

# Contents

<b>A. Cover Page and Authorized Signatures</b> .....	3
<b>B. Amendment Log</b> .....	4
<b>C. Acronyms</b> .....	5
<b>D. Assurances</b> .....	6
<b>E. State E&amp;T Program, Operations, and Policy</b> .....	8
I. Summary of E&T Program.....	8
II. Program Changes .....	10
III. Consultation and Coordination with the Workforce Development System.....	11
IV. Consultation with Indian Tribal Organizations (ITOs).....	14
V. Utilization of State Options.....	16
VI. Characteristics of Individuals Served by E&T.....	16
VII. Organizational Relationships .....	18
VIII. Screening for Work Registration.....	21
IX. Screening for Referral to E&T .....	22
X. Referral.....	24
XI. Assessment .....	26
XII. Case Management Services .....	27
XIII. Conciliation Process (if applicable).....	29
XIV. Disqualification Policy for General Work Requirements .....	30
XV. Good Cause.....	31
XVI. Provider Determinations .....	33
XVII. Participant Reimbursements .....	34
XVIII. Work Registrant Data .....	43
XIX. Outcome Reporting Measures .....	44
<b>F. Pledge to Serve All At-Risk ABAWDs (if applicable)</b> .....	48
<b>G. Component Detail</b> .....	52
I. Non-Education, Non-Work Components.....	52
II. Educational Programs .....	59
III. Work Experience (WE).....	65
<b>H. Estimated Participant Levels</b> .....	74
<b>I. Contracts/Partnerships</b> .....	75
<b>J. Budget Narrative and Justification</b> .....	79

## Tables

Table B.I.	Amendment Log .....	4
Table C.I.	Acronyms .....	5
Table D.I.	Assurances.....	6
Table D.II.	Additional Assurances.....	7
Table E.I.	Estimates of Participant Reimbursements .....	34
Table E.II.	Participant Reimbursement Details .....	35
Table E.III.	National Reporting Measures .....	44
Table E.IV.	Component Outcome Measures .....	46
Table F.I.	Pledge Assurances .....	48
Table F.II.	Information about the size of the ABAWD population.....	50
Table F.III.	Available Qualifying Activities .....	51
Table F.IV.	Estimated cost to fulfill the pledge.....	51
Table G.I.	Non-Education, Non-Work Component Details: Supervised Job Search.....	54
Table G.II.	Non-Education, Non-Work Component Details: Job Search Training.....	55
Table G.III.	Non-Education, Non-Work Component Details: Job Retention .....	57
Table G.IV.	Non-Education, Non-Work Component Details: Self-Employment Training ....	57
Table G.V.	Non-Education, Non-Work Component Details: Workfare .....	58
Table G.VI.	Educational Program Details: Basic/Foundational Skills Instruction .....	60
Table G.VII.	Educational Program Details: Career/Technical Education Programs or other Vocational Training .....	61
Table G.VIII.	Educational Program Details: English Language Acquisition.....	62
Table G.IX.	Educational Program Details: Integrated Education and Training/Bridge Programs.....	63
Table G.X.	Educational Program Details: Work Readiness Training .....	63
Table G.XI.	Educational Program Details: Other .....	64
Table G.XII.	Work Experience: Work Activity .....	66
Table G.XIII.	Work Experience: Internship.....	66
Table G.XIV.	Work Experience: Pre-Apprenticeship.....	67
Table G.XV.	Work Experience: Apprenticeship .....	67
Table G.XVI.	Work Experience: On-the-Job Training .....	68
Table G.XVII.	Work Experience: Transitional Jobs .....	68
Table G.XVIII.	Work Experience: Work-based learning - Other.....	69
Table G.XIX.	Subsidized Work Experience: Internship – Subsidized by E&T.....	71
Table G.XX.	Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T.....	71
Table G.XXI.	Subsidized Work Experience: Apprenticeship – Subsidized by E&T .....	72
Table G.XXII.	Subsidized Work Experience: Transitional Jobs – Subsidized by E&T .....	72
Table G.XXIII.	Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T.....	73
Table I.I.	Contractor/Partner Details .....	75
Table I.II.	Contractor/Partner Details .....	77
Table I.III.	Contractor/Partner Details .....	77
Table I.IV.	Contractor/Partner Details .....	78
Table I.V.	Contractor/Partner Details .....	78
Table J.I.	Direct Costs.....	79

## A. Cover Page and Authorized Signatures

State: Idaho

State Agency Name: Idaho Department of Health and Welfare

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

**List State agency personnel who should be contacted with questions about the E&T State plan.**

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**Certified By:**

\_\_\_\_\_  
State Agency Director (or Commissioner)

\_\_\_\_\_  
Date

**Certified By:**

\_\_\_\_\_  
State Agency Fiscal Reviewer

\_\_\_\_\_  
Date

## B. Amendment Log

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

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

**Table B.I. Amendment Log**

<b>Amendment Number</b>	<b>Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)</b>	<b>Sections of Plan Changed (Highlight areas of plan with changes)</b>	<b>Date submitted to FNS</b>	<b>Date approved by FNS</b>

## C. 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.*

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

**Table C.I. Acronyms**

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
CMSL	Case Management Service Line
DHW	Department of Health and Welfare
EC	Employment Coach
E&T	Employment and Training
ETS	Employment and Training System
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
GED	General Educational Development
IBES	Idaho Benefit Eligibility System
ICCP	Idaho Child Care Program
ITO	Indian Tribal Organization
JSAP	Job Search Assistance Program
MMS	Maximus
QA	Quality Assurance
SFTP	Secure File Transfer Protocol
SNAP	Supplemental Nutrition Assistance Program
SRS	Self-Reliance Specialist
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

## D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

**Table D.I. Assurances**

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

**Table D.II. Additional Assurances**

<p><b>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</b></p>	<p><b>Check Box</b></p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>
<p>II. The E&amp;T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&amp;T State Plan which affect them; submit for comment all portions of the E&amp;T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&amp;T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>

## E. State E&T Program, Operations, and Policy

### I. Summary of E&T Program

- a) 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: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

The vision of the Idaho Employment and Training (E&T) program is to effectively partner with low-income individuals and families on their path out of poverty by helping individuals to prepare for, find, and keep a meaningful job with a livable income.

The Employment and Training program provides individuals with the skills, training, and experience they need to improve their employment opportunities. The mission of the Idaho E&T program is to connect individuals with the resources they need to obtain a meaningful job, stay steadily employed, and advance in their jobs. Our goal is to help individuals on their path to self-sufficiency and reduce their reliance on state benefits long term.

The intention of the Idaho E&T program is to meet individuals where they are and put them on a path to meaningful employment. Our first objective, through the initial assessment, is to identify if a referred individual is work ready or if they have barriers to employment. Those who are determined to be work ready are placed in a Supervised Job Search (SJS) component. Those who are not yet work ready are placed in other appropriate E&T components, such as Job Search Training, Basic/Foundational Skills, Career/Technical Education Programs or other Vocational Training until they have gained the skills necessary to become work ready.

Idaho's E&T program focuses on finding work registrants (ABAWD and Non-ABAWD) sustainable employment by providing supervised job search, education, training, skill building, and case management services. With the exception of ABAWDs, participants who are determined to be work ready after the initial assessment, have the option to participate in supervised job search activities only, or work with an Employment Coach to identify other appropriate components to build new skills or strengthen existing ones. All participants receive a welcome packet as part of their orientation that includes information on ways to access additional services.

