

NEVADA

SNAP Employment and Training Plan

Federal Fiscal Year 2019

08/15/2018

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Section A: Cover Page and Authorized Signatures

State: Nevada

State Agency: Division of Welfare and Supportive Services

Federal FY: 2019

Date: 08/15/2018

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.

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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 SNAP E&T.	<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
WNC	Western Nevada College

Section C: State E&T Program, Operations and Policy Overview	
<p>I. Summary of the SNAP E&T Program</p> <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 (SNAP E&T) promotes the employment of participants under a self-directed placement philosophy offering SNAP E&T participant’s job search assistance and guidance, and referrals to community agencies, which allows the participant to embrace responsibility for their own progression. The SNAP E&T program rules are in DWSS Eligibility and Payments manual section 800 (E&P MS 800).</p> <p>Eligibility staff and/or SNAP E&T 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.</p> <p>The DWSS has four (4) full-time SNAP E&T case managers located in Las Vegas and one (1) full-time and one (1) part-time SNAP E&T 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.</p> <p>Participants are invited, in writing, to attend a Job Search Orientation Workshop explaining the program and services available. Information is provided regarding effective job search techniques, interview tips and employability development resources in the participant’s geographical region. Each participant completes an assessment to identify education levels, work history, work readiness and self-described barriers to employment.</p> <p>When a participant does not meet exemption criteria they are required to meet work requirements. When a</p>

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

participant needs additional resources, they are provided with informal referrals to community-based organizations that may assist them.

The state exemptions from participation include temporary illness/disability, employed at least 20 hours per week, homelessness, being temporarily (less than 90 days) laid off from a job, or living outside the metropolitan area of Clark or Washoe Counties (If a participant living in a rural area who would otherwise be mandatory without this exception wants to participate, they will be allowed to do so as staff time allows).

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 transportation assistance, clothing, test fees, license fees, work cards, identification cards, and tools.

SNAP E&T case managers monitor mandatory program compliance and disqualify participants for failing to comply with program requirements per DWSS SNAP E&T policy.

DWSS manually tracks and reports the number of individuals who obtain employment, their hours and wages of new employment, and those sanctioned for non-compliance. DWSS has an automated report to track the number of participants.

ABAWD Population: Effective October 1, 2010, the entire state of Nevada is exempt from the provision limiting ABAWD individuals 3 months of SNAP benefits in a 36-month period until December 31, 2018. A waiver to exempt all counties except Washoe for the remainder of the federal fiscal year has been submitted to FNS and the State of Nevada is awaiting a final decision. This exemption is due to Nevada qualifying for extended UIB benefits due to insufficient jobs in the state under the provisions of 7 CFR 273.24(f)(2). Individuals who are exempt under the statewide exemption must be evaluated for SNAP E&T participation. This exemption does not exempt the entire state from SNAP E&T requirements.

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	Nevada will require ABAWDs to participate in the E&T Program.
II. Program Changes <ul style="list-style-type: none"> • New initiatives • Significant changes in State policy or funding 	<p>The Division, in partnership with the Nevada System of Higher Education (NSHE), Western Nevada College (WNC), Truckee Meadows Community College (TMCC), and the Governor’s Office of Economic Development (GOED), will pilot an Educational SNAP E&T Component to train participants as Manufacturing and P3 Technicians to qualify them for entry level positions in emerging fields in the northern Nevada region.</p> <p>The training will be financed by the Workforce Innovation of a New Nevada Fund with the expectation of leveraging the 50% federal reimbursement option available for providing qualified services to participants. five percent (5%) of the reimbursement will be retained by the Division to help support the administrative costs of the program.</p> <p>The pilot will be conducted at WNC and TMCC. Participation in the pilot will be voluntary and not subject to program sanctions. Participants will be eligible for support services through the Division.</p>
III. Workforce Development System <ul style="list-style-type: none"> • General description • In-demand and emerging industries and occupations • Connection to SNAP E&T, components offered through such system, career pathways, and credentials available 	<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, 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 ten (10) 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>Section C: State E&T Program, Operations and Policy Overview</p>	
	<p>The Division has formed a SNAP E&T Coalition, which includes members from the economic development authorities, workforce boards, community and private education systems, food banks, and other community-based organizations (CBOs) to remediate the vocational skills gap and support a continuum of training for SNAP E&T participants.</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 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 SNAP E&T Program. Non-exempt SNAP E&T 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 SNAP E&T 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,</p>

