

DIVISION OF WELFARE & SUPPORTIVE SERVICES



SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT & TRAINING FISCAL YEAR 2016 STATE PLAN

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SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING PLAN

DIVISION OF WELFARE & SUPPORTIVE SERVICES FEDERAL FISCAL YEAR 2016

PART I

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING PROGRAM SUMMARY

A. ABSTRACT OF THE EMPLOYMENT & TRAINING (E&T) PROGRAM

The SNAP E&T Program promotes the employment of participants through job search activities and group or individual programs which provide a self-directed placement philosophy, allowing the participant to be responsible for his/her own development by providing job skills and the confidence to obtain employment.

Eligibility and/or employment staff determines each participant's work registration status when SNAP benefits are approved, recertified or changes in the household circumstances occur.

The Division of Welfare & Supportive Services (DWSS) currently has three (3) full-time Employment and Training staff located in Las Vegas to operate the Supplemental Nutrition Assistance Employment and Training program (SNAP E&T) activities to participants in their respective office areas. Costs for Northern Nevada staff are allocated in accordance with the Division's federally approved cost allocation plan.

Participants are invited to attend an orientation workshop explaining the program and services available. Information is provided regarding effective job search techniques and interview tips as well as employment service resources in their geographical area. After the workshop, individual assessments are performed to determine the work readiness of the participant and the appropriate SNAP E&T activity for the individual (i.e. job search, job readiness). State exemptions from participation include temporary illness/disability, employed at least 20 hours per week, homelessness, being temporarily (less than 90 days) laid off from a job, or living outside the metropolitan area of Clark or Washoe Counties (If a participant living in a rural area who would otherwise be mandatory without this exemption wants to participate, they will be allowed to do so as staff time allows).

Support services directly related to participation in the program and/or supporting the first 30 days of employment are provided. Support services include transportation assistance, clothing, test fees, license fees, work cards, identification cards, and tools.

Compliance with the SNAP E&T program is monitored by the Employment and Training staff. If a mandatory participant fails to comply with work requirements, that member is disqualified as follows:

1st occurrence – minimum one (1) month and until compliance

2nd occurrence – minimum three (3) months and until compliance

3rd and subsequent occurrence – minimum six (6) months and until compliance

Nevada manually tracks and reports the number of individuals who participate in the SNAP E&T program, obtain employment, and their wage and hours of new employment.

1. Program Changes

No changes were made for FFY16.

2. ABAWD Population

Effective October 1, 2010, the entire state of Nevada is exempt from the provision limiting ABAWD individuals 3 months of SNAP benefits in a 36-month period until at least December 31, 2016. This exemption is due to Nevada qualifying for extended UIB benefits due to insufficient jobs in the state under the provisions of 7 CFR 273.24(f)(2). Individuals who are exempt under the statewide exemption must be evaluated for SNAP E&T participation. This exemption does not exempt the entire state from SNAP E&T requirements.

Nevada will require ABAWDs to participate in the E&T program.

3. Additional Allocation for “Pledge” States

Nevada has opted not to operate an enhanced E&T program for ABAWDs.

4. Program Components

Job Search

- a. Participants are required to engage in job search activities for up to eight weeks in a twelve-month consecutive period.
- b. The job search component includes job search training, job skill assessments, participation in job finding clubs, job placement services, GED pre-testing, resume development or other direct training or support activities. Job search training activities are approved if they directly enhance the employability of participants. A direct link between the job search training activities and job readiness must be established for a component to be approved.

Job Retention Services

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

5. Sequencing of Components

The following are Nevada's sequencing of components:

- a. Attend orientation workshop;
- b. Complete a skills assessment and employment appraisal;
- c. Initiate an individual job search plan; and/or
- d. Refer for skill training, life skills job readiness, vocational education and approved support services, such as transportation, interview outfits, personal items, tools, work cards, etc., if appropriate.
- e. Once the participant becomes employed they are allowed support services for the first 30 days of employment.

6. Other Employment Programs

NEON

Nevada has adopted a "mini" Simplified SNAP program. Non-exempt SNAP E&T individuals, 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 SNAP E&T 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.

Participants who are non-compliant with the NEON program are provided the opportunity to cooperate with the SNAP E&T requirements. Standard sanction procedures and penalties apply if they fail to comply with the SNAP E&T requirements.

SNAP E&T funds are not used to support participant activities in the NEON program.

JobConnect

JobConnect is Nevada's "One-stop" Workforce Development System. Division staff may assist participants in registering at JobConnect, referring to job openings listed through the JobConnect system and/or refer individuals to JobConnect for individualized training and employment assistance.

7. Workforce Development System

Job Connect – In response to the Workforce Investment Act (WIA) Nevada developed a "one-stop" system of information and service delivery, which is customer, not program, driven.

Nevada JobConnect Career Centers are user-friendly facilities located throughout the state that provide businesses and job seekers with personalized attention and a variety of valuable services, including job listings, job placement, work registration, labor market information, career information and guidance, assessment, information about education and training opportunities, unemployment insurance information, information on filing for unemployment insurance, resume preparation, referrals to other partner agency services, and more. There are ten (10) one-stop locations operational in Nevada.

The Division refers participants to JobConnect for a variety of services based on the individuals needs.

8. Outcome Data

Nevada manually collects data on the number of SNAP E&T participants who attend orientation, begin job search activities and find employment. Data on employment hours and wages is collected and reported. Approximately twenty-seven percent (27%) of invited mandatory SNAP E&T participants begin job search activities. About fifteen percent (15%) of the job search participants obtain employment with an average wage of \$10.21 and work an average of 29 hours per week (see Caseload Report Attachment A).

