

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Iowa	IA	2026	Original Submission

FORM STATUS: Approved on 09/16/2025 3:56 PM EDT

KEY PROGRAM STAFF

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

Name	E-mail
Laurie Doyon	laurie.doyon@hhs.iowa.gov

AMENDMENT LOG

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

ACRONYMS

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

The below list includes common acronyms utilized within this plan.

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

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

SUMMARY OF PROGRAM

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

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

The Iowa SNAP Employment and Training (E&T) program is built in alignment with the mission, vision, and guiding principles of the Iowa Department of Health and Human Services (HHS) as well as the vision of Iowa Workforce Development (IWD) as follows:

HHS Mission: Iowa HHS provides high quality programs and services that protect and improve the health and resiliency of individuals, families, and communities.

Societal Vision: Individuals, families, and communities are safe, resilient, and empowered to be healthy and self-sufficient.

Organizational Vision: Iowa HHS is a trusted leader and partner in protecting health and providing high quality, equitable services.

Guiding Principles:

- **Data-Driven:** We make informed, data-driven, and evidence-based decisions to drive quality and improve results.
- **Accountability:** We use public resources responsibly to improve lives through the programs and services we provide.
- **Integrity:** We generate trust through honest, respectful, and reliable work that we can be proud of.
- **Equity:** We actively identify and remove barriers to access and inclusion so that we can provide all individuals with an opportunity to succeed.
- **Communication:** We communicate in a thoughtful and coordinated way to ensure individuals are well informed about our work.
- **Collaboration:** We facilitate meaningful partnerships that focus on the voices of the individuals and communities we serve.

IWD Vision: To create, enable, and sustain the most future ready workforce in the nation. The program vision for Iowa E&T is based in the belief that “Every person deserves a pathway to success”. The program will expand opportunities for Iowans and empower them to achieve sustainable wage employment that is more than a job by providing a wide range through of education and training, employment services, job readiness and retention activities that can lead to a career.

Objectives: Demonstrate how the program increases the ability of SNAP participants to obtain regular employment and meets State or local workforce needs.

1. Provide a wide range of opportunities for SNAP recipients to have clear pathways to develop marketable and in-demand skills that increase employability resulting in career advancement and self-sufficiency.
2. Maintain a collaborative environment for participants, providers, and communities to share a common vision and achieve positive outcomes for the individual, organization, and community.
3. Strengthening fiscal capacity of network providers to expand essential supports and services by maximizing use of non-federal funding sources.
4. Demonstrate efficient, effective, and responsible practices that result in positive outcomes and contribute to economic growth of the state.

Building an employer driven model for the E&T program is demonstrated through the E&T Service Provider application process. Applicants must:

- Describe how local labor market information is used to ensure that the programs and services provided address the local workforce needs in the community,

- Identify and describe how the organization engages with local employers in high demand industries in program development, job development, and achieving positive outcomes.

Is the State's E&T program administered at the State or county level?

State

County

Provide the web addresses (URLs) of State E&T policy resources used such as handbooks and State administrative code, if available. Enter a single URL per row.

URL	Resource Type
Link to resource	HHS E&T Employee Manual
Link to resource	HHS E&T Website
Link to resource	IWD E&T Website
Link to resource	State Administrative Code

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.

Adding New E&T Service Providers: • Gener8tor providing statewide virtual services • IWD American Job Centers adding two new office locations for in- person services • Implementation of More Than A Job marketing and outreach plan developed with LRG during phase II of OE T's national campaign • Policy/Procedure Updates to streamline administrative responsibilities for implementation of new FFY beginning 10/1/25: • New Provider Application, scoring and review process modifications • Streamlining the process for enrollment projection and budget development to use historical data and include additional allowable costs not previously capture, building and related expenses and indirect costs • Streamlining provider billing process to minimize provider's administrative burden

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.

Streamlining the process for enrollment projection and budget development to use historical data and include additional allowable costs not previously capture, building and related expenses and indirect costs Historically, enrollments and budgets have been overestimated. Streamlining the process and using historical performance data when available is intended to result in more accurate development of the overall E&T Operating budget and reduce some administrative burden experienced by Providers.

Implementation of More Than a Job campaign to increase SNAP Recipient participation rate

CONSULTATION AND COORDINATION WITH THE WORKFORCE DEVELOPMENT SYSTEM

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes Regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Did the State agency consult the State workforce development board?

Yes

No

Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. Include the names, dates and outcomes of the consultation.

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
10/07/2024	Iowa State Workforce Development Board	IWD Workforce Services Division Administrator, IWD Bureau Chief Title I Services, IWD Bureau Chief Title II	Discussed addition of new SNAP ET service providers- Code X and Help Center and services available- discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs
10/22/2024	Iowa State Workforce Development Board	IWD Workforce Services Division Administrator, IWD Bureau Chief Title I Services, IWD Bureau Chief Title II	Discussed addition of new SNAP ET service providers- Code X and Help Center and services available - discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs

04/27/2025	Iowa State Workforce Development Board	IWD Workforce Services Division Administrator, IWD Bureau Chief Title I Services, IWD Bureau Chief Title II	Discussed addition of new SNAP ET service provider- One City United - discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs
04/29/2025	Iowa State Workforce Development Board	IWD Workforce Services Division Administrator, IWD Bureau Chief Title I Services, IWD Bureau Chief Title II	Discussed addition of new SNAP ET service provider- One City United - discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs
05/05/2025	Iowa State Workforce Development Board	IWD Workforce Services Division Administrator, IWD Bureau Chief Title I Services, IWD Bureau Chief Title II	Discussed addition of new SNAP ET service provider- Change Course- discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs
05/20/2025	Iowa State Workforce Development Board	IWD Division Administrator Title III Services	Discussed addition of new SNAP ET service provider- Change Course- discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs
06/30/2025	Iowa State Workforce Development Board	IWD Workforce Services Division Administrator, IWD Bureau Chief Title I Services, IWD Bureau Chief Title II	Discussed addition of new SNAP ET Service providers- NIACC and PIVOT-discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs
07/08/2025	Iowa State Workforce Development Board	IWD Division Administrator Title III Services	Discussed addition of new SNAP ET Service providers- NIACC and PIVOT-discussed continuing to grow provider network to share with other interested partners that align with Iowa's workforce needs

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.

NA

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).

HHS encourages all SNAP E&T Service Providers to collaborate with IWD and WIOA staff for referrals and coordination of services between SNAP E&T and Title I WIOA programs to provide or supplement WIOA services when necessary to meet participant needs.

Iowa's intermediary contract with IWD includes the use of the SNAP module within their electronic data management system Geographic Solutions (GeoSol). This is the same system used for Title 1 WIOA and programs. All SNAP E&T Providers are required to document and maintain all participant records for E&T activities within the SNAP module.

System privileges and access are in place to allow specific access to staff, depending upon the staff role. Staff privileges and rights can be modified as needed to allow for easier coordination of services ensure non-duplication.

All costs related to the use of GeoSol are specific to SNAP E&T for the annual licensing fee and any system modifications determined necessary for administering the program. SNAP E&T funds are used only to provide services specific to E&T.

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.

HHS administers Iowa's FIP (TANF cash assistance) program along with SNAP. An individual's FIP eligibility status is verified at both initial referral to E&T and on a monthly basis to ensure a participant is not receiving FIP simultaneously with SNAP E&T services. IWD is also the provider of Iowa's TANF employment and training program, PROMISE JOBS. Training regarding Iowa's SNAP E&T program was completed by all PROMISE JOBS team members in June 2025 with the goal to increase awareness of the program for referral opportunities.

Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

The SNAP E&T Service Provider Case Managers include referrals to other programs when necessary to receive services not provided by SNAP E&T. With IWD as the Intermediary Administrator, SNAP E&T is directly connected to the services of WIOA and other federal and state employment programs.

CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

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

Explain why the State agency did not consult with ITOs in the State.

Meskwaki is Iowa's only federally recognized Indian tribe with a settlement located near Tama, Iowa. On June 6, 2024, Iowa received FNS guidance from our regional office indicating that Iowa is not subject to the consultation guidance/memo since tribal members are currently not SNAP eligible. Members of the tribe receive income from the Meskwaki casino exceeding income limits for SNAP.

FNS encourages continued consultation efforts and requests that efforts be included in the State Plan but are not required to be formally tracked.

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	50,260

State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
Iowa runs a voluntary E&T program, exempting all work registrants.	50,260

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	50,260
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	10,052
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	19
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	10,033

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	900
Total anticipated number of E&T participants	900
Anticipated number of ABAWDs to be served in E&T	72

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 Iowa Department of Health and Human Services (HHS) is responsible for designing and operating the SNAP E&T program. The Division of Community Access and Eligibility in HHS both administers the E&T Program and sets SNAP policy. The Division of Community Access and Eligibility in HHS both administers the E&T Program and sets SNAP policy. E&T policy and administrative functions of the program are held under the Bureau of Financial, Food and Work supports. SNAP certification is held separately under the Bureau of Eligibility Determinations. Iowa Workforce Development is contracted by HHS as the Intermediary Administrator of the E&T program. The Economic Assistance Director within the Division is the contract owner for the IWD Intermediary Administrator contract.

