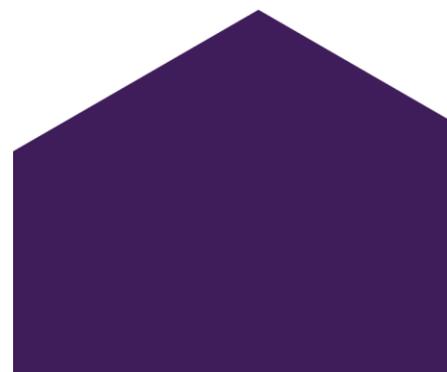
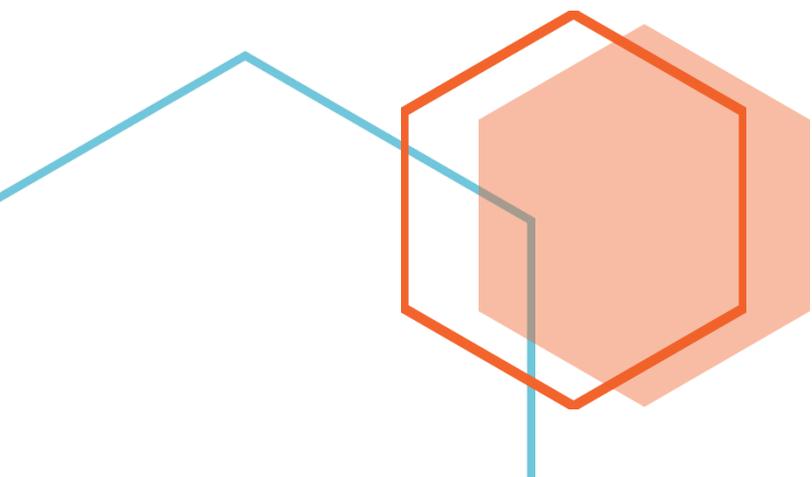




Revised October 2019

Louisiana Department of Children & Family Services SNAP Employment & Training

Quick Start Guide for Potential Partners



Louisiana SNAP Employment & Training

Mission Statement

The State of Louisiana operates an Employment and Training (E&T) Program to help Supplemental Nutrition Assistance Program (SNAP) recipients increase self-sufficiency.

The State of Louisiana has contractual agreements and partnerships with Louisiana Workforce Commission (LWC) and Voluntary SNAP E&T Providers to assist SNAP recipients with resources and employment-focused services such as Educational Services, Job Skills Training, and Work Experience to obtain or maintain employment in order to become self-sufficient.



Statistical Highlights Louisiana Workforce Commission Information Review

2,137,617
June 2018 Seasonally
Adjusted Civilian
Labor Force

\$41,586
Average Annual
Earnings for All
Occupations during
2017

1,988,000
June 2018 Seasonally
Adjusted Total
Nonfarm Employment

8.3%
Projected Percent
Growth in Louisiana's
Employment by 2026

59.4%
June 2018 Labor
Force Participation
Rate

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Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program

The Food and Nutrition Act of 2008 mandates that states provide Employment and Training (E&T) services to SNAP recipients who are mandatory work registrants. The SNAP E&T program allows SNAP recipients to gain skills, training, or experience that will improve their employment prospects and will increase self-sufficiency and reduce their reliance on SNAP benefits.

A SNAP E&T program is a package of services that includes voluntary participation agreements, comprehensive assessments, component activities, and participant reimbursements.

- **Voluntary Participation Agreement:** Agencies must ensure that all participants sign an agreement attesting that they choose to participate in the SNAP E&T program. See Appendix A for an example.
- **Comprehensive Assessment:** A SNAP recipient **must** be assessed prior to placement in an E&T component. The assessment is an allowable expense and is used to evaluate the skill level, aptitude, interests, and supportive service needs in order to determine the most effective E&T component leading to employment. Using a variety of assessment tools, it may determine the literacy level, communication skills, education, employment history, employment-related skills, employment barriers, and steps needed to overcome these barriers. See Appendix B for an example.
- **Components:** The following components are offered in Louisiana's E&T program: Job Search Training, Supervised Job Search, Work Experience, Job Retention, and Educational Services. See Appendix C for component detailed information. Actual hours of participation must be tracked for each component.
- **Participant Reimbursements:** Agencies **must** provide payments to participants in its E&T program for expenses that are reasonable and necessary and that are directly related to participation in E&T. Participant reimbursements include transportation, child care, work/training clothes, books, etc. See Appendix D for detailed information.

Louisiana intends to meet the SNAP E&T program requirements of the Food and Nutrition Act through contractual agreements with Voluntary SNAP E&T Providers. The Voluntary SNAP E&T Providers will be reimbursed up to 50% for the cost for program operations including assessment, case management, E&T activities, and participant reimbursements.

Federal SNAP E&T Funding

Louisiana utilizes federal grant funding to meet the SNAP E&T program requirements of the Food and Nutrition Act including 50/50 federal matching funds to serve SNAP participants:

- 100% Grants:
 - Federal funding used on the planning, implementation, operation, state administration, Louisiana Job Employment Training Program (LaJET) services, and limited expansion services;
 - Louisiana receives over \$1,000,000 annually based on the number of mandatory work registrants.
- 50% Grants:
 - SNAP E&T Providers will be reimbursed at 45% matching of non-federal government funding sources, such as community agencies and philanthropy. DCFS retains a 5% Administrative Cost;
 - Are used for SNAP E&T Providers to implement and operate their SNAP E&T programs, including Participant Reimbursements (supportive services) such as transportation, work/training clothes, and child care.

Administrative Costs

Allowable administrative costs are operational costs for SNAP E&T, which include all administrative expenses that are reasonable and necessary to operate an approved E&T program. See Appendix E for unallowable administrative costs. Operating expenses include, but are not limited to:

Allowable Administrative Expenses include:

- Salaries and wages – (Contracted employees not included)
 - Percentage of salary charged to contract must correlate to the actual percentage of time worked in the SNAP E&T program.
- Fringe Benefits
 - Employment benefits in addition to salaries and wages (health insurance, retirement, FICA, Medicare taxes, etc.)
- Travel Expenses
 - Expenditures for training and travel should follow PPM 49 General Travel Regulations for contract related purposes as authorized in the contract such as, registration fees, mileage, meals, lodging, etc. All travel must be directly related to the SNAP E&T program. Prior approval is required for out of state travel.

