

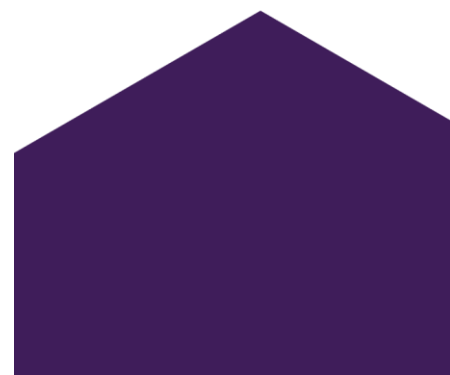
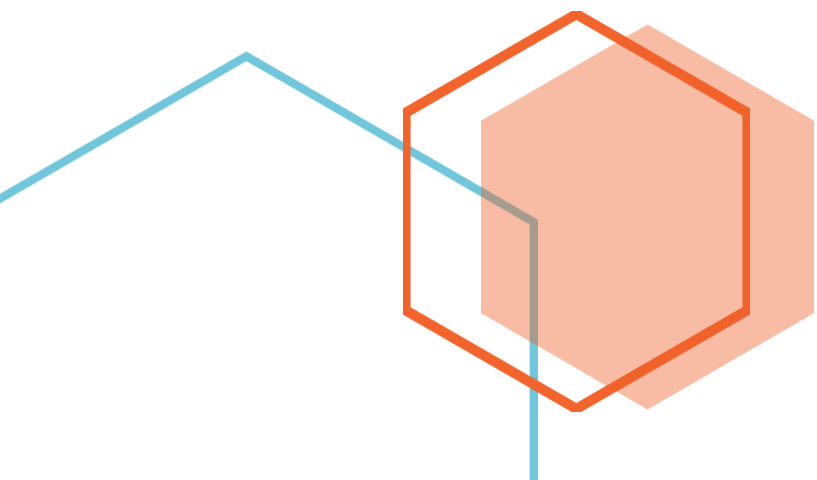


Revised June 2022

# Louisiana Department of Children & Family Services SNAP Employment & Training

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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 with 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

2,070,056  
August 2020 Seasonally  
Adjusted Civilian Labor  
Force

\$969  
Quarter 3 2020 Average  
Weekly Wages for All  
Occupations

1,832,200  
May 2021 Seasonally  
Adjusted Total Nonfarm  
Employment

5.6%  
Projected Percent  
Growth in Louisiana's  
Employment by 2022

57.9%  
May 2021 Labor Force  
Participation Rate

7.1%  
May 2021  
Unemployment Rate

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

The Food and Nutrition Act of 2008 mandates each State to implement and operate an Employment and Training (E&T) program to provide services to SNAP recipients. The SNAP E&T program allows SNAP recipients to gain skills, training, work, or experience that will increase their ability to obtain regular employment and reduce their reliance on SNAP benefits.

A SNAP E&T program is a package of services that provides case management, supportive services (commonly known as participant reimbursements), and at least one or more, or a combination of, E&T components to SNAP recipients. All SNAP E&T providers will utilize the management information system, SNAP Works, to manage workloads by streamlining processes.

- **Case Management:** All SNAP E&T participants **must** receive case management. Case management includes a comprehensive assessment, consent, and verification. The SNAP E&T provider will update this information in SNAP Works.
  - Comprehensive assessments includes an assessment of participant skills, interests, education, employment history, and challenges in order to develop an individualized plan to address barriers, obtain skills, and gain employment.
  - Consent includes obtaining voluntary participation agreement attesting that the participants chooses to participate in the SNAP E&T program.
  - Verification includes verifying participant SNAP eligibility with DCFS.
- **Supportive Services:** Also known as participant reimbursements. Agencies **must** provide supportive services to participants in its SNAP E&T program that are reasonable and necessary and that are directly related to participation in SNAP E&T. Supportive services include transportation, dependent care, work/training clothes, books, tuition, etc.
- **Components:** Assists SNAP E&T participants in obtaining relevant training, education and/or skills that will increase the likelihood of securing employment. The following components are offered in Louisiana's SNAP E&T program:
  - Education - Basic/Foundational Skills Instruction (GED/HiSET),
  - Education – Career/Technical Education Programs or Other Vocational Training
  - Education – Work Readiness Training
  - Job Retention
  - Job Search Training
  - Work Experience – Internship
  - Work Experience – On-the Job Training
  - Work Experience - Apprenticeship
  - Work Experience – Pre-Apprenticeship
  - Work Experience – Transitional Jobs – Subsidized by E&T

See Appendix A for component detailed information. Actual hours of participation must be tracked in SNAP Works for each component.