HHS retains responsibility and accountability for all aspects of the State's E&T program. HHS and IWD collaborate for policy and procedure development with the purpose of effectively operating and expanding Iowa's E&T program. HHS retains authority for all programmatic and policy decisions and provide oversight to ensure compliance with all State and Federal rules and regulations.

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

Communication related to SNAP certification policy and E&T is on-going within the Financial, Food, and Work Supports Bureau and Eligibility Determinations Bureau within in the Division of Community Access and Eligibility.

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

Iowa communicates information and data specific to participants with E&T providers through the IowaWORKS (GeoSol) SNAP Module, phone, video calls, or email.

Questions or concerns regarding eligibility, policy, processes, billing, etc. are emailed to appropriate E&T mailboxes, which are accessible to State E&T staff.

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

HHS provides policy updates to IWD via email to be communicated with E&T Service Providers. E&T updates or information are shared with E&T Service Providers by IWD. Several methods of communication are used including email, virtual meetings, E&T resource material, and Provider Handbook updates. IWD holds quarterly All Provider virtual meetings to discuss status updates, policy, process changes/inquiries, problem solving, and discuss overall provider involvement in the E&T Program. IWD verbally communicates and discusses any updates at regularly scheduled provider monitoring meetings, upon request, or when need is identified. IWD emails any updated materials directly to all E&T Service Providers.

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.

Iowa communicates information and data specific to participants with E&T providers through the IowaWORKS (GeoSol) SNAP Module, phone, video calls, or email.

Questions or concerns regarding eligibility, policy, processes, billing, etc. are emailed to appropriate E&T mailboxes, which are accessible to State E&T staff.

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.

WR, ABAWD status, and exemptions are all recorded in the IABC eligibility system and status determinations are narrated in WISE for each applicant/recipient and updated as circumstances change. WISE is the case narrative system utilized by all eligibility workers.

IowaWORKS (GeoSol) SNAP Module houses all participant demographics and E&T documentation including assessments, employability plans, progress notes, provider determinations, ABAWD notifications, program outcomes, and supports provided for participant reimbursements.

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.

Monitoring

The E&T Program Manager or designee will:

- Verify invoices and supporting documentation itemizing work performed prior to payment,
- Determine compliance with general contract terms, conditions, requirements, and
- Assess compliance with deliverables, performance measures, or other associated requirements based on the following:

o HHS will periodically attend E&T Service Provider monitoring meetings and review meeting notes and IWD case record reviews on a quarterly basis. HHS will periodically conduct independent case record reviews by random sample.

o HHS will monitor IWD intermediary administration at least quarterly, more often upon request of either party, to review participation levels, outcomes, and discuss issues that need to be resolved.

o HHS will conduct annual compliance and fiscal reviews utilizing Food and Nutrition Service (FNS) Management Evaluation (ME) review guidelines.

As part of the review(s), HHS may require IWD to provide additional data, virtual or on-site reviews, and consider information from other sources.

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).

During monitoring, a sample of participant records are reviewed for quality assurance of services, participant progress, and compliance with overall program requirements. Written recommendations are provided to guide revisions and/or action items related to documentation, services, or practices to improve service quality ensure program compliance and positive outcomes for participants.

An outcome performance measure is included in the IWD contract and sub-recipient contracts to ensure participants completing E&T participation have attained program goals as set forth by HHS in the approved State Plan. Data is reviewed each quarter to evaluate success of participants exiting E&T.

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.

Applicants are registered for work by signing the HHS Food and Financial Support Application. During the SNAP eligibility interview, circumstances for each household member are discussed via a verbal script to determine the Mandatory Work Registration (MWR), ABAWD status or possible exemptions of each member.

Iowa will substitute the SNAP work requirements with the Refugee Cash Assistance (RCA) work requirements for eligible refugees. Refugees who receive RCA are exempt from SNAP work requirements. Non-exempt refugees receiving RCA must follow work requirements as determined by the Office of Refugee Resettlement (ORR) and provided by Bureau of Refugee Services (BRS). Through BRS, an employable refugee must:

- Register for employment with Iowa Workforce Development (IWD) within 30 days of the receipt of RCA.
- Participate in employment services provided by BRS within 30 days from receipt of assistance. Participation includes:
 - Developing an individual employability plan,
 - Participating in job search, where applicable,
 - Going to a job interview arranged by BRS, and
 - Participating in a social service or targeted assistance program which BRS determines to be available or appropriate.
- Apply for and accept an offer of employment meeting the standards described in Appropriate Work and Standards Applying to Both Work and Training. The refugee must accept such a job without regard to whether the job would interrupt a program of services planned or in progress, unless the refugee:
 - Is currently participating in a program in progress of on-the-job-training or vocational training approved as part of the refugee's individual employability plan, or
 - Is enrolled full time in a professional recertification program approved as part of the refugee's individual employability plan.
- Not voluntarily quit a job.
- Participate in any employability service program that is determined available and appropriate by the Department.

While job search is the primary focus, educational opportunities may be available. An applicant who has been determined to have failed to meet work requirements will be denied RCA. The first date of subsequent RCA eligibility is 31 calendar days after the date of failure. A participant who has been determined to have failed work requirements is provided a conciliation period of not more than 30 days prior to the imposition of the sanction. If, after the conciliation period, the RCA recipient is determined to have failed or refused to cooperation, sanctions are imposed. The sanction is three payment months for the first occurrence, and six payment months for the second or subsequent occurrences. Specific language regarding RCA work requirements and sanctions can be found here: <https://hhs.iowa.gov/sites/default/files/6-D.pdf?091220221653>

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

Work Registration Process:

Policy: By signing the application or recertification form, a SNAP applicant or recipient is considered to be registered for work. However, work requirements apply only to mandatory work registrants (MWRs) in the household.

Procedure: When a household has one or more members who are MWRs, their work registration code is entered in IABC. When a household member is determined an MWR, the SNAP Work Rules form is systematically generated to the household.

Explain to the person who attends the interview: What work requirements are, the rights and responsibilities of MWRs, and the penalties for failing to comply with Work Requirements for MWRs.

MWR, ABAWD status and exemptions are all recorded in the IABC eligibility system and status determinations are narrated in WISE for each applicant/recipient and updated as circumstances change. State eligibility worker enters the work registration status of each household member on the ABC system each time it is determined. The following codes are used to work registration status:

- 3 Mandatory work registrants, not an able-bodied adult without dependents (ABAWD)
- 4 FIP recipient
- 9 Exempt from work registration and ABAWD work requirements
- F Central Office use only
- E Potential ABAWD – would be an ABAWD if not exempt for earnings
- L Mandatory work registrant and ABAWD who is not meeting the work requirement
- V Mandatory work registrant and ABAWD who meets the work requirement

Additionally, the status is documented in case note in WISE (the case narrative system utilized by all eligibility workers).

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.

Iowa's SNAP E&T program is a voluntary program available to Iowa residents meeting the following E&T participant criteria who express an interest in volunteering for E&T:

- A SNAP recipient or applicant with pending eligibility determination
- Not receiving Family Investment Program (FIP) assistance or other cash assistance under Title IV such as Tribal Temporary Aid to Needy Families (TANF)
- Age 18 or older (may be 16-17 if already have a high school diploma or working toward a high school diploma or equivalent) ready, able, and willing to work at the completion of E&T enrollment

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

Eligibility workers are provided a script to be used as a verbal explanation of the E&T program as shown below:

"The SNAP Employment and Training (E&T) Program is a voluntary program. It is available to anyone who has

applied for or is receiving SNAP benefits and meeting program eligibility criteria. This program is free and can help

you find a job or attend training to increase your job skills. You may learn how to:

- Write a resume
- Complete a job application
- Prepare for job interviews
- Receive training or go to school to earn certificates, diplomas, or Associate degrees
- Increase job skills in specific occupations

There are E&T Service Providers that will work with you to determine the appropriate training and supports needed for you to participate in the E&T program. Supports are provided at no cost to you and may include:

- Tuition/Fees
- Books and other training materials
- Transportation assistance
- Dependent care assistance
- Other supports that are reasonably necessary for you to participate in the E&T program.

Because E&T is a voluntary program, your SNAP benefits are not impacted if you choose not to enroll in the program. Participation in this program may help you meet other work rules to keep your SNAP benefits.

You can learn more about the E&T Program by calling 515-281-3131.

I have a few questions to go over with you to see if this program is the right fit for you or any other household members. If it is, we will make a referral for you.

Available E&T Services Providers in your area: (name Provider(s))"

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

Answers to E&T screening questions are documented in the WISE narrative.

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.

Eligibility workers must screen and refer all applicants and recipients who meet the criteria in the Overview section who are between the ages of 18-67. To complete the SNAP E&T screening and referral, use the E&T Referral button in WISE and then access the E&T Referral Verbal Script link to view needed information to discuss in the interview. If the E&T Referral button does not work, the person does not meet criteria for an E&T referral and eligibility worker does not need to take further action. If the person specifically asks about E&T, eligibility worker can provide the contact information for the E&T Specialist so the person can follow up on their own but does not need to complete a screening and does not need to contact the E&T Specialist.

