

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
North Dakota	ND	2026	Original Submission

**FORM STATUS:** Approved on 09/29/2025 8:41 AM EDT

## KEY PROGRAM STAFF

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

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## AMENDMENT LOG

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

## ACRONYMS

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

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
BEST	Basic Employment Skills Training (E&T Program)
COI	Community Options Incorporated (E&T Contractor)
DHHS	Department of Health & Human Services
E&T	Employment and Training
EW	Eligibility Worker
FNS	Food and Nutrition Service

FY	Fiscal Year
GA	General Assistance
HSZ	Human Service Zone
ITO	Indian Tribal Organization
JOBS	Job Opportunities and Basic Skills
JSND	Job Service North Dakota (E&T Contractor)
NDWORKS	Employment & Training Program
PRIDE	Parental Responsibility Initiative for the Development of Employment
ROI	Release of Information
SNAP	Supplemental Nutrition Assistance Program
SPACES	Integrated Eligibility System
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

## SUMMARY OF PROGRAM

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

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

Mission: The purpose of DHHS's E&T program is to provide participating individuals opportunities to overcome barriers, gain skills, training or experience and participate in activities that will improve their employment prospects and reduce their reliance on SNAP benefits. DHHS contracts for the administration of the SNAP E&T program, which currently includes BEST and NDWORKS. Job Service North Dakota operates the BEST program and Community Options Inc. operates the NDWORKS program.

NDWORKS is operated statewide to increase our ability to reach target populations in rural areas.

BEST is operated in Burleigh, Cass, and Morton counties.

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

State  
 County

Describe how counties share information with the State agency.

On an as-needed basis, eligibility workers create work items in SPACES to communicate referral requests from clients, along with email communication between the state office. When policy changes occur, an FYI gets distributed to all human service zone staff.

Describe how the State agency monitors county operations.

The state office reviews case files during their annual E&T reviews. When doing these reviews the state office ensures the county is properly handling referrals, screening, and any disqualifications that may be imposed.

## 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.

For FFY26, ND is working implementing a new reimbursement method that will transition to an in-advance model rather than relying on physical checks. This innovative approach is expected to enhance supportive service reimbursements and increase participant numbers, ultimately improving the effectiveness of our services.

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.

In response to recent feedback regarding participant reimbursements and insights from ME reviews, we are implementing changes aimed at improving our processes.

ND is currently in discussions with the HHS Fiscal team to develop a faster reimbursement process. This involves providing funding to the contractor upfront. With this approach, the contractor will be able to issue reimbursements immediately, rather than following the current process, where reimbursements are mailed to participants the month after their actual participation.

# CONSULTATION AND COORDINATION WITH THE WORKFORCE DEVELOPMENT SYSTEM

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

## Consultation

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

Did the State agency consult the State workforce development board?

- Yes
- No

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

- Yes
- No

## Coordination

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

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

Consultation for FFY26 will be completed by the end of Q2 FFY26. If any changes in operations occur from this consultation, we will submit an amendment for FNS approval at least 30 days before changes take place.

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).

BEST and NDWORKS program participants are automatically eligible for Title I of the Workforce Innovation and Opportunity Act (WIOA) which is administered by JSND. WIOA information is provided to individuals participating in BEST during the orientation session. Participants are encouraged to pursue accessing those services by BEST case managers.

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

- Yes
- No

Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

Individuals who apply for the Temporary Assistance for Needy Families (TANF) Program must participate in the Job Opportunities and Basic Skills (JOBS) Program, unless they have good cause to not participate. The JOBS Program is a companion program to TANF. The JOBS program combines components of education, training, and employment to enable participants to become self-sufficient. SNAP clients participating in the JOBS program are exempt from SNAP work requirements and therefore exempt from participating in SNAP Employment and Training.

The JOBS Program offers many of the same components the SNAP Employment and Training Programs offer, including development of an employment plan, referrals to appropriate services to prepare the individual for work. We do not receive additional TANF funds for clients who are participating in an E&T program. If a recipient is participating in the JOBS program, they are unable to volunteer for E&T services. COI is North Dakota's contractor for both the JOBS program and NDWORKS.

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).

Individuals who are participating in Parental Responsibility Initiative for the Development of Employment (PRIDE) program are exempt from participation in E&T. PRIDE offers many of the same components/services as E&T. There are no other Federal or State employment programs where services are coordinated.

# CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

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

Explain why certain ITOs were not consulted and specify the name of the ITOs that were not consulted.

In August SNAP extended an invitation for an in-person meal (8.12.2025) to the following tribes for an open conversation about how we can better serve tribal populations:

Spirit Lake

Standing Rock Sioux

Turtle Mountain Band of Chippewa

Three Affiliated Tribes of the Fort Berthold Reservation

Standing Rock Tribe Workforce Services was the only ITO to attend.

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

Date	Name of ITO	Title(s) of Person Consulted	Outcome of Consultation
08/12/2025	Standing Rock Tribe Workforce Services	Cheryl Keepseagle, Director of Standing Rock Tribe Workforce Services; Christina DeCora, Case Manager of Standing Rock Tribe Workforce Services	SNAP will be setting up in-person meetings with the Standing Rock Tribe Workforce Services. These sessions will focus on providing valuable insights into SNAP E&T and exploring collaborative opportunities that could benefit our communities.

