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A. Cover Page and Authorized Signatures

State: Georgia

State Agency Name: Division of Family & Children Services

Federal FY: 2024

Date Submitted to FNS (revise to reflect subsequent amendments): August 30, 2024

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

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Certified By:

Candice Broce



State Agency Director/Commissioner

Date

Certified By:

R. Demetrius Taylor



State Agency Fiscal Reviewer

30-Aug-24

Date

B. Amendment Log

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

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

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

Table B.I. Amendment Log

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

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
DFCS	Division of Family and Children Services
DHS	Department of Human Services
E&T	Employment and Training
ES	E&T Employment Services Specialist/E&T Worker
ETS	Education and Training Services Section
EW	Eligibility Worker
FANU	Food and Nutrition Unit
FO	Field Operations
FNS	Food and Nutrition Service
FY	Fiscal Year
GA	General Assistance
IEP	Individual Employment Plan
IT	Information Technology
ITO	Indian Tribal Organization
iWORC	Interagency Workforce Opportunities Resource Committee
MIS	Management Information System
MPR	Monthly Participation Report
OPC	Office of Procurement and Contracts
QA	Quality Assurance Unit
SA	State Agency
SERO	Southeast Regional Office
SNAP	Supplemental Nutrition Assistance Program
STEP	SNAP to Employment Pathways, the system name for the new employment services IT system.
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

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

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.	Check Box
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))	<input checked="" type="checkbox"/>
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))	<input checked="" type="checkbox"/>

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

I. Summary of E&T Program

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

The SNAP E&T Program in Georgia is named, SNAP Works. The SNAP Works Program mission and vision are shown below.

SNAP Works Program Mission:

Connect citizens to employment by increasing their access to short-term, industry-driven job training.

SNAP Works Program Vision:

SNAP Works is your pathway to employment.

Georgia utilizes a third-party reimbursement model to fund the SNAP Works Program.

The SNAP Works Program assists unemployed and/or underemployed Georgians to gain marketable skills that can change the trajectory of their lives. The program increases the ability of SNAP participants to obtain regular employment by establishing partnerships with community providers who have a direct link to employment and offer E&T services. Participants can gain skills, training, and industry-recognized credentials to improve their employability. The SNAP Works Program offers participant reimbursement services to help eliminate and/or reduce barriers to obtaining regular employment.

The SNAP Works Program meets State and local workforce needs by providing a variety of education and training opportunities in diverse employment-driven industries.

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

Georgia's E&T program, SNAP Works, is administered at the State level.

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

Not Applicable

- 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.

Georgia operates a voluntary E&T program in all its 159 counties. The service area includes the entire State of Georgia. Georgia utilizes third-party partners and intermediaries throughout the State to ensure that there is an opportunity for all eligible SNAP E&T recipients to become self-reliant and financially independent.

- Provide a list of the components offered.

Georgia will offer the following components in Federal FY 2025 if approved by FNS:

- Basic/Foundational Skills Instruction (includes High School Equivalency Programs)
- Career/Technical Education Programs or Vocational Training
- Job Retention
- Supervised Job Search
- Work Activity
- Work Readiness Training

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

- Georgia SNAP Works Program information can be accessed on the following Division of Family & Children Services Webpage:

<https://dfcs.georgia.gov/snap-food-stamps/snap-works-program>

- The SNAP E&T Provider Handbook is accessible on the SNAP Works Program Webpage.
- The Georgia SNAP E&T Policy can be accessed on the following Policy and Manual Management System (PAMMS) Webpage link:

<https://gadhs.gitlab.io/pamms/dfcs/>

- Georgia's Provider Portal known as STEP Portal contains information and resources for Participants, Providers, and Staff at the link below:

<https://step.dhs.ga.gov/>

II. Program Changes

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

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

1. Program Expansion:

- The State will expand program outreach by pursuing more third-party partners for contracts to begin FFY25. This will allow the best experience for customers, providers, and the State team.

2. STEP Portal:

- For enhancements, the tentative completion date is September 30, 2025.

The State will continue the manual process for the Monthly Participation Report (MPR) and billing until the features are functional in the STEP Portal, as they were not part of the original business requirements.

- Highlight any changes from 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.

Not Applicable

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).

The State met with State Workforce Development Staff (TCSG) Kristin Laarhoven and James Thomas on July 23, 2024. The meeting focused on discussing and making recommendations to ensure compliance with contractual obligations with the USDA Food and Nutrition Service.

As an outcome of the meeting, the State will:

- Partner with the State Local Workforce Development Boards.
- Ensure discussions with key employers in prospective areas and industries to meet participant career preferences.
- Provide a list of current training programs offered through SNAP Employment and Training Providers to the State Workforce Development Staff
- Review current Eligible Training Providers on TCSG's website - <https://www.tcsg.edu/worksource/resources-for-practitioners/eligible-training-providers-list/>

State Workforce Development Staff (TCSG) will compile current labor market statistical information for:

- High-demand careers or emerging industries
- Future projection growth
- Industries with the highest demand
- Current employer needs

This collaborative effort aims to ensure the State understands the labor market landscape in Georgia and maintains conversations with State Workforce Development Staff to help understand the current and future labor market trends while maintaining continued partnerships. Also, the State will continue collaborating with providers to offer work-based learning and support resources, eliminating barriers for individuals to become self-sustaining.

- **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.

Not Applicable

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.

- The SNAP Works Program supports the Governor's Office's High Demand Career Initiative (HDCI). HDCI was created in 2011 by Governor Nathan Deal to address employers' inability to locate highly skilled and reliable candidates for Georgia's workforce.
- HDCI proactively analyzed workforce problems in the state and developed realistic solutions. Several stakeholders, including employers, workforce development programs, non-profits, community colleges, etc., collaborated to resolve the challenges with Georgia's workforce.

- **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).

- The State continues the partnership with Goodwill of North Georgia and WorkSource Fulton. No barriers to co-enrollment have been identified with our providers and WIOA.

- Goodwill of North Georgia is the intermediary for WorkSource Fulton and provides referrals, case management, and participant reimbursement services.
- WorkSource Fulton offers Title I programs under the Workforce Innovation and Opportunity Act.
- WorkSource Fulton offers the following Employment and Training components to individuals receiving WIOA and SNAP:
 - Career Technical Education or Other Vocational Training
 - Supervised Job Search
 - Job Retention
 - Work Experience
- The State plans to expand this partnership with the WorkSource agencies throughout the State.

- **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.

- Through the Interagency Workforce Opportunities Resource Committee (iWORC), the SNAP E&T Manager coordinates with the TANF program periodically to discuss creative strategies to maximize services, build partnerships, and assist families with easily navigating between services in the State.
- It is probable that some TANF recipients will reach their lifetime limit before completing training and will no longer be able to participate in the TANF program. The SNAP Works Program has extended a bridge between the two work programs to ensure that if individuals need to transition from one work program to another to complete their training and receive their credentials, they can do so. The SNAP E&T Manager schedules and hosts meetings/events with the iWORC Metro and South Metro committees.

- **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).

- The Interagency Workforce Opportunities Resource Committee (iWORC) was created to bring together DHS employment programs. It is a SNAP Works Program initiative. The SNAP E&T Manager serves as the iWORC chairperson.
- The SNAP Works Program coordinates with other employment programs in DHS and sister agencies, such as foster care, child support, re-entry, and refugee services, periodically to discuss methodologies for serving the whole person and associated family members to increase overall program success rates. The SNAP E&T Manager schedules and hosts meetings and events with the iWORC Metro and South Metro committees.

