

• Contents

A. Cover Page and Authorized Signatures..... 3

B. Amendment Log..... 4

C. Acronyms..... 5

D. Assurances..... 6

E. State E&T Program, Operations, and Policy..... 8

 I. Summary of E&T Program..... 8

 II. Program Changes.....10

 III. Consultation and Coordination with the Workforce Development System11

 IV. Consultation with Indian Tribal Organizations (ITOs)16

 V. Utilization of State Options.....18

 VI. Characteristics of Individuals Served by E&T.....19

 VII. Organizational Relationships20

 VIII. Screening for Work Registration23

 IX. Screening for Referral to E&T.....24

 X. Referral.....26

 XI. Assessment28

 XII. Case Management Services29

 XIII. Conciliation Process (if applicable)33

 XIV. Disqualification Policy for General Work Requirements33

 XV. Good Cause34

 XVI. Provider Determinations36

 XVII. Participant Reimbursements.....37

 XVIII. Work Registrant Data43

 XIX. Outcome Reporting Measures44

F. Pledge to Serve All At-Risk ABAWDs (if applicable).....48

G. Component Detail.....52

 I. Non-Education, Non-Work Components52

 II. Educational Programs58

 III. Work Experience (WE)64

H. Estimated Participant Levels.....73

I. Contracts/Partnerships.....74

J. Budget Narrative and Justification.....82

Tables

| | | |
|----------------|--|----|
| Table B.I. | Amendment Log..... | 4 |
| Table C.I. | Acronyms..... | 5 |
| Table D.I. | Assurances..... | 6 |
| Table D.II. | Additional Assurances..... | 7 |
| Table E.I. | Estimates of Participant Reimbursements..... | 37 |
| Table E.II. | Participant Reimbursement Details..... | 38 |
| Table E.III. | National Reporting Measures..... | 44 |
| Table E.IV. | Component Outcome Measures..... | 46 |
| Table F.I. | Pledge Assurances..... | 49 |
| Table F.II. | Information about the size of the ABAWD population..... | 51 |
| Table F.III. | Available Qualifying Activities..... | 51 |
| Table F.IV. | Estimated cost to fulfill the pledge..... | 51 |
| Table G.I. | Non-Education, Non-Work Component Details: Supervised Job Search..... | 54 |
| Table G.II. | Non-Education, Non-Work Component Details: Job Search Training..... | 56 |
| Table G.III. | Non-Education, Non-Work Component Details: Job Retention..... | 57 |
| Table G.IV. | Non-Education, Non-Work Component Details: Self-Employment Training..... | 58 |
| Table G.V. | Non-Education, Non-Work Component Details: Workfare..... | 58 |
| Table G.VI. | Educational Program Details: Basic/Foundational Skills Instruction..... | 60 |
| Table G.VII. | Educational Program Details: Career/Technical Education Programs or other Vocational Training..... | 60 |
| Table G.VIII. | Educational Program Details: English Language Acquisition..... | 63 |
| Table G.IX. | Educational Program Details: Integrated Education and Training/Bridge Programs..... | 63 |
| Table G.X. | Educational Program Details: Work Readiness Training..... | 64 |
| Table G.XI. | Educational Program Details: Other..... | 64 |
| Table G.XII. | Work Experience: Work Activity..... | 65 |
| Table G.XIII. | Work Experience: Internship..... | 66 |
| Table G.XIV. | Work Experience: Pre-Apprenticeship..... | 67 |
| Table G.XV. | Work Experience: Apprenticeship..... | 67 |
| Table G.XVI. | Work Experience: On-the-Job Training..... | 68 |
| Table G.XVII. | Work Experience: Transitional Jobs..... | 68 |
| Table G.XVIII. | Work Experience: Work-based learning - Other..... | 69 |
| Table G.XIX. | Subsidized Work Experience: Internship – Subsidized by E&T..... | 70 |
| Table G.XX. | Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T..... | 70 |
| Table G.XXI. | Subsidized Work Experience: Apprenticeship – Subsidized by E&T..... | 72 |
| Table G.XXII. | Subsidized Work Experience: Transitional Jobs – Subsidized by E&T..... | 72 |
| Table G.XXIII. | Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T..... | 73 |
| Table I.I. | Contractor/Partner Details..... | 74 |
| Table I.II. | Contractor/Partner Details..... | 76 |
| Table I.III. | Contractor/Partner Details..... | 77 |
| Table I.IV. | Contractor/Partner Details..... | 79 |
| Table I.V. | Contractor/Partner Details..... | 80 |
| Table J.I. | Direct Costs..... | 82 |

A. Cover Page and Authorized Signatures

State: Nevada

State Agency Name: Division of Welfare and Supportive Services

Federal FY: 2025

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

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

| Name | Title | Phone | Email |
|--------------------------|---------------------------|--------------|-----------------------|
| Maria Wortman-Meshberger | Social Services Chief III | 775-684-0506 | mrwortman@dwss.nv.gov |
| | | | |
| | | | |

Certified By:



State Agency Director (or Commissioner)

08/09/2024

_____ Date

Certified By:



State Agency Fiscal Reviewer

8.8.24

_____ Date

B. Amendment Log

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

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

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

Table B.I. Amendment Log

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

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

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

Table C.I. Acronyms

| Acronym | Acronym Definition |
|-----------------|--|
| ABAWD | Able-Bodied Adult without Dependents |
| CBO | Community Based Organization |
| CSN | College of Southern Nevada |
| DETR | Department of Employment, Training, and Rehabilitation |
| DWSS | Division of Welfare and Supportive Services |
| E&P MS | Eligibility and Payment Manual Section |
| E&T | Employment and Training |
| FNS | Food and Nutrition Service |
| FFY | Federal Fiscal Year |
| FY | Fiscal Year |
| GA | General Assistance |
| GBC | Great Basin College |
| GOED | Governor's Office of Economic Development |
| ITO | Indian Tribal Organization |
| 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 |
| TANF | Temporary Assistance for Needy Families |
| TMCC | Truckee Meadows Community College |
| UNLV | University of Nevada Las Vegas |
| USDA | United States Department of Agriculture |
| WIOA | Workforce Innovation and Opportunity Act |
| WNC | Western Nevada College |

D. Assurances

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

Table D.I. Assurances

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

Table D.II. Additional Assurances

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

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

I. Summary of E&T Program

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

The Nevada Supplemental Nutrition Assistance Program Employment and Training Program (SNAPET) strives to provide voluntary participants with the skills necessary to obtain and maintain sustainable employment in available in-demand careers.

The SNAPET program offers job search training, supervised job search, job retention, and educational opportunities to SNAP recipients who volunteer to participate. The focus of the educational component is to increase the marketable skill level of participants to prepare them for in-demand careers which require additional or specific educational training or certificates. The focus of the job search training and supervised job search components is to assist participants with employability skills such as compiling meaningful resumes, interviewing skills, soft skills, completing applications, and setting employment goals for successfully finding and maintain employment. The job retention component focuses on assisting newly employed participants with achieving satisfactory performance in the workplace, retaining employment, and looking to future promotions. All components of the SNAPET program can work together to provide participants with the necessary skills to obtain and maintain employment.

Nevada operates a statewide voluntary SNAPET program, and available components may vary based on geographical location of the participant. The DWSS has three (3) full-time SNAPET case managers, and (2) Administrative Assistant located in Las Vegas, one (1) full-time SNAPET case manager in Henderson, and one (1) full-time SNAPET case manager in Reno providing employment and training services in their respective office areas. In other areas of Nevada, SNAP recipients can volunteer to participate at their local DWSS office. 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.

To improve information provided to SNAP applicants/recipients, during the initial SNAP certification or recertification interview the eligibility staff will inform the SNAP applicant about the SNAPET program including the available components, supportive services, and how to access the services if referred. During this interaction, the eligibility staff member will screen each applicant for appropriateness for the SNAPET program and refer appropriate individuals.

Once referred the participant then actively participates in the assessment process with the SNAPET case managers/educational providers, and the information provided by the

participant is utilized to determine the appropriate pathway, identify the necessary supportive services, and complete the employment plan.

The SNAPET case manager/educational provider will attempt to contact the participant every two weeks to ensure the individual is engaged in the activity and has the necessary supports. At least once every 90 days or as frequently as needed, the SNAPET Employment Plan will be reviewed and updated.

The Workforce Development staff identify community partners, including employers who are willing to work with the SNAPET population. The staff develop employment and training opportunities for SNAP recipients to meet the State and local workforce needs.

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

Nevada’s E&T program is administered on a state level.

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

N/A

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

The SNAPET program operates a statewide voluntary program; however, available SNAPET components may vary based on geographical location. Nevada does not operate a mandatory employment and training program.

The DWSS has three (3) full-time SNAPET case managers, and (2) Administrative Assistants located in Las Vegas, one (1) full-time SNAPET case manager in Henderson, and one (1) full-time SNAPET case manager in Reno providing employment and training services in their respective office areas. In other areas of Nevada, SNAP recipients can volunteer to participate at their local DWSS office.

Provide a list of the components offered.

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 with the necessary skills to obtain and maintain employment.

The job search training component is provided in conjunction with the supervised job search component. The job retention component is available for the first 30 days of employment when the SNAPET participant has become employed through the SNAPET program.

The educational component is available through contracted third-party educational providers. Each community college will train SNAP recipients through short term programs qualifying them for entry level positions at local area in-demand careers. The participants will receive individual support from community colleges staff while participating in the SNAPET educational component. Successful participants will earn credits at the respective colleges toward an associate degree, other industry recognized certification, apprenticeships, and/or Adult Basic Education/High School Equivalency. The community colleges offer credit and non-credit certifications at the same cost charged to the general public, to include instruction and certification, and referrals to appropriate employers. Community college staff will provide direct and supportive services to SNAPET recipients, including assessments and case management. Each educational provider can make a determination that a SNAPET participant is not a good fit for this component and has 10 days to inform the State agency that they have made a provider determination, and the State agency then has 10 days to inform the participant of the provider determination.

Participants will receive ongoing case management services from the SNAPET case managers and staff at contracted third-party educational institutions. Case management services include supervision of allowable activities, progress monitoring, referrals to and navigation of community resources, and issuance of necessary supportive services.