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

Yes

No

## UTILIZATION OF STATE OPTIONS

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

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

- Yes
- No

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

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

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

- Applicants per 7 CFR 273.7(e)(2)
- Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii) (B)(7)
- Categorically eligible households per 7 CFR 273.2(j)

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

- Yes
- No

## CHARACTERISTICS OF INDIVIDUALS SERVED BY E&T

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

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

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

## 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	14,744

## State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
NA - Voluntary Program	0

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	0
Percent of all work registrants exempt from E&T	0.00%

## ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	3,400
Anticipated number of ABAWDs in waived areas of the State	500
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)	2,900

## E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	1,556
Total anticipated number of E&T participants	1,556
Anticipated number of ABAWDs to be served in E&T	35

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

- Annually
- Bi-annually
- Other

## ORGANIZATIONAL RELATIONSHIPS

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

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

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

ND DHHS oversees the SNAP program in North Dakota. The Office of Economic Assistance within ND DHHS manages the SNAP E&T program, which includes the establishment of E&T policies, contracts, and the monitoring of third-party E&T partners. The SNAP E&T team consists of a SNAP E&T Administrator and a SNAP Program Specialist.

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

A majority of the communication between eligibility workers and E&T case managers is done within SPACES via work items.

The SA will communicate with eligibility and E&T case workers via:  
Email  
Phone  
teams meetings  
FYI's on the DHHS Insider

E&T case managers use email as the form of communication for provider determinations.

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

Participant data and information is submitted to the State SNAP office on a monthly basis in a program tracking excel spreadsheet. The program tracking excel spreadsheet has the same design for both BEST and NDWORKS, but is tailored to the needs of each program.

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

When policy is updated, a Manual Letter is published on the Department's SharePoint website (DHHS Insider). Policy staff will also post FYI's for more immediate updates on the DHHS Insider. FYIs are emailed out to all HSZ employees.

Quarterly meetings are held with the contractors. We use these meetings to go over:

Participant numbers

Reimbursement numbers and amounts

upcoming and/or current policy updates

concerns/questions

Contractors submit an SFN1763 (Request for Reimbursement – Direct Service) along with detailed monthly data for review and approval of monthly billing. DHHS' Fiscal Department does random audits of contracts and billings on an annual basis.

SNAP staff continually works to keep our E&T Provider Handbook is up to date.

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.

Detailed E&T program data is not available in SPACES; therefore programmatic data points (component details, date of orientation, etc.) are maintained manually in excel. An MIS system is used for parts of data and information.

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

Various information is tracked and completed within SPACES, such as:

Referrals

component tracking

employability plans

disengagement of participants

Tasks are sent back and forth between eligibility workers and E&T case managers within SPACES. An example of this is when E&T participants become disengaged. E&T case managers will enter a date into SPACES, thus creating a task for the eligibility worker. The worker will review the task and disenroll the participant in E&T if necessary.

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.

SNAP Policy conducts bi-annual reviews. Bi-Annually, 10% of the participants who have completed orientation will be randomly pulled and reviewed by the State office and the contractor is required to provide case files for those individuals.

Forms used by SA:

SNAP E&T Review Letter

Case File Review Checklist

E&T Annual Review Questions

The state office uses a case file review checklist to review these files. The state office looks for compliance with work registration, appropriate screening and referrals, verbal notification of the consolidated work notice elements, and timeframes between referral and contractor communications.

Once the state office case file review is complete, a teams meeting is scheduled with the contractor to go over

any findings and provide feedback for contractors in the form of an excel spreadsheet. These reviews are used to determine that policy is being followed, required documents are in case files and an overall general review to ensure accuracy and efficiency of the E&T program.

To conclude the review, a teams meeting is set up to complete a summary of the review is submitted to each contractor in the form of an email addressing any observations, compliance issues as well as highlighting best practices.

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).

Contractors submit monthly reports (in the form of an Excel spreadsheet) that the State Office reviews to ensure participants are being tracked and placed in appropriate components.

Program tracking spreadsheets include the following:

Component engagement

Employment status

hours spent working with the participant

Misc comments the contractor feels is relevant.

The SA is able to use this Excel spreadsheet to ensure participants are thriving and on the road to gainful employment or bettering themselves to gain better employment.

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

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

# SCREENING FOR WORK REGISTRATION

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

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

A screening is completed by the eligibility worker via an interactive interview to determine if individuals are exempt from the SNAP work requirements at the time of application, review, and if appropriate, when changes in the household's circumstances are reported. While screening for work registrants, EWs also screen for any ABAWD exceptions. North Dakota has implemented the work registration signature on the multi-program application. ND also created an interview checklist for EWs to use at interviews, screening for work registration is an item on the checklist.

