



# Food and Nutrition Service

U.S. DEPARTMENT OF AGRICULTURE

September 25, 2025

Janie M. Cole  
Commissioner  
West Virginia Department of Human Services  
Bureau for Family Assistance  
350 Capitol Street  
Charleston, West Virginia 25301

Dear Ms. Cole:

We are pleased to inform you that West Virginia's Supplemental Nutrition Assistance Program (SNAP) Outreach Plan for fiscal year 2026 is approved. The approved budget amounts are as follows:

Outreach Budget:	
50% Federal Share:	\$125,539
50% State Share:	\$125,539
Total Outreach Plan Costs:	\$251,078

Thank you for your continued commitment to the Supplemental Nutrition Assistance Program. If you have any questions, please contact Carmen Hui at [Carmen.Hui@usda.gov](mailto:Carmen.Hui@usda.gov) or Yvonne Fritz at [Yvonne.Fritz@usda.gov](mailto:Yvonne.Fritz@usda.gov).

Sincerely,

Sally Jacober Brown  
Branch Chief  
Supplemental Nutrition Assistance Program  
Mid-Atlantic Region

cc:

Marsha Stower  
Carmen Hui  
Brenda Powell  
Alyssa Hayes

Ashley Puffenbarger  
Joseph Rush  
Katey Yoast

Yvonne Fritz  
Amanda Gomes  
Marissa Patton



Alex J. Mayer  
Cabinet Secretary

Janie Cole  
Commissioner

## Outreach Plan Template

### 1. Cover Page/Contact Information/Signatures

**SNAP  
Annual Plan for Outreach**

State: *West Virginia*

State Agency: *Department of Human Services*

Fiscal Year: *2026 (October 2025 – September 2026)*

Primary Contacts:

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Chris Garner	SNAP Outreach Coordinator	304-546-4652	<a href="mailto:cgarner@ccwva.org">cgarner@ccwva.org</a>
Mark Phillips	President & Chief Executive Officer	412-720-1604 (cell) 304-907-1130 (office)	<a href="mailto:mark@ccwva.org">mark@ccwva.org</a>
Ashley Puffenbarger	Program Manager II	304-356-4553	<a href="mailto:ashley.n.puffenbarger@wv.gov">ashley.n.puffenbarger@wv.gov</a>
Marsha Stowers	Director	304-352-4556	<a href="mailto:marsha.l.stowers@wv.gov">marsha.l.stowers@wv.gov</a>

**Certified By:**

*Janie M. Cole*  
State SNAP Agency Director (or Commissioner)

*8-13-25*  
Date

**Certified By:**

*Jana L. Buckner*  
State SNAP Agency Fiscal Reviewer

*8/11/2025*  
Date



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## **2. Statement of Need**

Financial challenges are a reality for nearly one-half of people living in the Mountain State. Roughly 16.7% of the state's total population lives in poverty,<sup>1</sup> including 15.8% of the state's veteran population.<sup>2</sup> An additional 29% of West Virginia's total population has an income above federal poverty level but less than needed to meet basic needs in her or his community.<sup>3</sup> Furthermore, food insecurity, defined as "inconsistent access to food needed to live an active and healthy life," is a reality for 15.7% of all West Virginians.<sup>4</sup>

Although many West Virginians must make difficult decisions about how best to use their limited resources as costs associated with shelter, heat, water and food continue to rise, poverty and food insecurity disproportionately impact segments of West Virginia's total population. Available statewide data reveals that 16% of people who identify as Hispanic and 30.2% of people who identify as Black experience poverty.<sup>5</sup> Additionally, 12% of older adults, age 65 and over, have incomes below federal poverty level. Both West Virginia University and Marshall University seek to alleviate student food insecurity through food pantry programs.<sup>6</sup> A March 2025 news article indicated the Marshall University pantry is serving the highest number of people ever served.<sup>7</sup>

