

Florida Department of Children and Families

Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) State Plan – Federal Fiscal Year 2025



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A. Cover Page and Authorized Signatures

State: Florida

State Agency Name: Florida Department of Children and Families

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): September 24, 2024

List State agency personnel who should be contacted with questions about the E&T State plan.

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Certified By:

Bridget Royster

State Agency Director (or Commissioner)

9/24/2024

Date

Certified By:

Janetta Melton

State Agency Fiscal Reviewer

Janetta Melton

9/24/2024

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

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

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult Without Dependents
CFR	Code of Federal Regulations
DCF	Department of Children and Families
E&T	Employment and Training
EBT	Electronic Benefits Transfer
EF	Employ Florida
ERS	Employment Retention Services
ETPL	Eligible Training Provider List
ETR	Employment and Training Referral
FFY	Federal Fiscal Year
FLORIDA	Florida Online Recipient Integrated Data Access
FloridaCommerce	Florida Department of Commerce <i>Note: Previously Department of Economic Opportunity (DEO)</i>
FNS	Food and Nutrition Service
FSR	Food Stamp Reimbursement
FY	Fiscal Year
GA	General Assistance
ITO	Indian Tribal Organization
LWDB	Local Workforce Development Board
OSST	One-Stop Service Tracking
PD	Provider Determination
SNAP	Supplemental Nutrition Assistance Program
TAA	Trade Adjustment Assistance
TANF	Temporary Assistance for Needy Families
UI	Unemployment Insurance
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
WP	Wagner-Peyser
WT	Welfare Transition

D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	☒
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	☒
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	☒
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	☒
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	☒
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	☒
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	☒
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	☒
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	☒

Table D.II. Additional Assurances

The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.	Check Box
I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	☒
II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	☒

E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Florida's mission and vision for the SNAP E&T program is to ensure participants gain the education and skills necessary to obtain and retain employment while earning a self-sustaining wage and meeting the workforce needs of businesses in their local communities. For Federal Fiscal Year (FFY) 2025, Florida will offer SNAP E&T services to mandatory E&T participants, which include Able-Bodied Adults Without Dependents (ABAWDs) and individuals subject to general work requirements between the ages of 18 and 59 who do not have children under age 18 in the home, do not meet an exemption, and determined eligible for the program by DCF.

The Florida SNAP E&T program offers participants the opportunity to meet the ABAWD and general work requirements of the program through participation in qualifying program components available through Local Workforce Development Boards (LWDBs) and career centers across the state. The program is intended to assist participants in gaining employment in in-demand occupations within their local area. This is both critical in helping individuals find a path to economic self-sufficiency and ensuring that businesses have a sustainable talent pipeline to meet their current and projected needs.

If the Department determines there is not an appropriate and available SNAP E&T component for ABAWD and mandatory E&T participants, the individual will be exempt from mandatory SNAP E&T participation.

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

Florida's SNAP E&T program is administered at the State level.

(For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

Florida operates a statewide mandatory E&T program to ABAWDs and individuals subject to general work requirements between the ages of 18 and 59 who do not have children under age 18 in the home and do not meet an exemption. Florida will continue to explore the expansion of its SNAP E&T program through third party partnerships during FFY 2025. Florida's mandatory SNAP E&T program covers all 67 counties operating under 21 LWDBs. Florida believes that the mandatory SNAP E&T program increases the state's capacity to help participants reduce periods of unemployment and disconnection from the labor market, in addition to connecting participants to workforce programs, training providers, employers, and other resources offered through community-based partners.

Note: Florida implemented a system-wide transformation of its workforce system that included the realignment and consolidation of Florida's current LWDBs from 24 to 21 on July 1, 2024.

Provide a list of the components offered.

Florida's SNAP E&T components offered to mandatory E&T participants include:

- Supervised Job Search
- Job Search Training
- Work Experience
- Education
- Vocational Training
- Job Retention Services

If the Department determines there is not an appropriate and available SNAP E&T component for ABAWD and mandatory E&T participants, the individual will be exempt from mandatory SNAP E&T participation.

Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

Florida's SNAP E&T program resources and information include comprehensive guidance such as:

- Federal Guidance and Legislation
- State Plans and Legislation
- Department of Children and Families Issued Guidance
- Resources (i.e. Frequently Asked Questions, Alerts Guidance, SNAP E&T Overview, Refugee Policy, etc.)

State E&T program resources are located at the following web addresses:

- <https://www.floridajobs.org/local-workforce-development-board-resources/programs-and-resources/program-resources>
- <https://www.myflfamilies.com/services/public-assistance/supplemental-nutrition-assistance-program-snap>

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

The significant changes to FFY 2025 include:

- Florida implemented a system-wide transformation of its workforce system that included the realignment and consolidation of Florida's current LWDBs from 24 to 21 on July 1, 2024.
- Reporting – In addition to required federal reports, FloridaCommerce is considering other standard reports to determine if outcome data can be extracted for SNAP E&T participants.

Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

FloridaCommerce is working with its Workforce Statistics and Economic Research to determine data that would be valuable in illustrating the success and areas of opportunity for the E&T program. As an example, FloridaCommerce extracted the SNAP participant subset in the Letter Grades report and analyzed the data for information that would be useful in enhancing reported program outcomes. Additionally, DCF and FloridaCommerce's policy and data teams will meet monthly to discuss program outcomes and data. This collaborative meeting will generate discussions regarding program metric definitions and outcome data that supports continued growth of Florida's E&T program.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector;

community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

Consultation with State workforce development board: Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

CareerSource Florida is the State Workforce Development Board for Florida. In the development of the FFY 2025 SNAP E&T State Plan, FloridaCommerce consulted with the state workforce development board by providing the draft state plan to the CareerSource Florida professional team for review and input. Their input was incorporated in the SNAP E&T state plan as follows:

- Inclusion of WIOA Governor's Set-Aside Initiatives developed through partner collaboration for implementation during PY 2025 – The Governor's Set-Aside Initiatives advances the statewide strategic goals for workforce which provides opportunities for a wide range of job seekers, including SNAP E&T participants, in gaining occupational and foundational training to build a pipeline of talent for current and future in-demand occupations.
- Implementation of [Florida's Workforce System Transformation Plan](#), which resulted in alignment and consolidation from 24 to 21 local workforce development boards on July 1, 2024. The consolidation of Florida's workforce system streamlines and modernizes the state's workforce system, enhancing alignment and accountability. Additionally, there consolidation increases collaboration among economic, educational, and governmental agencies; enhance services to customers to be consistent across the state, especially disadvantaged populations such as recipients of government assistance; use resources more effectively; and strengthen the state's economy by supporting regional economies.
- During PY 2025, additional activities are anticipated under Pillar 2 – System-wide Improvements and Pillar 3 – WIOA Regional Planning Areas, of Florida's Workforce System Transformation Plan. For Pillar 2, the goal is to enhance consistency and coordination between LWDBs, among state workforce partners and improve policies, processes, technology and tools in order to provide a better access to services as well as a more uniform customer experience statewide. Related to Pillar 3, the goal is to align with regional economic development areas as well as develop and integrate strategies and

resources to support regional economic growth leading to an expansion of career opportunities.

- Implementation of the Education and Industry Consortia throughout the state to convene industry and education leaders quarterly to ensure that local talent pipelines are being developed intentionally as a means of supporting Florida's growing economy and to guide conversations regarding current skills gap that informs the development of strategies within the local workforce development board service area. This allows local workforce boards to develop the talent needed to fill future vacancies.
- Implementation and evaluation activities associated with Florida's WIOA State Plan, which includes the SNAP E&T State Plan, will occur during PY 2025. The intent of the evaluation activities is to ensure the effectiveness of policies and procedures based on data and information gathered from stakeholders through an array of methods. Continuous improvement will lead to greater insight on the impact of WIOA and its partner programs, including SNAP E&T.

FloridaCommerce also values the input of the LWDBs to ensure both state- and local-level perspectives are considered in the design of the state's E&T program. A workgroup comprised of subject matter experts (SME) from small, medium, and large LWDBs was formed and convened on May 17, 2024 to gather feedback regarding the design and delivery of E&T services. These consultations helped gather feedback related to local needs in the development of the SNAP E&T program, needs of local employers, and needs of the participants. The feedback contributed to the proposed initiatives for FFY 2025.

Further, consultation with the LWDBs will occur throughout FFY 2025 through the monthly LWDB led SME workgroup to gain meaningful feedback on a more consistent basis for improvement of services to E&T participants in Florida. The LWDB SME workgroup records the meetings, and the recording is shared with the workgroup, including FloridaCommerce. In specific, the consultations will cover:

- Design & delivery of E&T services.
- Program enhancements.
- New initiatives for FFY 2025.
- Emerging challenges and needs for FFY 2025.

The required consultation with the state workforce development board will occur in the second quarter of FFY 2025. FloridaCommerce is working with the CareerSource professional team for scheduling. The meeting will include members from DCF, FloridaCommerce and CareerSource Florida.