* When the E&T Eligibility Specialist is contacted by an interested individual, an additional screening is for component interest and appropriateness for E&T services is completed. If appropriate a direct referral is made. Documentation of the screening is entered into WISE.

The eligibility worker reviews the information for each person listed to determine which household members will be referred to E&T and click the check box for those individuals. Answer the initial screening questions using the “yes” or “no” selection fields. Depending on the answers provided, more questions may appear. Answer all questions. If the final screening question is available to complete and the household member has expressed interest in hearing from an E&T provider, eligibility worker will click “yes” and provide the contact information for the E&T Specialist so the interested participant can follow up for more information about SNAP E&T. The E&T Specialist can be contacted at ETVerification@hhs.iowa.gov or 515-281-3131. If the household member is not interested in hearing from an E&T provider, eligibility worker will click “no”. The eligibility worker must then click the button to Save & Send Email to submit the referral. Referral will not be completed until Save & Send Email is clicked. Eligibility worker does not need to communicate directly with the E&T Specialist, as the system will document the referral information automatically as long as IM clicks the button to Save & Send Email.

When does the screening for a reverse referral request occur?

E&T Service Providers present a brief overview of E&T to potential participants who indicate they receive, have applied, or would like to apply for SNAP benefits. If a potential participant is interested in the program and meets all other E&T screening criteria, a reverse referral request is initiated by the E&T Service Provider.

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

Upon receipt of a reverse referral request, the E&T Eligibility Specialist reviews the documentation and case narrative in the WISE system and IowaWORKS (GeoSol) SNAP Module to determine if the individual has been screened and referred by an eligibility worker and meets general SNAP E&T participant criteria. If screening and referral has not occurred, the E&T Eligibility Specialist completes the screening and referral prior to approving enrollment. The screening is documented as part of the E&T referral case note in WISE. The screening is also part of the eligibility verification email sent in response to the provider making the reverse referral request via email or mini-registration process in the IowaWORKS system.

If review of documentation identifies HHS information is inconsistent with information provided in E&T referral request, more information is needed from the participant to clarify appropriateness for SNAP E&T. The reverse referral request is pended, and a notification is sent to the requesting provider and IWD requesting that the individual contact the E&T Eligibility Specialist at the provided phone number. If additional information is not received within required timeframe, the SNAP E&T referral is denied. The requesting provider and IWD are notified via email with an updated reverse referral determination.

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?

Eligibility workers include notification of participant reimbursements during the E&T screening and referral process at time of application and recertification. If the screening and SNAP E&T referral are not documented in WISE, at time a reverse referral request is received, the E&T Eligibility Specialist shall contact the individual to complete.

Information about participant reimbursement is also provided to individuals by SNAP E&T service providers when providing an overview of the SNPA E&T program and during SNAP E&T participant orientation .

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?

For any individual referred through a reverse referral request, the SNAP E&T Eligibility Specialist reviews the case file to determine if the individual meets state specific criteria for SNAP E&T participation. Within one business day of the referral request, the SNAP E&T Eligibility Specialist accepts or denies the request via email to the SNAP E&T Service Provider assigned case manager. The SNAP E&T Eligibility Specialist contacts the individual if additional information is needed. The requesting case manager is notified via email that the SNAP eligibility determination is pended until further information is received by the individual.

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

Explain the other methods the State uses to communicate to the SNAP participant that they are in SNAP E&T.

Individuals are made aware that they are enrolled in SNAP E&T and are now a SNAP E&T participant by providers during the enrollment process. Participants verify that they are aware of their enrollment in the program by signing the SNAP E&T Employability Plan.

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

Explain the other methods the State uses to communicate to the SNAP participant about their rights to receive participant reimbursements.

Participants verify that they are aware of their rights to receive participant reimbursements during the enrollment process and program orientation. Participants verify awareness of participant reimbursements by confirming completion of participant orientation and supports to be provided by signing the SNAP E&T Employability Plan.

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

All E&T referral information is communicated to the E&T Provider via email by the E&T Eligibility Specialist.

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

Referral/enrollment information is communicated via case note in WISE by the eligibility worker or E&T Eligibility Specialist.

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?

Upon acceptance of a reverse referral request or direct referral SNAP E&T Service Providers and the participant complete an HHS developed E&T Orientation. Orientation may be presented orally by the case

manager, via Power Point presentation, or provision of written hand-outs. Completion of orientation is verified by participant signature on the Employability Plan .

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?

E&T Service Providers conduct the Employability Assessment as part of the intake and enrollment process. Upon contact with a provider, individuals are assessed for program eligibility and determination of appropriate component. Ongoing assessments are performed when the participant has a change in circumstance, E&T component, or change in field/industry of desired occupation. Supports for participant reimbursements are discussed as needed during interactions with the individuals case manager.

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

E&T Service Providers use various methods and tools for assessing appropriateness for enrollment into their programs. Information gained through their agency assessment process and interaction with the E&T participant is then used to complete the E&T assessment. The E&T assessment tool is part of the participant record completed within the SNAP E&T module of the IowaWORKS system for all E&T services. are conducted in the most appropriate format for the participant. Information related to the completion of the Employability Assessment is gathered verbally, in-person, or virtually, and documented in the SNAP E&T Module of the IowaWORKS System. Assessments are conducted in the most appropriate format for the participant. Information related to the completion of the Employability Assessment is gathered verbally, in-person, or virtually.

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?

Reassessments are performed when the participant has a change in circumstance, E&T component, or change in field/industry of desired occupation. Supports for participant reimbursements are discussed as needed during interactions with the individuals case manager.

How are participants reassessed?

Reassessments are conducted in the most appropriate format for the participant through conversation in any mode of communication, in- person, virtually, phone, email or test.

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	Iowa's E&T Eligibility Specialist is a designated SNAP eligibility worker. All communication is through the SNAP Module of the IowaWORKS system or via email at ETVerification@hhs.iowa.gov • Anytime a Provider becomes aware that a person has a self-declared physical or mental issue impeding their ability to engage in component activities of the program which may qualify for an exemption. • Anytime an ABAWD participant is no longer attending or actively participating in a qualifying component education or training program. • A participant is not a good fit for enrolled component but determines the participant may be suitable for another program or component. The need for change in program or component at the time no later than 10 days, from the date of change. • A participant is enrolled in a component, but it is determined that the participant is no longer appropriate for the component, and the Provider does not have another appropriate component available for the participant no later than 10 days, from the date of determination. • All E&T participants ending E&T participation and exiting from E&T program.
How do E&T case managers coordinate with: State E&T staff	HHS E&T Program Managers will provide technical assistance to the Intermediary Administrator, IWD. E&T Case Managers communicate with IWD E&T Workforce Coordinators for technical assistance regarding service provision to participants, documentation requirements, program development and compliance, system access for staff, E&T policy questions, outreach and marketing, or for any other necessary assistance via email.
How do E&T case managers coordinate with: Other E&T providers	E&T Service Providers may make referrals to other providers as necessary to meet the participant needs via email or phone call. In the event of a co-enrollment and the referral results in service provisions from more than one E&T Service Provider, the E&T Service Provider who initially enrolled the participant in E&T and completed the assessment and the employability plan is the primary E&T case manager: responsible for the overall collaboration of enrollments and supports to ensure the participant is not receiving the same supports from more than one provider, or duplicate requests for reimbursement on the same supports. In the event that a referral results in a warm hand-off between E&T providers, the initial E&T provider closes the component, reassigns the case to the subsequent provider, and the subsequent provider continues services for the participant.
How do E&T case managers coordinate with: Community resources	E&T Service Providers make referrals to other community resources as necessary to meet the participant needs via email or phone call. When participants are dually enrolled in programs with non-E&T Service Providers, the E&T Case Manager will ensure that services are not duplicated.

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 participants receive case management through the E&T Service Provider. Providers assign participants to an case manager within their organization who conducts initial case management activities such as eligibility verification, E&T orientation and assessment, development of an employability plan, progress monitoring and coaching and provision of needed participant reimbursement supports.

HHS works collaboratively with the Intermediary Administrator, IWD, to assess policy and procedures for case management activities to continuously ensure that case management requirements are met through an efficient and effective process. Provider feedback is requested on a regular basis during provider monitoring meetings so that any provider or participant challenges or concerns related to meeting requirements are addressed.

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 designed as a collaboration between the case manager and the participant. The employability assessment is used to develop, collaboratively between the participants and the case manager, the E&T Employability Plan to provide agreement and a clear understanding of the responsibilities, expectations, and supports needed for the participant to successfully participant in the E&T program and achieve employability and employment goals. Case managers work to establish strong relationships that encourage participants to reach out at any time for needed supports. case managers work to maintain regular contact and communication with participants at least every 30 days to provide any necessary coaching or additional supports. Case managers also assist participants in maintaining their E&T eligibility for needed supports with reminders for completion of any required actions needed to maintain SNAP eligibly.

