



PAT LEARY  
ACTING DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

April 19, 2019

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: KIM JOHNSON  
Deputy Director  
Family Engagement and Empowerment Division

SUBJECT: CALFRESH EMPLOYMENT AND TRAINING: FEDERAL FISCAL YEAR  
2020 PLANNING KICK-OFF

CalFresh Employment and Training (E&T) is pleased to announce the launch of the Federal Fiscal Year (FFY) 2020 planning kick-off. This year's planning letter outlines **changes** to the planning process, including new federal program requirements and a new plan template. CalFresh E&T Plans for FFY 2020 are due **June 17, 2019**.

**Background**

The United States Department of Agriculture, Food and Nutrition Service (FNS) requires that states offer employment and training services to recipients of the Supplemental Nutrition Assistance Program, known as CalFresh in California.

The vision and mission of CalFresh E&T is to increase the employment and earning capacity of CalFresh recipients by maximizing their access to CalFresh E&T, supportive services, and skills and credentialing. This vision and mission align with the program's strategic goals to:

1. Increase job placement, retention and wages;
2. Increase CalFresh E&T participation across a dynamic mix of people, communities and cultures;
3. Increase employability by removing barriers to employment;
4. Increase skills attainment and credentialing; and
5. Lead an efficient and effective customer-focused E&T program.

Our focus on these goals, combined with California's increasing need for a skilled workforce, gives CalFresh recipients a unique opportunity to move into new and better-paying jobs. Providing these professional development opportunities, along with necessary supportive services, makes CalFresh E&T a critical component of California's workforce system.

### **Important Dates**

Every year, County Welfare Departments (CWDs) and state partners, including tribal entities, that choose to offer CalFresh E&T must submit a CalFresh E&T plan to CDSS. New counties and partners must communicate to CDSS their intent to participate by May 6, 2019. Plans are due to CDSS by June 17, 2019. These plans are then combined into a statewide CalFresh E&T plan, which CDSS will submit to FNS by August 15, 2019. County and state partner plans submitted after June 17, 2019 may not be eligible to receive 100% Funds.

A list of important dates in the planning process are outlined below:

<b>FFY 2020 CalFresh E&amp;T Planning Timeline</b>	
Monday, April 22, 2019	Video: CalFresh E&T Plan Technical Assistance
Monday, May 6, 2019	New Counties and State Partners Communicate Intent to Participate in CalFresh E&T
Monday, June 17, 2019	CalFresh E&T Plans Due to CDSS
Thursday, August 15, 2019	State CalFresh E&T Plan Due to FNS

Technical assistance is available throughout the planning process. Please feel free to contact the CDSS CalFresh E&T team.

### **Tribal Governments and Organizations**

Tribal governments and organizations may participate in CalFresh E&T and are eligible for a higher federal reimbursement of payments made using non-federal funding for allowable E&T costs, including supportive services. The federal reimbursement rate for tribal governments and organizations is 75 percent. Like CWDs, tribal entities should contact CDSS on or before May 6, 2019 to confirm their intent to participate.

### **CalFresh E&T Plan Development**

It is recommended that all staff involved in the design and administration of CalFresh E&T help develop the CalFresh E&T plan. This will foster a more cohesive approach to the administration of the program and allow affected staff to share their expertise. Such collaboration can positively contribute to the development of a complete and approvable CalFresh E&T plan. Impacted staff may include those that have responsibility for the following:

- Negotiating and overseeing contractual agreements;

- Developing the CalFresh E&T budget;
- Managing CalFresh E&T cases and monitoring program participation;
- Submitting CalFresh E&T claims; and
- Compiling data for the STAT 47 report and the Annual Report.

This year's plan template has been revised to follow the logic of the E&T Online Resource Center, which is currently under development and will include an online plan submission tool to be used by all counties and state partners beginning in FFY 2021. These changes are intended to decrease duplication and improve the efficiency of the plan submission process.

A PDF version of the CalFresh E&T plan template is attached to this letter. A Word version of the template, Excel versions of the required attachments, and corresponding instructions for CalFresh E&T plan completion will be emailed to CalFresh E&T counties and state partners. A video will be emailed to counties and state partners as well as posted on the [CalFresh Employment and Training Webpage](#) on Monday **April 22<sup>nd</sup>, 2019** to assist counties and state partners with navigating the new plan template. Following the release of the video, counties and state partners will receive a registration link to attend a Q&A session hosted by CDSS. The Q&A session will serve as an opportunity for CDSS to address any questions related to the CalFresh E&T plan template and the annual planning process.

### **Changes to the FFY 2020 Plan Template**

The FFY 2020 plan template has been updated to reflect new federal requirements resulting from the recently-implemented 2018 Farm Bill<sup>1</sup>. Please reference your plan template instructions for more details. A corresponding All County Letter (ACL) will be released shortly providing more information for each new requirement. The below provides a high-level overview of the new requirements. To receive CDSS plan approval, all new requirements must be adequately addressed within each FFY 2020 CalFresh E&T plan.

**Mandatory Case Management:** Counties and state partners are now required to provide case management services to all CalFresh E&T participants. All providers, including counties, will be expected to conduct the following case management activities: orientation, comprehensive intake and employability assessment (replaces the job skills assessment activity), development of an individualized employment and training plan, progress monitoring in the form of monthly case notes, and coordination with service providers if referrals for services to outside providers are conducted. Please see the attached instructions document for detailed definitions of each activity.

