

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Virginia	VA	2026	Original Submission

FORM STATUS: Approved on 09/18/2025 3:17 PM EDT

KEY PROGRAM STAFF

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

Name	E-mail
Mark Golden	mark.golden@dss.virginia.gov

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
AJC	American Job Center
BPS	Benefit Programs Specialist
CA	Contract Administrator
E&T	Employment and Training
ESP	Employment Services Programs
ESW	Employment Services Worker

FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
LDSS	Local Department of Social Services
MOU	Memorandum of Understanding
RFA	Request for Applications
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
VaCMS	Virginia Case Management System
VDOE	Virginia Department of Education
VDSS	Virginia Department of Social Services
VIEW	Virginia Initiative for Education and Work
WFS	Workforce Services
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

Vision:

To empower individuals and families receiving SNAP benefits to achieve economic self-sufficiency through education, training, and employment opportunities.

Mission:

Virginia's SNAP E&T program mission is to empower SNAP participants by equipping them with the skills, resources, and opportunities needed to obtain and maintain regular employment. By addressing both the immediate and long-term needs of participants, the program seeks to break the cycle of poverty and promote self-sufficiency.

Specifically designed for SNAP recipients, Virginia's SNAP E&T program aims to enhance their employability and increase their chances of securing regular employment through several key strategies:

- Skill Development and Training
- Job Search Assistance
- Work Experience Programs
- Career Counseling
- Supportive Services
- Partnerships with Employers
- Monitoring and Follow-up

The SNAP E&T Program creates direct pipelines of skilled workforce through strategic programming that meets business and industry needs at the local, regional, and state level. Virginia places high importance on creating a living-wage, family sustaining career paths for all SNAP participants. SNAP E&T providers have direct relationships with employers that result in SNAP participant placement into unsubsidized employment.

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

State

County

Describe how counties share information with the State agency.

The Virginia SNAP E&T Program is state-supervised and locally administered at 32 of the 120 localities within the Commonwealth. Local Departments of Social Services (LDSS) have flexibility in their SNAP E&T program design and determination of which components are offered to participants. LDSS' are required to submit a local Employment and Training Plan with clearly delineated sections regarding administration of SNAP E&T. Local plans must be approved by the Virginia Department of Social Services (VDSS).

Describe how the State agency monitors county operations.

Program Monitoring and Compliance reviews are conducted annually between June and November. The local agency director, assistant director, program manager and SNAP E&T supervisor will be notified of the date and time of the monitoring meeting. Documents for data collection are sent to the agency two weeks prior to the monitoring meeting. The completed data collection documents and the agency local plan are sent to the monitor three days prior to the scheduled monitoring meeting. A final report with monitoring findings is sent to the agency director and assistant director within two weeks after the monitoring meeting.

The following are those areas that will be subject to data collection and review during the virtual meeting:

- Local Plan
- Contracts & Community partnerships
- Targeted populations
- Recruitment and engagement strategies
- Education, training and credential programs
- Participation outcomes
- Random sample of participants
- Determining compliance with guidance and procedures
- Determining achievement of targeted outcomes
- Highlighting best practices and local initiatives
- Reviewing budget expenditures

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.

As a result of Virginia's procurement procedures, the number of partners is expected to decline significantly in FY26 while a new Request for Applications (RFA) undergoes the approval process. Through this RFA, VDSS aims to broaden the impact of the SNAP E&T program across the Commonwealth, especially with the number of participating SNAP E&T agencies reducing to 32 for FY26. Additionally, with this RFA, there is a particular focus on enhancing access in rural communities. The targeted release date of the RFA is October or November of 2025 with a completion and onboarding date of September 2026. Virginia would like to add 10 partners and understands that onboarding a large number of partners at one time is not ideal, however, with the duration of the procurement process, this is best for seamless service delivery.

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.

Since Virginia Community College Systems (VCCS) serves over 50% of the state's E&T participants, the contract with VCCS will be extended for FY26 despite no remaining renewals. This extension allows VCCS to maintain an active contract and continue providing services until the RFA process is complete, even while their application is under review.

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
08/07/2025	Virginia Board of Workforce Development	Executive Director	<p>As a result of the consultation, VDSS obtained valuable insights on the following:</p> <ol style="list-style-type: none"> 1. Types of Jobs Available and In-Demand Most in-demand sectors: Education and health services (e.g., teaching, radiology, phlebotomy, nursing, nursing assistant). <p>Other growing sectors: Transportation, utilities, state and local government jobs throughout Virginia.</p>

Job quality: Many jobs offer good wages, full benefits, and flexible schedules, especially in health and transportation sectors. Transferable skills allow for relocation opportunities.

Entry-level roles: Retail and food service jobs are abundant due to high turnover and lower wages, but serve as important entry points to upskill the workforce.

2. Credentials and Skills for Hiring
Credential requirements vary by employer and role.

Virginia has removed college degree requirements for many state government positions; reciprocal recognition of out-of-state certifications is allowed.

Employers emphasize soft skills and prefer hiring trainable candidates.

3. Training Providers and Connection to VDSS
Community colleges offer tailored training programs and work closely with employers.

Industry-specific providers (nursing schools, CDL schools, cybersecurity trainers) exist and may receive partial subsidies.

Virginia's Eligible Training Provider List (ETPL) is the official resource for approved training programs funded through federal workforce programs.

Connection to training requires qualification through one of the 14 Local Workforce Development Boards.

4. Current Challenges in Local Labor Markets
Lack of computer skills for online job applications among job seekers.

Skills gaps and affordability of

		<p>training.</p> <p>Transportation and childcare difficulties, especially for women workers.</p> <p>Need for full-time work commitment to access employer benefits.</p> <p>Rising wages might challenge small business recruitment efforts.</p> <p>5. Labor Market Trends (1, 3, 5 Years)</p> <p>Growth expected in private sector jobs, especially leisure & hospitality, transportation, and warehousing.</p> <p>Decline in retail jobs continues to be a concern.</p> <p>Virginia Works provides occupational projections for 2 and 10 years, helping guide training and education aligned with future demand.</p> <p>Virginia will use this information to further develop and implement effective strategies within the E&T program at both the state and local levels, ensuring alignment with current workforce needs and opportunities.</p>
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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.

The Joint Legislative Audit & Review Commission (JLARC) conducted a study of the SNAP E&T programs to evaluate effectiveness and efficiency and provided recommendations to address findings during the review. Recommendation #3 from this study suggests that each LDSS be required to enter in a MOU with its local Workforce Development Board (WFDB) to deliver services to SNAP E&T clients. Currently, there is an MOU with the fourteen WFDBs with signatures from at least one LDSS within each region. These agreements will be amended to specifically include SNAP E&T programs (if applicable) and will detail the availability of coordinated employment services. With this amended agreement, all 120 local agencies within

the appropriate region will sign the MOU. These agreements will be effective for the FY2027 year; however, the effort will be completed during FY2026.

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).

