

# USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Utah	UT	2026	Original Submission

**FORM STATUS:** Approved on 09/25/2025 2:33 PM EDT

## KEY PROGRAM STAFF

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

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## AMENDMENT LOG

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

## ACRONYMS

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

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
AE	Agency Error
AP	Absent Parent
APP	Application
APPT	Appointment
AUTH	Authorize
BC	Birth Certificate

BE	Best Estimate
CCON	Collateral Contact
CH	Child
Ck(s)	Check(s)
CS PD	Child Support Paid
CUST	Customer
CUST STMNT	Customer Statement
DISQ	Disqualified
E&T	Employment and Training
eREP	Electronic Resource & Eligibility Product
EV	Every Other Week
EXP	Expense
EX SNAP	Expedited Supplemental Nutritional Assistance Program
FNS	Food and Nutrition Service
FT	Full Time
FY	Fiscal Year
GA	General Assistance
HD	Help Desk
HME	How Meeting Expenses
HR	Hour
IM	Imaged
IN	Ineligible Non-Citizen
ITO	Indian Tribal Organization
IVDS	Child Support (IV-D of SS Act)
LL	Landlord
LPR	Lawful Permanent Resident
NCP	Non-Custodial Parent
NOD	Notice of Decision
OP	Overpayment
OT	Overtime
PC	Phone Calle
PG	Pregnant
PI	Primary Individual

PID	Primary Identification
PP	Prudent Person
PT	Part Time
QWD	Quarterly Wage Data
RECD	Received
REQ	Requested
REV	Review
RMTS	Random Moment Time Sampling
SNAP	Supplemental Nutrition Assistance Program
SP	Spouse
STDI	Short Term Disability Insurance
STMT	Statement
SUA	Standard Utility Allowance
TANF	Temporary Assistance for Needy Families
TERM	Termination
TI	Telephone Interview
TW	Twice a Month
UC/UI	Unemployment Income
USDA	United States Department of Agriculture
UVR	Utah Valley Refugees
VC	Verification Checklist
WIOA	Workforce Innovation and Opportunity Act
WK	Week
WOHA	Without Heating Allowance

## SUMMARY OF PROGRAM

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

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

The mission of the Department of Workforce Services (DWS) is to provide employment and training support services for our customers to improve their economic opportunities. DWS' vision is to strengthen Utah communities by supporting the economic stability and quality of our workforce.

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

State  
 County

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

URL	Resource Type
<a href="#">Link to resource</a>	SNAP Eligibility Policy

## 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.

We have not yet finalized any new changes. We are continuing to screen referrals for accuracy before submission, which includes verifying that customers have received the proper education. After referrals are submitted, we also continue to spot-check cases to ensure proper notices have been issued.

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.

We are continuing with our internal efforts for proper screening referrals, proper notices and education. This includes reviewing all E&T referrals for accuracy before transmission and regularly spot-checking cases to ensure accurate notices and sanctions are being applied when applicable. Additionally, interviews are regularly monitored to ensure proper customer education.

# 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
07/10/2025	State Workforce Development Board	Elizabeth Carver, Division Director	Reviewed job statistics, need for careers in the community and job trends in the area. We continue to meet and discuss these trends with the WDB and WDD addresses these areas with the employment counselors as they guide and work with staff on job placement and job search activities.

## 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.

We continue to coordinate with our Workforce Development Division, and Workforce Development Board to address local areas of concern. Our focus has been on specific job trends in Utah and how this data can help us better serve our E&T customers. Our goal is to provide the necessary services to enhance job opportunities for our E&T customers throughout Utah

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).

Citizens of Utah may apply for WIOA career and training services provided through the Workforce Development Division of DWS. SNAP E&T participants may be referred to WIOA if they need additional assistance with training or other career services. SNAP E&T and WIOA are both provided by Workforce Services which allows for ongoing coordination and collaboration between case managers and is beneficial for participants. If it is determined that a SNAP E&T participant would benefit more from WIOA services, the assigned E&T employment counselor would refer the SNAP E&T participant to an employment counselor assigned to handle WIOA career and training services. Once the individual becomes a WIOA participant they are no longer a SNAP E&T participant due to enrollment in a partner program, which is a state E&T exemption. The eligibility system, eREP, will be updated with the correct coding for WIOA participation and the individual will no longer be required to complete the state's required E&T program.

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.

