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A. Cover Page and Authorized Signatures

State: Arkansas

State Agency Name: Arkansas Department of Human Services

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): 8/15/2024

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

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Certified By:

Mary Franklin

State Agency Director (or Commissioner)

08/15/2024

Date

Certified By:

Lisa Woodall

State Agency Fiscal Reviewer

08/15/2024

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
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act
ARDHS	Arkansas Department of Human Services
DCO	Division of County Operations
OPGM	Office of Program and Grant Management

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))	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
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))	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>
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))	<input checked="" type="checkbox"/>
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))	<input checked="" type="checkbox"/>

Table D.II. Additional Assurances

<p>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.</p>	<p>Check Box</p>
<p>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))</p>	<p><input type="checkbox"/></p>
<p>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))</p>	<p><input type="checkbox"/></p>

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

I. Summary of E&T Program

- a) 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.

The Arkansas Department of Human Services’ mission for improving the quality of life of all Arkansans involves assisting members of households participating in SNAP with gaining skills, training, work, or experience that will increase the ability of the household member to obtain regular employment and meet the needs of the State and local workforce.

This is achieved through the SNAP Employment and Training program through which the participants receive case management, supportive services, education, and/or experience that will directly lead to improved employability and create a pathway for job seekers to employment opportunities. Ultimately fostering independence and improving their quality of life.

This program is administered under the Division of County Operations Office of Program and Grant Management E&T Unit.

- b) Is the State’s E&T program administered at the State or county level?

State level

- c) (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.

- d) 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.

This program operates in all 75 counties.

e) Provide a list of the components offered.

- Supervised Job Search
- Job Search Training
- Job Retention
- Basic/Foundational Skills Instruction
- Career/Technical Education Vocational Training
- Work Readiness Training
- English Language Acquisition
- Work Experience – Work Activity
- Work Experience – Work Based Learning - Other

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

DCO Policies: <https://humanservices.arkansas.gov/divisions-shared-services/county-operations/division-policies/>

II. Program Changes

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

a) 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.

Reduced the number of third-party providers to five. Adult Education Services, Arkansas Northeastern College, Arkansas Employment Career Center, Gateway Allied Health, and Our House.

Shorter College and Trinity Truck Driving School sub-grant agreements were not renewed due to lack of program participation/service delivery. State Agency remains open to establishing new agreements under revised program expectations.

Maximus outreach contract was not renewed as this activity was determined as no longer needed to support program goals.

- b) 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.

The reduction in providers is the result of services not being provided.

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.

- a) **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).

Agency continued consultation with Arkansas Department of Commerce Workforce Connections as directed by the Arkansas Workforce Development Board.

Consultation discussion occurred 7/22/2024 via TEAMS. Individuals present: ARDHS: Lorie Williams Assistant Director DCO – Office of Program and Grant Management, Justin Freeman SNAP Employment and Training Program Administrator DCO – Office of Program and Grant Management | AR Department of Commerce: Eddie Thomas Director for Employment and Training under AR Workforce Connections, Angela Cook Assistant Director of Employment and Training, Marcia Moore Assistant Director of External Operations, Belinda Gomez Labor Market Information Program Manager, Cody Waits Director of Department of Commerce – Workforce Connections.

The focus of consultation was on the delivery of E&T services through the workforce development system. Multiple services are provided to Arkansans through Title III basic career services which are delivered most commonly through labor exchange services at job centers but any of the partners are tasked with providing basic career services. There are currently 26 certified affiliate or comprehensive centers (Title III) and additional provider centers outside the network that provide workforce development activities (such as an Adult Ed Center – Title I). The non-network centers are still tasked with providing the same level of basic career services.

ARDHS discussed that design of E&T program would need to consider how to direct participants to receive these services, particularly in reference to Job Search Training and Supervised Job Search as these services may be available as basic career services. Eddie Thomas and Angela Cook explained their Agency's efforts to move to more of an online or hybrid service delivery model for basic career services in addition to the launch of two additional systems – CiviForm and Launch. The Agencies discussed that this looks to be an opportunity to refer individuals or more. Mr. Thomas to connect Justin Freeman with additional developer contacts for the new systems. Justin Freeman to follow up on ARDHS side for opportunities to bridge service delivery.

The Agencies discussed SNAP E&T's place in the Workforce Development system and how that fits within the Governor's workforce strategy. Additionally discussed SNAP E&T funding models and potential partnerships with local boards or eligible training providers.

