# USDA FNS SNAP E&T STATE PLAN

| STATE NAME | STATE CODE | FEDERAL FISCAL YEAR | VERSION |
|---|---|---|---|
| Kansas | KS | 2026 | Amendment 1 |

**FORM STATUS:** Approved on 12/31/2025 10:24 AM EST

## KEY PROGRAM STAFF

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

| Name | E-mail |
|---|---|
| Lisa Strunk | lisa.strunk@ks.gov |

## AMENDMENT LOG

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a change. For a complete list of situations requiring an Amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment change throughout the plan. To expedite the review process for amendment changes, please describe sections where text has been added or changed.

| Amendment Number | Brief description of changes or purpose for Amendment (If Amendment includes budget changes, include in description) | List specific sections of Plan changed | Date Submitted to FNS | Date Approved by FNS |
|---|---|---|---|---|
| 1 | Goodwill MoKan name change to MERS Goodwill | Program Operations - Organizational Relationships, Referral to E&T and Case Management Services Components - Supervised Job Search Contacts - MERS Goodwill | 12/19/2025 | |

# 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 |
| CEC | Community Engagement Coordinator |
| CN | Career Navigator |
| DCF | Department for Children and Families |
| E&T | Employment and Training |
| EES | Economic and Employment Services |
| FAET | Food Assistance Employment & Training |
| FNS | Food and Nutrition Service |
| FY | Fiscal Year |
| GA | General Assistance |
| ITO | Indian Tribal Organization |
| KEES | Kansas Eligibility & Enforcement System |
| LIEAP | Low-Income Energy Assistance Program |
| NCC | Non-Compliance Coordinator |
| PR | Personal Reimbursement |
| SNAP | Supplemental Nutrition Assistance Program |
| TANF | Temporary Assistance for Needy Families |
| USDA | United States Department of Agriculture |
| WASCK | Workforce Alliance of SouthCentral Kansas |
| 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 vision of the Department of Children and Families Economic and Employment Services is: Families are stable, connected and empowered to progress.
•FAET serves all work ready Kansans who are 18 to 59 years old without dependent children in the household and who are not working at least 30 hours weekly. Career navigators, employed by DCF, provide assessment and case management services to E&T participants.
•FAET strategies to meet the state or local workforce needs are summarized in the Consultation and Coordination with the Workforce Development System section.

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

- [x] 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 | SNAP Policy Manual |
| Link to resource | SNAP E&T Public Webpage |
| Link to resource | SNAP E&T State Plan Public Webpage |

# 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.

DCF is adding Work Experience activities in the largest Kansas communities for SNAP E&T participants. We plan to expand the availability of those activities to more communities throughout the state. We are working to add Wichita Workforce Alliance as a SNAP E&T intermediary with the understanding that
they will partner with Goodwill and The Women's Network. We are exploring opportunities to create new 50/50 partnerships throughout the state, focusing on partnerships that will allow us to add new components. We are working with DCF Communications to personalize the More Than A Job campaign materials for the Kansas Mandatory E&T program. We also were chosen to receive technical support through LRG to personalize the More Than A Job campaign. Project goals are:
i. Develop clear, consistent engaging messaging that staff can use when communicating with every mandatory SNAP E&T participant
ii. Build a storytelling framework that highlights participant success stories and community partners
iii. Create outreach materials and strategies that align with the More Than a Job theme to increase program visibility.

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.

We continue to explore opportunities to add the Work Experience component to provide expanded options to serve SNAP E&T participants. By increasing the number of providers and the number of activities, we will create additional opportunities for SNAP E&T participants to experience positive employment outcomes.

# 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?

- [x] 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 |
|---|---|---|---|
| 02/03/2025 | Workforce Board | The entire board | The board suggested providing trainings for clients based on in demand<br>jobs in specific geographic areas. |

## Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

N/A

Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

We refer clients to WIOA programs. Per our agreement with Workforce Alliance of South Central Kansas (WASCK) we encourage dual enrollment in E&T and WIOA. WASCK is a 50/50 provider developing an intermediary model. As they work through this process, we suggested they change the nature of their current partnership with The Women's Network to add that organization as their first intermediary. The Women's Network has expressed interest in partnering with DCF, however, their training program is limited to women in the Wichita area who are survivors of domestic violence. Due to the low number of DCF clients meeting those eligibility requirements, The Women's Network is more appropriate providing services through WASCK with them acting as our first intermediary.

Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

- [ ] Yes
- [x] 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.

DCF administers TANF for the State of Kansas. All coordination is easily accomplished as the TANF program leadership are internal to DCF.
Specific areas that E&T and WFS work together include the following: 1. Meeting with the Kansas Dept. of Commerce to better integrate with the Workforce Centers across Kansas. The objective for both E&T clients and WFS. The Dept. of Commerce has asked E&T and WFS to be part of their Strategic Planning Sessions in 2026. 2. Shared conversations on a large Affordable Housing project starting in Topeka that will present future housing and employment opportunities. 3. Resources between the two groups are shared and communicate through our Community Engagement Coordinators allowing clients of both programs to access specific resources across the state.

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).

Kansas Department for Children and Families meets quarterly with the Kansas Office for Refugees (KSOR) to discuss services offered by both agencies, best practices for serving refugee clients, and strategies to ensure we are not duplicating services to refugee clients. DCF exempts refugee clients
receiving employment services through a refugee organization from participation in Mandatory E&T.

# 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?

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

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

| Date | Name of ITO | Title(s) of Person Consulted | Outcome of Consultation |
|---|---|---|---|
| 02/21/2025 | Iowa, Prairie Band Potawatomi Nation, Sac & Fox and Kickapoo | Representatives | The federally recognized Tribes in Kansas are Iowa Tribe, Kickapoo Tribe, Prairie Band Potawatomi Nation and Sac & Fox Nation. Each Tribe administers its own Food Distribution Program on Indian Reservations (FDPIR). Because DCF's attempts to consult with Tribal representatives were unsuccessful, we engaged the Kansas Native American Affairs Office (KNAA) to assist in identifying and engaging appropriate contacts from each Tribe. While we have identified Tribal contacts, we remain unsuccessful in engaging those individuals.<br>DCF also facilitates a statewide bi-monthly virtual meeting providing an opportunity for state agencies and community partners to share and discuss collaborative efforts to address food insecurity. In April 2024, DCF began inviting the |

| | | | |
|---|---|---|---|
| | | | identified Tribal representatives to participate in these meetings. An FAET representative attended these meetings on February 21, 2025; April 18, 2025 and August 15, 2025 to attempt to start consultation with the tribe. No representatives from the tribes appeared at any of these meetings. |
| 04/18/2025 | Iowa, Prairie Band Potawatomi Nation, Sac & Fox and Kickapoo | Representatives | See above |
| 08/15/2025 | Iowa, Prairie Band Potawatomi Nation, Sac & Fox and Kickapoo | Representatives | See Above |

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

- ☐ Yes
- ☒ No

# UTILIZATION OF STATE OPTIONS

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

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

- [x] Yes
- [ ] No

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

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

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

| |
|---|
| Work registrants ages 18 to 59 years, without children on the food assistance case, are required to participant in the SNAP E&T program. |

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
- [x] 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.