Louisiana intends to meet the SNAP E&T program requirements of the Food and Nutrition Act through contractual agreements with SNAP E&T Providers who are Community Based Organizations and community/technical colleges.

### 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:

SNAP E&T Funding	
100 Percent Grant Funds	50 Percent Reimbursement (50-50) Funds
<ul style="list-style-type: none"> <li>• Formula-based grant according to the number of work registrants in each state as a percentage of work registrants statewide.</li> <li>• All states receive 100 percent funding for administrative expenses that includes state staffing and overall planning, implementation, and operations and partner provider administrative expenses. 100 percent funding can also be used for direct program expenses other than participant reimbursements.</li> </ul>	<ul style="list-style-type: none"> <li>• 50 Percent Reimbursement (50-50) funds are for SNAP E&amp;T program costs and participant reimbursements (supportive services such as transportation, work/training clothes, and dependent care) that are reasonably necessary and directly related to program participation.</li> <li>• Funds eligible for reimbursement can include local funds or non-federal funds contributed by “third-party” providers contracted by states to offer E&amp;T services.</li> <li>• States may request 50-50 funds from FNS by way of the SNAP E&amp;T State Plan. 50-50 funds are not capped.</li> <li>• Reimbursements are made through a monthly reimbursement process</li> </ul>

## 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 Supportive Services

SNAP E&T participants **must** be offered/issued for reasonable and necessary expenses directly related to participation in the SNAP E&T program. All supportive services (participant reimbursements) must be tracked in SNAP Works. Justification and documentation is required for each issuance. Supportive services 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 (Child Care)
  - Provide a description that includes the monthly reimbursement cap.
- Other supportive services may include:
  - Books
  - Certifications
  - Permanent Documents
  - Housing and Utility Allowance
  - Personal Hygiene
  - Supplies
  - Tools
  - Tuition
  - Uniforms
  - Work and Training Tools

## Other SNAP E&T Requirements

All providers are required to adhere to the following:

- Comply with Civil Rights Training offered by DCFS.
- Have non-discrimination policies and procedures in place.
- Ensure location(s) are physically accessible to individuals with disabilities.
- Track participant data in the SNAP Works portal.
- Track staff time spent on the E&T program.
- Track equipment such as computers, desks, chairs, etc. purchased with SNAP E&T funds.
- Retain participant records for a minimum of three years for auditing purposes.
- Display USDA “And Justice for All” nondiscrimination posters.
- Comply with Management Evaluation Reviews to ensure of organization compliance with SNAP E&T program goals and requirements.

*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. Louisiana utilizes contractual agreements with SNAP E&T Providers to offer SNAP E&T services. 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 voluntary services in 2016.

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 28 SNAP E&T Providers.

SNAP recipients who choose to volunteer may take advantage of opportunities offered through the SNAP E&T Providers, where available. Volunteers who do not participate are not considered non-compliant for SNAP work registration purposes. Therefore, a volunteer will not be sanctioned for failure to cooperate with the volunteer program.

### **Current SNAP E&T Providers**

DCFS collaborates with Community Based Organizations and Community and Technical colleges to administer their SNAP E&T program. A full list of providers can be found at:

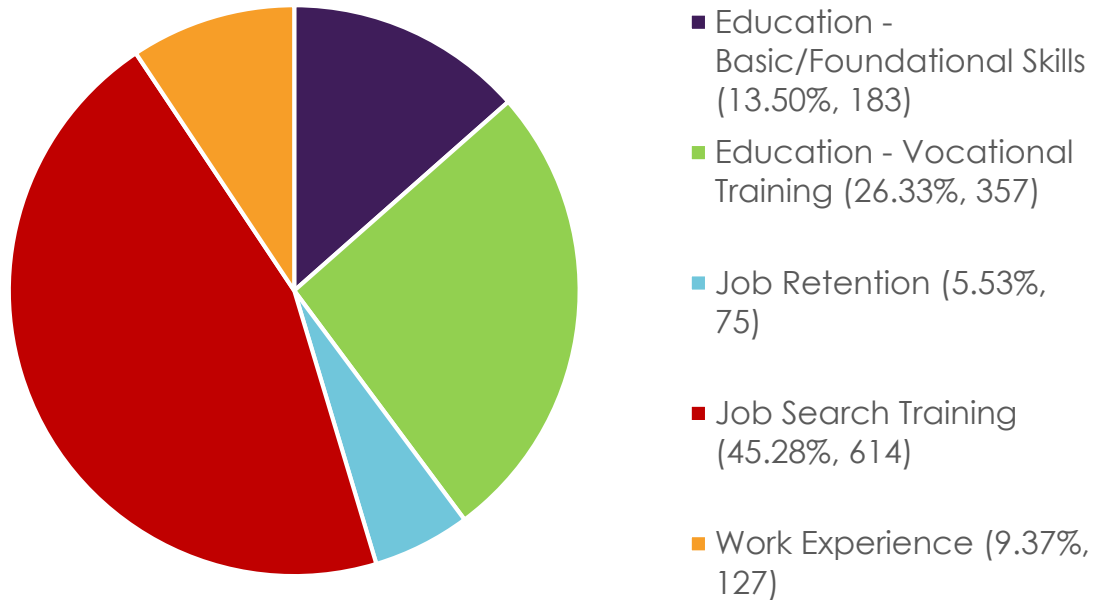
<http://www.dcfslouisiana.gov/snapet>

## SNAP E&T Data in Federal Fiscal Year 2021

The chart provides the number of individuals who participated in the SNAP E&T program in FFY 2021.

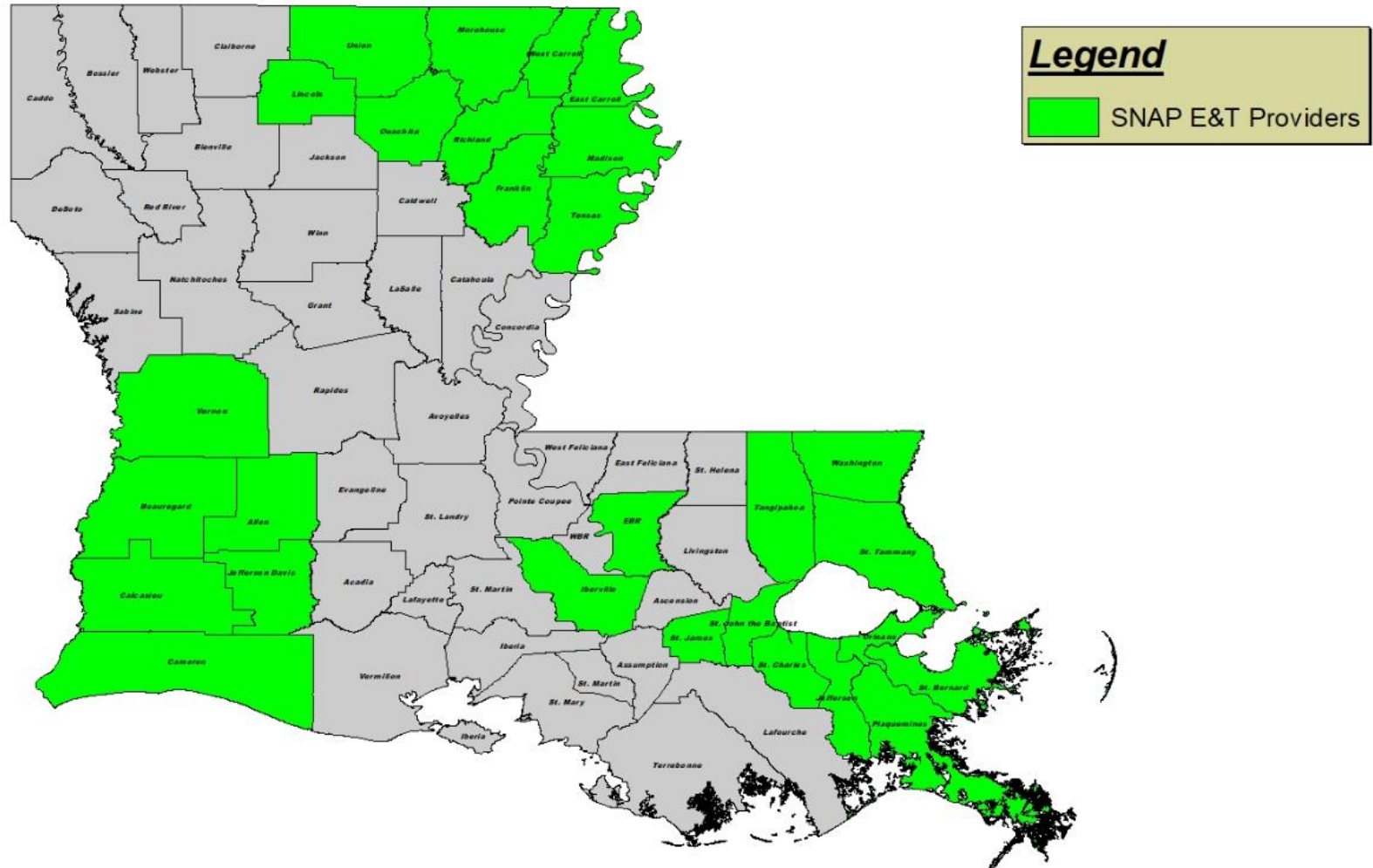
### Number Who Participated in SNAP E&T Federal Fiscal Year (FFY) 2021