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

All Case Management services are tailored to the participant's specific needs, based on level of interest, skills, abilities, and support needs as assessed during the E&T Assessment process. During the development of the employability plan participants and case managers determine the level of need and how those needs will be met. Participants are made aware and agree to maintain the minimally required contact with case managers by signing the employability plan. Participants are also made aware that they are able to contact their case manager at any time if needs to continue E&T participation change.

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?

State criteria for good cause is:

- There were circumstances beyond the person's control including the person's illness, illness of another household member requiring the person's presence, a household emergency, the lack of transportation, or the lack of adequate childcare for children ages 6 through 11. The household determines if adequate childcare or transportation is available.
- The job was unsuitable.
- The employment became unsuitable after the person accepted the job.
- There was discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.
- The work demands or conditions make it unreasonable to continue employment, such as working without being paid on schedule.
- A person leaves employment to accept another job or enroll at least half time in a recognized school, training program, or institution of higher education.
- A person leaves employment because another household member accepted a job or enrolled at least half time in a recognized school, training program, or institution of higher education in another county or state, causing the household to move.
- A person under age 60 resigns and it is recognized by the employer as retirement.
- A person accepts a genuine job offer that provides at least 30 hours a week, or weekly earnings at least equal to the federal minimum wage times 30 hours, and which because of circumstances beyond the control of the person either:
 - o Did not materialize or resulted in employment of less than 30 hours a week or pay of weekly earnings of less than federal minimum wage times 30.
 - o A person leaves a type of employment that, due to its nature, requires workers to frequently move from one employer to another.
 - o The job quit was not a voluntary quit.
 - o The reduction in hours of work was not a reduction of work effort

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

Iowa is a voluntary E&T state; therefore, this is not applicable.

PROVIDER DETERMINATIONS

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

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

If a provider finds a participant is not a good fit for one component but determines the participant may be appropriate for another component, the provider may switch them to the other component. The employability plan must be updated with documented participant involvement and provided to the participant. When a participant is enrolled in a component, but it's determined that the participant is no longer appropriate for the component, and the Provider does not have another appropriate component available for the participant, HHS must be notified.

Provider determinations must be based on the participant's inability to meet program participation requirements and program enrollment criteria that establishes likelihood of successful participation.

A Provider must notify IWD at the time, no later than 5 days from the date, a Provider Determination is made using the HHS Notification function within the SNAP Module of IowaWORKS or via email.

IWD has a responsibility to notify HHS within 10 days of the provider determination

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

The E&T Eligibility Specialist will make the required notification to the E&T Participant, within 10 days, and take one of the required actions:

- 1) refer the individual to an appropriate E&T component.
- 2) refer the individual to an appropriate workforce partnership, if available.
- 3) re-assess the individual's physical and mental fitness.
- 4) to the maximum extent practicable, coordinate with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for the individual.

The Provider Determination notification is sent via mail to the participant and includes the following information:

- Reason for the provider determination.
- Available options and next steps E&T Eligibility Specialist will take as a result.
- Contact info for the E&T Eligibility Specialist.
- Explanation of how the determination will affect the participant's ABAWD time limits for SNAP benefits (when applicable).

What is the timeframe for contacting clients after receiving a provider determination?

- 1-3 Days
- 4-7 Days
- 8-10 Days

DISQUALIFICATION POLICY FOR GENERAL WORK REQUIREMENTS

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(2), (3), and (4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

- 30 Days
- 60 Days

For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- Yes
- No

For the first occurrence of non-compliance per 7 CFR 273.7(f)(2), the individual will be disqualified until the later of:

- One month or until the individual complies, as determined by the State agency
- Up to 3 months

For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

- Three months or until the individual complies, as determined by the State agency
- Up to 6 months

For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- 6 months or until the individual complies, as determined by the State agency
- A date determined by the State agency
- Permanently

The State agency will disqualify the:

- Individual
- The entire household if the head of household is an ineligible individual

PARTICIPANT REIMBURSEMENTS

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	900
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	705
Percentage of participants expected to receive reimbursements	100.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$199,964.00
Estimated budget per participant in fiscal year	\$222.18
Estimated number of E&T participants to receive participant reimbursements per month	59
Estimated budget of participant reimbursements per E&T participant per month	\$282.44

PARTICIPANT REIMBURSEMENT DETAILS

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

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Books/Program Fees Training Materials	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Child or Dependent Adult Care For participants who do not qualify for dependent care services from other programs or costs	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers

exceed allowable payment.				are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Education/Industry specific workplace skills credentialing /Training Tuition/Training Program Costs	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T Service Provider fully fund all tuition and program costs. Funds paid from a non- federal funding source are submitted for reimbursement. Reimbursement funds are disbursed to providers from the State Agency through the Intermediary Administrator.
Emergency Vehicle Repair to ensure successful participation in E&T or employment in JRS program,	Limited to \$1,000 total (\$500 reimbursed) per enrollment with additional \$1000 total (\$500 reimbursed) available during Job Retention Service	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues payment for repairs direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Housing assistance, after all other potential resources have been exhausted.	Rent only. Limited to one-time per E&T enrollment. Limited to one month, the current month, of participant's monthly housing cost	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to

				participant when receipt is submitted to the provider.
Items required of all participants in specific field of training or employment including, but not limited to: •Background Checks •Fingerprinting •Essential Documents (i.e., Birth Certificate) •Drug Testing •Physical • TB Test •Inoculation•Eye Exams/Glas	Only medical expenses that cannot be reimbursed by a third party are eligible for reimbursement, this includes private insurance	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Minor Dental Work	Annual total (\$500) not to exceed \$250 reimbursement and not covered by another third party, this includes private insurance or Medicaid.	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
National Career Readiness Certificate (NCRC)	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Personal Hygiene and Grooming Supplies	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to

				participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Required & Safety Equipment/Tools of the Trade	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Technology and materials necessary to: <ul style="list-style-type: none"> • Maintain access to on-line programs • Hotspots • Internet access • Actively participate in E&T, including maintaining communication with E&T Case Manager and employers o Cell Phone minutes or basic plan 	Equipment: limited to loaner program for: * <ul style="list-style-type: none"> Laptops, Tablets, or cell phone and requires pre-approval. 	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Test/Certification /Licensing/Bonding Fees	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs

				directly to participant when receipt is submitted to the provider.
Transportation Costs: • Fuel Cards • Mileage • Bus Pass/Public Transportation • Taxi/Ride Share Service • Other option (with prior Program Manager approval)	No Cap - Mileage rate \$0.50/mile	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues fuel cards, bus passes or vouchers to participants. Vouchers paid direct to vendors. Mileage paid direct to participant Providers pay actual costs directly to participant when receipt is submitted to the provider.
Uniforms /Clothing	0	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is submitted to the provider.
Utility assistance, after all other potential resources have been exhausted.	Limited to one-time per E&T enrollment Limited to billing one and the current billing period of	SNAP E&T Provider	Direct payment to vendor(s)	E&T provider issues supports or vouchers to participants and fully fund costs. Vouchers are paid direct to vendor. Providers pay actual costs directly to participant when receipt is

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.

While Iowa offers dependent care reimbursements, historically this has been underutilized due to SNAP recipients being eligible to receive Child Care Assistance (CCA). Payment rates for childcare costs exceeding allowable CCA payments are reimbursed at local market rates.

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?

Iowa does not currently have a waiting list for services through CCA. Case Managers work with participants to resolve dependent care needs.

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

Initial E&T Eligibility determination and enrollment in E&T may be done 30 days prior to the projected beginning start date of class, training, program, or first E&T component activity. This allows preparation time to ensure participants have all necessary supports to begin active participation in the enrolled component. E&T providers submitting a reverse referral request for individuals are able to provide transportation to the individual for travel to/from the provider location if E&T eligibility and enrollment is established for that day. If an individual directly referred to a provider indicates there is a need for transportation assistance to travel to/from the providers location for intake meeting the provider is able to arrange for the provision of transportation assistance in advance.

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).

Iowa's MWR system is a subsystem of Iowa's IABC system. The MWR subsystem compiles a count of all active SNAP recipients who are coded as MWRs on IABC.

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

A count is taken on September 30th of each year. A count of new MWRs is also compiled each month.

How are work registrants identified in the eligibility system?

MWR, ABAWD status and exemptions are all recorded in the IABC eligibility system .

State eligibility worker enters the work registration status of each household member on the ABC system each time it is determined.

The following codes are used to work registration status:

- 3 Mandatory work registrants, not an able-bodied adult without dependents (ABAWD)
- 4 FIP recipient
- 9 Exempt from work registration and ABAWD work requirements
- F Central Office use only
- E Potential ABAWD – would be an ABAWD if not exempt for earnings
- L Mandatory work registrant and ABAWD who is not meeting the work requirement
- V Mandatory work registrant and ABAWD who meets the work requirement

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

Individuals registered more than once in a fiscal year are only reported as a work registrant once during that fiscal year, regardless of if they entered the program as an applicant or recipient.