- [x] ABAWDs
- [ ] Homeless
- [ ] Veterans
- [ ] Students
- [ ] Single parents
- [x] Returning citizens (aka: ex-offenders)
- [x] Underemployed
- [x] 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 | 56,500 |

## State Exemptions

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

| EXEMPTION | TOTAL INDIVIDUALS |
|---|---|
| Work Registrants meeting a Work Registrant or ABAWD Exemption; Work Registrants who are 16 or 17 years old & Work Registrants with at least one child in the SNAP household | 8,760 |

| QUESTION | RESPONSE FIELD |
|---|---|
| Total estimated number of work registrants exempt from mandatory E&T | 8,760 |
| Percent of all work registrants exempt from E&T | 15.50% |

## ABAWDs

| QUESTION | RESPONSE FIELD |
|---|---|
| Anticipated number of ABAWDs in the State | 11,131 |
| Anticipated number of ABAWDs in waived areas of the State | 0 |
| Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance | 0 |
| Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i) | 11,131 |

## E&T Participants

| QUESTION | RESPONSE FIELD |
|---|---|
| Anticipated number of mandatory E&T participants | 3,000 |
| Anticipated number of voluntary E&T participants | 0 |
| Total anticipated number of E&T participants | 3,000 |
| Anticipated number of ABAWDs to be served in E&T | 1,150 |

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

- [x] 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.

Within Kansas Department for Children and Families (DCF), Economic and Employment Services (EES) eligibility staff serve as the SNAP certification team and the Food Assistance Employment and Training (FAET) team serves as the SNAP E&T unit. The EES Director is responsible for the development and implementation of policies for numerous federally funded programs including TANF, Child Care, LIEAP, SNAP and other USDA food programs. EES Deputy Directors and other administrative staff members assist in the development and implementation of SNAP certification policies and processes. Policy implementation is vetted through an established internal process. EES administrative staff facilitate several regularly scheduled meetings to provide opportunities for collaboration between administration and field staff. Policy Planning meetings allow administrative staff, including representation from the Business Process Management team and the Training Unit, and field staff opportunities to discuss program policy changes required due to federal or state policy changes. The Implementation Planning Team discusses policy changes, initiatives, and system enhancements to determine the most effective and efficient implementation plan through the lens of staff who directly engage clients. The KEES Advisory Group is comprised of KEES end users who discuss potential system enhancements and data fixes. The EES Program Integrity Work Group coordinates efforts to ensure statewide consistency and accountability in program implementation. Once every two months, EES administrative staff meet with field Program Administrators to share information and increase opportunities for intentional shared responsibility with field leadership. While serving different purposes, each team meeting includes elements of program integrity and accountability.

The EES Fiscal Services team is responsible for vetting and securing formal agreements for E&T services primarily through a competitive Request for Proposal process. This team is also responsible for monitoring each provider organization’s compliance with the requirements detailed in its agreement.

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

There are several points of coordination between E&T operations and the certification policy team. When FNS issues new federal regulations or guidance (for example, changes to ABAWD definitions, age ranges, or exemptions), the certification policy unit drafts state-level policy updates. The E&T unit provides input on operational feasibility, timelines, and provider capacity before the new policy is finalized in KEESM. The E&T unit leads the drafting of the State Plan, but the certification policy staff contribute sections that affect eligibility, work registrant identification, exemptions, and ABAWD policy. This ensures that eligibility rules and E&T operations align. Kansas participates in bi-weekly calls with FNS E&T program managers and policy staff. They also participate in bi-monthly Policy Planning meetings that cover Implementation issues, KEESM clarifications, consistency in how “work registrants” and “mandatory E&T participants” are identified, and upcoming federal changes that affect both eligibility and E&T.

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

DCF utilizes the Provider Portal in the Kansas Eligibility Enforcement System (KEES) for day-to-day communication with E&T providers. DCF also conducts regular meetings between E&T leadership and providers. These meetings are an opportunity for DCF and the provider to determine what is going well and if changes need to be made to process. DCF uses these meetings as an opportunity to train providers and update them on policy and procedural changes. DCF and providers are also in email contact between regular meetings .

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

FAET facilitates monthly meetings with Wichita Workforce Alliance to share new policies or procedures. When policy or procedural changes, that are outside the scope of DCF’s written agreement with the provider or are effective prior to the next regularly scheduled meeting, the Fiscal Services team emails the changes to the provider and amends the agreement as appropriate. Historically, FAET met with MERS Goodwill as needed based on referrals to those programs. Due to an increase in the number of referrals, FAET will begin facilitating regular meetings, at least quarterly, to review policies and procedures. FAET will also begin conducting annual in-person visits with the 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.

E&T providers and DCF can communicate through Kansas Eligibility Enforcement System’s provider portal. Through the portal, providers report participant attendance, non-compliance, client progress and client-specific concerns. When providers report information that may impact a participant’s continued eligibility for SNAP benefits, e.g., new or increased countable earnings that exceed the maximum allowable earnings for the household size, CNs email that information to eligibility staff for appropriate case action.

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.

In KEES, FAET tracks referrals, written notices sent to participants, participants assessments, case management notes, participant reimbursements, and payments to providers made on behalf of participants. Also, in KEES, FAET staff can view SNAP case information including case status, ABAWD months counted, previous and current penalty information, and other active programs such as TANF and Child Care Assistance.

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.

EES requires E&T providers to submit monthly reports to the EES Fiscal Services team to initiate the monthly reimbursement process. A Fiscal Services specialist reviews submitted reports detailing services provided and client progress. Providers can only be reimbursed for services provided to active E&T

participants consistent with the participant's referral for services and the scope of work detailed in the written agreement between DCF and the provider. If in reviewing submitted reports, the specialist notes incomplete or inaccurate information, the specialist works with the provider to appropriately address the concerns and edit the report as needed. With sufficient documentation to support a reimbursement request, the specialist forwards the request to DCF Office of Grants and Contract's Post-Award Unit for payment processing. The Fiscal Services team notifies FAET of new, changed, and terminated provider agreements. They also work with E&T to ensure that monthly invoices are accurate and that services being provided are within the program scope.
FAET & ME will also begin conducting annual in-person visits with the provider to review information. We will be utilizing the Provider Interview Tool received from FNS.

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

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

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

Each agreement between DCF and an E&T provider details expected performance outcomes. When a Fiscal Services specialist reviews required monthly reports submitted by a provider, the specialist evaluates the provider's progress toward meeting those outcomes. If a provider is not meeting performance expectations, the specialist contacts the provider to determine the root cause of the unacceptable performance. Once identified, the specialist and the provider work together to develop and implement a corrective action plan. The specialist and E&T career navigators regularly monitor progress toward meeting performance expectations.
FAET also encourages E&T participants to share their experiences with providers via FAET's provider feedback form. When negative feedback is received, the Fiscal Services specialist contacts the provider to address the concern. If warranted, the specialist and the provider work together to develop and implement a corrective action plan. The specialist and E&T career navigators then regularly monitor the provider. If the provider fails to meet the performance standards detailed in the agreement with DCF, the Fiscal Services team terminates the agreement.
FAET supervisory staff and EES Program Integrity team members regularly review KEES case files to ensure career navigators are correctly referring clients to components and providing case management services at a level increasing the likelihood of positives outcomes. If deficiencies are discovered, career navigators are required to participate in additional training. If warranted, the EES Training team revises or creates desk aids and other training materials to assist career navigators in adhering to best practices and established processes.

How frequently does the State agency evaluate the performance of providers in achieving the purpose of E&T?

