency by engaging with other household members that are unemployed or underemployed to maximize the TANF households self-sufficiency options for eligible additional household members.

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).

We have not engaged with other programs and may see what opportunities may be available for partnership opportunities. No specific plans are scheduled for FY2026.

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	32,593

State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
Voluntary E&T	32,593

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	32,593
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	7,200
Anticipated number of ABAWDs in waived areas of the State	0
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	0
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	7,200

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	675
Total anticipated number of E&T participants	675
Anticipated number of ABAWDs to be served in E&T	400

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

- ☐ Annually
- ☒ Bi-annually
- ☐ Other

ORGANIZATIONAL RELATIONSHIPS

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

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

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

The Hawaii Department of Human Services (DHS), Benefit, Employment and Support Services Division SNAP office directly oversees all E&T policy including contracting and contract monitoring of awarded providers. E&T program functions outside of our SNAP certification units who are overseen by Statewide Branch Administration. E&T units are contracted and awarded to Goodwill Industries of Hawaii for Oahu and Maui islands and to the Department of Labor and Industrial Relations for Kauai and Hawaii islands and the University of Hawaii Community Colleges for SNAP household members that participate in the community college system for E&T services. All E&T providers operate separately from SNAP certification units.

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

E&T units provide communication to certification units via DHS 880 regarding all participation via email or mail. All other communications are handled via email or phone. Each certification unit has a specific worker assigned to work programs, including E&T.

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

The EWs at the DHS Processing Centers (PC) communicate and share participant data and information via the Hawaii Automated Welfare Information (HAWI) system which communicates to Hawaii Automated Network Assistance (HANA) which is the system used by the E&T case managers.

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

Policies, procedures, and other information is communicated via meetings, emails, phone calls as needed. The State agency will be conducting a refresher training for all E&T staff as a part of the "More than a Job" campaign as certain functions in the HANA system will need to be updated to comply with the required components for the E&T program. The state agency will also continue quarterly meeting beginning the second quarter of FY2026 to regularly conduct informational workshops and encourage conversation between providers to discuss concerns, milestones, program support needs, and any other information with our E&T partners.

The state agency may issue written clarifications, procedures or other information to the DHS eligibility staff or contracted E&T partners regarding changes to countable work activities, participant reimbursements, and other regulation updates through a DHS cloud based portal (Microsoft Sharepoint) that houses written documentation, desk aids, and other resources for all operational staff to access as needed.

Training is conducted for all staff, including contract staff, through the Staff Development Office. Training is conducted on program policy and procedure for both eligibility determination and work program participation culminating in a system overview for both HAWI and HANA respectively. Ongoing training and program reviews are being developed to ensure that staff have refresher training to maintain the highest level of knowledge.

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

The state agency uses the HANA system to track participant information. All E&T providers are trained in system usage to capture participant information used for reporting. A future MIS system modification is being planned to capture reporting information for both the FNS 583 and Annual Report to ensure that we are able to report accurate information.

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.

All participation is managed within HANA as a case management system. This system includes the referral process, case management, participation tracking, and client reimbursement. This system is integrated with the HAWI system, our SNAP eligibility system, to interface whether a household continues to receive SNAP to ensure

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 State Agency has worked into our management evaluation plan our schedule to conduct annual program reviews. Additionally, quarterly and annual fiscal reviews will be conducted to review expenditures including participant reimbursement documentation to ensure compliance with federal and state regulations. Case reviews will be conducted on an annual basis to review program compliance and identify any areas requiring corrective action and will work with E&T partners to correct these issues. We have requested technical assistance on this topic to ensure that the evaluation process is in compliance with FNS requirements.

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 DHS SNAP Office program specialist monitors the performance of the contracted E&T case management and component activity services providers by reviewing various reporting measures of the services delivered that may include reviewing monthly or quarterly system generated reports showing component completion, review of case manager monthly reports. Statistics reviewed are percentages of participants that obtained a recognized credential, completed training programs, continued their training program for consecutive academic years.

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.

Eligibility staff will screen and code all SNAP household members in accordance with SNAP general work requirement exemptions and additional ABAWD exceptions in accordance with all work provisions per 7 CFR 273.7

During the SNAP applicant's interview for initial or recertification (renewal), also during the time the household reports a change like adding a new household member, the eligibility worker (EW) determines the household composition for SNAP and the work registration status of each household member. The EW will explain during the interview the general work requirements for SNAP household (HH) members and then screen each HH member for the following:

- Age 15 or younger, or age 60 or older;
- A person age 16 or 17 who is not the head of a household or who is attending school, or is enrolled in an employment and training program, on at least a half-time basis
- Already working at least 30 hours a week (or earning wages at least equal to the federal minimum wage multiplied by 30 hours);
- Complying with the First-To-Work program work requirements;
- Responsible for the care of a child under age 6 or a person who needs help caring for themselves;
- Unable to work due to a physical or mental limitation (verified by medical professional or receiving SSI/SSDI);
- Participating regularly in an alcohol or drug treatment program;
- Receiving or applied for Unemployment Insurance Benefits (UIB); or
- Studying in school or a training program at least half-time.