Depending on the potential barriers to work readiness, individuals who are found appropriate to participate in the E&T program but who are not yet work ready, meet one-on-one with the E&T contractor to complete additional assessments to identify appropriate resources and components, implement skill-building activities, discuss

supportive service needs, and map out a work plan in alignment with the individual's needs and career goals.

All participants receive case management services. Employment Coaches and participants collaboratively create individualized work plans identifying a clear and successful pathway to job attainment and career advancement based on each individual's unique circumstances and needs, and workplace skills. Case management services are provided in conjunction with the participant's assigned activities. Participants are required to verify their activities and check in with their Employment Coaches on a monthly basis. Our standard operating procedures, management structure, and QA processes reinforce this approach, and include performance management principles to support successful delivery and achievement outcomes.

For SNAP participants, individual participation requirements incorporate assignments aligned with basic E&T components. The components assigned to a participant are dependent upon each participant's specific need. Expansion of the E&T program through third-party and community partnerships allows us to better serve both mandatory and voluntary program participants to meet the local workforce needs. Voluntary participants are defined as individuals who meet one of the exemptions at 7 CFR 273.7 or an approved state exemption who are interested in participating in the state E&T program. An example of a voluntary participant is a single parent with children under the age of six in the home. E&T staff who have the authority to make eligibility decisions screen voluntary participant referrals for appropriateness. All voluntary participants choose to participate in the E&T program.

Job training, education, career skills, and job readiness are critical elements in helping individuals become employable and obtain better paying jobs. The state works with third-party partners, community-based organizations, and employer partnerships to identify workforce needs and to ensure that training programs align with the specific skills needed to support local employers, and to help individuals prepare for employment and advance in their careers within growing industries and in-demand occupations.

In addition, Maximus provides training and other support services needed for participants to become competitive in the state and local labor market.

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

Idaho's E&T program is administered at the State level.

c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

- d) Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

The Idaho E&T program is mandatory statewide and operates remotely to cover all areas of the state. It has been more efficient and cost effective to operate remotely as it provides a single management point, facilitates communication and partnership with the E&T contractor, and provides consistency for the participant. Participants also have an opportunity to meet in person if requested. Idaho has established itinerant sites with regularly scheduled hours where participants and employment coaches can meet face-to-face.

- e) Provide a list of the components offered.

- Supervised Job Search
- Job Search Training
- Basic/Foundational Skills Instruction (includes High School GED)/English Language Acquisition
- Career/Technical Education Programs or other Vocational Training

- f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

[Idaho Administrative Code](#)

## II. Program Changes

*Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).*

- a) 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.

Under the extended contract with Maximus, we will be removing pay for performance outcomes. We will also be working to identify where efficiencies can be gained in how information is keyed and stored in existing systems to reduce duplication of efforts.

- b) 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.

As efficiencies in administrative duties are achieved and duplication of efforts are reduced, time savings will be gained. This time can then be spent in direct communication and support of participants, improving the customer experience and increasing outcomes.

### III. 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.*

- a) **Consultation with State workforce development board:** Describe how the State agency consulted with the State workforce development board in designing its

SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

Department staff sit on statewide workforce development boards including the Workforce Development Outreach, Statewide One-Stop Committees, Regional One-Stop Committees, One-Stop Advisory Groups, and the Governor's Workforce Development Council. The E&T program leverages these relationships in many areas of program design, including coordination of services, training opportunities, and determining best practices for participant assessment and communication.

Throughout this program year, the Department will continue seeking input from agencies involved with the state workforce development board to identify opportunities to better integrate E&T program activities with E&T services offered by other local E&T providers, identify opportunities for better integration between state E&T programs including WIOA, tribal, refugee, and vocational rehabilitation programs, and braiding funding that will allow state agencies to expand the scope and number of participants being served.

In addition, Idaho has been selected to participate in the National Governor's Association (NGA) training academy to improve and strengthen SNAP E&T program delivery. Leadership from Idaho's Workforce Development Council, Idaho's Department of Labor, and DHW's SNAP E&T will be working to meet the following goals:

- Begin framing vision to leverage programs for better collaboration and outcomes;
- Identify opportunities for program coordination between E&T and one-stop programs; and
- Identify key data elements needed to improve coordination.

b) **Consultation with employers:** If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

N/A

## 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.*

- c) **Special State Initiatives:** 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.

The Idaho Workforce Development Council (WDC), as an independent office under the Governor, was established in October 2017 by Executive Order 2017-13. The executive order responded to recommendations made by Governor Otter's Workforce Development Task Force to "increase the role and responsibilities of an industry-driven Workforce Development Council to champion the development and implementation of a statewide, strategic workforce development plan that meets industries' needs today and tomorrow."

In October of 2020, WDC started a new training program under the Idaho LAUNCH brand ([idaholaunch.com](http://idaholaunch.com)). The Idaho LAUNCH program covers up to 90% of tuition and training costs primarily through Idaho's Workforce Development Training Fund. E&T program leadership has been working in partnership with WDC and LAUNCH leadership to coordinate benefits and leverage potential supplemental funding for E&T participants who could benefit from training provided through this program. In the coming year, the E&T program will continue to identify additional opportunities to coordinate training services through LAUNCH and refine processes for streamlining referrals from the E&T program.

- d) **Coordination with title I of WIOA:** 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).

Idaho participates in WIOA meetings to develop collaborative relationships with all mandatory One-Stop entities under WIOA for referral and third-party reimbursement funding opportunities for SNAP participants. One-Stop entities are committed to using the Department website to provide Idaho families with a consumer-based platform to identify and access resources.

- e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

- f) **TANF/GA Coordination:** 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.

Idaho's benefit programs (including SNAP and TANF) are administered in a single integrated system. This structure supports a wholistic, family-centric approach to both customer service and case management. The Idaho E&T program serves both SNAP and TANF participants equally. Individuals are identified as a SNAP or TANF participant based on benefits received. The E&T program utilizes TANF funding to help cover the cost to serve any individuals who meet certain TANF criteria, even if those individuals are not actively receiving TANF cash benefits at the time of service. This means that SNAP work registrants could have their costs covered by the TANF program. This funding approach helps the Department stretch SNAP E&T funds, which enables us to serve all mandatory SNAP work registrants. Roughly 80% of SNAP work registrants can have their costs covered by TANF funds. This percentage can vary annually and is based on each participant's household situation.

Idaho's case management system, IBES, uses built-in, rules-driven logic to determine which funding stream is appropriate for each individual participant. All TANF recipients participating in the work program are funded using only TANF funding, even if they are also receiving SNAP benefits.

- g) **Other Employment Programs:** 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).

Idaho's E&T program coordinates with the Idaho Office for Refugees (IOR) when developing program processes and policies to serve refugees who are resettling in Idaho. We have established and are maintaining collaborative relationships through the WIOA One-Stop Committees and through our third-party partnerships. The E&T program also incorporates recommendations from IOR programs in Idaho into the E&T program to cover needs that cannot be met through their programs for SNAP participants.

#### **IV. 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.*

a) Did the State agency consult with ITOs in the State?

- Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

b) Name the ITOs consulted.