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

The SNAPET program rules are in DWSS Eligibility and Payments manual section 800 (E&P MS 800). (<https://dwss.nv.gov/Home/Features/eligibility/Eligibility-N-Payment-Info-Manual/>).

The Nevada Revised Statutes (NRS) section for Welfare and Supportive Services are located at <https://www.leg.state.nv.us/nrs/NRS-422A.html>.

The SNAPET policy transmittals, informational memos, and policy & procedures documents are not available through a web address.

II. Program Changes

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

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

Nevada's SNAPET program specialist and staff have been meeting regularly with the Nevada System of Higher education (NSHE) and with the potential and contracted colleges within the State of Nevada to expand the educational opportunities of the SNAPET program. Nevada is planning to add the University of Nevada, Las Vegas (UNLV) and Great Basin College (GBC) to the college offerings. In addition, the program is working to expand the program within the currently contracted colleges, Truckee Meadows Community College (TMCC), Western Nevada College (WNC), and College of Southern Nevada (CSN).

Nevada is continuing to work with the Northern and Southern Workforce Boards to find partnering opportunities.

Nevada will review existing policies and procedures to find areas of improvement and implement changes as need to continue to improve the quality of the program.

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

The SNAPET staff continue to work with the community college partners to grow their programs and increase participation.

The review of existing policies and procedures will allow for program improvements with the goal of encouraging increased participation.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional

strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

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

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

The DWSS Administrator has been a member of the State Workforce Development Board and in the future, it is proposed that the Division Manager for Workforce Development become a board member. The Board meets quarterly to discuss workforce development issues and changes within Nevada. The DWSS along with all the WIOA Title partners submits and presents a report of ongoing and upcoming activities for the State Workforce Development Board. This allows all partners and the Board to ask questions and assist with program alignment.

In Nevada, the SNAP program is part of the combined WIOA State Plan. The Division participates on multiple State Workforce Development Board subcommittees or state plan work groups including Barriers and Underserved Populations Subcommittee, and Strategic Planning Subcommittee Work Group which meet on a regular basis. In addition, the division participates on the Governor's Workforce Development Board Executive Committee. Participation in these groups allowed SNAPET to synchronize efforts through workforce partnerships and be incorporated into the WIOA State Plan to promote cross program coordination.

The Division, through the Administrator or designee, 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/designee determined the continued focus on education and meeting the Governor's workforce priorities, would maintain the alignment of our programs 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 NSHE develops curriculum to provide training opportunities for individuals to meet the demands of area employers.

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

The State of Nevada consulted with the State Workforce Development Board.

Coordination

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

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

EmployNV is a "One-Stop" concept where information about job training, education and employment services are available to Nevadans at one location in their community.

EmployNV Career Centers/hubs are user-friendly facilities located throughout the state that provide 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 forty-five (45) EmployNV Career Centers/hubs locations operational in Nevada.

The Division refers participants to EmployNV Career Centers/hubs for a variety of services based on the individual's needs.

The Division has staff located in an EmployNV Career Center/Hub and affiliated library sites in Las Vegas and the EmployNV Career Center/Hub in Reno. The co-location of EmployNV Career Center/Hubs and DWSS staff at EmployNV Career Center/Hub locations provide our SNAPET participants the ability to have a soft hand off to partners, availability of additional resources such as computer labs, and valuable relationships which are used to promote our participants.

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

In Nevada, the SNAP program is part of the combined WIOA State Plan. The Division participates on multiple State Workforce Development Board subcommittees or state plan

work groups including Barriers and Underserved Populations Subcommittee, Executive Committee and Strategic Planning Subcommittee Work Group which meet on a regular basis.

In addition, the Division participates on the Workforce Connections Disconnected Youth Coalition Committee and Workforce System Integration Committee. Participation in these groups allowed SNAPET to synchronize efforts through workforce partnerships and be incorporated into the WIOA State Plan to promote cross program coordination.

The Division participated in a Strategic meeting on October 2, 2023, with the Nevada Department of Health and Human Services, Workforce Connections, and Nevada Department of Corrections. This meeting was to find areas of collaboration and coordination. Information about SNAPET and potential partnerships with the Workforce Boards was discussed during this meeting.

The Division through the Administrator or designee 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/designee determined the continued focus on education and meeting the Governor's workforce priorities, would maintain the alignment of our programs with other workforce programs within Nevada. Through the collaboration of the State Workforce partners and board, 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 for 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 and the local workforce boards which will continue to allow our program to expand the into other areas of the State and provide services to assist our customers.

The Division has staff located in an EmployNV Career Center/Hub and affiliated library sites in Las Vegas and the EmployNV Career Center/Hub in Reno. Our Belrose District Office is an affiliated EmployNV Career Center/Hub in Las Vegas. The co-location of EmployNV Career Center/Hubs and DWSS staff at EmployNV Career Cener/Hub locations provide our SNAPET participants the ability to have a soft hand off to partners, availability of additional resources such as computer labs, and valuable relationships which are used to promote our participants.

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

Yes

No

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

New Employees of Nevada (NEON)

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.

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.

Nevada SNAPET funds are not used to support participant activities in the NEON Program.

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

DWSS coordinates with the following organizations to find solutions which provide program recipients, needed services to achieve self-sufficiency:

- Department of Employment, Training and Rehabilitation (DETR)
 - Career Enhancement Program
 - Vocational Rehabilitation
 - Division of Employment Security (ESD)
- EmployNV: 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)

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.

EmployNV

EmployNV is Nevada’s statewide Workforce Development System. Division staff may assist participants with EmployNV registration, refer participants to job openings listed through the EmployNV system and/or refer individuals to EmployNV for individualized training and employment assistance.

IV. Consultation with Indian Tribal Organizations (ITOs)

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

Did the State agency consult with ITOs in the State?

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

Name the ITOs consulted.

Duck Valley Shoshone-Paiute Tribe
 Duckwater Shoshone Tribe
 Ely Shoshone Tribe
 Fallon Paiute-Shoshone Tribe
 Fort McDermitt Paiute Tribe
 Fort Mojave Tribe
 Las Vegas Paiute Tribe
 Lovelock Paiute Tribe
 Moapa Band of Paiutes
 Pyramid Lake Paiute Tribe
 Reno-Sparks Indian Colony
 Summit Lake Paiute Tribe
 Te-Moak Shoshone Tribe
 Battle Mountain Indian Colony
 Elko Band Council
 South Fork Indian Colony
 Wells Indian Colony
 Timbisha Shoshone Tribe
 Walker River Paiute Tribe
 Washoe Tribe of Nevada & California
 Carson Indian Colony
 Dresslerville Indian Colony
 Stewart Indian Community
 Woodfords Indian Community

Winnemucca Colony Council
 Yerington Paiute Tribe
 Yomba Shoshone Tribe
 Nevada Indian Commission
 Inter-Tribal Council of Nevada
 Nevada Urban Indians

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

Nevada consults with tribal organizations in Nevada for SNAPET in two forums. The SNAPET program has requested to be a standing agenda item at the meetings to discuss the benefits of the SNAPET program and how to access these services. In addition, DWSS will request feedback about program improvements to better serve tribal members.

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 can discuss any topic which impacts their tribal members. All Nevada tribal organizations are invited to attend this meeting.
2. Tribal Organizations can contact the Division's Tribal Liaison at any time to discuss any concerns or questions they may have by phone or email.

On October 11, 2023, DWSS attended the quarterly Tribal Consultation meeting. During the meeting we discussed that the SNAPET State Plan was approved and would be available on the DWSS website soon, we also requested feedback at any time during the year if changes were needed to better support the tribal members. We provided the link to the NSHE website and provided information on how to use the webpage for referring individuals for SNAPET participation in the educational component. We also discussed the current community college partnerships and our hope to expand. Finally, the SNAP Program Specialist was introduced, and feedback was requested on how we could improve the SNAP program for tribal members. No questions or feedback were received during the meeting.

On January 10, 2024, DWSS attended the quarterly Tribal Consultation meeting. During the meeting we discussed that we were working with NSHE to expand SNAPET educational services and options and we are working to identify additional informal community partnerships to assist with expanding services. Feedback was requested regarding how the program can be improved to serve tribal members better. Information was also provided on how to refer a tribal member interested in the SNAPET program. No questions or feedback were received during the meeting.

On April 3, 2024, DWSS attended the quarterly Tribal Consultation meeting. During the meeting we discussed the upcoming Federal Fiscal Year 2025 SNAPET State Plan, and an

email would be sent requesting feedback and/or suggestions to improve the plan. We provided an update regarding the addition of potential educational providers. We discussed the available supportive services for SNAPET participants engaged in job search/job search training and education. Requested feedback on how we could get SNAPET information to tribal members that may benefit from the program. No questions or feedback were received during the meeting.

The 2024 State Plan was sent to tribal members via email on April 09, 2024, requesting they review the document and provide feedback on how to improve the program to better assist tribal members who may be interested in participating in the SNAPET program. No comments or feedback were received from tribal members.

In April 2024, the Division reached out directly to the Washoe Tribe via phone and email to discuss the SNAPET program and provide the SNAPET flyer. We informed them that the flyer could be changed if needed to tailor it for tribal members. The flyer was printed and provided to Washoe Tribal case managers to provide to tribal members who may benefit from the program.

On July 10, 2024, DWSS attended the quarterly Tribal Consultation meeting. During the meeting, we discussed that we were working to finalize the Federal Fiscal Year 2025 SNAPET State Plan and were hoping to add additional educational partners for SNAPET including Great Basin College and the University of Nevada, Las Vegas. We informed the meeting participants that the DWSS website SNAPET section had been updated, and that we were looking at potentially adjusting the length of the employment component. No questions or comments were received during the meeting directly for SNAPET.

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

Yes

No

V. Utilization of State Options

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

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

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

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

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

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

- Yes
- No

VI. Characteristics of Individuals Served by E&T

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

Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

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

| |
|--|
| Nevada is a voluntary E&T program that exempts all work registrants. |
|--|

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

Nevada is a voluntary state, all work registrants are exempt from mandatory E&T participation.

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

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other:** Any SNAP recipient 16 years of age and older. This could include individuals from any of the categories above.