- [ ] Daily
- [ ] Weekly
- [x] Monthly
- [ ] Quarterly
- [ ] Bi-Annually
- [ ] Annually
- [ ] Other

# SCREENING FOR WORK REGISTRATION

State agency eligibility staff must screen for federal exemptions from work registration, per 7 CFR 273.7(a).

Describe how the State agency screens applicants to determine if they are work registrants.

During the SNAP eligibility determination interview, eligibility staff screen each applicant by considering the individual's age, student status, physical or mental capacity, allowable exemptions, and household composition. Additional considerations include being responsible for the care of young children or household members who are disabled. The eligibility worker enters relevant information in KEES and, based on policy rules built into the system, KEES confirms the applicant's work registrant status.
Eligibility workers determine a client's work readiness the decide if they should be referred to Mandatory E&T, for example, if the client is in a rural area, do they have access to technology that would allow them to participate in the program? Does the client have access to transportation that would allow them to participate in the program? Is the client work ready and reasonably able to participate 30 hours per week in an employment program? Does the client speak and understand English well enough to participate? Does the client have the ability to clean their clothes and/or prepare themselves for interviews and/or employment?

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

DCF considers clients work registered when they sign the SNAP application.

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

- [x] Point of Intake
- [x] Point of Certification
- [x] Reported change in the work registrant status of household members
- [x] 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.

- [x] Point of Intake
- [x] Point of Certification
- [x] Reported change in the work registrant status of household members
- [x] 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.

State specific criteria used to exempt individuals from participation in FAET during the screening process is as follows: • Work registrants who are ages 16 to 17 • Work registrants with children on the food assistance case. • Work registrants who meet either a work registrant or ABAWD exemption • Clients who have no transportation and live in a rural area and there is no public transportation available. • Clients who are unable to read and/or write well enough to complete job searches or successfully complete training. • Clients who do not speak English and could not participate in the mandatory E&T activities. • Clients who are not able to legally be employed in the United States. • Clients who do not have access to clean their clothes and themselves to prepare for interviews or reporting to employment. • Clients who have a physical or mental condition that would impair successful employment.

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

During the SNAP eligibility determination interview, eligibility staff verbally provide applicants with information regarding Mandatory E&T participation requirements and the consolidated work requirements. When the applicant's SNAP benefits are approved, KEES generates a notice that is mailed to the client through a nightly batch. The notice details the consolidated work requirements and Mandatory E&T participation requirements.

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

On the interview template required to be completed during the SNAP eligibility determination interview, the eligibility worker checks a box indicated they verbally reviewed the consolidated work requirements and the Mandatory E&T participation requirements. All written notices mailed to a client are viewable in KEES.

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

- [x] Reverse Referral
- [x] Direct Referral

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

- [x] Initial Certification
- [x] Recertification
- [x] Reported change in the work registrant status of households
- [ ] Other

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

During the interviewing process at certification or recertification, eligibility workers screen applicants for work registration, ABAWD and participation in FAET. Eligibility workers use an interview script that has screening questions for potential exemptions from FAET. These questions help to determine, not only if the client meets a work registration or ABAWD exemption therefore not mandating they participate in FAET, but also to aid in the determination if a client is work ready. These work ready questions are to address any potential barriers for the client to find and be able to maintain employment, limited formal education, or other barriers that many interfere with successful participation in the FAET. As Kansas has many rural areas, applicants may not have access to transportation or access to internet services and therefore would not be considered for participation in FAET. Kansas does not currently have a wait list for FAET.

When does the screening for a reverse referral request occur?

Upon receipt of a referral to FAET from an E&T provider, the career navigator reviews the case file to determine if the client is already receiving FAET services or if a referral task has been created for the client. If neither of these is true, the E&T provider is notified that the client is not mandatory for E&T. This occurs within 48 hours of receiving a reverse referral.

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

If the client is mandatory for E&T, the career navigator sends an email to the non-compliance coordinator for rescreening. If the client is not currently participating with FAET, once screening is completed, the client completes the assessment process. If the client is currently participating with FAET, the career navigator schedules a meeting with the client to ensure the provider and component are a good fit. If the client is not receiving SNAP benefits, the client is referred to the DCF website to complete the screening to determine potential eligibility and to complete a SNAP application.

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

- [x] Yes
- [ ] No

How are participants informed about participant reimbursements?

The client is informed about participant reimbursements (PRs) verbally and by mail on the Consolidated Work Notice. They are notified verbally during the eligibility interview. They are also notified at the first appointment (at orientation and assessment) with the career navigator. If a client is referred to mandatory E&T and is not able to attend their appointment in person due to transportation issues, they are provided transportation funds to buy a daily bus pass or to pay for gas to attend the appointment. If there is no bus service and they have no other transportation, the first appointment is completed by phone and the career navigator works with the recipient to set up a transportation plan. Other participant reimbursements are provided depending on the need to complete mandatory E&T requirements. We provide PRs for expenses such as child care, books and equipment to complete training, interview clothing, work clothing and tools.

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

If the Mandatory E&T program is not able to cover a client's necessary costs to participate in E&T, the client will be exempted from Mandatory E&T. DCF journals the information in KEES to ensure that workers are aware that the client has been exempted from Mandatory E&T due to the cost.

# 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.

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

How is the referral communicated? Select all that apply.

- [x] Orally
- [ ] Electronic Forms
- [x] 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?

If a reverse referral is received from a provider, the following steps are taken:
• The career navigator (CN) checks KEES for the client’s current Mandatory E&T participant status or if there is a referral task set for the client.
• If the client is a Mandatory E&T participant, the CN meets with the client to determine if the reverse referral is a good fit. If it is, the referral is accepted, and a new Self-Sufficiency Agreement is completed with the client.
• If the client has a Mandatory E&T referral task, but is not currently working with E&T, the client is contacted by the CN, assessed, and notified about the program requirements and their rights to receive participant reimbursements. A Self-Sufficiency agreement is then developed with the client and the reverse referral is accepted.

How does the State communicate to the SNAP participant that they are in SNAP E&T? Select all that apply.

- [x] Orally
- [ ] Electronic Forms
- [x] Physical Forms
- [ ] Emails
- [ ] Text Messages
- [ ] Other

How does the State communicate to the SNAP participant about their rights to receive participant reimbursements? Select all that apply.

- [x] Orally
- [ ] Electronic Forms
- [x] Physical Forms
- [ ] Emails
- [ ] Text Messages
- [ ] Other

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

Referrals are made electronically through the Provider Portal within KEES. The providers are trained to check the system at least once a week for referrals. Workforce Alliance of South Central KS and MERS Goodwill staff also attend the weekly group Orientation/Assessment meetings in those regions and referrals are made and first appointments are scheduled with the client at that time.

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

KEES automatically sets a task for E&T upon certification or recertification when the recipient is screened and determined mandatory. If the recipient is determined not work ready and screened out of Mandatory E&T, this task is deleted by the eligibility worker. If during the certification period someone’s status changes and that person is now mandated to participate with E&T, the eligibility worker notifies the career navigator by email.

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

- [x] Assessment
- [x] Orientation
- [x] Meet with case manager
- [ ] Other

Is orientation mandatory?

- [x] Yes
- [ ] No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

- [x] In Person
- [x] Virtually
- [ ] Online
- [ ] Self-Paced
- [ ] Other

What happens during the orientation?

Career navigators review program requirements, participation reimbursements and program options. The assessment is also completed at the orientation appointment.

# ASSESSMENT

Does the State require or provide an assessment?

