

NEVADA

SNAP Employment and Training State Plan

Federal Fiscal Year 2021

Date 8/15/2020

Table of Contents

Section A: Cover Page and Authorized Signatures 2

Section B: Assurance Statements 3

Acronyms 4

Section C: State E&T Program, Operations and Policy Overview 5

Section D: Pledge to Serve All At-Risk ABAWDs 19

Section E: E&T Component Detail 20

Section F: Estimated Participant Levels 25

Section G: Summary of Partnerships and/or Contracts 26

Section I: Operating Budget and Budget Narrative 28

Section J: Budget Narrative and Justification 29

State of Nevada Division of Welfare and Supportive Services
FFY 2021
August 15, 2020

Section A: Cover Page and Authorized Signatures

State: Nevada

State Agency: Division of Welfare and Supportive Services

Federal FY: 2021

Date:

Primary Contacts: Complete the table with the name, title, phone and email address for those State agency personnel who should be contacted with questions about the E&T plan. Add additional rows if needed.

| Name | Title | Phone | Email |
|----------------|------------------------|--------------|------------------------|
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Certified By:

Steve H. Fisher, Administrator

Date

Certified By:

Brenda Berry, Deputy Administrator Administrative Services

Date

| Section B: Assurance Statements | |
|--|-------------------------------------|
| <i>Check box at right to indicate you have read and understand each statement.</i> | |
| I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees. | <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. | <input checked="" type="checkbox"/> |
| III. State education costs will not be supplanted with Federal E&T funds. | <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. | <input checked="" type="checkbox"/> |
| V. 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. | <input checked="" type="checkbox"/> |
| VI. 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. | <input checked="" type="checkbox"/> |
| VII. Contracts are procured through appropriate procedures governed by State procurement regulations. | <input checked="" type="checkbox"/> |
| VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. | <input checked="" type="checkbox"/> |
| IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. | <input checked="" type="checkbox"/> |
| X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAPET. | <input checked="" type="checkbox"/> |
| XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only) | <input checked="" type="checkbox"/> |

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

Acronyms

Below is a list of common acronyms utilized within this plan:

| | |
|-------------|--|
| ABAWD | Able-Bodied Adult without Dependents |
| CBO | Community Based Organization |
| DWSS | Division of Welfare and Supportive Services |
| E&T | Employment and Training |
| E&P MS | Eligibility and Payment Manual Section |
| FFY | Federal Fiscal Year |
| FNS | Food and Nutrition Service |
| GOED | Governor's Office of Economic Development |
| NEON | New Employees of Nevada (Nevada TANF E&T Program) |
| NOMADS/AMPS | Nevada's Eligibility System |
| NSHE | Nevada System of Higher Education |
| OASIS | Nevada's E&T Case Management System |
| SNAP | Supplemental Nutrition Assistance Program |
| TMCC | Truckee Meadows Community College |
| USDA | United States Department of Agriculture |
| DETR | Department of Employment, Training, and Rehabilitation |

