

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Tennessee	TN	2026	Original Submission

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KEY PROGRAM STAFF

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

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AMENDMENT LOG

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

ACRONYMS

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

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
AE	Adult Education
AJC	American Job Center
CAP	Corrective Action Plan
CEO	Center for Economic Opportunity
CGI	Chattanooga Goodwill Industries, Inc.
CHAT	Comprehensive Health Academy of Tennessee

E&T	Employment and Training
EBMS	Eligibility & Benefits Management System
EPB	Basic/Foundational Skills Instruction Component
EPC	Career/Technical Education Programs or Other Vocational Training Component
EPEL	English Language Acquisition Component
EPWRT	Work Readiness Training Component
ETPL	Eligible Training Provider List
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
HiSET	High School Equivalency Test
HSE	High School Equivalency
IELCE	Integrated English Literacy and Civics Education
IEP	Individualized Employment Plan
IET	Integrated Education and Training
IGA	Interagency Grant Agreement
ITO	Indian Tribal Organization
JR	Job Retention Component
JST	Job Search Training Component
LFPR	Labor Force Participation Rate
LWDA	Local Workforce Development Area
MOU	Memorandum of Understanding
MOV	Men of Valor
OSO	One-Stop Operator
PAR	Program Accountability Review
SNAP	Supplemental Nutrition Assistance Program
SWDB	State Workforce Development Board
TANF	Temporary Assistance for Needy Families
TCAT	Tennessee College of Applied Technology
TDHS	Tennessee Department of Human Services
TDLWD	Tennessee Department of Labor & Workforce Development
TN	Tennessee

TPP	Third-Party Partner
TWDS	Tennessee Workforce Development System
USDA	United States Department of Agriculture
UT	University of Tennessee
UWGN	United Way of Greater Nashville
VOS	Virtual One-Stop, also commonly referred to as "Jobs4TN.gov"
WBLA	Work Based Learning, Apprenticeship Component
WBLPA	Work Based Learning, Pre-Apprenticeship/Apprenticeship Component
WBLTJ	Work Based Learning, Transitional Jobs Component
WIOA	Workforce Innovation and Opportunity Act

SUMMARY OF PROGRAM

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

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

Tennessee Supplemental Nutrition Assistance Program Employment and Training (TN SNAP E&T) is a voluntary program that helps eligible participants achieve their vocational goals and increase self-sufficiency through funded education, skills training, and supportive services. TN SNAP E&T's goal is to provide participants with the opportunity to acquire skills, training, work experience, and/or an industry-recognized credential that provides a direct link to a successful career. TN SNAP E&T also aims to ensure that participants have the necessary skills for successful job search and the vocational readiness needed to obtain regular employment. These goals support the program's mission – to assist participants in finding a career that pays a self-sustaining wage – and vision – that Tennesseans receiving SNAP benefits achieve long-term economic self-sufficiency.

TN SNAP E&T services are a combined effort between the Tennessee Department of Human Services (TDHS), Tennessee Department of Labor and Workforce Development (TDLWD), and community partners across the state. TDHS and TDLWD collaboratively administer SNAP E&T in all 95 TN counties through an Interagency Grant Agreement (IGA) and intermediary model that leverages public and private resources within TN's workforce system. In Federal Fiscal Year (FFY) 2026, United Way of Greater Nashville (UWGN) will serve as TN's primary SNAP E&T intermediary partner under contract with TDLWD.

Each SNAP E&T participant is assessed during their initial interview with a SNAP E&T Case Manager and an Individualized Employment Plan (IEP) is created. Based on the participant's assessment and the career/employment goals established in the IEP, the SNAP E&T Case Manager will provide and/or refer the participant to supportive services to aid in the achievement of their goals. The participant may engage in multiple SNAP E&T components depending on their vocational/career goals. Participants who lack a high school diploma or equivalency are referred to local Adult Education (Title II) partners and encouraged to obtain this certification before (or concurrently while) taking the next steps into a career or technical training. Similarly, participants who lack soft skills, work readiness, or industry-recognized credentials (as requested by TN employers) are encouraged to seek training and/or complete activities that 1) have a direct link to employment, and 2) help build or strengthen skills which can ensure successful long-term employment.

SNAP E&T Case Managers also refer participants to WIOA partners and/or SNAP E&T intermediary and third-party partners for supportive services that help participants grapple with the competing life priorities that can derail progress toward training and career attainment, (ex: transportation). TDHS has also integrated childcare services into the State's SNAP E&T program by coordinating referrals to TN's Child Care Payment Assistance program, helping participants and their children access opportunities that will increase their financial security, education and skills, social capital, and health and well-being.

SNAP E&T participants who demonstrate sufficient vocational skills and/or obtain the necessary credentials for their vocational goals may continue receiving assistance via Job Search Training (JST) and, when employment has been obtained, Job Retention (JR). TDLWD's Workforce Services Division provides oversight of these services (also referred to as Job Search Training and Employment Retention supports), which are offered through TN American Job Center staff (AJCs), SNAP E&T TPPs, and online via the Virtual One-Stop at jobs4tn.gov.

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

☒ State

☐ County

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

URL	Resource Type
Link to resource	State Plan

PROGRAM CHANGES

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

Changes for FFY 2026:

- Increase participation in lower cost SNAP E&T components.
- Provide online Job Search Training for all 95 counties.
- Provide online Work Readiness Training by the second quarter of FFY 26.
- Implement improvement strategies for co-enrollment process with Adult Education providers to include English Language Learner (ELL) providers.
- Due to a decreased administrative budget, the number of TDLWD E&T staff in the field will be reduced from 18 to 9.
- Increase participant responsibility for engagement with SNAP E&T by shifting all E&T referrals to reverse referral processing.
- Refine WIOA Title I and SNAP E&T co-enrollment by allowing Title I enrollment process to complete first.
- Increase awareness of SNAP E&T child care support.
- Institute a cap of \$1,000 in training fund assistance per participant.
- Implement a statewide staffing structure to allow for increased virtual case management services and to establish consistency in caseload numbers.

Ongoing projects continuing in FFY 2026:

- For the second consecutive year, TN SNAP E&T has secured state funding from TDLWD's Office of Reentry to support vocational training for justice-involved individuals enrolled with TDWLD E&T Case Managers, increasing the amount of 50/50 funding available to the State in FFY 2026.
- In FFY 2026, TN will once again focus its E&T efforts on increasing the number of participants in work-based learning opportunities. This includes partnering with the TDLWD Office of Apprenticeship to 1) identify pre-apprenticeship and apprenticeship programs, and 2) refer SNAP E&T participants to training that aligns with their employment goals. TN will also work with registered apprenticeship employers to share information about SNAP E&T services, particularly Job Retention, so that employers understand the added value E&T provides for eligible apprentices to start and maintain engagement. This strategy will also support reverse referrals.
- Continue to refine the criteria used to evaluate which trainings are eligible for E&T tuition support to ensure funding is utilized effectively.
- Increase Job Retention activities by training third-party partners (TPP) on effective use of the JR component through 90 days of employment and improved reporting that captures employment outcomes.
- Provide case management staff with standardized Job Search Training curriculum materials.

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.

TN will implement the following strategies to increase the engagement in activities with historical rates of low participation (i.e., Adult Education, Job Search Training, and Job Retention):

- Increase awareness of online Job Search Training.
- Streamline co-enrollment process with Adult Education providers.
- Relay opportunities available through Job Retention during enrollment process.
- Work with Jobs for Veterans State Grant staff to provide Job Search Training and Job Retention for their

participants.

TN will pivot to a reverse referral workflow for all prospective SNAP E&T participants. The State will continue to emphasize the benefits and services offered by E&T during the SNAP eligibility interview and participants will take increased ownership for their engagement with the E&T program. This change will ensure that staff can spend more time engaging in quality interactions with prospective and current E&T participants.

CONSULTATION AND COORDINATION WITH THE WORKFORCE DEVELOPMENT SYSTEM

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

Consultation

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

Did the State agency consult the State workforce development board?

☒ Yes

☐ No

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

Date	State Workforce Development Board Name	Title(s) of Person Consulted	Outcome of Consultation
07/02/2025	Amy Mayberry	Executive Director	ED Mayberry provided direction re: updated data sources to support effective planning
08/22/2025	Operations Committee	Members	TDHS/TDLWD join the Operations Committee's quarterly meeting to provide FFY 25 updates, review changes in FFY 26 plan

Coordination

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

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

SNAP E&T is fully integrated within the Governor's workforce development vision for TN, which includes extending additional training and educational opportunities, leveraging and/or braiding resources, developing partnerships with TN Colleges of Applied Technology (TCATs) and community colleges, and fostering initiatives such as TN Reconnect and TN Promise, the State's last-dollar tuition support programs for nontraditional students (age 24 years and older) and recent high school graduates seeking technical certificates and associate degrees. Since TN Reconnect and TN Promise do not cover books, tools, uniforms, or required equipment, SNAP E&T assists with these costs for programs that are on the Eligible Training Provider List.