\*This number is a duplicated count



The total number of unduplicated participants served in FFY 2021 in the SNAP E&T program was 1226.

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



## STEPS TO BECOMING A 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).
- ❑ Complete and submit the SNAP E&T Application and requested documentation to DCFS.
- ❑ DCFS will review the SNAP E&T Application and will schedule a consultation which may include an onsite visit to:
  - Review the application and determine if the services provided by your agency are allowable E&T activities.
  - Discuss capacity and 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.
  - Request further documentation such as the 501(c)(3) determination letter, confirmation of registration, and active and good standing with the State of Louisiana
- ❑ 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, Budget, Budget Narrative, Budget Justification, and complete a Non-Federal Funding form hereafter referred to as "required documents" 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): Last day to submit SNAP E&T Application is March 1<sup>st</sup>. Last day to submit all required documents for review by DCFS is April 1<sup>st</sup>. Final required documents are due by May 1<sup>st</sup> and will be submitted to FNS by August 15<sup>th</sup> for contracted services to be effective October 1<sup>st</sup>.
  - The SNAP E&T State Plan will be amended once per Federal Fiscal Year. Last day to submit the SNAP E&T Application is November 1<sup>st</sup>. Last day to submit all required documents for review by DCFS is December 1<sup>st</sup>. All final required documents are due by January 2<sup>nd</sup> and will be submitted to FNS by February 1<sup>st</sup> for contracted services to be effective April 1<sup>st</sup>.
- ❑ 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)

### **OBJECTIVES**

This section should indicate the process of identifying what the agency want to accomplish in their E&T program.

### **GOALS**

This section should clearly indicate the agency's plan to achieve the desired results of the above objectives. Ensure the goals are carefully planned, clear, and trackable.

### **TARGETED POPULATION**

This section should identify the people the agency serves which may include a certain age group (16-18 disconnected high school aged, 19-24, 25-49, 50 and older), adults who are unemployed, people who are homeless, etc.

### **PROGRAM DESCRIPTION**

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. Identify the specific services that guide and support SNAP E&T participants as they engage and progress through the SNAP E&T program. This should include program recruitment, case management (intake/orientation, comprehensive assessment procedures, and consent to participate), identifying how and when SNAP E&T participants are placed in components, and the process for offering supportive services. In addition, please provide the total cost for all individuals who are interested in participating in your program (SNAP and non-SNAP recipients).

### **SNAP E&T COMPONENTS**

This section should specifically identify the SNAP E&T component activities the agency will utilize to provide services to the SNAP E&T participants with a description that includes the duration and frequency of participation, progression of the component, initial and completion requirements. Please refer to the definition sheet for descriptions of each component.

In addition, specify the total number of SNAP E&T participants that you expect to provide services to for the Federal Fiscal Year (FFY) and how many will participant in each component. This information also needs to be included on the Participant Cost Calculation tab of your proposed budget.

The allowable SNAP E&T components are:

- Education - Basic/Foundational Skills (GED/HiSET)
- Education – Career Technical Education Programs or Other Vocational Training
- Education – Work Readiness Training

- Job Retention
- Job Search Training
- Work Experience – Internship
- Work Experience – On-the Job Training
- Work Experience – Apprenticeship
- Work Experience – Transitional Jobs subsidized by E&T

Agencies that will be providing Career Technical Education Programs or Other Vocational Training should provide a list of all training programs to be offered and the per participant cost for each training program.

**SUPPORTIVE SERVICES (PARTICIPANT REIMBURSEMENTS)**

This section should identify the supportive services (participant reimbursements) to be offered and services to be provided to overcome barriers that are beyond those available to the public.

The most common barriers are transportation and dependent care. If transportation and dependent care are not included as a supportive service (participant reimbursement), please provide a description of how your agency will assist the participants in overcoming these barriers to ensure engagement in employment and training components.

