

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814

**REASON FOR THIS TRANSMITTAL**

- State Law Change  
 Federal Law or Regulation Change  
 Court Order or Settlement Agreement  
 Clarification Requested by One or More Counties  
 Initiated by CDSS

June 26, 2001

ALL-COUNTY LETTER (ACL) NO. 01-37

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP COORDINATORS

SUBJECT: FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM PLAN  
FEDERAL FISCAL YEAR (FFY) 2002

REFERENCE: MANUAL OF POLICIES AND PROCEDURES 63-407  
THROUGH 63-410 and ACL 00-41

The purpose of this letter is to inform counties of the FSET Program planning process for FFY 2002. Counties that are interested in participating in the FSET program in the upcoming federal fiscal year must complete and submit the enclosed FSET tables to the Department, as required by the Food and Nutrition Service (FNS) in Administrative Notices 98-80 and 96-34. Because a full state plan was submitted in 2001, FNS is only requiring the submission of certain tables for 2002. We will compile the information from county plans into a statewide plan that will be submitted to FNS. Counties not participating in FSET must complete and submit Tables 1A and 1B.

**Please submit county table(s) no later than July 27, 2001 to:**  
**California Department of Social Services**  
**ATTN: Tony Pyara**  
**744 P Street, Mail Station 16-33**  
**Sacramento, California 95814**  
**e-mail [tpyara@dss.ca.gov](mailto:tpyara@dss.ca.gov)**  
**Fax # (916) 654-1048**

FSET Funding in FFY 2002 and the Various Funding Categories

While the federal government has not yet issued their preliminary FSET allocations for FFY 2002, CDSS estimates that there will be approximately \$18.1 million in 100 percent federal funds available in FFY 2002. This represents a 23 percent reduction from the amount of funds available in FFY 2001. Enclosure 1 provides the FSET allocations by various funding categories for each of the counties that indicated an interest in FSET participation in FFY 2002. The allocations are determined based on the counties' non-assistance food stamp caseload for calendar year 2000.

As described in FNS Administrative Notices 98-40 and 98-57 and Sections 16(h), 6(d)(4) and 6(e) of the Food Stamp Act of 1977, FSET funding is comprised of multiple funding categories with their own special claiming requirements. To ensure that all allowable expenses are fully claimed from the appropriate funding categories, CDSS must consider statewide aggregate expenditures. CDSS ensures that appropriate federal funds are claimed from the proper funding categories and makes any necessary adjustments through the year-end fiscal close-out process.

The following information on the various funding categories are intended to help counties have a better understanding of the federal claiming requirements:

1. 100 Percent Federal Funds

The 100 percent federal funds are comprised of two subcategories: base funds (i.e., first component funds) of \$9.9 million and supplemental funds (i.e., second component funds) of \$8.2 million. To claim second component funds, a county must agree to obligate their Maintenance of Effort (MOE). The County MOE amounts shown on Enclosure 1 assume that all of the participating counties will agree to obligate their MOE and claim their full allocation of first and second component funds. Thus, a county's actual MOE can vary based on the actual statewide FSET expenditures in 100 percent federal funds.

2. County, State, and Federal Maintenance of Effort

When a county agrees to obligate their MOE, they may claim second component funds and state and federal MOE dollars. Counties will automatically draw down funds from the state and federal MOE categories whenever second component funds are drawn.

3. Participant Reimbursement Rates

The rates remain the same as in previous years: \$25 for transportation and \$200 for dependent care. Participant reimbursements for dependent care and transportation are funded with 50 percent federal funds, 35 percent state funds and 15 percent county funds.

4. 50 Percent Federal and 50 Percent County Funds

This category of funds is used to pay for any expenditures that exceed allowable federal reimbursement rates, spending caps, or allocations in the other funding categories. The overages are funded with 50 percent county and 50 percent

federal funds. Anticipated overages must be included in the county's FSET plan budget as they are subject to federal approval.

### Use of Funds

As in the past, counties may spend all of their 100 percent federal fund allocation (i.e., first and second component funds) to serve Able-Bodied Adults Without Dependents (ABAWDs) in qualifying activities.

However, expenditures for non-ABAWDs and ABAWDs in non-qualifying activities, such as job club, cannot exceed **20 percent** of the 100 percent federal fund allocation. Any expenditures that exceed the 20 percent cap for non-ABAWDs and ABAWDs in non-qualifying activities, or in excess of the 100 percent federal fund allocation, will be matched at the 50 percent federal and 50 percent county rate.

### Reimbursement Rates

FNS has set two levels for the reimbursement rate: \$175 for a "filled" slot and \$30 for an "offered" slot. A slot is considered "filled" when a participant reports to an FSET activity in a month. A slot is considered "offered" when a bona fide FSET activity is made available to a participant in a month (i.e., the participant is told to report to an activity site at a given date and time, but the participant either refuses the assignment or does not report as directed). In the case of self-directed workfare programs, FNS will reimburse counties for filled slots only.

CDSS will determine each county's reimbursement amount by multiplying all the statewide offered slots by \$30 and all the statewide filled slots by \$175. The result is the maximum statewide amount that will be reimbursed with 100 percent federal funds. Expenditures above the maximum amount are reimbursed with 50 percent federal funds and 50 percent county funds.