IV. Consultation with Indian Tribal Organizations (ITOs)

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

- Did the State agency consult with ITOs in the State?
 - ☐ Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
 - ☐ No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
 - ☒ Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*
- Name the ITOs consulted.

Not Applicable

- **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).

Not Applicable

- **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.

1) 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

2) 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)

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

☐ Yes

☒ No

VI. Characteristics of Individuals Served by E&T

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

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

The State runs a voluntary E&T program and exempts all work registrants.

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

The State will re-evaluate the exemptions once per year in the event of the program becoming mandatory in Georgia.

- 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: Non-ABAWD work registrants, families, seniors, unemployed and disabled individuals

VII. Organizational Relationships

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

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

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

The SNAP E&T program is separate from the SNAP certification unit at the State and county levels. The Office of Family Independence (OFI) Field Operations handles the certification process at the county level. OFI Field Operations staff are responsible for initial and recertification eligibility interviews, determining the work registration for each household member, screening individuals for exemptions, screening for appropriateness to the SNAP Works program, referring individuals to the SNAP Works program, and requesting eligibility verification. After the referrals to the SNAP Works program, the SNAP E&T Employment Services Specialists contact the individuals to provide information on the SNAP Works program and confirm voluntary participation.

For reverse referrals, the Employment Services Specialists review the referrals to ensure that the eligibility worker has screened the individual for appropriateness to the SNAP Works program. If it has been determined that the individual has not been screened or the reverse referral request is returned to the provider in the STEP Portal as Eligible Pending Referral, the Employment Services Specialists notify the eligibility workers. The eligibility workers screen for appropriateness to the program and process the reverse referral requests in Georgia Gateway.

At the State level, the Food and Nutrition Unit (FANU)/SNAP Policy Unit is responsible for ensuring State policy compliance with federal regulations. It is a separate unit from the SNAP E&T Unit.

At the State level, the SNAP E&T Unit, separate from the Food and Nutrition Unit, is responsible for administering the SNAP E&T Program.

There are three specialized teams within the SNAP E&T Unit:

- SNAP E&T Community Engagement
- SNAP E&T Hub
- STEP Portal System Administration

The SNAP E&T Program is administered by the SNAP E&T Director, who is responsible for the program's day-to-day operations and engages with the SNAP Works Management Team.

The SNAP E&T Community Engagement team completes the following actions:

- Performs initial onboarding risk assessment of the potential provider organization.
- Initiates the first fiscal audit for each new provider by working with the DHS Contracts Audit Team.
- Performs initial site visits of provider locations that service our SNAP E&T participants to ensure safety protocols are in place to protect our joint customer base.
- Initiates the development of contracts with E&T contractors.
- Collects and reviews the contract initiation documents required for accuracy.
- Conducts training sessions and provides technical assistance to new and existing contractors.
- Processes contract invoices for all contracts for SNAP E&T.
- Performs management evaluations and financial management reviews and assists with DHS contract audits.
- Conducts quality assurance reviews of E&T case records on the provider and state side of the processes.
- Provides training to providers during the SNAP E&T program's annual in-person and/or virtual Convening(s), including the State staff, FNS staff, Provider staff, and other partners. The State will hold up to 1 Convening per FFY to increase provider trust and gain input by providing regular engagement and training.
- Validates state-generated SNAP E&T reports (federal and nonfederal) for accuracy.
- Validates new SNAP E&T system enhancements.
- Assists with the development of user acceptance testing plans and scripts.
- Writes user acceptance testing analysis reports.
- Conducts user acceptance testing for the SNAP Works Program's new employment services system, the STEP Portal.

The SNAP E&T HUB team completes the following actions:

- Enters SNAP E&T program data received from SNAP E&T providers via email, SharePoint sites, and the STEP Portal into the Georgia Gateway System.
- Receives and processes direct referral requests from SNAP eligibility staff who have completed screening for appropriateness.
- Contacts SNAP participants that eligibility staff have referred to the program to provide information and confirm voluntary participation. The ES will discuss the customer's background, career/education interest, and barriers/limitations to determine the most suitable component for participation. The ES will then enter the information into the STEP Portal to an appropriate SNAP E&T provider.
- Receives a monthly participation report from the SNAP E&T providers with participation hours and enters participation hours into the Georgia Gateway System.
- Reviews reverse referral requests from SNAP E&T providers through the STEP Portal who have been returned as ineligible or eligible pending referral and determines the appropriate action.
- Issues participant reimbursements as needed for component participation or completion.
- Updates enrollment information as needed based on participant enrollment changes.
- Collaborates in bi-monthly technical assistance meetings and provider staffing meetings with E&T providers to resolve participant's concerns or issues.

The STEP Portal System Administration team completes the following actions:

- Conduct routine and exploratory testing of the STEP Portal.
- Identifies STEP Portal system issues, potential defects, or worker inconsistencies.
- Provide technical assistance and consultation to SNAP E&T staff and contractors.
- Maintains and updates user access log of STEP Portal for all users
- Tracks and maintains a log of current defects for all STEP Portal users.
- Maintains the STEP Portal's general functionality regarding configuration and data quality.

- How does the E&T unit coordinate and communicate continuously with the units responsible for certification policy?

The SNAP E&T Unit is aligned with the Food & Nutrition Unit (FANU), both incorporated in the State Operations Unit. The overall unit is comprised of SNAP policy specialists and food program coordinators. The Food and Nutrition Unit (SNAP Policy Unit) is responsible for policy certification and ensuring State policy compliance with federal regulations. The SNAP E&T Unit administers the federal SNAP E&T Program, SNAP Works. The SNAP E&T Unit collaborates with the Food & Nutrition Unit to engage our eligibility staff by conducting meetings and training with the below internal departments and discussing updates to federal regulations or policy changes. The meeting goal is to gather their feedback on the information, coordinate training, and keep the eligibility staff informed of FNS guidance and federal regulations impacting eligibility workers as they relate to the SNAP E&T Program.

The internal departments include but are not limited to the following:

- Eligibility Staff
 - Quality Assurance Staff, and
 - Training and Professional Development Section
- Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

2.1 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.

The State shares information with E&T Partners and Intermediaries using the following sources:

STEP Portal

The following information is shared with E&T Partners from the State's eligibility determination system, Georgia Gateway, to the STEP Portal:

- Work Registration status
- Eligibility Begin and End Dates
- SNAP Client ID

The Providers share updated participant information by utilizing the STEP Portal.

Information is also shared between E&T providers, intermediaries, and the State utilizing the following:

- SharePoint sites

- Encrypted emails

Once fully functional, the State will transition away from most manual processes and use the STEP Portal to automate processes currently done manually.

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

The State utilizes two MIS systems to track and store E&T-related data.

1. **Georgia Gateway**

Georgia Gateway is the MIS system that determines SNAP eligibility. SNAP E&T staff enter the following SNAP E&T participant information, which is tracked and stored in Georgia Gateway:

- Date of the E&T referral,
- Date of participant orientation,
- Date of the employability assessment,
- Name of program components,
- The number of hours the customer participates in a component,
- Participant reimbursement service requests (participant reimbursements),
- Case management notes regarding referral outcome and participant reimbursement requests (participant reimbursements).
- Provider determinations are captured in case notes and by indicating the direct services received from the provider in the individual employment plan.