DWS Workforce Development Division administers the Utah Family Employment Program (FEP) serving TANF recipients. FEP activities for customers include developing an employment plan which focuses on training in self-esteem, job search, community work experience, adult education, and other related employment activities. SNAP recipients enrolled in FEP are exempt from E&T. E&T funds are not used in FEP training activities. DWS also administers the Utah General Assistance Program (GA) serving individuals without dependent children who are unable to work. SNAP recipients enrolled in GA are exempt from E&T because of their inability to work. GA recipients are unable to work in any occupation, therefore, are not appropriate to participate in job search activities related to E&T.

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).

DWS also administers the Refugee Cash Assistance Program (RCA) serving refugee parents with dependent children. RCA activities include developing an employment plan which focuses on training in English as a Second Language (ESL), job search, community work experience, adult education, and other related

employment activities. SNAP recipients enrolled in RCA are exempt from E&T. E&T funds are not used in RCA training activities.

# 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

Explain why certain ITOs were not consulted and specify the name of the ITOs that were not consulted.

On June 30, 2025 Department of Workforce Services (DWS) Tribal Liaison Gerald Gappmayer sent out consultation letters to the Navajo Nation, Skull Valley Band of Goshute, Confederated Tribes of the Goshute, Paiute Indian Tribe of Utah, Ute Indian Tribe of the Uintah and Ouray, Northwestern Band of Shoshone Nation, San Juan Southern Paiute, and the Ute Mountain Ute Tribe. The letters included drafts of our SNAP Ed, Disaster SNAP, and SNAP Employment and Training state plans. The letters indicated that DWS would be attending the Native American Summit at Utah State University and requested that we have the opportunity to meet with the tribes for their feedback on our plans.

On July 31, 2025- August 1, 2025 the Utah Bureau of Indian Affairs hosted their annual Native American Summit. July 31 was reserved for a Government to Government session allowing state entities to engage with each of the tribal nations. DWS Tribal Liaison Gerald Gappmayer and SNAP Program Manager Jennifer Reynolds attended.

During the Government to Government sessions, DWS was able to meet with the following tribal nations: The Navajo Nation, Confederated Tribes of the Goshute, Paiute Indian Tribe of Utah, Ute Indian Tribe of the Uintah and Ouray and the Northwestern Band of Shoshone Nation.

List the ITOs consulted and describe the outcomes of the consultation(s). Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g. unique supportive service, new component, in-demand occupation). Include the title of the person you consulted and the date.

Date	Name of ITO	Title(s) of Person Consulted	Outcome of Consultation
07/31/2025	Navajo Nation: Marilyn Holly, Ronald Joe, Cindy Mott	Red Mesa Chapter Vice President, Nedda Chico, Red Mesa Chapter Manager, Regional	The Navajo Nation wanted to know what outreach with eligibility is happening in their communities. We discussed coordination that takes place in Montezuma Creek and

		Consortium of Chapters, Economic Development	Monument Valley. They asked we review coordination for other communities including Navajo Mountain. They had no feedback on the state plan.
07/31/2025	Confederated Tribes of the Goshute: Amos Murphy, Hope Jackson, Phyllis Naranjo, Michael Dalton	Tribe Chairman, Council Member, Council Secretary, Tribal Administrator	The tribe asked that we coordinate additional visits with them to review SNAP program eligibility and other services offered by DWS. They had no feedback on the state plan.
07/31/2025	Paiute Tribe: Laurel Yellowhorse, Gari Lafferty, Josie Platt	Tribal Councilwoman, Tribal Council Kanosh Band, Cedar Band Council	Additional follow up meeting was scheduled to review more detail of the SNAP program and our state plan. This was held on August 21, 2025 via zoom. They did not have additional questions concerning the E&T portion of the state plan.
07/31/2025	Northwestern Band of Shoshone Nation: Jason Walker, Brad Parry, George Gover	Chairman, Vice Chairman, Executive Director of Program Operations	No feedback on the state plan.

Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

Yes  
 No

## UTILIZATION OF STATE OPTIONS

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

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

- Yes
- No

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

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

What are the characteristics of the population the State intends to mandate to its E&T program? Separate characteristics with commas to ensure that all data points are captured independently. Be sure all spelling errors are resolved to avoid inconsistencies in reporting.

Mandatory E&T participants who are non-exempt individuals between the ages of 16-46.