While it is troubling to learn that tens of thousands of West Virginians struggle to make ends meet and put food on their tables, there is hope. West Virginia offers numerous programs to help people with low or no incomes meet their basic needs. The Supplemental Nutrition Assistance Program (SNAP) helps alleviate food insecurity and hunger by providing food purchasing assistance. SNAP benefits afford households the opportunity to reallocate their financial resources from their food budget to costs associated with housing, utilities, medical needs or transportation. Unfortunately, many people who qualify for SNAP do not apply because they are misinformed or unaware that their household is eligible to receive this assistance. Additionally, the stigma associated with living in poverty may prevent households from enrolling in SNAP.

Catholic Charities West Virginia (CCWVa) and its partner organizations work together to offer SNAP outreach and enrollment services across all 55 West Virginia counties. CCWVa and its partners identify the barriers to SNAP enrollment and address those challenges through public awareness, education, pre-screening activities and enrollment assistance. CCWVa meets people where they are to help connect them to this vital benefit. Although CCWVa and its partner organizations provide outreach and assistance to all West Virginia residents, we will place particular emphasis on reaching out to those who are age 60 and older as well as those who are subject to ABAWD work requirements, or who could benefit from participating in SNAP Employment & Training. Funding from West Virginia Department of Human Services (DoHS) would allow CCWVa to continue its efforts to help the most vulnerable West Virginians access food and training needed to become self-sufficient.

<sup>1</sup> United States Census Bureau – [data.census.gov](https://data.census.gov)

<sup>2</sup> United States Census Bureau – [data.census.gov](https://data.census.gov)

<sup>3</sup> United for ALICE, 2025 The State of ALICE in West Virginia

<sup>4</sup> Feeding America, Map the Meal Gap – 2023 Food Insecurity in West Virginia

<sup>5</sup> United States Census Bureau – [data.census.gov](https://data.census.gov)

<sup>6</sup> Home - Food Pantry ([marshall.edu](https://marshall.edu))

<sup>7</sup> <https://marshallparthenon.com/37173/campus-life/campus-food-pantry-addresses-food-insecurity/>



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### **3. Outreach Plan Summaries**

#### **Executive Summary:**

Catholic Charities West Virginia (CCWVa) proposes to continue building upon the SNAP outreach plan currently in place. This plan will seek out all of West Virginia's low-income families and individuals but will specifically target adults age 60 plus for SNAP outreach and application assistance. We will also provide information about the SNAP general work and SNAP ABAWD work requirements to increase public awareness and understanding. Additionally, we will provide outreach information on career supports offered through WV's voluntary SNAP E&T program to existing SNAP clients and non-recipients adults as well as assist WV in participating in the More than a Job Campaign (SNAP E&T) to promote the benefits of SNAP E&T for potential SNAP recipients. Efforts will be directed statewide and will include the following projects.

#### **I. SNAP Outreach via Print Media, Direct Mail and Internet**

Outreach materials will be made available through all CCWV's outreach centers, immigration service locations, food pantries, veteran's facilities, and through all of our partner locations throughout the state. Outlets other than CCWVa and its partner agencies (e.g. Family Resource Networks and Family Support Centers) have also been, and will continue to be, sought out for dissemination of outreach tools. Focus will also be placed on furthering the partner agency's comprehensive print, direct mail and online awareness regarding SNAP benefits and eligibility. CCWVa will continue to develop marketing materials and conduct trainings for all internal and partner staff to adequately promote SNAP to our targeted groups. Additionally, outreach materials will be utilized to help increase public awareness regarding work requirements, career supports available through SNAP E&T, and to promote the "More than a Job" campaign.