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	<p>drug/ alcohol rehabilitation, and health/mental health related activities.</p> <p>Participants who are non-compliant with the NEON Program are provided the opportunity to cooperate with the SNAP E&T requirements. Standard sanction procedures and penalties apply if they fail to comply with the Nevada SNAP E&T requirements.</p> <p>Nevada SNAP E&T 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> <ol style="list-style-type: none"> 1. A statewide quarterly in-person 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 attend this meeting, if a tribe is unable to attend in-person there is a phone-in option. 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. 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.

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<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 checked="" type="checkbox"/> Serving mandatory and voluntary participants <input 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 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 Division’s eligibility system. A batch job runs each night to create a holding file of new work registrants. This process contains a number of system edits and data reliability checks designed to ensure the integrity of the work registration status of each individual. The holding file is then downloaded to OASIS, the Division’s employment and training case management system. The OASIS system receives only mandatory individuals.</p> <p>The SNAP E&T case managers use OASIS to generate notices inviting mandatory work registrants listed in the holding file to a SNAP E&T Orientation and Job Search Workshop. During the orientation, participants complete an assessment.</p> <p>Voluntary participants will be enrolled by WNC or TMCC if they meet their program requirements (as determined through their assessment procedures) and are able to confirm SNAP eligibility.</p> <p>It is intended that otherwise mandatory participants may choose this as an option to meet their work requirement and thereby suspend participation in the Job Search component. The participant would then not be subject to sanctions.</p>
<p>VII. Conciliation Process (if applicable)</p> <ul style="list-style-type: none"> • Procedures for conciliation • Length 	<p>SNAP E&T case managers monitor program compliance and disqualify participants for failing to comply with program requirements per DWSS E&P MS 800. “Good cause” claims for failure to participate in SNAP E&T components are evaluated by SNAP E&T case managers.</p>

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When evaluating the claim of good cause, the SNAP E&T case manager takes into account the facts and circumstances of the claim including circumstances beyond the participant’s control. Claims of “good cause” for voluntary quit situations are made by eligibility staff per E&P MS 100.

All mandatory participants who fail, without good cause, to cooperate or participate in the SNAP E&T Program are afforded a conciliation period to claim good cause and/or rectify the situation prior to sanctioning. The conciliation period begins no later than five (5) working days following the date the infraction occurred. A “Notice of Noncompliance” is generated by OASIS and mailed by employment staff or the state mail room. The notice advises the participant of the specific requirement they failed to meet, the ten (10) day conciliation period and how to contact the Division to resolve the issue. A participant may also claim good cause and/or rectify the situation within the ten (10) day period. When a participant claims good cause prior to the Notice of Noncompliance being mailed and it is substantiated, the notice will not be sent.

If there is no response, good cause is not substantiated, or the registrant is determined to be out of compliance a second (2nd) or subsequent time (during a cure factor assignment), the employment staff are required to place the registrant in sanction status within OASIS. When the registrant is sanctioned in OASIS, NOMADS is updated with this information through an automated process. The eligibility staff is notified of the sanction by the SNAP E&T staff within five (5) days of the action. Eligibility staff are required to take appropriate action within ten (10) working days of receiving the notification.

Appropriate action may include subsequent sanctioning or evaluation of a claimed exemption. The Notice of Adverse Action (SNAP E&T Non-Compliance Notice of Decision) is mailed to the client a minimum of thirteen (13) days before the proposed sanction action is effective.