SNAP E&T supports the Governor's vision for justice-involved individuals through relationships with TPP that target the justice-involved population and by working with the TDLWD Office of Reentry.

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).

Co-enrollment in SNAP E&T and WIOA Title I is encouraged when participants are enrolled in either program.

When SNAP E&T participants are co-enrolled with WIOA Title Partners for career and technical training, strategies are in place to guide participants toward training that helps meet targeted in-demand occupation pipeline needs. (In-demand occupations are identified utilizing data from local WIOA plans and Labor Market Information within jobs4tn.gov; training programs are approved by local workforce boards, and a list of eligible training providers is available at jobs4tn.gov.)

When participants are co-enrolled in both WIOA and SNAP E&T, providers coordinate and track participation and supports via jobs4tn.gov to ensure that services are not duplicated. Participant needs assessments document all sources of available funding and how costs will be shared to cover unmet need. No WIOA programs are funded with SNAP E&T funds.

SNAP E&T will accept reverse referral requests from WIOA Title I providers for those they identify as SNAP recipients. SNAP E&T staff will verify E&T eligibility with DHS and then proceed with SNAP E&T enrollment. SNAP E&T will provide child care assistance, up to \$1,000 for training costs, and transportation assistance for those not receiving that support from Title I. By aligning SNAP E&T and WIOA, TN aims to identify more opportunities for SNAP recipients to benefit from WIOA services.

TN processes direct referrals to WIOA programs from SNAP E&T referrals.

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

☒ Yes

☐ No

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

with these efforts.

Staff ensure SNAP recipients transitioning off TANF cash assistance are aware of and can access SNAP E&T training opportunities once they become eligible for SNAP E&T services. Staff also ensure that SNAP participants with TANF “child-only” cases are aware of and can access SNAP E&T training opportunities if those customers are not included in TANF cases.

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).

As a WIOA partner under the Combined State Plan, SNAP E&T can co-enroll participants in other WIOA Combined Plan activities or components. Under the WIOA Title Programs, E&T participants are connected to training and mandatory case management services. WIOA Title Partners may offer E&T participants the supportive services needed to complete their training programs. TDLWD SNAP E&T staff also attend AJC partner meetings to ensure that SNAP E&T program knowledge and coordination exists across the network.

CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

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

UTILIZATION OF STATE OPTIONS

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

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

☒ Yes

☐ No

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

☐ Mandatory per 7 CFR 273.7(e)

☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

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

☒ Applicants per 7 CFR 273.7(e)(2)

☐ Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

☐ Categorically eligible households per 7 CFR 273.2(j)

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

☐ Yes

☒ No

CHARACTERISTICS OF INDIVIDUALS SERVED BY E&T

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

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

- ☐ ABAWDs
- ☐ Homeless
- ☐ Veterans
- ☐ Students
- ☐ Single parents
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Underemployed
- ☐ Those that reside in rural areas
- ☐ Any TN SNAP recipient interested in E&T.

Estimated Participant Levels

Project participation in E&T for the upcoming Federal fiscal year. In determining the estimated participation, it is important to be as accurate as possible. As appropriate, projections should be based upon actual figures from the current Federal fiscal year.

QUESTION	RESPONSE FIELD
Anticipated number of work registrants	90,000

State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
N/A	0

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

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	9,000
Anticipated number of ABAWDs in waived areas of the State	0
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	120
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	8,880

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	4,209
Total anticipated number of E&T participants	4,209
Anticipated number of ABAWDs to be served in E&T	606

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

- ☒ Annually
- ☐ Bi-annually
- ☐ Other

ORGANIZATIONAL RELATIONSHIPS

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

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

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

Within the SNAP Unit of TDHS' Division of Family Assistance, a State Office team (State SNAP Director, SNAP Grants Program Director, SNAP Grants Program Manager, and SNAP E&T Program Coordinator) administers SNAP E&T.

The TDHS team works closely with TDLWD's E&T team (State Director, two Assistant Directors, and one Grant Manager) to operate TN SNAP E&T. TDLWD provides oversight of day-to-day program operations, including the State's network of SNAP E&T intermediary and third-party partners. TDHS State Office staff provide an additional level of oversight through both fiscal and programmatic monitoring of TN SNAP E&T activities. Timelines, training, and monitoring are a collaborative effort between TDHS and TDLWD.

Currently, TDHS Eligibility Counselors determine SNAP eligibility and initiate referrals to TDLWD via system interface for individuals interested in voluntary participation in SNAP E&T. TDLWD then conducts an assessment and, if appropriate, enrolls the SNAP participant in E&T. TDLWD submits regular reports to TDHS State Office regarding referrals, participant compliance with program expectations, and employment obtained through program participation. During FFY 26, TN will modify the referral workflow. TDHS Eligibility Counselors will continue to determine SNAP eligibility and share information about E&T during the eligibility interview. TDHS will also provide information to the customer about next steps to voluntarily participate in SNAP E&T during the interview and within the Consolidated Work Notice. Once this change is implemented, TDHS will discontinue initiation of SNAP E&T referrals during the eligibility interview.

TDLWD coordinates with UWGN to engage, support, and provide monitoring and oversight of third-party partners.

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

TDHS SNAP Unit staff work closely with TDHS Field Operations on policy communication and implementation (including development of training materials) and provide support for Field Management and eligibility staff, including coaching and guidance, as needed. State Office staff also conduct case monitoring to ensure participants' SNAP case records are updated timely and accurately.

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

TDLWD and the SNAP E&T partner network document and maintain participant records within TDLWD's "Virtual One-Stop" platform (VOS) MIS system, also commonly referred to as Jobs4TN. TDLWD communicates with TDHS State Office staff regarding referrals, participant compliance with program expectations, and participant milestones via a combination of status notice correspondence sent through VOS, overnight data transfers between VOS and TDHS' Eligibility and Benefits Management System (EBMS), and established reporting cadences.

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

TDHS coordinates with TDLWD and UWGN/UT Extension to disseminate programmatic information across the E&T partner network, including policies, procedures, program updates, and training resources via in-person and virtual meetings, formal memos, email, and/or telephone, as appropriate.

TDLWD provides a program manual that relays policies and procedures. This manual is updated annually and shared with all providers.

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

TDLWD and the SNAP E&T partner network document and maintain participant records within VOS/Jobs4TN). TDLWD communicates with TDHS State Office staff regarding referrals, participant compliance with program expectations, and participant milestones via a combination of status notice correspondence sent through VOS, overnight data transfers between VOS and EBMS, and established reporting cadences.

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

TDHS' EBMS system interfaces with TDLWD's case management system, VOS. TDHS Eligibility Counselors document E&T referral dates and upon exit, the reason for deregistration/deregistration date in E&T participants' SNAP case records. Overnight, EBMS sends batch referral and deregistration data to VOS and TDLWD sends provider determinations and compliance notices to TDHS via VOS-generated email messages.

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

Both TDHS and TDLWD conduct fiscal and programmatic monitoring of SNAP E&T activities.

The TDLWD E&T team conducts monthly programmatic activity desktop reviews and/or site visits and invoice reviews via SmartSimple; the department's Program Accountability Review (PAR) team also conducts an annual review. TDLWD provides the monitoring tools, plans, schedules, and other supporting documents used to monitor all subrecipient program operations and financials to TDHS as well as processes for addressing observations and/or findings.

The TDHS SNAP Unit conducts programmatic activity desktop reviews and site visits as well as invoice reviews with a particular focus on:

- TPPs which had a Corrective Action Plan (CAP) during the prior program year (reviewed every year until findings are resolved),
- TPPs with a budget of less than \$250,000.00 (reviewed every other year unless the TPP is subject to a CAP),
- Providers with a budget of \$250,000.00 or more (reviewed every year),
- All SNAP E&T agreements that have personnel funded by 100% SNAP E&T funds (reviewed each year), and
- All intermediary partners (reviewed every year).

TDLWD/intermediary partners provide focused, proactive technical assistance and support to new TPPs during their first year of service delivery to ensure successful onboarding. TDHS begins monitoring TPPs during the second year of service delivery.

The TDHS SNAP Unit also reviews invoices and supporting documentation submitted by TDLWD to ensure that only allowable costs are reimbursed and collaborates with other TDHS State Office teams on case record monitoring (using a random sampling methodology and status notice data), reviewing cases for adherence to program policies.

How frequently does the State agency monitor E&T providers' program and fiscal operations?

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

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

All participants served by the E&T partner network are registered in TDLWD's VOS system where participation, completion, retention, and employment are tracked to help TDLWD and TDHS evaluate the effectiveness of services provided.

Each partner will also be evaluated at the end of the second quarter to evaluate:

- Have the services they provided been linked to the individual's employment plan? (Determined through desk reviews of each partner)
- Have they efficiently conducted case management for SNAP ET? (Determined through review of VOS case notes/data entry)
- Progress on the provider's submitted goals on their annual Scope of Work
- Number of participants served in relation to projected numbers
- Number of participants who earn a credential
- Number of E&T participants who obtain employment

Performance is also assessed by achievement of established annual SNAP E&T program goals.