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

### 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	41,492

## State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
Able Bodied Adults Without Dependents (ABAWDs)	2,223
Age 47-60	5,385
Current domestic violence issues	99
Earned income, regardless of the amount earned	20,893
EC Manager Determination	391
In the application or appeals process for SSI	87
Lack child care	348
Lacks a fixed and regular nighttime residence	5,560
Lacks public and/or private transportation	261
Limited language skills	743
Live more than 35 miles from an employment center	449
Low functioning	2,140
Not appropriate for an E&T referral (cost to participate exceeds the \$50 reimbursement)	520
Participating in a case managed program, or partner program	231
Pregnant	425
Probation or parole and required to complete court ordered activities	460
Refugee Cash Assistance (RCA) participants	151
Temporary layoff from their place of employment	94

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	40,460
Percent of all work registrants exempt from E&T	97.51%

## ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	8,410
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	2,644
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	5,766

## E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	1,200
Anticipated number of voluntary E&T participants	0
Total anticipated number of E&T participants	1,200
Anticipated number of ABAWDs to be served in E&T	0

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.

The Eligibility Services Division (ESD) and Workforce Development Division (WDD) collaborate to provide E&T services to participants. ESD is responsible to determine a SNAP applicant's eligibility and certification. ESD eligibility workers are responsible to screen each household member who are subject to applicable work requirements. The eligibility worker uses the information from the SNAP application along with information obtained through the SNAP interview to determine which household members are subject to the E&T work requirements. The eligibility worker determines if any household members meet a federal exemption. If any of the household members do not meet a federal exemption, the eligibility worker determines if they meet a state exemption. If any of the household members do not meet either a federal or state exemption, the eligibility worker determines that the applicant is a mandatory E&T participant. Participation requirements are discussed as part of the interview.

Once the participation determination is made, the eligibility worker orally communicates to the SNAP applicant that they are subject to participate in the state's E&T program. The eligibility worker orally educates the individual on the state's E&T requirements, which are:

\*Register for work online at [jobs.utah.gov](https://jobs.utah.gov)

\*Attend a virtual SNAP E&T Workshop

\*Meet with an assigned employment counselor each month

\*Complete any required workshops

\*Complete 48 job contacts

The eligibility worker explains that the state will reimburse the E&T participant \$50 for each month they participate. However, if the cost to participate in E&T exceeds the \$50 per month reimbursement, the E&T participant can either indicate that at the time of interview or contact DWS after the interview regarding the cost concerns. If the cost to participate exceeds \$50, the eligibility worker exempts the E&T participant from participating in the state's E&T program. During the interview, education is given on the E&T program and reimbursements. If a customer reports that the cost to participate is more than \$50, a worker will exempt them at that time. If the customer begins participation and expresses that the cost to participate exceeds \$50, either to their employment counselor or eligibility we would add the exemption for the customer.

Upon approving the SNAP application, two E&T processes occur. First, the eligibility worker determines appropriateness for referral to the E&T program. During the interview and after determining the SNAP applicant does not meet a federal or state exemption, the eligibility worker reviews the applicant's ability to participate by reviewing criteria to participate outlined in the supervised job search section of this plan. The eligibility worker will refer appropriate E&T participants to the E&T program. The referral is entered into eREP and submitted to UWORKS through a batch file. Next, eREP sends a notice to the E&T participant

explaining the same information that was provided orally during the interview. Upon reviewing the batch file from eREP, UWORKS creates a scheduled date and time for the E&T participant to attend the virtual SNAP E&T Workshop. UWORKS sends the appointment information to eREP in a batch file. The information is prepared onto an E&T appointment letter and is sent to the E&T participant at least 10 days prior to their scheduled time.

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

We hold quarterly coordination meetings with staff from ESD and WDD, including those responsible for policy. In addition to the coordination meeting, we communicate regularly through an email dedicated only for E&T communication.

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

Utah does not partner with intermediaries or E&T providers, however, we communicate often with the counselors with our Workforce Development Division. We hold quarterly meetings as well as communicate often through email.

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

Utah has policy and procedure updates sent out monthly. It is required each team review the policy and procedure updates during their team meetings. ESD and WDD policies are sent out together and available to all staff.

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.

Utah does not partner with intermediaries or E&T providers.

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.

eREP tracks all data surrounding the E&T process through events between systems. eREP and UWORKS are the MIS systems that interact and process the E&T related data including referral tracking, notices, completion of job contacts, noncompliance, and completion of requirements. eREP tracks the back and forth of the events and sends all related notices while UWORKS tracks the job contacts and related contacts with employment counselors.

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.

A random sampling for all WDD staff's SNAP E&T assigned cases are reviewed quarterly to ensure employment counselors are following SNAP E&T policy. Through this edit process, cases are monitored

through closure. WDD has a program review team (PRT) which edits the employment counselors E&T cases thoroughly. This information is shared with ESD staff as necessary, and if it's found to be an issue that would pertain to ESD.

