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A. Cover Page and Authorized Signatures

State: West Virginia

State Agency Name: Department of Health & Human Resources

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): 8/15/2023

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

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Certified By:

Jamie M. Cole

State Agency Director (or Commissioner)

8/10/23

Date

Certified By:

Yancy Buchner

State Agency Fiscal Reviewer

8/4/2023

Date

B. Amendment Log

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

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

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

Table B.I. Amendment Log

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

C. Acronyms

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

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

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
BFA	Bureau for Family Assistance
CWN-1	Consolidated Work Notice (WV)
DHHR	Department of Health and Human Resources
DHS	Department of Human Services
E&T	Employment and Training
FPL	Federal Poverty Limit
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
HISET	High School Equivalency Test
ICT	Interagency Collaborative Team
ITO	Indian Tribal Organization
MACC	Mid-Atlantic Career Consortium
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WDB	Workforce Development Board
WIOA	Workforce Innovation and Opportunity Act
WRAPS	Workforce Readiness and Professional Success
WVDE	West Virginia Department of Education
WVI	West Virginia Invests

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 checked="" 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

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

The mission of West Virginia's SNAP E&T program is to reduce reliance on SNAP benefits, while providing participants the ability to gain skills, knowledge, and training that has a direct link to employment. The goal is to see more West Virginians become self-sufficient. The program seeks to serve often underserved populations and provide a vehicle to meet one's unique goals. The state envisions SNAP E&T to be a program designed specifically to increase human resources in the local labor market, while balancing the needs of local employers. BFA works in tandem with local Workforce partners to supply the human resources necessary to fill in-demand employment sectors.

West Virginia operates a voluntary SNAP E&T program. The state chooses to prioritize individuals who have made the decision to seek assistance with gaining employability. The program focuses on identifying short-term training options that will lead participants to higher earning power. The SNAP agency routinely works with non-profits, other government agencies, SNAP E&T third party partners and the local Workforce system to determine in-demand occupations and fulfill employment sector needs. In-demand employment sectors in West Virginia include but are not limited to construction, medical services, welding, plumbing, gambling dealer services, energy sector, certified truck driving and heavy equipment operators.

SNAP E&T is a primary partner in West Virginia combined WIOA plan. This means there is a "no wrong door in" approach for clients entering and exiting partner programming. Partner organizations work together to eliminate gaps in services, while not duplicating and creating barriers for mutual clients. West Virginia DHHR works closely with Workforce WV (the state Department of Labor) to better understand statewide labor market statistics and situational awareness regional in-demand occupations.

SNAP E&T third-party partners in West Virginia include Goodwill of Kanawha Valley, Coalfield Development, WV Women's Work and Blenko Glass.

Goodwill offers a program called SNAP to Skills that assesses pre-employment services, assists individuals with technology deficiency, provides dress to success program and on-the-job training for individuals lacking employment history. Goodwill focuses on the disabled population. Also, a felon friendly company.

Coalfield Development offers a program called Workforce Readiness and Professional Success (WRAPS). WRAPS is a blend of on-the-job training in areas such as sustainable agriculture, construction/deconstruction, landscaping/lawn care and building maintenance, combined with personal development and professional trainings and certificates. Explores life goals, money management, time management, connection to resources for housing and legal issues. Provides health and safety training, resume and interviewing skills and environmental safety certificates, such as OSHA 10. WRAPS is a 6-month training program. Also, a felon friendly company.

West Virginia Women Work is a statewide nonprofit organization that supports and advocates for the education, employment and economic equity for all women. Step Up for Women is a pre-apprenticeship training program of WV Women's Work Inc. which provides hands on training that cycles through introductory carpentry, electrical wiring and plumbing over the 11-week class. This program has an 80% employment placement following completion of the course.

New to FY2024 is DHHR's partnership with Blenko Glass. Blenko Glass Company is a family-owned glass factory specializing in hand-blown artisanal glass. Blenko Glass is a West Virginia private business with over 100 years of providing quality craftsmanship to Appalachian communities. The art of hand-blown glass making is in decline. Blenko Glass seeks to revive this market by creating its own skilled workforce through paid on-the-job training and a recognized apprenticeship.

The purpose of this SNAP E&T partnership is to provide unsubsidized on-the-job training and apprenticeship opportunities to SNAP participants. The apprenticeship is self-paced and allows for individuals of different walks of life to meet their goals. The average length of the apprenticeship is 3 years. Participants will learn and work under existing skilled Blenko Glass employees.

SNAP E&T services include assistance with Adult Basic Education/preparation for the High School Equivalency (HiSet) exam, supervised job search in coordination with local American Job Centers, placement in Community and Tech schools, placement in on-the-job training; and case management services that outlines clear and measurable goals that reflects the client's aspiration and areas of improvement. Case management consists of daily actions necessary to guide the participant to their personal plan. The case manager will also assist with resume building, introduction to potential employers, dress for success programs and developing soft pre-employment skills. West Virginia seeks to provide qualified, skilled employment candidates to our local labor markets.

The ABAWD time limit rules were reinstated in all 55 counties effective July 1, 2023. West Virginia is committed to working with our ABAWD population to ensure the ability to meet the work requirement through SNAP E&T providers, WIOA combined plan partners, and local outside organizations who work daily to provide opportunities for low-income participants.

SNAP E&T is administered on the state level through the Division of Family Assistance (DFA). DFA has the oversight authority for policy, procedure and monitoring of financial and program enrollment reporting. The Workforce Development Boards (WDB) are contracted through the state to provide case management, component placement and referral services to SNAP E&T participants. WDB communicates on a weekly basis with the DFA. The DFA employs four regional Job Developers to assist WDB in providing services to participants. The DFA is the contact between the WDB and county SNAP eligibility staff.

West Virginia's SNAP E&T policy can be found in Chapter 17 of the Income Maintenance Manual (IMM).

<https://dhhr.wv.gov/bcf/Services/familyassistance/Documents/Binder4.pdf>

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

State

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

N/A

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

SNAP E&T operates in all 55 counties. West Virginia's SNAP E&T program is 100% voluntary.

e) Provide a list of the components offered.

Supervised Job Search, Job Retention, Career/Technical Education Programs and Vocational Training, Work Activity, Pre-Apprenticeship (WBLPA), On-The-Job-Training

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

Income Maintenance Policy Manual; Chapter 17 SNAP E&T.

<https://dhhr.wv.gov/bcf/Services/familyassistance/IMMDocuments/Binder4.pdf>

II. Program Changes

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

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

1. Blenko Glass is a new SNAP E&T third party partner
Blenko Glass is a private business that seeks to build up its own internal workforce. The program has two tracks, one is a pre-apprenticeship, the other is an on-the-job training program. The pre-apprenticeship is a 6-month program that can lead to a 2-year full apprenticeship. The program is targeted to specific measurable goals and skill based. Completion of the apprenticeship provides an equivalent to an Association degree in Artisan Glass Blowing. This partnership serves two purposes, to employ and reduce reliance on SNAP benefits and to meet the needs of an established local employer.
2. The ABAWD time limits will be enforced in all 55 counties effective July 2023 to coincide with the reinstatement of SNAP closures due to ABAWD provisions per WV state code §9-8-2.
3. WV WIOA combined plan partners are currently implementing the “no wrong door in” approach in each WIOA region. This is a universal referral system created to meet the needs of participants of multiple programs through a holistic response. The no wrong door in method will be studied for data analysis and performance of several programs.
4. WV Rural Water Association will not be included as a FY2024 SNAP E&T third party partner

- b) Highlight any changes from the 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.

WV Rural Water Association will not be included in the FY2024 state plan due in part to the difficulty in getting this provider to work with the state agency to execute a partnership agreement. DHHR will retain a close working relationship with WVRWA to continue to create pathways for low-income individuals to become employed in water and water treatment career pathways. The state will continue identifying organizations whose mission and purpose align with WV SNAP E&T and pursue new potential third-party partnerships.

