

May 5, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY WELFARE DIRECTORS LETTER

This letter provides County Welfare Departments (CWDs) with information regarding the CalFresh Employment and Training (E&T) Annual Plan submission process for Federal Fiscal Year 2022. Participating CWDs, tribal organizations, and state partners must submit their annual plan to the California Department of Social Services no later than **June 30, 2021**.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

May 5, 2021

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 2022 ANNUAL PLAN SUBMISSION PROCESS

REFERENCE: [PUBLIC LAW \(P.L.\) 115-334. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM PROVISIONS OF THE AGRICULTURAL ACT OF 2018 – FOOD AND NUTRITION SERVICE; ALL COUNTY LETTER 21-48; ALL COUNTY WELFARE DIRECTORS LETTER DATED AUGUST 24, 2020 7 CFR 272.2\(a\); 7 CFR 273.7\(c\)\(5\); 7 CFR 273.7\(c\)\(2\); 7 CFR 273.7\(d\)\(4\); 7 CFR 273.7\(a\); 7 CFR 273.7\(b\)\(1\)](#)

CalFresh Employment and Training (E&T) is pleased to announce the launch of the Federal Fiscal Year (FFY) 2022 planning process. This letter outlines changes to the annual planning process, including new federal program requirements, a new plan template, and instructions. Participating County Welfare Departments (CWDs), tribal organizations, and state partners must submit their FFY 2022 CalFresh E&T Annual Plan to the California Department of Social Services (CDSS) no later than **June 30, 2021**.

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 (SNAP), or CalFresh in California. CalFresh E&T is state supervised by the CDSS and voluntarily administered through CWDs. CDSS delegates the planning, implementation, and operation of CalFresh E&T to CWDs.

Each CWD designs its own program, determines activities, provides participant supportive services, and selects partners, including state partners. In addition, the CDSS may enter into agreement with tribal organizations and state partners who operate across the state in coordination with CWDs.

CDSS is required to provide oversight and monitoring to ensure CWDs, tribal organizations, and state partners are operating CalFresh E&T within all governing laws and regulations. As such, the CDSS must review and approve each CWD, tribal organization and state partner's CalFresh E&T Plan. Approved plans are used to inform California's state plan, which is submitted to FNS each fiscal year for review and approval. CWDs, tribal organizations and state partners cannot implement CalFresh E&T until California's state plan, including corresponding funding allocations, has been approved by FNS.

VISION AND MISSION

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.

Efforts to make progress 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. The provision of professional development opportunities, along with necessary supportive services, makes CalFresh E&T a critical component of California's workforce system.

IMPORTANT DATES

The CDSS will host a technical assistance webinar on **May 10, 2021** to assist CWDs, tribal organizations, and state partners in navigating the planning process, including use of the new annual plan template. Webinar registration information will be shared with

new and continuing CWDs, tribal organizations, and state partners via email. After the live webinar, a recording will be available upon request. Technical assistance is also available throughout the planning process by contacting the CDSS CalFresh E&T team via email at CalFreshEandT@dss.ca.gov.

New and continuing CWDs, tribal organizations, and state partners who intend to offer a CalFresh E&T program in FFY 2022 must communicate their intent to participate via email to CalFreshEandT@dss.ca.gov no later than **May 18, 2021**.

CalFresh E&T Annual Plans for FFY 2022 are due to CDSS via email to CalFreshEandT@dss.ca.gov no later than **June 30, 2021**. CWDs who submit their CalFresh E&T Annual Plan for FFY 2022 after June 30, 2021 may not be eligible to receive 100 percent funds.

CWD, tribal organization, and state partner plans are used to inform California's statewide CalFresh E&T plan, which CDSS is required to submit to FNS no later than **August 13, 2021**.