B. PROGRAM COMPONENTS

1. Job Search/Job Search Training

- a. **Description of component:** Following the initial determination of eligibility, newly approved participants are invited to attend an orientation where they are informed about the SNAP E&T job search requirements and available support services. Instruction is provided on job search techniques consisting of appropriate interviewing technique, preparation for interviewing and procedures for follow-up on job contacts. Individual skill assessments are completed and the first of two four-week job searches is assigned. Job contacts are monitored through a random verification process by checking the validity and quality of at least two out of ten employment contacts required.
- b. **Type of Component:** Job Search/Job Search Training is a non-work component.
- c. **Geographic areas covered:** Participants in all geographic areas are subject to participation. Statewide operation enables SNAP recipients in rural Nevada to utilize the SNAP E&T services. (See Attachment B) In rural areas staff may be responsible for both the eligibility and employment program functions. In larger geographical areas, some staff members are dedicated to the employment program.
- d. **Anticipated number of work slots to be filled by ABAWDs per month:** N/A
- e. **Anticipated number of other participants each month:**
721(Table 2 #3)
- f. **Duration:** Mandatory participants must attend the program orientation and job search workshop. Eight weeks of job search is required in a consecutive 12-month period with a minimum of ten (10) job contacts per four week period. Once a consecutive 12-month period has expired, SNAP E&T mandatory participants are required to attend an additional SNAP E&T orientation and eight weeks of job search within a new 12-month period. Job retention services will be supported for the first 30 days after becoming employed through the SNAP E&T program with approved support services.

- g. **Organizational responsibilities:** The State of Nevada administers the SNAP E&T program. Our Family Services Specialists and Administrative Assistant IVs conduct the orientations and monitor the job search contacts and new employment.
- h. **Number of participants expected to receive a participant reimbursement and the estimated amount of reimbursements to be paid:**
1. Projected Transportation Reimbursement
 - a. Job Search—\$24,750.00 (990 X \$25.00)
 - b. Job Retention—\$2,750.00 (110 X \$25.00)
 2. Projected Bus Passes
 - a. Job Search—\$21,060.00 (1800 X \$11.70)
 - b. Job Retention—\$2,340.00 (200 X \$11.70)
 3. Projected Other Support Services
 - A. Job Search
 - a. Driver's license = \$1,196.25 (29 X \$41.25)
 - b. Health cards = \$2,600.00 (65 X \$40.00)
 - c. Sheriff's cards = \$1,960.00 (28 X \$70.00)
 - d. Work attire/special tools=\$34,560 (192 X \$180.00)
 - e. ID/TAM cards = \$540.00 (27 X \$20.00)
 - f. License fees/test fees = \$2,430.00 (27 X \$90.00)
 - B. Job Retention Services
 - a. Driver's license = \$123.75 (3 X \$41.25)
 - b. Health cards = \$280.00 (7 X \$40.00)
 - c. Sheriff's cards = \$210.00 (3 X \$70.00)
 - d. Work attire/special tools=\$3,780 (21 X \$180.00)
 - e. ID/TAM cards = \$60.00 (3 X \$20.00)
 - f. License fees/test fees = \$270.00 (3 X \$90.00)

Total projected support service cost = \$98,910

The State projected number of participants to be served is limited to state general fund availability and federal match.

Total projected transportation and support services cost = \$98,910 for both job search and job retention services.

4. Child Care Reimbursement

Nevada does not anticipate any SNAP E&T child care reimbursements due to partnerships with the Child Care Assistance Program and Workforce Investment System.

i. **Total cost of the component and cost per participant**

Anticipated costs of 3158 participants placed in the job search component = $\$89,096/3158 = \28.21 per participant.

Anticipated costs of 350 participants placed in the job retention component = $\$9,814/350 = \28.04 per participant.

PART II

PROGRAM PARTICIPATION AND EXEMPTIONS

Nevada's monthly average of new work registrants (SNAP E&T caseload) in state fiscal year 2015 was 5,539. Nevada is projecting the monthly new registrant average to increase to 6,144 in fiscal year 2016 due to a current projected SNAP participation increase of 10.92%.

A. WORK REGISTRANT POPULATION

1. Number of Work Registrants

- a. Nevada projects 80,893 work registrants in Nevada as of October 1, 2015.
- b. Nevada projects 75,534 new work registrants to be added between October 1, 2015 and September 30, 2016.
- c. Nevada anticipates 156,426 total work registrants in the state from October 2015 through September 2016.

2. Unduplicated Work Registrant Count

The estimated number of work registrants is based on an unduplicated count of individuals. Individuals are not included in the reported work registrant counts more than once in any fiscal year

3. Characteristics of Work Registrants

A characteristics report of the work registrant population in Nevada is not currently available.

B. EXEMPTION POLICY

1. Categorical Exemptions

- a. WIA registrants: In areas where there is a WIA and Welfare office, efforts are made to develop special classes or training programs designed toward job placements.

2. Individual/Personal Exemptions

State exemptions are granted when:

- a. An individual has an application pending with the Social Security Administration (SSA) for Supplemental Security Income (SSI);
- b. An individual is determined to have medical or family problems affecting availability for work or ability to seek or obtain employment. (i.e., apparent alcohol and/or drug abuse, 4th or subsequent month of pregnancy);
- c. Child care costs exceed \$200 per dependent under age 2 or \$175 for children 2 years and older per month;
- d. An individual has been temporarily laid-off and the employer verifies they are expected to return to work in less than 90 days.
- e. Individuals are working a minimum of 20 hours weekly or receiving weekly earnings equal to 20 hours per week at the federal minimum wage.
- f. A participant is living outside the metropolitan area of Clark or Washoe Counties.
- g. Individuals are homeless.

3. Grantor of Exemptions

Staff determine work registration status at approval, recertification and whenever a change affecting work registration status becomes known.