### Clarification of Rules on Reimbursement Rates and Offered/Filled Slots

Counties may claim reimbursement at the filled slot rate (\$175) for every month in which an ABAWD participates in a qualifying FSET activity. For example, if an ABAWD is in a workfare program for six months, the county is entitled to \$175 for each of the six months, or \$1,050 total. If an ABAWD refuses a work slot in one month, but accepts it in another, the county may claim \$30 for the offered slot in the first month and \$175 for the filled slot in the second month.

Counties may also claim the same reimbursement rates for non-ABAWDs and ABAWDs in non-qualifying activities, but the expenditures are subject to the 20 percent spending cap discussed above (see section entitled Use of Funds). Please note, however, that counties may **not** claim multiple reimbursements for the same individual in the same month.

For example, if an ABAWD participates in both a 20-hour-a-week training component and a workfare program in the same month, the county may only claim a \$175 reimbursement for that month. Counties are reimbursed not for creating slots, but for placing individuals in work components. Since the two slots are only keeping one ABAWD eligible for the program, the county may claim reimbursement for only one filled slot. Similarly, when two individuals are assigned to the same slot (one to work four hours in the morning and the other to work four hours in the afternoon), reimbursement is allowed for two slots.

#### Allowable Activities and Required Hours of Participation

In developing the plans, counties should continue to take into account the work requirements that were established under welfare reform. Enclosure 2 provides a table of the allowable FSET activities and the hourly participation requirements associated with the various components for ABAWDs and non-ABAWDs (this table was recently issued in All County Information Notice No. I-37-01).

As shown on Enclosure 2, counties may continue to combine elements of traditional FSET components with drug and alcohol rehabilitation. Such activities are allowable if they constitute less than 25 percent of a component and are not considered “medical” (i.e., a course(s) of treatment provided by licensed physicians, psychologists, etc., intended to treat a diagnosed condition). To be considered allowable, the drug and alcohol rehabilitation program must provide social and supportive services (e.g., discussion groups, general counseling, etc.) that can be directly linked to advancing an FSET participant’s employment opportunities.

#### Guidelines for Completion of Federally Required Tables

In the past, some counties experienced problems in completing the tables. Please follow the guidelines provided in Enclosure 3 and instructions contained in ACL 00-41 when completing the tables. Counties may also refer to the STAT 46, FSET Program Quarterly ABAWDs Statistical and Expenditure Report, and the STAT 40, FSET Quarterly Statistical Report, as guides in estimating the data needed on the tables. Templates for all of the tables are provided in Enclosure 4. We are also providing examples of the completed tables in Enclosure 5. Counties that are not participating in FSET must complete Tables 1A and 1B only.

Page Five

If you have any questions about this letter, please contact Tony Pyara at (916) 657-2630. Questions concerning your county's FSET allocation should be directed to Joan Gates of the County Financial Analysis Bureau at (916) 657-3806.

Sincerely,

***Original Signed By  
Bruce Wagstaff on 06/26/01***

BRUCE WAGSTAFF  
Deputy Director  
Welfare to Work Division

Enclosures

c: CWDA  
CSAC

Normal 50% Fed / 50% Co funds are not included in this planning allocation.