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

FFY 2022 CalFresh E&T Planning Timeline

May 10, 2021	E&T Annual Plan Technical Assistance Webinar
May 18, 2021	New and continuing CWDs, tribal organizations, and state partners communicate intent to participate in CalFresh E&T
June 30, 2021	CalFresh E&T plan due to CDSS
August 13, 2021	State CalFresh E&T plan due to FNS

TRIBAL ORGANIZATIONS

Tribal 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. The federal reimbursement rate for tribal organizations is 75 percent. As mentioned previously, tribal organizations must contact CDSS no later than **May 18, 2021** to confirm their intent to participate. Meeting this deadline will ensure that

CDSS is able to provide adequate technical assistance throughout the planning process.

CALFRESH E&T ANNUAL PLAN DEVELOPMENT

It is recommended that all staff involved in the design and administration of CalFresh E&T help develop the CalFresh E&T Annual 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 Annual 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 CalFresh E&T participant data.

The FFY 2022 CalFresh E&T Annual Plan template is attached to this letter. The template, budget worksheets and required attachments for CalFresh E&T Annual Plan completion will proactively be emailed to CalFresh E&T participating CWDs, tribal organizations, and state partners. New CWDs, tribal organizations and state partners should email CalFreshEandT@dss.ca.gov to request a copy.

CHANGES TO THE FFY 2022 CALFRESH E&T ANNUAL PLAN TEMPLATE

On April 5, 2021, the FNS provided states a **new** annual plan template effective for FFY 2022. Therefore, the CDSS revised the CalFresh E&T Annual Plan template to better align with the new federal template. Changes to the template comprise of the rearrangement, renaming, and addition of sections and subsections. The attached template is only for your reference. A fillable PDF version will be emailed to all CalFresh E&T point of contacts.

Additionally, the new template captures recently codified federal requirements resulting from implementation of the [Agricultural Act of 2018 \(P.L. 115-334\)](#), also known as the 2018 Farm Bill. Additional guidance on changes resulting from the 2018 Farm Bill can be found in [All County Letter \(ACL\) 21-48](#) released on April 23, 2021. These changes must be adequately addressed within the FFY 2022 CalFresh E&T Annual Plan to receive CDSS approval.

Finally, there is no longer a separate CalFresh E&T Annual Plan Instruction sheet. Instructions for each section of the CalFresh E&T Annual Plan have been embedded in the plan template. Below is an overview of each *new* section of the plan template, including a high-level description of the section.

Amendment Log

This section must only be used when a previously approved plan is amended. It is intended to highlight changes within the plan document so that they may be easily located.

To make any significant changes to an approved CalFresh E&T Annual Plan, CWDs, tribal organizations, and state partners must submit a CalFresh E&T Annual Plan amendment for approval by the CDSS. Significant changes include but are not limited to the addition or removal of E&T components or third-party partners/state partners and requests for additional funds. Plan amendments must be submitted at least 60 days prior to the planned implementation and no later than **June 30, 2022** to be considered for approval within FFY 2022.

Consultation and Coordination with the Workforce Development System

In accordance to [7 CFR 273.7\(c\)\(5\)](#), CWDs, tribal organizations, and state partners must design their CalFresh E&T program in consultation with their local workforce development system (LWDS). This section includes five subsections: special initiatives, consultation, coordination with title I of the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), also known as CalWORKs/General Assistance (GA) Coordination, and Other Employment Programs.

Consultation with Indian Tribal Organizations

CWDs are specifically encouraged to consult with local Indian Tribal Organizations in the development of their CalFresh E&T Plan. Any Indian Tribal Organizations that are consulted must be named in the plan, along with the consultation outcomes.

Organizational Relationships

CWDs are required to describe the organizational relationship between staff responsible for completing CalFresh eligibility certification and the staff operating the CalFresh E&T program and services, including staff of the LWDS, if available. This requirement does not apply to tribal organizations and state partners.

CWDs, tribal organizations, and state partners must provide information on the relationship between themselves and other organizations they plan to coordinate with for the provision of CalFresh E&T services.

Referral

In accordance with [7 CFR 273.7\(c\)\(2\)](#), a CalFresh applicant becomes a CalFresh E&T participant when they are referred to CalFresh E&T. This section includes information that must be submitted by CWDs regarding the referral process, referral communications, types of services participants are referred to, and information ensuring participants are referred to an appropriate and available component. This section does not apply to tribal organizations and state partners.

