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A. Cover Page and Authorized Signatures

South Dakota FFY2025

State: South Dakota

State Agency Name: Department of Social Services


Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): 8-13-2024

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)

8/9/24

Date

Certified By:

_____

State Agency Fiscal Reviewer

8/9/24

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
ACCESS	Automated Client Certification and Eligibility System
DLR	Department of Labor and Regulation
DSS	Department of Social Services
E&T	Employment and Training
EA	Economic Assistance
EABS	Economic Assistance Benefits Specialist
EPB	Educational Program, Basic Education and/or Foundational Skills Instruction(includes High School Equivalency programs)
EPC	Educational Program, Career and/or Technical Education Programs or Other Vocational Training
ES	Employment Specialist
FIND	Family Independence System
FNS	Food and Nutrition Service
FTE	Full Time Employee
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
JST	Job Search Training
LATC	Lake Area Technical College
MTC	Mitchell Technical College
OJT	On the Job Training
OST	Occupational Skills Training
RTEC	Regional Technical Education Center
SJS	Supervised Job Search
SNAP	Supplemental Nutrition Assistance Program
STC	Southeast Technical College
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
VISTA	Volunteers in Service to America
W	Workfare(Community Service)
WBL	Work Based Learning
WDC	Workforce Development Council

South Dakota FFY2025

Acronym	Acronym Definition
WDTC	Western Dakota Technical College
WIOA	Workforce Innovation and Opportunity Act

D. Assurances

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

Table D.I. Assurances

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

Table D.II. Additional Assurances

<p>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.</p>	<p>Check Box</p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p><input type="checkbox"/></p>
<p>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))</p>	<p><input checked="" type="checkbox"/></p>

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 South Dakota Department of Social Services (DSS) mission is: Strengthening and supporting individuals and families by promoting cost effective and comprehensive services in connection with our partners that foster independent and healthy families.

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

South Dakota's E&T Program meets the purpose of E&T by providing participants with intensive case management to help identify and reduce barriers to work, offers participant reimbursements to help participants as they prepare for and obtain employment, and provides the training, skills, and education needed to obtain or improve gainful employment.

SNAP E&T is designed to support SNAP customers in securing employment that provides a living wage, meets local labor demands, reduces dependence on public assistance, and enables individuals to work towards financial independence. This is accomplished by providing work and training opportunities that build and enhance the participant's skills and abilities.

With our historically low unemployment rate of 2.0% in South Dakota we are looking to explore education and short-term certificate programs to aid in SNAP participant's ability to obtain and retain meaningful employment and reduce churn. The goal for this plan year is to increase participate in the E&T program as we onboard our first Third Party Partner.

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

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

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

N/A

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.

E&T operates in three primary counties: Minnehaha, Pennington, and Yankton Counties. Minnehaha and Pennington Counties both operate in a mandatory E&T Program and are the first and second most populous counties in the State, consecutively. If an ABAWD is age 18-21, they are mandatory participants of the E&T program. The mandatory population is comprised of 18-21 year old head of households. Transportation, opportunity, and programs offered are considerably more accessible because of the size and population. E&T is also operated in South Dakota's ninth most populated county, Yankton County. Yankton county operates as a voluntary program, and was chosen as an E&T county due to the RTEC program that operates in Yankton, SD.

Individuals who are not mandatory E&T and are living in Minnehaha or Pennington county may volunteer to participate in E&T program activities. ABAWDs statewide are offered E&T services through the Department of Labor and Regulation offices.

Those who enroll at a contracted third party partner are voluntary E&T participants.

Provide a list of the components offered.

South Dakota offers the following components: Education (EPB and EPC), Job Search Training (JST), Supervised Job Search (SJS), Workfare (W), and Work Experience (WBL).

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

[SNAP E&T WIOA Policy 5.71 \(sd.gov\)](https://sd.gov)

[DLR SNAP E&T Services Procedures and Data Entry Guide](#)

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.

In FFY2024 South Dakota utilized Pledge Funds to assist with tuition and fees for E&T participants attending a South Dakota state technical college. Going forward in FFY2025 South Dakota will onboard Catholic Social Services in the Rapid City area as a third party partner. This program offers those education services with an expanded reach to higher level degrees and certificates. The anticipated start date is this fall.

South Dakota will continue to partner with the Department of Labor to operate the mandatory SNAP E&T program. Continuing the partnership with DLR allows South Dakota to continue continuity of services.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

South Dakota will begin contracting with third party partners to expand the SNAP E&T program to give those seeking education other options.

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).

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

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

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.

N/A

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).

South Dakota has made it a priority to ensure that the opportunities associated with WIOA are available to all SNAP E&T participants as part of SNAP E&T policy. SNAP E&T is integrated into the WIOA service delivery model and these services are offered as components. These programs provide great skill building and training opportunities and lead to long-term, sustainable employment.