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

ND has wording for work registration on our multi-program application. EW's also review all individuals for an exemption. EWs must enter on the Work Registration screen in SPACES if the individual is either exempt and provide the reason why, or non-exempt. If not exempt, they enter the date the application/review was signed. EW's read the Consolidated Work Registration Verbal script at all interviews. Narratives are mandatory for work registration and the Consolidated Work Registration Verbal script.

Recipients are only required to work register every 12 months.

Any supporting documentation is scanned into FileNet to become part of the case file. A case narrative is added regarding work registration.

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

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

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

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

## SCREENING FOR REFERRAL TO E&T

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

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

Eligibility workers have interactive discussions with the clients during their SNAP interview. During that interview, the eligibility worker determines if it is appropriate for an individual to be referred to the E&T program by evaluating their unique circumstances to the criteria of the E&T program.

Participants referred to E&T should align with one or more of the criteria for the E&T program:

Unemployed or underemployed,

Undereducated, specifically participants who may need additional basic education,

Looking for opportunities with seeking employment or specific job training (ie a credential program),

Work-ready,

Interested in receiving support for employment or education assistance (ie opts to volunteer for services).

ND created an interview checklist for EWs to use at interviews; screening for E&T is an item on the checklist.

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

Eligibility workers have interactive discussions with the clients during their SNAP interview. During that interview, the eligibility worker determines if it is appropriate for an individual to be referred to the E&T program by evaluating their unique circumstances to the criterion of the E&T program. Participants referred to E&T should align with one or more of the criterion for the E&T program:

Unemployed or underemployed,

Undereducated, specifically participants who may need additional basic education,

Looking for opportunities with seeking employment or specific job training (ie a credential program),

Work ready,

Interested in receiving support for employment or education assistance (ie opts to volunteer for services).

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

Per SNAP Policy, narratives must be entered into the integrated eligibility system immediately upon completion of any case action to ensure accurate documentation.

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

Reverse Referral

Direct Referral

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

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

Explain when screening during the certification and recertification occurs.

These screenings are conducted at the time of application, review, interviews, and if appropriate, during any changes in the household's circumstances that are reported. If there are barriers, the eligibility worker can determine if the participant would be a good fit for E&T.

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

The screening process is the same for both BEST and NDWORKS. Eligibility workers have access to an E&T Referral Job Aid via SPACES Help. This training ensures that eligibility workers are aware of the screening and referral process for the E&T program beyond the federal exemptions or exclusions. Since BEST does not have a participation cap, eligibility workers do not need to ensure there are available openings before referral. However, this information is monitored by the SNAP E&T Program Administrator, allowing for adjustments to be made if participation exceeds capacity. NDWORKS has a participation cap of 80 participants statewide. The state office tracks and monitors participant numbers using the monthly program tracking spreadsheets submitted each month. If there is concern of reaching participant caps, the state office will notify the E&T vendor.

When does the screening for a reverse referral request occur?

The reverse referral process screening is completed the same as a regular referral.

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

NDWORKS would send participants from their Free Through Recovery program and Community Connect to local human service zone offices to have the participant apply for SNAP benefits and be screened/referred by eligibility staff.

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

- Yes
- No

How are participants informed about participant reimbursements?

Participants are notified about reimbursements by the eligibility workers at the time of their application, review, and/or interview. EW's let the participants know what types of services can be reimbursed and that it is reimbursed the month following participation. ND also created an interview checklist for EWs to use at interviews; screening for work registration is an item on the checklist.

## REFERRAL TO E&T

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

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

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

How is the referral communicated? Select all that apply.

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

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

See Section “Screening for Referral to E&T”. The EW’s at the HSZ follow those same procedures.

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

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

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

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

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

Referrals are communicated through SPACES and, if necessary, via email. Human service zone eligibility workers will complete the appropriate Employment and Training Orientation Referral Notice in SPACES. BEST and NDWORKS case managers will receive the referral in their SPACES referral inbox. BEST and NDWORKS case managers monitor the SPACES referral inbox daily.

SNAP participants are informed orally of the voluntary E&T program (BEST and NDWORKS) during their SNAP interview. Eligibility workers review federal exemptions and exclusions while screening participants for the E&T program. If the participant is interested in volunteering, the participant is referred to the appropriate program for their county of residence.

Participants can volunteer for E&T at any time, not just when they apply and complete their interview.

Eligibility workers manually generate the appropriate SNAP Employment & Training Orientation Referral Notice (based on which program the participant volunteers for). Referrals will go to the “Referral Inbox” in SPACES. E&T case managers are responsible for checking the referral inbox for new referrals daily at a minimum.

#### BEST:

The BEST Employment and Training Orientation Referral includes the date and time of the orientation, as well as the contact information of the assigned BEST case manager. The BEST orientation details may also be verbally given to participants if they are in person.

#### NDWORKS:

The NDWORKS Employment and Training Orientation Referral has contact information for the appropriate Community Options Regional office. NDWORKS case managers will reach out to the participant within 5 days to schedule orientation.

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

Referrals for both BEST and NDWORKS are in SPACES. Once the appropriate Employment and Training Orientation Referral notice is generated for the participant it will load in the Referral Inbox for case managers to review and act upon.

E&T case managers check the referral inbox daily, at a minimum.