Due to the expected changes as a part of the 2025 Budget reconciliation bill, Hawaii intends to modify the referral process as required for ABAWD qualifications.

In the new BES system, each household will be coded according to their work registration status and exemption criteria per their application and interview statements.

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

If the SNAP household member is not exempt from the general work requirements per 7 CFR 273.7, they will be coded as a work registrant.

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

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

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

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

SCREENING FOR REFERRAL TO E&T

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

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

During the eligibility interview, eligibility staff will be screening households to refer then to E&T providers' intake sessions. Based on the result of the screening for work registration and whether each household member is a work registrant and non-work registrant (exempt), the individual will be asked by the EW if he/she wants to engage with services within E&T.

Our two main providers, Goodwill Hawaii, and Department of Labor and Industrial Relations (DLIR) provide all E&T services which enables the EW to screen and refer based on interest. The EW will determine if the individual's appropriateness (fit) to E&T by providing an overview of the E&T program and mention the specific criteria – available components and services being provided like supervised job search, basic education, career, and technical education program. The EW will also look at the individual's past work or education history and other aspects that will help in the individual's determination of appropriate referral to E&T. If the individual is interested, the EW will schedule him/her based on their initial to an available E&T program intake session. EW will also determine if the individual will have any expenses related or will be incurred in participating with E&T and if it will be reimbursable. EW's knowledge of reimbursable E&T expenses is important on this aspect of screening and referral. Intake sessions will be arranged in the HANA system for EWs to refer directly to a provider. The E&T providers will then contact the household to arrange for the meeting session to confirm the initial meeting schedule. EWs are also encouraged to create case notes in HAWI to explain coding and screening process.

E&T providers are able to provide an array of services within the component planning to maximize options for our SNAP households and as needed to cross refer SNAP households between providers to maintain a seamless engagement with our SNAP participants to ensure best fit.

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

Eligibility staff provide general information during the interview regarding the SNAP E&T program including the array of providers and available components to help them to either meet ABAWD work participation requirements and connect with components that will place them on the road to self-sufficiency. Two notices are generated to explain the SNAP work requirements and Able-Bodied Adult without Dependents work requirements to SNAP household members. A combined notice will be available once Hawaii launches our new eligibility system in the fall of 2026.

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

A copy of the notices are maintained in the state's eligibility system and will also be available in the new system upon launch in Fall 2026.

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

- ☒ Reverse Referral
- ☒ Direct Referral

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

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

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

During the eligibility interview, eligibility staff will be screening households to refer then to E&T providers' intake sessions. Based on the result of the screening for work registration and whether each household member is a mandatory work registrant and non-work registrant (exempt), the individual will be asked by the EW if he/she wants to engage with services within E&T, both as a means to meet work requirements and to start the pathway to self-sufficiency. A script is being developed to be used a part of the relaunch of the "More than a Job" campaign. A technical assist has been requested from FNS WRO to present in late August or early September 2025.

When does the screening for a reverse referral request occur?

E&T providers may also work with interested individuals receiving assistance from their organization that may be eligible for SNAP. A current process is in place with our community college partner, University of Hawaii, to refer students currently receiving SNAP assistance to participate with E&T through the use of a departmental form (DHS 880) to allow the individual to be selected for participation in the HANA system (DHS MIS for case management for E&T) through coding from our existing SNAP eligibility system (HAWI).

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

E&T case managers will complete an intake session with the SNAP participant. A DHS 880 is submitted to the eligibility processing center via email to then reclassify the SNAP household member to be referred in the HANA system for selection for participation with the E&T provider.

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?

As a part of the screening and referral script, eligibility staff will provide a general explanation for reimbursements. A more thorough explanation will be provided during the E&T intake session to assist with specific questions as a part of the E&T participation.

REFERRAL TO E&T

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

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

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

How is the referral communicated? Select all that apply.

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

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

E&T case managers will complete an intake session with the SNAP participant to screen for fit. Once determined for fit, a DHS 880 is submitted to the eligibility processing center via email to then reclassify the SNAP household member to be referred in the HANA system for selection for participation with the E&T provider.

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?

During the eligibility interview, eligibility staff will be screening households to refer then to E&T providers' intake sessions. Based on the result of the screening for work registration and whether each household member is a work registrant and non-work registrant (exempt), the individual will be asked by the EW if he/she wants to engage with services within E&T, both as a means to meet work participation requirements and to start the pathway to self-sufficiency. A script is being developed to be used a part of the launch to implement tools from the "More than a Job" campaign. Hawaii would like to use tools that will help to promote self-sufficiency by engaging with E&T. A technical assist has been requested from FNS WRO to present in late August or early September 2025.

