

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
South Dakota	SD	2026	Original Submission

**FORM STATUS:** Approved on 09/11/2025 3:48 PM EDT

## KEY PROGRAM STAFF

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

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## AMENDMENT LOG

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

## ACRONYMS

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

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
ACCESS	Automated Client Certification and Eligibility System
DLR	Department of Labor and Regulation
DSS	Department of Social Services
E&T	Employment and Training
EA	Economic Assistance
EABS	Economic Assistance Benefits Specialist

EPB	Educational Program, Basic Education and/or Foundational Skills Instruction(includes High School Equivalency programs)
EPC	Educational Program, Career and/or Technical Education Programs or Other Vocational Training
ES	Employment Specialist
FIND	Family Independence System
FNS	Food and Nutrition Service
FTE	Full Time Employee
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
JST	Job Search Training
OST	On the Job Training
RTEC	Regional Technical Education Center
SJS	Supervised Job Search
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
VISTA	Volunteers in Service to America
W	Workfare (Community Service)
WBL	Work Based Learning
WDC	Workforce Development Council
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 South Dakota Department of Social Services (DSS) mission is: Strengthening families to foster health, wellbeing, and independence.

South Dakota’s SNAP E&T Program is administered by DSS and employment and training services and case management services are contracted through the Department of Labor and Regulation (DLR) and third party partnerships. SNAP E&T provides participants throughout South Dakota the opportunity to gain skills, training, work, and/or experience that will increase their ability to obtain regular employment and meet state or local workforce needs.

South Dakota’s E&T Program meets the purpose of E&T by providing participants with intensive case management to help identify and reduce barriers to work, offers participant reimbursements to help participants as they prepare for and obtain employment, and provides the training, skills, and education needed to obtain or improve gainful employment. SNAP E&T is designed to support SNAP customers in securing employment that provides a living wage, meets local labor demands, reduces dependence on public assistance, and enables individuals to work towards financial independence. This is accomplished by providing work and training opportunities that build and enhance the participant’s skills and abilities.

With our historically low unemployment rate of 1.7% in South Dakota we are looking to explore education and short-term certificate programs to aid in SNAP participant’s ability to obtain and retain meaningful employment and reduce churn. The goal for this plan year is to increase participation in the E&T program as we continue to work with our first Third Party Partner.

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

- State
- County

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

URL	Resource Type
<a href="#">Link to resource</a>	Workforce Development Council Website
<a href="#">Link to resource</a>	WIOA manual follow-up policy
<a href="#">Link to resource</a>	WIOA On-The-Job Training information link to DLR
<a href="#">Link to resource</a>	WIOA Work Experience Internship information link to DLR
<a href="#">Link to resource</a>	SNAP Policy and Procedure Manual

## 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.

South Dakota is continuing our partnership with Catholic Social Services in the Rapid City area as our first third party partner. South Dakota will continue to partner with the Department of Labor to operate the mandatory SNAP E&T program requirements. Continuing the partnership with DLR allows South Dakota to continue continuity of services.

In FY25 South Dakota rebranded our three Economic Assistance work programs of E&T, TANF, and Medical to be under one umbrella as SDCareerLink. This rebrand included moving from a compliance-based view of work requirements to a more positive, consolidated approach that frames work as a valuable, inherent part of the benefits provided by the programs. Shifting the focus to empower participants is intended to create more interest in the program and participation outcomes.

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.

South Dakota will continue seeking to contract with third party partners to expand the SNAP E&T program. We will also use the new approach of SDCareerLink to bring our existing services to participants in a meaningful way.

# CONSULTATION AND COORDINATION WITH THE WORKFORCE DEVELOPMENT SYSTEM

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

## Consultation

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

Did the State agency consult the State workforce development board?

- Yes
- No

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

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
02/25/2025	The South Dakota WDC	Joint meeting with present members	This connection ensures that all the programs and services delivered by DSS and DLR, including SNAP E&T, align to the career pathways system and addresses the employment needs of the State. DSS state staff attend the annual WIOA meeting at the Governor’s Office of Economic Development Conference. At this annual event, business representatives present on business best practices, strategy and success stories. Attendance at these events along with program data and trends helped to inform DSS’ plan for service delivery to ensure that efforts

			align with high-growth, in-demand jobs for program participants.
07/29/2025	DLR	Program Specialist II	Monthly meetings starting 10/1/2024 where strategies and best practices are discussed to incorporate WDC data and information into E&T program.

### 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.

In FY25 South Dakota re-branded all Economic Assistance Work programs under the SDCareerlink name and logo. This includes the SNAP E&T program. This rebrand included moving from a compliance-based view of work requirements to a more positive, consolidated approach that frames work as a valuable, inherent part of the benefits provided by the programs. Shifting the focus to empower participants is intended to create more interest in the program and participation outcomes. Services were not altered.

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

The Department of Social Services contracts with DLR for the delivery of the SNAP E&T Program. The SNAP E&T Program is embedded directly within the American Job Center/One-Stop framework and DLR's labor exchange system, SDWorks, provides the framework for supervised job search, training, and labor market information, which includes in-demand occupations. This relationship with DLR ensures that the SNAP E&T Program receives the most up-to-date information as it relates to the South Dakota job market and developing initiatives from the workforce board. E&T prioritizes post secondary education opportunities in coordination with the WIOA program.

The South Dakota WDC, which is the State workforce development board, works closely with the Governor's Office, DSS, and DLR to provide consultation on workforce needs in South Dakota. Members of the Workforce Development Council represent various business, labor and education interests. A majority of its members are from the private sector. Council membership also includes representatives of the state departments of Labor and Regulation, Education and Human Services; Governor's Office of Economic Development; and the Board of Regents. Additional information can be located on the Workforce Development Council website. This connection ensures that all the programs and services delivered by DSS and DLR, including SNAP E&T, align to the career pathways system and addresses the employment needs of the State. DSS state staff also attend the annual WIOA meeting at the Governor's Economic Development Conference. At this annual event, business representatives present on business best practices, strategy and success stories. Attendance at these events along with program data and trends helped to inform DSS' plan for service delivery to ensure that efforts align with high-growth, in-demand jobs for program participants. South Dakota has made it a priority to ensure that the opportunities associated with WIOA are available to all SNAP E&T participants as part of SNAP E&T policy. SNAP E&T is integrated into the WIOA service delivery

model and these services are offered as components These programs provide great skill building and training opportunities and lead to long-term, sustainable employment.

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.

Both SNAP E&T and TANF utilize DLR as a partner to deliver its programs and services. We do have TANF participants that are receiving services under WIOA. The TANF Work Program, Wagner-Peyser, and WIOA are other employment and training programs that serve SNAP and TANF recipients.

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).