COUNTIES	Participating Cos NAFS Caseload 1/00 - 12/00	% to Total	PROGRAM				
			100% FED. GRANT:		MOE:		
			Distribution of 1st Component *	Distribution of 2nd Component	FEDERAL MOE MATCH	STATE MOE	COUNTY MOE
			\$8,990,000	\$8,250,000	\$3,947,692	\$560,000	\$3,387,692
ALAMEDA	125,455	0.032777	\$294,662	\$270,408	\$129,392	\$18,355	\$111,037
ALPINE	0	0.000000	\$0	\$0	\$0	\$0	\$0
AMADOR	0	0.000000	\$0	\$0	\$0	\$0	\$0
BUTTE	0	0.000000	\$0	\$0	\$0	\$0	\$0
CALAVERAS	0	0.000000	\$0	\$0	\$0	\$0	\$0
COLUSA	0	0.000000	\$0	\$0	\$0	\$0	\$0
CONTRA COSTA	54,154	0.014148	\$127,194	\$116,724	\$55,853	\$7,923	\$47,930
DEL NORTE	0	0.000000	\$0	\$0	\$0	\$0	\$0
EL DORADO	0	0.000000	\$0	\$0	\$0	\$0	\$0
FRESNO	194,564	0.050832	\$456,982	\$419,366	\$200,670	\$28,466	\$172,204
GLENN	5,886	0.001538	\$13,825	\$12,687	\$6,071	\$861	\$5,210
HUMBOLDT	35,378	0.009243	\$83,094	\$76,254	\$36,488	\$5,176	\$31,312
IMPERIAL	0	0.000000	\$0	\$0	\$0	\$0	\$0
INYO	0	0.000000	\$0	\$0	\$0	\$0	\$0
KERN	161,958	0.042314	\$380,399	\$349,087	\$167,041	\$23,696	\$143,345
KINGS	0	0.000000	\$0	\$0	\$0	\$0	\$0
LAKE	0	0.000000	\$0	\$0	\$0	\$0	\$0
LASSEN	0	0.000000	\$0	\$0	\$0	\$0	\$0
LOS ANGELES	1,563,710	0.408539	\$3,672,761	\$3,370,443	\$1,612,785	\$228,785	\$1,384,000
MADERA	44,094	0.011520	\$103,566	\$95,041	\$45,478	\$6,451	\$39,027
MARIN	15,088	0.003942	\$35,438	\$32,521	\$15,562	\$2,207	\$13,355
MARIPOSA	0	0.000000	\$0	\$0	\$0	\$0	\$0
MENDOCINO	22,775	0.005950	\$53,493	\$49,090	\$23,490	\$3,332	\$20,158
MERCED	0	0.000000	\$0	\$0	\$0	\$0	\$0
MODOC	0	0.000000	\$0	\$0	\$0	\$0	\$0
MONO	0	0.000000	\$0	\$0	\$0	\$0	\$0
MONTEREY	57,171	0.014937	\$134,280	\$123,227	\$58,965	\$8,364	\$50,601
NAPA	0	0.000000	\$0	\$0	\$0	\$0	\$0
NEVADA	0	0.000000	\$0	\$0	\$0	\$0	\$0
ORANGE	156,553	0.040901	\$367,704	\$337,437	\$161,466	\$22,905	\$138,561
PLACER	13,772	0.003598	\$32,347	\$29,684	\$14,204	\$2,015	\$12,189
PLUMAS	3,021	0.000789	\$7,096	\$6,512	\$3,116	\$442	\$2,674
RIVERSIDE	127,516	0.033315	\$299,503	\$274,850	\$131,518	\$18,656	\$112,862
SACRAMENTO	185,107	0.048362	\$434,770	\$398,982	\$190,916	\$27,082	\$163,834
SAN BENITO	0	0.000000	\$0	\$0	\$0	\$0	\$0
SAN BERNARDINO	270,392	0.070643	\$635,083	\$582,807	\$278,878	\$39,560	\$239,318
SAN DIEGO	165,655	0.043279	\$389,082	\$357,055	\$170,854	\$24,236	\$146,618
SAN FRANCISCO	136,297	0.035609	\$320,127	\$293,777	\$140,575	\$19,941	\$120,634
SAN JOAQUIN	106,786	0.027899	\$250,814	\$230,168	\$110,137	\$15,624	\$94,513
SAN LUIS OBISPO	20,908	0.005462	\$49,108	\$45,065	\$21,564	\$3,059	\$18,505
SAN MATEO	14,835	0.003876	\$34,844	\$31,976	\$15,301	\$2,170	\$13,131
SANTA BARBARA	0	0.000000	\$0	\$0	\$0	\$0	\$0
SANTA CLARA	87,976	0.022985	\$206,634	\$189,625	\$90,737	\$12,872	\$77,865
SANTA CRUZ	21,137	0.005522	\$49,646	\$45,559	\$21,800	\$3,092	\$18,708
SHASTA	48,835	0.012759	\$114,701	\$105,260	\$50,368	\$7,145	\$43,223
SIERRA	0	0.000000	\$0	\$0	\$0	\$0	\$0
SISKIYOU	13,199	0.003448	\$31,001	\$28,449	\$13,613	\$1,931	\$11,682
SOLANO	0	0.000000	\$0	\$0	\$0	\$0	\$0
SONOMA	26,688	0.006973	\$62,683	\$57,524	\$27,526	\$3,905	\$23,621
STANISLAUS	62,871	0.016426	\$147,668	\$135,513	\$64,844	\$9,198	\$55,646
SUTTER	0	0.000000	\$0	\$0	\$0	\$0	\$0
TEHAMA	0	0.000000	\$0	\$0	\$0	\$0	\$0
TRINITY	4,192	0.001095	\$9,846	\$9,036	\$4,324	\$613	\$3,711
TULARE	0	0.000000	\$0	\$0	\$0	\$0	\$0
TUOLUMNE	0	0.000000	\$0	\$0	\$0	\$0	\$0
VENTURA	63,191	0.016509	\$148,420	\$136,203	\$65,174	\$9,245	\$55,929
YOLO	18,405	0.004809	\$43,229	\$39,670	\$18,982	\$2,693	\$16,289
YUBA	0	0.000000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>3,827,569</b>	<b>1.000000</b>	<b>\$8,990,000</b>	<b>\$8,250,000</b>	<b>\$3,947,692</b>	<b>\$560,000</b>	<b>\$3,387,692</b>

\* \$9,900,000 less \$400,000 State Ops, less \$510,000 Worker's Comp.