III. Consultation and Coordination with the Workforce Development System

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

Consultation

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

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

In designing this SNAP E&T plan, the state consulted with the West Virginia Workforce Development Board system. The state sought feedback from WDB Directors and Program Managers in the development of this plan. Throughout each program year WDB management and caseworkers provide input about the direction of the SNAP E&T program. On a quarterly basis DHHR and each WDB region have a meeting to discuss what is and is not working for SNAP E&T. DHHR and each WDB region has an open line of communication where information and ideas are shared as necessary. This information assists the state in drafting program requirements. DHHR works closely with Workforce WV (the state jobs agency) to provide necessary information to eligibility staff about priorities and initiatives of the overall workforce development system. DHHR is one of many Workforce partners in collaboration to advance the state's human resource offering to local job markets; known as the Interagency Collaborative Team. Some Workforce partnerships include Division of

Rehab Services, Senior Community Services Employment, Jobs and Hope, Veterans Affairs, Adult Basic Education, various WIOA programming, local union representation, state agency organizations, and other non-profits that aim to see individuals achieve long-term employment. The Workforce system provides the state with knowledge of in-demand fields and new and upcoming training opportunities. The SNAP agency has SNAP E&T partnerships with all 7 regional Workforce Development Boards. The state holds bi-weekly meetings to discuss policy, procedure, and share best practices. When the state takes options that affect SNAP E&T, WDBs are invited to give input and weigh in on potential positive and negative outcomes due to policy making. WDBs are aware of the content of this plan and have been fully involved in the development of the state's FY2024 vision for SNAP E&T.

Methods of consultation:

Partner surveys: DHHR sent surveys to all 7 Workforce Development Boards and each third-party partner. The surveys asked each entity about their programmatic services, operations, coordination, employer partners, in-demand sectors and holistic wrap around services. The surveys also asked each entity what is and is not working, questions about how DHHR can improve efficacy, how to better serve clients using strategic approaches, etc.

Meetings:

10/7/22: Mid-Ohio Valley Workforce Development Board and Wood County DHHR

This meeting involved SNAP Policy, the WDB executive director and Wood DHHR Community Services Manager. The goal of this meeting was to better align the partner offerings by providing DHHR eligibility staff with more information about outside organizations. This meeting led to cross training for WIOA partners.

10/12/22: Coalfield Development and DHHR

This meeting was specific to addressing standard operating procedures for third-party partners. What can the partner expect from DHHR and what can DHHR expect from the partner? This information assisted the agency in closing gaps in service.

11/4/22: Goodwill of Kanawha Valley and DHHR

This meeting involved both the Charleston and Parkersburg area managers, SNAP Policy and Job Developers. The goal of this meeting was to create a standard operating procedure that is effective for the northwestern newly added territory. This meeting was effective and assisted the agency with tightening the reverser referral process.

11/14/22: Workforce WV and DHHR

High level meeting between Family Assistance policy makers and Workforce WV MACC staff. The MACC is the job seeker eligibility system for WV. The goal of this meeting was to establish how to provide MACC access to all DHHR eligibility staff and how to manage that process effectively. This meeting resulted in over 100 eligibility staff gaining access to the MACC. The MACC is an integral piece to collect participant data and provide USDA with accurate work registrant numbers.

1/24/23: Workforce Development Board R7, R7 one-stop partners and DHHR

This meeting was specific to local area hiring needs of the northeastern quadrant of West Virginia. The conversation focused primarily on how to engage and pipeline low-income participants toward partner programming. In 2023, R7 will be the pilot region for a new “no wrong door in” initiative that will share participant information (with express client consent) to other agencies with the goal of providing the participant with a more robust career pathway.

2/3/23: Blenko Glass VP and HR Director and DHHR

The second meeting regarding Blenko Glass becoming a SNAP E&T third-party partner. Discussed the hiring needs of Blenko Glass, the lack of skilled glass blowers, the cost of training, lack of local transportation, etc.

3/3/23: WV Women Work, Buzz Meats, DHHR

This conversation was specific to creating a pipeline for WV Womens Work graduates to become employed at Buzz Meats. Buzz Meats is a local meat distribution/producer who need skilled workers to provide the service our local communities have come to expect. I spoke with Buzz about what they as a local employer need most from SNAP E&T to make a skilled workforce

5/22/23: Workforce WV and DHHR

High level meeting between Family Assistance policy makers and Workforce WV WIOA coordination and leadership. The discussion involved how WV can co-enroll to multiple programs while not creating entry barriers, data sharing and responsibilities of each organization. Both agencies also discussed the reinstatement of the ABAWD time limits and how partners must be prepared to serve as many ABAWDs as possible.

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

N/A

Coordination

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

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

SNAP E&T is a primary partner in the West Virginia WIOA state plan. The short-term goal of the combined plan is to better align policy and services, avoid duplication and provide streamlined application processes. The ultimate goal is to move more West Virginians toward self-sufficiency, while decreasing administrative burden among statewide partners. DHHR BFA's role in this partnership is to provide the human resource aspect. SNAP E&T participants will benefit from increased availability of partner programs and decreased application process steps. This will allow SNAP E&T participants an easier experience when accessing training services within partner agencies. DHHR BFA is currently exploring options for policy changes that drive accountability for SNAP recipients to comply with job placement opportunities.

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

SNAP E&T works closely with WIOA regional career counselors to avoid duplication of services and provide more robust programming for dual participants. Some participants are enrolled in both SNAP E&T and WIOA services at the same time. In these situations, SNAP E&T is not charged for the time spent working in WIOA and vice versa. Many WDB staff also double as WIOA career planners. SNAP E&T refers participants to WIOA for program screening to determine WIOA eligibility; both parties maintain communication for the duration of the client's participation. Both parties work together to assist the participant with obtaining verification, working with employers and overcoming barriers. WIOA offers short-term training in in-demand fields with high employment placement rates, such as truck driving, nursing assistance/phlebotomy, electrical linemen, etc. In these examples training provides certification that leads to employment. WIOA also offers transportation reimbursement, clothing needs, training requirement needs, etc.

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

Yes

No

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

West Virginia operates an integrated eligibility system that includes both SNAP, SNAP E&T and TANF services. WV SNAP and TANF policy representatives work in the same department. The State's eligibility system has a hierarchy of programs that determines who can be referred to TANF and SNAP E&T. If an individual is receiving TANF the eligibility system does not allow a SNAP E&T referral. The programs work together to offer best practices and share resources that could benefit individuals from both programs. In FY2024, SNAP E&T and TANF will be working together to identify direct job placement and apprenticeship opportunities.

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

Through the Interagency Collaborative Team (ICT) SNAP E&T has a wide variety of government, non-profit and private resources that can be called on for individual participants' needs. Through existing Workforce partnerships, DHHR coordinates with other agencies to funnel services to individuals who are seeking employment or training services. Some of these agencies include WV Department of Education, Division of Rehab Services, Affiliated Construction Trades, Community and Technical Colleges, Family Resource Networks, various economic development organizations, parole services, housing coordination, Veteran service organizations and several non-profit organizations that seek to decrease poverty in the Mountain State. DHHR works closely with Jobs and Hope (the state's comprehensive approach to workforce development for those in substance abuse recovery). DHHR BFA Job Developers sit on regional re-entry councils to assist individuals with benefit applications and job placement.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on

reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

a) Did the State agency consult with ITOs in the State?

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

b) Name the ITOs consulted.

N/A

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

N/A

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

- Yes
- No

V. Utilization of State Options

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

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

- Mandatory per 7 CFR 273.7(e)
- Voluntary per 7 CFR 273.7(e)(5)(i)
- Combination of mandatory and voluntary

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

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

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

- Yes
- No

VI. Characteristics of Individuals Served by E&T

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

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

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

West Virginia exempts 100% of SNAP E&T voluntary participants.

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

West Virginia will re-evaluate exemptions to SNAP E&T prior to the start of each federal fiscal year.

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

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)
- Underemployed
- Those that reside in rural areas
- Other: Click or tap here to enter text.

VII. Organizational Relationships

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

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

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

SNAP E&T is administered by BFA Division of Family Assistance Policy, this includes establishing E&T policy, contracts for E&T services, coordination and monitoring of E&T providers and reporting to FNS. There is no separate E&T program unit on the county level.

DHHR eligibility staff in county offices are responsible for certification of SNAP benefits; at each application, redetermination and self-report of household demographic change eligibility staff explains the SNAP basic work requirements and ABAWD work requirement. Eligibility staff also explain how participation in the SNAP E&T program can assist the non-exempt ABAWD in meeting the ABAWD work requirement. Each SNAP approval letter provides the participant with an explanation of both work requirements. This way the household receives the information several times during the certification period. Eligibility staff explains that SNAP E&T is a voluntary program for individuals seeking to increase skills, knowledge or experience necessary leading to employment.