N/A

# 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

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
06/26/2025	Cheyenne River Sioux Tribe, Crow Creek Sioux Tribe, Flandreau Santee Sioux Tribe, Lower Brule Sioux Tribe, Oglala Sioux Tribe, Rosebud Sioux Tribe, Sisseton-Wahpeton Sioux Tribe, Standing Rock Sioux Tribe, and Yankton Sioux Tribe.	Chairman/Chairwoman, President, and staff	SNAP held it’s annual SNAP-specific tribal consultation in June, 2025. A letter was sent to each of the nine South Dakota tribes (Cheyenne River Sioux Tribe, Crow Creek Sioux Tribe, Flandreau Santee Sioux Tribe, Lower Brule Sioux Tribe, Oglala Sioux Tribe, Rosebud Sioux Tribe, Sisseton-Wahpeton Sioux Tribe, Standing Rock Sioux Tribe, and Yankton Sioux Tribe) explaining the consultation requirements, process and date and time. A point of contact as well as a phone number and e-mail address for each Tribal point of contact was utilized. Two tribes, one representative from the Lower Brule Sioux Tribe and one representative from the Yankton Sioux Tribe attended the consultation meeting.  No feedback was received at the time of the consultation. We requested

			written questions, comments, suggestions, etc. within 30 days (July 26, 2025). No written comments were received for the state plans.
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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

Indicate which of these counties offer **mandatory** E&T programs. The counties that are not selected will be marked as voluntary.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Aurora County	<input type="checkbox"/> Fall River County	<input type="checkbox"/> McPherson County
<input type="checkbox"/> Beadle County	<input type="checkbox"/> Faulk County	<input type="checkbox"/> Meade County
<input type="checkbox"/> Bennett County	<input type="checkbox"/> Grant County	<input type="checkbox"/> Mellette County
<input type="checkbox"/> Bon Homme County	<input type="checkbox"/> Gregory County	<input type="checkbox"/> Miner County
<input type="checkbox"/> Brookings County	<input type="checkbox"/> Haakon County	<input checked="" type="checkbox"/> Minnehaha County
<input type="checkbox"/> Brown County	<input type="checkbox"/> Hamlin County	<input type="checkbox"/> Moody County
<input type="checkbox"/> Brule County	<input type="checkbox"/> Hand County	<input type="checkbox"/> Oglala Lakota County
<input type="checkbox"/> Buffalo County	<input type="checkbox"/> Hanson County	<input checked="" type="checkbox"/> Pennington County
<input type="checkbox"/> Butte County	<input type="checkbox"/> Harding County	<input type="checkbox"/> Perkins County
<input type="checkbox"/> Campbell County	<input type="checkbox"/> Hughes County	<input type="checkbox"/> Potter County
<input type="checkbox"/> Charles Mix County	<input type="checkbox"/> Hutchinson County	<input type="checkbox"/> Roberts County
<input type="checkbox"/> Clark County	<input type="checkbox"/> Hyde County	<input type="checkbox"/> Sanborn County
<input type="checkbox"/> Clay County	<input type="checkbox"/> Jackson County	<input type="checkbox"/> Spink County
<input type="checkbox"/> Codington County	<input type="checkbox"/> Jerauld County	<input type="checkbox"/> Stanley County
<input type="checkbox"/> Corson County	<input type="checkbox"/> Jones County	<input type="checkbox"/> Sully County
<input type="checkbox"/> Custer County	<input type="checkbox"/> Kingsbury County	<input type="checkbox"/> Todd County
<input type="checkbox"/> Davison County	<input type="checkbox"/> Lake County	<input type="checkbox"/> Tripp County
<input type="checkbox"/> Day County	<input type="checkbox"/> Lawrence County	<input type="checkbox"/> Turner County
<input type="checkbox"/> Deuel County	<input type="checkbox"/> Lincoln County	<input type="checkbox"/> Union County
<input type="checkbox"/> Dewey County	<input type="checkbox"/> Lyman County	<input type="checkbox"/> Walworth County
<input type="checkbox"/> Douglas County	<input type="checkbox"/> Marshall County	<input type="checkbox"/> Yankton County
<input type="checkbox"/> Edmunds County	<input type="checkbox"/> McCook County	<input type="checkbox"/> Ziebach County

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.

18-21 year-old head of household

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
- 18-21 year old head of households

## 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	25,011

## State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
22-59 year old work registrants in Pennington and Minnehaha counties	9,130
work registrants in counties outside Pennington and Minnehaha counties	15,704

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	24,834
Percent of all work registrants exempt from E&T	99.29%

## ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	6,526
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	100
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	6,426

## E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	102
Anticipated number of voluntary E&T participants	75
Total anticipated number of E&T participants	177
Anticipated number of ABAWDs to be served in E&T	140

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.

In South Dakota, the SNAP state agency that operates the SNAP program is the South Dakota Department of Social Services. Within SD DSS, the Division of Economic Assistance administers several programs such as: Child Care Assistance, Community Action, Energy & Weatherization, SNAP, Medicaid, and TANF. The Division of Economic Assistance operates the SNAP E&T program. SNAP E&T is administered by the State Office which consists of the SNAP Administrator and SNAP Program Specialists. Policies, contracts and monitoring of providers is completed by these same individuals. Local office staff report directly to the State Office with E&T program questions.

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

The E&T unit communicates with eligibility staff through email, ACCESS (eligibility system mail messaging), phone and in-person. For issues of non-compliance, mail is sent automatically through our eligibility system and the E&T unit also follows up with an email to ensure effective communication.

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

South Dakota has a contract for E&T services with the state agency Department of Labor and Regulations to provide activities and supportive services to all mandatory and ABAWD populations in our state. Communication includes information available to both parties on ACCESS system as well as by email and phone. South Dakota also has a contract with a third party partner Catholic Social Services (Catholic Charities) to provide activities and supportive services to those individuals in their program who are SNAP recipients. Communication is by phone and email to exchange needed information.

South Dakota also has a contract with a third party partner Catholic Social Services (Catholic Charities) to provide activities and supportive services to those individuals in their program who are SNAP recipients. Communication is by phone and email to exchange needed information.

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

DSS and partners will work jointly to create, modify, and implement new policy and procedures for staff. DSS shares information with DLR or other partners via Microsoft Teams, in-person meetings, email, and phone.

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

Participant data is shared through the State's eligibility system (ACCESS) and SDWorks for DLR. With partnerships outside of DSS and DLR, communication is through e-mail and phone calls.

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.

The MIS system ACCESS tracks referrals to E&T partners, activity information, noncompliance, sanctions, and provider determinations. DLR has direct access to ACCESS information pertinent to their work. Catholic Social Services would manually request any needed information by secure email monthly.

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.

DSS and DLR management meet as needed to evaluate goals, staffing patterns, and funding for possible adjustments. DSS and DLR Program Specialists meet weekly to discuss processes and policies and determine training needs. Major program goals are re-evaluated and re-established no later than April 30th of each year.

In addition, DSS and DLR conduct annual on-site visits to DLR local offices and jointly issue corrective action plans to DLR local office managers, as needed. If a corrective action plan is issued, follow-up visits will be made to monitor implementation with a 30 day response required and open corrective action plan until resolved. When policy changes are put in place, the State Agency will assist with training and E&T partner handbook updates for staff. DSS and DLR provide technical assistance and training to local offices on an on-going basis.