The Division of Benefit Programs TANF/VIEW and SNAP E&T programs are part of Virginia's overall Workforce System under a Combined State Plan (CSP). Participants referred to WIOA partners are co-case managed by the partner as well as the referring LDSS to ensure the participant is successfully meeting its goals. Information is shared on a monthly basis regarding attendance, progress and next step progression. LDSS case managers update SNAP E&T Plans of Participation to reflect the current component and provide any supportive services necessary for satisfactory completion of the component. The SNAP E&T Program Manager meets regularly with partners to discuss statewide workforce initiatives, leveraging SNAP E&T and expansion of partner collaboration as we work toward integrated systems alignment. The Program Manager of Workforce Services at VDSS provides staff support and expertise to the Governor's appointed Virginia Workforce Development Board. The Board provides broad input into the state's workforce system of which VDSS is a major contributor of referrals and supportive services.

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.

The Virginia Initiative for Education and Work (VIEW) is the employment and training program for recipients of TANF. The Program Manager of Workforce Services is directly responsible for VIEW and SNAP E&T and is involved in the seamless coordination of local workforce development systems that impact both TANF/VIEW and SNAP E&T. Efforts to enhance and streamline referral pipelines for both populations is an ongoing effort that will continue in 2026.

Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

N/A

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 the State agency did not consult with ITOs in the State.

Virginia SNAP E&T has been invited to participate in a roundtable with Virginia's Tribes on September 10, 2025 in which SNAP E&T will be discussed.

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

Indicate which counties offer an E&T program.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Accomack County	<input type="checkbox"/> Frederick County	<input type="checkbox"/> Orange County
<input type="checkbox"/> Albemarle County	<input type="checkbox"/> Fredericksburg city	<input type="checkbox"/> Page County
<input type="checkbox"/> Alexandria city	<input type="checkbox"/> Galax city	<input type="checkbox"/> Patrick County
<input type="checkbox"/> Alleghany County	<input type="checkbox"/> Giles County	<input type="checkbox"/> Petersburg city
<input type="checkbox"/> Amelia County	<input type="checkbox"/> Gloucester County	<input type="checkbox"/> Pittsylvania County
<input type="checkbox"/> Amherst County	<input type="checkbox"/> Goochland County	<input type="checkbox"/> Poquoson city
<input type="checkbox"/> Appomattox County	<input type="checkbox"/> Grayson County	<input type="checkbox"/> Portsmouth city
<input type="checkbox"/> Arlington County	<input type="checkbox"/> Greene County	<input type="checkbox"/> Powhatan County
<input type="checkbox"/> Augusta County	<input type="checkbox"/> Greensville County	<input type="checkbox"/> Prince Edward County
<input type="checkbox"/> Bath County	<input type="checkbox"/> Halifax County	<input type="checkbox"/> Prince George County
<input type="checkbox"/> Bedford County	<input type="checkbox"/> Hampton city	<input type="checkbox"/> Prince William County
<input type="checkbox"/> Bland County	<input type="checkbox"/> Hanover County	<input type="checkbox"/> Pulaski County
<input type="checkbox"/> Botetourt County	<input type="checkbox"/> Harrisonburg city	<input type="checkbox"/> Radford city
<input type="checkbox"/> Bristol city	<input type="checkbox"/> Henrico County	<input type="checkbox"/> Rappahannock County
<input type="checkbox"/> Brunswick County	<input type="checkbox"/> Henry County	<input type="checkbox"/> Richmond city
<input type="checkbox"/> Buchanan County	<input type="checkbox"/> Highland County	<input type="checkbox"/> Richmond County
<input type="checkbox"/> Buckingham County	<input type="checkbox"/> Hopewell city	<input type="checkbox"/> Roanoke city
<input type="checkbox"/> Buena Vista city	<input type="checkbox"/> Isle of Wight County	<input type="checkbox"/> Roanoke County
<input type="checkbox"/> Campbell County	<input type="checkbox"/> James City County	<input type="checkbox"/> Rockbridge County
<input type="checkbox"/> Caroline County	<input type="checkbox"/> King and Queen County	<input type="checkbox"/> Rockingham County
<input type="checkbox"/> Carroll County	<input type="checkbox"/> King George County	<input type="checkbox"/> Russell County
<input type="checkbox"/> Charles City County	<input type="checkbox"/> King William County	<input type="checkbox"/> Salem city
<input type="checkbox"/> Charlotte County	<input type="checkbox"/> Lancaster County	<input type="checkbox"/> Scott County
<input type="checkbox"/> Charlottesville city	<input type="checkbox"/> Lee County	<input type="checkbox"/> Shenandoah County
<input type="checkbox"/> Chesapeake city	<input type="checkbox"/> Lexington city	<input type="checkbox"/> Smyth County
<input type="checkbox"/> Chesterfield County	<input type="checkbox"/> Loudoun County	<input type="checkbox"/> Southampton County
<input type="checkbox"/> Clarke County	<input type="checkbox"/> Louisa County	<input type="checkbox"/> Spotsylvania County
<input type="checkbox"/> Colonial Heights city	<input type="checkbox"/> Lunenburg County	<input type="checkbox"/> Stafford County

<input type="checkbox"/> Covington city	<input type="checkbox"/> Lynchburg city	<input type="checkbox"/> Staunton city
<input type="checkbox"/> Craig County	<input type="checkbox"/> Madison County	<input type="checkbox"/> Suffolk city
<input type="checkbox"/> Culpeper County	<input type="checkbox"/> Manassas city	<input type="checkbox"/> Surry County
<input type="checkbox"/> Cumberland County	<input type="checkbox"/> Manassas Park city	<input type="checkbox"/> Sussex County
<input type="checkbox"/> Danville city	<input type="checkbox"/> Martinsville city	<input type="checkbox"/> Tazewell County
<input type="checkbox"/> Dickenson County	<input type="checkbox"/> Mathews County	<input type="checkbox"/> Virginia Beach city
<input type="checkbox"/> Dinwiddie County	<input type="checkbox"/> Mecklenburg County	<input type="checkbox"/> Warren County
<input type="checkbox"/> Emporia city	<input type="checkbox"/> Middlesex County	<input type="checkbox"/> Washington County
<input type="checkbox"/> Essex County	<input type="checkbox"/> Montgomery County	<input type="checkbox"/> Waynesboro city
<input type="checkbox"/> Fairfax city	<input type="checkbox"/> Nelson County	<input type="checkbox"/> Westmoreland County
<input type="checkbox"/> Fairfax County	<input type="checkbox"/> New Kent County	<input type="checkbox"/> Williamsburg city
<input type="checkbox"/> Falls Church city	<input type="checkbox"/> Newport News city	<input type="checkbox"/> Winchester city
<input type="checkbox"/> Fauquier County	<input type="checkbox"/> Norfolk city	<input type="checkbox"/> Wise County
<input type="checkbox"/> Floyd County	<input type="checkbox"/> Northampton County	<input type="checkbox"/> Wythe County
<input type="checkbox"/> Fluvanna County	<input type="checkbox"/> Northumberland County	<input type="checkbox"/> York County
<input type="checkbox"/> Franklin city	<input type="checkbox"/> Norton city	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

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	250,280

State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
All work registrants (voluntary program)	250,280

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	250,280
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	90,000
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	18,000
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	72,000

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	15,000
Total anticipated number of E&T participants	15,000
Anticipated number of ABAWDs to be served in E&T	3,500

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 VDSS Workforce Services (WFS) team is responsible for establishing Virginia's SNAP E&T policies, contracts (Third-Party Partners), monitoring (agencies and providers) and supervising program implementation and operations. LDSS' are responsible for the administration of their program at the county/city level. The E&T program at the state and local level is separate from the SNAP certification unit.