Discussed braiding of funds and challenges when supporting partners with 50% reimbursement model. Angela Cook pointed out that while SNAP E&T may not have the funds to provide service delivery, Workforce cannot use their funds to pay for food, so there is a braided partnership from that perspective. Referral is going to be

the key to providing services through Workforce Connections and nutritional support through SNAP as a partnership.

The launch of a virtual service center is expected within the month and it is Workforce Connections plan to provide a virtual option for Arkansans to be able to access for employment services.

Discussed growing and in-demand occupations and industries are published as data sets on their website. Discussed ARDHS would use this information to target for service delivery and provider opportunities.

- b) **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.

Empty rectangular box for response to item b)

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.

- c) **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.

Empty rectangular box for response to item c)

- d) **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).

The component services delivered through Adult Education Services are funded through Title II and coordinated through the Adult Education Services providers. Adult Education is under the administration of the Arkansas Department of Commerce and the Division of Workforce Connections which also oversees the administration of WIOA. Being under the same administration provides an advantage in allowing providers to better coordinate services between the programs including coordination of services available through Title I. Agency is currently in discussion with Division of

Workforce Connections with how SNAP E&T participants may take advantage of the services under Title I to also boost enrollment in these services and receive additional component services through the Workforce Development System.

e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State’s WIOA Combined Plan?

Yes

No

f) **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.

g) **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).

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.

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).

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 than run all-voluntary E&T programs would note that they exempt all work registrants.)

All work registrants.

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

Yearly

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: Of the above characteristics, only if they are a work registrant or student.

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.

a) 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.

The program is jointly administered by the Office of Program and Grant Management (OPGM) and the Office of Field Operations (OFO).

Within OPGM, the E&T program unit is responsible for the administration of the E&T subgrants, program support for subgrantees and OFO, monitoring of the subgrantees,

and monitoring of program participation. The SNAP policy unit is responsible for establishing E&T policy. Compliance reporting is coordinated jointly.

The OFO is responsible for SNAP certification.

There are no county level E&T units.

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

The OPGM units coordinate and communicate with the OFO in-person and virtual meetings, email, phone, and via written communications (distributed via email or internal network).

- c) 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.

Participant data and information is shared via SNAP Works and ARIES MIS systems.

For inquiries regarding program participation or technical assistance, email is the primary method of communication. The SA utilizes a unified address where third-party providers or OFO may reach out for assistance – snapet@dhs.arkansas.gov. This address is a distribution list and is monitored by the OPGM E&T unit.

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.

1. Client demographic and contact information
2. Work registration status
3. Referrals
4. Non-compliance (Non-participation in SNAP E&T program – ie noncompliance with program requirements or expectations)
5. Provider Determinations
6. Assessments
7. Employment Plans (including assigned components and progress tracking)

- 8. Participant Reimbursements
- 9. Case notes
- 10. Correspondence
- 11. Tasks (agency and partner)

1, 2, 3, 4, 5, and 11 share data between the systems.

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

SA shares important information through formal communication memorandums, handbooks, and procedural updates distributed via email to the stakeholders.

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.

The E&T unit completes annual reviews of each E&T subgrantee. This review monitors the timeliness and correct processing of all assigned tasks (including referrals), if components are assigned correctly, if invoices and reimbursements are submitted timely, and all SNAP publications are up to date. This annual review is conducted to inspect the following:

- Reporting Measurements
- Invoices, and
- Compliance

Each subgrantee will be reviewed to ensure that the administration of services comply with SNAP policy and federal regulations. The review will also determine if the provider is in compliance with their subgrant, their monthly invoices are accurate, timely, and that the costs are an appropriate use of E&T funds.

The subgrantees are also required to submit a monthly report of participation information to determine their progress for delivering services to participants. If the provider is found to not be in compliance with their subgrant or contract, federal regulations, or State policy and procedure, it will be placed on a Correction Action Plan (CAP). This plan will continue to be monitored by the E&T Unit until all findings have been resolved.

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).

The SA utilizes a monthly third-party partner report that must accompany a provider's monthly invoice. This report functions as a manual report out of program measures – referrals, contacts, assessments, employment plans, etc., process measures – components assigned, and outcome measures – obtained GED, credential/certification, or employment.

SA has access to participation data through various SNAP Works, PowerBI, Cognos, and Ad Hoc reports.

This information is reviewed for program planning and procurement purposes yearly.

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.