L. A. adjusted for rounding.

\$9,900,000

(\$400,000) State Ops. Increased per budgets

(\$510,000) W.C. per contracts

\$8,990,000

PARTICIPANT REIMBURSEMENT			
FEDERAL SHARE	STATE SHARE Cap Amount	COUNTY SHARE	TOTAL PARTIC. REIMB
\$1,124,285	\$787,000	\$337,285	\$2,248,570
\$36,850	\$25,795	\$11,056	\$73,701
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$15,907	\$11,135	\$4,772	\$31,814
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$57,150	\$40,005	\$17,145	\$114,300
\$1,729	\$1,210	\$519	\$3,458
\$10,392	\$7,274	\$3,117	\$20,783
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$47,572	\$33,301	\$14,272	\$95,145
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$459,316	\$321,521	\$137,789	\$918,626
\$12,952	\$9,066	\$3,886	\$25,904
\$4,432	\$3,102	\$1,330	\$8,864
\$0	\$0	\$0	\$0
\$6,690	\$4,683	\$2,007	\$13,380
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$16,793	\$11,755	\$5,038	\$33,586
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$45,985	\$32,189	\$13,796	\$91,970
\$4,045	\$2,832	\$1,214	\$8,091
\$887	\$621	\$267	\$1,775
\$37,456	\$26,219	\$11,236	\$74,911
\$54,372	\$38,061	\$16,311	\$108,744
\$0	\$0	\$0	\$0
\$79,423	\$55,596	\$23,827	\$158,846
\$48,658	\$34,061	\$14,598	\$97,317
\$40,035	\$28,025	\$12,010	\$80,070
\$31,367	\$21,957	\$9,409	\$62,733
\$6,141	\$4,299	\$1,843	\$12,283
\$4,358	\$3,050	\$1,307	\$8,715
\$0	\$0	\$0	\$0
\$25,841	\$18,089	\$7,753	\$51,683
\$6,209	\$4,346	\$1,862	\$12,417
\$14,344	\$10,041	\$4,304	\$28,689
\$0	\$0	\$0	\$0
\$3,877	\$2,714	\$1,163	\$7,754
\$0	\$0	\$0	\$0
\$7,839	\$5,487	\$2,352	\$15,678
\$18,467	\$12,927	\$5,541	\$36,935
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$1,231	\$862	\$370	\$2,463
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$18,561	\$12,993	\$5,569	\$37,123
\$5,406	\$3,784	\$1,622	\$10,812
\$0	\$0	\$0	\$0
\$1,124,285	\$787,000	\$337,285	\$2,248,570

Activities	ABAWDs	Non-ABAWDs	Authority
<b>30-Day Job Search Prior to Workfare</b> (FSET activity)	Satisfies the ABAWD work requirement. Hours are set by the county. Minimum of 12 hours per month; maximum of 120 hours per month when combined with education & training.	Hours are set by the county. Minimum of 12 hours per month; maximum of 120 hours per month when combined with education and training.	MPP 63-407.841 (b)(1)(A), MPP 63-407.853
<b>Workfare, OJT, Work Experience</b> (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	MPP 63-407.841 (b), MPP 63-407.855, MPP 63-410.212
<b>Self-Initiated Workfare</b> (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	ACL 98-07, Encl. 1; ACIN I-76-00, question 11; FNS Admin Notice 97-40
<b>Vocational Training and Education</b> (FSET activity)	FSET hours can range from 12 to 120 per month, as set by the county. Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly; hours may be less when combined with other ABAWD activities except Workfare. May include hours in Job Search/Job Club (not a stand-alone activity) when they are less than half of the total hours for training or education.	FSET hours can range from 12 to 120 per month, as set by the county.	MPP 63-407.853; MPP 63-407.856; MPP 63-410.213(c); 7 CFR Section 273.24 (a)(3)(iii)
<b>Job Search/Job Club</b> (FSET activity)	Cannot be used to meet the ABAWD work requirement as a stand-alone component. Can be used to meet FSET participation requirements. See Non-ABAWDs box for description of FSET participation requirements.	Applicants can be assigned up to 8 consecutive weeks; recipients can be assigned up to 8 more weeks during 12 consecutive months. Minimum of 12 hours per month. Maximum of 120 hours per month when combined with employment and/or training activities.	MPP 63-407.853; MPP 63-407.856
<b>Drug/Alcohol Rehabilitation</b> (FSET activity) Cannot be a stand-alone activity, but is offered in combination with another FSET activity.	Hours must comprise less than 25% of the combined FSET activities. When offered as part of a vocational training or education activity, hours of participation in a drug/alcohol rehabilitation activity count toward completion of the ABAWD work requirement.	Hours must comprise less than 25% of the combined FSET activities.	ACL 00-41, Page 2
<b>Employment</b> (Non-FSET activity)	Hours of work count towards the ABAWD work requirement of 20 hours per week, averaged monthly; can be less when combined with other ABAWD activities, except Workfare. See Non-ABAWDs column for impact of work on FSET.	Though not an actual FSET component, hours of work count toward the number of hours required for FSET participation.	MPP 63-410.211; ACL 98-21, question 9



<b>Workforce Investment Act Activities</b> (Non-FSET activity)	Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less than 20 when combined with other ABAWD activities.	N/A	MPP 63-410.213 (a); ACL 98-21, question 9
<b>Refugee Employment and Training</b> (Non-FSET activity)	Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less when combined with other ABAWD activities.	N/A	MPP 63-410.213(c); ACL 98-21, question 9
<b>Comparable Workfare, e.g., GA Workfare</b> (Non-FSET activity)	Hours are set by the county. Satisfies the ABAWD work requirement.	N/A	MPP 63-410.212

**Work Registration Exemptions:****State minimum wage is \$6.25 per hour effective January 1, 2001.**

- Younger than 16 years of age or 60 years of age or older;
- 16 or 17 year old who is not head of household, or who is attending school or enrolled in an employment training program at least half time;
- Physically or mentally unfit for employment;
- Complying with CalWORKs Welfare-To-Work requirements;
- Caring for a dependent child under age 6 or an incapacitated person;
- Receiving or has applied for unemployment insurance benefits;
- Participating in a drug or alcohol treatment program that prohibits employment of 30 hours or more per week;
- Employed or self-employed at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
- Half-time school attendance.