- Operating Services
 - Expenditures, other than personal or professional services, required in the operation of the contract. Operating services include, but are not limited to, expenditures such as utilities, telephone services, printing, insurance, maintenance, rentals, dues and subscriptions, and communication services. Provide a description of these operating services.
- Supplies
 - Expenditures for articles and commodities which are consumed, to be consumed, or materially altered when used in the operations of a business. Provide a description of the types of supplies.
- Professional Services
 - Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering, architectural, and legal. Provide a description of each professional service provider.
- Other Charges
 - Expenditures peculiar to a contractor and not otherwise chargeable to another expenditure category, which includes all participant reimbursements such as transportation, uniforms, etc. Provide a description of all other charges.
- Equipment
 - Tangible assets purchased for use in the operations of an office such as office machines and furniture. Costs include purchase price, delivery charges, taxes, and other purchase related costs. Prior approval from DCFS is required before making purchases.
- Indirect Cost
 - Indirect costs are overhead costs that are determined through a variety of rates or cost allocation plans that detail how the costs are to be shared by the funding agencies. Agencies may elect to use a flat de minimis rate at 10% of Modified Total Direct Costs (MTDC) if they have never had a negotiated indirect cost rate or approved allocation plan. If the indirect cost rate is more than 10%, the agency must provide an approved cost allocation plan.

Allowable SNAP E&T Participant Reimbursements

SNAP E&T participants **must** be issued/reimbursed for reasonable and necessary expenses directly related to participation in the SNAP E&T program. All participant reimbursements must be tracked. Justification and documentation is required for each issuance. Participant reimbursements include but are not limited to (See the Appendix D for additional information):

- Transportation
 - Provide a description of transportation services such as bus passes, bus tokens, cab fees, Uber, Lyft, etc.

- Dependent Care Expenses
 - Provide a description that includes the monthly reimbursement cap.

- Other participant reimbursements may include:
 - Clothing
 - Uniforms
 - Equipment
 - Emergency Temporary Housing Assistance
 - Books
 - Supplies
 - Tools

Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome. – Booker T. Washington

Louisiana's SNAP E&T Program

Program Existence

The purpose of the Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Program is to help SNAP households gain skills, training, work, or experience that will increase self-sufficiency and reduce their reliance on SNAP benefits. Additionally, the E&T program offers a way to allow SNAP recipients to meet work requirements. Louisiana has operated a small SNAP E&T program for many years, but began expanding in 2016.

Louisiana utilizes contractual agreements with Louisiana Workforce Commission (LWC) and Voluntary SNAP E&T Providers to offer SNAP E&T services. Louisiana's SNAP E&T Program has three elements:

- Louisiana Job Employment Training (LaJET) Program,
- LWC Business and Career Solutions Centers, and
- Voluntary SNAP E&T Providers

Training components that are offered through the E&T Program includes Supervised Job Search, Job Search Training, Work Experience, Job Retention, and Educational Services. Participant Reimbursements are provided to E&T clients directly by the SNAP E&T Providers.

LaJET

Louisiana contracts with LWC to operate the LaJET Program in four parishes: Caddo, Orleans, Ouachita, and Rapides. LaJET is a mandatory participant-centered and service-oriented initiative to provide employment-focused services to targeted Mandatory Work Registrants (MWRs) who receive SNAP benefits. A MWR is an individual who does not meet a federal exemption to SNAP work requirements.

Able-Bodied Adult Without Dependents (ABAWDs) in LWC

Louisiana currently has a federal waiver that exempts ABAWDs from the SNAP time limit. The ABAWD waiver will expire August 31, 2020.

Louisiana partners with LWC to offer ABAWDs job skills assessments, training, and employment assistance through LWC's fifty-nine (59) Business and Career Solutions Centers. ABAWDs are MWRs ages 18 – 49 who are required to participate in E&T when referred to LWC Business and Career Solutions Center.

Current Voluntary SNAP E&T Providers

Louisiana started contracted partnerships in Federal Fiscal Year (FFY) 2016 with two SNAP E&T Providers. Louisiana began expanding its program in FFY 2018 and now have 14 SNAP E&T Providers.

- Liberty's Kitchen is a volunteer program serving self-initiated youth ages 16-24 who reside in the Greater New Orleans area. Liberty's Kitchen combines hands-on food service training with classroom instruction, individual case management, job placement services and follow-up support to develop a participant's ability to become independent, self-sufficient, and successfully employed.
- The Calcasieu Parish Police Jury and the City of Lake Charles is a volunteer program that offers services that include job search training, job retention, and work experience to self-initiated participants of all ages who reside in Allen, Beauregard, Calcasieu, Cameron, or Jefferson Davis Parish.
- Café Reconcile is a volunteer program serving self-initiated youth ages 16-24 who reside in the Greater New Orleans area. Café Reconcile combines hands-on food service training with classroom instruction, individual case management, job placement services, and follow-up support to develop a participant's ability to become independent, self-sufficient, and successfully employed.
- Covenant House is a volunteer program and the only 24/7 Emergency Crisis Center for at risk youth, serving homeless, runaway, and at-risk youth ages 16-22. Covenant House Employment and Training (CHET) program is a job readiness/training program for residents of Covenant House that reside in the Greater New Orleans area. CHET programs include employment readiness, search, and placement program, education referrals for HiSET/GED, on-site job training in culinary, maintenance, housekeeping, landscaping through the White Dove landscaping department, employment referrals, and follow-up support to develop a participant's ability to become independent, self-sufficient, and successfully employed.
- Hope Ministries-The Way to Work is a volunteer program that offer services that include education, training, and coaching to self-initiated participants of all ages who reside in East Baton Rouge Parish. Hope Ministries – The Way to Work program includes Going Beyond 40-hour workshop series, Understanding the Dynamics of Poverty, Understanding Your Workforce professional development workshops, classroom tutorials, one-on-one coaching, and follow-up support to develop a participant's ability to become independent, self-sufficient, and successfully employed.
- Youth Empowerment Project (YEP) is a volunteer program that offer comprehensive services to at-risk, out-of-school and court-involved youth ages 16-24 who reside in the Greater New Orleans area. Although YEP has 11 programs, SNAP E&T participants will participate in the Trafigura Work & Learn Center - YEP Works. YEP Works offers youth with opportunities to engage in adult education through YEP Educates, work experience through YEP's bike shop (Bike Works), thrift store (Thrift Works) and graphic design studio (Design Works). The hard and soft skill trainings through these

programs will provide the youth with skills and support needed to make the successful transition to become independent, self-sufficient, and successfully employed.