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<sup>1</sup> The [Agricultural Improvement Act of 2018](#) (Farm Bill), which reauthorized SNAP through 2023, became law on December 20, 2018. Section 4005 relates to SNAP E&T. New regulations have been distributed by FNS as part of the Farm Bills implementation.

**Supervised Job Search:** Supervised job search now replaces both job search and job search training (i.e. job club) as an allowable component. The supervised job search component must be conducted at county or state partner approved locations where onsite staff are responsible for monitoring participation. These approved locations must be identified and included in the annual plan. Plans that include job search and job search training as stand-alone components will not be approved.

**Work Experience and Apprenticeships:** If provided, apprenticeship programs must now be captured as an activity under the work experience component. Counties and state partners may only include apprenticeships under the work experience component in their annual plan. Plans that include apprenticeships as a stand-alone component will not be approved.

**Job Retention:** Counties and state partners offering a job retention component must now provide retention services for a minimum of 30 days and not more than 90 days. Plans that include job retention for less than 30 days will not be approved.

**Definition of a Work Program:** Able Bodied Adults without Dependents (ABAWDs) who are subject to the time limit may now satisfy the ABAWD work requirement by participating in a workforce program funded by the Department of Labor (DOL) and/or the Department of Veterans Affairs (VA). Workforce programs funded by DOL and/or the VA are considered “qualifying” for purposes of satisfying the ABAWD work requirement. Note, this requirement applies to all CWDs implementing the ABAWD time limit, regardless of their participation in CalFresh E&T. CDSS will be providing more information about this change to all counties in a forthcoming ACL.

**Advising Households of Available Employment & Training Services:** If, at initial certification and recertification, an individual is found to be a work registrant (per Code of Federal Regulations (CFR) 273.7 (b)(1)), counties must provide information to the individual about general employment and training services available in the county. General employment and training services may include those offered under CalFresh E&T (if applicable in that county), as well as other workforce services offered by workforce providers, such as the American Job Centers of California (AJCC/One-Stop Center), local adult schools, or community-based organizations. Note, this requirement applies to all CWDs regardless of their participation in CalFresh E&T. CDSS will be providing more information about this change to all counties in a forthcoming ACL.

Please contact the CDSS CalFresh E&T team directly with further questions.

## **Annual Outcome Metrics Reporting**

Tools and guidelines for the required CalFresh E&T national outcome data reporting are available in Attachment D. While no action is necessary during plan development or submission, this data will be requested in the Fall. CWDs and state partners are responsible for ensuring that participant data collected from third-party partners is included in the CalFresh E&T national outcome metrics data submission. Please review Attachment D prior to completing a CalFresh E&T plan.

## **CalFresh E&T Plan Submission**

This year, CDSS will accept plan submissions through email only. Please submit all documents in Microsoft Word or PDF format. Based on feedback received last year, plans will not be submitted through SharePoint. Please submit the completed plan and any additional attachments to the [CalFresh E&T Inbox](mailto:CalFreshEandT@dss.ca.gov): CalFreshEandT@dss.ca.gov no later than **Monday, June 17, 2019**.

## **Questions and Other Inquires**

All correspondence related to the FFY 2020 E&T planning process should be sent to the [CalFresh E&T Inbox](mailto:CalFreshEandT@dss.ca.gov) at: CalFreshEandT@dss.ca.gov.

Attachment



## **FFY 2020 CalFresh Employment and Training Annual County Plan Template Instructions**

The following instructions are provided to help counties and state partners prepare the CalFresh Employment and Training (E&T) Annual County Plan Template. The California Department of Social Services (CDSS) strongly recommends that counties and state partners reference the following resources:

- [E&T Toolkit](http://www.fns.usda.gov/ET-policy-guidance): <http://www.fns.usda.gov/ET-policy-guidance>.
- [E&T Plan Handbook](https://www.fns.usda.gov/snap/et-state-plan-handbook): <https://www.fns.usda.gov/snap/et-state-plan-handbook>
- [E&T Operations Handbook](https://fns-prod.azureedge.net/sites/default/files/snap/S2S-Operations-Handbook.pdf): <https://fns-prod.azureedge.net/sites/default/files/snap/S2S-Operations-Handbook.pdf>

The information below provides step-by-step instructions for completing the CalFresh E&T Annual County Plan Template. A video will be emailed to counties and state partners as well as posted on the [CalFresh Employment and Training Webpage](#) on Monday **April 22<sup>nd</sup>, 2019** to assist counties and state partners with navigating the new plan template. Following the release of the video, counties and state partners will receive a registration link to attend a Q&A session hosted by CDSS. The Q&A session will serve as an opportunity for CDSS to address any questions related to the CalFresh E&T plan template and the annual planning process.

All questions related to the CalFresh E&T Annual County Plan Template and instructions should be directed to the CalFresh E&T Inbox at:  
[CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov)

Broadly, reference to a county's "CalFresh E&T program" includes all CalFresh E&T services offered directly by the county or state partner, county contracted partners, and any third-party partners. Please spell out county-specific acronyms prior to their use in the County Annual Plan Template (Attachment A).