During the eligibility determination process, eligibility staff of the OFO record client demographic, living situations, disability, household composition/relationship information, employment, and additional non-financial eligibility information that will be utilized by ARIES to automatically assign work rules related characteristics. Additionally, during the interview and review process, eligibility staff have the ability to manually assign select characteristics based on the information provided by the household.

The State Agency screens for the following exemptions/exceptions:

General Work Requirements

1. Under age sixteen (16) or age sixty (60) or older.
2. Unable to work due to physical or mental incapacitation.
3. Age sixteen (16) or seventeen (17) and living with a parent or attending a school or training program on at least a half-time basis.
4. Receiving Transitional Employment Assistance (TEA) Cash Assistance.
5. Caring for a dependent child under age six (6) or an incapacitated person.
6. Receiving unemployment benefits.
7. Currently participating in a treatment program for alcoholism or drug addiction.
8. Employed or self-employed on a full-time basis (thirty (30) hours or more).
9. A student enrolled at least half-time in any recognized school, training program, or institution of higher education.

Requirement to Work (ABAWD time limit)

1. Anyone age seventeen (17) or younger.
2. Anyone age 55* or older. (Effective 10/1/2024)
3. Anyone Medically certified as physically or mentally incapacitated for employment. This includes any individual who:
 - Meets the definition of an individual living with a disability; or
 - Receives services through Arkansas Rehabilitative Services; or
 - Receives Worker's Compensation or sick pay benefits; or
 - Found to be disabled through a decision of the Medical Review Team (MRT); or
 - Provides a statement from a physician, licensed psychologist or other licensed healthcare provider indicating the cause of the disability and anticipated duration of the disability. A statement that does not provide the anticipated duration of disability may be accepted but will be valid no longer than four (4) months.
4. An individual has a dependent child under eighteen (18) years old residing in the SNAP household. If there is a dependent child under age eighteen (18) residing in the SNAP household with the able-bodied adult, then all adults are exempt. Parental control has nothing to do with this exemption
5. Anyone who is pregnant. This exemption covers all trimesters of pregnancy. If the pregnancy is not obvious, verification may be requested from a medical professional such as a physician, a certified nurse midwife or an employee of the Health Department.
6. Homeless Individuals.
7. A Veteran- an individual who served in any branch of the military for any length of time with any type of discharge status.
8. Individuals who are twenty-four(24) years of age or younger and who aged out of foster care under the responsibility of a state.
9. Is otherwise exempt from work registration as outlined at SNAP 3200.

Additionally, the State Agency may assign a discretionary exemption to the following individuals:

1. Individuals who are currently in Foster Care
2. Individuals who are in Domestic Violence Shelters

State Agency will address open ME findings related to screening using field guidance, policy clarification, and training as appropriate. Field guidance to be issued to field staff by first week of October 2024.

- 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.?

All eligible, non-exempt household members are automatically registered when the application form is signed. The household will be notified which members are subject to the general work requirements. The household will also be notified when an eligible, non-exempt individual enters a currently certified household or when a participating member loses an exemption due to a change that must be reported.

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

The oral notification of the applicable work requirements occurs during the eligibility interview. The written explanation occurs when the system notice is triggered upon authorization.

State Agency will address open ME findings related to notification to work registrants of their applicable work rules using field guidance, policy clarification, and training as to reinforce the existing policy and procedures in place. Field guidance to be issued to field staff by first week of October 2024. Additionally, SA has identified necessary changes to Consolidated Notice for which implementation timeline is pending at this time.

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).

- a) 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.)*

Work Registrants are appropriate to refer to SNAP E&T as volunteers. The code assignment is based upon the cumulative data recorded in the data collection processes. The codes that are work registrants include:

1. E&T Participating (referred to E&T with open enrollment)
2. Comparable Workfare
3. Mandatory SNAP (ABAWD not fulfilling or exempt)
4. Discretionary Exemption (Resident of domestic violence shelter OR in foster care per Arkansas law)
5. Pregnant Woman
6. SNAP 55-60 yrs old (55 as of 10/1/24)
7. SNAP/RTW Works 20<30 hrs
8. SNAP/RTW child in SNAP HH (child under age 18 in SNAP HH)
9. Homeless
10. Veteran
11. Foster Care 24 years or younger in Foster Care at age 18

- b) 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 eligibility determination process, eligibility staff of the OFO record client demographic, living situations, disability, household composition/relationship information, employment, and additional non-financial eligibility information that will be utilized by ARIES to automatically assign work rules related characteristics. Additionally, during the interview and review process, eligibility staff have the ability to manually assign select characteristics based on the information provided by the household. This screening occurs at certification, recertification, and at reported change.