**ABAWD Exemptions:**

- Under 18 or 50 years of age or older;
- Pregnancy;
- Residing in a food stamp household that contains a dependent child;
- Meets the work registration exemptions (see above);
- Exempt under the 15% ABAWD exemption criteria.

**ABAWD Work Rule:** For a NAFS recipient over age 17 and under age 50, eligibility for food stamps is limited to any three months in a 36-month period during which the individual does not satisfy the ABAWD work requirement. The ABAWD work requirement is met by working or participating at least 20 hours per week in an allowable work activity, or by participating in workfare for the number of hours equal to the household's food stamp allotment divided by the higher of the federal or state minimum wage. The three-month eligibility limitation does not apply to individuals who meet one of the ABAWD or Work Registration exemption criteria shown above (MPP Sections 63-407.21 and 63-410.3).

**Clarification of Participation Requirements:** FSET participants may be assigned to more than one component at the same time. The total hours of FSET participation, including hours of employment, cannot exceed 120 hours per month.

**Food Stamp Sanctions:** A voluntary quit or noncompliance with Refugee Employment and Training, Comparable Workfare or FSET activities (other than Self-Initiated Workfare) shall result in a minimum one, three, or six-month FS sanction, unless the individual qualifies for a FS work registration exemption. ABAWD exemptions, other than work registration exemptions, will not end a FS sanction.

## **Guidelines for Completion of Federally Required Tables**

### **1. FSET and Non-FSET counties: Table 1A, Estimated Participant Levels, and Table 1B, County's 15 Percent ABAWD Exemption Criteria**

- A. The number of work registrants shown on line A is always greater than the number of FSET mandatory participants shown on line F and the number of ABAWDs shown on line G.
- B. The work registrant count on line A should be an unduplicated count.

An unduplicated count is one where individuals will not be included in the reported work registrant counts more than once in any fiscal year. Make every effort to provide an unduplicated count and enter that number on line A.

- C. Counties may defer from FSET participation categories of work registrants (line B) or individual work registrants (line C). The number of deferrals shown on lines B3 and C8 are totaled on line D. This number represents the total work registrant population who is deferred that will not be required to participate in FSET.
- D. Counties may also exempt ABAWDs, who are at risk of losing their eligibility to food stamps due to not meeting the ABAWD work requirement, under the county's 15 percent ABAWD exemption criteria. We strongly encourage counties to utilize their annual allocation of 15 percent ABAWD exemptions as much as possible since maintaining food stamp eligibility for ABAWDs will help to ease potential financial strain on local food banks and other local charitable organizations.

Counties have complete discretion in establishing the criteria for use of this exemption (refer to All County Information Notice No. 1-31-01, dated May 3, 2001, for further information), and the exemption criteria must be described on Table 1B.

When exempting an ABAWD under the county's 15 percent ABAWD exemption criteria, the worker must document the basis for the exemption in the case file (i.e., specify the reason for using the 15 percent exemption) to avoid a quality control error. While FNS will not find an error if the county exempts an ABAWD using the 15 percent criteria not specified in the county's FSET plan, they will find an error if the case file is not documented that the 15 percent ABAWD exemption was applied.

**2. FSET counties only: Table 2A, Estimated FSET Placement Levels / Estimated ABAWD Activity**

The top section of this table requires the county to specify the estimated number of mandatory work registrants and volunteers (including ABAWDs) that the county expects to begin a component. Please note that Table 2A reflects a count of placements, **not** participants. An individual may begin and participate in more than one component over the course of the year. Each time the individual begins a new component, the county should count a placement. However, if an individual's participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the placement only at the time of initial commencement of the component. For example, if an ABAWD is placed in an activity in January, disqualified in February and re-enters the activity in March, that placement is counted only once.

The bottom section of this table requires the county to specify:

- the number of workfare opportunities it will create for ABAWDs in the county by "offered" or "filled" status, and
- the number of qualifying education and training opportunities it will create for ABAWDs by "offered" or "filled" status.

**3. FSET Counties Only: Table 3A, Summary of Interagency Coordination of the FSET Program**

This table requires counties to describe all their coordinated efforts with relevant programs and agencies to maximize use of all resources to assist food stamp applicants and recipients in improving their employability and self-sufficiency. Some community-based organizations or programs with which FSET may have linkages include: board of education, employment services, vocational education agencies and social services agencies. Current FSET counties do not have to resubmit this table if there is no change in Table 3 from FFY 2001.