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

Eligibility staff provide general information during the interview regarding the SNAP E&T program including the array of providers and available components to help them to both meet work requirements and connect with components that will place them on the road to self-sufficiency. Two notices are generated to explain the SNAP work requirements and Able-Bodied Adult without Dependents work requirements to SNAP household members. A combined notice will be available once Hawaii launches our new eligibility system in the fall of 2026. Information regarding the referral process is to be noted in case notes in HAWI.

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

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

Is orientation mandatory?

- ☒ Yes
- ☐ No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

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

What happens during the orientation?

The E&T providers are to give either a group or individual presentation regarding the E&T program and the services provided, including the participant reimbursement process. As needed, the SNAP participant will be assessed for fit and matched with a case manager to start the assessment and service plan that the E&T participant will complete. This plan includes all components identified and agreed to between the participant and the case manager with an action plan to engage in component activities and identify any appropriate support services to assist the participant in attaining employment. A schedule should be developed to identify case management and component activities that will be monitored and notated in the HANA system to track progress and meet milestones to obtain outcomes for each program participant across all providers.

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?

Once the state (EW) refers a participant to the E&T program, the E&T provider (case management staff or HINET staff) conducts their own assessments with the E&T participant as needed.

Participants are assessed after completing the orientation overview about the E&T program services and once the participant agrees to participate in the program. Assessments are conducted orally with the E&T case manager and may also involve additional skills assessments electronically or via paper questionnaire.

Assessment questions are built into the HANA system and is completed by the E&T case manager upon meeting with the E&T participant. This in-depth assessment includes psychosocial, emotional, and skills assessments, which include, but not limited to, the assessment of self-esteem/self-awareness, needs, values, interests, skills, and goals.

The information from assessments is reviewed by the E&T provider staff and discussed with the participant as part of the development of the employability assessment plan. Staff document the assessment and employability plan into the E&T case management data system (HANA).

Barriers may be discovered during this assessment phase, which leads to discussions of next steps and various options. These assessments also assist both case manager and client as they think of next steps and the feasibility of developing an Employability Plan (EP). This assessment can be reviewed by the provider, participant and State agency (E&T Specialist).

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

Assessment questions are built into the HANA system and is completed by the E&T case manager upon meeting with the E&T participant. This in-depth assessment includes psychosocial, emotional, and skills assessments, which include, but not limited to, the assessment of self-esteem/self-awareness, needs, values, interests, skills, and goals.

E&T providers are not limited to using the system tools and have the option to administer assessments to ensure proper fit into components.

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

- ☒ Yes
- ☐ No

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

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

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

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

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

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

Are participants reassessed?

- ☒ Yes
- ☐ No

When are participants reassessed?

Participants may be assessed as needed either by the participant requesting a reassessment or by the case manager as needed. Appropriate times for reassessment may include but are not limited to: the completion of a component, placement in employment, or as needed if requested by the participant or case manager. The goal of the reassessment is to assist the participant while informing the E&T provider on planning on other options available to assist the SNAP participant in achieving their goals. Another option may be to identify any problems or issues that the participant may be experiencing while in a component to further assist in them making successful progress by addressing barriers.

How are participants reassessed?

Assessments would be conducted either in person, over the phone, or chosen communication method agreed upon between the participant and case manager. As a part of the assessment, any changes to the individual employment plan should be made once agreed upon and updated accordingly in the HANA system. A copy of the updated plan shall be provided to participant. Any associated support services would also be made in conjunction with the updated employment plan. All case notes associated with the changes would be provided in the HANA system to document all changes, reasons, and updates.

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	A state form, DHS 880, is used when communicating with the SNAP eligibility staff and transmit information via email to the processing center shared mailbox.
How do E&T case managers coordinate with: State E&T staff	Regular quarterly meetings and as needed by directly contacting the E&T staff.
How do E&T case managers coordinate with: Other E&T providers	E&T providers are expected to work collaboratively to ensure that participants have the right fit with the E&T provider.
How do E&T case managers coordinate with: Community resources	E&T providers develop their community resources as needed.

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

E&T providers are required to develop and document case management services for all participants from intake to exit. A quarterly report is completed to tabulate the number of clients receiving case management services. A monthly report is also submitted by each E&T provider to tabulate the number of participants and their activities.

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

Case management services are required to document all progress once the participant identifies their program goal which includes regular reviews, at least monthly, to include completion of activities. Case managers will complete a review of any barriers that may pose to participation and employment. Once identified, case managers will work with the participant to identify options to address with the goal of eliminating these barriers. Barriers may include additional services and resources needed and cost considerations to include participant reimbursements.