- [x] Yes
- [ ] No

Who conducts the assessment? Select all that apply.

- [x] State Agency
- [ ] E&T Provider
- [ ] Self-Assessment
- [ ] Intermediary
- [ ] Local Office
- [ ] Other

When are participants assessed?

Participants are assessed during the first appointment, which is a combined orientation/assessment appointment.

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

The client completes a self-assessment form describing their background, interests, and strengths. This information helps the career navigator (CN) ensure the client is work ready. - The CN checks to determine if the client is already participating in activities that may help them meet mandatory E&T requirements. -The client completes the O*Net Interest Profiler, and it is reviewed with the client. - A Self-Sufficiency Agreement is created with client input. This contains information about what the client needs to do to meet mandatory E&T participation requirements. The client is given a copy of the Self-Sufficiency Agreement and the O*Net Interest Profiler results. - All information is also added to KEES. - Participant Reimbursements are approved in KEES as needed. - Referrals are made to partners as needed.
- A follow up case management is scheduled, and an appointment notice is sent.
The Self-Assessment is the name of a form is completed at the assessment with the Career Navigator. If the client reports major changes, the Career Navigator will review the form with the client for changes.

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

- [x] Yes
- [ ] No

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

- [ ] Orally
- [x] 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
- [x] Electronic Forms
- [ ] Physical Forms
- [ ] MIS System
- [x] 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
- [x] Physical Forms
- [x] Email
- [ ] Other
- [ ] Assessment is not shared with E&T participants

Are participants reassessed?

- [x] Yes
- [ ] No

When are participants reassessed?

If there is a major change in the participant's situation the career navigator may reassess the client. Also, if a client's Mandatory E&T case is closed for more than one year, they are reassessed when they return to Mandatory E&T. If the case is closed for less than one year, the career navigator meets with the client to determine if changes have occurred that require a full reassessment.

How are participants reassessed?

The career navigator has the client complete a new self-assessment form, or may review the existing self-assessment form with the client and note any changes. A new self-sufficiency agreement is completed with the client.

# 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.

- [x] Comprehensive Intake Assessments
- [x] Individualized Service Plans
- [x] Progress Monitoring
- [x] Coordination with Service Providers
- [x] Reassessment
- [ ] Other

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

- [x] SNAP State agency
- [ ] Local Office(s)
- [ ] Intermediary
- [ ] E&T Providers

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

- [x] Group Meeting (virtual)
- [x] Group Meeting (in person)
- [x] Individual (virtual)
- [x] Individual (in person)
- [x] Phone
- [ ] Text
- [x] 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 | Eligibility staff and E&T CN both work for DCF in the same offices. A task is set in KEES when a Mandatory E&T client is approved or recertified. This task is set in KEES when a Mandatory E&T client is screened and determined mandatory. This task alerts CNs that an assessment appointment needs to be scheduled. Eligibility staff also communicate with E&T CNs by email or if they are interviewing a client who would like immediate assistance. They can instant message an E&T worker and see if they are available to come meet with the client. Eligibility has various email address that E&T uses to communicate changes and non-compliance. |
| How do E&T case managers coordinate with: State E&T staff | E&T communicates with state staff through monthly open- door meetings held by the deputy director, monthly team meetings which are used to update staff, and internal staff trainings as needed. |
| How do E&T case managers coordinate with: Other E&T providers | DCF has a provider portal which allows E&T providers to enter information directly into the system. They also communicate with E&T CNs through email and through regular Teams meetings. Our Fiscal Services team has quarterly meetings with E&T providers and annual visits. The Fiscal Services team and the Deputy Director of E&T Programs are available by email to meet with providers as needed. |
| How do E&T case managers coordinate with: Community resources | Our EES Community Engagement team assists CNs with connecting to community resources by facilitating direct initial contact. They also frequently attend area career fairs and resource fairs to develop new contacts with community resources. |

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)?

CNs complete an individualized service plan with each client on our Self-Sufficiency Agreement form. This outlines what the client is responsible for and what assistance E&T will provide. The plan is customized based on the client's goals, strengths, barriers, components the client will be participating in, and participant reimbursements that will be provided to the client. CNs meet with the clients a minimum of once a month to review the individualized service plan and client progress. If needed, a new Self-Sufficiency Agreement form is completed with the client. CNs also require the client or provider to provide verification of their mandatory participation monthly. This information is entered into the KEES system. If the client is in Supervised Job Search, the CN reviews the Job Search sheets with the client and offers additional job leads to the client. If the client is in a training or other component, the CN will
discuss this with the client and determine if the client is making progress and should remain in the component or transfer to another component. If Workforce Alliance or MERS Goodwill is providing case management, CNs meet with the provider's Case Manager monthly to discuss client progress. They are
also available by email if there is an immediate need or issue that needs to be 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?

CNs review client's participation and their self-sufficency agreements during Case Mangement meetings to ensure that clients are progressing and meeting program goals. If the client is not meeting program goals, the CN will discuss this with the client and provide additional resources as needed. The CN may staff the case with a supervisor if the client is not achieving goals and they need assistance.

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

The state agency allows case management services to be offered in-person, by phone or virtually in order to prevent these services from impeding the client's participation in Mandatory E&T. The CNs are also trained to offer the client transportation assistance if the client is scheduled for an in-person appointment and states they are unable to attend in person. If transportation assistance will not alleviate the ability to attend the appointment in-person, the CN is trained to allow other avenues of service to the client, such as phone appointments.

# 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
- [x] Physical Form

How does the State agency reach out to the employers to determine good cause? Select all that apply.

- [x] Phone Call
- [ ] Email
- [ ] Text Message
- [x] Physical Form

How does the State agency reach out to E&T providers to determine good cause? Select all that apply.

- [x] Phone Call
- [x] Email
- [ ] Text Message
- [ ] Physical Form
- [ ] MIS System

How many attempts are made to reach out to the SNAP participant for additional information?

- [x] One
- [ ] Two
- [ ] Three
- [ ] More than three

What is the State agency's criteria for good cause?

DCF SNAP policy outlines DCF's good cause criteria which generally include the following: 1. Illness or injury 2. Lack of transportation 3. Lack of child care 4. Conflicting appointments or work responsibilities Within 10 days of receiving their good cause letter, SNAP recipients must provide DCF with any relevant information that illustrates that something occurred outside their control that resulted in noncompliance with WRs. Good cause is determined by the NCC or EW on a case-by-case basis. The length of time for which good cause is granted is dependent upon the situation. If it is due to a conflicting appointment, the good cause may be granted for the one appointment only. If there is a longer-term issue, such as illness or injury, good cause may be granted for a few weeks, up to the next recertification depending on the severity of the issue.

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

If a CN finds during the assessment appointment or during case management appointments that there is not an appropriate or available opening, the CN will notify the NCC. The NCC will make the good cause determination and send a notice to the client describing that determination.