OUTCOME REPORTING MEASURES

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

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

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

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

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

Iowa's Automated Benefit Calculation System (IABC) Worker Information System Exchange (WISE)
 SNAP E&T Module in IowaWORKS – Geo Solutions system Iowa Workforce Development – Quarterly Wage Records

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 provide transitional support to E&T participants who have secured employment while receiving SNAP benefits in the month of or the month prior to beginning JRS services and have completed or are enrolled in another E&T component. Transitional supports may include but are not limited to guidance, coaching, clothing/equipment, transportation and other job-required fees.

JRS may begin upon job offer up to 30 days prior to the start date of employment and must be offered for a minimum of 30 days to a maximum of 90 days from the JRS actual begin date. Temporary employment lasting under 30 days is not eligible for JRS services.

E&T Service Providers must demonstrate a good faith effort to provide at least 30 days of JRS through the collaborative development of a JRS Plan with participants enrolled in this component. All E&T participants are eligible for JRS if one of the following criteria are met:

- Participant has secured new employment, or offer of employment with a starting date, while enrolled in E&T.
- Participant has secured a new position or promotion with current employer because of E&T participation while enrolled in E&T.

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 are eligible for JRS if they have secured and/or improved employment or received a job offer while enrolled in E&T or within 90 days of E&T completion (exit) date.

Will this component be offered statewide?

Yes

No

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

255

Estimated Annual Component Administrative Cost

\$71,329.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Percentage of participants who received at least 30 days of JRS	Denominator will include the number of participants that were enrolled in JRS between 10/1/2025 - 9/30/2026. The numerator will include the number of participants that remained enrolled & employed in JRS at the 30-day mark.
Percentage of participants who received at least 90 days of JRS	Denominator will include the number of participants that were enrolled in JRS between 10/1/2025 - 9/30/2026. The numerator will include the number of participants that remained enrolled & employed in JRS at the 90-day mark.

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

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

Job Search training is available to E&T participants wanting to prepare individuals to begin looking and applying for employment. Training activities are designed to improve specific job search techniques and skills, increase motivation and build self- confidence increasing the likelihood of successfully gaining employment. Activities offered may include employment assessments, how to look for job openings, application completion, resume writing and interviewing skills. Activities may be offered in group classes or on-one one in-person or virtually on- line.

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.

Iowa is a voluntary state; therefore, all SNAP participants are included in the target population and eligible for Job Search Training.

Will this component be offered statewide?

- Yes
- No

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

Estimated Annual Component Administrative Cost

\$0.00

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

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

Supervised Job Search is an intensive job search program for E&T participants that are work ready and prepared to enter employment. This program requires weekly contact with the E&T case manager for development and implementation of a job search plan and activities, direct supervision and coaching while they search and apply for work. Weekly meetings may occur at any State approved location which include any location where E&T services are provided, either in-person or virtually, such as community colleges, CBOs, provider-training sites, or public meeting locations identified by the Case Manager. SJS job search locations must provide accessibility and flexibility in a way that best meets the needs of the participant. Job Search activities may be completed within an electronic system, such as the IowaWORKS system or online job boards. Supervised Job Search is intended to promptly move participants into the workforce and of limited duration.

The reasonable length of time required for a participant to find suitable employment varies based on many factors. On average, SJS should not exceed 60 days, with a maximum enrollment of 90 days before reassessing the participant's job search skills and readiness for work.

Describe the direct path to employment.

Case Managers collaborate with the participant to develop job search activities based on the skills and interests identified in the E&T Employability Assessment and to align participant strengths with community employment opportunities.

To ensure participants' activities and progress, weekly two-way coaching and communication is required. Case Managers document these sessions with case notes.

Documentation may include:

- Description of participant contacts on job search progress,
- Description of Case Manager contacts with employers or workshop facilitators,
- Description of Case Manager contacts with individuals to whom participants are referred for SJS supports and activities, i.e., IowaWORKS Business Services Representative, or
- Log of job referrals, participants' job applications, participants' follow-up communication with employers to whom applications have been submitted.

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.

Iowa is a voluntary state; therefore, all SNAP participants are included in the target population and eligible for Supervised Job Search.

Will this component be offered statewide?

- Yes
- No

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

261

Estimated Annual Component Administrative Cost

\$105,403.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percent employed upon closure of the component.	Denominator will include the number of participants who finished participation in the component between 10/1/25-9/30/26

	Numerator will include the number of participants who were employed upon closure of the component
--	---------------------------------------------------------------------------------------------------

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

In Iowa the Adult Basic Education Component is broken into two components, Adult Basic Education (ABE) or High School Equivalency Diploma/Test (HiSED/HiSET). Activities and services offered increase the participants basic literacy, math skills, and financial literacy skills needed to comprehend all aspects of employment, successfully gain and retain employment, or the attainment of a secondary school diploma or its recognized equivalent, HiSED.

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 Service Providers are in the best position to determine likelihood of success in their programs. Providers hold authority to set criteria to determine program requirements and participant readiness for enrollment into their programs. Iowa requires all test takers to receive instruction in an adult education classroom before taking the HiSET exam to ensure that participants are able to meet the literacy/numeracy levels needed in order to pass the HiSET. The amount of instruction varies by testing centers.

E&T appropriate participants must:

- Be at least 16 years of age
- Not enrolled in high school
- Meet the E&T Service Provider program criteria
- Be willing to actively engage in required Case Management Services

Will this component be offered statewide?

- Yes
- No

Indicate the geographic areas where this component is offered.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Adair County	<input type="checkbox"/> Floyd County	<input type="checkbox"/> Monona County
<input type="checkbox"/> Adams County	<input type="checkbox"/> Franklin County	<input type="checkbox"/> Monroe County
<input type="checkbox"/> Allamakee County	<input type="checkbox"/> Fremont County	<input type="checkbox"/> Montgomery County
<input type="checkbox"/> Appanoose County	<input type="checkbox"/> Greene County	<input type="checkbox"/> Muscatine County
<input type="checkbox"/> Audubon County	<input type="checkbox"/> Grundy County	<input type="checkbox"/> O'Brien County
<input type="checkbox"/> Benton County	<input type="checkbox"/> Guthrie County	<input type="checkbox"/> Osceola County
<input type="checkbox"/> Black Hawk County	<input type="checkbox"/> Hamilton County	<input type="checkbox"/> Page County
<input type="checkbox"/> Boone County	<input type="checkbox"/> Hancock County	<input type="checkbox"/> Palo Alto County
<input type="checkbox"/> Bremer County	<input type="checkbox"/> Hardin County	<input type="checkbox"/> Plymouth County
<input type="checkbox"/> Buchanan County	<input type="checkbox"/> Harrison County	<input type="checkbox"/> Pocahontas County
<input type="checkbox"/> Buena Vista County	<input checked="" type="checkbox"/> Henry County	<input type="checkbox"/> Polk County
<input type="checkbox"/> Butler County	<input type="checkbox"/> Howard County	<input type="checkbox"/> Pottawattamie County
<input type="checkbox"/> Calhoun County	<input type="checkbox"/> Humboldt County	<input type="checkbox"/> Poweshiek County
<input type="checkbox"/> Carroll County	<input type="checkbox"/> Ida County	<input type="checkbox"/> Ringgold County
<input type="checkbox"/> Cass County	<input type="checkbox"/> Iowa County	<input type="checkbox"/> Sac County
<input type="checkbox"/> Cedar County	<input type="checkbox"/> Jackson County	<input type="checkbox"/> Scott County
<input type="checkbox"/> Cerro Gordo County	<input type="checkbox"/> Jasper County	<input type="checkbox"/> Shelby County
<input type="checkbox"/> Cherokee County	<input type="checkbox"/> Jefferson County	<input type="checkbox"/> Sioux County
<input type="checkbox"/> Chickasaw County	<input type="checkbox"/> Johnson County	<input type="checkbox"/> Story County
<input type="checkbox"/> Clarke County	<input type="checkbox"/> Jones County	<input type="checkbox"/> Tama County
<input type="checkbox"/> Clay County	<input type="checkbox"/> Keokuk County	<input type="checkbox"/> Taylor County
<input type="checkbox"/> Clayton County	<input type="checkbox"/> Kossuth County	<input type="checkbox"/> Union County
<input type="checkbox"/> Clinton County	<input checked="" type="checkbox"/> Lee County	<input type="checkbox"/> Van Buren County
<input type="checkbox"/> Crawford County	<input type="checkbox"/> Linn County	<input type="checkbox"/> Wapello County
<input type="checkbox"/> Dallas County	<input checked="" type="checkbox"/> Louisa County	<input type="checkbox"/> Warren County
<input type="checkbox"/> Davis County	<input type="checkbox"/> Lucas County	<input type="checkbox"/> Washington County
<input type="checkbox"/> Decatur County	<input type="checkbox"/> Lyon County	<input type="checkbox"/> Wayne County
<input type="checkbox"/> Delaware County	<input type="checkbox"/> Madison County	<input type="checkbox"/> Webster County

<input checked="" type="checkbox"/> Des Moines County	<input type="checkbox"/> Mahaska County	<input type="checkbox"/> Winnebago County
<input type="checkbox"/> Dickinson County	<input type="checkbox"/> Marion County	<input type="checkbox"/> Winneshiek County
<input type="checkbox"/> Dubuque County	<input type="checkbox"/> Marshall County	<input type="checkbox"/> Woodbury County
<input type="checkbox"/> Emmet County	<input type="checkbox"/> Mills County	<input type="checkbox"/> Worth County
<input type="checkbox"/> Fayette County	<input type="checkbox"/> Mitchell County	<input type="checkbox"/> Wright County

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

8

Estimated Annual Component Administrative Cost

\$1,508.00

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.

