

USDA FNS SNAP E&T STATE PLAN

STATE NAME	STATE CODE	FEDERAL FISCAL YEAR	VERSION
West Virginia	WV	2026	Original Submission

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KEY PROGRAM STAFF

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

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AMENDMENT LOG

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

ACRONYMS

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

The below list includes common acronyms utilized within this plan.

Acronym	Definition
ABAWD	Able-Bodied Adult without Dependents
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 mission of West Virginia's SNAP E&T program is to reduce reliance on SNAP benefits, while providing participants the ability to gain skills, knowledge, and training that has a direct link to employment. The goal is to see more West Virginians become self-sufficient. The program seeks to serve often underserved populations and provide a vehicle to meet one's unique goals. The state envisions SNAP E&T to be a program designed specifically to increase human resources in the local labor market, while balancing the needs of local employers. BFA works in tandem with local Workforce partners to supply the human resources necessary to fill in-demand employment sectors.

West Virginia operates a voluntary SNAP E&T program. The state chooses to prioritize individuals who have made the decision to seek assistance with gaining employability. The program focuses on identifying short-term training options that will lead participants to higher earning power. The SNAP agency routinely works with non-profits, other government agencies, SNAP E&T third party partners and the local Workforce system to determine in-demand occupations and fulfill employment sector needs. In-demand employment sectors in West Virginia include but are not limited to construction, medical services, welding, plumbing, gambling dealer services, energy sector, certified truck driving and heavy equipment operators.

SNAP E&T remains aligned and working in relation to WIOA partners. This means there is a "no wrong door in" approach for clients entering and exiting partner programming. Partner organizations work together to eliminate gaps in services, while not duplicating and creating barriers for mutual clients. West Virginia DoHS partners with WorkForce WV (the state Department of Labor) to better understand statewide labor market statistics and situational awareness of regional, in-demand occupations.

SNAP E&T third-party partners in West Virginia include Goodwill of Kanawha Valley, Coalfield Development, WV Women's Work, Blenko Glass, BridgeValley CTC, and new for FY26, West Virginia University Parkersburg (WVUP). Following BridgeValley CTC, WVUP will be WV SNAP E&T's second CTC provider.

Goodwill of Kanawha Valley offers a program called SNAP to Skills that assesses pre-employment services, assists individuals with technology deficiency, provides dress to success program and on-the-job training for individuals lacking employment history. Goodwill focuses on the disabled population. Also, a felon friendly company.

Coalfield Development offers a program called Workforce Readiness and Professional Success (WRAPS). WRAPS is a blend of on-the-job training in areas such as sustainable agriculture, construction/deconstruction, landscaping/lawn care and building maintenance, combined with personal development and professional training and certificates. Explores life goals, money management, time management, connection to resources for housing and legal issues. Provides health and safety training, resume and interviewing skills and environmental safety certificates, such as OSHA 10. WRAPS is a 6-month training program.

West Virginia Women Work is a statewide nonprofit organization that supports and advocates for the education, employment, and economic equity for all women. Step Up for Women is a pre-apprenticeship

training program of WV Women's Work Inc. which provides hands on training that cycles through introductory carpentry, electrical wiring and construction over the 12- week class. WV WW also offers an Advanced Manufacturing class, taught at a northern and southern location. WV WW has an 80% employment placement in either union employment or acceptance of a full apprenticeship, following completion of the program.

Blenko Glass Company is a family-owned glass factory specializing in hand-blown artisanal glass. Blenko Glass is a West Virginia private business with over 100 years of providing quality craftsmanship to Appalachian communities. The art of hand-blown glass making is in decline. Blenko Glass seeks to revive this market by creating its own skilled workforce through paid on-the-job training and a recognized apprenticeship. The purpose of this SNAP E&T partnership is to provide unsubsidized on-the-job training and apprenticeship opportunities to SNAP participants. The apprenticeship is self-paced and allows for individuals of different walks of life to meet their goals. The average length of the apprenticeship is 3 years. Participants will learn and work under existing skilled Blenko Glass employees.

BridgeValley CTC is a Community and Technical College that offers a variety of workforce development certificates and associate degree eligible programs. BridgeValley provides an Advising and Retention Specialist to each eligible student. The Specialist will meet with the student once per month to monitor progress throughout the semester and remove barriers the student may be experiencing. The 9-month Electrician Lineman program is to be targeted toward SNAP participants. This is a short-term program that guarantees high immediate wages.

New for FY26, West Virginia University Parkersburg is a public community college in Parkersburg, West Virginia, independent from West Virginia University in Morgantown. By adding WVUP as a new third-party partner, SNAP E&T can continue its expansion into CTCs throughout the state. WVUP offers short-term training courses, along with multiple certificate and associate degree programs. Each program allows students to earn the educational credentials to enter the workforce in their field of study; no specific program has been identified as a target for the E&T program. WVUP has worked with BridgeValley CTC to model much of their programmatic structure and services offered to students, such as academic and financial advisors, wraparound and supportive services, and assistance with supplies for classes, including tuition, test fees, required course supplies, and assistance meeting programmatic requirements, both internal trainings and courses and the SNAP E&T program. WVUP continues to collaborate with BridgeValley CTC to develop their program so that it is ready for the start of FY26.

Along with the current E&T third-party partners, West Virginia is actively meeting with several non-profit and for-profit business ventures who are keenly interested in becoming SNAP E&T third-party partners. The State is aggressively pursuing these partnerships, but at the time of plan submission conversations remain ongoing. The State expects these partnerships to come to fruition during FY26. The State understands if partnerships do materialize during FY26 a plan and budget amendment will be required.

SNAP E&T services include alignment with Adult Basic Education/preparation for The General Education Degree (GED) exam, supervised job search in coordination with local American Job Centers, placement in Community and Technical schools, placement in on-the-job training; and case management services that outline clear and measurable goals that reflect the client's aspiration and areas of improvement. Case management consists of daily actions necessary to guide the participant to their personal plan. The case manager will also assist with resume building, introduction to potential employers, dress for success programs and developing soft pre-employment skills. West Virginia seeks to provide qualified, skilled employment candidates to our local labor markets.

West Virginia is committed to working with our ABAWD population to ensure the ability to meet the work requirement through SNAP E&T providers, WIOA combined plan partners, and local outside organizations who work daily to provide opportunities for low-income participants.

SNAP E&T is administered on the state level through the Division of Family Assistance Policy (DFA). DFA

has the oversight authority for policy, procedure and monitoring of financial and program enrollment reporting. The Workforce Development Boards (WDB) are contracted through the state to provide case management, component placement and referral services to SNAP E&T participants. WDB communicates on a weekly basis with the DFA. The DFA employs four regional Job Developers to assist WDB in providing services to participants. The DFA is the contact between the WDB and county SNAP eligibility staff.

West Virginia's SNAP E&T policy can be found in Chapter 17 of the Income Maintenance Manual (IMM).

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	West Virginia State Policy Manual; SNAP E&T is primarily found in Chapters 3 and 17.

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.

1. SNAP E&T removed as WIOA optional partner in state WIOA plan; the SNAP agency continues to align with WIOA priorities and goals.
2. WVU Parkersburg will be a new third-party provider for FY26 as the second official CTC E&T partner.
3. Participant reimbursement capabilities expanded into the PATH system for E&T making issuing/receiving more types of participant reimbursement easier for staff and participants.
4. New monitoring techniques and processes were adopted and established in FY25 to better determine effectiveness of partnerships.

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.

1. West Virginia will be partnering with WVU Parkersburg for FY26. This partnership will allow more students to have access to SNAP benefits they otherwise would not due to the student exemptions.
2. WV has created new data processes for more accurate reporting through the FNS-583 reporting mechanism.