# 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 determines that a referral is not a good fit, the provider will enter that determination including the justification for that determination into the Provider Portal within 10 days of the determination. Updating the Provider Portal generates an alert for the CN. When the CN receives the alert, the CN notifies the NCC within 72 hour a provider determination received. |

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

| |
|---|
| The NCC receives notification through email stating a provider determination has been received. The NCC will send the participant a letter within one week informing the client a provider determination has been made and during the determination period they will not be sanctioned for not participating with the last provider. If the client ABAWD, the ABAWD month will not be counted against the client's 3-month time limit for the month of determination. The NCC is also responsible for rescreening the client for any exemptions and appropriateness to Mandatory E&T. If the client does not meet an exemption, but the NCC determines they are no longer a good fit for Mandatory E&T, the client will be provided good cause for not participating. This is completed within 10 days from the date the provider determination is received. If the client cannot be exempted from Mandatory E&T, the NCC will email the CN letting them know they are still mandatory for E&T. The CN will then schedule an appointment with the client via letter to reengage the client in participation. |

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
- [x] 60 Days

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

- [ ] Yes
- [x] 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
- [x] 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
- [x] 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
- [x] A date determined by the State agency
- [ ] Permanently

The State agency will disqualify the:

- [x] 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 | 3,000 |
| 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 | 3,000 |
| Percentage of participants expected to receive reimbursements | 100.00% |
| Estimated budget for E&T participant reimbursements in upcoming FY | $350,744.00 |
| Estimated budget per participant in fiscal year | $116.91 |
| Estimated number of E&T participants to receive participant reimbursements per month | 428 |
| Estimated budget of participant reimbursements per E&T participant per month | $68.29 |

# PARTICIPANT REIMBURSEMENT DETAILS

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

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

| Allowable Participant Reimbursements | Participant Reimbursement Caps (Optional) | Who Provides the Participant Reimbursement? | What is the payment method for Participant Reimbursements? | Method of Disbursement |
|---|---|---|---|---|
| Child Care | | SNAP State Agency | Direct payment to vendor(s) | In Advance - estimated amount |
| Computers/Tablets/Internet | | SNAP State Agency | State's Electronic Benefit Transfer (EBT) | In Advance - actual amount |
| Identification Documents | | SNAP State Agency | State's Electronic Benefit Transfer (EBT) | In Advance - actual amount |
| Other work-related items as approved by the E&T manager | | SNAP State Agency | State's Electronic Benefit Transfer (EBT) | In Advance - estimated or actual amount |
| Rent (only allowable if a client is employed or in training) Can only be paid for client one time. Clients are referred to community resources first. | | SNAP State Agency | Direct payment to vendor(s) | In Advance - actual amount |

| | | | | |
|---|---|---|---|---|
| School & Test Fees | | SNAP State Agency | Direct payment to vendor(s) | In Advance - actual amount |
| Transportation | | SNAP State Agency | State's Electronic Benefit Transfer (EBT) | In Advance - estimated amount |
| Uniforms/Work Clothing | | SNAP State Agency | State's Electronic Benefit Transfer (EBT) | In Advance - estimated amount |
| Work Tools | | SNAP State Agency | State's Electronic Benefit Transfer (EBT) | In Advance - estimated amount |

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

- [x] Yes
- [ ] No

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

Child Care Assistance through CCDBG is available for families receiving Food Assistance and participating in approved work activities. There is no family share assigned for these situations. Rates are determined based on the provider type, county of the provider, and age of the child. The rates are established based on the most recent Market Rate Survey and Narrow Cost Analysis that consider the cost of meeting the required health and safety regulations. Because the E&T program is a mandatory program for work registrants aged 18-59 without dependents, it is unlikely these individuals will have a need for child care; however, DCF allows the option for those with shared custody of a child.

How is childcare paid for?

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

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

There is not a current waitlist for Child Care Assistance in Kansas, and we do not cap the number of enrolled dependents. If a waitlist is needed, we will apply established priorities for services with the highest priority given to the families participating in work programs who are receiving TANF, Food Assistance, or Tribal TANF.

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

Part of the orientation/assessment process is determining what barriers the client has, what components they will be participating in and what participant reimbursements will be needed in order to participate successfully in the program. CNs continue to discuss the client's needs during monthly case management meetings to determine what additional participant reimbursements are needed.

# 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).

Each October 1, an SQL query is run in KEES to apply the federal definition of work registrant to all active SNAP participants.

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

At the end of the fiscal period, the data is run based on the client identification number which ensures that each person is counted only once.

How are work registrants identified in the eligibility system?

Information about the client's age, employment status and number of hours worked, work registrant exemptions and dependents are entered into the KEES system. The system then determines if a client is a work registrant and the client's work registration status is automatically populated when EDBC is run. This includes whether or not the client is exempt and the exemption reason.

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

Work Registrants identified from October 2 to September 30 are compared to the October 1 query based on client identification numbers. This prevents duplication in the reporting.

# 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) | ☒ | ☐ | ☐ |
| National Directory of New Hires (NDNH) | ☐ | ☐ | ☐ |
| State Management Information System (MIS) | ☒ | ☒ | ☒ |
| Manual Follow-up with SNAP E&T Participants | ☐ | ☐ | ☐ |
| Random Sample | ☐ | ☐ | ☐ |
| Other | ☐ | ☐ | ☐ |

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.)

| |
|---|
| KEES is the MIS and interfaces with Kansas Department of Labor’s MIS to obtain the Quarterly Wage Records |

# COMPONENTS OVERVIEW

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

- [x] Job Retention
- [x] Job Search Training
- [ ] Self-Employment Training
- [x] Supervised Job Search
- [ ] Workfare

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

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

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

- [x] Work Activity
- [ ] Work-Based Learning

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

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

Retention is aimed at supporting clients with maintaining unsubsidized employment secured after participation in the E&T program. CNs contact clients in retention at least monthly to ensure the client remains successfully employed and to see if there are any barriers to the employment that the CN can assist the client in overcoming. Clients are also encouraged to contact the CN by phone or email if employment issues arise during the retention period. This service is provided for a minimum of 30 days and up to 90 days. Level of effort for JR is one hour per month.

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

- [x] ABAWDs
- [x] Returning citizens (aka: ex-offenders)
- [x] Those that reside in rural areas
- [ ] Underemployed

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

Mandatory E&T participants who secured unsubsidized employment after participation in E&T.

Will this component be offered statewide?

- [x] Yes
- [ ] No

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

171

Estimated Annual Component Administrative Cost

$420,237.00

| Outcome Measure | Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator) |
|---|---|
| Number and Percentage of people who maintained employment for 90 days while receiving retention services | Numerator will include those participants who participated in E&T during the period of 10-1-2025 to 9-30- 2026<br>Denominator will include those participants who maintained employment for 90 days while receiving retention services during the period of 10-1-2025 to 9-30-2025. |

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

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

JST prepares clients for the SJS component by providing a variety of services to support someone becoming ready for work. Services include, but are not limited to, basic computer training, soft skills trainings, email creation, resume creation and mock interviewing. JST is expected to be completed in two to three weeks with a maximum level of effort of 19 hours per week.

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

- [x] ABAWDs
- [x] Returning citizens (aka: ex-offenders)
- [x] Those that reside in rural areas
- [x] Underemployed

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

Work Registrants who require additional job search support in order to be ready for work.

Will this component be offered statewide?