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

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

SCREENING FOR WORK REGISTRATION

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

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

TDHS determines SNAP recipients' work registration and work participation requirements. During SNAP intake and renewal interviews, TDHS Eligibility Counselors use the FNS-approved Work Requirements Oral Script & E&T Screening Tools and automated data matches to evaluate each customer for federal work registration exemptions.

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

TDHS Eligibility Counselors update the EBMS E&T submodule to document work registration.

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

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

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

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

SCREENING FOR REFERRAL TO E&T

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

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

TDHS Eligibility Counselors (EC) screen work registrants during intake and renewal interviews and whenever customers request a referral to E&T. During interviews, ECs gather information about customers' current circumstances and review case information (including automated alerts) to determine if customers qualify for any federal exemptions, explore any barriers to employment customers may face, and discuss any resources that E&T may offer to help customers overcome those barriers.

ECs utilize the Work Requirements Oral Script as a guide to help identify work registrants and exemptions. Additionally, ECs explain the E&T program to customers, including participant reimbursements for transportation assistance, childcare assistance, school supplies, testing fees, uniforms, tuition assistance, and personal safety items and equipment. ECs ask customers a series of three screening questions to determine whether customers are appropriate for referral to E&T. These are:

- Do you want to work or go to school?
- Are you willing to commit your time to seek work or learning a new skill for work?
- After hearing about the E&T program, are you able and willing to volunteer for this program?

If a customer is deemed a good fit for the program and is able and willing to participate, an E&T referral is batched to TDLWD via overnight data transfer.

During FFY 26, TN will modify the E&T referral workflow. TDHS Eligibility Counselors will continue to determine SNAP eligibility and share information about E&T during the eligibility interview, and ECs will ask applicants the following questions to help participants determine if they may be a good fit for the program:

- Could you benefit from discussing some of your challenges to gain and maintain employment?
- Do you need assistance with Job Search activities?
- Do you need to obtain your High School Equivalency?
- Are you willing to volunteer and commit your time to the E&T training activities?

TDHS will provide enrollment information to customers interested in the program during the interview and within the Consolidated Work Notice. The E&T partner network will assess interested participants and, if appropriate, request a reverse referral to enroll the SNAP participant in E&T.

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

Currently, TDHS Eligibility Counselors evaluate customers according to the Screening Process for Employment & Training within the Work Requirements Oral Script & E&T Screening Tools prior to referring to E&T to ensure only valid referrals are processed. If a customer is deemed a good fit for the program and is able and willing to participate, an E&T referral is batched to TDLWD via overnight data transfer. Following referrals, TDLWD Case Managers conduct a secondary assessment during customers' Individualized Employment Plan (IEP) meeting.

Due to the nearly \$1M cut in E&T 100% administrative funding allocated to the State FFY 2026, TDHS will

only process E&T referrals for SNAP participants assessed by the E&T partner network. TDHS' current business process includes both direct and reverse referrals, but TN is developing an updated business process that will include only reverse referrals.

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

EBMS case notes

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

☒ Reverse Referral

☒ Direct Referral

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

☒ Initial Certification

☒ Recertification

☐ Reported change in the work registrant status of households

☐ Other

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

Currently, TDHS Eligibility Counselors evaluate customers according to the Screening Process for Employment & Training within the Work Requirements Oral Script & E&T Screening Tools prior to referring to E&T to ensure only valid referrals are processed. If a customer is deemed a good fit for the program and is able and willing to participate, an E&T referral is batched to TDLWD via overnight data transfer. Following referrals, TDLWD Case Managers conduct a secondary assessment during customers' Individualized Employment Plan (IEP) meeting.

Due to the nearly \$1M cut in E&T 100% administrative funding allocated to the State FFY 2026, TDHS will only process E&T referrals for SNAP participants assessed by the E&T partner network. TDHS' current business process includes both direct and reverse referrals, but TN is developing an updated business process that will include only reverse referrals.

When does the screening for a reverse referral request occur?

E&T partner network staff whose customers are interested in volunteering for E&T assess potential participants for fit. If a customer is deemed a good fit for the program and is able and willing to participate, the E&T partner notifies TDHS via reverse referral request. TDHS reviews and processes referral requests daily to TDLWD via file transfer.

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

E&T provider staff conduct a comprehensive intake assessments.

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

☒ Yes

☐ No

How are participants informed about participant reimbursements?

TDHS Eligibility Counselors inform participants about reimbursements during SNAP eligibility interviews and through the Consolidated Work Notice. Participants are also informed about reimbursements and other program resources during their initial assessment interviews with American Job Center and TPP staff. Information about participant reimbursements is also provided in an introductory video that outlines program resources on TDLWD's SNAP Employment & Training webpage (<https://www.tn.gov/workforce/jobs-and-education/services-by-group/services-by-group-redirect/snapet.html>).

REFERRAL TO E&T

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

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

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

How is the referral communicated? Select all that apply.

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

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

When customers volunteer for SNAP E&T, the E&T partner network notifies TDHS via reverse referral request. TDHS reviews and processes referral requests daily to TDLWD via file transfer.

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

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

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

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

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

All SNAP E&T referrals are transmitted overnight to the SNAP E&T Case Management system. All E&T providers have access to review and update referral progress including initial appointment outcome, comprehensive intake assessments, individualized service plans, and progress monitoring.

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

TDHS SNAP Unit staff collaborate with other TDHS State Office teams to conduct EBMS case record monitoring and review cases for adherence to E&T program policies, including appropriate referrals and documentation. TDHS SNAP Unit staff can review referral progress in VOS, including initial appointment outcomes, comprehensive intake assessments, individualized service plans, progress monitoring, and coordination among service providers. TDLWD also provides E&T participation status notices to TDHS.

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

- ☒ Assessment
- ☒ Orientation
- ☒ Meet with case manager
- ☐ Other

Is orientation mandatory?

- ☒ Yes
- ☐ No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

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

What happens during the orientation?

Participants are given an overview of the offered components, sign the voluntary agreement form, establish employment goals, verify identification, and outline the first step of their individual employment plan.

ASSESSMENT

Does the State require or provide an assessment?

☒ Yes

☐ No

Who conducts the assessment? Select all that apply.

☐ State Agency

☒ E&T Provider

☐ Self-Assessment

☒ Intermediary

☐ Local Office

☐ Other

When are participants assessed?

During the initial appointment, though third party partners may have conducted an assessment during the customer's initial engagement with the organization which may have been prior to full enrollment into E&T. However each participant has an assessment uploaded to VOS

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

Staff use a standardized assessment questionnaire as a guide. TPPs can use approved assessment documents. Questions include work history, previous trainings, and barrier identification.

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

☒ Yes

☐ No

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

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

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

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

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

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

Are participants reassessed?

☐ Yes

☒ No

CONCILIATION PROCESS

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

Does the State agency offer a conciliation process?

☐ Yes

☒ No

CASE MANAGEMENT SERVICES

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

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

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

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

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

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

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

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

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	Status updates are sent via VOS to the TDHS E&T program mailbox for review and action. The status notice will include the participant's name, SNAP case number, date of most recent appointment, current status, and any ABAWD hours that the participant has gained through participation with E&T.
How do E&T case managers coordinate with: State E&T staff	Communication/coordination occurs via email and a shared status spreadsheet (saved on an internal State drive accessible by approved State staff). To ensure a timely response between TDHS/TDLWD, both agencies document and review feedback via shared spreadsheets on any issues noted during the referral process, including data entry and/or case management files. All SNAP E&T staff have access to VOS which houses E&T participant data to include appointments, case notes, and steps within the employment plan.
How do E&T case managers coordinate with: Other E&T providers	Communication/coordination occurs via email, telephone calls, and regular (monthly and/or quarterly) meetings. Since all E&T providers use the same system, all participant data can be viewed to ensure there is no duplication of services. A program procedure manual is also provided to all providers. TDLWD's two SNAP E&T Assistant Directors coordinate service flow, oversee technical assistance, and monitor for program compliance across the state's E&T system.
How do E&T case managers coordinate with: Community resources	Communication/coordination occurs via email, telephone calls, and meetings. Each AJC has a list of community resources available in the area and hosts quarterly cross training where available resources are often shared. SNAP E&T staff also utilize United Way's 211 weblink to provide participants with specific resources. During the initial assessment, attempts are made to connect participants to resources based on the barriers indicated. Referrals are noted in the shared case management system. TDLWD's SNAP E&T Assistant Directors also work to identify available community resources to share with case management staff.

How does the State agency ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii)?

Case management activities and/or services are targeted based on each participant's assessment, IEP, and ongoing progress monitoring. Referrals and coordination with service providers, communication to participants, and participant activities and outcomes are documented within VOS. All Case Managers operating within the One-Stop system have the ability to view activities, case notes, and documentation. All communication to clients occur via the customer's preferred contact method (reviewed and documented during the customer's initial assessment).