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
05/21/2025	Consulted with all 7 WV WDB regions.; WIOA leadership.	Directors, Program Managers, Frontline Staff	The SNAP agency and WorkForce WV discussed better alignment of SNAP E&T and WIOA. Both organizations are applying for a technical assistance project to streamline services and referrals amongst both programs. WorkForce WV is going to build capacity into the MACC system to assist with reporting to FNS. WorkForce agrees the SNAP E&T components for FY26 should remain the same as FY25.
05/21/2025	Consulted with all 7 WV WDB regions.; WIOA	Directors, Program Managers, Frontline Staff	Discussed the new process for issuing participant reimbursements

	leadership.		out of PATH with all 7 local Workforce Development Boards (front line and management). Used the opportunity to discuss the FY26 state plan and components with staff. Staff agreed that current offerings align with overall workforce development priorities.
05/22/2025	Consulted with members from WorkForce WV, Division of Rehab Services, business services liaisons, Governor's Resiliency Office, and other statewide workforce development partners.	Directors, Program Managers, Frontline Staff	Discussed the current SNAP E&T components amongst statewide partners (members from WorkForce WV, Division of Rehab Services, business services liaisons, Governor's Resiliency Office, and other statewide workforce development partners) to determine if West Virginia's SNAP E&T program still remains aligned with the State's overall workforce goals and in-demand occupations.
05/23/2025	Consulted with Jobs & Hope WV.	Jobs & Hope Leadership	Met with Jobs & Hope to discuss the upcoming FY26 E&T state plan. To discuss the current trends they are experiencing with mutual participants. Jobs & Hope provided feedback about current training offerings that are popular amongst participants

Coordination

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

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

SNAP E&T is a partner in West Virginia's "No Wrong Door" approach. The short-term goal of the no wrong door is to better align policy and services, avoid duplication and provide streamlined application processes. The goal is to move more West Virginians toward self-sufficiency, while decreasing administrative burden among statewide partners. DoHS BFA's role in this partnership is to provide the human resource aspect. SNAP E&T participants will benefit from increased availability of partner programs and decreased application process steps. This will allow SNAP E&T participants an easier experience when accessing training services within partner agencies. DoHS BFA is currently exploring options for policy changes that drive accountability for SNAP recipients to comply with job placement 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).

SNAP E&T works closely with WIOA regional career counselors to avoid duplication of services and provide more robust programming for dual participants. Some participants are enrolled in both SNAP E&T and WIOA services at the same time. In these situations, SNAP E&T is not charged for the time spent working in WIOA and vice versa. Many WDB staff also double as WIOA career planners. SNAP E&T refers participants to WIOA for program screening to determine WIOA eligibility, both parties maintain communication for the duration of the client's participation. Both parties work together to assist the participant with obtaining required program verification (such as identification, wage information, etc), working with employers, and overcoming barriers. WIOA offers short-term training in in-demand fields with high employment placement rates, such as truck driving, nursing assistance/phlebotomy, electrical linemen, etc. In these examples training provides certification that leads to employment. WIOA also offers transportation reimbursement, clothing needs, training requirement needs, etc. DoHS is focused on improving collaboration with third-party E&T providers. In collaboration with the state's seven regional Workforce Development Board and a range of community-based organizations, it seeks to streamline service delivery and promote an increased dual-enrollment rate in SNAP E&T and WIOA-funded programs. In addition, DoHS is actively expanding partnerships with community and technical colleges to support integrated service delivery. Institutions such as BridgeValley CTC are helping to pilot scalable models for credentialing programs and workforce certifications that align with both SNAP E&T and WIOA goals, with WVUP becoming a new E&T partner in FY26. These partnerships enhance access to training opportunities that are responsive to employer demand and local labor market needs. Through these ongoing initiatives, DoHS strives to build a more connected and effective system that leverages the strengths of both SNAP E&T and WIOA programs to support economic mobility for low-income individuals and families. To further align services and reduce redundancy for participants, DoHS is also incorporating WIOA assessment elements into the SNAP E&T assessment and orientation process. This integration enhances the efficiency and consistency of intake procedures. In cases where a participant has already completed a WIOA assessment, it may be used in place of the standard E&T assessment, streamlining eligibility determination and easing the entry process into available services.

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

☐ Yes

☒ No

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

West Virginia operates an integrated eligibility system that includes both SNAP, SNAP E&T and TANF services. WV SNAP and TANF policy representatives work under the same commissioner. The State's eligibility system has a hierarchy of programs that determines who can be referred to TANF and SNAP E&T. If an individual is receiving TANF the eligibility system does not allow a SNAP E&T referral. The programs work together to offer best practices and share resources that could benefit individuals from both programs. In FY2026, SNAP E&T and TANF will be working together to identify direct job placement and apprenticeship opportunities.

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).

Through the Interagency Collaborative Team (ICT) SNAP E&T has a wide variety of government, non-profit and private resources that can be called on for individual participants' needs. Through existing Workforce partnerships, DoHS coordinates with other agencies to funnel services to individuals who are seeking employment or training services. Some of these agencies include WV Department of Education, Division of Rehab Services, Affiliated Construction Trades, Community and Technical Colleges, Family Resource Networks, various economic development organizations, parole services, housing coordination, Veteran service organizations and several nonprofit organizations that seek to decrease poverty in the Mountain State. DoHS works closely with Jobs and Hope (the state's comprehensive approach to workforce development for those in substance abuse recovery). DoHS BFA Job Developers participate in regional re-entry councils to assist individuals with benefit applications and job placement.

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	47,000

State Exemptions

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

EXEMPTION	TOTAL INDIVIDUALS
All work exemptions.	47,000

QUESTION	RESPONSE FIELD
Total estimated number of work registrants exempt from mandatory E&T	47,000
Percent of all work registrants exempt from E&T	100.00%

ABAWDs

QUESTION	RESPONSE FIELD
Anticipated number of ABAWDs in the State	30,000
Anticipated number of ABAWDs in waived areas of the State	0
Anticipated number of ABAWDs to be exempted under the State's ABAWD discretionary exemption allowance	100
Anticipated number of ABAWDs in the State who meet the criteria under 7 CFR 273.7(d)(3)(i)	29,900

E&T Participants

QUESTION	RESPONSE FIELD
Anticipated number of mandatory E&T participants	0
Anticipated number of voluntary E&T participants	325
Total anticipated number of E&T participants	325
Anticipated number of ABAWDs to be served in E&T	280

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.

SNAP E&T is administered by BFA Division of Family Assistance Policy, this includes establishing E&T policy, contracts for E&T services, coordination, and monitoring of E&T providers and reporting to FNS. There is no separate E&T program unit on the county level.

DoHS eligibility staff in county offices are responsible for certification of SNAP benefits; at each application, redetermination and self-report of household demographic change eligibility staff explains the SNAP basic work requirements and ABAWD work requirement. Eligibility staff also explain how participation in the SNAP E&T program can assist the non-exempt ABAWD in meeting the ABAWD work requirement. Eligibility staff explain work requirement exemptions and screen individuals for fitness for employment and participation.

Each SNAP approval letter provides the participant with an explanation of both work requirements. This way the household receives the information several times during the certification period. Eligibility staff explains that SNAP E&T is a voluntary program for individuals seeking to increase skills, knowledge, or experience necessary leading to employment.

At each of these individual contacts the SNAP recipient is screened for SNAP E&T participation, those who are deemed appropriate are offered a voluntary referral to SNAP E&T. If the client chooses to participate in SNAP E&T a referral is made within the eligibility system to the WDB SNAP E&T case manager. The voluntary participant's information is sent to the WDB pinload. The pinload is the caseload for SNAP E&T. The pinload contains important demographic/contact information. The pinload prepares the SNAP E&T worker for the case management process.

WDB contacts the client for an initial appointment, provides program orientation, addresses barriers, negotiates a Personal Responsibility Plan and offers the individual activities and services. If activity placement is made outside DoHS and WDB a third-party referral is made to the outside agency. The third-party placement informs WDB of the client's progress and participation, WDB then provides DoHS with the whole picture of the client's participation. If the client stops participating in WDB, the organization informs DoHS through an approved agency form. If the client is a nonexempt ABAWD, eligibility staff will make necessary updates to the eligibility system and reevaluate the individual for ongoing SNAP eligibility. WDB maintains contact with DoHS eligibility staff throughout the duration of the client's participation in SNAP E&T.

Using the DFA-SNAP-ET-2 form, E&T case managers provide participant reported information to the DoHS.

This could be information that requires the eligibility worker to make certification updates that may affect SNAP benefits. DFA monitors coordination between WDB and DoHS eligibility staff. DFA works to foster positive working relationships that assist in moving participants forward in SNAP E&T. Any participants who need assistance with preparing or testing for the GED (high school equivalency) are referred externally to WVDE to the local Adult Basic Education testing site.