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 management services are intended to support participation and is an agreement between the participant and the case manager which includes identifying targeted outcomes and agreed timelines for regular updates and reimbursement expectations. All services, resources, and cost considerations will be documented in the case file and case notes to assist staff with monitoring of progress as a part of case management services.

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?

Good cause may include but is not limited to:

1. Illness;
2. Illness of another household member;
3. Household emergency requiring the client's presence; or
4. Transportation problems.

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

E&T is not a mandatory program in the state of Hawaii.

PROVIDER DETERMINATIONS

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

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

The state agency is working on the notification process and the provider determination process. Presently the case management system prohibits the addition of participants that are presently not an applicant to SNAP as the eligibility system drives the interaction. HINET utilizes a reverse referral process using a hard copy referral form transmitted to the processing centers electronically for SNAP applicants to ensure proper coding that allows for the participant to drop into the case management system. Training on this process will be developed and rolled out to be implemented during FY2026 with the goal of beginning the implementation process by November 2025.

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

The state agency is working on the notification process as a part of the training. An additional notice may need to be developed in the case management system that can be initiated by the provider to be sent to the client.

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	675
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	0
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	675
Percentage of participants expected to receive reimbursements	100.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$121,544.00
Estimated budget per participant in fiscal year	\$180.07
Estimated number of E&T participants to receive participant reimbursements per month	200
Estimated budget of participant reimbursements per E&T participant per month	\$50.64

PARTICIPANT REIMBURSEMENT DETAILS

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

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Books		SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Electronic authorization between HANA and EBT vendor
Bus Fare		SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Electronic authorization between HANA and EBT vendor
Car		SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Electronic authorization between HANA and EBT vendor
Certificate or Licenses		SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Electronic authorization between HANA and EBT vendor

Clothing/Equipment		SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Electronic authorization between HANA and EBT vendor
Education Registration Fees		SNAP E&T Provider	State's Electronic Benefit Transfer (EBT)	Electronic authorization between HANA and EBT vendor

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

☒ Yes

☐ No

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

Child care reimbursements are completed through the HANA system once an application is received by an E&T participant with the child care subsidy office.

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?

There is no cap or waiting list.

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

The SNAP E&T providers will complete an assessment as a part of intake to identify initial participant reimbursements and will develop an individual employment plan to identify any other support services that

the participant would be eligible for and document in their case record. A support service plan is developed so that the participant understands the documents required to substantiate costs for reimbursement.

WORK REGISTRANT DATA

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

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

The SNAP eligibility system runs a monthly data extract to compile and report the data to the SNAP office. This number reports the number of work registrants as of the start of each federal fiscal year.

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

The data is pulled from a regularly scheduled job that gathers all SNAP recipient household members that are coded as work registrants as of the 30th of September. The report is delivered as a hard copy to the SNAP office and will migrate to an electronic report once Hawaii transitions to the new BES (Benefit Eligibility System) in October 2026.

How are work registrants identified in the eligibility system?

Work registrants are coded once they are determined to be subject to the general work requirements at the point of certification and recertification or any change reporting.

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

A monthly count is completed every month for unduplicated work registrants each month and compiled at the end of the year.

OUTCOME REPORTING MEASURES

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

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

SNAP eligibility system with SWICA and NDNH interfaces and Hawaii Automated Network for Assistance (HANA) system

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

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

Describe the process for manual follow up.

As a part of case management, staff conduct a regular follow-up with clients on their progress and address any concerns or issues that they are experiencing that may impact their participation. Case notes are documented in the HANA system. Due to the update in our system agreement we will be able to validate information in UI participation. Also, we are working on a tracking system for participants that have exited participation as a result of employment. E&T providers will conduct contact at regular intervals to report back on these participants as an aspect of federal reporting. This language is being included in all E&T contracts as a condition in their scope of services. Reports will be provided quarterly.

COMPONENTS OVERVIEW

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

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

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

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

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

- ☒ Work Activity
- ☒ Work-Based Learning

Which type of Work-Based Learning components are offered?

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

NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

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

Job retention services are available to E&T participants who have obtained employment while participating in E&T. Services include assisting the participant with increasing their work hours or obtaining sustainable living wages through mentoring and/or additional job skills training. It also includes case management and reimbursements for required uniforms or other clothing for employment, equipment, supplies, required tools to perform the job, testing fees, and transportation.

Reimbursements for work-related expenses will not be processed until the expenses have been fully documented. Case management service providers shall be conducted as least once per month and track and document progress and/or concerns to assist the participant in attaining self-sufficiency.

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 found employment who need support maintaining employment or seeking higher wages, hours and additional skills.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

75

Estimated Annual Component Administrative Cost

\$33,738.75

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

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

The Job Search Training is a module consisting of 24 hours that is designed to increase the job seeking skill of E&T participants. JST shall include activities such as resume writing, interview skills, career mapping, networking opportunities, and job search resources available. Referrals will also be made to clothing resources available to assist job seekers to prepare for interviews. Interview skills should also reflect recent job search trends post pandemic.

