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## A. Cover Page and Authorized Signatures

State: New York

State Agency Name: Office of Temporary and Disability Assistance

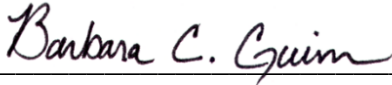
Federal FY: FFY 2025

Date Submitted to FNS (revise to reflect subsequent amendments): 9/27/2024

**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)

**9/27/2024**

Date

**Certified By:**

  
\_\_\_\_\_

State Agency Fiscal Reviewer

**9/27/2024**

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**

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

## 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
ACCES	Adult Career and Continuing Education Services
ACCES-VR	Adult Career and Continuing Education Services-Vocational Rehabilitation
ADM	Administrative Directive Memorandum
CBO	Community-based Organization
CCBG	Child Care Block Grant
CFR	Code of Federal Regulations
DHP	Displaced Homemaker Program
District	Social Services District
DOL	Department of Labor
E&T	Employment and Training
EAS	Employment and Advancement Services
EISP	Employment and Income Support Programs
FIA	Family Independence Administration
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
HHS	Health & Human Services
HRA	Human Resources Administration (New York City)
IEDR	Imaging and Enterprise Document Repository
ITO	Indian Tribal Organization
JST	Job Search Training
LCM	Local Commissioner Memorandum
LDSS	Local Department of Social Services (Local District)
LEP	Limited English Proficiency
LWDB	Local Workforce Development Board
MIS	Management Information System
MOU	Memorandum of Understanding
NDNH	National Directory of New Hires
NOAA	Notice of Adverse Action
NTA	Non-Temporary Assistance
NYC	New York City

Acronym	Acronym Definition
NYCRR	New York Code of Rules & Regulations
NYCWAY	New York City Work, Accountability and You
NYS	New York State
OCFS	Office of Children and Family Services
OTDA	Office of Temporary and Disability Assistance
QWR	Quarterly Wage Records
RBST	Regional Business Service Team
RFP	Request for Proposal
ROS	Rest of State (New York State excluding New York City)
SEAMS	Self-Sufficiency Employment and Assessment Management System
SFY	State Fiscal Year
SIS	State Income Standard
SJS	Supervised Job Search
SNA	Safety Net Assistance
SNAP	Supplemental Nutrition Assistance Program
SSL	Social Services Law
SYEP	Summer Youth Employment Program
TA	Temporary Assistance
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WA	Work Activity
WBL	Work-Based Learning
WIOA	Workforce Innovation and Opportunity Act
WMS	Welfare Management System
WRTS	Welfare Reporting and Tracking System
WTWCMS	Welfare-to-Work Caseload Management System

## 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**

<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>	<b>Check Box</b>
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))	<input checked="" type="checkbox"/>
II. The E&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&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	<input checked="" type="checkbox"/>



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

### I. Summary of E&T Program

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

The mission of the New York State Office of Temporary and Disability Assistance (OTDA) is to help vulnerable New Yorkers meet their essential needs and advance economically by providing opportunities for stable employment, housing, and nutrition. The State's SNAP E&T program is an integral component of OTDA's overall strategy to achieve its mission and is designed to help household members in receipt of SNAP benefits move from survival mode to strategic planning for their best future by acquiring in-demand skills, training, and work experience that lead to opportunities for upward economic mobility. The SNAP E&T program is focused on aligning the needs of local communities, employers, and low-income individuals. To achieve this, OTDA's goal for FY 2025 is to continue to work with districts to ensure that the educational and training opportunities that are available to the general public are made easily accessible to SNAP participants. OTDA will also continue to operate the Venture V Program which delivers employment services to enable an expansion of work-focused education and training opportunities to low-income individuals receiving SNAP. Additionally, in areas where such opportunities are not offered through a State-level contracted provider, OTDA will encourage and support districts to make concerted efforts to network, partner, and contract with providers and employers to increase the availability of appropriate program offerings that lead to well-paid jobs with opportunities for career advancement.

OTDA continues to participate actively on our State WIOA Interagency Team to coordinate workforce activities with our State partners, learn and take advantage of new workforce initiatives and promote the importance of coordination with key workforce and education providers at the local level. This comprehensive strategy ensures a myriad of resources to support SNAP participants in achieving sustained employment and economic security.

To ensure that the purpose of SNAP E&T is met at the local level OTDA requires each district to develop a biennial TA and SNAP Employment Plan that includes a description of the district's SNAP E&T program. Districts design these Employment Plans in consultation with a variety of local stakeholders including their local Workforce Development Boards. This requirement helps program management view the SNAP E&T program as part of a statewide network, thereby reducing duplication of effort and improving program outcomes. Additionally, to ensure successful program implementation districts are strongly encouraged to continue ongoing coordination

with Career Center partners to improve participant access to in-demand employment and training opportunities as well as supportive services offered in the local area. By partnering with Career Centers, districts leverage existing workforce resources, streamline the referral process, improve service efficiency, and ensure that district clients can benefit from the full array of services available through the NYS Career Center System.

At the individual participant level, districts and E&T contractors conduct comprehensive employment assessments to identify each SNAP participant's needs, skills, abilities, and potential barriers to employment. Based on the information gathered through the assessment process districts and E&T contractors tailor an individualized employment plan that addresses the specific needs of each SNAP participant. This personalized approach to identifying each individual's needs coupled with the variety of locally available employment and training opportunities including services delivered through each county as well as resources offered through State administered contracts for SNAP E&T career and technical education programs ensures that SNAP participants are provided with specific services to help them gain necessary skills and achieve their employment goals. Additionally, districts that have selected to offer job retention services as part of their SNAP E&T program continue to provide support to SNAP participants after they have secured regular employment. During this transitional period, services like job coaching, coordination with service providers and workplace etiquette training, help individuals maintain their employment and continue their progress toward economic stability.

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

OTDA oversees the administration of the State's SNAP E&T program as well as work programs for Temporary Assistance (TA) applicants and recipients. Each district operates a SNAP E&T program focused on helping participants increase job skills and enter gainful employment to achieve economic stability.

Most employment services for SNAP and TA applicants and recipients are traditionally delivered in coordination through the State's 58 districts, with additional services provided through contracts that OTDA holds with community-based organizations. This decentralized system facilitates the creation of programs that best serve local participant needs and fosters local area accountability. Policy direction provided by OTDA to districts and contracted providers promotes an important measure of statewide consistency.

(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.

OTDA is responsible for the oversight of each district's SNAP E&T program. Section 333 of the New York State Social Services Law requires that every two years each district submit for approval to OTDA a plan that describes the district's employment

services program. Local employment plans are based upon local needs and available resources but must conform to statewide plan guidelines along with federal and State requirements. The Plan must include a description of the provision of education, work, training, and support services for all TA and SNAP applicants and recipients along with other information required by OTDA. Districts may operate any work activity authorized under 18 NYCRR § 385.9 that is included in a district's local employment plan as part of the district's SNAP E&T program. These employment plans must be developed in cooperation with a variety of community agencies including, but not limited to, workforce and educational institutions, child care providers, and employers. This requirement helps program management view and operate the SNAP E&T program as part of a statewide network.

OTDA provides ongoing technical assistance to districts throughout the year. Each district has a designated Employment Services Advisor (ESA) who disseminates current policy and procedures information related to employment programs including SNAP E&T. In addition to providing technical assistance, each ESA is responsible for monitoring district employment operations through ongoing communications and the completion of routinely scheduled field visits.

As part of its responsibility for oversight of the SNAP E&T program, OTDA also conducts a range of monitoring activities with districts to assist in program operation and exchange of information among the various units involved in the SNAP E&T program. Staff from OTDA's Employment and Income Support Programs (EISP) Division are responsible for conducting annual SNAP E&T and ABAWD Management Evaluations, which include a review of the district's process for documenting each individual's work registrant and ABAWD status to ensure compliance with federal and State regulations as well as the process for informing SNAP households of work requirements pertaining to certain household members; the SNAP E&T sanction process including procedures for determining good cause, conciliation and sanction; the district's engagement of participants in work activities including procedures for providing participant reimbursements; district contract management/oversight procedures; and enforcement of the ABAWD requirements, unless the district has a federally approved ABAWD waiver for the full county or the State is operating under a federally approved statewide waiver of the ABAWD time limit. Districts are selected for review upon a schedule that is established based on the size of the district's caseload and the last time a review was conducted in the district or other information which requires a review. The purpose of the reviews is to determine if local procedures reflect federal and State requirements governing employment services for SNAP applicants and recipients and to assess the degree to which employment outcomes are achieved. The information collected through the review process is used to identify ways to enhance program operations through improved policies and procedures.

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.

All districts in New York State must operate a SNAP E&T program. New York State operates a combination of mandatory and voluntary program where all non-exempt TA/SNAP applicant and recipient work registrants are required to participate in a SNAP E&T activity as assigned by the district. This program design enhances conformity between the State's TA and SNAP work programs and ensures that applicants and recipients of TANF funded assistance, Safety Net Assistance (SNA) and SNAP have access to similar employment and training opportunities. Participants who are concurrently assigned to a TA/SNAP E&T work activity are informed that they are required to participate in the work activity as assigned and that failure to comply may result in the reduction and/or discontinuance of TA and/or SNAP benefits. These individuals are also notified that if they participate in the combined TA/SNAP E&T work activity assignment for at least 30 hours per week they will not be subject to a SNAP work sanction even if they do not complete the maximum number of hours necessary to meet the TA participation requirement.

For non-Temporary Assistance (NTA)/SNAP recipients, each district determines the extent to which this population is required to participate in SNAP E&T activities. District specific policies regarding SNAP E&T are outlined in district biennial TA and SNAP Employment Plans. Currently all 58 districts in the State exempt their NTA/SNAP population from participation in mandatory SNAP E&T activities.

While districts coordinate TA and SNAP work activities, employment services for applicants and recipients of assistance funded with TANF are not supported with SNAP E&T funds.

Provide a list of the components offered.

The following program components will be operated as part of NYS's SNAP E&T program:

1. Non-Education, Non-Work Components
  - Supervised job search
  - Job search training (OTDA refers to this component as Job Readiness Assistance)
  - Job retention
  - E&T workfare (OTDA refers to this component as Work Experience)
2. Educational Programs
  - Basic education and foundational skills instruction
    - Literacy training
    - High school equivalency preparation
    - High school education
    - English language acquisition (English as a Second Language)
  - Career/technical education programs and other vocational training
  - Bridge programs
3. Work Experience

- Work-based learning programs
  - Internships
  - Pre-apprenticeships
  - Apprenticeships
  - On-the-job training
  - Transitional jobs
- Work activities
  - Work Activity (OTDA refers to this component as Community service)

All program requirements are consistent with those available through NYS's TA programs. Individuals who are concurrently receiving TA may be assigned to work activities for up to 40 hours per week. If a TA recipient is concurrently assigned to a SNAP E&T work activity, up to 30 hours weekly is considered a SNAP assignment. Districts are directed to cost allocate following 2 CFR 200.

SNAP E&T participants receive case management and participant reimbursements that are necessary, reasonable, and directly related to participation in the E&T program. In addition, they may also receive job development, job placement, and job retention services that support the individual in achieving program goals.

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

[Title 18, Part 385](#) of the New York State Code of Rules and Regulations (NYCRR) governs Public Assistance and SNAP employment program requirements. OTDA maintains the *TA and SNAP Employment Policy Manual* that is based on Part 385 of Title 18 and provides guidance to district staff regarding the application of work requirements for applicants and recipients of TA and SNAP benefits. Each *section of the manual is broken into three parts: The Regulations (Part A), Department Policy (Part B), and Questions and Answers (Part C)*. The *Regulations* section comes directly from the NYCRR. The *Department Policy* section expands upon and offers clarification for the *Regulations* section. Lastly, the *Question and Answers* section addresses questions frequently received from districts by the Employment and Advancement Services (EAS) Bureau staff. The most recent version of the manual may be found at [Employment Manual | OTDA](#).

## II. Program Changes

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

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.

**Implementation of the SNAP E&T Third-Party Partnership Model at the Local Level**

OTDA is issuing guidance to encourage districts to explore third-party partnerships to expand the array of SNAP E&T services available to eligible SNAP participants. The implementation of this model will allow districts to leverage 50% SNAP E&T reimbursement by partnering with third parties that can satisfy the non-federal funding requirement and deliver SNAP E&T services.

In the third-party partnership model, partner organizations use allowable non-federal funding for the operation of the SNAP E&T program including the provision of allowable SNAP E&T services and supports, which are then eligible for a 50% reimbursement through the district's SNAP E&T program. Third-party providers may include but are not limited to CBOs, State universities, community colleges, employers, public school districts, and Boards of Cooperative Educational Services (BOCES). Districts must consult with their local workforce development board (LWDB) to identify specific sectors and occupations where the local labor supply is not meeting employer demand, thus presenting an opportunity for SNAP E&T participants. In addition, districts are encouraged to consider holding discussions directly with major employers to gain a better understanding of what skills employers are looking for in an employee and how employers may be able to partner with the district in training and hiring participants. These conversations will help districts assess if there are gaps between the jobs the E&T program is preparing participants for and where the labor market has the most need. Districts can also find labor market information on the NYS Department of Labor website. The website provides a comprehensive overview of labor data, including wages, projections, job figures, and more. The Research & Statistics Division of the Department of Labor is the premier source of labor market information in the State. The Labor Market Briefings section of the website offers in-depth region-specific information about which industries gained jobs, unemployment rates, demographics, and labor market development.

All SNAP E&T supported contracts/MOUs will be subject to review and approval by OTDA prior to their execution. Districts will be required to consult with their assigned OTDA ESA and provide contract specifics and documents. Local SNAP E&T-funded contracts with third-party providers that are approved by OTDA and executed during the biennial employment plan cycle will be included in the district's Employment Plan through the plan amendment process. When establishing third-party partnerships, each district is required to adhere to its local procurement procedures, have the appropriate Memorandum of Understanding (MOU) or contract in place and implement proper fiscal controls and monitoring to ensure that federal and State SNAP E&T guidelines are followed.

**Post-Secondary Education Work Activity Amendments to Social Services Law (SSL) as Authorized in the 2023-24 State Budget**

In 2023, OTDA released policy guidance, 23-ADM-09, informing districts of the requirement established in the SFY 2023-24 Enacted State Budget that districts

approve participation in post-secondary educational and/or vocational training programs which will permit or promote a client's successful achievement of their employment goal(s). Prior to the enactment of the SFY 2023-2024 State Budget, any enrollment in post-secondary education beyond a twelve-month period for a PA recipient had to be combined with no less than twenty hours of participation averaged weekly in paid employment or work activities such as work experience when paid employment was not available. The legislative change requires districts to approve participation in career and technical training in up to two-year post-secondary degree programs for PA recipients whose assessments and employment plans indicate such an activity assignment is likely to lead to a degree/certification and sustained employment. When assessing clients and creating an employment plan, districts should inquire about interest in post-secondary education or vocational training, evaluate the potential benefit to the client's employment goals of such a program, and provide information and referrals to appropriate and available programs. The district should also be able to provide information about financial aid, academic advising, and other supports that may contribute to the client's success. The district should track the client's attendance in the program and ensure clients are maintaining satisfactory academic progress, absent good cause determined by the academic institution or district.

As post-secondary education attainment is proven to have one of the strongest positive impacts on an individual's economic stability and earnings potential, this policy guidance strategically aligns with the goals of SNAP E&T to support clients with moving toward gainful employment and financial independence.

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.

OTDA continues to conduct performance monitoring and promote an environment that generates opportunities for local workforce partnerships and fosters continuous program improvement. As part of this process, OTDA developed a mechanism for districts to implement the third-party partnership model at the local level. The purpose of this initiative is to facilitate collaborative efforts among districts and E&T providers. The strategic implementation of the third-party partnership model at the local level will help districts expand their SNAP E&T programs, reach more SNAP participants, and improve their program 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.*

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).