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.

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

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).

N/A

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.

South Dakota DSS holds quarterly tribal consultation meeting and all of South Dakota's tribes are invited to attend and can choose one or more representatives to attend. DSS EA local office management also meets with tribal partners in their areas on a regular basis. In addition, tribal leaders serve on the Board of Social Services, which advises DSS regarding delivery of social services needs and budgetary recommendations.

Indian Tribal Organizations contacted for consultation include Cheyenne River Sioux Tribe, Crow Creek Sioux Tribe, Flandreau Santee Sioux Tribe, Lower Brule Sioux Tribe, Oglala Sioux Tribe, Rosebud Sioux Tribe, Sisseton-Wahpeton Sioux Tribe, Standing Rock Sioux Tribe, and Yankton Sioux Tribe.

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).

SNAP held its annual SNAP-specific tribal consultation in June, 2024. A letter was sent to each of the nine South Dakota tribes (Cheyenne River Sioux Tribe, Crow Creek Sioux Tribe, Flandreau Santee Sioux Tribe, Lower Brule Sioux Tribe, Oglala Sioux Tribe, Rosebud Sioux Tribe, Sisseton-Wahpeton Sioux Tribe, Standing Rock Sioux Tribe, and Yankton Sioux Tribe) explaining the consultation requirements, process and date and time. A point of contact as well as a phone number and e-mail address for each Tribal point of contact was utilized. Two tribes, one representative from the Lower Brule Sioux Tribe and one representative from the Yankton Sioux Tribe attended the consultation meeting.

No feedback was received at the time of the consultation. We requested written questions, comments, suggestions, etc. within 30 days (July 28, 2024). No written comments were received for the state plans.

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.)

18 to 21 year old head of households will be referred in Minnehaha and Pennington counties for mandatory participation in E&T unless otherwise exempt from work registration. All others are exempted. In addition, work registrants who do not live in Minnehaha and Pennington counties are exempt from E&T.

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

The state re-examines exemptions as new policies are received or clarified in an ongoing capacity. At a minimum, these are reviewed yearly while preparing the state plan.

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: Head of households who are ages 18 to 21 and participants in the third party partner programs.

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.

SNAP E&T is administered by the State Office which consists of the SNAP Administrator and SNAP Program Specialists. Policies, contracts and monitoring of providers is completed by these same individuals. Local office staff report directly to the State Office with E&T program questions.

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

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

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

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.

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

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.

SNAP E&T participants are referred to DLR via a warm handoff at interview and through ACCESS upon completion of the application in the eligibility system. When an applicant is coded as referred, DLR has immediate access to the participant referral list in ACCESS. At intake an EABS will code the E&T participant and anytime thereafter DLR can query the system to see the referral. DLR Employment Specialists will make courtesy contacts to SNAP E&T referrals on a weekly basis. Case notes, contact attempts, and other pertinent information is stored in the SDWorks system. The following is stored in the system: If a meeting is scheduled and attended, not attended, if there is or is not good cause. If noncompliance is determined, a notice is produced by ACCESS to notify the State Agency. This action will initiate the State Agency to explore good cause. ACCESS is essentially one system that both DSS and DLR can access and utilize to accomplish program steps and requirements.

DLR is not automatically notified of SNAP closure and only has view only permissions, so it is our process that DLR checks for SNAP eligibility for each participant at the beginning of the month to ensure SNAP is ongoing.

Third Party Partners track E&T activities, participant information, participant reimbursements and any other E&T related data and provide this to the State monthly. The expectation of the third party partner will be for them to request information on each participant to ensure SNAP eligibility. This may happen at the beginning of the month or at initial contact with the participant. The E&T partner will provide participation data at the end of each month. A tracking excel sheet will be provided to the third party partner to ensure information is tracked correctly.

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

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

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.

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

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

DLR and DSS completes case file reviews quarterly to ensure policies and procedures are being followed. Data validation is also completed during these reviews. These reviews are completed quarterly and provide an in-depth review of policy, process, and customer service. After reviews are complete. DSS completes a review as well to ensure that DLR is operating E&T programs in compliance with Federal Regulation and the policies and procedures that are in place.

In onboarding a third party provider the State will provide technical support on-site and by phone. Once the third party partner is established, will meet no less than monthly.

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

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

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).

E&T work codes are entered (activity codes, closure codes, completion codes) into the ACCESS system that allows DSS to track participant outcomes. DSS manages the ACCESS system and the information it contains. Information entered by DLR into SDWorks is provided to DSS quarterly. DLR also provides measurable skills gain information to DSS.

After onboarding the third party partner monthly tracking will be provided by the partner to the State and manually uploaded to ACCESS for continued tracking through the same mechanism.