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

- Assessment
- Orientation
- Meet with case manager
- Other

Is orientation mandatory?

- Yes
- No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

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

What happens during the orientation?

Participants are informed of the purpose of SNAP E&T, individual rights and responsibilities, contractor responsibilities, consequences of non-compliance listed in the EP, complete intake, options for supportive services and obtain a Release of Information (ROI).

# ASSESSMENT

Does the State require or provide an assessment?

- Yes
- No

Who conducts the assessment? Select all that apply.

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

When are participants assessed?

BEST and NDWORKS case managers conduct employability assessments on participants. SPACES provides family composition, financial education, health, employment education, housing and transportation assessments for E&T case managers to use.

BEST assessments are conducted during orientation. Participants can receive a hard copy of their assessment at the time of orientation. The assessment is in a PDF format, so can be printed and completed by hand, or completed electronically and emailed. BEST participants complete an assessment questionnaire for identifying skills, work history and barriers plus an online Career Test that assists with identifying careers that fit their personality. The assessments are typically done via telephone or email. However, they can be done by the participant individually outside of the office, using the office resource area, via telephone or email with the assistance of the BEST case manager. The BEST case manager assists the client with any barriers in completing the BEST assessments.

NDWORKS completes a family composition, financial education, health, employment education, housing and transportation assessments within the first seven days of receiving the referral. NDWORKS participants typically complete their assessments face to face using paper and computer resources. They determine how assessments will be completed according to the needs and comfort level of each participant.

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

There is an assessment form built into SPACES. This is utilized by both BEST and NDWORKS. Both contractors also have their assessments that they complete in addition to the SPACES one. NDWORKS completes an additional vocational assessment.

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

- Yes
- No

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

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

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

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

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

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

Are participants reassessed?

- Yes
- No

When are participants reassessed?

Participants are reassessed on an ongoing basis.

How are participants reassessed?

E&T case managers have discussions on a monthly basis to discuss any changes that may have happened since the previous month.

## CONCILIATION PROCESS

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

Does the State agency offer a conciliation process?

- Yes
- No

## CASE MANAGEMENT SERVICES

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

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

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

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

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

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

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

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

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	Via email, telephone, and Teams.
How do E&T case managers coordinate with: State E&T staff	Via email, telephone, and Teams. Coordination and communication happens on an as needed basis, with a minimum of at least 1 contact monthly.
How do E&T case managers coordinate with: Other E&T providers	NA
How do E&T case managers coordinate with: Community resources	Via email and telephone.

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)?

NDWORKS and BEST case managers determine the intensity of case management on an individual participant basis. If a participant needs more focused work, they will work with that client depending on their needs. Case managers will work with clients to ensure they are able to meet as often as needed. If a meeting is missed, they reach out via phone call. Participants exit the program for various reasons such as: SNAP case closure, gainfully employed, and disengagement.

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?

E&T case managers engage in interactive discussions with participants to better assess their personalized needs and provide appropriate support. Promoting reimbursements for supportive services also helps to remove barriers that participants may face.

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 SA reviews monthly tracking reports to monitor participant progress. If a participant shows no improvement, this raises concern. In such cases, the SA can discuss the lack of progress with the contractor and address any issues or concerns.

## GOOD CAUSE

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

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

- Phone Call
- Email
- Text Message
- Physical Form

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

- Phone Call
- Email
- Text Message
- Physical Form

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

- Phone Call
- Email
- Text Message
- Physical Form
- MIS System

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

- One
- Two
- Three
- More than three

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

Good cause for leaving employment includes but is not limited to:

1. Discrimination by an employer based on age, race, sex, color, handicap, religious beliefs, national origin, or political beliefs.
2. Work demands or conditions that render continued employment unreasonable.
3. If any household member accepts employment, or enrolls at least half-time in any recognized school, training program, or institution of higher education that requires the wage earner to leave employment or move to another area.
4. Resignations by individuals under the age of 60 that are recognized by the employer as retirement.
5. Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another.
6. Resigning from a job that does not meet the suitable employment criteria.
7. Circumstances beyond the individual's control, including but not limited to:
  - 1) Illness or illness of another household member requiring the presence of the individual, household emergency, unavailability of transportation, lack of adequate childcare for children who have reached age six, but are under age 12, and acceptance of employment of more than 30 hours a week which doesn't materialize or results in employment of less than 30 hours a week.

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

BEST and NDWORKS are voluntary E&T programs, therefore good cause would not be used for participation in E&T.

## PROVIDER DETERMINATIONS

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

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

If an E&T case manager determines that a participant is ill suited for participation, they will notify the eligibility worker informing them that the participant is ill suited, along with their reasoning for the determination within 10 calendar days.

EWs will reevaluate the participant and if they are able to participate in E&T. EW's will discuss with participants why they were sent back and if it is determined that the client is not ill-suited following the re-screen, the participant can be referred back to the E&T case manager if there isn't an appropriate exemption. E&T case managers will also have a discussion with the participant to explain why the client is ill suited for the program.

When an ABAWD is referred back due to a provider determination, the case will not receive a countable month for the month of the provider determination.