#### **II. In-person application assistance**

In-person assistance will continue to be available at CCWVa outreach offices, partner service sites and community events where target populations gather. Utilizing the WV People's Access to Health (PATH) online application will allow the client to electronically sign their application and immediately forward it to the DoHS office. CCWVa will also utilize a paper SNAP application as needed. CCWVa will be responsible for coordinating trainings for outreach staff, partners' staff and volunteers who will be providing SNAP application assistance. CCWVa will our partners agencies will also offer catered, personal assistance to those individuals who are age 60+ and experience barriers to SNAP access such as transportation, technological challenges, or other issues which make it difficult for them to apply for SNAP benefits.

#### **III. Telephonic pre-screening and application assistance appointment scheduling**

CCWVa has established a toll-free helpline to provide instant access to information and assistance. When individuals call the toll-free number, they can be screened for potential benefit eligibility, receive information on in-person application assistance including personalized, in-person assistance to those age 60 + as needed, or they may schedule an appointment to receive assistance in completing a SNAP application at their convenience. Callers may also receive information related to general and ABAWD work requirements as well as information pertaining to the State's "More than a Job" campaign.



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**Follow-up Plan.** Four weeks after the application is complete CCWVa contacts participants to confirm progress, outcomes and trouble-shoot. An online tracking system has been developed to accomplish this. The tool helps ensure clients do not fall through the cracks and receive the benefit if eligible.

Project I – Project III will be focused on clarifying SNAP eligibility criteria, work requirements, benefits, and encouraging non-participating individuals and underserved groups to submit a SNAP application either on their own or through in-person assistance. The follow-up plan will serve as a means of determining our approval rate, while also helping assess and instill client satisfaction.

**Evaluation Plan.** CCWVa will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. Data will include:

- Number of print advertisements; impressions based on circulation; resulting calls or visits to a site.
- Number of press releases; subsequent articles; resulting calls or visits to a site.
- Number of direct mail pieces to identified target populations; resulting calls or visits to a site.
- Number of calls and visits to sites.
- Number of pre-screenings conducted.
- Number of submitted applications
- Number of individuals who received information regarding SNAP work requirements
- Number of individuals who received program information about participation in SNAP E&T
- Estimated Approval Rate percentage of applications submitted (confirmed approvals ÷ applications submitted with successful follow-up).
- Projected local economic activity generated by application approvals.
- Overall client experience via brief surveys conducted during application follow-up.

#### **Projected Outcomes**

- CCWV and partner agencies expect through our efforts to reach 25,000 potentially SNAP eligible people in West Virginia.
- CCWV and partner agencies expect to provide SNAP application assistance to 650 new SNAP enrollees in West Virginia.
- CCWV and partner agencies expect to pre-screen 1,500 potentially SNAP eligible people in West Virginia.
- CCWV and partner agencies expect to have an 80% Estimated Approval Rating.
- CCWV and partner agencies expect through their efforts to reach/provide information to 3,000 individuals who may potentially participate in SNAP Employment & Training



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Summary of Projects:

<b>Project Number</b>	<b>Title</b>	<b>Geographic Area</b>	<b>Target Audience</b>	<b>Contracted (list contractor) or In-House?</b>
1	SNAP Outreach via Print Media, Direct Mail and Internet	Statewide	People who are likely eligible, but not currently receiving SNAP	In-house
2	In-person application assistance	Statewide	People who are likely eligible, but not currently receiving SNAP	In-house
3	Telephonic pre-screening and application assistance appointment scheduling	Statewide	People who are likely eligible, but not currently receiving SNAP	In-house



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**4. Outreach Project Details**