The NOMADS system stores the disqualification information and prevents a participant from regaining

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	<p>eligibility until the Employment and Training Unit has certified the participant is in compliance with the program.</p> <p>Information is coordinated and exchanged between SNAP E&T and eligibility staff via NOMADS/AMPS, OASIS, email, phone and/or manually transmitted forms.</p> <p>Exception: Voluntary participants in an Education Component are not subject to the conciliation/sanction process or disqualification.</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 month of employment if a job is obtained during participation in accordance with E&P MS 800. Support services include: Purchase and issuance of bus passes for public transportation; 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 \$200 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</p>

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\$51,226 for SNAP E&T support services. This is sufficient to support Nevada's request for federal matching funds for Federal Fiscal year 2019.

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, 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 vendor then redeems the voucher by returning it to the Division with an invoice or receipt 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 Accounting Unit for processing. Accounting staff provide final

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	<p>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 accounting staff cannot pay a voucher that has not been approved by SNAP E&T staff and SNAP E&T 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</p>

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	<p>registrants are not already present in the file, they are added.</p> <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>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. <p>The data for the reporting requirements will be obtained from manual reporting by the SNAP E&T offices. The SNAP E&T offices will report monthly to the SNAP E&T Program Specialist in Central Office, the number of participants who obtain employment, employment type code, participant’s hourly wage, and hours worked per week. The District Offices in Las Vegas and Reno also report the number of non-compliance notices and sanctions issued to participants.</p> <p>This data will be collated and evaluated.</p> <p>The data for the remaining reporting requirement will be obtained using a scheduled Crystal report based on NOMADS/AMPS and OASIS system data. This report provides monthly participant activity data. The participation reports are automated.</p> <p>For the <u>Job Retention</u> component, the following data will be collected:</p> <ul style="list-style-type: none"> • The percentage of SNAP participants who obtained unsubsidized employment while

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participating in the program or within 30 days after SNAP E&T Program completion.

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

The data for these reporting requirements will be obtained from manual reporting by the SNAP E&T offices. The SNAP E&T offices will report monthly to the SNAP E&T 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 data for these reporting requirements will be obtained from manual reporting by the third-party providers. The third-party provider will report to the SNAP E&T Program Specialist in Central Office the participants enrolled in the educational component and participants who completed the programs.

This data will be collated and evaluated.

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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 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 vs mandatory 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.**

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	<p>f. Are within each of the following age ranges: 16-17, 18-35, 36-49, 50-59, 60 or older.</p> <p>The data for the first three reporting requirements will be obtained from the Quarterly Wage Data reports. The SNAP E&T participants will be compared to the data on the Quarterly Wage Data reports, through an automated report.</p> <p>The fourth reporting requirement will be obtained from the third-party providers which provide the educational component.</p> <p>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.</p>

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)	
<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					
Description	Eight weeks of job search is required in a consecutive 12-month period with a minimum of ten (10) job contacts per four-week period. Job contacts are monitored through a random verification process by checking the validity and quality of at least two out of ten employment contacts required. Once a consecutive 12-month period has expired, SNAP E&T mandatory participants are required to attend an additional SNAP E&T orientation and eight weeks of job search within a new 12-month period.				
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
Participants in all geographic areas are subject to participation. Statewide operation enables SNAP recipients in rural Nevada to utilize the SNAP E&T 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.	Mandatory Participants	477	\$89,079	DWSS	<ul style="list-style-type: none"> Percentage & number of participants who obtained employment while in the program or within 30 days of participating.

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

Job Search Training					
Description	Following the initial determination of eligibility, newly approved participants are invited to attend an orientation where they are informed about the SNAP E&T job search requirements and available support services. Instruction to increase the employability of participants at all skill levels is provided. The instruction includes job search techniques consisting of appropriate interviewing technique, preparation for interviewing, procedures for follow-up on job contacts and information is provided regarding the interagency system of support in the community where additional services can be received. Individual skill assessments are completed.				
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
Participants in all geographic areas are subject to participation. Statewide operation enables SNAP recipients in rural Nevada to utilize the SNAP E&T 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.	Mandatory Participants	477 (The individuals in Job Search Training are also in Job Search)	\$89,079 (The individuals in Job Search Training are also in Job Search)	DWSS	<ul style="list-style-type: none"> Percentage & number of participants who obtained employment while in the program or within 30 days of participating.