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

The SNAP E&T Manager and SNAP Manager meet and communicate to provide updates of each program that is to be shared with their prospective teams through various methods as needed. VDSS SNAP E&T disseminates information to the LDSS' through letters to the Directors, internal Broadcast messaging system, listerv, scheduled quarterly meetings, bi-annual state conferences, uploading inform to the VDSS intranet Fusion and through SNAP Regional staff.

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

VDSS partners with a network of E&T providers including local departments of social services (LDSS), community-based organizations, workforce development boards, and approved training providers. VDSS oversees the administration of SNAP E&T programs, provides funding and policy guidance, monitors program compliance, and evaluates overall program effectiveness across the state. VDSS holds scheduled meetings and webinars with LDSS representatives and E&T providers to review program updates, share best practices, and troubleshoot challenges. Additionally, VDSS provides program manuals, policy bulletins, and email updates to ensure providers stay informed on regulatory changes and program expectations. VDSS actively solicits feedback from LDSS and E&T providers through surveys, stakeholder meetings, and performance reviews to improve program delivery and participant outcomes.

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

For tracking purposes, email is the most utilized resource to share new policies, procedures and other information with intermediaries and other E&T partners. The SNAP E&T Contract Administrator (CA) is

responsible for disseminating all updates to partners. To ensure that communication is occurring frequently, monthly and quarterly “check-ins” are scheduled as needed with each partner. The CA also facilitates a 50-50 updates webinar at the beginning of each fiscal year and a mid-year refresher for all partners and intermediaries.

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.

Participant data and information is shared via encrypted spreadsheets and documents or by the Virginia Case Management System (VaCMS). Regardless of the method utilized, personal identifying information is always secured.

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.

VDSS uses the MIS system, VaCMS which tracks the following E&T related data:

- Annual Measures
- Case Narratives
- Participant Information: Demographics, Contact Information, Date Of Birth, Social Security Number
- Work Registrant Data
- Participant Referrals
- Participant Communications
- Participation Documents (Plans of participation, correspondences, attendance sheets, etc.)
- Eligibility Determinations
- Provider Determinations

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.

Direct Monitoring

Programmatic, policy, and fiscal elements of partners’ SNAP E&T programs are monitored on an annual basis in a virtual format. Program monitoring and compliance reviews will be conducted June through September and beyond if needed.

Virginia created a “Fiscal & Program Monitoring and Evaluation Review” form that is used to capture information in the following categories:

- General accounting practices: Expenditures and Funding Summaries; Contractor information, Time and Effort documentations, Travel and Equipment Inventories.
- Outcomes and performance measures: Recruitment and Engagement Methods, Participants and Component Activities, Education/Training/Credentialing Programs, Wage Growth and Progression information, and Employment and Job Retention information.

Virginia also created a monitoring form for client record reviews. This form captures the following information:

- Eligibility verifications (proof)
- Assessments
- Plan of Participation
- Component Assignments Documents
- Medical Evaluations
- Contact Sheets
- Notice of Closure

- Work Requirement

- Tracking of work hours

*Client interviews will be conducted once in-person monitoring visits are resumed.

Indirect Monitoring

The CA indirectly monitors all third-party partners by tracking and analyzing various aspects of performance based upon invoices, enrollments and quarterly data.

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).

VDSS evaluates the performance of partners through the annual monitoring visits as well as outcomes reported on quarterly reports. The Contract Monitor works in partnership with SNAP E&T leadership and with the Management Evaluation Unit Coordinator to comprehensively review the performance and outcome measures of our partners including services provided, successful completion of programs, credentials attained, employment and wage information after completion of components. Upon review of data, performance is discussed with the provided and if needed, technical assistance is provided by the monitor and CA.

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.

Upon review of the SNAP application, the Benefit Programs Specialist (BPS) screens applicants and determines if they are registrants by asking a series of questions within the Work Registration and Work Requirement screens in VaCMS:

1. Does this individual take care of a child under 6 (Household may only claim one parent for this exemption)?
2. Is this individual caring for a disabled person?
3. Is this individual applying for or receiving unemployment benefits in Virginia?
4. Does the individual participate in a drug or alcoholic treatment or rehabilitation program?
5. Does the individual work more than or average at least 30 hours per week?
6. Does the individual work less than 30 hours and make the equivalent of the federal minimum wage multiplied by 30 hours per week?

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

After screening for work registration, a Work Registration section within VaCMS is completed by the BPS. Based on responses, VaCMS work registers the client through automation.

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.

The BPS determines the suitability for the SNAP E&T program through addressing the same series of screening questions within the Work Registration screen of VaCMS. Additionally, BPS screen for employability (career goals, work history, needs), training (education goals: obtain GED or higher education) and personal barriers (child care, transportation, language and literacy). The final determination for SNAP E&T suitability is based upon responses to all screening questions and whether a SNAP participant answers "YES" to volunteering to E&T. Volunteers who choose to participate in SNAP E&T are screened as a (YES) and are referred to the Employment Service Module in VaCMS.

The SNAP E&T program in Virginia is a voluntary program. All the work registrants are equal to the total number of exemptions from E&T. The number of discretionary exemptions are applied automatically through a rules-based system in VaCMS.

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

During the initial face-to-face or phone SNAP screening and interview, the BPS refers SNAP recipients who wish to volunteer for E&T to the appropriate queue. This is completed in VaCMS and sent to the SNAP E&T queue.

The information provided to the participant includes:

- Services provided through E&T (components, case management)
- Next steps in the assessment process
- SNAP E&T contact information
- Participant Reimbursements

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

The BPS must document in VaCMS that the information has been provided to the participant.

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.

SNAP E&T is a voluntary program in Virginia. The screening, eligibility and the referral process to SNAP E&T begins with the BPS. The process begins by screening individuals and individuals to Employment Services Programs (ESP) screens of VaCMS. The BPS determines the work registration status for each household member. The BPS is required to record any member as registered if the member does not meet a work registration exemption. SNAP sub-recipients who choose to volunteer are also screened by the BPS by answering a series of screening questions and referred to the SNAP E&T ESP module in VaCMS. After an individual is referred to the SNAP E&T ESP module, the Employment Services Worker (ESW) pulls the client out of the ESP queue and contacts them via phone or electronically (via email) to schedule an initial assessment. After the employability assessment is complete, the client is assigned to an allowable Employment and Training component approved under the state plan. At this time, a client is officially enrolled in SNAP E&T. WFS has maintained a consistent position of communicating and educating BPS during conference forums to have brief conversations with SNAP applicants during interview about SNAP E&T at application, reapplication and during recertification of the benefits of participating in SNAP E&T. Individuals in the household who are evaluated by the BPS who do not have a Work Registration Exemption or a Work Requirement Exemption and would like to volunteer are referred electronically via VaCMS to the ESP module. If a participant is interested in the program, a warm hand-off is completed by the BPS to the Employment Services Team at the LDSS to manually enroll volunteers in VaCMS to be assessed and enrolled in SNAP E&T component activities.

When does the screening for a reverse referral request occur?

The screening for a reverse referral request occurs upon intake/assessment conducted by the E&T provider.