<b>Project Number</b>	<b>I. SNAP Outreach via Print Media, Direct Mail and Internet</b>			
<b>Goal</b>	<i>Grantee and partner agencies expect through our efforts to reach 25,000 potentially SNAP eligible people in West Virginia with information that dispels myths, encourages them to inquire about eligibility, be pre-screened, and/or receive application assistance.</i>			
<b>Timeline</b>	<b>Start</b>	October 1, 2025	<b>End</b>	September 30, 2026
<b>Description of Activity</b>	<p><i>Grantee and partners will work to engage income eligible households, prioritizing those populations who are age 60 plus and those who may fall under SNAP work requirements.</i></p> <p><i>Outreach vehicles will include:</i></p> <p><i>A.) Promotional articles</i></p> <ul style="list-style-type: none"> <li>• <i>In print media (i.e. newspapers, agency newsletters)</i></li> <li>• <i>Online (i.e. social media, links to wvpath.wv.gov, on partner websites, CCWV SNAP Outreach website <a href="https://www.ccwva.org/programs/snap-outreach/">https://www.ccwva.org/programs/snap-outreach/</a>)</i></li> </ul> <p><i>B.) Printed promotional pieces (i.e. flyers, brochures, postcards)</i></p> <ul style="list-style-type: none"> <li>• <i>Via direct mail</i></li> <li>• <i>At direct service points within CCWV and partner agencies.</i></li> <li>• <i>At events (i.e. health fairs, community events, prisoner reentry, senior centers)</i></li> </ul> <p><i>C.) Talking points on wvpath.wv.gov, eligibility and enrollment process</i></p> <ul style="list-style-type: none"> <li>• <i>At in-person presentation</i></li> <li>• <i>At in-person community events</i></li> <li>• <i>At direct service in-take</i></li> </ul>			
<b>Contractor</b>	<i>In-house</i>			
<b>Role of the Contractor</b>	<i>Catholic Charities West Virginia will develop marketing, trainings, and materials for internal staff and partner staff to adequately promote SNAP and educate potential SNAP clients regarding general and ABAWD work requirements. As the lead agency, Catholic Charities West Virginia will also disseminate partner reporting amongst the partners and conduct quarterly meetings to analyze the reporting data and make adjustments or expand successes.</i>			
<b>Partner 1</b>	<i>United Way of Central West Virginia</i>			
<b>Role of Partner 1</b>	<i>Assist in promoting the benefits of SNAP and educate SNAP clients regarding SNAP work requirements. Additionally, to promote in-person assistance and pre-application assistance provided by CCWVa and partners throughout their network, as well as the availability of personalized in-person service as needed for those age 60 +.</i>			
<b>Evaluation</b>	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities, number of pre-</i>			



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	<i>screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted, and the number of individuals engaged in education of work requirements and program information for SNAP E&amp;T.</i>
<b>Partner 2</b>	<i>Goodwill Industries of Kanawha Valley, Inc.</i>
<b>Role of Partner 2</b>	<i>Assist in promoting the benefits of SNAP and educate SNAP clients regarding SNAP work requirements. Additionally, to promote in-person assistance and pre-application assistance provided by CCWVa and partners throughout their network, as well as the availability of personalized in-person service as needed for those age 60 +.</i>
<b>Evaluation</b>	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities, number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted, and the number of individuals engaged in education of work requirements and program information for SNAP E&amp;T.</i>
<b>Partner 3</b>	<i>Facing Hunger Foodbank</i>
<b>Role of Partner 3</b>	<i>Assist in promoting the benefits of SNAP and educate SNAP clients regarding SNAP work requirements. Additionally, to promote in-person assistance and pre-application assistance provided by CCWVa and partners throughout their network, as well as the availability of personalized in-person service as needed for those age 60 +.</i>
<b>Evaluation</b>	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities, number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted, and the number of individuals engaged in education of work requirements and program information for SNAP E&amp;T.</i>

<b>Project Number</b>	<b>II. In-person application assistance</b>			
<b>Goal</b>	<i>Grantee and partner agencies expect through our efforts to provide in-person application assistance to 650 SNAP eligible people in West Virginia.</i>			
<b>Timeline</b>	<b>Start</b>	<i>October 1, 2025</i>	<b>End</b>	<i>September 30, 2026</i>
<b>Description of Activity</b>	<i>Grantee will provide in-person assistance at Catholic Charities West Virginia outreach offices and partner service sites or community events. These sites may include Family</i>			