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

The SNAP E&T Program Manager works in tandem with the SNAP Policy unit to provide ongoing up to date policy and programming changes to staff providing SNAP E&T certification to our mutual clients. Policy and programming changes are sent as needed on a weekly/monthly basis to all SNAP and TANF supervision throughout the state. When policy clarification is required both SNAP certification and Workforce Development Boards are updated accordingly.

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

West Virginia does not use intermediaries for SNAP E&T. The State has ongoing/monthly communication with each SNAP E&T provider. The State offers to provide technical assistance to each provider for any situation where the provider lacks program or regulation understanding. Generally, our Job Developer staff visits and monitors each partner monthly. The State provides an open forum for dialogue to ensure partners remain compliant with Federal regulations and state requirements with their grant agreement. The State continues to maintain positive working relationships with each of its existing partners.

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

DoHS BFA shares changes in policy and procedure with E&T partners on a as needed regular basis. Lines of communication remain open year-round. At least quarterly the SNAP E&T Program Manager has a meeting with each partner to review concerns, updates and policy and procedures.

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 is stored in PATH (Peoples Access To Help). Each quarter participant data is pulled for reporting and shared among stakeholders. Participant updates from providers are shared with DoHS using the DFA-SNAP E&T-2 form. This is our common notification form for SNAP E&T. The form is used to notify the agency when an individual begins participating with SNAP E&T, if/when they stop participating with SNAP E&T, if the individual is now ABAWD exempt, if the individual has been placed into an activity and any non-compliance issues. Once the agency receives the DFA-SNAP E&T-2 any required changes in the eligibility system are made by eligibility workers and the case is updated. The form is scanned into the DoHS statewide scanning system, OnBase.

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.

PATH tracks program referrals, non-compliance of program requirements, provider determinations, activities the individual has been placed in historically, SNAP work requirement penalties, educational and employment

history. Individual participant information is contained within PATH case history.

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.

On a quarterly basis all SNAP E&T partner invoicing is reviewed to ensure the state is fiscally responsible, and funds are being used in a reasonable and necessary manner. Program alignment is reviewed every six months to better coordinate partner services. All partners are subject to site visits from the SNAP agency. During these site visits partners present new initiatives intended to drive more low-income SNAP clients toward self-sufficiency, review current policy, financial expenditures are discussed, work through programmatic issues, discuss better communication between all involved parties. BFA Job Developers are the first point of contact with E&T partners. Job Developers' role is to be outreach coordinators and assist the Program Manager with correcting issues on the county and partner levels.

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).

West Virginia operates a voluntary SNAP E&T program and considers any participants gaining skills, training, or employment as a success to the program. The agency operates with the mindset that if a single individual requests to participate and that sole individual becomes employed the program has been successful and met its mission to reduce reliance on SNAP benefits while leading to self-sufficiency. DoHS invites WDB for input on how to increase participation and participant engagement. West Virginia gauges the success of WDB and third-party partners by high placements rates in high paying in-demand job fields. For example, participants enrolled in Coalfield Development's WRAP program have over a 90% likelihood of being accepted into an apprenticeship or becoming employed following completion of the program. WV expects each WDB region to place at least 50 participants in employment per year; WV expects each third-party partner to place at least 50% of their participants who complete the program into employment. The state routinely works with these organizations to provide up to date policy and procedure and any support that may help individuals become successful.

Following the FNS ME review conducted in May of 2023, DoHS developed and implemented new processes and procedures to correct the deficiencies and performance shortfalls identified in the review. This year, DoHS has implemented those procedures through oversight strategies aiming to help grantees meet their

performance measurement requirements for FY25 statement of work (SOWs). These strategies include increase in: communication between grantees and DoHS; site visits; quarterly program reports based on the submission of monthly program reports; the use of CRM (Customer Relationship Management) software program to store and keep record of those reports; Corrective Action Plans for any required SOW goals that were not met by the grantee, etc. SNAP E&T monitors reasonable and allowable allocation of funds for third-party partners on a monthly/quarterly basis, due to their reimbursement of cost status. These reviews allow program staff to understand where deficiencies lay.

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.

DoHS screens all SNAP recipients for SNAP work requirements at application and redetermination. Eligibility staff receive regular training on how to best identify who must complete SNAP work requirements, including screening for exemptions and fitness for employment. Questions regarding fitness for employment are built into the eligibility interview. DoHS practices “ask the next question” to assist clients in reporting information to the agency that may determine if an exemption exists. “Ask the next question” is an interview technique that assists DoHS to better serve our clients. Individuals required to meet SNAP work requirements are referred to WorkForce WV for job service within the eligibility system. When the referral is made a Workforce registration letter is mailed to the client informing them, they have 30 days to register to maintain eligibility. There are many ways for a SNAP participant to be registered for job service, if the individual has internet access, they can self-register at <https://macc.workforcewv.org>. If the individual is unable to register themselves, they can call 1800-252-JOBS for assistance, or contact a local DoHS office.

Both WDB and Job Developer staff have access to register a job seeker in the MACC. The MACC is a database of registered job seekers and employers through WorkForce WV. The MACC works to connect job seekers with careers for which they qualify. The MACC is the largest online database of job seekers in the state of West Virginia. DoHS works diligently with Workforce WV to ensure eligibility workers have access to assist job seekers. 150 eligibility workers statewide can assist work registrants in meeting their job seeker requirement. After the specified registration period eligibility staff receive a worker alert in the eligibility system that tells the worker to evaluate SNAP eligibility. The worker then checks the Workforce registration link for a return registration date in real time. If a return registration date is received the individual maintains SNAP eligibility; if no return registration date populates the individual will receive a SNAP closure or decrease letter after advance notice of adverse action.

To assist with this process, the Division of Professional Development created a SNAP Work requirement(s) screening tool that was distributed to eligibility staff for use during the SNAP interview process beginning February 2025. This screening tool demonstrates the flow of questions asked during the application or review. Questions correlate with the screen on which the information is located in PATH. The flow chart also details what to do in various circumstances, such as when exemptions are being claimed, how to explain the E&T program best, and how to proceed once a client expresses that they would like to participate in the program. The guide was created as a method to help eligibility workers navigate the work requirement process, while also aiming to increase accuracy during the application process.

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

The state uses the CWN-1 (Consolidated Work Notice) to notify non-exempt individuals of their requirement to register as a job seeker with Workforce WV. The CWN-1 also explains qualified exemptions to individuals who may need to report an exemption to the agency. The agency receives an alert in the eligibility system when the due date for registration has expired. The agency then checks the Workforce WV link to determine if the SNAP recipient has registered as a job seeker. The Workforce MACC system batches information daily to the eligibility system regarding work registration. Workforce Development Boards, Job Developers and county SNAP certification staff have access to assist SNAP recipients to register as job seekers.

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.

For each E&T referral made, SNAP certification staff determine if:

1. The individual has an active SNAP benefit.
2. The individual is interested in obtaining additional skills, knowledge, or training.
3. The individual is prepared to enter the workforce following the completion of additional skills, knowledge, or training.
4. The individual accepts a voluntary referral in order to make the SNAP E&T referral.

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

At every SNAP application and redetermination, the eligibility worker must screen adult SNAP recipients for fitness for referral to SNAP E&T. During this conversation, if a voluntary E&T referral is accepted, the eligibility worker provides a brief explanation of requirements. This includes: completing an orientation and assessment, being enrolled in at least one E&T activity, and the availability of participant reimbursements. WV also makes available a SNAP E&T program brochure for individuals who want to learn more about the program.

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

The eligibility worker is required to document screening for E&T and discussing E&T requirements within the case comments section of PATH.

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.

At each SNAP application and redetermination interview SNAP eligibility staff give a summary of how E&T can assist an individual to advance their individual goals. Individuals who must comply with the ABAWD time-limit rules receive information about how E&T can help the individual meet the work requirement. The eligibility worker has been trained to understand what individuals meet the qualifications of certain E&T components. Based on information received during the eligibility interview, the worker will first ask the SNAP recipient if they have a high school equivalency. If the individual does not, the worker understands the individual may not be prepared for certain components but may be capable of others. An individuals' personal interest is also considered. Providing information to eligibility staff related to the individual offerings of each E&T provider helps the eligibility worker to have a meaningful conversation with the SNAP recipient. Referral information about E&T comes after SNAP confirmation at the end of the eligibility interview.