At each of these individual contacts the client is offered a voluntary referral to SNAP E&T. If the client chooses to participate in SNAP E&T a referral is made within the eligibility system to the WDB SNAP E&T case manager. The voluntary participant's information is sent to the WDB pinload. The pinload is the caseload for SNAP E&T. The pinload contains important demographic/contact information. The pinload prepares the SNAP E&T worker for the case management process.

WDB contacts the client for an initial appointment, provides program orientation, addresses barriers, negotiates a Personal Responsibility Plan and offers the individual an activity placement. If activity placement is made outside DHHR and WDB a third-party referral is made to the outside agency. The third-party placement informs WDB of the client's progress and participation, WDB then provides DHHR with the whole picture of the client's participation. If the client stops participating in WDB, he informs DHHR through an approved agency form. If the client is a non-exempt ABAWD, eligibility staff will make necessary updates to the eligibility system and reevaluate the individual for ongoing SNAP eligibility. WDB maintains contact with DHHR eligibility staff throughout the duration of the client's participation in SNAP E&T. Using the DFA-SNAP-ET-2 form, E&T case managers provide participant reported information to the DHHR. This could be information that requires the eligibility worker to make certification updates that may affect SNAP benefits.

DFA monitors coordination between WDB and DHHR eligibility staff. DFA works to foster positive working relationships that assist in moving participants forward in SNAP E&T. Any participants who need assistance with preparing or testing for the HiSET (high school equivalency) are referred externally to WVDE to the local Adult Basic Education testing site.

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

The SNAP E&T Program Manager works in tandem with the SNAP Policy unit to provide ongoing up to date policy and programming changes to staff providing SNAP E&T certification to our mutual clients. Policy and programming changes are sent as needed on a weekly/monthly basis to all SNAP and TANF supervision throughout the state. When policy clarification is required both SNAP certification and Workforce Development Boards are updated accordingly.

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

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

West Virginia does not have intermediaries. Participant data is stored in eRapids (the state eligibility system). Each quarter participant data is pulled for reporting and shared among stakeholders. Participant updates from providers are shared with DHHR using the DFA-SNAP E&T-2 form. This is our common notification form for SNAP E&T. The form is used to notify the agency when an individual begins participating with SNAP E&T, when they stop participating with SNAP E&T, if the individual is now ABAWD exempt, if the individual has been placed into an activity and any non-compliance issues. Once the agency receives the DFA-SNAP E&T-2 any required changes in the eligibility system are made by eligibility workers and the case is updated. The form is scanned into the DHHR statewide scanning system, OnBase.

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.

eRapids tracks program referrals, non-compliance of program requirements, provider determinations, activities the individual has been placed in historically, SNAP work requirement penalties, educational and employment history. Individual participant information is contained within eRapids case history.

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

DHHR BFA shares changes in policy and procedure with E&T partners on an as needed regular basis. Lines of communication remain open year-round. At least quarterly the SNAP E&T Program Manager has a meeting with each partner to review concerns, updates and policy and procedures.

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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.

On a quarterly basis all SNAP E&T partner invoicing is reviewed to ensure the state is fiscally responsible and funds are being used in a reasonable and necessary manner. DHHR is currently working to create a formalized process for partner monitoring that will be implemented during FY2024. Program alignment is reviewed every six months to better coordinate partner services. All partners are subject to site visits from the SNAP agency. During these site visits partners present new initiatives intended to drive more low-income SNAP clients toward self-sufficiency, review current policy, work through programmatic issues, discuss better communication between all involved parties. BFA Job Developers are the first point of contact with E&T partners. Job Developers' role is to be outreach coordinators and assist the Program Manager with correcting issues on the county and partner levels.

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).

West Virginia operates a voluntary SNAP E&T program and considers any participants gaining skills, training, or employment as a success to the program. The agency operates with the mindset that if a single individual requests to participate and that sole individual becomes employed the program has been successful and met its mission to reduce reliance on SNAP benefits while leading to self-sufficiency. DHHR invites WDB for input on how to increase participation and participant engagement. West Virginia gauges the success of WDB and third-party partners by high placements rates in high paying in-demand job fields. For example, participants enrolled in Coalfield Development's WRAP program have over a 90% likelihood of being accepted into an apprenticeship or becoming employed following completion of the program. WV expects each WDB region to place at least 50 participants in employment per year; WV expects each third-party partner to place at least 50% of their participants who complete the program into employment. The state routinely works with these organizations to provide up to date policy and procedure and any support that may help individuals become successful.

VIII. Screening for Work Registration

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

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

DHHR screens all SNAP recipients for SNAP work requirements at application and redetermination. Eligibility staff receive regular training on how to best identify who must complete SNAP work requirements, including screening for exemptions and fitness for employment. Questions regarding fitness for employment are built into the eligibility interview. DHHR practices “ask the next question” to assist clients in reporting information to the agency that may determine if an exemption exists. “Ask the next question” is an interview technique that assists DHHR to better serve our clients. Individuals required to meet SNAP work requirements are referred to Workforce WV for job service within the eligibility system. When the referral is made a Workforce registration letter is mailed to the client informing them, they have 30 days to register to maintain eligibility. There are many ways for a SNAP participant to be registered for job service, if the individual has internet access, they can self-register at <https://macc.workforcewv.org>. If the individual is unable to register themselves, they can call 1800-252-JOBS for assistance, or contact a local DHHR office. Both WDB and Job Developer staff have access to register a job seeker in the MACC. During FY2023, DHHR made a concerted effort to get as many eligibility workers as possible access to the MACC. 150 eligibility workers statewide can assist work registrants in meeting their job seeker requirement. After the specified registration period eligibility staff receive a worker alert in the eligibility system that tells the worker to evaluate SNAP eligibility. The worker then checks the Workforce registration link for a return registration date in real time. If a return registration date is received the individual maintains SNAP eligibility; if no return registration date populates the individual will receive a SNAP closure or decrease letter after advance notice of adverse action.

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

The state uses the CWN-1 (Consolidated Work Notice) to notify non-exempt individuals of their requirement to register as a job seeker with Workforce WV. The CWN-1 also explains qualified exemptions to individuals who may need to report an exemption to the agency. The agency receives an alert in the eligibility system when the due date for registration has expired. The agency then checks the Workforce WV link to determine if the SNAP recipient has registered as a job seeker. The Workforce MACC system batches information daily to the eligibility system regarding work registration. Workforce Development Boards, Job Developers and county SNAP certification staff have access to assist SNAP recipients to register as job seekers.

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

The CWN-1 is sent to the SNAP household after certification at application, redetermination, when a previously exempted household member is no longer exempt or when a new household member is added who must comply with work requirements. The CWN-1 ensures the SNAP recipient is only required to register as a job seeker once in a 12-month period. The CWN-1 is a case-based letter that provides the work requirement responsibilities of each SNAP household member. The CWN-1 is stored historically in the eligibility system. Oral notification of SNAP work requirements is provided by SNAP certification staff at every application and redetermination.

IX. Screening for Referral to E&T

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

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

For each E&T referral made, SNAP certification staff determine if 1. The individual has an active SNAP benefit; 2. The individual is interested in obtaining additional skills, knowledge or training; 3. The individual is prepared to enter the workforce following the completion of additional skills, knowledge or training; 4. The individual accepts a voluntary referral to SNAP E&T.

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

At each SNAP application and redetermination interview SNAP certification staff give a brief summary of how E&T can assist an individual to advance their individual goals. Individuals who must comply with the ABAWD time-limit rules receive information about how E&T can help the individual meet the work requirement. Referral information about E&T comes after SNAP confirmation at the end of the eligibility interview.

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

When a reverse referral is received from a E&T provider, the regional Job Developer first checks to see if the individual has an active SNAP benefit in the eligibility system. If so, the Job Developer contacts the DHHR located in the individual's county of residency. Once SNAP certification staff receive the reverse referral, the individual is contacted by the agency and offered a referral to E&T. If the individual accepts the voluntary referral the referral is made in the eligibility system. The referral then goes to the caseload of the regional Workforce Development Board (association with the individual's residency) to begin case management services.

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

At application and redetermination when SNAP certification staff give a summary of E&T services, individuals also receive information regarding participant reimbursements available through E&T. Once the individual accepts the voluntary referral Workforce Development Boards provide additional information about participant reimbursements during Orientation. Workforce Development Boards discuss reimbursements throughout the case management process.