**4. FSET Counties Only: Table 4A, Operating Budget**

The information provided on this table reflects the county's planned FSET program expenditures.

- Total Component costs in the small table at the bottom of the page must equal the total of the first three columns in the large table at the top of the page, (i.e., Salary and Benefits, Other Costs (Overhead), and Contract Costs.)

- Federal MOE, State MOE and County MOE in the small table at the bottom of the page are spread through the columns entitled: Salary and Benefits, Other Costs, and Contract Costs in the large table at the top of the page.
- Grand Total on Table 4A must equal the Grand Total on Table 5A.
- Sum of the Total Component and Assessment costs, in the small table at the bottom of Table 4A, must be the same as the sum of the numbers on rows 1, 2, 3, 4 and 5 on Table 5A.
- Transportation/Ancillary costs on Table 4A must equal the sum of rows 6a and 6c on Table 5A.
- Dependent Care costs in the small table at the bottom of the page on Table 4A must equal the sum of rows 6b and 6d on Table 5A.
- Assessment costs are not included in the large table at the top of the page. These costs are only shown in the small table at the bottom of the page.

**5. FSET Counties Only: Table 5A, County Costs by Category of Funding**

Estimate the total cost of the county's FSET program by funding categories as shown on the table. The total costs depicted on Table 5A must be identical to those shown on Table 4A. The column entitled "Estimate of FFY 2001 Expenditures" is the estimated expenditures projected for FFY 2001.

**TABLE 1A  
ESTIMATED PARTICIPANT LEVELS  
FEDERAL FISCAL YEAR 2002**

Enclosure 4

- A. Total unduplicated number of work registrants in the County during the planned Federal Fiscal Year (refer to STAT 40 for estimate). \_\_\_\_\_
- B. List the number of work registrants categorically deferred from FSET participation.
1. Non-FSET Counties \_\_\_\_\_
  2. Substitute Program (e.g., General Assistance Programs, Refugee Cash Assistance Programs). \_\_\_\_\_
  3. Total **(Line B1 plus Line B2)** \_\_\_\_\_
- C. List the number of work registrants individually deferred from FSET participation as defined in MPP Section 63-407.8 (refer to STAT 40 for estimate).
1. Temporary illness \_\_\_\_\_
  2. Lack of dependent care \_\_\_\_\_
  3. Lack of transportation \_\_\_\_\_
  4. Living too far from the FSET program \_\_\_\_\_
  5. Family difficulties \_\_\_\_\_
  6. Legal difficulties \_\_\_\_\_
  7. Temporarily unemployed, expected to return to work within 60 days \_\_\_\_\_
  8. Total **(Line C1 through line C7)** \_\_\_\_\_
- D. Total number of work registrants deferred from FSET (Line B3 plus Line C8). \_\_\_\_\_
- E. Percent of all work registrants deferred from FSET (Line D divided by Line A). \_\_\_\_\_
- F. Number of FSET mandatory participants\* (Line A minus Line D) (refer to STAT 40 for estimate). \_\_\_\_\_
- G. Total number of ABAWDs in the County during the planned federal fiscal year (refer to STAT 40 for estimate). \_\_\_\_\_
- H. Average monthly number of ABAWDs exempted under the County's 15 percent ABAWD exemption allocation. \_\_\_\_\_

\*A mandatory participant is a work registrant who is not exempt or deferred under the FSET Program. A mandatory participant is not necessarily actively participating in the FSET Program.

**TABLE 1B  
COUNTY'S 15 PERCENT ABAWD EXEMPTION CRITERIA  
FEDERAL FISCAL YEAR 2002**

Provide the criteria the county will use to exempt additional ABAWDs under the county's 15 percent ABAWD allocation. If the county is not using the exemption, provide explanation below.

EXEMPTION CRITERIA FOR FFY 2002:

REASON FOR NOT IMPLEMENTING THE 15 PERCENT ABAWD EXEMPTION:

**TABLE 2A**  
**ESTIMATED FSET PLACEMENT LEVELS**  
**FEDERAL FISCAL YEAR 2002**

- A. Number of times mandatory participants are expected to begin a component (refer to STAT 40 for estimate). \_\_\_\_\_
- B. Number of times volunteer participants are expected to begin a component (refer to STAT 40 for estimate). \_\_\_\_\_
- C. Total number of placements the County expects to make during the year (Line A plus Line B). \_\_\_\_\_

**ESTIMATED ABAWD ACTIVITY**  
**FEDERAL FISCAL YEAR 2002**

- A. Number of workfare slots expected to be created in the County (refer to STAT 46 for estimate).
  - 1. Offered slots \_\_\_\_\_
  - 2. Filled slots \_\_\_\_\_
- B. Number of education and training slots expected to be created in the County (refer to STAT 46 for estimate).
  - 1. Offered slots \_\_\_\_\_
  - 2. Filled slots \_\_\_\_\_
- C. Number of ABAWD slots the County expects to create during the year.
  - 1. Offered slots (Line A1 plus Line B1) \_\_\_\_\_
  - 2. Filled slots (Line A2 plus Line B2) \_\_\_\_\_
- D. Total Slots (Line C1 plus Line C2) \_\_\_\_\_

