

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
Vermont	VT	2026	Original Submission

FORM STATUS: Approved on 09/10/2025 7:42 AM EDT

KEY PROGRAM STAFF

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

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AMENDMENT LOG

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

ACRONYMS

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

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program

TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
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

The Vermont Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program (E&T), known as the Individual Career Advancement Network (ICAN), is managed by the Agency of Human Services (AHS) through the Department for Children and Families (DCF) and the Economic Services Division (ESD). ICAN operates across Vermont's 14 counties, supported by 12 ESD district offices.

Mission and Vision:

ICAN aligns with the missions and visions of both DCF and ESD. DCF mission aims to foster the healthy development, safety, well-being, and self-sufficiency of Vermonters, envisioning a state where people prosper, children and families are safe and have strong, loving connections and individuals have the opportunity to fully develop their potential. ESD's mission is to provide high-quality services while administering programs to improve the economic well-being of Vermonters, envisioning that Vermonters thrive with a sense of independence and connection to their communities. ICAN supports ESD's and DCF's missions and visions by providing high quality services to participants while working with them to overcome their barriers and reach their employment goals.

Program Overview:

Many Vermonters face significant barriers to employment, such as homelessness, substance use disorders, correctional histories, and mental health challenges. ICAN supports these individuals by providing comprehensive services to help them overcome obstacles and achieve their employment goals. The program is a collaborative network offering case management, component services, and barrier reduction. Through these collaborative efforts, ICAN aims to empower Vermonters to overcome employment barriers and achieve sustainable career success.

Program Delivery:

ICAN services are delivered by a range of partners, including:

Vermont Department of Disabilities, Aging and Independent Living (DAIL), Division of Vocational Rehabilitation (HireAbility VT) Employee Assistance Program (Invest EAP)
Vermont Association of Business Industry and Rehabilitation (VABIR)
Vermont Department of Labor (VDOL)

ICAN also includes a specialized program, ICAN-Reach Up (ICAN-RU), for TANF-eligible participants, delivered by VABIR.

Services Offered:

ICAN and ICAN-RU provide a variety of services, including:

Supervised Job Search

Job Search Training
 Work Experience (Internships, Pre-Apprenticeship/Apprenticeship Programs, On-the-Job Training)
 Education and Skills Training
 Self-Employment Training
 Job Retention Support

Partner Contributions:

Invest EAP: Provides comprehensive support, including case management and service coordination, offers barrier reduction and component services, enhances collaboration with HireAbility VT.

VABIR: Focuses on skill development and job readiness, creating personalized career services.

VDOL: Manages the Vermont Joblinks (VJL) case management system, provides training, and integrates ICAN services with existing employment programs.

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

☒ State

☐ County

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

URL	Resource Type
Link to resource	ICAN Partner Page
Link to resource	ICAN Public Website
Link to resource	Public 3SVT Policy Manual
Link to resource	Reach Up Rules (2100-2500)
Link to resource	Reach Up Procedures (2200-2300)

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.

The changes occurring for FFY26 are:

- Vermont Foodbank is no longer an ICAN Partner.
- Working Fields is no longer an ICAN Partner.

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.

None of the changes made for FFY26 were based on the prior year's performance.

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
04/14/2025	Vermont State Workforce Development Board	Sabina Haskell, Executive Director	The kickoff meeting for the new Board and the presentation on the newly established Office of Workforce Strategies and Developments was held to discuss key objectives and expectations. The meeting provided valuable insights into both federal and state expectations for the Statewide Workforce Development Board. This information will enable ICAN to align its strategies and operations with these expectations effectively. Key Discussion Points:

			1. Federal and State Expectations: The meeting outlined the expectations set by federal and state authorities for the Statewide Workforce Development Board. Understanding these guidelines is crucial for ICAN to ensure compliance and strategic alignment. 2. Workforce Data and Statistics: Current workforce data and statistics were reviewed, highlighting trends and areas of high demand across the state. This data is instrumental for ICAN in connecting participants with employers and identifying job opportunities that are in high demand. 3. Future Collaboration: Following the meeting, a connection was established with the Board's Executive Director to explore opportunities for ICAN to present its initiatives and collaborate with the Board. This engagement aims to strengthen ICAN's role in workforce development and enhance its impact. The kickoff meeting marks a significant step in fostering collaboration and aligning workforce strategies to meet the evolving needs of Vermont's labor market.
05/05/2025	Workforce and Education Meeting Bennington	Wendy Mores - Vermont Department of Labor Regional Manager	During the recent presentation of the Individual Career Advancement Network (ICAN) to the local workforce team, several key points were discussed regarding Vermont's workforce landscape and regional needs. Key Discussion Points: 1. Single Service State Dynamics: Vermont operates as a single service state, meaning that while overarching strategies are consistent statewide, individual regions have unique needs and challenges. This requires tailored approaches to workforce development in different areas.

			2. Regional Workforce Needs: The discussion highlighted a significant demand for healthcare positions in the region, including roles such as nurses, licensed nursing assistants (LNAs), and other technical healthcare jobs like phlebotomists and radiology technicians. 3. Childcare Challenges: An ongoing issue in the region is the lack of sufficient childcare services. Despite various programs and initiatives aimed at addressing this challenge, many have struggled to gain traction locally. 4. Focus on Sustainable Solutions: The region expressed a desire to focus on identifying long-term needs and developing sustainable programs, rather than simply responding to short-term trends or "job of the year" opportunities. This approach aims to create lasting impact and stability in the local workforce. The meeting created a productive dialogue on how ICAN can support the region's specific workforce needs and contribute to developing sustainable solutions.
05/19/2025	Vermont State Workforce Development Board	Jay Ramsey - VDOL - Workforce Division Director	Topic for the statewide Workforce Development Board included a review of the Workforce Innovation and Opportunity Act (WIOA) focused on its implementation in Vermont and the collaborative efforts among workforce programs across the state. The review underscores the importance of collaboration and strategic alignment in effectively implementing WIOA and supporting Vermont's workforce development goals. This review highlighted several key aspects: WIOA Operations in Vermont: 1. Collaborative Framework: WIOA operates within a collaborative

			framework in Vermont, bringing together various workforce programs to enhance service delivery and maximize impact. This collaboration includes the Economic Services Division (ESD) and the Individual Career Advancement Network (ICAN), among other partners. 2. Integration with State Programs: Vermont's approach to WIOA emphasizes integration with state-specific workforce initiatives, ensuring that programs work in harmony to address the diverse needs of Vermonters. Future Collaboration Efforts: 1. Enhanced Participant Connections: Following the review, ESD and ICAN will work closely with the Vermont Department of Labor (VDOL) to explore strategies for better connecting participants to available services, including those offered under WIOA. This effort aims to streamline access and improve outcomes for individuals seeking employment and training opportunities.
05/22/2025	Northwest Regional Partner Meeting	Kathy Lavoie - Northwest Regional Planning - Special Projects for Economic Recovery	Introduced ICAN to the region. This introduction provided valuable insights into ICAN's progress and the strategic connections that can be leveraged to address regional workforce needs effectively. Several important aspects of ICAN's development and potential connections were discussed: ICAN's Growth and Evolution: Recent Developments: ICAN has experienced significant growth and transformation over the past few years, adapting its strategies to better meet the needs of Vermont's workforce. Potential Regional Connections: Community Justice Center and Returning Citizens: The presentation

			highlighted opportunities for ICAN to strengthen its connections with the Community Justice Center, particularly focusing on supporting the returning citizen population. This collaboration could aim to facilitate successful reintegration and employment opportunities for individuals transitioning from the justice system. Ongoing Collaboration with VDOL: Discussed continuing to maintain and enhance its partnership with VDOL, ensuring that participants have access to comprehensive workforce services and resources. Regional Challenges: Grand Isle Service Limitations: The region identified Grand Isle as one of the most challenging areas to serve due to its geographic isolation and limited access to services. Addressing these challenges will require innovative solutions and targeted efforts to ensure residents receive the support they need.
06/02/2025	Addison County Workforce Development	Alexander Armani-Munn, Executive Director and Camille Lyons, Project and Grant Management - Addison County Economic Development Corporation,	ICAN introduction to the region. The conversation covered several key topics, including regional barriers, training programs, employment opportunities, and workforce initiatives. This introduction highlighted the region's proactive approach to addressing workforce challenges and leveraging opportunities for growth and development. Regional Workforce Overview: Barriers and Challenges: The discussion addressed various barriers faced by the region, including access to training and employment opportunities. Identifying and overcoming these obstacles is crucial for enhancing workforce development. Training and Employment

			Opportunities: The region is actively working to expand training programs and employment opportunities, particularly in sectors such as manufacturing and healthcare. These efforts aim to equip individuals with the skills needed to thrive in high-demand industries. Workforce Initiatives: Grant for Workforce Expansion: The region has been awarded a grant focused on expanding workforce opportunities in manufacturing and healthcare. This initiative specifically targets individuals with disabilities and youth, aligning closely with the ICAN program's objectives and participant demographics. Future Collaboration: Addison Workforce Development Alliance Meeting: Further collaboration and connection will be pursued at the upcoming Addison Workforce Development Alliance meeting in July. This meeting will provide an opportunity to introduce ICAN to the regions workforce development stakeholders and strengthen partnerships to support regional workforce goals.
06/02/2025	Workforce and Education Meeting Bennington	Wendy Mores - Vermont Department of Labor Regional Manager	The presentation focused on Advance Vermont and its initiative, the Graduate with a Plan program, which aims to enhance educational outcomes for Vermonters. Program Goals: Credential Attainment: The primary goal of the Graduate with a Plan program is to ensure that 70% of Vermonters obtain a credential upon graduating from high school. This credential can be in the form of a degree, certification, or other recognized qualification that supports career readiness and advancement. Strategic Focus:

			Educational Pathways: The program emphasizes the importance of creating clear and accessible educational pathways for students, enabling them to pursue credentials that align with their career aspirations and the demands of the workforce. Support and Resources: Advance Vermont is committed to providing the necessary support and resources to help students achieve these credentials, including guidance, mentorship, and access to relevant training programs.
06/04/2025	Franklin and Grand Isle County Regional Workforce Round Table	Drena Voyer and Tim Smith - Franklin County Industrial Development Corporation	A round table discussion was held with various county organizations and employers to explore current opportunities and needs within the community. The meeting brought together representatives from: Northwest Counseling and Support Services (NCSS) Vermont Department of Labor (VDOL) Community Action Agency (CAA) Northwest Medical Center Turning Point Rotary Club Age Well Department of Health Discussion Highlights: Current Opportunities: Participants shared insights into existing opportunities for workforce development and community support, emphasizing collaboration to maximize impact. Community Needs: The discussion also focused on identifying pressing needs within the county, including areas where additional resources and support are required to address challenges effectively. The meeting facilitated a productive exchange of ideas and fostered partnerships aimed at enhancing

			community well-being and workforce readiness.
06/09/2025	Brattleboro Development	Alex Beck - Welcoming Communities Manager - Brattleboro Development Credit Corporation & SeVEDS	Presentation on ICAN to the region. Focused on addressing specific needs and exploring potential partnerships. Regional Needs: Training and Support for Refugees: The discussion highlighted the region's need for enhanced training programs and better support for the refugee population. These efforts are crucial for integrating refugees into the workforce and community. Potential Partnerships: Brattleboro Development Credit Corporation: The corporation is actively working to become a WIOA-approved training provider, aiming to introduce new training opportunities in the area. This development could pave the way for a future partnership with ICAN, addressing the region's current training gaps. Challenges and Considerations: Employer Collaboration: The region currently experiences limited collaboration with employers, which poses challenges for workforce development. Strengthening these partnerships is essential for creating more job opportunities. Paid Training Programs: It was noted that training programs need to offer financial compensation to attract participants, particularly those who require income to engage in full-time training. The presentation underscored the importance of targeted training initiatives and strategic partnerships to meet the region's workforce needs effectively.
06/10/2025	Rutland Workforce Investment Board	Wendy Mores - Vermont Department of Labor Regional Manager,	A meeting was held with local employment and vocational providers alongside key employers to discuss