In addition, DSS monitors the FNS-583 and FNS Annual Outcomes Report to monitor program outcomes.

The case review process also ensures that the E&T program is being implemented according to State and Federal regulations and ensures that internal processes and policies are being followed, and that the best customer service and most appropriate employment and training opportunities are being provided.

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.

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

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

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

Individuals may be exempt if they are:

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

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

Work registration is considered complete when the individual has signed the SNAP application.

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

The oral consolidated work notice is reviewed with the customer at initial interview and at the recertification interview. The written consolidated work notice is given to the customer by the Benefits Specialist at the interview. If there is not an in-person interview, the notice is mailed when the interview is complete. Both the consolidated work notice and the oral explanation of the notice are completed in the following circumstances:

1. There was a change in the individual's situation and the individual is no longer exempt from work registration. The individual will be registered, and the registration will continue unless the individual becomes exempt again, or is no longer receiving benefits; or
2. The case is closed and at least one month has passed since the case was active, and the household is reapplying; or
3. New member(s) has been added to the household who is not exempt from E&T must be registered.

The Benefits Specialist also narrates the each time the consolidate work notice is reviewed or mailed to a customer.

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.*)

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

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

Additionally, if a SNAP recipient resides in Yankton County at a minimum they are screened when offered E&T. If the participant expresses interest as a volunteer they also are screened for appropriateness to E&T. The EABS would consider the suitability of the individual for any available E&T component during the screening process.

Anyone enrolled in a third party partner has already expressed an interest and will be screened for appropriateness upon reverse referral to DSS in the same manner as above. If at any time there is not an appropriate or available opening, DSS will exempt the individual until an opening is available.

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.

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

(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.

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

How 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?

Participants are first informed about participants reimbursements during the SNAP application interview by the DSS Benefits Specialist. It is part of the work registration conversation, and part of the oral explanation of the consolidated work notice and script that is provided.

For mandatory participants, participant reimbursements are also discussed during the SNAP application interview by the DSS Benefits Specialist, which is part of the work registration conversation, and part of the oral explanation of the consolidated work notice and script that is provided. Further, if a participant attests that their reimbursement needs exceed the caps in place or aren't available, the DSS Benefits Specialist will exempt the individual from participation before they are referred to DLR for E&T. If this is not known at the time of application but is later discussed at any time with either DSS or DLR, the participant will be exempt from participation. If DLR identifies the exemption, they will notify DSS, who will recode the individual and exempt them from participation.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(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)?

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

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.?

The DSS Benefits Specialist attempts to contact the participant within 1 business day after the [reverse] referral (phone call, text, email, or mail) to inform them about the E&T program as well as their rights, including participant reimbursements.

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 participant is informed at interview that a warm handoff to DLR will happen at the close of the interview to schedule their first meeting, which is an orientation. Orientation meetings are scheduled within 10 days of the warm handoff. If the participant is in the office at this time, they will be accompanied to DLR if they are in Minnehaha or Yankton Counties, where DSS and DLR are co-located. If they are in Pennington County, they will facilitate warm handoff by phone. If transportation assistance is needed to meet this requirement, we can let them know that a virtual option is available, and also discuss Participant Reimbursements. If the application interview occurs via telephone, DSS will initiate a warm hand-off to the local DLR office, so that at a minimum, they can schedule the participant for their first meeting, if not conduct the first meeting at that time.

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

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?

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

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?

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

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

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)

After screening and referral by DSS, the E&T partner completes an Initial/Objective Assessment as part of their orientation. At DLR the Initial/Objective Assessment is a part of the WIOA and Wagner-Peyser programs (and is also utilized by E&T) and is a guided conversation that discusses the following: strengths, workplace skills, career interests, work values, prior work history, family situation, service needs, and basic skills.

Further assessments at DLR to gage an individual's skill level are completed as outlined in WIOA Policy 4.8 Basic Skills Deficient. These assessments can include: ACCUPLACER, ACT WorkKeys Curriculum Placement Quiz, WorkKeys Assessments, TABE, National Career Readiness Certificate, Best Plus, and Best Literacy. Participants can also complete assessments for Digital Literacy, Financial Situation, Interests, and Skills Matching if applicable or wanted by the individual. All assessments are conducted in conjunction with Case Management.

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.

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

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

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

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).

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

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.

If a participant fails to participate with program requirements, they are sent a Notice of Failure to Participate (FPRT). DLR uses the DSS ACCESS system, immediately upon determination of non-compliance. The third party partner, if needed would send it manually. The FPRT schedules an additional appointment for the participant within 7 to 10 days, giving them another opportunity to participate, address barriers, or discuss good cause, and notifies them that their benefits could be affected if they do not keep the appointment. If the appointment is not kept, the E&T partner will notify DSS that the participant is non-compliant.