When does the screening for a reverse referral request occur?

When a reverse referral is received from an E&T provider, the regional Job Developer first checks to see if the individual has an active SNAP benefit in the eligibility system. If so, the Job Developer contacts the DoHS located in the individual's county of residency, and informs the eligibility worker that a screening for E&T must take place.

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

Once SNAP certification staff receive the reverse referral, the individual is contacted by the agency and offered a referral to E&T. If the individual accepts the voluntary referral the referral is made in the eligibility system. The referral then goes to the caseload of the regional Workforce Development Board (association with the individual's residency) to begin case management services.

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?

At application and redetermination when SNAP certification staff give a summary of E&T services, individuals also receive information regarding participant reimbursements available through E&T. Once the individual accepts the voluntary referral Workforce Development Boards provide additional information about participant reimbursements during Orientation. Workforce Development Boards discuss reimbursements throughout the case management process.

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

Explain the other methods of how the referral is communicated.

The referral is communicated from eligibility staff to the E&T worker via PATH, the eligibility system. PATH sends an orientation time letter to the E&T referral explaining that if they need to change their method of orientation, or appointment date or time, they may contact their E&T case manager within the Workforce Development Board. Both a phone number and email address to the E&T case manager are provided.

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

When the E&T referral is made SNAP certification staff explain the E&T program, participant reimbursements, expectation of E&T participants, attending in-person or virtual Orientation, case management, E&T case manager who is assigned to the individual and provider determinations. The referral is communicated through the eligibility system.

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

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

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

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

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

The Regional Job Developer and Workforce Development Board case manager notify the E&T provider a referral has been made. Both entities can provide necessary information to the E&T provider regarding the E&T referral. The line of communication remains open through the duration of the individual's E&T participation. Referrals are communicated to E&T providers through email and telephone contact.

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

West Virginia utilizes the Works Program subset of the PATH eligibility system to house E&T participant data. Referrals are communicated within the state agency through the MIS system and email. This information is accessible to SNAP certification staff. All updates about the E&T participant are included in the eligibility system. Workforce Development Boards use the DFA-SNAP ET-2 form to notify the agency when the individual begins participating, when the individual is no longer participating, program successes and updates. When a non-exempt ABAWD accepts a voluntary referral to E&T for the purposes of meeting the time-limit rules, the DFASNAP ET-2 form assists the agency with updating the individual's ABAWD clock with appropriate months used. Each E&T case manager (both WDB and DoHS) has DoHS local office county contact (in each county) who can assist to answer any questions regarding the referral. These county contacts are eligibility workers who can determine eligibility.

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

Explain the other methods used for orientation.

The E&T orientation can be communicated via telephone. If the telephone option is utilized, the E&T worker must then mail documents for the E&T participant to sign and return. Telephone orientations are considered last resort option.

What happens during the orientation?

In West Virginia, the majority of SNAP E&T orientations are completed by the Workforce Development Boards. There are 10 counties in West Virginia where TANF eligibility workers are also doing case

management for SNAP E&T. In those counties, the TANF worker provides the SNAP E&T orientation. Orientation is an overview of the West Virginia E&T program. It provides the individual with the requirements of both the participant and agency. Typically, the SNAP E&T Orientation takes approximately 30 minutes and another 30 minutes to complete initial paperwork. The state has transitioned to Google Workspace, this allows the individual to choose either an in-person, telephone, or virtual E&T Orientation. Workforce Development Boards are responsible for E&T Orientation (no matter what manner the participant chooses). During Orientation participants receive information about qualified reimbursements, available training, and job opportunities, WIOA services, E&T program contact information, fair hearing requests. After Orientation the following step is a one-on-one case management appointment to discuss the participant's barriers to employment, short- and long-term goals of the participant, how the agency will help the individual meet their unique goals and E&T activity placement.

ASSESSMENT

Does the State require or provide an assessment?

☒ Yes

☐ No

Who conducts the assessment? Select all that apply.

☐ State Agency

☒ E&T Provider

☐ Self-Assessment

☐ Intermediary

☐ Local Office

☐ Other

When are participants assessed?

After Orientation, the participant is scheduled one-on-one case management appointment. The State offers flexible options for completing both the orientation and assessment to encourage participation within the program.

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

Workforce Development Boards provide E&T assessments. Participants receive an assessment prior to being placed into an activity component, while under Provider Determination, when changing activities, and after receiving an employment offer. A new assessment is required when a participant accepts job retention services. When a participant is under Provider Determination DoHS first completes an assessment first to determine one of the four choices as stated in 7 CFR 273.7(c)(18)(i).

If DoHS determines the individual can participate in another activity WDB then places the individual in a different appropriate activity. Assessments are conducted electronically on a computer and given orally by WDB. Both participant and WDB sign the assessment. The participant is given a copy of the assessment, and a copy is scanned into the eligibility case record.

Assessments are communicated with DoHS using the DFA-SNAP E&T-2 form and scanned into the historical case record. The assessment is also logged into the Works Programs system in a section called "Self-Sufficiency Plan" and is available to all eligibility staff in a read-only format. WDB also communicates assessment information with third-party partners assisting the individual. Before any information is shared with TPPs the participant must sign a form allowing the release of information.

The Self-Sufficiency plan addresses barriers and how both DoHS and the participant will work together to

address these issues. The self-sufficiency plan gives both short-term and long-term goals of the participant, the actions required of both the agency and participant to meet these goals, and the expected time frame for meeting said goals. This plan acts as a basis for understanding the individual participant and their specific needs. This plan is updated when barriers or goals change. The self-sufficiency plan is saved historically in the eligibility system.

The DFA-SNAP E&T-2 form is used to provide communication from WDB to DoHS regarding individual clients. This form documents when a participant is placed into an allowable activity component, the progress of the participant in the activity, when the participant completes the component, if the participant stops participating and is no longer meeting work requirements, and when an individual reports to WDB a possible exemption that was not previously reported to DoHS.

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

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

In all situations, the participant has the right to receive a physical copy of the assessment completed for their participation.

Are participants reassessed?

- ☒ Yes
- ☐ No

When are participants reassessed?

Participants are re-assessed if they are under Provider Determination, if the individual's situation changes and a new E&T activity is necessary, or at the request of a provider or the participant.

How are participants reassessed?

Re-assessment is handled in the same manner as the initial assessment.

CONCILIATION PROCESS

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

Does the State agency offer a conciliation process?

☐ Yes

☒ No

CASE MANAGEMENT SERVICES

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

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

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

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

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

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

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

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

QUESTION	RESPONSE FIELD
How do E&T case managers coordinate with: SNAP eligibility staff	E&T case managers provide eligibility staff with progress updates about participation and compliance. Informs eligibility staff when individuals stop participating, when Provider Determination may be required, when good cause for work requirements or work exemptions may exist but have not been reported to the agency. Provides SNAP households with information needed to make an informed decision on behalf of the household.
How do E&T case managers coordinate with: State E&T staff	State E&T staff are also eligibility staff. Please see section regarding SNAP eligibility staff.
How do E&T case managers coordinate with: Other E&T providers	E&T case managers act as the middleman with the agency and E&T providers. Case managers provide information necessary to assist the provider with the individual needs of the participant.
How do E&T case managers coordinate with: Community resources	Case managers make referrals to outside community resources on behalf of the participant for services the agency is unable to provide.

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)?

WDB develops a self-sufficiency plan for each SNAP E&T participant based on the individual needs of the participant. This plan addresses barriers, considers participant preferences, and identifies both long and short-term goals. The participant plan aims to meet the participant "where they are." The assessment is critical in informing the WDB what assistance to provide the participant. At minimum, each SNAP E&T participant received case management services on a monthly basis, but most SNAP E&T participants receive case management weekly or on an as-needed basis.

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?

WV's case management structure for E&T was developed with a "whole-person" approach, specific to providing wraparound services intended to alleviate barriers and make E&T participation easier. The assessment was created to determine what areas an individual needs the most help. The case manager then develops a personal responsibility plan tailored to remedy the issues keeping an individual out of the workforce. For example, if a participant indicates in their assessment they are unable to read because they do not have glasses as a result of not having medical insurance, the case manager would provide information to the participant and assist them in applying for Medicaid.