		Karimah Edwards Sinor Planner, Rutland Regional Planning Commission current programs, initiatives, and ongoing needs. Attendees included: Vermont Works for Women Vermont Department of Labor (VDOL) Southern Vermont Health Education Center HireAbility VT Pultney High School Employers present were: Amina GE Aerospace Rutland Regional Planning Commission Discussion Highlights: Program Presentations: Each attendee shared insights into their current programs and initiatives, providing an overview of efforts to enhance workforce development and address community needs. Identified Needs: The discussion highlighted several critical needs, including funding gaps and participant barriers that hinder program effectiveness and accessibility. Next Steps: ICAN Presentation: ICAN will formally present at an upcoming meeting to further explore collaboration opportunities and contribute to addressing the identified needs.
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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.

Currently, there are no specific state initiatives that incorporate SNAP E&T. However, ICAN remains committed to staying informed about new and expanding programs across Vermont through its ongoing partnership with the Workforce Development Board (WDB).

Encouraging Collaboration:

Information Sharing: ICAN will leverage its partnership with the WDB to stay updated on emerging opportunities and initiatives that may benefit SNAP E&T participants.

Coordination Opportunities: ICAN encourages community-based organizations and state agencies to explore potential coordination with its programs. By working together, these entities can enhance service delivery and support for individuals seeking employment and training opportunities.

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).

ICAN and ICAN-RU collaborate closely with the Vermont Department of Labor (VDOL) to align their programming with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).

ICAN Participants:

Comprehensive Services: VDOL offers comprehensive component services to ICAN participants who qualify for VDOL services, including those under WIOA. This ensures that participants receive the necessary support to achieve their employment and training objectives.

Referral and Coordination: Invest EAP refers all ICAN participants to VDOL/WIOA for service connection and coordination. Additionally, Invest EAP facilitates the integration of ICAN services with other WIOA service providers, tailoring support to meet participants' specific employment and training goals.

ICAN-RU Participants:

Service Coordination: ICAN-RU providers and Reach Up (RUFA) Case Managers work together to coordinate ICAN-RU services with WIOA service providers. This collaboration is designed to align with participants' employment and training goal, ensuring they receive comprehensive and targeted support.

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.

ICAN coordinates services with Reach Up (RUFA, TANF) to provide ICAN-RU, which provides ICAN services to eligible participants.

These participants are engaged in employment service activities provided by ICAN-RU providers. The participants' activities are tracked by providers and RUFA Case Managers.

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).

Currently, ICAN does not directly coordinate with other federal or state employment programs. However, Economic Services Division (ESD) actively leverages its partnerships with workforce programs across Vermont that administer or collaborate with these federal and state initiatives.

Strategic Partnerships:

Screening for Employment Programs: ICAN participants who engage with these providers are screened, as appropriate, for all available employment programs offered by the provider. This ensures that participants have access to a wide range of opportunities that align with their needs and goals.

Building Connections: ESD utilizes its relationship with the Workforce Development Board (WDB) to foster connections between various programs throughout the state. This strategic approach enhances collaboration and resource sharing, ultimately benefiting participants.

Through these efforts, ESD and ICAN aim to maximize the impact of workforce programs and provide comprehensive support to Vermonters seeking employment and training opportunities.

CONSULTATION WITH INDIAN TRIBAL ORGANIZATIONS (ITOs)

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

Did the State agency consult with ITOs in the State?

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

UTILIZATION OF STATE OPTIONS

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

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

☒ Yes

☐ No

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

☐ Mandatory per 7 CFR 273.7(e)

☒ Voluntary per 7 CFR 273.7(e)(5)(i)

☐ Combination of mandatory and voluntary

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

☐ Applicants per 7 CFR 273.7(e)(2)

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

☒ Categorically eligible households per 7 CFR 273.2(j)

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

☐ Yes

☒ No

CHARACTERISTICS OF INDIVIDUALS SERVED BY E&T

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

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

- ☐ ABAWDs
- ☐ Homeless
- ☐ Veterans
- ☐ Students
- ☐ Single parents
- ☐ Returning citizens (aka: ex-offenders)
- ☐ Underemployed
- ☐ Those that reside in rural areas

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	12,208

State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
Voluntary	12,208

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	12,208
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	2,085
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	50
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	2,035

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	1,700
Total anticipated number of E&T participants	1,700
Anticipated number of ABAWDs to be served in E&T	61

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.

ICAN is administered by members of the Food and Nutrition team at ESD. These staff also administer the certification process for 3SVT.

ICAN-RU is administered by members of the RUFA program team in coordination with members of the Food and Nutrition team.

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

ICAN and 3SVT are administered by the Food and Nutrition team at ESD. The same individuals responsible for 3SVT certification are also responsible for administering ICAN. The Food and Nutrition team is responsible for interpreting and writing policies for both 3SVT and ICAN. This includes updating the 3SVT policy manual, creating desk aids and procedures to aid staff in processing 3SVT eligibility, screening for work registration, time limits and ICAN. The team also administers ICAN through creation of the annual state plan, working with E&T providers and creating policies and procedures for ICAN Providers and ESD Staff.

All individuals that participate in ICAN-RU first meet with someone responsible for certifying 3SVT benefits. ICAN-RU case managers (RUFA Case Manager or ICAN-RU providers) would verify in the ACCESS system if someone is eligible. ICAN-RU providers meet with the RUFA Supervisors once per month and provider supervisors quarterly to provide any updates. Materials (procedures, desk aids, etc.) are updated regularly and communicated to everyone via a weekly newsletter and email. ICAN-RU also meets monthly with the Food and Nutrition team to review ICAN-RU programing.

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

ESD works closely with ICAN and ICAN-RU providers to coordinate the delivery of E&T components and case management services to eligible participants.

Communication between ESD and providers occurs through a variety of channels, including regular meetings, technical assistance sessions, trainings, and written communications such as emails, guidance documents, and provider handbooks.

Currently, Vermont does not utilize any intermediary s in the coordination or delivery of ICAN services.

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

New policies, procedures and other information are shared multiple ways with intermediaries and ICAN providers.

- **Provider Meetings:** Monthly meeting with ICAN coordinators at ESD and provider agencies, Agenda includes program updates, data, participant reimbursements and other items as required (upcoming changes, time limits, work requirements, rules changes), ICAN coordinators will share information from this meeting with their field staff.
- **Provider Calls:** Every other month meeting with ICAN coordinators and ICAN field staff, Agenda includes program updates, data, participant reimbursements and other items as required (upcoming changes, time limits, work requirements, rules changes), Information shared during provider meetings would be shared with field staff during provider calls.
- **Technical Assistance:** As needed individual providers are provided technical assistance, Topics that have been covered during technical assistance included - participant reimbursement, referrals between ICAN providers, VJL.
- **Trainings:** Trainings are provided as needed based on ESD and providers' needs.
- **Email :** Main source of communication with providers, Info relayed via email can then be discussed at a scheduled meeting.
- **Handbooks:** **Provider Handbook:** Contains current policies, procedures, and other general provider information, As new policies and procedures are implemented updates are made. **Participant Handbook:** Contains current policies, procedures and other participant and provider information as it relates to ICAN participation and participant reimbursements, As new policies and procedures are implemented updates are made.

New policies, procedures and other information are shared multiple ways with intermediaries and ICAN-RU providers:

- **ICAN-RU Provider Meetings:**
 - o Monthly check in with provider supervisors.
 - o Agenda Includes: Program updates and check-ins on various practices and program changes.
- **District Reach Up Meetings**
 - o ICAN-RU providers are invited to attend weekly and/or monthly meetings with the local district office to receive updates and receive technical assistance.
- **Technical Assistance**
 - o As needed individual providers are provided technical assistance.
 - o Regular meetings with the Reach Up supervisor
- **Trainings**
 - o ICAN-RU providers participate in select trainings with Reach Up case managers.
- **Email**
 - o Main source of communication with providers.
 - o Info relayed via email can then be discussed at a scheduled meeting.
- **Supervisors Meeting**
 - o Provider supervisors are invited to attend RU supervisor meetings to check in and share information
- **SharePoint**
 - o Guidance is updated and posted to the shared site

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 in several ways between ESD and ICAN providers. ESD staff administering ICAN and all ICAN staff at providers' agencies have access to VDOL's case management system where ICAN providers are required to enter data and track the progress of their participants. All ICAN staff can view a participant's information and have access to the data entered by all providers. ICAN utilizes VDOL's case management system, currently Vermont JobLinks (VJL), to track and store E&T related data. All ICAN providers have access to VJL and are required to track participant information in the system.

Regionally, ICAN providers have ongoing meetings to discuss ICAN administration and participants. During these meetings providers can communicate a participant's needs, complete referrals, and learn about regional workforce programs and needs. Regions also set up communication channels that work best for their participants and region; these can include but are not limited to, email, referral webpages, forms.

Additionally, ESD utilizes a secure webpage with Invest EAP. This webpage tracks data related to a participant's initial referral and contact with ICAN prior to case creation in the case management system.

ICAN-RU and providers communicate regularly. RUFA supervisors provide ICAN-RU providers with referrals. ICAN-RU providers enter all participants in the case management system.

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.

The following data is stored in VJL for ICAN participants:

- ICAN enrollment
- 3SVT and RUFA eligibility details (for cases matched with ACCESS)
- Current ICAN providers and teaming details
- Case management and component case notes
- Monthly component services (including specific activity details)
- Participant reimbursement details (case notes, verification, service)
- Provider determination information

o Details would be noted in VJL case notes and communicated to ESD using the Provider Determination Form

- Non-compliance with required work requirement hours

o Details would be noted in VJL with a case note or by the lack of case notes or services in a particular month.
o It would be the participant's responsibility to report non-compliance with required work requirement hours to ESD based on their simplified reporting requirements. Ending participation with ICAN does not guarantee a customer is out of compliance with required work requirement hours - this is due to the many ways a customer can choose to meet their work requirements.