How do your offered case management services support the participant in the E&T program and provide activities and resources that help the participant achieve program goals?

State program guidelines require participants to be engaged in follow-up each 30 days, at minimum. These follow-up discussions are conducted in coordination with any partner programs in which the individual is co-enrolled. Regular communication helps Case Managers ensure participants have the support they need to successfully progress through training and obtain/maintain employment.

Follow-up appointments focus on addressing any new barriers and monitoring program participation levels. Transportation reimbursements are also issued. Participant updates are documented in VOS and provided to TDHS via E&T Status Notice every 30 days and any time a participant's status changes.

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

TN is committed to ensuring case management services enhance, rather than impede, E&T participation through the use of participant-centered approaches, including the IEP and participant-driven goal setting). SNAP E&T case managers are provided with an initial intake assessment and case note template to guide the conversations to ensure that case management services focus on the individual, their barriers and employment goal. TN also offers case management in a virtual setting to reduce the possibility of transportation barriers.

GOOD CAUSE

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

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

- ☒ Phone Call
- ☐ Email
- ☐ Text Message
- ☒ Physical Form

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

- ☒ Phone Call
- ☐ Email
- ☐ Text Message
- ☐ Physical Form

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

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

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

- ☐ One
- ☒ Two
- ☐ Three
- ☐ More than three

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

TN's criteria for good cause includes circumstances beyond the individual's control, such as but not limited to: illness, illness of another household member that requires the presence of the noncompliant individual, household emergency, and lack of transportation.

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

Since TN began operating voluntary SNAP E&T, the State has always had appropriate and available openings for E&T participants in all components. Should there come a time when the State does not have available openings due to a lack of funding, TDHS and TDLWD State Office E&T staff will cease to make referrals, until the components are made available.

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.

TDLWD, UWGN, University of Tennessee Extension and subcontracted partners communicate provider determinations to TDHS via E&T status notices, generated through TDLWD's system of record. Provider determinations include customer name, initial component, date of the provider determination, reason for the provider determination, new component (if applicable), and customer's next step. Instructions and a template are provided to all E&T staff via the program manual.

The E&T provider has 10 days to inform the State agency of the provider determination.

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

Staff must make two telephone attempts to the individual to advise them of the information provided by TDLWD or the TPP.

If a customer cannot be reached after two telephone attempts, staff are advised to send the following notice:

"We received notice of a provider determination. A provider determination is a determination by the Tennessee Department of Labor and Workforce Development that you are not compatible for your work activity. You are not being sanctioned and may have already been placed in another work activity; in which you are more compatible. If you are an Able-bodied Adult Without Dependents (ABAWD), you can receive SNAP for three (3) months in a three (3) year or thirty-six-month period. You will receive your (1st, 2nd, or 3rd) countable month beginning xx/xxxx unless you meet or are otherwise not subject to the ABAWD work requirement. If you are still unsure about your activity participation; please contact the FASC at 1-866-311-4287 to discuss your exemption options."

TDHS staff must document the two telephone attempts and/or the act of sending the notice in the running records.

If any E&T staff, Case Manager, training provider, or contracted TPP staff make a determination that an E&T participant is ill-suited for the activity, then the E&T Case Manager will send a status notice to TDHS via email and through the case management system. In addition, the Case Manager will attempt to coordinate Vocational Rehabilitation opportunities or assistance to ensure that an individual with a provider determination is connected to a program with a better fit.

The E&T provider has 10 days to inform the State agency of the provider determination. The template below is provided in the TDLWD SNAP E&T Program Manual and must be used by the Case Manager when sending the status update to TDHS:

PROVIDER DETERMINATION: (Insert customer name) has been determined not a good fit for an E&T component.

- Provider name:
- Initial component:
- Date of provider determination:

- Next step:
- New work activity, if applicable:

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

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

DISQUALIFICATION POLICY FOR GENERAL WORK REQUIREMENTS

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

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

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

☐ 30 Days

☒ 60 Days

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

☒ Yes

☐ No

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

☒ One month or until the individual complies, as determined by the State agency

☐ Up to 3 months

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

☒ Three months or until the individual complies, as determined by the State agency

☐ Up to 6 months

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

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

The State agency will disqualify the:

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

PARTICIPANT REIMBURSEMENTS

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

QUESTION	RESPONSE FIELD
Estimated number of E&T participants to receive participant reimbursements	2,184
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	0
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	2,184
Percentage of participants expected to receive reimbursements	51.89%
Estimated budget for E&T participant reimbursements in upcoming FY	\$4,031,254.76
Estimated budget per participant in fiscal year	\$1,845.81
Estimated number of E&T participants to receive participant reimbursements per month	182
Estimated budget of participant reimbursements per E&T participant per month	\$1,845.81

PARTICIPANT REIMBURSEMENT DETAILS

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

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Background, Union Dues, Licensing, and/or Bonding Fees	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Expense must be required for the participant to gain employment.	SNAP E&T Provider	Direct payment to vendor(s)	A voucher with itemized participant needs is issued to the vendor or training provider that provides the item(s) or services necessary by the participant. Once the participant redeems the voucher, the vendor or training provider submits an invoice for it.
Medical Expenses (Limited to vaccinations, physical exams, medical testing such as TB and other skin	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable	SNAP E&T Provider	Direct payment to participant	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once receipt/documentation

testing, etc., and/or drug testing)	and necessary standard. Expense must be required for the participant to gain employment or approved training.			is verified valid and expense allowable. Expense must have a direct link to and be a required element of the selected E&T
School Supplies, School Books, and Training Materials	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State's approved vendor list are utilized.	SNAP E&T Provider	Direct payment to participant	1. Direct Reimbursement: Participants receive reimbursement for exact purchase amounts via reimbursement check or PEX card funds after receipts and supporting documentation are verified as valid, allowable expenses.
Testing Fees	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State's approved vendor list are utilized.	SNAP E&T Provider	Direct payment to participant	Participant receives the exact amount via check, PEX card funds, or paid directly to the training provider once receipt/documentation is verified valid and expense allowable.
Tools, Personal Safety Items, and Other Equipment Necessary for Employment or Training	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State's approved vendor list are utilized.	SNAP E&T Provider	Direct payment to participant	1. Direct Reimbursement: Participants receive reimbursement for exact purchase amounts via reimbursement check or PEX card funds after receipts and supporting documentation are verified as valid, allowable expenses.
Transportation Assistance (Gas Cards and Bus Passes) Associated	\$150 per month enrolled in the program Reimbursement amounts vary	SNAP E&T Provider	Direct payment to participant	Gas Cards: Provided in \$25 increments up to \$150 per 30-day participation period, depending on the

with Training or Education	based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State's approved vendor list are utilized.			component and participation level. Gas cards may be offered in advance to assist participants or as reimbursement after transportation costs are incurred by
Tuition and Related Fees (i.e., Course Registration, Student Activity, etc.)	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State's approved vendor list are utilized.	SNAP E&T Provider	Direct payment to participant	1. Direct Reimbursement: Participants receive reimbursement for exact purchase amounts via reimbursement check or PEX card funds after receipts and supporting documentation are verified as valid, allowable expenses.
Uniforms and/or Work Attire	Reimbursement amounts vary based on the type of support requested. All costs must meet the reasonable and necessary standard. Vendors on the State's approved vendor list are utilized.	SNAP E&T Provider	Direct payment to participant	1. Direct Reimbursement: Participants receive reimbursement for exact purchase amounts via reimbursement check or PEX card funds after receipts and supporting documentation are verified as valid, allowable expenses.

Is dependent care provided? Select yes even if E&T funds are not being used.

☒ Yes

☐ No

Provide a URL link or describe in a written response: the payment rates for childcare reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) based on local market rate surveys.

Child care payment assistance is provided by a separate TDHS program. The program's assistance rates are established in accordance with the Child Care and Development Block Grant (CCDBG) based on local market rate surveys.

How is childcare paid for?

- ☐ Direct payment to provider
- ☐ Reimbursement to participants
- ☐ Provider voucher
- ☐ Contract for dependent care
- ☒ Other

Explain how else childcare is paid for.

For participants with child care as a barrier, a TDHS child care referral is sent once the participant has a start date for the component. SNAP E&T case managers share the approved child care listing for them to select a desired provider to expedite the approval process.

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?

Participants can choose any licensed child care provider that accepts child care payment assistance from TDHS.

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

Each SNAP E&T participant completes an intake assessment and an individual training plan is developed. The SNAP E&T case manager obtains a listing from the training provider on what costs are required for successful participation. The SNAP E&T Case manager then identifies what costs are not met by another funding stream and creates a funding approval packet. Once funding has been approved by TDLWD, a voucher is created and provided to the training provider for promise of payment.

Transportation needs are also discussed at the time of intake and a gas card or bus ticket can be provided to be able to successfully attend the first day.