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

The reverse referral form developed by WFS is received first by the E&T staff who have ongoing communication with the E&T provider. This information is communicated to the BPS using an internal communication form. Upon receipt of this information, the BPS is to contact the participant to complete the proper screening using the prompts and screens available in VaCMS if the screening did not occur during the initial application process. Those participants who are appropriate for E&T are sent to the SNAP E&T queue within VaCMS. At this point, the E&T staff will continue with assessment and enrollment into E&T.

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?

BPS currently performs the role of screening and referring clients to SNAP E&T through a set of screening questions in VaCMS. At this point, BPS are encouraged to explain the participant reimbursements offered through the E&T program. BPS are also encouraged to employ person-centered strategies to further bolster recruitment into SNAP E&T. The BPS interphase closely with SNAP E&T staff who further enroll clients in SNAP E&T and identify what participant reimbursements will be provided to the participants.

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?

Once a reverse referral is received, screened and sent to the E&T queue, the BPS is responsible for communicating to the participant that they are being referred to the E&T Program and that someone from the E&T unit will contact them for further assessment and information.

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?

Each E&T provider has their own referral form. When a referral is to be made to an E&T provider, the E&T Worker at the LDSS completes the appropriate referral form and returns it to the E&T provider via encrypted email.

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

Referral information is entered in VaCMS by the BPS and the information is automatically sent to the ESP queue which is reviewed by the E&T unit.

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

Explain the participant's next step to access the program.

Next steps after referral vary across the state with each of the 32 E&T agencies. The most common next step is for the participant to complete an initial assessment (phone, in-person, virtually) with the ESW. Next steps, assessment date & time, and additional information needed is always communicated to the participant prior to the scheduled assessment.

The assessment must include the following:

- An identification and evaluation of the participant's work history, occupational skills, education and training and a determination of the individuals' ability to read and write English.
- An identification of the participant's employment goal(s).
- A detailed evaluation of supportive service needs.

The SNAP E&T worker must inform the participant of the following information:

- Program goal and requirements, including an explanation of responsibilities and expectations.
- That failure to comply, without good cause, with program requirements will result in closure of the SNAP E&T case and termination of supportive services.
- Offer an opportunity for the SNAP E&T participant to register through the Virginia Career Works Portal at <https://va-career-works.myjourney.com>. The SNAP E&T worker must also document VaCMS and the referral portal regarding the registration offer and instances when the client declines the registration offer.

SNAP E&T worker must develop a written Plan of Participation with the participant, recording the outcome of the assessment which includes:

- The component to which the participant is assigned.
- Specific responsibilities of the participant and the agency, including, but not limited to, the expected levels of participation, attendance and/or the requirement to return information to the SNAP E&T worker and report changes which impact employment and/or participation
- Component begin and end dates.
- Description of the supportive services needed by the participant to carry out the assignment.

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?

Assessments are completed by the ESW or E&T provider within 30 days of a referral to the SNAP E&T ESP Module.

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

Assessments are completed by the ESW after a participant is referred to the SNAP E&T ESP Module. Employability Assessments are provided to determine if the participant is work ready. Assessments are a holistic and ongoing process. Assessments provide valuable information to decipher the best way to guide participants towards their employment goal. The results of assessments are explained to participants and analyzed to provide guidance in determining action steps and services to be included in the Plan of Participation. From the information compiled during assessments, appropriate referrals can be made for additional services from state agencies, such as the Virginia Department for Aging and Rehabilitative Services (DARS), as well as community-based and faith-based organizations. Assessment partners for training and/or educational programs and services.

1. Initial Assessments may be conducted either individually or in a group. Using the Combined ESP Assessment Form, the initial assessment is completed to identify a participant's skills, goals and personal attributes that make them more likely to gain employment and be successful in their chosen occupations. An assessment identifies participants' job readiness and, if appropriate, develops a plan that outlines participants' future course of action in the program, ultimately leading to self-sufficiency. Some SNAP E&T participants may have disabilities, including temporary medical conditions, or are caring for household members with disabilities that may affect program participation.

2. Reassessments must be conducted whenever a participant completes the requirement of a component. The reassessment must take place no later than 30 calendar days following the completion of the component

activity.

Assessments are communicated and shared with LDSS and with E&T Providers through either shared locally defined contracts, Data Sharing Agreements (DSA) or Memorandums of Understanding (MOU's). SNAP E&T 50-50 providers are required to complete an assessment relative to the services they provide to determine participant appropriateness for their programs. If it is determined that the participant is not a suitable candidate for services, the participant is referred back to the SNAP E&T agency for additional screening and placement into an alternative activity.

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

When are participants reassessed?

Reassessments must be conducted whenever a participant completes the requirement of a component or when a re-evaluation of an individual's placement in a pending or inactive category is required. The reassessment must take place no later than 30 calendar days following the completion of the component activity.

How are participants reassessed?

1. Notification of Reassessment

- The caseworker shall notify participants of upcoming reassessment at least 30 days prior to the due date. Notification may be sent via mail, email, or phone call.
- The notification shall include instructions on required documentation and deadlines.

2. Collection of Documentation

- Participants must submit updated documentation including but not limited to:
 - o Proof of income or employment status
 - o Completed Supervised Job Search forms
 - o Attendance sheets

4. Case Record Update

- Case records shall be updated promptly to reflect:
 - o Reassessment findings
 - o Changes in participant status or service plans
 - o Any modifications to training or employment goals

5. Follow-up and Support Services

- Based on reassessment outcomes, caseworkers shall:
 - o Provide referrals to additional services as needed

- o Adjust training plans or employment goals accordingly
- o Schedule subsequent follow-ups as appropriate

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	E&T Case Managers will coordinate with SNAP Eligibility staff by uploading required forms and case narratives into the VaCMS system. All information entered into VaCMS is available to SNAP eligibility staff, allowing them to stay informed about participant progress and any changes.
How do E&T case managers coordinate with: State E&T staff	E&T case managers collaborate with State E&T staff through regular communication to clarify federal and state policies, obtain guidance on case-related questions, and share resources and technical assistance. They also take part in scheduled quarterly meetings, state conferences, and special programs related to E&T and workforce development.
How do E&T case managers coordinate with: Other E&T providers	E&T case managers coordinate with other E&T providers by maintaining open communication to share participant progress, discuss service plans, and address any barriers to employment. They collaborate to ensure that participants receive consistent support, make timely referrals, and update each other on case status changes.
How do E&T case managers coordinate with: Community resources	E&T case managers coordinate with community resources by establishing partnerships and regularly communicating to connect participants with supportive services. They refer participants to these resources based on individual needs and follow up to ensure access and continued support.

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)?

Clients with significant barriers to employment receive intensive and targeted case management services. At minimum, for all SNAP E&T participants, case management is required on a monthly basis. Case narrative and case management services on each participant is maintained in VaCMS participant records.

Employment Service Workers are trained in wrap-around case management principles to ensure participants are provided with a high level of support and assistance with potential barriers that may prevent self-sufficiency. These services are often provided in a case staffing format with multiple workforce and social service providers offering input and resources to address potential participant issues.

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?

Employment Services Workers are trained in wrap-around case management principles to ensure participants are provided with a high level of support and assistance with potential barriers that may prevent self-sufficiency. These services are often provided in a case staffing format with multiple workforce and social service providers offering input and resources to address potential participant issues.