Assessment

As a best practice, participants should be assessed to ensure they receive appropriate CalFresh E&T services. This section requires CWDs, tribal organizations, and state partners to describe the processes employed to assess CalFresh E&T participants.

Supportive Services

In accordance with [7 CFR 273.7\(d\)\(4\)](#), E&T participants must be reimbursed for expenses that are reasonable, necessary, and directly related to participation in E&T (also referred to as supportive services). CWDs, tribal organizations, and state partners must include information on all supportive services offered directly or in coordination with a partner.

Work Registrant Data

The CalFresh general work requirements are described in [7 CFR 273.7\(a\)](#). Individuals who do not meet an exemption from the general work requirements, as listed in [7 CFR 273.7\(b\)\(1\)](#), must register for work. CWDs must describe the processes used to count all work registrants in the county and include measures taken to prevent duplicate counts. This section does not apply to tribal organizations and state partners.

Outcome Reporting Measures

CWDs, tribal organizations, and state partners must indicate data sources that will be used to determine participation and completion of CalFresh E&T components and or

activities for *Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents (ABAWD), and Employment and Training Program Quarterly Statistical Report (STAT 47)* and Participant Outcomes Report, formerly known as the Annual Report. Instructions and guidelines for CalFresh E&T data and reports are located in [All County Welfare Directors Letter dated August 24, 2020](#).

Component Details

The goal of this section is to provide a comprehensive description of each allowable CalFresh E&T program component and activities that the CWD, tribal organization, or state partner and any third-party partners will offer.

Contracts and Partnerships

Each partner or contract held by the CWD, tribal organization or state partner to enhance the CalFresh E&T program or provide CalFresh E&T services must include a Partner Detail Table (Attachment H) and be attached to the plan submission.

QUESTIONS AND OTHER INQUIRES

All correspondence related to the FFY 2022 CalFresh E&T planning process should be sent to CalFreshEandT@dss.ca.gov.

Attachment



FFY 2022 CalFresh Employment & Training Annual Plan Template

A. Cover Page and Authorized Signatures

Administrator Name: _____

Date Submitted to CDSS: _____

List Administrator personnel who should be contacted with questions about the CalFresh E&T plan.

Name	Title	Phone	Email

Certified By:

A Director and Financial Representative must sign to certify that all assurances on page 4 are met. For Federal Fiscal Year (FFY) 2022, digital signatures or scanned wet signatures may be used.

Director

Date

Financial Representative

Date

B. Amendment Log

Administrators must submit a revised plan in order to make any significant changes to the plan mid-year, such as the addition or removal of components, activities, third-party partner(s) and state partner(s) or requests for additional funds. Please highlight the changes by changing your font color to red within the plan document so that they may be located easily. Plan amendments must be submitted at least 60 days prior to the planned implementation. Additionally, administrators must submit plan amendments to CDSS by **June 30, 2022** to be considered for approval.

Amendment Number	Brief Description of Changes	Section of Plan Changed	Date Submitted to CDSS

C. Acronyms

ABAWD	Able Bodied-Adults without Dependents
ACL	All County Letter
ACWDL	All County Welfare Directors Letter
CalWORKs	California Work Opportunity and Responsibility for Kids
CDSS	California Department of Social Services
CFR	Code of Federal Regulations
CWD	County Welfare Department
E&T	Employment and Training
FFY	Federal Fiscal Year
FNS	United State Department of Agriculture, Food and Nutrition Service
GA/GR	General Assistance/General Relief
LWDB	Local Workforce Development Board
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
WIOA	Workforce Innovation and Opportunity Act

D. Assurances

Each CWD, state partner, or tribal organization submitting a CalFresh E&T Plan in FFY 2022 must complete the Assurances Statement. By signing the Cover Page, the Director and Financial Representative certify that all Assurances have been met.