2. **STEP Portal**

The STEP Portal is the MIS system that SNAP E&T Providers utilize to enter and share SNAP E&T participant data. The STEP Portal is under development however, the following information is currently tracked and stored in the STEP Portal:

- Date of the E&T referral,
- Date of participant orientation,
- Date of the employability assessment,
- Individual Employment Plan

- Name of program components,
- Case management notes

The State will continue to enhance the STEP Portal to enable additional tracking and storage of SNAP E&T-related data.

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

The State uses the communication methods below to share its policies, procedures, and other important information with its E&T providers, including intermediary contractors.

- Bi-monthly partner engagement meetings
- Bite-sized training on SNAP E&T processes
- Live Teams meetings
- Bi-monthly technical assistance call
- Bi-monthly provider staffing call
- Provider handbook revision committee
- Direct emails to the provider group as needed
- Annual Convening with partners and stakeholders

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

- The State conducts management evaluations annually with Providers, Subcontractors, and Intermediaries. However, new Providers are exempt from a rated management evaluation in the first year.
- New Providers must participate in onboarding training, bi-weekly technical assistance meetings, site visits, and periodic desk and fiscal reviews throughout the year.
- The State uses the SNAP Works Management Evaluation (ME) Guide.
- The State reviews the Provider's files related to their participation in the program, which includes but is not limited to contractual agreements, participant case record data, invoices with supporting documents, subcontracts, contractor-developed guides, informational messaging, financial management systems, fiscal management desk reviews, and reports of employment resulting in positive program completions.

- Site visits are conducted at least annually and as needed to review providers' training locations, classes, customer interactions, etc.

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

The State conducts site visits to ensure the participants receive adequate training and support. The site visits include monitoring training and provider interactions with participants. The State ensures the providers address participants' barriers and needs by offering support services appropriate and necessary for participation.

The State evaluates partners' performance in achieving the purpose of SNAP E&T by analyzing component and program completion and employment attainment.

VIII. Screening for Work Registration

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

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

Eligibility workers screen all SNAP applicants at application and renewal to determine if the customer is a work registrant or if they meet an exemption from work registration. At the eligibility determination interview, all applicable work requirements for SNAP are discussed, and the Consolidated Work Requirement Notice is sent to the work registrant to explain the basic work requirements for SNAP.

All work registration exemptions are listed in the SNAP Policy manual, which eligibility workers refer to help determine if the customer is a Work Registrant. The Oral Work Requirements script is also used when interviewing customers as a guide to determine if they meet an exemption from work registration or are work registrants.

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

A non-exempt individual registers for work when signing the SNAP application.

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

The eligibility worker explains all applicable work requirements for SNAP using the oral script. The EW also explains the rights and responsibilities of work-registered AU members, and the sanctions for failure to comply with general work requirements during the initial interview, recertification (renewal) interview, and an interim change. The SNAP Consolidated Work Requirement Notice is mailed to work registrants, which includes mandatory registrants and ABAWDs in every county. The consolidated work requirement notice is mailed to work registrants at initial approval, recertification and interim change.

IX. Screening for Referral to E&T

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

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

Eligibility workers screen customers (both direct and reverse referrals) for appropriateness to the SNAP Works program by discussing their highest level of education, employment history, and interest in becoming employed. If the customer is 16 or 17 years of age or older **and** the head of household is at least 18 years or older, not receiving TANF, and is fit for employment, then the worker discusses the interest in the SNAP E&T components offered and any barriers that would prevent them from participating with each customer.

For reverse referrals, the Employment Services Specialists review the referrals to ensure that the eligibility worker has screened the individual for appropriateness to the SNAP Works program. If it has been determined that the individual has not been screened or the reverse referral request is returned to the provider in the STEP Portal as Eligible Pending Referral, the Employment Services Specialists notify the eligibility workers. The eligibility workers screen for appropriateness to the program and process the reverse referral requests in Georgia Gateway.

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

The eligibility worker screens all individuals 16 or 17 years of age or older **and** the head of household, at least 18 years of age or older, who are not receiving TANF and

who are fit for employment at application and recertification using the SNAP Works Program Screening and Referral tool. The screening and referral tool has been incorporated into the eligibility system and is completed during the interview to screen the individual to determine if they are appropriate for SNAP E&T. After the direct referral is sent to SNAP Works, the Employment Service Specialist contacts the customer within 10 business days to progress the referral to an appropriate provider.

- *(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.

Request for a Reverse Referral Process

A request for a reverse referral is initiated when the SNAP customer visits the E&T Provider to enroll in the program before communicating with the eligibility worker that they would like to participate in one of our training programs.

Process Steps

- An eligibility worker screens all SNAP customers using the Screening and Referral Tool Form to determine their appropriateness for the SNAP E&T program at application and standard renewal.
- The Screening and Referral Tool is completed electronically in the Georgia Gateway system.
- If a customer is not ready to be referred to the SNAP E&T program when the screening is conducted, the eligibility worker documents that the screening was completed, and the customer is not ready to be referred to the SNAP E&T program.
- If a customer is appropriate to be referred to the SNAP E&T program, the eligibility worker annotates the referral on the SNAP Screening and Referral Tool Details page in Georgia Gateway, and the referral is sent to the SNAP Works Unit. The Employment Services Specialist contacts potential SNAP E&T participants and completes a direct referral if the customer volunteers to participate in the SNAP E&T program.
- The potential SNAP E&T participant may contact E&T Providers directly to participate in the SNAP E&T program.
- The E&T provider enters the potential E&T participant's information into the STEP portal.
- For reverse referrals, the Employment Services Specialist checks the Georgia Gateway system for appropriate documentation for the SNAP E&T program and the Screening and Referral Tool Form. If appropriateness for the program cannot be determined, the SNAP E&T Unit sends to the eligibility unit to determine appropriateness. Eligibility staff process the screening request within 10 days.
- The STEP Portal interfaces with the Georgia Gateway System to determine real-time eligibility.
- If the potential E&T participant is determined eligible, the E&T Provider proceeds with the Orientation and Assessment process.

- 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?

Participants are informed about participant reimbursements by eligibility workers, SNAP E&T staff, and providers.

Eligibility staff inform participants verbally during application and standard recertification interviews when screening customers for appropriateness for referral to SNAP E&T.

SNAP E&T staff verbally inform participants when notifying them which provider they are being referred to.

Lastly, the provider informs participants about participant reimbursements either verbally (in-person orientation) or in writing (virtual orientation).

X. Referral to E&T

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

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

- During the interview, the eligibility worker communicates verbally to the customer the opportunities available in the SNAP Works program, such as vocational training, work experience, assistance with books, childcare, tools, transportation, uniforms, etc.
- If the customer chooses to be referred, the eligibility worker refers them via the Georgia Gateway system and informs the customer that a referral has been completed.
- The SNAP Works employment services specialist will contact the customer within 10 business days of the receipt of the referral to explain the program.
- The SNAP Works employment services specialist informs the customer which provider they are sending the referral to, and that the provider will contact them within 5 days to schedule orientation and assessment.
- Additionally, the Employment Services Specialists (ES) provide case management services to a random sample of participants through 360-degree periodic reviews of their progress. They also engage the participants to determine if participant reimbursement services are needed to continue their training.
- The ES worker will use the 360-degree Model Process to interview participants to gauge their satisfaction with the E&T providers and the programmatic services offered.

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.?