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

WV routinely revisits SNAP E&T case management processes across all seven Workforce Development Board areas within the state. When a process is identified that is creating barrier situations for participants, the

E&T Program Manager provides technical assistance to the E&T provider to work out processes that are easier for the clients while ensuring the state remains within program compliance. For instance, BFA was able to provide technical assistance to one Workforce Development Board area who was having issues receiving participant paperwork from BridgeValley CTC. BFA created a push-pull information sharing agreement between the two parties that allowed both to report and capture data accurately, while making participation more simple for the client.

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?

West Virginia defines good cause as a situation outside of the SNAP participant's control. This is a very broad definition of good cause and includes, but is not limited to, illness, illness of a household member or family member outside the household, the unavailability of transportation, lack of adequate childcare, unreasonable working conditions, discrimination of any form, etc. If a situation exists outside the participant's control that made the participant unable to comply with work requirements, the eligibility worker has the discretion to grant good cause.

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

The CWN-1 notice informs each individual household member of their specific work requirements. The CWN-1 also explains work requirement exemptions and good cause circumstances. It is the responsibility of the SNAP participant to report to the agency if a good cause situation may exist to explain why the participant was unable to comply with work requirements. Once a participant reports potential good cause for failure to comply, the SNAP eligibility worker evaluates the entire good cause situation, considering the participant's individual circumstances. If good cause is reported by the SNAP E&T case manager or E&T providers, the agency will request additional information from the SNAP participant. The participant is mailed a verification request letter and is provided 10 calendar days to return information to the agency. The participant is given a specific due date when the information must be returned to the agency.

PROVIDER DETERMINATIONS

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

Describe the process used by E&T providers to communicate provider determinations to the State agency.

Within 10 calendar days of an E&T provider making a provider determination the E&T provider must inform DoHS of the provider determination using the DFA-SNAP-ETPD form. The DFA-SNAP-ET-PD form is completed by the provider regarding the situation with a specific participant. The form requires the provider to explain to the agency why the provider determination was made. The form is scanned to participant's SNAP case record. Once the DFA-SNAP-ET Provider Determination form is received by DOHS, the agency must take the most suitable action among the following options:

1. Refer the individual to an appropriate E&T program component; or
2. Refer the individual to an appropriate workforce partnership; or
3. Re-assess the participant's physical mental fitness.

Coordinate, to the maximum extent practicable, with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for the individual.

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

Within 10 calendar days after receiving the completed DFA-SNAP-ET-PD form, eligibility staff must contact the SNAP participant and explain the provider determination. The agency will explain what a provider determination is, next steps the agency will take and document the provider determination in the case record. The agency will also explain to E&T participants who are also non-exempt ABAWDs they cannot accrue a countable ABAWD month during the month they are under provider determination. The agency will ensure a non-exempt ABAWD does not receive a countable month while under provider determination, this includes adjusting the participant's individual ABAWD tracker if necessary.

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	250
Estimated number of E&T participants to receive reimbursements for dependent care participation costs	35
Estimated number of E&T participants to receive reimbursements for transportation and other participation costs	250
Percentage of participants expected to receive reimbursements	76.92%
Estimated budget for E&T participant reimbursements in upcoming FY	\$44,330.00
Estimated budget per participant in fiscal year	\$177.32
Estimated number of E&T participants to receive participant reimbursements per month	45
Estimated budget of participant reimbursements per E&T participant per month	\$82.09

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
Childcare		SNAP State Agency	Direct payment to vendor(s)	Advance/ reimbursement depending on specific component. Actual amount.
Clothing	\$1,000 lifetime	SNAP State Agency	Direct payment to participant	Reimbursed and paid directly to the participant.
Contract Training	\$600	SNAP State Agency	Direct payment to vendor(s)	Advanced and paid directly to the training provider.
Professional License	\$300 lifetime	SNAP State Agency	Direct payment to vendor(s)	Reimbursed and paid directly to the licensing entity.

Tools	\$1,000 lifetime	SNAP State Agency	Direct payment to vendor(s)	Reimbursed and paid directly to the participant, or to a vendor.
Training Contracts	\$3,000	SNAP State Agency	Direct payment to vendor(s)	Advanced and paid directly to the training provider. Only available on a case by case basis and with approval from BFA Leadership.
Transportation	\$25 monthly	SNAP State Agency	Direct payment to participant	Advanced and paid directly to the participant.
Tuition		SNAP E&T Provider	Direct payment to vendor(s)	Only available for E&T participants who do not qualify for the WV Invest grant. The provider must receive final approval prior to paying tuition for the participant from BFA.

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.

SNAP E&T refers participants to their local Childcare Resource and Referral office. Any individual below 150% FPL is eligible to receive reduced-cost childcare. Once determined eligible the participant can make up to 185% FPL to continue receiving reduced-cost childcare. The participant's sliding scale fee is then determined by their income and household size.

How is childcare paid for?

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

Explain how else childcare is paid for.

DoHS will not reimburse dependent care expenses, alternatively these participants will receive assistance through Childcare and Development Fund (CCDF).

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?

The Division of Family Assistance works in close coordination with the state's Early Childcare and Education department. This department oversees providing childcare to qualified low-income families. Both departments fall under DoHS' Bureau for Family Assistance. Both departments will work together to ensure E&T participants receive adequate childcare necessary to participate.

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

The conversation regarding participant reimbursements begins with the eligibility worker prior to the E&T referral. Once the referral occurs, the participant is again informed of participant reimbursements during the orientation and assessment for E&T. After the orientation, the E&T case manager will routinely inquire to the participant whether he or she has any needs that are keeping them from participating. The participant has the right at any point during participation to request participant reimbursements if a need exists, and if the expense has been paid with non-federal funds.

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).

DoHS is in partnership with WorkForce WV to accurately capture all work registrants. The rules engine of the eligibility system captures information of SNAP participants who are within the specified age range, not meeting the work requirement and not exempt based on information coded into the eligibility case and on the Workforce WV eligibility screen. These individuals are queued to be referred for job service. The referral for job service is made in the eligibility system, this information is batched to Workforce WV's MACC system when the eligibility worker makes a "call" (checks the job seeker verification link) a message is sent to the MACC that retrieves an active or inactive job registration status, the MACC relays the work registrant information back to the DoHS eligibility system through a data matching process. The MACC reports back all SNAP individuals who have registered with job service in the past 12 months. This information will be provided October 1 using the specified date and criteria parameters. Optum (SNAP system administrator) and Workforce WV technical team have a monthly meeting to discuss parameters and maintain accurate reporting to both state and federal government.

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

Every quarter, the ADP Developer provides a report of all work registrants in the past three months. The report is provided within ten days after the end of the quarter. These reports assist WV in understanding the new work register count for October 1. Work registrant data is pulled from the PATH eligibility system and identified via the SSN. The work registrant count is unduplicated. Work registrant data originates in the MACC system and is batched to PATH via nightly processing daily.

How are work registrants identified in the eligibility system?

Work registrants are identified using the SSN. Each work registrant is only required to register once every 12-month period to remain SNAP eligible.

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

DoHS utilizes the client eligibility system pin number to prevent duplication of work registrants. Each pin number is unique and specific to 1 individual only. If a single pin is identified more than once in the work registrant count all duplicate pins are excluded through a data process.

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.)

SNAP eligibility system – also known as PATH; WorkForce WV MACC.

Indicate the methods used to manually follow up. Select all that apply.

- ☐ Verbal Contact
- ☒ Physical Forms
- ☐ Text
- ☐ Email

Describe the process for manual follow up.

WDB completes manual follow-ups as necessary for each individual participant. Follow-up contacts are required when the agency has lost contact with the participant. Follow up appointment letters are mailed to the client and WDB also sends a courtesy call to participants 2 business days prior to scheduled appointments. WDB also follows up with third-party providers to check on participant's progress in activity component. Third-party partners attempt survey follow-up at 6 months and 12 months following completion/withdraw from SNAP E&T. DoHS is sent quarterly wage matches batched through the eligibility system from WorkForce WV's MACC.

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.