- New Opportunities Vision Achievement (NOVA) is a volunteer program that offer participants who reside in Ouachita, Richland, Morehouse, Madison, East Carroll or West Carroll parish with occupational or customized skills training, case management, work readiness/essential skills training, support services, and transition to employment services. NOVA collaborates with local educational/training institutions such as Louisiana Delta Community College, Opportunities Industrialization Center (OIC) of Ouachita, and University of Louisiana at Monroe to provide the necessary trainings for demand occupations so the participant can become independent, self-sufficient, and successfully employed.
- Louisiana Green Corps is a volunteer program that focuses in the construction industry with youth ages 18 -25 who reside in Orleans or Jefferson parish. Louisiana Green Corps training program is called Youth Construction and Conservation Corps (YCCC). YCCC is a 14-week job training program through which participants increase their academic skills, learn construction and conservation skills, become certified with industry credentials (such as National Center for Construction Education and Research Core Construction, Forklift Safety, OSHA 10-Hour Construction Safety, and Transportation Worker Identification Credential), and earn on-the-job training in a burgeoning and high-demand field.
- Louisiana Delta Community College (LDCC) is a 224-hour volunteer training program that provides a Manufacturing Certification training program for individuals age 18 years or older who reside in Union, Lincoln, Jackson, Caldwell, Ouachita, Morehouse, West Carroll, Richland, Franklin, Tensas, Madison or East Carroll parish. The curriculum is focused on entry level manufacturing skills relevant to Northeast Louisiana businesses. After successfully completing, graduates will also receive the following certifications: LED FastStart's C4M, NCCER Core, MSSC CPT, MSSC CLA, National Safety Council Forklift, OSHA 10 General Industry, National Safety Council 1st Aid/CPF/AED, Convergence NFPA70-E (Arc Flash Electrical Safety), and MARCOM Basic Rigging Safety.
- United Way of Southeast Louisiana (UWSELA) serves as a contractor for SNAP E&T services provided by subcontractors with community and faith-based organizations to provide Job Search Training, Education, Work Experience, and Job Retention to volunteer participants ages 18 and older who reside in Orleans, Jefferson, St. Bernard, Plaquemines, Tangipahoa, St. Tammany, or Washington parish.
- Cowen Institute Earn and Learn Career Pathways program is a volunteer program in Greater New Orleans Metropolitan area that provides pre-apprenticeship, career content knowledge, academic, soft and technical skills training, and wraparound support to youth ages 18 -24. This nine-month program provides job readiness and training initiatives, which prepares youth for careers in high growth sectors in New Orleans in order to successfully gain employment with a living wage.

- Goodwill Industries of Southeastern Louisiana dba Goodwill Technical College is a volunteer program that provides wrap-around supportive services, intense case management, job readiness preparation, technical skills training, job placement services, and follow-up support to individuals 18 and older who reside in Orleans, Jefferson, St. Bernard, St. Tammany, St. Charles, and St. John parish. The College offers Customer Service/Sales & Hospitality – Start (Skills, Tasks, and Results Training, Medical Billing and Coding, and Medical Office Administrative Assistance. All programs are 36 weeks in duration.
- New Orleans Women & Children’s Shelter is a volunteer program and a homeless shelter that remains open 24/7/365 to families with children age 0 to 18, adults 18 years and older, and pregnant women at all stages of pregnancy that reside in Orleans, Jefferson, St. Bernard, and Plaquemines parish. New Orleans Women & Children’s Shelter provides case management services, financial literacy, and referrals to GED/HiSET and vocational training to develop a participant’s ability to become independent, self-sufficient, and successfully employed.
- Center for Employment Opportunities is a volunteer program that provides job readiness, training services such as maintenance and litter abatement services, and follow-up services to formerly incarcerated adults 18 and older who reside in Orleans, Jefferson, and St. Tammany parish.

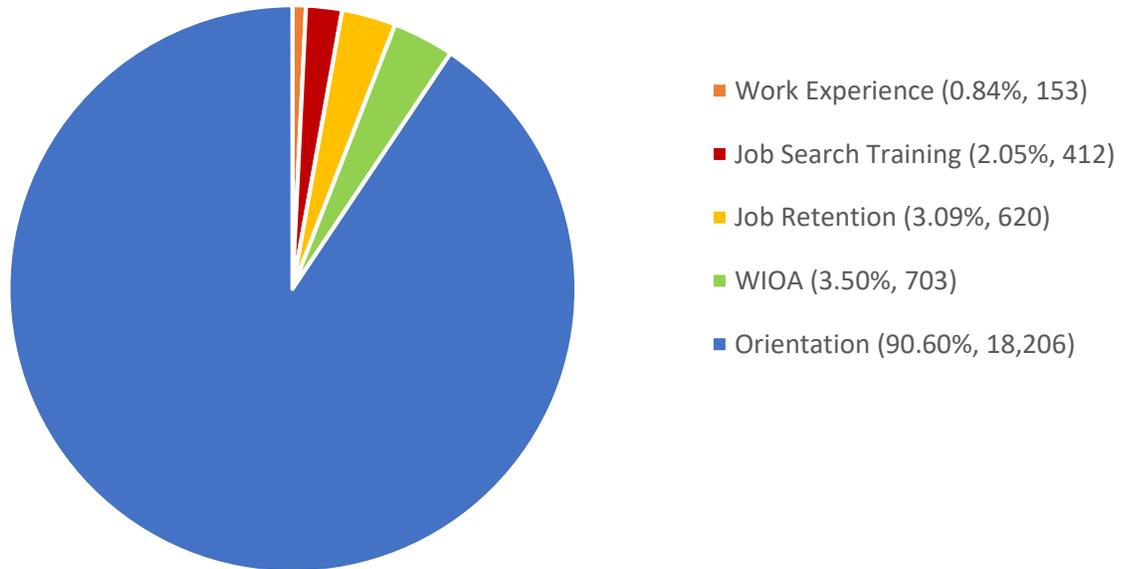
Recipients who choose to volunteer may take advantage of opportunities offered through the LaJET Program, LWC’s Business and Career Solutions Centers, or opportunities with SNAP E&T Providers, where available. Volunteers who do not participate will not be considered non-compliant for work registration purposes. Therefore, a volunteer will not be sanctioned for failure to cooperate with the volunteer program. An ABAWD or non-ABAWD who is required to participate with LWC or LaJET but chooses to participate with a Voluntary SNAP E&T Provider is subject to be sanctioned for non-compliance.