- For Reverse Referrals, the Employment Services Specialist checks the Georgia Gateway system for appropriate documentation for the SNAP E&T program and the Screening and Referral Tool Form. If appropriateness for the program cannot be determined, the SNAP E&T Unit emails the eligibility unit to determine appropriateness.
- If appropriateness has been determined and the Screening and Referral Tool is complete, the eligibility worker refers them via the Georgia Gateway system and informs the customer that a referral has been completed.
- Additionally, the Employment Services Specialists are conducting 360 periodic reviews of a random sample of participants' progress and engaging the participants to determine if participant reimbursement services are needed to continue their training.
- The E&T providers discuss approval into the SNAP E&T program and participant reimbursements during assessment/orientation and case management meetings.

- 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 has been approved, the provider will schedule the initial intake appointment with the potential participant.
- The participant is expected to attend orientation with the provider within 5 business days of the participant's completed referral to the provider. The orientation may be virtual or in-person at a provider or a combination of the two. During orientation, the E&T contractor informs the participant of the purpose of the SNAP Works Program, program components, participation requirements, rights and responsibilities of participants, and participant reimbursement services available.
- After orientation, the provider assesses the participant to determine which component would best enable them to enter or rejoin the workforce.

- 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?

The eligibility worker generates a referral to the SNAP Works Program in Georgia Gateway. The referral is assigned to a SNAP Works Employment Services Specialist to review and determine the next step in the process.

- 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?

Direct referrals are made to SNAP E&T providers using the STEP Portal's direct referral feature. When SNAP E&T staff submits a direct referral, the referral appears on the provider's dashboard.

XI. Assessment

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

- Does the State require or provide an assessment?
 - ☒ Yes (*Complete the remainder of this section.*)
 - ☐ No (*Skip to the next section.*)
 - If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g., who conducts the assessment, when are participants assessed, what tools are used, and how are the results shared with State agency staff, providers, and/or participants)
- SNAP E&T Providers assess participants at intake to determine skill set, employability, barriers, education, and which components the participant would most benefit from in obtaining the goal of regular employment that meets state/local workforce needs.
 - Providers utilize the following assessment tools:
 - Literacy Assessment
 - Training Readiness Assessment
 - Needs Assessment
 - Opportunity and Stability Assessment
 - Career Opportunity Dashboard for Economic Mobility Assessment
 - Career and Barrier Assessment
 - Work Skills Assessment
 - Literacy and Numeracy Test
 - Basic Digital Skills Evaluation
 - Career Scope Assessment

- Twelve-Scale Interest Inventory
 - Seven-Part Aptitude Battery
 - Self-directed Search
 - Career Interest Test
-
- The provider enters the participant's assessment results into the STEP Portal, utilizing the Employability Assessment. Using the Employability Assessment in the STEP Portal enables the provider to share the assessment with SNAP E&T staff.

XII. Case Management Services

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

- What types of E&T case management services will the State agency provide?
Check all that apply.
 - ☒ Comprehensive intake assessments
 - ☒ Individualized Service Plans
 - ☒ Progress monitoring
 - ☒ Coordination with service providers
 - ☒ Reassessment
 - ☐ Other.
- 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.

Case Management services are provided by the SNAP E&T provider. Case management services are embedded in each component and include:

- Job Coaching
- Mentoring
- Career Planning
- Career Counseling

- Discussing progression through the program
- Continuous assessment of the need for wrap-around services
- Development of strategies to overcome barriers

Additionally, the Employment Services Specialists (ES) conduct case management services to a random sample of participants through 360-degree periodic reviews of the participants' progress and engage the participants to determine if participant reimbursements are needed to continue their training.

- 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:	Providers do not communicate directly with SNAP eligibility staff. However, the eligibility staff communicates with the SNAP E&T staff through Gateway, STEP Portal, shared TEAMS channel, and email. They work hand in hand to support the customer. If the customer contacts the eligibility worker, the eligibility worker shares the information with the Employment Services Specialist. They communicate via Gateway with work exemption coding, good cause, and other participation-related information.
State E&T staff:	State E&T staff coordinate E&T participation with providers utilizing the STEP Portal, e-mail, meetings, and SharePoint sites. The STEP Portal communicates this if the customer contacts the agency to participate in the SNAP E&T program. The ES specialist enters the information into the STEP Portal so that the providers can receive the participant's information.
Other E&T providers:	Providers coordinate with other E&T providers by utilizing the provider-to-provider feature in the STEP Portal. They work hand in hand to support customers by making referrals to additional services, providing information related to training programs, etc.
Community resources:	SNAP E&T staff and providers coordinate community resources by referring participants to resources in the community as needed.

- 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).

Case management is embedded in each activity and activities are scheduled around the participant's availability. An efficient administrative process is ensured through direct customer service activities which are supported by the following tools: orientation, assessment, development of an individual employment plan and E&T components with input from the participant at each step. The direct customer service approach allows for the case manager to target case management activities. In addition, case managers also provide ongoing monitoring and documentation of outcomes to ensure an efficient administrative process.

XIII. Conciliation Process (if applicable)

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

- Does the State agency offer a conciliation process?
 - ☐ Yes (Complete the remainder of this section.)
 - ☒ No (Skip to the next section.)
- Describe the conciliation process and include a reference to State agency policy or directives.

Not Applicable

- What is the length of the conciliation period?

Not Applicable

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 include voluntarily quitting a job or reducing work hours below 30 hours a month and failing to comply with SNAP E&T (if assigned by the State agency).

- What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?
 - ☒ 30 days
 - ☐ 60 days
 - ☐ Other: Click or tap here to enter text.
- For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?
 - ☒ Yes
 - ☐ No
- For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:
 - ☒ One month or until the individual complies, as determined by the State agency
 - ☐ Up to 3 months
- For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
 - ☒ Three months or until the individual complies, as determined by the State agency
 - ☐ Up to 6 months
- For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:
 - ☒ Six months or until the individual complies, as determined by the State agency
 - ☐ Time period greater than 6 months
 - ☐ Permanently

- The State agency will disqualify the:
 - ☒ Ineligible individual only
 - ☐ Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

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

- 1) 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.

If a customer fails to comply with a SNAP work requirement and the failure to comply is discovered during a recertification interview or a verbal change report, the eligibility worker will discuss good cause at that time with the customer. If sufficient information is not available to determine if good cause exists, a verification checklist will be mailed to the customer. The customer will have 10 days to provide the information. Once the eligibility worker speaks with the customer or verification is provided, a determination of good cause will be made.

The Consolidated Work Requirements Notice is mailed to customers at initial certification, recertification, and a change in their work requirement status. The notice gives the customer a means of contacting the agency if they believe they have a good reason for not following the basic work rules. Good cause is granted on a case-by-case basis.

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

Good cause is granted for circumstances that are beyond the individual's control. This includes, but is not limited to, the following situations:

- illness, either temporary or permanent,
- illness of another household member that requires the presence of the mandatory registrant OR ABAWD,

- a household emergency,
- unavailability of transportation,
- barriers beyond the individual's control,
- temporary absence from work due to holidays or breaks or due to workload, and the employee retains employment,
- leaving employment due to:
 - discrimination by an employer due to age, race, sex, color, disability, religious belief, national origin, or political beliefs,
 - work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule,
 - acceptance of employment or enrollment of at least half-time in any recognized school, training program, or institution of higher education,
 - acceptance by an AU member of employment or enrollment in any recognized school, training program, or institution of higher learning in another county or state that requires AU members to quit employment,
 - retirement (employer designates a person as retired),
 - leaving employment in connection with patterns of employment such as migrant farm labor, seasonal work, or construction work,
 - acceptance of a bona fide offer of employment which fails to materialize or fails to result in at least 30 hours of employment, or 30 hours multiplied by federal minimum wage, due to the employer or circumstances beyond the AU'S ability to control,
 - or childcare needs and the availability of services.