- Nez Perce Tribe
- Shoshone-Bannock Tribe
- Shoshone-Paiute Tribe
- Coeur d' Alene Tribe

c) **Outcomes:** Describe the outcomes of the consultation. 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).

DHW holds regular meetings with Indian Tribal Organizations in Idaho. Currently, this includes a minimum of 2-4 meetings annually. The Department and the tribes provide each other with program and service updates. DHW solicits feedback from the tribes on a quarterly basis to ensure programs are aligned and tribal members are receiving necessary and appropriate services. Ongoing communication occurs to provide E&T program and policy updates through the year. In addition, efforts are made to incorporate activities available through the tribal organizations into the individual work plans to avoid duplication of effort.

During FY2024, Idaho utilized time during quarterly tribal meetings to discuss ways to enhance strategies for improved engagement between DHW and ITOs. One strategy was to expand our contact lists to include representation from the tribes that work directly with tribal members who receive SNAP benefits and are participating in SNAP programming. During FY2025, Idaho will identify the appropriate ITO staff and set up information gathering meetings to discuss approaches for seeking input, sharing information, and improving collaboration where appropriate.

- d) **Enhanced reimbursement:** 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

## V. 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.*

- a) The State agency operates the following type of E&T program (*select only one*):

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

- b) The State agency serves the following populations (*check 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)

- c) 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 subsequent to application per 7 CFR 273.24(d)(1)(iv)?

Yes

No

## VI. 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)).

- a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

The Department allows all exemptions outlined at 7 CFR 273.7(b). The state eligibility system, IBES, uses a built-in rules engine based on data gathered and keyed at application, re-evaluation, and change report to determine if the individual is mandatory to participate in the E&T program. Additionally, Idaho allows a state exemption for pregnant women in their third trimester.

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

Idaho reviews and evaluates exemptions annually or as needed in unique situations, such as significant economic downturns, national public health emergencies, changes in policy, etc.

- c) 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

- Other: we serve all mandatory participants and voluntary participants through reverse referral.

## VII. 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.

- a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

The E&T Program Evaluation Manager administers the E&T program in coordination with the SNAP Program Manager and Bureau Chief.

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

Eligibility workers (Self-Reliance Specialists) are responsible for determining who is mandatory and appropriate to participate in the E&T program. State staff follow established processes to determine if an exemption or good cause is warranted. Eligibility workers key IBES with information gathered from the individual at application, re-evaluation, or when a change is reported. The system generates an eligibility decision when all the necessary information is received. When situations arise that require an escalation, eligibility workers follow escalation processes established through published program standards.

Certification processes are established based on E&T policies communicated by the E&T Program Evaluation Manager, SNAP Program Manager, and SNAP Bureau Chief through our standard notification and training methods. IBES, the state's eligibility system, is programmed to use information gathered and keyed into the system by eligibility workers to identify individuals who are mandatory to participate in the E&T program. IBES then automatically completes the referral and communicates

the information to the E&T contractor. All workers are required to follow this established process. For situations not outlined in the process, eligibility workers follow an established escalation path to obtain guidance and direction. The escalation process refers cases back to the E&T or SNAP program to provide direction on how to proceed based on federal and state policies. This guidance is applied consistently across all cases. When federal regulations are updated, the E&T and SNAP programs work collaboratively to review existing processes and identify any changes needed to the certification process or system automation.

c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

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

Maximus is Idaho's E&T contractor. Maximus and the Department utilize shared computer systems (IBES and ETS) to communicate referrals, participation (including compliance and non-compliance), and exemptions or good cause. Referrals are generated in IBES and electronically submitted to the E&T contractor. Data from IBES, the state eligibility system, is used to update ETS nightly. Maximus uses DHW systems to document participation, track individually assigned activities, activity hours, supportive services, and reports of non-compliance.

To begin the process, Idaho's benefit eligibility system (IBES) sends information over to Idaho's employment and training system (ETS) in a nightly batch process. Once the information has been uploaded into ETS, reports are generated and uploaded to a secure site (SFTP) for Maximus staff to download and review the following morning. Maximus uses this data to communicate with individuals and initiate engagement.

When changes occur regarding a participant's work requirements, information from the Department is shared with Maximus through ETS, daily reports, and file exchanges.

Once Maximus discovers that a participant is not in compliance with the activities outlined in their work plan, Maximus utilizes DHW systems to report non-compliance recommendations to the state agency. Some information may also be communicated with the Department in direct email communication with the E&T Program Specialist or Program Evaluation Manager.

Both state E&T staff and Maximus communicate with third-party partners and other E&T providers to deliver services to participants. Communication is conducted mostly through email. Third-party partners report enrollment

in their program along with program outcomes to state E&T staff for review. State staff review the information and make final eligibility determinations including enrollment in the E&T program and good cause.

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

As detailed above, shared systems are used between the state agency and Maximus. At this time, third-party partners do not have access to this system; however, data communicated to the state and/or Maximus from a third-party partner is manually entered into the system.

In addition to tracking referrals, provider determinations and non-compliance, shared information is based on the information needed by each individual agency and its staff to track:

- E&T provider determinations
- Referral dates
- Participation status
- Supportive service issuances
- Component outcomes
- Changes to work plans (component, activity, hour changes, etc.)

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

State E&T staff provide a summary and any additional documentation of rule, program, or policy changes to Maximus and third-party partners. Communication between the state agency, the E&T contractor, and other partners happens by phone, virtual meetings, or email.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

The Department indirectly monitors third-party partners on a monthly basis. This is completed when the partner submits monthly reports, rosters, and invoices to the Department. State E&T staff review the reports and rosters to ensure that SNAP eligible individuals are being served as expected, and compliance, completion, and outcomes obtained are being reported to the

Department timely. State E&T staff will also complete annual site visits to third-party partner locations. Fiscal operations are monitored monthly when the invoice is reviewed prior to submitting payment to the partner. The Department meets with partner's fiscal teams at a minimum of once a year to ensure program budgets are up to date and to ensure that the partner's fiscal practices and operations are in compliance with the SNAP E&T program.

The Department has a contractual obligation to monitor Maximus as the administrator of the E&T program. Semi-annual contract monitoring is conducted once in the spring and again in the fall. The Department also conducts monthly reviews of invoices received by Maximus to ensure data on the invoices is accurate and timely. This is completed by reviewing data entered into ETS, IBES, and data elements provided on the invoice.

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

The Department reviews participation and program outcome data received from third-party partners on a monthly basis. The data is entered into ETS, and reports are pulled to review monthly participation and completion. The Department uses this data to evaluate if the services provided by third-party partners meet program goals.

The Department reviews Maximus' performance utilizing data entered into ETS in relation to the timeframe participants are assigned to a component, the life span of the referral period, outcomes, and overall participation and contractual performance.

## VIII. Screening for Work Registration

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

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

The Department uses exemptions in CFR 273.7 to identify work registrants. The state eligibility system uses a built-in rules engine, based on data gathered and keyed at application, re-evaluation, and change, to determine if the individual is a work registrant and is mandatory to participate in the E&T program. All applicants 16-59 years of age are screened for work requirements at application, re-evaluation, and when changes are reported.

- b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

Mandatory individuals work with Maximus to register for work. This information is documented as part of the agreed upon work plan.