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## **IMPORTANT DEFINITIONS**

### **Types of Funding**

#### *100 Percent Funds*

100 Percent Funds are federal dollars used for the planning, implementation and operation of CalFresh E&T except for supportive services. Supportive services may only be offered using 50 Percent Reimbursement Funds. Costs associated with 100 Percent Funds must be reasonable, necessary and directly related to participation in an allowable CalFresh E&T component.

#### *50 Percent Reimbursement Funds*

50 Percent Reimbursement Funds are a reimbursement of non-federal dollars at a rate of 50 percent for the planning, implementation and operation of CalFresh E&T, including supportive services. The county may then reinvest the 50 Percent Reimbursement Funds in their CalFresh E&T program. Reinvested funds are considered non-federal funds and therefore eligible for additional 50 percent reimbursement. Costs associated with 50 Percent Reimbursement Funds must be reasonable, necessary and directly related to participation in an allowable CalFresh E&T component.

#### *In-Kind Contributions*

In-Kind Contributions are defined as a non-cash contribution to CalFresh E&T. 7 Code of Federal Regulations (CFR) 3016.3 defines in-kind contributions as property or services which benefit a federally assisted project or program which are contributed by non-federal third parties without charge to the grantee.

### **Types of E&T Service Models**

#### *Services Offered Directly by the County*

A county may directly provide CalFresh E&T services to CalFresh recipients. The county may dedicate 100 Percent Funds or other county funds to cover the cost of staffing and other program expenses. The county may seek 50 percent reimbursement for the cost of offering CalFresh E&T services. The 50 percent reimbursement is only available for costs incurred and paid by the county using non-federal funds.





#### *Services Offered by a Contracted Partner*

A county may contract with a partner organization to provide CalFresh E&T services on behalf of the county. The contracted partner may be paid using 100 Percent Funds or other county funds to provide CalFresh E&T services. The county may seek 50 percent reimbursement for the cost of contracting with the partner to provide E&T services. The 50 percent reimbursement is only available for costs incurred and paid by the county using non-federal funds.

#### *Services Offered by a Third-party Partner*

A third-party partner is a partner organization that has entered into an agreement (such as a contract or Memorandum of Understanding (MOU)) with the county to provide CalFresh E&T services on behalf of the county. A third-party partner dedicates their own non-federal funding to provide E&T services and may seek 50 percent reimbursement for providing CalFresh E&T services. The 50 percent reimbursement is only available for costs incurred and paid by the third-party partner using non-federal funds.

### **Types of Supportive Services**

#### *Dependent Care*

Dependent Care costs must be reasonable, necessary and directly related to an individual participating in an allowable E&T component. Only costs incurred while the participant is directly engaged in an E&T component are eligible for 50 percent reimbursement.

#### *Transportation*

Transportation costs must be reasonable, necessary and directly related to an individual participating in an allowable E&T component. Transportation assistance, for example, in the form of bus passes or gas cards, are eligible for the 50 percent reimbursement.

#### *Ancillary Costs*

Costs associated with completing job or educational requirements such as the following: clothing, uniforms, tools, internet and/or telephone service, housing, test fees, personal hygiene, minor automobile repairs, textbooks, training materials, and school supplies. Ancillary costs must be reasonable, necessary and directly related to an individual participating in an allowable E&T component. Ancillary costs are eligible for the 50 percent reimbursement.



## Case Management

Counties must offer case management to CalFresh E&T participants. Under case management, counties can provide the following activities:

- **Orientation:** An individual attends an orientation informing him/her/them of the information and services available through CalFresh E&T.

**Note:** orientation/assessment is not itself a CalFresh E&T component. However, individuals who attend orientation/assessment should be tracked to meet the reporting requirements for the Annual E&T National Outcomes Metric Report. (See Attachment D – FFY 2020 Reporting Instructions for more detail)

- **Comprehensive Intake and Employability Assessment:** A process to collect and evaluate information to identify a participant's employment capabilities, barriers, and supportive service needs. This activity replaces the job skills assessment activity.
- **Individualized Employment and Training Plan (IETP):** Development of an ongoing strategy to identify employment goals, achievement of CalFresh E&T objectives/activities, and an appropriate combination of services to assist with barrier removal.
- **Progress Monitoring:** Documentation to assist in tracking participant progress in the form of, at a minimum, monthly case notes.
- **Coordination with Service Providers:** Process for documenting, monitoring and tracking referrals, if referrals for services are conducted.



## Allowable Components

- **Supervised Job Search**

Supervised job search replaces both job search and job search training (i.e. job club) as an allowable component. Participants who are ready to enter the workforce make a pre-determined number of inquiries to prospective employers over a specified period of time. The supervised job search component must be conducted at county-approved locations and staff must monitor and record participation in accordance with guidelines outlined in the annual plan. Allowable activities under this component may also include, but are not limited to:

- Job Search Training
- Work Readiness Workshops
- Mock Interviews

- **Work Experience**

The work experience component is designed to improve the employability of participants through actual work experience and/or training. The goal of this component is to enable participants to move into regular employment. Under this component, participants may engage in internships, apprenticeships, and pre-apprenticeships.

Internships are planned, structured learning experiences that take place in a workplace for a specified period of time. Internships may be assigned within the following sectors: private, non-profit, or public.

Apprenticeships allow participants to work with sponsoring organizations to earn necessary credentialing for industry-specific jobs. Participants combine on-the-job training with a practical and theoretical learning environment.