VII. Organizational Relationships

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

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

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

The Nevada DWSS administers the SNAPET program at a state level. There are multiple units that have administration responsibilities of the programs. The program specialist staff in the Employment and Supportive Services (ESS) unit are responsible for the SNAPET policy, monitoring SNAPET subawards, reviewing and initiating payment for invoices received and completing program reporting requirements. The Facilities, Allocations/Audit and Contract Team (FACT) unit establishes and audit subawards with partners. The Fiscal Unit is responsible for completing payments for invoices and fiscal related activities. The Field Services Unit is responsible for the staff responsible for providing the SNAPET services to the program participants and developing employment and training opportunities for SNAPET participants.

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

The ESS unit and the Eligibility and Payments (E&P) unit have open communication via telephone, in-person, email, and Microsoft Teams. Also, the administrative staff for the ESS, E&P and Field Operations have weekly meetings to discuss program information. All Policy Transmittals, Informational Memos, and Policy and Procedure documents issued by ESS and/or E&P are issued to all agency staff. The ESS has regularly occurring meetings with the SNAPET field operations staff to discuss SNAPET policy and process issues affecting the field and participants. The SNAPET field operations staff have a specified monitored email address to report changes to SNAP eligibility staff.

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

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

Nevada's SNAPET program staff work closely with its educational partners. Primary communication is done through phone, email, and Microsoft Teams. To manage participants and check program eligibility, a shared spreadsheet or data table is used and updated at a minimum of once a month. Meetings are conducted as needed to communicate any program changes or invoicing issues.

Nevada has implemented a hybrid intermediary model with Nevada System of Higher Education (NSHE). NSHE reviews and assists participating colleges with the submission of budgets and requests for reimbursement while also providing technical assistance to the schools. NSHE is the main point of contact for new participating Nevada colleges. Currently, College of Southern Nevada (CSN) and Western Nevada College (WNC) are enrolled under this model. Additional colleges will also participate under this model. With this model the community colleges can reach out directly to DWSS with any additional questions and request assistance at any time.

Nevada is a voluntary program, and participants are monitored to ensure they are actively engaged in the educational program. Once a participant ends participation, it is reported to DWSS through the educational provider. SNAP eligibility is checked monthly to ensure participants are eligible to participate.

In the event a provider determines that a participant is not a good fit, the provider will notify the DWSS within 10 days of making the determination. DWSS assess the individual to determine if another E&T program component is appropriate or refers the individual to programs within the community for additional opportunities.

DWSS will notify the participant within 10 days either verbally or in writing of the provider determination and determine if the individual may be a good fit for another SNAPET component.

The provider may move the participant to another program or component within their organization.

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

The DWSS does not use an MIS system to communicate with educational providers.

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

New policies, procedures, and other information are sent via email and discussed in status update meetings. If needed, a meeting will be set outside of the regularly scheduled meetings to discuss.

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

The agency conducts regular meetings with each educational partner to discuss program issues, share information and collaborate. Each partner is required to complete and submit monthly reports and documentation which are reviewed, and any questions are resolved by the Division prior to payment. In addition, each partner is requested to submit invoicing monthly with all required backup documentation. These invoices are reviewed by multiple DWSS staff to ensure accurate invoicing and payment.

The Division responds to questions related to federal and state rules and regulations covering SNAPET program policies and appropriate expenditures, provides verification of SNAPET eligibility, monitors the implementation of SNAPET Educational Component and performance outcomes, provides technical assistance, upon request from the sub-grantee and maintains close communication via email and phone throughout the year.

The DWSS Audits unit conducted monitors for SNAPET grantees once every 3 years unless there are findings during the monitor. In FFY2025, SNAPET grantees who receive funding and have not had a monitor in the prior three years will be subject to a monitor.

In FFY 2025, Nevada is planning to begin additional monitoring with contracted partners. During the visits, DWSS will review the program elements based on the contracts to ensure compliance, discuss outcomes, and look for areas of improvement.

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

The Division reviews the performance of third-party educational providers by tracking and reviewing outcomes of participants in the educational component. From our third-party education providers, we receive the date participants are enrolled in an educational component and the date they completed enabling the Division to calculate the average time for a participant to complete an educational component.

The data for the number and percentage of E&T participants who are in unsubsidized employment during the second and fourth quarter after completion of participation in an E&T educational component 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.

VIII. Screening for Work Registration

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

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

DWSS 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 are reported. The decision is based on the information provided and verified during the application process. This includes review of all information provided by the SNAP participant, verbal information received, and visual observations during interactions with DWSS eligibility staff. This status is reviewed and updated throughout the SNAP certification period as household circumstances change and are reported.

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

The work registration status is entered in NOMADS/AMPS, the Division's eligibility system.

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

Nevada is working to finish the development of the consolidated work notice to meet the notice requirements for all SNAP recipients/applicants. The Nevada SNAPET program is a voluntary program and eligibility staff inform SNAP applicants of the SNAPET program and components during the intake and recertification process. Currently, the ABAWD requirements are waived statewide.

Nevada has implemented the oral explanation, and this is conducted by eligibility staff at intake and recertification. Nevada has implemented the consolidated work notice; however, this notice is not produced for all SNAP recipients. Nevada is working to develop and implement the notice for all SNAP recipients.

IX. Screening for Referral to E&T

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

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

The eligibility staff member screens each applicant for appropriateness for the SNAPET program. The State criteria is as follows: the individual requests to participate in the SNAPET program, is 16 or older and if under 18 years of age has a high school diploma or High School Equivalency (HSE), does not receive state or federal disability payments, has not applied for or is pending SSI, is not receiving TANF benefits, does not have apparent use of drugs or alcohol, who does not lack a fixed, regular, and/or nighttime residence, and their supportive services needed to participate in SNAPET does not exceed those allowable by the state policy. If a household has an unusual circumstance that would not make them appropriate for the

available SNAPET services, the eligibility staff member has discretion for referring to SNAPET.

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

During the initial SNAP certification or recertification interview the eligibility staff informs the SNAP applicant about the SNAPET program including the available components, supportive services, and how to access the services if referred. The eligibility staff member screens each applicant for appropriateness for the SNAPET program based on the information provided, visual observations and verbal information given during the application process. The State criteria is as follows: the individual requests to participate in the SNAPET program, is 16 or older and if under 18 years of age has a high school diploma or HSE, does not receive state or federal disability payments, has not applied for or is pending SSI, is not receiving TANF benefits, does not have apparent use of drugs or alcohol, who does not lack a fixed, regular, and/or nighttime residence, and their supportive services needed to participate in SNAPET does not exceed those allowable by the state policy. If a household has an unusual circumstance that would not make them appropriate for the available SNAPET services, the eligibility staff member has discretion for referring to SNAPET. Once the screening has been completed, if the individual meets all the screening criteria, the individual is referred by eligibility staff to the SNAPET staff via the established SNAPET email account. The eligibility staff documents the outcome of the screening. If the individual requests to participate in the SNAPET program via Access Nevada or one of the third-party educational providers, the information will be provided to the eligibility staff member for a referral to SNAPET if appropriate based on the screening results.

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

When a SNAPET partner has identified an individual for SNAPET, an email is sent to the designated Divisional staff. The information regarding the potential SNAPET participant is obtain through a secured document. The designated Divisional staff member reviews the SNAP case eligibility and ensure the potential participant has been screened for appropriateness and referred by eligibility staff. If the potential participant has not been screened for appropriateness and referred by eligibility staff, the designated Divisional staff member will contact a DWSS eligibility staff member to screen the potential participant for appropriateness and refer the individual to SNAPET following established policies and procedures. The eligibility staff member will communicate the results of the screening and referral to the designated Divisional staff member. The secured document is updated with the information for the potential SNAPET participant and the Divisional staff member contacts the SNAPET partner to inform them that the information is now available. The SNAPET partner will then continue with their process if the individual is eligible for SNAPET and been screened and referred to SNAPET by eligibility staff.

If the potential participant has not applied or is not currently eligible for SNAP, they are directed to the Access Nevada section of the Division's website, <https://accessnevada.dwss.nv.gov>, or a local welfare office to submit a SNAP application. Once the potential participant notifies the partner that an application has been submitted, the partner will notify the designated Division staff member, and the staff member will monitor the application for a decision by eligibility staff. The Divisional staff will update the partner when applicable information is available.

At least once a month, the designated Divisional staff member reviews the partner's secured document to make necessary updates regarding SNAPET eligibility status for current SNAPET participants.

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

During the initial SNAP certification or recertification interviews the eligibility staff informs the SNAP applicant about the SNAPET program supportive services and how to access services if referred.

Once referred to the SNAPET program the SNAPET case worker or SNAPET partner will review the available supportive services with the SNAPET participant and advise them on how to access these services.

X. Referral to E&T

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

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

During the initial SNAP certification or recertification interview the eligibility staff informs the SNAP applicant about the SNAPET program including the available components, supportive services, and how to access the services if referred. The eligibility staff member screens each applicant for appropriateness for the SNAPET program based on the information provided, visual observations and verbal information given during the application process. The State criteria is as follows: the individual requests to participate in the SNAPET program, is 16 or older and if under 18 years of age has a high school diploma or HSE, does not receive state or federal disability payments, has not applied for or is pending SSI, is not receiving TANF benefits, does not have apparent use of drugs or alcohol, who does not lack a fixed, regular, and/or nighttime residence, and their supportive services needed to participate in SNAPET does not exceed those allowable by the state policy. If a household has an unusual circumstance that would not make them appropriate for the available SNAPET services, the eligibility staff member has discretion for referring to SNAPET. Once the screening has been

completed, if the individual meets all the screening criteria, the individual is referred by eligibility staff to the SNAPET staff via the established SNAPET email account. The eligibility staff will document the outcome of the screening. If the individual requests to participate in the SNAPET program via Access Nevada or one of the third-party educational providers, the information will be provided to the eligibility staff member for a referral to SNAPET if appropriate based on the screening results.

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

The SNAP participant receives information regarding participant reimbursements during the initial SNAP certification or recertification interview. If the individual requests to participate in the SNAPET program via Access Nevada or one of the third-party educational providers, the information will be provided to the eligibility staff member for a referral to SNAPET if appropriate based on the screening results.