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.

Job ready participants who need guidance in job seeking skills.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

250

Estimated Annual Component Administrative Cost

\$40,486.50

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of individuals that obtained employment upon completion of the Job Skills Training component.	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants that obtained employment upon completion of the JST component during the period of 10-1-2025 to 9-30-2026.</p> <p>Denominator will include the number of JST participants during the period of 10-1-2025 to 9-30-2026.</p>

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

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

Supervised Job Search requires individuals to search for employment in accordance with identified employment goals noted in the employment plan. E&T case managers will review and discuss all job search logs monthly with participants to discuss results from each job search attempt and provide evaluation and guidance in order to improve the individual's chances of securing employment. As needed, a revision to the employment plan can be made based on this discussion. Contact with E&T participants may include but is not limited to: in person, over the phone, via email, or via telecommunication as is available and in the best interest of the program participant.

Hawaii DHS needs to develop the criteria it will use for choosing additional community-based provider organizations that may be interested in offering a 50-50 model SJS components. Currently, only two partners are authorized to administer SJS components in Hawaii through a formal contract agreement between DHS and each partner agency with the scope of services specifying the requirements for the supervised job search component offered. E&T case managers will review and follow up with all job search logs monthly with participants to discuss the results from each job search attempt and provide evaluation and guidance in order to improve the individual's chances of securing employment.

Describe the direct path to employment.

Through the requirements of the contract agreements between DHS and the organizations operating E&T case manager services, the E&T case managers will review and follow up with all job search logs monthly with participants to discuss results from each job search attempt and provide evaluation and guidance in order to improve the individual's chances of securing 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 will have the option to select this component as a part of their case management plan whether they are unemployed and underemployed. Participants may or may not have skills, knowledge, or experience which will be assessed during intake by the E&T provider.

Will this component be offered statewide?

☒ Yes

☐ No

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

100

Estimated Annual Component Administrative Cost

\$40,486.50

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Hawaii will monitor the number of SJS participants during the period of 10/1/25 – 09/30/26 on a quarterly basis to determine the number of participants that obtained employment after completing the SJS component.	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants who obtained employment within 2 months after completing SJS component during the period of 10-1-2025 to 9-30-2026.</p> <p>Denominator will include the number of SJS participants during the period of 10-1-2025 to 9-30-2026.</p>

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Based on the E&T assessment and a participant's employment goals, a referral to basic education activities may be the most beneficial way to begin E&T participation.

Adult Basic Education (ABE), General Education Development (GED), and Complementary Basic Education (CBE) are the standard basic education programs. This component will increase the participant's basic communication skills and ability to perform basic math and other basic skills necessary to obtain a secondary school diploma or equivalent, or to prepare for additional training leading to a job paying sustainable wages. EPB component may be combined with any other qualifying components.

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 in need of foundational skills and/or educational activities needed to enter the workforce.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

125

Estimated Annual Component Administrative Cost

\$20,243.25

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 funds will not be used to supplant non-Federal funds or existing educational services. Supplanting will not happen because DHS does not provide Hawaii DOE with any funds to operate any EPB services that Hawaii DOE provides. Hawaii DOE utilizes its own state and federal funds to operate its EPB programs that serve all individuals in Hawaii, including E&T participants.

The E&T program provides reimbursement directly to the E&T participant for any fees that the participant is charged. Such fees would be the same amount that all individuals who elect to take the ABE, GED, or CBE programs offered by the Hawaii DOE are charged.

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.

The E&T program is charged an amount equal to the fees charged to non-E&T participants for the same activity.

Each campus offering courses through the Community School for Adults post their fees on their websites and the E&T case manager verifies the E&T participant paid the required fees and provides reimbursement of such fees. The E&T case manager verifies that the posted fees on each campus' website matches the fees that the participant has paid.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of individuals that obtained a recognized credential upon completion of the Basic Education component.	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants who obtained a recognized credential and complete the BE component during the period of 10-1-2025 to 9-30-2026.</p> <p>Denominator will include the number of BE participants during the period of 10-1-2025 to 9-30-2026.</p>

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

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

This component activity is defined as classroom education to provide participants with the skills required to obtain sustainable employment and to address the business community's inability to fill vacancies due to the lack of qualified workforce. Examples the type of activities could include: culinary arts, mechanics, health care technicians, etc. As a part of this component, the provider would provide case management and support services for transportation, and cost reimbursements for class supplies including but not limited to tools, books, and other required equipment as described in the class syllabus.

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.