- c) *(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.

Eligibility staff of the OFO will receive a process reverse referral task in ARIES that is triggered by the third-party partner in SNAP Works. Eligibility staff will review the existing and reported information from the household and update the work registration details page in ARIES with the applicable participation selection.

The process reverse referral task has a 1 day due date time frame for processing in ARIES. After authorization, the referral task will be sent to SNAP Works with a 5 day due date for the third-party provider. This task will open the enrollment record in SNAP Works and provider will have access to client demographic, contact, and eligibility information from which to initiate contact with the participant.

- d) 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?

During the screening and eligibility determination process, eligibility staff must inform potential E&T participants of their right to receive participant reimbursements. Additionally, after referral to a third-party partner, the E&T provider staff will discuss participant reimbursements with the individual including the submission process expectations.

State Agency will address open ME findings related to notification to participants of their right to receive participant reimbursements using field guidance, policy clarification, and training as to reinforce the existing policy and procedures in place. Field guidance to be issued to field staff by first week of October 2024.

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)?

Aside from the oral and written work requirement notifications, no additional information is provided. The referral is communicated to the third-party partner via task creation from ARIES to SNAP Works. The third-party partner has 10 days from the date of referral to attempt contact with the participant. All contact and participation information from the third-party partner regarding the referral will be recorded in SNAP Works.

- 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.?

When a reverse referral is processed from an E&T provider, the consolidated notice is issued to applicable participants when their work participation code is updated.

- 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.

The third-party partner receives a new referral task in SNAP Works. The third-party partner then has 10 days to contact the participant and schedule an appointment for assessment. The assessment may be conducted in person or virtually in some cases.

- 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?

The eligibility worker will record the participation request in ARIES. This action will trigger the referral to SNAP Works upon case authorization.

- 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?

The referral is communicated to the third-party partner via task creation in SNAP Works.

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)

The third-party partner is responsible for completing an assessment with the participant after referral. The tools used may vary across providers, but the results of the assessments are recorded within the assessment module of SNAP Works. This section records education and work history, strengths, and barriers among other information. This assessment is used to target appropriate E&T component assignment.

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.

Case management is integrated into the component(s) but includes the assessment and employment plan developed to identify the appropriate component assignment. Third-party partners providing the component activities will record progress at least monthly to ensure goals are being met and barriers are being addressed in case there is need for additional referral or coordination with other agencies or if there is need for reassessment.

- 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:	Coordination between third-party partners and SNAP eligibility staff is achieved through tasks communicated between SNAP Works and ARIES. These tasks are those related to circumstance changes, non-participation, good cause, and provider determinations.
State E&T staff:	Coordination between third-party partners and State E&T staff occurs through SNAP Works tasks as well as email, video conferencing, telephone, and in-person as needed. This communication is related to E&T participation eligibility questions, program coordination, and participant reimbursement processing.
Other E&T providers:	Coordination between third-party partners is limited to phone, email, and video conferencing.
Community resources:	Coordination between third-party partners and community resources is completed via phone, email, and video conferencing where applicable.

- 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).

The State Agency will ensure E&T participants receive targeted case management services through program monitoring achieved by a variety of activities. Yearly ME reviews include a review of case notes, assessments, and progress monitoring records. The State E&T staff are responsible for processing participant reimbursement requests submitted by the providers on behalf of the participant, E&T staff review each case to ensure that assessment, employment plans, and components are assigned and aligned with the reimbursement request to ensure that the request is necessary and reasonable for their participation. The State Agency additionally reviews cases on an as needed basis when questions or issues arise and will address any concerns or deficiencies with third-party partner agencies as needed. Lastly, the State Agency meets at least monthly with third-party partners and frequently reiterates the necessity of quality case management services and appropriate service delivery.

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.

c) What is the length of the conciliation period?

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.

When it is reported that an individual is out of compliance with a SNAP work requirement, the SA will review the individual's circumstances for changes that may have occurred that may now qualify the individual for an exemption or exception or if good cause should be granted. If the circumstances require additional information, the SA will issue a request for information to the household. The household will be provided 10 days to provide the requested information.

If additional information is requested and provided by the household, the SA will update the information in data collection and redetermine eligibility. If the information is not provided, no information will be updated and the non-participation will be considered as not having good cause.

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

All facts and circumstances, including information submitted by the individual involved and or the employer, will be considered in determining good cause. Good cause includes circumstances beyond the household member's control.