DLR and DSS completes case file reviews quarterly to ensure policies and procedures are being followed. Data validation is also completed during these reviews. These reviews are completed quarterly and provide an in-depth review of policy, process, and customer service. After reviews are complete, DSS completes a review as well to ensure that DLR is operating E&T programs in compliance with Federal Regulation and the policies and procedures that are in place. In onboarding a third party provider the State will provide technical support on-site and by phone. Once the third party partner is established, will meet no less than monthly.

The third party partner and the State will review files quarterly. Data validation is also completed during these reviews. These reviews are completed quarterly and provide an in-depth review of policy, process, and customer service. After reviews are complete DSS will provide a summary as well to ensure that the third party partner is operating E&T programs in compliance with Federal Regulation and the policies and procedures that are in place.

DSS maintains a contract with each partner which outlines the budget and responsibilities, and the SNAP Program Administrator and SNAP E&T Program Specialist reviews all invoices received by DSS.

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).

E&T work codes are entered (activity codes, closure codes, completion codes) into the ACCESS system that allows DSS to track participant outcomes. DSS manages the ACCESS system and the information it contains. Information entered by DLR into SDWorks is provided to DSS quarterly. DLR also provides measurable skills gain information to DSS. The third party partner monthly tracking is provided by the partner to the State and manually uploaded to ACCESS for continued tracking through the same mechanism. In addition, DSS monitors the FNS-583 and FNS Annual Outcomes Report to monitor program outcomes. The case review process also ensures that the E&T program is being implemented according to State and Federal regulations and ensures that internal processes and policies are being followed, and that the best customer service and most appropriate employment and training opportunities are being provided.

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.

DSS staff interview all SNAP households prior to certification, which is the initial eligibility application and every 12-month certification after. The interview may be in person or over the phone. During this process, DSS registers each household member for Work Registration who is:

1. Physically and mentally fit, and
2. Age 16 through 59, and
3. Not exempt

As a part of this conversation and screening, exemptions are discussed to see if the individual(s) fits into an exempt category and therefore would not need to be work registered or referred to participate in E&T. All exemptions are discussed verbally and are listed on the consolidated work registration form. Self-attestation may be sufficient for certain exemptions (such as caring for a child under the age of 6 or a student attending school at least half-time), and proof may be requested for certain exemptions if the information is questionable (such as mental fitness or participating in a rehabilitation program). Certain exemptions, such as earnings and Re-employment Assistance, require verification for eligibility and will therefore be verified regardless. Prudent worker judgement will be used on a case-by-case basis to determine if self-attestation will suffice or if further verification is needed.

Individuals may be exempt if they are:

1. Under age 16 or 60 years old and older
2. 16-17 years old and attending school at least half-time, or are enrolled in a training or employment program on at least a half-time basis, or are a dependent child residing with a parent(s) or with an individual(s) with parental control
3. Parents and caretakers of a dependent child under age 6
4. Mental or physically unfit
5. Caring for the incapacity of another household member
6. Receiving or have applied for Re-employment Assistance
7. A resident or non-resident in drug and alcohol center's treatment and rehabilitation program
8. Employed and working at least 30 hours per week or receive weekly gross earnings equivalent to the Federal Minimum Wage multiplied by 30 hours
9. Self-employed and working at least 30 hours per week or receive weekly gross earnings equivalent to the Federal Minimum Wage multiplied by 30 hours
10. Students who are enrolled at least half-time in any recognized school, high school, training program, or institution of higher learning

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

Work registration is considered complete when the individual has signed 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.

- 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.

DSS Benefits Specialists will determine if an individual is exempt from participation in SNAP E&T. It is important for DLR Employment Specialists to be aware of these exemptions, as a customer's situation can change. If the DLR Employment Specialist is working with a participant who meets an exemption, the DLR Employment Specialist should contact the DSS Benefits Specialist to discuss.

After a participant is determined to be a work registrant additional screening is completed to ensure proper referral to an E&T partner. If the applicant is the head of household age 18 to 21 and living in Pennington or Minnehaha counties they are also screened for appropriateness to E&T by the eligibility worker. This screening includes a conversation with the applicant to determine job readiness. Eligibility workers use prudent worker judgement to make a decision at interview if the participant reports any barrier the worker deems appropriate to screen out of job readiness. At the time of the interview a warm handoff is completed with the participant to refer to DLR.

Additionally, if a SNAP recipient resides in Yankton County at a minimum they are screened when offered E&T. If the participant expresses interest as a volunteer they also are screened for appropriateness to E&T. The EABS would consider the suitability of the individual for any available E&T component during the screening process. Anyone enrolled in a third party partner has already expressed an interest and will be screened for appropriateness upon reverse referral to DSS in the same manner as above. If at any time there is not an appropriate or available opening, DSS will exempt the individual until an opening is available.

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

DSS EABS provides information about the local SNAP E&T partners' office phone number and address at interview. Participants are informed about the timeline for contact/communication from SNAP E&T partner and what to expect from the process. This information is given verbally through the oral explanation of the consolidated work notice and is also given in written form on the copy of the consolidated work notice. Participants are educated on available activities and reimbursements for the program.

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

The eligibility worker will make note in the case file of the information being provided orally as well as maintain a copy of the consolidated work notice in the case file record to show proof of what was provided to the household.

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

- Reverse Referral
- Direct Referral

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

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

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

DSS Benefits Specialists screen individuals during initial application interviews, recertification interviews, and anytime a household reports an interim change that may affect work registration. Work registration and exemptions are discussed, the E&T program and participant reimbursements are discussed, and employment and training goals are also discussed. Benefits specialists are provided a script that they may use to assist with the conversations, they have the consolidated work notice to provide information, and they also have an oral tool to accompany the consolidated work notice, to use for information and talking points.

When does the screening for a reverse referral request occur?

Reverse referrals occur statewide. SNAP E&T partners work with many individuals in different capacities, and if they find that a participant is enrolled in SNAP, they will notify the DSS Benefits Specialist, who will screen and enroll them in E&T if appropriate, and will refer back to the SNAP E&T partner since they are typically already participating in an E&T component.

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

When a reverse referral is received by the state, an eligibility worker will screen the household for appropriateness to E&T. A contact will be made to explain the consolidated work notice orally and give information on activity and supportive services available. Then the eligibility worker will refer the participant to the E&T program to being enrollment.

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 at the initial application, recertification, and when a required change is reported by the household. They are given the consolidated work notice both orally and in writing.

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.

South Dakota has an exemption category for exemptions of this kind. The system has a specific code for this exemption. The following is a description from our manual: If a mandatory SNAP E&T participant requires participant reimbursements that are over the caps that are established, the participant must be exempt from participation. This is done by coding the participant's work registration code as 31 (COST EXCEEDS LIMITS) on their member panel and updating the narrative. The participant can self-attest that their needs exceed the reimbursement limits in place and no verification is needed. Prudent worker judgement can be used by the DLR ES or EABS on a case-by-case basis. If DSS determines the person should be exempt, code the customer 31, which will exempt them from referral to DLR for mandatory participation. If DLR discovers the customer's needs are more than the limits allow, they will notify DSS, and DSS will recode the mandatory participant to work registration code 31.