### **State Workforce Investment Board (SWIB) Meeting**

At a SWIB meeting held on April 22, 2024, OTDA provided information about the State's SNAP E&T Plan with the intention of receiving guidance from SWIB members on the labor market landscape and industry training needs in New York State. The feedback received was helpful in developing the FFY2025 SNAP E&T Plan. During the meeting, Stephanie Boshart, the Director of the Employment and Advancement Services Bureau at OTDA, presented an overview of SNAP E&T as a program designed to provide SNAP participants with education and training opportunities along with appropriate supports to help them enter the workforce and maintain gainful employment. OTDA also provided a summary of OTDA's primary SNAP E&T direct contracted program, Venture V.

OTDA representatives posed the following two questions to the SWIB members:

1. Are businesses interested in wage subsidy programs? What has been your experience with such programs in the past?
2. Are there unique opportunities for populations with Limited English Proficiency (LEP) to enter the workforce while building their language skills? What fields present the biggest opportunity?

### **Feedback related to Question 1:**



- One board member suggested that it was important to have designated staff to monitor the wage subsidy paperwork and provide case management to the participant.
- Another board member stated that wage subsidies can be great gateways to long-term employment. The board member indicated it was critical for participants to have a clear understanding of their starting pay and the wages someone with experience in the chosen occupation is likely to earn. They also indicated that case management should be targeted and provided at the 30-day, 60-day and 90-day timeframe to prevent participants from dropping off.
- Another suggestion was to simplify the wage subsidy related paperwork to ensure it is easy for employers to complete.
- One board member asked how the employer would know if a job applicant was eligible for a wage subsidy.

**Feedback related to Question 2:**

- The Deputy Commissioner of New York State Education Department's Adult Career and Continuing Education Services was interested in having a discussion with EAS about collaboration involving contextualized learning ESL opportunities available across the state.
- A board member from NYC indicated they have had a great deal of success with helping LEP job seekers enter and complete security guard training as well as healthcare related trainings.
- Another board member suggested that call centers hire LEP job seekers to fill customer service positions.
- The transportation industry was also mentioned as an appropriate sector to target.

Minutes from the April 22, 2024 SWIB meeting are available at [SWIB Meeting Minutes 4/22/2024 \(ny.gov\)](#).

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.*

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.

### **SUNY/OTDA Collaboration**

Following the enactment of the legislative changes introduced to districts via [23-ADM-09 - Post-Secondary Education Work Activity Amendments to Social Services Law \(SSL\) as Authorized in the 2023-24 State Budget](#) OTDA and SUNY started a conversation about a new SUNY program designed to assist low-income students achieve two- and four-year degrees. The Advancing Success in Associate Pathways (ASAP) program supports students in two-year programs, and the Advancing Completion through Engagement (ACE) program supports students in four-year programs. SUNY ASAP|ACE is available at 25 campuses across New York State and offers enhanced academic advising, convenient scheduling, and a variety of supportive services intended to help eligible low-income students stay on track and graduate on time.

On July 12, 2024, EAS staff met with SUNY administration and representatives from the participating campuses to brief their advisors on OTDA's E&T functions and the role of districts as agencies responsible for employment program operations at the local level. SUNY representatives were provided with contact information for local districts and OTDA ESAs. As a next step, SUNY campus advisors will reach out directly to their respective local districts to share information about their programs and begin discussing partnership ideas and coordinating referrals.

### **Reestablishment of the Regional Business Service Teams (RBSTs) in New York State's Ten Labor Market Regions**

Since October 2023 when NYS DOL announced the reestablishment of the State's RBSTs, OTDA has actively encouraged local district representatives to participate in the regularly scheduled quarterly RBST meetings for their respective region. One of the purposes of each RBST is to share and coordinate workforce intelligence including:

- Initiatives/strategies for stable or emerging and retracting sectors in the region;
- Relationships relevant to advancing workforce strategies in the region's sectors;
- Talent pipelines and career pathway opportunities, including but not limited to, pipeline development for alignment with difficult to fill occupations and engagement with the State University of New York (SUNY), the City University of New York (CUNY) educational systems, and training providers; and
- Services to businesses, including job postings, career fairs/customer recruitments, developing workforce intelligence, On-the-Job Training (OJT), and Apprenticeships.

As part of this initiative, RSBT members including LDSS are asked to strengthen interagency alliances, collaborate with Local Workforce Development Boards, and identify projects that address each region's workforce needs. Local district participation in these meetings will bolster the connections between LDSS and various stakeholders within the broader workforce development community. Coupled

with the newly developed mechanism for collaboration through the third-party partnership model, this initiative will present new opportunities for districts to expand the array of SNAP E&T services available to eligible SNAP applicants and recipients.

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).

NYS has successfully integrated a variety of State and locally developed employment programs within a consistent statewide framework. OTDA encourages local entities, including districts, to closely coordinate employment services and to make use of available resources in the community, including any training that may be available through the area Workforce Innovation and Opportunity Act (WIOA) partners. Through the implementation of WIOA, at the State and local level, NYS has a responsive system of education and training agencies to meet the needs of job seekers and employers. The TA and SNAP E&T programs collaborate with providers of services funded through WIOA to help program participants receive appropriate services to support job placement and retention focusing on in-demand and emerging industries and occupations in each local area. In addition, all Job Skills Training opportunities offered through Venture V are coordinated with the Local Workforce Development Board through review by the Board and completion of a Certification Approval Form.

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

- Yes  
 No

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.

Service provision/information flow varies across the State because the SNAP E&T program is operated through a system of 58 districts. Districts are best positioned to ensure coordination between work requirements for applicants and recipients of both TA and SNAP.

**TA Employment Programs**

In NYS, applicants and recipients of TANF funded assistance, Safety Net Assistance (SNA) and SNAP may access similar employment and training opportunities. Participants who are concurrently assigned to a TA/SNAP E&T work activity are informed that they are required to participate in the work activity as assigned and that failure to comply may result in the reduction and/or discontinuance of TA and/or SNAP benefits. These participants are also notified that if they are participating in concurrent TA/SNAP E&T activities 30 hours of the maximum 40 hours per week TA participation will count fully toward their SNAP assignment. Individuals who participate

for at least 30 hours per week in the assigned work activity would not be subject to a SNAP work sanction. Additionally, in situations where there is not an appropriate and available opening for a mandatory E&T participant in the E&T program, the district is required to determine that the participant has good cause for failure to comply with the mandatory E&T requirement.

A work experience assignment is limited to the number of hours derived from dividing the value of both the SNAP and TA benefits by the higher of the federal or State minimum wage. Additionally, should any district opt to engage its non-exempt NTA/SNAP population on a mandatory basis, the district will be reminded that mandatory assignments for individuals receiving only SNAP benefits are limited to 120 hours per month as required by federal regulations.

While districts coordinate TA and SNAP work activities, employment services for applicants and recipients of TANF funded assistance are not supported with SNAP E&T dollars.

### **Simplified SNAP Program**

In accordance with Section 26 of the Food and Nutrition Act, NYS elects to continue to operate a Simplified SNAP Program to enhance conformity between the State's TANF and SNAP work programs. This program will allow the value of the SNAP benefit to be added to the value of the TA grant when determining the maximum number of hours a TANF funded recipient may be assigned to work experience. Such TANF funded recipients may reside in households in which some individuals are not in receipt of TANF funded assistance.

NYS will continue to waive the IV-A and caretaker exemptions for SNAP work registration contained in 7 U.S.C.S. §2015 (d)(2)(A) and (B) for TANF funded recipients assigned to work experience.

### **Cost Neutrality**

NYS's Simplified SNAP Program will not increase SNAP benefit costs because it does not increase the number of individuals eligible for benefits and TANF funded recipients will continue to be served through the TANF work program.

Districts are WIOA partners and are encouraged to coordinate with WIOA funded services and other employment services that are locally available, particularly if such coordination can increase employment and training options available to SNAP applicants and recipients.

Caseload size, staffing levels, district organization, and automated support are significant factors which will affect implementation of procedures in each district. Districts must develop a local employment plan in cooperation with other local agencies including educational institutions, child care providers, and workforce

partners. NYS provides employment plan guidelines to help districts identify critical elements in the planning process and program components.

### **SNAP E&T Venture V Program**

The Venture V Program for SNAP participants is open to nonprofit organizations including school districts, Boards of Cooperative Educational Services, community colleges and community-based organizations. Venture V providers enter into a five-year contract with OTDA that ends on November 30, 2026. This initiative is intended to leverage eligible non-federal resources by reimbursing one-half of the eligible contract payments with SNAP E&T funds to enable an expansion of work focused education and training services to low-income individuals receiving SNAP in New York State. Through the Venture V Program, employment services are made available to improve the lives of low-income households by helping those who are able to work enter the labor market, and by providing training, education, and supportive services to help eligible individuals address barriers to employment and increase the skills needed to obtain and retain gainful employment. These services are intended to support both SNAP/Safety Net Assistance (SNA) recipients and NTA/SNAP recipients who are subject to SNAP work requirements and those who volunteer to participate including those with a history of substance abuse, work limitations, those with limited English proficiency, low literacy levels, obstacles in mental health, no high school diploma, adults with limited work histories, justice-involved individuals, and eligible youth between the ages of 16 to 24. Venture V Program providers also target unemployed and underemployed parents and legal guardians, including non-custodial parents, so they are best able to financially provide for their children.

### **Summer Youth Employment Program (SYEP)**

The NYS TANF SYEP provides youth from low-income households with employment opportunities during the summer months. In recent years, districts have been encouraged to conduct outreach to SYEP participant families to help them access the range of programs and services available in NYS to assist low-income families, and coordinate with SNAP outreach providers in their area to ensure comprehensive service delivery. Districts may accomplish this by enrolling eligible SNAP individuals into the SYEP and seeking reimbursement for SNAP E&T eligible services, including administrative expenses associated with the program. These investments are expected to reduce generational poverty and expand educational and employment opportunities for program participants.

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).

### **Displaced Homemaker Program**

NYS will continue to use 50% federal SNAP E&T funds to support services to eligible SNAP applicants and recipients who are enrolled in the Displaced Homemaker

Program (DHP) through one of the community-based providers. The program is supervised by the State Department of Labor and provides services for individuals who are primary caretakers in the home and have experienced a loss of income due to separation, divorce, disability, or death of an income-providing family member. Activities include assessment of skills, development of employment plans, career counseling, case management, job readiness and education services, job skills training and job search and placement assistance.

#### 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.*

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.)*

Name the ITOs consulted.

##### **Tribal Organizations Within New York State**

- Cayuga Nation of Indians
- Oneida Indian Nation
- Onondaga Nation
- St. Regis Mohawk Tribe
- Seneca Nation of Indians
- Shinnecock Indian Nation
- Tonawanda Band of Senecas
- Tuscarora Indian Nation
- Unkechaug Indian Nation

To ensure Tribal Organizations are given the opportunity to provide input in the design of the State's SNAP E&T program, OTDA participated in a joint Tribal Consultation with the NYS Office of Children and Family Services. The meeting was held virtually on June 6, 2024, and all Tribal Organizations were invited to attend. Representatives from the St. Regis Mohawk Tribe, the Shinnecock Indian Nation, and the Seneca Nation of Indians were present.

**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).

During the meeting, OTDA asked tribal representatives about the types of E&T services their members may be interested in. Tribal representatives indicated interest in E&T components that would lead to employment in the areas of medical billing, security, commercial driving, childcare, and the trades. Additionally, they indicated tribal members would benefit from flexibility in training models to include virtual, hybrid, and in-person modes. As many tribal members have barriers related to transportation, childcare, and/or broadband access, a variety of options is likely to accommodate the needs of more participants. Representatives were also interested in programs for justice-involved individuals. OTDA indicated that each district in the State offers different E&T opportunities, and some areas have programs targeted to serving clients . OTDA will work with counties that serve these tribal populations to identify any available opportunities that will meet tribal member needs consistent with what was discussed during the Tribal Consultation. Additionally, the Shinnecock Nation representative announced that they would be hosting the Annual Shinnecock Indian Powwow in Southampton, NY over Labor Day weekend and invited OTDA representatives to attend to gain familiarity with the tribal communities and traditions. This is a three-day event that takes place from August 30, 2024, to September 2, 2024. OTDA staff intend to attend.

The Tribal Organizations were also provided with a copy of the draft SNAP E&T State Plan for FFY2025 in July. No comments were received.

**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.*

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

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)

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)).

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.)

During FFY2025 Non-Temporary Assistance (NTA)/SNAP work registrants residing in all 58 counties within New York State will be exempt from mandatory participation in SNAP E&T unless a district selects to operate a mandatory SNAP E&T program for this population. To implement such program changes, districts are required to notify OTDA of their intent to engage this population on a mandatory basis, provide information on the design and scope of their program, and follow the formal plan amendment process which mandates the district to publish its revised plan for a 30-day public comment period prior to OTDA approval.

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



Districts must describe the extent to which they require NTA/SNAP work registrants to participate in SNAP E&T in Section 5.3 of their Biennial TA and SNAP Employment Plan. Based on local district circumstances including the availability of resources to serve this population, each district may opt to exempt NTA/SNAP work registrants from SNAP E&T participation. Districts reevaluate these exemptions prior to the beginning of each biennial employment plan cycle. Districts that wish to change the extent to which they mandate NTA/SNAP work registrants to participate in SNAP E&T after the approval of their Biennial Employment Plan by OTDA, must make a plan amendment to implement the change. As part of the formal amendment process, the district is required to publish the revised plan for a 30-day public comment period prior to its approval by OTDA.

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: To support employment efforts for some of the highest need individuals, the Venture V program targets the following populations: individuals with a history of substance use, work limitations, those with limited English proficiency, low literacy levels, obstacles in mental health, no high school diploma, adults with limited work histories or poor work habits, and eligible youth between the ages of 16 to 24. Venture V providers serve voluntary and mandatory participants. They coordinate services with the district to determine the extent to which participation in their programs will satisfy any work requirement that may be imposed by the district.

## 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.

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.

Most employment services for SNAP and TA applicants and recipients are traditionally delivered in coordination through the State's 58 districts, with additional services provided through contracts that OTDA holds with community-based organizations. Policy guidance provided by OTDA to districts promotes an important measure of statewide consistency.

After the screening process is conducted as described below in the *Screening for Work Registration* and *Screening for Referral to E&T* sections of the plan, the eligibility worker refers appropriate applicants and recipients for assessment and assignment. Typically, each district has an Employment Unit responsible for conducting the assessment, providing case management services, and assigning individuals to appropriate SNAP E&T components. All districts are required to inform their local SNAP E&T providers of their authority and responsibility to determine if an individual is not a good fit for a particular SNAP E&T component.

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

As explained in Section I. *Summary of E&T Program*, districts in NYS are required to submit biennial employment plans to OTDA consistent with Office guidelines. Each district's local employment plan must include a description of the principal organizations/agencies/staff that provide employment services and specify what services are provided. Additionally, the plan must include a description of the staff/units that are responsible for conciliation, sanction, and dispute resolution and the unit's relationship to other offices in the department of social services. Districts also must indicate if they contract with other agencies to deliver any employment services and specify what programs and/or services those contractors offer. In instances where the majority of the district's employment services are provided by another agency such as a county employment and training agency, the district's employment plan must include an organizational chart and description of the organizational arrangements and staff that provide employment services for the TA and SNAP population on behalf of the district. Generally, depending on the location and organizational structure of the district, the hand-off of SNAP participants between

eligibility and E&T program staff is conducted through a referral system that may include:

- A “warm handoff” with a personal introduction by a staff member when staff are in the same location.
- A phone call while the participant is at the staff person’s desk to set up an appointment with a partner organization that is not co-located.
- A referral form indicating which agency the participant is being referred to and including details regarding an intake appointment and services the agency will be providing to the participant.

On-going coordination between the Employment Unit and the unit responsible for certification continues after the individual has been referred to participate in the E&T program. Communications involve information related to referrals, assessments, provider determinations, eligibility determinations, supportive services needs, progress in assigned activities, acts of non-compliance as well as conciliation and sanction outcomes.

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.

OTDA makes available the Welfare to Work Caseload Management System (WTWCMS) to local districts which is described in detail in the section below. The New York City Human Resources Administration (HRA) makes the NYCWAY and SEAMS data systems available to HRA engagement programs in New York City. Additionally, participant information is shared through direct contact, email correspondence, or through shared systems where documentation is maintained in case records such as the Imaging and Enterprise Document Repository (IEDR). Districts utilizing IEDR are able to scan, index and retrieve their documents by application registration number or case number. The system also provides the use of electronic case comments. Benefits of using the system include immediate availability of scanned and indexed case documents, secure document storage, one time submission of documents, simultaneous document access by multiple users, ability to retrieve documents cross district, role to allow sensitive case management, and off-site access by State users.