SNAP E&T Data in Federal Fiscal Year 2018

The chart provides the number of individuals who participated in a SNAP E&T program in FFY 2018.

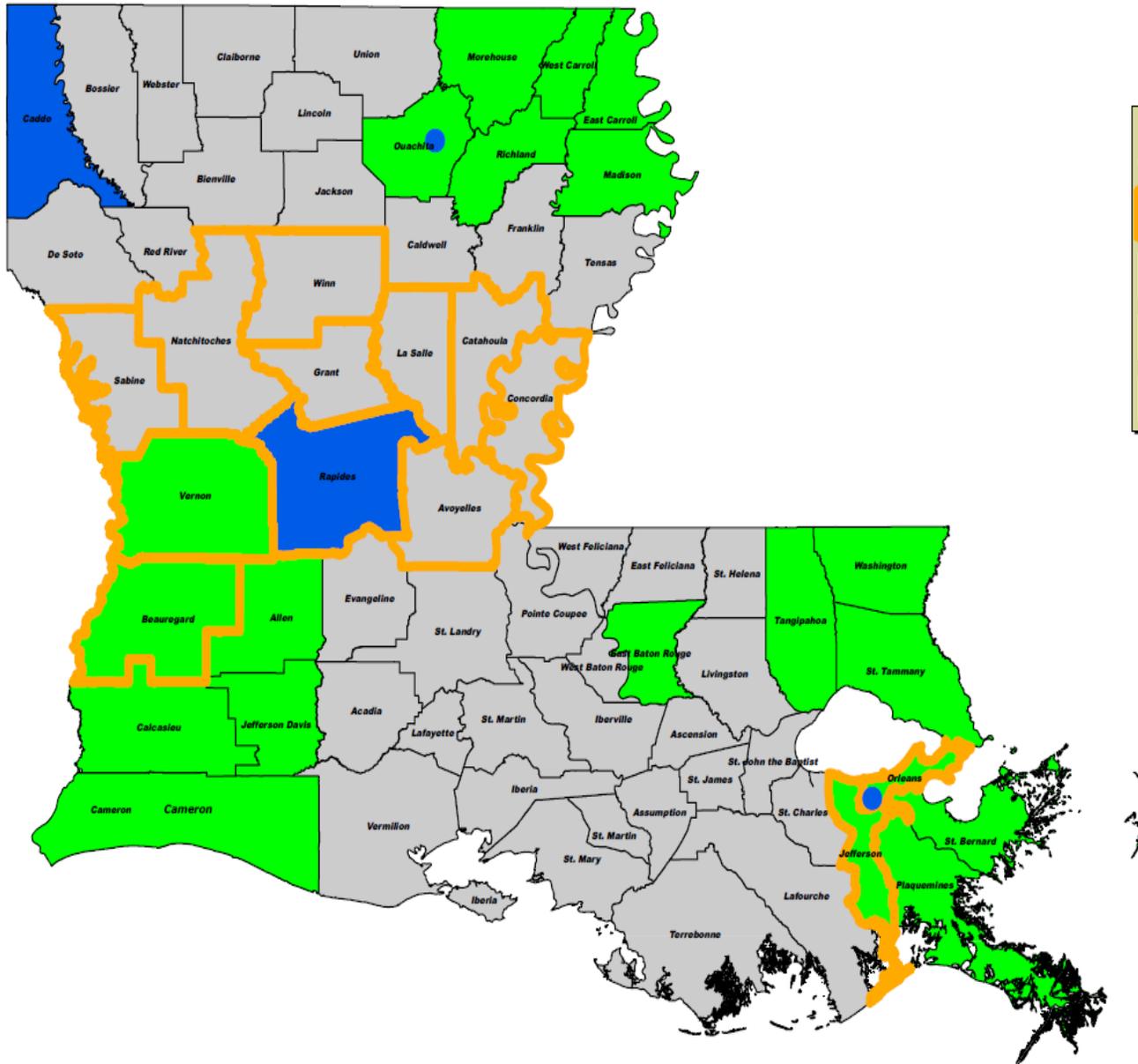
Number Who Participated in SNAP E&T Federal Fiscal Year (FFY) 2018

*This number is a duplicated count



The total number of unduplicated participants served in FFY 2018 in the SNAP E&T program was 19,628.

Louisiana Department of Children and Family Services SNAP Employment & Training Services by Parish



Legend

- Potential SNAP E&T Providers
- LaJET
- SNAP E&T Providers
- ABAWDs Only

STEPS TO BECOMING A VOLUNTARY SNAP E&T PROVIDER

- ❑ Become familiar with the SNAP E&T Program requirements by reviewing the SNAP E&T Toolkit and all other materials provided by the Louisiana Department of Children and Family Services (DCFS).
- ❑ DCFS may schedule and conduct an onsite visit to provide more detailed information on the implementation and operation of the program.
 - Determine if the services provided by your agency are allowable E&T activities.
 - Evaluate if your agency is currently serving or is able to recruit SNAP participants for the SNAP E&T program.
 - Evaluate your agency's ability to accurately track and allocate costs associated with the SNAP E&T program and maintain acceptable documentation of all costs subject to reimbursement.
- ❑ Contact DCFS SNAP E&T Section to request additional guidance if needed to evaluate the feasibility of your agency becoming a partner in the SNAP E&T program.
- ❑ Agency will draft a Statement of Work, Cost Allocation Plan, and Budget and complete a Non-Federal Funding form and submit to DCFS.
 - DCFS will use the Non-Federal Funding form to determine if your agency has a source of non-Federal funding to cover 100% of the costs associated with the SNAP E&T program activities your agency proposes to offer. Determine if you are able to financially sustain your program while waiting for reimbursement.
- ❑ DCFS will update and submit the SNAP E&T State Plan to Food & Nutrition Service (FNS) on the schedule below:
 - Initial SNAP E&T State Plan for the new Federal Fiscal Year (October 1 – September 31): Final Budget, Statement of Work, and Non-Federal Funding forms are due by May 31st and will be submitted to FNS by August 15th for contracted services to be effective October 1st.
 - The SNAP E&T State Plan will be amended once per Federal Fiscal Year. All final Budgets, Statements of Work, and Non-Federal Funding forms are due by December 1st and will be submitted to FNS by February 1st for contracted services to be effective April 1st.
- ❑ Based on the availability of federal funds and the appropriateness of the services proposed by your agency, DCFS will provide notification regarding the approval of the request to participate in the SNAP E&T Program. If approval is granted, an agreement between the State of Louisiana Department of Children & Family Services and your agency will be sent to you for completion and approval.