WORK REGISTRANT DATA

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet a federal exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report (FNS-583).

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1).

TDHS uses a point-in-time report that counts all work registrants in the State as of the first day of the new fiscal year (October 1). This report provides unduplicated data from TDHS' automated eligibility system. Work registrants not captured in previous reports are added to the report each month. TDHS ECs identify work registrants during SNAP intake and recertification interviews, through data matches, and via case actions that change customers' work registration status and update this information in EBMS case records.

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

TDHS uses a point-in-time report that counts all work registrants in the State as of the first day of the new fiscal year (October 1). This report provides unduplicated data from TDHS' automated eligibility system. Work registrants not captured in previous reports are added to the report each month.

How are work registrants identified in the eligibility system?

TDHS ECs identify work registrants during SNAP intake and recertification interviews, through data matches, and via case actions that change customers' work registration status and update this information in EBMS case records.

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

Every month, a list of newly identified individuals is compared against the year's cumulative report. Individuals previously reported are not reported again; individuals not previously reported are included in the monthly report and added to the cumulative total individuals for the following month's comparison.

OUTCOME REPORTING MEASURES

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

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

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

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

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

TDLWD VOS

COMPONENTS OVERVIEW

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

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

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

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

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

- ☐ Work Activity
- ☒ Work-Based Learning

Which type of Work-Based Learning components are offered?

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

NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

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

This component assists participants who gain new employment through participation in or completion of SNAP E&T activities. JR services include case management, transportation assistance, and assistance obtaining or reimbursement for the purchase of necessary uniforms and/or other employment clothing, equipment, supplies, or tools required to perform the job, testing fees, and/or other necessities needed to maintain and achieve satisfactory performance in their newly acquired employment.

Job retention services are offered for a minimum of 30 days up to a maximum of 90 days. An activity code is entered with a maximum of 90 days of participation as the end date able to be entered. Participants must work with approved vendors or approved services through Third Party Partners for supportive services.

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

- ☐ ABAWDs
- ☐ Any TN SNAP recipient interested in E&T.
- ☐ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Single parents
- ☐ Students
- ☐ Those that reside in rural areas
- ☐ Underemployed
- ☐ Veterans

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

Participants who gain new employment after participation during the previous 12 months in another component and/or receive other SNAP E&T employment and/or training services are potentially eligible for JR. Participants must receive SNAP benefits during the month of/during the month prior to enrollment in JR. Ongoing case management and confirmation of JR eligibility from TDHS staff are used to determine appropriateness of participation in this component.

Will this component be offered statewide?

☒ Yes

☐ No

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

1,152

Estimated Annual Component Administrative Cost

\$1,417.46

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Job Retention (JR) – Number and percentage of JR participants who retained unsubsidized employment for 90 days following component enrollment within the reporting period.	<p>Numerator: JR participants who maintained unsubsidized employment for 90 days during the reporting period of 10/01/2025 - 09/30/2026.</p> <p>Denominator: JR participants who enrolled in the JR component during the period of 10/01/2025 - 09/30/2026.</p>

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

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

This component helps participants develop and/or enhance skills needed to gain employment via instruction, guidance, and/or mentoring. Approved activities include case management to reduce employment barriers, job skills assessments, career coaching, job search techniques, training on utilizing technology during job search, resumé writing workshops and/or assistance, application assistance, interview skills workshops and/or practice sessions, assistance with appropriate dress, social skills-building, training on effective networking, job placement referrals and/or assistance, and other approved job search training activities offered within One-Stop American Job Centers and by TPPs. During each participant's initial assessment, at least three activities are outlined and documented in the JST activity document.

SNAP E&T will support the cost of a vocational license or reinstatement for participants looking for work in their field.

Approved JST activities are thoroughly evaluated and must directly enhance participants' employability. JST is not intended to be a long-term activity. This component usually includes three activities and is targeted for completion within 4 - 6 weeks. UT Extension will be providing online Job Search training for any interested SNAP E&T enrolled individual.

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

- ☐ ABAWDs
- ☐ Any TN SNAP recipient interested in E&T.
- ☐ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Single parents
- ☐ Students
- ☐ Those that reside in rural areas
- ☐ Underemployed
- ☐ Veterans

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

Participants must demonstrate significant employment barriers and/or express interest in enhancing their skills to gain employment. Information about each participant's abilities, knowledge, skills, and/or needs is gathered

during the participant's initial assessment and through ongoing case management. This information is used to determine the appropriateness of participation in this component.

Will this component be offered statewide?

☒ Yes

☐ No

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

702

Estimated Annual Component Administrative Cost

\$801.13

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Job Search Training (JST) – Number and percentage of JST participants who obtained unsubsidized employment within the reporting period following component enrollment.	<p>Numerator: JST participants obtaining unsubsidized employment (10/01/2025 - 09/30/2026)</p> <p>Denominator: JST participants enrolled in JST activities (10/01/2025 - 09/30/2026)</p>

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

This component helps participants prepare for CTE needed to further their career goals. Participants who lack a high school diploma or HSE are referred to local Adult Education (Title II) partners for High School Equivalency obtainment including preparation and testing. The State allocates funding for testing fees if no other funding source is identified. The following exams can be taken and applied toward HSE Diploma attainment: TABE Exam, HISET Exam, and GED Exam.

Students must pass Math, Reading, Writing/Language, Social Studies, and Science. Participants who have a TABE test score of 8.5-grade level or less or possess a high school diploma or HSE and desire CTE but have a deficiency of basic skills as determined by standardized testing are also eligible for EPB.

SNAP E&T funding provides transportation assistance and supportive services. If needed, a referral to TDHS for child care assistance is provided but no E&T funds are used.

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

- ☐ ABAWDs
- ☐ Any TN SNAP recipient interested in E&T.
- ☐ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Single parents
- ☐ Students
- ☐ Those that reside in rural areas
- ☐ Underemployed
- ☐ Veterans

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

Participants must lack a high school diploma or HSE, have a deficiency of basic skills as determined by standardized testing, and/or express individual interest. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment. This information is used to determine the appropriateness of participation in this component.

Will this component be offered statewide?

☒ Yes

☐ No

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

375

Estimated Annual Component Administrative Cost

\$745.39

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

TDLWD Case Managers assess whether other funding options can support educational costs before using SNAP E&T funds. Staff must document that E&T funds do not supplant non-federal funds through invoices or similar documentation showing costs covered by other sources. State Office staff periodically monitor and review these records.

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

TDLWD Case Managers ensure SNAP E&T participants pay the same costs as non-participants for educational services. Staff must identify competitive pricing and alternative local programming that meets participant needs, employment market demands, and high-demand occupation requirements. Cost parity is verified through vendor evaluation and management oversight. All expenses undergo review to confirm they are reasonable and necessary for component participation.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Basic / Foundational Skills Instruction (EPB) – Number and percentage of participants who entered EPB training programs and successfully completed them within the reporting period.	<p>Numerator: EPB participants completed EPB (10/01/2025 - 09/30/2026)</p> <p>Denominator: EPB participants enrolled in EPB training program (10/01/2025 - 09/30/2026)</p>

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

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

This component helps participants gain academic and technical knowledge and skills needed to obtain industry-recognized credentials that allow them to better compete in the job market. EPC activities and services are provided through the One-Stop system, community/technical colleges, and/or community-based organizations. Approved CTE activities are thoroughly evaluated and must directly enhance participants' employability and be aligned with local labor market needs and identified in-demand occupations. TN employs the following CTE standards:

- Training programs must be 2.5 years or less. TN SNAP E&T cannot support bachelor's degree programs at this time.
- Training must lead to an industry recognized credential, license, or certificate.
- Trainings to include tuition and other required costs should be approved on the Eligible Training Provider Lists.
- For training programs provided by a Tennessee College of Applied Technology or Community College that are approved by Local Workforce Development Boards and appear on TDLWD's Eligible Training Provider List (ETPL), tuition and any required school costs not supported via any other funding streams will be supported by one or more of the following: 100% funds (tuition only), 50/50 funds, braided funding under WIOA programs, or a TPP with CTE as an approved activity. Once the allocated state funding is exhausted, participants will be referred to any other funding source that can be identified. SNAP E&T enrolled individuals will be eligible for up to \$1,000 towards tuition and other required training costs per training term as funding level allows.
- For other training programs that are approved by the Local Workforce Board and appear on the ETPL, SNAP E&T state funds will support and/or share with Title I the participant cost of required book, tools, uniforms, and equipment up to \$1,000 approved per training term as funding allows.
- TPP's with approved CTE programs will cover costs as outlined in their approved scope of work.
- To assist participants who need to take an entry-level employment opportunity as a first step towards self-sufficiency, TPP will provide approved CTE training with the below parameters:
 - Training is approved by TDWLD in the Scope of Work.
 - Industry credential will be earned upon completion.
 - Participant agrees to seek employment in that field.
 - Assessment/IEP documents how the training connects them to their employment goal.
- For the TN Rural Health Initiative programs, SNAP E&T will support up to \$1,000 in tuition and required costs that is not funded by another source.
- For vocational training programs approved under the Adult Education division, SNAP E&T will support up to \$1,000 in tuition and required costs that is not funded by another source.
- ETPL Programs for truck driving and Certified Nursing Assistant: SNAP E&T will support up to \$1,000 in both tuition and required costs.