Consultation with employers: If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

N/A

Coordination

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

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

The Reimagining Education and Career Help (REACH) Act which amended Chapter 445, Florida Statutes, was signed into law and became effective July 1, 2021. The REACH Act created several strategic opportunities to enhance and expand services provided through Florida's workforce development system by promoting, encouraging, and taking bold steps towards unifying partner programs and agency coordination beginning with adding the Secretary of the DCF to the CSF Board of Directors.

The REACH Act established a No Wrong Door Strategy ensuring Floridians have access to the assistance and resources available from the various workforce programs no matter where they enter the system – workforce, education, public assistance, etc. The implementation of this strategy began in the 2022-2023 program year with the launch of a Workforce System Integration project (FL WINS) aimed at better aligning various partner agency customer management systems through data sharing and common intake platforms. An additional strategy specific to the SNAP population is the requirement for DCF and FloridaCommerce to develop a memorandum of understanding that will permit SNAP and TANF benefit recipients to pre-certify for WIOA training services without having to physically visit a career center. This strategy will become a component of the FL WINS system. Once implemented, this system and strategy will be critical to further enhancing coordination between SNAP E&T and WIOA programs and ensuring participants are connected to training opportunities that will lead to employment at self-sustaining wages.

The REACH Act calls for the development of criteria to assign a letter grade to LWDBs. Three of the criteria for assigning letter grades specifically include SNAP and TANF recipients. First, LWDBs are measured on the number of SNAP and TANF recipients who no longer receive benefits four quarters after completing services with the LWDB. Second, LWDBs are measured on the number of SNAP and TANF recipients who receive work-related training services. Lastly, LWDBs may earn extra credit based on the percent of SNAP and TANF participants they serve. Data for the letter grades are reported on a quarterly basis allowing LWDBs to identify areas in which they excel and areas that can be strengthened to improve outcomes; however, the actual grades are released annually. As of May 22, 2024, data up through Quarter 2 is available. Below is a summary of the LWDB scores based on the letter grade scale as a projected letter grade using the Quarter 2 data. For additional information on the letter grades, please click [here](#).

- 5 of 24 LWDBs with a score higher than 97% (A+)
- 3 of 24 LWDBs with a score between 93-96% (A)
- 3 of 24 LWDBs with a score between 90-92% (A-)
- 6 of 24 LWDBs with a score between 87-89% (B+)
- 5 of 24 LWDBs with a score between 83-86% (B)
- 1 of 24 LWDBs with a score between 80-82% (B-)
- 1 of 24 LWDBs with a score between 77-79% (C+)

Additionally, WIOA allows governors to reserve 15 percent of state funds (discretionary funds) to support innovative projects that enhance opportunities for employment and economic opportunity, particularly for job seekers who face barriers to employment. Under the leadership of Governor Ron DeSantis, the state workforce development board will use WIOA funding to chart new and expanded pathways to employment, education, training and support services for Floridians who need additional workforce-readiness help on their path to self-sufficiency and economic prosperity. To support this vision, the Governor's discretionary funds were allocated to support initiatives that close achievement and attainment gaps for Floridians, build on evidence-based practices to serve job seekers facing barriers to employment and promote strategic and cross-sector partnerships through the Get There Faster program. The funds will provide opportunities to targeted populations to improve education and work skills needed to enhance employability and the likelihood of achieving economic self-sufficiency. Participants will receive ongoing intensive employment services and support aimed at removing employment barriers, increasing participants' likelihood of obtaining and maintaining unsubsidized employment, and decreasing their reliance on public assistance benefits. The Get There Faster funds were awarded through competitive grant opportunities to LWDBs, state colleges and technical colleges. Applicants had to demonstrate how their proposed initiatives will be sustained to have long-term impact in enabling program participants to gain and retain employment and attain self-sufficiency. The Low Income Returning Adults Get There Faster grant was extended through June 30, 2025. The grant will be operated in one LWDB for a total of \$320,177 to serve individuals who receive SNAP or TANF benefits or whose family income does not exceed 200% of the poverty level. Additionally, \$750,000 will be awarded to provide funding for targeted, in-demand employment opportunities through career, training (including work-based training), and supportive services to military veterans, military spouses, and eligible veteran spouses facing barriers to employment, with a priority focus on homeless and disabled veterans.

Additional Florida initiatives include:

- Artificial Intelligence Incumbent Worker Training Pilots (\$500,000) - The Artificial Intelligence (AI) IWT Pilot Program provides grant funding for continuing education and training of employees at existing Florida businesses whose jobs are at-risk by automation or artificial intelligence – with a specific targeted focus on mid-career to late career stage workforce. The benefits for incumbent workers include advancement opportunities, increased employment opportunities, industry-recognized credentials, job retention and security as well as transportable/transferrable skills.
- Incumbent Worker Training Grant (\$3,000,000)- Florida's Incumbent Worker Training grant program addresses the continuing education and training of incumbent employees

at existing Florida businesses to improve the ability of the company to compete, expand and retain workers.

- Rural Initiatives (\$2,000,000) - Florida has identified 29 counties and six cities in three additional counties as Rural Areas of Opportunity. These counties and cities face extraordinary economic challenges. Supplementary allocations are provided for LWDBs identified as rural boards to support operations in providing workforce services to employers and residents in the areas they serve.
- Sectors of Strategic Focus Training Initiative (\$2,000,000) - This initiative will provide state-level WIOA funding to local boards for career training (including work-based training), and supportive services to Adults, Dislocated Workers and Youth in targeted sectors allowing greater leverage of the Governor's investments and creating talent pipelines for critical workers needed in the following targeted industry sectors: Ag Tech, semiconductor/advanced manufacturing, broadband, transportation (including infrastructure), and aviation/aerospace.
- Youth Career Exploration (\$500,000) - This program combines career exploration with a comprehensive learning experience that includes the development of essential foundational skills and the opportunity to participate in work-based learning opportunities with partner businesses. Funding can be used to support the creation of new programs in regions that do not currently offer summer youth internship or other career exploration activities, expansion of existing programs to serve more youth or expand upon services provided, and to provide financial incentives for youth participation. The program will pilot career exploration and work-based learning initiatives aligned with Florida Sector-Based Training Initiatives to expose high school students from high-poverty areas to career opportunities in high growth industries.
- Florida Deputy Sheriff's Association Registered Apprenticeship Program (\$100,000) - The Florida Deputy Sheriff's Association Law Enforcement Registered Apprenticeship Program was designed to remove barriers to qualified law enforcement personnel entry and invest in Florida's future as a safe and prosperous state. The program's inception, development, and future goals are aligned with Florida's workforce education priorities. The purpose of the grant is to fund LWDBs in providing financial support to qualified apprentices for eligible training costs, books, materials, uniforms and other supportive services.
- Digital Literacy and the Missing Middle (\$250,000) - Florida will conduct a statewide assessment of the landscape and opportunities for improving the delivery of foundational skills and digital literacy training, with the goal of the findings informing efforts to provide Floridians with digital literacy resources.
- Credential Review Committee Support (\$200,000) - CareerSource Florida in collaboration with FloridaCommerce, the Florida Department of Education and the REACH Office, will build a credential inventory database, master credentials list application, and application and evaluation tracking system. The Master Credentials List is a public inventory of state approved credentials of value, based on current and future demand, that can guide the workforce education and training programs.
- Supplemental WIOA Funding (\$3,416,901) - Provides additional WIOA funding to LWDBs that experienced the greatest decrease in formula funding for Program Year 2024 to ensure LWDBs can continue operations and services to participants.

Coordination with title I of WIOA: Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

While Florida does not automatically co-enroll SNAP E&T participants into WIOA programs, staff inform participants of the full array of programs and services provided within the one-stop delivery system. Co-enrollment of interested participants is encouraged to broaden the opportunities to gain skills and training.

If interested and deemed eligible, ABAWDs/program participants are co-enrolled into the WIOA program. Co-enrollment can provide more opportunity for E&T participants to participate in work-based learning/training activities for in-demand occupations assisting with attainment of skills that lead to self-supporting employment.

FloridaCommerce worked with LWDBs to discuss other ways in which SNAP E&T participants can be co-enrolled/receive services through other workforce development programs, including WIOA. A resource was created and provided to the LWDBs. This process is expected to become a standard practice statewide with the desired outcome of increasing co-enrollment opportunities for program participants.

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

☒ Yes

☐ No

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

The SNAP E&T and TANF/WT programs operate and are funded separate. There is no overlap between the two E&T programs as far as the intended population that is served. The TANF population may be a recipient of SNAP but would not be a mandatory E&T participant due to children in the household. While the SNAP E&T program serves mandatory E&T participants without children under the age of 18, TANF serves families with children in need of assistance. Additionally, since these programs operate independent of each other, TANF recipients are not automatically referred to SNAP E&T simply because their TANF benefits have ended.