C. NUMBER OF WORK REGISTRANTS EXEMPT FROM THE E&T PROGRAM

See Table 1.

D. PLANNED E&T PROGRAM PARTICIPATION

See Table 2.

E. ABAWD INFORMATION

See Table 1 & Table 2.

PART III

PROGRAM COORDINATION

A. PROGRAM COORDINATION (See Organization and Client Flow Charts - Attachments C and D).

1. Narrative Coordination Statement

Eligibility staff determines each participant's work registration status when SNAP benefits are approved or recertified. The decision is based on the information provided and verified during the application process. This status is reviewed and updated throughout the SNAP certification period as household circumstances change.

The work registration status is entered in NOMADS, the Division's eligibility system. A batch job runs each night to create a holding file of new work registrants. This process contains a number of system edits and data reliability checks designed to ensure the integrity of the work registration status of each individual. The holding file is then downloaded to OASIS, the Division's employment and training management system.

Employment staff uses OASIS to generate notices inviting work registrants listed in the holding file to an employment and training (E&T) workshop/job search orientation. During this orientation participants are screened and those determined to be "job ready" are required to participate in the job search component. Compliance with program requirements is monitored. "Good cause" claims are evaluated by employment staff with the exception of a voluntary quit situation. Claims of "good cause" for voluntary quit situations are made by eligibility staff.

All non-exempt persons who fail, without good cause, to cooperate or participate in the E&T program are afforded a conciliation period to claim good cause and/or rectify the situation prior to sanctioning. The conciliation period begins no later than five (5) working days following the date the infraction occurred. A "Notice of Noncompliance" is generated by OASIS and mailed by employment staff or the state mail room. The notice advises the participant of the specific requirement they failed to meet, the ten (10) day conciliation period and how to contact the Division to resolve the issue.

If there is no response, good cause is not substantiated or the registrant is determined to be out of compliance a second (2nd) or subsequent time (during a cure factor assignment) the employment staff are required to place the registrant in sanction status within OASIS. When the registrant is sanctioned in OASIS, NOMADS is updated with this information through an automated process. The eligibility staff is notified of the sanction by the

employment staff within five (5) days of the action. Eligibility staff are required to take appropriate action within ten (10) working days of receiving the notification.

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

The NOMADS system stores the disqualification information and prevents a participant from regaining eligibility until the employment unit has certified the participant is in compliance with the program.

2. Information Coordination

Information is coordinated and exchanged between employment and eligibility staff via NOMADS, OASIS, email, phone and/or manually transmitted forms.

Please see #1 above for processes and timeframes.

3. Coordination of Time Frames

Coordination of time frames is explained in #1 above.

B. INTER-AGENCY COORDINATION

1. Areas of Coordination

Services are coordinated with the following agencies:

- a. Department of Employment, Training and Rehabilitation (DETR);
 - Career Enhancement Program;
 - Vocational Rehabilitation;
 - Division of Employment Security (DETR/ESD);
- b. Nevada Job Connect – The WIA based ‘One-Stop’ system that provides information about access to a wide array of job training, education and employment services in neighborhood locations.
- c. WIA partners offering educational and training services
- d. New Employees of Nevada (NEON)

2. Methods of Coordination

The Division coordinates with organizations to find solutions which provide welfare recipients, needed services to achieve self-sufficiency. Referrals are generally informal and rely on the regular intake policies for the agencies. Staff does participate in interagency meetings/initiatives to stay apprised of employment opportunities for participants.

C. CONTRACTUAL ARRANGEMENTS

N/A – Nevada does not contract out SNAP E&T program services.

PART IV

PROGRAM COSTS AND FINANCIAL MANAGEMENT

A. PLANNED COSTS OF THE STATE EMPLOYMENT AND TRAINING PROGRAM

Nevada's SNAP E&T proposed budget for federal fiscal year 2016 is \$867,126.

In addition to federal funding to administer and operate the SNAP E&T program, Nevada budgets for participants to receive support services which are reasonably necessary and directly related to participation in the program and/or to support the first month of employment if a job is obtained during participation. Support services include:

- Purchase and issuance of bus passes for public transportation;
- Payments of no more than \$25 bi-weekly for the reimbursements for the cost of non-public transportation.
- Special need items such as legal identification, health cards, gaming (work) cards, clothing, shoes, and tools limited to no more than \$200 per year per participant. Participants are issued vouchers specifying the vendor, items to be purchased and amount authorized for the purchase. Vendors are reimbursed when vouchers are returned with a receipt/invoice verifying the purchase of approved items. Participants may be reimbursed for purchased items, if a receipt/invoice verifying the purchase of approved items is provided.

Regulations stipulate support service payments are to be reimbursed by 50% state funds and 50% federal funds.

1. Operating Budget

See Table 4.

2. Sources of Employment and Training Funds

See Table 5.

3. Justification of Education Costs

The Division of Welfare and Supportive Services assures that supplanting Nevada education costs from Nevada to the federal government has not and will not occur.

B. CONTRACTS

Nevada has contracted with Citizen Area Transit (CAT) in Southern Nevada and Regional Transportation Commission (RTC) in Northern Nevada to purchase bus passes for distribution to participants needing transportation assistance.

See Table 4.

C. PARTICIPANT REIMBURSEMENT

The Nevada State Legislature approves the Division's budget authorizing state funding expenditures up to \$50,000 for SNAP E&T support services. This is sufficient to support Nevada's request for federal matching funds for Federal Fiscal year 2016.

1. Method of Reimbursement

Securing biennial funding for SNAP E&T requires the submittal of a budget document to the state budget office by August 15th of the year prior to the biennial legislative session. The budget package includes a line item breakdown of expenditures and potential funding sources to accommodate those costs. A narrative accompanies the budget document explaining how each component will be used. Presentation is made to the state budget office beginning on or after September 1st and may be modified through the end of December. Approval is subject to availability of state matching funds and overall priorities of the executive branch.