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

Eligibility workers review provider determinations from E&T case managers within 10 days to re-evaluate if the participant should be referred to E&T. If it is determined that they were not a good fit, the EW will attempt to make contact with the participant to discuss why they are not a good fit for E&T at the present time.

EW's will either suggest a different component for the participant to participate in, suggest a different program (ie WIOA), and/or provide outside resources for participants that are not a fit for E&T.

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

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

# DISQUALIFICATION POLICY FOR GENERAL WORK REQUIREMENTS

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

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

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

- 30 Days
- 60 Days

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

- Yes
- No

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

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

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

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

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

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

The State agency will disqualify the:

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

## PARTICIPANT REIMBURSEMENTS

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

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	1,556
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	1,556
Percentage of participants expected to receive reimbursements	100.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$429,026.00
Estimated budget per participant in fiscal year	\$275.72
Estimated number of E&T participants to receive participant reimbursements per month	75
Estimated budget of participant reimbursements per E&T participant per month	\$476.70

## PARTICIPANT REIMBURSEMENT DETAILS

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

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Books and Training Materials	\$200.00 per participant per FFY	SNAP E&T Provider	Direct payment to participant	We determine the amount of support based on what participants need. E&T Case Mgrs talk to participants to find out how the requested item will help them overcome challenges and achieve the goals in their case plans. Contractors pay for the items upfront.

Grooming/Hygiene	\$100.00 per month	SNAP E&T Provider	Direct payment to participant	We determine the amount of support based on what participants need. E&T Case Mgrs talk to participants to find out how the requested item will help them overcome challenges and achieve the goals in their case plans. Contractors pay for the items upfront.
Job Readiness (phone cards, employment related clothing, work boots/shoes)	\$175.00 per month	SNAP E&T Provider	Direct payment to participant	We determine the amount of support based on what participants need. E&T Case Mgrs talk to participants to find out how the requested item will help them overcome challenges and achieve the goals in their case plans. Contractors pay for the items upfront.
License/Certification/Examination Fees (GED, CNA, Professional)	\$750.00 per participant per FFY .	SNAP E&T Provider	Direct payment to participant	We determine the amount of support based on what participants need. E&T Case Mgrs talk to participants to find out how

				the requested item will help them overcome challenges and achieve the goals in their case plans. Contractors pay for the items upfront.
Other (i.e. tools) - TBD by E&T Program Manager	\$200.00 per participant per FFY.	SNAP E&T Provider	Direct payment to participant	We determine the amount of support based on what participants need. E&T Case Mgrs talk to participants to find out how the requested item will help them overcome challenges and achieve the goals in their case plans. Contractors pay for the items upfront.

Transportation	\$150.00 per month	SNAP E&T Provider	Direct payment to participant	We determine the amount of support based on what participants need. E&T Case Mgrs talk to participants to find out how the requested item will help them overcome challenges and achieve the goals in their case plans. Contractors pay for the items upfront.
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Is dependent care provided? Select yes even if E&T funds are not being used.

Yes

No

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

By shifting our reimbursement model to an in-advance reimbursement, we are enabling our contractors to provide reimbursements on the spot when working with clients.

## 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).

Line 1 of the FNS-583 report is processed by calculating the individuals who are currently on SNAP on October 1 of the Federal Fiscal year and approved for ongoing SNAP benefits for participants that are already deemed non-exempt from SNAP work registration date on October 1 of the Federal Fiscal year.

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

ND has a PowerBI dashboard with live data. One area of this dashboard will pull data from SPACES and populate a report that lists out each exemption used.

How are work registrants identified in the eligibility system?

SPACES is designed so that participants who are subject to work requirements are identified by populating the Work Registration screen based on participants' age. The screen will not display for those participants who are under 16 years old or over 60 years old. For those who are identified as work registrants, the EW will need to complete the Work Requirement screen to apply the appropriate exemption, where possible.

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

To ensure an unduplicated number of work registrants, SPACES counts individuals by their client ID who are work registered as of October 1, 2023. It counts newly registered individuals for the rest of October 2023 and in each of the following months throughout FFY24. If an individual is counted in any day/month after October 1st, and was also counted on October 1st, that individual is eliminated from that month's count of new work registrants when reported on the FNS-583 report.

# OUTCOME REPORTING MEASURES

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

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

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

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

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

SPACES

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

- Verbal Contact
- Physical Forms
- Text
- Email

Describe the process for manual follow up.

Communication with the participant during check-in meetings is used to receive updates on any progress.

## COMPONENTS OVERVIEW

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

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

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

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

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

- Work Activity
- Work-Based Learning

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

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

The Job Retention component is offered to the participant for a minimum of 30 days up to 90 days after employment is secured after participation with E&T. Once employment has been obtained, the E&T Case Manager continues to work with the participant to ensure the participant has the appropriate supplies and support necessary for long-term success. E&T Case Managers are available to job coach to ensure the participant is comfortable and learning the new position. Weekly contacts continue with the participant to provide mentoring in basic life skills, self-sufficiency, and financial literacy, as well as to discuss goals, identify barriers that may arise and provide referrals to other services as needed in order to support the participant with maintaining employment and developing a career pathway.