The following data is stored in VJL for ICAN-RU Participants:

- ICAN-RU enrollment
- 3SVT and RUFA eligibility details (for cases matched with ACCESS)
- Monthly component services

Additionally, for ICAN-RU, participant reimbursements details are stored in case manager electronic case file, case notes. These are stored in the ESD shared drive and can be viewed and updated by ICAN-RU case managers and providers.

ESD utilizes its ACCESS eligibility system to determine 3SVT and RUFA eligibility. There is a weekly data file that goes to VJL to match VJL cases and ACCESS cases to show 3SVT and RUFA eligibility details in VJL. This assists ICAN providers in confirming ICAN eligibility monthly.

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.

ESD monitors ICAN and ICAN-RU provider agreements based on submitted program reports, financial reports, site visits (when applicable), source documentation reviews, and correspondence with the subrecipient throughout the grant term.

This is in accordance with ESD's Subrecipient Monitoring Protocols.

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).

Performance is evaluated and monitored throughout the Grant term based on the following:

- Program reports,
- financial reports,
- performance measures,
- site visits, and
- correspondence with the subrecipient.

Also, Grants include performance measures that are reported on and monitored throughout the Grant term. Performance measures are specific to each provider and the services provided. Grants include language on subrecipient performance and actions that shall follow if subrecipient's performance fall below 75% of the stated performance measure goals.

- The first time, a notice letter is sent to the subrecipient informing them of the missed performance measure(s) and required to be sent back to ESD with the subrecipient's signing authority's signature.
- The second time, the subrecipient shall develop a corrective action plan with ESD, which shall be signed by the subrecipient's signing authority and ESD.
- Continued failure shall result in termination of the agreement or other sanctions as appropriate per the ESD monitoring plan.

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.

ESD registers applicants as work registrants (must meet the General Work Requirements (GWR) at the time of initial certification and at each certification thereafter. During the application and recertification process, when a member is added to a 3SVT household or when a change is reported that affect the GWR, State agency staff screen household members for GWR exemptions using the information provided on the application, during the interview/contact with the household and with subsequent verification. Household members who are not exempt are considered to have to meet the GWR. At the time of interview/change, ESD eligibility workers explain GWRs, work program opportunities, rights and responsibilities, and consequences of failure to comply. The household will also receive the Consolidated Work Notice (CWN) with this information.

At the time of application and recertification ESD eligibility workers offer ICAN to all eligible 3SVT customers, except for elderly or disabled customers, who are only offered ICAN if they express interest in employment.

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

Work registration of non-exempt individuals occurs when the 3SVT application is signed. Applicants and recipients who are determined to be work registrants are coded with an 02 in their member panel in ACCESS.

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 State specific criteria used to screen individuals for ICAN are that an individual is applying for* or active 3SVT and is not active RUFA programs.

*ESD does not serve applicants in ICAN. ICAN is reviewed with applicants to ensure they receive information regarding ICAN so that they can take the next steps as soon as possible.

The state specific criteria used to screen individuals into ICAN-RU are that an individual is active 3SVT and RUFA and wants to enroll in ICAN-RU employment and training services. The individual must have an employment, training, or education related goal. The RUFA program uses the Goal, Plan, Do, Review/Revise model. An individual would select a goal, create a plan, and then begin the steps to achieve their goal. If they are having a hard time achieving their steps during the review and revise portion of the process the goal chosen would be reassessed to determine if that is still an appropriate goal.

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

Households that include ICAN eligible participant(s) are explained the following:

- What ICAN is,
- ICAN activities,
- Participant Reimbursement, and
- The steps eligible household members would take to enroll in ICAN.

ICAN information is included in the work requirements oral explanation when a household is required to receive that information.

Households that are interested in ICAN will be given/sent an ESD 218FS-1 Individual Career Advancement Network (ICAN) Stuffer and a ICAN Flyer. These documents provide the household with written details regarding ICAN and how to enroll.

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

A case note is entered into the system when a household has been informed about ICAN. If notices are sent that includes ICAN information those are saved in the participants case file within our Notice system.

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.

3SVT household members are screened by state agency staff for ICAN eligibility during the application and recertification interview. ICAN eligibility is based on household details at the time of interview. Individuals are directly referred to the ICAN orientation to get connected to Invest EAP for enrollment. State Agency eligibility staff are the individuals who make direct referrals to ICAN. As part of this referral process, State Agency eligibility staff educate customers regarding ICAN eligibility and make referrals to ICAN, determine work registration, and time limits exemptions and also confirm 3SVT and RUFA eligibility. Please note that this referral process happens before ICAN orientation.

Households are explained about ICAN and the next steps they must take to enroll. Households will also be provided written documentation about ICAN if they are interested.

Following screening and referral individuals complete virtual ICAN orientation independently and can do it at any time. Once an individual completes orientation an automatic email is sent to ESD at which time ESD will confirm 3SVT and RUFA status. Once eligibility is confirmed ESD will provide ICAN Staff at Invest EAP participant information utilizing a secure shared webpage.

Additionally, upon approval of 3SVT at application or recertification, if a household includes ICAN eligible members then the notice of decision would include details about ICAN eligibility along with details on how to get connected to the program. The CWN also includes information on how to enroll in ICAN and how it could help someone meet their work requirement.

3SVT customers who are active RUFA are screened for ICAN eligibility by their RUFA Case Manager and/or RUFA Supervisor. ICAN-RU participants are referred to ICAN-RU services if the participants are receiving 3SVT and their employment goals align with an ICAN component. Assessments completed during RUFA enrollment ensure the appropriateness for an employment service referral. Once referred, continued eligibility is determined by ensuring that the participants are enrolled in an ICAN component and are receiving 3SVT benefits monthly.

When does the screening for a reverse referral request occur?

Initial screening for ICAN reverse referrals takes place during the certification or recertification process and is supported by eligibility staff. Individuals are assessed for ICAN eligibility during their interview. Those identified as eligible receive written information in their Notice of Decision, which outlines their ICAN eligibility status and provides clear instructions on the steps needed to enroll in the program.

ICAN-RU does not have reverse referrals. All referrals to ICAN-RU are made by ESD to an ICAN-RU provider.

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

Participants do not have to be directly referred to ICAN to enroll. Individual ICAN providers can enroll participants. When an individual enrolls in ICAN via a provider agency, the provider will confirm 3SVT and RUFA eligibility. This confirmation can be completed with data in VJL or by emailing the ESD ICAN coordinators. Prior to confirming ICAN eligibility and completing ICAN enrollment the provider will have determined eligibility for their own programs and components.

Individuals who may be ICAN eligible but are not eligible for a provider's program will be referred to the ICAN orientation to get enrolled in ICAN and connected to appropriate services.

ICAN-RU does not have reverse referrals. All referrals to ICAN-RU are made by ESD to an ICAN-RU provider.

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?

3SVT households not active RUFA are informed about participant reimbursements several times during the ICAN screening process.

1. Participants are educated about participant reimbursements by eligibility staff during the application and recertification process.
2. Participants receive written information regarding participant reimbursements.
 - ESD 218FS-1 and ICAN flyer are sent when an individual is interested in ICAN.
 - Notice of decision includes ICAN details and eligible participants.
 - CWN includes ICAN details.
3. Participant Reimbursements are discussed during the ICAN orientation video.
4. The participant handbook is available on the ICAN customer webpage and includes details about participant reimbursements.

Once participants connect to ICAN staff for case management and component services, participant reimbursements are explained and the need for them reviewed on an ongoing basis. This includes reviewing the participant handbook with participants and having them consent to the participant reimbursement agreement prior to receiving their first reimbursement.

Participants enrolled in ICAN-RU are notified by RUFA case managers and/or ICAN-RU provider about participant reimbursements and this is documented in case notes. They are regularly revisited.

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?

Eligible participants receive an explanation of ICAN eligibility, participation requirements, and participant reimbursements during their 3SVT application or recertification process.

If a participant connects with an ICAN provider directly—rather than attending an ICAN orientation—the provider will re-explain the ICAN program, including participation details and available reimbursements, during the enrollment process.

ICAN providers are encouraged to use the Participant Handbook as a tool to support these explanations. The handbook also serves as an ongoing reference for participants throughout their time in the program.

ICAN-RU does not accept reverse referrals.

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

Explain the other methods the State uses to communicate to the SNAP participant about their rights to receive participant reimbursements.

Participant Reimbursements are discussed during the ICAN orientation video.

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

ESD sends all eligible ICAN participants who complete orientation to Invest EAP using a secure shared webpage that is accessible by assigned ESD and Invest EAP staff.

Referrals between providers or reverse referrals are communicated utilizing a method chosen by the providers and/or local region. Examples of referral methods can include:

- Referral forms
- Case management system
- Shared spreadsheets or webpages
- Email
- Phone
- Regional meetings
- Verbal referrals

ICAN-RU referrals are communicated use referral forms or verbal referrals with the participant's consent.

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

ICAN referrals are communicated within the state agency through the state's eligibility system. All ICAN referrals are documented in the system's case notes.

If an individual expresses interest in participating in ICAN following the referral, they will receive a letter with additional information about the program. A copy of this letter is saved in the participant's file and can be accessed through the state's notice system.

ICAN-RU referrals are handled separately and are communicated using referral forms or through verbal referrals, with the participant's consent.

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

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

Is orientation mandatory?

- ☐ Yes
- ☒ No

Who runs the orientation? Select all that apply.

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

How is the orientation conducted? Select all that apply.

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

What happens during the orientation?

During ICAN orientation, participants complete a questionnaire that collects initial demographic information for providers. This includes the participant's name, address, phone number, email, and employment goal.

After completing the questionnaire, participants watch a 6-minute orientation video created by ESD and hosted on YouTube. The video provides an overview of the ICAN program, including its components, current ICAN providers, and information about participant reimbursements.

ICAN-RU does not include a formal orientation. Instead, participants are introduced to ICAN-RU and Reach Up services during their initial contact with case managers and ICAN-RU providers.

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?

ICAN and ICAN-RU participants may complete assessments at multiple points throughout their enrollment and participation. Each assessment is intended to build upon the previous one, avoiding duplication of effort for both participants and staff.

Assessments are conducted in a manner that best suits the needs of the participant and provider. This may include in-person meetings, virtual sessions, electronic submissions, or paper forms.

There is no standardized assessment required for ICAN. Each provider has the flexibility to use their own assessment tools, as long as they are appropriate for both the participant and the program goals.

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

ICAN Comprehensive/Employability Assessment:

Following ICAN enrollment, participants complete comprehensive assessments with their case manager and/or component providers. These assessments offer an in-depth evaluation of:

- Employability skills
- Readiness to meet program requirements
- Employment goals
- Education and work history
- Barriers to employment
- Need for participant reimbursements

The comprehensive assessment is a dynamic tool that can be updated as participants make progress toward their employment goals. It serves as the foundation for developing the participant's individualized service

plan.