Once DSS is notified of noncompliance, the Benefits Specialist attempts contact by phone and also sends a written notice to the participant. Contact is made to assess a participant's good cause for noncompliance with the work requirements (i.e. mandatory E&T). This attempt is narrated and a sanction is entered by the Benefits Specialist if someone is not reached or good cause cannot be established upon contact.

If the participant appears for the appointment, the case manager/DLR Employment Specialist will discuss the reasons and solutions for the failure to participate, which is separate from the good cause determination made by DSS.

What is the length of the conciliation period?

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

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.

Good cause is determined by several different methods. Our manual has a set of examples that can be used for good cause determination, and staff are trained to know that there may be other situations that are not listed, that are out of the participant's control, so they look at each customer's situation on a case-by-case basis.

DSS contacts the participant by mail, email, phone, or in-person. Contact with employers is often made via phone, email, mail, and fax. Contact with providers can be in-person, by email, Microsoft Teams, or phone most typically. DSS will discuss the situation with the source, which is often an employer, and will make the determination based on best available information. The participant is given 10 days to contact DSS to discuss good cause.

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

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

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.

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

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.

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

The E&T provider can move an E&T participant from any component to another component where the individual is better suited without needing a Provider Determination. In these instances, the Employment Specialist must inform the DSS Benefits Specialist of the participant's enrollment in a new component.

The E&T provider will share any information they have regarding good cause or exemptions to DSS as applicable.

E&T Provider Responsibilities

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

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

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

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

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

DSS Responsibilities:

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

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&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&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	252
<p>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.</p>	20
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	\$20,000

IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$1,666
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$83

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.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Dependent Care	Going rate up to \$1000	E&T partner determines, for DLR DSS is the payer,	Direct deposit or vendor payment

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
		DSS will reimburse TPP directly	
Work Clothing	\$250	E&T partner determines, for DLR DSS is the payer, DSS will reimburse TPP directly	Direct deposit or vendor payment
Workfare Transportation	\$25 each month that the ABAWD participates in Workfare	E&T partner determines, for DLR DSS is the payer, DSS will reimburse TPP directly	Way2Go card or direct deposit
Job Related Education	Actual cost of fees and equipment rental up to \$500	E&T partner determines, for DLR DSS is the payer, DSS will reimburse TPP directly	Direct deposit or vendor payment
Tools	\$250	E&T partner determines, for DLR DSS is the payer, DSS will reimburse TPP directly	Direct deposit or vendor payment
Transportation	Current state rate, \$350 maximum	E&T partner determines, for DLR DSS is the payer, DSS will reimburse TPP directly	Direct deposit or vendor payment
Other As Determined by Management as reasonable and necessary	\$250	E&T partner determines, for DLR DSS is the payer, DSS will reimburse TPP directly	Direct deposit or vendor payment

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.

All participants will be referred to apply for Child Care Assistance, if applicable. If a participant is unable to obtain Child Care Assistance, has other outstanding issues preventing this assistance, or has childcare expenses above and beyond what Child

Care Assistance can assist with, case managers will explore utilizing participant reimbursements to alleviate this barrier to E&T participation.

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?

SD DSS Child Care Assistance does not have (and never has had) a waiting list. DSS will assist the participant in pursuing alternative options and agency resources.

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.

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

Describe measures taken to prevent duplicate counting.

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

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
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).

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

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).

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

SD WIOA Follow-up Policy 5.23:
[Follow Up WIOA POLICY 5.23 \(sd.gov\)](#)

https://dlr.sd.gov/workforce_services/wioa/wioa_manual/5.23_followup.pdf

For the third party partner a manual follow-up is requested to track requested information for the Annual Outcomes Report.

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.

DSS has access to wage reporting information and utilizes this data as applicable.

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).

SNAP eligibility system (ACCESS) and SDWORKS through DLR.

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).

Same as described above.

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

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example:</i> Supervised Job Search	<i>Example:</i> Number of people who obtain employment after completion of component.	<i>Example:</i> Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020 Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.
Supervised Job Search (SJS)	Number of individuals who get new jobs in the 2 nd quarter following program exit	Numerator will include number of participants who started new jobs in the 2 nd quarter following program exit, and denominator will include the number of individuals who participated in supervised job search
Supervised Job Search (SJS)	Average Starting Wage	Monetary value (i.e., wages) FFY24 Q3 – FFY25 Q2
Education	Average 2 nd quarter wages of individuals who successfully completed an education activity	Monetary value (i.e., wages) FFY24 Q3 – FFY25 Q2

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Workfare (W)	Job retention rate at 30 days upon exit from E&T	Percentage of individuals who were employed 30 days after exit from E&T

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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>
The State agency will be ready on October 1 st 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 checked="" 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.