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

- ABAWDs
- Refugees in resettlement program
- Returning citizens (aka: ex-offenders)
- Those that reside in rural areas

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.

Underemployed and rural individuals who continue to need supportive services to maintain employment.

Will this component be offered statewide?

- Yes
- No

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

250

## Estimated Annual Component Administrative Cost

\$1,250.00
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<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Number and percentage of individuals who have closed SNAP cases due to employment and wages.	Numerator includes participants who participated in Job Retention who have closed SNAP cases due to employment and wages during the period of 10.1.2025 to 9.30.2026 and the Denominator includes the number of the participants that participated in job retention during the period of 10.1.2025 to 9.30.2026.

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

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

The SNAP E&T Case Managers work with the participant throughout the job search process assisting in application completion, creating a professional resume, preparing for interview, and ensuring the appropriate attire is available. SNAP E&T Case Manager works with the participant to mentor and coach in the following areas:

- job search techniques
- job enhancement skills
- motivation and/or self-confidence
- completing job skills assessments

Participants are expected to participate at a minimum of 12 hours per month for two consistent months.

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

- ABAWDs
- Refugees in resettlement program
- Returning citizens (aka: ex-offenders)
- Those that reside in rural areas

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

The Job Search Training component is offered to all rural and under employed SNAP recipients who are working on enhancing their employability skills. Such skills include, but are not limited to completing resumes, application, where and how to search for employment, and securing employment.

Will this component be offered statewide?

- Yes
- No

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

350

## Estimated Annual Component Administrative Cost

\$2,325.00
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<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Number and percentage of participants who applied for a job and received an interview.	Numerator includes participants who applied for a job and received an interview during the period of 10.1.2025 to 9.30.2026 and the Denominator includes the number of the participants that participated in job search training during the period of 10.1.2025 to 9.30.2026.

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

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

Individuals complete job search activities via the internet, Job Service offices, and Community Options offices by contacting employers of their choice via internet, local employment office, newspaper ads, as well as those determined by the SNAP E&T Case Manager. These state-approved locations vary and are noted on everyone's job contact log submitted to the SNAP E&T Case Manager weekly (face to face, online, or via TEAMS/Zoom). The number of job contacts is determined when the individual's assessment is completed. The individual is responsible for making the contacts with oversight by the SNAP E&T Case Manager. SNAP E&T Case Managers are available to attend job interviews for assistance and support. Individuals are required to participate for a minimum of twelve hours a month for an initial period of two consecutive months.

Describe the direct path to employment.

Contractors use the in-demand occupations list for North Dakota. The contractor will help determine if a participant is fit for a job off the in-demand occupations after reviewing the employability assessment. The in-demand list includes occupations determined to have a current or potential impact on the state's economy. North Dakota Labor Market Information's short-term employment projections were used to develop the list. See Appendix A for an example of the in-demand occupation list utilized by contractors.

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

- ABAWDs
- Refugees in resettlement program
- Returning citizens (aka: ex-offenders)
- Those that reside in rural areas

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

The Supervised Job Search component is offered to all SNAP recipients who are able and available to work, are work ready, and actively seeking subsidized employment.

Will this component be offered statewide?

- Yes
- No

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

300
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Estimated Annual Component Administrative Cost

\$1,500.00
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<b>Outcome Measure</b>	<b>Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)</b>
Number and percentage of participants who obtain employment within 30 days from the start of participation.	Numerator includes participants who obtained employment within 30 days upon completion of E&T on or after 10.1.2025 and on or before 9.30.2026 and the Denominator includes the number of participants who participated in supervised job search during the period of 10.1.2025 to 9.30.2026.
Number and percentage of participants who obtain employment from 31 - 60 days from the start of participation.	Numerator includes participants who obtained employment from 31 - 60 days upon completion of E&T on or after 10.1.2025 and on or before 9.30.2026 and the Denominator includes the number of participants who participated in supervised job search during the period of 10.1.2025 to 9.30.2026.
Number and percentage of participants who obtain employment from 61 - 90+ days from the start of participation.	Numerator includes participants who obtained employment from 61 - 90+ days upon completion of E&T on or after 10.1.2025 and on or before 9.30.2026 and the Denominator includes the number of participants who participated in supervised job search 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.

The purpose of this component is to improve basic skills and the overall employability of the participant. The SNAP E&T Case Manager supports each participant with an individualized educational program.

Basic education options available:

- High School Diploma or General Education Diploma (GED)
- Post-Secondary Schools
- Alternative High School
- Adult Learning Center
- Job Corps Training
- Adult Basic Education/Basic Literacy
- Basic Computer Skills

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

- ABAWDs
- Refugees in resettlement program
- Returning citizens (aka: ex-offenders)
- Those that reside in rural areas

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.

Underemployed and undereducated participants. Specifically, participants who may need additional education in order to enter the workforce and are interested in one of the basic education options.

Will this component be offered statewide?

- Yes
- No

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

65

### Estimated Annual Component Administrative Cost

\$325.00

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.