## 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?

Reverse referrals occur statewide. SNAP E&T partners work with many individuals in different capacities, and if they find that a participant is enrolled in SNAP, they will notify the DSS Benefits Specialist, who will screen and enroll them in E&T if appropriate, and will refer back to the SNAP E&T partner since they are typically already participating in an E&T component.

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

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

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

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

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

DLR is an E&T provider that South Dakota currently utilizes, when the contact list is retrieved weekly within ACCESS, every referred individual will appear on the list, and they follow policy to take the next steps to contact those individuals.

Those working with a third party partner are on a volunteer basis and are informed of this option at the eligibility interview in the area the third party partner serves and an EABS will assist the applicant in reaching out to the third party partner as requested at the interview by email.

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

Individuals being referred for E&T are given a specific code that is entered into ACCESS, which will trigger that individual to show up on a computer-generated contact list that DLR retrieves within ACCESS weekly at a minimum. Referral information is available in real time for all parties. Any outside partner will inquire by phone or email to designated State or local staff.

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

- Assessment
- Orientation
- Meet with case manager
- Other

Is orientation mandatory?

- Yes
- No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

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

Explain the other methods used for orientation.

By phone

What happens during the orientation?

Once the first meeting/orientation is scheduled, the participant will appear via telephone, in-person, or virtually to complete the orientation where they are enrolled into E&T. This most commonly includes co-enrollment into WIOA and Wagner-Peyser, an Initial Assessment, an Objective Assessment, the creation of an

Employment Plan, an explanation of and assessment for participant reimbursements, and youth WIOA incentives if applicable.

# 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?

At orientation and each time an IEP is updated. Various other assessments are conducted as needed depending on the activity and case management needs.

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

The most commonly includes co-enrollment into WIOA and Wagner-Peyser, an Initial Assessment, an Objective Assessment and the creation of an Employment Plan

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 by meeting with case managers to update employment plans or progress through or into new activities.

How are participants reassessed?

Participants are reassessed every time an IEP is updated or anytime necessitated by an activity cycle.

## 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

Describe the conciliation process and include a reference (such as the URL) to State agency policy or directives.

If a participant fails to participate with program requirements, they are sent a Notice of Failure to Participate (FPRT). DLR uses the DSS ACCESS system, immediately upon determination of non-compliance. The third party partner, if needed would send it manually. The FPRT schedules an additional appointment for the participant within 7 to 10 days, giving them another opportunity to participate, address barriers, or discuss good cause, and notifies them that their benefits could be affected if they do not keep the appointment. If the appointment is not kept, the E&T partner will notify DSS that the participant is non-compliant. Once DSS is notified of noncompliance, the Benefits Specialist attempts contact by phone and also sends a written notice to the participant. Contact is made to assess a participant's good cause for noncompliance with the work requirements (i.e. mandatory E&T). This attempt is narrated and a sanction is entered by the Benefits Specialist if someone is not reached or good cause cannot be established upon contact. If the participant appears for the appointment, the case manager/DLR Employment Specialist will discuss the reasons and solutions for the failure to participate, which is separate from the good cause determination made by DSS.

What is the length of the conciliation period?

The EABS will contact the participant within 10 days of notification of sanction from DLR, If the participant does not respond or does not have good cause, DSS will impose a sanction within 10 days of establishing that the noncompliance was without good cause. The disqualification period ends when the customer becomes exempt or the disqualification time period(s) have passed, whichever comes first.

## CASE MANAGEMENT SERVICES

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

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

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

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

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

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

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

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

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	E&T case managers and Employment Specialists, communicate monthly, at a minimum, with SNAP eligibility staff regarding participation, good cause, exemptions, and any other pertinent participant information.
How do E&T case managers coordinate with: State E&T staff	Component participation, ABAWD participation hours, and case management hours and notes are tracked in the FIND system in ACCESS for DLR. Both DLR and DSS have access to this information. Pertinent information is shared with SNAP eligibility staff monthly, at a minimum. Non-compliance and sanctions are entered into the ACCESS system and mail via ACCESS is automatically sent to the SNAP eligibility worker to notify them. Case management includes keeping detailed case notes. Case notes are routinely reviewed during all monitoring sessions to evaluate compliance and identify opportunities for improvement. The third party partner communicates monthly with state office staff. The third party partner will be able to communicate by email to the E&T State office staff or by phone with any questions or needs for technical assistance. The above information will be tracked manually by the third party partner via a provided spreadsheet to gather all the needed information. Quarterly file reviews that will be conducted for both E&T partners to ensure case management is correct and current.
How do E&T case managers coordinate with: Other E&T providers	n/a
How do E&T case managers coordinate with: Community resources	E&T case managers have strong relationships with local community resources, such as community worksites and education and training sites. This allows staff to place E&T participants into appropriate programs, monitor participation, and share information.

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)?

Each E&T participant works closely with an individual case manager/Employment Specialist. The case manager works with the participant one-on-one to complete assessments, personal employment plan development, goal setting, and develops rapport with the participant. This relationship allows case managers to stay up to date with a participant's situation and allows them to adjust employment plans accordingly.

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?

At DLR the Employment Specialist is responsible for the completion of case management services, enrollment into components, and other assessments. Case management will be provided to all E&T participants throughout the duration of their E&T participation and will occur monthly at a minimum, which may be in person, virtually, or via phone but could be more frequent depending on the component, situation, and barriers the participant is facing.

With our SNAP E&T partner the case manager is responsible for the completion of case management services, enrollment into available components and required assessments. This case management will occur at a minimum monthly and follow established policies.

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

Quarterly case file reviews are completed to ensure case management services offered do not impede success.

## 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?

The SNAP manual clearly states that it is at the discretion of DSS to determine good cause, and lists some examples as illness, family emergency, unavailability of transportation or childcare, discrimination by an employer, poor working conditions, acceptance of employment at least 30 hours per week, and enrollment of at least half-time into a recognized school, training program, or institution of higher education that requires the individual to leave employment, for example.

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

Communication would occur between DSS and the E&T partner and DSS would exempt the participant from participation if this were to occur.

## 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.

As the SNAP E&T provider, DLR or Catholic Social Services has the responsibility to issue a Provider Determination if a participant is not a good fit for an E&T program.

The E&T provider can move an E&T participant from any component to another component where the individual is better suited without needing a Provider Determination. In these instances, the Employment Specialist must inform the DSS Benefits Specialist of the participant's enrollment in a new component. The E&T provider will share any information they have regarding good cause or exemptions to DSS as applicable.

### E&T Provider Responsibilities

Before a Provider Determination is made, a meeting should be scheduled with the E&T Provider and the SNAP Program Specialist to discuss the specifics of each situation.

The SNAP E&T provider has the responsibility to issue a Provider Determination if a participant is not a good fit for an E&T component. If advised by the E&T Provider and DSS SNAP Program Specialist to proceed, the following steps will occur:

- E&T Employment Specialists must inform DSS within 10 days of making the determination to include:
  - o The circumstances surrounding determination decision
  - o A suggested next step for the individual

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

DSS must notify participants (by mailing a notice) of a Provider Determination within 10 days of receiving the information.