Non-exempt individuals are coded as work registrants in our eligibility system (IBES), with a JSAP Good Cause indicator.

- c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

Once the IBES rules engine identifies a SNAP applicant/SNAP recipient as a work registrant, the following steps take place:

1. State staff verbally notify the individual of their work requirements using a comprehensive script detailing their requirements and what to expect.

After state staff complete the initial assessment, and it's determined that the applicant/recipient is mandatory – AND - the E&T program is appropriate and available, state staff continue to step 2:

2. A Consolidated Work Requirements Notice is mailed to the primary household member. The SNAP approval notice also notifies the household of work requirements for each mandatory member.
3. An overnight batch process runs, creating a referral to the state E&T program in ETS.
4. A report is generated and sent to Maximus through the state's secure (SFTP) site.

## IX. 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).*

- a) 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. (Note: This question is not asking about criteria that may be unique to each provider.)

Eligibility workers screen the individual by asking additional questions, as described in the section below, to determine if participation in the E&T program is appropriate.

- b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Information provided by the individual at application, re-evaluation, or when reporting a change is used by an eligibility worker to refer, exempt, or grant good cause during the screening process. If a situation falls outside of our statewide processes, an escalation process is in place for additional review by state policy and E&T staff. If the individual is determined mandatory to participate in the E&T program, the eligibility worker will ask a series of questions to determine if it is appropriate to refer the individual to the state E&T program. This process is designed to identify any barriers an individual might have for participation.

State eligibility workers ask the following types of questions, using a standardized workflow, to determine whether it is appropriate to refer an individual to the E&T program:

- Do you have reliable housing?
- Do you have reliable and consistent access to childcare?
- Do you have reliable transportation?
- Do you have ongoing legal issues?
- Do you have unresolved health issues that could prevent you from getting or keeping a job?
- Do you have any other obstacles that would prevent you from participating with E&T?

If at this point, a determination is made that it is not appropriate for the individual to be referred to the E&T program, the individual is granted good cause from participating in the state E&T program until reassessed at the next re-evaluation or change report.

- c) (*If applicable*) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Idaho serves volunteers through reverse referrals from third-party partners. This is done manually by state E&T staff who have the authority to make eligibility decisions. Third-party partners conduct an independent screening to ensure the SNAP participant is a good fit for their program. When an E&T provider makes an initial assessment on the individual's appropriateness to participate as a volunteer in the E&T program, a recommendation is submitted to the Department. State E&T staff, who have the authority and responsibility to make eligibility decisions, review the recommendation, conduct participant screening, and make a final determination. If approved, the individual is enrolled in the E&T program.

- d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Idaho refers to participant reimbursements as supportive services. Participants are informed about the availability of supportive services at multiple points as part of the eligibility, screening, and referral process and during participation in the E&T program. Mandatory participants in the state E&T program are notified both orally and in writing. State staff utilize an E&T referral script that will explain the details for accessing supportive services. As part of the certification process, eligibility workers also consider the availability of supportive services to determine the appropriateness of making a referral to the state E&T program. The consolidated notice informs an individual that supportive services must be available to cover costs associated with participating in the state E&T program. Our E&T contractor, Maximus, is also required to address supportive services throughout an individual's participation in the program.

Idaho is committed to cover all supportive services needed for participation. As part of the high-level assessment the state conducts, the eligibility worker explains the availability of supportive services to address potential participation barriers. In the event there is a supportive service need that cannot be met for a participant to successfully participate in the program, the E&T provider will work with the participant to assign different activities available to them. If no other appropriate activities or components are available, the E&T provider will escalate this to the Department to review for an exemption from the E&T program.

As part of the screening process for appropriateness, the state discusses the availability of supportive services to overcome barriers. This conversation allows the eligibility worker to determine if availability of supportive services makes a referral appropriate.

Voluntary participants are notified of the availability of supportive services when they are screened for participation and as part of the intake process with the third-party partner programs.

## **X. Referral to E&T**

*In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.*

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

The Department follows CFR 273.7 for the oral notification to participants. State staff inform individuals about the E&T program and the process for how the E&T contractor will reach out by mail or email to initiate engagement for participation.

Once the IBES rules engine identifies a SNAP applicant/SNAP recipient as a work registrant, and state staff complete the initial assessment to determine the E&T program as appropriate and available, the following steps take place:

1. State staff verbally notify the individual of their work requirements using a comprehensive script detailing their requirements and what to expect.
2. A Consolidated Work Requirements Notice is mailed to the primary household member.
3. An overnight batch process runs, creating a referral to the state E&T program in ETS.
4. A report is generated and sent to Maximus through the state's secured (SFTP) site.
5. Maximus uses the report file from the SFTP site and reaches out to the individual to engage them in participating in the state E&T program.
6. Maximus sends all referred individuals a welcome packet via mail or email explaining how to begin participation.

- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

As outlined in Section IX above, voluntary participant requests are submitted to the state for review. E&T staff, with the authority to make eligibility decisions, review the referral for approval. Part of that screening and referral process includes communication regarding supportive services. Once the referral is approved by the Department, the eligibility system is keyed showing a voluntary participant segment start date. A referral is then sent to Maximus in ETS. Voluntary participant referral is also reported to Maximus through a report. Maximus utilizes ETS to track participation start and end dates along with any provider determination decisions. Once the referral is received, Maximus sends an informational packet to the voluntary participant providing information about additional services, including supportive services, that may be available to the individual as part of their participation in the E&T program.

- c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

After referral, the E&T contractor is required to contact the SNAP recipient to provide information regarding next steps to remain in compliance with participation rules. All mandatory E&T participants are required to attend an on-line orientation. For participants who do not have access to a computer, orientation can be completed in-person at a local library or over the phone. In-person and phone orientations are facilitated by an Employment Coach with the E&T contractor.

- d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

All referrals are established by the state agency and captured in the state eligibility system (IBES). For mandatory referrals, information is gathered during the certification process. The rules programmed into IBES identify when a referral is made to the E&T program and sent to ETS. IBES has an indicator on the case for all referred individuals. As discussed above, voluntary referrals are screened and made by the E&T program staff who have the authority to make eligibility decisions and are keyed into IBES.

- e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

Referrals are entered in IBES and provided to the E&T contractor in an overnight batch process to ETS and in a report in our secure (SFTP) site.

## **XI. Assessment**

*As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.*

- a) Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

- b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Once an individual is identified as a mandatory work registrant, state staff complete an assessment with the individual to determine if the program is appropriate and

available to assist them in their current situation. This high-level initial assessment determines if the SNAP applicant/SNAP recipient is work ready or has any barriers that may prevent them from participating in the E&T program, including those barriers that may be overcome if supportive services are available to meet the participant's needs.

As part of case management, Maximus completes additional assessments to identify program supports and components for participants who engage with the E&T program. These additional assessments are conducted verbally, electronically, in-person, and/or over the phone. Electronic options include TuaPath, Adobe Sign program forms, and SurveyMonkey.

Assessment information is uploaded and electronically stored in the case file.

Participants are assessed by third-party partners based on each program's processes and policies. Any time a participant's situation changes, and a reassessment is necessary, information is sent from the partner to state E&T staff. State E&T staff review the information for participation in the E&T program.

Assessment information from third-party partners is kept in the participant's file with the partner. The partner provides information related to the assessment in their monthly roster.