Between February and June of odd years, the state legislature takes into consideration all budget requests, as recommended by the Governor. Agencies have the opportunity at that time to discuss their requests and offer testimony pertinent to the individual programs. Passage of the final budget is made by close of session, which is limited to 120 days. Nevada's legislature considers and approves the state's budget on a biennial basis.

Budget revisions may be made between legislative sessions via a request to the Interim Finance Committee.

2. Procedure for Reimbursement

Nevada uses four methods of reimbursement/allowances for participants.

Bus passes

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

Transportation Reimbursement

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

Vouchers

A voucher may be issued to authorize the purchase of gas, clothing, work cards, etc. The voucher identifies the participant, the vendor where it can be redeemed, the items the individual is authorized to purchase, and the amount authorized. Vouchers are generated and issued from the OASIS system and soft copies are maintained in the system. Participants provide the voucher to the vendor in turn for the goods authorized. The vendor then redeems the voucher by returning it to the Division with an invoice or receipt verifying the purchase. Employment staff verifies the goods received were those authorized, enters the payment amount in the system and forwards a hard copy of the voucher with the receipt/invoice to the Accounting Unit for processing. Accounting staff provide final approval for the payment requested and process the payment via OASIS through the Controller's Office.

All vouchers are generated, issued and authorized for payment through the OASIS system, which provides a number of checks and balances including: vouchers may only be issued to vendors with good standing, vouchers cannot be issued with authorized amounts in excess of the limitations set, payment amounts cannot exceed the authorized amount without higher level approval from central office staff, security roles ensure accounting staff can not pay a voucher that has not been approved by employment staff and employment staff can not actually issue a payment to the vendor directly.

The system posts all payments to the online case history of the participant's record.

Participant Reimbursement

The Division may provide reimbursements for support services (clothing, work cards, etc.) to program participants. After discussing the needed support services with their case manager, the participant purchases the items on their own. The participant provides the invoice or receipt verifying the purchase of items. Employment staff verifies the items purchased were acceptable and enters the payment amount in the OASIS system. Warrants are issued directly to the participant.

D. COST ALLOCATION

The Division of Welfare and Supportive Services (DWSS) has a Cost Allocation Plan (CAP) that has been approved by the Federal Division of Cost Allocation. It is reviewed annually and if necessary, amended.

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

PART V

PROGRAM REPORTING AND MANAGEMENT INFORMATION

A. METHOD FOR OBTAINING INITIAL COUNT OF WORK REGISTRANTS

The DWSS NOMADS computer system reads the SNAP file each October 1st to identify all work registrants. A file is created with the social security number and date of approval of the identified work registrants. Every workday after the file is initially created, the file is processed to identify new work registrants by social security number and date of approval. If the work registrants are not already present in the file, they are added.

B. METHOD FOR ENSURING AN UNDUPLICATED WORK REGISTRANT COUNT

The work registrant file created in "A" 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.

C. METHODS FOR MEETING ONGOING FEDERAL REPORTING REQUIREMENTS

Using Crystal, through the NOMADS system, programmers prepare an Ad Hoc report. This report provides unduplicated new work registrant and participant exemption data. The Work Registrant reports are automated.

1. Management Information System (MIS) Method

a. Type of MIS

Automated reports consist of predefined activities selected by date and category.

b. Local reporting requirements

Local offices report monthly to the SNAP E&T Program Specialist in Central Office the number of E&T participants invited to a workshop, the number of E&T participants who begin job search, participants who obtain employment, employment code, participants' hourly wage, and hours worked per week. The District Offices in Las Vegas and Reno also report the number of non-compliance notices and sanctions issued to participants.

2. Organizational Responsibility for E&T Reporting

- a. Maria Wortman-Meshberger, Social Services Program Specialist II, located in the Division of Welfare and Supportive Services, Central Office, is responsible for non-financial reporting. Mrs. Wortman-Meshberger's telephone number is (775) 684-0506. She reports to Lori Wilson, Chief of Employment and Support Services. Ms. Wilson's telephone number is (775) 684-0626.
- b. Crystal Buscay, Management Analyst III, located in the Accounting Unit of the Division of Welfare and Supportive Services, Central Office, is responsible for the financial reporting. Mrs. Buscay's telephone number is (775) 684-0682. She reports to Lee Ann Hollingsworth, Chief of Accounting. Ms. Hollingsworth's telephone number is (775) 684-0660.

**DIVISION OF WELFARE &
SUPPORTIVE SERVICES**

SNAP

EMPLOYMENT & TRAINING

FISCAL YEAR

2016

STATE PLAN

TABLES 1-5

TABLE 1

**ESTIMATED PARTICIPANT LEVELS
FISCAL YEAR 2016**

A. Anticipated number of work registrants in the State during the Fiscal Year.	<u>156,426</u>
B. List planned exemption categories and the number of work registrants expected to be included in each during the fiscal year.	
1. Applying SSI	<u>222</u>
2. Alcohol / Drug Use	<u>7</u>
3. 4th + Pregnant	<u>1,101</u>
4. Excess C/C Costs	<u>5</u>
5. WIA	<u>3</u>
6. Lay off 90 Days or Less	<u>198</u>
7. Waiver Area	<u>9,358</u>
8. Individuals Working 20+Hours	<u>4,812</u>
9. Homelessness	<u>10,274</u>
	<i>Total</i> <u>25,980</u>
C. Percent of all work registrants exempt from E&T (B/A)	<u>17%</u>
D. Number of E&T mandatory participants (A-B)	<u>130,446</u>
E. Anticipated number of ABAWDs in the State during the fiscal year.	<u>96,388</u>
F. Anticipated number of ABAWDs in waived areas of the State during the fiscal year.	<u>96,388</u>
G. Anticipated number of ABAWDs to be exempted under the State's 15% ABAWD exemption allowance during the fiscal year.	<u>0</u>
H. Number of at-risk ABAWDs expected in the State during the fiscal year (E-(F+G))	<u>0</u>