ICAN-RU Assessment Process:

RUFA Supervisors conduct initial assessments to determine both eligibility for and interest in ICAN services and components. If a participant is referred to a Career Coach, the Career Coach will conduct additional assessments to identify suitable components and ensure the participant understands available reimbursements to support participation.

ICAN-RU participants receive assessments during their initial meeting and continue to be assessed throughout program participation.

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?

ICAN and ICAN-RU participants are reassessed regularly throughout their participation to ensure services remain aligned with their evolving needs and goals.

- ICAN participants are typically reassessed on a monthly basis or more frequently, as needed.
- ICAN-RU participants are reassessed at least every six months, though reassessments may occur as often as monthly, depending on individual circumstances.

How are participants reassessed?

Reassessments are conducted in a manner that best suits both the participant and the provider. The most common method involves monthly contact with the participant to review their employment and training goals, assess current program participation, and discuss any changes in their circumstances or objectives.

This flexible approach ensures that reassessments remain participant-centered and responsive to individual needs.

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	ICAN Case Managers communicate details to eligibility staff via the ICAN coordinators at ESD. If information received by the ICAN coordinators needs to be reviewed by eligibility staff the ICAN coordinators will email pertinent information to the local office management group for follow up. Information that is typically shared using this method includes, but is not limited to: • 3SVT, TANF and ICAN eligibility questions; • Employment status; and • Verification requirements. ICAN-RU providers communicate with RUFA Supervisors, and Case Managers through ongoing check in meetings and email. Additionally, pertinent information is communicated through case notes. If information is exchanged that could impact benefit eligibility, the coach will notify eligibility staff.
How do E&T case managers coordinate with: State E&T staff	ICAN Case Managers communicate/coordinate with state E&T staff (ICAN coordinators) on an ongoing basis. This communication is done primarily through email but also includes regular ongoing ICAN case manager and participant reimbursement meetings and one-on-one technical assistance. Information that is typically shared using this method includes, but is not limited to: • Participant reimbursement questions and requests; • Case management system assistance; • 3SVT, TANF and ICAN eligibility and enrollment questions; • Employment status; and • Verification requirements. ICAN-RU providers communicate/coordinate with state E&T Staff (RUFA Central Office Staff, RUFA Case Managers and RUFA Supervisor) on an ongoing basis. This communication is done primarily through email but also includes monthly or bi-weekly check ins. Information that is typically shared using this method includes, but is not limited to: • Participant reimbursement questions and requests; • Vermont Job Link assistance; • 3SVT, TANF and ICAN eligibility and enrollment questions; • Employment status; • Verification requirements; and • Information that may require RUFA Case Manager assistance, such as housing support.
How do E&T case managers coordinate with: Other E&T providers	ICAN Case Managers communicate/coordinate with other E&T providers in several ways. • Invest EAP services coordinators (Case Coordination - Case Managers): o will coordinate Regional ICAN provider meetings, o provide participant reimbursement support, o trigger that an employment team needs to be built around participants, o coordinate ongoing team meetings, and, o refer participants to other ICAN and non-ICAN providers for component services. • Case Managers: o will bring cases to Regional ICAN provider meetings, o provide participant reimbursement support, o trigger that an employment team needs to be built around participants, o coordinate team meetings, as needed, and, o refer participants to other ICAN and non-ICAN providers for component services. ICAN-RU providers communicate and coordinate with other providers in several ways. • ICAN-RU providers within the same agency attend regular agency team meetings. • All ICAN-RU providers can participate in ESD trainings and meetings. This allows them an opportunity to communicate with other E&T providers.
How do E&T case managers coordinate with: Community	ICAN Case Managers communicate/coordinate with community resources in several ways. • Referrals to component services provided by community

resources	resources. • Coordination of component services provided by community resources (activity/component details, teaming for services, ongoing coordination, documentation in VJL) • Coordinator of participant reimbursement (braided funding). • Referral to services outside of employment and training (i.e. mental health services). ICAN-RU providers communicate/coordinate with community resources in several ways • Referrals to component services provided by a community resource. • Referral to services outside of employment and training (i.e. mental health services). • Collaboration within the local Creative Workforce Solutions (CWS) team. The CWS team is designed to streamline and improve services to Vermont Agency of Human Services customers and employers across the state by offering consistent, coordinated workforce development in local communities.
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How does the State agency ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii)?

Case management services within the ICAN program are tailored to meet each participant's individual needs and aligned with the strengths of the service provider. To ensure a personalized approach, assessments are conducted with each participant. These assessments guide the delivery of services, ensuring they are responsive, timely, and relevant.

ESD oversees the provision of targeted case management by maintaining regular communication with ICAN providers. Oversight occurs through regional meetings, provider meetings, and provider calls. Additionally, the ICAN teaming model ensures participants receive services and case management from the provider best suited to meet their needs and preferences. ESD conducts quarterly reviews of program reports submitted by providers to verify that targeted case management and component services are being delivered. In-depth case reviews are also completed for each participant requesting reimbursement, ensuring program integrity and quality of service.

A shared case management system and regular regional meetings support effective information-sharing among providers. This collaborative structure enables a coordinated, streamlined, and participant-centered approach to service delivery.

ICAN-RU, targeted case management begins by helping participants identify goals that are meaningful and aligned with their individual interests. RUFA case managers and career coaches work collaboratively with participants to develop a Family Development Plan (FDP) that outlines these goals.

To support progress, staff use the Goal, Plan, Do, Review/Revise framework. Participants select from a variety of goal sheets to identify the one that best suits their specific needs and objectives. This approach ensures that the process is tailored and empowering for each individual.

Case managers and career coaches maintain regular contact with participants—meeting at least monthly, and more often as needed. Meetings are flexible and may be held in person (in-office or in the community), by phone, or virtually, based on participant preference and availability.

Case notes are kept for each participant to help staff stay organized and track progress. Goal sheets are used to document achievements and adapt plans as needed. Supervision and case consultation are regularly used to address challenges, explore resources, and ensure the highest quality of support is provided.

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?

ICAN's case management services support E&T participants by providing individualized, participant-centered support based on assessed needs. Case managers work with participants to identify both initial and ongoing needs, offering the level of support that best fits each individual. Services are flexible—participants may receive as much or as little support as needed throughout the program.

To ensure timely and consistent access to resources and activities, participants are expected to engage with their case manager and employment team at least once per month. These check-ins can range from formal team meetings to brief email updates, depending on the participant's preferences and situation.

for ICAN-RU staff utilizes the Goal, Plan, Do, Review and Revise (GPDRR) coaching framework to help participants identify goals that are related to employment, training, and education. Case managers will support participants to overcome and address barriers that prevent goal achievement. Case managers can provide financial support to participants such as paying for car insurance/repairs, books or paying for a course to help support goal achievement.

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

ESD ensures case management services do not impede successful participation by maintaining flexibility in both the mode and frequency of service delivery. Case management is tailored to meet each participant's needs, ensuring they have access to the necessary support and resources to succeed.

Case management services help the participant identify goals that are meaningful to them and their families and that support empowerment and self-motivation since the goals are being created by the participant. Case managers also follow the coaching framework alongside the participant while they make steps toward goal achievement. They help strategize steps to overcome barriers and obstacles that prevent goal achievement and can provide additional support as requested.

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?

- Customers have good cause if:
 - o There were circumstances beyond the customer's control. Examples include, but are not limited to:
 - Illness of the customer or another household member requiring the customer's presence
 - Household emergency
 - o The job was unsuitable.
 - o There was discrimination by an employer based on:
 - age;
 - race;
 - sex (including gender identity and sexual orientation);
 - color;
 - disability;
 - marital status;
 - family/parental status;
 - income derived from public assistance programs;
 - religious beliefs
 - national origin; or
 - political beliefs
 - o Work demands or conditions make it unreasonable to continue employment, such as working without being paid on schedule.
 - o They accepted another job of at least 30 hours per week (or equivalent) or enrolled in school at least half-time.
 - o Another household member accepted a job or enrolled in school at least half-time in another county or state, causing the household to move.
 - o They are under age 60, retire, and the employer recognizes it as retirement.
 - o They accepted a job offer that provides at least 30 hours a week, or weekly earnings at least equal to federal minimum wage times 30 hours, and that job did not materialize or meet the hourly criteria or weekly earnings through no fault of their own.
 - o They leave a job that requires frequent moves, such as migrant worker or seasonal farmworker.
 - o When adequate dependent care is reported as unavailable for children at least six and under 12.
 - Record that a provider could not be located and do not sanction for voluntary quit.
 - o The job quit does not meet the definition of voluntary job quit or reduced work hours.
- ESD always consider all the facts when good cause is claimed.

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

If there is not an appropriate or available spot in ICAN for a participant, the ICAN provider would email the ICAN coordinators details about the case. The ICAN coordinators would work with the local ESD office and

ICAN regional team to determine if there are additional/other employment and training services available in the area that could support the participant in their employment goals. ESD would work with the ICAN provider and participant to connect them to appropriate services if they are interested in accessing those services.

For ICAN-RU participants, if there is not an appropriate or available spot in ICAN-RU for a participant then the case manager would support the participants employment and training goals outside of ICAN-RU.

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.

Providers are responsible for determining if a participant is not a good fit for participation in their program. If a provider determination is made the provider must notify ESD within 10 days of the date the determination was made using the provider determination form. This form is sent to the ICAN coordinators at ESD. This form will provide ESD with information about the participant, the reason for the decision, recommended next steps and if other providers are included in the determination.

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

Once the provider determination form is received at ESD the following steps will be completed:

1. ESD will send the participant a provider determination notice within 10 days of the provider determination. The notice will include:
 - Explanation of what a provider determination is,
 - Details on the next Steps ESD will take,
 - Confirmation that the participant is not being sanctioned,
 - Time Limited rights and responsibilities, as applicable.
2. At the customers next recertification or sooner at their request, ESD will determine which of the following is most appropriate for the participant:
 - Referral back into ICAN
 - Reassess physical and mental fitness for work, or
 - Coordinate with other workforce programs as practical.