A Pre-Apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship programs.



- **Workfare**

Under the workfare component, participants may work-off the value of their household's monthly CalFresh benefit allotment through a work assignment at a private, non-profit, or public organization as a condition of eligibility. Participants gain work experience and increase employability. In lieu of wages, workfare participants receive compensation in the form of their household's monthly CalFresh benefit allotment. Counties shall determine hourly participation for each month in workfare using the following formula: CalFresh monthly benefits divided by the local minimum wage.

- **On-the-Job Training (OJT)**

Training provided by an employer to a participant, who receives compensation while engaged in productive work that:

- Provides knowledge or skills essential to the full and adequate performance of the occupation
- Provides reimbursement to the employer for the costs of providing the training and additional supervision related to the training
- Is limited in duration as appropriate to the occupation for which the participant is being trained.

- **Subsidized Employment *PENDING FURTHER FEDERAL GUIDANCE FROM The UNITED STATES DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE (FNS)***

Jobs for which the employer receives a subsidy to offset some or all wages and costs of employing an individual. The participant is paid wages and receives the same benefits as any other employee doing similar work.

**Note:** As a result of the 2018 Farm Bill, subsidized employment will soon be an allowable component for CalFresh E&T. Further guidance from FNS is pending. Counties cannot offer subsidized employment as a component in FFY 2020. More information will be provided to counties as it becomes available.

- **Self-Employment Training**

Improves the employability of participants by providing training in opening and operating a small business or other self-employment venture.



- **Education**

The education component includes a wide range of activities that improve basic skills, literacy, and employability. A CalFresh E&T education activity must have a direct link to employment and help CalFresh E&T participants move promptly into employment. Allowable activities include, but are not limited to:

- High school equivalency/Diploma
- GED
- English as a Second Language (ESL) classes
- Vocational Training
- Career & Technical Education (CTE)

- **Job Retention**

Provides supportive services to participants for minimum of 30 days and maximum of 90 days after they have secured employment. Only individuals who have received employment and training services under CalFresh E&T are eligible for job retention services.

## **PART I: E&T PROGRAM OVERVIEW**

Please provide a concise response to each of the following sections. Enter N/A for sections that are not applicable.

A. *Program Summary*

Provide a high-level overview of the county or state partner's CalFresh E&T program in FFY 2020. Include descriptions of services offered and the populations that will be served. This should be a general overview with details provided in the appropriate sections that follow.

B. *Program Changes*

Provide a summary of changes to the county or state partner's CalFresh E&T program in FFY 2020. Program changes may include: target populations, allowable E&T components, new partnerships, CalFresh E&T service delivery model, supportive services, etc.



C. *Workforce Development System*

Describe how the county or state partner's CalFresh E&T program works collaboratively with the local workforce development system. Highlight partnerships with workforce development system stakeholders and CalFresh E&T components that will be offered by or in partnership with workforce development system providers. Include relevant labor market information that influenced the development of the county or state partner's CalFresh E&T program, as well as available career and credentialing opportunities.

D. *Other Employment Programs*

Describe how the CalFresh E&T program will interface with other county-based employment and training programs. Highlight coordination with CalWORKs Welfare-to-Work (under title IV-A), General Assistance (GA)/General Relief (GR) and Workforce Innovation and Opportunity Act (WIOA) programs, including administrative consolidations and shared services.

**Note:** FNS requires the information referenced above to ensure that CalFresh E&T funds are not spent on CalFresh recipients who also receive title IV-A assistance and to ensure proper lines of communication are in place to avoid dual participation.

E. *Work Registration Screening Process*

Describe the process for screening work registrants for referral to the county or state partner's CalFresh E&T program. Work registrant screening should not to be confused with the orientation and assessment process for individuals who have chosen to participate in the county or state partner's CalFresh E&T program.

F. *State and National Reporting*

Describe how the county will collect and validate data for the following required E&T reports: *Non-Assistance CalFresh Work Registrations*, *Able-Bodied Adults Without Dependents*, *Employment and Training Program Quarterly Statistical Report* (STAT 47) and the *National Outcome Reporting Measures* (See Attachment D - FFY 2020 Reporting Instructions for more details). Please include the data source and collection methodology. If the county is using a sampling method, please describe the sample design, universe and frames, size, and selection criteria.

**Note:** This section satisfies the requirement in Welfare and Institutions Code Section 18926.5 (c) regarding a county's need to demonstrate effective use of E&T funds.



G. *50 Percent Reimbursement Fund Source*

Describe the county or state partner's source(s) of non-federal funding eligible for 50 percent reimbursement. Please be as specific as possible when naming the non-federal funding source.

H. *Disqualification Policy*

Not applicable in California.

I. *Case Management Process*

Explain how the county or state partner will monitor participants' progress and professional development through the CalFresh E&T program. Please see page six of this document for a definition of case management and qualifying activities.

J. *Partner Detail*

Enter information for all contracted and third-party partners. If the county or state does not offer CalFresh E&T services through contracted and/or third-party partner(s), please enter N/A for this section. Additional guidance for each section is provided below.

For the Type of Partner field, please select from the following options

- Contracted
- Third-Party
- Both
- N/A

Please upload a copy of the partner proposal, agreement, contract, or MOU between the county and the third-party partner(s) or contracted partner.