X. Referral to E&T

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

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

When the E&T referral is made SNAP certification staff explain the E&T program, participant reimbursements, expectation of E&T participants, attending Orientation, case management, E&T case manager who is assigned to the individual and provider determinations. The referral is communicated through the eligibility system.

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

When a reverse referral is made, the individual receives a contact from SNAP certification staff requesting to make the E&T referral if the individual accepts the voluntary referral. At this point, all information typically provided at application and redetermination by SNAP certification staff is provided to the individual receiving the reverse referral.

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

After the referral the E&T participant must attend E&T Orientation. This is an overview of the West Virginia E&T program. It provides the individual with the requirements of both the participant and agency. Since the onset of the COVID-19 pandemic the State has transitioned to Google Workspace, this allows the individual to choose either an in-person, telephone or virtual E&T Orientation. Workforce Development Boards are responsible for E&T Orientation (no matter what manner the participant chooses). During Orientation participants receive information about qualified reimbursements, available training and job opportunities, WIOA services, E&T program contact information, fair hearing requests. After Orientation the following step is a one-on-one case management appointment to discuss the participant's barriers to employment, short- and long-term goals of the participant, how the agency will help the individual meet their unique goals and E&T activity placement.

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

West Virginia utilizes the Works Program subset of the eRapids eligibility system to house E&T participant data. Referrals are communicated within the state agency through the MIS system and email. This information is accessible to SNAP certification staff. All updates about the E&T participant are included in the eligibility system. Workforce Development Boards use the DFA-SNAP ET-2 form to notify the agency when the individual begins participating, when the individual is no longer participating, program successes and updates. When a non-exempt ABAWD accepts a voluntary referral to E&T for the purposes of meeting the time-limit rules, the DFA-SNAP ET-2 form assists the agency with updating the individual's ABAWD clock with appropriate months used. Each E&T case manager (both WDB and DHHR) has DHHR local office county contact (in each county) who can assist to answer any questions regarding the referral. These county contacts are eligibility workers who can determine eligibility.

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

The Regional Job Developer and Workforce Development Board case manager notify the E&T provider a referral has been made. Both entities can provide necessary information to the E&T provider regarding the E&T referral. The line of communication

remains open through the duration of the individual's E&T participation. Referrals are communicated to E&T providers through email and telephone contact.

XI. Assessment

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

a) Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

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

Workforce Development Boards provide E&T assessments. Participants receive an assessment prior to being placed into an activity component, while under Provider Determination, when changing activities, and after receiving an employment offer. A new assessment is required when a participant accepts job retention services. When a participant is under Provider Determination DHHR first completes an assessment first to determine one of the four choices as stated in 7 CFR 273.7(c)(18)(i).

If DHHR determines the individual can participate in another activity WDB then places the individual in a different appropriate activity. Assessments are conducted electronically on a computer and given orally by WDB. Both participant and WDB sign the assessment. The participant is given a copy of the assessment and a copy is scanned into the eligibility case record.

Assessments are communicated with DHHR using the DFA-SNAP E&T-2 form and scanned into the historical case record. The assessment is also logged into the Works Programs system in a section called "Self-Sufficiency Plan" and is available to all eligibility staff in a read-only format. WDB also communicates assessment information with third-party partners assisting the individual. Before any information is shared with TTPs the participant must sign a form allowing the release of information.

The Self-Sufficiency plan addresses barriers and how both DHHR and the participant will work together to address these issues. The self-sufficiency plan gives both short-term and long-term goals of the participant, the actions required of both the agency and participant to meet these goals, and the expected time frame for meeting said goals. This plan acts as a basis for understanding the individual participant and their specific needs. This plan is updated when barriers or goals change. The self-sufficiency plan is saved historically in the eligibility system.

The DFA-SNAP E&T-2 form is used to provide communication from WDB to DHHR regarding individual clients. This form documents when a participant is placed into an allowable activity component, the progress of the participant in the activity, when the participant completes the component, if the participant stops participating and is no longer meeting work requirements, and when an individual reports to WDB a possible exemption that was not previously reported to DHHR.

XII. Case Management Services

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

a) What types of E&T case management services will the State agency provide?

Check all that apply.

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Referrals to outside agencies to overcome barriers; assistance with job service registration through the state's Workforce system.

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

All SNAP E&T participants will receive case management services through WDB. There is no separate referral process for case management alone. Every individual referred to SNAP E&T receives case management services from the start of the referral to the disenrollment of the referral. Case managers are responsible for guiding the participant through the entire SNAP E&T experience. Contact with participants can be made on a daily or weekly frequency, depending on the needs of the individual participant. Participant cases are managed through the Works Programs portal of the eligibility system. Works Programs tracks monthly hours completed, services rendered, participant reimbursements, and assists WDB in

keeping the client focused toward long and short-term goals. WDB receives worker alerts when SNAP E&T participation has changed or when the client is no longer enrolled in SNAP. WDB is required to follow up on any major life/goal change, activity issues, referrals to outside agencies and unique needs of the individual E&T client. WDB case managers are responsible for supervising and assisting SNAP E&T participants in the completion of the Supervised Job Search component.

By utilizing the intake assessment and the individual needs of the participant, WDB is best prepared to refer the participant to outside resources for additional assistance. DHHR maintains a statewide resource guide in each county that is provided to WDB. WDB uses the form DFA-SNAP E&T-3 to make referrals to outside agencies, with the participant’s permission. Once a participant is referred to an outside resource WDB maintains communication to better assist the participant.

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

Communication/Coordination with:

SNAP eligibility staff:	E&T case managers provide eligibility staff with progress updates about participation and compliance. Informs eligibility staff when individuals stop participating, when Provider Determination may be required, when good cause for work requirements or work exemptions may exist but have not been reported to the agency.
State E&T staff:	State E&T staff are also eligibility staff. Please see section regarding SNAP eligibility staff.
Other E&T providers:	E&T case managers act as the middleman with the agency and E&T providers. Case managers provide information necessary to assist the provider with the individual needs of the participant.
Community resources:	Case managers make referrals to outside community resources on behalf of the participant for services the agency is unable to provide.

- d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

WDB develops a self-sufficiency plan for each SNAP E&T participant based on the individual needs of the participant. This plan addresses barriers, considers participant preferences, and identifies both long and short-term goals. The participant plan aims to meet the participant “where they are.” The assessment is critical in informing the WDB what assistance to provide the participant.

XIII. Conciliation Process (if applicable)

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

a) Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

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

N/A

c) 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).

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

30 days

60 days

Other: Click or tap here to enter text.

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

Yes

No

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

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

Up to 3 months

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

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

Up to 6 months

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

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

Time period greater than 6 months

Permanently

f) The State agency will disqualify the:

Ineligible individual only

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

XV. Good Cause

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

and by the household member involved, in determining whether or not good cause exists.

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

The CWN-1 notice informs each individual household member their specific work requirements. The CWN-1 also explains work requirement exemptions and good cause circumstances. It is the responsibility of the SNAP participant to report to the agency if a good cause situation may exist to explain why the participant was unable to comply with work requirements.

Once a participant reports potential good cause for failure to comply, the SNAP eligibility worker evaluates the entire good cause situation, considering the participant's individual circumstances. If good cause is reported by the SNAP E&T case manager or E&T providers, the agency will request additional information from the SNAP participant. The participant is mailed a verification request letter and is provided 10 calendar days to return information to the agency. The participant is given a specific due date when the information must be returned to the agency.

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

West Virginia defines good cause as a situation outside of the SNAP participant's control. This is a very broad definition of good cause and includes, but is not limited to, illness, illness of a household member or family member outside the household, the unavailability of transportation, lack of adequate childcare, unreasonable working conditions, discrimination of any form, etc. If a situation exists outside the participant's control that made the participant unable to comply with work requirements, the eligibility worker has the discretion to grant good cause.

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

West Virginia operates a voluntary SNAP E&T program; good cause is not factored into the program. If there is not an appropriate or available opening for an E&T participant, the E&T case manager will assist the participant in moving toward self-sufficiency in other areas, until a suitable opening is available.

XVI. Provider Determinations

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

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

Within 10 calendar days of an E&T provider making a provider determination the E&T provider must inform DHHR of the provider determination using the DFA-SNAP-ET-PD form. The DFA-SNAP-ET-PD form is completed by the provider regarding the situation with a specific participant. The form requires the provider to explain to the agency why the provider determination was made. The form is scanned to participant's SNAP case record.