Examples of good cause include but are not limited to:

- A household emergency,
- The unavailability of transportation,
- Lack of adequate child care for children between the ages of six and twelve, or

- Unsuitable employment.

AR SNAP Policy 3411, 3520

- 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.

The SA currently operates a fully volunteer program. If there is not an appropriate and available opening, the individual will not be able to participate but will not be sanctioned as they are exempt from mandatory participation. If an individual is subject to the ABAWD work rules, they must fulfill the requirement through other means.

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.

Provider determinations are communicated to the SA through SNAP Works to ARIES task creation. The determination is recorded in SNAP Works and saved which triggers a task creation in ARIES for eligibility staff. This task will include the details recorded by the provider.

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

Upon receipt of a provider determination, the SA eligibility staff must notify the participant within 10 days in order to explain what the determination is, explain that the individual is not being sanctioned as a result of the determination, and if they are an ABAWD subject to the time limit, they must be notified that they will accrue countable months beginning with the next full benefit month unless they fulfill the work requirement, have good cause, or otherwise meet an exception. The participant may be notified verbally or in writing and the eligibility worker must document when the notification occurs in the case record.

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

<p>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.</p> <p><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></p>	<p>1101</p>
<p>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.</p>	<p>92</p>
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	<p>471,826.00</p>
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	<p>39,318.83</p>
<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	<p>5444.81</p>

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
Transportation (and other allowable transportation costs).	\$900 annually (all reimbursements combined)	State Agency	Reimbursement for actual expenses
Allowable educational expenses (testing costs, books, licensing, etc.	\$900 annually (all reimbursements combined)	State Agency	Reimbursement for actual expenses
Allowable employment costs (background checks, licensing, uniforms, personal safety items, etc.)	\$900 annually (all reimbursements combined)	State Agency	Reimbursement for actual expenses
Dependent Care	\$900 annually (all reimbursements combined)	State Agency	Reimbursement for actual expenses

- a) 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.

See <https://dese.ade.arkansas.gov/Offices/office-of-early-childhood/financial-assistance-and-resources-for-providers> New CCDF Daily Rates Effective 10/1/2024.

- b) 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?

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.

Work registrants are identified with code assignment upon eligibility authorization in ARIES. The code assignment is the result of the case information recorded by the eligibility staff during the eligibility determination process. Those considered work registrants are those that meet no exemption from the general work requirements. On the second day of the Federal Fiscal Year, work registrants will be captured using the code assignment and SSN. The SSN is used to prevent duplicate counts throughout the year.

- b) Describe measures taken to prevent duplicate counting.

The SSN is used to prevent duplicate counts throughout the year.

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)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

ARIES – Arkansas Integrated Eligibility System
SNAP Works – AR SNAP E&T MIS

- 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).

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- 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.

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).

ARIES – Arkansas Integrated Eligibility System

SNAP Works – AR SNAP E&T MIS

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).

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.

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.

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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 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 and percentage of people who obtained employment after completion of component.	Numerator includes the number of E&T participants who obtained employment after completing component during the period of 10/1/2024 – 9/30/2025. Denominator will include the number of participants that participated in supervised job search during the period of 10/1/2024 – 9/30/2025.
Job Search Training	Number of people who obtain employment after completion of component.	Numerator will include the number of E&T participants who obtained employment during 10/1/2024 – 9/30/2025 after completion of participation, and the denominator those who participated in JST during the period 10/1/2024 – 9/30/2025.
Job Retention	Number of E&T participants and former participants who are in unsubsidized employment during	Numerator is the number of participants that retained employment during 10/1/2024 – 9/30/2025 after completion of

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
	10/1/2024 – 9/30/2025 completion of participation in E&T.	participation of E&T job retention services and the denominator is the number of participants that participated in this component during the period 10/1/2024 – 9/30/2025.
Basic/Foundation al Skills Instruction	Number of E&T participants and percentage of people who obtain a GED or High School.	Numerator will include the number of E&T participants who completed this component during 10/1/2024 – 9/30/2025 and obtained a GED or High School Diploma during the period of 10/1/2024 – 9/30/2025. The denominator includes those who participated in Basic Education during the period 10/1/2024 – 9/30/2025.
Career/Technical Education Programs or other Vocational Training	The number and percentage of participants who gain a credential or certificate after participation in Career/Technical Education Programs or other Vocational Training.	Numerator will include the number of E&T participants who completed this component during the period of 10/1/2024 – 9/30/2025 and gained a credential or certificate, and the denominator will include those who participated in Career/Technical Education Programs or other Vocational Training during the period 10/1/2024 – 9/30/2025.
English Language Acquisition	The number and percentage of participants who receive an increased score indicating increased language skills after participating in English Language Acquisition component.	Numerator will include the number of E&T participants who received an increased score during the period of 10/1/2024 – 9/30/2025, and the denominator will include those who participated in ESL during the period 10/1/2024 – 9/30/2025.
Work Experience – Work Activity	Number of people who obtain employment after completion of component.	Numerator will include the number of E&T participants who completed this component and obtained employment after completing component during the period of 10/1/2024 – 9/30/2025. Denominator will include the number of participants that participated in Work Experience during the period of 10/1/2024 – 9/30/2025.
Work Experience – Work Based Learning – Other	Number of people who obtain employment after completion of component.	Numerator will include the number of E&T participants who completed