## XII. 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.*

a) What types of E&T case management services will the State agency provide?  
*Check all that apply.*

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: [Click or tap here to enter text.](#)

b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide

assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

Case management services are provided by the E&T contractor and are included as part of the assigned activity or component in a participant's work plan. Everyone who participates in the E&T program receives case management services. The level of case management a participant receives is dependent upon their unique situation.

Case management services include (at minimum) monthly phone or in-person check-ins, progress monitoring, and activity completion validations. Depending on the participant's needs and progress within their assigned activities, additional assessments may be conducted. Participants in supervised job search, will receive notification of in-demand jobs in their area, along with communication regarding supportive services as needed.

When an activity's anticipated end date has passed or the participant indicates their work plan does not fit their current situation, the E&T contractor will schedule an appointment with the participant to review their work plan and make adjustments as needed.

Third-party partners offering case management services follow their own program guidance that is approved by the state. Individuals participating with third-party partners not offering case management will receive this service from Maximus. Maximus will check in with the participant on a regular basis, monitor their progress, and ensure any barriers to completion are being addressed.

- c) Using the table below, 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.

Communication/Coordination with:

SNAP eligibility staff:	Good cause, exemptions, compliance and non-compliance, employment verification, sanction averts and cures are communicated through ETS and IBES.
State E&T staff:	Provider determinations, E&T process clarifications, program process updates, data sharing, and E&T participation is communicated through verbal and written communication in ETS, IBES, and email.
Other E&T providers:	Participant placements and referrals, and supportive service assistance (for third-party participants) is communicated through the E&T program and requests made directly to Maximus.
Community resources:	Barrier removals and connection to local supports (i.e., housing resources, substance abuse programs) are communicated verbally and in writing between E&T providers and community partners, employers, etc.

- d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

Required monthly check-ins between the participant and the Employment Coach happen as part of case management services. It is during these monthly check-ins that participants who need or require additional assistance will meet with an Employment Coach. By having one-on-one check-ins and communication between the participant and the program, the E&T program can ensure that individualized work plans and program requirements meet participants where they are and address their current needs.

### **XIII. Conciliation Process (if applicable)**

*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.*

- a) Does the State agency offer a conciliation process?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

- b) Describe the conciliation process and include a reference to State agency policy or directives.

c) What is the length of the conciliation period?

## **XIV. 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(i)(2), (i)(3), and (i)(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).*

a) 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

Other: Click or tap here to enter text.

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

Yes

No

c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), 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

d) 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
- e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:
- Six months or until the individual complies, as determined by the State agency
  - Time period greater than 6 months
  - Permanently
- f) The State agency will disqualify the:
- Ineligible individual only
  - Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

## XV. 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.*

- a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

The E&T contractor sets a "Work Services Non-Compliance Reported" task in IBES to inform the Department that the mandatory work registrant is not in compliance with SNAP work program requirements and to review for possible disqualification. The Department attempts to contact the participant by phone to determine why they didn't cooperate with E&T before imposing a disqualification.

A disqualification is not applied when the participant has good cause for not participating with the E&T program (i.e., the participant was/is unable to complete the

required activities due to a temporary or ongoing situation) – OR – the participant is no longer a mandatory work registrant (e.g., the participant has a medical condition, is working 30 or more hours a week, etc.).

When unable to make contact with the participant to determine good cause, the Department sends a notice informing the participant of the reported non-compliance, requesting that they contact the Department to discuss their current situation, including any good cause or exemption reasons. Following timelines established in CFR, the Department allows the participant 10 days to respond to the notice. If they don't contact the Department within that timeframe, the Department imposes a disqualification for non-compliance; however, if the participant contacts the Department prior to the beginning of the penalty period, the eligibility worker will determine good cause or exemption at that time and remove the disqualification if appropriate.

A mandatory work registrant may have an acceptable reason (i.e., good cause) for why they cannot work with E&T or accept a job.

State eligibility workers ask the following open-ended question to determine whether it is appropriate to grant good cause:

- Why didn't you participate with E&T?

Acceptable reasons may include:

- **Housing Issues** – homeless, couch surfing, sleeping in a vehicle, staying with a friend or family on a temporary basis, at risk of becoming homeless soon (i.e., currently has an eviction notice, etc.).
- **Legal Issues** – a pending trial, a future court date, an unresolved arrest warrant, probation/parole requirements that prevent an individual from looking for work.
- **Child Care Issues** – no providers in the area, no provider with openings in the area, no providers willing to enroll the child due to behavior issues.
- **Transportation Issues** – resides in a remote area with no access to public or group transportation, resides in an area that requires a speciality vehicle (i.e., boat, ATV, etc.) to reach and has no consistent access to a speciality vehicle.

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

- 1) Good cause includes circumstances beyond the individual's control, such as, but not limited to, illness, illness of another household member requiring the presence of the participant, a household emergency, the unavailability of transportation, or the lack of adequate childcare for children ages 6-12.

2) Good cause includes circumstances where we determine that there is not an appropriate and available opening within the E&T program to accommodate the participant. This provision only applies to the requirement to participate in the E&T program and does not provide good cause to ABAWDs who do not fulfill the ABAWD work requirement.

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

Idaho guarantees all mandatory work registrants a spot in the E&T program. The E&T program assessment identifies appropriate and available activities for participants. In the rare instance when an available and appropriate activity is not available, the E&T contractor contacts the state agency. The state agency reviews the case file and if it is determined there is no other pathway for participation, the work registrant will be granted good cause from participating in the E&T program. The work registrant will be reassessed for participation at the next re-evaluation or when a change is reported.

## **XVI. 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.*

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

Shared systems are utilized between the state agency and Maximus to communicate provider determination information. Third-party partners contact E&T program staff via email. E&T providers provide the state agency with the date and reason for the provider determination.

b) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

A notice, including language in accordance with requirements under 7 CFR 273.7(c)(18) (i) (A), will be sent to the E&T participant informing them of the provider determination within 10 days of the Department being notified of the determination by the E&T provider.

## XVII. 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.*

**Table E.I. Estimates of Participant Reimbursements**

<p>I. Estimated number of E&amp;T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&amp;T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&amp;T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	7,654
<p>II. Estimated number of E&amp;T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	838
<p>III. Estimated budget for E&amp;T participant reimbursements in upcoming FY.</p>	\$500,000
<p>IV. Estimated budget for E&amp;T participant reimbursements per month in upcoming FY. (Row III/12)</p>	\$41,667
<p>V. Estimated amount of participant reimbursements per E&amp;T participant per month. (Row IV/Row II)</p>	\$49.72

### 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.

- **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, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **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*.