| Section C: State E&T Program, Operations and Policy Overview | |
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| I. Summary of the SNAPET Program <ul style="list-style-type: none">• Mission• Scope of services• Administrative structure of program | <p>The mission of the State of Nevada, Division of Welfare and Supportive Services (DWSS) is to engage clients, staff, and the community to provide public assistance benefits to all who qualify and reasonable support for children with absentee parents to help Nevadans achieve safe, stable, and healthy lives.</p> <p>The Nevada Supplemental Nutrition Assistance Program Employment and Training Program (SNAPET) offers job search training, supervised job search, job retention, and educational opportunities to SNAP recipients who volunteer to participate. These components provide the participants the necessary skills to obtain and maintain employment. The SNAPET program rules are in DWSS Eligibility and Payments manual section 800 (E&P MS 800).</p> <p>Eligibility staff and/or SNAPET case managers determine each participant’s work registration status based on E&P MS 800 when SNAP benefits are approved, recertified, or changes in the household circumstances occur. All work registrants will be exempt.</p> <p>The DWSS will have three (3) full-time SNAPET case managers, one (1) full-time Workforce Opportunity Developer, and (2) full time Administrative Assistants located in Las Vegas, and one (1) full-time SNAPET case manager in Reno providing employment and training services in their respective office areas. The costs for Nevada staff are allocated in accordance with the Division’s federally approved cost allocation plan. The SNAPET staff are State of Nevada employees.</p> <p>The Workforce Opportunity Developer identifies community partners, including employers who are willing to work with the SNAPET population. This staff develops employment and training opportunities for SNAP recipients.</p> <p>Applicants will be advised of the SNAPET program and components during the intake process, recertification, and at the educational facilities. They will be given the opportunity to volunteer for the SNAPET program. The voluntary participant will meet with a SNAPET case</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| | <p>manager or staff at contracted third-party educational institutions to establish their initial SNAPET Employment Plan (SEP). During the SEP appointment the SNAPET case manager or contracted third-party educational institution staff will complete an assessment; utilizing the results to determine the appropriate component for the participant, identify the necessary support services and complete the employment plan.</p> <p>Participants will receive ongoing case management services from the SNAPET case managers. Case management services include supervision of allowable activities, progress monitoring, referrals to and navigation of community resources, and issuance of necessary support services.</p> <p>Support services directly related to participation in the program and/or supporting the first 30 days of employment are provided to participants. Support services include limited car repairs for employed participants, transportation assistance, clothing, test fees, license fees, work cards, identification cards, and tools.</p> <p>DWSS manually tracks and reports the number of individuals who obtain employment, their hours and wages of new employment. DWSS has an automated report to track the number of participants.</p> <p>ABAWD Population: Effective July 1, 2020, all counties in the State of Nevada are exempt from the provision limiting ABAWD individuals 3 months of SNAP benefits in a 36-month period until June 30, 2021. A waiver to exempt all allowable areas for the remainder of Federal Fiscal Year (FFY) 2021 will be submitted to FNS when required.</p> <p>Nevada will allow ABAWDs to participate in the E&T Program.</p> |
| <p>II. Program Changes</p> <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding | <p>The voluntary participant will meet with a SNAPET case manager or staff at contracted third-party educational institutions to establish their initial SNAPET Employment Plan (SEP). During the SEP appointment the SNAPET case manager or staff at contracted third-party</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| | <p>educational institution staff will complete an assessment; utilizing the results to determine the appropriate component for the participant, identify the necessary support services and complete the employment plan.</p> <p>In response to COVID-19, the contracted educational provider, TMCC, has changed their outreach methods to email, telephone, and video meetings with current and prospective students and agencies. The application process is fully automated and does not require students to print and send the form back into the school. They are also connecting students to resources to help them be successful when taking online courses and providing loaner laptops when needed.</p> <p>The TMCC Re-Entry webpage has been updated to include the delivery method of each course, either online or in-person. In the Fall semester, a majority of the classes will be held online and to improve the quality of these offerings, the school has invested in faculty training and online tools.</p> <p>TMCC is exploring virtual reality strategies to allow remote hands on activities and new referral processes to allow more students to participate in this program.</p> <p>The SNAPET program received the SNAP Process and Technology Improvement Grant to enhance the functionality of our online self-service portal system, ACCESSNV. When this project is implemented, a SNAP recipient can complete the SNAPET Assessment online to request enrollment into the SNAPET program. The SNAPET staff will then follow-up with the individual to determine the best component and create an individualized SEP.</p> |
| <p>III. Workforce Development System</p> <ul style="list-style-type: none"> • General description • In-demand and emerging industries and occupations • Connection to SNAPET, components | <p>Job Connect developed a “One-Stop” system in Nevada of information and service delivery, which is customer, not program, driven.</p> <p>Nevada JobConnect Career Centers are user-friendly facilities located throughout the state that provide businesses and job seekers with personalized attention and a variety of valuable services, including job listings,</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| <p>offered through such system, career pathways, and credentials available</p> | <p>job placement, work registration, labor market information, career information and guidance, assessment, information about education and training opportunities, unemployment insurance information, information on filing for unemployment insurance, resume preparation, referrals to other partner agency services, and more. There are twelve (12) JobConnect locations operational in Nevada.</p> <p>The Division refers participants to JobConnect for a variety of services based on the individual’s needs.</p> <p>The Division conducts a quarterly Department of Health and Human Services (DHHS) Workforce meeting to understand and coordinate with other workforce programs for the benefit of the program participants. The agencies that participate in this meeting are Aging and Disability Services Division, Division of Child and Family Services, Division Public and Behavioral Health, Division of Welfare and Supportive Services, and the Department of Employment, Training, and Rehabilitation.</p> <p>The Division attends quarterly workforce meetings in Washoe County, Lyon County, and Churchill County.</p> <p>Workforce Consultation and Coordination</p> <p>The DWSS Administrator is a member of the State Workforce Development Board. The Board meet every other month to discuss workforce development issues and changes within Nevada.</p> <p>In Nevada, the SNAP program is part of the combined WIOA State Plan. On January 15, 2020, the SNAPET information in the WIOA State Plan was presented to the Workforce Development Board.