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

The DCF Refugee Services Program is federally funded by the Office of Refugee Resettlement (ORR) within the Department of Health and Human Services to assist refugees to achieve economic self-sufficiency and social adjustment within the shortest possible time after their arrival

in the United States. Support services are provided through contracts with nonprofit organizations, local government agencies, and private entities to assist refugees and entrants meet the goal of economic self-sufficiency and successful integration. The Refugee Services Program offers employment services including orientation, job preparation, job placement, and retention activities. The Adult and Vocational Program offers English for Speakers of Other Languages (ESOL), Vocational Training, Adult Basic Education (ABE), and General Education Diploma (GED) preparation classes. These employment and training programs that are funded by ORR meet the criteria for “recognized school or training program.” The SNAP E&T program works closely with staff of the Refugee Services Program to ensure refugees who are participating at least half-time in these ORR programs are classified appropriately and exempt from work registration.

In Florida, not all counties have a Refugee E&T program. Refugees who are ABAWDs participating in a Refugee E&T or Match Grant program are exempt from ABAWD work requirements and time limits within their first twelve (12) months in the United States or within twelve (12) months of their date of asylum or date of eligibility. When the county does not have a Refugee E&T program, refugee applicants that do not meet other SNAP E&T or ABAWD exemptions must be referred to FloridaCommerce as a work registrant, regardless of the length of time the refugee has resided in the U.S.

IV. Consultation with Indian Tribal Organizations (ITOs)

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

a) Did the State agency consult with ITOs in the State?

- ☒ Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- ☐ No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- ☐ Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

b) Name the ITOs consulted.

The ITOs in Florida are:

Miccosukee Tribe of Indians
Talbert Cypress, Tribal Leader
Contact: Martha Vega

Email copy to: marthav@miccosukeetribe.com
305-223-8380 Ext: 2267

And

Contact: Delsina Trigoura
Email copy to: DelsinaT@miccosukeetribe.com
(786)858-2665

Dates of Contact:
July 3, 2024, July 19, 2024, via email
July 18, 2024, via phone
August 14, 2024, via email

Seminole Tribe of Florida

Marcellus Osceola, Tribal Leader
Contact: Melissa Santiago
Email copy to: melissasantiago@semtribe.com
954-962-2009

Dates of Contact:
July 3, 2024, via email
July 15, 2024, via phone
August 14, 2024, via email

- c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

DCF contacted the ITOs by phone and email with an invitation to discuss the purpose of the SNAP E&T program, availability of services/activities through the SNAP E&T program and review the state plan for their feedback on addressing the unique needs of tribal members living on the reservation through the E&T program.

Both ITOs were provided a copy of the SNAP E&T State Plan. The ITOs were also offered direct contact information at DCF who can assist with providing eligibility assistance to any member. Both ITOs have indicated there is no need to consult at this time as the Tribes receive a monthly dividend that precludes qualification for SNAP assistance.

- d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

☐ Yes

☒ No

V. Utilization of State Options

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

a) The State agency operates the following type of E&T program (*select only one*):

- ☒ Mandatory per 7 CFR 273.7(e)
- ☐ Voluntary per 7 CFR 273.7(e)(5)(i)
- ☐ Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

- ☒ Applicants per 7 CFR 273.7(e)(2)
- ☐ Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)
- ☒ Categorically eligible households per 7 CFR 273.2(j)

c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

- ☒ Yes
- ☐ No

VI. Characteristics of Individuals Served by E&T

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

a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory

E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States that run all-voluntary E&T programs would note that they exempt all work registrants.)

State optional exemption categories include:

1. Mandatory work registrant who is head of household and has a child in the home under age 18
2. Mandatory work registrant who is not head of household and has a child in the home under age 18
3. Illness (medical limitation)
4. Confirmed pregnancy
5. Transportation unavailable for over 2 hours or due to rural location
6. Extreme communication or language limitation
7. Circumstances beyond control
8. Lack of childcare for ages 6 to 12 years old
9. ABAWD with indicator 'N' mandatory FSET/ ABAWD only (ABAWD already meeting the work requirement on their own)
10. ABAWD with indicator 'N' mandatory refugee referral (refugees in first 12 months, and already meeting the work requirement)
11. Un-reimbursable expenses for participating in E&T
12. No available openings in an E&T component
13. Does not meet the criteria for referral to an E&T component (criteria for each E&T component is outlined in G. Component Detail)

b) How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

Re-evaluation of exemptions from mandatory E&T will occur annually and/or upon policy changes.

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

- ☒ ABAWDs
- ☐ Homeless
- ☐ Veterans
- ☐ Students
- ☐ Single parents
- ☒ Returning citizens (aka: ex-offenders)
- ☒ Underemployed

- ☒ Those that reside in rural areas
- ☒ Other: Work registrants ages 53-59 that do not meet any exemptions.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

DCF is responsible for and administers the SNAP E&T program in Florida. DCF is responsible for determining food assistance eligibility, screening and identifying individuals who are subject to work requirements, ensuring appropriateness of referrals to the SNAP E&T program, determining exemptions and exceptions from the program, determining if good cause exists, and imposing of sanctions due to noncompliance and lifting of sanctions. The SNAP E&T team works closely with FloridaCommerce to ensure SNAP E&T participant information is coordinated between the State agency and LWDBs.

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

Coordination and communication to eligibility workers takes place through regular training sessions, updated policies and procedures, broadcast messages, and updated policy resources on DCF's intranet.

Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

Florida implemented a system-wide transformation of its workforce system that includes the realignment and consolidation of Florida's current LWDBs from 24 to 21 on July 1, 2024.

Participant data and information is shared daily through an interface between DCF's FLORIDA eligibility system and FloridaCommerce's OSST system. If the individual is no longer participating, FloridaCommerce will send DCF an alert of non-compliance. DCF will notify the customer of the non-compliance and allow 10 days to report good cause for not participating in the program, if applicable.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

The FLORIDA system contains demographics, referrals, exemption data, sanctions, provider determinations, and other SNAP E&T participation requirements. While the FLORIDA system does not interact directly with OSST, daily eligibility transactions are gathered and transmitted to FloridaCommerce via a secure file transfer process. The nightly referral file automatically loads information about the participant and status of public assistance benefits into the FloridaCommerce OSST system. The participant files are routed to LWDBs based on address. Countable months are tracked in the FLORIDA eligibility system. Additionally, eligibility staff utilize an ABAWD participation hours look-up tool which captures the monthly hours an individual has completed. If the individual is no longer participating, FloridaCommerce will send DCF an alert of non-compliance. DCF will notify the customer of the non-compliance and allow 10 days to report good cause for not participating in the program, if applicable.

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

DCF shares with FloridaCommerce relevant policy transmittals and guidance from the U.S. Department of Agriculture related to work requirements or workforce. DCF and FloridaCommerce collaborate frequently and have monthly meetings to discuss new policies and procedures, and the impacts on service delivery. Additionally, policy changes are communicated to FloridaCommerce via updated written procedures and memorandums.

New policies, procedures, or other information is communicated to the LWDBs through administrative policies, guidance papers, memorandum, teleconferences, webinars, email, virtual and on-site training or technical assistance as needed or requested. When new policies, procedures or other information are finalized and approved for issuance, they are posted to DCF and FloridaCommerce's websites.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

FloridaCommerce holds a grantee/sub-grantee agreement with each LWDB which outlines the LWDB's requirements to operate the SNAP E&T program in accordance with the federal and state laws and policy. Pursuant to the terms of the Interagency Agreement between DCF and FloridaCommerce, DCF reserves the flexibility to request the annual monitoring schedule of LWDBs, monitoring reports, corrective action plans, and/or close out letters at anytime. DCF monitors and oversees FloridaCommerce's administration of the SNAP E&T program to ensure compliance with 7 CFR 273.7, 7 CFR 275.8 and national target areas and/or at-risk areas as identified each federal fiscal year by FNS, as well as compliance with the SNAP E&T Plan, Interagency Agreement, and any other federal or state requirements as needed.

DCF coordinates with and monitors the E&T contractor (FloridaCommerce) yearly to determine the process used to conduct ME reviews of local operations, how often reviews occur, what is covered in the review, whether corrective action plans are submitted and evaluated, the corrective action follow-up process, and the process for conducting review of third-party reimbursement operations. Fiscal and compliance monitoring occurs through review of invoices prior to approving reimbursement. This includes review of the invoices to ensure that expenditure totals align with invoice or cash transfer request received.

Additionally, during and in advance of monitoring reviews, FloridaCommerce provides DCF with supporting documentation to monitor activities and E&T programs. DCF and FloridaCommerce conduct a minimum of three joint financial and programmatic oversight reviews of individual LWDBs per calendar year to ensure compliance with applicable administrative requirements, specifically identification of system strengths, weaknesses, and required corrective actions. Findings from the reviews are discussed for corrections with the sub-recipient and documented in the contract file.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

In addition to the monitoring process outlined above, DCF evaluates the performance of FloridaCommerce and the LWDBs by conducting random audits of the SNAP E&T data entered in the case management information system (OSST) to ensure the integrity of the information. Program performance is also reviewed through the quarterly FNS-583 and annual reports on national and state component measures. Additionally, DCF conducts financial and programmatic reviews of FloridaCommerce, which includes a focus on ensuring that acceptable standards for fiscal accountability, program administration, procurement, and integrated service delivery are established and in practice.

