

May 21, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTOR LETTER**

This letter is intended for County Welfare Directors and provides information related to the CalFresh Employment and Training (E&T) Annual Plans for Federal Fiscal Year (FFY) 2021. The Department is issuing this letter to inform recipients of upcoming program year planning cycle and requirements.



KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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May 21, 2020

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JENNIFER HERNANDEZ  
Deputy Director  
Family Engagement and Empowerment Division

SUBJECT: CALFRESH EMPLOYMENT AND TRAINING: FEDERAL FISCAL YEAR  
2021 ANNUAL PLAN SUBMISSION PROCESS

CalFresh Employment and Training (E&T) Annual Plans for Federal Fiscal Year (FFY) 2021 are due **July 15, 2020**.

Due to limited County Welfare Department (CWD) and state partner capacity as a result of California's continued response to the Coronavirus 2019 (COVID-19) pandemic emergency, for the FFY 2021 CalFresh E&T annual planning cycle, the California Department of Social Services (CDSS) is implementing a **change-based plan submission process** for CWDs and state partners currently offering CalFresh E&T.

Counties and state partner(s) currently offering CalFresh E&T must notify CDSS that they will continue to offer CalFresh E&T in FFY 2021 and must submit amendments, as applicable, to their currently approved FFY 2020 CalFresh E&T Annual Plan by **July 15, 2020**. Currently approved FFY 2020 CalFresh E&T Annual Plans along with any amendments, will serve as the CWD's or state partner's FFY 2021 CalFresh E&T Annual Plan.

Any new CWDs and tribal organizations that would like to provide CalFresh E&T services to eligible Californians in FFY 2021, must submit an intent to participate communication to the CDSS via email at [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov) by **June 15, 2020**. Upon receipt of the intent to participate the CDSS will send via email the FFY 2020 CalFresh E&T Annual Plan template along with additional instructions for

submission. New CWDs and tribal organizations must submit a FFY 2021 CalFresh E&T Annual Plan as detailed in the [ACWDL for the FFY 2020 CalFresh E&T Annual Planning Kick-Off](#) by **July 15, 2020**.

### **CalFresh E&T FFY 2021 Context and Program Background**

With the COVID-19 pandemic, the CDSS remains committed in FFY 2021 to providing its most vulnerable populations with access to high-quality employment and training opportunities. Current social distancing, shelter-in-place orders, and the recent weakened economic climate in CA, resulting in substantial loss of employment for many Californians, will require flexibility in service design and administration to meet the increased need for workforce services. The CDSS encourages CWDs and partners to pursue equitable strategies that support eligible CalFresh E&T participants to adapt to changing economic demands and related employment challenges following this public health emergency. Additionally, CWDs and partners should foster opportunities to incorporate services that promote the ability to serve more participants through practical and innovative technological solutions. The CDSS will continue to make similar investments as we navigate these changes collaboratively and in partnership with the broader workforce development system.

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 (SNAP), 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**

Currently participating CWDs and state partner(s) must normally submit to CDSS a new CalFresh E&T Annual Plan each year. Uniquely for FFY 2021, currently participating CWDs and state partner(s) must notify CDSS that they will continue to offer CalFresh E&T in FFY 2021 and highlight changes to their approved FFY 2020 CalFresh Annual E&T Plan via a plan amendment by July 15, 2020.

Newly participating CWDs and tribal organizations must communicate their intent to participate to CDSS by June 15, 2020 and submit a FFY 2021 CalFresh E&T Annual Plan by July 15, 2020.

For FFY 2021, CalFresh E&T annual plan amendments and new plans will be combined into a statewide FFY 2021 CalFresh E&T Annual Plan, which CDSS is required to submit FNS by **August 14, 2020**.

*\*Note:* FFY 2021 CalFresh E&T Annual Plans submitted by CWDs after the submission deadline may not be eligible for 100% Funds.

A list of important dates in the FFY 2021 planning process are outlined below:

### **FFY 2021 CalFresh E&T Planning Timeline**

<b>Dates</b>	<b>Items Due</b>
Monday, June 15, 2020	New Counties and Tribal Organizations Communicate Intent to Participate in CalFresh E&T
Wednesday, July 15, 2020	All FFY 2021 CalFresh E&T Annual Plan Amendments and New Plans Due to CDSS
Friday, August 14, 2020	State CalFresh E&T Annual Plan Due to FNS

Technical assistance is available throughout the planning process. Please feel free to contact the CDSS CalFresh E&T team at [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov).