Community Colleges:

ABE and high school completion programs are primarily funded by federal Title II funds, which are not used as a match source or included in reimbursement requests.

All other funding streams must be exhausted before E&T fund are used for Program Costs.

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.

Participants in ABE and high school completion are not charged for program tuition and no cost is assigned to SNAP E&T participants for reimbursement purposes.

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

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

Post-secondary programs that provide academic and/or technical knowledge and skills to develop necessary skills for education or careers in current or emerging employment sectors.

Participants may enroll in short term certificate programs and credit degree programs towards an AA or AAS degree all in identified in-demand industries. Participants may also enroll in vocational/occupational skills programs providing skills necessary to increase employability and ideally lead to an industry-recognized certificate or credential.

- Community Colleges (CC) provide post-secondary non- credit certificate programs and post-secondary credit programs leading to a diploma or Associate degree.
- Community Based Organizations (CBO) provide occupational skills and vocational programs that lead to certificates or industry-recognized credentials.

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 Service Providers are in the best position to determine likelihood of success in their programs. Providers hold authority to set criteria to determine program requirements and participant readiness for enrollment into their programs.

E&T appropriate participants must:

- Express interest, abilities, and willingness to actively participate and fulfill training requirements in desired occupation
- Meet the E&T Service Provider program criteria which may include, but not be limited to:
 - Assessment results
 - Educational Attainment
 - Literacy /numeracy levels
- Be willing to actively engage in required Case Management Services

Will this component be offered statewide?

Yes

No

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

515

Estimated Annual Component Administrative Cost

\$1,944,139.00

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.

Community Colleges:

For non-credit programs, college partners utilize state allocated GAP and PACE funds, verified non-federal community foundation funds, and/or SNAP E&T reimbursement funds for all educational, wrap around, and Case Management services. For credit programs, college partners utilize state allocated grant and scholarship funds, private college foundation funds, and/or SNAP E&T reimbursement funds for all educational, wrap around, and Case Management services.

College partners also provide credit student account records to ensure reimbursement requests for Pell eligible participants do not include Pell funds or non-federal funds applied to student accounts before Pell.

All other funding streams must be exhausted before E&T funds are used for Program Costs.

Community Based Organizations:

At time of application to become an E&T Service Provider the following assurances are made:

- Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
- Program and fiscal staff consulted and agreed that non-federal funding is approved and available to initially fully fund E&T costs for the proposed agreement period.

Providers complete a questionnaire and HHS reviews responses during the annual review process to answer the following:

- Describe any policy or procedures in place to ensure Federal reimbursements are used to supplement, rather than supplant, state or local funding for existing education services or activities.

Non-federal funds for E&T are allocated to a separate accounting line item, and reimbursements are drawn down from that account only.

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.

Community Colleges:

Tuition costs are verified for uniformity for all SNAP E&T and non-E&T participants through publicly available course cost information as well as accounting information for SNAP.

Community Based Organizations:

Participants are not charged tuition for occupational skills/vocational programs to participate in the program. Program costs charged to E&T for reimbursement are determined by dividing the total annual cost of providing the program by the total number of people, regardless of SNAP status, enrolled in the program.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percent of participants who: obtained an industry recognized credential or certificate, diploma, or AA/AS degree upon closure of the component.	Denominator will include the number of participants who ended post-secondary education or occupational/vocational skills training program, excluding those who were exited for loss of eligibility between 10/1/2025 and 9/30/2026 Numerator will include the number of participants who: obtained an industry recognized credential or certificate, diploma, or AA/AS degree upon closure of the component.

EDUCATIONAL COMPONENT: INTEGRATED EDUCATION AND TRAINING / BRIDGE PROGRAMS

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

Programs providing basic skills, English acquisition or work readiness training concurrently and contextually with occupational skills training to increase employability. In this component, participants may participate in both education and employment, or job training activities, during the week. This allows the participant to earn skills and wages while completing required education.

The Commercial Driver License-IET Program offered by Southeastern Community College is a 10-week (50 day) program that integrates related basic skills such as English language acquisition, math, reading and writing into the training day.

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 Service Providers are in the best position to determine likelihood of success in their programs. Providers hold authority to set criteria to determine program requirements and participant readiness for enrollment into their programs.

E&T appropriate participants must:

- Meet the E&T Service Provider program criteria
- Be willing to actively engage in required Case Management Services

Will this component be offered statewide?

- Yes
- No

Indicate the geographic areas where this component is offered.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Adair County	<input type="checkbox"/> Floyd County	<input type="checkbox"/> Monona County
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<input type="checkbox"/> Allamakee County	<input type="checkbox"/> Fremont County	<input type="checkbox"/> Montgomery County
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<input type="checkbox"/> Carroll County	<input type="checkbox"/> Ida County	<input type="checkbox"/> Ringgold County
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<input type="checkbox"/> Cedar County	<input type="checkbox"/> Jackson County	<input type="checkbox"/> Scott County
<input type="checkbox"/> Cerro Gordo County	<input type="checkbox"/> Jasper County	<input type="checkbox"/> Shelby County
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<input type="checkbox"/> Dubuque County	<input type="checkbox"/> Marshall County	<input type="checkbox"/> Woodbury County
<input type="checkbox"/> Emmet County	<input type="checkbox"/> Mills County	<input type="checkbox"/> Worth County
<input type="checkbox"/> Fayette County	<input type="checkbox"/> Mitchell County	<input type="checkbox"/> Wright County

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

1

Estimated Annual Component Administrative Cost

\$5,358.00

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

For IET programs, college partners primarily utilize similar funding to non-credit programs, including state allocated GAP and PACE funds, verified non-federal community foundation funds, and/or SNAP E&T reimbursement funds for all educational, wrap around, and Case Management services. For any program that utilizes alternative funding sources, verification of the funding source for reimbursement eligibility is completed.

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.

For all non-credit IET programs, tuition costs are verified for uniformity for all SNAP E&T and non-E&T participants through publicly available course cost information as well as accounting information for SNAP E&T and non-E&T students (redacted for confidentiality).

Participants in programs more closely related to ABE, ESL, or high school completion or programs that do not charge for program tuition, no cost is assigned to SNAP E&T participants for reimbursement purposes.

EDUCATIONAL COMPONENT: WORK READINESS TRAINING

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

Work Readiness programs provide skill and interest assessment and educational remediation services to prepare the participant for the workforce. Work readiness activities may focus on fundamental cognitive skills or non-cognitive, behavioral soft skills. Fundamental cognitive skills may include but are not limited to literacy, basic math, problem solving, and critical thinking. Behavioral soft skills may include but are not limited to workplace relationships, communication, integrity, and personal presentation.

The HELP Center: Pathways to Employability is a virtual work readiness program comprised of 9 one-week modules which promote personal growth and skill development needed to gain and retain employment. Upon completion participants will have acquired the foundational skills and knowledge necessary to navigate the job market successfully and embark on a path toward sustained employment and career growth.

Goodwill of the Heartland: The World of Work course is designed to help job seekers gain the foundational skills to meet the needs and expectations of businesses and build successful careers. Before beginning class, participants will work with a Career Navigator to identify skills and interests, learn how they relate to the local job market, and explore pathways that are a good match. Participants choose from more than 30 relevant workshops and complete at least 18 hours of coursework in a classroom setting in the areas of job search, digital skills, financial literacy, and success on the job.

Central Iowa Shelter and Services: Work Readiness Training: Four-week program that helps clients develop good work habits that facilitate their ongoing success through basic employability skills including effective communication, problem solving, resume building, and interviewing. Daily sessions are practical real-life skills, such as housing applications, job searches, reverse job fairs, resume building, communication skills (behavioral and soft) to improve long term success, and health classes in addition to 2.5 hours of weekly individualized sessions with Case Managers.

Iowa Workforce Development –American Job Centers: IowaWORKS Career Services Career Planners will develop an IEP with participants. Participants will be required to take the O*NET assessment and any additional assessments that will be beneficial to the participant. Referrals to other WIOA programs will be made to address any literacy, basic math, problem solving and critical thinking deficiencies. Participants will be required to participate in Virtual Job Club and Bring Your A Game to Work training to prepare them for entering the workforce. Additionally, career planners will provide ongoing mentoring, coaching, and counseling to ensure that participants are prepared for the world of work. Appropriate referrals will be made to WIOA programs and community resources based on the needs of the participant.

Change Course: A six-week personal development program focusing on soft skills, computer literacy, effective communication, life skills, overcoming individualized barriers, and more.

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 Service Providers are in the best position to determine likelihood of success in their programs. Providers hold authority to set criteria to determine program requirements and participant readiness for enrollment into their programs.