If you need to add more, copy and paste the Partner Detail Table to enter the necessary number of partners.

**Note:** Component details offered by contracted and third-party partners will be entered in Part II of the plan template.

- Partner Name  
Enter the name of the contracted and/or third-party partner.
- Type of Partner  
Select the appropriate partner type from the provided drop-down list. Please refer to page four of this document for definitions of CalFresh E&T partnership types and service models.
- Program Description



Describe the contracted or third-party partner's program, including the services they provide and how they relate to the county or state partner's CalFresh E&T program. If applicable, detail the sequence of activities, participant expectations, and timeline of program/activity.

- **Non-Federal Funding Source**  
Describe all sources of non-federal funding to be utilized by the county, contracted partner, and/or third-party partner. Fifty percent reimbursement is only available for costs incurred and paid using non-federal funds. Please be as specific as possible when naming the non-federal funding source.
- **Data Management System**  
Describe the contracted or third-party partner's data management system. Include details on how participant activities are tracked. Explain how contracted and/or third-party partner(s) will share participant data with the county or state partner for required reporting purposes.
- **Monitoring**  
Explain how the county or state partner will monitor the contracted or third-party partner's performance.

## **Part II. SERVICES**

Please provide a brief description of the activities and services offered under each allowable CalFresh E&T component. Responses should only be entered for each provider that offers a component, even if multiple contracted or third-party partners offer the same component. For example, if there are two partners offering the Education component, complete the Education component table for both partners. Component tables can be copy and pasted into the template.

Allowable CalFresh E&T components are listed in the template. As you navigate through the plan template, please be sure to reference components by the names listed below. See page six of this document for component descriptions and allowable activities.

- Supervised Job Search
- Work Experience
- Workfare
- On-the-Job Training
- Subsidized Employment **PENDING FURTHER GUIDANCE FROM FNS**
- Self-Employment Training
- Education
- Job Retention





**Note:** At this time, annual plans should not include Subsidized Employment as an allowable CalFresh E&T component.



## Components and Supportive Services

Beginning this plan year, transportation, ancillary, and dependent care services are collectively referred to as Supportive Services and no longer Participant Reimbursements.

### A. *Component Description*

Provide a detailed description of each allowable CalFresh E&T component. Include the following information: activities, program series (if activities must be completed in a series), participation requirements (i.e. required activities, attendance expectations, outcomes, etc.), and supportive services offered.

If multiple contracted or third-party partner(s) will offer the component, identify the key differences between each method of delivery.

### B. *Responsible Organization*

Indicate if the component will be offered directly by the county or in collaboration with a contracted or third-party partner(s). If the component is offered by a partner, please provide the name of the partner.

### C. *Participants Served (Monthly)*

Enter the anticipated monthly, unduplicated count of participants for each allowable CalFresh E&T component.

### D. *Supportive Services Cost (Monthly)*

Identify the supportive service(s) that will be offered and the anticipated monthly cost. If applicable, note any funding cap on supportive services. Please describe how supportive services will be issued (i.e. in advance, in arrears, or upon request) and tracked on an individual basis.

### E. *Administration Cost (Monthly)*

Identify the anticipated monthly cost of administering each allowable component. This includes salaries, benefits, overhead expenditures, materials, equipment and participant training directly related to the provision of the component. Supportive Services should not be included in this total.

### F. *Participation Requirements*

Identify the length of each allowable CalFresh E&T component and the required frequency of participation (i.e. daily, weekly, monthly, etc.) along with any other participant requirements.

### G. *Target Population(s)*

Identify who among the CalFresh recipient population is targeted to participate in each allowable CalFresh E&T component.



H. *Reporting*

Identify the data that will be collected to meet state and national reporting requirements specific to each allowable CalFresh E&T component. Please see the Reporting Instructions and Template for more detail.

I. *Certificate Attainment*

Describe any industry recognized certificates or credentials that may be obtained through participation in an allowable CalFresh E&T component.

### **PART III. TRACKING**

Please estimate the monthly totals for each of the following populations. Please indicate the county's intent to comply with CalFresh E&T reporting requirements under the Reporting Requirements sub-section

#### **Estimates**

Please estimate the monthly totals for each of the following populations:

A. *Work Registrant Population*

- a) Estimate the total number of work registrants countywide on October 1, 2019
- b) Estimate the total number of new work registrants countywide between October 1, 2019 and September 30, 2020
- c) Estimate the total number of work registrants countywide for FFY 2020 (i.e.  $a + b = c$ )
- d) Describe the methodology used to prepare work registrant estimates

**Note:** The estimate for "b" above may be derived using the cumulative total of four consecutive quarters of data from Part A, entry 1 of the STAT 47 report for 2018-19. However, counties may consult additional sources in developing a reasonable estimate.

B. *ABAWDs Subject to the Time Limit Population*

- a) Estimate the total number of ABAWDs subject to the time limit countywide on October 1, 2019
- b) Estimate the total number of new ABAWDs subject to the time limit countywide between October 1, 2019 and September 30, 2020



- c) Estimate the total number of ABAWDs subject to the time limit countywide for FFY 2020 (i.e.  $a + b = c$ )
- d) Describe the methodology used to prepare the ABAWD subject to the time limit estimates

**Note:** This estimate for “b” above may be derived using the cumulative total of four consecutive quarters of data from Part A, entry 2 of the STAT 47 report for 2018-2019. However, counties may consult additional sources in developing a reasonable estimate.