### **FFY 2021 Plan Amendment Process**

Currently participating CWDs and state partners will receive an official planning launch packet via email. The packet will include an editable version of the CWD's or state partner's approved FFY 2020 CalFresh E&T Annual Plan and budget.

In the event that the CWD's or state partner's approved FFY 2020 CalFresh E&T Annual Plan and budget remain unchanged for FFY 2021, the CWD or state partner will

need to confirm “No changes to FFY 2021 CalFresh E&T Annual Plan including budget for FFY 2021” via email to [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov) by **July 15, 2020**.

Currently participating CWDs and state partners with changes to their FFY 2021 CalFresh E&T Annual Plan, including changes to their budget, will be required to submit a plan amendment. In the editable version of the approved FFY 2020 CalFresh E&T Annual Plan, all changes must be highlighted (in red text or yellow highlight). CWDs and state partners must submit the FFY 2021 CalFresh E&T Annual Plan via email to [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov) by **July 15, 2020**.

The CDSS CalFresh E&T team will provide an instructional video to assist with navigating the plan template as well as a follow-up Q&A session. The Q&A session will serve as an opportunity for the CDSS CalFresh E&T team to address any questions related to the plan template and the annual planning process. An invitation to the Q&A session will be sent to currently participating CWDs and state partners via email.

### **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 CalFresh E&T costs, including supportive services. The federal reimbursement rate for tribal organizations is 75 percent. Tribal organizations interested in offering a CalFresh E&T program this year, must contact the CDSS at the email address provided above on or before **June 15, 2020** to confirm their intent to participate.

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

New CWDs and tribal organizations that have submitted an intent to participate will receive an official planning launch packet, via email. The packet will include an editable version of the FFY 2021 CalFresh E&T Annual Plan template and budget, and written instructions on how to complete the planning packet. The CDSS CalFresh E&T team will provide an instructional video to assist with navigating the plan template as well as a follow-up Q&A session. The Q&A session will serve as an opportunity for the CDSS to address any questions related to the plan template and the annual planning process.

It is recommended, for new CWDs and tribal organizations submitting a new plan, that all staff involved in the design and administration of the CalFresh E&T program help develop the CalFresh E&T Annual Plan. This will ensure that all program stakeholders are engaged and able to contribute their expertise. Program stakeholders may have the following responsibilities:

- 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 Quarterly Participant Outcomes Report.

### **Program Reporting and Metrics**

All participating CalFresh E&T CWDs, state partners, and tribal organizations are required to submit the following reports *on a quarterly basis* throughout FFY 2021.

- *Program Progress Report:* The purpose of this report is to maintain a timely flow of information between the CDSS and the county, state partner or tribal organization with regards to CalFresh E&T program progress and performance, unanticipated challenges, allocation expenditures, and technical assistance needs.

*Participant Outcomes Report:* The Participant Outcomes Report was previously referred to as the Annual Participant Outcomes Report. The purpose of this report is to assess the effectiveness of CalFresh E&T programs. The CDSS is required to report outcome data to the FNS on January 1<sup>st</sup> each year to fulfill the SNAP E&T National Outcome Metrics reporting requirement. Participant outcome data submitted to CDSS quarterly will be aggregated into an annual report; however, some information captured within this report may be requested throughout the plan year. Counties are responsible for ensuring that third-party partner and contracted partner data is included in their annual Participant Outcomes Report submission.

- *STAT 47 Report:* The STAT 47 Report data is used by FNS to monitor CalFresh work registrants, Able Bodied Adults Without Dependents (ABAWDs), and the CalFresh E&T population. This data collection is required by Title 7 Code of Federal Regulations Section 273.7 (c). The data is used to complete the FNS 583, a federal report which the CDSS submits to FNS on a quarterly basis. This report provides county, state, and federal entities with information needed for budgeting, staffing and program planning.

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

Please send all questions regarding the annual planning process, as well as completed FFY 2021 CalFresh E&T Annual Plans and supporting documents to [CalFreshEandT@dss.ca.gov](mailto:CalFreshEandT@dss.ca.gov), by **Wednesday, July 15, 2020**.