The REACH Office was created in the Executive Office of the Governor to provide coordination and alignment in Florida's workforce development system in developing processes to evaluate the impact of workforce services on participants receiving benefits and welfare transition programs, to include performance reports on participant earnings. Developed by the REACH Office, the letter grades are based on LWDB

performance on accountability measures and return on investment. As required by the REACH Act, the majority of the grade is based on the improvement by each local workforce development board in the long-term self-sufficiency of participants through outcome measures such as reduction in long-term public assistance and the percentage of participants whose wages were higher after program completion compared to wages before participation in a program. There are seven (7) core metrics and one extra credit metric focused on employment services, training services, business services and economic self-sufficiency. The metrics are:

1. Participants With Increased Earnings (2nd Quarter After Exit)
- 2. Reduction in Public Assistance (4th Quarter After Exit)**
3. Employment and Training Outcomes (WIOA Primary Indicators of Performance)
- 4. Participants in Work-Related Training** (includes SNAP E&T participants)
5. Continued Repeat Business
6. Year-Over-Year Business Penetration
7. Completion-to-Funding Ratio (based on funding allocation)
- 8. Extra Credit Metric – Serving Individuals on Public Assistance**

Note: The bolded metrics include SNAP and TANF recipients in its calculations. Targets for each metric were created using historical performance data. Adjustments to the targets are made as needed based on evolving changes in economic conditions and the state's priorities. The letter grades are measured/assigned no less than quarterly allowing for continuous improvement.

VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

- a) Describe how the State agency screens applicants to determine if they are work registrants.

Florida operates a mandatory SNAP E&T program that serves the ABAWD population and work registrants ages 18-59 who do not have children under age 18 in the home and do not meet an exemption. DCF is responsible for screening and identifying all individuals ages 16 – 59 who are subject to general, E&T, and ABAWD work rules.

Staff use the Work Rules Screening Tool to determine which work rules apply to each household member. Once each household member has been screened, staff use the Work Rules Oral Script to discuss which work rules apply to each household member, exemptions, good cause and penalties. Individuals meeting an exemption under the general work rules are not subject to any work rules.

DCF screens individuals for exemptions based on 7 CFR 273.7(b) to determine whether they meet the general work requirements or the ABAWD work requirements and time limit definition. Any recipient or applicant who meets an exemption or is not a mandatory participant, is filtered out of the process, not subject to work requirements, and is not referred for SNAP E&T participation.

DCF also screens for additional barriers to employment or work activities to determine whether a referral is appropriate based on the State's criteria. If no other barriers are identified, they are referred to FloridaCommerce to participate in the mandatory SNAP E&T program.

- b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

Work registrants are assigned specific codes in DCF's eligibility system.

- c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

After screening the household for exemptions to determine which work rules apply, the oral script is read and discussed by staff to any Food Assistance household member who is subject to general, Employment & Training and/or ABAWD work rules. Staff discusses at application, recertification, when a previously exempt household member is no longer exempt, or when a new household member, is subject to the work rules. Upon approval of SNAP benefits, the individual will receive the consolidated work notice, which notifies the individual of the work requirements that apply.

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

Florida has identified that ABAWDs and work registrants aged 18-59 who do not have children under age 18 in the home, who are not meeting an exemption as detailed in Section VI., would benefit from participation in supervised job search/job search training, education, vocational training, or work experience. As there are no minimum requirements for participation in job search activities and work experience, state criteria for participation in E&T activities is limited to not meeting any specified exemption. Eligibility staff use a screening tool to determine if there are any barriers to employment, whether reimbursements are needed to participate in work activities, availability of reimbursements, whether a referral is appropriate based on the State's criteria, and available openings in components. If an individual meets an exemption, what work requirements apply, and if there is good cause for not participating. If it is determined that an ABAWD or work registrant aged 18-59 who do not have children under age 18 in the home, does not meet an exemption, they are mandatorily referred. The state notes that mandatory work registrants will be exempt if they are unable to participate without reimbursement in excess of what is available, or a community identifies a lack of availability of E&T components as identified in the SNAP E&T Component Availability Certification.

Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

During the application and recertification process, DCF eligibility staff are responsible for screening and identifying all individuals ages 16 – 59 who are subject to general, E&T, and ABAWD work rules. DCF staff screen to determine if any individuals meet the exemptions outlined in 7 CFR 273.7(b), then staff screen to determine if the individual is a mandatory work registrant. Next, staff screen to determine if there are any barriers to employment, whether reimbursements are needed to participate in work activities, availability of reimbursements, whether a referral is appropriate based on the state criteria, and available openings in components. The screening occurs during the interview or contact with the household at application or recertification.

(If applicable) Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

N/A

How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Participants are informed about participant reimbursements at several phases of the SNAP E&T program:

- During the certification process applicants are informed that the state agency must pay for costs that are reasonable and necessary for participation in SNAP E&T activities. This includes an oral explanation that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
- The consolidated written notice includes language that the State must provide reimbursement for expenses that are reasonable and necessary to participate in SNAP E&T activities. This notice includes verbiage that the individual may be exempted from mandatory SNAP E&T activities if the State cannot meet their reimbursement needs.
- Mandatory E&T participants are also informed about participant reimbursements during the orientation with the case manager, and on the Opportunities and Obligations Form that is completed with the local workforce board. If the individual reports participant reimbursement needs that exceed the State agency's approved budget, the individual may be placed in another suitable component in which the individual's reimbursement expenses will be met. This action is handled on a case-by-case basis and the E&T provider will screen the customer's case to meet the support services needs or follow the process to refer the individual back to the state agency to address the possible exemption.

If the individual's participant reimbursement needs are reasonable, necessary, and directly related to participation in the program and exceed the State's reimbursement cap, the participant will be exempted from mandatory SNAP E&T activities.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

If an individual is determined to be a mandatory E&T participant, they are notified verbally during the interview via the oral script and a written consolidated notice is automatically generated upon authorization of SNAP benefits, informing of their referral to FloridaCommerce for SNAP E&T participation. The written consolidated notice includes information on accessing E&T services through FloridaCommerce, participant reimbursements, explanation of each work rule, exemptions, penalties, and contact information.

Upon receipt of the program referral from DCF, individuals referred to the SNAP E&T program for participation receive an Employment and Training Referral (ETR) notification letter from FloridaCommerce instructing the participant to complete specific steps via OSST within seven (7) days. Participants referred to the SNAP E&T program are provided with an online or in-person orientation, assessment, and scheduling options for engagement. The ETR provides the participant with information to complete the online orientation, assessment and schedule their initial engagement appointment with a case manager within seven (7) days. Participants that do not have access to a computer or the internet and need assistance with completing the orientation and assessment, are directed to report to their local career center within seven (7) days.

- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

Florida does not have a reverse referral process. Florida will only serve mandatory E&T participants. Once identified, mandatory E&T participants are notified verbally during screening and in the written consolidated notice that they are being referred to FloridaCommerce for SNAP E&T participation. The screening tool and written consolidated notice includes information on participant reimbursements and informs the individual that they may be exempt from mandatory SNAP E&T participation if the state cannot meet their reimbursement needs. If the state receives and approves a request, the individual will be notified about SNAP E&T during the oral explanation and receive written communication through the consolidated work notice. The screening process will determine if the individual meets the state specific criteria to participate in E&T.

- c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

Upon receipt of a program referral from DCF, a participant subject to mandatory E&T participation will receive a letter from FloridaCommerce to set up their online account or contact the LWDB to begin orientation. The orientation, offered online or in-person, is a required activity for newly referred or reopened referrals for mandatory work registrants who have not attended an orientation within the previous 12 months. Mandatory work registrants will also receive an orientation if there have been significant program changes regardless of the time frame of last attendance. The orientation informs mandatory work registrants of the following:

- Why the individual is referred to the program.
- An overview of the program's components.
- The program expectations and requirements.
- Benefits of the program.
- Consequences of failure to comply.
- Grievance procedures and participant rights.

Registrants will need to complete the orientation and assessment by the deadline provided by FloridaCommerce and schedule an appointment with a case manager.

- d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

Information about participants and referrals is communicated within DCF's FLORIDA system. This information is entered into the system by eligibility specialists and transferred daily through an interface between DCF's FLORIDA system and FloridaCommerce's OSST system for review by FloridaCommerce's E&T program staff.