**STAFF STRUCTURE**

This section should identify and describe all staff positions that will perform tasks in support of the SNAP E&T program. Please do not list the staff member’s name just the staff position and description.

**TRACKING/OUTCOME REPORTING MEASURES**

All SNAP E&T providers will utilize Department of Children & Family Services (DCFS) SNAP Works management information system to identify SNAP eligibility, complete an assessment and employment plan, track E&T participation and supportive services (participant reimbursements), etc.

This section should describe other database systems the agency will use outside of SNAP Works and describe the outcome measures that will be tracked and available to DCFS upon request.

## 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:

FUNDING TYPE	FUNDING SOURCE	AMOUNT
Total		

\_\_\_\_\_  
Name of Authorized Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Date

**SAMPLE EXHIBIT B - BUDGET**



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

**EXHIBIT-B BUDGET WORKBOOK INSTRUCTIONS**

Please thoroughly and carefully read these instructions (BUDGET INSTRUCTIONS) before completing each budget tab for your organization. Instructions have been updated to include changes made from prior years.

Please rename the workbook with your Agency name and a version or date, for example:

ABC Contractor FFY23 SNAPET v1.xls or ABC Contractor FFY23 SNAPET JUN2022.xls

NOTE: 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.

**SECTION A. SALARY – (Contracted/hourly employees not included)**

Enter your agency name, address, parish(es) served, budget and contract period.

Complete this section only for expenses that will be invoiced to the contract. Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

**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. Please explain how the rate or percentage is calculated on the budget narrative.



## **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. Please provide an explanation of each line item on the budget narrative.

## **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, water, electricity, and internet), environmental services (janitorial, lawn care, pest control, and waste management), printing, insurance, maintenance, rentals/leases, dues and subscriptions, and communication services. A copy of lease agreement should be attached. Select the options from the drop down list. Please provide an explanation of each line item on the budget narrative.

## **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. Select the options from the drop down list. Please provide an explanation of each line item on the budget narrative.

## **SECTION F. PROFESSIONAL**

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

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

Select the options from the drop down list and then list each non-salaried personnel. Please provide an explanation of each line item on the budget narrative.

## **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. Select the options from the drop down list. Please provide an explanation of each line item on the budget narrative.

## 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. Select the options from the drop down list. Please provide an explanation of each line item on the budget narrative.

## 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. Please provide an explanation of each line item on the budget narrative.

## BUDGET SUMMARY

This section will include the budget total of all the budget tabs of your proposed budget.

The budget should **not** be signed until a final budget has been determined.

To sign the budget, double-click the signature box, type your name and title and click Sign. Once you have clicked Sign, your signature and the date will populate on the Excel document.

## PARTICIPANT COST CALCULATION

Complete this section to determine the cost per participant per component for your agency.

Enter the total number of anticipated participants you expect to serve for the entire FFY.

Select the components you plan to offer for the FFY and the number of participants you expect to participate in each component.

The table will calculate the other fields and will show you the cost per participant per component.

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

(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	\$125,000.00		\$87,500.00	\$43,750.00	\$43,750.00

**SECTION B. FRINGE**

Position/ Title	Retirement	Insurance	Medicare	Soc. Sec.	UI	Workers Comp	Other	% To Contract	Budget Period Total	Budget Period Match (Other)	Budget Period Match (Federal)
	2%	1.3%	1.45%	6.20%		3%	%				
<b>Example:</b> <i>Case Manager</i>	\$1,000.00	\$650.00	\$725.00	\$3,100.00		\$1,500.00		100%	\$6,975.00	\$3,487.50	\$3,487.50
<b>Example:</b> <i>Director</i>	\$1,500.00	\$975.00	\$1,088.00	\$4,650.00		\$2,250.00		50%	\$5,232.00	\$2,616.00	\$2,616.00
<b>Total</b>	\$2,500.00	\$1,625.00	\$1,813.00	\$7,750.00		\$3,750.00			\$12,207.00	\$6,103.50	\$6,103.50

**SECTION C. TRAVEL EXPENSES**

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
CONFERENCE TRAVEL			
ROUTINE TRAVEL			
<b>TOTAL</b>			

**SECTION D. OPERATING EXPENSES**

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>RENT</i>			
<i>UTILITIES</i>			
<i>POSTAGE</i>			
<b>TOTAL</b>			

**SECTION E. SUPPLIES**

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

**SECTION F. PROFESSIONAL**

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<i>Example: Audit</i>	\$14,000.00	\$7,000.00	\$7,000.00
<b>TOTAL</b>	\$14,000.00	\$7,000.00	\$7,000.00