The SNAP participant also receives information from the educational provider regarding the participant payments they can provide to SNAPET program participants during the provider's intake process.

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

Once the referral is received from DWSS eligibility staff, the SNAPET case manager or staff at the contracted third-party educational institution will contact the SNAP recipient to complete or schedule a SNAPET Employment Plan (SEP) appointment. The voluntary participant will meet with a SNAPET case manager or staff at contracted third-party educational institutions to establish their initial 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.

Participants receives ongoing case management services from the SNAPET case managers and staff at contracted third party educational institutions. Case management services include supervision of allowable activities, progress monitoring, referrals to and navigation of community resources, and issuance of necessary support services.

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

Nevada has established a dedicated referral email for eligibility staff to refer SNAPET appropriate individuals. This email account is monitored regularly by SNAPET staff. The cases are assigned to the SNAPET workers on a rotating basis. The OASIS system is used to enter narrations and case management information for each customer and is available to DWSS SNAPET case managers.

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

Our educational partners notify DWSS (reverse referrals) if it is determined through the counseling and assessment process that the student is actively receiving SNAP or if the household is likely SNAP eligible. Primary communication is done through phone, email, and Microsoft Teams. DWSS staff will verify SNAP eligibility for our educational partner and ensure the individual has been referred to SNAPET by DWSS eligibility staff.

XI. Assessment

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

Does the State require or provide an assessment?

- Yes (*Complete the remainder of this section.*)
- No (*Skip to the next section.*)

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

The SNAPET staff conduct the DWSS developed assessment during the SEP appointment. The results of the assessment are utilized to determine the appropriate component for the participant, identify the necessary support services, and complete the employment plan. The third-party educational providers will complete an assessment; utilizing the results to determine the appropriate educational pathway for the participant, identify the necessary support services, and complete the employment plan, during the intake appointment.

Assessments can be conducted via telephone or in-person with a SNAPET case manager. The assessment is recorded on a paper assessment form. If conducted in person transportation support services are available.

The OASIS system is used to enter narrations and case management information for each customer and is available for DWSS SNAPET case managers.

The third-party educational providers will complete an assessment during the intake appointment and provide a copy to the DWSS along with the completed SEPs within the timeframe required in the contract.

The participant is actively engaged in the assessment process with the SNAPET case managers, and the information is utilized to determine the appropriate SNAPET pathway for the participant, identify the necessary support services, and complete the employment plan.

XII. Case Management Services

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

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

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe:** For educational students, case management services will be completed by the DWSS case manager in addition to receiving case management from the educational provider.

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

Once the referral is received from DWSS eligibility staff, the SNAPET case manager or staff at the contracted third-party educational institution will contact the SNAP recipient to complete or schedule a SNAPET Employment Plan (SEP) appointment. The voluntary participant will meet with a SNAPET case manager or staff at contracted third-party educational institutions to establish their initial 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.

Participants will receive ongoing case management services from the SNAPET case managers and staff at contracted third-party educational institutions. Case management services include supervision of allowable activities, progress monitoring, referrals to and navigation of community resources, and issuance of necessary support services.

A SNAPET case manager will attempt to contact the SNAPET participant every two weeks to ensure the individual is engaged in the activity and receiving support services necessary to participate in the program. Participants will also be referred to community partners if necessary.

Effort to review and update SEP will be made at least every 90 days or as frequently as needed.

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

Communication/Coordination with:

| | |
|--|---|
| <p>SNAP eligibility staff:</p> | <p>Nevada has established a dedicated referral email for eligibility staff to refer SNAPET appropriate individuals. This email account is monitored regularly by SNAPET staff.</p> |
| <p>State E&T staff:</p> | <p>The SNAPET field operations staff have a specified monitored email address to report changes to SNAP eligibility staff. The SNAPET staff communicate with their SNAPET co-workers and administrative staff, via telephone, email, Microsoft Teams, in-person, and during regularly scheduled meetings.</p> <p>The SNAPET administrative staff provides information to the SNAPET field operations about various job openings and job fairs that are located throughout the state. As the information becomes available it is shared with the appropriate SNAPET participants to help further their career searches.</p> |
| <p>Other E&T providers:</p> | <p>Our educational partners notify DWSS (reverse referrals) if it is determined through the counseling and assessment process that the student is actively receiving SNAP or if the household is likely SNAP eligible. Primary communication is done through phone, email, and Microsoft Teams. Staff will verify SNAP eligibility for our educational partner or work with the SNAP applicant to determine eligibility and ensure the individual has been referred to SNAPET by DWSS eligibility staff.</p> <p>The agency conducts regular meetings with each educational partner to discuss program issues, share information, and collaborate. Each partner is required to complete and submit monthly reports and documentation which are reviewed, and any questions are resolved by the Division.</p> |
| <p>Community resources:</p> | <p>DWSS coordinates with the following organizations to find solutions which provide program recipients, needed services to achieve self-sufficiency:</p> <ul style="list-style-type: none"> • Department of Employment, Training and Rehabilitation • Career Enhancement Program • Vocational Rehabilitation • Division of Employment Security (ESD) • EmployNV: 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> |

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| | <p>The Division has staff located in an EmployNV Career Center/Hub and affiliated library sites in Las Vegas and the EmployNV Career Center/Hub in Reno. Our Belrose District Office is an affiliated EmployNV Career Center/Hub in Las Vegas. The co-location of EmployNV Career Center/Hubs and DWSS staff at EmployNV Career Center/Hub locations provide our SNAPET participants the ability to have a soft hand off to partners, availability of additional resources such as computer labs, and valuable relationships which are used to promote our participants.</p> |
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Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

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|--|
| <p>SNAPET participants receive case management services through an efficient administrative process as they can be requested to be referred through multiple entry points, the online self-service portal system, Access Nevada, eligibility staff, and educational partners and are served by the case management staff.</p> <p>During the appointment the SNAPET case manager 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>For educational students, case management services will be completed by the DWSS case manager in addition to receiving case management from the educational institution.</p> <p>After the initial SEP is completed, a SNAPET case manager will attempt to contact every two weeks to ensure the individual is engaged in the activity and receiving support services necessary to participate in the program. Participants will also be referred to community partners if necessary.</p> <p>Effort to review and update the SEP will be made at least every 90 days or as frequently as needed.</p> <p>The OASIS system is used to enter narrations and case management information for each customer and is accessible to DWSS SNAPET case managers.</p> <p>Communication with the educational partners is done through phone, email, and Microsoft Teams.</p> |
|--|

XIII. Conciliation Process (if applicable)

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

Does the State agency offer a conciliation process?

- Yes (Complete the remainder of this section.)
- No (Skip to the next section.)

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

N/A

What is the length of the conciliation period?

N/A

XIV. Disqualification Policy for General Work Requirements

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

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

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

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

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

Yes

No

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

One month or until the individual complies, as determined by the State agency

Up to 3 months

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

Three months or until the individual complies, as determined by the State agency

Up to 6 months

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

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

Time period greater than 6 months

Permanently

The State agency will disqualify the:

Ineligible individual only

Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

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

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

The Nevada SNAPET program is a voluntary program. Currently, the ABAWD requirements are waived statewide.

If a SNAP applicant provides information during the application process or as a change regarding a potential voluntary quit or reduction of work effort, the eligibility staff evaluate the case to determine if a voluntary quit or reduction of work effort has occurred without good cause. The eligibility staff obtain verification of the individual circumstances from the SNAP applicant and/or employer. The SNAP applicant has 10 days to provide the requested information if it cannot be obtained through another resource. The SNAP applicant will receive a written request for the additional information either in-person or via mail.

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

Nevada's good cause includes unavailability of care for children ages 6 through 11, discrimination by an employer based on age, race, sex, color, handicap, religious belief, national origin, or political beliefs, work demands or conditions that make continued employment unreasonable (e.g., not being paid on time, seasonal/tourist type employment, etc.), a change of job, illness of the participating member or another household member, enrollment (at least half time) in a recognized school, training program, or institution of higher education that requires the head of household to quit a job, household emergency, relocation to another county or political subdivision because of another household member's employment or school enrollment, resignations by people under 60 years old that the employer recognizes as retirement, a job change that later does not materialize or results in employment of less than 30 hours a week or weekly earnings of less than the federal minimum wage multiplied by 30 hours, a habitual job change (e.g., migrant work or construction habitually require workers to move from one employer to another) and/or an unsuitable job.

Nevada defines unsuitable employment as the wages are less than the highest of the applicable federal minimum wage; or – eighty percent of the federal minimum wage, if the federal minimum wage is not applicable, the average hourly wage based on piece-rate is less than minimum wage, the household member, as a condition of employment, must join, resign from, or not join a labor organization, the work is at a place subject to a strike or lock-out at the time of the offer (Exceptions: – the strike has been enjoined under Section 208 of the Labor-Management Relations Act (29 U.S.C. 178-Taft Hartley Act); or – an injunction has been issued under Section 10 of the Railway Labor Act (45 U.S.C. 160)), the degree of risk to health and safety is unreasonable, the household member is physically or mentally unfit for the job, the commuting time from the household member's home to the job is more than two hours a day, the distance from home to the job is unreasonable because, after considering commuting time and costs, the member earns less than minimum wage, the distance to the job prohibits

walking, and transportation is unavailable, the job is outside the member's usual line of work. (This applies only during the first 30 days and does not apply if the member voluntarily quits a job.).

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

Nevada is a voluntary state and does not disqualify participants for circumstances where the State agency determines that there is not an appropriate and available opening within the E&T program to accommodate a mandatory participant.

XVI. Provider Determinations

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

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

Each educational provider can make a determination that a SNAPET participant is not a good fit for this component and has 10 days to inform the State agency that they have made a provider determination, and the State agency then has 10 days to inform the participant of the provider determination. Nevada's SNAPET program staff work closely with its educational partners. Primary communication is done through phone, email, and Microsoft Teams.