Individuals participating in this component will not have E&T funds applied to any educational service or activity to replace or accompany other federal or state funds already designated for that educational service or activity. To track this the State Office reviews invoices and funding sources are evaluated. Monthly reports are also submitted for review.

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.

E&T funds will not be used to cover educational services and activities for an individual that is not enrolled and participating in E&T. The costs associated with the educational component will be reviewed on monthly invoices and program tracking that is submitted to the State Office to assure comparable costs from the university, trade school etc. are comparable with tuition for non-E&T participants.

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

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

The purpose of this component is to improve overall employability of the participant. Assistance is provided to participants applying for federal financial aid, scholarships, or grants. Case Managers collaborate with local workforce agencies, both public and private, to enroll participants in vocational training programs that will excel their skill sets in the workforce.

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

- ABAWDs
- Refugees in resettlement program
- Returning citizens (aka: ex-offenders)
- Those that reside in rural areas

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.

Underemployed individuals who are looking to commit to a credential program in an on-demand job occupation.

Will this component be offered statewide?

- Yes
- No

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

25

Estimated Annual Component Administrative Cost

\$150.00

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.

Individuals participating in this component will not have E&T funds applied to any educational service or activity to replace other federal or state funds already designated for that educational service or activity. To track this the State Office reviews invoices and funding sources are evaluated. Monthly reports are also submitted for review.

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.

E&T funds will not be used to cover educational services and activities for an individual that is not enrolled and participating in E&T. The costs associated with the educational component will be reviewed on monthly invoices and program tracking that is submitted to the State Office to assure comparable costs from the university, trade school etc. are comparable with tuition for non-E&T participants.

# EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

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

The purpose of this component is to improve the use of the English language for those participants that speak English as a second language, thus improving overall academic success and employability of the participant. Case Managers identify individuals with barriers due to limited English. Those individuals are enrolled in English language courses as part of their employability plan and basic education and/or vocational training. Below is a summary of English Language Acquisition:

- Adult Learning Center
- Post-Secondary Schools
- Adult Basic Education/Basic Literacy

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

- ABAWDs
- Refugees in resettlement program
- Returning citizens (aka: ex-offenders)
- Those that reside in rural areas

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.

Underemployed participants with lower literacy or education background.

Will this component be offered statewide?

- Yes
- No

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

25

## Estimated Annual Component Administrative Cost

\$150.00
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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.

Individuals participating in this component will not have E&T funds applied to any educational service or activity to replace or accompany other federal funds already designated for that educational service or activity. To track this the State Office reviews invoices and funding sources

45

are evaluated. Monthly reports are also submitted for review.

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.

E&T funds will not be used to cover educational services and activities for an individual that is not enrolled and participating in E&T. The costs associated with the educational component will be reviewed on monthly invoices and program tracking that is submitted to the State Office to assure comparable costs from the university, trade school etc. are comparable with tuition for non-E&T participants.

## 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	1,556	\$993,376.00	\$429,018.00	\$1,422,394.00

The table is for State-held contracts and does not factor in county-held contracts.

## CONTRACTOR: COMMUNITY OPTIONS INC.

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- English Language Acquisition
- Job Retention
- Job Search Training
- Supervised Job Search

Annual Number of SNAP E&T Participants to be Served

1,056

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

\$300,318.00

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)

\$893,376.00

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

- Yes
- No

# CONTRACTOR: JOB SERVICE OF NORTH DAKOTA

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Will this E&T service be offered statewide?

- Yes
- No

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

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Adams County	<input type="checkbox"/> Grant County	<input type="checkbox"/> Ransom County
<input type="checkbox"/> Barnes County	<input type="checkbox"/> Griggs County	<input type="checkbox"/> Renville County
<input type="checkbox"/> Benson County	<input type="checkbox"/> Hettinger County	<input type="checkbox"/> Richland County
<input type="checkbox"/> Billings County	<input type="checkbox"/> Kidder County	<input type="checkbox"/> Rolette County
<input type="checkbox"/> Bottineau County	<input type="checkbox"/> LaMoure County	<input type="checkbox"/> Sargent County
<input type="checkbox"/> Bowman County	<input type="checkbox"/> Logan County	<input type="checkbox"/> Sheridan County
<input type="checkbox"/> Burke County	<input type="checkbox"/> McHenry County	<input type="checkbox"/> Sioux County
<input checked="" type="checkbox"/> Burleigh County	<input type="checkbox"/> McIntosh County	<input type="checkbox"/> Slope County
<input checked="" type="checkbox"/> Cass County	<input type="checkbox"/> McKenzie County	<input type="checkbox"/> Stark County
<input type="checkbox"/> Cavalier County	<input type="checkbox"/> McLean County	<input type="checkbox"/> Steele County
<input type="checkbox"/> Dickey County	<input type="checkbox"/> Mercer County	<input type="checkbox"/> Stutsman County
<input type="checkbox"/> Divide County	<input checked="" type="checkbox"/> Morton County	<input type="checkbox"/> Towner County
<input type="checkbox"/> Dunn County	<input type="checkbox"/> Mountrail County	<input type="checkbox"/> Traill County
<input type="checkbox"/> Eddy County	<input type="checkbox"/> Nelson County	<input type="checkbox"/> Walsh County
<input type="checkbox"/> Emmons County	<input type="checkbox"/> Oliver County	<input type="checkbox"/> Ward County
<input type="checkbox"/> Foster County	<input type="checkbox"/> Pembina County	<input type="checkbox"/> Wells County
<input type="checkbox"/> Golden Valley County	<input type="checkbox"/> Pierce County	<input type="checkbox"/> Williams County
<input type="checkbox"/> Grand Forks County	<input type="checkbox"/> Ramsey County	