E&T appropriate participants must:

- Express interest in improving skills that will allow them to successfully gain and retain employment.
- Meet the E&T Service Provider program criteria.
- Be willing to actively engage in required Case Management Services

Will this component be offered statewide?

- Yes
- No

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

228

Estimated Annual Component Administrative Cost

\$880,391.00

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.

Community Based Organizations:

At time of application to become an E&T Services Provider the following assurances are made:

- Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
- Program and fiscal staff consulted and agreed that non-federal funding is approved and available to – initially fully fund E&T costs for the proposed agreement period.

Providers complete a questionnaire and HHS reviews responses during the annual review process to answer the following:

- Describe any policy or procedures in place to ensure Federal reimbursements are used to supplement, rather than supplant, state or local funding for existing education services or activities.

Program costs charged to E&T for reimbursement are determined by dividing the total annual cost of providing the program by the total number of people, regardless of SNAP status, enrolled in the program.

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.

Community Based Organizations:

Participants are not charged to be enrolled in Work Readiness programs. Program costs charged to E&T for reimbursement are determined by dividing the total annual cost of providing the program by the total number of people, regardless of SNAP status, enrolled in the program.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percent completing the component successfully upon closure of the component.	Denominator will include the number of participants who completed the training program, excluding those who were exited for loss of eligibility between 10/1/2025 and 9/30/2026. Numerator will include the number of participants who completed the training program successfully upon closure of the component.

WORK EXPERIENCE COMPONENT: INTERNSHIP

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

Programs that are planned, structured and time limited in a workplace setting providing occupational skills training required for a participant to become proficient in a specific occupation.

The term of the training period should consider the skill requirements for the occupation, academic and occupation skill level of the participant, prior work experience, and the participant's employability plan (20 CFR 680.700).

Central Iowa Shelter and Services (CISS) internship programs:

Mulberry Farm Vocational Job Training Program is a 12- week internship program for clients from CISS' emergency shelter and apartments for an employment and vocational job training. Trainees are provided the opportunity to gain hands-on experience in aquaponics, income, soft skills, and certifications that meet industry standards. Trainees will learn valuable skills in urban agriculture both in the greenhouse and throughout the CISS agrihood. Working to create a food secure community, the food co-op being constructed now serves as another avenue for trainees to learn valuable entrepreneurial skills for long term development. Mulberry Farms Vocational Job Training program provides technical knowledge and on-the-job training to develop necessary skills for agricultural workers and relevant work experience for employment in other industries to gain unsubsidized employment.

Individuals complete an Employee, Recruitment Application and experience-building fact-finding interviews are conducted to assess skills, aptitude, interests, strengths, and needs.

Curriculum for the program includes farm safety, employment skills and eight specific agriculture modules such as soil management, techniques, tools, pest and disease control, and landscaping. PSA Food Grower Safety Training is also available to earn an industry-recognized credential.

CISS is the employer of record and compensates the participant at the rate of \$8.00 to \$10.00 per hour in accordance with the organization's payroll schedule and policies. The percentage of wage to be subsidized is 100%.

Case managers and program supervisors track progress within the program and refer applicants to additional external supportive services. Along with monthly check- ins with training program supervisors, it is planned for the E&T case managers to meet with the individual on a weekly basis.

If unsubsidized employment has not been gained upon completion of training program, clients are referred into the center's job training program for additional job search , supervised job search and job retention services.

Janitorial/Maintenance Vocational Job Training Program is a 12-week internship program for clients from CISS' emergency shelter and apartments for an employment and vocational job training. The Janitorial Skills Training Program prepares job seekers for careers in custodial, janitorial, and environmental service positions across many industries. Trainees are provided opportunity to gain hands-on experience in facility cleaning, maintenance and upkeep, income, soft skills, and certifications that meet industry standards.

Individuals complete an Employee, Recruitment Application and experience-building fact-finding interviews are conducted to assess skills, aptitude, interests, strengths, and needs.

CISS is the employer of record and compensates the participant at the rate of \$8.00 to \$10.00 per hour in accordance

with the organization's payroll schedule and policies. Percentage of wage to be subsidized is 100%.

Case managers and program supervisors track progress within the program and refer applicants to additional external supportive services. Along with monthly check- ins with training program supervisors, it is planned for the E&T case managers to meet with the individual on a weekly basis.

If unsubsidized employment has not been gained upon completion of training program, clients are referred

into the center's job training program for additional job search, supervised job search and job retention services.

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 Service Providers are in the best position to determine likelihood of success in their programs. Providers hold authority to set criteria to determine program requirements and participant readiness for enrollment into their programs.

E&T appropriate participants must:

- Meet the E&T Service Provider program criteria
- Be willing to actively engage in required Case Management Services

Will this component be offered statewide?

- Yes
- No

Indicate the geographic areas where this component is offered.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Adair County	<input type="checkbox"/> Floyd County	<input type="checkbox"/> Monona County
<input type="checkbox"/> Adams County	<input type="checkbox"/> Franklin County	<input type="checkbox"/> Monroe County
<input type="checkbox"/> Allamakee County	<input type="checkbox"/> Fremont County	<input type="checkbox"/> Montgomery County
<input type="checkbox"/> Appanoose County	<input type="checkbox"/> Greene County	<input type="checkbox"/> Muscatine County
<input type="checkbox"/> Audubon County	<input type="checkbox"/> Grundy County	<input type="checkbox"/> O'Brien County
<input type="checkbox"/> Benton County	<input type="checkbox"/> Guthrie County	<input type="checkbox"/> Osceola County
<input type="checkbox"/> Black Hawk County	<input type="checkbox"/> Hamilton County	<input type="checkbox"/> Page County
<input type="checkbox"/> Boone County	<input type="checkbox"/> Hancock County	<input type="checkbox"/> Palo Alto County
<input type="checkbox"/> Bremer County	<input type="checkbox"/> Hardin County	<input type="checkbox"/> Plymouth County
<input type="checkbox"/> Buchanan County	<input type="checkbox"/> Harrison County	<input type="checkbox"/> Pocahontas County
<input type="checkbox"/> Buena Vista County	<input type="checkbox"/> Henry County	<input checked="" type="checkbox"/> Polk County
<input type="checkbox"/> Butler County	<input type="checkbox"/> Howard County	<input type="checkbox"/> Pottawattamie County
<input type="checkbox"/> Calhoun County	<input type="checkbox"/> Humboldt County	<input type="checkbox"/> Poweshiek County
<input type="checkbox"/> Carroll County	<input type="checkbox"/> Ida County	<input type="checkbox"/> Ringgold County
<input type="checkbox"/> Cass County	<input type="checkbox"/> Iowa County	<input type="checkbox"/> Sac County
<input type="checkbox"/> Cedar County	<input type="checkbox"/> Jackson County	<input type="checkbox"/> Scott County
<input type="checkbox"/> Cerro Gordo County	<input type="checkbox"/> Jasper County	<input type="checkbox"/> Shelby County
<input type="checkbox"/> Cherokee County	<input type="checkbox"/> Jefferson County	<input type="checkbox"/> Sioux County
<input type="checkbox"/> Chickasaw County	<input type="checkbox"/> Johnson County	<input type="checkbox"/> Story County
<input type="checkbox"/> Clarke County	<input type="checkbox"/> Jones County	<input type="checkbox"/> Tama County
<input type="checkbox"/> Clay County	<input type="checkbox"/> Keokuk County	<input type="checkbox"/> Taylor County
<input type="checkbox"/> Clayton County	<input type="checkbox"/> Kossuth County	<input type="checkbox"/> Union County
<input type="checkbox"/> Clinton County	<input type="checkbox"/> Lee County	<input type="checkbox"/> Van Buren County
<input type="checkbox"/> Crawford County	<input type="checkbox"/> Linn County	<input type="checkbox"/> Wapello County
<input type="checkbox"/> Dallas County	<input type="checkbox"/> Louisa County	<input type="checkbox"/> Warren County
<input type="checkbox"/> Davis County	<input type="checkbox"/> Lucas County	<input type="checkbox"/> Washington County
<input type="checkbox"/> Decatur County	<input type="checkbox"/> Lyon County	<input type="checkbox"/> Wayne County
<input type="checkbox"/> Delaware County	<input type="checkbox"/> Madison County	<input type="checkbox"/> Webster County

<input type="checkbox"/> Des Moines County	<input type="checkbox"/> Mahaska County	<input type="checkbox"/> Winnebago County
<input type="checkbox"/> Dickinson County	<input type="checkbox"/> Marion County	<input type="checkbox"/> Winneshiek County
<input type="checkbox"/> Dubuque County	<input type="checkbox"/> Marshall County	<input type="checkbox"/> Woodbury County
<input type="checkbox"/> Emmet County	<input type="checkbox"/> Mills County	<input type="checkbox"/> Worth County
<input type="checkbox"/> Fayette County	<input type="checkbox"/> Mitchell County	<input type="checkbox"/> Wright County

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

130

Estimated Annual Component Administrative Cost

\$217,343.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)	Subsidized by E&T?
Number and percent employed upon closure of the component.	Numerator will include the number of participants who upon closure of the component were employed; excluding those who were exited for loss of eligibility. Denominator will include the number of participants with closure of the component, between 10/1/2025 and 9/30/2026	Yes