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.

WTWCMS is a system available to local districts outside of New York City for employment program administration and client caseload management that provides local access to participation data and supports social services district operations, while also fulfilling federal and State tracking and reporting mandates. WTWCMS provides district staff with automated tools to improve program effectiveness, increase productivity, and enhance program management and monitoring capabilities. WTWCMS is organized into the following functional components: administration, provider directory, client folders, assessment, employment plan, referral, enrollment, employment, noncompliance, and provider access. The system design is based on local operating needs and is flexible in supporting new program requirements. WTWCMS supports functionality to complete employment assessments, develop employment plans, address an individual's supportive services needs, generate referrals, document referral feedback and provision of participant reimbursements, record enrollments in SNAP E&T components, track and report participation in assigned activities, monitor participant progress, document instances of non-compliance with work requirements as well as the outcome of the conciliation and sanction processes. Additionally, WTWCMS allows districts to develop and maintain a district specific provider directory that includes detailed information regarding offerings, availability, and special accommodations to help employment staff enroll clients in appropriate activity offerings.

The NYC HRA makes SEAMS available to HRA engagement programs in New York City. SEAMS is a consolidated electronic case management system designed to track work development and other activities for the Career Services (CS) and Wellness, Comprehensive Assessment, Rehabilitation, and Employment (WeCARE) programs, to manage employability, wellness, and federal disability assistance for clients of the Human Resources Administration (HRA).

The following is a high-level description of the key attributes of the SEAMS application:

- Enable both the Employment Services and WeCARE vendors to manage and collect information at an individual level from the field.
- Provide a single data entry system which allows entry of data for all integrated applications and supported programs.
- Eliminate the need to log in to multiple systems to manage cases for the CS and WeCARE programs.
- Provide a platform that allows for integration of individual level data collected with data provided by other sources including other New York City agencies.
- Enable the users to manage workflow and individual cases, including the delivery of services to individuals.
- Allows for vendors to input data pertaining to timekeeping and education/training program completion.

- Track all documents collected and provided to clients regarding school enrollments.
- Monitor job attainment at training completion and tracks placements that are made as a direct result of specific training engagement.
- Track job retention utilizing a career pathways approach.

After the initial deployment of SEAMS on June 16, 2023, DSS/HRA programs in collaboration with HRA ITS team, have implemented numerous system updates and enhancements to ensure HRA is in compliance with SNAP laws and regulations.

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

As new policy is developed and issued, OTDA provides this information to Ventures contractors and DOL to ensure they implement any needed changes in their programs and are aware of the impact. This communication occurs via email, phone calls and meetings as needed.

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.

**Venture V:** OTDA conducts provider site visits at least twice per provider for each 5-year Program cycle. In addition, technical assistance is provided on an as needed basis, either in person, via email, phone/conference call, or a combination of these.

**DHP:** DOL communicates with providers using email and phone calls. DOL uses quarterly reports, and documentation provided with voucher submissions to monitor performance and fiscal operations.

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).

OTDA uses the methods described above to monitor the performance of E&T providers in achieving the purpose of E&T, including open communication, frequent visits, quarterly reporting, and review of voucher submissions.

## VIII. Screening for Work Registration

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

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

Districts are required to evaluate the SNAP employability status of each individual applying for or receiving SNAP benefits, including those concurrently applying for or in receipt of TA. The TA and SNAP intake and application processes are unified for individuals who are applying for benefits under both programs at the same time. The Application for Certain Benefits and Services (LDSS-2921) and the SNAP application (LDSS-4826) include questions to collect information to help districts identify individuals who may be exempt from SNAP work requirements. Additionally, individuals are screened for exemptions during the eligibility interview. Based on information gathered through the completed application, the interview process and other contacts with the household workers determine whether individuals are exempt or non-exempt from SNAP work requirements. OTDA has developed the LDSS-5062A SNAP Employability Code/ABAWD Determination Desk Guide to assist districts in selecting the appropriate SNAP employability status for each SNAP applicant and recipient.

Eligibility workers review each household member's employability status at certification, recertification and if appropriate, when changes in the household's circumstances are reported. An individual's SNAP employability status indicates if they are subject to SNAP work requirements. Districts use SNAP employability codes established by OTDA to record each SNAP applicant's and recipient's employability status. The SNAP employability code for each SNAP recipient is entered in the designated field in the Welfare Management System (WMS).

The timeframe for recertification may vary depending on client circumstances and federal, State, and local policy, but generally does not exceed a 12-month period, unless the SNAP household consists of individuals who have been determined to be aged or disabled.

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.?

As indicated above, workers are required to screen all household members for exemptions and determine whether they are exempt or non-exempt from SNAP work requirements at certification, recertification and if appropriate, when changes in the household's circumstances are reported. An individual is determined to be a work registrant if they do not qualify for any of the exemptions from the general SNAP work requirements. Once the worker makes a determination of non-exempt status, they assign the appropriate SNAP employability code to the individual and enter it in the

designated field in WMS. This completes the work registration process. The LDSS-5062A *SNAP Employability Code/ABAWD Determination Desk Guide* is designed to serve a dual purpose: to assist workers in determining each individual's SNAP employability status and to document their determinations in the case record. Districts that do not retain a copy of the LDSS-5062A in the case record are required to document employability status determinations through case comments.

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

Districts are responsible for properly documenting work registration status (exempt or non-exempt) as well as ABAWD status in accordance with federal and State guidelines for each individual who applies for SNAP. When at least one household member is subject to any of the three categories of SNAP work requirements including General SNAP work requirements, mandatory SNAP E&T, and ABAWD requirements the eligibility worker provides the written notification and the oral explanation of the applicable work requirements to the household. Before providing the written notice to SNAP households, workers are required to complete the first page of the notice including: Date, Case Number, and District Contact Number. Workers must also list all members of the household who are subject to each of the different types of requirements in the applicable work requirements sections. The written notice and oral explanation of applicable SNAP work requirements are also provided to households where at least one member is subject to a work requirement at recertification and at any time an exempt household member or new household member becomes subject to work requirements.

Each district is required to describe its procedures for informing SNAP applicant and recipient households of their pertinent SNAP work rules verbally and in writing in Section 5.2 of its Biennial Employment Plan.

As explained above, the LDSS-5062A *SNAP Employability Code/ABAWD Determination Desk Guide* is designed to assist workers in determining each individual's SNAP employability status and documenting their determinations in the case record. In November 2023, the LDSS-5062A was enhanced to also aid district eligibility staff in documenting the case record to show the household was informed of their pertinent work requirements verbally and in writing as required.

## 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).*

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.)*

New York State operates a combination of mandatory and voluntary SNAP E&T program. Non-exempt TA/SNAP work registrants are considered mandatory for SNAP E&T participation and must be provided with case management and the assignment to at least one E&T work activity component if referred to SNAP E&T. The assigned work activity for these individuals is generally a combined TA and SNAP work requirement and willful refusal or failure to comply without good cause may result in a TA and/or SNAP employment sanction in accordance with 18 NYCRR §385.12. OTDA has provided guidance to districts in 21-ADM-05. Districts are responsible for operating a SNAP E&T program that can accommodate all mandatory SNAP E&T participants. In situations where there is not an appropriate and available opening for a mandatory E&T participant in the E&T program, the district must determine that the participant has good cause for failure to comply with the mandatory E&T requirement. Additionally, each district determines the extent to which non-exempt NTA/SNAP applicant and recipient work registrants are required to participate in the SNAP E&T program. District specific policies regarding SNAP E&T are outlined in district biennial TA and SNAP Employment Plans. Currently, all 58 districts in New York State exempt their NTA/SNAP population from mandatory participation in SNAP E&T.

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.

Generally, during the screening process the district eligibility worker will determine if it is appropriate to refer an individual who has been determined to be a work registrant to the district's SNAP E&T program. OTDA has provided guidance to districts in 21-ADM-05. As part of the interview process, districts are required to evaluate the SNAP employability status of each individual applying for or receiving SNAP benefits, including those concurrently applying for or in receipt of TA. The TA and SNAP intake and application processes are unified for individuals who are applying for benefits under both programs at the same time. Clients are screened for exemptions during the eligibility interview. During the oral explanation of work rules when the eligibility worker is discussing the rights and responsibilities related to each applicable work requirement and what is required to maintain eligibility, the worker may choose to delay the referral to E&T. Also, as indicated on the State's consolidated work notice, if the district cannot pay a person's costs to participate in a SNAP E&T assignment, the individual will be excused from participating. Furthermore, if a client provides information indicating good cause for not participating in E&T for a specific period of time, the district may delay the referral to E&T. Guidance was provided to districts in [22-ADM-01 - Oral and Written Requirements to inform SNAP Applicants and Recipients of SNAP Work Rules](#) and [22-LCM-14 - Introduction of LDSS-4826C](#)



[Employment Requirements for SNAP Applicants and Recipients - Script for Eligibility Workers.](#)

For NTA/SNAP recipients, each district determines the extent to which this population is required to participate in SNAP E&T activities. District specific policies regarding SNAP E&T are outlined in district biennial TA and SNAP Employment Plans. Currently all 58 districts in New York State exempt their NTA/SNAP population from participation in mandatory SNAP E&T activities.

Referrals are made by district staff, taking into consideration the participant's preferences, available resources in the district, and local workforce needs. Specific assignments are designed to enhance the individual's ability to obtain and maintain employment. In addition to district assignments, if appropriate, individuals may enroll in a non-district operated SNAP E&T component offered through a Venture V contractor or the Displaced Homemaker Program that is administered by the NYS Department of Labor based on the assessment and enrollment policies of the program provider.

*(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.

Individuals who are identified as potential SNAP E&T participants by a Venture V provider, the Displaced Homemaker Program, or a district provider are screened by district eligibility staff to ensure they meet the criteria to be referred to SNAP E&T. After the district determines a referral is appropriate, the individual is referred to the SNAP E&T program. After notification about the reverse referral is received from the SNAP E&T provider, individuals who are not in receipt of SNAP complete the application process to determine if they are eligible for SNAP. As part of the process the individual is screened for exemptions and if applicable informed of the SNAP work rules. Districts are strongly encouraged to use the LDSS-4826C *Employment Requirements for SNAP Applicants and Recipients - Script for Eligibility Workers* to deliver the oral explanation of work rules which includes a section specific to referrals and supportive services needs. For individuals who are already in receipt of SNAP at the time of reverse referral the worker screens for appropriateness based on local policy and discusses the participant's supportive services needs and the necessary and reasonable supportive services that will be provided to accommodate the individual's participation in the program.

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?

Individuals are notified of the availability of participant reimbursements at the time they are provided with the oral explanation of pertinent SNAP work requirements

which occurs during the eligibility interview and again during the assessment process. Each participant's reimbursement needs are explored and documented as part of the oral explanation of work requirements. OTDA issued the LDSS-4826C *Employment Requirements for SNAP Applicants and Recipients - Script for Eligibility Workers* to assist district eligibility staff in informing SNAP households of their pertinent work rules. This tool includes a section prompting the worker to discuss participant reimbursement needs for each household member referred to E&T and spell out the district's responsibility to pay or reimburse participants for the necessary and reasonable costs associated with participation in a SNAP E&T activity (e.g., transportation, childcare, personal safety items, and other reasonable required costs, such as tools, books, and uniforms). Additionally, the LDSS-4826C contains language to inform the household that if the district cannot provide supportive services needed for an individual who is required to participate in an assigned work activity, they will be excused from participating in the assignment. Districts that have opted not to use the LDSS-4826C have been notified that in cases where one or more household members are referred to engage in a SNAP E&T activity on a mandatory or voluntary basis, the case record must be notated to describe the eligibility worker's discussion with the household as related to each participant's supportive services needs and the necessary and reasonable supportive services provided by the district to accommodate each individual's participation in the program. If the household contains at least one member who is a mandatory SNAP E&T participant, in addition to explaining the individual's right to receive participant reimbursements for allowable expenses related to participation in SNAP E&T, the eligibility worker is required to notify the household of the local district's responsibility to excuse the individual from the requirement to participate in mandatory SNAP E&T should their allowable expenses exceed what the district will reimburse.

Information about the availability of participant reimbursements and the district's responsibility to excuse a mandatory SNAP E&T participant from the requirement to participate in SNAP E&T if their allowable expenses related to participation in the program exceed what the district will reimburse is also included in the consolidated work notice. SNAP E&T participants whose participant reimbursement needs exceed the reimbursement available through the district are not required to participate in SNAP E&T activities at that time. Individuals are notified of this determination in a timely manner, and the information is documented in the case record. Participant reimbursements are also discussed in LDSS-4148A Book 1 *What You Should Know About Your Rights and Responsibilities*.

If the determination that participant reimbursement costs exceed the cap for a necessary supportive service is made during the assessment process, the district must determine that the participant has good cause for failure to comply with the mandatory E&T requirement and the individual is referred back to the eligibility worker to determine the next appropriate steps in the E&T process.

As previously indicated, providers must also have a plan in place with the district for purposes of coordinating participant reimbursements, so they are not duplicated and

to ensure participants are made aware of and have access to supports that are reasonable and necessary to be successful.

Participant reimbursement costs must be reasonable, necessary, and directly related to participation in the approved SNAP E&T activity.

## X. Referral to E&T

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

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)?

In addition to informing households where at least one member is subject to mandatory SNAP E&T requirements of the pertinent work requirements including the nature of the SNAP E&T program, the availability of participant reimbursements and the provision of case management services as required, districts outside of New York City can utilize WTWCMS to generate referrals. Districts can use the referral function in WTWCMS to create customized letters including detailed information regarding specific activity referrals such as appointment date, time and location, contact information for the provider, additional comments to the participant, and potential consequences for failure to comply with the activity assignment. Using WTWCMS for referrals allows case managers to easily see the history and status of all referrals and to make new referrals or adjustments as needed.

The NYC HRA makes SEAMS available to HRA engagement programs in New York City. This is a consolidated case management system to manage employability for HRA applicants/participants. SEAMS is a single source system that interfaces with a number of HRA's systems, such as NYCWAY, Imaging, the HRA One Viewer, the Automated Child Care Information System (ACCIS), and other systems and provides support to HRA/FIA programs eliminating the need to log-in to multiple systems. SEAMS provides agency and vendor staff with one system for:

- case management
- employment services
- management functions
- audit processing
- monitoring capabilities
- reports

SEAMS replaced the New York City, Work, Accountability and You (NYCWAY) system as the primary system of record for HRA's employment services effective June 16, 2023. After the system's initial deployment, DSS/HRA programs, in collaboration with HRA ITS team, have implemented numerous system updates and

enhancements to ensure HRA's screening and referral processes are in compliance with SNAP laws and regulations.

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.?

Once a reverse referral is approved, districts follow the same process to communicate information regarding participation in SNAP E&T and the availability of participant reimbursements to the SNAP participant as the process for direct referrals described above.

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.

The process varies from district to district throughout the State. Generally, the individual is initially referred to an orientation. Orientations may be held individually or in a group setting. Additionally, districts may offer in-person or virtual orientations, or utilize a hybrid model to include both remote and face-to-face sessions. Following the orientation and the completion of a comprehensive intake employment assessment, the individual participates in the development of an individualized employment plan. The functions described above are usually performed by district Employment Unit staff or contracted SNAP E&T providers. After the individualized plan is complete, the client is assigned to an appropriate SNAP E&T component and provided with case management services. The particular assignment is dependent on the individual's preferences, skills and abilities, supportive services needs, locally available program offerings and employment opportunities. If a potential exemption is disclosed during the assessment process, the employment staff refer the individual back to the district eligibility staff and they reinitiate the exemption determination process. If it is determined the individual does not qualify of an exemption from work requirements, a reassessment is conducted to ensure the client is assigned to an appropriate SNAP E&T component.

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?