</p> <p>The Division through the Administrator coordinates efforts with the State Workforce Board to provide effective workforce programming with collaboration amongst partners. Through this collaboration and as an active member of the State Workforce Board our Administration determined the continued focus on education, would maintain the alignment of our programs</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| | <p>with other workforce programs within Nevada. Through the collaboration of the State Workforce partners, the in-demand careers of the various geographical areas of the state are determined and the educational institutions within the Nevada system of Higher Education (NSHE) develops curriculum to provide training opportunities for individuals to meet the demands of area employers. The Division has designed a SNAPET program that will focus on education partnerships with NSHE institutions to allow SNAP participants an opportunity to gain training in in- demand careers in their area. We also included a job search training program that could be used in conjunction with the educational component or separately for those who are ready to find careers. The involvement in the State Workforce Board has provided us valuable connections within the Nevada System of Higher-Education which will continue to allow our program to expand the educational component into other areas of the State.</p> <p>The Division has staff located in a One-Stop Location and affiliated library sites in Las Vegas and the One-Stop Location in Reno. Our Belrose District Office is an affiliated One-Stop Location in Las Vegas.</p> |
| <p>IV. Other Employment Programs</p> <ul style="list-style-type: none"> • TANF, General Assistance, etc. • Coordination efforts, if applicable | <p>DWSS coordinates with the following organizations to find solutions which provide welfare recipients, needed services to achieve self-sufficiency:</p> <ul style="list-style-type: none"> • Department of Employment, Training and Rehabilitation (DETR) <ul style="list-style-type: none"> • Career Enhancement Program • Vocational Rehabilitation • Division of Employment Security (ESD) • Nevada Job Connect: The Statewide workforce system that provides information about access to a wide array of job training, education and employment services in neighborhood locations. • WIOA partners offering education and training services • New Employees of Nevada (NEON) <p>The referrals to these agencies are generally informal and rely on the regular intake policies for the agencies. Staff</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| | <p>do participate in interagency meetings/initiatives to stay apprised of employment opportunities for participants.</p> <p><u>NEON</u></p> <p>Nevada has adopted a “mini” Simplified SNAPET Program. Non-exempt SNAPET participants, who receive Temporary Assistance for Needy Families (TANF), are required to participate in the NEON Program (Nevada’s TANF Employment and Training Program) in lieu of the Nevada SNAPET Program.</p> <p>The NEON Program includes work experience, job search, job readiness, on-the-job training, community service, and vocational education activities to assist participants in obtaining and maintaining sustainable employment. Additional types of support services are available under this program, including individual training contracts, domestic violence counseling/ services, drug/ alcohol rehabilitation, and health/mental health related activities.</p> <p>Nevada SNAPET funds are not used to support participant activities in the NEON Program.</p> <p><u>JobConnect</u></p> <p>JobConnect is Nevada’s statewide Workforce Development System. Division staff may assist participants with JobConnect registration, refer participants to job openings listed through the JobConnect system and/or refer individuals to JobConnect for individualized training and employment assistance.</p> |
| <p>V. Consultation with Tribal Organizations</p> <ul style="list-style-type: none"> • Description of consultation efforts • Services available through E&T | <p>Nevada consults with tribal organizations in Nevada in three forums.</p> <p>1. A statewide quarterly in-person/virtual meeting is held, and the Division Tribal Liaison presents changes in policy and caseload information. The tribal representatives are able to discuss any topic which impacts their tribal members. All Nevada tribal organizations are invited to</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| | <p>attend this meeting, if a tribe is unable to attend in-person there is a phone-in option.</p> <p>2. A Tribal Health Directors meeting is held monthly with the Inter-Tribal Council of Nevada which represents a combination of 27 individual tribes, bands, and colonies. The meeting is focused on health; however, it is also a forum for discussing other tribal topics.</p> <p>3. Tribal Organizations are able to contact the Division’s Tribal Liaison at any time to discuss any concerns or questions they may have by phone or email.</p> |
| <p>VI. State Options</p> <ul style="list-style-type: none"> • Select options the State is applying | <ul style="list-style-type: none"> <input type="checkbox"/> Serving applicants <input type="checkbox"/> Serving zero-benefit households <input type="checkbox"/> Serving mandatory participants only <input type="checkbox"/> Serving mandatory and voluntary participants <input checked="" type="checkbox"/> Voluntary participants only |
| <p>VII. Screening Process</p> <ul style="list-style-type: none"> • Process for identifying whether work registrant should be referred to E&T | <p>Eligibility staff determine each participant’s work registration status based on E&P MS 800 when SNAP benefits are approved, recertified, or changes in the household circumstances occur.</p> <p>Eligibility staff determines each participant’s work registration status when SNAP benefits are approved or recertified. The decision is based on the information provided and verified during the application process. This status is reviewed and updated throughout the SNAP certification period as household circumstances change.</p> <p>The work registration status is entered in NOMADS/AMPS, the Divisions eligibility system.</p> <p>Voluntary SNAPET participants will be enrolled in an eligible component and SNAP eligibility will be confirmed.</p> <p>Participation will be voluntary and not subject to program sanctions.</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| <p>VII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> • Procedures for conciliation • Length | <p>Nevada’s voluntary participants will not be subject to sanctions/conciliations.</p> |
| <p>IX. Disqualification Policy</p> <ul style="list-style-type: none"> • Length of disqualification period • Sanction applies to individual or entire household | <p>First Occurrence: Minimum one (1) month and until compliance</p> <p>Second Occurrence: Minimum three (3) months and until compliance</p> <p>Third or Subsequent Occurrence: Minimum six (6) months and until compliance</p> <p>Sanction applies to: Individual</p> |
| <p>X. Participant Reimbursements</p> <ul style="list-style-type: none"> • List all participant reimbursements (or link to State policy/handbook) • Reimbursement cap • Payment method (in advance or as reimbursement) | <p>Participants receive support services which are reasonably necessary and directly related to participation in the program and/or to support the first 30 days of employment if a job is obtained during participation in accordance with E&P MS 800. Support services include: car repairs up to \$500 per year per participant for employment; purchase and issuance of bus passes for public transportation; and/or payments of no more than \$25 bi-weekly for the reimbursements for the cost of non-public transportation. Special need items such as legal identification, health cards, gaming (work) cards, clothing, shoes, and tools limited to no more than \$1500 per year per participant. Participants are issued vouchers specifying the vendor, items to be purchased and amount authorized for the purchase. Vendors are reimbursed when vouchers are returned with a receipt/invoice verifying the purchase of approved items. Participants may be reimbursed for purchased items, if a receipt/invoice verifying the purchase of approved items is provided.</p> <p>Regulations stipulate support service payments are to be reimbursed by 50% state funds and 50% federal funds.</p> <p>The Nevada State Legislature approved the Division’s budget authorizing state funding expenditures up to \$51,226 for SNAPET support services. This is sufficient</p> |