- [x] Yes
- [ ] No

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

50

Estimated Annual Component Administrative Cost

$2,757.00

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

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

There are internal guidelines established for SJS sites based on office size, space availability and staff ability. CNs regularly email applicable job leads with application instructions to clients. CECs meet with local employers to find out what jobs are available and to gather application instructions that CN can forward to their clients. Clients are reassessed every 90 days to see if JST would be beneficial. State approved locations: Supervised job search is allowed in person at some of the larger DCF offices. It is also offered remotely. Clients can come to DCF locations and access computers for job search and can access computers for job search through their local Workforce Centers. WASCK provides supervised job search at their location. Direct supervision by skilled staff: Case managers meet one on one with clients a minimum of once a month to review job search activities. Some offices meet daily, and others meet weekly. CNs review the lists with the client to ensure the client's participation meets the hourly requirements determined in the self-sufficiency agreement. They also review to ensure that clients are applying for appropriate jobs and to provide any additional assistance the client may need. Workforce Alliance of South Central KS and MERS Goodwill provide one-on-one supervised job search when needed and also meet regularly with clients who are in supervised job search through them to ensure that the client is applying successfully for appropriate jobs. Tracking The job search tracking sheets are completed by participants to record their job search efforts. These are turned in monthly. Maximum Level of Effort – 19 hours per week. PRs Electronic devices may be provided for clients involved in remote job search. If a client does not have access to a computer, we have a resource available to provide refurbished computers and month-to-month internet access to E&T clients at a reduced cost. The Workforce Center in Southeast Kansas allows clients to check out laptop computers to use for job search.

Describe the direct path to employment.

DCF works with the local workforce systems in the state to determine which jobs are in demand. CECs also work with local employers to find out what jobs are available and if possible, set up a soft handoff so that we can provide client resumes directly to the employers instead of completing an online application process.

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

- [x] ABAWDs
- [x] Returning citizens (aka: ex-offenders)
- [x] Those that reside in rural areas
- [x] Underemployed

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

Mandatory E&T participants who are ready for work and have the knowledge needed to apply for jobs online.

Will this component be offered statewide?

- [x] Yes
- [ ] No

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

1,000

Estimated Annual Component Administrative Cost

$1,246,290.00

| **Outcome Measure** | **Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)** |
|---|---|
| Number and percentage of people who had a reduction in food assistance after participating in component. | Numerator will include those participants who participated in E&T during the period of 10-1-2025 to 9-30- 2026.<br><br>Denominator will include the number of participants whose food assistance was reduced or closed due to earned income during the period of 10-1-2025 to 9-30-2026. |

# EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Basic/Foundational Skills programs include high school completion programs/GED programs. These programs may be online, in-person or a combination of both. Clients are placed in this component to support securing their GED to make them more marketable. Maximum level of effort for this component is 30 hours per week

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

- [x] ABAWDs
- [x] Returning citizens (aka: ex-offenders)
- [x] Those that reside in rural areas
- [x] Underemployed

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

Participants in this component will not have their GED or HS diploma upon entry to E&T. To participate in online GED and/or high school completion programs, the client must be computer literate, have access to a computer and have access to the internet. Some GED/HS diploma classes have basic literacy requirements. This is gauged by CNs during the assessment process.

Will this component be offered statewide?

- [x] Yes
- [ ] No

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

30

Estimated Annual Component Administrative Cost

$1,763.00

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.

FAET reviews all invoices to ensure that 1) only agreed upon services are included and 2) E&T is not being charged for items that are eligible for payment through other funds. As the payer of last resort, FAET EPB is not used to cover educational related expenses for any services available with other federal, state, or local funding sources.

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.

All Service Agreements must meet DCF's established rates, or the rates offered to the general public, whichever is less. If the cost to provide a service is less than the established rate or there is not an established rate, the rate that is tied to the Service Agreement will always be what is charged to the general public for the same service or the lesser of the two. For example: community college courses and trainings are charged at the same tuition and fee rates as the general public (i.e. comparable tuition).

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

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

EPC is comprised of short-term trainings for in-demand occupations. These vary depending on the area of the state but include CNA, phlebotomy, CDL, computer certification courses, aircraft sheet metal and painting courses, welding certifications, administrative assistant training, IT courses, basic manufacturing, and warehouse training courses. The maximum level of effort for this component is 30 hours per week.

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

- [x] ABAWDs
- [x] Returning citizens (aka: ex-offenders)
- [x] Those that reside in rural areas
- [x] Underemployed

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

For many of the vocational education classes, a GED or high school diploma is required. If classes are primarily online, computer literacy is also a criterion.

Will this component be offered statewide?

- [x] Yes
- [ ] No

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

107

Estimated Annual Component Administrative Cost

$62,578.00

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.

| |
|---|
| FAET reviews all invoices to ensure that 1) only agreed upon services are included and 2) E&T is not being charged for items that are eligible for payment through other funds. As the payer of last resort, FAET EPB is not used to cover educational related expenses for any services available with other federal, state, or local funding sources. |

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.

| |
|---|
| All Service Agreements must meet DCF's established rates or the rates offered to the general public, whichever is less. If the cost to provide a service is less than the established rate or there is not an established rate, the rate that is tied to the Service Agreement will always be what is charged to the general public for the same service or the lesser of the two. For example: community college courses and trainings are charged at the same tuition and fee rates as the general public (i.e. comparable tuition). |

| **Outcome Measure** | **Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)** |
|---|---|
| Number and percentage of people who had a reduction in food assistance after participating in component. | Numerator will include those participants who participated in E&T during the period of 10-1-2025 to 9-30- 2026<br><br>Denominator will include the number of participants whose food assistance was reduced or closed due to earned income during the period of 10-1-2025 to 9-30-2026. |

# EDUCATIONAL COMPONENT: WORK READINESS TRAINING

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

This component supports clients with building essential career-relevant skills needed for learning, personal development, and effective job performance by obtaining the ACT WorkKeys Certification. It also includes clients completing career relevant skills components through Essential Education. The maximum level of effort for this component is 30 hours per week.

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

- [x] ABAWDs
- [x] Returning citizens (aka: ex-offenders)
- [x] Those that reside in rural areas
- [x] Underemployed

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

Clients who are computer literate. For the WorkKeys, clients also need to have access to a local Workforce Center to take the in-person proctored ACT WorkKeys Certification exam once all online test preparation has been completed.

Will this component be offered statewide?

- [x] Yes
- [ ] No

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

250

Estimated Annual Component Administrative Cost

$0.00

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.

| |
|---|
| Essential Education is only offered by institutions who have purchased the program. For WorkKeys, all costs are covered by Workforce Centers. |

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.

| |
|---|
| All Service Agreements must meet DCF’s established rates or the rates offered to the general public, whichever is less. If the cost to provide a service is less than the established rate or there is not an established rate, the rate that is tied to the Service Agreement will always be what is charged to the general public for the same service or the lesser of the two. For example: community college courses and trainings are charged at the same tuition and fee rates as the general public (ie comparable tuition). |

| **Outcome Measure** | **Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)** |
|---|---|
| Number and percentage of clients who successfully complete the component. | Numerator will include those participants who participated in E&T during the period of 10-1-2025 to 9-30- 2026<br><br>Denominator will include the number of participants who successfully completed the component during the period of 10-1-2025 to 9-30-2026. |

# WORK EXPERIENCE COMPONENT: WORK ACTIVITY

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

We are in the process of contracting with the Workforce Alliance of South Central Kansas to become an intermediary with Goodwill becoming our first work experience sites. This component will allow SNAP recipients to perform work in a private or public non-profit agency to obtain employment experience. The primary goals of this component are to improve employability and encourage participants to move into regular employment. We would like to add additional Work Experience sites statewide.

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

- [x] ABAWDs
- [x] Returning citizens (aka: ex-offenders)
- [ ] Those that reside in rural areas
- [x] Underemployed

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

Work ready and able to travel to the Work Experience site

Will this component be offered statewide?