- e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

Information about the referral of a SNAP participant to E&T is communicated through a daily interface between DCF's FLORIDA eligibility system and FloridaCommerce's OSST system. Daily eligibility transactions are gathered and transmitted to FloridaCommerce via a nightly secure file transfer process. The FLORIDA data file contains demographics, unique identifiers, and SNAP E&T participation requirements. The nightly referral file automatically loads information about the customer and status of public assistance benefits into FloridaCommerce's OSST system. The participant files are marked as 'mandatory' and routed to LWDBs based on address.

For mandatory participants, once FloridaCommerce receives a referral from DCF, the ETR is mailed the next business day by FloridaCommerce on behalf of the LWDBs and provides detailed instructions and action steps the mandatory E&T participant must take to complete the initial engagement process required to initiate their SNAP E&T program participation. The initial engagement steps are:

1. Participate in an online or in-person orientation to the SNAP E&T program.
2. Complete an online or in-person initial assessment.
3. Schedule an appointment.
4. Work with case manager at orientation to determine the right program for you.
5. Complete the activities of the program each month.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

a) Does the State require or provide an assessment?

☒ Yes (*Complete the remainder of this section.*)

☐ No (*Skip to the next section.*)

b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

SNAP E&T participants complete FloridaCommerce's online assessment as part of the initial engagement process (remote or in-person). The initial engagement process includes: 1) an orientation; 2) assessment of the individual's needs and barriers, work history, and occupational skills; and 3) scheduling a follow-up appointment. During the initial engagement appointment with the case manager, the completed assessment is reviewed with the individual and they are assigned to an appropriate and available activity component.

Additional assessments (i.e. Test of Adult Basic Education (TABE), My Career Shines, Career Scope) may be conducted or scheduled at the initial engagement appointment, as determined appropriate, prior to the participant being assigned to a program component. Further, the LWDBs may conduct additional assessments during program participation as participants' needs change or a new program component is being considered.

Currently, the One-Stop Service Tracking (OSST) system, FloridaCommerce's case management system for the SNAP E&T program, stores the assessment and is immediately available to LWDB career center staff. For other types of assessments, the results are directly provided to the participant and/or the case manager.

Individual outcomes/results are reviewed by the case manager to make sure an individual's goals are in alignment with the appropriate program components.

Generally, assessment results are not shared with parties external to the E&T provider. The noted exceptions would be assessment results that would be useful for training/education providers (to avoid the participant being asked by the training/education provider to take the same assessment again) or employability skills assessment results that would be useful for an employer for job placement.

XII. Case Management Services

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

a) What types of E&T case management services will the State agency provide? *Check all that apply.*

☒ Comprehensive intake assessments

☒ Individualized Service Plans

☒ Progress monitoring

☒ Coordination with service providers

☒ Reassessment

☐ Other. Please briefly describe: Click or tap here to enter text.

b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

LWDBs are required to provide case management for all participants who are referred to the workforce system by DCF. After participants complete the orientation and assessment, they are assigned a case manager who continues the case management process during the initial appointment. Subsequent to the initial appointment, case managers meet with the E&T participants monthly to review their program progress and success in program components, such as completing an education component, work experience and/or obtaining gainful employment. The case manager may also provide support services, information on employer events (i.e., job fairs, hiring fairs, information sessions), and/or referrals to community resources based on the individual needs of the participant. All case management activities are recorded and tracked in the OSST system, FloridaCommerce's case management system.

Throughout the case management process, case managers housed in the career centers of the LWDBs communicate with DCF staff regarding participation hours, household changes, compliance/non-compliance, etc. via the interface between DCF's FLORIDA system and FloridaCommerce's OSST system. Most local areas also communicate directly with DCF staff that are considered their local liaisons to resolve or troubleshoot any issues that arise. Communication between the LWDB case managers and DCF staff may be verbal (telephonic/in-person meetings) or electronic (email or FLORIDA messages).

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

Communication/Coordination with:

SNAP eligibility staff:	While serving mandatory participants, E&T case managers may be informed of changes in the household from the participant or through the interface between the FLORIDA (DCF) and OSST (FloridaCommerce) systems. The participant must report any changes to DCF within 10 days and/or the E&T case manager may provide the updated information to DCF staff directly. Additionally, each LWDB is assigned with a DCF staff serving as point of contact. The DCF point of contact email address and phone number is provided local E&T case managers to handle any participant case management need.
State E&T staff:	State E&T staff track referrals through the FLORIDA system. The FLORIDA system includes participant information such as the case number, the personal identification number, social security number, name, ethnicity, date of birth, gender, residence/ mailing address, benefit history, food assistance amounts, approval periods, and other information. The daily eligibility transactions are communicated to FloridaCommerce via a secure file data transfer between FLORIDA and OSST. Once FloridaCommerce receives the referral notice through the case to do in OSST, an Employment and Training Referral (ETR) notification is sent to the participant. The ETR informs the participants of the mandatory requirements for participation and includes the online initial engagement steps. The online initial engagement steps include completing an orientation, assessment and scheduling an initial engagement appointment. Once the participant completes the required steps, the participant will meet with a LWDB case manager. The LWDB case manager will further explain the program requirements, review the assessment, discuss goals, assignment to program components, support services, and/or participant reimbursements as needed. The participant will be assigned to program components based on the information obtained through the initial engagement, including assessments, education/employment goals, etc. Community resources and partnerships may also be provided to participants. If participants have challenges completing the online requirements the participant can request to come into the office to complete the manual process.
Other E&T providers:	There are no E&T providers other than LWDBs.
Community resources:	All LWDBs maintain a community resource listing of local partnerships within their local network to provide support to participants as needed. Community resources and partnerships with LWDBs are made throughout their communities to better serve participants. The case manager may refer participants to community resources and/or partners through their locally established referral procedures to receive additional support outside of what is available through the career center.

d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

DCF ensures E&T participants receive targeted case management services by reviewing local workforce development board case files during monitoring. DCF's programmatic monitoring reviews include a review of the case managers oversight of assessment, orientation, grievance/compliance, administering of components, employment verification and participant reimbursements. During the monitoring review, the case managers are informed of any identified issues (observation or finding) and are given up to 10 days to resolve. Any unresolved issue (observation or finding) is documented and addressed between DCF's and FloridaCommerce's agency leadership to determine a resolution or apply a corrective action.

While FloridaCommerce is responsible for the administration of the E&T services and OSST serves as the case management system, DCF ensures participants receive targeted case management through monitoring of the services provided by FloridaCommerce. E&T case managers use OSST as an accountability tool to track participation, reimbursements, notification letters, documents, case notes, activities, and other case management services. Case management appointments are scheduled in a manner that allows appropriate follow up time to discuss progress, appropriate and available components. Participants are able to provide mandatory documentation via electronic communication. Having electronic communication capabilities allows participants to provide documentation timely to their case manager and also maintain compliance with program requirements thereby avoiding adverse impacts to their benefits.

XIII. Conciliation Process (if applicable)

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

a) Does the State agency offer a conciliation process?

☐ Yes (*Complete the remainder of this section.*)

☒ No (*Skip to the next section.*)

b) Describe the conciliation process and include a reference to State agency policy or directives.

N/A

c) What is the length of the conciliation period?

N/A

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?

- ☒ 30 days
- ☐ 60 days
- ☐ Other: Click or tap here to enter text.

b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?

- ☒ Yes
- ☐ No

c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:

- ☒ One month or until the individual complies, as determined by the State agency
- ☐ Up to 3 months

d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:

- ☒ Three months or until the individual complies, as determined by the State agency
- ☐ Up to 6 months

e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- ☒ Six months or until the individual complies, as determined by the State agency

- ☐ Time period greater than 6 months
- ☐ Permanently

f) The State agency will disqualify the:

- ☐ Ineligible individual only
- ☒ Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

- a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

FloridaCommerce notifies DCF in the nightly interface when an individual fails to comply with work requirements. A good cause notice is mailed the next day to the household by DCF which identifies the noncompliant individual, informs the individual of the reason for the noncompliance, and provides the due date for the customer to respond to the notice if good cause exists or if they meet an exemption. The notice provides a list of exemptions and a sample of good cause reasons the individual may have for not participating in work activities. The individual has 10 days to respond to the notice. Contact must be made with DCF by the deadline to avoid a sanction. The good cause reason can be reported online, by telephone, or in-person. Refusal or failure to comply with SNAP work requirements requires DCF to contemplate the facts and surrounding circumstances, including review of information submitted by the employer or by the individual involved to determine whether or not good cause exists. If requested, the State will assist the individual obtaining verification to support good cause. The number of attempts to assist vary on a case-by-case basis.

- b) What is the State agency's criteria for good cause?

Good cause reasons may include issues beyond an individual's control, such as illness of the individual or another household member which requires the individual's presence, a household emergency, unavailability of transportation, harassment at work, discrimination in the workplace, or working without being paid on schedule.