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	<i>Support Centers, Family Resource Networks, senior housing communities, food pantries or mobile food distributions, soup kitchens, shelters, churches, VITA sites, public health fairs and other places where target populations gather. Grantee will coordinate trainings in partnership with the Department of Human Services for their outreach staff and partners' staff and volunteers who will be providing in-person assistance. Additionally, CCWVa and our partner agencies will offer catered, personal assistance to those individuals who are age 60 + and experience barriers to SNAP access such as transportation, technological challenges, or other issue which make it difficult for them to apply for SNAP benefits.</i>
<b>Contractor</b>	<i>In-house</i>
<b>Role of the Contractor</b>	<p><i>Grantee will provide in-person application assistance via <a href="http://wvpath.wv.gov">wvpath.wv.gov</a> at outreach offices, mobile food distributions, public health fairs, VITA sites and other places where target populations gather. Grantee will also use the <b>DFA-SNAP-1</b> paper application for individuals without broadband internet access. Furthermore, catered personal assistance will be provided for those individuals age 60 + experiencing personal challenges to obtaining SNAP benefits. This may include personalized in-home meetings or suggested use of transportation services offered by many of the state's nonprofit agencies.</i></p> <p><i>In addition, as lead agency, grantee will:</i></p> <ul style="list-style-type: none"> <li>● <i>Coordinate trainings in partnership with the Department of Human Services for their outreach staff and partners' staff and volunteers who will be providing in-person assistance.</i></li> <li>● <i>Disseminate partner reporting amongst the partners and conduct quarterly meetings.</i></li> </ul>
<b>Partner 1</b>	<i>Goodwill Industries of Kanawha Valley, Inc.</i>
<b>Role of Partner 1</b>	<i>Provide in-person eligibility pre-screenings and application assistance on-site and at various partner agencies around the state. Provide catered, personal assistance to those individuals who are age 60 + and experience barriers to SNAP access such as transportation, technological challenges, or other issue which make it difficult for them to apply for SNAP benefits.</i>
<b>Evaluation</b>	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of pre-screenings conducted, the number of applications submitted, and the number of individuals engaged in education of work requirements and program information for SNAP E&amp;T.</i>
<b>Partner 2</b>	<i>Facing Hunger Foodbank</i>
<b>Role of Partner 2</b>	<i>Provide in-person eligibility pre-screenings and application assistance on-site and at various partner agencies around the state. Provide catered, personal assistance to those individuals who are age 60 + and experience barriers to SNAP access such as</i>



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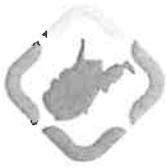
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	<i>transportation, technological challenges, or other issue which make it difficult for them to apply for SNAP benefits.</i>
<b>Evaluation</b>	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of pre-screenings conducted, the number of applications submitted, and the number of individuals engaged in education of work requirements and program information for SNAP E&amp;T.</i>

<b>Project Number</b>	<b>III. Telephonic pre-screening and application assistance appointment scheduling</b>			
<b>Goal</b>	<i>Grantee and partner agencies expect through our efforts to pre-screen 1,500 potentially SNAP eligible people in West Virginia via the toll-free number.</i>			
<b>Timeline</b>	<b>Start</b>	<i>October 1, 2025</i>	<b>End</b>	<i>September 30, 2026</i>
<b>Description of Activity</b>	<p><i>Grantee and partners will work together utilizing toll-free call centers where trained staff will provide callers with:</i></p> <ul style="list-style-type: none"> <li>• <i>Information to clarify SNAP eligibility criteria and benefits</i></li> <li>• <i>Eligibility pre-screenings</i></li> <li>• <i>Encouragement to eligible individuals to complete and submit SNAP application either on their own or through in-person assistance provided by grantee or project partners</i></li> <li>• <i>A follow-up appointment to eligible individuals with an in-person assistor at a grantee or project partner established site or coming event</i></li> <li>• <i>Information regarding the availability of personalized assistance when needed by clients ages 60 +</i></li> <li>• <i>Information pertaining to general and ABAWD work requirements</i></li> <li>• <i>Information related to the State's "More than a Job" campaign</i></li> </ul>			
<b>Contractor</b>	<i>In-house</i>			
<b>Role of the Contractor</b>	<p><i>Grantee will provide partners administering the toll-free numbers with:</i></p> <ul style="list-style-type: none"> <li>• <i>Program development assistance and promotion of the toll-free numbers</i></li> <li>• <i>Coordination of trainings in partnership with Department of Human Services for partners' staff and volunteers who provide telephonic pre-screening assistance.</i></li> <li>• <i>A calendar and schedule of grantee and partner site hours and coming SNAP outreach events where in-person assistors will be available.</i></li> <li>• <i>Partner reporting and a quarterly meeting</i></li> </ul>			