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	1,190
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	12
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	1,190
Percentage of participants expected to receive reimbursements	70.00%
Estimated budget for E&T participant reimbursements in upcoming FY	\$623,867.00
Estimated budget per participant in fiscal year	\$524.26
Estimated number of E&T participants to receive participant reimbursements per month	99
Estimated budget of participant reimbursements per E&T participant per month	\$525.14

PARTICIPANT REIMBURSEMENT DETAILS

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

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (Optional)	Who Provides the Participant Reimbursement?	What is the payment method for Participant Reimbursements?	Method of Disbursement
Automobile Insurance	2-month cap, 1 additional month allowed if in job retention. Not included in transportation cap	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Automobile Repairs	\$1,000 cap	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Automobile Tires	\$1000, part of transportation cap	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment

				Reimbursement and advance payments allowed.
Bicycle/eBike	ICAN: \$1000, part of transportation cap ICAN-RU: \$150 Cap.	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Books		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Child Care		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Clothing and Shoes	\$300 Cap.	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Course Registration Fees		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Dental Services (Emergency)		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance

				payments allowed.
Driver's License/ID	\$65 cap for traditional license \$175 cap for enhanced license	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Drug Testing		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Fingerprinting		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
General Medical Services (examples include physicals or inoculations related to new employment or training program; general or routine medical services are not allowable)		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Housing - Rent	ICAN: Must be in job retention – 3-month cap or \$3,000 cap, whichever is less. ICAN-RU: 2-month cap or \$2,000 cap, whichever is less.	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Internet	2-month cap, 1 additional month allowed if in job retention	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance

				payments allowed.
Lodging - Non residency		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Permits and Fees (union dues, test fees, licensing and bonding fees, background checks, driving abstracts)		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Personal Hygiene	\$120 cap	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Reasonable Accommodation		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Self- Employment - Business Supplies		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Student Activity Fees		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.

Technology	\$250 cap	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Telephone Minutes (see Technology for Telephone Purchase)	2-month cap, 1 additional month allowed if in job retention, limit one line coverage.	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Training Materials		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Transportation Expense	\$1,000 cap	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Utilities (examples include electric or internet costs that are reasonable, necessary and directly related to participation in ICAN)	2-month cap, 1 additional month allowed if in job retention per utility type. Bulk delivery is limited to 1 delivery, 1 additional delivery allowed if in job retention.	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
Vision Medical Services	\$150 or 1 pair whichever is less.	SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.

Work and Training Tools		SNAP State Agency	State's Electronic Benefit Transfer (EBT)	EBT Card, Check or Vendor Payment Reimbursement and advance payments allowed.
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Is dependent care provided? Select yes even if E&T funds are not being used.

☒ Yes

☐ No

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

If a participant is ineligible for childcare through the Childcare Financial Assistance Program (CCFAP), but performs approved ICAN activities, ICAN can approve childcare services for the participant through a third party using the Vermont childcare subsidy rate schedule. The schedule of childcare must match the employment/training schedule. Proof of denial from CCFAP required.
Participants eligible for CCFAP with a family portion to pay may be eligible for reimbursement of their portion of the cost.

Current Childcare Subsidy rates:

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/CCFAP/CCFAP-State-Rates.pdf>

How is childcare paid for?

☐ Direct payment to provider

☒ Reimbursement to participants

☐ Provider voucher

☐ Contract for dependent care

☐ Other

If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

When a dependent care agency has a waitlist or otherwise caps enrollment, ICAN will work with the participant to determine the dependent care needs and will work on alternative childcare solutions. ICAN can provide participant reimbursements to alternative providers as the participant continues to engage in ICAN and is working towards securing long term childcare.

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

To ensure participants have the necessary reimbursements to begin participation in the E&T program, ICAN and ICAN-RU providers conduct an initial assessment and ongoing reassessments of participants' barriers to employment and training. During these assessments, the need for participant reimbursements (PRs) is identified. Providers work closely with participants to determine which PRs are needed and assist them in gathering and submitting the necessary documentation to support those needs. This process helps ensure that all required supports are in place before and during participation in ICAN activities.

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).

On October 1, the state counts all the 02s as of that day through a report run out of the state's eligibility system.

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

The Statistics team receives an extract file every month that pulls SNAP/3Squares participant data from ACCESS, Vermont's eligibility system. The file is available by the 16th of the following month (ex. June data is available on July 16th). Using this file, participants with specific work registration codes are selected and included in the work registrant count on the FNS-583. New work registrants for each month are identified based on the application date in the file.

How are work registrants identified in the eligibility system?

ESD has codes in the ACCESS system to identify work registrants and federal exemptions. The work registration code '02' identifies a participant as a work registrant.

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

To prevent duplicate counting for each month after (including October 2- October 31) the state selects all cases with a 02 that are new to the system and matches them with the months prior to make sure the application is new in the fiscal year.

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

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.)

The VDOL system, currently VJL, is used for national reporting measures.

COMPONENTS OVERVIEW

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

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

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

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

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

- ☒ Work Activity
- ☒ Work-Based Learning

Which type of Work-Based Learning components are offered?

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

NON-EDUCATION, NON-WORK COMPONENT: JOB RETENTION

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

Job retention offers participants the ability to continue engagement with ICAN as they venture into employment. Job Retention activities include, but are not limited to, case management, employment coaching, continued education, participant reimbursements and supportive services. The Job Retention component will be offered by members of the employment teams and can be coordinated with the participant's ICAN or ICAN-RU case manager or provider. Job retention will be offered for a minimum of 30 days and a maximum of 90 days to participants who gain employment following their participation in another component. Job retention is available for a maximum of 90 days per employment period following engagement/completion of a component other than job retention. During the initial 30 days of job retention case managers and/or providers will put a good faith effort into keeping the customer engaged with ICAN or ICAN-RU. This is done through the ICAN or ICAN-RU case manager or provider. Documentation of Job retention activities will be kept in the participant's file and tracked in the case management system.

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.

Criteria for participation in Job retention are, obtained employment, and participated in another ICAN component in the month of or the month prior to enrollment in Job Retention.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

235

Estimated Annual Component Administrative Cost

\$301,069.78

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
The number of participants who retain employment in the first quarter after exiting Job retention services.	Numerator will include those participants who remained employed after 90 days following completing component during the period of 10-1-25 to 9-30-26. Denominator will include the number of participants that participated in job retention during the period of 10-1-25 to 9-30-26.

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

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

Job Search Training offers participants the opportunity to engage in activities and training that will enhance job readiness, reduce barriers and provide skills necessary to succeed in finding and maintaining a job. Job Search training activities include, but are not limited to, employability assessments, career exploration, occupational assessments, setting goals, identifying work skills, resume and cover letter development, interview skills, job search/networking skills, employer follow up, phone interviews and job retention skills (soft skills, etc.). Activities can be completed virtually, in person, in a group setting and one-on-one. This component is very individualized for the participant; therefore, the employment team will meet the participant where they are. For example, if a participant needs support in managing the stress and anxiety of job search/interviews, they will be referred to services to address the concern/issue.

The Job Search Training component will be offered by members of the employment teams and can be coordinated with the participant's ICAN or ICAN- RU case manager or provider. Documentation of Job Search Training activities will be kept in the participant's file and tracked in the case management system.

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.

Participants and case managers, through assessments and ongoing case management determine if participants are suitable for Job Search Training. This component is very individualized for the participant; therefore, the employment team will meet the participant where they are. Participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful.

Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria to participate includes:

- Wanting to work
- Employment age

- Barriers to employment
- High school diploma or GED

Will this component be offered statewide?

☒ Yes

☐ No

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

460

Estimated Annual Component Administrative Cost

\$605,795.33

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
The number of participants who are employed in the first quarter after exiting E&T services.	Numerator will include those participants who obtained employment after completing Job Search Training during the period of 10-1-25 to 9-30-26. Denominator will include the number of participants that participated in job search training during the period of 10-1-25 to 9-30-26.

NON-EDUCATION, NON-WORK COMPONENT: SELF-EMPLOYMENT TRAINING

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

Self-Employment Training offers participants the ability to connect with business counselors and services to explore the operation, maintenance, and growth of a self-run business. Activities allowed within this component include, but are not limited to, classroom and one-on-one training and coaching addressing business practices, business plan development, access to financing, marketing, and other essentials to running a small business. Participants in this component will be required to complete a business plan with their self-employment component provider/program.

The Self-Employment Training component is offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or ICAN-RU case manager or provider. Documentation of self-employment activities will be kept in the participants file and tracked in the case management system.

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.

Minimum criteria to participate are dependent on the ICAN provider/CBO program. Examples of component criteria to participate includes:

- having an identified self-employment goal
- At least age 18
- Barrier to self-employment

Participants and case managers, through assessments and ongoing case management will determine if participants are suitable for self-employment training. ICAN is individualized to the participant and as such the participant can identify themselves as ready for a component. Therefore, it is through case management that participants and providers determine that a participant is not ready to be successful at a component. In

this situation the provider would enrolling the participant in other comportments that would lead to employment success and possible future enrollment in self-employment training.

Will this component be offered statewide?

☒ Yes

☐ No

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

85

Estimated Annual Component Administrative Cost

\$97,551.33

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

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

Supervised job search offers participants the opportunity to gain valuable job search skills and access resources that can increase success during job seeking activities. Supervised Job Search activities include, but are not limited to, assisting with completing applications, online job applications/tests, providing leads to open positions using job market data and employer's needs, attending job fairs, advocating with employers on behalf of a participant and accompanying participants, as needed, to interview.

The Supervised Job Search component will be offered by members of the employment teams and can be coordinated with the participant's ICAN or ICAN-RU case manager or provider.

ICAN locations for supervised job search were selected by ESD as approved locations. ICAN providers were selected based on the annual provider packets they submitted noting they would be offering the component to participants. ESD ensured that the providers identified where job search activities would be completed, how they will provide supervision and how the participants' time would be tracked. The ICAN-RU provider was selected based upon their ability to provide coverage statewide. The ICAN-RU provider had previously demonstrated its ability to provide employment services through the RUFA program and additionally, were able to establish which participants were eligible for ICAN-RU services by working closely with our ESD offices.

Supervised Job Search activities can be completed virtually, in person, in a group and one-on-one. Providers will work with participants to ensure they receive this component in a way that meets the participant's needs and allowed them to have access to the tools and materials needed to perform the supervised job search activity. The component is individualized to the participant but at a minimum participants will meet monthly with skilled ICAN/ICAN-RU provider staff or community resource who will provide meaningful guidance and support surrounding job search activities. Documentation of Supervised Job Search activities will be kept in the participant's file and tracked in the case management system.

Describe the direct path to employment.

ESD ensures that Supervised Job Search (SJS) activities are directly linked to improving employment opportunities for participants. This is achieved by partnering with providers who maintain strong connections with local employers. These partnerships help tailor job opportunities to meet the unique needs of both the participants and the communities they live in.

Agreements with SJS providers include performance measures that track participant outcomes, including their connection to job retention services. These measures are in place to ensure that the services offered are effectively supporting direct paths to employment.

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.

Participants who are currently able to work and want assistance getting a job can enroll. Through supervision, assessments and case management, participants may be moved into other components or co-enrolled in other components to ensure job search activities are successful and to ensure participant are suitable for current/ongoing supervised job search activities.

ICAN is individualized to the participant and as such the participant can identify themselves as ready for employment/job search because many participants' first goal at enrollment is to get a job. ICAN programing and case management helps participants achieve their goals and if a participant feels they are ready for SJS then the component can be provided. ICAN does not tell individuals what to do within the program, we support them in what they want to do and help them navigate employment services.