SNAP E&T participants who receive employment while enrolled in an approved activity component are eligible for job retention services. E&T participants are eligible for job retention if they received SNAP benefits in the month of or the month before receiving job retention services. At minimum job retention will include the SNAP E&T case manager completing weekly check-ins with participants. Job Retention will be offered at least 30 days following employment and no more than 90 days. During these check-ins SNAP E&T will offer the participant available state and outside resources and guidance for retaining employment. SNAP E&T will continue to work at overcoming participant barriers during the job retention period. Once per month the SNAP E&T case manager and the participant will have a one-on-one meeting to discuss the objectives of the specified employment. This one-on-one meeting can be held in-person, through a virtual platform or a combination of both. Job Retention will be tracked historically in the SNAP eligibility Works Programs system. The eligibility system has start and end dates for activity components and sends alerts to case managers when time periods have expired. This will allow the state to ensure job retention is not offered for more than 90 days to any participant. The overall goal of job retention is for the participant to maintain 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.

To be placed in Job Retention, the participant must first have received an offer of employment while participating in SNAP E&T. The participant may have become ineligible for SNAP due to being over the income threshold. The skills, knowledge, and experience necessary for Job Retention placement depends of the type of occupation placement that has occurred,

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

\$88,463.00

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

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

Supervised job search is a qualifying SNAP E&T component after successful completion of another qualified SNAP E&T component. In most cases, SJS is utilized when a participant has completed an activity and is prepared to enter the job market. For example, if a participant completes a training program such as hydraulics that falls under Career and Technical or Vocational, the supervised job search component can be utilized to assist the participant in navigating how to gain employment in that specific field. Supervised Job Search does not have to be utilized if a person completes another activity. Supervised Job Search may also be utilized if other activity placement is not currently available to the participant. Supervised Job Search can only account for 50% of the participant's time in the program. The duration of supervised job search cannot exceed 2 months. Supervised job search may be utilized when no other appropriate activity is currently available. An approved supervised job search location must be in affiliation with a state or local government agency, non-profit, or community/charitable organizations. Currently approved locations in West Virginia consist of county DoHS offices, regional WDB, Workforce WV (AJC) one-stop locations and local libraries. WV's third-party provider Goodwill of Kanawha Valley is an approved supervised job search location. These locations were chosen based on availability and reliability of returned information. If the participant is unable to perform supervised job search at one of the public locations listed above, they may access the online resources at any location available, even the participant's home. WDB case managers are responsible for supervision of supervised job search. If the individual is completing supervised job search at an outside location, WDB case managers must communicate and follow up with the person supervising the job search in real time. The Division of Family Assistance, SNAP Policy unit approves supervised job search locations statewide. Supervised job search can occur in-person, online or a combination of both. The participant is required to submit the DFA-TA timesheet each month. The state meets the definition of supervised job search by requiring that at least once per month the participants complete supervised job search face to face with the assistance of a WDB case manager. The face-to-face session focuses on targeting job search that aligns with the participants abilities and knowledge. Some activities in supervised job search are signing up for online job search engines, creating online user profiles, filtering positions the participant is suited, interested in and qualified for. Working with WDB case managers to identify how to be more efficient and targeted with job search for a more direct link to employment.

Describe the direct path to employment.

The state utilizes the Personal Responsibility Plan to uncover the level of employability the participant currently has and what the participant needs assistance with before engaging in targeted job search. The Personal Responsibility Plan details the participant's previous job history, what they liked and did not like about each job, any previous credential or license attainment, military history, community service, family background, hobbies, etc. The Personal Responsibility Plan provides the client's background, whereas the Self-Sufficiency Plan navigates the participant's future goals. Individuals who have completed a qualifying SNAP E&T activity and are prepared to enter the workforce are placed in supervised job search. If the individual is not prepared for immediate employment, supervised job search is not utilized. The Division of Family Assistance Policy Job Developers provide the WDB case managers with weekly job offerings in each region. This allows WDB to provide up to date employment opportunities to individuals with like qualifications for in-demand occupations.

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.

To be placed in Supervised Job Search, the skills, knowledge, and experience necessary will depend heavily on the type of in-demand occupation the participant is seeking. Ideally, individuals who have obtained a Basic Education level; proving to be competent and literate is a candidate for supervised job search placement. Certain labor markets specific to WV such as the oil and gas industry have their own standards for what requirements are sought in an employee.

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

\$87,925.00

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

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

This component allows SNAP participants an opportunity to earn post-secondary credentials valued by local West Virginia employers and industry, including certificates and degrees, industry recognized credentials and licensures. Approved Career/Technical/Vocational programs are programs that are considered in-demand occupations for WV. These in-demand occupations are reviewed annually and updated in the IMM (WV policy manual for the administration of SNAP). These programs are designed to lead to immediate employment in the field of study upon completion of the program. The SNAP E&T participant receives case management services that support the individual successfully completing their chosen program. Examples of industry recognized WV Career/Technical/Vocation programs include, but are not limited to heating and cooling, plumbing, nursing, long haul truck driving, varied position within the medical field, forestry, pipelining, substance abuse recovery counseling, computer programming and coding, and many others. Service providers in this component will maintain regular contact with the WDB specific to regional location and the Division of Family Assistance Policy unit. This contact will include providing participant updates, successes, if the participant leaves the program early, or if a Provider Determination is required.

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.

To be placed in Career/Technical/Vocational programs, high school equivalency and literacy competency are required. Participants may also be required to take Adult Basic Education testing. Participants should be at least on a 9th grade reading and math level for placement in this component.

Will this component be offered statewide?

☒ Yes

☐ No

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

99

Estimated Annual Component Administrative Cost

\$152,689.00

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

West Virginia's SNAP E&T program operates as a "last dollar in" program. This means the State first looks at all available ways for training to be provided with existing resources. If a training or educational resource is available and paid through existing Federal funds the state cannot charge other Federal funds to pay for these services. In most situations, career/technical/votec services are paid through WVDE Adult Basic Education or WIOA funds. E&T funds are used to pay for training services when/if the individual is denied the use of existing funds. Example: E&T clients are at times denied WIOA funding due to noncompliance of certain eligibility requirements in a timely manner. The State will only use E&T funding to pay for training and educational services when the State has verified that other sources will not pay for a reasonable or necessary service.

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

The WV Department of Education provides the same quality educational programs at the same cost to all students (regardless of the student's participation in SNAP E&T). For example, a SNAP participant is attending BridgeValley CTC for an LPN nursing program. The cost of one 3-hour credit course is \$660; this represents the costs to all in-state West Virginia residents.

WORK EXPERIENCE COMPONENT: ON-THE-JOB TRAINING

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

An on-the-job training component is a hands-on method of teaching the skills, knowledge and competencies needed for an efficient and effective work environment, learned in real-time. This is a practical approach for those receiving unsubsidized employment to learn new competencies through their employer and increasing their personal mobility. OJTs often provide the participant with additional skills to add to their resume, assist the participant with gaining a trust relationship with the employer, and participants are often offered additional employment opportunities through the OJT. OJTs allow the participant to make essential employer contacts. Employer offers a mentoring relationship to participants and provides the WDB regional case manager with important participant updates and submits a monthly timesheet to the agency.

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.

To be placed in On-the-Job-Training, in most situations, a high school equivalency is required but, this depends on the requirements of the employer. Typically, the criteria for component placement is basic literacy, numeracy, computer skills and communication skills.

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

\$108,748.00

WORK EXPERIENCE COMPONENT: PRE-APPRENTICESHIP

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

This component focuses on short-term firsthand engagement with state and local industry certified professionals who know the skills and knowledge necessary to gain that will either transition the participant into an apprenticeship setting or prepare the participant for immediate employment upon completion of the program. This component is training objective specific. Each program is tailored to the information and work required for the field of study. Service providers in this component will maintain regular contact with the WDB specific to regional location and the Division of Family Assistance Policy unit. This contact will include providing participant updates, successes, if the participant leaves the program early, or if a Provider Determination is required.

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.

To be placed in Pre-Apprenticeships, the participant must have a high school equivalency, literacy, basic numeracy level, and above-average communication skills. Providers of pre-apprenticeships may have their own additional criteria required of the participant.

Will this component be offered statewide?