STATEMENT OF WORK

Agency: (Insert your agency name)

Parish(es) Served: (Insert the parish(es) served i.e. East Baton Rouge)

Tax ID Number: (Insert the Tax ID Number)

Contract Period: (Insert Beginning Date) – (Insert Ending Date)

I. GOALS/OBJECTIVES

This section should indicate the process of identifying what the agency want to accomplish and the agency's plan to achieve the desired result.

II. TARGETED POPULATION

This section should identify the people the agency serves which may include a certain age group, adults who are unemployed, youths who have dropped out of high school, people who are homeless, etc. In addition, include how many participants expected to be served in the contract period.

III. PROGRAM DESCRIPTION/E&T COMPONENTS

This section should provide an overview of the agency's overall services, its experience in providing employment and training services as well as expected outcomes for participants receiving services provided by the agency. Specific plans for the services proposed to be provided to SNAP participants should be described to include program marketing activities, intake/orientation and assessment procedures, timeline of activities, participant reimbursements (child care, transportation, etc.) to be offered, and services to be provided that are above and beyond those available to the general public. Specify the types of transportation such as bus passes, bus tokens, cab, etc. and the capped amount for child care.

Also, in this section identify the E&T component activities the agency will utilize to provide services to the SNAP participants with a description. The allowable components are Supervised Job Search, Job Search Training, Education, Work Experience, and Job Retention. Agencies that will be providing vocational skills training should provide a list of all training programs to be offered and the per participant cost for each training program.

IV. STAFF STRUCTURE

This section should identify and describe all staff positions that will perform tasks in support of the E&T program.

V. TRACKING/OUTCOME REPORTING MEASURES

This section should describe how the agency will track participation and the communication process that will be used to report participant data to Department of Children & Family Services (DCFS). The agency should also describe the outcome measures that will be tracked and available to DCFS upon request. Minimum outcome tracking and reporting requirements will be identified by DCFS and communicated to the agency.

**Louisiana Department of Children & Family Services
Supplemental Nutrition Assistance Program
Employment & Training (E&T) Program**

NON-FEDERAL FUNDING FORM

Agency:

Contract Period: () – ()

The use of this form is to determine your agency's source of non-federal funding used to cover 100% of the costs to operate the SNAP E&T Program while awaiting reimbursement. The following non-federal funds include:

<u>FUNDING TYPE/SOURCE</u>	<u>AMOUNT</u>
Total	

Name of Authorized Agent

Signature

Title or Position

Date

SAMPLE EXHIBIT B - BUDGET

CONTRACTOR		ADDRESS	
SERVICE PROVIDED	SNAP Employment and Training	PARISH(ES) SERVED	
CONTRACT PERIOD		BUDGET PERIOD	

All budget justifications including computation of this budget must be retained and provided upon request. If more space is needed you may attach additional sheets utilizing the same format for the appropriate section. Complete only the sections for expenses that will be invoiced to the contract.

SECTION A. SALARY

Contracted/hourly employees are not included in this section.

Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

(A) POSITION/TITLE	(B) ANNUAL SALARY from all sources (Fringe Not Included)	(C) % OF TIME ALLOCATED TO PROGRAM	(D) (B*C=D) ALLOCATED ANNUAL SALARY AMOUNT TO PROGRAM (TOTAL BUDGET PERIOD SALARY)	(E) BUDGET PERIOD MATCH (Other)	(F) BUDGET PERIOD MATCH (Federal)
<i>Example: Case Manager</i>	\$50,000.00	100%	\$50,000.00	\$25,000.00	\$25,000.00
<i>Example: Director</i>	\$75,000.00	50%	\$37,500.00	\$18,750.00	\$18,750.00
Total	\$50,000.00		\$87,500.00	\$43,750.00	\$43,750.00

SECTION B. FRINGE

Itemize the fringe benefits for each position listed. Fringe benefits are not included in gross salary. * Place % allocation used to determine benefit amount under each category heading. If a percentage is not used, explain how the amount is calculated beneath this section.

Position/Title	Retirement	Insurance	FICA	UI	Workers Comp	Other	% To Contract	Budget Period Total	Budget Period Match (Other)	Budget Period Match (Federal)
	2%	1.3%	7.65%		3%	%				
<i>Example:</i> Case Manager	\$1,000.00	\$650.00	\$3,825.00		\$1,500.00		100%	\$6,975.00	\$3,487.50	\$3,487.50
<i>Example:</i> Director	\$1,500.00	\$975.00	\$5,738.00		\$2,250.00		50%	\$5,232.00	\$2,616.00	\$2,616.00
<i>Total</i>	\$2,500.00	\$1,625.00	\$9,563.00		\$3,750.00			\$12,207.00	\$6,103.50	\$6,103.50

Explanation:

SECTION C. TRAVEL EXPENSES

Complete this section only for expenses identified to the contract. Expenditures for training and travel for contract related purposes as authorized in the contract and in accordance with State of Louisiana Travel Policies and Procedures (PPM 49) unless otherwise stated in the contract such as, registration fees, mileage, meals, lodging, etc.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
CONFERENCE TRAVEL (Enter detail)			
ROUTINE TRAVEL			
OTHER (Enter detail)			
TOTAL			

SECTION D. OPERATING EXPENSES

Expenditures, other than personal or professional services, required in the operation of the contract. Operating services include, but are not limited to, expenditures such as advertising, utilities, telephone services, printing, insurance, maintenance, rentals, dues and subscriptions, and communication services. A copy of lease agreement should be attached.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>BUILDING</i>			
<i>UTILITIES</i>			
<i>OTHER (Enter detail)</i>			
TOTAL			

SECTION E. SUPPLIES

Expenditures for articles and commodities which are consumed, to be consumed, or materially altered when used in the operations of a business.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Office Supplies (pens, pencils, staplers, etc.)</i>	<i>\$1,000.00</i>	<i>\$500.00</i>	<i>\$500.00</i>
TOTAL	<i>\$1,000.00</i>	<i>\$500.00</i>	<i>\$500.00</i>

SECTION F. PROFESSIONAL

Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering and architectural, legal, medical, and dental.