Qualifying activities will be offered statewide, with the exception of waived counties and areas where 8% exemptions are utilized. This year the 8% exemption area is the Yankton Sioux Tribal Reservation area.

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

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

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

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

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

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

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

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

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.

Education, Workfare, and Work Experience will be offered to ABAWDs statewide as qualifying components. Participant reimbursements will also be utilized, to include work clothing, Workfare allowance, job related education, tools, transportation, and others as identified and discussed on a case-by-case basis. ABAWDs can also participate in non-qualifying components if the hours do not comprise more than half of their required hours and they are completing at least half of their hours in a qualifying component.

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.)

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

To pledge, State agencies must have capacity to offer a qualifying activity to every 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?

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

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?	90
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.)	6144
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.)	718
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	60

Table F.III. Available Qualifying Activities

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

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T	60	60	60
All other programs outside of SNAP E&T			
Total slots across all qualifying activities	60	60	30

Table F.IV. Estimated cost to fulfill the pledge

	Value
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I. What is the projected total cost to serve all at-risk ABAWDs in your State?	\$237,500
II. Of the total in (I), what is the total projected administrative costs of E&T?	\$100,000
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	\$0 will be spent on participant reimbursements from the ABAWD pledge funds. All reimbursements needed will be expended from the budget outlined in XIV, and may include a cost-share through co-enrollement in WIOA through DLR.

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

E&T efforts continue with \$7,500 for laptop maintenance. \$30,000 for outreach and printing costs associated with SNAP E&T program. \$50,000 for continued website updates for SNAP E&T and third party partnerships to incorporate the updated SNAP E&T marketing efforts. \$100,000 will go to program administration costs to include DSS staff wages for website implementation updates. \$50,000 for an ABAWD conference in the spring of 2025.

G. Component Detail

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

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

I. Non-Education, Non-Work Components

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

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

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

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>A variety of locations may be approved for supervised job search if it's suitable, meets the participant's needs, and the participant has access to the tools and materials they need to perform supervised job search. All locations will be approved on a case-by-case basis. Criteria to be used to establish if a site is approved will include but is not limited to: internet access, accessibility to virtual tools or physical buildings, and accessibility of staff supervision. These criteria are chosen based on accessibility and preferred location to best set the participant up for success.</p> <p>Supervision, either remotely or in-person, is provided by skilled staff who provide meaningful guidance and support with at least monthly check-ins. Hourly requirements are established by the E&T program and is based on the appropriateness of the individual and may be set in consideration of other activities the participant is also participating in.</p>
Direct link	<p>This will be a combination of in-office and online activity. The case manager/Employment Specialist will determine the appropriate number of job contacts the participant will be required to make each week based on economic conditions and job availability in the local office area. The case manager/Employment Specialist will meet with the participant a minimum of once per month for case management services, which includes assisting the participant in searching for employment opportunities, contacting employers for job development, and offering services such as On-The-Job training to assist in gaining employment in a specified area of interest, qualification, and/or demand.</p>
Target population	<p>ABAWDs statewide and work registered participants in E&T counties. Note: Supervised Job Search is not a qualifying ABAWD activity but can be use in conjunction with qualifying activities using the 11/9 rule. A participant can complete up to 9 hours in this component and the other 11 hours must be completed in a qualifying component.</p>

Criteria for participation	Participants who are deemed job-ready will be assigned to an intensive supervised job search activity, The participant must be job ready. A job ready person is a person who has no physical, mental, or job skill barriers that preclude employment. In addition, a job ready individual has work behaviors and attitudes that are necessary to be competitive in the labor market.
Geographic area	Supervised Job Search will be available to E&T participants in Minnehaha, Pennington, and Yankton counties, and to ABAWDs statewide.
E&T providers	DLR and Catholic Social Services
Projected annual participation	72
Estimated annual component costs	\$50,520.00

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

Details	Job Search Training (JST)
Description of the component	A successful job search training activity is designed to remove barriers to employment and improve employability. For E&T, job search training activities may include but are not limited to the following: employability assessment, goal setting, developing a personal marketing strategy, tough question anticipation techniques, self-image development, interviewing techniques, telephone canvassing, basic sales techniques, and development of appropriate work behavior and attitudes necessary to compete successfully in the labor market. These sorts of activities will be a precursor to supervised job search to ensure the customer is fully prepared and able to be successful as they look for employment.
Target population	ABAWDs statewide and work registered participants in E&T counties. Note: job search training is not a qualifying ABAWD activity.
Criteria for participation	Participants with minimal job skills or an unstable situation are placed in job skills training to improve stability and increase job skills. Additionally, participants will be

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	connected to other resources to help set them up for success as they enter other components.
Geographic area	Job search training will be available to E&T participants in Minnehaha, Pennington, and Yankton counties, and to ABAWDs statewide.
E&T providers	DLR and Catholic Social Services
Projected annual participation	60
Estimated annual component costs	\$42,100.00