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<b>Partner 1</b>	<i>United Way of Central West Virginia</i>
<b>Role of Partner 1</b>	<p><i>Provide the toll-free number and trained staff and volunteers to:</i></p> <ul style="list-style-type: none"><li><i>• Answer calls or return them within 48 hours</i></li><li><i>• Offer information that clarifies SNAP eligibility criteria and benefits</i></li><li><i>• Conduct the telephonic eligibility pre-screenings</i></li><li><i>• Schedule appointments for eligible individuals with an in-person assistor or encourage them to apply online at <a href="http://wvpath.wv.gov">wvpath.wv.gov</a></i></li><li><i>• Provide information regarding the availability of personalized assistance when needed by clients ages 60 +</i></li><li><i>• Provide information pertaining to SNAP work requirements</i></li><li><i>• Provide information related to the State's "More than a Job" campaign</i></li></ul>
<b>Evaluation</b>	<p><i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of pre-screenings conducted, the number of applications submitted, and the number of individuals engaged in education of work requirements and program information for SNAP E&amp;T.</i></p>



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**5. Outreach Project Staffing Details**

Staffing Table: *(The first row of this table is completed to provide an example.)*

**Project 1**

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$45,006	\$45,006	\$45,006	\$90,011

**Project 2**

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$31,914	\$31,914	\$31,914	\$63,828

**Project 3**

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$29,156	\$29,156	\$29,156	\$58,311



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**6. Outreach Project Budget Details and Narrative**

**Budget Detail Table:** Complete the budget detail table for each project listed in the Summary Table in Section 3 above.

**Budget Narrative/Justification:** Provide a budget narrative that explains and justifies each cost and clearly explains how the amount for each line was determined.

**Project 1**

Expenses	Non-Federal Funds			(e) Federal Funds	(f=d+e) Total Funds	
	(a) Public Cash	(b) Public In-kind	(c) Private Cash			(d=a+b+c) Total
(g) Personnel (Salary and Benefits)			\$45,006	\$45,006	\$45,006	\$90,011
<b>Other Direct Costs</b>						
(h) Copying/Printing/Materials			\$0	\$0	\$0	\$0
(i) Internet/Telephone			\$350	\$350	\$350	\$700
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$195	\$195	\$195	\$390
(l) Building/Space			\$220	\$220	\$220	\$440
(m) Other			\$75	\$75	\$75	\$150
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$840	\$840	\$840	\$1,680
<b>Travel</b>						
(n) Long Distance			\$750	\$750	\$750	\$1,500
(o) Local			\$3,250	\$3,250	\$3,250	\$6,500
(p=n+o) Subtotal Travel			\$4,000	\$4,000	\$4,000	\$8,000
(q) Contractual			\$10	\$10	\$10	\$20
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$49,856	\$49,856	\$49,856	\$99,711
(s = indirect cost rate X r) Indirect Costs			\$4,819	\$4,819	\$4,819	\$9,638
(t=r+s) TOTAL			\$54,675	\$54,675	\$54,675	\$109,350

**Internet/Telephone:** expenses associated with disseminating outreach tools/materials and trainings and also phone conferencing and the toll-free number.