Eligible participants receive individualized case management through co-enrollment in WIOA Adult/WIOA Youth programming or by the contracted TPP. Training and participant support costs for SNAP E&T/WIOA Title I co-enrollees are shared across both programs. SNAP E&T funding provides transportation assistance or works with WIOA Title I to provide that support for co-enrolled participants. If needed, a referral to TDHS for childcare assistance is provided but no E&T funds are used.

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

- ☒ ABAWDs
- ☒ Any TN SNAP recipient interested in E&T.
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Participants must be enrolled with a TPP that has a SNAP E&T approved CTE program and be approved for CTE funding with WIOA Title I Services. Participants deemed not eligible for Title I services but who are eligible for SNAP E&T services and do not possess a bachelor's degree may also participate. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information as well as required skills listed by the training provider is used to determine appropriateness of participation in this component.

Individuals who received SNAP E&T funding for previous Vocational Training are not eligible to participate. If SNAP E&T previously paid for vocational training, SNAP E&T can assist with Job Search Training to help address the challenges they have experienced in obtaining employment in the field. SNAP E&T is only able to assist with an additional vocational training program for the following medical pathways: CNA to LPN, CNA to CCMA, LPN to RN or CCMA to RN. If a new barrier is identified during the assessment that prevents employment in the prior field, SNAP E&T will determine if additional training would be justified to assist the participant in meeting their new employment goal.

Costs are approved on a term-by-term basis. Ongoing assistance is dependent on continued eligibility for SNAP E&T, available funding, and participant progress and cooperation as outlined in the Voluntary Agreement.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

1,608

Estimated Annual Component Administrative Cost

\$745.32

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

Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPC. TDLWD Case Managers assess whether other funding options can support educational costs before using SNAP E&T funds. Staff must document that E&T funds do not supplant non-federal funds through invoices or similar documentation showing costs covered by other sources. State Office staff periodically monitor and review these records.

Participants receiving Federal student aid via the FAFSA are not eligible for tuition assistance via SNAP E&T unless the awarded amount does not fully pay for selected training program costs. SNAP E&T will support participants with gap funding if the award is not issued in time to support required costs. If the participant receives a refund from FAFSA for the training term, they will be expected to use those funds to pay for any off campus required costs for that term.

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

TDLWD and TPP Case Managers ensure SNAP E&T participants pay the same costs for educational services as non-participants. Staff must identify competitive pricing and alternative local programming that meets participant needs, employment market demands, and high-demand occupation requirements. Cost parity is verified through vendor evaluation and management oversight. All expenses undergo review to confirm they are reasonable and necessary for component participation.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Career/Technical Education Programs or Other Vocational Training Component (EPC) – Number and percentage of participants who begin EPC training programs and successfully obtained recognized credentials within the reporting period.	<p>Numerator: EPC participants obtaining recognized credentials (10/01/2025 - 09/30/2026)</p> <p>Denominator: EPC participants enrolled in EPC training programs (10/01/2025 - 09/30/2026)</p>

EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

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

This component provides services through AE's Integrated English Literacy and Civics Education (IELCE) program. Through IELCE, participants also receive support with HiSET preparation, citizenship exam preparation, and/or pursue training through AE's Integrated Education and Training (IET) program.

SNAP E&T funding supports transportation assistance. If needed, a referral to TDHS for child care assistance is provided but no E&T funds are used.

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

- ☒ ABAWDs
- ☒ Any TN SNAP recipient interested in E&T.
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Participants must have a primary language other than English and/or express a desire to learn English to assist with training and obtaining employment. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine the appropriateness of participation in this component.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

80

Estimated Annual Component Administrative Cost

\$748.32

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

Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPEL. Case Managers assess whether other funding options can support educational costs before using SNAP E&T funds. Staff must document that E&T funds do not supplant non-federal funds through invoices or similar documentation showing costs covered by other sources. State Office staff periodically monitor and review these records.

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

TDLWD Case Managers ensure SNAP E&T participants pay the same costs for educational services as non-participants. Staff must identify competitive pricing and alternative local programming that meets participant needs, employment market demands, and high-demand occupation requirements. Cost parity is verified through vendor evaluation and management oversight. All expenses undergo review to confirm they are reasonable and necessary for component participation.

EDUCATIONAL COMPONENT: WORK READINESS TRAINING

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

This component helps participants develop Personal Effectiveness Competencies (i.e. soft skills), including foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking. EPWRT activities also help participants develop personal characteristics and behavioral skills such as adaptability, integrity, cooperation, and workplace discipline which enhance participants' interpersonal interactions, job performance, and career prospects.

EPWRT participants may be referred and/or co-enrolled in JST for resources and activities that strengthen participants' employment efforts.

EPWRT is not intended to be a long-term activity. This component must be completed within 3 months but can be extended on a case-to-case basis in special circumstances as approved by TDLWD.

If needed, a referral to TDHS for child care assistance is provided but no E&T funds are used.

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

- ☐ ABAWDs
- ☐ Any TN SNAP recipient interested in E&T.
- ☐ Homeless
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Single parents
- ☐ Students
- ☐ Those that reside in rural areas
- ☐ Underemployed
- ☐ Veterans

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

Participants must demonstrate lack of foundational skills needed to enter employment, lack of foundational skills needed to maintain past employment, and/or express individual interest. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine the appropriateness of participation in this component.

Will this component be offered statewide?

☒ Yes

☐ No

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

360

Estimated Annual Component Administrative Cost

\$3,263.20

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

Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPWRT. TDLWD Case Managers assess whether other funding options can support educational costs before using SNAP E&T funds. Staff must document that E&T funds do not supplant non-federal funds through invoices or similar documentation showing costs covered by other sources. State Office staff periodically monitor and review these records.

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

TDLWD and TPP Case Managers ensure SNAP E&T participants pay the same costs for educational services and/or activities as non-participants. Staff must identify competitive pricing and alternative local programming that meets participant needs, employment market demands, and high-demand occupation requirements. Cost parity is verified through vendor evaluation and management oversight. All expenses undergo review to confirm they are reasonable and necessary for component participation.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Work Readiness Training (EPWRT) – Number and percentage of EPWRT participants who, after component completion, either entered career/technical training or obtained employment within the reporting period.	<p>Numerator: EPWRT participants entering career/technical training or obtaining employment (10/01/2025 - 09/30/2026)</p> <p>Denominator: EPWRT participants enrolled in EPWRT activities (10/01/2025 - 09/30/2026)</p>

WORK EXPERIENCE COMPONENT: APPRENTICESHIP

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

This component is provided by Apprenticeship TN, a statewide initiative developed to create a greater awareness of apprenticeship opportunities for employers and workers in every area of Tennessee.

The Tennessee apprenticeship program is designed to assist individuals earn experiential learning combining paid, on-the-job learning with related classroom instruction in order to increase an apprentice's skill level and Wages. It provides participants with:

- On-the-job training from an experienced mentor for typically not less than one year;
- Technical education at one of Tennessee's community colleges, technical schools, apprenticeship training schools, provided online or at the job site;
- Training and curriculum that align with the skill needs of employers in the economy of the State or region involved;
- Access to educational and career counseling and other supportive services, directly or indirectly;
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through the coursework can be applied toward a future career; and
- Opportunities to attain at least one industry-recognized credential.

Timeframe for apprenticeship varies based on career path and/or field selected.

Interested individuals that meet the criteria for participation will be referred to Apprenticeship TN. The list of TN's registered apprenticeships can be found at <https://www.tn.gov/content/tn/apprenticeshiptn/find-a-program.html>.

SNAP E&T will support up to \$1,000 in tuition and required training materials that are not covered by an existing funding source. If needed, a referral to TDHS for child care assistance is provided but no E&T funds are used.

Is this component subsidized by SNAP E&T?

- ☐ Subsidized
- ☒ Unsubsidized
- ☐ Both subsidized and unsubsidized

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

- ☒ ABAWDs
- ☒ Any TN SNAP recipient interested in E&T.
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Participants must have a high school diploma/HSE, or otherwise meet the minimum criteria established by providers to demonstrate basic knowledge, skills, experience, and/or interest, as required. In addition, demonstrate the need to upskill to move towards self-sufficiency, commit to the level effort required by the apprenticeship program, ability to meet any other criteria specified by the apprenticeship program (such as use of heavy machinery or computer literacy, etc.).

Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine the appropriateness of participation in this component.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

22

Estimated Annual Component Administrative Cost

\$1,504.96

WORK EXPERIENCE COMPONENT: PRE-APPRENTICESHIP

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

This component is provided by Apprenticeship TN, a statewide initiative developed to create a greater awareness of apprenticeship opportunities for employers and workers in every area of Tennessee.