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
15	900	\$3,649,200.00	\$199,963.00	\$3,849,163.00

CONTRACTOR: IOWA WORKFORCE DEVELOPMENT

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
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

900

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

\$199,963.00

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

\$424,104.00

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

\$3,225,096.00

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

- Yes
- No

SUBCONTRACTOR: CENTRAL IOWA SHELTER AND SERVICES

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

180

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

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

SUBCONTRACTOR: CHANGE COURSE

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

70

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

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

SUBCONTRACTOR: CODEX

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

30

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

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

SUBCONTRACTOR: DES MOINES AREA COMMUNITY COLLEGE

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

79

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

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

SUBCONTRACTOR: GENER8TOR

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

20

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

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

SUBCONTRACTOR: GOODWILL OF THE HEARTLAND

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

95

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

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

SUBCONTRACTOR: HAWKEYE COMMUNITY COLLEGE**INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT**

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

120

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

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

SUBCONTRACTOR: IOWA WESTERN COMMUNITY COLLEGE

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

50

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

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

SUBCONTRACTOR: IOWA WORKFORCE DEVELOPMENT AMERICAN JOB CENTERS

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

120

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

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

SUBCONTRACTOR: KIRKWOOD COMMUNITY COLLEGE

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

30

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

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

SUBCONTRACTOR: NORTH IOWA AREA COMMUNITY COLLEGE

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

36

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

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

SUBCONTRACTOR: PIVOT TECHNOLOGY SCHOOL

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

25

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

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

SUBCONTRACTOR: SOUTHEASTERN COMMUNITY COLLEGE

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

35

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

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

SUBCONTRACTOR: THE HELP CENTER

INTERMEDIARY: IOWA WORKFORCE DEVELOPMENT

Which E&T Services are offered by this subcontractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Integrated Education and Training / Bridge Programs
- Job Retention
- Job Search Training
- SWBL - Internship
- Supervised Job Search
- Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

10

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

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

WBL PROGRAMS OVERVIEW

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

WBL ACTIVITY: JANITORIAL/MAINTENANCE VOCATIONAL JOB TRAINING

PROVIDER: CENTRAL IOWA SHELTER AND SERVICES

COMPONENT: SWBL - INTERNSHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

Describe the "Other" industry field of the activity.

Janitorial/Maintenance

What is the projected annual number of participants to participate?

30

What are the training objectives for the activity?

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

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

- Yes
- No

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

Various Non-Federal Grants

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.

This program prepares job seekers for careers in custodial, janitorial, and environmental service positions across many industries. Wages are \$8.00-\$10.00 per hours. Program is 336 hours long, estimating that each participant will complete on average 90 hours.

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

- Yes
- No
- N/A

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

- Yes
- No

What is the hourly wage rate?

\$8.00

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

100.00%

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

90

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

- 100% Admin Funds
- 50/50 Admin Funds

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

- Yes
- No

Total Projected Wages to be Paid to Participants	Total Projected Subsidized Wages	Total Projected Wages Covered/Reimbursed by SNAP E&T	Total Cost of WBL Activity to be Covered/Reimbursed by SNAP E&T
\$21,600.00	\$21,600.00	\$10,800.00	\$10,800.00

WBL ACTIVITY: MULBERRY FARMS INTERNSHIP JOB TRAINING

PROVIDER: CENTRAL IOWA SHELTER AND SERVICES

COMPONENT: SWBL - INTERNSHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

100

What are the training objectives for the activity?

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

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

- Yes
- No

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

Various Non-Federal Grants

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.

Mulberry Farms Vocational Job Training program provides technical knowledge and on-the-job training to develop necessary skills for agricultural workers and relevant work experience for employment in other industries. Program Goals: Equip participants with Paid on-the-job Training, Skills Development, Attainment of Employer-Valued Credentials, and the Ability to Become Economically Self-Sufficient. Ag. Training Modules: Plant Physiology; Hydroponics and Aquaponics; Soils and Nutrients; Composting and Grafting; Pests and Diseases and Landscaping; Propagation and Plant Breeding; Tools and Pruning. Wages are \$8.00-\$10.00 per hours. Program is 336 hours long, estimating that each participant will complete on average 90 hours.

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

- Yes
- No
- N/A

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

- Yes
- No

What is the hourly wage rate?

\$8.00

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

100.00%

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

90

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

- 100% Admin Funds
- 50/50 Admin Funds

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

- Yes
- No

Total Projected Wages to be Paid to Participants	Total Projected Subsidized Wages	Total Projected Wages Covered/Reimbursed by SNAP E&T	Total Cost of WBL Activity to be Covered/Reimbursed by SNAP E&T
\$72,000.00	\$72,000.00	\$36,000.00	\$36,000.00

OPERATING BUDGET

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

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$50,788.00	\$132,009.00	\$182,797.00

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

The salary/wages costs include staff allocations of:

One E&T Program Manager (IMW6): 100% X \$87,900.00 = \$87,900.00

E&T Program Manager (IMW6): 60% X \$93,271.00 = \$55,963.00

One E&T Eligibility Specialist (IMW2): 50% X \$70,032.00 = \$35,016.00

One - E&T systems BA(IMW6) 4.2% X \$93,271.00 = \$3,918.00

Total \$182,795.98 (Rounded to \$182,797.00)

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$37,624.00	\$37,624.00	\$75,248.00

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

HHS does not have an approved fringe benefit rate. The fringe benefit amount is based on employee specific benefits selection.

One E&T Program Manager (IMW6): 100% X 39,431. = \$39,431.00

E&T Program Manager (IMW6): 60% X \$27,722. = \$ 16,633.20

One E&T Eligibility Specialist (IMW2): 50% X \$36,038. = \$ 18,019.00

One - E&T systems BA(IMW6) : 4.2 % X \$27,723.= \$ 1,1644.37

Total: \$ 75,247.50 (Rounded to \$75,248.00)

Fringe benefit costs for HHS administration included in salary calculation.

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$52,075.00	\$52,075.00	\$104,150.00

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

Phone charges for both E&T Program Managers @ \$100 per month for 12 months=\$1,200.
 Annual Fees for Geo Solutions System SNAP Module \$102,950.
 Total \$104,150.00

	Non-Federal Share	Federal Share	Total
Materials	\$5,000.00	\$5,000.00	\$10,000.00

Describe materials to be purchased with E&T funds.

Marketing and outreach materials for More Than A Job Campaign

	Non-Federal Share	Federal Share	Total
Travel	\$750.00	\$750.00	\$1,500.00

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.

In-State travel to DSM for PT allocated E&T Program Manager

	Non-Federal Share	Federal Share	Total
Building Space	\$664.00	\$664.00	\$1,328.00

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.

Building Space calculated at 80sq.ft times .64583 = \$54.6664 per month time 12 months = \$620. per staff allocated at E&T -FTE percentage

	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.)

Equipment and Capital Expenditures are not purchased with E&T funds.

Utilization fees of Equipment and capital expenditures are included with non-capital equipment and supplies

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$146,901.00	\$228,122.00	\$375,023.00
Contractual Costs	\$1,612,548.00	\$2,036,652.00	\$3,649,200.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$1,759,449.00	\$2,264,774.00	\$4,024,223.00

Indirect Costs - Using Indirect Cost Rate

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

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

Indirect Costs - Using Federally Approved Cost Allocation Plan

	Non-Federal Share	Federal Share	Total
Federally Approved Cost Allocated Costs - State agency only	\$50,000.00	\$50,000.00	\$100,000.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$0.00	\$0.00	\$0.00
Total Allocated Costs based on Cost Allocation Plan	\$50,000.00	\$50,000.00	\$100,000.00

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$1,809,449.00	\$2,314,774.00	\$4,124,223.00

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$500.00	\$500.00	\$1,000.00
Transportation & Other Costs	\$99,482.00	\$99,482.00	\$198,964.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$99,982.00	\$99,982.00	\$199,964.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$1,909,431.00	\$2,414,756.00	\$4,324,187.00

FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$505,325.00	\$505,325.00	\$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	\$505,325.00	\$505,325.00	\$0.00	-
Federal	50 Percent Administrative	-	\$1,809,449.00	-	-
Non-Federal	50 Percent Administrative	-	\$1,809,449.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$99,982.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$99,982.00	-	-
Federal	Total 50 Percent Federal Target	\$689,406.00	\$1,909,431.00	\$1,220,025.00	-
Total	All Sources	\$1,194,731.00	\$4,324,187.00	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$505,325.00	\$505,325.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$1,809,449.00	\$1,809,449.00	\$3,618,898.00
50 Percent Dependent Care	\$500.00	\$500.00	-
50 Percent Transportation/Other	\$99,482.00	\$99,482.00	-
50 Percent Total Participant Reimbursements	\$99,982.00	\$99,982.00	\$199,964.00
Total 50 Percent Funds	\$1,909,431.00	\$1,909,431.00	\$3,818,862.00
Total	\$1,909,431.00	\$2,414,756.00	\$4,324,187.00

PLEDGE TO SERVE ALL ABAWDs

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

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

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

- Yes
- No