- [ ] Yes
- [x] No

Indicate the geographic areas where this component is offered.

| ☐ County Name | ☐ County Name | ☐ County Name |
|---|---|---|
| ☐ Allen County | ☐ Greeley County | ☐ Osborne County |
| ☐ Anderson County | ☐ Greenwood County | ☐ Ottawa County |
| ☐ Atchison County | ☐ Hamilton County | ☐ Pawnee County |
| ☐ Barber County | ☐ Harper County | ☐ Phillips County |
| ☐ Barton County | ☐ Harvey County | ☐ Pottawatomie County |
| ☐ Bourbon County | ☐ Haskell County | ☐ Pratt County |
| ☐ Brown County | ☐ Hodgeman County | ☐ Rawlins County |
| ☐ Butler County | ☐ Jackson County | ☐ Reno County |
| ☐ Chase County | ☐ Jefferson County | ☐ Republic County |
| ☐ Chautauqua County | ☐ Jewell County | ☐ Rice County |
| ☐ Cherokee County | ☒ Johnson County | ☐ Riley County |
| ☐ Cheyenne County | ☐ Kearny County | ☐ Rooks County |
| ☐ Clark County | ☐ Kingman County | ☐ Rush County |
| ☐ Clay County | ☐ Kiowa County | ☐ Russell County |
| ☐ Cloud County | ☐ Labette County | ☐ Saline County |
| ☐ Coffey County | ☐ Lane County | ☐ Scott County |
| ☐ Comanche County | ☐ Leavenworth County | ☒ Sedgwick County |
| ☐ Cowley County | ☐ Lincoln County | ☐ Seward County |
| ☐ Crawford County | ☐ Linn County | ☐ Shawnee County |
| ☐ Decatur County | ☐ Logan County | ☐ Sheridan County |
| ☐ Dickinson County | ☐ Lyon County | ☐ Sherman County |
| ☐ Doniphan County | ☐ Marion County | ☐ Smith County |
| ☐ Douglas County | ☐ Marshall County | ☐ Stafford County |
| ☐ Edwards County | ☐ McPherson County | ☐ Stanton County |
| ☐ Elk County | ☐ Meade County | ☐ Stevens County |
| ☐ Ellis County | ☐ Miami County | ☐ Sumner County |
| ☐ Ellsworth County | ☐ Mitchell County | ☐ Thomas County |
| ☐ Finney County | ☐ Montgomery County | ☐ Trego County |

- [ ] Ford County
- [ ] Franklin County
- [ ] Geary County
- [ ] Gove County
- [ ] Graham County
- [ ] Grant County
- [ ] Gray County
- [ ] Morris County
- [ ] Morton County
- [ ] Nemaha County
- [ ] Neosho County
- [ ] Ness County
- [ ] Norton County
- [ ] Osage County
- [ ] Wabaunsee County
- [ ] Wallace County
- [ ] Washington County
- [ ] Wichita County
- [ ] Wilson County
- [ ] Woodson County
- [x] Wyandotte County

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

50

Estimated Annual Component Administrative Cost

$3,500.00

# CONTRACTS OVERVIEW

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

| Total Number of Contracts + Subcontracts | Total Participants to be Served by Contracts | Total Admin Costs | Total Participant Reimbursement Costs | Total Budget |
|---|---|---|---|---|
| 2 | 1,000 | $235,000.00 | $0.00 | $235,000.00 |

# CONTRACTOR: MERS GOODWILL

Is this Contractor an Intermediary with subcontractors?

- [ ] Yes
- [x] No

Indicate the service type

- [ ] Consulting
- [x] E&T Services
- [ ] Automation/IT
- [ ] Marketing
- [ ] Other

Will this E&T service be offered statewide?

- [ ] Yes
- [x] No

Indicate the counties where the service is offered by this contractor.

| ☐ | **County Name** | ☐ | **County Name** | ☐ | **County Name** |
|---|---|---|---|---|---|
| ☐ | Allen County | ☐ | Greeley County | ☐ | Osborne County |
| ☐ | Anderson County | ☐ | Greenwood County | ☐ | Ottawa County |
| ☐ | Atchison County | ☐ | Hamilton County | ☐ | Pawnee County |
| ☐ | Barber County | ☐ | Harper County | ☐ | Phillips County |
| ☐ | Barton County | ☐ | Harvey County | ☐ | Pottawatomie County |
| ☐ | Bourbon County | ☐ | Haskell County | ☐ | Pratt County |
| ☐ | Brown County | ☐ | Hodgeman County | ☐ | Rawlins County |
| ☐ | Butler County | ☐ | Jackson County | ☐ | Reno County |
| ☐ | Chase County | ☐ | Jefferson County | ☐ | Republic County |
| ☐ | Chautauqua County | ☐ | Jewell County | ☐ | Rice County |
| ☐ | Cherokee County | ■ | Johnson County | ☐ | Riley County |
| ☐ | Cheyenne County | ☐ | Kearny County | ☐ | Rooks County |
| ☐ | Clark County | ☐ | Kingman County | ☐ | Rush County |
| ☐ | Clay County | ☐ | Kiowa County | ☐ | Russell County |
| ☐ | Cloud County | ☐ | Labette County | ☐ | Saline County |
| ☐ | Coffey County | ☐ | Lane County | ☐ | Scott County |
| ☐ | Comanche County | ☐ | Leavenworth County | ☐ | Sedgwick County |
| ☐ | Cowley County | ☐ | Lincoln County | ☐ | Seward County |
| ☐ | Crawford County | ☐ | Linn County | ☐ | Shawnee County |
| ☐ | Decatur County | ☐ | Logan County | ☐ | Sheridan County |
| ☐ | Dickinson County | ☐ | Lyon County | ☐ | Sherman County |
| ☐ | Doniphan County | ☐ | Marion County | ☐ | Smith County |
| ☐ | Douglas County | ☐ | Marshall County | ☐ | Stafford County |
| ☐ | Edwards County | ☐ | McPherson County | ☐ | Stanton County |
| ☐ | Elk County | ☐ | Meade County | ☐ | Stevens County |
| ☐ | Ellis County | ☐ | Miami County | ☐ | Sumner County |
| ☐ | Ellsworth County | ☐ | Mitchell County | ☐ | Thomas County |
| ☐ | Finney County | ☐ | Montgomery County | ☐ | Trego County |

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- [ ] Neosho County
- [ ] Ness County
- [ ] Norton County
- [ ] Osage County
- [ ] Wabaunsee County
- [ ] Wallace County
- [ ] Washington County
- [ ] Wichita County
- [ ] Wilson County
- [ ] Woodson County
- [x] Wyandotte County

Which E&T Services are offered by this contractor?

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

Annual Number of SNAP E&T Participants to be Served

500

Are participant reimbursements provided by the Contractor?

- [ ] Yes
- [x] No

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

$0.00

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

$0.00

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

$117,500.00

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

- [ ] Yes
- [x] No

# CONTRACTOR: WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS (WASCK)

Is this Contractor an Intermediary with subcontractors?

- [ ] Yes
- [x] No

Indicate the service type

- [ ] Consulting
- [x] E&T Services
- [ ] Automation/IT
- [ ] Marketing
- [ ] Other

Will this E&T service be offered statewide?