☒ Yes

☐ No

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

60

Estimated Annual Component Administrative Cost

\$100,450.00

WORK EXPERIENCE COMPONENT: WORK ACTIVITY

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

This component is activity completed in exchange for receiving SNAP benefits and meeting the ABAWD work requirement. Provides the participant with the opportunity to gain general skills, knowledge, and work habits necessary to be employed. This component is for participants unable to obtain regular unsubsidized employment. Participants are provided with a range of placements that can provide work activity. These locations are preapproved by the Division of Family Assistance Policy. Each location offers additional case management services and provides additional layers of assistance to participants. ABAWDs are required to provide a timesheet that shows time worked at work activity. The number of participation hours in this component for a SNAP E&T participant cannot exceed the household benefit divided by the state minimum wage (\$8.75). If the maximum number of hours in a month is less than 80, the ABAWD must find additional activities outside of work activity to meet the ABAWD work requirement. The state will provide the ABAWD at least one additional activity to ensure the ABAWD can meet the work requirement. Work activities offered through DoHS county offices, WDB regional offices, AJC One Stops, WorkForce WV, Family Resource Networks, Family Support Centers, WIOA primary partners and their extended workforce network. These entities work closely with DoHS in many capacities.

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.

To be placed in a Work Activity, the participant must want and need to increase employability. Participants complete a work activity to maintain eligibility for SNAP benefits based on ABAWD policy. Participants should be at a 9th grade competency level in reading and math, but being below a 9th grade level should not preclude an individual from participating (if a need exists).

Will this component be offered statewide?

☒ Yes

☐ No

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

50

Estimated Annual Component Administrative Cost

\$65,869.00

CONTRACTS OVERVIEW

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

Total Number of Contracts + Subcontracts	Total Participants to be Served by Contracts	Total Admin Costs	Total Participant Reimbursement Costs	Total Budget
13	550	\$1,610,686.00	\$22,165.00	\$1,632,851.00

CONTRACTOR: BLENKO GLASS CO.

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☒ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☒ Putnam County
☐ Boone County	☒ Lincoln County	☐ Raleigh County
☐ Braxton County	☒ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☒ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☒ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☐ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☐ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☐ Supervised Job Search
- ☒ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☐ Work Activity

Annual Number of SNAP E&T Participants to be Served

20

Are participant reimbursements provided by the Contractor?

☒ Yes

☐ No

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

\$1,705.00

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)

\$100,000.00

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

☐ Yes

☒ No

CONTRACTOR: BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☒ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☒ Putnam County
☒ Boone County	☒ Lincoln County	☒ Raleigh County
☐ Braxton County	☒ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☒ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☐ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☒ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☐ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☐ Job Retention
- ☐ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☐ Work Activity

Annual Number of SNAP E&T Participants to be Served

35

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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)

\$200,000.00

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

☐ Yes

☒ No

CONTRACTOR: COALFIELD DEVELOPMENT

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☒ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☒ Putnam County
☐ Boone County	☒ Lincoln County	☐ Raleigh County
☐ Braxton County	☒ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☒ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☒ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☐ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☒ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☒ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☐ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☒ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☐ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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)

\$184,000.00

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

☐ Yes

☒ No

CONTRACTOR: GOODWILL OF KANAWHA VALLEY

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☒ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☒ Putnam County
☒ Boone County	☐ Lincoln County	☐ Raleigh County
☒ Braxton County	☒ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☐ Cabell County	☐ Marshall County	☒ Roane County
☐ Calhoun County	☐ Mason County	☒ Summers County
☒ Clay County	☒ McDowell County	☐ Taylor County
☐ Doddridge County	☒ Mercer County	☐ Tucker County
☒ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☐ Wayne County
☒ Greenbrier County	☒ Monroe County	☒ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☒ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☒ Wood County
☐ Harrison County	☐ Pendleton County	☒ Wyoming County
☒ Jackson County	☐ Pleasants County	
☐ Jefferson County	☒ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☒ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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)

\$212,542.00

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

☐ Yes

☒ No

CONTRACTOR: WEST VIRGINIA WOMEN WORK

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☒ Kanawha County	☒ Preston County
☐ Berkeley County	☐ Lewis County	☒ Putnam County
☒ Boone County	☒ Lincoln County	☐ Raleigh County
☐ Braxton County	☒ Logan County	☐ Randolph County
☐ Brooke County	☒ Marion County	☐ Ritchie County
☒ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☒ Mason County	☐ Summers County
☒ Clay County	☐ McDowell County	☐ Taylor County
☒ Doddridge County	☐ Mercer County	☐ Tucker County
☒ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☒ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☒ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☒ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☐ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☒ WBL - Pre-Apprenticeship
- ☐ Work Activity

Annual Number of SNAP E&T Participants to be Served

30

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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)

\$210,000.00

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

☐ Yes

☒ No

CONTRACTOR: WV REGION I WORKFORCE DEVELOPMENT BOARD

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☐ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☐ Putnam County
☐ Boone County	☐ Lincoln County	☒ Raleigh County
☐ Braxton County	☐ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☐ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☐ Mason County	☒ Summers County
☐ Clay County	☒ McDowell County	☐ Taylor County
☐ Doddridge County	☒ Mercer County	☐ Tucker County
☒ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☐ Wayne County
☒ Greenbrier County	☒ Monroe County	☒ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☒ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☐ Harrison County	☐ Pendleton County	☒ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☒ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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

\$59,924.00

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

\$0.00

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

☐ Yes

☒ No

CONTRACTOR: WV REGION II WORKFORCE DEVELOPMENT BOARD

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☐ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☒ Putnam County
☒ Boone County	☒ Lincoln County	☐ Raleigh County
☐ Braxton County	☒ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☒ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☐ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☐ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☒ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☒ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☐ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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

\$112,646.00

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

\$0.00

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

☐ Yes

☒ No

CONTRACTOR: WV REGION III WORKFORCE DEVELOPMENT BOARD

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☒ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☐ Putnam County
☐ Boone County	☐ Lincoln County	☐ Raleigh County
☐ Braxton County	☐ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☐ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☐ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☐ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☐ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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

\$86,414.00

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

\$0.00

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

☐ Yes

☒ No

CONTRACTOR: WV REGION IV WORKFORCE DEVELOPMENT BOARD

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☐ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☐ Putnam County
☐ Boone County	☐ Lincoln County	☐ Raleigh County
☐ Braxton County	☐ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☒ Ritchie County
☐ Cabell County	☐ Marshall County	☒ Roane County
☒ Calhoun County	☒ Mason County	☐ Summers County
☒ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☐ Fayette County	☐ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☒ Wirt County
☐ Hardy County	☐ Ohio County	☒ Wood County
☐ Harrison County	☐ Pendleton County	☐ Wyoming County
☒ Jackson County	☒ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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

\$53,050.00

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

\$0.00

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

☐ Yes

☒ No

CONTRACTOR: WV REGION V WORKFORCE DEVELOPMENT BOARD

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☐ Kanawha County	☐ Preston County
☐ Berkeley County	☐ Lewis County	☐ Putnam County
☐ Boone County	☐ Lincoln County	☐ Raleigh County
☐ Braxton County	☐ Logan County	☐ Randolph County
☒ Brooke County	☐ Marion County	☐ Ritchie County
☐ Cabell County	☒ Marshall County	☐ Roane County
☐ Calhoun County	☐ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☐ Fayette County	☐ Mineral County	☒ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☐ Grant County	☐ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☒ Wetzel County
☒ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☒ Ohio County	☐ Wood County
☐ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☐ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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

\$42,526.00

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

\$0.00

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

☐ Yes

☒ No

CONTRACTOR: WV REGION VI WORKFORCE DEVELOPMENT BOARD

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

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

☐ County Name	☐ County Name	☐ County Name
☒ Barbour County	☐ Kanawha County	☒ Preston County
☐ Berkeley County	☒ Lewis County	☐ Putnam County
☐ Boone County	☐ Lincoln County	☐ Raleigh County
☒ Braxton County	☐ Logan County	☒ Randolph County
☐ Brooke County	☒ Marion County	☐ Ritchie County
☐ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☐ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☒ Taylor County
☒ Doddridge County	☐ Mercer County	☒ Tucker County
☐ Fayette County	☐ Mineral County	☐ Tyler County
☒ Gilmer County	☐ Mingo County	☒ Upshur County
☐ Grant County	☒ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☐ Hampshire County	☐ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☐ Hardy County	☐ Ohio County	☐ Wood County
☒ Harrison County	☐ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☐ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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