Minimum criteria to participate depends on the ICAN provider. Examples of component criteria to participate includes:

- Wanting to work
- Employment age
- Barriers to employment
- High school diploma or GED

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

190

Estimated Annual Component Administrative Cost

\$223,009.69

Outcome Measure	Describe the methodology for the outcome reporting measure. Include timeframes being reported (e.g. denominator and numerator)
The number of participants who are employed in the first quarter after exiting E & T services.	Numerator will include those participants who obtained employment after completing Supervised Job Search during the period of 10-1-25 to 9-30-26. Denominator will include the number of participants that participated in supervised job search during the period of 10-1-25 to 9-30-26.

EDUCATIONAL COMPONENT: BASIC / FOUNDATIONAL SKILLS INSTRUCTION

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

Basic and Foundational Skill Instruction offers participants the ability to engage and enroll in educational programs/institutions to gain skills and credentials geared towards their employment goals. Basic and foundational skill instruction activities can include, but are not limited to, training programs, certification, licensure, skill development, General Education Diploma (GED), or High School Completion Programs.

The Basic and foundational skill instruction component will be offered by members of the employment team and community-based organizations. The component can be coordinated with the participant's ICAN or ICAN-RU case manager or provider. Documentation of basic and foundational skill instruction activities will be kept in the participant's file and tracked in VJL.

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.

Criteria for participation in Basic/Foundational Skills Instruction includes: Age 16+ without a high school diploma or someone with a high school diploma who lacks equivalent skills in reading, writing, math, digital literacy.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

85

Estimated Annual Component Administrative Cost

\$91,497.53

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 funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.

During annual planning providers provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.

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.

Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU Agreement, which is the billing practice utilized by providers for both E&T and non-E&T participants. ICAN Education providers with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

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

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

Career/Technical Education Programs or other Vocational Training offers participant the ability to engage and enroll in post-secondary/adult educational programs to gain academic and technical knowledge and skills to prepare participants for future education and careers. Career/Technical Education Programs or other Vocational Training activities can include, but are not limited to, training programs, certification, licensure, and skill development.

Career/Technical Education Programs and other Vocational Training will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or ICAN-RU case manager or provider. Documentation of component activities will be kept in the participants file and tracked in the case management system.

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.

There are many different Career/Technical Education Programs and other Vocational Training programs offered across the state and the criteria to participate in a specific program will vary. Participants, state agency staff, ICAN provider staff and Vocational Edu staff through assessments and ongoing case management will determine if participants meet a specific programs criteria.

Criteria for participation can include:

- Age requirements
- Possess basic literacy skills and speak English
- Underemployed or unemployed
- Able to meet low income requirements
- Desire to work in a specific industry
- Have the legal right to work in the U.S.

- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

65

Estimated Annual Component Administrative Cost

\$71,846.28

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 funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.

During annual planning providers provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.

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.

Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&T and non-E&T participants. ICAN education providers with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

EDUCATIONAL COMPONENT: ENGLISH LANGUAGE ACQUISITION

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

English Language Acquisition offers non-English-speaking individuals the ability to learn and enhance their English language skills. Participants may also study citizenship skills for integration in community and employment in the United States.

English Language Acquisition will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or RUFA case manager or ICAN-RU provider. Documentation of English language acquisition activities will be kept in the participants file and tracked in the case management system.

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.

Participant must be lacking in English language skills.

Other criteria for participation can include:

- Age requirements
- Desire to work in a specific industry
- Have the legal right to work in the U.S.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

55

Estimated Annual Component Administrative Cost

\$62,020.66

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 funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.

During annual planning providers provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.

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.

Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&T and non-E&T participants. ICAN education providers with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

EDUCATIONAL COMPONENT: INTEGRATED EDUCATION AND TRAINING / BRIDGE PROGRAMS

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

Integrated Education and Training/Bridge Programs offer participants the ability to participate in education programs in conjunction with workforce activities and training geared towards specific occupations and skills.

Integrated Education and Training/Bridge Programs will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or ICAN-RU case manager or component provider. Documentation of Integrated Education and Training/Bridge Program activities will be kept in the participants file and tracked in the case management system.

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.

Participants and case managers, through assessments and ongoing case management determine if participants are suitable for integrated education and Training/Bridge Programs. This component is very individualized for the participant; therefore, the employment team will meet the participant where they are.

Minimum criteria to participate are dependent on the ICAN provider/program. Examples of component criteria includes:

- Age requirements
- Barriers to employment
- High school diploma or GED
- Possess basic literacy skills and speak English
- Desire to work in a specific industry
- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

65

Estimated Annual Component Administrative Cost

\$71,846.28

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 funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to either expand existing education programs to ICAN participants or to provide services to ICAN-RU participants. This includes securing spots for ICAN and/or ICAN-RU participants or expanding services to include additional supports to ICAN/ICAN-RU participants to ensure successes in education and employment activities.

During annual planning providers provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary

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.

Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&T and non-E&T participants. ICAN education providers with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

EDUCATIONAL COMPONENT: WORK READINESS TRAINING

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

Work Readiness Training offers participants the ability to participate in educational remedial services and work readiness training services that prepare participants for the workforce. Work readiness skills may include, but are not limited to, both foundational cognitive skills (i.e. reading for information, applied mathematics, locating information, problem-solving, and critical thinking) and non-cognitive or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects (i.e. adaptability, integrity, cooperation, and workplace discipline). Basic education and remedial education services are intended to correct or improve deficient skills in a specific subject such as basic math skills, and these services will have a focus on providing an individual with basic literacy equivalent to at least grade 8.9.

Work Readiness Training will be offered by members of the employment team, community-based organizations and can be coordinated with the participant's ICAN or ICAN-RU case manager or provider. Documentation of work readiness training activities will be kept in each participant's file and tracked in VJL.

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.

There are no minimum criteria for participation; anyone that identifies as needing additional skills is eligible. Assessments, if required for a participation in a particular EPWRT activity, can be completed by ICAN/ICAN-RU case managers and/or provider.

Will this component be offered statewide?

- ☒ Yes
- ☐ No

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

90

Estimated Annual Component Administrative Cost

\$96,410.35

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 funds are not supplanting funds used for other existing education programs. SNAP E&T funds are utilized to provide services to ICAN-RU participants. This includes securing spots for ICAN-RU participants or expanding services to include additional supports for ICAN-RU participants to ensure successes in education and employment activities.

During annual planning providers provide details on the services and funding available for SNAP E&T, including details on cost supplanting. During the term year additional evidence regarding cost supplanting can be requested as necessary.

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.

Providers are reimbursed for their exact or actual costs expended to provide services under their ICAN or ICAN-RU agreement, which is the billing practice utilized by providers for both E&T and non-E&T participants. ICAN education providers with fee for services bill the same rates to both E&T and non-E&T participants; the factors that go into the development of each rate depends on the program/course topic, number of students, length of course, etc.

WORK EXPERIENCE COMPONENT: APPRENTICESHIP

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

Apprenticeship offers participants the ability to develop knowledge and skills in a variety of occupations with higher growth and higher paying employers.

Apprenticeships are offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or ICAN-RU case manager or provider.

ICAN/ICAN-RU providers will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Providers will also screen participants for placement in an Apprenticeship and the placement will be tailored to the participant's needs and goals.

Documentation of Apprenticeship activities will be kept in the participant's file and tracked in the case management system.

Is this component subsidized by SNAP E&T?

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

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Participants and case managers, through assessments and ongoing case management determine if participants are suitable for participation in an Apprenticeship. Participants may be moved into other components or co-

enrolled in other components to ensure work experience activities are successful. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.

Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:

- Age requirements
- Desire to work
- Desire to work in a specific industry
- Barriers to employment
- High school diploma or GED
- Possess basic literacy skills and speaks English
- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

47

Estimated Annual Component Administrative Cost

\$57,517.67

WORK EXPERIENCE COMPONENT: CUSTOMIZED TRAINING

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

Customized work experience provided by ICAN and ICAN - RU includes - Job Shadow/Tryouts.

Job Shadow/Tryouts offer participants short term employer and career exploration opportunities where they can meet employers, explore potential career interests, and can determine if the participant may be a good fit for the employer.

Job Shadow/tryouts are offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or ICAN-RU case manager or provider

ICAN/ICAN-RU providers will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Providers will also screen participants for placement in Job shadows/tryouts and the placement will be tailored to the participant's needs and goals.

Documentation of Job Shadow/tryout activities will be kept in the participant's file and tracked in the case management system.

Is this component subsidized by SNAP E&T?

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

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

- ☒ ABAWDs
- ☒ 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.

When assessing participants for enrollment in a component case managers and component providers will assess the participant's employment goals and barriers. It is during these assessments that a participant's limitations in relation to a field of interest would be determined. A job Shadow/Tryout would take limitations into consideration and thus there is no set criteria for participation. The provider, participant and employer will work together for the participant.

Worksite criteria could include:

- Age requirements
- Desire to work
- Desire to work in a specific industry
- Barriers to employment
- High school diploma or GED
- Possess basic literacy skills and speaks English
- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

62

Estimated Annual Component Administrative Cost

\$72,256.12

WORK EXPERIENCE COMPONENT: INTERNSHIP

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

Internships offer participants the ability to complete training and skill building with local employers. Placements can be short or long term in a work setting where participants obtain specific training and skills needed for specific jobs and/or employers. The skills and knowledge gained will become part of the participant's resume.

Internships are offered by the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or RUFA case manager or ICAN-RU provider.

ICAN/ICAN-RU providers will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Providers will also screen participants for placement in a Work Activity and the placement will be tailored to the participant's needs and goals.

Documentation of internship activities will be kept in the participant's file and tracked in VJL.

Is this component subsidized by SNAP E&T?

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

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Participants and case managers through assessments and ongoing case management determine if participants are suitable for participation in an internship. Participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.

Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:

- Age requirements
- Desire to work
- Desire to work in a specific industry
- Barriers to employment
- High school diploma or GED
- Possess basic literacy skills and speaks English
- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

72

Estimated Annual Component Administrative Cost

\$82,081.74

WORK EXPERIENCE COMPONENT: ON-THE-JOB TRAINING

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

On-the-Job Training offers participants the ability to train in a business setting for specific employer needs. The positions are paid.

On-the-job training is offered by members of the employment team, other community-based organizations or local employers. The component can be coordinated with the participant's ICAN or ICAN-RU case manager or provider.

ICAN/ICAN-RU providers will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Providers will also screen participants for placement in an on-the-job training and the placement will be tailored to the participant's needs and goals.

Documentation of work experience activities will be kept in the participant's file and tracked in the case management system.

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.

Participants and case managers through assessments and ongoing case management determine if participants are suitable for participation in an On-the-Job Training. Participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.

Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:

- Age requirements
- Desire to work
- Desire to work in a specific industry

- Barriers to employment
- High school diploma or GED
- Possess basic literacy skills and speaks English
- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

72

Estimated Annual Component Administrative Cost

\$82,081.74

WORK EXPERIENCE COMPONENT: PRE-APPRENTICESHIP

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

Pre-Apprenticeship offers participants the ability to develop knowledge and skills in a variety of occupations with higher growth and higher paying employers.