Subcontracts and non-salaried personnel should be included in this section.

LINE ITEM (Be specific and provide an explanation)	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Auditing with Trees, LLC to ensure the proper use of SNAP E&T funds.</i>	\$14,000.00	\$7,000.00	\$7,000.00
TOTAL	\$14,000.00	\$7,000.00	\$7,000.00

SECTION G. OTHER CHARGES

Complete this section only for expenses identified to the contract. Include expenditures peculiar to a contractor and not otherwise chargeable to another expenditure category. Expenditures for other charges must be identified and approved in the contract and budget documents.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Participant Reimbursement - Transportation</i>	\$20,000.00	\$10,000.00	\$10,000.00
<i>Example: Participant Reimbursement – Other Supportive Services such as gloves, uniforms, books, tools, etc.</i>	\$20,000.00	\$10,000.00	\$10,000.00
TOTAL	\$40,000.00	\$20,000.00	\$20,000.00

SECTION H. EQUIPMENT

Complete this section only for expenses identified to the contract. Include tangible assets purchased for use in the operations of an office such as office machines and furniture. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Equipment is defined as any item of value and/or has a useful life of more than one (1) year. The value of equipment is defined by the user agency and funding source. Contractors are required to obtain prior approval from DCFS before making purchases.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Computers and printers</i>	\$10,000.00	\$5,000.00	\$5,000.00
<i>Example: Chairs and tables</i>	\$15,000.00	\$7,500.00	\$7,500.00
TOTAL	\$25,000.00	\$12,500.00	\$12,500.00

SECTION I. INDIRECT COST

Complete this section only for expenses identified to the contract. Indirect costs should be no more than the agreed on budgeted amount. Attach a copy of the contractor's approved indirect rate agreement or rate plan.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
TOTAL			

**BUDGET SUMMARY
(Example)**

BUDGET ITEM	CONTRACT TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
Section A. Salary	\$87,500.00	\$43,750.00	\$43,750.00
Section B. Fringe	\$12,207.00	\$6,103.50	\$6,103.50
Section C. Travel Expense			
Section D. Operating			
Section E. Supplies	\$1,000.00	\$500.00	\$500.00
Section F. Professional	\$14,000.00	\$7,000.00	\$7,000.00
Section G. Other Charges	\$40,000.00	\$20,000.00	\$20,000.00
Section H. Equipment	\$25,000.00	\$12,500.00	\$12,500.00
Section I. Indirect Cost			
TOTAL	\$179,707.00	\$89,853.50	89,853.50

Budget reflects entire cost of services. Contractor is responsible for all cost incurred which are not agreed upon for providing services through this contract.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. ALL PARTIES CERTIFY THAT THEY HAVE REVIEWED THE INFORMATION AND ARE AUTHORIZED TO ACT ON BEHALF OF THE RESPECTIVE AGENCY.

Contractor Name and Title

Date

DCFS Program Manager 1/2

Date

APPENDIX A

SNAP E&T Voluntary Participation Agreement Template

SNAP E&T Voluntary Participation Agreement

The purpose of the SNAP E&T program is to provide you with skills, training, or experience that will help you get a job or get a better job if you are already employed. These services will be provided at no cost to you. These services will be funded by the Supplemental Nutrition Assistance Program (SNAP) and participating agencies. Should you choose to take this opportunity, you may also be provided assistance with transportation, child care, and other costs related to participating.

This is a voluntary program. You are not required to participate in order to continue receiving SNAP benefits.

If you would like to be a part of this program, please sign the statement below:

- I understand that this is a voluntary program and does not affect my SNAP benefits.
- I understand that while this is a voluntary program, I agree to fully participate in order to increase my chances of finding a job or getting a better job.

Signature

Date

APPENDIX B

Comprehensive Assessment Template

SNAP E&T COMPREHENSIVE ASSESSMENT FORM

The purpose of the SNAP E&T program is to help you gain skills, work, or experience that will increase self-sufficiency and reduce your reliance on SNAP benefits. In order to reach this goal, you must prepare for, obtain and retain a job.

PARTICIPANT'S NAME	SOCIAL SECURITY NUMBER	DATE

PARTICIPANT RIGHTS AND RESPONSIBILITIES

I have the following right and/or responsibility to:

1. Be involved in developing my comprehensive assessment to become economically independent so I can support my family and myself. I understand that I must do whatever I can to be successful in this plan.
2. Prepare for, obtain, and report employment as soon as possible.
3. Participate in activities that will increase my education and work readiness.
4. Attend and participate in all appointments, interviews and employment related activities on time.
5. Follow instructions and rules for my work activity, including time, attendance, attire and safety rules.
6. If referred to another organization for services, I must provide verified participation hours to my Case Manager for each assigned work activity.
7. Receive the assistance and participant reimbursements I need to help me participate in my activity and find and keep a job.
8. Talk with my Case Manager on an ongoing basis and tell them when I cannot participate in my assigned activity.
9. Discuss my comprehensive assessment and activities immediately with my Case Manager when there are changes or problems at my activity (including employment) and when there are changes in my family circumstances that may cause me to quit my activity.
10. Report any acts of discrimination such as race, color, sex, disability, national origin, age, religion, or political beliefs.

PROGRAM RESPONSIBILITIES

My Case Manager will:

1. Explain to me the program specific requirements.
2. Advise me of my civil rights, how to file a civil rights complaint, and the civil rights complaint procedures.
3. Complete assessments which will help me develop and improve my plan for self-sufficiency.
4. Inform me of resources and services that are available and help me access them if I need assistance.
5. Help me find activities that, when possible, match my interests, skills, work experience, and education.
6. Follow-up with me on a regular basis to talk about my progress and current activities.
7. Authorize payment for my approved participant reimbursements.
8. Tell me about all services available to me while participating in the SNAP E&T program.
9. Reassess and change comprehensive assessment when needed.