\$135,555.00

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

\$0.00

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

☐ Yes

☒ No

CONTRACTOR: WV REGION VII WORKFORCE DEVELOPMENT BOARD

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

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

☐ County Name	☐ County Name	☐ County Name
☐ Barbour County	☐ Kanawha County	☐ Preston County
☒ Berkeley County	☐ Lewis County	☐ Putnam County
☐ Boone County	☐ Lincoln County	☐ Raleigh County
☐ Braxton County	☐ Logan County	☐ Randolph County
☐ Brooke County	☐ Marion County	☐ Ritchie County
☐ Cabell County	☐ Marshall County	☐ Roane County
☐ Calhoun County	☐ Mason County	☐ Summers County
☐ Clay County	☐ McDowell County	☐ Taylor County
☐ Doddridge County	☐ Mercer County	☐ Tucker County
☐ Fayette County	☒ Mineral County	☐ Tyler County
☐ Gilmer County	☐ Mingo County	☐ Upshur County
☒ Grant County	☐ Monongalia County	☐ Wayne County
☐ Greenbrier County	☐ Monroe County	☐ Webster County
☒ Hampshire County	☒ Morgan County	☐ Wetzel County
☐ Hancock County	☐ Nicholas County	☐ Wirt County
☒ Hardy County	☐ Ohio County	☐ Wood County
☐ Harrison County	☒ Pendleton County	☐ Wyoming County
☐ Jackson County	☐ Pleasants County	
☒ Jefferson County	☐ Pocahontas County	

Which E&T Services are offered by this contractor?

- ☒ Career / Technical Education Programs or other Vocational Training
- ☒ Case Management Services
- ☒ Job Retention
- ☒ Supervised Job Search
- ☐ WBL - On-the-job Training
- ☐ WBL - Pre-Apprenticeship
- ☒ Work Activity

Annual Number of SNAP E&T Participants to be Served

50

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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

\$114,029.00

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

\$0.00

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

☐ Yes

☒ No

CONTRACTOR: WVU PARKERSBURG

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?

☒ Career / Technical Education Programs or other Vocational Training

☐ Case Management Services

☐ Job Retention

☐ Supervised Job Search

☐ WBL - On-the-job Training

☐ WBL - Pre-Apprenticeship

☐ Work Activity

Annual Number of SNAP E&T Participants to be Served

15

Are participant reimbursements provided by the Contractor?

☐ Yes

☒ No

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

\$1,705.00

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)

\$100,000.00

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: BLENKO GLASS CO.

PROVIDER: BLENKO GLASS CO.

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

Describe the "Other" industry field of the activity.

Pressed and Blown Glass and Glassware

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.

Blenko Glass is a private business that is creating their own workforce. Individuals are paid wages from day 1. The goal is to create efficient glass blowers to continue doing the work of Blenko Glass.

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: COALFIELD DEVELOPMENT WORKFORCE READINESS AND PROFESSIONAL SUCCESS (WRAPS)

PROVIDER: COALFIELD DEVELOPMENT

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

Describe the "Other" industry field of the activity.

Sustainable Agriculture

What is the projected annual number of participants to participate?

100

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.

Coalfield Development offers a program called Workforce Readiness and Professional Success (WRAPS). WRAPS is a blend of on-the-job training in areas such as sustainable agriculture, construction/deconstruction, landscaping/lawn care and building maintenance, combined with personal development and professional training and certificates. Explores life goals, money management, time management, connection to resources for housing and legal issues. Provides health and safety training, resume and interviewing skills and environmental safety certificates, such as OSHA 10. WRAPS is a 6-month training program. WRAPS focuses on career pathways in in-demand occupations.

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: GOODWILL OF KANAWHA VALLEY SNAP TO SKILLS

PROVIDER: GOODWILL OF KANAWHA VALLEY

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

Describe the "Other" industry field of the activity.

Janitorial/Maintenance

What is the projected annual number of participants to participate?

100

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

Does the activity include a simulated work environment that includes tasks required for a given career field?

- ☒ 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.

Goodwill of Kanawha Valley offers a program called SNAP to Skills that assesses pre-employment services, assists individuals with technology deficiency, provides dress to success program and on-the-job training for individuals lacking employment history. Goodwill focuses on the disabled population. Also, a felon friendly company.

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: WEST VIRGINIA WOMEN WORK STEP UP FOR WOMEN

PROVIDER: WEST VIRGINIA WOMEN WORK

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?

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.

West Virginia Women Work is a statewide nonprofit organization that supports and advocates for the education, employment, and economic mobility for all women. Step Up for Women is a pre-apprenticeship training program of WV Women's Work Inc. which provides hands on training that cycles through introductory carpentry, electrical wiring and construction over the 12- week class. WV WW also offers an Advanced Manufacturing class, taught at a northern and southern location. WV WW has an 80% employment placement in either union employment or acceptance of a full apprenticeship, following completion of the program.

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

- ☒ Yes
- ☐ No
- ☐ N/A

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

- ☒ Yes
- ☐ No

OPERATING BUDGET

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

Direct Program and Admin Costs

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

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

N/A

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

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

N/A

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

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

N/A

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

Describe materials to be purchased with E&T funds.

N/A

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

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

N/A

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

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

N/A

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

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

N/A

	Non-Federal Share	Federal Share	Total
Subtotal / State Agency Costs Only	\$0.00	\$0.00	\$0.00
Contractual Costs	\$503,271.00	\$1,107,415.00	\$1,610,686.00
County Administered Direct Program Admin Cost	\$0.00	\$0.00	\$0.00
Total Direct Program and Admin Costs	\$503,271.00	\$1,107,415.00	\$1,610,686.00

Indirect Costs - Using Indirect Cost Rate

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

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

Indirect Costs - Using Federally Approved Cost Allocation Plan

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

In-kind Contribution

	Non-Federal Share	Federal Share	Total
State In-kind Contribution	\$0.00	\$0.00	\$0.00
Total Administrative Costs	\$503,271.00	\$1,107,415.00	\$1,610,686.00

Participant Reimbursements

	Non-Federal Share	Federal Share	Total
Dependent Care	\$0.00	\$0.00	\$0.00
Transportation & Other Costs	\$22,165.00	\$22,165.00	\$44,330.00
State Agency Cost for Dependent Care	\$0.00	-	\$0.00
Total Participant Reimbursements	\$22,165.00	\$22,165.00	\$44,330.00

Total Costs

	Non-Federal Share	Federal Share	Total
Total Cost	\$525,436.00	\$1,129,580.00	\$1,655,016.00

FUNDING SOURCES

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

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

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

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

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

SNAP Employment and Training Funding Sources

Source Type	Funding Sources	Allocation or Target	Distribution of Planned Expenses	Over/Under Allocation/Target or Over/Under Planned Expenses	Percent of Allocation Planned Use
Federal	100 Percent Federal Grant	\$604,144.00	\$604,144.00	\$0.00	100.00%
Federal	100 Percent Federal Grant - Additional Funds	\$0.00	\$0.00	\$0.00	-
Federal	ABAWD Pledge Grant		\$0.00	\$0.00	-
Federal	Total - All 100 Percent Funds	\$604,144.00	\$604,144.00	\$0.00	-
Federal	50 Percent Administrative	-	\$503,271.00	-	-
Non-Federal	50 Percent Administrative	-	\$503,271.00	-	-
Federal	50 Percent Participant Reimbursements	-	\$22,165.00	-	-
Non-Federal	50 Percent Participant Reimbursements	-	\$22,165.00	-	-
Federal	Total 50 Percent Federal Target	\$503,271.00	\$525,436.00	\$22,165.00	-
Total	All Sources	\$1,107,415.00	\$1,655,016.00	-	-

Total Fiscal Year Plan Funding

Funding Sources	Non-Federal Share	Federal Share	Total
100 Percent Federal Grant	-	\$604,144.00	\$604,144.00
ABAWD Pledge Grant	-	\$0.00	\$0.00
50 Percent Administrative	\$503,271.00	\$503,271.00	\$1,006,542.00
50 Percent Dependent Care	\$0.00	\$0.00	-
50 Percent Transportation/Other	\$22,165.00	\$22,165.00	-
50 Percent Total Participant Reimbursements	\$22,165.00	\$22,165.00	\$44,330.00
Total 50 Percent Funds	\$525,436.00	\$525,436.00	\$1,050,872.00
Total	\$525,436.00	\$1,129,580.00	\$1,655,016.00

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