Once the DFA-SNAP-ET Provider Determination form is received by DHHR, the agency must take the most suitable action among the four following options:

1. Refer the individual to an appropriate E&T program component.
2. Refer the individual to an appropriate workforce partnership.
3. Re-assess the participant's physical mental fitness; or

Coordinate, to the maximum extent practicable, with other Federal, State, or local workforce or assistance programs to identify work opportunities or assistance for the individual.

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

Within 10 calendar days after receiving the completed DFA-SNAP-ET-PD form, eligibility staff must contact the SNAP participant and explain the provider determination. The agency will explain what a provider determination is, next steps the agency will take and document the provider determination in the case record. The agency will also explain to E&T participants who are also non-exempt ABAWDs they cannot accrue a countable ABAWD month during the month they are under provider determination. The agency will ensure a non-exempt ABAWD does not receive a countable month while under provider determination, this includes adjusting the participant's individual ABAWD tracker if necessary.

XVII. Participant Reimbursements

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

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	150
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include the same individual who participates in more than one month.</p>	38
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	\$18,755.00
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	\$1,563.00
<p>V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)</p>	\$41.13

Participant Reimbursement Details

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

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.

- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as a *reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

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

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation	\$25.00	State	Advance/reimbursement depending on specific component. Actual amount.
Childcare	N/A	State	Assistance in form of Child Care and Development Fund Subsidies benefits
Other expenses such as clothing, books, tools, certification fees, uniforms, boots, other incidentals required to complete a training/educational course		State	Reimbursement based on need and approved on an individual basis by BFA. Case managers submit reimbursement requests, and the E&T Program Manager reviews these requests to determine if the need is both reasonable,

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
			necessary and directly related to participation in an E&T component. The Program Manager provides approval/denial for requests to the case manager who initiated the request.

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

SNAP E&T refers participants to their local Childcare Resource and Referral office. Any individual below 150% FPL is eligible to receive reduced-cost childcare. Once determined eligible the participant can make up to 185% FPL to continue receiving reduced-cost childcare. The participant’s sliding scale fee is then determined by their income and household size. DHHR will not reimburse dependent care expenses, alternatively these participants will receive assistance through Child Care and Development Fund (CCDF).

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

The Division of Family Assistance works in close coordination with the state’s Early Childcare and Education department. This department oversees providing childcare to qualified low-income families. Both departments fall under DHHR’s Bureau for Family Assistance. Both departments will work together to ensure E&T participants receive adequate childcare necessary to participate.

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number

of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

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

DHHR is in partnership with Workforce WV to accurately capture all work registrants. The rules engine of the eligibility system captures information of SNAP participants who are within the specified age range, not meeting the work requirement and not exempt based on information coded into the eligibility case and on the Workforce WV eligibility screen. These individuals are queued to be referred for job service. The referral for job service is made in the eligibility system, this information is batched to Workforce WV’s MACC system when the eligibility worker makes a “call” (checks the job seeker verification link) a message is sent to the MACC that retrieves an active or inactive job registration status, the MACC relays the work registrant information back to the DHHR eligibility system through a data matching process. The MACC reports back all SNAP individuals who have registered with job service in the past 12 months. This information will be provided October 1 using the specified date and criteria parameters. Optum (SNAP system administrator) and Workforce WV technical team have a monthly meeting to discuss parameters and maintain accurate reporting to both state and federal government.

- b) Describe measures taken to prevent duplicate counting.

DHHR utilizes the client eligibility system pin number to prevent duplication of work registrants. Each pin number is unique and specific to 1 individual only. If a single pin is identified more than once in the work registrant count all duplicate pins are excluded through a data process.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

SNAP eligibility system – also known as eRapids/PATH; Workforce WV MACC.

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

WDB completes manual follow-ups as necessary for each individual participant. Follow up contacts are required when the agency has lost contact with the participant. Follow up appointment letters are mailed to the client and WDB also sends a courtesy call to participants 2 business days prior to scheduled appointments. WDB also follows up with third-party providers to check on participant’s progress in activity component. Third-party partners attempt survey follow-up at 6 months and 12 months following completion/withdraw from SNAP E&T. DHHR is provided quarterly wage matches batched through the eligibility system from Workforce WV’s MACC.

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

West Virginia utilizes Quarterly Wage Records.

State Component Reporting Measures

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

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

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

SNAP eligibility system – also known as eRapids/PATH; Workforce WV MACC.

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

When WDB indicates the participant has successfully completed their program DHHR then contacts the individuals by mail for follow-up information regarding employment. If employment information is reported to DHHR by WDB the agency still follows up with the participant for employment information.

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

N/A

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

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: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<p><i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020</i></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>
Career and/or Technical Education Programs or other Vocational Training	<p>Measure #1: The number of individuals who obtained employment following completion of component</p> <p>Measure #2: The number of individuals who achieved credential attainment following completion of component</p>	<p>The numerator will include the number of participants who obtained employment following the completion of Career and/or Technical Education Programs or other Vocational Programs <u>and</u> the number of participants who obtained a credential following completion of Career and/or Technical Education Programs or other Vocational Training during the period of 10/1/2023 – 9/30/2024.</p> <p>The denominator will include the number of participants that participated in Career and/or Technical Education Programs or Vocational Training during the period of 10/1/2023 – 9/30/2024.</p>
Job Retention	The number of individuals who retained employment following completion of a component, placement in employment and placed in Job Retention.	The numerator will include the number of participants who retained employment for up to 90 days after completing a component and being placed in employment during the period of 10/1/2023 – 9/30/2024.

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		The denominator will include the number of participants that completed a component, was placed in employment and participated in job retention during the period of 10/1/2023 – 9/30/2024
On-the-job-training (WBL0TJ)	Unsubsidized employment in 2 nd quarter after completion of component	The numerator will include those participants placed in employment following the completion of on-the-job training during the period of 10/1/2023 – 9/30/2024. The denominator will include all individuals who participated in on-the-job training during the period of 10/1/2023 – 9/30/2024.
Pre-Apprenticeship	Obtained employment or entered Apprenticeship following completion of Pre-apprenticeship.	The numerator will include those participants who obtained employment or entered an Apprenticeship following completion of pre-apprenticeship program. The denominator will include all individuals who participated in the pre-apprenticeship component during the period of 10/1/2023 – 9/30/2024.
Supervised Job Search	Unsubsidized employment in 2 nd quarter after completion of component	The numerator will include those participants employed in the 2 nd quarter after completion supervised job search during the period of 10/1/2023 – 9/30/2024. The denominator will include the number of participants who participated in supervised job search during the period of 10/1/2023 – 9/30/2024.

Enter State and Plan Year

Enter amendment date, as applicable

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
Work Activity	Unsubsidized employment in 2 nd quarter after completion of component	The numerator will include the number of participants employed in the 2 nd quarter after completion of component during the period of 10/1/2023 – 9/30/2024. The denominator will include the number of participants who participated in full-time or part-time unsubsidized employment during the period of 10/1/2023 – 9/30/2024.

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

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

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

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

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

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

b) Where will the State agency offer qualifying activities?

Statewide

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

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

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

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

N/A

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

N/A

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

N/A

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

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).

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

N/A

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

N/A

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

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.)	

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

Table F.III. Available Qualifying Activities

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

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

Table F.IV. Estimated cost to fulfill the pledge

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

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

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.