TABLE 2

**ESTIMATED E&T PLACEMENTS
FISCAL YEAR 2016**

1. Number of ABAWD applicants and recipients expected to participate in a qualifying ABAWD component each month.	<u>0</u>
2. Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) expected to participate in a component each month.	<u>721</u>
3. Total number of applicants and recipients the State agency expects to participate in a component each month during the fiscal year.	<u>721</u>

**ESTIMATED INDIVIDUAL PARTICIPATION
FISCAL YEAR 2016**

1. Number of individuals expected to participate in the E&T Program during the fiscal year.	<u>3,087</u>
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¹ Estimate the numbers that will participate in components each month and total them on line 3. This information represents a duplicate count of participants over the course of the fiscal year and corresponds to lines 3 and 4 on the FNS-583, E&T Program Activity Report.

² Estimate the unduplicated numbers of individuals who will participate during the fiscal year. This information corresponds to line 7 on the FNS-583.

TABLE 3

SUMMARY OF INTERAGENCY COORDINATION FOR THE E&T PROGRAM IN FISCAL YEAR 2016				
	Areas of Coordination	Agencies	Number of E&T Placements Expected	Methods of Coordination
1.	Delivers an E&T component	Welfare Division	3,087	Supplemental Nutrition Assistance Program (SNAP) individuals receiving TANF and participating in the NEON program are considered to meet the SNAP E&T requirement.
2.	The E&T program delivers a service for another agency or program	None		
3.	Joint component of the E&T program and another agency or program	Welfare Division & Employment Security Division		Workforce Service Representatives are housed in some of the Welfare Division offices.
4.	Referral of individuals from the E&T program to another program or agency	Workforce Investment Act - WIA		* Referrals to Nevada Job Connect - The WIA based 'One-Stop' system that provides information about access to a wide array of job training, education and employment services in neighborhood locations. * Career Enhancement Program (CEP) may assist in paying for work related items. CEP can also pay for skills training classes. * Vocational Rehabilitation * Division of Employment Security (DETR/ESD)
5.	Other forms of coordination	None		

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING
TABLE 4
OPERATING BUDGET
FISCAL YEAR 2016**

COMPONENTS	STATE AGENCY COSTS		Contractual Costs (4)	PARTICIPANT REIMBURSEMENT [State + Federal]		State Agency Cost for Dependent Care Services (7)	TOTAL	
	Salary & Benefits (2)	Other Costs (3)		Dependent Care (5)	Transportation & Other Costs (6)			
Non-ABAWD JOB SEARCH	\$316,212	\$82,682	\$0	\$0	\$90,061	\$0	\$488,955	8)
JOB RETENTION*	\$35,135	\$9,187	\$0	\$0	\$9,939	\$0	\$54,261	9)
Total Component Costs							\$543,216	Total of 8 & 9
Overall State Agency E&T Operational (Admin) Costs							\$325,000	10)
Total State E&T Costs							\$868,216	11) Overall Total

2) Salary & Benefits: See Attachment E

3) Other Costs: In State Travel for Employees (\$3800); Out of State Travel for Employees (\$0); Operating Costs (rent, utilities, telephones and equipment) \$86000 + 1 satellite card monthly costs (\$ 39.99x12=\$479); Office Supplies (\$1590); = \$91869

4) Contractual Costs: \$0

5) Dependent Care: \$0

6) Transportation & Other Costs Breakdown: Gas Reimbursements to Clients (\$ 28,750); Bus Passes to Clients (\$23,400); Support Services to Clients (drivers license, health cards, sheriff card cards, work attire and special tools that may be needed for employment) (\$ 47,850) = \$100,000

7) State Agency Cost for Dependent Care Services: \$0

8) The total of Job Search Component Costs: \$ 488,955

9) The total of Job Retention Component Costs: \$54,261

Total Component Costs: \$ 543,216

10) Overall State Agency E&T Operational Costs = Allocated Salary Costs for Program Specialist, IT staff (maintenance), Accounting Staff, Chief, Deputy Administrator, Administrator, Janitorial Staff \$325,000

11) Total Component Costs \$543,216 (includes State/Federal Trans/Other Costs \$100,000) + Overall State Agency E&T Operational Costs \$325,000 = \$868,216.

*Job Retention services are approximately 10% of all costs.

TABLE 5

**PLANNED FISCAL YEAR COSTS OF THE SNAP E&T PROGRAM
BY CATEGORY OF FUNDING - FY 2016**

FUNDING CATEGORY	APPROVED FISCAL YEAR 2015	ESTIMATED FISCAL YEAR 2016
1. 100 % Federal E&T Grant:	\$681,629.00	\$768,216.00
2. Share of \$20 Million ABAWDs Grant	\$0.00	\$0.00
3. Additional E&T Administrative Expenditures:		
50% Federal:	\$0.00	\$0.00
50% State:	\$0.00	\$0.00
4 Participant Expenses:		
a. Transportation/Other:		
50% Federal	\$42,739.00	\$50,000.00
50% State	\$50,000.00	\$50,000.00
b. Dependent Care:		
50% Federal:	\$0.00	\$0.00
50% State:	\$0.00	\$0.00
5. Total E&T Program Costs [1 + 2 + 3+ 4a+4b = 5]	\$774,368.00	\$868,216.00
6. 100% State Agency Costs for Dependent Care	\$0.00	\$0.00
7. Total Planned E&T Program Costs [5+ 6 = 7]	\$774,368.00	\$868,216.00