**TABLE 3A  
SUMMARY OF INTERAGENCY COODINATION  
FEDERAL FISCAL YEAR 2002**

<b>Areas of Coordination</b>	<b>Agencies or Programs</b>	<b>Number of E&amp;T Placements Expected</b>	<b>Methods of Coordination</b>
<p>1. Delivers an FSET component.</p> <p>2. The FSET program delivers a service for another agency or program.</p> <p>3. Joint component of the FSET program and another agency or program.</p> <p>4. Referral of individuals from the FSET program to another program or agency.</p> <p>5. Other forms of coordination. (Specify)</p>			



**TABLE 4A  
OPERATING BUDGET  
FEDERAL FISCAL YEAR 2002**

Enclosure 4

COMPONENT	SALARY & BENEFITS	OTHER COSTS (OVERHEAD)	CONTRACT COSTS	DEPEND. CARE	TRANS/ ANCILLARY	TOTAL
Job Search						
Job Club						
Workfare						
Workfare SIP						
Supervised Job Search						
Vocational Training						
Vocational Training/Drug Rehabilitation						
Vocational Train/Alcohol Rehabilitation						
Vocational Training/Job Search						
Vocational Train/Job Club						
OJT/Wk. Exp.						
OJT/Wk. Exp. Drug Rehab.						
OJT/Wk. Exp. Alcohol Rehabilitation						
Education						
Education/Drug Rehabilitation						
Education/Alcohol Rehabilitation						
Education/Job Search						
Education/Job Club						
Other (Describe)						
Total						

Total Component	
Assessment	
Child Care	
Transportation/Ancillary	
Federal MOE *	
County MOE*	
State MOE *	
Grand Total	

\* Counted in Total Component Cost

**TABLE 5A  
 PLANNED FEDERAL FISCAL YEAR COSTS OF THE COUNTY  
 FSET PROGRAM BY CATEGORY OF FUNDING  
 FEDERAL FISCAL YEAR 2002**

Categories	Estimate of FFY 2001 Expenditures	Estimate of FFY 2002 Expenditures
1. FSET Grant Funds (100% Federal)		
2. County Overmatch for Administrative Cost 50% Federal 50% County		
3. Federal Maintenance of Effort		
4. State Maintenance of Effort		
5. County Maintenance of Effort		
6. a. Up to \$25 per month for transportation and other costs:  50% Federal 35% State 15% County  b. Up to \$200 per dependent per month for dependent care cost:  50% Federal 35% State 15% County  c. County Overmatch for Transportation 50% Federal 50% County  d. County Overmatch for Dependent Care 50% Federal 50% County		
Grand Total FSET Program Costs (1+2+3+4+5+6)		

**ESTIMATED PARTICIPANT LEVELS  
FEDERAL FISCAL YEAR 2002**

A.	Total unduplicated number of work registrants in the County during the planned Federal Fiscal Year (refer to STAT 40 for estimate).	16,815
B.	List the number of work registrants categorically deferred from FSET participation.	
1.	Non-FSET Counties	0
2.	Substitute Program (e.g., General Assistance Programs, Refugee Cash Assistance Programs).	0
3.	<b>Total (Line B1 plus Line B2)</b>	<b>0</b>
C.	List the number of work registrants individually deferred from FSET participation as defined in MPP Section 63-407.8 (refer to STAT 40 for estimate).	
1.	Temporary illness	404
2.	Lack of dependent care	40
3.	Lack of transportation	200
4.	Living too far from the FSET program	400
5.	Family difficulties	55
6.	Legal difficulties	215
7.	Temporarily unemployed, expected to return to work within 60 days	50
8.	<b>Total (Line C1 through line C7)</b>	<b>1,364</b>
D.	Total number of work registrants deferred from FSET (Line B3 plus Line C8).	1,364
E.	Percent of all work registrants deferred from FSET (Line D divided by Line A) .	8%
F.	Number of FSET mandatory participants* (Line A minus Line D) (refer to STAT 40 for estimate).	15,451
G.	Total number of ABAWDs in the County during the planned federal fiscal year (refer to STAT 40 for estimate).	15,800
H.	Average monthly number of ABAWDs exempted under the County's 15 percent ABAWD exemption allocation.	200

\*A mandatory participant is a work registrant who is not exempt or deferred under the FSET Program. A mandatory participant is not necessarily actively participating in the FSET Program.

**EXAMPLE OF COMPLETED TABLE 1B**

**COUNTY'S 15 PERCENT ABAWD EXEMPTION CRITERIA  
FEDERAL FISCAL YEAR 2002**

Provide the criteria the county will use to exempt additional ABAWDs under the county's 15 percent ABAWD allocation. If the county is not using the exemption, provide explanation below.

**EXEMPTION CRITERIA FOR FFY 2002:**

- Social/emotional problems that currently prohibit employment.
- Repeatedly denied employment.