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

Eligibility workers are aware of program offerings at the local level and refer individuals to SNAP E&T activities if there are openings in an appropriate program component. Eligibility workers are provided updated information about criteria and available openings in each local program component and refer individuals to FloridaCommerce for participation in SNAP E&T activities. Updated information on available components is provided to DCF at least monthly or within 3 business days of FloridaCommerce being informed a component is no longer available. Eligibility workers are notified if there are no available and/or appropriate openings based on the State's criteria, and the individual will be provided good cause from E&T participation.

XVI. Provider Determinations

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

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

The provider determination (PD) process includes:

1. The LWDB determines whether a participant is a good fit for a particular SNAP E&T component.
2. The LWDB discusses concerns with the participant and documents the details via case notes in OSST.
3. The LWDB assesses the participant for fit against all offered SNAP E&T components, activities, and providers and only refers the participant for a provider determination if the participant is found to be ill-suited for all services.
4. If the LWDB is not able to offer another program component/activity that would allow the participant to be successful, the LWDB completes the PD Form.
5. The completed PD form is emailed to DCF for review and a determination of next steps.

Once DCF makes a decision, DCF notifies the participant via letter within 10 days providing an explanation that the ABAWD will start accruing countable months towards their 3-month participation time limit to receive food assistance. This count will begin with the next full benefit month after the month the ABAWD was notified of the provider determination unless the ABAWD meets work rules on their own, has good cause, or becomes exempt. With regards to individuals subject to general work requirements between the ages of 18 and 59 who do not have children under age 18 in the home, if the LWDB makes a provider determination for the new group of mandatory work participants, the participant status will be updated accordingly. Time limits only apply to ABAWDs. Customers will be rescreened and reevaluated at the next recertification or sooner if requested.

If it is decided that the participant wants to continue to participate in the E&T program, a referral is sent to FloridaCommerce through the FLORIDA/OSST interface for engagement.

- b) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

Once DCF has received notification of a provider determination from the LWDB, the eligibility staff must notify the individual within 10 days. This action must be completed in writing and must be documented in the case record comments. The notification to the mandatory participant must include the following information:

- The provider determination.
- Next steps DCF will take as a result of this determination.
- Contact information for DCF if additional information is needed.
- Explanation to mandatory participants that this is not a sanction.
- Explanation to mandatory participants about how the determination affects the time-limited months. The mandatory participant will start accruing countable months toward their 3-month participation time limit to receive food assistance.

If a mandatory participant receives a provider determination from a LWDB, DCF updates the eligibility system with the appropriate provider determination code. This code sends notification to FloridaCommerce that the provider determination form has been processed and the individual no longer has to participate at the LWDB. DCF implemented a manual process effective March 2023 and issued a transmittal for eligibility staff to explain DCF's responsibility when a provider determination is received and details the process. Training for the provider determination process for eligibility specialists and LWDBs, and policy updates to outline the process were released on July 14, 2023. On July 19, 2023, the provider determination notice language was automated to include all of the bulleted items above when staff enter the associated participation status in the FLORIDA eligibility system. LWDBs are also encouraged to notify the mandatory participant at the time of making the determination.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once. <i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i>	23,000 The estimated number of E&T participants is calculated based on historical data of individuals who are referred for mandatory work participation that engage with the SNAP E&T program.
II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.	1,917
III. Estimated budget for E&T participant reimbursements in upcoming FY.	\$204,772
IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$17,064
V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$8.90 If the state exhausts all funding, the State Agency will seek additional appropriations from the Florida Legislature and will avail any and all other resources to ensure participants have access to reimbursements for expenses associated with mandatory participation.

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees,

electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.

- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Any allowable, reasonable, and necessary expenses for participation in SNAP E&T.		LWDBs	Reimbursement via EBT (actual amount)
Transportation	\$100 per participant	LWDBs	Reimbursement via EBT (actual amount)
Books	\$240 per participant	LWDBs	Reimbursement via EBT (actual amount)
Tools	\$250 per participant	LWDBs	Reimbursement via EBT (actual amount)
Professional Licensure or Exam Fees	\$400 per participant	LWDBs	Reimbursement via EBT (actual amount)
Work Uniforms (including shoes)	\$240 per participant	LWDBs	Reimbursement via EBT (actual amount)
Driver's License/Exam Fees	\$75 per participant	LWDBs	Reimbursement via EBT (actual amount)

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Clothing (interview/job)	\$100 per participant	LWDBs	Reimbursement via EBT (actual amount)
Electronic Device (laptop/computer)	\$400 per participant	LWDBs	Reimbursement via EBT (actual amount)
Background Checks	\$50 per participant	LWDBs	Reimbursement via EBT (actual amount)
Drug Test Fee	\$100 per participant	LWDBs	Reimbursement via EBT (actual amount)
Fingerprinting Fee	\$100 per participant	LWDBs	Reimbursement via EBT (actual amount)

If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

A mandatory work participant will not include an individual who has a child in the home under age 18. Therefore, dependent care is not applicable.

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

A mandatory work participant will not include an individual who has a child in the home under age 18. Therefore, dependent care is not applicable.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information

about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

DCF's process for tracking work registrant data includes creating a base table at the beginning of the federal fiscal year, then adding individuals to that base table every month and marking those individuals as "NEW" only if they are not already in the base table. Each month, "NEW" registrants are only counted if they were not identified in any previous month during the FFY. Based on work registrant data received from DCF's FLORIDA system, FloridaCommerce also tracks and logs work registrants monthly from the beginning of the fiscal year.

Work registrants are defined as SNAP eligible participants receiving food assistance in the report month and identified with work registrant and deferred work registration codes in the FLORIDA eligibility system. Participants must be between the ages of 16 and 59, and not a current TCA recipient in the report month. At the beginning of each FFY (October 1st), DCF determines the number of work registrants receiving food assistance benefits as of September 30th.

b) Describe measures taken to prevent duplicate counting.

To prevent duplicate counting, each recipient is coded with a unique identifier and work registration code. Each FFY, DCF builds a table of all SNAP recipients with work registration codes. This table includes a unique identifier (the PIN), as well as the recipient's work registration code. The PIN allows DCF to conduct a distinct count of recipients, thereby preventing duplication.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	☒ <u>Yes</u> ☐ No	☐ Yes ☒ <u>No</u>
National Directory of New Hires (NDNH)	☐ Yes ☒ <u>No</u>	☐ Yes ☒ <u>No</u>
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	☒ <u>Yes</u> ☐ No	☒ <u>Yes</u> ☐ No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	☐ Yes ☒ <u>No</u>	☐ Yes ☒ <u>No</u>
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	☐ Yes ☒ <u>No</u>	☐ Yes ☒ <u>No</u>

Source [Check the data source used for the national reporting measures. Check all that apply]	Employment & Earnings Measures	Completion of Education of Training
Other - Describe source: Click or tap here to enter text.	☐ Yes ☒ <u>No</u>	☐ Yes ☒ <u>No</u>

- a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

FloridaCommerce's case management system - OSST.

- b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

- c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

N/A

State Component Reporting Measures

- d) Check all data sources used for the State-specific component measures.

- ☒ Quarterly Wage Records (QWR)
- ☒ National Directory of New Hires (NDNH)
- ☒ State Management Information System. *Indicate the MIS used below.*
- ☐ Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- ☐ Follow-up Surveys. *Answer follow-up question below.*

- e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

FloridaCommerce's case management system - OSST.

- f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

N/A

- g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

N/A

- h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

N/A

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i> <i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i>
Supervised Job Search	Number of participants who participated in Supervised Job Search and obtained employment.	The numerator will include the number of participants who participated in Supervised Job Search and obtained employment

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		during the period of 10/1/2024 to 9/30/2025. The denominator will include the number of participants enrolled in supervised job search during the period of 10/1/2024 to 9/30/2025.
Job Search Training	Number of participants who participated in Job Search Training and obtained employment.	Numerator will include the number of participants who participated in Job Search Training and obtained employment during the period of 10/1/2024 to 9/30/2025. Denominator includes participants enrolled in job search training during the period of 10/1/2024 to 9/30/2025.
Basic Education	Number of participants who participated in basic education to pursue a GED or HSE, and obtained a General Equivalency Degree (GED) or High School Equivalency (HSE) or successful completion of a basic education program.	Numerator will include the number of participants who participated in basic education to pursue a GED or HSE, and obtained a General Equivalency Degree (GED) or successfully completed a basic education program during the period of 10/1/2024 to 9/30/2025. Denominator includes participants enrolled in basic education to pursue a GED or HSE or other basic education program during the period of 10/1/2024 to 9/30/2025.
Vocational Training	Number of participants who participated in vocational training and obtained a credential.	Numerator will include the number of participants who participated in vocational training and obtained a credential during the period of 10/1/2024 to 9/30/2025. Denominator includes participants enrolled in vocational training during the period of 10/1/2024 to 9/30/2025.
Work Experience	Number of participants who participated in work experience and obtained employment.	Numerator includes the number of participants who participated in work experience and obtained employment during the period of 10/1/2024 to 9/30/2025.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		Denominator includes participants enrolled in work experience during the period of 10/1/2024 to 9/30/2025.