3) 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.

The SNAP E&T Unit will work on locating activities in E&T participants' areas to increase the ability to help connect all SNAP recipients with employment and training opportunities.

Suppose there is no appropriate and available opening for a potential E&T participant. In that case, the Employment Services Specialist will notify the eligibility worker and inform the customer that no available slots exist in their area. The eligibility worker will determine that good cause exists due to the lack of appropriate and available opening and document that good cause was granted and the reason in Georgia Gateway.

XVI. Provider Determinations

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

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

Providers are required to notify the State by email when an individual is ill-suited for a particular E&T component within 10 days of making such a determination. The notification includes the reason for the determination and the recommended next steps for the individual.

The State proceeds with the following steps even if the provider's determination does not include the reason for the determination or the recommended next steps in the notification provided. Within 10 days of receipt of a determination from a provider that an individual is ill-suited for a particular E&T component, the State E&T worker contacts the individual by telephone to explain what a provider's determination is, the next steps the State will take because of the provider's determination and the contact information for the State agency. For voluntary participants, including ABAWDs, the State E&T worker also explains to the individual that they are not being sanctioned because of the provider's determination.

The State E&T worker explains that they are requesting the eligibility worker to reassess the individual's physical and mental fitness within 10 days of the E&T worker's customer contact. This includes screening for a work registration exemption to determine the individual's physical and mental fitness for a referral to the SNAP E&T program. The State E&T worker then documents the information discussed with the individual in Georgia Gateway.

Suppose the individual is found to be physically or mentally fit for participation and volunteers to participate in the SNAP Works program again. In that case, the eligibility worker will notify the State E&T worker and the State E&T worker will work with the customer and a provider to enroll the customer into an appropriate E&T program component. If the individual is found to be an ABAWD, the ABAWD will be granted Good Cause for the month/s that the second screening is conducted.

The eligibility worker documents the screening results in the Georgia Gateway case record.

Suppose an E&T provider finds an individual is ill-suited for one component but determines the individual may be suitable for another component offered by the E&T provider. In that case, the E&T provider may switch the individual to the new component and inform the State of the new component by updating the Individual Employment Plan in the STEP Portal.

Once notified through the STEP Portal, the State will update the Individual Employment Plan and document in Georgia Gateway.

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

Once the provider determination has been received for the direct referral, the ES worker contacts the participant to inform them if they have been accepted or if they were not accepted by the provider within 5 business days of receiving the provider determination.

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>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.</p>	570
<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>	155
<p>III. Estimated budget for E&T participant reimbursements in upcoming FY.</p>	\$400,271
<p>IV. Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)</p>	\$33,356

V. Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$215
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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 childcare 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	\$50/Month from State Agency	State Agency E&T Staff & Contractor	Participant Reimbursement or Advance payment
Childcare	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
TB Testing	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
State ID or Drivers' License	\$32/Per Participant	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Physical Screening	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Criminal Background Check	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Dental	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Eye Wear	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Books	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Tools & Supplies	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Registration Fees	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Head Covering	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Auto Repair	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Certification tests	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Occupational Uniforms	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement
Required Professional apparel	Costs are considered on a case basis to ensure they are reasonable and necessary.	State Agency E&T Staff & Contractor	Direct to Vendor or Participant Reimbursement

- If providing dependent care, specify payment rates for childcare 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.

The ES worker assists our customers with applying for childcare assistance through the Georgia Department of Early Care and Learning (DECAL). In addition, E&T contractors provide childcare as a participant reimbursement service to those who qualify under their program guidelines. The childcare rate is determined by the Georgia Department of Early Care and Learning (DECAL) income limits.

- 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?

If childcare is not available to a participant through DECAL, we work with our E&T providers to plan for childcare services. This investment in partnerships helps the program fill gaps in services.

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.

- 1) 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.

- Georgia's work registrant count is calculated using data stored in Georgia Gateway, the State's eligibility system.
- Individuals are coded as Work Registrants in the eligibility system.
- On October 1, our vendor pulled a canned report on all individuals coded as Work Registrants with active SNAP cases.
- To prevent duplicates, an individual's social security number is used as a unique identifier.

- 2) Describe measures taken to prevent duplicate counting.

- To prevent duplicates, an individual's social security number is used as a unique identifier.

XIX. Outcome Reporting Measures**National Reporting Measures****Table E.III. National Reporting Measures**

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used. Georgia Gateway</i>	<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
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below if follow-up surveys are used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

The State uses Georgia Gateway as its eligibility system and the Georgia Department of Labor MIS for quarterly wage interfaces.

- 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).

Not Applicable

- 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.

Not Applicable

State Component Reporting Measures

- Check all data sources used for the State-specific component measures.
 - ☒ Quarterly Wage Records (QWR)
 - ☒ National Directory of New Hires (NDNH)
 - ☒ State Management Information System. *Indicate the MIS used below.*
 - ☐ Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*

☐ Follow-up Surveys. *Answer follow-up question below.*

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

Georgia Gateway and Georgia's Department of Labor MIS systems.

- 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).

Not Applicable

- 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.

Not Applicable

- 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.

Not Applicable

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</i>	<i>Example: Numerator will include those participants who obtained employment</i>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g., denominator and numerator).
	<i>employment after completion of component.</i>	<p><i>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>
Supervised Job Search (SJS)	Number of people who obtain employment after completion of Supervised Job Search.	<p>The numerator will include participants who obtained employment after completing the component from 10-1-2024 to 9-30-2025.</p> <p>The denominator will include the number of participants who participated in a supervised job search from 10-1-2024 to 9-30-2025.</p>
Job Retention (JR)	Number of people who received Job Retention and remained employed.	<p>The numerator will include the number and percent of total participants who are still employed after 90 days within the reporting period of 10/1/2024 to 9/30/2025.</p> <p>The denominator will include the number of participants that participated in the Job Retention component during the period of 10/1/2024 to 9/30/2025</p>
Career/Technical Education Programs or other Vocational Training (EPC)	Number of people who participated in Vocational Training and received a certificate.	<p>The numerator will include those participants who obtained industry-recognized certification after completing Vocational Training from 10-1-2024 to 9-30-2025.</p> <p>The denominator will include the number of participants who participated in Vocational Training from 10-1-2024 to 9-30-2025.</p>
Work Activity (WA)	Number and percentage of individuals who participated in Work	The numerator will include participants who obtained employment after

Component	Outcome Measure	Methodology including the timeframes being reported (e.g., denominator and numerator).
	Experience and became employed.	<p>completing Work Experience from 10-1-2024 to 9-30-2025.</p> <p>The denominator will include the number of participants who participated in Work Experience from 10-1-2024 to 9-30-2025.</p>
Work Readiness Training (WRT)	Number and percentage of individuals who participated in Work Readiness Training and became employed,	<p>The numerator will include participants who obtained employment after completing Work Readiness Training from 10-1-2024 to 9-30-2025.</p> <p>The denominator will include the number of participants who participated in Work Readiness Training from 10-1-2024 to 9-30-2025.</p>

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

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

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

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

☐ Yes (*Complete the rest of this section.*)

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

Table F.I. Pledge Assurances

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

- Where will the State agency offer qualifying activities?

☐ Statewide

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

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

☐ ABAWD waiver for parts of the State

☐ Will use discretionary exemptions

☐ Other: Click or tap here to enter text.

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

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

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

- 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.

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

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

- 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.)

- 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?