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

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

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

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

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

Details	Workfare (W)
Description of the component	Workfare is an opportunity for SNAP recipients to perform public service work in exchange for SNAP benefits. The number of sites vary by area of the state and the skills vary dependent upon the site needs and offerings. Workfare is designed to improve a participant’s employability through supervised work experience, enabling them to obtain the skills necessary to succeed in a permanent, unsubsidized employment setting. They will not be paid either by the State or by the work site. The number of hours the participant will work is determined by the amount of their SNAP allotment divided by the greater of the State or Federal Minimum Wage (South Dakota uses the State minimum wage of \$11.20/hr) with a maximum of 30 hours per week, or 120 hours per month.
Target population	ABAWDs statewide and work registered participants in E&T counties.
Criteria for participation	Skills, knowledge, or experience required is dependent upon the work site and job duties performed. This is evaluated by the Employment Specialist through the Employability Assessment and case management on a person-to-person basis.
Geographic area	Workfare will be available to E&T participants in Minnehaha, Pennington, and Yankton counties, and to ABAWDs statewide.
E&T providers	The Department of Labor & Regulation offers this component. Through this partnership with DLR SNAP E&T participants are able to leverage DLR's partnerships to place participants in components.
Projected annual participation	48
Estimated annual component costs	\$33,680.00

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	Education is designed to help the participant achieve basic literacy needed to secure unsubsidized employment and improve employability. Secondary educational activities may include high school, alternative high school, GED, or basic/remedial education programs. Level of effort is determined by the educational program that the participant is engaged in.
Target population	E&T participants in Minnehaha, Pennington, and Yankton counties, ABAWDs statewide.
Criteria for participation	Participants who have (1) limited English, (2) reading skills below 7 th grade level, (3) not completed high school or GED, should be referred to appropriate educational activities at either a Career Learning Center or other community based educational institution. The participant must be assessed by the educational institution as having the potential to complete: (1) GED, (2) high school diploma, or (3) improve reading/math skills. DLR works with the GED providers to determine an anticipated program completion to determine if the program can be completed in a reasonable length of time. What constitutes a reasonable length of time will be determined by E&T staff after considering information provided by the instructors. The participant must have regular and consistent attendance. Attendance is monitored by the use of a time sheet submitted to the DLR Employment Specialist each month.
Geographic area	Educational Programs will be available to SNAP E&T participants in Minnehaha, Pennington, and Yankton counties, and will be available to ABAWDs state-wide.
E&T providers	DLR
Projected annual participation	24
Estimated annual component costs	\$16,840.00
Not supplanting	E&T Funds will not supplant non-Federal funds. Federal E&T funds used for activities within the education component must not supplant non-Federal funds for

	existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
Cost parity	Costs incurred for all participants are the same.

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

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>Occupational Skills Training (OST) is an organized program of study providing specific vocational skills leading to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels and is necessary to secure unsubsidized employment and improve employability. This policy applies to WIOA Title I Adult, Dislocated Worker, and Youth, as well as Trade Adjustment Assistance (TAA) participants. Level of Effort is dictated by the program of study and its requirements at the applicable Technical College.</p> <p>Specific skills acquired are based on the individual's chosen program of study and are outlined by the program requirements at the specific Technical College.</p> <p>Length of course depends on the individual's program of study.</p>
Target population	E&T participants in Minnehaha, Pennington, and Yankton counties, and ABAWDs statewide.
Criteria for participation	<p>Participants are dual enrolled into SNAP E&T and WIOA and must be eligible to receive training services. Individuals must be enrolled as a full-time student (exception for TAA), as considered by the training provider. Use the Occupational Skills Training Request to review requirements and expectations of an OST. The participant will agree to the following requirements below in their Employment Plan. TAA requests are completed in SDWORKS. Eligibility determination and justification for training includes an interview, assessment, and Employment Plan which determines:</p> <ul style="list-style-type: none"> • The participant meets eligibility and priority for