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

If an educational provider determines that a SNAPET participant is not a good fit for this component they have 10 days to inform the State agency that they have made a provider determination, and the State agency then has 10 days to inform the participant of the provider determination. The DWSS SNAPET staff will inform the participant either verbally or in writing of the provider determination and determine if the individual may be a good fit for another SNAPET component. If the individual is an ABAWD who does not live in a waived area in Nevada, the DWSS SNAPET staff will also inform them that they would begin to accrue countable months toward their three-month time limit in the next full benefit month unless they have good cause or are exempt. The SNAPET caseworker will review the exemptions with the participant and report changes including the date of the change and information regarding ABAWD status to eligibility staff. The case would be updated accordingly, adhering to adverse rules, and a new notice of decision would be issued to the household advising of the changes to the case. The SNAPET caseworker will document in

the electronic case file the provider determination and information discussed with the participant.

XVII. Participant Reimbursements

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

Table E.I. Estimates of Participant Reimbursements

| | |
|--|--------------|
| I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once. <i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i> | 575 |
| II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month. | 166 |
| III. Estimated budget for E&T participant reimbursements in upcoming FY. | \$2,423,167 |
| IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12) | \$201,930.58 |
| V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II) | \$441 |

Participant Reimbursement Details

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

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

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

| Allowable Participant Reimbursements | Participant Reimbursement Caps (optional) | Who provides the participant reimbursement? | Method of disbursement |
|--|--|--|---|
| Bus Passes | | Case Manager | In advance |
| Gas Reimbursements | \$25.00 Biweekly (per participant) | Case Manager | Participant Reimbursement |
| Special need items such as legal identification, health cards, gaming (work) cards, sheriff’s cards, test fees, license fees, clothing, shoes, and tools | \$1500.00 Annually | Case Manager | A voucher may be issued to authorize the purchase of needed items and the Division will pay the vendor the actual amount or a participant |

| Allowable Participant Reimbursements | Participant Reimbursement Caps (optional) | Who provides the participant reimbursement? | Method of disbursement |
|---|---|---|---|
| | | | reimbursement may be issued for the actual amount. |
| Car Repairs | \$500.00 Annually per participant for employment | Case Manager *Supervisor Approval Needed | A voucher may be issued to authorize the purchase of needed items, and the Division will pay the vendor the actual amount or a participant reimbursement may be issued for the actual amount. |
| Child Care | Participant must be engaged in the educational component. | Case Manager submits a referral to the Childcare Program. | The Child Care Program pays the state rate for childcare services to the provider. |
| Child Care | | Educational Provider Case Manager | Vendor Payment |
| Transportation (Gas reimbursements/car repairs) | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Tuition Support and Fees | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Books/educational supplies | | Educational Provider Case Manager | Participant Reimbursement/ Vendor |

| Allowable Participant Reimbursements | Participant Reimbursement Caps (optional) | Who provides the participant reimbursement? | Method of disbursement |
|---|--|--|--|
| | | | Payment/ Advance Payment |
| Testing/fees for specialized testing or certificates necessary to participate in the Education or Employment | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Drug testing/background checks necessary to participate in the Education or Employment | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Transcripts/academic records required to participate in the Education | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Special need items such as clothing, shoes, hygiene items, and tools necessary to participate in the Education or meet employer/education standards | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Medical (such as TB test or immunizations) if necessary to participate in the educational activity or employment and not covered by insurance. | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Automotive repair for participation in the educational activity if there are no other | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment |

| Allowable Participant Reimbursements | Participant Reimbursement Caps (optional) | Who provides the participant reimbursement? | Method of disbursement |
|--|--|--|--|
| options for transportation and it is approved by the state prior to allowing the support for the SNAPET participant. | | | |
| Monthly internet costs necessary to participate in the Educational Activity or employment and there are no other options | | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |
| Rental costs for emergency situations | For up to 2 months and there must be a clear long-term plan for sustaining housing after the emergency period. It must be approved by the state prior to issuing the support for the SNAPET participant. | Educational Provider Case Manager | Participant Reimbursement/ Vendor Payment/ Advance Payment |

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

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 childcare services.

Rates for Licensed Providers

| Area | Age Type | Infants Star Rating | | | | | Toddlers Star Rating | | | | | Pre-K Star Rating | | | | | School Age Star Rating | | | | |
|----------------|----------|---------------------|-------|-------|-------|-------|----------------------|-------|-------|-------|-------|-------------------|-------|-------|-------|-------|------------------------|-------|-------|-------|-------|
| | | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 |
| Carson/Douglas | Center | 42.50 | 43.50 | 44.50 | 45.50 | 46.50 | 44.50 | 45.50 | 46.50 | 47.50 | 48.50 | 39.50 | 40.50 | 41.50 | 42.50 | 43.50 | 33.00 | 34.00 | 35.00 | 36.00 | 37.00 |
| | Family | 33.00 | 34.00 | 35.00 | 36.00 | 37.00 | 32.00 | 33.00 | 34.00 | 35.00 | 36.00 | 32.00 | 33.00 | 34.00 | 35.00 | 36.00 | 32.00 | 33.00 | 34.00 | 35.00 | 36.00 |
| | Group | 36.00 | 37.00 | 38.00 | 39.00 | 40.00 | 33.50 | 34.50 | 35.50 | 36.50 | 37.50 | 33.00 | 34.00 | 35.00 | 36.00 | 37.00 | 33.00 | 34.00 | 35.00 | 36.00 | 37.00 |
| Clark | Center | 62.50 | 63.50 | 64.50 | 65.50 | 66.50 | 57.00 | 58.00 | 59.00 | 60.00 | 61.00 | 51.50 | 52.50 | 53.50 | 54.50 | 55.50 | 48.00 | 49.00 | 50.00 | 51.00 | 52.00 |
| | Family | 45.00 | 46.00 | 47.00 | 48.00 | 49.00 | 45.00 | 46.00 | 47.00 | 48.00 | 49.00 | 46.50 | 47.50 | 48.50 | 49.50 | 50.50 | 46.00 | 47.00 | 48.00 | 49.00 | 50.00 |
| | Group | 39.50 | 40.50 | 41.50 | 42.50 | 43.50 | 51.00 | 52.00 | 53.00 | 54.00 | 55.00 | 51.00 | 52.00 | 53.00 | 54.00 | 55.00 | 48.00 | 49.00 | 50.00 | 51.00 | 52.00 |
| Rural | Center | 39.00 | 40.00 | 41.00 | 42.00 | 43.00 | 35.00 | 36.00 | 37.00 | 38.00 | 39.00 | 36.50 | 37.50 | 38.50 | 39.50 | 40.50 | 34.00 | 35.00 | 36.00 | 37.00 | 38.00 |
| | Family | 38.50 | 39.50 | 40.50 | 41.50 | 42.50 | 32.00 | 33.00 | 34.00 | 35.00 | 36.00 | 32.00 | 33.00 | 34.00 | 35.00 | 36.00 | 31.50 | 32.50 | 33.50 | 34.50 | 35.50 |
| | Group | 37.50 | 38.50 | 39.50 | 40.50 | 41.50 | 35.50 | 36.50 | 37.50 | 38.50 | 39.50 | 33.50 | 34.50 | 35.50 | 36.50 | 37.50 | 34.00 | 35.00 | 36.00 | 37.00 | 38.00 |
| Washoe | Center | 53.50 | 54.50 | 55.50 | 56.50 | 57.50 | 52.50 | 53.50 | 54.50 | 55.50 | 56.50 | 47.50 | 48.50 | 49.50 | 50.50 | 51.50 | 42.50 | 43.50 | 44.50 | 45.50 | 46.50 |
| | Family | 40.50 | 41.50 | 42.50 | 43.50 | 44.50 | 40.00 | 41.00 | 42.00 | 43.00 | 44.00 | 40.00 | 41.00 | 42.00 | 43.00 | 44.00 | 40.00 | 41.00 | 42.00 | 43.00 | 44.00 |
| | Group | 40.50 | 41.50 | 42.50 | 43.50 | 44.50 | 40.00 | 41.00 | 42.00 | 43.00 | 44.00 | 40.00 | 41.00 | 42.00 | 43.00 | 44.00 | 40.00 | 41.00 | 42.00 | 43.00 | 44.00 |

Rates for Head Start/Wraparound Providers

| | Age | Infants | Toddlers | Pre-K | School Age |
|----------------|--------|--------------------|--------------------|--------------------|--------------------|
| Area | Type | 1-Star (Base Rate) | 1-Star (Base Rate) | 1-Star (Base Rate) | 1-Star (Base Rate) |
| Carson/Douglas | Center | 42.50 | 44.50 | 39.50 | 33.00 |
| Clark | Center | 62.50 | 57.00 | 51.50 | 48.00 |
| Rural | Center | 39.00 | 35.00 | 36.50 | 34.00 |
| Washoe | Center | 53.50 | 52.50 | 47.50 | 42.50 |

Rates for Family, Friend, and Neighbor Providers

| | Age | Infants Rating | Toddlers Rating | Pre-K Rating | School Age Rating |
|----------------|----------------|----------------|-----------------|--------------|-------------------|
| Area | Type | | | | |
| Carson/Douglas | Registered FFN | \$ 24.75 | \$ 24.00 | \$ 24.00 | \$ 24.00 |
| Clark | Registered FFN | \$ 33.75 | \$ 33.75 | \$ 35.00 | \$ 34.50 |
| Rural | Registered FFN | \$ 29.00 | \$ 24.00 | \$ 24.00 | \$ 23.75 |
| Washoe | Registered FFN | \$ 30.50 | \$ 30.00 | \$ 30.00 | \$ 30.00 |

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

The DWSS Child Care Program currently has a waiting list; however, priority is given to SNAPET participants.

XVIII. Work Registrant Data

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

Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

The DWSS NOMADS/AMPS 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.

Describe measures taken to prevent duplicate counting.

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.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

| Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i> | Employment & Earnings Measures | Completion of Education of Training |
|--|---|---|
| Quarterly Wage Records (QWR) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| National Directory of New Hires (NDNH) | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| State Information Management System (MIS). <i>Indicate below what MIS system is used.</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Other - Describe source: Manual reporting by the third-party providers. The third-party provider will report to the SNAPET Program Specialist in the Carson City Administrative office the participants enrolled in the educational component and participants who completed the programs. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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

N/A

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

N/A

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

N/A

State Component Reporting Measures

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

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

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

Manual reporting by the SNAPET offices. The SNAPET offices will report monthly to the SNAPET Program Specialist in the Carson City Administrative Office, the number of participants who obtain employment, employment type code, participant’s hourly wage, and hours worked per week. Documentation is maintained in the OASIS and AMPS systems. Manual reporting by the third-party providers. The third-party provider will report to the SNAPET Program Specialist in the Carson City Administrative Office the participants enrolled in the educational component and participants who completed the programs. The NOMADS/AMPS systems are used to obtain eligibility data on participants.