Information about the referral is communicated within the State agency through direct contact, email correspondence, or through shared systems where documentation is maintained in case records (e.g., WTCMS, IEDR, SEAMS).

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?

Information about the referral is communicated between the State agency and E&T providers through direct contact, email correspondence, or through shared systems where documentation is maintained in case records (e.g., WTWCMS, IEDR, SEAMS) if the E&T provider has been granted access to those systems.

## XI. Assessment

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

Does the State require or provide an assessment?

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

No (*Skip to the next section.*)

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)

Districts have broad flexibility in the manner and timing of completion of the employability assessment. Employability assessments can be part of the required case management services provided to SNAP E&T participants and/or the job search training component. Districts and their providers are required to coordinate assessments, so a participant does not undergo an employability assessment twice in a short period of time. In some districts the assessment is conducted by eligibility staff. In other districts, Employment unit staff or contracted vendors perform this function.

Districts are encouraged to complete employment assessments for non-exempt TA/SNAP applicants and recipients who are mandatory SNAP E&T participants as soon after an individual has applied for SNAP as practicable and to thereafter reassess individual circumstances and activity assignments as circumstances warrant, no less frequently than annually. Should a district opt to mandate its non-exempt NTA/SNAP recipients to participate in SNAP E&T activities, the district will be required to provide a detailed description of its case management services including assessment procedures in the district's biennial Employment Plan.

When conducting an assessment and developing an employment plan, districts may use the model Assessment and Employment Plan forms developed by OTDA or a

local equivalent. Information gathered through the assessment process can also be recorded in the participant's case record in WTWCMS or SEAMS.

Information about the assessment is communicated between the State agency and E&T providers through direct contact, email correspondence, or through a process of shared systems where documentation is maintained in case records (e.g., WTWCMS, SEAMS, and IEDR).

Districts have been instructed to adhere to the confidentiality provisions required by SSL § 136 when collecting and recording employment assessment information. If an individual discloses health-related information including information related to a disability during the assessment process, districts must protect the individual's confidentiality and privacy. An individual's medical information may only be re-disclosed to a third party if the district has obtained the individual's signature and the redisclosure is consistent with the purposes described in the signed authorization (see 06-INF-17). Districts must also ensure that individuals acting as interpreters for persons with Limited English Proficiency (LEP) understand their obligation to maintain client confidentiality.

## 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.*

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.

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.

All districts are required to operate a SNAP E&T program that consists of case management services and one or more SNAP E&T components. SNAP E&T

participants must receive an assignment to at least one SNAP E&T component, case management, and participant reimbursements necessary for their participation in the assigned activities. Districts may also offer job development, job placement and job retention services to assist individuals in achieving program goals.

### **Case Management**

The goal of the SNAP E&T program is to increase the ability of SNAP participants to obtain gainful employment with opportunities for career advancement so they can provide financially for themselves and their family and reduce or eliminate their need to receive publicly funded economic supports. The purpose of case management as part of SNAP E&T is to identify and overcome barriers which may impede an individual's ability to attain and/or retain a job, guide the participant towards appropriate SNAP E&T components, support their participation in the SNAP E&T program, and provide activities and resources that help the participant achieve program goals. Case management services offered by districts and SNAP E&T providers to facilitate each individual's successful participation in the SNAP E&T program are the completion of a comprehensive intake assessment, the development of an individualized employment plan, and monitoring the individual's progress in the assigned SNAP E&T component(s). Case management may also include activities such as referrals to service providers for assistance with securing childcare, housing, clothing for interviews, appropriate training and education opportunities including financial literacy training, job placements, job coaching, and job retention. To improve program participant outcomes, districts are required to offer case management services that are tailored to the needs to each SNAP E&T participant.

Case management services delivered by districts or contracted SNAP E&T providers must be documented in the case record through the completion of an employability assessment, the development of an employment plan, and detailed case notes to document the frequency of contact with the individual to monitor their progress in the assigned SNAP E&T component.

To assist districts in tracking an individual's participation in case management, OTDA added a new activity in WTWCMS titled Case Management that has two subcategories:

- Case Management Other Than Assessment which is used to track the time SNAP E&T participants spend in routine case management sessions.
- Case Management: Assessment which facilitates tracking and reporting of time spent to complete an assessment either before an individual's assignment to a SNAP E&T component or in cases where the assessment is integrated into the SNAP E&T component.

NYC HRA is also modifying their systems to ensure proper tracking of participation in case management for SNAP E&T participants residing in NYC.

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:	This process varies by district and contracted provider. Coordination between SNAP eligibility staff and E&T case managers entails sharing of information related to provider determinations, instances of non-compliance, good cause determination, and changes in individual circumstances that may affect their employability status. Venture V providers are also required to coordinate services with their respective district to determine the extent to which participation in a Venture V Program satisfies any work requirement that may be mandated by the district. Further, once a SNAP recipient becomes employed, providers must submit proof of employment to the district for purposes of required SNAP budgeting and to OTDA for performance payment purposes.
State E&T staff:	This process varies by district and contracted provider. Each district develops procedures to coordinate services with E&T providers. Coordination between district employment staff and E&T case managers entails sharing of information related to an individual’s participant reimbursement needs, the completion of an employment assessment, development of an individualized employment plan, SNAP E&T component assignments, as well as tracking and monitoring an individual’s participation in an assigned component.
Other E&T providers:	This process varies by district and contracted provider. Each district develops procedures to coordinate services with E&T providers. Coordination between E&T case managers and other E&T providers entails sharing of information related to an individual’s participant reimbursement needs, the completion of an employment assessment, development of an individualized employment plan, SNAP E&T component assignments, as well as coordination of the individual’s participation in assigned components and other activities.
Community resources:	This process varies by district and contracted provider. Each district develops procedures to coordinate services with E&T providers and other community resources which can include, direct service integration, community outreach coordination, etc. For instance, some districts have community outreach coordinators and others host community resource fairs or other provider/community outreach events to educate case managers and improve provider coordination.



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).

Individuals enrolled in a SNAP E&T component approved by the district must also receive case management services delivered by district staff and/or a SNAP E&T provider, including comprehensive intake assessments and reassessments, individualized employment plans, progress monitoring, and coordination with service providers. Case management services may also include referrals to activities and supports outside of the SNAP E&T program, but districts can only use E&T funds for allowable components, activities, and participant reimbursements. Individual specific component assignments are based on information gathered through the assessment process related to the participant's interests, needs and goals and are outlined in the participant's individualized employment plan. Case management services offered must be tailored to individual circumstances and needs.

OTDA has advised districts and contracted providers through guidance outlined in 21-ADM-05 that the purpose of case management services is to guide the participant towards appropriate SNAP E&T components and activities based on the participant's needs and interests, to support their participation in the SNAP E&T program, and to provide activities and resources that help the participant achieve program goals. Districts and contracted providers have been explicitly instructed that case management services must directly support an individual's participation in the SNAP E&T program. Mandatory SNAP E&T participants are not subject to sanction for failure to comply with case management services, other than assessment.

Assessment is viewed as a necessary and critical element of case management since based on the assessment process the individual is assigned to appropriate SNAP E&T components and activities that will assist them in achieving their employment goals. OTDA monitors the provision of case management services as part of the State's SNAP E&T and ABAWD Management Evaluation process.

### **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.*

Does the State agency offer a conciliation process?

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

No (*Skip to the next section.*)

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

### **Monitoring Compliance with E&T Participation Requirements**

Districts must obtain information regarding an individual's mandated participation and progress in a SNAP E&T component at appropriate intervals to ensure the individual is in compliance with program requirements. SNAP E&T providers must notify the district within 10 days if a mandatory SNAP E&T participant fails to comply with E&T requirements.

### **Conciliation Process**

Recipients of TANF funded assistance or Safety Net Assistance who fail to comply with a TA work assignment are offered conciliation in accordance with State Social Services Law. A conciliation procedure is also used for SNAP recipients who are subject to SNAP work requirements and do not comply with assigned work requirements. SNAP recipients who fail to comply with an assigned work requirement, willfully and without good cause, have the opportunity to avoid a sanction by demonstrating compliance with an assigned work activity as part of the conciliation process.

The conciliation process is initiated when the district is notified that an individual has refused or failed to comply with an assigned work requirement. A conciliation notice (LDSS-4230/4230A or local equivalent) is issued to notify the noncompliant individual of the opportunity to request conciliation to explain why they did not comply with the assigned work requirement and to provide documentation to support any claims of good cause or an exemption from work requirements. Districts are required to ensure that individuals are given the opportunity to provide an explanation and submit supporting documentation for the period of noncompliance (where requested) relative to any claim of good cause and that any information available to the district is taken into consideration when determining whether or not the individual's conduct was willful and without good cause. The good cause determination is made on a case-by-case basis and must take into account the reasons provided by the individual, along with any other evidence in the district's possession.

In those instances, where the individual is subject to SNAP work requirements, the conciliation notice also informs the individual of the opportunity to avoid the SNAP sanction by demonstrating compliance with SNAP work requirements as assigned by the district. Policy guidance on the State's conciliation process is outlined in 14-ADM-06 *Supplemental Nutrition Assistance Program (SNAP) Conciliation with Option to Avoid a SNAP Work Sanction through Demonstrated Compliance*, 22-ADM-02 *Determining Willfulness and Good Cause for Noncompliance with Employment Requirements*, and 18 NYCRR 385.11.

What is the length of the conciliation period?

Individuals have ten calendar days to respond to the request for conciliation and re-engagement in SNAP work activities. The start date of the demonstrated compliance must be no later than the end of the 10-day conciliation period, unless the individual has a good cause reason. The conciliation period shall last no longer than 30

calendar days from the date of the conciliation notice, unless the district determines that the conciliation period should last longer.

## 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).*

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.

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

- Yes
- No

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

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

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

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

- Six months or until the individual complies, as determined by the State agency
- Time period greater than 6 months
- Permanently

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.*

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.

As explained in Section XIII. *Conciliation Process*, districts are required to determine if an individual who failed or refused to comply with work requirements had good cause for the failure. The good cause determination is made on a case-by-case basis and must take into account the reasons provided by the individual, along with any other evidence in the district's possession. Districts must ensure that individuals are given the opportunity to provide an explanation and submit supporting documentation for the period of noncompliance (where the district requests documentation) relative to any claim of good cause and that any information available to the district is considered when determining whether or not the individual's conduct was willful and without good cause. Districts are required to determine that a recipient's refusal or failure to comply with a SNAP employment requirement as assigned by the district was both willful and without good cause before imposing a SNAP employment sanction. This requirement was implemented to provide a consistent standard for TA and SNAP program determinations as to when an employment sanction is warranted.

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

### **Determinations of Willfulness and Good Cause**

1. Willfulness - The term "willfulness" for the purpose of imposing an employment sanction is determined on a case-by-case basis taking into consideration whether the individual, intentionally, knowingly, or deliberately refused or failed to comply with TA or SNAP employment requirements.
2. Good Cause - Good cause exists when there are circumstances which are beyond the individual's control that prevent the individual from complying with

the assigned employment requirement. When the individual notifies the district and furnishes documentation, as may be required by the district, to support any claimed good cause reason for the act or period of noncompliance, the district must record that information in the case record. Examples of good cause reasons for the act or period of noncompliance include, but are not limited to:

- Job interview or working at the time of the employment appointment or assigned work activity,
- Illness of the individual,
- Jury duty,
- Illness of another household member requiring the presence of the individual who is subject to the work requirement to be in the home to provide care or service,
- Death in the family,
- Physical or mental incapacity that prevents compliance,
- A household emergency, or
- The individual has made a diligent effort to secure childcare and the district has determined that adequate childcare for a child under the age of 13 is not available.

Individuals are responsible for providing documentation for the period of noncompliance (upon the district's request) to substantiate a claim of good cause. Where requested by the district, the individual must make reasonable attempts to obtain documentation and is required to notify the district timely of any reasons that may impact their ability to provide documentation required by the district. The district must review the information provided and determine whether the information supports a finding of good cause.

Examples of suitable documentation to support good cause for the period of noncompliance may include, but are not limited to:

- Letter from employer,
- Letter from the individual's health care practitioner,
- Letter from a household member's health care practitioner,
- Letter from the court,
- Copy of jury notice, or
- Letter from the school where the individual's child attends.

### **Determination**

If the district determines the individual's failure to comply was willful and without good cause but the individual is willing to avoid a SNAP E&T sanction through demonstrated compliance, the district should re-engage the individual and may require up to 10 days of demonstrated compliance consistent with procedures outlined in the district's biennial Employment Plan approved by OTDA. Districts are required to provide participant reimbursements including childcare and transportation

services that are necessary to enable the participant to demonstrate compliance with SNAP work requirements.

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.

Guidance outlined in 21-ADM-05 informs districts of the requirement to determine that good cause exists when there is not an appropriate and available opening for a SNAP E&T participant. Districts are responsible for operating a SNAP E&T program that can accommodate all mandatory SNAP E&T participants. In situations where there is not an appropriate and available opening for a mandatory SNAP E&T participant in the SNAP E&T program, the district must determine that the participant has good cause for failure to comply with the mandatory SNAP E&T requirement. If the case manager at a contracted SNAP E&T provider determines there is not an appropriate and available opening, the case manager must inform the appropriate district staff, who can then determine if the participant has good cause. Good cause for a lack of an appropriate or available opening in the SNAP E&T program ends when the district identifies an appropriate and available opening and informs the participant. In accordance with 7 CFR 273.24(b)(2), an ABAWD who receives good cause for failure to comply with the mandatory SNAP E&T requirement, must also receive good cause for failure to comply with the ABAWD work requirement, with one exception. An ABAWD may receive good cause for lack of an appropriate and available opening in SNAP E&T for the mandatory SNAP E&T requirement, but this form of good cause does not extend to the ABAWD requirement. This is because the ABAWD has other ways to meet the ABAWD requirement outside of SNAP E&T. It is expected the ABAWD will seek out other opportunities even if there is not an appropriate and available opening in SNAP E&T. Districts implementing ABAWD requirements must still offer a slot in a qualifying ABAWD work activity to permit ABAWDs to remain eligible beyond the three-month time limit.

## 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.*

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

OTDA issued 21-ADM-05 *Changes to the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Policy Mandated by Section 4005 of the Agriculture Improvement Act of 2018* and 22-INF-11 *Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Provider Determinations* to inform districts of the requirement to implement a provider determination process. SNAP E&T providers know best the skills and qualifications that will likely enable an individual to be successful in their programs. As such,

providers have flexibility to establish the criteria used to make a provider determination. The provider may use any information available to make the determination. Districts are encouraged to work with providers to understand the skills and qualifications needed for SNAP E&T participants to be successful in the SNAP E&T components, and to thoroughly screen individuals prior to referral, in order to reduce the number of participants referred by the district to components where they are not likely to be successful. SNAP E&T providers have 10 days from the date of a provider determination to notify the district that a participant is not a good fit for a program. The notification may be provided via email, direct contact, or any other means of communication the district and the provider have agreed upon. The provider must include the reason for the provider determination and may include input to the district on the most appropriate next step. If the provider is unable to provide the reason for the provider determination, the district should process the provider determination without the reason. Districts are required to document provider determinations in the participant case record. In New York, as a result of a provider determination districts must take the most suitable action from the following two options no later than the date of the individual's recertification:

1. Refer the individual to an appropriate E&T program component. If selecting this option, the individual must first be referred for a reassessment to determine an appropriate E&T program component, considering the suitability of the individual for any available E&T components.
2. Re-assess the participant's physical and mental fitness. If selecting this option, districts must perform a reassessment and screen the individual for any other exemptions from the work requirement. Individuals who are determined to be mentally or physically unfit must be exempt from SNAP work requirements. If the individual is found to be physically or mentally fit, and the district eligibility staff determine the individual is not otherwise exempt from the general work requirements, the district must follow the process described in option one to determine an appropriate E&T program component.

Each district is required to outline its provider determination processes in Section 5.5 of their Biennial Employment Plans.