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).

Utah does not have E&T partners to evaluate, however our Workforce Development Division employment counselors work with our customers to achieve their goals. Their work is regularly monitored for accuracy by a Performance Review Team (PRT). Additionally, we hold quarterly meetings with WDD to address any potential barriers.

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.

Eligibility workers are responsible to screen and identify each household member who is subject to the applicable work requirements. At application, recertification, and when a new household member moves into the household, or when a previously exempt household member becomes subject to work requirements, the eligibility worker uses information from the SNAP application along with the information obtained through the SNAP interview to determine which household members are subject to any of the applicable work requirements. The eligibility worker will determine if any household member meets a federal exemption, if they do not it is determined that they are a work registrant.

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

A notation is made in the case file.

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.

At the time of application, recertification, when a new household member joins the household, or when a previously exempt household member becomes subject to work requirements, the eligibility worker uses information from the SNAP application and interview to determine which household members are subject to applicable work requirements.

The eligibility worker first determines if any household members meet a federal exemption. If no federal exemption applies, the eligibility worker then determines if they are a work registrant. If a federal exemption does not exist, they are screened for a possible state exemption.

State exemptions include individuals who:

- \* Are Refugee Cash Assistance (RCA) participants.
- \* Are on temporary layoff from their place of employment.
- \* Live more than 35 miles from an employment center.
- \* Lack child care, either because it is unavailable or the customer is not eligible for Child Care assistance.
- \* Are not appropriate for an E&T referral, or if the cost for the customer to participate would clearly exceed \$50 per month.
- \* Are aged 47 through the month of their 60th birthday.
- \* Are low functioning, have developmental disabilities, or are socially dysfunctional with obvious functional limitations that are a substantial handicap to employment.
- \* Have current domestic violence issues.
- \* Have limited language skills or whose primary language is other than English.
- \* Lack public and/or private transportation.
- \* Are in the application or appeals process for Supplemental Security Income (SSI).
- \* Have earned income, regardless of the amount earned.
- \* Lack a fixed and regular nighttime residence.
- \* Are pregnant, regardless of trimester.
- \* Are on probation or parole and required to complete court-ordered activities such as work release or drug court.
- \* Are participating in a program with case management by Vocational Rehabilitation, a Department partner program, or a Title V program such as The Forestry Program, Choose to Work, Americorps, or Americorps VISTA.
- \* Are an Able Bodied Adult Without Dependents (ABAWD).
- \* Meet EC Manager Determination.

Before a referral is sent, it is screened for accuracy. This includes a review of any exemptions and confirmation that the customer has received proper verbal education.

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

There is written and oral explanations of the applicable work requirements. This is required at new application, recertification, and when a previously exempt household member is no longer exempt, or when a

new household member becomes subject to the work requirements. A script is to be followed when we verbally educate the customer. The E&T work requirements notice (the consolidated notice) is sent to the customer.

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

A notation is made in the case file.

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.

The ESD eligibility worker completes the process for screening and referring to E&T. At application, recertification, the eligibility worker screens the individual for a federal exemption. If the individual does not meet a federal exemption, the worker reviews the list of state E&T exemptions. If the eligibility worker determines that the individual meets a state exemption, the worker verifies and enters the exemption in eREP. Exemptions may be identified through telephone, online or in person. The eligibility worker will require verification of the individual's exemption if applicable.

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

- Yes
- No

How are participants informed about participant reimbursements?

Participants are informed about reimbursements verbally and with written notification at application or recertification.

In the case of mandatory participants, if the costs of participant reimbursements exceed any State agency cap or are not available, describe how the State agency ensures individuals are exempted from mandatory E&T.

Through monthly finance reports, DWS tracks our cost allocations and will take appropriate steps to exempt mandatory participation when funds are no longer available. At any point in the E&T process, the customer can claim that the \$50 work reimbursement would not be enough to cover their costs to participate, this would exempt them from mandatory participation.

## 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?

N/A

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?

N/A

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

The information is communicated electronically through a batch file from eREP to UWORKS.

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?

The Workforce Development Division (WDD) employment counselor discusses the steps of E&T participation as well as the vision and goals of the program.

# 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?

After referral the assessment is available to be completed prior to the virtual orientation.

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

There are two or more assessments, depending upon individual circumstances, which take place when an E&T participant is referred for required E&T participation.