**Supplies and Non-Capital Expenditures:** based on historical budget data for office supplies, routine office copying and correspondence postage.

**Building/Space:** is calculated according to the Building Space Cost Calculation provided by FNS which uses total building square footage and breaks out the space occupied by SNAP staff only.

**Other:** includes office equipment and miscellaneous expenses. Estimates were based on historical budget data.



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**Travel:** is based on the estimated travel for site visits, community event attendance, A portion of the travel for Project 1 is anticipated to be “long distance.” The project estimates are based on historical budget data for travel.

**Contractual:** includes a portion of any CCWVa service contracts as they relate to the agency’s SNAP program. Estimates are based on historical budget data.

**Indirect Costs:** are calculated at 15% of CCWVa’s total personnel/salary costs for Project 1. These funds will be used to cover indirect costs for CCWVa to oversee the day-to-day operations of the program.

**Project 2**

Expenses	Non-Federal Funds			(d=a+b+c) Total	(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash			
(g) Personnel (Salary and Benefits)			\$31,914	\$31,914	\$31,914	\$63,828
<b>Other Direct Costs</b>						
(h) Copying/Printing/Materials			\$0	\$0	\$0	\$0
(i) Internet/Telephone			\$0	\$0	\$0	\$0
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$115	\$115	\$115	\$230
(l) Building/Space			\$220	\$220	\$220	\$440
(m) Other			\$75	\$75	\$75	\$150
<b>(n=h+i+j+k+l+m) Subtotal Other Direct Costs</b>			<b>\$410</b>	<b>\$410</b>	<b>\$410</b>	<b>\$820</b>
<b>Travel</b>						
(n) Long Distance			\$0	\$0	\$0	\$0
(o) Local			\$2,293	\$2,293	\$2,293	\$4,586
<b>(p=n+o) Subtotal Travel</b>			<b>\$2,293</b>	<b>\$2,293</b>	<b>\$2,293</b>	<b>\$4,586</b>
(q) Contractual			\$10	\$10	\$10	\$20
<b>(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual</b>			<b>\$34,627</b>	<b>\$34,627</b>	<b>\$34,627</b>	<b>\$69,254</b>
(s = indirect cost rate X r) Indirect Costs			\$1,960	\$1,960	\$1,960	\$3,920
<b>(t=r+s) TOTAL</b>			<b>\$36,587</b>	<b>\$36,587</b>	<b>\$36,587</b>	<b>\$73,174</b>

**Internet/Telephone:** expenses associated with phone conferencing and the toll-free number, as well as the cost incurred by CCWVa and the partner sites to have access to the internet and WV PATH online application.

**Supplies and Non-Capital Expenditures:** based on historical budget data for office supplies.

**Building/Space:** calculated according to the Building Space Cost Calculation provided by FNS which uses total building square footage and breaks out the space occupied by SNAP staff only.



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Other includes office equipment and miscellaneous expenses. Estimates were based on historical budget data.

Travel: based on the estimated in-state travel for site visits and community event attendance. The project estimates are based on historical budget data for travel.

Contractual: includes a portion of any CCWVa service contracts as they relate to the agency's SNAP program. Estimates are based on historical budget data.

Indirect Costs: are calculated at 15% of CCWVa's total personnel/salary costs for Project 2. These funds will be used to cover indirect costs for CCWVa to oversee the day-to-day operations of the program.