Enter State and Plan Year

Enter amendment date, as applicable

- **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>Supervised job search is a qualifying SNAP E&T component after it immediately proceeds a qualifying placement. For example, if a participant completes a training program that falls under Career and Technical or Vocational and is prepared to enter work the supervised job search component can be utilized while seeking employment. Supervised Job Search does not have to be utilized if a person completes another activity. Supervised Job Search may also be utilized if other activity placement is not currently available to the participant. Supervised Job Search can only account for 50% of the participant’s time in the program. The duration of supervised job search cannot exceed 2 months. Supervised job search may be utilized when no other appropriate activity is currently available. An approved supervised job search location must be in affiliation with a state or local government agency, non-profit, or community/charitable organizations. Currently approved locations in West Virginia consist of county DHHR offices, regional WDB, Workforce WV (AJC) one-stop locations and local libraries. WV’s third-party provider Goodwill of Kanawha Valley is an approved supervised job search location. These locations were chosen based on availability and reliability of returned information. If the participant is unable to perform supervised job search at one of the public locations listed above, they may access the online resources at any location available, even the participant’s home. WDB case managers are responsible for supervision of supervised job search. If the individual is completing supervised job search at an outside location, WDB case managers must communicate and follow up with the person supervising the job search in real time. The Division of Family Assistance, SNAP Policy unit approves supervised job search locations statewide. Supervised job search can occur in-person, online or a combination of both. The participant is required to submit the DFA-TA timesheet each month. The state meets the definition of supervised job search by requiring that at least once per month the participants complete supervised job search face to face with the assistance of a WDB case manager. The face-to-</p>

	<p>face session focuses on targeting job search that aligns with the participants abilities and knowledge. Some activities in supervised job search are signing up for online job search engines, creating online user profiles, filtering positions the participant is suited, interested in and qualified for. Working with WDB case managers to identify how to be more efficient and targeted with job search for a more direct link to employment.</p>
Direct link	<p>The state utilizes the Personal Responsibility Plan to uncover the level of employability the participant currently has and what the participant needs assistance with before engaging in targeting job search. The Personal Responsibility Plan details the participant's previous job history, what they liked and did not like about each job, any previous credential or license attainment, military history, community service, family background, hobbies, etc. The Personal Responsibility Plan provides the client's background, whereas the Self-Sufficiency Plan navigates the participant's future goals. Individuals who have completed a qualifying SNAP E&T activity and are prepared to enter the workforce are placed in supervised job search. If the individual is not prepared for immediate employment, supervised job search is not utilized. The Division of Family Assistance Job Developers provide the WDB case managers with weekly job offerings in each region. This allows WDB to provide up to date employment opportunities to individuals with like qualifications for in-demand occupations.</p>
Target population	<p>ABAWDs, returning citizens, the under employed, work registrants reported from Workforce WV</p>
Criteria for participation	<p>The skills, knowledge, and experience necessary depends heavily on the type of in-demand occupation the participant is seeking. Ideally, individuals who have obtained a Basic Education level; proving to be competent and literate is a candidate for supervised job search placement. Certain labor markets specific to WV such as the oil and gas industry have their own standards for what requirements are sought in an employee.</p>
Geographic area	<p>Statewide</p>

Enter State and Plan Year

Enter amendment date, as applicable

E&T providers	Workforce Development Boards, Goodwill of Kanawha Valley, WV Women Work
Projected annual participation	325
Estimated annual component costs	\$146,052.00

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

Details	Job Search Training (JST)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	Job Retention (JR)
Description of the component	<p>SNAP E&T participants who receive employment while enrolled in an approved activity component are eligible for job retention services. E&T participants are eligible for job retention if they received SNAP benefits in the month of or the month before receiving job retention services. At minimum job retention will include the SNAP E&T case manager completing weekly check-ins with participants. Job Retention will be offered at least 30 days following employment and no more than 90 days. During these check-ins SNAP E&T will offer the participant available state and outside resources and guidance for retaining employment. SNAP E&T will continue to work at overcoming participant barriers during the job retention period. Once per month the SNAP E&T case manager and the participant will have a one-on-one meeting to discuss the objectives of the specified employment. This one-on-one meeting can be held in-person, through a virtual platform or a combination of both. Job Retention will be tracked historically in the SNAP eligibility Works Programs system. The eligibility system has start and end dates for activity components and sends alerts to case managers when time periods have expired. This will allow the state to ensure job retention is not offered for more than 90 days to any participant. The overall goal of job retention is for the participant to maintain employment.</p>
Target population	Any E&T participant who is placed in employment or receives employment while on the program with current SNAP certification.
Criteria for participation	The participant has been placed in employment while participating in SNAP E&T. The participant may have become ineligible for SNAP due to being over the income threshold.
Geographic area	Statewide
E&T providers	Workforce Development Boards and/or third-party providers, WIOA primary partners
Projected annual participation	175

Enter State and Plan Year

Enter amendment date, as applicable

Estimated annual component costs	\$111,574.00
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Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Enter State and Plan Year

Enter amendment date, as applicable

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

Details	Workfare (W)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

II. Educational Programs

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

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

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

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	DHHR does not offer Basic/Foundational Skills Instruction as a qualifying component, because Adult Basic Education which includes high school equivalency prep/testing are offered 100% free to all individuals (both residents and non-residents) through WVDE. Any individual under the age of 30 (who does not have high school diploma/equivalency) will be referred to WVDE for assistance. Individuals 30 or over (who indicate to WDB case managers they are interested in high school equivalency) can also receive a referral for assistance to WVDE.
Target population	Individuals without a high school diploma/equivalency
Criteria for participation	Lack of high school diploma/equivalency
Geographic area	Statewide
E&T providers	WVDE (WIOA primary partner)
Projected annual participation	N/A
Estimated annual component costs	N/A
Not supplanting	N/A
Cost parity	N/A

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	This component allows SNAP participants an opportunity to earn post-secondary credentials valued by local West Virginia employers and industry, including certificates and degrees, industry recognized credentials and licensures. Approved Career/Technical/Vocational programs are programs that are considered in-demand occupations for WV. These in-demand occupations are reviewed annually and updated in the IMM. These programs are designed to lead to immediate employment in the field of study upon completion of the program. The SNAP E&T participant

	<p>receives case management services that support the individual successfully completing their chosen program. Examples of industry recognized WV Career/Technical/Vocation programs including, but not limited to Heating and cooling, Plumbing, nursing, long haul truck driving, varied position within the medical field, forestry, pipelining, substance abuse recovery, computer programming and coding, and many others. Service providers in this component will maintain regular contact with the WDB specific to regional location and the Division of Family Assistance Policy unit. This contact will include providing participant updates, successes, if the participant leaves the program early, or if a Provider Determination is required.</p>
Target population	<p>Participants for this component must have completed 12th grade or received a high school equivalency. Participants must possess general digital literacy skills. Participants must be able to complete all aspects of career/technical/votech with accommodations. ABAWDs, returning citizens, homeless, older disconnected youth and the under employed.</p>
Criteria for participation	<p>High school equivalency and literacy competency. Participants may be required to take Adult Basic Education testing. Participants should be at least on a 9th grade reading and math level for placement in this component.</p>
Geographic area	Statewide
E&T providers	Coalfield Development, WV Women's Work, Goodwill of Kanawha Valley, Blenko Glass and WIOA primary partners
Projected annual participation	225
Estimated annual component costs	\$103,852.00
Not supplanting	<p>West Virginia's SNAP E&T program operates as a "last-dollar in" program. This means the State first looks at all available ways for training to be provided with existing resources. If a training or educational resource is available and paid through existing Federal funds the state cannot charge other Federal funds to pay for these services. In most situations, career/technical/votec services are paid through WVDE Adult Basic Education or WIOA funds. E&T funds are used to pay for training services when/if the individual is denied the use of existing funds. Example:</p>

	E&T clients are at times denied WIOA funding due to non-compliance of certain eligibility requirements in a timely manner. The State will only use E&T funding to pay for training and educational services when the State has verified that other sources will not pay for a reasonable or necessary service.
Cost parity	The WV Department of Education provides the same quality educational programs at the same cost to all students (regardless of the student's participation in SNAP E&T). For example, a SNAP participant is attending BridgeValley Technical for an LPN nursing program. The cost of one 3-hour credit course is \$564.00; this represents the costs to all in-state West Virginia residents.