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

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

Table F.III. Available Qualifying Activities

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

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

	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
Total slots across all qualifying activities			

Table F. IV. Estimated cost to fulfill the pledge

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

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

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G. Component Detail

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

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

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State***

does not plan to offer one of the components in the table, please leave the cells blank. For each component that is offered, the State should include the following information:

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

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

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	The criteria used by the State agency to approve locations for supervised job search are providers who have access to career centers, job fairs, workshops, and soft skills training. Providers must be able to track and keep a participation log for the participant. These criteria were chosen because SNAP Works participants require accessibility to different resources to search for employment opportunities. Individuals can participate in SJS either in person or virtually. The SJS component is under the direct supervision of the provider's case manager. Supervision consists of the case manager monitoring the participant's activities. The participant will participate in workshops, career assessments, seminars, counseling services, and soft skills training. The case manager must be available to assist the participant with any questions that may arise. Both in-person and virtual participants are required to check in at least weekly with their case manager and provide verification of their supervised job search activities. This is a non-qualifying component; therefore, it cannot be a standalone component for an ABAWD and must be paired with a qualifying component.
Direct link	The State will ensure a Direct link to increasing employment opportunities by monitoring the participation data received from providers regarding job placement of those enrolled in a supervised job search.
Target population	ABAWDs, non-ABAWD work registrants, returning citizens, underemployed, veterans
Criteria for participation	The participants must have a recent connection to the workforce.
Geographic area	Statewide
E&T providers	Goodwill of North Georgia, Goodwill Industries of Big Bend, Goodwill Industries of Southern Rivers, and WorkSource Fulton
Projected annual participation	288

Estimated annual component costs	\$61,160
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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>E&T participants who have participated in an E&T component and who become employed during their participation, are eligible for job retention services for up to 90 days but no less than 30 days.</p> <p>The job retention component is a supportive measure offered to eligible participants to increase the likelihood of long-standing, continuous employment. Case management services are a large part of this component. Job retention services will provide participant reimbursement services for expenses necessary to maintain employment. The State will monitor its maximum end date report to determine when participants are nearing the 90-day limit.</p>
Target population	ABAWDs, non-ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, those in rural areas, families, seniors, and the unemployed
Criteria for participation	<ul style="list-style-type: none"> The Participant has expressed a need for supportive services that are reasonable and

	<p>necessary to successfully transition from unemployment to active employment and to increase the likelihood of long-standing, continuous employment.</p> <ul style="list-style-type: none"> • The participant must obtain gainful employment while actively participating in an eligible E&T component. • The participant is SNAP eligible in the month of or the month prior to participation • The participant must be employed at least 30 hours weekly or the equivalent of 30 hours weekly X federal minimum wage • The participants must remain employed during participation months. eligible for job retention services.
Geographic area	Statewide
E&T providers	Per Scholas, Goodwill North Georgia, Goodwill Industries of Southern Rivers, Center for Employment Opportunities, Career Rise, WorkSource Fulton, and Step Up Savannah.
Projected annual participation	154
Estimated annual component costs	\$186,995

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	
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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	Education provides an individual with basic literacy equivalent to at least grade 8 level and education to prepare a person to qualify for a high school equivalency diploma.

Target population	ABAWDs, non-ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, those in rural areas, families, seniors, and the unemployed
Criteria for participation	The participant must need basic education as a prerequisite for further educational learning needed for gainful employment.
Geographic area	Statewide
E&T providers	Goodwill Industries of Big Bend and Goodwill Industries of Middle Georgia
Projected annual participation	7
Estimated annual component costs	\$24,743
Not supplanting	<p>The State has verified that all the providers of Basic Education are not supplanting SNAP E&T funds with existing non-federal funds to operate the Basic Education component.</p> <p>DFCS performs the following validation processes to ensure that all providers are following non-supplanting guidelines by performing the following tasks:</p> <ul style="list-style-type: none"> • Reviews Georgia State Regulations for funding appropriations. • Reviews the provider proposal for the component and funding information captured in the budget to see if another funding source is identified, such as a federal, local, or state government entity. <p><u>Non-Profits</u></p> <ul style="list-style-type: none"> • Reviews the provider proposal for the component and funding information captured in the budget to see if another funding source is identified, such as a federal, local, or state entity. • Confirms findings with the provider by collecting a Cost Parity/Supplanting Questionnaire as part of the contract initiation process.
Cost parity	The State has verified that all its providers are following the cost parity guidelines and that all costs billed to SNAP E&T are consistent and the same as those charged to a non-SNAP E&T participant.

	<p>DFCS conducts the following validation reviews during the year to ensure that cost parity is adhered to:</p> <ul style="list-style-type: none"> • Reviews the prices from the entity's price list to determine the cost of services. • Confirms that the pricing list is consistent with the costs identified to aid SNAP E&T participants with acquiring educational training.
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Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	<p>This is a short-term component that improves the employability of participants by providing training in a skill or trade allowing the participant to move directly into employment.</p> <p>These training programs have a direct link to the local job market. The training is designed to provide in-demand, high-growth training in emerging industries, resulting in the obtainment of industry-recognized credentials.</p> <ul style="list-style-type: none"> • The SNAP Works Program offers training opportunities from certification classes to a two-year technical college associate degree.
Target population	ABAWDs, non-ABAWDs, homeless, veterans, students, single parents, returning citizens, underemployed, those in rural areas, families, seniors, and the unemployed
Criteria for participation	Individuals who have obtained a high school or equivalent diploma and who can pass the entrance exam test.
Geographic area	Statewide
E&T providers	Goodwill North Georgia, Career Rise, Goodwill Industries of Southern Rivers, Goodwill of Southeast Georgia, Goodwill Industries of Big Bend, Goodwill Industries Middle Georgia, WorkSource Fulton, Step Up Savannah, First Step Staffing, and Strive.
Projected annual participation	403
Estimated annual component costs	\$1,714,069

Not supplanting	<p>The State has verified that all providers of Career/Technical Education or other Vocational Training are not supplanting SNAP E&T funds with existing non-federal funds to operate the component.</p> <p>DFCS performs the following validation processes to ensure that all providers are following non-supplanting guidelines by performing the following tasks:</p> <ul style="list-style-type: none"> • Reviews Georgia State Regulations for funding appropriations. • Reviews the provider proposal for the component and funding information captured in the budget to see if another funding source is identified, such as a federal, local, or state government entity. <p><u>Non-Profits</u></p> <ul style="list-style-type: none"> • Reviews the provider proposal for the component and funding information captured in the budget to see if another funding source, such as a federal, local, or state entity, is identified. • Confirms findings with the provider by collecting a Cost Parity/Supplanting Questionnaire as part of the contract initiation process.
Cost parity	<p>The State has verified that all its providers are following the cost parity guidelines and that all costs billed to SNAP E&T are consistent and the same as those charged to a non-SNAP E&T participant.</p> <p>DFCS conducts the following validation reviews during the year to ensure that cost parity is adhered to:</p> <ul style="list-style-type: none"> • Reviews the prices from the entity's price list to determine the cost of services. • Confirms that the pricing list is consistent with the costs identified to aid SNAP E&T participants with acquiring educational training.