The Tennessee pre-apprenticeship program is designed to assist individuals who do not currently possess the minimum (academic or skills) requirements for selection into an apprenticeship program to meet the minimum selection criteria established in a program sponsor's apprenticeship standards required and which maintains at least one documented partnership with a Registered Apprenticeship program. It provides participants with:

- Training and curriculum that align with the skill needs of employers in the economy of the State or region involved;
- Access to educational and career counseling and other supportive services, directly or indirectly;
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through the coursework can be applied toward a future career;
- Opportunities to attain at least one industry-recognized credential; and
- Assistance securing placement in a registered apprenticeship program (for individuals who complete the pre-apprenticeship program).

Timeframe for pre-apprenticeship varies based on career path and/or field selected. Interested individuals that meet the criteria for participation will be referred to Apprenticeship TN.

SNAP E&T will support up to \$1,000 in tuition and required costs that is not funded by another source. If needed, a referral to TDHS for child care assistance is provided but no E&T funds are used.

The list of TN's registered apprenticeships can be found at <https://www.tn.gov/content/tn/apprenticeshiptn/find-a-program.html>.

Is this component subsidized by SNAP E&T?

- ☐ Subsidized
- ☒ Unsubsidized
- ☐ Both subsidized and unsubsidized

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

- ☒ ABAWDs
- ☒ Any TN SNAP recipient interested in E&T.
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Participants must have a high school diploma/HSE, or otherwise meet the minimum criteria established by providers to demonstrate basic knowledge, skills, experience, and/or interest, as required. In addition, demonstrate the need to upskill to move towards self-sufficiency, commit to the level effort required by the pre-apprenticeship program, ability to meet any other criteria specified by the pre-apprenticeship program (such as use of heavy machinery or computer literacy, etc.).

Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine the appropriateness of participation in this component.

Costs are approved on a term-by-term basis. Ongoing assistance is dependent on continued eligibility for SNAP E&T, available funding, and participant progress and cooperation as outlined in the Voluntary Agreement.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

10

Estimated Annual Component Administrative Cost

\$1,504.96

WORK EXPERIENCE COMPONENT: TRANSITIONAL JOBS

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

Justice-involved individuals will be connected to work experience sites to begin obtaining income stability and develop successful workplace habits to strengthen their employment history. Participants will receive on-the-job feedback on their work performance to encourage skill development.

Once participants are deemed ready to obtain and sustain employment, they will be assisted with job development services leading to full-time job placement. Participants will be placed in Job Retention to ensure ongoing success.

Is this component subsidized by SNAP E&T?

- ☐ Subsidized
- ☒ Unsubsidized
- ☐ Both subsidized and unsubsidized

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

- ☐ ABAWDs
- ☐ Any TN SNAP recipient interested in E&T.
- ☐ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☐ Single parents
- ☐ Students
- ☐ Those that reside in rural areas
- ☐ Underemployed
- ☐ Veterans

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

Complete any assessment as required by provider, be able and willing to pursue permanent employment upon WBLTJ completion, and commit to the level of required participation hours

Will this component be offered statewide?

☐ Yes

☒ No

Indicate the geographic areas where this component is offered.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Anderson County	<input type="checkbox"/> Hamilton County	<input type="checkbox"/> Morgan County
<input type="checkbox"/> Bedford County	<input type="checkbox"/> Hancock County	<input type="checkbox"/> Obion County
<input type="checkbox"/> Benton County	<input type="checkbox"/> Hardeman County	<input type="checkbox"/> Overton County
<input type="checkbox"/> Bledsoe County	<input type="checkbox"/> Hardin County	<input type="checkbox"/> Perry County
<input type="checkbox"/> Blount County	<input type="checkbox"/> Hawkins County	<input type="checkbox"/> Pickett County
<input type="checkbox"/> Bradley County	<input type="checkbox"/> Haywood County	<input type="checkbox"/> Polk County
<input type="checkbox"/> Campbell County	<input type="checkbox"/> Henderson County	<input type="checkbox"/> Putnam County
<input type="checkbox"/> Cannon County	<input type="checkbox"/> Henry County	<input type="checkbox"/> Rhea County
<input type="checkbox"/> Carroll County	<input type="checkbox"/> Hickman County	<input type="checkbox"/> Roane County
<input type="checkbox"/> Carter County	<input type="checkbox"/> Houston County	<input type="checkbox"/> Robertson County
<input type="checkbox"/> Cheatham County	<input type="checkbox"/> Humphreys County	<input type="checkbox"/> Rutherford County
<input type="checkbox"/> Chester County	<input type="checkbox"/> Jackson County	<input type="checkbox"/> Scott County
<input type="checkbox"/> Claiborne County	<input type="checkbox"/> Jefferson County	<input type="checkbox"/> Sequatchie County
<input type="checkbox"/> Clay County	<input type="checkbox"/> Johnson County	<input type="checkbox"/> Sevier County
<input type="checkbox"/> Cocke County	<input type="checkbox"/> Knox County	<input checked="" type="checkbox"/> Shelby County
<input type="checkbox"/> Coffee County	<input type="checkbox"/> Lake County	<input type="checkbox"/> Smith County
<input type="checkbox"/> Crockett County	<input type="checkbox"/> Lauderdale County	<input type="checkbox"/> Stewart County
<input type="checkbox"/> Cumberland County	<input type="checkbox"/> Lawrence County	<input type="checkbox"/> Sullivan County
<input type="checkbox"/> Davidson County	<input type="checkbox"/> Lewis County	<input type="checkbox"/> Sumner County
<input type="checkbox"/> Decatur County	<input type="checkbox"/> Lincoln County	<input type="checkbox"/> Tipton County
<input type="checkbox"/> DeKalb County	<input type="checkbox"/> Loudon County	<input type="checkbox"/> Trousdale County
<input type="checkbox"/> Dickson County	<input type="checkbox"/> Macon County	<input type="checkbox"/> Unicoi County
<input type="checkbox"/> Dyer County	<input type="checkbox"/> Madison County	<input type="checkbox"/> Union County
<input type="checkbox"/> Fayette County	<input type="checkbox"/> Marion County	<input type="checkbox"/> Van Buren County
<input type="checkbox"/> Fentress County	<input type="checkbox"/> Marshall County	<input type="checkbox"/> Warren County
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Maury County	<input type="checkbox"/> Washington County
<input type="checkbox"/> Gibson County	<input type="checkbox"/> McMinn County	<input type="checkbox"/> Wayne County
<input type="checkbox"/> Giles County	<input type="checkbox"/> McNairy County	<input type="checkbox"/> Weakley County

- | | | |
|--|--|--|
| <input type="checkbox"/> Grainger County | <input type="checkbox"/> Meigs County | <input type="checkbox"/> White County |
| <input type="checkbox"/> Greene County | <input type="checkbox"/> Monroe County | <input type="checkbox"/> Williamson County |
| <input type="checkbox"/> Grundy County | <input type="checkbox"/> Montgomery County | <input type="checkbox"/> Wilson County |
| <input type="checkbox"/> Hamblen County | <input type="checkbox"/> Moore County | |

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

20

Estimated Annual Component Administrative Cost

\$6,431.41

CONTRACTS OVERVIEW

The State agency must enter every contract or third-party partner. Additionally, the State agency must report if an intermediary directly holds subcontracts with employment and training providers for the delivery of SNAP E&T services. The table below summarizes overall information across all contracts.

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs	Total Budget
12	3,069	\$9,086,858.06	\$404,050.00	\$9,490,908.06

CONTRACTOR: TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT (TDLWD)

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☒ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☒ WBL - Apprenticeship
- ☒ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

2,569

Are participant reimbursements provided by the Contractor?

- ☒ Yes
- ☐ No

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

\$370,000.00

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

\$1,426,081.00

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

\$370,000.00

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

☐ Yes

☒ No

CONTRACTOR: UNITED WAY OF GREATER NASHVILLE (UWGN)

Is this Contractor an Intermediary with subcontractors?

☒ Yes

☐ No

Indicate the service type

☐ Consulting

☐ E&T Services

☐ Automation/IT

☐ Marketing

☒ Other

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

\$0.00

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

\$6,195,781.05

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

☐ Yes

☒ No

SUBCONTRACTOR: CENTER FOR EMPLOYMENT OPPORTUNITIES (CEO)

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☐ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☒ WBL - Transitional Jobs
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

40

Are participant reimbursements provided? If so, how are they provided?

- ☒ Yes, by the intermediary
- ☐ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: COMPREHENSIVE HEALTH ACADEMY TENNESSEE (CHAT)

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

40

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: MEN OF VALOR (MOV)

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☐ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☐ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

100

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: MONROE HARDING

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☐ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

15

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: MUSIC CITY CONSTRUCTION CAREERS

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☒ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

20

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: OLYMPIC CAREER TRAINING INSTITUTE (OCTI)

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☐ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

720

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: PIVOT TECHNOLOGY SCHOOL**INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)**

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☐ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

125

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: TENNESSEE PRISON OUTREACH MINISTRY

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☐ Job Search Training
- ☐ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

60

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

SUBCONTRACTOR: UPRISE NASHVILLE

INTERMEDIARY: UNITED WAY OF GREATER NASHVILLE (UWGN)

Which E&T Services are offered by this subcontractor?