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

Local Department of Social Services (LDSS) staff conduct case management services appropriate to meet each participants' needs. This can include but not be limited to the following service/meeting/referral types to accommodate participants: in-person, call/text, email, mail, virtual meeting communication.

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?

A participant who has good cause for noncompliance will not be terminated.

Good cause exists if:

1. The participant's inability to fulfill program requirements is due to circumstances outside his/her control or is the result of a change in circumstances over which the participant had no control,
2. Childcare is necessary for an individual to accept employment or enter or continue in the program, and childcare cannot be arranged by the recipient nor provided by the agency.
3. Transportation is necessary for an individual to accept employment or enter or continue in the program, and transportation cannot be arranged by the recipient nor provided by the agency.

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

It is not the usual practice to assign individuals in the SNAP E&T program to activities in which they cannot actually participate. However, in the event there was no opening for the E&T participant, in this instance the lack of participation would meet the good cause criteria of inability to fulfill program requirements due to circumstances outside his/her control.

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.

Within 30 days of program enrollment, E&T providers communicate provider determinations to the agency SNAP E&T point of contact (Supervisor, Case Manager, etc.). From there, the agency SNAP E&T point of contact uses the agency internal communication form to send this information to the BPS. In addition, the BPS is responsible for addressing and documenting provider determinations. The BPS and E&T Worker may consult with one another and communicate with the E&T provider for additional information that would assist in making the most suitable choice.

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

Local Department of Social Services (LDSS) staff are required to notify SNAP E&T participants who have been issued provider determination by an Employment and Training program or 50-50 provider within 10 days of receiving the information from the provider.

By the next recertification period the LDSS must select one of the following steps after an individual receives a provider determination.

1. Refer the individual to an appropriate employment and training component.
2. Refer the individual to an appropriate workforce partnership, if available.
3. Re-assess the individual for mental and physical fitness
4. Coordinate with other Federal, State, or local workforce or assistance programs to identify other Employment and Training opportunities.

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	7,700
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	7,700
Percentage of participants expected to receive reimbursements	51.33%
Estimated budget for E&T participant reimbursements in upcoming FY	\$500,000.00
Estimated budget per participant in fiscal year	\$64.94
Estimated number of E&T participants to receive participant reimbursements per month	500
Estimated budget of participant reimbursements per E&T participant per month	\$83.33

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 Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Driver's License Restoration	Exceptions apply to certain conviction-related suspensions and revocations.	SNAP E&T Provider	Direct payment to vendor(s)	Advance: actual amount
Driver's License Restoration	Exceptions apply to certain conviction-related suspensions and revocations.	SNAP State Agency	Direct payment to vendor(s)	Advance: actual amount
Emergency housing and utility assistance	\$1,500 per occurrence, no more than two times in a 12-month period.	SNAP E&T Provider	Direct payment to vendor(s)	Advance: actual amount
Emergency housing and utility assistance	\$1,500 per occurrence, no more than two	SNAP State Agency	Direct payment to vendor(s)	Advance: actual amount

	times in a 12-month period.			
Licensing and bonding fees for a work experience or job placement.	N/A	SNAP State Agency	Direct payment to vendor(s)	Actual amount as a reimbursement
Licensing and bonding fees for a work experience or job placement.	N/A	SNAP E&T Provider	Direct payment to vendor(s)	Actual amount as a reimbursement. Provider invoices the State Agency.
Medical Services: TB Testing, Eye Exams and vision correction, Dental (routine cleaning)	N/A	SNAP E&T Provider	Direct payment to vendor(s)	Reimbursement: actual amount
Medical Services: TB Testing, Eye Exams and vision correction, Dental (routine cleaning)	N/A	SNAP State Agency	Direct payment to vendor(s)	Reimbursement: actual amount
Requirements for educational components	N/A	SNAP E&T Provider	Direct payment to vendor(s)	Advance: actual amount
Requirements for educational components	N/A	SNAP State Agency	Direct payment to vendor(s)	Advance: actual amount
Technology: broadband/internet/wi-fi/laptops & tablets	\$1,200 maximum per person	SNAP E&T Provider	Direct payment to vendor(s)	Advance: actual amount
Technology: broadband/internet/wi-fi/laptops & tablets	\$1,200 maximum per person	SNAP State Agency	Direct payment to vendor(s)	Advance: actual amount
Transportation	N/A	SNAP State Agency	Direct payment to vendor(s)	Actual amount as a reimbursement.
Transportation	N/A	SNAP State Agency	Direct payment to participant	Actual amount, either reimbursement or in advance based on agency.
Transportation	N/A	SNAP E&T Provider	Direct payment to participant	Actual amount in advance. Provider invoices State Agency for reimbursement.

Work Clothing, Uniforms, Initial Set of tools/equipment	N/A	SNAP E&T Provider	Direct payment to participant	Advance: estimated amount. Provider invoices State Agency the actual amount.
Work Clothing, Uniforms, Initial Set of tools/equipment	N/A	SNAP State Agency	Direct payment to vendor(s)	Actual amount as a reimbursement.
Work Clothing, Uniforms, Initial Set of tools/equipment	N/A	SNAP State Agency	Direct payment to participant	Advance: estimated amount Reimbursement: actual amount

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?

Local Department of Social Services (LDSS) staff are required to screen for supportive services/participant reimbursements as part of our Program Assessment process/form and Activity and Services Plan form. Appropriate supportive services/participant reimbursements are offered and paid in advance so that barriers to participation in the E&T program are alleviated. SNAP E&T participants are eligible to receive childcare assistance through the Virginia Child Care Subsidy Program.

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).

Information for work registrant data is provided by the VDSS Office of Research and Planning utilizing the source system- VaCMS. This is a count of distinct VACMS distinct individual id numbers of eligible work registrants on October 1.

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

Data is pulled on November 15th of each year, and the numbers are not duplicated. The process involves confirming or identifying SNAP cases in application status that were identified during the reporting period. Secondly, next steps involved identifying eligibility begin and end dates. Thirdly, identifying new registrants based on individual program status and work registration requirement codes. These are unduplicated numbers as assigned through the SNAP eligibility process in our case management system. To produce this report, the data from the VaCMS system is loaded into an ESP Data Mart. Aggregation rules are utilized with reference to specific section headings from a sample report. The aggregation rules reference business names from the VaCMS system. Once this is completed the number of work registrants receiving SNAP is reported on October 1st of the new fiscal year.

How are work registrants identified in the eligibility system?

The individual id number is an exclusive number assigned to each individual customer. The numbers are not duplicated.

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

Data is pulled once annually on the second day of each FFY effective for October 1. This run corresponds to “COMPLETE ON FIRST QUARTER REPORT” section line 1. Individual Eligible Participants are counted distinctly by their VACMS.INDV_ID for this report section/line 1.

2. Data is pulled four times annually on the 15th of the month following the month after each FFQ ends. For example, August 15th for the period April-June. (Feb 15, May 15, Aug 15, Nov 15 of each FFY) These Quarterly runs have an effective end date of the last day of each quarter (Dec 31, March 31, June 30, Sept. 30) These quarterly runs correspond to lines 1-5 in the “COMPLETE EACH QUARTER” section. Rules for deduplication by line for lines 2 through 5 to be addressed in the detail section.