Please place an "X" in the box to the right indicating that you have read and understand and agree to each statement.

I.	The administrator submitting this plan is accountable for the content of the CalFresh E&T plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(6))	
II.	The administrator submitting this plan is fiscally responsible for CalFresh E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4 , 7 CFR 276.2 , and 7 CFR 277.16)	
III.	State education costs will not be supplanted with Federal SNAP (CalFresh) E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	
IV.	Cash or in-kind donations from other non-federal sources have not been claimed or used as a match or reimbursement under any other federal program. (7 CFR 277.4(d)(2))	
V.	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	
VI.	Documentation of administrator costs, payments and donations for approved CalFresh E&T activities are maintained by the submitting agency and available for Federal and CDSS review and audit. (7 CFR 277.17)	
VII.	Contracts are procured through competitive bid procedures governed by State procurement regulations. Contracts are procured through competitive bid procedures governed by State procurement regulations. (7 CFR 277.14)	
VIII.	Program activities are conducted in compliance with all applicable Federal laws, rules and regulations, including Civil Rights and OMB regulations governing cost issues, if applicable. (7 CFR parts 271 , 272 , 273 , 274 , 275 , 276 , 277 , 281 , and 282)	
IX.	CalFresh E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	
X.	Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of CalFresh E&T. (7 CFR 277.4(d)(3))	
XI.	The CalFresh E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. Administrators shall consult on an ongoing basis about portions of their CalFresh E&T plan which affect the ITO; and, if appropriate, and to the extent practicable, include ITO suggestions in the CalFresh E&T plan. (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))	
XII.	All required reports and data will be submitted in a timely manner to the CDSS.	

Plan Overview

Thank you for your interest in providing CalFresh E&T services during FFY 2022. CalFresh E&T is funded by the United States Department of Agriculture, Food Nutrition Services (FNS), overseen by the CDSS, and administered by County Welfare Departments (CWDs) and tribal organizations. State Partners may also administer CalFresh E&T upon approval from the CDSS and applicable CWDs. All CWDs, tribal organizations and state partners interested in providing CalFresh E&T during FFY 2022 must submit a complete CalFresh E&T Annual Plan using this template prior to the deadline specified below.

Throughout the plan template, CWDs, tribal organizations, and state partners will be referred to as “administrators” unless otherwise specified. All administrators will complete their own plan. Sub-recipients that will be part of the administrator’s program are referred to as “contracted partners” and “third-party partners” (TPP). Contracted and TPPs do not complete their own plans but will be described and budgeted for in the administrator’s plan.

The size of each field has been locked to hold approximately 750 characters, unless otherwise specified. Please try to contain answers to the spaces provided. If additional space is needed, attach additional sheets and identify which section(s) it is applicable to. Do **not** leave these fields blank. If none, type in the word “none” or “not applicable” (n/a).

Important Dates:

May 10, 2021	CDSS Technical Assistance Webinar
May 18, 2021	Intent to participate in CalFresh E&T due to the CDSS
June 30, 2021	CalFresh E&T Administrator Annual Plan due to the CDSS
August 13, 2021	CDSS Annual Plan due to FNS
October 1, 2021	FFY 2022 plan year begins
June 30, 2022	Deadline to submit FFY 2022 Plan Amendments to CDSS

Allocations: CDSS will release 100 percent CalFresh E&T funding allocation information as it becomes available. CDSS may request that CWDs revise their plans with updated allocation amounts, if applicable.

Resources: The California Department of Social Services (CDSS) strongly recommends that administrators reference the following resources:

[FNS E&T Operations Handbook](#)
[Final Rule ACL 21-48](#)
[FNS Final Rule Q&A FNS](#)

CalFresh Confirm: CalFresh Confirm may be used to verify initial and ongoing CalFresh E&T participant eligibility during FFY 2022. More details will be shared soon via All County Welfare Directors Letter. Each partner must be approved by the administrator for which they provide services.

Questions: All questions related to the CalFresh E&T Annual Plan Template should be directed via email to CalFreshEandT@dss.ca.gov.