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

Districts are required to notify a mandatory or voluntary SNAP E&T participant with a provider determination within 10 days of receiving the notification from the SNAP E&T provider. Districts may make such notification either verbally or in writing, but must, at a minimum, document when the notification occurs in the participant's case file. The district must explain to the SNAP E&T participant, as applicable, what a provider determination is, describe the steps the district will take as a result of the provider determination, and provide contact information for the district. In the case of either a mandatory or voluntary SNAP E&T participant with a provider determination, the district must also notify the individual that they are not being sanctioned as a result of

the provider determination. In the case of an ABAWD who has received a provider determination, districts implementing ABAWD requirements must also notify the ABAWD about the accrual of countable months. In particular, the district must notify the ABAWD that the ABAWD will accrue countable months toward their three-month participation time limit the next full benefit month after the month during which the district notifies the ABAWD of the provider determination, unless the ABAWD fulfills the work requirements in accordance with 7 CFR 273.24, or the ABAWD has good cause, lives in a waived area, or is otherwise exempt.

Additionally, OTDA makes WTWCMS available to districts outside of New York City for the management of employment programs, including SNAP E&T. This system has a referral feedback section that supports the functionality to generate a customized provider determination notice describing the specific course of action the district intends to take as a result of the provider determination. This feature is available to districts that select to issue written notification of the provider determination. Regardless of whether the provider determination is communicated with the client verbally or in writing, districts are required to maintain detailed case notes to document all interactions with the client, including provider determinations.

## 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>	<p>145,993</p> <p>Note: This estimate is based on data submitted to FNS via the FNS-583 report. In cases where it is determined that participant reimbursements are available to the individual through another program or through a private source, SNAP E&amp;T will not be charged as this is not consistent with FNS guidance.</p>
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II.	Estimated number of E&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.	60,284
III.	Estimated budget for E&T participant reimbursements in upcoming FY.	\$19,000,000
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$1,583,333
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$26.26

## 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>
<p>Transportation such as: Gasoline/mileage; Gas Cards;</p> <p>Public Transportation (e.g., bus, subway, and taxis);</p> <p>Automobile repairs</p>	<p>Transportation CAP at a rate not to exceed IRS rate for business mileage;</p> <p>these allowances are at the public transportation rate</p> <p>Automobile repairs (up to \$1,200);</p>	<p>Social Services Districts or Contracted E&amp;T Providers</p>	<p>Districts may choose to provide assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who participated in SNAP E&amp;T services gained unsubsidized employment. Guidance on the use of SNAP E&amp;T funds is outlined in 23-LCM-19 and is updated annually.</p>
<p>Childcare</p>	<p>Costs may be reimbursed at the rate equal to the cost of care or the locally approved market rate, whichever is lower. SNAP E&amp;T dependent care funds will be provided consistent with federal law and</p>	<p>Social Services Districts or Contracted E&amp;T Providers</p>	<p>Districts may choose to provide assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to</p>

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
	<p>regulation for the SNAP E&amp;T program and childcare requirements established by the NYS Office of Children and Family Services. Costs must be reasonable, necessary, and directly related to participation in the approved SNAP E&amp;T activities.</p>		<p>90 days after individuals who participated in SNAP E&amp;T services gained unsubsidized employment. Guidance on the use of SNAP E&amp;T funds is outlined in 23-LCM-19 and is updated annually. NYS has made significant investments in childcare funding and as a result we do not anticipate utilizing SNAP E&amp;T dependent care funds this plan year.</p>
<p>Background checks and drug tests, if required to enroll in a SNAP E&amp;T component approved by the district or for a job opportunity.</p>	<p>up to \$75</p>	<p>Social Services Districts or Contracted E&amp;T Providers</p>	<p>Districts may choose to provide assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who participated in SNAP E&amp;T services gained unsubsidized employment. Guidance on the use of</p>

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
			SNAP E&T funds is outlined in 23-LCM-19 and is updated annually.
Books related to SNAP E&T training/coursework approved by the district	up to \$500	Social Services Districts or Contracted E&T Providers	Districts may choose to provide assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who participated in SNAP E&T services gained unsubsidized employment. Guidance on the use of SNAP E&T funds is outlined in 23-LCM-19 and is updated annually.
Clothing which includes: Uniforms (needed to complete SNAP E&T training/coursework)  Work clothing (including clothing items needed for an interview)	up to \$300	Social Services Districts or Contracted E&T Providers	Districts may choose to provide assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
			<p>participated in SNAP E&amp;T services gained unsubsidized employment. Guidance on the use of SNAP E&amp;T funds is outlined in 23-LCM-19 and is updated annually.</p>
<p>Safety items and equipment needed to complete a SNAP E&amp;T component approved by the district or job placement/retention</p>	<p>up to \$750</p>	<p>Social Services Districts or Contracted E&amp;T Providers</p>	<p>Districts may choose to provide assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who participated in SNAP E&amp;T services gained unsubsidized employment. Guidance on the use of SNAP E&amp;T funds is outlined in 23-LCM-19 and is updated annually.</p>

<b>Allowable Participant Reimbursements</b>	<b>Participant Reimbursement Caps (optional)</b>	<b>Who provides the participant reimbursement?</b>	<b>Method of disbursement</b>
Licensing and testing fees associated with a SNAP E&T component approved by the district or required to obtain or retain employment	up to \$300	Social Services Districts or Contracted E&T Providers	Districts may choose to reimburse assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who participated in SNAP E&T services gained unsubsidized employment. Guidance on the use of SNAP E&T funds is outlined in 23-LCM-19 and is updated annually.
Tools needed to complete SNAP E&T training/coursework approved by the district	up to \$750	Social Services Districts or Contracted E&T Providers	Districts may choose to reimburse assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who participated in SNAP E&T services gained unsubsidized employment. Guidance on the use of

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			SNAP E&T funds is outlined in 23-LCM-19 and is updated annually.
Laptops or other computer equipment including mobile internet service	Set by districts/contracted providers	Social Services Districts or Contracted E&T Providers	Districts may choose to provide assigned participants with an upfront allowance or reimburse after expenses have been incurred including up to 90 days after individuals who participated in SNAP E&T services gained unsubsidized employment. Guidance on the use of SNAP E&T funds is outlined in 23-LCM-19 and is updated annually.
<p><b>Districts may approve a participant reimbursement in excess of the amount identified above based on case specific circumstances and the district Commissioner or Designee’s determination that the cost is necessary and reasonable.</b></p>			

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.

Due to significant increase in resources available for child care it is unlikely districts will meet the requirements for federal reimbursement for eligible dependent care expenses for FFY2025. NYS will not be requesting SNAP E&T dependent care funds.

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?

The New York State Child Care Assistance Program is administered by local districts and overseen by the New York State Office of Children and Family Services (OCFS). The goal of the Child Care Assistance Program is to assist TA and low-income families pay for child care in order to help them achieve financial stability.

On October 6, 2023, OCFS released 23-OCFS-ADM-18 announcing changes to New York State's Child Care Assistance Regulations to include an adjunctive financial eligibility provision for SNAP recipients. This provision stipulates that when a family in receipt of SNAP requests child care assistance, the district must not require any documentation to verify financial eligibility if the eligibility determination is completed within six months of the eligibility determination for the associated benefits. Districts must verify that the family is in receipt of SNAP prior to approval of the application for child care assistance. Whenever possible, verification of enrollment in SNAP may be obtained electronically from department systems. When it is not possible to obtain information from department systems, the applicant may provide the district with documentation that demonstrates approval for SNAP and must attest that they are still in receipt of SNAP benefits.

Additionally, 23-OCFS-ADM-18 also announced changes to Title 18 of the official compilation of Codes, Rules and Regulations of the State of New York (18 NYCRR), Parts 404 and 415, that were made in accordance with the enacted New York State Budget for Fiscal Year 2024. The income eligibility for child care assistance has increased from 300% of the state income standard (SIS) to a family income eligibility at or below 85% of the state median income (SMI) for the family size.

## **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.*

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.



**Method for Obtaining Initial Count of Work Registrants**

The initial count of work registrants is required for the Plan of Operations and will be included in the first quarterly report to the Food and Nutrition Service (FNS) due on February 14, 2025.

NYS will use its Welfare Reporting and Tracking System (WRTS) to generate the initial count of work registrants as of October 1, 2024. NYS will report the entire universe of individuals who are subject to work registration. Individuals are identified based on eligibility for SNAP benefits (NTA/SNAP and Safety Net Assistance) and a SNAP employability code indicating that the individual is not exempt from SNAP work requirements.

Describe measures taken to prevent duplicate counting.

**Method for Ensuring an Unduplicated Work Registrant Count**

NYS provides an unduplicated count of work registrants by using information in a table that is populated monthly during the federal fiscal year in WRTS. The combination of two indicators, a work registrant indicator and new work registrant indicator, are used to identify the work registrants and the new work registrants each month. For each month in the federal fiscal year, the count is based on the individual’s work registration status anytime during the month. For the October report month, the new work registrant indicator is based on the individual’s work registration status anytime during the month, excluding those who were work registrants as of October 1st. For subsequent months, the new work registrant indicator will only be set to “Y” if the individual was not previously a work registrant in the federal fiscal year.

**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 checked="" type="checkbox"/> Yes <input 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

<b>Source</b> <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	<b>Employment &amp; Earnings Measures</b>	<b>Completion of Education of Training</b>
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

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

**Management Information System**  
 OTDA makes the Welfare-To-Work Caseload Management System (WTWCMS) available to districts outside of New York City for the reporting and management of State employment programs, including SNAP E&T. NYS also collects other information to evaluate work programs beyond that required by FNS.

**Local Reporting Requirements**  
 Districts are required to maintain each individual’s SNAP employability and ABAWD status on WMS and to report actual hours of participation in work activities on a monthly basis using the systems and other reporting mechanisms established by OTDA. This includes information that is necessary for OTDA to submit required quarterly reports to FNS.

**NYC HRA**  
 Mid-month OTDA sends HRA via secured transfer a table of all NYC SNAP Adults active in the previous month. HRA staff returns via secured transfer a table of those adults from the report month file that participated in a SNAP E&T activity. The NYC file includes updates and the SNAP E&T work activity the person participated in for the report month. The file from HRA is loaded directly into the SNAP E&T database.

**NYS DOL Wage Reporting System Data**  
 NYS collects information for each SNAP E&T related reporting measure identified below. OTDA developed and implemented system changes to access the necessary employment data to report on national and State measures. Specifically, OTDA uses a data transfer mechanism, data storage procedures and a database container for obtaining Wage Reporting System data from the NYS DOL.

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

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.

N/A

### State Component Reporting Measures

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.*

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

The same systems are used as indicated above in the Section *National Reporting Measures*.

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

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

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>
Supervised Job Search (SJS)	The percentage and number of program participants who participated in Supervised Job Search and enter unsubsidized employment within 1 year after receiving E&T services	<p>FFY 2024 Q1 - FFY 2024 Q4</p> <p>Numerator - program participants who received E&amp;T services under this component and enter unsubsidized employment within 1 year after receiving E&amp;T services</p> <p>Denominator – all program participants who received E&amp;T services under this component</p>
Job Search Training (referred to as Job Readiness Assistance in New York)	The percentage and number of program participants who participated in Job Search Training and enter unsubsidized employment within 1 year after receiving E&T services	<p>FFY 2024 Q1 - FFY 2024 Q4</p> <p>Numerator - program participants who received E&amp;T services under this component and enter unsubsidized employment within 1 year after receiving E&amp;T services</p> <p>Denominator – all program participants who received E&amp;T services under this component</p>
Educational Program, Career and/or Technical Education Programs or Other Vocational Training (including job skills training)	The percentage and number of program participants who participated in Educational Programs, Career and/or Technical Education Programs or Other Vocational Training and enter unsubsidized employment within 1 year after receiving E&T services	<p>FFY 2024 Q1 - FFY 2024 Q4</p> <p>Numerator - program participants who received E&amp;T services under this component and enter unsubsidized employment within 1 year after receiving E&amp;T services</p> <p>Denominator – all program participants who received E&amp;T services under this component</p>

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
Workfare (referred to as Work Experience in New York)	The percentage and number of program participants who participated in Workfare and enter unsubsidized employment within 1 year after receiving E&T services	FFY 2024 Q1 - FFY 2024 Q4  Numerator - program participants who received E&T services under this component and enter unsubsidized employment within 1 year after receiving E&T services  Denominator – all program participants who received E&T services under this component
Work-based Learning Other (Non-E&T Subsidized)	The percentage and number of program participants who participated in Work-based Learning Other (Non-E&T Subsidized) and enter unsubsidized employment within 1 year after receiving E&T services	FFY 2024 Q1 - FFY 2024 Q4  Numerator - program participants who received E&T services under this component and enter unsubsidized employment within 1 year after receiving E&T services  Denominator – all program participants who received E&T services under this component
Educational Program, Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs). Due to current reporting limitations, outcomes for participation in English Language Acquisition programs and Bridge Programs are also reported here) (referred to as Education	The percentage and number of participants who are meeting program requirements [See Note 1 below]	FFY 2024 Q4 - FFY 2025 Q3  Numerator - program participants who received E&T services under this component and successfully complete the program  Denominator – all program participants who received E&T services under this component

<b>Component</b>	<b>Outcome Measure</b>	<b>Methodology including the timeframes being reported (e.g. denominator and numerator).</b>
Training in New York)		
Work Activity (referred to as Community Service in New York)	The percentage and number of program participants who participated in Work Activity and enter unsubsidized employment within 1 year after receiving E&T services	FFY 2024 Q1 - FFY 2024 Q4 Numerator - program participants who received E&T services under this component and enter unsubsidized employment within 1 year after receiving E&T services  Denominator – all program participants who received E&T services under this component
Job Retention Services	The number and percentage of SNAP recipients between the ages of 18 to 60 with paid employment in the 90-day period of allowable job retention services for employment obtained within 90 days of a SNAP E&T assignment, that have employment in the quarter immediately following the expiration of that 90-day period.	This measure would be assessed using Wage Reporting System records. We will be looking at participants for FFY 2024 Q1 - FFY 2025 Q4.

Notes:

1. OTDA implemented systems changes in WTWCMS necessary to assess completion as defined in FNS guidance, i.e., successful completion. NYC HRA is in the process of modifying their systems to allow reporting of successful completion in the activity components.

## 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.*

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**

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).	Check Box
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"/>

Where will the State agency offer qualifying activities?

- Statewide

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

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.

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

N/A

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

N/A

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

N/A

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.

N/A

*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).*

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.



N/A

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.)

N/A

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?