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

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

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

Details	Integrated Education and Training/Bridge Programs (EPIE)
Description of the component	

Enter State and Plan Year

Enter amendment date, as applicable

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	
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	
Target population	

Enter State and Plan Year

Enter amendment date, as applicable

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	<p>This component is activity completed in exchange for receiving SNAP benefits and meeting the ABAWD work requirement. Provides the participant with the opportunity to gain general skills, knowledge and work habits necessary to be employed. This component is for participants unable to obtain regular unsubsidized employment. Participants are provided a range of placements that can provide work activity. These locations are preapproved by the Division of Family Assistance. Each location offers additional case management services and provide additional layers of assistance to participants. ABAWDs are required to provide a timesheet that shows time worked at work activity.</p> <p>The number of participation hours in this component for a SNAP E&T participant cannot exceed the household benefit divided by the state minimum wage (\$8.75). If the maximum number of hours in a month is less than 80, the ABAWD must find additional activities outside of work activity to meet the ABAWD work requirement. The state will provide the ABAWD at least one additional activity to ensure the ABAWD has the ability to meet the work requirement.</p>
Target population	ABAWDs only.
Criteria for participation	<p>Only the want and need to increase employability. Participants complete a work activity to maintain eligibility for SNAP benefits based on ABAWD policy. Participants should be at a 9th grade competency level in reading and math but being below a 9th grade level should not preclude an individual from participating (if a need exists).</p>
Geographic area	Statewide
E&T providers	DHHR county offices, WDB regional offices, AJC One-Stops, Workforce WV, Family Resource Networks, Family Support Centers, WIOA primary partners and their extended workforce network. These entities work closely with DHHR in many capacities.
Projected annual participation	275
Estimated annual component costs	\$82,295.00

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	This component focuses on short-term firsthand engagement with state and local industry certified professionals who know the skills and knowledge necessary to gain that will either transition the participant into an apprenticeship setting or prepare the participant for immediate employment upon completion of the program. This component is training objective specific. Each program is tailored to the information and work required for the field of study. Service providers in this component will maintain regular contact with the WDB specific to regional location and the Division of Family Assistance Policy unit. This contact will include providing participant updates, successes, if the participant leaves the program early, or if a Provider Determination is required.
Target population	ABAWDs, women, individuals interested in receiving training in a new in-demand occupation, minority populations such as African American, Latino and LGBTQ.
Criteria for participation	High school equivalency, literacy, basic numeracy level.
Geographic area	Regional where pre-apprenticeship opportunities are available.
E&T providers	Coalfield Development, WV Women's Work, Blenko Glass, WIOA primary partners
Projected annual participation	150
Estimated annual component costs	\$93,233.00

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

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

Details	On-the-Job-Training (WBLOJT)
Description of the component	An on-the-job training component is a hands-on method of teaching the skills, knowledge and competencies needed for an efficient and effective work environment, learned in real-time. This is a practical approach for those receiving unsubsidized employment to learn new competencies through their employer and increasing their personal mobility. OJTs often provide the participant with additional skills to add to their resume, assists the participant with gaining a trust relationship with the employer, and participants are often offered additional employment opportunities through the OJT. OJTs allow the participant to make essential employer contacts. Employer offers a mentoring relationship to participants and provides the WDB regional case manager with important participant updates and submits a monthly timesheet to the agency.
Target population	ABAWDs, Women, individuals seeking to improve employability, minority populations such as African Americans, Latinos and LGTBQ populations.
Criteria for participation	In most situations a high school equivalency is required but this depends on the requirements of the employer. Basic literacy, numeracy, computer skills and communication skills.
Geographic area	Blenko Glass, Coalfield Development, Goodwill of Kanawha Valley, statewide where OJT programs are offered through private employers.
E&T providers	Private employers and WIOA primary partners
Projected annual participation	150
Estimated annual component costs	\$85,542.00

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	

Enter State and Plan Year

Enter amendment date, as applicable

Projected annual participation	
Estimated annual component costs	

Enter State and Plan Year

Enter amendment date, as applicable

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

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Subsidized WBL Components

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

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

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

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
- **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.

Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

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

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

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

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

West Virginia saw a stark decrease in E&T participation during the COVID-19 pandemic. Fewer participants are requesting reimbursements as a result of this decrease. The State will work with eligibility staff, E&T case managers and providers, participants and other Workforce partners to reaffirm the state's commitment to providing participant reimbursement, prior to the start of the new fiscal year. West Virginia is working toward increasing participation by getting back to basics; refining processes for efficiency, eliminating unnecessary program barriers and aligning partner agencies to make a more consistent statewide program. WV is working more in depth with third-party providers to ensure every participant is counted toward SNAP E&T participation through the eligibility system. During FY24 the State will work to highlight the important work our partner agencies are doing and provide a spotlight for new participation.

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:	Goodwill of Kanawha Valley
Service Overview:	<p>Provides job readiness/career preparation, case management, adult basic education, work experience and workforce training.</p> <p>The SNAP to Success (S2S) program was created to provide low-income SNAP recipients with the opportunity to gain work experience, while working on both personal and professional development. S2S assists with job search, interview readiness, computer library for supervised job search, mock interviewing, opportunities to make connections with local employers. Also provides opportunities in culinary OJT with “Goodhost”</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<p>Work Activity, On-the-Job Training, Supervised Job Search, Career Technical and Vocational Training</p> <p>Quarterly the State and provider review the S2S program to make ensure provider components align with state components.</p>
Credentials Offered:	Microsoft Office, hospitality training, Servesafe food handling, OSHA-10
Participant Reimbursements Offered:	Travel/mileage, interview attire, assistance with vision services
Location:	Charleston, WV and Parkersburg, WV serve as the central “Prosperity Centers.” These two centers serve over 20 WV counties. In FY2024, Goodwill will begin a mobile

Contract or Partner Name:	Goodwill of Kanawha Valley
	mission to better cover the entire service area.
Target Population:	ABAWDs, returning citizens, offenders, individuals without a high school equivalency, the under employed.
Monitoring of contractor:	The contractor maintains regular communication with the state agency through email, phone and in-person contact. The contractor is required to report participant success stories, changes/interruption to service and compliance with program. The contractor is also required to submit monthly and quarterly financial reporting to the state agency highlighting any participant payments made. Each month the regional Job Developer schedules a meeting with the contractor to get any important updates, overcome any issues or questions the contractor may have, and assist with overall program delivery. Is subject to annual program and financial management evaluations conducted by the Division of Family Assistance.
Ongoing communication with contractor:	On a monthly basis, the regional Job Developer schedules a meeting with the contractor to get any important updates, overcome any issues or questions the contractor may have, and assist with overall program delivery. The contractor has an open line of communication with the DFA.
Total Cost of Agreement:	\$231,705.00
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:	West Virginia Women Work
Service Overview:	West Virginia Women Work is a nonprofit organization that supports and advocates for the education, employment and economic equity for women in employment sectors that are generally male dominated. Step Up for Women is the pre-apprenticeship training program of WV Women's Work Inc. which provides hands-on training that cycles through introductory carpentry, electrical wiring and plumbing over a 11-week in-person course. After completion of Step up for women participants have a high placement rate to either a full Apprenticeship program (with local labor unions) or meaningful employment following completion of program. Provides TABE test. Assists participants in earning high school equivalency.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Pre-apprenticeship and Career and/or Technical Education Programs or other Vocational Training Provider and State review on a quarterly basis the Step Up for Women program to ensure provider components align with State components.
Credentials Offered:	Forklift, 1 st Aide/CPR, OSHA-, HVAC in training, Plumber in training, Safe Driving, Intro to Welding
Participant Reimbursements Offered:	\$100 boots/clothing. Program provides fully hard hat, vests, tape measure. Upon graduation each participant receives a toolbelt with all hand tools needed to enter Apprenticeship (valued at \$400).
Location:	Morgantown and Charleston, WV; providing services to surrounding counties.
Target Population:	Women who are low-income and under employed. 9 th grade math and reading level are required.
Monitoring of contractor:	The Division of Family Assistance Policy SNAP ET Program Manager is responsible

Enter State and Plan Year

Enter amendment date, as applicable

Contract or Partner Name:	West Virginia Women Work
	for program compliance and monitoring of all third-party providers. This includes on a quarterly basis reviewing financial invoicing, site visits and providing updated policy and procedure instruction.
Ongoing communication with contractor:	The Division of Family Assistance Policy SNAP ET Program Manager is responsible for program compliance and monitoring of all third-party providers. This includes on a quarterly basis reviewing financial invoicing, site visits and providing updated policy and procedure instruction.
Total Cost of Agreement:	\$161,705.00
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 type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	Coalfield Development
Service Overview:	Coalfield is a social enterprise model that seeks to train Appalachians in new and innovated in-demand markets, while providing WV with skilled staff. Coalfield Development provides on-the-job training and pre-apprenticeship programming called Workforce Readiness and Professional Success (WRAPS) and 36/6/3 . WRAPS is a blend of on-the-job training in areas such as sustainable agriculture, construction/deconstruction, landscaping/lawncare, building maintenance, sustainable clothing, combined with personal development and professional trainings and certificates. Explores life goals, money management, time management, connection to resources for housing and legal issues. Provides health and safety training, resume and interviewing skills and environmental safety certificates, such as OSHA 10. WRAPS is a 6-month training program. 33/6/3 is an extension of WRAPS that includes a higher education component with local Vocational