**Table E.II. Participant Reimbursement Details**

*The following table should be completed with details that reflect the State agency’s policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.*

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
<b>Auto Insurance</b> – the motor vehicle must be owned by the participant	<ul style="list-style-type: none"> <li>• Once per referral period</li> <li>• Up to three (3) months of insurance coverage for one (1) vehicle</li> <li>• No SR-22 add-on</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Auto Repairs</b> – the motor vehicle must be owned by the participant	<ul style="list-style-type: none"> <li>• Cost may be approved up to \$1,000 or 50% of the Kelly Blue Book value of</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
	the vehicle, whichever is less		advance for the actual amount of the expense
<b>Auto Title/Registration</b> – only if alternative modes of transportation are not available and the motor vehicle must be owned by the participant		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Background Checks</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Birth Certificate</b>	<ul style="list-style-type: none"> <li>Once in a lifetime</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Books</b>	<ul style="list-style-type: none"> <li>Once per referral period</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Child Care Assistance</b>	<ul style="list-style-type: none"> <li>Payments for Child Care Assistance</li> </ul>	E&T contractor on behalf of the	In the form of a paper voucher written to the

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
	<p>will only be approved for individuals whose children are receiving care from an ICCP provider</p>	<p>Department and Third-Party Partners</p>	<p>vendor of the goods or service, in advance for the actual amount of the expense</p>
<p><b>Clothing</b> – for interview</p>	<ul style="list-style-type: none"> <li>Once per referral period</li> </ul>	<p>E&amp;T contractor on behalf of the Department and Third-Party Partners</p>	<p>In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense</p>
<p><b>Clothing</b> – for work</p>	<ul style="list-style-type: none"> <li>Once per employment or education period</li> </ul>	<p>E&amp;T contractor on behalf of the Department and Third-Party Partners</p>	<p>In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense</p>
<p><b>Course Registration Fees</b> – must result in employment within 90 days of completion</p>		<p>E&amp;T contractor on behalf of the Department and Third-Party Partners</p>	<p>In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense</p>
<p><b>Driver’s License Fees</b></p>		<p>E&amp;T contractor on behalf of the Department and Third-Party Partners</p>	<p>In the form of a paper voucher written to the vendor of the goods or service, in</p>

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
			advance for the actual amount of the expense
<b>Drug Testing Fee</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Educational Tests/School Certification Test Fees</b> – must lead to employment within 90 days of completion		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Equipment</b> – if needed for employment or training; for training, it must lead to employment within 90 days of completion			
<b>Fingerprinting</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>First Aid/CPR Classes</b>	<ul style="list-style-type: none"> <li>Once per referral period</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
			advance for the actual amount of the expense
<b>Fuel and Fluids</b> – for travel to/from employment or training and job search		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Haircut</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Hygiene Products</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Identification Card</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Internet Services</b> – must be necessary for employment or to participate in	<ul style="list-style-type: none"> <li>• Set-up costs plus the first three (3)</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
assigned work plan activities virtually	months of basic service <ul style="list-style-type: none"> <li>• Additional months determined as needed on a monthly basis</li> </ul>		goods or service, in advance for the actual amount of the expense
<b>Licensing and Bonding Fees</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Medical Services</b> – (medical exam, dental exam, vision exam, or vaccinations) needed to begin or retain employment or training OR required to receive or retain a driver’s license	<ul style="list-style-type: none"> <li>• Not allowable if the services are covered by Medicaid and the participant is eligible for or receiving Medicaid</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Personal Computer</b> – must be necessary for employment or to participate in assigned work plan activities	<ul style="list-style-type: none"> <li>• Once in a lifetime</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Personal Safety Item</b> – employment or training		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
			advance for the actual amount of the expense
<b>Public Transportation</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Shoes or Boots</b> – for interview	<ul style="list-style-type: none"> <li>Once per referral period</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Shoes or Boots</b> – for employment	<ul style="list-style-type: none"> <li>Two (2) pairs of shoes or boots</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Student Activity Fee</b> (Class-Related)		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Tools</b> – if needed for employment or training; for training, it must lead to			

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
employment within 90 days of completion			
<b>Tuition</b> – must lead to employment within 90 days of completion		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Uniforms</b>	<ul style="list-style-type: none"> <li>• Once per referral period</li> <li>• Up to two (2) uniforms</li> </ul>	E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense
<b>Union Dues</b>		E&T contractor on behalf of the Department and Third-Party Partners	In the form of a paper voucher written to the vendor of the goods or service, in advance for the actual amount of the expense

- a) If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

Idaho uses TANF dollars to fund the Idaho Child Care Program (ICCP). Idaho families have the option to apply for assistance to cover their childcare costs through this program; however, this program does not cover assistance for job search activities.

When a participant is assigned to supervised job search or job search assistance activities or components, the E&T program will use SNAP funds to cover the cost of

childcare. The Department will work with Idaho child care providers to accept E&T vouchers for payment.

This service will cover 100% of the cost of childcare charged by an ICCP approved provider.

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

If a participant is unable to access dependent care services needed to participate in the E&T program, they will be exempt from participating in E&T.

## **XVIII. Work Registrant Data**

*The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an 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.*

- a) 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). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

Data for the E&T program is stored in the state's system, IBES. The Department pulls queries as of October 1 from these databases to obtain a count of work registrants and saves the data in a static file. IBES identifies all work registrants as part of the eligibility process.

- b) Describe measures taken to prevent duplicate counting.

The above mentioned queries are written with specific code to ensure that information is not duplicated. This is also manually checked using Excel documents and reviewed for duplicate client identification numbers.

## XIX. Outcome Reporting Measures

### National Reporting Measures

**Table E.III. National Reporting Measures**

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

Idaho has an integrated eligibility system, called IBES, which includes SNAP eligibility. This system captures income reported for all programs a participant receives.

- b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

Not applicable for Idaho.

- c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency’s plan to move toward using QWR including a timeline for completion.

Idaho is looking to use this data when we move to a new contractor.

### State Component Reporting Measures

d) Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

Idaho's integrated eligibility system, IBES, includes SNAP eligibility and captures income reported for all programs a participant is enrolled in.

f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

**Table E.IV. Component Outcome Measures**

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
<i>Example:</i> Supervised Job Search	<i>Example:</i> Number of people who obtain employment after completion of component.	<p><i>Example:</i> Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p>
Supervised Job Search	Number and percent of participants who obtained employment or received an increase in wages during or after completion of the component.	<p>The numerator will include participants who obtained employment, experienced an increase in wages, or loss of benefits because of income.</p> <p>The denominator will include the number of participants that were assigned supervised job search activities during the period of 10/1/2024 to MM/DD/YYYY.</p>
Job Search Training	Number and percent of participants who obtained employment, received an increase in wages, or after completion of the component.	The numerator will include participants who obtained employment, experienced an increase in wages, or loss of benefits because of income during or after completion of the component.

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
		The demoninator will include the number of participants that were assigned job search training activities during the period of 10/1/2024 to 9/30/2025.
Basic/ Foundational Skills Instruction	Number and percent of participants who completed the course, and/or obtained a credential during or after completion of the component.	<p>The numerator will include participants who obtained a credential, or satisfactory completion of the activity during or after completion of the component.</p> <p>The demoninator will include the number of participants that were assigned basic education activities during the period of 10/1/2024 to 9/30/2025.</p>
Career/Technical Education Programs or other Vocational Training	Number and percent of participants who completed the course, and/or obtained a credential during or after completion of the component.	<p>The numerator will include participants who obtained a credential, or satisfactory completion of the activity during or after completion of the component.</p> <p>The demoninator will include the number of participants that were assigned career/technical education activities during the period of 10/1/2024 to 9/30/2025.</p>

## F. Pledge to Serve All At-Risk ABAWDs (if applicable)

*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). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.*

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

**Table F.I. Pledge Assurances**

<b>Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).</b>	<b>Check Box</b>
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk 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.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
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.	<input type="checkbox"/>
The State agency will be ready on October 1 <sup>st</sup> to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

Statewide

Limited areas of the State (*Complete questions c and d below.*)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

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

f) How does the State agency identify ABAWDs that are at-risk?

g) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

*The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs 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).*

- h) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

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

- j) To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. 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?