**REASON FOR NOT IMPLEMENTING THE 15 PERCENT ABAWD  
EXEMPTION:**

**(Note: The above criteria are provided as examples only and should not be construed as county-specific criteria.)**

**EXAMPLE OF COMPLETED TABLE 2A**

**ESTIMATED FSET PLACEMENT LEVELS**

**FEDERAL FISCAL YEAR 2002**

A.	Number of times mandatory participants are expected to begin a component (refer to STAT 40 for estimate).	41,967
B.	Number of times volunteer participants are expected to begin a component (refer to STAT 40 for estimate).	0
C.	Total number of placements the County expects to make during the year (Line A plus Line B).	41,967

**ESTIMATED ABAWD ACTIVITY**

**FISCAL YEAR 2002**

A.	Number of workfare slots expected to be created in the County (refer to STAT 46 for estimate).	
	1. Offered slots	7,903
	2. Filled slots	4,742
B.	Number of education and training slots expected to be created in the County (refer to STAT 46 for estimate).	
	1. Offered slots	790
	2. Filled slots	790
C.	Number of ABAWD slots the County expects to create during the year.	
	1. Offered slots (Line A1 plus Line B1)	8,693
	2. Filled slots (Line A2 plus Line B2)	5,532
D.	Total Slots (Line C1 plus Line C2)	14,225

**SUMMARY OF INTERAGENCY COORDINATION  
FEDERAL FISCAL YEAR 2002**

Areas of Coordination	Agencies or Programs	Number of E&T Placements Expected	Methods of Coordination
<b>1. Delivers an E&amp;T Component</b>	a. Dept of Human Services b. CalWORKs c. City college d. Community-based organization	4,000 (total)	Contract “ “ “
<b>2. The E&amp;T program delivers a service for another agency or program</b>	a. CalWORKs b. Dept of Human Services c. Local community center d. Local food bank e. Goodwill Industries f. County courthouse g. Local airport h. Salvation Army	2,500 (total)	Contract “ Non-financial IA Agreement “ “ “ “
<b>3. Joint component of the E&amp;T program and another agency or program</b>	a. CalWORKs b. City college c. Community-based organizations d. General Relief Program e. General Assistance	3,100 (total)	Joint Plan of Operation Informal Referral Procedure Non-financial Interagency Agreement Joint Plan of Operation
<b>4. Referral of individuals from the E&amp;T program to another program or agency</b>	a. Dept of Human Services b. CalWORKs c. City college d. Private Industry Council e. Employment Development Dept	850 (total)	Informal Referral Procedures Non-financial IA agreement “ “ “
<b>5. Other forms of coordination</b>	a. Private Industry Council b. Neighborhood Legal Assistance Foundation	700 (total)	Contract Contract

**EXAMPLE OF COMPLETED TABLE 4A  
OPERATING BUDGET  
FEDERAL FISCAL YEAR 2002**

Enclosure 5

COMPONENT	SALARY & BENEFITS	OTHER COSTS (OVERHEAD)	CONTRACT COSTS	DEPEND. CARE	TRANS/ ANCILLARY	TOTAL
Job Search	\$204,815	\$204,815			\$36,806	\$446,436
Job Club						
Workfare	204,815	204,815			46,008	\$455,638
Workfare SIP						
Supervised Job Search						
Vocational Training						
Vocational Training/Drug Rehabilitation						
Vocational Train/Alcohol Rehabilitation						
Vocational Training/Job Search	204,815	204,815			9,201	\$418,831
Vocational Train/Job Club						
OJT/Wk. Exp.						
OJT/Wk. Exp. Drug Rehabilitation						
OJT/Wk. Exp. Alcohol Rehabilitation						
Education						
Education/Drug Rehabilitation						
Education/Alcohol Rehabilitation						
Education/Job Search						
Education/Job Club						
Other (Describe)						
<b>Total</b>	<b>\$614,445</b>	<b>\$614,445</b>			<b>\$92,015</b>	<b>\$1,320,905</b>

Total Component	\$1,228,890
Assessment	0
Child Care	0
Transportation/Ancillary	\$92,015
Federal MOE *	(\$750)
County MOE*	(\$525)
State MOE *	(\$225)
<b>Grand Total</b>	<b>\$1,320,905</b>

\* Counted in Total Component Cost

**PLANNED FEDERAL FISCAL YEAR COSTS OF THE COUNTY  
FSET PROGRAM BY CATEGORY OF FUNDING  
FEDERAL FISCAL YEAR 2002**

Categories	Estimate of FFY 2001 Expenditures	Estimate of FFY 2002 Expenditures
1. FSET Grant Funds (100% Federal)	\$864,272	\$412,896
2. County Overmatch for Administrative Cost		
50% Federal	0	407,247
50% County	0	407,247
3. Federal Maintenance of Effort	120,998	750
4. State Maintenance of Effort	17,285	525
5. County Maintenance of Effort	103,713	225
6.		
a. Up to \$25 per month for transportation and other costs:		
50% Federal	34,570	46,007
35% State	24,199	32,205
15% County	10,371	13,803
b. Up to \$200 per dependent per month for dependent care cost:		
50% Federal		
35% State		
15% County		
c. County Overmatch for Transportation		
50% Federal		
50% County		
d. County Overmatch for Dependent Care		
50% Federal		
50% County		
<b>Grand Total FSET Program Costs (1+2+3+4+5+6)</b>	<b>\$1,175,408</b>	<b>\$1,320,905</b>