Participants motivated to pursue training and enhance their employability will be referred to this component. Participants also need to be a student enrolled at a participating UH Community College campus after being referred and accepted with the E&T provider or are currently a registered student to be enrolled in a basic education or pre-CTE / CTE pathway, must be work-eligible, and not receiving TANF.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

450

Estimated Annual Component Administrative Cost

\$121,500.00

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 funds will not be used to supplant non-Federal funds or existing educational services. Costs attributed to the E&T program are for allowable E&T activities for staffing as described in the contract agreement between Hawaii DHS and UH Windward Community College.

Hawaii DHS conducts on-going desk reviews of the invoices that UH submits for payment and requests for clarification or supporting documentation as appropriate.

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.

The E&T grant is charged an amount equal to the tuition charged to non-E&T participants for the same activity. Each campus posts their tuition fees on their websites, and Hawaii DHS is invoiced for tuition costs for eligible E&T participants. Hawaii DHS verifies the cost of tuition fees billed to DHS matches the posted tuition fees on each campus' website.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of individuals that are in the Vocational Training component and who continue in the VT component in the following year. This measure is primarily for our HINET contractor, which serves the community college students.	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants that were in the VT component and continued on the subsequent year during the period of 10-1-2025 to 9-30-2026.</p> <p>Denominator will include those participants in the VT component during the period of 10-1-2025 to 9-30-2026.</p>

EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

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

Based on the E&T assessment and a participant's employment goals, a referral to English Language Acquisition (ELA) activities may be the most beneficial way to begin E&T participation when English reading, speaking, and writing skills need to be improved to increase employability. ELA component may be combined with any other qualifying components.

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.

Participants that have identified needing support in English language acquisition as English is not a primary language to develop communication skills that will lead to sustainable employment opportunities.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

20

Estimated Annual Component Administrative Cost

\$5,398.20

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 funds will not be used to supplant non-Federal funds or existing educational services.

Supplanting will not happen because DHS does not provide Hawaii DOE with any funds to operate any ELA services that Hawaii DOE provides. Hawaii DOE utilizes its own state and federal funds to operate its EPEL programs that serve all individuals in Hawaii, including E&T participants.

The E&T program provides reimbursement directly to the E&T participant for any fees that the participant is charged. Such fees would be the same amount that all individuals who elect to take the English Language Acquisition programs offered by the Hawaii DOE are charged.

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.

The E&T program is charged an amount equal to the fees charged to non-E&T participants for the same activity. Each campus offering courses through the Community School for Adults post their fees on their websites and the E&T case manager verifies the E&T participant paid the required fees and provides reimbursement of such fees. The E&T case manager verifies that the posted fees on each campus' website matches the fees that the participant has paid.

EDUCATIONAL COMPONENT: WORK READINESS TRAINING

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

WRT provides training components to help E&T participants engage in skills and knowledge building to develop skills to enter into the workforce. E&T providers provide a training comprised of five modules that cover a broad range of topics.

The first module is a self-inventory of the participant's skills, strengths, and work values, as well as their motivations and personality traits and how that fits into their employment goals and expectations. The second module is about social media and job search, sources of employment, how to fill out an application, and which resume model works best for the individual participant. The third module addresses life skills for personal development. The fourth module is about communication and the job interview. The fifth (and last) module is about fitting in at the workplace and what characteristics employers are looking for in potential candidates.

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 are not ready for employment for any reason and are in need of resources to develop the skills necessary to seek, obtain and maintain sustainable employment.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

100

Estimated Annual Component Administrative Cost

\$26,991.00

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.

Federal E&T funds used for WRT does not supplant non-Federal funds for existing education services and activities. Costs attributed to the E&T program are for allowable E&T activities for staffing as described in the contract agreements between Hawaii DHS and the Contractors. Hawaii DHS conducts on-going desk reviews of the invoices that the Contractor submits for payment and requests for clarification or supporting documentation as appropriate.

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.

The Work Readiness Training services provided by the Contractors are exclusively provided to E&T participants by the Contractors' staffing as described in the contract agreements between Hawaii DHS and the Contractors.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of individuals that complete the Work Readiness Training Component.	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants that were in the WRT component and obtained a job upon completion of the WRT component during the period of 10-1-2025 to 9-30-2026.</p> <p>Denominator will include those participants that were in the EPWRT component during the period of 10-1-2025 to 9-30-2026.</p>

WORK EXPERIENCE COMPONENT: APPRENTICESHIP

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

DLIR presently has an apprenticeship program with various state agencies to engage individuals with a variety of work opportunities based on their interest and work skills. This assists state agencies presently experiencing increased vacancies to boost their workforce through short term employment while engaging with our current employment avenues through traditional hiring practices. The evaluation process would begin at the point of intake and continue through case management to determine proper referral based on the participant's responses during the initial assessment. The goal is for individuals to be placed in these apprenticeship opportunities.