Pre-Apprenticeship are offered by members of the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or ICAN-RU case manager or provider.

ICAN/ICAN-RU providers will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Providers will also screen participants for placement in a pre-apprenticeship and the placement will be tailored to the participant's needs and goals.

Documentation of Pre-Apprenticeship activities will be kept in the participant's file and tracked in the case management system.

Is this component subsidized by SNAP E&T?

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

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

- ☒ ABAWDs
- ☒ Homeless
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Single parents
- ☒ Students
- ☒ Those that reside in rural areas
- ☒ Underemployed
- ☒ Veterans

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

Participants and case managers, through assessments and ongoing case management determine if participants are suitable for participation in a Pre-Apprenticeship. Participants may be moved into other components or co-enrolled in other components to ensure work experience activities are successful. This component is individualized for the participant; therefore, the employment team will meet the participant where they are.

Minimum criteria to participate are dependent on the ICAN provider. Examples of component criteria includes:

- Age requirements
- Desire to work
- Desire to work in a specific industry
- Barriers to employment
- High school diploma or GED
- Possess basic literacy skills and speaks English
- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

47

Estimated Annual Component Administrative Cost

\$57,517.67

WORK EXPERIENCE COMPONENT: WORK ACTIVITY

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

Work Activity offers participants the ability to complete training at local non-profit or for-profit businesses. These placements are temporary opportunity that provide exposure to work environments and allow participants to develop a particular skill or set of skills necessary for employment

Work Activities are offered by the employment team and other community-based organizations. The component can be coordinated with the participant's ICAN or ICAN-RU case manager or provider.

ICAN/ICAN-RU providers will work with local worksites to develop worksite agreements that outline requirements for working conditions and participation. Providers will also screen participants for placement in a Work Activity and the placement will be tailored to the participant's needs and goals.

Documentation of work experience activities will be kept in the participant's file and tracked in the case management system.

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.

Minimum criteria for participation in this component is individualized to the program and could include:

- Age requirements
- Desire to work
- Desire to work in a specific industry
- Barriers to employment
- High school diploma or GED
- Possess basic literacy skills and speaks English
- Able to commit to program requirements. Including but not limited to: Physically able to stand and work for set number of hours, able to lift specific weight, able to perform frequent bending.
- Able to follow multi-step instructions in a fast-paced environment.

Will this component be offered statewide?

☒ Yes

☐ No

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

95

Estimated Annual Component Administrative Cost

\$103,525.13

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
4	1,725	\$2,268,031.30	\$0.00	\$2,268,031.30

CONTRACTOR: DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL) – VOCATIONAL REHABILITATION (HIREABILITY VT) AND THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Integrated Education and Training / Bridge Programs
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ WBL - Apprenticeship
- ☒ WBL - Customized Training
- ☒ WBL - Internship
- ☒ WBL - On-the-job Training
- ☒ WBL - Pre-Apprenticeship
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

275

Are participant reimbursements provided by the Contractor?

- ☐ Yes
- ☒ No

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

\$0.00

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

\$112,164.00

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

\$596,925.00

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

☐ Yes

☒ No

CONTRACTOR: ICAN-RU VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

- ☒ Basic / Foundational Skills Instruction
- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ English Language Acquisition
- ☒ Integrated Education and Training / Bridge Programs
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ WBL - Apprenticeship
- ☒ WBL - Customized Training
- ☒ WBL - Internship
- ☒ WBL - On-the-job Training
- ☒ WBL - Pre-Apprenticeship
- ☒ Work Activity
- ☒ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

1,300

Are participant reimbursements provided by the Contractor?

- ☐ Yes
- ☒ No

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

\$0.00

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)

\$1,277,331.30

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

☐ Yes

☒ No

CONTRACTOR: VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☒ E&T Services

☐ Automation/IT

☐ Marketing

☐ Other

Will this E&T service be offered statewide?

☒ Yes

☐ No

Which E&T Services are offered by this contractor?

- ☐ Basic / Foundational Skills Instruction
- ☐ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☐ English Language Acquisition
- ☐ Integrated Education and Training / Bridge Programs
- ☒ Job Retention
- ☒ Job Search Training
- ☒ Self-Employment Training
- ☒ Supervised Job Search
- ☒ WBL - Apprenticeship
- ☒ WBL - Customized Training
- ☒ WBL - Internship
- ☒ WBL - On-the-job Training
- ☒ WBL - Pre-Apprenticeship
- ☒ Work Activity
- ☐ Work Readiness Training

Annual Number of SNAP E&T Participants to be Served

150

Are participant reimbursements provided by the Contractor?

- ☐ Yes
- ☒ No

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

\$0.00

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

\$2,000.00

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

\$87,607.00

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

☐

Yes

☒

No

CONTRACTOR: VERMONT DEPARTMENT OF LABOR (VDOL)

Is this Contractor an Intermediary with subcontractors?

☐ Yes

☒ No

Indicate the service type

☐ Consulting

☐ E&T Services

☒ Automation/IT

☐ Marketing

☐ Other

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

\$2,000.00

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

\$190,004.00

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

☐ Yes

☒ No

WBL PROGRAMS OVERVIEW

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

WBL ACTIVITY: EAP SUPPORTED APPRENTICESHIP

PROVIDER: DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL) – VOCATIONAL REHABILITATION (HIREABILITY VT) AND THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

COMPONENT: WBL - APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

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

☒ Yes

☐ No

Are the training objectives provided to the participant?

☐ Yes, by the Provider

☒ Yes, by Employer of Record

☐ No

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

☒ Yes

☐ No

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

While the participant is engaged in this work-based learning activity, Invest-EAP will provide ongoing support through regular meetings, case management, barrier reduction, and coordination with service providers. They will review the participant's progress, assess the skills being developed, and explore related employment opportunities. Invest-EAP will also coordinate with service providers and worksites for regular check-ins to identify potential job openings, including opportunities at the worksite itself.

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

☒ Yes

☐ No

☐ N/A

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

☒ Yes

☐ No

WBL ACTIVITY: ICAN-RU APPRENTICESHIP

PROVIDER: ICAN-RU VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

25

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: VABIR SUPPORTED APPRENTICESHIP

PROVIDER: VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

12

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: EAP - JOB SHADOW

PROVIDER: DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL) – VOCATIONAL REHABILITATION (HIREABILITY VT) AND THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

COMPONENT: WBL - CUSTOMIZED TRAINING

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☒ Yes, by the Provider
- ☐ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, Invest-EAP will provide ongoing support through regular meetings, case management, barrier reduction, and coordination with service providers. They will review the participant's progress, assess the skills being developed, and explore related employment opportunities. Invest-EAP will also coordinate with service providers and worksites for regular check-ins to identify potential job openings, including opportunities at the worksite itself.

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

- ☐ Yes
- ☒ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: ICAN-RU JOB SHADOW

PROVIDER: ICAN-RU VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - CUSTOMIZED TRAINING

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

40

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☒ Yes, by the Provider
- ☐ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☐ Yes
- ☒ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: VABIR - JOB SHADOW

PROVIDER: VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - CUSTOMIZED TRAINING

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

12

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☒ Yes, by the Provider
- ☐ Yes, by Employer of Record
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Is there a process for the provider/employer of record to give feedback to the participant on their progress toward meeting the training objective?

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☐ Yes
- ☒ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: EAP SUPPORTED INTERNSHIP

PROVIDER: DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL) – VOCATIONAL REHABILITATION (HIREABILITY VT) AND THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

COMPONENT: WBL - INTERNSHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, Invest-EAP will provide ongoing support through regular meetings, case management, barrier reduction, and coordination with service providers. They will review the participant's progress, assess the skills being developed, and explore related employment opportunities. Invest-EAP will also coordinate with service providers and worksites for regular check-ins to identify potential job openings, including opportunities at the worksite itself.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: ICAN-RU SUPPORTED INTERNSHIP

PROVIDER: ICAN-RU VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - INTERNSHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

50

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: VABIR SUPPORTED INTERNSHIP

PROVIDER: VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - INTERNSHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

12

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: EAP - OJT

PROVIDER: DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL) – VOCATIONAL REHABILITATION (HIREABILITY VT) AND THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

COMPONENT: WBL - ON-THE-JOB TRAINING

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, Invest-EAP will provide ongoing support through regular meetings, case management, barrier reduction, and coordination with service providers. They will review the participant's progress, assess the skills being developed, and explore related employment opportunities. Invest-EAP will also coordinate with service providers and worksites for regular check-ins to identify potential job openings, including opportunities at the worksite itself.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: ICAN-RU- OJT

PROVIDER: ICAN-RU VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - ON-THE-JOB TRAINING

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

50

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: VABIR- OJT

PROVIDER: VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - ON-THE-JOB TRAINING

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

12

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: EAP - PRE-APPRENTICESHIP

PROVIDER: DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING (DAIL) – VOCATIONAL REHABILITATION (HIREABILITY VT) AND THE EMPLOYEE ASSISTANCE PROGRAM (EAP)

COMPONENT: WBL - PRE-APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

10

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, Invest-EAP will provide ongoing support through regular meetings, case management, barrier reduction, and coordination with service providers. They will review the participant's progress, assess the skills being developed, and explore related employment opportunities. Invest-EAP will also coordinate with service providers and worksites for regular check-ins to identify potential job openings, including opportunities at the worksite itself.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: ICAN-RU PRE-APPRENTICESHIP

PROVIDER: ICAN-RU VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - PRE-APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

25

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

WBL ACTIVITY: VABIR - PRE-APPRENTICESHIP

PROVIDER: VERMONT ASSOCIATION OF BUSINESS INDUSTRY AND REHABILITATION (VABIR)

COMPONENT: WBL - PRE-APPRENTICESHIP

What is the length of the activity?

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

What is the industry field of the activity?

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

What is the projected annual number of participants to participate?

12

What are the training objectives for the activity?

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

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

- ☒ Yes
- ☐ No

Will participants receive wages subsidized by another program?

- ☐ Yes
- ☒ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

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

- ☒ Yes
- ☐ No

Are the training objectives provided to the participant?

- ☐ Yes, by the Provider
- ☒ Yes, by Employer of Record
- ☐ No

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

- ☒ Yes
- ☐ No

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

While the participant is engaged in this work-based learning activity, VABIR will provide ongoing support through regular meetings to review the skills they are developing and explore employment opportunities in their field of interest. VABIR will check in regularly with the worksite to identify potential job openings, share job leads, assist with applications, and offer direct engagement with employers when appropriate.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

OPERATING BUDGET

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

Direct Program and Admin Costs

	Non-Federal Share	Federal Share	Total
Salary/Wages (State agency only)	\$367,999.99	\$367,999.98	\$735,999.97

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.