**DIVISION OF WELFARE &
SUPPORTIVE SERVICES**

SNAP

EMPLOYMENT & TRAINING

FISCAL YEAR

2016

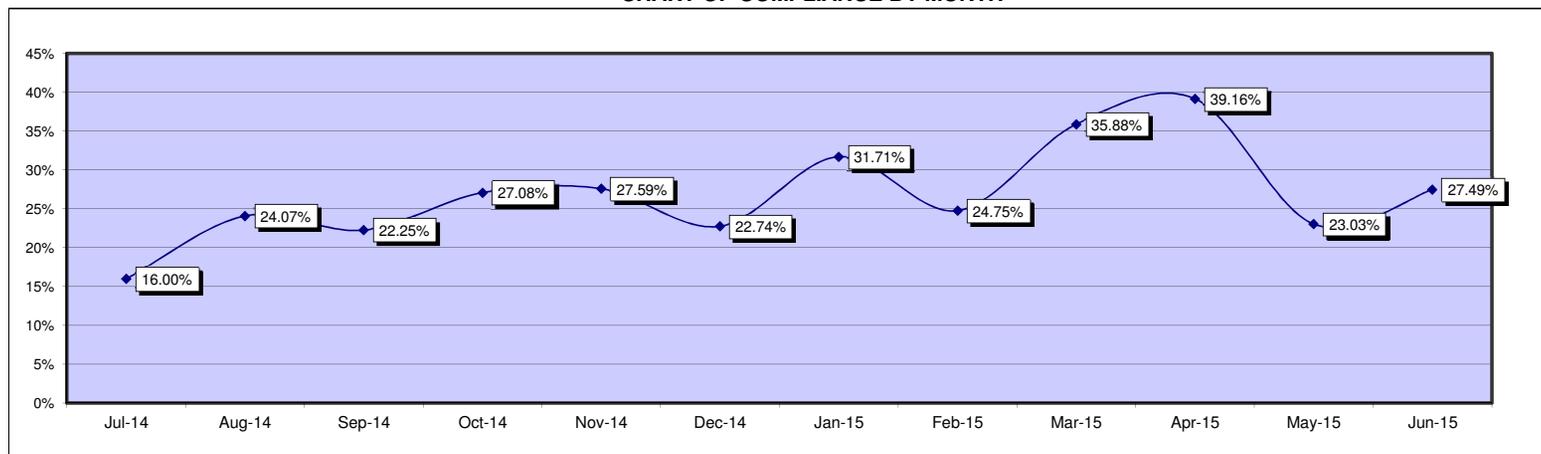
STATE PLAN

ATTACHMENTS

**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING
EMPLOYMENT STATISTICS
STATE FISCAL YEAR 2015
ATTACHMENT A**

MONTH	WORKSHOP NUMBER	NUMBER OF PARTICIPANTS INVITED	NUMBER OF THOSE BEGINNING JOB SEARCH	NUMBER OF THOSE IN COMPLIANCE	EMPLOYMENT OBTAINED	AVERAGE HOURS	AVERAGE WAGE	TOTAL NUMBER SANCTIONED
July-14	21	1,050	168	16.00%	47	29	\$11.29	-
August-14	9	648	156	24.07%	27	30	\$10.27	-
September-14	11	683	152	22.25%	31	31	\$10.12	10
October-14	13	853	231	27.08%	25	30	\$9.70	6
November-14	12	830	229	27.59%	32	28	\$9.31	137
December-14	11	853	194	22.74%	24	30	\$10.87	132
January-15	7	410	130	31.71%	25	28	\$10.03	52
February-15	4	408	101	24.75%	15	29	\$10.05	44
March-15	7	680	244	35.88%	36	26	\$10.83	84
April-15	9	526	206	39.16%	16	29	\$8.68	76
May-15	15	1,103	254	23.03%	31	30	\$10.13	78
June-15	15	1,095	301	27.49%	41	31	\$11.19	129
TOTALS	134	9,139	2,366					748
AVERAGE TOTALS	11	762	197	26.81%	29	29	\$10.21	75
AVRG TOTALS '14	21	769	242	31.53%	36	28	\$10.06	
AVRG TOTALS '13	19	545	205	37.04%	32	29	\$10.37	
AVRG TOTALS '12	22	603	255	42.52%	29	28	\$9.57	