*C. Deferral Policy*

Not applicable.

*D. E&T Participants*

Provide annual estimates of the number of CalFresh recipients who will participate in E&T during FFY 2020. This is an unduplicated count of E&T participants. Individuals are counted once, irrespective of the number of months they participate in E&T or the number of components in which they participate. Include E&T participants receiving E&T services offered by the county and/or third-party partners.

- a) Estimate the total number of **mandatory** E&T participants during FFY 2020
- b) Estimate the total number of **voluntary** E&T participants during FFY 2020
- c) Describe the methodology used to prepare the E&T participant estimates

**Reporting Requirements**

*Reporting Requirements Acknowledgement*

Templates for the state and national quarterly reporting requirements are included in the FFY 2020 Annual Plan Launch packet. Enter the county name to confirm that reporting instructions and expectations have been reviewed. No further action is needed at this time.



## **PART IV. BUDGET**

This section captures all costs associated with operating the county or state partner's CalFresh E&T program. All portions of the budget should be completed in the attached excel spreadsheet (Attachment B).

### **Operating Budget**

Provide line-item breakdowns of costs associated with the CalFresh E&T program. County and state partner's must justify each of these costs and provide additional detail in the Budget Narrative section.

Please note, the operating budget column headings have been updated to the following:

- Non-Federal Funds
- 50 Percent Reimbursement Funds
- 100 Percent Funds

#### **A. Direct Costs**

##### **1. County Salary/Wages**

Identify county staff time that will be charged to the CalFresh E&T. Salary/Wages should be described in FTE and time spent on the program.

##### **Example:**

**E&T Program Manager**

**\$60,000 x .50 FTE = \$30,000**

**5 E&T Counselors**

**\$25,000 x 1.00 FTE x 5 = \$125,000**

##### **2. County Fringe Benefits**

Identify county fringe benefit costs that will be charged to CalFresh E&T and provide the fringe benefit rate/percentage in relation to salary.

**Note:** For this section, salary/wage and fringe benefit costs are only for county staff. Salary/wage and fringe benefit costs as well as all other programmatic costs for contracted and third-party partners are captured in sub section 3 and 4 below.



3. **Contracted Partner Contractual Costs**  
Identify the total administrative costs associated with all contracted partners. Separately include contractual costs associated with supportive services in part D of this section.
4. **Third-Party Partner Contractual Costs**  
Identify the total administrative costs associated with all third-party partners. Separately include contractual costs associated with supportive services in part D of this section.
5. **Non-Capital Equipment and Supplies**  
Identify non-capital equipment and supplies that will be charged to CalFresh E&T.
6. **Materials**  
Identify materials that will be charged to CalFresh E&T.
7. **Travel**  
Identify travel and staff training costs that will be charged to CalFresh E&T. Describe the purpose and frequency of staff travel. Include planned staff training and/or registration costs for training that will be charged to CalFresh E&T.
8. **Building/Space**  
Identify building/space costs that will be charged to CalFresh E&T. Explain the method used to calculate space value.
9. **Equipment & Other Capital Expenditures**  
Identify equipment and other capital expenditures over \$5,000 per item that will be charged to CalFresh E&T.

### ***B. Indirect Costs***

Indirect costs (also called overhead expenditures) are determined through a variety of rates or cost allocation plans that detail how the costs are to be shared by the funding agencies. If using an indirect cost rate (ICR), please indicate the rate using one of the following methodologies:

- A federally negotiated and approved ICR, or
- A county negotiated and approved ICR for contracted and third-party partners, or
- The De Minimus Rate of 10%.



### **C. In-kind Contributions**

FNS defines in-kind contributions as non-cash contributions, usually the value of volunteer time or donated space. Per federal E&T rules, only governmental entities may receive reimbursements for in-kind contributions. If claiming expenses in this line, please be specific about the anticipated valuation of in-kind contributions.

### **D. Supportive Services**

1. **Dependent Care**  
Specify payment rates for child care reimbursements established in accordance with the Child Care and Development Block Grant and based on local market rate surveys. If alternative dependent care is provided by the county or other provider, describe arrangements and identify anticipated costs. This includes reimbursement or costs of dependent care provided directly by the county, contracted partners or third-party partners.
2. **Transportation**  
List the transportation cost services provided and identify the total cost. This includes reimbursement or costs of transportation provided directly by the county, contracted partners or third-party partners.
3. **Ancillary Costs**  
List the ancillary services provided and identify the total cost. This includes reimbursement or costs of ancillary services provided directly by the county, contracted partners or third-party partners.
4. **Please enter total monthly cost for Supportive Services (Ancillary Cost + Dependent Care Costs + Transportation Costs)**

### **Partner Totals**

Enter the total cost associated with each contracted and third-party partner, including cost of administration and supportive services. The percent of the total operating budget will automatically calculate once the Operating Budget is complete. Note that the sum of this column will not equal 100 percent.

### **Budget Narrative and Justification**

Provide a budget narrative that describes and justifies each cost as well as clearly explains how the amount for each line item included in the operating budget per Part VII was determined. See line item instructions in the Operating Budget for guidance on budget categories. Part VIII should be completed in the attached excel spreadsheet (Attachment B).