Benefit Program Administrator - 0.05 FTE x \$101,148.80 = \$5,057.44
 Benefit Program Assistant Administrator - 0.40 FTE x \$81,847.39 = \$32,738.96
 ESD Program Manager - 0.70 FTE x \$93,049.97 = \$65,134.98
 Policy and Performance Analyst - 0.50 FTE x \$80,826.38 = \$40,413.19
 Reach Up Case Managers - 6.50 FTE x \$70,244.92 = \$456,591.99
 Reach Up Supervisors - 1.50 FTE x \$90,708.94 = \$136,063.42

	Non-Federal Share	Federal Share	Total
Fringe Benefits	\$244,324.86	\$244,324.86	\$488,649.72

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.

Fringe rates are calculated by determining the biweekly benefit costs for each employee and dividing the sum of benefits by the employees biweekly hourly income.

Benefit Program Administrator - 0.05 FTE, \$5,057.44 ICAN Salary, 76.75% Fringe Rate \$3,881.39 ICAN Fringe
 Benefit Program Assistant Administrator - 0.40 FTE, \$32,738.96 ICAN Salary, 83.98% Fringe Rate, \$27,494.81 ICAN Fringe
 ESD Program Manager - 0.70 FTE, \$65,134.98 ICAN Salary, 78.13% Fringe Rate, \$50,890.09 ICAN Fringe
 Policy and Performance Analyst - 0.50 FTE, \$40,413.19 ICAN Salary, 84.69% Fringe Rate, \$34,226.08 ICAN Fringe
 Reach Up Case Managers - 6.50 FTE, \$456,591.99 ICAN Salary, 63.60% Fringe Rate, \$290,373.20 ICAN Fringe
 Reach Up Supervisors - 1.50 FTE, \$136,063.42 ICAN Salary, 60.11% Fringe Rate, \$81,784.15 ICAN Fringe

	Non-Federal Share	Federal Share	Total
Non-Capital Equipment	\$8.27	\$8.27	\$16.54

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

Phone Service.

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

Describe materials to be purchased with E&T funds.

Phone cost.

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

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

None

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

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

None

	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.)

None

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$612,333.12	\$612,333.11	\$1,224,666.23
Contractual Costs	\$1,075,933.65	\$1,192,097.65	\$2,268,031.30
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$1,688,266.77	\$1,804,430.76	\$3,492,697.53

Indirect Costs - Using Indirect Cost Rate

	Non-Federal Share	Federal Share	Total
Indirect Costs	\$337,808.74	\$337,808.74	\$675,617.48

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

Indirect Costs - Using Federally Approved Cost Allocation Plan

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

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$2,026,075.51	\$2,142,239.50	\$4,168,315.01

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$2,000.00	\$2,000.00	\$4,000.00
Transportation & Other Costs	\$309,933.50	\$309,933.50	\$619,867.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$311,933.50	\$311,933.50	\$623,867.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$2,338,009.01	\$2,454,173.00	\$4,792,182.01

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	\$116,164.00	\$116,163.99	(\$0.01)	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant	\$320,000.00	\$0.00	(\$320,000.00)	-
Federal	Total - All 100 Percent Funds	\$436,164.00	\$116,163.99	(\$320,000.01)	-
Federal	50 Percent Administrative	-	\$2,026,075.51	-	-
Non-Federal	50 Percent Administrative	-	\$2,026,075.51	-	-
Federal	50 Percent Participant Reimbursements	-	\$311,933.50	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$311,933.50	-	-
Federal	Total 50 Percent Federal Target	\$2,418,313.00	\$2,338,009.01	(\$80,303.99)	-
Total	All Sources	\$2,854,477.00	\$4,792,182.01	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$116,163.99	\$116,163.99
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$2,026,075.51	\$2,026,075.51	\$4,052,151.02
50 Percent Dependent Care	\$2,000.00	\$2,000.00	-
50 Percent Transportation/Other	\$309,933.50	\$309,933.50	-
50 Percent Total Participant Reimbursements	\$311,933.50	\$311,933.50	\$623,867.00
Total 50 Percent Funds	\$2,338,009.01	\$2,338,009.01	\$4,676,018.02
Total	\$2,338,009.01	\$2,454,173.00	\$4,792,182.01

PLEDGE TO SERVE ALL ABAWDs

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

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

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

☒ Yes

☐ No

Pledge Assurances

Check the boxes to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).

☒ The State agency will use the pledge funds to defray the costs of offering every ABAWD who meets the criteria in 7 CFR 273.7(d)(3)(i) a slot in a qualifying component.

☒ The cost of serving ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.

☒ While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who do not meet the criteria under 7 CFR 273.7(d)(3)(i), the State agency guarantees that ABAWDs who do meet the criteria are provided with opportunities by the State agency each month to remain eligible beyond the 3-month time limit.

☒ The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.

☒ The State agency will be ready on October 1st to offer and provide qualifying activities and services each month an ABAWD is subject to losing their benefits beyond the 3-month time limit.

Where will the State agency offer qualifying activities?

- ☒ Statewide
- ☐ Limited areas of the State

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

Time Limited Customers (ABAWDs) are identified in the state's eligibility system with specific codes.

A time limited customer would have one of the following Time Limited Benefits work requirements (TLBWR) codes – 18, 19, 20 (these codes note an individual is time limited and currently meeting their work requirement), 21 (countable month), or 22 (the cure/regaining eligibility).

How does the State agency identify ABAWDs who meet the criteria under 7 CFR 273.7(d)(3)(i)?

At-risk time limited customers are noted in the state's eligibility system by having three countable months (code 21) in the current 36-month TLBWR clock. An individual is considered at-risk in the month they receive their third countable month (code 21). An at-risk customer would also include individuals using their third cure/regaining eligibility month (code 22).

Monthly a report is generated that details the number of individuals received their first, second or third countable months. The report will also provide details on individuals who will close due to the TLBWR in the current month. This report can be used to identify any at-risk time limited customers.

When is the offer of qualifying activities made?

Time Limited Customers will be informed of ICAN and qualifying activities by eligibility staff at the time of initial application interview, recertification interview and when changes are reported that affect TLBWRs. Eligibility staff will verbally offer ICAN and use Case Action Notes (CATN) to document. Households that include a time limited customer will also receive written notice of services available through the ICAN program. The ICAN information will be provided to the customer prior to reaching at-risk status and at the time a customer has reached their third countable month. This verbal and written communication will be the initial offer of qualifying activities to time limited customers, the customer must then take the appropriate steps to connect with ICAN providers and qualifying component activities.

How is the offer of qualifying activities made? Include the process the State agency uses to ensure that ABAWDs receive an offer of a qualifying component for every month they are in jeopardy of losing benefits beyond the 3-month time limit.

Eligibility staff will verbally offer ICAN and use Case Action Notes (CATN) to document. Households that include a time limited customer will also receive written notice of services available through the ICAN program. The ICAN information will be provided to the customer prior to reaching at-risk status and at the time a customer has reached their third countable month. This verbal and written communication will be the initial offer of qualifying activities to time limited customers, the customer must then take the appropriate steps to connect with ICAN providers and qualifying component activities.

Qualifying ICAN activities and services will be offered through ICAN providers Invest EAP, VABIR, and VDOL with ongoing collaborations with Community Based Organizations (CBO)'s, such as HireAbility

Vermont and local Community Action Agencies. Once enrolled in ICAN, the ICAN case manager and component providers will ensure that the participant is offered qualifying components each month. This offer is made through monthly connection to the ICAN network and by connecting to any referrals an ICAN providers made to ensure time limited customers are accessing services that would meet their TLBWRs.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i) during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

What services and activities will be provided through SNAP E&T to ABAWDs that the State plans to serve?

- ☐ Apprenticeship
- ☐ Basic / Foundational Skills Instruction
- ☐ Career / Technical Education Programs or other Vocational Training
- ☐ Customized Training
- ☐ English Language Acquisition
- ☐ Integrated Education and Training / Bridge Programs
- ☐ Internship
- ☐ Job Retention
- ☐ Job Search Training
- ☐ On-the-job Training
- ☐ Pre-Apprenticeship
- ☐ Self-Employment Training
- ☐ Supervised Job Search
- ☐ Work Activity
- ☐ Work Readiness Training

What services and activities will be provided outside of SNAP E&T? List the services, activities, and the operating program, such as title 1 of WIOA.

Other services that may be provided to at-risk time limited customer outside of ICAN can include but are not limited to the following providers and programs:

- Vermont Department of Labor
 - o WIOA
 - o Labor Exchange Services
- HireAbility Vermont
 - o Job Search Training
 - o Supervised Job Search
 - o Self-Employment Training
 - o Work Experiences
 - o Educational Programs
- Local Community Action Agencies
 - o Micro-Business Development Programing

As needed to assist a participant in meeting their employment and training goals, along with their work requirements, they will be referred to appropriate community-based organization for services and activities.

To pledge, State agencies must have capacity to offer a qualifying activity to every ABAWD for every month they are in jeopardy of losing benefits beyond the 3-month time limit. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

Vermont will serve any time limited customer that opts to take advantage of ICAN once federal funding has been exhausted. All referrals will continue to go to Invest EAP, and they will either provide the qualifying activity or refer to another provider/CBO depending on the individual's employment goals. Vermont will continue to offer ICAN services during initial application interview, recertification and change reports that affect time limited status.

Vermont will use general funds, 50/50 funds and local funds to provide this service once the Pledge funds have been exhausted.

QUESTION	RESPONSE FIELD
How many ABAWDs did you serve in E&T in the previous fiscal year?	62
Anticipated number of ABAWDs in the State	2,085
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	2,035
Number of ABAWDs subject to the criteria under 7 CFR 273.7(d)(3)(i) averaged monthly	170

Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to ABAWDs who meet the criteria under 7 CFR 273.7(d)(3)(i), provide a projected estimate for each category below.

	Expected average monthly slots available to ABAWDs	Expected average monthly slots offered to ABAWDs	Expected monthly ABAWD participation for plan year
SNAP E&T	19	15	6
All other programs outside of SNAP E&T	546	42	0
Total slots across all qualifying activities	565	57	6

Estimated Cost to Fulfill Pledge

QUESTION	RESPONSE FIELD
What is the projected total cost to serve all ABAWDs in your State subject to the criteria under 7 CFR 273.7(d)(3)(i)?	\$752,449.00
Of the total cost above, what is the total projected administrative costs of E&T?	\$639,581.00
Of the total cost above, what is the total projected costs for participant reimbursements in E&T?	\$122,868.00

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

The methodology used to determine the total cost to fulfill the pledge was to take the estimated SNAP E&T budget and participants to determine an estimated annual cost per participant. This looked at administrative cost and participant reimbursement cost.

The projected administrative cost to meet the estimated pledge participation levels is \$639,581 in administrative funds. This is the estimated cost to provide services to 176 new participants. This cost was determined by reviewing the current estimated cost per participant and proposed budgets provided by ICAN providers. The proposed budgets include an increase in administrative needs due to the increase in participants.

Vermont estimates spending about \$195,822.88 of the total participant reimbursement budget to meet this pledge. This is based on the current estimated participant reimbursement cost per participant.