Section C: State E&T Program, Operations and Policy Overview

to support Nevada’s request for federal matching funds for FFY 2021.

Procedure for Reimbursement

Nevada uses four methods of reimbursement/allowances for participants.

- **Bus passes**

The Division contracts with the Washoe County and Clark County Public Transit providers to purchase bus passes. Bus passes are distributed to program participants as needed to support program activities.

- **Transportation Reimbursement**

The Division may provide gas reimbursements for program participants up to \$25, two times a month. Warrants are issued directly to the participant after verification of participation activities.

- **Vouchers**

A voucher may be issued to authorize the purchase of gas, clothing, work cards, car repairs etc. The voucher identifies the participant, the vendor where it can be redeemed, the items the individual is authorized to purchase, and the amount authorized. Vouchers are generated and issued from the OASIS system and soft copies are maintained in the system. Participants provide the voucher to the vendor in turn for the goods authorized. The voucher is then redeemed when the vendor or participant returns the invoice/receipt to the Division verifying the purchase. Employment staff verifies the goods received were those authorized, enters the payment amount in the system and forwards a hard copy of the voucher with the receipt/invoice to the Fiscal Unit for processing. Fiscal staff

| Section C: State E&T Program, Operations and Policy Overview | |
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| | <p>provide final approval for the payment requested and process the payment via OASIS through the Controller’s Office.</p> <p>All vouchers are generated, issued and authorized for payment through the OASIS system, which provides a number of checks and balances including: vouchers may only be issued to vendors with good standing, vouchers cannot be issued with authorized amounts in excess of the limitations set, payment amounts cannot exceed the authorized amount without higher level approval from Central Office staff, security roles ensure fiscal staff cannot pay a voucher that has not been approved by SNAPET staff and SNAPET staff cannot actually issue a payment to the vendor directly.</p> <p>The OASIS system posts all payments to the electronic case history of the participant’s record.</p> <ul style="list-style-type: none"> • <u>Participant Reimbursement</u> <p>The Division may provide reimbursements for support services (clothing, work cards, etc.) to program participants. After discussing the needed support services with their case manager, the participant purchases the items on their own. The participant provides the invoice or receipt verifying the purchase of items. Employment staff verifies the items purchased were acceptable and enters the payment amount in the OASIS system. Warrants are issued directly to the participant.</p> |
| <p>XI. Work Registrant Data</p> <ul style="list-style-type: none"> • Methodology used to count work registrants | <p><u>Method for Obtaining Initial Count of Work Registrants</u></p> <p>The DWSS NOMADS computer system reads the SNAP file each October 1st to identify all work registrants. A file is created with the social security number and date of approval of the identified work registrants. Every workday after the file is initially created, the file is processed to identify new work registrants by social security number and date of approval. If the work registrants are not already present in the file, they are added.</p> |

| Section C: State E&T Program, Operations and Policy Overview | |
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| | <p><u>Method for Ensuring an Unduplicated Work Registrant Count</u></p> <p>The work registrant file created above is maintained for the entire federal fiscal year. New work registrants are added to the file when the social security number is not a duplicate. This process assures an unduplicated count for October and subsequent months of the year.</p> |
| <p>XII. Outcome Reporting Data Source and Methodology</p> <ul style="list-style-type: none">• Data sources• Methodology | <p>For the <u>Supervised Job Search and Job Search Training</u> components the following data will be collected:</p> <ul style="list-style-type: none">• The percentage and number of SNAP participants who participated in these components and obtained unsubsidized employment within 30 days of participating or while participating in the program.• The number and percentage of E&T participants who are in unsubsidized employment during the second and fourth quarter after completion of participation in E&T.• The median quarterly earnings of all E&T participants who are in unsubsidized employment during the second quarter after completion of participation in E&T. <p>The data for the first reporting requirements will be obtained from manual reporting by the SNAPET offices. The SNAPET offices will report monthly to the SNAPET Program Specialist in Central Office, the number of participants who obtain employment, employment type code, participant’s hourly wage, and hours worked per week.</p> <p>The data for the second and third reporting requirements will be obtained from the Quarterly Wage Data reports. The SNAPET participants will be compared to the data on the Quarterly Wage Data reports, through an automated report.</p> <p>This data will be collated and evaluated.</p> |

Section C: State E&T Program, Operations and Policy Overview

For the Job Retention component, the following data will be collected:

- The percentage of SNAP participants who obtained unsubsidized employment while participating in the program or within 30 days after SNAPET Program completion.
- The average wage of SNAP participants who obtained unsubsidized employment while participating in the program or within 30 days after SNAPET Program completion.
- The average weekly hours of SNAP participants who obtained unsubsidized employment while participating in the program or within 30 days after SNAPET Program completion.

The data for these reporting requirements will be obtained from manual reporting by the SNAPET offices. The SNAPET offices will report monthly to the SNAPET Program Specialist in Central Office the number of participants who obtain employment, employment type code, participants' hourly wage, and hours worked per week.

This data will be collated and evaluated.