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- English Language Acquisition
- Job Retention
- Job Search Training
- Supervised Job Search

## Annual Number of SNAP E&amp;T Participants to be Served

500

## Are participant reimbursements provided by the Contractor?

Yes

No

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

\$128,700.00

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

\$100,000.00

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

\$0.00

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

Yes

No

# WBL PROGRAMS OVERVIEW

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

## OPERATING BUDGET

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

### Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$40,126.00	\$51,017.00	\$91,143.00

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.

Estimated salary breakdown:

SNAP E&T Program Administrator:  $\$114,467 * 70\% = \$80,253 * .5 = \$40,126$  (to be funded by 50/50 funds)  
 SNAP Program Specialist:  $\$68,070 * 16\% = \$10,891$  (to be funded by 100% funds)

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$11,637.00	\$16,674.00	\$28,311.00

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.

Fringe benefits are calculated based on the costs directly charged to the position.

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

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

NA

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

Describe materials to be purchased with E&T funds.

NA

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Travel	\$1,920.00	\$1,920.00	\$3,840.00

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 to 4 recognized tribes 1x a year.  
 1 - SNAP E&T Administrator & 1 - SNAP Leader  
 Lodging: 2 staff at \$110 per night @ 4 nights: \$880  
 Per Diem: 2 staff at \$45 per day @ 8 days: \$720  
 Mileage: 2 staff at .70 a mile at 1,600 miles: \$2,240  
 Total: \$3,840

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

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

NA

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

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

NA

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$53,683.00	\$69,611.00	\$123,294.00
Contractual Costs	\$446,688.00	\$546,688.00	\$993,376.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$500,371.00	\$616,299.00	\$1,116,670.00

## Indirect Costs - Using Indirect Cost Rate

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

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

## Indirect Costs - Using Federally Approved Cost Allocation Plan

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

## In-kind Contribution

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$500,371.00	\$616,299.00	\$1,116,670.00

## Participant Reimbursements

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$214,513.00	\$214,513.00	\$429,026.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$214,513.00	\$214,513.00	\$429,026.00

## Total Costs

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$714,884.00	\$830,812.00	\$1,545,696.00

## 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	\$115,998.00	\$115,928.00	(\$70.00)	99.94%
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	\$115,998.00	\$115,928.00	(\$70.00)	-
Federal	50 Percent Administrative	-	\$500,371.00	-	-
Non-Federal	50 Percent Administrative	-	\$500,371.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$214,513.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$214,513.00	-	-
Federal	Total 50 Percent Federal Target	\$701,809.00	\$714,884.00	\$13,075.00	-
<b>Total</b>	All Sources	\$817,807.00	\$1,545,696.00	-	-

## Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$115,928.00	\$115,928.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$500,371.00	\$500,371.00	\$1,000,742.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$214,513.00	\$214,513.00	-
50 Percent Total Participant Reimbursements	\$214,513.00	\$214,513.00	\$429,026.00
Total 50 Percent Funds	\$714,884.00	\$714,884.00	\$1,429,768.00
<b>Total</b>	<b>\$714,884.00</b>	<b>\$830,812.00</b>	<b>\$1,545,696.00</b>

## PLEDGE TO SERVE ALL ABAWDs

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

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

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

- Yes
- No

## COMPLIANCE ADDENDUM OVERVIEW

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

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

## COMPLIANCE ISSUE: CONSULTATION WITH THE STATE'S WFDB

Select the relevant State Plan section.

Program Operations

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

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 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.

Steps State will take to meet requirement	Projected Completion Date	Actual Completion Date
<p>North Dakota (ND) will take the following steps to become compliant:</p> <ol style="list-style-type: none"> <li>1. Contact the workforce board to discuss attending one quarterly meeting about SNAP E&amp;T by November 30, 2025.</li> <li>2. Create a PowerPoint presentation about the benefits of SNAP E&amp;T and what programs we currently offer.</li> <li>3. Establish a working relationship to connect biannually for identifying and reviewing employment trends in North Dakota. This will help grow the E&amp;T program by aligning it with job market needs in ND.</li> </ol> <p>Focus on opportunities to align E&amp;T participants with:</p> <ul style="list-style-type: none"> <li>*Local area partnerships with direct access to services,</li> <li>*In-demand Industries and high-value, hiring employers,</li> <li>*Direct pathways from education or training to subsidized employment, especially with career pathways</li> <li>* Other opportunities that align with E&amp;T program goals and vision.</li> </ul>	03/31/2026	