### **E&T Component Counts**

Provide monthly estimates for the number of individuals who will participate in each allowable CalFresh E&T component, as well as the number of participants who will receive supportive services. Please include separate entries for each CalFresh E&T component. Component Counts should be completed in the attached excel spreadsheet (Attachment B).

In completing Component Counts, please note the following:

- The estimates in this section are duplicate counts.
  - Participants are counted for each month of participation and for all components in which they participate. Thus, expected per-component monthly participation should include both new and existing participants.
  - The monthly number of persons expected to receive supportive services will also be a duplicative count.
- If an individual is expected to participate in multiple components simultaneously, the same individual should be included in the estimated number of participants for each of the components (i.e. once for supervised job search and once for education).
- The monthly estimate for persons receiving supportive services must not exceed the monthly estimate of participants for each component.

### **Summary of E&T Budget**

The budget summary breaks out CalFresh E&T expenditures by funding category. Each item should be calculated based on entries in the Operating Budget. Confirm that these amounts are correct before completing the budget section.

### **PART V. ASSURANCE STATEMENT**

The Assurance Statement should be signed by the county director and a financial representative certifying that all the listed assurances are met.





**FFY 2020 CalFresh Employment & Training  
County Plan Template**

**COUNTY PLAN COVER SHEET**

<b>Name of County:</b>	
<b>Primary E&amp;T Contact</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Secondary E&amp;T Contact</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Telephone:</b>	
<b>Email:</b>	



## FFY 2020 County Plan Template Checklist

*Please ensure receipt of all documents prior to beginning the planning process.*

Templates	
<b>E&amp;T Annual Plan Template</b>	Submit to <a href="mailto:CalFreshEandT@dss.ca.gov">CalFreshEandT@dss.ca.gov</a> by June 17, 2019.
<b>E&amp;T Budget Template</b>	Submit to <a href="mailto:CalFreshEandT@dss.ca.gov">CalFreshEandT@dss.ca.gov</a> by June 17, 2019
<b>Quarterly Progress Report Template</b>	Submit to <a href="mailto:CalFreshEandT@dss.ca.gov">CalFreshEandT@dss.ca.gov</a> on the following dates:  Quarter 1: January 31, 2020  Quarter 2: April 30, 2020  Quarter 3: July 31, 2020  Quarter 4: October 31, 2020
Supporting Documents	
<b>E&amp;T Plan Instructions</b>	Provides detailed instructions on how to complete the CalFresh E&T Annual Plan and Budget Templates.
<b>National Outcome Metrics Reporting Instructions</b>	Provides detailed data definitions, format/data validation checklist, answers to frequently asked questions, and an overview of the report submission process.



## Part I: E&T Program Overview

A.	Program Summary
B.	Program Changes
C.	Workforce Development System
D.	Other Employment Program
E.	Work Registration Screening Process
F.	State and National Reporting
G.	Fifty Percent Reimbursement Fund Source
H.	Disqualification Policy
I.	Case Management Process
J.	Partner Detail

Partner 1 Detail	
Partner Name	
Type of Partner	
Program Description	



Non- Federal Funding Source	
Data Management System	
Monitoring	

Please upload a copy of the partner proposal, agreement, contract, or MOU between the county and the third-party partner(s) or contracted partner.

Copy and paste the Partner Detail table to add additional partners.



## Part II: Services

### Components and Supportive Services

<b><i>Supervised Job Search</i></b>				
A.	Component Description			
B.	Responsible Organization			
C.	Participants Served (Monthly)			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
E.	Administration Cost (Monthly)			
F.	Participation Requirements			
G.	Target Population(s)			
H.	Reporting			
I.	Certificate Attainment			



Work Experience				
A.	Component Description			
B.	Responsible Organization			
C.	Participants Served (Monthly)			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
E.	Administration Cost (Monthly)			
F.	Participation Requirements			
G.	Target Population(s)			
H.	Reporting			
I.	Certificate Attainment			



Workfare				
A.	Component Description			
B.	Responsible Organization			
C.	Participants Served (Monthly)			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
E.	Administration Cost (Monthly)			
F.	Participation Requirements			
G.	Target Population(s)			
H.	Reporting			
I.	Certificate Attainment			



On-the-Job Training				
A.	Component Description			
B.	Responsible Organization			
C.	Participants Served (Monthly)			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
E.	Administration Cost (Monthly)			
F.	Participation Requirements			
G.	Target Population(s)			
H.	Reporting			
I.	Certificate Attainment			





<i>Subsidized Employment</i>				
A.	Component Description			
	NOT APPLICABLE			
B.	Responsible Organization			
	NOT APPLICABLE			
C.	Participants Served (Monthly)			
	NOT APPLICABLE			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
E.	Administration Cost (Monthly)			
	NOT APPLICABLE			
F.	Participation Requirements			
	NOT APPLICABLE			
G.	Target Population(s)			
	NOT APPLICABLE			
H.	Reporting			
	NOT APPLICABLE			
I.	Certificate Attainment			
	NOT APPLICABLE			



Self-Employment Training				
A.	Component Description			
B.	Responsible Organization			
C.	Participants Served (Monthly)			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
E.	Administration Cost (Monthly)			
F.	Participation Requirements			
G.	Target Population(s)			
H.	Reporting			
I.	Certificate Attainment			