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

N/A

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

N/A

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

N/A

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

Table E.IV. Component Outcome Measures

| Component | Outcome Measure | Methodology including the timeframes being reported (e.g. denominator and numerator). |
|--|---|---|
| <i>Example:</i> Supervised Job Search | <i>Example:</i> Number of people who obtain employment after completion of component. | <p><i>Example:</i> Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</p> <p><i>Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i></p> |
| Educational | The percentage of E&T participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T. | The data for the percentage of E&T participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T 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 reported timeframe will be the timeframe listed in the National Reporting Measures for unsubsidized employment in the second and fourth quarter after completion (Second Quarter: 01-01-2024-12-31-2024 Fourth Quarter: 07-01-2023-06-30-2024) |
| Job Search Training | Percentage of participants and former participants who are in unsubsidized employment during the fourth quarter after | Numerator will include those participants who obtained employment after completing component. |

| Component | Outcome Measure | Methodology including the timeframes being reported (e.g. denominator and numerator). |
|------------------------------|---|--|
| | completion of participation in E&T. | <p>Denominator will include the number of participants that participated in supervised job search during the period.</p> <p>The timeframe will be those participants in the federal fiscal year (10-01-2024-09-30-2025).</p> <p>The data for the percentage of E&T participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T 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 reported timeframe will be the timeframe listed in the National Reporting Measures for unsubsidized employment in the second and fourth quarter after completion (Second Quarter: 01-01-2024-12-31-2024 Fourth Quarter: 07-01-2023-06-30-2024).</p> |
| Supervised Job Search | Percentage of participants and former participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T. | <p>Numerator will include those participants who obtained employment after completing component.</p> <p>Denominator will include the number of participants that participated in supervised job search during the period.</p> <p>The data for the percentage of E&T participants who are in unsubsidized employment during the fourth quarter after completion of participation in E&T will be obtained from the Quarterly Wage Data reports. The</p> |

| Component | Outcome Measure | Methodology including the timeframes being reported (e.g. denominator and numerator). |
|-------------------------------|---|---|
| | | SNAPET participants will be compared to the data on the Quarterly Wage Data reports, through an automated report. The reported timeframe will be the timeframe listed in the National Reporting Measures for unsubsidized employment in the second and fourth quarter after completion (Second Quarter: 01-01-2024-12-31-2024 Fourth Quarter: 07-01-2023-06-30-2024). |
| Job Retention Services | Average wage of participants who obtained employment while in the program or within 30 days of participation. | To obtain the average wages, the total wages will be divided by the total number of participants that obtained employment in the program or within 30 days of participation in the federal fiscal year (10-01-2024-09-30-2025). |

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

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

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

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

Yes (Complete the rest of this section.)

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

Table F.I. Pledge Assurances

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

Where will the State agency offer qualifying activities?

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

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

- ABAWD waiver for parts of the State
- Will use discretionary exemptions
- Other: Click or tap here to enter text.

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

| |
|-----|
| N/A |
|-----|

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

N/A

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

N/A

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

N/A

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

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

N/A

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

N/A

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

N/A

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

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

Table F.III. Available Qualifying Activities

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

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

Table F.IV. Estimated cost to fulfill the pledge

| | Value |
|--|-------|
|--|-------|

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

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

| |
|-----|
| N/A |
|-----|

G. Component Detail

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

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

I. Non-Education, Non-Work Components

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

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly

supervise the activities of participants and track the timing and activities of participants.

- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

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

| Details | Supervised Job Search (SJS) |
|---|---|
| <p>Summary of the State guidelines implementing SJS</p> | <p>SJS 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. 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. 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 jobs they are applying for and provide verifications to the case manager. The case manager will review the completed job searches, provided feedback on the job searches, discuss the participant’s experiences, and provide guidance as needed.</p> <p>SNAPET case managers review the SEP and update, if necessary, at least every 90 days.</p> <p>The SNAPET case manager will attempt to contact the participant every two weeks which includes a monthly check-in to ensure the individual is engaged in the activity and receiving support services necessary to participate in the program. Each job search period is for no more than two weeks. When the participant returns the documents the case manager provides meaningful guidance and determines next steps.</p> |

| | |
|----------------------------------|---|
| | <p>Criteria for participation: This component is open to all SNAP recipients who have been screened as appropriate by eligibility staff using the established screening and referral policy. A SNAPET caseworker will complete an assessment and a review of the minimum qualifications for the in-demand career that the SNAPET participant is interested in pursuing and assessing if the SNAPET participant currently meets the minimum qualifications or if additional education or training is needed.</p> |
| Direct link | <p>During the SEP appointment the SNAPET case manager will complete an assessment, utilizing the results to determine the appropriate component for the participant.</p> <p>After the initial SEP is completed a SNAPET case manager will attempt to contact every two weeks to ensure the individual is engaged in the activity and receiving support services necessary to participate in the program. Participants will also be referred to community partners if necessary.</p> <p>Effort to review and update SEP will be made at least every 90 days or as frequently as needed.</p> <p>The OASIS system is used to enter narrations and case management information for each customer and is accessible to DWSS SNAPET case managers.</p> <p>The Workforce Development staff identify community partners, including employers who are willing to work with the SNAPET population. This staff develops employment and training opportunities for SNAP recipients.</p> |
| Target population | Voluntary Participants |
| Criteria for participation | <p>This component is open to all SNAP recipients over the age of 16 that are not receiving TANF and do not have significant barriers to employment. The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free.</p> |
| Geographic area | <p>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 eligibility and employment program functions. In larger geographical areas, some staff members are dedicated to the employment and training program.</p> |
| E&T providers | DWSS |
| Projected annual participation | 210 (The individuals in Job Search Training are also in Supervised Job Search) |
| Estimated annual component costs | \$746,457 (The individuals in Job Search Training are also in Supervised Job Search) |

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

| Details | Job Search Training (JST) |
|------------------------------|--|
| Description of the component | <p>Nevada’s Job Search Training program is designed to directly enhance the employability of the participants and provide a direct link between the job search training activities and job-readiness.</p> <p>Job Search Training provides reasonable support for SNAP recipients participating in SNAPET to regularly attend job readiness training, which includes: employability 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.</p> <p>SNAPET case managers review the SEP and update, if necessary, at least every 90 days.</p> <p>The SNAPET case manager will attempt to contact the participant every two weeks which includes a monthly check-in to ensure the individual is engaged in the activity and receiving support services necessary to participate in the program.</p> <p>Criteria for participation: This component is open to all SNAP recipients who have been screened as appropriate by eligibility staff using the established screening and referral policy. A SNAPET caseworker will complete an assessment and a review of the minimum qualifications for the in-demand career that the SNAPET participant is interested in pursuing and assessing if the SNAPET participant currently meets the minimum qualifications or if additional education or training is needed.</p> |
| Target population | Voluntary Participants |
| Criteria for participation | <p>This component is open to all SNAP recipients over the age of 16 that are not receiving TANF and do not have significant barriers to employment. The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free.</p> |
| Geographic area | <p>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</p> |

| | |
|----------------------------------|---|
| | be responsible for both the eligibility and employment program functions. In larger geographical areas, some staff members are dedicated to the employment program. |
| E&T providers | DWSS |
| Projected annual participation | 210 (The individuals in Job Search Training are also in Supervised Job Search) |
| Estimated annual component costs | \$746,457 (The individuals in Job Search Training are also in Supervised Job Search) |

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

| Details | Job Retention (JR) |
|------------------------------|--|
| Description of the component | <p>Nevada’s job retention services are designed to help achieve satisfactory performance, retain employment and to increase earnings over time.</p> <p>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.</p> <p>It is the intent of the Division to provide job retention services for 30 days to assist all SNAPET participants who obtain employment while in the program to assist them with allowable needs to be successful in the new employment opportunity.</p> <p>SNAPET case managers review the SEP and update the SEP to the new SNAPET component.</p> <p>The SNAPET case manager will attempt to contact the participant every two weeks which includes check-ins to ensure the individual is engaged in the activity and receiving support services necessary to participate in the program.</p> |
| Target population | Voluntary Participants |
| Criteria for participation | Employment must have been obtained while participating in SNAPET. |
| Geographic area | 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 eligibility and employment program functions. In larger geographical areas, some staff members are dedicated to the employment program. |
| E&T providers | DWSS |

| | |
|----------------------------------|-----------|
| Projected annual participation | 115 |
| Estimated annual component costs | \$150,504 |

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

| Details | Self-Employment Training (SET) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

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

| Details | Workfare (W) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

II. Educational Programs

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

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

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

| Details | Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB) |
|----------------------------------|---|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Not supplanting | |
| Cost parity | |