For the Educational component the following data will be collected:

- The percentage of SNAP participants enrolled in an educational component.
- The average time a SNAP participant takes to obtain a certification in the program in which they are enrolled.
- The number and percentage of E&T participants who are in unsubsidized employment during the second and fourth quarter after completion of participation in E&T.

Section C: State E&T Program, Operations and Policy Overview

- **The median quarterly earnings of all E&T participants who are in unsubsidized employment during the second quarter after completion of participation in E&T.**

The data for the first and second reporting requirements will be obtained from manual reporting by the third-party providers. The third-party provider will report to the SNAPET Program Specialist in Central Office the participants enrolled in the educational component and participants who completed the programs.

The data for the third and fourth reporting requirements will be obtained from the Quarterly Wage Data reports. The SNAPET participants will be compared to the data on the Quarterly Wage Data reports, through an automated report.

This data will be collated and evaluated.

The Annual Outcome Data reports will provide the following information:

- **The number and percentage of E&T participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T.**
 - **Disaggregation of the number and percentage of those participants by characteristics listed in a, b, and c.**
- **The number and percentage of E&T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T.**
 - **Disaggregation of the number and percentage of those participants by characteristics listed in a, b, and c.**
- **The median quarterly earnings of all E&T participants and former participants who are in**

Section C: State E&T Program, Operations and Policy Overview

unsubsidized employment during the second quarter after completion of participation in E&T.

- Disaggregation of the number and percentage of those participants by characteristics listed in a, b, and c.
- The number and percentage of participants that completed a training, educational, work experience or an on-the-job training component.
- The number of all E&T participants who:
 - a. Are voluntary participants
 - b. Have received a high school degree (or GED) prior to being provided with E&T services.
 - c. Are Able Bodied Adults without Dependents (ABAWDS).
 - d. Speak English as a second language
 - e. Are male or female.
 - f. Are within each of the following age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older.

The data for the first three reporting requirements will be obtained from the Quarterly Wage Data reports. The SNAPET participants will be compared to the data on the Quarterly Wage Data reports, through an automated report.

The fourth reporting requirement will be obtained from the third-party providers which provide the educational component.

The demographic data will be obtained through a Crystal report based on NOMADS/AMPS and OASIS system data. The demographic data reports will be automated.

| Section D: Pledge to Serve All At-Risk ABAWDs (if applicable) | |
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| <i>State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:</i> | |
| I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs? | Nevada has opted not to operate an enhanced E&T program for ABAWDs. |
| II. Information about the size & needs of ABAWD population | N/A |
| III. The counties/areas where pledge services will be offered | N/A |
| IV. Estimated cost to fulfill pledge | N/A |
| V. Description of State agency capacity to serve at-risk ABAWDs | N/A |
| VI. Management controls in place to meet pledge requirements | N/A |
| VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements | N/A |

Section E: E&T Component Detail

Components by Category (*Non-Education, Non-Work Components; Education Components; Work Components*)

Non-Education, Non-Work Components

| Job Search Training | | | | | |
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| Description | Job Search Training requires SNAP recipients participating in SNAP E&T to regularly attend job readiness training, which includes: job skills assessments; job placement services; training in techniques for employability; job search skills training; information on available jobs; occupational exploration, including information on local emerging and demand occupations; interviewing skills and practice interviews; assistance with applications and resumes; life skills; guidance and motivation for development of positive work behaviors; completing job applications; setting employment goals; and defining general workplace expectations and information on how to retain employment. | | | | |
| Geographic area | Target audience (e.g., homeless, re-entry population, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated monthly cost* | Provider(s) | Reporting measure(s) if > 100 participants per year |
| SNAP recipients in all geographic areas will be allowed to volunteer. Statewide operation enables SNAP recipients in rural Nevada to utilize the SNAPET services. In rural areas staff may be responsible for both the eligibility and employment program functions. In larger geographical areas, some staff members are dedicated to the employment program. | Voluntary Participants | 240 | \$110,897 | DWSS | <ul style="list-style-type: none"> The percentage and number of participants who obtained unsubsidized employment within 30 days of participating or while participating in the program. The number and percentage of E&T participants who are in unsubsidized employment during the second and fourth quarter after completion of participation in E&T. The median quarterly earnings of all E&T participants who are in unsubsidized employment |

| Job Search Training | | | | | |
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| | | | | | during the second quarter after completion of participation in E&T. |