N/A

**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.)	
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.

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

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

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

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

N/A

## 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)
<p>Summary of the State guidelines implementing SJS</p>	<p>Supervised job search participants must contact employers in an effort to obtain a job. As part of the supervised job search activity, participants may also receive assistance with career exploration, interview preparation, job application assistance, and job leads. Additionally, job placement services may be provided directly by the district or through service contracts with public, private, for-profit, or nonprofit organizations. Costs may be reimbursed on a cost or performance basis, as determined appropriate by the district. Districts were informed in 21-ADM-05 that supervision of participants must be provided by skilled staff, either remotely or in person, who provide meaningful guidance and support with at least monthly documented check-ins and must be provided in such a way to best support the participant. Districts describe their local procedures for how the job search activity will be supervised and tracked, including the frequency of monitoring the participant’s job search efforts in their biennial TA and SNAP Employment Plans approved by OTDA.</p> <p>The number of employer contacts required of job search participants, the frequency with which individuals are required to report job search outcomes and activities, and the manner in which the job search is supervised, is determined by the district and may vary depending on the local job market and participant skills. Supervised job search services may also be provided through WIOA. Supervised job search participants report to the SNAP offices, One Stop Career Centers, the office of an E&amp;T provider, or other locations, including virtual options as determined appropriate by the local district. The required location will be based on the needs and geographical location of SNAP recipients in the district. Districts were provided with guidelines as related to site locations suitable for supervised job search activities in 21-ADM-05. The policy directive indicates that approved locations may include the local Career Center, public library, third-party provider, an individual’s home, or any other location deemed suitable by the district where the participant has access to the tools and materials they need to perform supervised job search. Tools used in the supervised job search program may include virtual tools, including but not</p>

	<p>limited to, websites, portals, or web applications to access supervised job search services. District are encouraged to offer a variety of locations and formats to best meet participant needs, and to the extent practicable, allow participants to choose their preferred location. Each district is required to describe its supervised job search procedures in its biennial employment plan.</p>
<p>Direct link</p>	<p>Supervised job search will not be a continuous, year-round stand-alone requirement. Each district in New York State establishes a job search period, which in their estimation, will provide participants a reasonable opportunity to find suitable employment. If a reasonable period of job search does not result in employment, SNAP E&amp;T participants may be assigned to another program component to improve job skills.</p>
<p>Target population</p>	<p>This component will apply to individuals who are subject to SNAP work requirements, as assigned by districts. An assignment to supervised job search must be consistent with the individual's assessment and employment plan. The district Employment Unit worker or contracted provider staff, in consultation with the individual, develops an employment plan which identifies the individual's employment goals and appropriate assignment.</p>
<p>Criteria for participation</p>	<p>This component is available to all individuals subject to SNAP work requirements who would benefit from participation in it. Assignment to this component will be determined through the employability assessment. As SNAP recipients have varied lived experiences, needs, interests, education, and employment backgrounds, the appropriateness of the referral to a specific SNAP E&amp;T component including supervised job search is based on a combination of all factors listed. The process is individualized and tailored to the participant's circumstances, needs, and preferences.</p> <p>When determining assignments to E&amp;T components, including supervised job search, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual's:             <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child.</li> </ul> <ul style="list-style-type: none"> <li>● the individual's goals and preferences;</li> <li>● the supportive services needed;</li> <li>● the available programs; and</li> <li>● the local employment opportunities</li> </ul>
Geographic area	Each district and contracted provider have the option to provide SJS as a SNAP E&T component. Information about specific district component offerings including SJS can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
E&T providers	The district or its designee will assign individuals to supervised job search and monitor progress. OTDA contracted providers will also offer supervised job search activities. Information about local district provider offerings can be found in each district's Biennial Employment Plan available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
Projected annual participation	106,745
Estimated annual component costs	\$125,796,131

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

Details	Job Search Training (JST)
Description of the component	JST (OTDA refers to this as Job Readiness Assistance) helps participants prepare for employment through training in areas such as employers' expectations, career exploration, appropriate behavior, personal appearance, job application and résumé writing, job interviewing techniques, job seeking skills, and budgeting/financial literacy. These activities will provide participants the opportunity to contact prospective employers. JST may be provided directly by the district or through service contracts with public, private, for-profit, or nonprofit organizations.

	<p>Costs may be reimbursed on a cost or performance basis, as determined appropriate by the district. JST services may also be provided through WIOA.</p>
<p>Target population</p>	<p>JST is for individuals who are subject to SNAP work requirements and who would benefit from such training. It may be offered as preparation for job search or for persons who have participated in a supervised job search component without successfully obtaining employment.</p>
<p>Criteria for participation</p>	<p>This component is available to all individuals subject to SNAP work requirements who would benefit from participation in such training. Assignment to this component will be determined through the employability assessment. As SNAP recipients have varied lived experiences, needs, interests, education, and employment backgrounds, the appropriateness of the referral to a specific SNAP E&amp;T component including JST is based on a combination of all factors listed. The process is individualized and tailored to the participant’s circumstances, needs, and preferences. The component is mainly offered to individuals who need preparation for job search or to persons who have participated in a supervised job search component without successfully obtaining employment.</p> <p>When determining assignments to E&amp;T components, including job search training, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual’s:             <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child.</li> </ul> </li> <li>• the individual’s goals and preferences;</li> <li>• the supportive services needed;</li> <li>• the available programs; and</li> </ul>



	<ul style="list-style-type: none"> <li>the local employment opportunities.</li> </ul>
Geographic area	Each district and contracted provider have the option to provide job search training as a SNAP E&T component. Information about specific district component offerings including JST can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
E&T providers	The district or a contracted provider which could include county E&T office, community-based organization, etc. OTDA contracted providers will also offer JST. Information about local district provider offerings can be found in each district's Biennial Employment Plan available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
Projected annual participation	975
Estimated annual component costs	\$1,389,315

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

Details	Job Retention (JR)
Description of the component	SNAP E&T participants may enter unsubsidized employment following job search or through participation in any E&T activity component. Individuals who become employed after receiving SNAP E&T services may be provided with job retention for at least 30 days, and not more than 90 days. Services may include transportation assistance, case management, job mentoring, and assistance with reasonable and necessary work or training related expenses. Employed individuals may also be provided short-term occupational skills training to enable participants to secure better jobs and advance in the labor market.
Target population	The target population for job retention services are individuals who participated in a SNAP E&T activity within 90 days before becoming employed or are employed and concurrently participating in another approved SNAP E&T activity.
Criteria for participation	Individuals must have participated in a SNAP E&T activity component or case management within 90 days before becoming employed or obtained employment while participating in an approved SNAP E&T activity. Individuals are offered retention services for at least 30 days but not more than 90 days following the start of employment.
Geographic area	Each district and contracted provider have the option to provide job retention services as a SNAP E&T component. Information about specific district component offerings including JR can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
E&T providers	The district or contracted provider which could include county E&T office, community-based organization, etc. OTDA contracted providers will also offer JR. Information about local district provider offerings can be found in each district's Biennial Employment Plan available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
Projected annual participation	5,350

Estimated annual component costs	\$6,304,813
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**Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training**

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

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

Details	Workfare (W)
Description of the component	<p>In New York State Workfare is referred to as work experience. The work experience program is designed to improve the employability of participants. It provides participants with an opportunity to acquire training, knowledge, work habits, and work references necessary to obtain and retain employment.</p> <p>Work experience may be combined with other education, training, or job search activities. Participants will only be assigned to a work experience assignment at a public or private nonprofit agency. Participants are covered by appropriate federal and State standards of health, safety and working conditions and necessary workers' compensation coverage is provided. Work experience assignments shall serve a useful public purpose. Work experience placements shall not result in displacement of any currently employed worker or loss of position including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits. Work experience placements shall not be made at a worksite where regular employees are on a legal strike against the employer or are being subjected to a lockout by the employer.</p> <p>An assignment to work experience in accordance with the provisions of this plan is an appropriate SNAP E&amp;T assignment and is comparable to a workfare assignment made in accordance with Section 20 of the Food and Nutrition Act of 2008 (7 USC 2029). The maximum number of hours of work experience assigned each month is determined by dividing the sum of the household's TA (if applicable) and SNAP benefits by the higher of the federal or State minimum wage. This is a calculation of the number of allowable hours and does not mean that the individual is receiving a wage for the performance of such activities.</p> <p>Work experience includes unpaid internships that are a part of a non-graduate student's curriculum (if the internship is approved by the district according to 18 NYCRR § 385.9 and Section 4.1 of the district's Biennial Employment Plan), regardless of whether the non-graduate education program is approved. Such positions</p>

	<p>would be required of all students to fulfill the education requirements and not a requirement due to the receipt of TA.</p>
<p>Target population</p>	<p>The target population for this component will be individuals who are subject to SNAP work requirements including ABAWDs, and individuals who are concurrently receiving Safety Net assistance with limited work experience and/or a need to develop, demonstrate or maintain appropriate work habits.</p>
<p>Criteria for participation</p>	<p>This component is available to all individuals subject to SNAP work requirements who could benefit from participation in it. As SNAP recipients have varied lived experiences, needs, interests, education, and employment backgrounds the appropriateness of the referral to a specific SNAP E&amp;T component including Workfare is based on a combination of all factors listed. The process is individualized and tailored to the participant’s circumstances, needs, and preferences. The component is mainly offered to individuals with limited work experience and/or a need to develop, demonstrate or maintain appropriate work habits. Specific criteria may be established by districts or worksites depending on the nature of the work to be performed upon assignment.</p> <p>When determining assignments to E&amp;T components, including Workfare (work experience), the Employment Unit worker/contracted provider staff member considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual’s:             <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child.</li> </ul> </li> <li>• the individual’s goals and preferences;</li> <li>• the supportive services needed;</li> <li>• the available programs; and</li> </ul>

	<ul style="list-style-type: none"> <li>the local employment opportunities.</li> </ul>
Geographic area	All districts have the option to operate a work experience program. Information about specific district component offerings including Workfare can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
E&T providers	The district or its designee will refer individuals to work experience assignments and monitor participant progress. Worksites include, but are not limited to, government entities and non-profit organizations. Information about local district provider offerings can be found in each district's Biennial Employment Plan available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
Projected annual participation	1,600
Estimated annual component costs	\$2,675,935

## 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>Education training, as approved by the district, may include, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Literacy Training</li> <li>2. High School Diploma Equivalency Preparation</li> <li>3. High School Education</li> <li>4. English as a Second Language</li> <li>5. Bridge Programs</li> </ol> <p>Participation in these educational programs is expected to improve job opportunities for participants. SNAP E&amp;T funds may be used to support educational services that are not otherwise available to a participant at no cost. Participants must meet satisfactory attendance and progress standards established by the education/training provider and approved by the district.</p>
Target population	<p>Individuals who are subject to SNAP work requirements may be assigned to educational activities as deemed appropriate by the district.</p>
Criteria for participation	<p>OTDA defines in 09-ADM-16 “basic literacy level” as equivalent to the ninth-grade literacy level. An individual’s literacy level must be established based on a test for basic literacy level as determined appropriate by the State Education Department. Districts may choose to first offer the opportunity to enroll in an educational program to nonexempt recipients without a high school diploma or the equivalent and then pursue a test of basic literacy for those individuals for whom an educational enrollment is of interest and that is being considered as part of the individual’s work assignment. Alternatively, districts may choose to provide a test of basic literacy to all individuals or categories of individuals and then offer enrollment in an educational activity. Districts are required to:</p> <ul style="list-style-type: none"> <li>• encourage (and may require) nonexempt recipients who have not attained a “basic literacy level” to enroll in a basic literacy program, high school equivalency program or other educational program in combination with other work activities and consistent with the individual’s employment plan.</li> </ul>



	<ul style="list-style-type: none"> <li>offer (and may mandate) nonexempt recipients who have attained a “basic literacy level” but have not attained a high school diploma or the equivalent the opportunity to enroll in an educational program designed to improve basic literacy level and/or prepare an individual for attainment of a high school diploma or the equivalent in combination with other work activities and consistent with the employment plan.</li> </ul>
<p>Geographic area</p>	<p>Each district and contracted provider may offer education training as a SNAP E&amp;T component. Information about specific district component offerings including EPB, ESL (EPEL), and Bridge Programs (EPEI) can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>The district or its designee will refer individuals to educational programs and monitor participant progress. Districts are required to outline the process for approving educational providers in their biennial employment plans. Types of providers include Adult Basic Education and High school Equivalency providers, such as Adult Career and Continuing Education Services (ACCES), Boards of Cooperative Educational Services (BOCES), and WIOA providers. For Venture V provider offerings, please see Plan Attachments 1 and 2.</p>
<p>Projected annual participation</p>	<p>11,180</p>
<p>Estimated annual component costs</p>	<p>\$15,936,978</p>
<p>Not supplanting</p>	<p>OTDA has provided guidance to districts and contracted E&amp;T providers to ensure compliance with this requirement. Each district is required to list contracts or agreements with agencies that provide employment services to TA and SNAP clients in its biennial Employment Plan. Contracts listed in the district’s employment plan must contain an assurance that the activities are not otherwise available from that provider on a non-reimbursable basis. Districts must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts. Additionally, Venture V program providers are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and</p>

	address any issues in terms of the use of SNAP E&T funds for educational activities. Guidance related to this requirement is outlined in the annual SNAP E&T allocations LCM.
Cost parity	OTDA has provided policy guidance to districts and contracted E&T providers to ensure compliance with this requirement. Additionally, Venture V program providers who also serve non-E&T participants are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and address any issues in terms of the use of SNAP E&T funds for educational activities. Guidance related to this requirement is outlined in the annual SNAP E&T allocations LCM.

**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	Career and/or technical education programs or other vocational training may include instruction in a specific skill or occupation or consist of a program with a specific vocational objective. Such training is generally provided by an instructor in a classroom or other non-worksites setting but may include on-site observation or training at a workplace as a part of the activity.
Target population	Individuals who are subject to SNAP work requirements may be assigned to career and/or technical education or other vocational training. Districts are required to approve educational and/or vocational trainings programs as a work activity where the client’s assessment and employment plan indicate that such activity would help them achieve their employment goals and is likely to lead to the attainment of a degree or certification. Districts should support clients’ enrollment in an educational and/or vocational training program based upon the district’s determination that such training is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade skills to secure a better job. Assignments may also depend on the availability of programs.
Criteria for participation	Career and/or technical education programs or other vocational training must be approved by the district and may not exceed four years of post-secondary education

	<p>(or the part-time equivalent of). Participants must maintain satisfactory progress (having a cumulative “C” average or its equivalent as determined by the education and training provider and approved by the district). The requirement to maintain satisfactory progress may be waived, if it is determined that participant’s inability to maintain satisfactory progress is due to hardship caused by the death of a relative, personal injury or illness, or other extenuating circumstances. SNAP recipients who are subject to SNAP work requirements, but do not maintain satisfactory progress may be assigned to another SNAP E&amp;T component, unless such requirement is waived as described above.</p> <p>Based on information gathered through the assessment process, individuals may be assigned to career and/or technical education or other vocational training (EPC) if the district determines that such training is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade their skills to secure a better job. For participation in EPC to be approved, the Employment Unit worker/contracted provider staff member must ensure that:</p> <ul style="list-style-type: none"> <li>• The goals in the participant's employment plan are consistent with the EPC.</li> <li>• The participant can meet the requirements for admission into the program.</li> <li>• There is a reasonable expectation that the participant will complete the program based on their current assessment and all factors examined through the assessment process.</li> </ul> <p>When determining assignments to E&amp;T components, including career/technical education programs or other vocational training, the Employment Unit worker/contracted provider staff member considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual’s: <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child.</li> </ul> <ul style="list-style-type: none"> <li>● the individual’s goals and preferences;</li> <li>● the supportive services needed;</li> <li>● the available programs; and</li> <li>● the local employment opportunities.</li> </ul>
<p>Geographic area</p>	<p>All districts and contracted providers have the option to operate career and/or technical education programs or other vocational training as a SNAP E&amp;T component. Information about specific district component offerings including EPC can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>Typical providers of career and/or technical education programs or other vocational training include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Providers authorized under WIOA.</li> <li>● Organizations that have demonstrated effectiveness in offering occupational training programs.</li> <li>● BOCES and local school districts.</li> <li>● Post–secondary educational providers such as the City University of New York (CUNY) and the State University of New York (SUNY).</li> </ul> <p>For Venture V provider offerings, please see Plan Attachments 1 and 2.</p>
<p>Projected annual participation</p>	<p>3,985</p>
<p>Estimated annual component costs</p>	<p>\$5,680,523</p>
<p>Not supplanting</p>	<p>OTDA has provided guidance to districts and contracted E&amp;T providers to ensure compliance with this requirement. Additionally, Venture V program providers are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and address any issues in terms of the use of SNAP E&amp;T funds for educational activities.</p>

<p>Cost parity</p>	<p>OTDA has issued policy guidance to districts and contracted E&amp;T providers to ensure compliance with this requirement. Additionally, Venture V program providers who also serve non-E&amp;T participants are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and address any issues in terms of the use of SNAP E&amp;T funds for educational activities.</p>
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**Table G.VIII. Educational Program Details: English Language Acquisition**

<p><b>Details</b></p>	<p><b>English Language Acquisition (EPEL)</b></p>
<p>Description of the component</p>	<p>As indicated above, currently New York includes English Language Acquisition (EPEL) as part of Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB). This component is referred to as English as a Second Language (ESL). English Language Classes also referred to as ESL are designed to teach a variety of language skills to non-native English speakers.</p>
<p>Target population</p>	<p>This component is targeted to individuals for whom the lack of English proficiency is a significant barrier to obtaining suitable employment.</p>
<p>Criteria for participation</p>	<p>If through the assessment process, it is determined that the client will benefit from participation in this component as such participation is expected to enhance job opportunities available to them, the individual can be referred to participate in English Language Acquisition (EPEL).</p> <p>In cases where the Employment Unit worker/contracted provider staff determines that the lack of English proficiency is a significant barrier to obtaining suitable employment, they must address the issue when developing the participant's employment plan and should consider assigning the individual to participate in English Language Classes. Educational providers should follow assessment guidelines established by the New York State Education Department for purposes of determining the appropriate instructional setting in which an individual should be placed.</p>