### DSS Responsibilities:

- DSS will notify the mandatory E&T participant in writing within 10 days of receiving the notification from the E&T provider of the provider determination.
- DSS will explain what the provider determination is, the next steps DSS will take as a result of the provider determination.
- DSS will provide contact information and that this action is not a work sanction.
- DSS will notify if ABAWD that the ABAWD will accrue countable months towards their 3 month participation time limit the next full benefit month after the month during the provider determination notification process unless the ABAWD fulfills the work requirements, has good cause, lives in a waived area or is otherwise exempt.
- DSS at next recertification will do one of the following:
  - o Refer the individual E&T after screening for appropriateness
  - o Reassess mental or physical fitness of the individual and exempt if appropriate

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	177
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	177
Percentage of participants expected to receive reimbursements	100.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$25,926.00
Estimated budget per participant in fiscal year	\$146.47
Estimated number of E&T participants to receive participant reimbursements per month	20
Estimated budget of participant reimbursements per E&T participant per month	\$108.03

## PARTICIPANT REIMBURSEMENT DETAILS

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

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Dependent Care	\$1,000	SNAP State Agency	Direct payment to participant	Direct Deposit or vendor payment
Job Related Education	Actual cost of fees and equipment rental up to \$500	SNAP State Agency	Direct payment to participant	Direct Deposit or vendor payment
Other as Determined by Management as reasonable and necessary	\$250	SNAP State Agency	Direct payment to participant	Direct Deposit or vendor payment
Tools	\$250	SNAP State Agency	Direct payment to participant	Direct Deposit or vendor payment
Transportation	Current state rate, \$350 maximum	SNAP State Agency	Direct payment to participant	Direct Deposit or vendor payment

Work Clothing	\$250	SNAP State Agency	Direct payment to participant	Direct Deposit or vendor payment
Workfare Transportation	\$25 each month that the ABAWD participates in Workfare	SNAP State Agency	Direct payment to participant	Way2Go Card or direct deposit

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?

During the initial certification process participant reimbursements are discussed. The applicant is educated on what areas are allowable. The warm handoff to an E&T provider is then completed at the end of the interview. The E&T provider will review the participant reimbursements and inquire if the household anticipates any of these costs. The E&T provider ensures that participants have the necessary reimbursements to begin participation in the E&T program.

## 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).

Information on a SNAP recipient's work registration status is captured by DSS's automated eligibility system. This information is input into the system and updated from the data collected off of the application and six-month report. A report is created in our system that indicates monthly work registrant numbers. Unduplicated list of nonexempt individuals are pulled on 10/1 and all other "new work registrants" are compared to that list from 10/2 to 9/30 and reported throughout the year.

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

Our Information and Technology division creates a member file each month and sends this information securely to our vendor to compile necessary reporting information.

How are work registrants identified in the eligibility system?

Each member of a household has a work registration code associated with his or her recipient ID (personal identification number).

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

Each SNAP eligible individual has a work registration code associated with his or her recipient ID (personal identification number). To ensure the data is not duplicated, the State's information technology staff run an established query provided by the data capturing process.

# OUTCOME REPORTING MEASURES

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

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

DSS’s SNAP eligibility system (ACCESS) and DLR’s SDWORKS for program enrollment and case management. Data entry is entered in both systems and an information and data agreement is in place for DLR to share specific customer information with DSS. For our third party partner data entry will be completed monthly to maintain a single source for reports.

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.

DLR completes follow-ups as part of their case exit for WIOA. Case exit for E&T and WIOA will not always align. For WIOA follow-ups, Employment Specialists make up to three contact attempts via phone, email, text, or mail each quarter for one year after exit. Follow-up attempts are discontinued if a customer cannot be reached or requests not to be contacted.

## COMPONENTS OVERVIEW

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

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

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

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

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

- Work Activity
- Work-Based Learning

Which type of Work-Based Learning components are offered?

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

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

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

A variety of locations may be approved for supervised job search if it’s suitable, meets the participant’s needs, and the participant has access to the tools and materials they need to perform supervised job search. All locations will be approved on a case-by-case basis. Criteria to be used to establish if a site is approved will include but is not limited to: internet access, accessibility to virtual tools or physical buildings, and accessibility of staff supervision. These criteria are chosen based on accessibility and preferred location to best set the participant up for success. Supervision, either remotely or in-person, is provided by skilled staff who provide meaningful guidance and support with at least monthly check-ins. Hourly requirements are established by the E&T program and is based on the appropriateness of the individual and may be set in consideration of other activities the participant is also participating in.

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

- 18-21 year old head of households
- ABAWDs

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 who are deemed job-ready will be assigned to an intensive supervised job search activity, The participant must be job ready. A job ready person is a person who has no physical, mental, or job skill barriers that preclude employment. In addition, a job ready individual has work behaviors and attitudes that are necessary to be competitive in the labor market.

Will this component be offered statewide?

- Yes
- No

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

12

Estimated Annual Component Administrative Cost

\$1,521.75

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

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

A successful job search training activity is designed to remove barriers to employment and improve employability. For E&T, job search training activities may include but are not limited to the following: employability assessment, goal setting, developing a personal marketing strategy, tough question anticipation techniques, self-image development, interviewing techniques, telephone canvassing, basic sales techniques, and development of appropriate work behavior and attitudes necessary to compete successfully in the labor market. These sorts of activities will be a precursor to supervised job search to ensure the customer is fully prepared and able to be successful as they look for employment.

Describe the direct path to employment.

Eligibility workers will screen for job readiness at initial interview, when the household reports required work related changes, and at renewal. Once referred to the E&T Partner the contractor will tailor the activity to ensure participants are put on a path towards employment and screen for appropriateness in the activity.

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

- 18-21 year old head of households
- ABAWDs

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 with minimal job skills or an unstable situation are placed in job skills training to improve stability and increase job skills. Additionally, participants will be connected to other resources to help set them up for success as they enter other components.

Will this component be offered statewide?

- Yes
- No

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

207

Estimated Annual Component Administrative Cost

\$157,501.61

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of individuals who get new jobs in the 2nd quarter following program exit	Numerator will include number of participants who started new jobs in the 2nd quarter following program exit and the denominator will include the number of individuals who participated in supervised job search.
Average Starting Wage	Monetary Value (i.e., QWR wages) in the 2nd quarter following program exit.

# NON-EDUCATION, NON-WORK COMPONENT: WORKFARE

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

Workfare is an opportunity for SNAP recipients to perform public service work in exchange for SNAP benefits. The number of sites vary by area of the state and the skills vary dependent upon the site needs and offerings. Workfare is designed to improve a participant’s employability through supervised work experience, enabling them to obtain the skills necessary to succeed in a permanent, unsubsidized employment setting. They will not be paid either by the State or by the work site. The number of hours the participant will work is determined by the amount of their SNAP allotment divided by the greater of the State or Federal Minimum Wage (South Dakota uses the State minimum wage of \$11.50/hr) with a maximum of 30 hours per week, or 120 hours per month.

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

- 18-21 year old head of households
- ABAWDs

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.