CHART OF COMPLIANCE BY MONTH

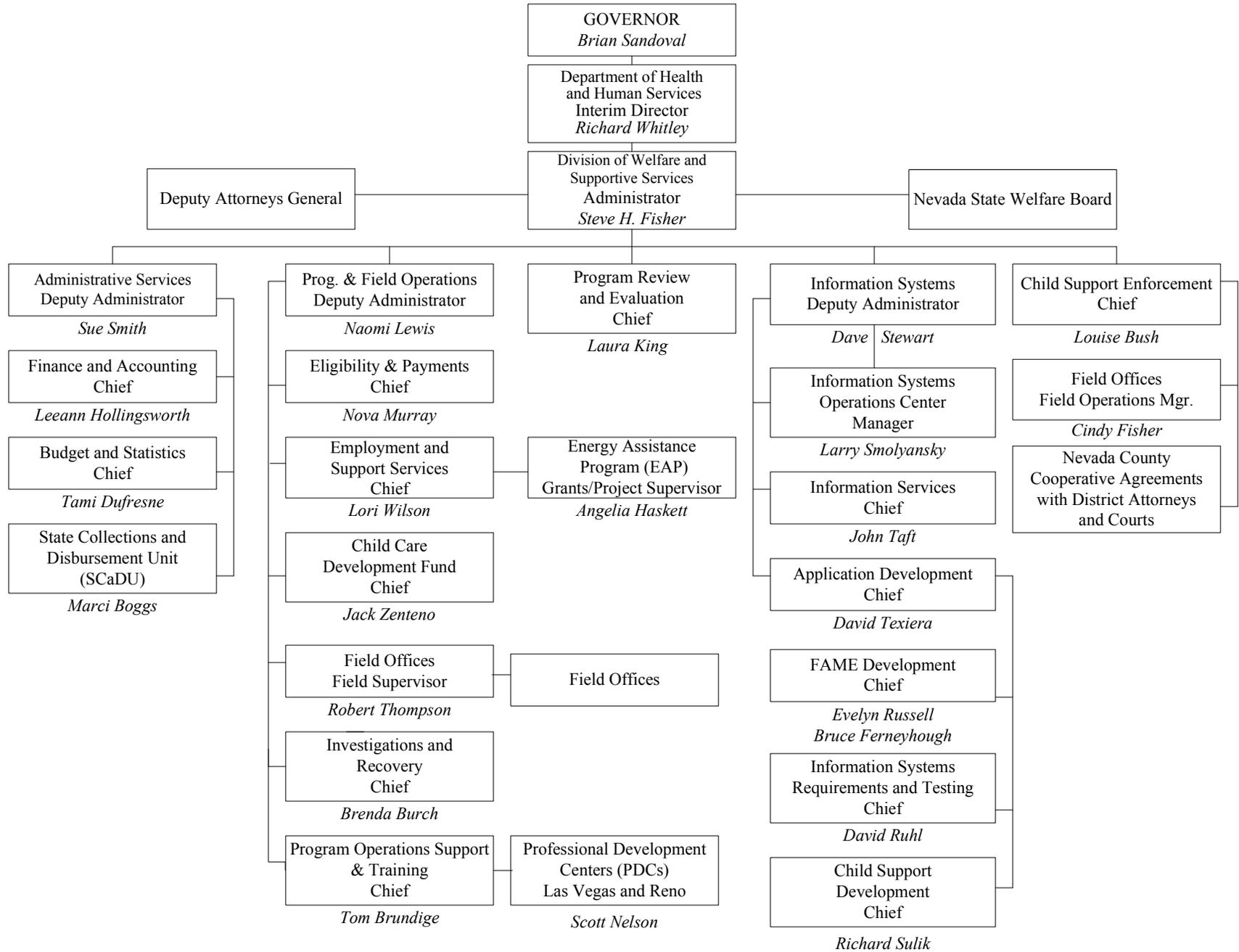


DIVISION OF WELFARE AND SUPPORTIVE SERVICES SFY 2010 FACT BOOK

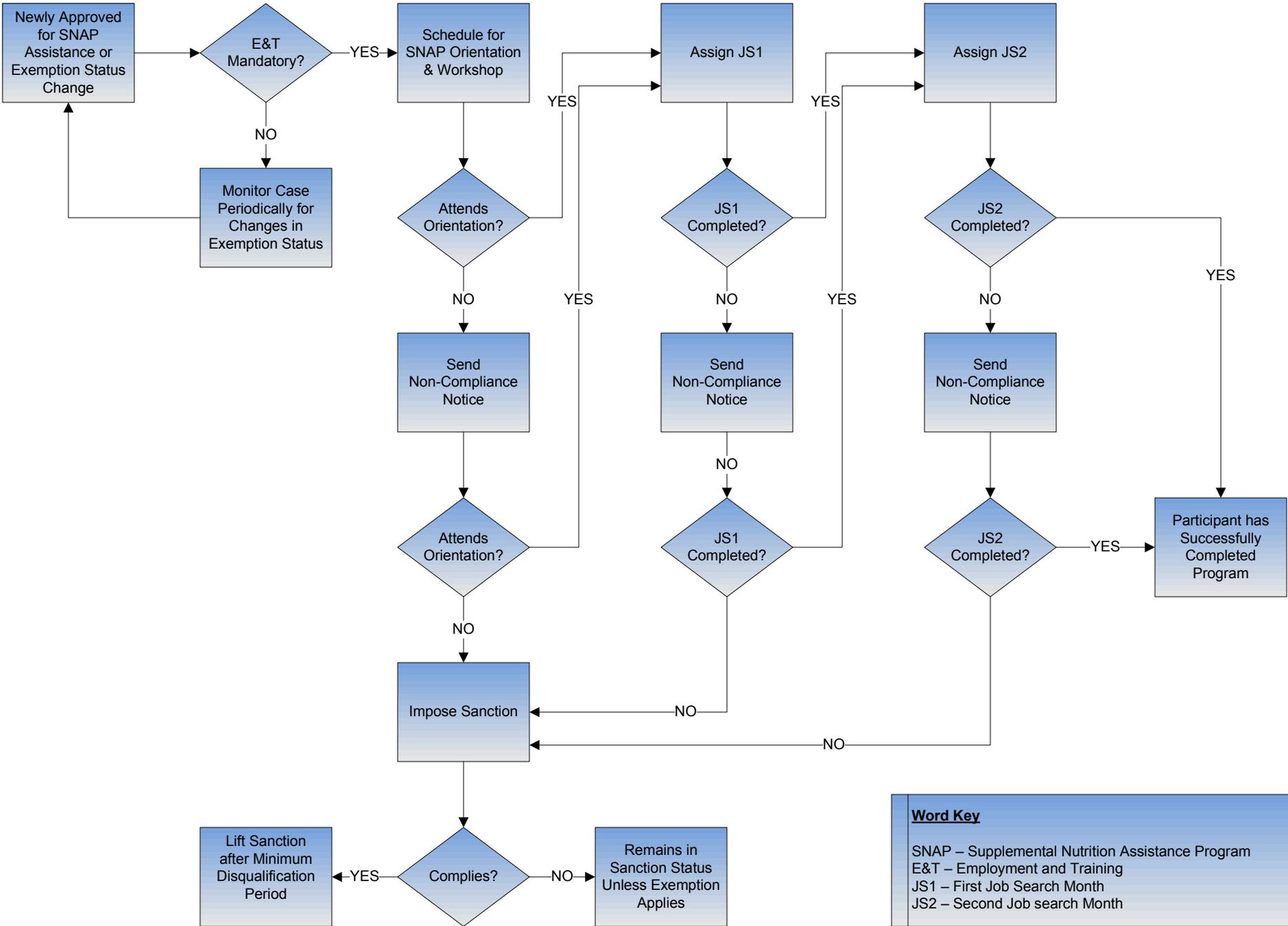


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ATTACHMENT C
ORGANIZATION OF MAJOR PROGRAMS WITHIN THE DIVISION OF WELFARE AND SUPPORTIVE SERVICES



ATTACHMENT D – SNAP E&T FLOW CHART



Word Key

- SNAP – Supplemental Nutrition Assistance Program
- E&T – Employment and Training
- JS1 – First Job Search Month
- JS2 – Second Job search Month

Attachment "E"

Proposed Personnel Costs for FY2016

LOCATION	POSITION #	% WORKER WORKS ON SNAP E&T	JOB TITLE	GRADE/STEP	HRLY RATE	BI-WKLY RATE	YEARLY SALARY COSTS	FRINGE BENEFITS BI-WKLY	FRINGE BENEFITS YEARLY	MONTHLY GROUP INSURANCE	YEARLY GROUP INSURANCE	PROPOSED TOTAL WITH ANNUAL EE/ER COMP SCHEDULE	Raise	Step Increase	Total Salary	TOTAL FFY SALARY COST PER % EMPLOYEE WORKS ON SNAPET
SPDC-LV	4389	100.00%	Administrative Assitant IV	29-01	\$16.99	\$1,359.20	\$35,339.20	\$277.63	\$7,218.38	\$701.73	\$8,420.76	\$50,978.34	\$1,060.18	\$1,625.60	\$53,664.12	\$53,664.12
SPDC-LV	3768	100.00%	Family Services Specialist II	31-10	\$27.12	\$2,169.60	\$56,409.60	\$439.12	\$11,417.12	\$701.73	\$8,420.76	\$76,247.48	\$1,692.29	\$0.00	\$77,939.77	\$77,939.77
SPDC-LV	4379	100.00%	Administrative Assitant IV	29-01	\$16.99	\$1,359.20	\$35,339.20	\$269.86	\$7,016.36	\$701.73	\$8,420.76	\$50,776.32	\$1,060.18	\$1,625.60	\$53,462.10	\$53,462.10
Reno-RE	3800	100.00%	Family Services Specialist II	31-02	\$19.21	\$1,536.80	\$39,956.80	\$310.37	\$8,069.62	\$701.73	\$8,420.76	\$56,447.18	\$1,198.70	\$1,838.01	\$59,483.90	\$59,483.90