Registered Apprenticeships are unique long-term training programs that combines On-the-Job Learning with Related Training Instruction, which allow job seekers to learn specialized skills for various trades and occupations. In Hawaii, there are over 100 registered apprenticeship programs available that represent a wide variety of occupations. After completing training, an apprentice becomes a journey worker and can earn a higher salary as well as pursue career goals as a foreman, supervisor, contractor, or even set up their own business.

Is this component subsidized by SNAP E&T?

- ☐ Subsidized
- ☒ Unsubsidized
- ☐ Both subsidized and unsubsidized

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☐ Students
- ☒ 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 expressing an interest in a specific trade or set of trades that promotes longevity in a highly sustainable field.

Will this component be offered statewide?

☒ Yes

☐ No

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

50

Estimated Annual Component Administrative Cost

\$16,206.00

WORK EXPERIENCE COMPONENT: INTERNSHIP

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

DLIR offers paid internships which serve to grant exposure to high-demand occupations within the State government in addition to assisting an underserved population enter high-quality jobs in growing and critical industries.

Presently, Hele Imua offers a 12-week internship for the State of Hawaii and The Quality Jobs, Equity Strategy, and Training (QUEST) program targets dislocated workers and other eligible participants through employment and training via a paid internship.

Is this component subsidized by SNAP E&T?

- ☐ Subsidized
- ☒ Unsubsidized
- ☐ Both subsidized and unsubsidized

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ 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 looking to enter the workforce and gain the experience and training necessary to transition into permanent, sustainable and gainful employment.

Will this component be offered statewide?

☒ Yes

☐ No

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

50

Estimated Annual Component Administrative Cost

\$16,206.00

WORK EXPERIENCE COMPONENT: WORK ACTIVITY

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

Work Activity (WA) provides individuals with an opportunity to gain work experience and useful workplace skills at a supervised worksite. It may be combined with other E&T components.

Work sites are developed by the E&T worker or may be identified by the participant; however, the worksite may only be used after an agreement is established and fully executed. The agreement outlines the requirements for working conditions and prescribes the maximum number of hours the participant can work. The worksite position should not exceed 6 months. Participant attendance is tracked on a weekly/monthly basis and signed by the worksite supervisor and the participant before it is submitted to the E&T worker.

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.

Participants wanting to develop skills in a particular field while job searching.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

75

Estimated Annual Component Administrative Cost

\$20,243.25

CONTRACTS OVERVIEW

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

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs	Total Budget
3	675	\$965,608.02	\$275,000.01	\$1,240,608.03

CONTRACTOR: DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Supervised Job Search
- ☒ WBL - Apprenticeship
- ☒ WBL - Internship
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

150

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

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

\$91,666.67

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

\$121,253.93

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

\$137,978.61

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

☐ Yes

☒ No

CONTRACTOR: GOODWILL INDUSTRIES OF HAWAII

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Supervised Job Search
- ☐ WBL - Apprenticeship
- ☐ WBL - Internship
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

275

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

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

\$91,666.67

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

\$169,070.00

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

\$192,390.00

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

☐ Yes

☒ No

CONTRACTOR: UNIVERSITY OF HAWAII - HINET

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☐ Job Retention
- ☐ Job Search Training
- ☐ Supervised Job Search
- ☐ WBL - Apprenticeship
- ☐ WBL - Internship
- ☐ Work Activity
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

250

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

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

\$91,666.67

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

\$123,912.07

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

\$221,003.39

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

☐ Yes

☒ No

WBL PROGRAMS OVERVIEW

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

WBL ACTIVITY: DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

PROVIDER: DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

COMPONENT: WBL - APPRENTICESHIP

What is the length of the activity?

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

Provide a justification for why the length of the activity is greater than 6 months.

Apprenticeship programs can range between 2,000 to 10,000 hours of on-the-job training. Apprenticeship programs can range between CDL, construction, various labor trades, carpentry and more. There are presently over 100 industry partnerships between the DLIR and various trade groups.

What is the industry field of the activity?

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

Describe the "Other" industry field of the activity.

Technical trades outside of construction

What is the projected annual number of participants to participate?

50

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

☐ Yes

☒ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

Are the training objectives provided to the participant?

☒ Yes, by the Provider

☐ Yes, by Employer of Record

☐ No

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

☒ Yes

☐ No

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

Providers utilize case management to meet with the participants to track progress and gauge for fit within industry. Changes to their plan are completed as needed to ensure that the participant makes progress or may prefer to change industries.

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

☒ Yes

☐ No

☐ N/A

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

☒ Yes

☐ No

WBL ACTIVITY: HELE IMUA

PROVIDER: DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

COMPONENT: WBL - INTERNSHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

Describe the "Other" industry field of the activity.

Various jobs within state agencies.

What is the projected annual number of participants to participate?

50

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

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

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

- ☒ Yes
- ☐ No

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

By providing eligible participants with exposure to various high-demand occupations within the state government, participants receive the on-the-job experience necessary to prepare them with a career with the state government.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

OPERATING BUDGET

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

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$307,602.61	\$501,877.95	\$809,480.56

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.