1. Online job skills evaluation – the first assessment is an online evaluation. This evaluation asks a series of 21 questions to the participant including:

1. How long have you been looking for work?
2. How long were you employed at your last job?
3. How many interviews have you received in response to your resume or job application in the last 30 days?
4. Do you have a current resume?
5. Do you change your resume for each job you apply for?
6. Do your friends, family, and co-workers know you are looking for work?
7. Are your friends, family, and co-workers familiar with your skills, experiences, and the type of job(s) you are looking for?
8. Are you using social media such as Facebook and LinkedIn to connect with jobs?
9. Do you know how to find jobs that aren't advertised?
10. Do you need help preparing for an interview?
11. Do you know what information to research about a company before you interview?
12. Are you prepared to answer interview questions with examples from your past experiences?
13. Are you getting interviews but not job offers?

14. Have you used online job search sites, including [jobs.utah.gov](https://jobs.utah.gov) to search for employment?
15. Would you like to learn about great online resources to help you research employers?
16. Would you like tips to help you protect your identity while job searching?
17. When an employer contacts you, are you confident your voicemail, email address and ring back tone are professional?
18. Employers often complete online searches on prospective employees. Would an online search provide a professional image of you?
19. Do your skills match the qualifications of your desired job?
20. Have you identified how your skills might be used in other jobs or industries to increase your employment opportunities?
21. Would you like more information about the skills employer's value?

This online assessment determines a participant's ability to do the following: job search using social media and their network, create a resume, and present themselves well in an interview. The general questions on the assessment also gathers information tied to education levels of the participant. Based on their answers, participants are assigned online workshops that give them tools to improve their ability to obtain employment. These workshops cover job searching strategies, professionalism in the workplace, interviewing skills, networking, resumes, and applications.

2. Mandatory E&T workshops are conducted by an employment counselor. It includes an orientation to the program, review program participation requirements, and identify job search tools, and resources available to participants. Individual assessment information is gathered through an open discussion between the E&T participant and the employment counselor in order to give the participant timely information regarding resources available based upon the participant's individual circumstances. The employment counselor may be able to determine if E&T participant has barriers to participate in the E&T program. If the E&T participant might have a reason for good cause or a potential exemption, the employment counselor provides the information to the eligibility worker for review and appropriate action.

3. During follow up contact in months 2 and 3, the employment counselor conducts an individual assessment on the E&T participant's progress in completing the required E&T activities. Additional questions address work history, barriers the E&T participant is experiencing with their job search, progress with the participation requirements, resources that may help them, and possible need for additional education and training.

The online job skills evaluation is conducted electronically. The assessment with the employment counselor is conducted orally through the mandatory E&T workshop and subsequent follow up monthly contacts during months 2 and 3. The assessment is done via phone, virtual platforms or in person depending on the participant's needs or circumstances. The employment counselor will conduct an individual assessment on their progress. Additional questions will address work history, barriers the participant is experiencing with their job search, process with participation requirements, resources that may help them and possible need for additional education and training.

These details are narrated on the participant's case notes found in UWORKS. The E&T participant and the employment counselor utilize the participant's DWS online registration that matches the participant's interests, work experiences, and education with available job openings in the state.

The employment counselor shares the information from the assessments with the E&T participant. The information is also documented in UWORKS. It is available for the eligibility worker to review and utilize for any certification related activities.

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

- Yes
- No

If an individual employment plan is not developed, how is the assessment used?

The initial assessment is used to assist the employment counselor in developing an employment plan, but not the completion of it.

The employment counselor reviews the assessment with the SNAP customer to determine the most suitable trainings options that align with their employment and educational goals.

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

Explain why assessment results are not shared with E&T providers.

N/A

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

Explain how else assessment results are shared with E&T participants.

Results are shared if requested.

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	When an E&T case manager needs to coordinate with the eligibility staff they will send an instant message, or an email and cc the designated E&T email address.
How do E&T case managers coordinate with: State E&T staff	When an E&T case manager needs to coordinate with the state E&T staff, they will send an email.
How do E&T case managers coordinate with: Other E&T providers	Our employment counselors at WDD provide supervised job search assistance and case management to SNAP customers. They assess each customer's needs and review their existing assessments to determine the most suitable training options. This ensures that the training aligns with their employment and educational goals, and a plan is developed to help them achieve those goals.
How do E&T case managers coordinate with: Community resources	The employment counselor is able to utilize community resources to further help the E&T participants.

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)?