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	
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	<p>Intensive programs that include skill assessment and educational remediation services that prepare individuals for the workforce.</p> <p>Work readiness skills may include both foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking and non-cognitive skills, or soft skills, which are defined as personal characteristics and behavioral skills that enhance an individual's interactions, job performance, and career prospects such as adaptability, integrity, cooperation, and workplace discipline.</p>
Target population	Individuals who need basic education services aligned with job readiness training activities.
Criteria for participation	Individuals entering this component have basic reading, writing, and math skills that need to be expanded to function productively in the workforce.
Geographic area	Statewide
E&T providers	Goodwill Industries of Big Bend, Goodwill Industries of Middle Georgia, Goodwill Industries of Southern Rivers, Strive, Per Scholas, and Step Up Savannah.
Projected annual participation	125
Estimated annual component costs	\$437,699
Not supplanting	<p>The State has verified that all the providers of Work Readiness Training are not supplanting SNAP E&T funds with existing non-federal funds to operate the component.</p> <p>DFCS performs the following validation processes to ensure that all providers are following non-supplanting guidelines by performing the following tasks:</p> <ul style="list-style-type: none"> • Reviews Georgia State Regulations for funding appropriations. • Reviews the provider proposal for the component and funding information captured in the budget to see if another funding source is identified, such as a federal, local, or state government entity.

	<p><u>Non-Profits</u></p> <ul style="list-style-type: none"> • Reviews the provider proposal for the component and funding information captured in the budget to see if another funding source, such as a federal, local, or state entity, is identified. • Confirms findings with the provider by collecting a Cost Parity/Supplanting Questionnaire as part of the contract initiation process.
Cost parity	<p>The State has verified that all its providers are following cost parity guidelines and that all costs billed to SNAP E&T are consistent and the same as those charged to a non-SNAP E&T participant.</p> <p>DFCS conducts the following validation reviews during the year to ensure that cost parity is adhered to:</p> <ul style="list-style-type: none"> • Reviews the prices from the entity's price list to determine the cost of services. • Confirms that the pricing list is consistent with the costs identified to aid SNAP E&T participants with acquiring educational training.

Table G. XI. Educational Program Details: Other

Details	Other (EPO): 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	
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 is 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>Work Activity is designed to improve the employability of participants to enable them to obtain work experience in a particular type of work.</p> <p>Participants gain the skills and experience needed by working at a workplace (private or non-profit sector) for a limited period not to exceed six months. The number of hours necessary will be determined by dividing the participant's SNAP allotment by the federal or state minimum wage (whichever is higher) – and is currently the federal minimum wage.</p> <p>Activities include but are not limited to working in various industries, providing customer service, and warehouse logistics.</p> <p>Work Activity is a planned, structured learning experience that takes place in a workplace (private or non-profit sector) for a short-term period. Work Activity may be paid or unpaid. Work Activity assignments may not replace the employment of a regularly employed individual, and they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours.</p>
Target population	Returning Citizens, the Homeless, and the unemployed with limited work experience.
Criteria for participation	Individuals who are unemployed and have limited work experience and employment skill set.
Geographic area	Statewide
E&T providers	First Step Staffing, Goodwill Industries of Southern Rivers, Goodwill Industries of Middle Georgia, Center for Employment Opportunities, and WorkSource Fulton
Projected annual participation	235
Estimated annual component costs	\$676,891

Table G.XIV. Work Experience: Pre-Apprenticeship

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

Table G. XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	
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	

Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G. XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	
Target population	
Criteria for participation	

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

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

Details	Work-based learning - Other (WBLO): State agency must provide a 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 hours 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	
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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.

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

Not Applicable

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 North Georgia
Service Overview:	This E&T Provider offers education, employment, and training opportunities for E&T participants. In addition, this contractor is an intermediary and has invested in the administration of the subcontractors under the State's direction and guidance.
Intermediary:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	The following components are offered by Goodwill of North Georgia and their subcontractors: Basic Foundational Skills, Supervised Job Search, Career/Technical Education Programs or Vocational Training, Work Activity, Work Readiness Training, and Job Retention.
Credentials Offered:	Industry-Recognized Certifications
Participant Reimbursements Offered:	Yes

Contract or Partner Name:	Goodwill of North Georgia
Location:	Statewide
Target Population:	Work Registrants and Voluntary Participants
Monitoring of contractor:	<p>The State will oversee the administration of E&T services to participants.</p> <p><u>The State will:</u></p> <ul style="list-style-type: none"> • Conduct semi-annual contract performance reviews. • Conduct case management reviews of participant case files. • Conduct quarterly tracking of expenditures based on the contractor's budget. • Measure performance outcomes and analyze the return on investment for the State and its federal partner. • Provide contractor policy training. • Communicate with the contractor to monitor services provided to E&T participants. • Record component participation and E&T activities in Gateway and the STEP Portal. • Conduct bi-monthly for technical assistance and/or participant case staffing. • Conduct bi-monthly provider engagement meetings. • Conduct annual Management Evaluations with the contractor and its subcontractors. • Validate invoices monthly and provide appropriate reimbursement for allowable expenses.
Ongoing communication with contractor:	The State communicates with providers through secured electronic mail, uploads reports to a secure SharePoint, video conferencing, TEAMS meetings, in-person meetings, and telephone calls.

Contract or Partner Name:	Goodwill of North Georgia
Total Cost of Agreement:	50/50 = \$2,661,228
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:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	

Contract or Partner Name:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I. IV. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	

Contract or Partner Name:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

J. Budget Narrative and Justification

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

Table J.I. Direct Costs

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	Position Title	FTE	Annual Salary	# Staff	Total
	<ul style="list-style-type: none"> SNAP E&T Unit Director: The director is responsible for directing and managing all aspects of the SNAP E&T Unit, which includes the SNAP E&T Hub, Community Engagement, and the STEP Portal. 	100%	\$79,016	1	\$79,016
	<ul style="list-style-type: none"> E&T Unit Managers: One manager manages the Community Engagement Unit, budget, and the STEP Portal. One manager manages the SNAP E&T team and Policy Specialist. 	100%	\$69,283	2	\$138,566

	<ul style="list-style-type: none"> • E&T Budget Analyst: The budget analyst is responsible for contracts, SNAP E&T budget, and assisting in providing information to potential providers. 	100%	\$63,283	1	\$63,283
	<ul style="list-style-type: none"> • Administrators: One administrator is responsible for managing the Community Engagement staff and QA staff. One administrator is responsible for managing the SNAP E&T Unit. 	100%	\$55,711	2	\$111,422
	<ul style="list-style-type: none"> • STEP Portal System Administrators: The administrators are responsible for maintaining/updating user access logs, maintaining/updating defects, testing functionalities, troubleshooting reported issues, and managing the STEP Portal's email account. 	100%	\$62,020	2	\$124,040
	<ul style="list-style-type: none"> • E&T Community Engagement Supervisor: The supervisor is responsible for supervising 	100%	\$50,128	1	\$50,128

	<p>the Community Engagement Specialists.</p> <ul style="list-style-type: none"> E&T Quality Assurance Specialists: <p>The specialists are responsible for reviewing cases for the providers and SNAP E&T staff, completing management evaluations on providers and SNAP E&T staff, performing data analysis and certification of all SNAP E&T reports, and performing User Acceptance Testing for Gateway and the STEP Portal.</p>	100%	\$57,599	2	\$115,198
	<ul style="list-style-type: none"> E&T Community Partner Specialist: <p>The specialist is responsible for onboarding providers, completing monthly invoices from providers, and managing the provider's email account.</p>	100%	\$48,200	1	\$48,200
	<ul style="list-style-type: none"> E&T Supervisors: <p>The supervisors are responsible for managing with ES Specialists to ensure that referrals from the eligibility specialist are acted upon and that all participants' information is entered into the Gateway and STEP Portal.</p>	100%	\$49,668	2	\$99,336