HINET - 3 1.00 FTE (1 - Program Coordinator (\$79,500); 2- Program Coordinators (\$70,620) = \$220,740

GIH -5-1.00 FTE (1-Program Coordinator (\$63,200); 1 - Case Manager Lead (\$52,800); 2- Case Manager (\$62,500 each); 1 Administrative Assistant (\$40,800); 7 - 0.06 FTE of \$560,000 (Mission Service Management); 7 - 0.015 FTE of \$528,000 (Finance Department); 7 - 0.015 FTE of \$500,000 (Human Resources Department); 3 - 0.015 FTE of \$200,000 (Information Technology Department); 7 - 0.015 FTE of \$900,000 (Administrative Services Department) = \$327,320.00

DLIR - 3 1.00 FTE (3 Employment Support Specialists - \$61,944; \$72,516; \$81,564); 1 - 0.04 FTE (\$105,000); 1 - 0.02 FTE (\$84,828) = \$221,920.56

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$148,781.00	\$242,747.96	\$391,528.96

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.

Costs are determined by each provider between 15-18% based on their benefit package for their employees. See attached budgets/

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$53,709.87	\$87,631.89	\$141,341.76

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

Costs include supplies, postage, training materials. See attached budgets.

	Non-Federal Share	Federal Share	Total
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

N/A

	Non-Federal Share	Federal Share	Total
Travel	\$2,717.00	\$4,433.00	\$7,150.00

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.

Travel is used to go between islands, mileage reimbursement for staff, and required travel for training. See attached budgets.

	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	\$512,810.48	\$836,690.80	\$1,349,501.28
Contractual Costs	\$275,686.01	\$689,922.01	\$965,608.02
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$788,496.49	\$1,526,612.81	\$2,315,109.30

Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
Indirect Costs	\$29,981.52	\$48,917.21	\$78,898.73

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	\$818,478.01	\$1,575,530.02	\$2,394,008.03

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$60,772.00	\$60,772.00	\$121,544.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$60,772.00	\$60,772.00	\$121,544.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$879,250.01	\$1,636,302.02	\$2,515,552.03

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	\$417,109.00	\$417,109.00	\$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	\$417,109.00	\$417,109.00	\$339,943.01	-
Federal	50 Percent Administrative	-	\$988,449.52	-	-
Non-Federal	50 Percent Administrative	-	\$988,449.52	-	-
Federal	50 Percent Participant Reimbursements	-	\$60,772.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$60,772.00	-	-
Federal	Total 50 Percent Federal Target	\$1,230,387.00	\$1,049,221.52	(\$181,165.49)	-
Total	All Sources	\$1,647,496.00	\$2,515,552.03	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$417,109.00	\$417,109.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$988,449.52	\$988,449.52	\$1,976,899.03
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$60,772.00	\$60,772.00	-
50 Percent Total Participant Reimbursements	\$60,772.00	\$60,772.00	\$121,544.00
Total 50 Percent Funds	\$1,049,221.52	\$1,049,221.52	\$2,098,443.03
Total	\$1,049,221.52	\$1,466,330.52	\$2,515,552.03

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

COMPLIANCE ADDENDUM OVERVIEW

The purpose of the State Plan Compliance Addendum is to ensure approval of compliant SNAP E&T State Plans and increase accountability for FNS and State staff in working towards actionable timelines. FNS must address compliance issues found in the SNAP E&T State Plan during the State Plan review process with State agencies and should address all possible compliance issues before October 1, to allow for timely approval of the State plan. If the State agency indicates that the compliance issue(s) identified in the State Plan cannot be remedied before October 1, the State Plan Compliance Addendum must be completed by FNS and the State agency.

The Addendum becomes part of the approved E&T State Plan and details the steps and timeline States will use to come into compliance with the Food and Nutrition Act of 2008, as amended (FNA), SNAP regulations, and FNS guidance. Therefore, the Addendum is subject to review by FNS during the Management Evaluation (ME) process. The State agency's failure to comply with the action steps and timeline specified in the Addendum may be subject to corrective action under the ME process and carry over into next year's Compliance Addendum.

COMPLIANCE ISSUE: CONSULTATION WITH STATE WORKFORCE BOARD

Select the relevant State Plan section.

Program Operations

Provide a description of the compliance issue, including regulatory citations.

As per 7 CFR 273.7(c)(5), state agencies must design their E&T programs in consultation with the State workforce development board, or with private employers or employer organizations if the State agency determines the latter approach is more effective and efficient.

Steps State will take to meet requirement	Projected Completion Date	Actual Completion Date
State will meet with FNS to develop a work plan on how to engage the State Workforce Board to ensure that they are permanently a part of the state plan process moving forward.	03/31/2026	