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

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

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

☐ Yes (Complete the rest of this section.)

☒ No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	☐
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	☐
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	☐
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	☐
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	☐

b) Where will the State agency offer qualifying activities?

☐ Statewide

☐ Limited areas of the State (*Complete questions c and d below.*)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

☐ ABAWD waiver for parts of the State

☐ Will use discretionary exemptions

☐ Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

N/A

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

N/A

f) How does the State agency identify ABAWDs that are at-risk?

N/A

g) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

N/A

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

- h) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

N/A

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

N/A

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

N/A

Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	N/A
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	N/A
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	N/A
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	N/A

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T	N/A	N/A	N/A
All other programs outside of SNAP E&T	N/A	N/A	N/A
Total slots across all qualifying activities	N/A	N/A	N/A

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	N/A
II. Of the total in (I), what is the total projected administrative costs of E&T?	N/A
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	N/A

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

N/A

G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency's E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	The supervised job search component provides participants with increased opportunities to obtain employment. This component occurs at state-approved locations, such as LWDB computer labs, LWDB community partner computer labs, public libraries, and personal computers and/or devices. Locations deemed state-approved in most instances are open to the public with adequate equipment to provide an environment conducive to job searching. Other organizations that are specialized and assist participants with certain barriers are also appropriate state-approved locations, such as domestic violence shelters, halfway housing, and veteran-specific lodging. Approved locations are staffed by the organization's staff with a manual or automated time tracking system. In many instances, the LWDB has an agreement with the organization that defines the relationship relative to mutual customers/participants. In summary, the criteria used for approving mentioned state-approved locations include: • May be open to the public with access to resources for job searching (i.e. computers/tablets, fax machine, internet access, etc.). • May serve populations that are typically eligible for and/or recipients of food assistance benefits and fall into a barrier category (i.e. ex-offenders, domestic violence victims, high school dropouts, disabled, etc.). • Have an agreement with the state and/or LWDB that defines mutually agreed upon services to SNAP eligible individuals. • Willing to assist individuals that are actively seeking employment and have the means to monitor (supervise) and track time spent job searching. • Have qualified and sufficient staff to assist with job searching, as well as monitoring (supervising) and tracking time spent job searching. These criteria were chosen to encourage participation, meet participant needs, and lessen barriers to job search (i.e. lack of computer, lack of transportation, lack of internet, etc.). The goal of placing participants in this activity is to assist with obtaining employment and moving

	the mandatory participant towards self-sufficiency, lessening the dependence on public assistance. Supervised job searches may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. Tools used in the supervised job search program may include virtual tools, such as websites, portals, or web applications to access supervised job search services. Examples of acceptable supervised job search activities include registration and job searches in Employ Florida, online and in-person submission of applications and resumes, in-person, virtual or telephonic interviews, attendance at job fairs and/or recruitment events, and other opportunities that assist the participants with actively seeking employment. Supervision can occur asynchronously with respect to the participant's job search activities, but will be provided by skilled staff, either remotely or in-person, who provide meaningful guidance and support with at least monthly check-ins with the participant's assigned case manager. As such, the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants manually or through other automated means (system/software time stamping of time spent). The purpose of the monthly check-ins/meetings will be to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur remotely or in-person and be synchronous or asynchronous with the job search activities or asynchronous. In between meetings with a case manager, the LWDB may use other supervisory techniques, such as software that tracks the time a participant spends logged into a job search website, or computer assessments that automatically identify the next steps for the participant. LWDBs will tailor the delivery of supervised job search services to the specific needs of participants. Supervised job search activities are limited to 39 hours per month, which is less than half of the monthly 80-work requirement and must be combined with other allowable program components. Note: Job search exists as an activity and not as a component in the OSST case management system. Job Search that does not meet the definition of a supervised
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	job search is allowed as a subsidiary activity of another E&T component, so long as the job search activity comprises less than half of the total time spent in the component.
Direct link	Participants assigned to the job search component are provided with job search assistance and guidance to include-job referrals and job leads, hiring events invitations, and labor market information. These types of activities ensure a direct linkage to the employment opportunities of individuals engaged in the activity. This means, a participant in a supervised job search must likely be able to find a job through the activity, and there must be appropriate jobs available for that participant in the community. To ensure this, during the case management process, LWDBs will apply the job readiness criteria outlined below to ensure participants are assigned to this component appropriately. Additionally, case managers will utilize labor market information to ensure supervised job search activities align with available in-demand and available jobs in the local area.
Target population	Mandatory E&T participants
Criteria for participation	Functional literacy and numeracy levels, basic computer skills, job readiness/employability skills, soft skills, and marketable skills from previous work history or training. The State does have a current process in place to assist non-English speakers wherein participants are assessed for services needed. If services cannot be provided, the State does offer an exemption.
Geographic area	Statewide
E&T providers	LWDBs
Projected annual participation	3,507 – based on historical participation
Estimated annual component costs	\$262.97 per participant or an annual program cost of \$922,235.79 The above information is based on actual administrative cost to serve participants in a specific component. Additional factors for cost include the projected decrease in participation.

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Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	Job search training activities are a component designed to individualize support for participants. Job Search Training assists in the development of essential job readiness/employability skills for the participant to secure and retain employment. Job search training activities are conducted directly in LWDB's career centers and through community partnerships. Job search training may include, but is not limited to, career assessments, classroom instruction, job development and placement services, or other training or support activities such as workshops that address life skills, time management, soft skills, interpersonal skills, decision making, foundational courses to address resume development, appropriate dress for the workplace, and career planning. Job search training hours are limited to 39 hours per month, which is less than half of the monthly 80-work requirement and must be combined with other allowable program components. When a job search (supervised or unsupervised) and a job search training are combined, the total hours assigned are also limited to less than half of the monthly work requirement.
Target population	Mandatory participants
Criteria for participation	Functional literacy and numeracy levels, and basic computer skills. The State does have a current process in place to assist non-English speakers wherein participants are assessed for services needed. If services cannot be provided, the State does offer an exemption.
Geographic area	Statewide
E&T providers	LWDBs
Projected annual participation	2,995 – based on historical participation
Estimated annual component costs	\$323.01 per participant or an annual program cost of \$967,414.95

Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	Job Retention Services (JR) are support services offered to individuals who successfully participate in program components and obtain employment within 30 days of participation in a qualifying component. JR is available for employed participants for a minimum of 30 days and up to 90 days after obtaining employment. JR may include reimbursements for required uniforms/clothing for work, equipment, supplies, tools required to perform job duties, testing, fees, and transportation. Supporting documentation is required before reimbursement of job-related expenses. Participants are eligible to receive job retention services if they received SNAP benefits in the month of or the month before they obtained employment and may receive job retention services after leaving SNAP unless the participant is leaving SNAP due to a failure to comply with the general work requirement or an intentional program violation. The participant must have secured employment after or while receiving other E&T 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.
Target population	Mandatory participants
Criteria for participation	Employed, and anticipated reliability* is needed for job retention and programmatic follow-up. (*A reasonable expectation that the individual will retain employment and be responsive to case managers' follow-up attempts. The State is defining reliability as a criterion for participation.)
Geographic area	Statewide
E&T providers	LWDBs
Projected annual participation	99
Estimated annual component costs	\$500 per participant or an annual program cost of \$49,500

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	Basic education services are defined as academic instruction and education services below the postsecondary level that increase the mandatory participants ability to: • Read, write, and speak English; • Perform math or other activities necessary for the attainment of a secondary school diploma or equivalent; • Transition to post-secondary education and training; and • Obtain employment (WIOA Title II sec. 203). Allowable education activities may include, but are not limited to: • Adult basic education; • Remedial education; • High school completion or General Educational Development; and • English lessons for speakers of other languages. The LWDB staff do not directly provide these services but rather refer individuals to community partners who specialize in education activities. Mandatory participants assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided for the actual class time spent.
Target population	Mandatory participants
Criteria for participation	Lack of functional literacy and numeracy skills and basic computer skills.
Geographic area	Statewide
E&T providers	LWDBs
Projected annual participation	12,299 – based on historical participation
Estimated annual component costs	\$179.38 per participant or an annual cost of \$2,206,194.62

Not supplanting	For any education-related activity, Florida ensures that E&T funds are not used to pay for education services or activities that are already supported/covered by non-federal funds. In the instance of adult education which may be covered by non-federal funds, E&T funds will not be used to pay for a program of study that is ordinarily offered at no cost to the general public. In Florida, secondary and post-secondary education and training programs are not automatically covered by state or federal funds. One hundred percent of E&T funds do not supplant non-federal funds for existing educational services. Due to various partnerships with adult education providers at the local level, LWDB career center staff receive documentation from their local adult education providers on costs for programs/services and which costs are covered by non-federal funds (and therefore offered at no cost to the general public) and which costs the participant may need additional support for through the E&T program. The appropriate coordination occurs locally between the LWDB and providers to ensure E&T funds supplement non-federal funds (when appropriate) and do not supplant these funds.
Cost parity	To ensure costs charged to SNAP E&T participants do not exceed the costs charged for non-E&T participants, case managers will compare costs on documentation provided by the participant to the education provider's published costs for the education program.