Skills, knowledge, or experience required is dependent upon the work site and job duties performed. This is evaluated by the Employment Specialist through the Employability Assessment and case management on a person-to-person basis.

Will this component be offered statewide?

- Yes
- No

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

19

Estimated Annual Component Administrative Cost

\$14,456.67

# EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Education is designed to help the participant achieve basic literacy needed to secure unsubsidized employment and improve employability. Secondary educational activities may include high school, alternative high school, GED, or basic/remedial education programs. Level of effort is determined by the educational program that the participant is engaged in.

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

- 18-21 year old head of households
- ABAWDs

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 who have (1) limited English, (2) reading skills below 7th grade level, (3) not completed high school or GED, should be referred to appropriate educational activities at either a Career Learning Center or other community based educational institution. The participant must be assessed by the educational institution as having the potential to complete: (1) GED, (2) high school diploma, or (3) improve reading/math skills. DLR works with the GED providers to determine an anticipated program completion to determine if the program can be completed in a reasonable length of time. What constitutes a reasonable length of time will be determined by E&T staff after considering information provided by the instructors. The participant must have regular and consistent attendance. Attendance is monitored by the use of a time sheet submitted to the DLR Employment Specialist each month.

Will this component be offered statewide?

- Yes
- No

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

6

## Estimated Annual Component Administrative Cost

\$4,565.26

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

E&T Funds will not supplant non-Federal funds. Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

The state agency ensures cost parity for Employment and Training (E&T) services delivered by the Department of Labor (DOL) by requiring that the cost of services provided to E&T participants is the same as the cost charged to other DOL-funded programs receiving comparable services.

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

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

Occupational Skills Training (OST) is an organized program of study providing specific vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels and is necessary to secure unsubsidized employment and improve employability. This policy applies to WIOA Title I Adult, Dislocated Worker, and Youth, as well as Trade Adjustment Assistance (TAA) participants. Level of Effort is dictated by the program of study and its requirements at the applicable Technical College.

Specific skills acquired are based on the individual's chosen program of study and are outlined by the program requirements at the specific Technical College.

Length of course depends on the individual's program of study.

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

- 18-21 year old head of households
- ABAWDs

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 are dual enrolled into SNAP E&T and WIOA and must be eligible to receive training services. Individuals must be enrolled as a full-time student (exception for TAA), as considered by the training provider. Use the Occupational Skills Training Request to review requirements and expectations of an OST. The participant will agree to the following requirements below in their Employment Plan. TAA requests are completed in SDWORKS. Eligibility determination and justification for training includes an interview, assessment, and Employment Plan which determines:

- The participant meets eligibility and priority for OST funding as a WIOA Title I Youth, Dislocated Worker, TAA, or as an Adult in one of the DLR priority groups eligible for financial assistance.
- The participant would benefit from training and is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than previous wages.
- The participant has the interest, skills, and qualifications, based on assessments, to successfully engage in training services.

Example: WorkKeys® assessment the individual scored low, however when given the Accuplacer their score did not require remedial. This includes sufficient reading and math skill level to indicate success in the program of training services as determined by one of the following:

- o WorkKeys® Assessment or scores indicate success based on the ACT job profile database for the occupation. Example: Welding requires a level 3, so the individual would need to score a level 3 on WorkKeys® to indicate that they would be ready for this level of training.
- o Test of Adult Basic Education (TABE) scores indicate success.
- o ACCUPLACER® scores required for the program of study indicate success (no remedial classes).
- o ACT scores.

- Labor Market Information in the local or regional area supports direct linkage to employment with attainment of the credential or the individual is willing to commute or relocate to areas with such

employment.

- The participant has reviewed the Conditions and Assurances (Form 10B), signed the Conditions and Assurances Signature Page (Form 10A) and the requested program of training is on the Eligible Training Provider List. TAA programs are not required to be on the ETPL.
  - The participant has completed the Free Application for Federal Student Aid (FAFSA) and has provided their Financial Aid Award Letter from the provider/institute.
  - To continue OST funding for subsequent semesters, the participant agrees to maintain a cumulative 2.0 grade point average or higher.
  - The participant demonstrates availability of financial resources to successfully complete the program and case notes supporting this must be entered into SDWORKS.
- o An individual may select a program of training services beyond the maximum funding amount allowed with an ITA when other sources of funding are available to supplement the ITA. Examples of other sources are not limited to but may include: TAA, Pell Grants, scholarships, loans, severance pay and other sources. The individual’s ability for paying for the full amount of the training must be documented in the individual’s case notes.
- o Individuals in default of previous student loans may be considered for DLR assistance with verification of an agreed upon re- payment plan with the financial institution for the defaulted amount.

Will this component be offered statewide?

- Yes
- No

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

23

Estimated Annual Component Administrative Cost

\$17,500.18

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.

South Dakota ensures that SNAP Employment & Training (E&T) funds do not supplant existing educational program funds through several measures. All provider budgets are reviewed to ensure E&T funds are not used for services already funded by other federal, state, or local programs. South Dakota also completes regular monitoring and financial reviews confirm that E&T funds are supplement, not replace, existing services.

Cost parity. Describe how the State agency ensures that costs charged to E&T do not exceed the costs charged for non-E&T participants.

The state agency ensures cost parity for Employment and Training (E&T) services delivered by the contracted agency by requiring that the cost of services provided to E&T participants is the same as the cost charged to other funded programs receiving comparable services. DLR also uses the same billing standards as WIOA to ensure the billing costs are the same.

## WORK EXPERIENCE COMPONENT: INTERNSHIP

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

In South Dakota, internships and job shadows are included as part of WIOA Work Experience. Internships, or Work Experiences, provide a temporary learning experience in a workplace and are designed to help participants learn more about a career. These experiences are planned, structured learning experiences in a workplace for a limited period. They provide participants with opportunities for skill development and include academic and occupational education.

Job shadows are provided as a career exploration tool for participants, allowing an opportunity for one-on-one time with an employee. It allows a participant to explore career compatibility and responsibilities in careers of interest. The participant observes daily activities and has an opportunity to ask questions about the job and the industry.

Participants involved in a WIOA Work Experience, are provided supervision and training by an employer. Participants gain a clear understanding of what the career looks like and what skills are required to work in that industry. WIOA Work Experiences adhere to the WIOA policy located on the DLR website referenced in operations.

Is this component subsidized by SNAP E&T?

- Subsidized
- Unsubsidized
- Both subsidized and unsubsidized

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

- 18-21 year old head of households
- ABAWDs

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.

Skills, knowledge or experience required depends on the specific Work Experience. Employment Specialists evaluate appropriate job shadows and Work Experience opportunities through Employability Assessments. The assessment process may identify skill development needs that are addressed prior to or concurrently with a Work Experience. Often, completing GED, attending work-readiness workshops and basic skill building activities may be part of participation in this component.

Will this component be offered statewide?