	<p>OST funding as a WIOA Title I Youth, Dislocated Worker, TAA, or as an Adult in one of the DLR priority groups eligible for financial assistance.</p> <ul style="list-style-type: none"> • The participant would benefit from training and is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than previous wages. • The participant has the interest, skills, and qualifications, based on assessments, to successfully engage in training services. <p>Example: <i>WorkKeys® assessment the individual scored low, however when given the Accuplacer their score did not require remedial.</i> This includes sufficient reading and math skill level to indicate success in the program of training services as determined by one of the following:</p> <ul style="list-style-type: none"> ○ WorkKeys® Assessment or scores indicate success based on the ACT job profile database for the occupation. Example: <i>Welding requires a level 3, so the individual would need to score a level 3 on WorkKeys® to indicate that they would be ready for this level of training.</i> ○ Test of Adult Basic Education (TABE) scores indicate success. ○ ACCUPLACER® scores required for the program of study indicate success (no remedial classes). ○ ACT scores. <ul style="list-style-type: none"> • Labor Market Information in the local or regional area supports direct linkage to employment with attainment of the credential or the individual is willing to commute or relocate to areas with such employment. • The participant has reviewed the Conditions and Assurances (Form 10B), signed the Conditions and Assurances Signature Page (Form 10A) and the requested program of training is on the Eligible Training Provider List. TAA programs are not required to be
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	<p>on the ETPL.</p> <ul style="list-style-type: none"> • The participant has completed the Free Application for Federal Student Aid (FAFSA) and has provided their Financial Aid Award Letter from the provider/institute. • To continue OST funding for subsequent semesters, the participant agrees to maintain a cumulative 2.0 grade point average or higher. • The participant demonstrates availability of financial resources to successfully complete the program and case notes supporting this must be entered into SDWORKS. <ul style="list-style-type: none"> ○ An individual may select a program of training services beyond the maximum funding amount allowed with an ITA when other sources of funding are available to supplement the ITA. Examples of other sources are not limited to but may include: TAA, Pell Grants, scholarships, loans, severance pay and other sources. The individual's ability for paying for the full amount of the training must be documented in the individual's case notes. ○ Individuals in default of previous student loans may be considered for DLR assistance with verification of an agreed upon re-payment plan with the financial institution for the defaulted amount.
Geographic area	Career/Technical Education Programs or other Vocational Training will be available to SNAP E&T participants in Minnehaha, Pennington, and Yankton counties, and will be available to ABAWDs state-wide. Will also be available to participants in the Catholic Social Services program.
E&T providers	DLR and Catholic Social Services
Projected annual participation	36
Estimated annual component costs	\$25,260.00

Not supplanting	E&T partner works with the colleges to obtain Financial Aid Award letters and cost estimates for each student. Through this process the unmet need of tuition is obtained and paid, ensuring other federal funds are not supplanted.
Cost parity	Costs for all participants are the same per each partner handbook requirement. DLR also uses the same billing standards as WIOA to ensure the billing costs are the same.

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

Details	English Language Acquisition (EPEL)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	
Target population	
Criteria for participation	

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

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

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

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	

South Dakota FFY2025

E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

III. Work Experience (WE)

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

Work Activity and Unsubsidized WBL Components

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

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

Table G.XII. Work Experience: Work Activity

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

Table G.XIII. Work Experience: Internship

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

Table G.XIV. Work Experience: Pre-Apprenticeship

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

Table G.XV. Work Experience: Apprenticeship

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

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

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

Table G.XVII. Work Experience: Transitional Jobs

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

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

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	<p>A Work Experience is a planned, structured learning experience in a workplace for a limited period of time. Work Experience may be paid or unpaid, as appropriate. A Work Experience provides participants with opportunities for skill development and must include academic and occupational education concurrently or sequentially. The education component can be documented on the Training Plan and during monitors.</p> <p>We follow the SD WIOA policy manual for work experience opportunities. All parameters can be found here:</p> <p>https://dlr.sd.gov/workforce_services/wioa/wioa_manual/5.36_workexperience.pdf</p> <p>The specific programs available include: A Work Experience can include: • internships not limited to summers months, • internships during summer months (Youth only), • Pre-Apprenticeship programs (see Pre-Apprenticeship Policy 5.30), • Job Shadows (see Job Shadow Policy 5.24), • On-the-Job training opportunities (see On-the-Job Training Policy 5.28)</p> <p>Work Experience will offer individuals short-term programs such as CDL, welding, information technology, phlebotomy technician, medical assisting, and more.</p> <p>A Work Experience should be related to the participant's long-term employment goal. The assessment process and development of the Employment Plan will help to identify appropriate worksites for each participant. The assessment process may identify concerns or issues that should be addressed prior to or concurrently with a work experience. Such situations may include completing the GED, attending work-readiness workshops, completing a preliminary skills building program, etc. Make appropriate referrals if such issues are identified. The employer provides supervision and training to the participant as outlined in the Work-Based Training Plan Agreement Form 19. For WIOA Youth participants, it is encouraged to identify a worksite mentor the participant can meet with on a structured basis with questions or concerns. The mentor should be comfortable offering guidance, support, and encouragement to develop the competence and character of the participant. Ideally, this relationship will develop into adult mentoring lasting one year or longer. Labor standards apply in any Work Experience with an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law.</p> <p>The purpose of work-based learning is to improve the employability of those who cannot find unsubsidized, gainful employment. A work-based learning program provides the same benefits and working conditions that are provided at the job site to employee’s performing comparable work. Work-based learning includes</p>