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	Career/technical education and vocational training provides an opportunity for mandatory participants to participate in courses or programs of study that are part of a program of career and technical education (as defined in section 3 of the Carl D. Perkins Act of 2006) and other post-secondary education. The vocational training component offers participants an opportunity to earn postsecondary credentials valued by employers and industry, including certifications and degrees, industry-recognized credentials, and licensures in alignment with demand occupations in the local area. In particular,

	credentials for in-demand occupations that have been approved for Florida's Master Credentials List. Mandatory participants assigned to education components, including on online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual class time spent. Career/technical education and vocational training activities may be combined with job search or job search training, or other qualifying components.
Target population	Mandatory participants
Criteria for participation	The criteria for participation in career/technical education programs or other vocational training includes having a high school diploma or equivalency, functional literacy and numeracy skills as well as career interests that align with the type of vocational training being sought, basic computer skills, post-secondary education programs in alignment with demand occupations in the local area, and no barriers that would impede the participant's likelihood of obtaining employment related to the post-secondary education program.
Geographic area	Statewide
E&T providers	LWDBs
Projected annual participation	590 – based on historical participation
Estimated annual component costs	\$2,777.98 per participant or an annual cost of \$1,639,008.20
Not supplanting	For any vocational training activity, Florida ensures that E&T funds are not used to pay for education services or activities that are already supported/covered by non-federal funds. In the instance of vocational training, it is typically offered at a cost to the general public and is not covered by non-federal funds. Therefore, there is negligible opportunity for supplanting of non-federal funds to occur for vocational training. Further, the appropriate coordination occurs between the training providers and the LWDBs to ensure E&T funds supplement both federal and non-federal funds (when these funds are also available to support/cover the participant's training costs) and do not supplant these funds.

Cost parity	To ensure costs charged to SNAP E&T participants do not exceed the costs charged for non-E&T participants, case managers will compare costs on documentation provided by the participant to the education provider's published costs for the education program.
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Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	

Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Not supplanting	
Cost parity	

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	Work experience connects participants with employers to build job-related skills through practical experience or training at a worksite. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. LWDBs arrange worksites within the private for-profit sector, the non-profit sector, and the public sector where participants can gain work experience designed to increase their employability. Specific worksites vary throughout the state as they are coordinated at the local level by each LWDB and represent various industries and occupations. A mandatory participant may identify a worksite that has not yet been developed by the LWDB. However, the mandatory participant will not be assigned to work experience at the worksite until an agreement with the site has been executed by the LWDB to ensure all applicable federal regulations and requirements are met. Worksites and worksite agreements are developed and executed by the LWDB. Section 445.009, Florida Statutes, provides workers' compensation for participants in work experience funded via federal programs, such as SNAP E&T. In lieu of wages, mandatory participants receive compensation in the form of their household's monthly food assistance allotment. Work experience hours are based on the benefit calculation. The benefit calculation is the food assistance allotment divided by the higher of the federal or state minimum wage. A work experience program will not provide any work that has the effect of replacing the employment of an individual not participating in the work experience component and provide the same benefits and working conditions that are provided at the work site to employees performing comparable work for comparable hours. The length of placement varies based on the participant's progress towards gaining the knowledge, skills and abilities to obtain employment. A participant may be moved to another work experience assignment if it is determined that:

	• The worksite is not able to provide all the skills needed for the marketability of the participant. • The participant requests to be assigned to another worksite. • The worksite requests the participant be removed from their worksite. • A different worksite has an immediate opportunity for the participant to move from work experience directly into unsubsidized employment with the employer.
Target population	The target population are mandatory participants whose work history or workplace skills make competitive employment extremely challenging to secure without additional work history and training.
Criteria for participation	The criteria for participating in work experience includes having functional literacy and numeracy skills, basic computer skills, interpersonal skills, time management skills, and the ability to follow instructions/directions. The participant's previous training, work experience (including lack thereof), and skills will be considered when determining the mandatory participants appropriateness for this program component.
Geographic area	Statewide
E&T providers	LWDBs
Projected annual participation	122 – based on historical participation
Estimated annual component costs	\$2,772.02 per participant or an annual cost of \$338,186.44

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	

Estimated annual component costs	
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Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Subsidized WBL Components

For assistance with developing the State's E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	☐
Operates in compliance with all applicable labor laws.	☐
Will not displace or replace existing employment of individuals not participating in E&T.	☐
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	☐

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

- a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

There are an anticipated 127,420 work registrants in Florida for FFY 2025 which includes the additional mandatory work participants as a part of the State's program expansion with approximately 82% of registrants that will be exempted. This leaves 18% of work registrants that may become E&T participants and be eligible to receive participant reimbursements based on the historical show rate for program engagement.

Below are the state option exemption categories expected to be included during the FFY:

1. Mandatory work registrant who is head of household and has a child in the home under age 18
2. Mandatory work registrant who is not head of household and has a child in the home under age 18
3. Illness (medical limitation)
4. Confirmed pregnancy
5. Transportation unavailable for over 2 hours
6. Extreme communication or language limitation
7. Circumstances beyond control
8. Lack of childcare for ages 6 to 12 years old
9. ABAWD with indicator 'N' mandatory FSET/ABAWD only (ABAWD already meeting the work requirement on their own)
10. ABAWD with indicator 'N' mandatory refugee referral (refugees in first 12 months, and already meeting the work requirement)
11. Un-reimbursable expenses for participation in E&T
12. No available openings in an E&T component
13. Does not meet the criteria for referral to an E&T component (criteria for each E&T component is outlined in G. Component Detail)

I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	FloridaCommerce
Service Overview:	DCF contracts with FloridaCommerce to administer the SNAP E&T components outlined in this state plan, Section I. These services and activities include supervised job search, job search training, education and vocational training, work experience, and/or a combination of components. FloridaCommerce holds a grantee/sub-grantee agreement with each of the 21 LWDBs which outlines the LWDBs requirements to operate the SNAP E&T program in accordance with the federal and state laws and policy. As it relates to monitoring for adherence with 7 CFR 275.8, national target areas and/or at-risk areas as identified by Federally by Food and Nutrition Services (FNS), as well as compliance with the SNAP E&T Plan, Interagency Agreement and any other federal or state requirements as needed, DCF will work with FloridaCommerce to ensure compliance. DCF and FloridaCommerce will conduct joint financial and programmatic oversight reviews of LWDBs to ensure compliance with applicable administrative requirements, specifically identification of system strengths, weaknesses, and required corrective actions. The review will include random audits of the SNAP E&T data entered in the management information

Contract or Partner Name:	FloridaCommerce
	system to ensure the integrity of the information. DCF and FloridaCommerce will conduct annual quality assurance reviews of the SNAP E&T program to ensure compliance with the laws set forth by federal regulations and state statute, as well as state guidance.
Intermediary:	☒ Yes ☐ No
Components Offered:	N/A
Credentials Offered:	N/A
Participant Reimbursements Offered:	N/A
Location:	Tallahassee, FL
Target Population:	Florida
Monitoring of contractor:	DCF monitors FloridaCommerce to determine the process used to conduct ME reviews of local operations, how often reviews occur, what is covered in the review, whether corrective action plans are submitted and evaluated, the corrective action follow-up process, and the process for conducting review of third-party reimbursement operations. Fiscal and compliance monitoring occurs through a monthly invoice/expenditure review that is conducted prior to approving reimbursement.
Ongoing communication with contractor:	Communication includes data sharing and access to databases to coordinate activities. Certification functions are communicated through daily data file transfers from DCF to FloridaCommerce databases. That information is disseminated to the appropriate LWDB to engage SNAP E&T participants. New policies, procedures, or other information is communicated to the LWDBs through administrative policies, guidance papers, memorandum, teleconferences, webinars, email and virtual and on-site training or technical assistance as needed or requested. When new policies, procedures or other information are

Contract or Partner Name:	FloridaCommerce
	finalized and approved for issuance, they are posted to DCF and FloridaCommerce's websites. Additionally, DCF hosts monthly collaboration meetings with FloridaCommerce.
Total Cost of Agreement:	\$6,327,312.00
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☒ No
New Partner:	☐ Yes ☒ No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	☐ Yes ☐ No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	☐ Yes ☐ No
New Partner:	☐ Yes ☐ No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000	N/A
Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	N/A
Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.	\$6,327,312.00 DCF contracts with FloridaCommerce to administer SNAP E&T activities through 21 LWDBs.
Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.	N/A
Materials: Describe materials to be purchased with E&T funds.	N/A
Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.	N/A
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	N/A
Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)	N/A

- a) **Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

See attached FloridaCommerce's Negotiated Indirect Cost Rate Agreement dated January 24, 2023.

- b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

\$204,772.00