Yes

No

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

Estimated Annual Component Administrative Cost

# WORK EXPERIENCE COMPONENT: ON-THE-JOB TRAINING

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

On-the-Job Training (OJT) is provided by an employer to a paid participant engaged in productive work. OJTs provide knowledge or skills essential to the performance of the job. A participant is hired by an employer and provided training while on the job. The employer is provided OJT payments as compensation for the extraordinary costs associated with training participants and the potentially lower productivity of the participants in the OJT. The employer provides training, supervision and necessary equipment and training for the job. The participant and employer are supported by a Training Plan and progress reports. The intent of OJTs are to assist participants in developing skills leading to occupations providing adequate wages that ensure self-sufficiency. OJTs adhere to the WIOA policy located on the DLR website referenced in operations.

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

- 18-21 year old head of households
- ABAWDs

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.

Skills, knowledge or experience required depends on the specific OJT and duties performed. The Employment Specialists evaluate appropriate OJT opportunities through Employability Assessments, skill requirements of the occupation, review of labor market information and case management on an individual basis.

Will this component be offered statewide?

- Yes
- No

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

1

Estimated Annual Component Administrative Cost

\$760.88

## 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	269	\$262,676.00	\$75,926.00	\$338,602.00

## CONTRACTOR: CATHOLIC CHARITIES (CATHOLIC SOCIAL SERVICES)

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"/> Aurora County	<input type="checkbox"/> Fall River County	<input type="checkbox"/> McPherson County
<input type="checkbox"/> Beadle County	<input type="checkbox"/> Faulk County	<input checked="" type="checkbox"/> Meade County
<input type="checkbox"/> Bennett County	<input type="checkbox"/> Grant County	<input type="checkbox"/> Mellette County
<input type="checkbox"/> Bon Homme County	<input type="checkbox"/> Gregory County	<input type="checkbox"/> Miner County
<input type="checkbox"/> Brookings County	<input type="checkbox"/> Haakon County	<input type="checkbox"/> Minnehaha County
<input type="checkbox"/> Brown County	<input type="checkbox"/> Hamlin County	<input type="checkbox"/> Moody County
<input type="checkbox"/> Brule County	<input type="checkbox"/> Hand County	<input type="checkbox"/> Oglala Lakota County
<input type="checkbox"/> Buffalo County	<input type="checkbox"/> Hanson County	<input checked="" type="checkbox"/> Pennington County
<input type="checkbox"/> Butte County	<input type="checkbox"/> Harding County	<input type="checkbox"/> Perkins County
<input type="checkbox"/> Campbell County	<input type="checkbox"/> Hughes County	<input type="checkbox"/> Potter County
<input type="checkbox"/> Charles Mix County	<input type="checkbox"/> Hutchinson County	<input type="checkbox"/> Roberts County
<input type="checkbox"/> Clark County	<input type="checkbox"/> Hyde County	<input type="checkbox"/> Sanborn County
<input type="checkbox"/> Clay County	<input type="checkbox"/> Jackson County	<input type="checkbox"/> Spink County
<input type="checkbox"/> Codington County	<input type="checkbox"/> Jerauld County	<input type="checkbox"/> Stanley County
<input type="checkbox"/> Corson County	<input type="checkbox"/> Jones County	<input type="checkbox"/> Sully County
<input checked="" type="checkbox"/> Custer County	<input type="checkbox"/> Kingsbury County	<input type="checkbox"/> Todd County
<input type="checkbox"/> Davison County	<input type="checkbox"/> Lake County	<input type="checkbox"/> Tripp County
<input type="checkbox"/> Day County	<input checked="" type="checkbox"/> Lawrence County	<input type="checkbox"/> Turner County
<input type="checkbox"/> Deuel County	<input type="checkbox"/> Lincoln County	<input type="checkbox"/> Union County
<input type="checkbox"/> Dewey County	<input type="checkbox"/> Lyman County	<input type="checkbox"/> Walworth County
<input type="checkbox"/> Douglas County	<input type="checkbox"/> Marshall County	<input type="checkbox"/> Yankton County
<input type="checkbox"/> Edmunds County	<input type="checkbox"/> McCook County	<input type="checkbox"/> Ziebach 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
- Job Search Training
- Supervised Job Search
- WBL - Internship
- WBL - On-the-job Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

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

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

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

Yes

No

# CONTRACTOR: DEPARTMENT OF LABOR AND REGULATION

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

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

Will this E&T service be offered statewide?

- Yes
- No

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Search Training
- Supervised Job Search
- WBL - Internship
- WBL - On-the-job Training
- Workfare

Annual Number of SNAP E&T Participants to be Served

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

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

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

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

- Yes
- No

## **WBL PROGRAMS OVERVIEW**

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

### **WBL ACTIVITY: DEPARTMENT OF LABOR AND REGULATION INTERNSHIP WBL**

**PROVIDER: DEPARTMENT OF LABOR AND REGULATION**

**COMPONENT: WBL - INTERNSHIP**

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

1

What are the training objectives for the activity?

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

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

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

What is the model for this activity?

- E&T Provider is employer of record and receives wage subsidy as employer
- E&T Provider is intermediary between State agency and 1 or more employers
- State agency contracts with both E&T Provider and employers

Who is the employer of record?

- State agency
- E&T Provider
- Worksite employer

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

- Yes
- No

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

- Yes
- No

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

- Yes
- No

Are the training objectives provided to the participant?

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

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

- Yes
- No

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

Work Experience is not for long-term skill building. Participants gain experience, develop skills, gain work history and references. Employment Specialists, through Employability Assessments and Progress Reports during the Work Experience, continue to provide intensive case management to connect participants to unsubsidized employment following completion of the Work Experience.

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

- Yes
- No
- N/A

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

- Yes
- No

# **WBL ACTIVITY: DEPARTMENT OF LABOR AND REGULATION OJT WBL**

**PROVIDER: DEPARTMENT OF LABOR AND REGULATION**

**COMPONENT: WBL - ON-THE-JOB TRAINING**

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

1

What are the training objectives for the activity?

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

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

- Yes
- No

Will participants receive wages subsidized by another program?

- Yes
- No

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

- Yes
- No

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

- Yes
- No

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

- Yes
- No

Are the training objectives provided to the participant?

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

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

- Yes
- No

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

Participants involved in an OJT are hired by the employer. The employer/employee relationship is maintained through the course of the training period with the expectation that the employer retains the participant in unsubsidized employment after the training period concludes.

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

- Yes
- No
- N/A

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

- Yes
- No

# OPERATING BUDGET

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

## Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$26,588.00	\$26,588.00	\$53,176.00

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.

SNAP Program Specialist II - \$71,321 x .5 FTE= \$35,660.50 & SNAP Program Administrator - \$87,575.20 x .2 FTE= \$17,515.04
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	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$9,953.50	\$9,953.50	\$19,907.00

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.

23% is \$19,907.00 total
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	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.

N/A
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	Non-Federal Share	Federal Share	Total
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

N/A
-----

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

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

N/A
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	<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.

N/A
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	<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.)