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

| Details | Career/Technical Education Programs or other Vocational Training (EPC) |
|------------------------------|--|
| Description of the component | <p>Contracted third party educational providers will train SNAP recipients through short term programs qualifying them for entry level positions at local area in-demand careers. The participants will receive individual support from counselors and student support staff while participating in the SNAPET educational component. Successful participants will earn credits toward an Associate of Applied Science degree, other industry recognized certification, apprenticeships, and/or Adult Basic Education/High School Equivalency. Our Contracted third-party educational providers offer credit and non-credit certifications at the same cost charged to the general public, to include instruction and certification, and referrals to appropriate employers. Counselors and student support staff will provide direct and supportive services to SNAPET recipients, including assessments and case management.</p> <p>The assessments are made to determine the appropriateness of the recommended vocational skill certificate training to be offered to a SNAPET participant prior to enrolling individuals in SNAPET.</p> |

| | |
|--|---|
| | <p>Our contracted third-party educational providers reserve the right to decline providing service, if it is deemed the SNAPET participant is unlikely to benefit from participation due to unresolvable barriers, ability to meet prerequisites or Board Policy Statements, inappropriateness for job referral to affiliated employers, etc.</p> <p>Participants placed into this component need education and training to improve their employability through 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; • 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 supervised job search, job search training, or other qualifying components.</p> <p>SNAPET case managers review the SEP and update, if necessary, at least every 90 days.</p> <p>The SNAPET case manager will attempt to contact the participant every two weeks which includes a monthly check-in to ensure the individual is engaged in the activity and receiving support services necessary to participate in the program.</p> <p>For educational students, case management services will be completed by the DWSS case manager in addition to receiving case management from the educational provider.</p> <p>Criteria for participation: This component is open to all SNAP recipients who have been screened as appropriate by eligibility</p> |
|--|---|

| | |
|----------------------------------|--|
| | staff using the established screening and referral policy. A SNAPET caseworker will complete an assessment and a review of the minimum qualifications for the in-demand career that the SNAPET participant is interested in pursuing and assessing if the SNAPET participant currently meets the minimum qualifications or if additional education or training is needed to improve their employability through skills attainment, or as part of job placement. |
| Target population | Voluntary Participants |
| Criteria for participation | This component is open to all SNAP recipients over the age of 16 that are not receiving TANF and do not have significant barriers to employment. The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free. Meeting contracted educational institutions program/ class requirements. |
| Geographic area | Northern and Southern Nevada |
| E&T providers | Truckee Meadows Community College (TMCC) Community College of Southern Nevada (CSN) Western Nevada College (WNC) Great Basin Community (GBC) University of Nevada, Las Vegas (UNLV) |
| Projected annual participation | 365 |
| Estimated annual component costs | \$2,966,979 (These costs are associated with the administrative work required to onboard new colleges at this time.) |
| Not supplanting | Our educational partners and DWSS enter into a subaward agreement with grant assurances including to not supplant funds and they agree to request reimbursement according to the rate specified within the subaward for the tuition expenses per Nevada SNAPET participant incurred for allowable expenses under CFR Title 7 Part 273 and Title 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and audit requirements for Federal Awards. |
| Cost parity | Our educational partners and DWSS enter into a subaward agreement which states they must charge at the same rate for services as the general public and they agree to request reimbursement according to the rate specified within the subaward for the tuition expenses per Nevada SNAPET participant incurred for allowable expenses under CFR Title 7 Part 273 and Title 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and audit requirements for Federal Awards. |

| | |
|--|--|
| | In addition, each partner is required to submit invoicing monthly with all required backup documentation. These invoices are reviewed by multiple DWSS staff to ensure accurate invoicing and payment. |
|--|--|

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

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

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

| Details | Integrated Education and Training/Bridge Programs (EPIE) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Not supplanting | |
| Cost parity | |

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

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

Table G.XI. Educational Program Details: Other

| Details | Other (EPO): State agency must provide description |
|----------------------------------|---|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Not supplanting | |
| Cost parity | |

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized

by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

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

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

Table G.XII. Work Experience: Work Activity

| Details | Work Activity (WA) |
|------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |

| | |
|----------------------------------|--|
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

Table G.XIII. Work Experience: Internship

| Details | Internship (WBLI) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

Table G.XIV. Work Experience: Pre-Apprenticeship

| Details | Pre-Apprenticeship (WBLPA) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

Table G.XV. Work Experience: Apprenticeship

| Details | Apprenticeship (WBLA) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

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

| Details | On-the-Job-Training (WBLOJT) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

Table G.XVII. Work Experience: Transitional Jobs

| Details | Transitional Jobs (WBLTJ) |
|----------------------------------|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

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

| Details | Work-based learning - Other (WBLO): State agency must provide description |
|----------------------------------|---|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |

Subsidized WBL Components

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

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

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.

- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
 - **E&T providers.** Identify all entities that will provide the service.
 - **Projected annual participation.** Project the number of unduplicated individuals.
 - **Estimated annual component costs.** Project only administrative costs.
 - **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
 - **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.
- Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

| Details | Internship – Subsidized by E&T (WBLI - SUB) |
|---|---|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Length of time the SWBL will run | |
| Other administrative costs associated with SWBL | |

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

| Details | Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB) |
|------------------------------|---|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |

| | |
|---|--|
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Length of time the SWBL will run | |
| Other administrative costs associated with SWBL | |

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

| Details | Apprenticeship – Subsidized by E&T (WBLA- SUB) |
|---|---|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Length of time the SWBL will run | |
| Other administrative costs associated with SWBL | |

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

| Details | Transitional Jobs – Subsidized by E&T (WBLTJ - SUB) |
|---|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Length of time the SWBL will run | |
| Other administrative costs associated with SWBL | |

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

| Details | Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description) |
|---|--|
| Description of the component | Nevada does not provide this component |
| Target population | |
| Criteria for participation | |
| Geographic area | |
| E&T providers | |
| Projected annual participation | |
| Estimated annual component costs | |
| Length of time the SWBL will run | |
| Other administrative costs associated with SWBL | |

H. Estimated Participant Levels

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

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

Not less than 20% of E&T participants are expected to receive participant reimbursements.

I. Contracts/Partnerships

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

Table I.I. Contractor/Partner Details

| | |
|---|--|
| Contract or Partner Name: | Truckee Meadows Community College (TMCC) |
| Service Overview: | TMCC provides vocational, basic education and job readiness services to SNAPET participants. |
| Intermediary: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Components Offered: | Education |
| Credentials Offered: | Yes |
| Participant Reimbursements Offered: | Yes |
| Location: | Northern Nevada |
| Target Population: | Voluntary SNAPET participants aged 16 and over The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free. |
| Monitoring of contractor: | <ul style="list-style-type: none"> • Monitor implementation of SNAPET Educational Component. • Collect and monitor performance outcomes. |
| Ongoing communication with contractor: | <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. • Provide technical assistance, upon request from the sub-grantee. |

| | |
|---|---|
| Contract or Partner Name: | Truckee Meadows Community College (TMCC) |
| | <ul style="list-style-type: none"> • Meet regularly, to discuss program issues, share information and collaborate as appropriate. • Maintain close communication via email and phone throughout the year. |
| Total Cost of Agreement: | \$824,945 |
| Eligible for 75 percent reimbursement for E&T Services for ITOs: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| New Partner: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Table I.II. Contractor/Partner Details

| | |
|---|---|
| Contract or Partner Name: | Community College of Southern Nevada (CSN) |
| Service Overview: | CSN provides vocational, basic education and job readiness services to SNAPET participants. |
| Intermediary: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Components Offered: | Education |
| Credentials Offered: | Yes |
| Participant Reimbursements Offered: | Yes |
| Location: | Southern Nevada |
| Target Population: | Voluntary SNAPET participants aged 16 and over The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free. |
| Monitoring of contractor: | <ul style="list-style-type: none"> • Monitor implementation of SNAPET Educational Component. • Collect and monitor performance outcomes. |
| Ongoing communication with contractor: | <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. • Provide technical assistance, upon request from the sub-grantee. • Meet regularly, to discuss program issues, share information and collaborate as appropriate. • Maintain close communication via email and phone throughout the year. |
| Total Cost of Agreement: | \$1,124,679 |
| Eligible for 75 percent reimbursement for E&T Services for ITOs: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| New Partner: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Table I.III. Contractor/Partner Details

| | |
|---|--|
| Contract or Partner Name: | Nevada System of Higher Education (NSHE) |
| Service Overview: | DWSS funds a position at NSHE to take on the administrative burden of reporting, tracking, and fiscal management of several statewide educational institutions. This position provides a single point of contact for DWSS staff and coordinates communication between all relevant parties. This position also acts as the subject matter expert to advise and provide technical assistance to the institutions and assist them to maximize their use of funding and achieve long-term sustainability. |
| Intermediary: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Components Offered: | Education is offered at contracted NSHE institutions |
| Credentials Offered: | Credentials are offered at contracted NSHE institutions |
| Participant Reimbursements Offered: | The contracted NSHE institutions do offer participant reimbursements. |
| Location: | Statewide |
| Target Population: | Contracted NSHE institutions target voluntary SNAPET participants aged 16 and over. The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free. |
| Monitoring of contractor: | <ul style="list-style-type: none"> • Collect and monitor performance outcomes. • Provide technical assistance, upon request from the sub-grantee. • Monitor implementation of SNAPET Educational Component. |
| Ongoing communication with contractor: | <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. • Meet regularly, to discuss program issues, share information and collaborate as appropriate. |

| | |
|---|---|
| Contract or Partner Name: | Nevada System of Higher Education (NSHE) |
| | <ul style="list-style-type: none"> • Maintain close communication via email and phone throughout the year. |
| Total Cost of Agreement: | \$127,185 |
| Eligible for 75 percent reimbursement for E&T Services for ITOs: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| New Partner: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Table I.IV. Contractor/Partner Details

| | |
|---|---|
| Contract or Partner Name: | Western Nevada College (WNC) |
| Service Overview: | WNC provides vocational, basic education and job readiness services to SNAPET participants. |
| Intermediary: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Components Offered: | Education |
| Credentials Offered: | Yes |
| Participant Reimbursements Offered: | Yes |
| Location: | Northern Nevada |
| Target Population: | Voluntary SNAPET participants aged 16 and over The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free. |
| Monitoring of contractor: | <ul style="list-style-type: none"> • Monitor implementation of SNAPET Educational Component. • Collect and monitor performance outcomes. |
| Ongoing communication with contractor: | <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. • Provide technical assistance, upon request from the sub-grantee. • Meet regularly, to discuss program issues, share information and collaborate as appropriate. • Maintain close communication via email and phone throughout the year. |
| Total Cost of Agreement: | \$369,508 |
| Eligible for 75 percent reimbursement for E&T Services for ITOs: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| New Partner: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Table I.V. Contractor/Partner Details

| | |
|---|---|
| Contract or Partner Name: | University of Nevada, Las Vegas (UNLV) |
| Service Overview: | UNLV provides vocational, basic education and job readiness services to SNAPET participants. |
| Intermediary: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Components Offered: | Education |
| Credentials Offered: | Yes |
| Participant Reimbursements Offered: | Yes |
| Location: | Southern Nevada |
| Target Population: | Voluntary SNAPET participants aged 16 and over The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free. |
| Monitoring of contractor: | <ul style="list-style-type: none"> • Monitor implementation of SNAPET Educational Component. • Collect and monitor performance outcomes. |
| Ongoing communication with contractor: | <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. • Provide technical assistance, upon request from the sub-grantee. • Meet regularly, to discuss program issues, share information and collaborate as appropriate. • Maintain close communication via email and phone throughout the year. |
| Total Cost of Agreement: | \$1,600,853 |
| Eligible for 75 percent reimbursement for E&T Services for ITOs: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| New Partner: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Table I.V. Contractor/Partner Details

| | |
|---|---|
| Contract or Partner Name: | Great Basin College (GBC) |
| Service Overview: | GBC provides vocational, basic education and job readiness services to SNAPET participants. |
| Intermediary: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Components Offered: | Education |
| Credentials Offered: | Yes |
| Participant Reimbursements Offered: | Yes |
| Location: | Northern Nevada |
| Target Population: | Voluntary SNAPET participants aged 16 and over The State of Nevada recognizes that free public education is available through the state public education system, it is neither reasonable nor necessary to pay for services that are available to the individual for free. |
| Monitoring of contractor: | <ul style="list-style-type: none"> • Monitor implementation of SNAPET Educational Component. • Collect and monitor performance outcomes. |
| Ongoing communication with contractor: | <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. • Provide technical assistance, upon request from the sub-grantee. • Meet regularly, to discuss program issues, share information and collaborate as appropriate. • Maintain close communication via email and phone throughout the year. |
| Total Cost of Agreement: | \$964,138 |
| Eligible for 75 percent reimbursement for E&T Services for ITOs: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| New Partner: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