<p>Geographic area</p>	<p>Information about specific district component offerings including EPEL can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>Information about local district provider offerings can be found in each district's Biennial Employment Plan available at <a href="#">2024-2025 Local District Approved Employment Plans</a>. For Venture V provider offerings, please see Plan Attachments 1 and 2.</p>
<p>Projected annual participation</p>	<p>The projected annual participation for this component is a portion of the projected annual participation for Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB). The State has implemented changes to WTCMS to enable ROS districts to report participation in this component discretely for FFY2025. NYC HRA is in the process of modifying their systems to allow discrete reporting of participation in this component. Currently, participation in English Language Acquisition (EPEL) is reported as part of Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB).</p>
<p>Estimated annual component costs</p>	<p>The estimated annual component costs for this component are a portion of the estimated annual component costs for Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB).</p>
<p>Not supplanting</p>	<p>OTDA has provided guidance to districts and contracted E&amp;T providers to ensure compliance with this requirement. Additionally, Venture V program providers are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and address any issues in terms of the use of SNAP E&amp;T funds for educational activities.</p>
<p>Cost parity</p>	<p>OTDA has issued policy guidance to districts and contracted E&amp;T providers to ensure compliance with this requirement. Additionally, Venture V program providers who also serve non-E&amp;T participants are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and address any issues in terms of the use of SNAP E&amp;T funds for educational activities.</p>

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	As indicated above New York includes Integrated Education and Training/Bridge Programs as part of Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB). Bridge programs prepare individuals with low educational attainment and limited skills for entry into a higher education level, occupational skills training, or career-track jobs by building the competencies necessary for work and education alongside career and supportive services. Bridge programs contextualize programming to a specific industry sector and have established relationships with partners (occupational training, education, and/or specific sector employment) who inform program design and serve as the primary destination for program participants. Bridge programs pair educational instruction and workforce development services.
Target population	The primary goal for these programs is attainment of an industry-recognized credential, entry into advanced training, or employment. The incorporation of basic education supports individuals whose literacy/numeracy levels preclude them from enrollment in traditional training programs.
Criteria for participation	SNAP recipients have varied lived experiences, needs, interests, education, and employment backgrounds. The appropriateness of the referral to a specific SNAP E&T component including Integrated Education and Training/Bridge Programs (EPIE) is based on a combination of all factors examined during the assessment process. The process is individualized and tailored to the participant’s circumstances, needs, and preferences. If through the assessment process, it is determined that the client will benefit from participation in these educational programs as such participation is expected to enhance job opportunities available to them, the individual may be referred to participate in Integrated Education and Training/Bridge Programs (EPIE).
Geographic area	Information about specific district component offerings including EPIE can be found in district Biennial

	Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
E&T providers	Information about local district provider offerings can be found in each district’s Biennial Employment Plan available at <a href="#">2024-2025 Local District Approved Employment Plans</a> . For Venture V provider offerings, please see Plan Attachments 1 and 2.
Projected annual participation	The projected annual participation for this component is a portion of the projected annual participation for Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB). The State has implemented changes to WTCMS to enable ROS districts to report participation in this component discretely for FFY2025. NYC HRA is in the process of modifying their systems to allow discrete reporting of participation in this component. Currently participation in Integrated Education and Training/Bridge Programs (EPIE) is reported as part of Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB).
Estimated annual component costs	The estimated annual component costs for this component are a portion of the estimated annual component costs for Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB).
Not supplanting	OTDA has provided guidance to districts and contracted E&T providers to ensure compliance with this requirement. Additionally, Venture V program providers are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and address any issues in terms of the use of SNAP E&T funds for educational activities.
Cost parity	OTDA has issued policy guidance to districts and contracted E&T providers to ensure compliance with this requirement. Additionally, Venture V program providers who also serve non-E&T participants are required to outline their compliance with the requirement in their contracts. OTDA will also conduct random reviews during vouchering to identify and address any issues in terms of the use of SNAP E&T funds for educational activities.

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

<b>Details</b>	<b>Work Readiness Training (EPWRT)</b>
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Description of the component	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

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

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

### 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	<p>Community Service is a structured program in which participants perform unpaid work for the direct benefit of the community under the auspices of public or nonprofit organizations. Community Service placements must be projects that serve a useful community purpose in fields such as health, social services, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and childcare. Community Service programs are designed to improve the employability of participants not otherwise able to obtain unsubsidized employment.</p>
Target population	<p>The target population for this component will be individuals who are subject to SNAP work requirements but do not have adequate work experience or work opportunities.</p>
Criteria for participation	<p>SNAP recipients have varied lived experiences, needs, interests, education, and employment backgrounds. The appropriateness of the referral to a specific SNAP E&amp;T component including Work Activity is based on a combination of all factors listed. The process is individualized and tailored to the participant’s circumstances, needs, and preferences. The component is mainly offered to individuals who do not have adequate work experience or work opportunities. Specific criteria may be established by districts or worksites depending on the nature of the work to be performed upon assignment.</p> <p>When determining assignments to community service, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual’s: <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• the individual's goals and preferences;</li> <li>• the supportive services needed;</li> <li>• the available programs;</li> <li>• the local employment opportunities.</li> </ul>
Geographic area	All districts have the option to offer community service as a SNAP E&T component. Information about specific district component offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
E&T providers	The district or its designee will refer individuals to community service and monitor participant progress. Worksites include, but are not limited to, government entities and non-profit organizations. Information about specific district component offerings and local district provider offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
Projected annual participation	2,680
Estimated annual component costs	\$3,820,786

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

Details	Internship (WBLI)
Description of the component	<p>An internship is a work-based learning program which, for the purposes of SNAP E&amp;T, entails sustained interactions with industry or community professionals in real world settings (to the extent practicable) or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.</p> <p>*New York includes participants in unpaid internships under workfare for reporting purposes.</p>
Target population	Individuals who are subject to SNAP work requirements may be assigned to an internship based upon the district's determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade skills to secure a better job. Assignments may also depend on the availability of programs.

<p>Criteria for participation</p>	<p>As indicated in the Target Population section, individuals who are subject to SNAP work requirements may be assigned to an internship (WBLI) based upon the district’s determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade skills to secure a better job.</p> <p>For participation in WBLI to be approved, the Employment Unit worker/contracted provider staff member must ensure that:</p> <ul style="list-style-type: none"> <li>• The goals in the participant's employment plan are consistent with the assignment.</li> <li>• The participant can meet the requirements for admission into the program.</li> <li>• There is a reasonable expectation that the participant will complete the program based on their current assessment and all factors examined through the assessment process.</li> </ul> <p>Individuals who are subject to SNAP work requirements may be assigned to an internship as deemed appropriate by the district and contracted providers.</p> <p>When determining assignments to internship, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual’s:             <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child;</li> </ul> </li> <li>• the individual’s goals and preferences;</li> <li>• the supportive services needed;</li> <li>• the available programs;</li> <li>• the local employment opportunities.</li> </ul>
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<p>Geographic area</p>	<p>Each district and contracted provider may offer internships as an allowable SNAP E&amp;T component for SNAP applicants and recipients. Information about specific district component offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>Typical providers of internships include, but are not limited to nonprofits, governmental entities, and private sector employers. Information about specific district component offerings and local district provider offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>. For Venture V provider offerings, please see Plan Attachments 1 and 2.</p>
<p>Projected annual participation</p>	<p>The projected annual participation for this component is a portion of the projected annual participation for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment. The State has implemented changes to WTWCMS to enable ROS districts to report participation in this component discretely for FFY2025. NYC HRA is in the process of modifying their systems to allow discrete reporting of participation in this component. Currently participation in paid internship is reported as part of Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>
<p>Estimated annual component costs</p>	<p>The estimated annual component costs for this component are a portion of the estimated annual component costs for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>

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

<b>Details</b>	<b>Pre-Apprenticeship (WBLPA)</b>
Description of the component	Pre-apprenticeship is a program or set of strategies designed to prepare individuals for entry into New York State Registered Apprenticeship Programs or other job opportunities. Pre-apprenticeships may last from a few weeks to a few months.
Target population	Individuals who are subject to SNAP work requirements may be assigned to a pre-apprenticeship based upon the district’s determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade skills to secure a better job. Assignments may also depend on the availability of programs.
Criteria for participation	<p>As indicated in the Target Population section, individuals who are subject to SNAP work requirements may be assigned to a pre-apprenticeship (WBLPA) based upon the district’s determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade skills to secure a better job.</p> <p>For participation in WBLPA to be approved, the Employment Unit worker/contracted provider staff member must ensure that:</p> <ul style="list-style-type: none"> <li>• The goals in the participant's employment plan are consistent with the assignment.</li> <li>• The participant can meet the requirements for admission into the program.</li> <li>• There is a reasonable expectation that the participant will complete the program based on their current assessment and all factors examined through the assessment process.</li> </ul> <p>Individuals who are subject to SNAP work requirements may be assigned a pre-apprenticeship as deemed appropriate by the district and contracted providers. When determining assignments to pre-apprenticeship, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual’s:</li> </ul>

	<ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child;</li> </ul> <ul style="list-style-type: none"> <li>● the individual’s goals and preferences;</li> <li>● the supportive services needed;</li> <li>● the available programs;</li> <li>● the local employment opportunities.</li> </ul>
<p>Geographic area</p>	<p>Each district and contracted provider may include pre-apprenticeships as a SNAP E&amp;T component for SNAP applicants and recipients. Information about specific district component offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>Typical providers of pre-apprenticeship programs include, but are not limited to nonprofits, governmental entities, and private sector employers. Information about specific district component offerings and local district provider offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>Projected annual participation</p>	<p>The projected annual participation for this component is a portion of the projected annual participation for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment. The State has implemented changes to WTCMS to enable ROS districts to report participation in this component discretely for FFY2025. NYC HRA is in the process of modifying their systems to allow discrete reporting of participation in this component. Currently participation in pre-apprenticeships is reported as part of Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>
<p>Estimated annual component costs</p>	<p>The estimated annual component costs for this component are a portion of the estimated annual component costs for</p>



	Work-based learning - Other (WBLO) Non-E&T Subsidized Employment.
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**Table G.XV. Work Experience: Apprenticeship**

Details	Apprenticeship (WBLA)
Description of the component	Registered apprenticeship is a formal training relationship between an employer and an employee. It is for a specific period of time and combines hands-on work experience in real world settings and classroom instruction. During this time, the worker or apprentice learns a trade. The goal of the apprenticeship is to develop professional, independent, skilled workers.
Target population	Individuals who are subject to SNAP work requirements may be assigned to an apprenticeship based upon the district’s determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade skills to secure a better job. Assignments may also depend on the availability of programs.
Criteria for participation	<p>As indicated in the Target Population section, individuals who are subject to SNAP work requirements may be assigned to an apprenticeship (WBLA) based upon the district’s determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment or upgrade skills to secure a better job.</p> <p>For participation in WBLA to be approved, the Employment Unit worker/contracted provider staff member must ensure that:</p> <ul style="list-style-type: none"> <li>• The goals in the participant's employment plan are consistent with the assignment.</li> <li>• The participant can meet the requirements for admission into the program.</li> <li>• There is a reasonable expectation that the participant will complete the program based on their current assessment and all factors examined through the assessment process.</li> </ul>

	<p>Individuals who are subject to SNAP work requirements may be assigned an apprenticeship as deemed appropriate by the district and contracted providers.</p> <p>When determining assignments to an apprenticeship, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual's:             <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child;</li> </ul> </li> <li>• the individual's goals and preferences;</li> <li>• the supportive services needed;</li> <li>• the available programs;</li> <li>• the local employment opportunities.</li> </ul>
<p>Geographic area</p>	<p>Each district and contracted provider may include apprenticeships as a SNAP E&amp;T component for SNAP applicants and recipients. Information about specific district component offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>Typical providers of apprenticeship programs include, but are not limited to nonprofits, governmental entities, and private sector employers. Information about specific district component offerings and local district provider offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>Projected annual participation</p>	<p>The projected annual participation for this component is a portion of the projected annual participation for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment. The State has implemented changes to WTWCMS to enable ROS districts to report participation in this component discretely for FFY2025. NYC HRA is in the</p>

	<p>process of modifying their systems to allow discrete reporting of participation in this component. Currently participation in apprenticeships is reported as part of Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>
<p>Estimated annual component costs</p>	<p>The estimated annual component costs for this component are a portion of the estimated annual component costs for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>

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

Details	On-the-Job-Training (WBLOJT)
Description of the component	<p>On-the-Job-Training (OJT) entails participation in a public or private sector employment setting, during which the paid employee receives work-essential training and engages in productive work that provides them with the knowledge and skills essential to the full and adequate performance of the job. Supervision of recipients in OJT is provided in a manner determined appropriate by the employer.</p>
Target population	<p>The target population for this component are individuals who are subject to SNAP work requirements without adequate work experience or work opportunities.</p>
Criteria for participation	<p>Individuals who are subject to SNAP work requirements may be assigned an OJT as deemed appropriate by the district and contracted providers.</p> <p>As indicated in the Target Population section, individuals who are subject to SNAP work requirements may be assigned to an On-the-Job Training (WBLOJT) based upon the district’s determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment or secure a better job.</p> <p>For participation in WBLOJT to be approved, the Employment Unit worker/contracted provider staff member must ensure that:</p> <ul style="list-style-type: none"> <li>• The goals in the participant's employment plan are consistent with the assignment.</li> <li>• The participant can meet the requirements for admission into the program.</li> <li>• There is a reasonable expectation that the participant will complete the program based on their current assessment and all factors examined through the assessment process.</li> </ul> <p>When determining assignments to OJT, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual’s:</li> </ul>

	<ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child;</li> </ul> <ul style="list-style-type: none"> <li>● the individual's goals and preferences;</li> <li>● the supportive services needed;</li> <li>● the available programs;</li> <li>● the local employment opportunities.</li> </ul>
<p>Geographic area</p>	<p>Each district and contracted provider have the option to operate OJT as a SNAP E&amp;T component. Information about specific district component offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>The district or its designee will arrange the OJT placement with the employer and monitor the participant's progress. In certain instances, OTDA may act on behalf of one or more districts to develop and establish OJT agreements with an employer, if the employer operates in a number of districts. OJT placements may be developed with for-profit, nonprofit, or public institutions. Information about specific district component offerings and local district provider offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>Projected annual participation</p>	<p>The projected annual participation for this component is a portion of the projected annual participation for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment. The State has implemented changes to WTCMS to enable ROS districts to report participation in this component discretely for FFY2025. NYC HRA is in the process of modifying their systems to allow discrete reporting of participation in this component. Currently participation in OJT is reported as part of Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>

<p>Estimated annual component costs</p>	<p>The estimated annual component costs for this component are a portion of the estimated annual component costs for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>
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**Table G.XVII. Work Experience: Transitional Jobs**

<p><b>Details</b></p>	<p><b>Transitional Jobs (WBLTJ)</b></p>
<p>Description of the component</p>	<p>Transitional Jobs are a time-limited work placement offering experience that is wage-paid and subsidized, and is in the public, private or non-profit sectors. Transitional jobs are intended for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history. These jobs are designed to enable an individual to establish a work history, demonstrate success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.</p>
<p>Target population</p>	<p>The target population for this component are individuals who are subject to SNAP work requirements without adequate work experience or work opportunities. Transitional jobs are intended for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history.</p>
<p>Criteria for participation</p>	<p>This component is available to individuals subject to SNAP work requirements. Specific criteria may be established by districts depending on the nature of the work to be performed upon assignment.</p> <p>As indicated in the Target Population section, transitional jobs (WBLTJ) are intended for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history. An assignment to WBLTJ is based upon the district’s determination that participation in such program is necessary or otherwise appropriate to enable the participant to obtain employment.</p> <p>For participation in WBLTJ to be approved, the Employment Unit worker/contracted provider staff member must ensure that:</p> <ul style="list-style-type: none"> <li>• The goals in the participant's employment plan are consistent with the assignment.</li> </ul>