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		this component and obtained employment after completing component during the period of 10/1/2024 – 9/30/2025. Denominator will include the number of participants that participated in Work Experience during the period of 10/1/2024 – 9/30/2025.
Work Readiness Training	The number and percentage of participants who gain a credential or certificate after participation in Work Readiness Training component.	Numerator will include the number of E&T participants who gained a credential or certificate during the period 10/1/2024 – 9/30/2025, and the denominator will include those who participated in Work Readiness Training during the period 10/1/2024 – 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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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.

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

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

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.

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.

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.)

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?

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?	
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.)	
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.)	

Question	Number
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

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			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

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?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

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

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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	<p>The provider will designate dates/times each month for participant to search for jobs with guidance and feedback from the provider. These activities may be delivered in person or virtually.</p> <p>Providers will assist the participant in the following ways: Assistance completing applications Resume preparation Provide job leads and referrals (as appropriate)</p> <p>Supervised Job Search will account for less than 50% of all component hours for ABAWD participants.</p> <p>The level of effort must be sufficient to effectively and efficiently demonstrate progress towards employment. This may entail observed job application submission, resume preparation, or job contacts. Progress must be documented in case notes. The participant is expected to participate when identified as needing assistance with job search by the provider. The participant will be expected to participate until such time that they have demonstrated the skills needed to no longer require this service.</p>
Direct link	Provides direct link by assisting with the preparation and application for available job openings.
Target population	Participants with a high school diploma or equivalency, actively seeking employment, and those identified through assessment in need of these component services.
Criteria for participation	A participant in supervised job search must be likely to find a job through the activity, and there must be appropriate jobs available for that participant in the community.
Geographic area	Statewide
E&T providers	Adult Education Services Arkansas Northeastern College Our House Arkansas Employment Career Center
Projected annual participation	282

Estimated annual component costs	\$785,636.93
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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	<p>Direct training and support activities that enhance a participant's job readiness by teaching them job seeking techniques, increasing job search motivation, and boosting self-confidence.</p> <p>Providers will assist the participant in the following ways: Job search skill development Interview coaching Skills testing Motivational techniques Effective job search methods</p> <p>Job Search Training will account for less than 50% of all component hours for ABAWD participants.</p> <p>The level of effort must be sufficient to effectively and efficiently demonstrate progress towards employment. This shall entail documented progress with skill development. Progress must be documented in case notes. The participant is expected to participate when identified as needing assistance with job search skills by the provider. The participant will be expected to participate until such time that they have demonstrated the skills needed to no longer require this service.</p>
Target population	ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, and those that reside in rural areas, with a high school diploma or equivalency, actively seeking employment, and those identified through assessment in need of these component services.
Criteria for participation	Participants with a high school diploma or equivalency and actively seeking employment.
Geographic area	Statewide
E&T providers	Adult Education Services Arkansas Northeastern College

	Our House Arkansas Employment Career Center
Projected annual participation	93
Estimated annual component costs	\$258,291.59

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

Details	Job Retention (JR)
Description of the component	Provides supportive services for at least 30 days and up to 90 days to individuals who have secured employment. The assignment of this component in SNAP Works will systematically disallow time period of more than 90 days. Providers will assist the participant in the following ways: Job coaching Troubleshooting issues that may impact employment Referrals to additional resources Submitting participant reimbursement requests
Target population	ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, and those that reside in rural areas who have secured employment after or while receiving other E&T services.
Criteria for participation	Participants who secured employment after or while receiving other E&T services and received SNAP benefits in the month of or the month before starting job retention.
Geographic area	Statewide
E&T providers	Adult Education Services Arkansas Employment Career Center Arkansas Northeastern College Our House Gateway Allied Health
Projected annual participation	502
Estimated annual component costs	\$1,399,079.46