**SECTION G. OTHER CHARGES**

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

**SECTION H. EQUIPMENT**

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

**SECTION I. INDIRECT COST**

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH (Other)	BUDGET PERIOD MATCH (Federal)
<b>TOTAL</b>			

**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			
<b>TOTAL</b>	<b>\$179,707.00</b>	<b>\$89,853.50</b>	<b>89,853.50</b>

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

**Participant Cost Calculation**

Admin Costs:	\$ -	# of Anticipated Participants:		Cost per participant:	\$ -
Components	# of Participants per component	Total cost per component		Cost per Participant per component	
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
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		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
		\$	-	\$	-
<b>Total</b>	0	\$	-	\$	-



## Budget Narrative

## Budget Narrative

All direct and indirect costs are based on the percentage of time dedicated to the SNAP E&T program. Please provide an explanation for each line item on the budget.

### Direct Costs:

A. **Salary:** This section includes staff that are key to the day-to-day operations of the employment and training program. Please refer to the approved budget for a complete list of staff.

### B. Fringe:

- 1) Retirement –
- 2) Insurance -
- 3) Medicare –
- 4) Social Security –
- 5) UI –
- 6) Workers Comp-
- 7) Other-

### C. Travel Expenses:

- 1) Conference Travel –
- 2) Routine Travel –
- 3)

### D. Operating Expenses:

- 1)

### E. Supplies:

- 1)

### F. Professional:

- 1)

### G. Other Charges:

- 1)

### H. Equipment:

- 1)

### Indirect Costs:

## Budget Justification Approval

**Organization:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Program Point of Contact:** Click or tap here to enter text.

**Completed By:** Click or tap here to enter text.

**FFY:** Click or tap here to enter text.

SNAP E&T program average cost per participant: Click or tap here to enter text.

Organization average cost per participant: Click or tap here to enter text.

Provide an overview of the organization's program, to include services:

Click or tap here to enter text.

Justification for approval:

Click or tap here to enter text.

Click or tap here to enter text.

---

Signature

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 C

### SNAP E&T Components

#### ❖ Job Search Training (JST)

The Job Search Training component is designed to enhance the job search skills of participants by providing training in job seeking techniques and motivation and self-confidence. Job Search Training activities may include, but are not limited to:

- Employability assessments,
- Resume writing,
- Job placement services,
- Instruction and support related to seeking employment,
- Workplace etiquette workshops, and
- Career planning.

Job Search Training not to exceed 120 hours per month, unless the participant volunteer for additional hours. Job Search Training should be limited to 16 weeks.

At the conclusion of 16 weeks without gaining employment, participants must be placed in another component and/or identify an educational/skills program with a direct link to employment for placement.

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 and entered in SNAP Works by the 10<sup>th</sup> of each month for the prior month.

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

#### ❖ Work Experience (WE)

A Work Experience (WE) program is designed to improve the employability of household members through actual work experience and/or training that will move the participant into regular employment. Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. A work experience program may include:

- A **work activity** performed in exchange for SNAP benefits that provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. The purpose of work activity is to improve the employability of those who cannot find unsubsidized full-time employment.
- A **work-based learning** program are sustained interactions with industry or community professionals in real world settings to the extent practicable, or simulated environments at an educational institution that provides firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. Work-based learning emphasizes employer engagement, includes specific training objectives, and leads to regular employment. Work-based learning can include:

- **Internship:** A planned, structured learning experience that takes place in a workplace for a limited period of time.
- **On-the-Job Training:** Designed for individuals to learn the job and get hands-on experience while performing it within the actual work environment for a limited period of time. Upon completion of the training, the employer is expected to retain the individuals as regular employees.
- **Apprenticeship:** A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employers and labor groups, and/or employer associations.
- **Transitional Jobs - Subsidized by E&T:** A work based learning program with a goal to establish a work history for individuals who are otherwise unemployable. Transitional jobs allow the individual to develop specific workplace skills necessary to attain and retain employment. Transitional employment should include specific training objectives and leads to the entry into and retention in regular unsubsidized employment. While transitional employment is limited to a specific type of occupation, it should be aligned with the individuals, knowledge, skills and abilities.

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 in SNAP Works.

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 achieving satisfactory performance, retain employment and to increase earnings over time. Job retention services such as case management, job coaching, dependent care assistance and transportation assistance for a minimum of 30 days not to exceed 90 days to individuals who has secured employment. The participant must have secured employment after or while receiving other employment/training services under the E&T program. Only individuals who have received other employment and training services under the E&T program are eligible for job retention services. There is no limit to the number of times an individual may receive job retention services as long as the individual has re-engaged with E&T prior to obtaining new employment.