J. Budget Narrative and Justification

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

Table J.I. Direct Costs

| | |
|---|---|
| <p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p> | <p>Please see Attachment A for SNAP Employment and Training Field Staff Costs.</p> <p>Administrative Assistant IV-\$61,923.57 X 100%FTE X 2 = \$123,847.13 Administrative Assistant IV-\$73,309 X 100% FTE X 3 = \$219,927 Administrative Assistant I-\$42,941.14 X 100% FTE = \$42,941.14 Administrative Assistant I-\$42,941.14 X 60% FTE = \$25,764.68</p> <p>SSPSII-\$80,056.41 X 100% FTE = \$80,056.41</p> <p>The other Administration Salary Costs are cost allocated, or time tracked such as the positions for Chief III, Deputy Administrator, Fiscal staff, etc.</p> <p>The Division has a Cost Allocation Plan (CAP) that has been approved by the Federal Division of Cost Allocation. It is reviewed</p> |
|---|---|

| | |
|---|---|
| | <p>annually and if necessary, amended. SNAPET costs are charged directly to the program to the greatest extent possible.</p> <p>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> |
| <p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p> | <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 40% 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> |
| <p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p> | <p>The educational partners, TMCC, CSN, WNC, GBC, and UNLV, will provide vocational, basic education, and job readiness services to SNAPET participants. These institutions will also provide case management services.</p> |

| | |
|---|--|
| | <p>The NSHE assists with the reporting, tracking, and fiscal management of several statewide educational institutions. They provide a single point of contact for DWSS staff and coordinates communication between all relevant parties. They act as the subject matter expert to advise and provide technical assistance to the institutions and assist them to maximize their use of funding and achieve long-term sustainability.</p> |
| <p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p> | <p>N/A</p> |
| <p>Materials: Describe materials to be purchased with E&T funds.</p> | <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> |
| <p>Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p> | <p>Travel expenses for the SNAPET administrative staff to provide oversight and training to the district offices that operate the SNAPET Program. Consisting of seven trips to the District Offices and other community partners and a trip to Las Vegas district offices. Travel expenses for the SNAPET staff to participate in community partner meetings including One-Stop Centers, County, and workforce partners.</p> |

| | |
|---|---|
| <p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p> | <p>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.</p> |
| <p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p> | <p>N/A</p> |

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

This cost is based on estimated costs in this category and follows 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.

SNAPET costs are charged directly to the program to the greatest extent possible. The allocation of administration charges is included in the CAP.

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

Support services for participants including childcare, books and supplies, tuition support and fees, 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 and educational participants, drug testing and background checks necessary for education or employment, transcripts/academic records required to participate in education, medical if necessary to participate in education or employment and not covered by insurance, monthly internet costs necessary to participate in education or employment, and rental costs for emergency situations.

Total projected Divisional support service cost = \$26,795

For educational costs, see contracts/partners matrix.

Total projected contractual costs = \$2,396,372

Attachment "A"

Proposed Personnel Costs for FY2025

| Location | % Worker Works on SNAP E&T | Job Title | Yearly Salary | Yearly Fringe Benefits +Group Insurance | Total Salary + Benefits | Step Increase | Total Salary + Benefits with Step Increase | Yearly Salary+Step Increase | Projected Yearly Salary with Benefits | Total Salary Cost per % Employee works on SNAP E&T |
|------------------|----------------------------|-------------------------------|---------------|---|-------------------------|---------------|--|-----------------------------|---------------------------------------|--|
| Las Vegas | 100.00% | Administrative Assistant IV | \$59,257.00 | \$24,432.00 | \$83,689.00 | \$2,666.57 | \$86,355.57 | \$61,923.57 | \$86,355.57 | \$61,923.57 |
| Las Vegas | 100.00% | Administrative Assistant IV | \$73,309.00 | \$28,066.00 | \$101,375.00 | \$0.00 | \$101,375.00 | \$73,309.00 | \$101,375.00 | \$73,309.00 |
| Las Vegas | 100.00% | Administrative Assistant IV | \$59,257.00 | \$24,432.00 | \$83,689.00 | \$2,666.57 | \$86,355.57 | \$61,923.57 | \$86,355.57 | \$61,923.57 |
| Las Vegas | 100.00% | Administrative Assistant IV | \$73,309.00 | \$28,066.00 | \$101,375.00 | \$0.00 | \$101,375.00 | \$73,309.00 | \$101,375.00 | \$73,309.00 |
| Las Vegas | 100.00% | Administrative Assistant I | \$41,092.00 | \$19,734.00 | \$60,826.00 | \$1,849.14 | \$62,675.14 | \$42,941.14 | \$62,675.14 | \$42,941.14 |
| Las Vegas | 60.00% | Administrative Assistant I | \$41,092.00 | \$19,734.00 | \$60,826.00 | \$1,849.14 | \$62,675.14 | \$42,941.14 | \$62,675.14 | \$25,764.68 |
| Reno | 100.00% | Administrative Assistant IV | \$73,309.00 | \$28,066.00 | \$101,375.00 | \$0.00 | \$101,375.00 | \$73,309.00 | \$101,375.00 | \$73,309.00 |
| Rural DOs | | | | | | | | | | \$412,479.95 |
| Carson City | 1.00% | Family Services Specialist II | \$64,415.00 | \$25,765.00 | \$90,180.00 | \$2,898.68 | \$93,078.68 | \$67,313.68 | \$93,078.68 | \$673.14 |
| Elko | 1.00% | Family Services Specialist II | \$64,415.00 | \$25,765.00 | \$90,180.00 | \$2,898.68 | \$93,078.68 | \$67,313.68 | \$93,078.68 | \$673.14 |
| Ely | 0.00% | Family Services Specialist II | \$64,415.00 | \$25,765.00 | \$90,180.00 | \$2,898.68 | \$93,078.68 | \$67,313.68 | \$93,078.68 | \$0.00 |
| Fallon | 1.00% | Family Services Specialist II | \$64,415.00 | \$25,765.00 | \$90,180.00 | \$2,898.68 | \$93,078.68 | \$67,313.68 | \$93,078.68 | \$673.14 |
| Pahrump | 1.00% | Family Services Specialist II | \$64,415.00 | \$25,765.00 | \$90,180.00 | \$2,898.68 | \$93,078.68 | \$67,313.68 | \$93,078.68 | \$673.14 |
| TOTAL | | | | | | | | | | \$766,224.79 |
| TOTAL | | | | | | | | | | \$415,172.50 |

Joe Lombardo
Governor



Amy Stephenson
Director

Robin Hager
Deputy Director

Jim Rodriguez
Administrator

**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE
Budget Division**

209 E. Musser Street, Suite 200 | Carson City, NV 89701-4298
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ALL AGENCY MEMO-2023-04

June 23, 2023

TO: All Agencies
FROM: Amy Stephenson, Director *AS*
SUBJECT: Fringe Benefit/Assessment Rates for the 2023 - 2025 Biennium

The following fringe benefit/assessment rates will be used for the 2023 - 2025 Biennium:

| Description | Fiscal Year 2024 | Fiscal Year 2025 | Based On |
|---|--------------------|--------------------|---|
| Group Insurance | \$730.00 | \$759.00 | Per employee per month |
| Retirement Group Insurance | 0.0311 | 0.0318 | Of gross salaries |
| Payroll Assessment | \$36.35 | \$36.76 | Per employee per year |
| Personnel Assessment | \$196.15 | \$197.05 | Per employee per year |
| Medicare | 0.0145 | 0.0145 | Of gross salaries on all positions hired after 04/01/86 |
| Retirement - 1 Regular Employee/Employer Paid | 0.1750 | 0.1750 | Of gross salaries |
| Retirement - 2 Police/Fire Employee/Employer Paid | 0.2575 | 0.2575 | Of gross salaries |
| Retirement - 8 Regular Employer Paid | 0.3350 | 0.3350 | Of gross salaries (Pay Factor .856530) |
| Retirement - 9 Police/Fire Employer Paid | 0.5000 | 0.5000 | Of gross salaries (Pay Factor .796000) |
| Employee Bond Insurance | \$2.68 | \$2.68 | Per Employee per year |
| AG Employee Tort | \$116.41 | \$116.43 | Per Employee per year |
| EITS Infrastructure | \$308.45 | \$307.79 | Per Employee per year |
| EITS Security | \$108.36 | \$108.19 | Per Employee per year |
| Description | Calendar Year 2024 | Calendar Year 2025 | Based On |
| Unemployment Compensation | 0.0000 | 0.0000 | Of gross salaries |
| Workers' Compensation | 0.0380 | 0.0380 | Of gross salaries to a maximum of \$36,000 |
| Social Security | 0.0620 | 0.0620 | Of gross salaries to a maximum of \$147,000 for calendar year |