The employment counselor is specifically assigned to provide tailored case management services to the E&T participant. The employment counselor has contact at least once per month to make sure the E&T participant understands the requirements and goals of the state's E&T program. As part of the case management process, the employment counselor utilizes a plan that was created and is reviewed during each contact to monitor progress, provide support, and assess any barriers as the E&T participant completes the job search requirements. After resources and referrals have been provided, the employment counselor documents referrals in UWORKS. The employment counselor follows up on the referral at the next contact with the participant. If additional contact and support is needed for the E&T participant, the employment counselor engages with the participant more frequently to make sure the participant is on track to complete the E&T program requirements successfully and obtain gainful employment.

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?

The services provided are tailored to the individual to help them learn the skills needed to find employment and increase their households income. Based on the customers assessment we address skills such as resume building, interview skills, networking, job search strategies, professionalism and budgeting basics.

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

Before a referral is ever made, the referral is screened for appropriateness. Once the referral is submitted, the WDD employment counselor meets with the referred customer and assesses their individual needs. If the

counselor does not feel the referred customer will benefit from the program at this time, or has other barriers they will notify the assigned ESD eligibility worker and send an email to the designated E&T email.

## 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?

Good cause may be granted for circumstances beyond the customer's control. It includes but is not limited to temporary illness (but generally fit to work), another household member is ill and needs help at home, there is a household emergency, there is a job interview or employment conflict, customer cannot afford to participate, if there is not an appropriate or available opening in the E&T program. If the customer claims good cause for non participation, it can be approved by the eligibility worker based upon their circumstances.

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

If there is not an appropriate and available opening for the E&T participant, the ESD eligibility worker will grant the customer good cause based on not appropriate for referral.

## 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.

If the WDD employment counselor determines the participant is ill suited for supervised job search, or a possible exemption is addressed during their monthly meeting, the employment counselor will notify the assigned eligibility worker via email and cc the designated E&T email address the same day it is discovered.

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

Within 10 days from receiving notification from the employment counselor that the participant is not suited for E&T, the eligibility worker or a program specialist will notify the customer that E&T participation is no longer necessary, and a sanction will not be imposed. All actions are narrated in the case file.

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	600
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	600
Percentage of participants expected to receive reimbursements	50.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$30,000.00
Estimated budget per participant in fiscal year	\$50.00
Estimated number of E&T participants to receive participant reimbursements per month	50
Estimated budget of participant reimbursements per E&T participant per month	\$50.00

## PARTICIPANT REIMBURSEMENT DETAILS

Complete the table below with information on each participant reimbursement offered/permited 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 Rebursements.** 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 Rebursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Bus Pass	\$50/mo	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	As a reimbursement
Internet Access	\$50/mo	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	As a reimbursement
Job Related Expenses	\$50/mo	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	As a reimbursement
Transportation	\$50/mo	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	As a reimbursement

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

Yes

No

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

During the referral process the cost to participate is discussed with the potential E&T customer. If the cost to participate is expected to exceed the reimbursement amount, they will be exempt.

## 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).

Utah's MIS is responsible for all facets of reporting including providing the Work Registrant count for the first quarter E&T Program Activity Report.

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

MIS utilizes SQL to pull data. This is a common language that extracts and organizes data that is stored in eREP's relational database. The query reviews the entire SNAP caseload found in eREP. The query includes all SNAP recipients receiving SNAP on October 1. The query specifically looks for the total count of all work registrants in the State of Utah on October 1.

How are work registrants identified in the eligibility system?

Upon removing any SNAP recipients that meet a federal exemption, the SQL query populates the report with all work registrants found in the state's SNAP caseload on October 1. The report is reviewed and validated to contain only work registrants. The total count is determined from the report. The information is entered into the FNS-583 for the number of work registrants receiving SNAP on October 1 of the new fiscal year.

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

Utah's MIS is responsible for all facets of reporting. MIS utilizes SQL to pull data. This is common language that extracts and organizes data that is stored in eREP's relational database. The function used to pull back "unduplicated" work registrants is "Select Distinct". The query uses the particular function to identify the unique number of eREP "integrated cases" and "individuals" that meet the specifications.

There are several controls in place to ensure that the query is validated to provide requested results. During query development, the MIS consultant validates against the eREP system. After validation of the results by the MIS consultant, they then send the query for peer review. At peer review, the query is reviewed, tested and validated for accuracy. Finally, once the query and results have been validated and approved by MIS, the results are sent to the Reports Gatekeeper to facilitate testing and validation with the appropriate business individual. In this case, the state's SNAP program specialists are responsible to review the results and validate against eREP. Once validated and approved, the reports are submitted to FNS.