Contract or Partner Name:	Coalfield Development
	or Community and Technical College programs. Also, a felon friendly company.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Career and/or Technical Education Programs or other Vocational Training, On-the-Job training, Pre-Apprenticeship/Apprenticeship Provider worked with DFA to create WRAPS program specifically for need of low-income SNAP participants. Every quarter the State and provider review program specifics to determine if provider components are aligned with State components.
Credentials Offered:	1 st Aide/CPR, OSHA-10, small agriculture, renewable resources, carpentry, woodworking
Participant Reimbursements Offered:	Travel, supplies, boots as needed. Up to \$200 stipend for living expenses (not billed to the E&T grant).
Location:	Huntington, WV; providing service to Cabell, Wayne, Lincoln, Mingo, Putnam and Kanawha counties
Target Population:	Under employed, low-income, individuals who want to learn a new trade. Participants must have basic math and language skills at least 9 th grade level. High school equivalency is required to enter WRAPs.
Monitoring of contractor:	The Division of Family Assistance Policy SNAP ET Program Manager is responsible for program compliance and monitoring of all third-party providers. This includes on a quarterly basis reviewing financial invoicing, site visits and providing updated policy and procedure instruction.
Ongoing communication with contractor:	State and provider have a standing monthly meeting to discuss any issues, policy clarification, participant needs, successes and areas that need additional focus. The State and provider have an open line of communication.
Total Cost of Agreement:	\$161,705.00

Enter State and Plan Year

Enter amendment date, as applicable

Contract or Partner Name:	Coalfield Development
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

<p>Contract or Partner Name:</p>	<p>WV Region VI Workforce Development Board</p>
<p>Service Overview:</p>	<p>WDB region operating in the mountain lakes region of the state. Conducts orientation, creates Personal Responsibility Plan that identifies short-term and long-term goals. Works with participant to overcome barriers; makes referrals to outside agencies who may assist with barriers. Responsible to compiling regional list of service providers for approved ET activity components. Creates relationships with local service providers that funnels resources to make for more robust programming. Works closely with WIOA regional case managers, along with other state Workforce Partnerships. Makes suggestions/considerations based on participant’s prior education, skills, knowledge and interest to place participant in activity component. Uses MIS Works Programs system to place, track and monitor case management. Provides job development, training development, and supervised job search. Submits weekly, monthly and quarterly participant progress reports to state agency. Gathers data for federal reporting and provides information to state agency. WDB will offer no less than 30 days and no more than 90 days of job retention to any individual who becomes employed while participating in the ET program.</p>
<p>Intermediary:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Components Offered:</p>	<p>Supervised Job Search, Work Activity, On-the-Job training, Job Retention; and external placement to, Career/Technical/Vocational Training and Pre-apprenticeship. Assists participants in external placement to WVDE for Adult Basic Education.</p> <p>Provider is in regular consultation with DFA to ensure provider components are aligned with SNAP E&T component framework. For example, when FNS changed the old job</p>

Contract or Partner Name:	WV Region VI Workforce Development Board
	search component to the new supervised job search, the State and provider worked together to make processes that allowed for supervision of job search. When the provider has concerns regarding compliance and alignment of components issues are worked out in real time.
Credentials Offered:	Works with local Workforce Partnerships to assist participants in obtaining licenses, certificates and associate degrees. Participants can earn credentials in CDL, HVAC, Plumbing, Carpentry, Peer Recovery, etc.
Participant Reimbursements Offered:	Travel/mileage, reimbursement through WIOA funds for participants dually enrolled in E&T and WIOA
Location:	White Hall/Fairmont, WV; servicing Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur
Target Population:	ABAWDs, Women, low-income, the underemployed, returning citizens, offenders, disconnected youth, dislocated workers, minority populations such as African America, Latino, and LGBTQ populations.
Monitoring of contractor:	The Division of Family Assistance Policy Unit is responsible for maintaining compliance of all WDB regions in contract with the state. This includes monitoring of participants, financial report deadlines, ensuring the contractor is offering robust list of activity placements and locations to participants, ensuring the contractor is not charging any fees to ET that is not within compliance of program policy. The contractor has bi-weekly meetings with the state agency and must submit weekly, monthly and quarterly performance and financial reports to the state.
Ongoing communication with contractor:	All 7 regional Workforce Development Boards maintain ongoing contact with Family Assistance Policy, county eligibility

Contract or Partner Name:	WV Region VI Workforce Development Board
	supervisors and regional Job Developers. The various state entities are available and willing to assist Workforce Development Boards, so they may focus energy on leading participants to self-sufficiency. Contact occurs on a daily/weekly as needed basis.
Total Cost of Agreement:	\$141,458
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:	Eastern WV Community Action Agency
Service Overview:	The organization operating in the northeastern and eastern panhandle regions of the state. Conducts orientation, creates Personal Responsibility Plan that identifies short-term and long-term goals. Works with participant to overcome barriers; makes referrals to outside agencies who may assist with barriers. Responsible to compiling regional list of service providers for approved ET activity components. Creates relationships with local service providers that funnels resources to make for more robust programming. Works closely with WIOA regional case managers, along with other state Workforce Partnerships. Makes suggestions/considerations based on participant's prior education, skills, knowledge and interest to place participant in activity component. Uses MIS Works Programs system to place, track and monitor case management. Provides job development, training development, and supervised job search. Submits weekly, monthly and quarterly participant progress reports to state agency. Gathers data for federal reporting and provides information to state agency. WDB will offer no less than 30 days and no more than 90 days of job

Contract or Partner Name:	Eastern WV Community Action Agency
	retention to any individual who becomes employed while participating in the ET program.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	<p>Supervised Job Search, Work Activity, On-the-Job training, Job Retention; and external placement to, Career/Technical/Vocational Training and Pre-apprenticeship. Assists participants in external placement to WVDE for Adult Basic Education.</p> <p>Provider is in regular consultation with DFA to ensure provider components are aligned with SNAP E&T component framework. For example, when FNS changed the old job search component to the new supervised job search, the State and provider worked together to make processes that allowed for supervision of job search. When the provider has concerns regarding compliance and alignment of components issues are worked out in real time.</p>
Credentials Offered:	Works with local Workforce Partnerships to assist participants in obtaining licenses, certificates and associate degrees. Participants can earn credentials in CDL, HVAC, Plumbing, Carpentry, Peer Recovery, etc.
Participant Reimbursements Offered:	Travel/mileage, reimbursement through WIOA funds for participants dually enrolled in E&T and WIOA
Location:	Berkeley, Jefferson, Morgan, Hampshire, Grant, Hardy, Randolph counties
Target Population:	ABAWDs, Women, low-income, the underemployed, returning citizens, offenders, disconnected youth, dislocated workers, minority populations such as African America, Latino, and LGBTQ populations.
Monitoring of contractor:	The Division of Family Assistance Policy Unit is responsible for maintaining compliance of all WDB regions in contract with the state. This includes monitoring of participants, financial report deadlines,

Enter State and Plan Year

Enter amendment date, as applicable

Contract or Partner Name:	Eastern WV Community Action Agency
	ensuring the contractor is offering robust list of activity placements and locations to participants, ensuring the contractor is not charging any fees to ET that is not within compliance of program policy. The contractor has bi-weekly meetings with the state agency and must submit weekly, monthly and quarterly performance and financial reports to the state.
Ongoing communication with contractor:	All 7 regional Workforce Development Boards maintain ongoing contact with Family Assistance Policy, county eligibility supervisors and regional Job Developers. The various state entities are available and willing to assist Workforce Development Boards, so they may focus energy on leading participants to self-sufficiency. Contact occurs on a daily/weekly as needed basis.
Total Cost of Agreement:	\$119,265.00
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

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>	N/A
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	N/A
<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>	Case management services, monitoring, reporting, gathering data, screening applicants, training expenses and allowances, participant reimbursements.
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	N/A
<p>Materials: Describe materials to be purchased with E&T funds.</p>	N/A
<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>	N/A
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	N/A
<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>	N/A

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

The state is not seeking indirect costs associated with the E&T program.

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

Transportation reimbursement will be made to SNAP E&T participants for actual expenses not to exceed \$25 per eligible month. The calculations for transportation are based upon the total number of anticipated participants in components per month multiplied by \$25.00. The total yearly budget is \$18,755. The monthly total transportation/participant reimbursement budget is \$1,562.92. The agency does not reimburse participants for dependent care expenses.