- ☐ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☐ Case Management Services
- ☐ English Language Acquisition
- ☒ Job Retention
- ☐ Job Search Training
- ☒ WBL - Apprenticeship
- ☐ WBL - Pre-Apprenticeship
- ☐ WBL - Transitional Jobs
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

20

Are participant reimbursements provided? If so, how are they provided?

- ☐ Yes, by the intermediary
- ☒ Yes, by the subcontractor
- ☐ No

CONTRACTOR: UNIVERSITY OF TENNESSEE EXTENSION (UT)

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

☒ Basic / Foundational Skills Instruction

☒ Career / Technical Education Programs or other Vocational Training

☐ Case Management Services

☒ English Language Acquisition

☒ Job Retention

☒ Job Search Training

☐ WBL - Apprenticeship

☐ WBL - Pre-Apprenticeship

☐ WBL - Transitional Jobs

☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

500

Are participant reimbursements provided by the Contractor?

☒ Yes

☐ No

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

\$34,050.00

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

\$283,322.00

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

\$811,674.00

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

☐ Yes

☒ No

WBL PROGRAMS OVERVIEW

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

WBL ACTIVITY: TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT (TDLWD)

PROVIDER: TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT (TDLWD)

COMPONENT: WBL - APPRENTICESHIP

What is the length of the activity?

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

Provide a justification for why the length of the activity is greater than 6 months.

TDLWD only works with USDOL-registered apprenticeship programs (RAPs). Length of activity will vary depending on the program, but RAPs range in length from 6 months (minimum) to 8 years.

What is the industry field of the activity?

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

Describe the "Other" industry field of the activity.

Any approved RAP selected by participant

What is the projected annual number of participants to participate?

20

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

☐ Yes

☒ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

Are the training objectives provided to the participant?

☐ Yes, by the Provider

☒ Yes, by Employer of Record

☐ No

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

☒ Yes

☐ No

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

Apprenticeship is a regular job with pay that increases as skills increase.

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

☒ Yes

☐ No

☐ N/A

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

☒ Yes

☐ No

WBL ACTIVITY: UPRISE NASHVILLE

PROVIDER: UPRISE NASHVILLE

COMPONENT: WBL - APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

Describe the "Other" industry field of the activity.

Office and Administrative Support

What is the projected annual number of participants to participate?

2

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☒ Yes
- ☐ No

What is the model for this activity?

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

Who is the employer of record?

- ☐ State agency
- ☐ E&T Provider
- ☒ Worksite employer

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

- ☒ Yes
- ☐ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

Are the training objectives provided to the participant?

☒ Yes, by the Provider

☐ Yes, by Employer of Record

☐ No

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

☒ Yes

☐ No

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

Following the apprenticeship, career coaches help place participants in jobs with employer partners and other employers whose needs fit participants' skill sets.

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

☒ Yes

☐ No

☐ N/A

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

☒ Yes

☐ No

WBL ACTIVITY: TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT (TDLWD)

PROVIDER: TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT (TDLWD)

COMPONENT: WBL - PRE-APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

Describe the "Other" industry field of the activity.

Any State-certified program

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

☒ Yes

☐ No

Are the training objectives provided to the participant?

☐ Yes, by the Provider

☒ Yes, by Employer of Record

☐ No

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

☒ Yes

☐ No

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

All pre-apprentices who complete the program and are recommended for an interview.

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

☒ Yes

☐ No

☐ N/A

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

☒ Yes

☐ No

WBL ACTIVITY: CENTER FOR EMPLOYMENT OPPORTUNITIES (CEO)

PROVIDER: CENTER FOR EMPLOYMENT OPPORTUNITIES (CEO)

COMPONENT: WBL - TRANSITIONAL JOBS

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

20

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☒ Yes
- ☐ No

What is the model for this activity?

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

Who is the employer of record?

- ☐ State agency
- ☒ E&T Provider
- ☐ Worksite employer

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

- ☒ Yes
- ☐ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

Are the training objectives provided to the participant?

☒ Yes, by the Provider

☐ Yes, by Employer of Record

☐ No

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

☒ Yes

☐ No

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

Participants have the opportunity to learn and practice skills on transitional work crews, and on the days where they are not working on a transitional work crew, participants can be onsite at CEO's office to work with vocational staff in preparation for unsubsidized employment.

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

☒ Yes

☐ No

☐ N/A

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

☒ Yes

☐ No

OPERATING BUDGET

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

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$0.00	\$0.00	\$0.00

List Full Time Equivalent (FTE) staff positions, percentage of time spent on the project, and average annual salary of each position. Example: E&T Manager - \$60,000 * .50 FTE = \$30,000; 5 E&T Counselors = \$25,000 * 1.00 FTEs * 5 = \$125,000.

N/A

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$0.00	\$0.00

Explain how fringe benefits are calculated and clearly explain how the amount listed was determined. If charging fringe benefits to the E&T program, provide the approved fringe rates.

N/A

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

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

N/A

	Non-Federal Share	Federal Share	Total
Materials	\$0.00	\$0.00	\$0.00

Describe materials to be purchased with E&T funds.

N/A

	Non-Federal Share	Federal Share	Total
Travel	\$0.00	\$0.00	\$0.00

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

N/A

	Non-Federal Share	Federal Share	Total
Building Space	\$0.00	\$0.00	\$0.00

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

N/A

	Non-Federal Share	Federal Share	Total
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

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

N/A

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$0.00	\$0.00	\$0.00
Contractual Costs	\$3,688,727.53	\$5,398,130.53	\$9,086,858.06
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$3,688,727.53	\$5,398,130.53	\$9,086,858.06

Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
Indirect Costs	\$0.00	\$0.00	\$0.00

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

Indirect Costs - Using Federally Approved Cost Allocation Plan

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

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$3,688,727.53	\$5,398,130.53	\$9,086,858.06

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$2,015,627.38	\$2,015,627.38	\$4,031,254.76
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$2,015,627.38	\$2,015,627.38	\$4,031,254.76

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$5,704,354.91	\$7,413,757.91	\$13,118,112.82

FUNDING SOURCES

Fields for the Funding Sources section will populate from other sections, such as the Operating Budget section or annual allocations decided by FNS OET.

The system will provide the States 100 percent allocation as well as the target for the total 50/50 funds, as provided in the annual E&T final allocation memo.

State agencies may enter funds into the field "100 Percent Federal Grant - Additional Funds" for planning purposes. This field must be blank before initial submission. State agencies that wish to request additional 100% funds can do so via the Funding Requests tab. If the request is approved, State agencies will see the approved amount populated in this field, and a new State Plan Amendment must be submitted.

The system utilizes a formula that distributes administrative costs to the various funding sources (i.e. 100 percent Federal, 50 percent Federal Admin and 50 percent Non-Federal Admin.) The formula also establishes a funding hierarchy for the use of all available 100 percent Federal funds. This funding hierarchy will assign the planned administrative expenses against the regular 100 Federal grant first, then depending upon availability, against additional 100 percent funds, able-bodied adults without dependents (ABAWD) pledge funds, if applicable. Any planned costs over the available 100 percent funds will be evenly distributed against the 50 percent Admin funds.

The planned expenses shown for the field "100% Federal Grant" will be inclusive of the formula allocation, as well as any additional Federal funds approved. Fields in the column "Distribution of Planned Expenses" are populated from the planned expenses table. States can use this table to extrapolate figures, but cannot submit the form until 100% of Federal additional funds under the "Allocation or Target" column has been removed.

SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$1,426,081.00	\$1,426,081.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$1,426,081.00	\$1,426,081.00	\$283,322.00	-
Federal	50 Percent Administrative	-	\$3,830,388.53	-	-
Non-Federal	50 Percent Administrative	-	\$3,830,388.53	-	-
Federal	50 Percent Participant Reimbursements	-	\$2,015,627.38	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$2,015,627.38	-	-
Federal	Total 50 Percent Federal Target	\$9,517,045.00	\$5,846,015.91	(\$3,671,029.09)	-
Total	All Sources	\$10,943,126.00	\$13,118,112.82	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$1,426,081.00	\$1,426,081.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$3,830,388.53	\$3,830,388.53	\$7,660,777.06
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$2,015,627.38	\$2,015,627.38	-
50 Percent Total Participant Reimbursements	\$2,015,627.38	\$2,015,627.38	\$4,031,254.76
Total 50 Percent Funds	\$5,846,015.91	\$5,846,015.91	\$11,692,031.82
Total	\$5,846,015.91	\$7,272,096.91	\$13,118,112.82

PLEDGE TO SERVE ALL ABAWDS

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

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

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

☐ Yes

☒ No