Actual hours of participation must be tracked in SNAP Works.

#### ❖ **Education**

The Education component includes a wide range of activities that improve basic skills, build work readiness, or improve the employability of SNAP recipients. Acceptable E&T educational activities, with a maximum of one year, are programs that include

- **Basic/Foundational Skills:** Programs that offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED, HiSET).
- **Career Technical Education Programs or Other Vocational Training:** Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials. Vocational Training has a maximum of two years and E&T funds will not cover participants in a four-year university.
- **Work Readiness Training:** Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.

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 in SNAP Works.

## APPENDIX D

### Allowable Supportive Services (Participant Reimbursements)

SNAP E&T funds cannot be used to pay for supportive services (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.
Certifications	X		
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	
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 twice 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		
Permanent Documents (birth certificate, social security card, license, ID)	X		
Personal Computers		X	
Personal Hygiene	X		
Program Activities	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		Examples: bus passes, Uber, Lyft, gas cards, etc.
Tuition	X		It is expected that all other sources of funding for education will be explored, including other educational grants such as the Pell grant but excluding student loans, before E&T funds are used for tuition.
Uniforms	X		Only if required for the training program or a job.
Weapons		X	
Wi-Fi (pre-paid internet cards)	X		
Work and Training Tools (equipment, tools, safety clothing, etc.)	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.

## Definitions

**Administrative Costs:** Operational costs for SNAP E&T, which include all administrative expenses that are reasonable and necessary to operate an approved E&T program.

**Anti-Discrimination Policy:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

**Assessment (comprehensive assessment):** A basic ~~the~~ assessment that evaluates ~~the~~ a SNAP E&T participant's skill level, aptitude, interests, and supportive service needs in order to determine the most effective E&T component.

**BUDGET (Exhibit B Budget):** The budget outlines your proposed expenditures for your workforce services for SNAP recipients. It details allowable administrative/operational costs, which include all administrative expenses that are reasonable and necessary to operate an approved SNAP E&T program in addition to Supportive Services (participant reimbursements) such as transportation, work/training clothes, and child care.

**Community-Based Organization (CBO):** Refers to organizing aimed at making desired improvements to a community's social health, well-being, and overall functioning by providing educational or related services to individuals in the community.

**Components (SNAP E&T Components):** E&T components are part of the program, and are meant to assist SNAP E&T participants in obtaining relevant training, education and/or skills that will increase their ability to obtain regular employment and achieve self-sufficiency. The components include Job Search Training, Work Experience, Educational programs (Vocational Education and Basic/Foundational Skills known as GED/HiSET), and Job Retention.

**Consent (commonly referred to as a Voluntary Participation Agreement):** Agencies must ensure that all participants sign an agreement attesting that they choose to participate in the SNAP E&T program on a voluntary basis.

**Department of Children and Family Services (DCFS):** DCFS is a state agency that is responsible for the development and provision of Children and Family Services, improvement of social conditions for the citizens of Louisiana and the rehabilitation of persons with disabilities for employment. In general, DCFS's purpose is to provide high quality social and rehabilitative programs and services to the public. DCFS serves as the Program Administrator for the SNAP E&T program.

**Education - Basic/Foundational Skills:** Programs that offer academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment. Such programs include Adult Basic Education (ABE), basic literacy, and high school equivalency (GED, HiSET).

**Education – Career Technical Education Programs or Other Vocational Training:** Organized activities at the post-secondary level that provide individuals with the academic and technical knowledge and skills necessary to prepare for further education and for careers in current or emerging employment sectors. Programs are primarily designed for those who are beyond the age of compulsory high school attendance. Ideally, such programs should be employer-driven and lead to industry-recognized certificates or credentials.

**Education – Work Readiness Training:** Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce. Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual’s interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.

**Food and Nutrition Service (FNS):** FNS is an agency of the United States Department of Agriculture (USDA) who increases food security and reduces hunger in partnership by providing children and low-income people access to food, a healthy diet, and nutrition education through SNAP.

**Individual Employment Plan (IEP):** A plan that identifies a SNAP E&T participant’s employment goals, achievement objectives, and appropriate SNAP E&T components for the SNAP E&T participant to achieve the employment goals.