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	<p>Programs designed to assist in improving basic skills including literacy, reading, and math to the functional level or obtain a GED or High School Equivalency certificate.</p> <p>The level of effort must be sufficient to effectively and efficiently demonstrate progress towards skill and or degree/certificate attainment. Progress must be documented in case notes. The participant is expected to participate when identified as needing basic or foundational skills instruction via assessment results. The participant will be expected to participate until such time that they have demonstrated the skills needed or obtained their degree or certificate.</p>
Target population	ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, and those that reside in rural areas seeking their GED or equivalency or have scores in reading, math, or literacy below the required standard.
Criteria for participation	Participants who do not have a High School Diploma, GED, or scores on the TABE test indicating that additional literacy skills are needed.
Geographic area	Statewide
E&T providers	Adult Education Our House Arkansas Northeastern College
Projected annual participation	386
Estimated annual component costs	\$1,076,214.97
Not supplanting	These providers have no direct service costs associated with these activities for E&T aside from the administrative costs for E&T case management (enrollment, progress tracking, etc). These activities are supported via funding sources outside of SNAP E&T.
Cost parity	There are no direct costs associated with these activities for SNAP E&T.

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	Short-term competency-based programs with a quantifiable measurement of success that is designed to prepare participants for work in a trade or craft (such as technician, nurse, or welder). Participation may range from 3 weeks to 24 months depending on the vocational training program.
Target population	ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, and those that reside in rural areas that identify desire to obtain an available certification.
Criteria for participation	Participants with minimum qualifications for the identified certification as applicable (Example: high school diploma or equivalency).
Geographic area	Statewide
E&T providers	Adult Education Arkansas Northeastern College Arkansas Employment Career Center Gateway Allied Health
Projected annual participation	560
Estimated annual component costs	\$1,560,511.70
Not supplanting	E&T funds are used for this component only when not available through the workforce development system. Only the costs associated with E&T case management duties will support these activities through the E&T program unless these services are not available through the workforce development system.
Cost parity	The E&T unit will monitor to ensure compliance with this regulation by examining provider materials, websites, etc in addition to Division of Workforce Connections publications to verify participation costs are comparable for E&T and non-E&T participants.

Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	<p>Programs designed to help participants improve their ability to speak, read, listen, and write the English language.</p> <p>The level of effort must be sufficient to effectively and efficiently demonstrate progress towards skill attainment. Progress must be documented in case notes. The participant is expected to participate when identified as needing English Language Acquisition instruction via assessment results. The participant will be expected to participate until such time that they have demonstrated the skills sufficient to be considered as passing the course objectives.</p>
Target population	ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, and those that reside in rural areas with limited English proficiency.
Criteria for participation	Participants with limited English proficiency.
Geographic area	Statewide
E&T providers	Adult Education Arkansas Northeastern College
Projected annual participation	58
Estimated annual component costs	\$161,432.25
Not supplanting	These providers have no direct service costs associated with these activities for E&T aside from the administrative costs for E&T case management (enrollment, progress tracking, etc). These activities are supported via funding sources outside of SNAP E&T.
Cost parity	There are no direct costs associated with these activities for SNAP E&T.

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
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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	<p>Programs designed to help the participant gain general occupational skills and develop good work habits. An example activity includes the ACT National Career Readiness Certificate (WorkKeys) program.</p> <p>The level of effort must be sufficient to effectively and efficiently demonstrate progress towards skill attainment. Progress must be documented in case notes. The participant is expected to participate when identified as needing skill development available through the training program. The participant will be expected to participate until such time that they have demonstrated the skills taught and or obtained a certificate as applicable.</p>
Target population	<p>ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, and those that reside in rural areas identified through assessment with need for general work readiness skills development such as individuals in career transition (changing employment field/path), those returning to the labor market, or recent high school graduates.</p>
Criteria for participation	<p>Participants actively seeking employment.</p>
Geographic area	<p>Statewide</p>

E&T providers	Adult Education Arkansas Northeastern College Our House Arkansas Employment Career Center
Projected annual participation	213
Estimated annual component costs	\$591,918.23
Not supplanting	E&T funds are used for this component only when not available through the workforce development system. Only the costs associated with E&T case management duties will support these activities through the E&T program unless these services are not available through the workforce development system.
Cost parity	The E&T unit will monitor to ensure compliance with this regulation by examining provider materials, websites, etc in addition to Division of Workforce Connections publications to verify participation costs are comparable for E&T and non-E&T participants.