# 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Indicate what other data sources were used for the national reporting measures.

Utah only offers supervised job search and participants do not attain a certificate or credential.

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.)

Utah's MIS uses the SNAP eligibility system, eREP.

## 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

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

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

The state's supervised job search component is completed in a virtual environment. WDD employment counselors are able to provide services to E&T participants through virtual connections utilizing resources such as phones, computers, and other similar electronic equipment. Therefore, an E&T participant can participate in the state's E&T program virtually based upon their access to similar electronic equipment. The state has determined that its E&T program will be conducted in a virtual environment. The state utilized the following criteria to make this determination:

- Cost to the E&T participant to participate
- Access to the state's employment network for employers across the state (DWS is the delegated state agency to handle employment focused activities.)
- Access to case management services from any location in the state
- Access to labor market information at the State and/or local workforce levels
- Access to virtual workshops

If an E&T participant cannot participate virtually and they do not meet an exemption, they are able to participate in any of the 30 employment centers located across Utah. Each employment center has the ability to provide the criteria (services) listed above. They also mitigate the cost to the E&T participant as they provide all of the same online services through Job Connection computers, printers, and access to the intranet. Although their assigned employment counselor may not be located in the employment center nearest to the E&T participant's home address, the assigned employment counselor can still provide E&T program support to the participant if they choose to participate at a different employment center nearer to their home address. Each employment center is equipped with the necessary equipment to facilitate contact between the assigned employment counselor and the E&T participant even if they are not meeting in the same employment center. WDD employment counselors provide supervised job search.

Upon referral from an ESD eligibility worker, UWORKS creates an E&T participation case. UWORKS provides the employment counselor with information related to the E&T participant's progress in completing the State's E&T program requirements. The employment counselor is able to track and review the following E&T participant's activities:

- Register for work online at [jobs.utah.gov](https://jobs.utah.gov).
- Complete an online Job Skill evaluation.
- Attend a virtual SNAP E&T Workshop.
- Meet with an assigned EC each month.
- Complete any required workshops.
- Complete 48 job contacts.

The employment counselor provides direct supervisory support and review of each of the State's E&T program requirements. During the first month of participation, an employment counselor has the E&T participant attend a mandatory E&T workshop. After the workshop, the employment counselor creates a plan to monitor the participant's progress in the state's E&T program. The plan allows the employment counselor to review E&T activities completed, activities yet to be completed, and any other pertinent details from the assessments regarding the E&T participant. UWORKS is the system of record for the State's E&T Program activities. In order to track the timing and completion of each activity, a combination of automated records completed by UWORKS and manually entry into

UWORKS by the employment counselor are used to make sure the E&T participant is completing the activities within the required time frame. For example, UWORKS records activities completed online nature like registering for work, Job Skill evaluation, job contacts, etc. The employment counselor manually records activities in UWORKS like monthly contacts, discussion regarding participation activities, discussion

regarding potential barriers, etc. UWORKS provides an overview of the timing and activity for each E&T participant in the State's E&T program.

Describe the direct path to employment.

The screening process for E&T ensures that an individual is an appropriate referral to the only available component of supervised job search in the State's E&T program. During the E&T screening process the eligibility worker determines if the individual meets a Federal exemption. If the individual does not meet a Federal exemption, the eligibility worker screens for a state exemption. If the individual does not meet a state exemption, this means that the individual is a mandatory participant between the ages of 16 – 46. Utah is able to draw basic conclusions regarding the ability of the individual based upon the individual not meeting a Federal or State exemption and utilizing the E&T participation criteria. The eligibility worker asks questions related to the E&T participation criteria to determine appropriateness for referral to the State's E&T program. Using these basic conclusions, Utah is able to determine that the individual does not have any employment barriers. Therefore, the individual is suitable for participation in the state's E&T program and being able to obtain gainful employment.

The state's supervised job search component focuses on helping the E&T participant find employment opportunities in their local community. WDD employment counselors utilize information from labor market reports to identify workforce needs. During the monthly contact with the participant, employment counselors review information from the online job skill evaluation, job search progress, employment and/or education history, and information gained from the participant. Barriers are also discussed and the employment counselor assists as needed in their job searching efforts, reiterating the need for 48 job contacts and completion of any required training by the end of the third month of participation.

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

- Returning citizens (aka: ex-offenders)
- Single parents
- Underemployed

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.