**Job Retention:** Designed to assist participants in achieving satisfactory performance, retain employment and to increase earnings over time. Job retention services such as case management, job coaching, dependent care assistance and transportation assistance for a minimum of 30 days not to exceed 90 days to individuals who has secured employment. Only individuals who have received other employment and training services under the E&T program are eligible for job retention services.

**Job Search Training:** Enhances the job search skills of participants by providing instruction in job seeking techniques and increasing motivation and self-confidence. Job search training activities may consist of employability assessments, resume writing, interview skills, job placement services, instruction and support related to seeking employment, workplace etiquette workshops, and career planning

**Necessary Cost:** Necessary costs are incurred to carry out essential program functions, cannot be avoided without adversely affecting program operation, and do not duplicate existing efforts. They are also a priority expenditure relative to other demands on availability of administrative resources, and do not duplicate existing efforts.

**Participant:** For SNAP E&T, participant is end user and is the person participating in your program. When we refer to participant = participant, client, individual, student, workers, or any other vernacular that refers to a person enrolled in your program.

**Program:** In general, a program is a collection of organizational resources that is geared to accomplish a certain major goal or set of goals. In this application, your program is specifically your workforce development program.

**Provider (commonly referred to as SNAP E&T Providers or Third-Party Partner):** Consists of community-based organizations and community colleges who operates the SNAP E&T program within their geographic boundaries. (See outline below of how these pieces fit together).

- Provider: The CBO who is operating the SNAP E&T program within their geographic boundaries.
- Program: Is made up of case management and one or more components
- Components: Are made up of Activities

Activities: Something that the SNAP E&T participant does to complete a SNAP E&T component.

**Reasonable Cost:** A cost is reasonable if, in its nature and amount, it does not exceed that which a prudent person would pay under the circumstances prevailing at the time the decision was made to incur this cost. They are in proportion to other program costs for the function that the cost serves, are a program benefit generally commensurate with the cost incurred, and are within the scope of SNAP E&T.

**Supplemental Nutrition Assistance Program (SNAP):** Formerly known as the Food Stamps, Program. A program administered by Department of Children and Family Services (DCFS) provide monthly benefits that help eligible low income households buy the food they need for good health. SNAP is the foundation of the SNAP E&T program.

**SNAP Employment & Training:** A federally funded, state administered program authorized by the office of the United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS) that helps SNAP participants in gaining skills, training, or work experience needed to move towards and into employment.

**SNAP Works:** A Management Information System (MIS) for SNAP E&T that is utilized by DCFS staff and SNAP E&T Providers that consists of a computerized database to store data and produce reports for daily operations.

**Statement of Work (SOW):** A narrative description of an organizations program. A SOW include the following topics that require a description: Goals,-Objectives, Targeted Population, Program Description, SNAP E&T Components, Staff Structure, and Tracking/Outcome Reporting Measures.

**Supportive Services (commonly referred to as participant reimbursements):** Supportive services can include case management, early intervention, career counseling, participant reimbursements, referrals to additional programs and services. Participant reimbursements are payments on behalf of participants in its SNAP E&T program for expenses that are reasonable and necessary and that are directly related to participation in E&T. Participant reimbursements include transportation, childcare, work/training clothes, books, etc.

**Temporary Assistance for Needy Families (TANF):** A time limited program that assists families with children when the parents or other responsible relatives cannot provide for the family's basic needs. The Federal government provides grant funds to States to run the TANF program. State-administered TANF programs may include childcare assistance, job preparation, and work assistance.

**United States Department of Agriculture (USDA):** Provides leadership on food, agriculture, natural resources, rural development, nutrition, and related issues based on public policy. USDA oversee Food and Nutrition Service (FNS).

**Work Experience – Internship:** A planned, structured learning experience that takes place in a workplace for a limited period of time.

**Work Experience – On-the-Job Training:** Designed for individuals to learn the job and get hands-on experience while performing it within the actual work environment for a limited period of time. Upon completion of the training, the employer is expected to retain the individuals as regular employees.

**Work Experience - Apprenticeship:** A combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employers and labor groups, and/or employer associations. Pre-

Apprenticeship programs provide individuals basic and technical skills necessary to enter an apprenticeship program and should be directly linked to an apprenticeship program.

## Websites & Resources

SNAP E&T Email Address: [SNAP&T.DCFS@LA.GOV](mailto:SNAP&T.DCFS@LA.GOV)

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

DCFS Website: [www.dcf.louisiana.gov](http://www.dcf.louisiana.gov)

Apply for benefits online through this link: <https://cafe-cp.dcf.la.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](http://www.fns.usda.gov/sites/default/files/ET_Toolkit_2013.pdf).

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