SNAP E&T COMPREHENSIVE ASSESSMENT FORM

PARTICIPANT'S NAME		SOCIAL SECURITY NUMBER	<input type="checkbox"/> INITIAL ASSESSMENT <input type="checkbox"/> UPDATED ASSESSMENT
IDENTIFICATION: <input type="checkbox"/> DRIVER'S LICENSE <input type="checkbox"/> STATE ISSUED ID			

MY SELF-SUFFICIENCY AND EMPLOYMENT GOALS

MY SHORT-TERM GOALS (WITHIN 6 MONTHS OR LESS) ARE:

MY LONG-TERM GOALS (6 MONTHS OR LONGER) ARE:

EDUCATION			
CHECK ALL THAT APPLY:			
EDUCATION LEVEL	SCHOOL/INSTITUTION	MAJOR	DATE COMPLETED
<input type="checkbox"/> LESS THAN A HIGH SCHOOL DIPLOMA			
<input type="checkbox"/> GED/HISET/HIGH SCHOOL DIPLOMA			
<input type="checkbox"/> HIGHER EDUCATION			
<input type="checkbox"/> SOME COLLEGE, NO DEGREE			
<input type="checkbox"/> VOCATIONAL/TECHNICAL CERTIFICATE			
<input type="checkbox"/> ASSOCIATES DEGREE			
<input type="checkbox"/> BACHELOR'S DEGREE			
<input type="checkbox"/> MASTER'S DEGREE			
<input type="checkbox"/> DOCTORAL DEGREE			

WORK HISTORY					
COMPANY	LOCATION	DATES		POSITION	REASON FOR LEAVING
		FROM:	TO:		
		FROM:	TO:		
		FROM:	TO:		
		FROM:	TO:		
		FROM:	TO:		
		FROM:	TO:		
		FROM:	TO:		

WHAT ARE YOUR HOBBIES OR INTERESTS?

WHAT ARE YOUR STRENGTHS?

WHAT ARE YOUR WEAKNESSES?

WHAT ARE YOUR SKILLS?

DO YOU HAVE ANY CERTIFICATIONS OR LICENSES? IF SO, PLEASE LIST THEM.

MY BARRIERS

BELOW ARE BARRIERS THAT MIGHT PREVENT ME FROM PARTICIPATING (i.e. housing, health, drug, legal, transportation, child care, English as a Second Language, etc.):

IF UNEXPECTED PROBLEMS HAPPEN, MY BACK-UP PLAN IS TO (i.e. what I will do, who I will contact, where I will go, etc.):

MY ACTIVITIES

THE SPECIFIC ACTIVITIES I WILL PARTICIPATE IN AND STEPS I NEED TO TAKE TO REACH MY GOALS ARE:

ACTIVITY	HOURS PER WEEK	HOURS PER MONTH	PROVIDER	BEGIN DATE	EST. DATE OF ACHIEVEMENT
<input type="checkbox"/> EMPLOYMENT					
<input type="checkbox"/> WORK EXPERIENCE (WEP) <input type="checkbox"/> ON-THE-JOB TRAINING <input type="checkbox"/> APPRENTICESHIPS					
<input type="checkbox"/> JOB SEARCH TRAINING <input type="checkbox"/> JOB SEARCH					
<input type="checkbox"/> SUPERVISED JOB SEARCH					
<input type="checkbox"/> JOB RETENTION					
<input type="checkbox"/> EDUCATION <input type="checkbox"/> ADULT EDUCATION <input type="checkbox"/> VOCATIONAL TRAINING					

PARTICIPANT REIMBURSEMENTS

CHECK ALL THAT APPLY:

ACTIVITY	TYPE	ISSUED DATE
<input type="checkbox"/> CHILD CARE <input type="checkbox"/> SCHOOL AGE <input type="checkbox"/> UNDER THE AGE OF 12 <input type="checkbox"/> 13 AND OLDER AND HAVE A PHYSICAL OR MENTAL DISABILITY		
<input type="checkbox"/> TRANSPORTATION		
<input type="checkbox"/> OTHER PARTICIPANT REIMBURSEMENTS		

OUR FOLLOW-UP PLAN

MY CASE MANAGER AND I WILL DISCUSS MY PROGRESS ON THIS PLAN: DAILY WEEKLY BI-WEEKLY MONTHLY
 THE BEST WAY FOR US TO COMMUNICATE WILL USUALLY BE: BY PHONE IN PERSON BY EMAIL

This Comprehensive Assessment was developed by my Case Manager and me and contains activities that we agree will help me become employed and I agree to complete the activities listed above. I understand that if my situation changes, I will notify my Case Manager immediately and this plan can be changed. By signing below, I attest that my rights and responsibilities have been explained to me and I fully understand them.

PARTICIPANT'S SIGNATURE	DATE
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As a Case Manager, I have carefully explained the rights and responsibilities. I have discussed the plan with the participant and believe the participant understands the terms of this plan. I agree to provide the support indicated to the best of my ability.

CASE MANAGER'S SIGNATURE	CASE MANAGER'S PHONE NUMBER	DATE
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APPENDIX C

SNAP E&T Components

❖ Job Search Training

Job search training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation and boosting self-confidence. This component may consist of job skills assessments, job placement services, or other direct training or support activities. Activities may include, but are not limited to:

- Employability skills,
- Interpersonal skills,
- Basic job search skills (submitting paper applications, internet based applications, faxing applications and resumes, etc.),
- Job retention skills,
- Interviewing skills,
- Appropriate dress,
- Resume development,
- Career assessments, and
- Guidance and motivation for development of positive work behaviors necessary for the labor market.

The time a participant spends in Job Search Training may not exceed 120 hours per month unless the participant agree to participate for additional hours. Actual hours of participation must be tracked.

The SNAP E&T Provider must identify the expected minimum level of participant effort.

❖ Supervised Job Search

The Supervised Job Search component is designed to assess participants who are required to complete a minimum of 24 job contacts over a 30-day period and document on a Employer Contact Record. The participant must apply for a minimum of three jobs each day of supervised job search. The agency staff will provide assistance and guidance while monitoring the participants as they complete their supervised job searches. In addition, the agency staff will sign the Employer Contact Record to document the eight (8) days of supervised job search conducted within the thirty (30) day period. Actual hours of participation will be tracked on a Participation Tracking Log. The participant must provide their name, component activity, time-in and time-out, and signature on the Employer Contact Record each day supervised job search is completed. The agency staff must sign and date the Employer Contact Record for each day supervised job search is completed.