3. The end of the FFY process will run on November 15 of each year. This run corresponds to “COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR” Two separate rule sets for deduplication are used. “COMPONENTS” and “EMPLOYMENT AND TRAINING PROGRAM PARTICIPATION” sections apply their own rules sets to count distinctly by their VACMS.INDV_ID.

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.)

VaCMS – Virginia Case Management System

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: JOB RETENTION

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

SNAP E&T agencies and providers choosing to offer the job retention component must provide at least 30 days and no more than 90 days of job retention services. Job Retention support must be directly related to a participant's continued efforts to maintain employment and offer the participant the ability to advance living wages careers.

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

- ABAWDs
- 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.

The criteria for receiving Job Retention Services are determined upon the needs of the participant once he/she enters employment as long as the employment was obtained while he/she was receiving other SNAP E&T services. Once employment has been verified, a Reassessment will be conducted and the participant will be assigned to Job Retention Services for a minimum of 30 days and a maximum of 90 days.

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"/> Accomack County	<input type="checkbox"/> Frederick County	<input type="checkbox"/> Orange County
<input checked="" type="checkbox"/> Albemarle County	<input type="checkbox"/> Fredericksburg city	<input type="checkbox"/> Page County
<input checked="" type="checkbox"/> Alexandria city	<input checked="" type="checkbox"/> Galax city	<input type="checkbox"/> Patrick County
<input type="checkbox"/> Alleghany County	<input type="checkbox"/> Giles County	<input checked="" type="checkbox"/> Petersburg city
<input type="checkbox"/> Amelia County	<input type="checkbox"/> Gloucester County	<input checked="" type="checkbox"/> Pittsylvania County
<input type="checkbox"/> Amherst County	<input type="checkbox"/> Goochland County	<input type="checkbox"/> Poquoson city
<input type="checkbox"/> Appomattox County	<input checked="" type="checkbox"/> Grayson County	<input checked="" type="checkbox"/> Portsmouth city
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<input type="checkbox"/> Buchanan County	<input type="checkbox"/> Highland County	<input type="checkbox"/> Richmond County
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<input type="checkbox"/> Caroline County	<input checked="" type="checkbox"/> King and Queen County	<input type="checkbox"/> Rockingham County
<input type="checkbox"/> Carroll County	<input type="checkbox"/> King George County	<input type="checkbox"/> Russell County
<input type="checkbox"/> Charles City County	<input type="checkbox"/> King William County	<input type="checkbox"/> Salem city
<input type="checkbox"/> Charlotte County	<input type="checkbox"/> Lancaster County	<input type="checkbox"/> Scott County
<input checked="" type="checkbox"/> Charlottesville city	<input type="checkbox"/> Lee County	<input type="checkbox"/> Shenandoah County
<input checked="" type="checkbox"/> Chesapeake city	<input type="checkbox"/> Lexington city	<input checked="" type="checkbox"/> Smyth County
<input checked="" type="checkbox"/> Chesterfield County	<input type="checkbox"/> Loudoun County	<input type="checkbox"/> Southampton County
<input type="checkbox"/> Clarke County	<input type="checkbox"/> Louisa County	<input type="checkbox"/> Spotsylvania County
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<input type="checkbox"/> Fluvanna County	<input type="checkbox"/> Northumberland County	<input type="checkbox"/> York County
<input type="checkbox"/> Franklin city	<input type="checkbox"/> Norton city	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

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

580

Estimated Annual Component Administrative Cost

\$814,320.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Percentage of participants that retained employment for 90 days.	Numerator includes those participants who retained employment for 90 days during the period of 10/01/2025 to 09/30/2026. Denominator will include the number of participants that

participated in job retention during the period of 10/01/2025 to 09/30/2026.

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

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

This component will enhance the job readiness of participants by providing job seeking techniques and methods to increase motivation and self-confidence. Job Search Training includes activities that may consist of employability skill assessments, employability training, job placement services, or other direct training or support activities, including educational programs to expand the job search abilities or employability of the registrant. The Employment and Training Annual Plan must describe whether the local department will utilize Job Search Training component. If utilized, the process must be described and may include the following:

- Group or individually coordinated job search training activities may consist of employability assessments, occupational exploration, training and counseling in personal preparation for employability, and training and counseling in techniques for identifying and pursuing employment opportunities (including information on local emerging and demand occupations and job placement services).

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

- ABAWDs
- 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.

Typically, assignments to Job Search Training are determined based on the results of the Initial Assessment. If it is determined, during the Initial Assessment, that the participant has a poor work history, has displayed problems adjusting to a work environment, has inadequate or poor job interviewing skills, and/or poor job search skills, the participant would then be a good candidate for Job Search Training which also covers Job Readiness Skills including soft skills. Following the Initial Assessment and based upon the information gathered and analyzed, the Employment Service Worker and the participant will decide if Job Search Training is the best component activity for the participant based on participants strengths and goals.

Indicate the geographic areas where this component is offered.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
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<input type="checkbox"/> Fluvanna County	<input type="checkbox"/> Northumberland County	<input type="checkbox"/> York County
<input type="checkbox"/> Franklin city	<input type="checkbox"/> Norton city	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

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

743

Estimated Annual Component Administrative Cost

\$1,043,172.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of people who obtain unsubsidized employment after completion of the component.	<p>Numerator includes those participants who obtained employment after completing component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that</p>

participated in Job Search Training during the period of
10/01/2025 to 09/30/2026.

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

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

Supervised Job Search are activities that occur in state-approved locations or systems where job-search activities are directly supervised and the timing/activities are tracked. This component requires participants to make a predetermined number of inquiries to prospective employers over a specified period of time. Examples of state approved locations may include but are not limited to American Job Centers (A.J.C's), Public Libraries, Employment Service Organizations (E.S.O's), 50-50 Providers and use of software/electronic platforms which track & time job search activities. Supervised Job Search may be self-paced and can occur remotely or in person, but engagement with case management for review has to occur at least monthly. Supervised Job search activities must have a direct link to increase employment opportunities.

Describe the direct path to employment.

All Supervised Job search activities must have a direct link to increase employment opportunities. The criteria to assign clients to supervised Job Search is based on evaluating that a reasonable success will be achieved in obtaining successful employment. Employment Service Workers (ESW) assess the assignment of each person's suitability for different jobs based on Labor Market Information (LMI) and developing sector strategy approaches to increasing a deep understanding of the interrelationships between business competitiveness and the workforce needs of the targeted industry. The goal of supervised job search should be to prepare for specific in-demand-high wage occupations. Supervised Job Search should be focused on helping clients identify personal goals, overcome personal barriers and develop leadership skills leading to the effective identification of employment opportunities.

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

- ABAWDs
- 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.

The criteria for participation in SNAP E&T Supervised Job Search Component is based on a comprehensive Initial Assessment conducted by the SNAP E&T ESW. If it is determined, during the Initial Assessment, that the participant has marketable job skills and adequate work experience in his/her chosen career field, the participant would then be a good candidate for Supervised Job Search. Other considerations would be whether or not the participant has the skills in the use of computers, access to the tools necessary for participating in online job searches (i.e., computers and internet services). Following the Initial Assessment and based upon the information gathered and analyzed, the Employment Service Worker and the participant will decide if Supervised Job Search is the best component activity for the participant based on participants strengths and goals.