	<ul style="list-style-type: none"> <li>• The participant can meet the requirements for admission into the program.</li> <li>• There is a reasonable expectation that the participant will complete the program based on their current assessment and all factors examined through the assessment process.</li> </ul> <p>When determining assignments to Transitional Jobs, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual's:             <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child;</li> </ul> </li> <li>• the individual's goals and preferences;</li> <li>• the supportive services needed;</li> <li>• the available programs;</li> <li>• the local employment opportunities.</li> </ul>
<p>Geographic area</p>	<p>All districts have the option to offer Transitional Jobs as a SNAP E&amp;T component. Information about specific district component offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>E&amp;T providers</p>	<p>The district or its designee will arrange the transitional job placement with the employer and monitor progress. Information about specific district component offerings and local district provider offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p>
<p>Projected annual participation</p>	<p>The projected annual participation for this component is a portion of the projected annual participation for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment. The State has implemented changes to WTCMS to enable ROS districts to report participation in this component discretely for FFY2025. NYC HRA is in the</p>

	<p>process of modifying their systems to allow discrete reporting of participation in this component. Currently participation in Transitional Jobs is reported as part of Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>
<p>Estimated annual component costs</p>	<p>The estimated annual component costs for this component are a portion of the estimated annual component costs for Work-based learning - Other (WBLO) Non-E&amp;T Subsidized Employment.</p>



**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	<p>Work-based learning – Other Non-E&amp;T Subsidized employment occurs when an employer receives a subsidy in exchange for hiring a recipient of TA and/or SNAP benefits. Such programs may include, but are not limited to, grant diversion programs supported wholly or in part by TA funds.</p> <p>The subsidy may be used by the employer to offset the wage provided to participants or to offset the cost of training or providing other services or benefits to the participant. For example, on-the-job training is one form of Non-E&amp;T Subsidized employment. Subsidies may also go directly to the participant. Non-E&amp;T Subsidized employment placements may be developed with for-profit, nonprofit, or public institutions. The entity that is responsible for the wage subsidy may vary based on the availability of funds and the agreement with the employer.</p> <p>Recipients may be placed in a Non-E&amp;T Subsidized employment activity only if no employee of the participating employer is displaced by any recipient hired through the Non-E&amp;T Subsidized employment program. Additionally, Non-E&amp;T Subsidized employment placements must comply with Section 336-e and 336-f of the Social Services Law. SNAP E&amp;T funds will not be used to pay the wages for a subsidized position. Other appropriate federal, State, or local funding sources will be used to provide wage subsidies. SNAP E&amp;T funds will only be used for administrative functions associated with a subsidized employment program.</p> <p>Work-based learning – Other Non-E&amp;T Subsidized Employment, may include, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Paid Internships</li> <li>2. Pre-Apprenticeships</li> <li>3. Apprenticeships</li> <li>4. On-the-Job-Training</li> <li>5. Transitional Jobs.</li> </ol>
Target population	Work-based learning – Other Non-E&T Subsidized employment is generally used for those participants who would not otherwise be hired by the employer due to

	<p>limited work history, lack of job-specific training or other limitations.</p>
<p>Criteria for participation</p>	<p>This component is available to individuals subject to SNAP work requirements. Specific criteria may be established by districts or worksites depending on the nature of the work to be performed upon assignment.</p> <p>As indicated in the Target Population section here and explain in detail under each component above, Work-based learning – Other Non-E&amp;T Subsidized is generally intended for those participants who would not otherwise be hired by the employer due to limited work history, lack of job-specific training or other limitations.</p> <p>For participation in WBLO to be approved, the Employment Unit worker/contracted provider staff member must ensure that:</p> <ul style="list-style-type: none"> <li>• The goals in the participant's employment plan are consistent with the assignment.</li> <li>• The participant can meet the requirements for admission into the program.</li> <li>• There is a reasonable expectation that the participant will complete/benefit from the program based on their current assessment and all factors examined through the assessment process.</li> </ul> <p>When determining assignments to Work-based learning – Other Non-E&amp;T Subsidized Employment, the Employment Unit worker/contracted provider staff considers the following:</p> <ul style="list-style-type: none"> <li>• information collected during the assessment including, at a minimum, a review of the individual's:             <ul style="list-style-type: none"> <li>○ education level, including literacy and English language proficiency;</li> <li>○ basic skills proficiency;</li> <li>○ child care and other supportive service needs;</li> <li>○ skills and prior work experience;</li> <li>○ prior participation in education and training;</li> <li>○ training and vocational interests; and,</li> <li>○ family circumstances, including any special needs of a child;</li> </ul> </li> <li>• the individual's goals and preferences;</li> <li>• the supportive services needed;</li> <li>• the available programs;</li> </ul>

	<ul style="list-style-type: none"> <li>the local employment opportunities.</li> </ul>
Geographic area	All districts and E&T providers have the option to operate this component. Information about specific district component offerings including WBLO can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a> .
E&T providers	<p>Typical providers of this component include, but are not limited to nonprofits, governmental entities, and private sector employers. Information about specific district component offerings and local district provider offerings can be found in district Biennial Employment Plans which are available at <a href="#">2024-2025 Local District Approved Employment Plans</a>.</p> <p>For Venture V provider offerings, please see Plan Attachments 1 and 2.</p>
Projected annual participation	4,770
Estimated annual component costs	\$7,978,580

## 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	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

**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	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

**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	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

**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	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

**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	N/A
Target population	N/A
Criteria for participation	N/A
Geographic area	N/A
E&T providers	N/A
Projected annual participation	N/A
Estimated annual component costs	N/A
Length of time the SWBL will run	N/A
Other administrative costs associated with SWBL	N/A

## 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.*

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

N/A
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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>Center for Employment Opportunities</b>
<b>Service Overview:</b>	SNAP E&T Venture V
<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 and Job Placement</li> <li>• Job Readiness</li> <li>• Job Skills Training/Vocational Education</li> <li>• Education and Training</li> <li>• Job Retention Services</li> </ul> <p>The agency provides case management services to participants.</p>
<b>Credentials Offered:</b>	<ul style="list-style-type: none"> <li>• OSHA General Industry</li> <li>• Scaffold</li> <li>• Fireguard</li> <li>• CDL Training</li> <li>• Mental Health First Aid</li> <li>• Sanitation</li> <li>• Food Handler</li> <li>• OSHA 30-hour Safety Training</li> <li>• Advance Carpentry Trades</li> <li>• OSHA 2-hour Warehouse certificate</li> <li>• Flagger 4-hour training</li> </ul>
<b>Participant Reimbursements Offered:</b>	Referred to HRA in NYC or district for participant reimbursements
<b>Location:</b>	<b>Mailing Address:</b> 50 Broadway, Suite 1604 New York, NY 10004

<b>Contract or Partner Name:</b>	<b>Center for Employment Opportunities</b>
	<p><b>Work Site Locations:</b></p> <p><b>Albany:</b> 41 State St., Suite 408 Albany, NY 12207</p> <p><b>Bronx:</b> 384 E 149th, Suite 300 Bronx, NY 10455</p> <p><b>Buffalo:</b> 170 Franklin St., Suite 300 Buffalo, NY 14202</p> <p><b>New York:</b> 50 Broadway, Suite 1604 New York, NY 10004</p> <p><b>Rochester:</b> 16 East Main St., Suite 700 Rochester, NY 14614</p>
<b>Target Population:</b>	Formerly incarcerated SNAP-eligible individuals between the ages of 18-50 and categorized as able-bodied adults without dependents (ABAWDs) at highest risk of recidivism throughout NY State.
<b>Monitoring of contractor:</b>	OTDA conducts provider site visits at least twice per provider for each 5-year program cycle. OTDA also monitors through quarterly reporting, open communication, and review of voucher submissions.
<b>Ongoing communication with contractor:</b>	Technical assistance is provided on an as needed basis, either in person, via email, phone/conference call, or a combination of these.
<b>Total Cost of Agreement:</b>	\$1,000,000.00 (inclusive of federal and non-federal share)
<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>The Hope Program</b>
<b>Service Overview:</b>	SNAP E&T Venture V
<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 and Job Placement</li> <li>• Job Readiness</li> <li>• Job Skills Training/Vocational Education</li> <li>• Education and Training</li> <li>• Work Experience (E&amp;T workfare)</li> <li>• Job Retention Services</li> </ul> <p>The agency provides case management services to participants.</p>
<b>Credentials Offered:</b>	<ul style="list-style-type: none"> <li>• OSHA 30</li> <li>• 8-hr Fall Prevention</li> <li>• Flaggers</li> <li>• Scaffolding</li> <li>• CPR</li> <li>• Solar</li> <li>• Construction Math</li> <li>• Fireguard F-60</li> <li>• G-60 (Certificate of Fitness for Torch Use of Flammable Gases)</li> <li>• OSHA 10</li> <li>• Asbestos</li> <li>• Air Sealer</li> <li>• HAZWOPER</li> <li>• Multi Family Building Operator</li> </ul>
<b>Participant Reimbursements Offered:</b>	Participant transportation; participant internet services.
<b>Location:</b>	<b>Mailing Address &amp; Work Site Location:</b> 1 Smith St. 4th Floor Brooklyn, NY 11201
<b>Target Population:</b>	SNAP recipients from all five New York City boroughs who may have substance abuse history; history of criminal legal system involvement; no high school diploma; parents/caregivers; diagnosed with one or

<b>Contract or Partner Name:</b>	<b>The Hope Program</b>
	more mental health conditions; or first-generation immigrants.
<b>Monitoring of contractor:</b>	OTDA conducts provider site visits at least twice per provider for each 5-year program cycle. OTDA also monitors through quarterly reporting, open communication, and review of voucher submissions.
<b>Ongoing communication with contractor:</b>	Technical assistance is provided on an as needed basis, either in person, via email, phone/conference call, or a combination of these.
<b>Total Cost of Agreement:</b>	\$ 998,000.00 (inclusive of federal and non-federal share)
<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.III. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Kelm Inc. d/b/a Kelm Academy</b>
<b>Service Overview:</b>	SNAP E&T Venture V
<b>Intermediary:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Components Offered:</b>	<ul style="list-style-type: none"> <li>• Education</li> <li>• Job Skills Training/Vocational Education</li> <li>• Job Readiness</li> <li>• English Language Acquisition</li> </ul> <p>The agency provides case management services to participants.</p>
<b>Credentials Offered:</b>	<ul style="list-style-type: none"> <li>• Professional Skills for the Workplace</li> <li>• Microsoft Office Specialist: Associate (Office 365 and Office 2019)</li> <li>• CIW Site Development Associate</li> <li>• SMStudy Digital Marketing Professional</li> </ul>
<b>Participant Reimbursements Offered:</b>	The provider offers necessary and reasonable participant reimbursements including transportation and clothing.

<b>Contract or Partner Name:</b>	<b>Kelm Inc. d/b/a Kelm Academy</b>
	Laptops, books, etc. are loaned to participants.
<b>Location:</b>	<b>Mailing Address:</b> PO Box 110 Lynbrook, NY 11563  <b>Work Site Location:</b> NYC Campus: 1 Cross Island Plaza Rosedale, NY 11422  Long Island Campus: 100 Broadway Unit 110 Lynbrook, NY 11563
<b>Target Population:</b>	Low-income adults and youth who have limited work experience and significant barriers to employment.
<b>Monitoring of contractor:</b>	OTDA conducts provider site visits at least twice per provider for each 5-year Program cycle. OTDA also monitors through quarterly reporting, open communication, and review of voucher submissions.
<b>Ongoing communication with contractor:</b>	Technical assistance is provided on an as needed basis, either in person, via email, phone/conference call, or a combination of these.
<b>Total Cost of Agreement:</b>	\$973,200.00 (inclusive of federal and non-federal share)
<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.IV. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>Per Scholas</b>
<b>Service Overview:</b>	SNAP E&T Venture V
<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 and Job Placement</li> <li>• Job Readiness</li> <li>• Job Skills Training/Vocational Education</li> <li>• Education and Training</li> <li>• Job Retention Services</li> </ul> <p>The agency provides case management services to participants.</p>
<b>Credentials Offered:</b>	<ul style="list-style-type: none"> <li>• IT Support</li> <li>• AWS re/Start</li> <li>• Cybersecurity</li> <li>• Software Engineering</li> </ul>
<b>Participant Reimbursements Offered:</b>	Referred to LDSS for participant reimbursements
<b>Location:</b>	<p><b>Mailing Address:</b> 804 East 138th Street 2nd Floor Bronx, NY 10454</p> <p><b>Work Site Location:</b> 804 East 138th Street 2nd Floor Bronx, NY 10454</p> <p>630 Flushing Avenue Brooklyn, NY 11206</p>
<b>Target Population:</b>	Concentration on young adults (18-24 years old) without prior work experience who are eligible SNAP recipients
<b>Monitoring of contractor:</b>	OTDA conducts provider site visits at least twice per provider for each 5-year Program cycle. OTDA also monitors through quarterly reporting, open communication, and review of voucher submissions.

<b>Contract or Partner Name:</b>	<b>Per Scholas</b>
<b>Ongoing communication with contractor:</b>	Technical assistance is provided on an as needed basis, either in person, via email, phone/conference call, or a combination of these.
<b>Total Cost of Agreement:</b>	\$1,000,000.00 (inclusive of federal and non-federal share)
<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.V. Contractor/Partner Details**

<b>Contract or Partner Name:</b>	<b>The Fortune Society</b>
<b>Service Overview:</b>	SNAP E&T Venture V
<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 and Job Placement</li> <li>• Job Readiness</li> <li>• Job Skills Training/Vocational Education</li> <li>• Education and Training</li> <li>• Work Experience (E&amp;T workfare)</li> <li>• Job Retention Services</li> </ul> <p>The agency provides case management services to participants.</p>
<b>Credentials Offered:</b>	<ul style="list-style-type: none"> <li>• CDL (Commercial Driver's License)</li> <li>• GBOM (Green Building Operation &amp; Maintenance)</li> <li>• ERT (Environmental Remediation)</li> <li>• OSHA</li> <li>• SST (Site Safety Training)</li> <li>• Flaggers</li> <li>• SS101</li> <li>• Class D license</li> <li>• Culinary Arts</li> <li>• ACI (American Concrete Institute Certified)</li> </ul>
<b>Participant Reimbursements Offered:</b>	Referred to LDSS for participant reimbursements

<b>Contract or Partner Name:</b>	<b>The Fortune Society</b>
<b>Location:</b>	<b>Mailing Address &amp; Work Site Location:</b> 29-76 Northern Boulevard, Long Island City, NY 11101
<b>Target Population:</b>	NYC residents who have a history of criminal justice involvement
<b>Monitoring of contractor:</b>	OTDA conducts provider site visits at least twice per provider for each 5-year Program cycle. OTDA also monitors through quarterly reporting, open communication, and review of voucher submissions.
<b>Ongoing communication with contractor:</b>	Technical assistance is provided on an as needed basis, either in person, via email, phone/conference call, or a combination of these.
<b>Total Cost of Agreement:</b>	\$1,000,000.00 (inclusive of federal and non-federal share)
<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



## 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>	0
<p><b>Fringe Benefits:</b> If charging fringe and benefits to the E&amp;T program, provide the approved fringe rate.</p>	0
<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>	\$18,188,994 for direct E&T program services. Contractual costs are based on continued support of the Displaced Homemaker Program (\$580,000) and \$17,608,994 which represents the total annual cost between all Venture V contractors.
<p><b>Non-capital Equipment and Supplies:</b> Describe non-capital equipment and supplies to be purchased with E&amp;T funds.</p>	0
<p><b>Materials:</b> Describe materials to be purchased with E&amp;T funds.</p>	0
<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>	0
<p><b>Building/Space:</b> If charging building space to the E&amp;T program, describe the method used to calculate space value.</p>	0

<p><b>Equipment &amp; Other Capital Expenditures:</b> Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&amp;T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	0
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**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.

NYS does not use an indirect cost rate to calculate SNAP overhead costs. Instead, OTDA and the districts use federally approved cost allocation plans to allocate costs to the SNAP program. New York State’s Indirect Costs are an estimated \$45,192,037.

**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.

\$19,000,000