The E&T participant must have the following skills, knowledge, or experience to participate in the State's supervised job search component; English literacy, Functional Skills Level 1 (practical life skills that help the individual operate confidently and effectively in education, work and everyday life), Information literacy (the ability to communicate information), Digital literacy (basic technology use), Computer literacy.

Will this component be offered statewide?

- Yes
- No

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

1,200
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Estimated Annual Component Administrative Cost

\$210,000.00
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Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
The outcome measure is the number and percentage of E&T participants that gain unsubsidized employment after participation.	The numerator will include participants who obtained employment during the period of 10/1/2025 to 9/30/2026. The denominator will include the number of participants that participated in supervised job search during the period on 10/1/2025 to 9/30/2026.

## 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
0	0	\$0.00	\$0.00	\$0.00

# 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.

## 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	\$82,525.00	\$82,525.00

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.

The Utah Department of Workforce Services operates under a federally approved public assistance cost allocation plan (PACAP) which is a written plan for identifying and accumulating costs associated with the programs the Department administers, including direct and indirect costs. The Department uses a Random Moment Time Study (RMTS) methodology as an integral component of the approved PACAP. The RMTS is a statistically valid sampling technique that determines what portion of staff time and effort is spent performing certain work activities, the results of which are used to allocate expenditures to the benefitting state and federal programs, including SNAP E&T. The ratio of total salaries to total aggregate costs captured in the RMTS cost center is approximately 58%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to salaries.

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$0.00	\$54,462.00	\$54,462.00

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.

The ratio of total benefits to total salary costs captured in the RMTS cost center is approximately 39.59% of our total direct costs, including the last participation year. This percentage was applied to the amount of salary expenses we estimate that we will spend on E&T admin.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Non-Capital Equipment	\$0.00	\$12.00	\$12.00

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

The ratio of total equipment costs to total aggregate costs captured in the RMTS cost center is approximately 0.01%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to non-capital equipment and supplies.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Materials	\$0.00	\$136.00	\$136.00

Describe materials to be purchased with E&T funds.

The ratio of total equipment costs to total aggregate costs captured in the RMTS cost center is approximately 0.01%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to non-capital equipment and supplies.

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Travel	\$0.00	\$80.00	\$80.00

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.

The ratio of total travel to total aggregate costs captured in the RMTS cost center is approximately 0.06%. This percentage was applied to the total amount of expenses we estimate that we will spend on E&T admin, as determined by the RMTS methodology, to calculate the portion of those expenses that are attributable to travel and training.

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

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

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Equipment and other capital expenditures	\$0.00	\$0.00	\$0.00

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

N/A

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Subtotal / State Agency Costs Only	\$0.00	\$137,215.00	\$137,215.00
Contractual Costs	\$0.00	\$0.00	\$0.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$0.00	\$137,215.00	\$137,215.00

## Indirect Costs - Using Indirect Cost Rate

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

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

## Indirect Costs - Using Federally Approved Cost Allocation Plan

	Non-Federal Share	Federal Share	Total
Federally Approved Cost Allocated Costs - State agency only	\$0.00	\$42,437.00	\$42,437.00
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	\$42,437.00	\$42,437.00

## In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$0.00	\$179,652.00	\$179,652.00

## Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$15,000.00	\$15,000.00	\$30,000.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$15,000.00	\$15,000.00	\$30,000.00

## Total Costs

	<b>Non-Federal Share</b>	<b>Federal Share</b>	<b>Total</b>
Total Cost	\$15,000.00	\$194,652.00	\$209,652.00

## 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	\$447,172.00	\$179,652.00	(\$267,520.00)	40.18%
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	\$447,172.00	\$179,652.00	(\$267,520.00)	-
Federal	50 Percent Administrative	-	\$0.00	-	-
Non-Federal	50 Percent Administrative	-	\$0.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$15,000.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$15,000.00	-	-
Federal	Total 50 Percent Federal Target	\$38,511.00	\$15,000.00	(\$23,511.00)	-
<b>Total</b>	All Sources	<b>\$485,683.00</b>	<b>\$209,652.00</b>	<b>-</b>	<b>-</b>

## Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$179,652.00	\$179,652.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$0.00	\$0.00	\$0.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$15,000.00	\$15,000.00	-
50 Percent Total Participant Reimbursements	\$15,000.00	\$15,000.00	\$30,000.00
Total 50 Percent Funds	\$15,000.00	\$15,000.00	\$30,000.00
<b>Total</b>	<b>\$15,000.00</b>	<b>\$194,652.00</b>	<b>\$209,652.00</b>

## 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 welfare 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