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"/> Accomack County	<input type="checkbox"/> Frederick County	<input type="checkbox"/> Orange County
<input checked="" type="checkbox"/> Albemarle County	<input type="checkbox"/> Fredericksburg city	<input type="checkbox"/> Page County
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<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

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

586

Estimated Annual Component Administrative Cost

\$822,744.00

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of people who obtain unsubsidized employment after completion of the component.	<p>Numerator includes those participants who obtained employment after completing the component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that</p>

participated in supervised job search during the period of
10/01/2025 to 09/30/2026.

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

SNAP E&T participants are offered the opportunity to be referred to the Virginia Department of Education ABE/GED program if basic skill remediation is identified through the SNAP E&T assessment process. Formalized relationships in terms of MOU's exist between LDSS and Adult Basic Education Providers. VDSS is a mandatory partner alongside WIOA Title II providers which include Adult and Base Education (ABE) – Virginia Department of Education (VDOE). This is embodied under the Commonwealths of Virginia's Combined Workforce Plan. Wrap around services are coordinated with LDSS's to ensure seamless service delivery to SNAP E&T participants assigned to this component. Credentials obtained after the completion of the EPB include the following:

Adult Basic Education (ABE) – ABE programs are designed to help adults improve their skills in reading, writing, mathematics, language acquisition and other basic skills. Students working below the ninth-grade level receive help to transition to Adult Secondary Education.

GED – Currently, the only Virginia board-approved HSE examination is the GED test, which was developed to enable persons who have not graduated from high school to demonstrate the attainment of abilities normally associated with completion of a high school program of study. GED Testing Service is a joint venture of the American Council of Education and Pearson.

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

- ABAWDs
- 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.

Typically, assignments to Basic/Foundational Skills Components, such as Adult Basic Education (ABE), are determined based on the results of the Initial Assessment. If it is determined, during the Initial Assessment, that the participant has poor reading/writing and math skills, lack of a high school diploma or GED, the participant would then be a good candidate for an assignment to an Adult Basic Education Component. A referral would be made to the Virginia Department of Education ABE/GED program for further literacy skills assessments.

Indicate the geographic areas where this component is offered.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
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<input type="checkbox"/> Dickenson County	<input type="checkbox"/> Mathews County	<input checked="" type="checkbox"/> Virginia Beach city
<input type="checkbox"/> Dinwiddie County	<input type="checkbox"/> Mecklenburg County	<input type="checkbox"/> Warren County
<input type="checkbox"/> Emporia city	<input type="checkbox"/> Middlesex County	<input type="checkbox"/> Washington County
<input type="checkbox"/> Essex County	<input checked="" type="checkbox"/> Montgomery County	<input type="checkbox"/> Waynesboro city
<input type="checkbox"/> Fairfax city	<input type="checkbox"/> Nelson County	<input type="checkbox"/> Westmoreland County
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<input type="checkbox"/> Floyd County	<input type="checkbox"/> Northampton County	<input type="checkbox"/> Wythe County
<input type="checkbox"/> Fluvanna County	<input type="checkbox"/> Northumberland County	<input type="checkbox"/> York County
<input type="checkbox"/> Franklin city	<input type="checkbox"/> Norton city	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

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

133

Estimated Annual Component Administrative Cost

\$0.00

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.

SNAP E&T is not charged for Adult Education costs. Cost for participation is provided by other sources both state and federal.

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.

SNAP E&T is not charged for Adult Education costs. Cost for participation is provided by other sources both state and federal.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number and percentage of total basic education participants who obtained a credential/GED within the reporting period.	Number will include the number of participants who obtained a credential/GED during the period of 10/01/2025 to 09/30/2026. Denominator will include the number of participants that participated in Basic Education during the period of 10/01/2025 to 09/30/2026.

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

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

This component provides training in a workforce-based, high-wage/high demand skill or trade that will improve employability of participants and allow the participant to move directly into employment or will provide skill enhancement to increase employment advancement opportunities.

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

- ABAWDs
- 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.

Assignments to Educational or Vocational Training programs are usually determined based on the results of the initial or ongoing assessments. If it is determined, during the Assessment, that the participant has the basic educational skill level required for enrolling in a technical training program, a referral will then be made to the institution of higher learning for further assessments. If it is determined that the participant would then be a good candidate for vocational training, the Plan of Participation will be updated to reflect assignment to Vocational Training. Technical education opportunities are available to all participants who have demonstrated desire and skill competency to complete an educational component.

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"/> Accomack County	<input type="checkbox"/> Frederick County	<input type="checkbox"/> Orange County
<input type="checkbox"/> Albemarle County	<input type="checkbox"/> Fredericksburg city	<input type="checkbox"/> Page County
<input type="checkbox"/> Alexandria city	<input type="checkbox"/> Galax city	<input type="checkbox"/> Patrick County
<input type="checkbox"/> Alleghany County	<input type="checkbox"/> Giles County	<input type="checkbox"/> Petersburg city
<input type="checkbox"/> Amelia County	<input type="checkbox"/> Gloucester County	<input type="checkbox"/> Pittsylvania County
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<input type="checkbox"/> Franklin city	<input type="checkbox"/> Norton city	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

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

9,172

Estimated Annual Component Administrative Cost

\$12,877,488.00

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.

Partner billing procedures adhere to the non-supplantation requirements of the SNAP 50-50 program. E&T providers must follow specific rules regarding what can be charged to an E&T education component. Providers are trained on activities charged to E&T during on-boarding, quarterly trainings and mid-year refreshers. This information is also available in the Partner Handbook. It is stipulated that funds may not

supplant non-federal funds for existing educational services and activities and E&T may not be charged more than what the general public would pay for the same service.

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.

E&T Providers are required to state in their yearly Work Plans that any services provided for education or training must demonstrably show they are equitable and do not otherwise exceed what typical non-SNAP sub-recipients would pay (e.g., tuition). Services rendered must be reasonable in nature and amount and should not exceed a cost that would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
Number of people who obtain unsubsidized employment after completion of the component.	<p>Numerator includes those participants who obtained unsubsidized employment after completing component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that participated in career/technical or other vocation training during the period of 10/01/2025 to 09/30/2026.</p>
Number of participants who obtain a credential after completion of the component.	<p>Numerator include those participants who obtained a credential after completing the component during the period of 10/01/2025 to 09/30/2026.</p> <p>Denominator will include the number of participants that participated in career/technical or other vocational training during the period of 10/01/2025 to 09/30/2026.</p>

WORK EXPERIENCE COMPONENT: WORK ACTIVITY

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

In this component, participants gain work experience and new job skills through unpaid work in a public, private non-profit or for-profit agency. The primary focus of Work Experience: Work Activity is to help the participant develop good work habits, additional job skills, positive work attitudes and an understanding of the employee-employer relationship. Participants may be offered a Work Experience opportunity if they are preparing to enter the workforce and it is determined that additional guidance is required to yield sufficient employment opportunities.

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

- ABAWDs
- 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.

Assignments to Work Experience are determined based on the results of ongoing Assessments. If it is determined, during the assessment processes, that the participant has a poor work history, or has been unsuccessful in their supervised job search attempts, then the participant would then be a good candidate for Work Experience. Following the Initial and ongoing Assessments and based upon the information gathered and analyzed, the Employment Service Worker and the participant will decide if Work Experience is the best component activity for the participant based on participants strengths and goals.