**Table F.II. Information about the size of the ABAWD population**

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	

Question	Number
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

**Table F.III. Available Qualifying Activities**

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

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

**Table F.IV. Estimated cost to fulfill the pledge**

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

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

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## G. Component Detail

*The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.*

*Complete the following questions for each component that the State agency intends to offer during the fiscal year.*

### I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
  - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.

- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

**Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search**

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>Criteria for Location Selection – offers multiple options where participants can complete supervised job search activities, including virtually, Department of Labor offices, and libraries, based on the individual’s situation and where they live.</p> <p>Criteria for Supervising Participants – Employment Coaches connect with the participant at least once a month via phone, video, or in-person as part of case management to review progress and provide direction. The participant can reach out to the Employment Coach at any time while participating in this activity.</p> <p>Participant Requirements – all participants are assigned a number of hours based on an individualized work plan. Participants are responsible for submitting monthly timesheets, documenting completed activities for the month. Participants are required to report when employment is obtained.</p> <p>Tracking Participants – Participants assigned to this component are identified in the E&amp;T program systems. Employment Coaches review documentation provided by participants in order to validate completed activities on a monthly basis. Documentation could be in the form of a timesheet, verbal conversation, web-based platforms available to the participant through the E&amp;T provider or other options agreed upon between the E&amp;T provider and the participant.</p>
Direct link	<p>The state and Maximus use data in E&amp;T program systems to track progress towards job acquisition, using the date participation begins and monitoring progress until a participant obtains employment or leaves the activity. For SJS participants only, if a participant participates more than 12 weeks in the SJS component without obtaining a job, an Employment Coach works with the participant to conduct additional assessments and assigns the participant to additional activities or components that will assist the individual in finding employment.</p>
Target population	<p>Idaho does not have targeted populations served.</p>

<p>Criteria for participation</p>	<p>For supervised job search only:</p> <ul style="list-style-type: none"> <li>• Has a high school diploma or GED equivalent</li> <li>• Previous work history</li> <li>• Access to the internet</li> <li>• Ability to send and receive emails</li> <li>• Ability to search for jobs independently</li> <li>• Interview experience</li> </ul> <p>Supervised job search and other components:</p> <ul style="list-style-type: none"> <li>• Limited or no job experience</li> <li>• Unstable work history</li> <li>• No high school diploma or GED equivalent</li> <li>• Limited English language skills</li> <li>• No access or unstable internet access</li> <li>• Requires assistance in completing job searches</li> </ul>
<p>Geographic area</p>	<p>This component is available statewide.</p>
<p>E&amp;T providers</p>	<p>The E&amp;T contractor, Maximus Third-Party Partners</p>
<p>Projected annual participation</p>	<p>5,036</p>
<p>Estimated annual component costs</p>	<p>Idaho pays a flat administrative rate to the E&amp;T contractor to provide employment and training services to all E&amp;T participants. Monthly costs will be allocated using a weighted formula based on the percentage of SNAP participants who do not qualify under TANF regulations and funding sources.</p>

**Table G.II. Non-Education, Non-Work Component Details: Job Search Training**

<p><b>Details</b></p>	<p><b>Job Search Training (JST)</b></p>
<p>Description of the component</p>	<p>Idaho’s E&amp;T program offers several different job search training opportunities. Some of the training is conducted by the E&amp;T contractor; however, the program also relies on third-party and community partners to provide job search training as part of its curriculum. The training is conducted by the assigned entity in person, online, or by other virtual platforms. Examples of different JST include how to apply</p>

	online, how to have a successful interview, how to dress for success, etc.
Target population	Idaho does not have targeted populations.
Criteria for participation	<ul style="list-style-type: none"> <li>• Limited or no job experience</li> <li>• Unstable work history</li> <li>• No high school diploma or GED equivalent</li> <li>• Limited English language skills</li> <li>• No access or unstable internet access</li> <li>• Requires assistance in completing job searches</li> </ul>
Geographic area	This component is available statewide.
E&T providers	<p>Maximus</p> <p>Third-Party Partners</p> <p>Community Partners</p>
Projected annual participation	3,021
Estimated annual component costs	Idaho pays a flat administrative rate to the E&T contractor to provide employment and training services to all mandatory work registrants. Monthly costs will be allocated using a weighted formula based on the percentage of SNAP participants who do not qualify under TANF regulations and funding sources.

**Table G.III. Non-Education, Non-Work Component Details: Job Retention**

Details	Job Retention (JR)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training**

Details	Self-Employment Training (SET)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.V. Non-Education, Non-Work Component Details: Workfare**

Details	Workfare (W)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

## II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** 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:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

**Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction**

<b>Details</b>	<b>Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)</b>
Description of the component	<p>The main focus for participants assigned to Basic/Foundational Skills Instruction is to prioritize general educational activities. This includes activities to obtain a General Education Development (GED) certification, completion of high school education for individuals under 19, and adult literacy programs. The program relies on third-party partners and other community partners to provide these services as part of their curriculum. These specific educational activities are conducted by the assigned entity in person, online, or by other virtual platforms.</p> <p>Employment Coaches connect with the participant at least once a month as part of case management to review progress and provide direction. The participant can reach out to the Employment Coash at any time while participating in this activity.</p>
Target population	Idaho does not have targeted populations.
Criteria for participation	<ul style="list-style-type: none"> <li>• No high school diploma or GED equivalent</li> <li>• Limited English language skills</li> </ul>
Geographic area	This component is available statewide.
E&T providers	<p>Maximus</p> <p>Third-Party Partners</p> <p>Community Partners</p>
Projected annual participation	604
Estimated annual component costs	Idaho pays a flat administrative rate to the E&T contractor to provide employment and training services to all mandatory work registrants. Monthly costs will be allocated using a weighted formula based on the percentage of SNAP participants who do not qualify under TANF regulations and funding sources.
Not supplanting	Most programs available to participants are offered at no cost to the participant through different sites. In some instances, non-federally funded organizations will provide similar services either free of charge or with fees to participants. When free programs are not available at the

	time of participation, Maximus may refer a participant to one of these other programs. These programs are reviewed to determine funding sources to ensure no federal funds are being used to provide services. We also work with third-party partners who provide these services to participants. The state has a strict process to review services and funding to ensure SNAP E&T funds are not being used to reimburse costs already being funded by other federal funding sources.
Cost parity	In most cases, there is no cost or fee for this kind of educational component to the student or the E&T program. If costs are charged to an individual or to the state by a third-party partner. DHW will only pay up to the amount charged to a non-SNAP participant. For example, if an individual is charged \$6 to take a GED pre-test, the state will only reimburse up to that amount for any provider providing the same service.

**Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training**

<b>Details</b>	<b>Career/Technical Education Programs or other Vocational Training (EPC)</b>
Description of the component	<p>The E&amp;T program relies on third-party and community partners to provide these services as part of their curriculum. These specific educational and training programs and activities are conducted by the assigned entity in person, online, or by other virtual platforms.</p> <p>Employment Coaches connect with the participant at least once a month as part of case management to review progress and provide direction. The participant can reach out to the Coach at any time while participating in this activity.</p>
Target population	Idaho does not have a targeted population.
Criteria for participation	<ul style="list-style-type: none"> <li>• Limited or no job experience/skills</li> <li>• No high school diploma or GED equivalent</li> <li>• Retrain participants no longer able to find employment in previously trained field</li> </ul>
Geographic area	This component is available statewide.
E&T providers	Maximus

	<p>Third-Party Partners</p> <p>Community Partners</p>
Projected annual participation	806
Estimated annual component costs	Idaho pays a flat administrative rate to its contractor to provide employment and training services to all mandatory work registrants. Monthly costs will be allocated using a weighted formula based on the percentage of SNAP participants who do not qualify under TANF regulations and funding sources.
Not supplanting	Most programs available to participants are offered at no cost to the participant through different sites. In some instances, non-federally funded organizations will provide similar services either free of charge or with fees to participants. When free programs are not available at the time of participation, Maximus may refer a participant to one of these other programs. These programs are reviewed to determine funding sources to ensure no federal funds are being used to provide services. We also work with third-party partners who provide these services to participants. The state has a strict process to review services and funding to ensure SNAP E&T funds are not being used to reimburse costs already being funded by other federal funding sources.
Cost parity	In most cases, there is no cost or fee for this kind of educational component to the student or the E&T program. If costs are charged to an individual or to the state by a third-party partner. DHW will only pay up to the amount charged to a non-SNAP participant. For example, if an individual is charged \$6 to take a GED pre-test, the state will only reimburse up to that amount for any provider providing the same service.

**Table G.VIII. Educational Program Details: English Language Acquisition**

Details	English Language Acquisition (EPEL)
Description of the component	
Target population	

Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

**Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs**

<b>Details</b>	<b>Integrated Education and Training/Bridge Programs (EPIE)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

**Table G.X. Educational Program Details: Work Readiness Training**

<b>Details</b>	<b>Work Readiness Training (EPWRT)</b>
Description of the component	
Target population	

Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

**Table G.XI. Educational Program Details: Other**

<b>Details</b>	<b>Other (EPO): State agency must provide description</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

### III. Work Experience (WE)

*Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.*

#### Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

**Table G.XII. Work Experience: Work Activity**

<b>Details</b>	<b>Work Activity (WA)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XIII. Work Experience: Internship**

<b>Details</b>	<b>Internship (WBLI)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XIV. Work Experience: Pre-Apprenticeship**

<b>Details</b>	<b>Pre-Apprenticeship (WBLPA)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XV. Work Experience: Apprenticeship**

<b>Details</b>	<b>Apprenticeship (WBLA)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVI. Work Experience: On-the-Job Training**

<b>Details</b>	<b>On-the-Job-Training (WBLOJT)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVII. Work Experience: Transitional Jobs**

<b>Details</b>	<b>Transitional Jobs (WBLTJ)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

**Table G.XVIII. Work Experience: Work-based learning - Other**

<b>Details</b>	<b>Work-based learning - Other (WBLO): State agency must provide description</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

## Subsidized WBL Components

For assistance with developing the State’s E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

**Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T**

<b>Details</b>	<b>Internship – Subsidized by E&amp;T (WBLI - SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T**

<b>Details</b>	<b>Pre-Apprenticeship– Subsidized by E&amp;T (WBLPA-SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T**

<b>Details</b>	<b>Apprenticeship – Subsidized by E&amp;T (WBLA- SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T**

<b>Details</b>	<b>Transitional Jobs – Subsidized by E&amp;T (WBLTJ - SUB)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

**Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T**

<b>Details</b>	<b>Work-based learning - Other -Subsidized by E&amp;T (WBLO - SUB): State agency must provide description)</b>
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

## H. Estimated Participant Levels

*Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.*

- a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

Approximately one-third of work registrants end up participating in the E&T program. The numbers in the plan reflect all participants who may receive a participant reimbursement for an average of three months.
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## I. Contracts/Partnerships

*For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)*

**Table I.I. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Maximus</b>
<b>Service Overview:</b>	<p>Maximus was awarded the contract by the State of Idaho to administer the Idaho Employment and Training Program on behalf of the Department. Maximus is required to implement the SNAP Employment and Training Program as described in this plan. Specific activities include:</p> <ul style="list-style-type: none"> <li>• Conducting orientations and assessments</li> <li>• Developing individualized work plans</li> <li>• Providing participants direct services or connection to resources identified as part of the work plan</li> <li>• Tracking and reporting participation</li> <li>• Case management services</li> <li>• Provider determinations</li> <li>• Developing partnerships with service/resource providers</li> </ul>
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Supervised Job Search</li> <li>• Job Search Training</li> <li>• Basic/Foundational Skills Instruction</li> <li>• Case Management</li> </ul>
<b>Credentials Offered:</b>	N/A

<b>Contract or Partner Name:</b>	<b>Maximus</b>
<b>Participant Reimbursements Offered:</b>	Yes, reimbursements are administered to participants by Maximus on the Department's behalf.
<b>Location:</b>	Remote statewide
<b>Target Population:</b>	Idaho does not have a targeted population.
<b>Monitoring of contractor:</b>	Contract monitoring is conducted by the Department semi-annually.
<b>Ongoing communication with contractor:</b>	State E&T staff meet with Maximus on a bi-weekly basis and as needed.  Communication is conducted with Maximus electronically, verbally, and/or in person.
<b>Total Cost of Agreement:</b>	\$950,000
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Table I.II. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Table I.III. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Table I.IV. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Table I.V. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	
<b>Service Overview:</b>	
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Components Offered:</b>	
<b>Credentials Offered:</b>	
<b>Participant Reimbursements Offered:</b>	
<b>Location:</b>	
<b>Target Population:</b>	
<b>Monitoring of contractor:</b>	
<b>Ongoing communication with contractor:</b>	
<b>Total Cost of Agreement:</b>	
<b>Eligible for 75 percent reimbursement for E&amp;T Services for ITOs:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>New Partner:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## J. Budget Narrative and Justification

*Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.*

**Table J.I. Direct Costs**

<p><b>Salary/Wages:</b> List staff positions in FTE and time spent on the project.                  Example: E&amp;T Program Manager - \$60,000 x .50 FTE = \$30,000                  5 E&amp;T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	N/A
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	N/A
<p><b>Contractual Costs:</b> All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&amp;T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&amp;T program services, IT services, consulting, etc.</p>	<p>Maximus and all third-party partners provide E&amp;T services directly related to Idaho’s E&amp;T activity components. In addition, Maximus provides case management services as needed or a minimum of once a month.</p>
<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&amp;T funds.</p>	N/A
<p><b>Materials:</b> Describe materials to be purchased with E&amp;T funds.</p>	N/A
<p><b>Travel &amp; Staff Training:</b> Describe the purpose and frequency of staff travel charged to the E&amp;T program. This line item should not include E&amp;T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&amp;T grant.</p>	N/A
<p><b>Building/Space:</b> If charging building space to the E&amp;T program, describe the method used to calculate space value.</p>	N/A
<p><b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000</p>	N/A

per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	
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- a) **Indirect Costs.** 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 cognizant agency, include the approval letter as an attachment to the E&T State plan.

N/A
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- b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

\$500,000
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