N/A
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	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$36,541.50	\$36,541.50	\$73,083.00
Contractual Costs	\$29,000.00	\$233,676.00	\$262,676.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$65,541.50	\$270,217.50	\$335,759.00

### 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	\$65,541.50	\$270,217.50	\$335,759.00

## 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	\$12,963.00	\$12,963.00	\$25,926.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
<b>Total Participant Reimbursements</b>	<b>\$12,963.00</b>	<b>\$12,963.00</b>	<b>\$25,926.00</b>

## Total Costs

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
<b>Total Cost</b>	<b>\$78,504.50</b>	<b>\$283,180.50</b>	<b>\$361,685.00</b>

## 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	\$204,676.00	\$204,676.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant	\$400,000.00	\$0.00	(\$400,000.00)	-
Federal	Total - All 100 Percent Funds	\$604,676.00	\$204,676.00	(\$400,000.00)	-
Federal	50 Percent Administrative	-	\$65,541.50	-	-
Non-Federal	50 Percent Administrative	-	\$65,541.50	-	-
Federal	50 Percent Participant Reimbursements	-	\$12,963.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$12,963.00	-	-
Federal	Total 50 Percent Federal Target	\$12,963.00	\$78,504.50	\$65,541.50	-
<b>Total</b>	All Sources	\$617,639.00	\$361,685.00	-	-

## Total Fiscal Year Plan Funding

<b>Funding Sources</b>	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
100 Percent Federal Grant	-	\$204,676.00	\$204,676.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$65,541.50	\$65,541.50	\$131,083.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$12,963.00	\$12,963.00	-
50 Percent Total Participant Reimbursements	\$12,963.00	\$12,963.00	\$25,926.00
Total 50 Percent Funds	\$78,504.50	\$78,504.50	\$157,009.00
<b>Total</b>	\$78,504.50	\$283,180.50	\$361,685.00

## PLEDGE TO SERVE ALL ABAWDs

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

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

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

Yes

No

### Pledge Assurances

Check the boxes to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).

The State agency will use the pledge funds to defray the costs of offering every ABAWD who meets the criteria in 7 CFR 273.7(d)(3)(i) a slot in a qualifying component.

The cost of serving ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.

While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who do not meet the criteria under 7 CFR 273.7(d)(3)(i), the State agency guarantees that ABAWDs who do meet the criteria are provided with opportunities by the State agency each month to remain eligible beyond the 3-month time limit.

The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.

The State agency will be ready on October 1st to offer and provide qualifying activities and services each month an ABAWD is subject to losing their benefits beyond the 3-month time limit.

Where will the State agency offer qualifying activities?

- Statewide
- Limited areas of the State

How does the State agency identify ABAWDs in the State eligibility system?

Our eligibility system has a set of rules in place to identify an individual as an ABAWD.

How does the State agency identify ABAWDs who meet the criteria under 7 CFR 273.7(d)(3)(i)?

Our eligibility system runs a report to identify at-risk ABAWDs throughout the state. This is pulled monthly and is an automated report.

When is the offer of qualifying activities made?

The EABS first informs the ABAWD of the opportunity to participate in a qualifying component at application and renewal. If an ABAWD is mandatory to participate the applicant will be notified at the interview through the mandatory process via the warm handoff. If the ABAWD is voluntary, the participant can say they would like to participate or the participant can chose not to participate. If they would like to participate, the individual is referred to DLR through a code on the ACCESS system. DLR will contact them first by phone, then by email or mail if they cannot reach the person by phone within one to two weeks after receiving the referral. If the individual is not mandatory and does not want to participate, they will not be referred to DLR or contacted by DLR.

Additionally, the offer of a qualifying component is also made when the ABAWD incurs their first countable month. A notice is automatically generated through the ACCESS eligibility system and notifies the ABAWD of their opportunity at a workfare site or an appropriate training and education slot. This contact will occur regardless of whether the individual expressed interest in participation or not.

ABAWDs also receive a notice in their third countable month which offers a qualifying work opportunity prior to closure.

How is the offer of qualifying activities made? Include the process the State agency uses to ensure that ABAWDs receive an offer of a qualifying component for every month they are in jeopardy of losing benefits beyond the 3-month time limit.

The EABS first informs the ABAWD of the opportunity to participate in a qualifying component at application and renewal. If an ABAWD is mandatory to participate the applicant will be notified at the interview through the mandatory process via the warm handoff. If the ABAWD is voluntary, the participant can say they would like to participate or the participant can chose not to participate. If they would like to participate, the individual is referred to DLR through a code on the ACCESS system. DLR will contact them first by phone, then by email or mail if they cannot reach the person by phone within one to two weeks after receiving the referral. If the individual is not mandatory and does not want to participate, they will not be referred to DLR or contacted by DLR.

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month. A notice is automatically generated through the ACCESS eligibility system and notifies the ABAWD of their opportunity at a workfare site or an appropriate training and education slot. This contact will occur regardless of whether the individual expressed interest in participation or not.

ABAWDs also receive a notice in their third countable month which offers a qualifying work opportunity prior to closure.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i) during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

What services and activities will be provided through SNAP E&T to ABAWDs that the State plans to serve?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Internship
- Job Search Training
- On-the-job Training
- Supervised Job Search
- Workfare

What services and activities will be provided outside of SNAP E&T? List the services, activities, and the operating program, such as title 1 of WIOA.

E&T participants will be co-enrolled into Wagner-Peyser and WIOA programs. If eligible, they will have access to fundable activities and supports through applicable programs administered at DLR.

To pledge, State agencies must have capacity to offer a qualifying activity to every ABAWD for every month they are in jeopardy of losing benefits beyond the 3-month time limit. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

With the many qualifying components that are available to at-risk ABAWDs, we can ensure that enough slots are available. In the event that we'd have more at-risk ABAWDs than the allocated E&T staff could handle, we would arrange to have more staff dedicated to E&T to fill the need.

QUESTION	RESPONSE FIELD
How many ABAWDs did you serve in E&T in the previous fiscal year?	137
Anticipated number of ABAWDs in the State	6,526
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	6,426
Number of ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i) averaged monthly	536

**Available Qualifying Activities**

When considering all the qualifying activities that the pledging State agency intends to offer to ABAWDs who meet the criteria under 7 CFR 273.7(d)(3)(i), provide a projected estimate for each category below.

	Expected average monthly slots available to ABAWDs	Expected average monthly slots offered to ABAWDs	Expected monthly ABAWD participation for plan year
SNAP E&T	80	80	12
All other programs outside of SNAP E&T	0	0	0
Total slots across all qualifying activities	80	80	12

**Estimated Cost to Fulfill Pledge**

QUESTION	RESPONSE FIELD
What is the projected total cost to serve all ABAWDs in your State subject to the criteria under 7 CFR 273.7(d)(3)(i)?	\$150,000.00
Of the total cost above, what is the total projected administrative costs of E&T?	\$100,000.00
Of the total cost above, what is the total projected costs for participant reimbursements in E&T?	\$0.00

Explain the methodology used to determine the total cost to fulfill the pledge.

South Dakota would serve all ABAWDs by continuing with services to the laptop lending program with DLR to include maintenance and service to the devices made available at DLR of \$7,500. South Dakota would enhance the website with additional information, success stories, and bring social media to the forefront. This would help to reach the 18-21 year old mandatory population with information and resources for \$42,500.00.