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"/> Accomack County	<input type="checkbox"/> Frederick County	<input type="checkbox"/> Orange County
<input checked="" type="checkbox"/> Albemarle County	<input type="checkbox"/> Fredericksburg city	<input type="checkbox"/> Page County
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<input type="checkbox"/> Fluvanna County	<input type="checkbox"/> Northumberland County	<input type="checkbox"/> York County
<input type="checkbox"/> Franklin city	<input type="checkbox"/> Norton city	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

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

33

Estimated Annual Component Administrative Cost

\$46,332.00

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
2	11,025	\$15,980,506.84	\$105,000.00	\$16,085,506.84

CONTRACTOR: MOVING FORWARD AGENCY

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Indicate the counties where the service is offered by this contractor.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
<input type="checkbox"/> Accomack County	<input type="checkbox"/> Frederick County	<input type="checkbox"/> Orange County
<input type="checkbox"/> Albemarle County	<input type="checkbox"/> Fredericksburg city	<input type="checkbox"/> Page County
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Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Retention
- Job Search Training
- Supervised Job Search
- Work Activity

Annual Number of SNAP E&T Participants to be Served

25

Are participant reimbursements provided by the Contractor?

- Yes
- No

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

\$5,000.00

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)

\$108,521.20

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

- Yes
- No

CONTRACTOR: VIRGINIA COMMUNITY COLLEGE SYSTEM

Is this Contractor an Intermediary with subcontractors?

- Yes
- No

Indicate the service type

- Consulting
- E&T Services
- Automation/IT
- Marketing
- Other

Indicate the counties where the service is offered by this contractor.

<input type="checkbox"/> County Name	<input type="checkbox"/> County Name	<input type="checkbox"/> County Name
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<input type="checkbox"/> Fairfax County	<input type="checkbox"/> New Kent County	<input type="checkbox"/> Williamsburg city
<input type="checkbox"/> Falls Church city	<input type="checkbox"/> Newport News city	<input type="checkbox"/> Winchester city
<input type="checkbox"/> Fauquier County	<input type="checkbox"/> Norfolk city	<input type="checkbox"/> Wise County
<input type="checkbox"/> Floyd County	<input type="checkbox"/> Northampton County	<input type="checkbox"/> Wythe County
<input type="checkbox"/> Fluvanna County	<input type="checkbox"/> Northumberland County	<input type="checkbox"/> York County
<input type="checkbox"/> Franklin city	<input type="checkbox"/> Norton city	
<input type="checkbox"/> Franklin County	<input type="checkbox"/> Nottoway County	

Which E&T Services are offered by this contractor?

- Basic / Foundational Skills Instruction
- Career / Technical Education Programs or other Vocational Training
- Case Management Services
- Job Retention
- Job Search Training
- Supervised Job Search
- Work Activity

Annual Number of SNAP E&T Participants to be Served

11,000

Are participant reimbursements provided by the Contractor?

Yes

No

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

\$100,000.00

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)

\$15,871,985.64

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.

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)	\$160,898.00	\$160,898.00	\$321,796.00

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.

Staff Salary % Spent Totals
FTE - Program Manager \$121,383 50% \$60,692
FTE - Program Consultant Sr. \$83,513 100% \$83,513
FTE - Program Consultant Sr. \$83,513 100% \$83,513
Wage - Program Coordinator \$94,078 100% \$94,078
Total \$321,796

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$43,886.00	\$43,886.00	\$87,772.00

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.

Benefit Name 2.5-FTE's Per Unit Total
RETIREMENT \$227,718 0.1252 \$28,510
FICA-STATE \$227,718 0.0765 \$17,420
GROUP INS. \$227,718 0.0118 \$2,687
MEDICAL 2.5 \$14,186 \$35,465
RETIREE MEDICAL/HOSP \$227,718 0.0112 \$2,550
LONG TERM DISABILITY \$227,718 0.005 \$1,139
Total \$87,772

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$3,859.00	\$3,859.00	\$7,718.00

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

Average cost for telephone and IT costs paid the state VITA agency is \$2,205 annually for each FTE
 $3.5 \text{ Staff} \times \$2,205 = \$7,718$

	Non-Federal Share	Federal Share	Total
Materials	\$8,500.00	\$8,500.00	\$17,000.00

Describe materials to be purchased with E&T funds.

Office Supplies = \$7,500
 Mailings = \$5,000
 Printing = \$4,500
 Total = \$17,000

	Non-Federal Share	Federal Share	Total
Travel	\$3,742.00	\$3,742.00	\$7,484.00

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.

Agency visits:
 Estimated at \$250 per visit. Three SNAP E&T staff will travel throughout the year on an average of five occasions ($\$250 \times 5 \times 3 = \$3,750$).
 Bi-annual Benefit Programs Organization conference to facilitate program workshops for 3 program staff (\$870).
 Miscellaneous statewide workforce meeting (\$434)

Lodging /Per Diem:
 Agency visits which require overnight stay, travel is estimate to be \$270 per day with an average of three occasions for three program staff ($\$270 \times 3 \times 3 = \$2,430$).

Total ($\$3,750 + \$434 + \$2,430 = \$7,484$)

	Non-Federal Share	Federal Share	Total
Building Space	\$9,425.50	\$9,425.50	\$18,851.00

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.

Building space is calculated by the total amount of rent divided by the total staff.
 3.5 staff x \$5,386 (annually) = \$18,851

	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	\$230,310.50	\$230,310.50	\$460,621.00
Contractual Costs	\$7,990,253.42	\$7,990,253.42	\$15,980,506.84
County Administered Direct Program Admin Cost	\$175,000.00	\$175,000.00	\$350,000.00
Total Direct Program and Admin Costs	\$8,395,563.92	\$8,395,563.92	\$16,791,127.84

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	\$60,000.00	\$60,000.00	\$120,000.00
County Administered Allocated Costs (only applicable to County Administered Programs)	\$1,234,787.00	\$2,925,269.00	\$4,160,056.00
Total Allocated Costs based on Cost Allocation Plan	\$1,294,787.00	\$2,985,269.00	\$4,280,056.00

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$9,690,350.92	\$11,380,832.92	\$21,071,183.84

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$250,000.00	\$250,000.00	\$500,000.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$250,000.00	\$250,000.00	\$500,000.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$9,940,350.92	\$11,630,832.92	\$21,571,183.84

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	\$1,690,482.00	\$1,690,482.00	\$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	\$1,690,482.00	\$1,690,482.00	\$0.00	-
Federal	50 Percent Administrative	-	\$9,690,350.92	-	-
Non-Federal	50 Percent Administrative	-	\$9,690,350.92	-	-
Federal	50 Percent Participant Reimbursements	-	\$250,000.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$250,000.00	-	-
Federal	Total 50 Percent Federal Target	\$12,167,391.00	\$9,940,350.92	(\$2,227,040.08)	-
Total	All Sources	\$13,857,873.00	\$21,571,183.84	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$1,690,482.00	\$1,690,482.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$9,690,350.92	\$9,690,350.92	\$19,380,701.84
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$250,000.00	\$250,000.00	-
50 Percent Total Participant Reimbursements	\$250,000.00	\$250,000.00	\$500,000.00
Total 50 Percent Funds	\$9,940,350.92	\$9,940,350.92	\$19,880,701.84
Total	\$9,940,350.92	\$11,630,832.92	\$21,571,183.84

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