| Supervised Job Search | | | | | |
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| Description | <p>Supervised job search will be conducted in the divisional computer labs located in Southern Nevada, Job Connect offices throughout Nevada, other available computer labs, or on the participant's personal computer device. Time spent completing job searches and receiving assistance with job applications will be time tracked.</p> <p>The computer lab maintained by the DWSS was chosen as it is operated by the Division that oversees the SNAPET program in the State of Nevada. It is available for Divisional use for our SNAPET participants. We have a relationship with the Job Connect offices throughout the State of Nevada and would continue to utilize these partnerships for this program.</p> <p>The supervised job search will be conducted after the participant receives job readiness/skills training from the SNAPET case management staff. These job readiness/skills training includes; job skills assessments; job placement services; training in techniques for employability; job search skills training; information on available jobs; occupational exploration, including information on local emerging and demand occupations; interviewing skills and practice interviews; assistance with applications and resumes; life skills; guidance and motivation for development of positive work behaviors; completing job applications; setting employment goals; and defining general workplace expectations and information on how to retain employment to ensure the SNAPET participants have the skills necessary to effectively conduct a job search. The case management staff will assist and provide guidance to the participants conducting job search to ensure the job readiness skills learned are being utilized by the participant. The participant will track the amount of time they spend searching for jobs and provide verifications to the case manager. The case manager will review the completed job searches and provided verification.</p> | | | | |
| Geographic area | Target audience (e.g., homeless, re-entry population, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated monthly cost* | Provider(s) | Reporting measure(s) if > 100 participants per year |
| SNAP recipients will be allowed to volunteer in all geographic areas. Statewide operation enables SNAP recipients in rural Nevada to utilize the | Voluntary Participants | 240 (The individuals in Job Search Training are also in Supervised Job Search) | \$110,897 (The individuals in Job Search Training are also in Supervised Job Search) | DWSS | <ul style="list-style-type: none"> Percentage & number of participants who received E&T services and are in unsubsidized employment subsequent to the receipt of those services. Percentage of participants and |

| Supervised Job Search | | | | | |
|---|--|--|--|--|---|
| SNAPET services. In rural areas staff may be responsible for both the eligibility and employment program functions. In larger geographical areas, some staff members are dedicated to the employment program. | | | | | <p>former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T.</p> <ul style="list-style-type: none"> Percentage of participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T. |

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

| Job Retention Services | | | | | |
|--|---|---|---------------------------|-------------|---|
| Description | Job retention services will be supported for the first 30 days after becoming employed through the SNAPET Program with approved support services such as transportation, work clothes, tools, test fees, licensing fees, work cards, etc. It is the intent of the Division to provide job retention services for 30 days. | | | | |
| Geographic area | Target audience (e.g., homeless, re-entry population, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated monthly cost* | Provider(s) | Reporting measure(s) if > 100 participants per year |
| SNAP recipients will be allowed to volunteer in all geographic areas. Statewide operation enables SNAP recipients in rural Nevada to utilize the SNAPET services. In rural areas staff may be responsible for both the | Voluntary Participants | 25 | \$12,322 | DWSS | <ul style="list-style-type: none"> Percentage of participants who obtained employment while in the program or within 30 days of participating. Average wage for the participants who obtained employment while in the program or within 30 days of participating. Average weekly hours for the participants who obtained |

| Job Retention Services | | | | | |
|---|--|--|--|--|---|
| eligibility and employment program functions. In larger geographical areas, some staff members are dedicated to the employment program. | | | | | employment while in the program or within 30 days of participating. |

Education Components

| Basic Education | | | | | |
|-----------------|---|---|---------------------------|-------------|---|
| Description | Includes High School Equivalency (HSE) completion and preparation, high school diploma completion and preparation, English as a Second Language. Participants placed into this component have education or training needs assessed by the CBO and/or are a requirement of their program. These activities will directly enhance the employability of the participants. | | | | |
| Geographic area | Target audience (e.g., homeless, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated monthly cost* | Provider(s) | Reporting measure(s) if > 100 participants per year |
| | | | | | |

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

| Career and/or Technical Education or Other Vocational Training | |
|--|---|
| Description | <p>Participants placed into this component need education and training to improve their employability thought skills attainment or as part of job placement.</p> <p>State education funds do not cover all secondary and post-secondary education and training programs. One hundred percent SNAP E&T funds may be used to cover the costs of education, develop a program component, or to pay for the costs associated with an education program. E&T funds will not be used to supplant non-Federal funds for existing educational services. Expenses for operating educational/training components may not be authorized for costs that exceed the normal costs of services provided to persons not participating in SNAP E&T programs. Educational expenses will not be paid for training that is normally available to the public at no cost.</p> <p>E&T funds may be used only if:</p> <ul style="list-style-type: none"> Federal funds are not used to supplant other funding; |

| Career and/or Technical Education or Other Vocational Training | | | | | |
|---|---|--|--|--------------------|---|
| | <ul style="list-style-type: none"> The provider and/or individual has attempted to secure federal assistance (not including loans) such as Pell Grant, and such funds are not available; and The education program costs are associated with E&T program engagement. <p>Education may be combined with job search, job search training, or other qualifying components.</p> | | | | |
| Geographic area | Target audience (e.g., homeless, ABAWDS) | Anticipated monthly participants (unduplicated count) | Anticipated monthly cost* | Provider(s) | Reporting measure(s) if > 100 participants per year |
| Northern Nevada | Voluntary Participants | 20 | \$21,875.00 (Not to exceed \$262,490) | Contracted | <ul style="list-style-type: none"> The percentage of SNAP participants enrolled in an educational component. The average time a SNAP participant takes to obtain a certification in the program in which they are enrolled. Percentage of participants and former participants who are in unsubsidized employment during the second quarter after completion of participation in E&T. Percentage of participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T. |