	activities such as On-the-Job Training, Pre-apprenticeship, Work Experience or Registered Apprenticeship. Work-based Learning will improve the employability of participants through actual work experience and training and enables individuals to promptly move into regular or private employment. It will contain a planned, structured learning experience, will operate for a limited time, can be performed in a private, non-profit, or public sector, and follows the Fair Labor Standards Act.
Target population	E&T participants in Minnehaha, Pennington, and Yankton counties, and ABAWDs statewide.
Criteria for participation	Skills, knowledge, or experience required is dependent upon the specific program and duties performed. This is evaluated by the Employment Specialist through the Employability Assessment and case management on a person-to-person basis.
Geographic area	Work Experience will be available to SNAP E&T participants in Minnehaha, Pennington, and Yankton counties.
E&T providers	DLR Employment Specialists and the employers or programs they identify in working with the participants on a person-to-person basis.
Projected annual participation	12
Estimated annual component costs	\$8,420.00

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

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

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

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

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

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

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

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

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

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

H. Estimated Participant Levels

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

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

N/A

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

Contract or Partner Name:	Department of Labor and Regulation
Service Overview:	E&T Services
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	All components as referenced in the component detail section
Credentials Offered:	See component detail section for credentials offered.
Participant Reimbursements Offered:	Dependent care, work clothing, Workfare allowance, job related education, job search related expenses, tools, transportation, and other
Location:	Minnehaha, Pennington, and Yankton counties and ABAWDs Statewide
Target Population:	ABAWDs, mandatory participants, voluntary participants
Monitoring of contractor:	DSS and DLR management meet monthly to evaluate goals, staffing patters, and funding for possible adjustments. Goals will be re-evaluated and re-established no later than April 30 of each year.
Ongoing communication with contractor:	DSS and DLR conduct on-site visits to DLR local offices and jointly complete case reviews and issue corrective action plans to DLR local office managers, as needed. If a corrective action plan is issued, follow-up visit will be made to monitor implementation. DSS and DLR provide technical assistance and training to local offices on an ongoing basis.
Total Cost of Agreement:	\$176,820

Contract or Partner Name:	Department of Labor and Regulation
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	Catholic Social Services
Service Overview:	E&T Services
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Education, Supervised Job Search, Job Search Training
Credentials Offered:	See Component detail section for credentials offered.
Participant Reimbursements Offered:	Dependent care, work clothing, job related education, job search related expenses, tools, transportation, and other
Location:	Within 2 hours of Rapid City, SD
Target Population:	Voluntary participants
Monitoring of contractor:	DSS and Catholic Social Services will meet frequently during the onboarding process and then monthly to monitor progress and outcomes. At the end of the first year of the contract will re-evaluate and establish new goals for the future year.
Ongoing communication with contractor:	DSS will provide ongoing technical assistance and training at onboarding and as needed. Case file reviews will be completed quarterly. If a corrective action plan is issued, follow-up visits will be made to monitor progress.
Total Cost of Agreement:	\$108,000
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	

Contract or Partner Name:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.IV. Contractor/Partner Details

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

Table I.V. Contractor/Partner Details

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

J. Budget Narrative and Justification

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

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>\$71,321 x .5 FTE= \$35,660 \$87,575.20 x .2 FTE= \$17,515</p>
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>23%</p>
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>Contract \$176,820 DSS entered into an inter-agency agreement with DLR. Included in the agreement is the description of each Department’s responsibilities. The DLR responsibilities include assessment, determination of E&T participation, component placement, participant monitoring, and follow up, etc. Expected levels of activity will be included and at a minimum will meet the performance criteria required. The State matching funds will be available at the levels of activity and dollars requested or expended and will be monitored and recorded monthly. Each Department’s fiscal section will be aware of</p>

	<p>all reporting requirements. Contract \$108,000 DSS enters into new contract with Third Party Partner Catholic Social Services. Included in the agreement is the description of each agency's responsibilities. Catholic Social Service's responsibilities include assessment, determination of E&T participation, component placement, participant monitoring, and follow up, etc. Expected levels of activity will be included and at a minimum will meet the performance criteria required. The 50/50 match fund will be reimbursed with explanation of invoices and expenditures. Each agency will be aware of all reporting requirements.</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>N/A</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>N/A</p>
<p>Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p>	<p>N/A</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>N/A</p>
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In</p>	<p>N/A</p>

accordance with 2 CFR 200.407, prior written approval from FNS is required.)	
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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.

DLR utilizes an indirect cost rate of 32.2% which is included in the total budget of the inter-agency agreement between DSS and DLR. Catholic Social Services will have a 10% indirect cost rate.

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.

The total budget for participant reimbursements is \$74,000. This includes a total budget proposal from the third party partner of \$54,000 and \$20,000 for DLR reimbursements.
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