	<ul style="list-style-type: none"> • E&T Employment Services Specialists: The specialists are responsible for contacting SNAP recipients referred to the SNAP Works program from the eligibility workers and entering the participants' information in Gateway and/or the STEP Portal. 	100%	\$44,883	11	\$493,713
	<ul style="list-style-type: none"> • SNAP E&T Policy Specialist: The specialist is responsible for updating/writing SNAP E&T policy, creating the State Plan, providing technical assistance to the SNAP E&T staff, and developing/delivering training to the SNAP E&T staff. 	100%	\$68,622	1	\$68,622
	<ul style="list-style-type: none"> • Training and Development Specialist 3: The specialist is responsible for developing/delivering training, facilitating Technical Assistance Meetings with the providers, and developing training materials for special SNAP E&T events. 	100%	\$62,384	1	\$62,384
	Total			27	\$1, 453,908

Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.	66.304%		
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.	<ul style="list-style-type: none">Goodwill North Georgia <p>Total Contractual Cost: \$426,181</p> <p>Goodwill North Georgia supports the State’s E&T Program with planning, expansion, and informational materials for the community and citizens.</p>		
	<ul style="list-style-type: none">DHS OIT <p>Total Contractual Cost: \$489,595</p> <p>DHS OIT Contractual Services for Maintenance, Development, and Enhancements of the STEP Portal Dashboards for October 1, 2024, to September 30, 2025 - \$192,000:</p>		
	Description	Total Estimated Hours	Cost
	Admin (PM, Manager, Leads)	65	\$5,200
	Developers	2,210	\$176,800
	Business Analyst	125	\$10,000
Total Estimated Hours & Cost	2,400	\$192,000	
<p>OIT represents staff that is part of the contract for professional services and is separate from the transition cost.</p> <p>The maintenance, development, and enhancements include:</p> <ul style="list-style-type: none">Maintenance of the reports.Data Refresh and Integrity Checks: Regularly update the data sources to ensure the dashboard displays the most current data and validates its accuracy and consistency.Bug Fixing: Finding and fixing errors on the dashboards.Documentation: Maintaining detailed documentation of the dashboard’s development and updates.Performance Optimization: Improving the dashboard's speed, efficiency, and reliability.Re-engineering: Enhancing the design and architecture of a dashboard to boost its maintainability and scalability.			

	<ul style="list-style-type: none"> Enhancements: Adding or improving new features to meet the users' evolving needs, achievable within 40 hours. <p>DHS OIT Contractual Services for API Maintenance and Enhancements of the STEP Portal for October 1, 2024, to September 30, 2025 - \$297,595:</p>		
	Description	Total Estimated Hours	Cost
	Project Manager	240	\$20,400
	Business Analyst	1,040	\$78,000
	Developer	2,080	\$176,800
	Security	15	\$1,275
	Database Administrator	96	\$8,160
	Infrastructure Support	144	\$12,960
	Total Estimated Hours & Cost	3,615	\$297,595
	<p>The following activities will be included as part of the API M&O:</p> <ul style="list-style-type: none"> Maintenance of the API by conducting code analysis, review, and refactoring as needed. Troubleshoot and provide solutions to defects. Capture and maintain project documents as per enterprise standards/guidelines. Use monitoring tools to maintain security and control of the hardware and software. Participate in project support and continuous improvement initiatives. Re-engineering: Enhancing the design and architecture of a system to boost its maintainability and scalability. Database management and maintenance for ongoing support of the application. Server management by applying OS updates that address security vulnerabilities to provide enhanced security features. Performance Optimization: Improving the API's speed, efficiency, and reliability. Enhancements: Adding or improving new features to meet the users' evolving needs, achievable within 40 hours. Overall management and coordination for support activities. 		
	<ul style="list-style-type: none"> CaseWorthy <p>Total Contractual Cost: \$394,960</p>		

The STEP Portal Annual Software Fees and One-Time Professional Services Fee from Case Worthy.

The following are the Annual Software Fees:

- Dedicated Environment in Case Worthy's Azure Cloud - \$210,000
- Annual Maintenance and Support - \$134,960

Total Annual Service Fees - \$344,960

The following is a one-time Professional Services Fee:

- Set up the new infrastructure and migrate GA SNAP. This includes Project Management - **\$50,000**

The transition and maintenance & support include the following:

- Dedicated environments for GA SNAP separate from the primary Case Worthy SaaS shared environment.
- Separate infrastructure for production and non-production environments.
- Microsoft Windows and SQL Server licensing are required for these environments.
- Infrastructure required to support next-generation CWE capabilities (e.g., NG Query AppBuilder, Form AppBuilder, etc.) that are not currently deployed in GA SNAP's current environment.
- Labor from the Cloud Ops team to operate and support these environments, including deployments of the latest release of Case Worthy Enterprise to UAT and PROD on an alternating weekly cadence.
- Support the Case Worthy system and release bug fixes, enhancements, and new features to the separate Georgia instance.

<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>\$29,257</p> <p>Licenses for software that SNAP E&T Staff will use to develop training for providers and/or staff:</p> <ul style="list-style-type: none"> • SNAGIT Licenses - \$43 X 9 = \$387 • Camtasia Licenses - \$161.25 X 4 = \$645 • Vyond Licenses - \$1908 X 2 = \$3,816 • Adobe Pro Licenses - \$99 x 5 = \$495 <p>Basic supplies include but are not limited to paper, pens, pencils, tape, printers, printer ink, work cell phones, and laptop accessories for staff:</p> <ul style="list-style-type: none"> • \$23,700 for 27 FTE E&T Staff <p>The annual fee for the storage of SNAP E&T 2.0 records:</p> <ul style="list-style-type: none"> • \$1.1125 per box x 48 boxes = \$53.40 per quarter x 4 quarters = \$214 annually
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>\$8,500</p> <p>SNAP Works Program Informational Material for training and to promote the program. Promotional and training items include, but are not limited to:</p> <ul style="list-style-type: none"> • Business cards • Name tags • Portfolios • Pens • Training Handbook/Material
<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.</p>	<p>\$149,814</p> <p>The following are conferences/trainings that SNAP Works Program Staff anticipates attending/registering for:</p> <p>The estimated cost includes registration fee, airfare, transportation, hotel, and meal per diem:</p> <ul style="list-style-type: none"> • APHSA Economic Mobility & Well Being Conference - \$1,737 x 3 = \$5,211

<p>Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p>	<ul style="list-style-type: none"> • SNAP E&T National Forum - $\\$1737 \times 4 = \\$6,948$ <p>The estimated cost includes transportation, hotel, and meal per diem:</p> <ul style="list-style-type: none"> • Site Visits for Management Evaluations and Potential Providers Site Visit - $\\$635 \times 4 \times 15$ (Visits) = $\\$38,100$ • Face-to-Face Providers Onboarding - $\\$635 \times 4 \times 3$ (Visits) = $\\$7,620$ • Convening - $\\$1,135 \times 27 = \\$30,645$ <p>The estimated cost includes hotel, meal per diem, and mileage reimbursement:</p> <ul style="list-style-type: none"> • Gateway and STEP Portal training for SNAP Works Program Staff - $\\$1,135 \times 27 \times 2$ (twice per year) = $\\$61,290$ <p>This comprehensive training on the Georgia Gateway and STEP Portal processes will ensure that the SNAP E&T regulations and processes are correctly understood, retained, and applied.</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>\$0</p>
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	<p>\$0</p>

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

Not Applicable

- **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.

\$400,271 50/50 Federal is \$150,135.50 and the State is \$250,135.50 = \$400,271