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

| Section F: Estimated Participant Levels | |
|---|---------|
| I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count): | 173,511 |
| II. Estimated Number of Work Registrants Exempt from E&T | 173,511 |
| List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY | |
| 1. An individual has an application pending with the Social Security Administration (SSA) for Supplemental Security Income (SSI) | 218 |
| 2. An individual who has apparent alcohol or drug abuse issues. | 17 |
| 3. An individual in their 4 th or subsequent month of pregnancy. | 962 |
| 4. An individual with child care costs exceeding \$200 per dependent under age 2 or \$175 for children 2 years and older per month. This applies only when determined by Employment & Support Services staff. | 3 |
| 5. An Individual has been temporarily laid-off and the employer verifies they are expected to return to work in less than 90 days. | 2,116 |
| 6. An individual is living outside the metropolitan area of Clark or Washoe Counties. | 6,702 |
| 7. An individual is working a minimum of 20 hours weekly or receiving weekly earning equal to 20 hours per week at the federal minimum wage. | 4,604 |
| 8. An individual who is homeless. | 7,153 |
| 9. WIA Registrants: In areas where there is a WIA and Welfare office, efforts are made to develop special classes or training programs designed toward job placements. | 9 |
| 10. Other (Add more rows as needed) | 151,727 |
| III. Percent of all work registrants exempt from E&T (line II/line I) | 100% |

State of Nevada Division of Welfare and Supportive Services

FFY 2021

August 15, 2020

| | |
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| IV. Anticipated number of mandatory E&T participants (line I – line II) | 0 |
| V. Anticipated number of voluntary E&T participants | 173,511 |
| VI. Anticipated number of ABAWDs in the State during the Federal FY | 116,894 |
| VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY | 116,894 |
| VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY | 0 |
| IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII)) | 0 |

| Section G: Summary of Partnerships and/or Contracts | | | | | |
|--|--|----------------------------------|--|-------------------|----------------------------------|
| Partner/ Contractor | Nature of Contract (Consulting, Data Analysis, E&T Services, Other) | Total Admin Costs | Total Participant Reimbursement s Costs | Total Cost | % of Total Budget |
| <i>Truckee Meadows Community College</i> | E&T Education Component Provider | 163,690 | 98,800 | 262,490 | 14.24% |

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum.

Section H: Contractor Detail Addendum

| | | | |
|---|--|-----------------|----------------------------------|
| Partner/Contract Name | Truckee Meadows Community College (TMCC) | | |
| Monitoring and communication with contractor (s) | <ul style="list-style-type: none"> • Respond to questions related to federal and state rules and regulations covering SNAPET program policies and appropriate expenditures. • Identify and refer potential program candidates from SNAP population. • Provide vendor with verification of SNAPET eligibility. • Monitor implementation of SNAPET Educational Component. • Collect and monitor performance outcomes. • Provide technical assistance, upon request from the sub-grantee. • Meet bi-weekly or as needed, to discuss program issues, share information and collaborate as appropriate. • Maintain close communication via email and phone throughout the year. | | |
| Role of Contractor | Responsible for providing contracted services, monitoring, invoicing, program compliance and communication. Meeting Federal and State program compliance. | | |
| Timeline | Start | October 1, 2020 | End September 30, 2021 |
| Description of Activities/Services | TMCC provides vocational, basic education and job readiness services to SNAPET participants. | | |
| Funding | TMCC will be using different funds or different combinations of match fund sources, examples include: <ul style="list-style-type: none"> • Private funds • NSHE – Justice Involved • NSHE – Retention and Student Support • DETR – Displaced Homemakers | | |
| Evaluation | Compliance with terms and conditions of the contract, including: <ul style="list-style-type: none"> • Participant recruitment. • Ensuring compliance with terms and conditions of the contract. • Performance Outcomes. | | |

Section I: Operating Budget and Budget Narrative

| | State cost | Federal cost | Total |
|--|---------------------|-----------------------|-----------------------|
| I. Direct Costs: | | | |
| a) Salary/Wages | \$0.00 | \$832,710.00 | \$832,710.00 |
| b) Fringe Benefits* Approved Fringe Benefit Rate Used _____% | \$0.00 | \$392,708.00 | \$392,708.00 |
| c) Contractual Costs (Admin Only) | \$131,245.00 | \$131,245.00 | \$262,490.00 |
| d) Non-capital Equipment and Supplies | \$0.00 | \$480.00 | \$480.00 |
| e) Materials | \$0.00 | \$718.00 | \$718.00 |
| f) Travel | \$0.00 | \$6,480.00 | \$6,480.00 |
| g) Building/Space | \$0.00 | \$167,230.00 | \$167,230.00 |
| h) Equipment & Other Capital Expenditures | \$0.00 | \$0.00 | \$0.00 |
| Total Direct Costs | \$131,245.00 | \$1,531,571.00 | \$1,662,816.00 |
| II. Indirect Costs: | | | |
| Indirect Costs* Approved Indirect Cost Rate Used: _____% | \$0.00 | \$78,300.00 | \$78,300.00 |
| III. In-kind Contribution | | | |
| State in-kind contribution | \$0.00 | \$0.00 | \$0.00 |
| Total Administrative Cost (Total of items I, II, and III) | \$131,245.00 | \$1,609,871.00 | \$1,741,116.00 |
| <i>100 Percent Federal E&T Grant</i> | | \$1,478,626.00 | \$1,478,626.00 |
| <i>50 percent Additional Administrative Expenditure</i> | \$131,245.00 | \$131,245.00 | \$262,490.00 |
| IV. Participant Reimbursement (State plus Federal): | | | |
| a) Dependent Care (including contractual costs) | \$0.00 | \$0.00 | \$0.00 |
| b) Transportation & Other Costs (including contractual costs) | \$51,226.00 | \$51,226.00 | \$102,452.00 |
| c) State Agency Cost for Dependent Care Services | \$0.00 | \$0.00 | \$0.00 |
| <i>Total 50 percent Participant Reimbursement Expenses</i> | \$51,226.00 | \$51,226.00 | \$102,452.00 |
| V. Total Costs | \$182,471.00 | \$1,661,097.00 | \$1,843,568.00 |

* Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.