<i>Education</i>				
A.	Component Description			
B.	Responsible Organization			
C.	Participants Served (Monthly)			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
E.	Administration Cost (Monthly)			
F.	Participation Requirements			
G.	Target Population(s)			
H.	Reporting			
I.	Certificate Attainment			



Job Retention				
A.	Component Description			
B.	Responsible Organization			
C.	Participants Served (Monthly)			
D.	Supportive Services Cost (Monthly)			
	Ancillary	Dependent Care	Transportation	Total
E.	Administration Cost (Monthly)			
F.	Participation Requirements			
G.	Target Population(s)			
H.	Reporting			
I.	Certificate Attainment			



## Part III: Tracking Estimates

<b>A. Work Registrant Population</b>		
a.	Estimate the total number of work registrants countywide on October 1, 2019:	
b.	Estimate the total number of new work registrants countywide between October 1, 2019 and September 30, 2020:	
c.	Estimate the total number of work registrants countywide for FFY 2019 (a+b=c):	
d.	Describe the methodology used to determine work registrant estimates:	
<b>B. ABAWDs Subject to the Time Limit Population</b>		
a.	Estimate the total number of ABAWDs subject to the time limit countywide on October 1, 2019:	
b.	Estimate the total number of new ABAWDs subject to the time limit countywide between October 1, 2019, and September 30, 2020:	
c.	Estimate the total number of ABAWDs subject to the time limit countywide for FFY 2019 (a+b=c):	
d.	Describe the methodology used to prepare the ABAWD subject to the time limit estimates above:	



C. Deferral Policy - <b>NOT APPLICABLE</b>		
	Reason for Deferral	Estimate
a.	Living in a federally determined work surplus area	
b.	Lacks dependent care	
c.	Lacks transportation to an E&T Program site	
d.	Lives an unreasonable distance from the E&T program site	
e.	Has a severe family crisis	
f.	Temporarily unemployed and expected to return to work within 60 days	
g.	Involved in legal difficulties	
h.	Has a temporary illness or disability	
i.	Under the age of 18 or 50 years of age or older	
j.	Living in a CalFresh household with a child under the age of 18 regardless of whether the child is receiving or is eligible to receive CalFresh benefits	
k.	Is pregnant	
l.	Is an honorably discharged United States veteran	
m.	Is a victim of domestic violence	
n.	Is an ABAWD subject to the time limit	
o.	Other	
Total number of anticipated deferred work registrants [add a through o]		

D. E&T Participants		
a.	Estimate the total number of mandatory E&T participants during FFY 2020	
b.	Estimate the total number of voluntary E&T participants during FFY 2020	



## Reporting Requirements

### A. E&T Quarterly Progress Report

[County Name] will submit the E&T Quarterly Progress Report on the following dates:

- First Quarter (October 1 to December 31) due January 31, 2020
- Second Quarter (January 1 to March 31) due April 30, 2020
- Third Quarter (April 1 to June 31) due July 31, 2020
- Fourth Quarter (July 1 to September 31) due October 31, 2020

### B. National E&T Outcome Metrics Report

[County Name] will submit annually participant and former participant data to CDSS as requested.

The following data elements must be collected for all E&T participant throughout the plan year:

- Social Security Number (SSN)
- County Indicator
- Date of Birth
- Male or Female
- E&T Component
- Component Start Date (for each component)
- Component End Date (for each component)
- Completion of Participation Date
- Able Bodied Adults Without Dependents (ABAWD) Status
- High School Degree (HSD) or GED
- English as a Second Language
- Mandatory or Voluntary

All participant data must be validated prior to submission.

Please see the FFY 2020 National Outcomes Metrics Reporting Instructions for detailed data definitions, submission instructions, and the reporting timeline.



## **Part IV. Budget**

Please capture information for the following sections in Attachment B\_ Part IV. Budget.

- Operating Budget
- Partner Totals
- Budget Narrative Justification
- E&T Component Counts
- Summary of E&T Budget





## Part V. Assurance Statement

The Assurance Statement should be completed by each county submitting an E&T Plan in FFY 2020. The County Director and financial representative must sign the assurance statement certifying that all the assurances are met.

Assurance Statement	
(Place an "X" in the box to the right, to indicate that you have read and understand each statement.)	(X)
The county is accountable for the content of the E&T plan and will provide oversight of any sub-grantees.	
The county is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	
Education costs will not be supplanted with Federal E&T funds.	
Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	
If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	
Documentation of county costs, payments and donations for approved E&T activities are maintained by the county and available for Federal review and audit.	
Contracts are procured through competitive bid procedures governed by State procurement regulations.	
Program activities are conducted in compliance with all applicable Federal laws, rules and regulations, including Civil Rights and OMB regulations governing cost issues.	
E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	
Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of CalFresh E&T.	
All required reports and data will be submitted in a timely manner.	



<p>The E&amp;T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. Counties shall regularly consult ITOs regarding portions of their E&amp;T plan which affect them and, if appropriate, and to the extent practicable, include ITO suggestions in the E&amp;T plan.</p>	
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### Assurance Statement Signature

By signing this page, the county director and financial representative certify that the above assurances are met.

#### Certification by County Director

Name	Signature	Date

#### Certification by Financial Representative

Name	Signature	Date