Job Retention Services	
Description	Job retention services will be supported for the first 30 days after becoming employed through the SNAP E&T Program with approved support services such as transportation, work clothes, tools, test fees, licensing fees, work cards, etc.

Job Retention Services					
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
Participants in all geographic areas are subject to participation. Statewide operation enables SNAP recipients in rural Nevada to utilize the SNAP E&T services. (See Attachment B) 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.	Mandatory Participants	34	\$9,898	DWSS	<ul style="list-style-type: none"> Percentage of participants who obtained employment while in the program or within 30 days of participating. The average wage for the participants who obtained employment while in the program or within 30 days of participating. The average weekly hours for the participants who obtained employment while in the program or within 30 days of participating.

Education Components

Basic Education	
Description	<p>Includes High School Equivalency (HSE) completion and preparation, high school diploma completion and preparation, English as a Second Language.</p> <p>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.</p>

Basic Education					
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.

Vocational Training					
Description	Includes employment assessments, job skills training, industry specific training, and enhanced/additional training. Participants placed into this component need education and training to improve their employability through skills attainment or as part of a job placement				
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	9 (not to exceed 100 for the pilot)	\$15,936 (not to exceed \$191,229)	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.

Work Components

Workfare (Example)	
Description	

Workfare (Example)					
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.

Section F: Estimated Participant Levels	
I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	149,347
II. Estimated Number of Work Registrants Exempt from E&T	27,273
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)	395
2. An individual who has apparent alcohol or drug abuse issues.	46
3. An individual in their 4 th or subsequent month of pregnancy.	902
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.	4
5. An Individual has been temporarily laid-off and the employer verifies they are expected to return to work in less than 90 days.	179
6. An individual is living outside the metropolitan area of Clark or Washoe Counties.	9351
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.	5597
8. An individual who is homeless.	10,797

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<p>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.</p>	2
<p>10. (Add more rows as needed)</p>	
<p>III. Percent of all work registrants exempt from E&T (line II/line I)</p>	18.26%
<p>IV. Anticipated number of mandatory E&T participants (line I – line II)</p>	122,074
<p>V. Anticipated number of voluntary E&T participants</p>	100
<p>VI. Anticipated number of ABAWDs in the State during the Federal FY</p>	86,852
<p>VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY</p>	80,664
<p>VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY</p>	6,188
<p>IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI–(lines VII+VIII))</p>	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>Western Nevada College</i>	E&T Education Component Provider	\$50,206	\$0.00	\$50,206	3.39%
<i>Truckee Meadows Community College</i>	E&T Education Component Provider	\$141,023	\$0.00	\$141,023	9.52%

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	N/A- Nevada will contract services with TMCC and WNC; however, they will receive less than 10 percent of the operating budget.		
Monitoring and communication with contractor (s)			
Role of Contractor			
Timeline	Start		End
Description of Activities/Services			
Funding			
Evaluation			

Section I: Operating Budget and Budget Narrative

	State cost	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages	\$0.00	\$667,902.00	\$667,902.00
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%	\$0.00	\$326,680.00	\$326,680.00
c) Contractual Costs (Admin Only)	\$95,615.00	\$95,614.00	\$191,229.00
d) Non-capital Equipment and Supplies	\$0.00	\$960.00	\$960.00
e) Materials	\$0.00	\$2,060.00	\$2,060.00
f) Travel	\$0.00	\$4,756.00	\$4,756.00
g) Building/Space	\$0.00	\$144,776.00	\$144,776.00
h) Equipment & Other Capital Expenditures	\$0.00	\$0.00	\$0.00
Total Direct Costs	\$95,615.00	\$1,242,748.00	\$1,338,363.00
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used: _____%	\$0.00	\$40,586.00	\$40,586.00
III. In-kind Contribution			
State in-kind contribution	\$0.00	\$0.00	\$0.00
Total Administrative Cost (Total of items I, II, and III)	\$95,615.00	\$1,283,334.00	\$1,378,949.00
<i>100 Percent Federal E&T Grant</i>		\$1,187,720.00	\$1,187,720.00
<i>50 percent Additional Administrative Expenditure</i>	\$95,615.00	\$95,614.00	\$191,229.00
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
<i>Total 50 percent Participant Reimbursement Expenses</i>	\$51,226.00	\$51,226.00	\$102,452.00
V. Total Costs	\$146,841.00	\$1,334,560.00	\$1,481,401.00