- [ ] Yes
- [x] No

Indicate the counties where the service is offered by this contractor.

| ☐ | County Name | ☐ | County Name | ☐ | County Name |
|---|---|---|---|---|---|
| ☐ | Allen County | ☐ | Greeley County | ☐ | Osborne County |
| ☐ | Anderson County | ☐ | Greenwood County | ☐ | Ottawa County |
| ☐ | Atchison County | ☐ | Hamilton County | ☐ | Pawnee County |
| ☐ | Barber County | ☐ | Harper County | ☐ | Phillips County |
| ☐ | Barton County | ☐ | Harvey County | ☐ | Pottawatomie County |
| ☐ | Bourbon County | ☐ | Haskell County | ☐ | Pratt County |
| ☐ | Brown County | ☐ | Hodgeman County | ☐ | Rawlins County |
| ☐ | Butler County | ☐ | Jackson County | ☐ | Reno County |
| ☐ | Chase County | ☐ | Jefferson County | ☐ | Republic County |
| ☐ | Chautauqua County | ☐ | Jewell County | ☐ | Rice County |
| ☐ | Cherokee County | ☐ | Johnson County | ☐ | Riley County |
| ☐ | Cheyenne County | ☐ | Kearny County | ☐ | Rooks County |
| ☐ | Clark County | ☐ | Kingman County | ☐ | Rush County |
| ☐ | Clay County | ☐ | Kiowa County | ☐ | Russell County |
| ☐ | Cloud County | ☐ | Labette County | ☐ | Saline County |
| ☐ | Coffey County | ☐ | Lane County | ☐ | Scott County |
| ☐ | Comanche County | ☐ | Leavenworth County | ☒ | Sedgwick County |
| ☐ | Cowley County | ☐ | Lincoln County | ☐ | Seward County |
| ☐ | Crawford County | ☐ | Linn County | ☐ | Shawnee County |
| ☐ | Decatur County | ☐ | Logan County | ☐ | Sheridan County |
| ☐ | Dickinson County | ☐ | Lyon County | ☐ | Sherman County |
| ☐ | Doniphan County | ☐ | Marion County | ☐ | Smith County |
| ☐ | Douglas County | ☐ | Marshall County | ☐ | Stafford County |
| ☐ | Edwards County | ☐ | McPherson County | ☐ | Stanton County |
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- [ ] Wallace County
- [ ] Washington County
- [ ] Wichita County
- [ ] Wilson County
- [ ] Woodson County
- [ ] Wyandotte County

Which E&T Services are offered by this contractor?

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

Annual Number of SNAP E&T Participants to be Served

500

Are participant reimbursements provided by the Contractor?

- [ ] Yes
- [x] No

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

$0.00

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

$0.00

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

$117,500.00

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

- ☐ Yes
- ☒ No

# WBL PROGRAMS OVERVIEW

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

# OPERATING BUDGET

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

### Direct Program and Admin Costs

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Salary/Wages (State agency only) | $334,931.00 | $574,970.00 | $909,901.00 |

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.

FTE Count Salary FTE % E&T Portion
E&T Program Administrator 1 65,261 100% 65,261
E&T Supervisor 1 53,813 100% 53,813
E&T Counselors 18 43,935 100% 790,827
Total 20 909,901

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Fringe Benefits | $158,330.00 | $271,803.00 | $430,133.00 |

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.

Taxes and benefits are calculated as 21.16% of the salaries. These include:
KPERS Retirement 12.68%
FICA 7.65%
Workers Compensation 0.21%
Leave Payout 0.62%
Additionally, employer paid Health Insurance is paid at an annual rate of 10,123 per employee.
The state pays an additional 4,694 for employees choosing to include their families.
It is assumed 37.4% of all employees will chose family coverage.

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Non-Capital Equipment | $810.00 | $1,390.00 | $2,200.00 |

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

Non-capital equipment and supplies used directly by SNAP E&T staff.

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Materials | $2,798.00 | $4,802.00 | $7,600.00 |

Describe materials to be purchased with E&T funds.

Materials include items used directly by SNAP E&T staff such as cell phones, software, and office supplies. More Than A Job marketing focus group expenses.

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Travel | $5,153.00 | $8,847.00 | $14,000.00 |

Describe the purpose and frequency of staff travel charged to the E&T program. This should not include E&T participant reimbursements for transportation. Include planned staff training and registration costs for training that will be charged to E&T funds.

Travel expenses include items such as lodging, car rental, gas, per diem and other expenses incurred while traveling to meet with E&T participants and to participate in other work-related activities.

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Building Space | $0.00 | $0.00 | $0.00 |

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

No funds requested for this expense

| | 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.)

No funds are requested for this item.

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Subtotal / State Agency Costs Only | $502,022.00 | $861,812.00 | $1,363,834.00 |
| Contractual Costs | $117,500.00 | $117,500.00 | $235,000.00 |
| County Administered Direct Program Admin Cost | $0.00 | $0.00 | $0.00 |
| Total Direct Program and Admin Costs | $619,522.00 | $979,312.00 | $1,598,834.00 |

## 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 | $141,614.00 | $243,106.00 | $384,720.00 |
| County Administered Allocated Costs (only applicable to County Administered Programs) | $0.00 | $0.00 | $0.00 |
| Total Allocated Costs based on Cost Allocation Plan | $141,614.00 | $243,106.00 | $384,720.00 |

## In-kind Contribution

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| State In-kind Contribution | $0.00 | $0.00 | $0.00 |
| Total Administrative Costs | $761,136.00 | $1,222,418.00 | $1,983,554.00 |

## Participant Reimbursements

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Dependent Care | $0.00 | $0.00 | $0.00 |
| Transportation & Other Costs | $175,372.00 | $175,372.00 | $350,744.00 |
| State Agency Cost for Dependent Care | $0.00 | - | $0.00 |
| Total Participant Reimbursements | $175,372.00 | $175,372.00 | $350,744.00 |

## Total Costs

| | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| Total Cost | $936,508.00 | $1,397,790.00 | $2,334,298.00 |

# 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 | $461,282.00 | $461,282.00 | $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 | $461,282.00 | $461,282.00 | $0.00 | - |
| Federal | 50 Percent Administrative | - | $761,136.00 | - | - |
| Non-Federal | 50 Percent Administrative | - | $761,136.00 | - | - |
| Federal | 50 Percent Participant Reimbursements | - | $175,372.00 | - | - |
| Non-Federal | 50 Percent Participant Reimbursements | - | $175,372.00 | - | - |
| Federal | Total 50 Percent Federal Target | $936,508.00 | $936,508.00 | $0.00 | - |
| **Total** | All Sources | $1,397,790.00 | $2,334,298.00 | - | - |

## Total Fiscal Year Plan Funding

| Funding Sources | Non-Federal Share | Federal Share | Total |
|---|---|---|---|
| 100 Percent Federal Grant | - | $461,282.00 | $461,282.00 |
| ABAWD Pledge Grant | - | $0.00 | $0.00 |
| 50 Percent Administrative | $761,136.00 | $761,136.00 | $1,522,272.00 |
| 50 Percent Dependent Care | $0.00 | $0.00 | - |
| 50 Percent Transportation/Other | $175,372.00 | $175,372.00 | - |
| 50 Percent Total Participant Reimbursements | $175,372.00 | $175,372.00 | $350,744.00 |
| Total 50 Percent Funds | $936,508.00 | $936,508.00 | $1,873,016.00 |
| **Total** | $936,508.00 | $1,397,790.00 | $2,334,298.00 |

# PLEDGE TO SERVE ALL ABAWDS

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

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

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

- [ ] Yes
- [x] No