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	Program includes individuals who volunteer with employers and enter into volunteer agreement with the employers to track hours. Provider assigns allowable hours and tracks progress.
Target population	ABAWD participants who cannot find unsubsidized full-time employment that are subject to the time limit rules.
Criteria for participation	Participants actively seeking employment.
Geographic area	Statewide
E&T providers	Adult Education Arkansas Northeastern College
Projected annual participation	50
Estimated annual component costs	\$109,773.92

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	

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	Structured program providing work-based learning to participants in a variety of fields. The program is designed to assist participants in gaining the skills, confidence, and experience needed to transition into unsubsidized employment after 9 months.
Target population	E&T participants through Our House
Criteria for participation	E&T participants through Our House with high school diploma, GED, or equivalency.
Geographic area	Pulaski County
E&T providers	Our House
Projected annual participation	30
Estimated annual component costs	\$73,182.62

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.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

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.

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:	Arkansas Adult Education Section
Service Overview:	Providing SNAP E&T case management and component services to assigned participants.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Supervised Job Search Job Search Training Job Retention Basic/Foundational Skills Instruction Career/Technical Education Vocational Training Work Readiness Training English Language Acquisition Work Experience
Credentials Offered:	GED
Participant Reimbursements Offered:	No
Location:	Statewide excluding Mississippi County
Target Population:	ABAWDs
Monitoring of contractor:	Monthly Reports ME Review
Ongoing communication with contractor:	Technical Assistance Annual Training Monthly provider meeting
Total Cost of Agreement:	\$2,710,499.67 Total Admin Costs Federal Share = \$1,452,750
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	Arkansas Employment Career Center
Service Overview:	Providing SNAP E&T case management and component services to assigned participants.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Supervised Job Search Job Search Training Job Retention Career/Technical Education Vocational Training Work Readiness Training
Credentials Offered:	Certified Nursing Assistant, Certified Pharmacy Technician, Certified Clinical Medical Assistant
Participant Reimbursements Offered:	No
Location:	Pulaski and Jefferson Counties
Target Population:	ABAWDs, homeless, veterans, and returning citizens.
Monitoring of contractor:	Monthly Reports ME Review
Ongoing communication with contractor:	Technical Assistance Annual Training Monthly provider meeting
Total Cost of Agreement:	\$1,874,660 Total Admin Costs Federal Share = \$937,330
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	Gateway Allied Health
Service Overview:	Providing SNAP E&T case management and component services to assigned participants.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Career/Technical Education Vocational Training
Credentials Offered:	Certified Nursing Assistant Certified Medical Assistant Certified Phlebotomy Technician Certified Pharmacy Technician Certified Electrocardiograph Technician

Contract or Partner Name:	Gateway Allied Health
	Certified Surgical Technician "Scrub Tech" Certified Medical Coding & Billing Specialist Certified Patient Care Technician Certified Limited License Radiologic Technician Certified Physical Therapy Assistant
Participant Reimbursements Offered:	No
Location:	Garland County and select statewide locations for hybrid and online programs.
Target Population:	ABAWDs
Monitoring of contractor:	Monthly Reports ME Review
Ongoing communication with contractor:	Technical Assistance Annual Training Monthly provider meeting
Total Cost of Agreement:	\$851,016 Total Admin Costs Federal Share = \$425,508
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> 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

<p>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</p>	<p>Program Administrator – \$59,844.30 x 1 FTE = \$59,844.30</p> <p>Policy Development Coordinator - \$57,263.44 x 1 FTE = \$57,263.44</p> <p>Policy Development Coordinator - \$43,303.94 x 1 FTE = \$43,303.94</p> <p>Program Eligibility Analyst - \$50,382.38 x 1 FTE = \$50,382.38</p> <p>Administrative Assistant - \$32,404.94 x 1 FTE = \$32,404.94</p>
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>41%</p>
<p>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.</p>	<p>\$6,026,041.28</p> <p>All partnerships are providing direct E&T program services.</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>SNAP Works system enhancements including – display prior enrollment information within system to allow for entire participation history to be visible for more accurate</p>

	assessment and service delivery, updates to dashboards to allow for exporting of underlying data to confirm visual displays, and other system enhancement to improve user experience, participant tracking, and reporting.
Materials: Describe materials to be purchased with E&T funds.	
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.	
Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.	\$52,824.00 Per person monthly * 12 months.
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.)	

- 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.

\$175,492.00

- 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.

\$471,826