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**Project 3**

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$29,156	\$29,156	\$29,166	\$59,311
<b>Other Direct Costs</b>						
(h) Copying/Printing/Materials			\$0	\$0	\$0	\$0
(i) Internet/Telephone			\$1,400	\$1,400	\$1,400	\$2,800
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$15	\$15	\$15	\$30
(l) Building/Space			\$220	\$220	\$220	\$440
(m) Other			\$50	\$50	\$50	\$100
<b>(n=h+i+j+k+l+m) Subtotal Other Direct Costs</b>			<b>\$1,685</b>	<b>\$1,685</b>	<b>\$1,685</b>	<b>\$3,370</b>
<b>Travel</b>						
(n) Long Distance			\$0	\$0	\$0	\$0
(o) Local			\$0	\$0	\$0	\$0
<b>(p=n+o) Subtotal Travel</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
(q) Contractual			\$10	\$10	\$10	\$20
<b>(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual</b>			<b>\$30,861</b>	<b>\$30,861</b>	<b>\$30,861</b>	<b>\$61,701</b>
(s = Indirect cost rate X r) Indirect Costs			\$3,427	\$3,427	\$3,427	\$6,854
<b>(F=r+s) TOTAL</b>			<b>\$34,278</b>	<b>\$34,278</b>	<b>\$34,278</b>	<b>\$68,556</b>

Internet/Telephone: expenses associated with the toll-free number, telephonic pre-screenings and phone conferencing.

Supplies and Non-Capital Expenditures: based on historical budget data for office supplies.

Building/Space: is calculated according to the Building Space Cost Calculation provided by FNS which uses total building square footage and breaks out the space occupied by SNAP staff only.

Other: includes office equipment and miscellaneous expenses. Estimates were based on historical budget data.

Contractual: includes a portion of any CCWVa service contracts as they relate to the agency's SNAP program. Estimates are based on historical budget data.

Indirect Costs: are calculated at 15% of CCWVa's total personnel/salary costs for Project 3. These funds will be used to cover indirect costs for CCWVa to oversee the day-to-day operations of the program.



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**7. Budget Summary**

**LINE ITEM BUDGET SUMMARY**

Expenses	Non-Federal Funds			(d=a+b+c) Total	(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash			
(g) Personnel (Salary and Benefits)			\$108,076	\$108,076	\$108,076	\$212,150
<b>Other Direct Costs</b>						
(h) Copying/Printing/Materials			\$0	\$0	\$0	\$0
(i) Internet/Telephone			\$1,750	\$1,750	\$1,750	\$3,500
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$325	\$325	\$325	\$650
(l) Building/Space			\$660	\$660	\$660	\$1,320
(m) Other			\$200	\$200	\$200	\$400
<b>(n=h+i+j+k+l+m) Subtotal Other Direct Costs</b>			<b>\$2,935</b>	<b>\$2,935</b>	<b>\$2,935</b>	<b>\$5,970</b>
<b>Travel</b>						
(n) Long Distance			\$750	\$750	\$750	\$1,500
(o) Local			\$5,543	\$5,543	\$5,543	\$11,086
<b>(p=n+o) Subtotal Travel</b>			<b>\$6,293</b>	<b>\$6,293</b>	<b>\$6,293</b>	<b>\$12,588</b>
(q) Contractual			\$30	\$30	\$30	\$60
<b>(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual</b>			<b>\$116,333</b>	<b>\$116,333</b>	<b>\$116,333</b>	<b>\$230,666</b>
(s = indirect cost rate X r) Indirect Costs			\$10,206	\$10,206	\$10,206	\$20,412
<b>(t=r+s) TOTAL</b>			<b>\$126,539</b>	<b>\$126,539</b>	<b>\$126,539</b>	<b>\$251,078</b>



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**8. Assurances**

<b>Check to Indicate You Have Read and Understand the Assurance Statement</b>	<b>Assurance Statement</b>
√	The State SNAP agency is accountable for the content of the State outreach plan and will provide oversight of any sub-grantees.
√	The State SNAP agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
√	Outreach activities are targeted to those potentially eligible for benefits.
√	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.
√	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.
√	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
√	Contracts are procured through competitive bid procedures governed by State procurement regulations.
√	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
√	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
√	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

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

**9. Attachments**

- FNS-366A (Budget Projection)
- Indirect Cost Rate Approval