Section J: Budget Narrative and Justification

| Item | Narrative |
|---|---|
| I. Direct Costs: | |
| a) Salary/Wages | <p>Please see Attachment A for SNAP Employment and Training Field Staff Costs.</p> <p>The Administration Salary Costs are cost allocated.</p> <p>The Division has a Cost Allocation Plan (CAP) that has been approved by the Federal Division of Cost Allocation. It is reviewed annually and if necessary, amended.</p> <p>SNAPET costs are charged directly to the program to the greatest extent possible. The allocation of administration charges is included in the CAP.</p> <p>Salary/Wages are necessary to maintain the staff to operate the SNAPET program.</p> |
| b) Fringe Benefits* Approved Fringe Benefit Rate Used _____% | <p>Please see Attachment B for Fringe Benefit Rates.</p> <p>The SNAP Employment and Training Field Staff fringe benefit rates are based on the provided chart.</p> <p>The Administration fringe benefit rate is based on the percentage of the total employee compensation that is fringe benefits approximately 37% percent.</p> <p>Fringe benefits are provided to each State of Nevada employee and are part of the compensation package. This is necessary to maintain the staff to operate the SNAPET Program.</p> |
| c) Contractual Costs | <p>Costs are incurred in this category for items necessary to operate the program.</p> |
| d) Non-capital Equipment and Supplies | <p>Costs are incurred in this category for items necessary to operate the program.</p> <p>Satellite cards to operate the laptop computers at off-site locations where the staff operate the SNAPET Program.</p> |
| e) Materials | <p>Office supplies are provided to SNAPET staff to operate the SNAPET Program on a daily basis. This includes items such as pens, pencils, highlighters, staples, tape, etc.</p> |

State of Nevada Division of Welfare and Supportive Services

FFY 2021

August 15, 2020

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| | |
| f) Travel | <p>Travel expenses for the SNAPET administrative staff to provide oversight and training to the district offices that operate the SNAPET Program. Consisting of three trips to the Reno District Office and one trip to Las Vegas district offices. Travel expenses for the SNAPET staff to participate in community partner meetings including One-Stop Centers, County workforce partners, and employers in Northern Nevada.</p> <p>A vehicle will be leased on a monthly basis from the State of Nevada Motor Pool. The vehicle will be utilized to conduct outreach with our community partners, including Community Based Organizations and employers, for the SNAPET program in Southern Nevada.</p> |
| g) Building/Space | Expenses incurred to house SNAPET staff in their respective offices. This expense is calculated based on the total building/space expenditures divided by the total number of full time employee (FTE) positions. Then the number is multiplied by FTEs assigned 100% to SNAPET. The individuals not assigned to SNAPET 100% of the time are cost allocated. |
| h) Equipment & Other Capital Expenditures | N/A |
| II. Indirect Costs: | |
| | <p>This cost is based on the indirect cost rate that is in the Division's Cost Allocation Plan (CAP) that has been approved by the Federal Division of Cost Allocation. It is reviewed annually and if necessary, amended.</p> <p>SNAPET costs are charged directly to the program to the greatest extent possible. The allocation of administration charges is included in the CAP.</p> |
| III. State In-kind Contribution | |
| | N/A |
| IV. Participant Reimbursements | |

State of Nevada Division of Welfare and Supportive Services

FFY 2021

August 15, 2020

| | |
|---|--|
| <p>a) Dependent Care</p> | <p>Nevada will reimburse the cost of dependent care it determines to be necessary for program participation. Based on prior year data Nevada does not anticipate any reimbursements for Dependent Care costs. Participants are referred to the child care assistance program. The Child Care Program pays the state rate for child care services.</p> |
| <p>b) Transportation & Other Costs</p> | <p>Support services for clients including: gas reimbursements, bus passes, driver’s license, health cards, sheriff’s cards, work attire and special tools, ID cards, alcohol education cards, license and/or test fees and car repairs for employed participants.</p> <p><u>Total projected support service cost = \$102,452</u></p> <p>The State projected number of participants to be served is limited to state general fund availability and federal match required to reimburse participants for reasonable participant’s expenses. Of the estimated 151,727 mandatory work registrants in the State of Nevada, DWSS projects to serve 240 participants per month in the Supervised Job Search and Job Searching Training Components, 25 participants per month in the Job Retention Component, and approximately 20 participants per month in the Education components.</p> <p>Total projected transportation and support services cost is \$102,452 for supervised job search, job search training, job retention services, and education components.</p> |
| <p>c) State Agency Cost for Dependent Care Services</p> | <p>Nevada will reimburse the cost of dependent care it determines to be necessary for program participation. Based on prior year data Nevada does not anticipate any reimbursements for Dependent Care costs. Participants are referred to the childcare assistance program. The Child Care Program pays the state rate for child care services.</p> |