❖ **Work Experience**

The Work Experience component is designed to improve the employability of participants through work experience and/or training that will move the participant into regular employment. The Voluntary SNAP E&T Providers must provide the participants opportunities for on-the-job skills training. Work experience placements can be with private, for-profit companies. Work experience assignments may not replace the employment of a regularly employed individual, and must provide the same benefits and working conditions provided to regularly employed individuals performing similar work for equal hours.

The time a participant spends in Work Experience may not exceed 120 hours per month unless the participant agree to participate for additional hours. Actual hours of participation must be tracked.

The SNAP E&T Provider must identify the expected minimum level of participant effort.

❖ **Job Retention**

The Job Retention component is designed to assist participants in maintaining employment by assessing participant's performance, assisting the participant to resolve issues that arise and may affect their ability to maintain employment, reinforcing positive behaviors and teaching additional job retention skills. This component is meant to provide support services for a minimum of 30 days not to exceed 90 days to individuals who have secured employment. Only individuals who have received other employment and training services under the E&T program are eligible for job retention services. Actual hours of participation must be tracked

❖ **Education**

The Education component includes a wide range of activities that improve basic skills and the employability of SNAP participants. Acceptable E&T educational activities, with a maximum of one year, are programs that include adult basic education, basic literacy, English as a Second Language (ESL), high school equivalency (HiSET/GED), post-secondary education, and a maximum of two years for vocational training. E&T funds will not cover participants in a four-year university.

Educational components must establish a direct link to job readiness. E&T funds can be used to pay for tuition and mandatory school fees charged to the general public. However, E&T funds cannot be used to pay for State or local education entitlements.

Referral to or provision of an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required of certain occupational fields at entry level, intermediate level and advanced skills level. Priority is given for training that leads to recognized post-secondary credentials that are in in-demand industry sectors or occupations in the local area. Acceptable vocational training programs should have a direct link to the local job market.

The SNAP E&T Provider must identify the expected minimum level of participant effort. Actual hours of participation must be tracked.

APPENDIX D

Allowable Participant Reimbursements

SNAP E&T funds cannot be used to pay for participant reimbursements if the participant receives other funds identified to cover those costs. Examples of other sources of funding include but are not limited to Federal Financial aid, grants, scholarships, private payments, etc.

Item	Yes	Never	Notes
Automobile Insurance		X	
Automobile Ownership/Operator Taxes (tag, title, license)		X	
Automobile Purchase		X	
Background Checks	X		Must be required for training or a job.
Books	X		Must be necessary to complete E&T training session/educational coursework.
Clothing for job interviews	X		As part of a job retention component (minimum of 30 days not to exceed 90 days).
Course Registration Fees	X		
Child Care Expenses	X		
Drug/Alcohol Counseling or Therapy		X	
Drug Tests	X		Only if required for a job.
Equipment	X		Must be necessary to complete an E&T component or job retention component (minimum of 30 days not to exceed 90 days).
Fingerprinting	X		Only if required for a job.
Food Staples and Groceries		X	
Gas Cards	X		Only if required to participate in class, training, or a job.
Health Exam	X		Must be necessary to qualify for a training if the training require a health exam because jobs in that field require a similar exam.
Housing and Utility Assistance	X		Only allowed once and emergency based.
Legal Services	X		Sometimes
Living Stipends		X	
Loan Payments		X	
Mental Health Treatment		X	
Permits and Fees (union dues, test fees, Licensing and bonding fees, background checks)	X		
Personal Computers		X	
Personal Hygiene	X		
Reasonable Accommodation Supplies	X		
Relocation Expenses		X	
Student Activity Fees	X		Only if required to participate in class.
Training Materials	X		Must be necessary to complete E&T training session/educational coursework.

Transportation Expenses (public transportation fare, gasoline, automobile repairs)	X		
Weapons		X	
Work and Training Tools (equipment, tools, safety clothing, uniforms)	X		Must be necessary to complete E&T training session/educational coursework.

APPENDIX E

Unallowable Administrative Costs

SNAP E&T funds cannot pay for the following administrative costs:

Item	Notes
Advertising and public relations	Unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant.
Alcoholic Beverages	
Alumni activities	
Any and all political party expenses	
Bad debts, uncollected accounts or claims, and related costs	
Credit card processing and bank fees	
Commencement and convocations	
Contingencies or contributions to an emergency reserve or similar provision for unforeseen events	These are not insurance payments, which are allowable.
Contributions and donations	Usually these are political in nature.
Entertainment cost that are amusement or social activities	This is actually one with many exceptions. For example, meals might be allowable. There are a number of costs that require a “reasonable judgment” based on why or when the activity takes place.
Executive lobbying	
Fines and penalties	For failure to comply with Federal, State, or Local laws.
Food	
Goods and services for private use	
Governor’s Office expenses or costs of general government	Costs that may be directly charged to a Federal grant may be allowable. For example, if a person assigned to the governor’s office devotes 100 percent of his/her time to SNAP, the cost may be allowable. Each situation, however, shall be judged on its own merit.
Housing and personal living expenses	
Indemnification or payments to third parties and other losses not covered by insurance	
Interest, fundraising, and investment management	There are some exceptions regarding interest.
Legal fees	Result from a failure to follow Federal, State, or Local laws. If certain conditions are met, the Federal government may allow some legal fees.
Legislative Expenses	
Losses not covered by insurance	
Pre-agreement costs	All costs incurred prior to the grant award.
Scholarships and student aid	There are exceptions that should be reviewed if these costs appear in budget.
Student activity costs	
Student recruitment	

Travel	Allowable but with restrictions as to amounts involved, level of transportation costs (no first class tickets)
Under recovery of costs under Federal Funding Agreements – shortfalls in one grant cannot be charged to another Federal Grant	This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocation basis shall be established for sharing the costs in proportion to the benefit each receives.

Websites & Resources

SNAP E&T Email Address: SNAP&T.DCFS@LA.GOV

SNAP E&T Website: <http://www.dcfslouisiana.gov/snapet>

DCFS Website: www.dcfslouisiana.gov

Apply for benefits online through this link: <https://cafe-cp.dcfslouisiana.gov/selfservice/>

Please refer to the FNS SNAP E&T Toolkit for more detailed information regarding employment and training online at http://www.fns.usda.gov/sites/default/files/ET_Toolkit_2013.pdf.

Customer Service Center: 1-888-LAHELPU (1-888-524-3578)