* 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>SNAP E&T 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 SNAP E&T 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 41.2 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 SNAP E&T Program.</p>
c) Contractual Costs	N/A
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 SNAP E&T Program. (2*\$480)</p>
e) Materials	<p>Office supplies are provided to SNAP E&T staff to operate the SNAP E&T Program on a daily basis. This includes items such as pens, pencils, highlighters, staples, tape, etc.</p>

f) Travel	Travel expenses for the SNAP E&T administrative staff to provide oversight and training to the district offices that operate the SNAP E&T Program. Consisting of sixteen visits to the Reno District Office and six trips to the Las Vegas district offices. Monthly travel expenses for the SNAP E&T staff to conduct SNAP E&T orientations and Job Clubs at off-site locations.
g) Building/Space	Expenses incurred to house SNAP E&T 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 SNAP E&T. The individuals not assigned to SNAP E&T 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>SNAP E&T 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	
a) Dependent Care	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.
b) Transportation & Other Costs	Number of participants expected to receive a participant reimbursement and the estimated amount of reimbursements to be paid:

	<p><u>Projected Transportation Reimbursement</u></p> <p>Job Search—\$17,750.00 (710 X \$25.00) Job Retention—\$1,975.00 (79 X \$25.00) Education—\$1,500.00 (60 X \$25.00)</p> <p><u>Projected Bus Passes</u></p> <p>Job Search—\$44,730.00 (1491 X \$30.00) Job Retention—\$4,980.00 (166 X \$30.00) Education—\$1,200.00 (40 X \$30.00)</p> <p><u>Projected Other Support Services</u></p> <p>Job Search</p> <ul style="list-style-type: none">• Driver’s license = \$887.25 (21 X \$42.25)• Health cards = \$1,200.00 (30 X \$40.00)• Sheriff’s cards = \$612.00 (9 X \$68.00)• Work attire/special tools=\$7,518.00 (42 X \$179.00)• ID/Alcohol Education cards = \$270.00 (9 X \$30.00)• License fees/test fees = \$2,295.00 (27 X \$85.00) <p>Job Retention Services</p> <ul style="list-style-type: none">• Driver’s license = \$84.50 (2 X \$42.25)• Health cards = \$120.00 (3 X \$40.00)• Sheriff’s cards = \$68.00 (1 X \$68.00)• Work attire/special tools=\$895.00 (5 X \$179.00)• ID/Alcohol Education cards = \$30.00 (1 X \$30.00)• License fees/test fees = \$255.00 (3 X \$85.00) <p>Education</p> <ul style="list-style-type: none">• Driver’s license = \$211.25 (5 X \$42.25)• Health cards = \$80.00 (2 X \$40.00)• Sheriff’s cards = \$136.00 (2 X \$68.00)• Work attire/special tools=\$12,530.00 (70 X \$179.00)• ID/Alcohol Education cards = \$150.00 (5 X \$30.00)• License fees/test fees = \$2,975.00 (35 X \$85.00)
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	<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 149,347 mandatory work registrants in the State of Nevada, DWSS projects to serve 477 participants per month in the Job Search and Job Searching Training Components, 34 participants per month in the Job Retention Component, and no more than 100 participants in the Federal Fiscal Year in the Education components.</p> <p>Total projected transportation and support services cost = \$102,452 for job search, job retention services and education.</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 child care assistance program. The Child Care Program pays the state rate for child care services.</p>