Reno-RE	4222	85.00%	Administrative Assitant IV	29-01	\$16.99	\$1,359.20	\$35,339.20	\$272.88	\$7,094.88	\$701.73	\$8,420.76	\$50,854.84	\$1,060.18	\$1,625.60	\$53,540.62	\$45,509.53
Reno-RE	4224	50.00%	Administrative Assitant IV	29-01	\$16.99	\$1,359.20	\$35,339.20	\$272.23	\$7,077.98	\$701.73	\$8,420.76	\$50,837.94	\$1,060.18	\$1,625.60	\$53,523.72	\$26,761.86
Reno-RE	4223	50.00%	Administrative Assitant IV	29-01	\$16.99	\$1,359.20	\$35,339.20	\$271.01	\$7,046.26	\$701.73	\$8,420.76	\$50,806.22	\$1,060.18	\$1,625.60	\$53,492.00	\$26,746.00
Rural Dos																\$343,567.27
Carson City	3017	2.50%	Family Services Specialist II	31-06	\$20.20	\$1,616.00	\$42,016.00	\$526.41	\$13,686.66	\$701.73	\$8,420.76	\$64,123.42	\$1,260.48	\$1,932.74	\$67,316.64	\$1,682.92
Eiko	3137	2.50%	Family Services Specialist II	31-07	\$21.09	\$1,687.20	\$43,867.20	\$556.08	\$14,458.08	\$701.73	\$8,420.76	\$66,746.04	\$1,316.02	\$2,017.89	\$70,079.95	\$1,752.00
Ely	3497	2.50%	Family Services Specialist II	28-01	\$16.31	\$1,304.80	\$33,924.80	\$260.63	\$6,776.38	\$701.73	\$8,420.76	\$49,121.94	\$1,017.74	\$1,560.54	\$51,700.22	\$1,292.51
Fallon	0018	2.50%	Family Services Specialist II	31-04	\$20.90	\$1,672.00	\$43,472.00	\$356.11	\$9,258.86	\$701.73	\$8,420.76	\$61,151.62	\$1,304.16	\$1,999.71	\$64,455.49	\$1,611.39
Pahrump	3496	2.50%	Family Services Specialist II	31-02	\$18.45	\$1,476.00	\$38,376.00	\$303.46	\$7,889.96	\$701.73	\$8,420.76	\$54,686.72	\$1,151.28	\$1,765.30	\$57,603.30	\$1,440.08
TOTAL												\$682,778.06				\$7,778.89

Las Vegas (LV) Staff: 3 full-time positions effective 2011. Reno (RN) Staff: 2 positions. Areas outside the metropolitan areas of Clark and Washoe Counties are exempt, unless an otherwise mandatory individual wants to participate.

0% increase Cost of Living Raise