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

I. Summary of the CalFresh E&T Program

- a) Briefly summarize the administrator's CalFresh E&T program, including its vision, mission, administrative structure, areas served, and services offered. This should be a concise overview; please include a more detailed description in the other appropriate plan sections.
- b) Describe how the administrator's program will meet both of the following purposes of CalFresh E&T: 1) increase the ability of CalFresh participants to obtain regular employment; and 2) meet local or regional workforce needs.

II. Program Changes

Summarize changes for the upcoming FFY from the prior year. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, new or removed partners, or significant changes to the number of participants. In addition, include any changes the administrator is making to the CalFresh E&T program based on prior year's performance, considering outcomes and participant data.

III. Consultation and Coordination with the Workforce Development System

Per [7 CFR 273.71\(5\)](#), CalFresh E&T programs must be designed in consultation with local workforce development boards (LWDBs). The goal of this section is to explain the relationship between the administrator and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the LWDBs. LWDBs refers to a network of providers, which may include:

- government and the public sector;
 - community-based organizations and non-profits;
 - employers and industry;
 - occupational training providers; and
 - post-secondary institutions, such as community colleges
- a) **Special Initiatives:** Describe any special initiatives (i.e. state or locally initiated special project, state legislative effort, etc.) that the administrator's CalFresh E&T program will take part in. Describe any efforts taken by the administrator to coordinate these programs, services, partners, and/or activities.

- b) **Consultation:** Describe how the administrator consulted with LWDBs or employer organizations in designing its CalFresh E&T program. This description should include with whom the administrator consulted and the outcomes of the consultation. If the administrator consulted with private employers or employer organizations in lieu of LWDBs, provide documentation of the consultation and explain the determination that doing so was more effective or efficient.
- c) **Coordination with title I of WIOA:** Describe the extent to which the administrator is carrying out CalFresh E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).
- d) *State Agency question only – removed for administrator plans.*
- e) **TANF/GA Coordination:** Describe how the administrator is coordinating with TANF, inclusive of CalWORKs and Tribal TANF, or GA/GR program, services, and/or activities. Describe any TANF or GA/GR special initiatives targeting specific populations and any actions taken to coordinate those efforts.
- f) **Other Employment Programs:** Describe how the administrator is coordinating its CalFresh E&T program with any other federal or state employment programs (e.g. the United States Department of Housing and Urban Development (HUD), child support, re-entry, refugee services).

IV. Consultation with Tribal Organizations (CWDs and State Partners Only)

- a) *State Agency question only – removed for administrator plans.*
- b) Name any tribal organizations consulted in the development of the administrator's CalFresh E&T program.
- c) Describe any outcomes of the consultation. Provide specific examples of how the administrator incorporated feedback from tribal organizations.
- d) Will the administrator seek enhanced reimbursement (referred to as 75 percent reimbursement) for CalFresh E&T services provided to tribal organization members who are residents of a reservation, either on or off the reservation?
 - ☐ Yes
 - ☐ No

V. Utilization of State Options

State Agency section only – removed for administrator plans.

VI. Organizational Relationships

CWDs are required to describe the organizational relationship between staff responsible for completing CalFresh eligibility certification and the staff operating the CalFresh E&T program and services, including staff of the LWDBs, if available.

All administrators must provide information on the relationship between themselves and other organizations they plan to coordinate with for the provision of services.

FNS is specifically interested in ensuring that the lines of communication are efficient.

- a) CWDs must provide an overview of the coordination within the CalFresh E&T program. Explain the processes that link CalFresh eligibility certification to the operation of the CalFresh E&T program both within the county and any external entities.
- b) Describe the hand-off of CalFresh applicants and/or recipients from staff that determine CalFresh eligibility to CalFresh E&T program staff.
- c) If the administrator partners with intermediaries, such as a CDSS state partner (e.g. Fresh Success) or other CalFresh E&T partner(s):
 - a) Provide an overview of how communication occurs between the administrator and its partner(s), as well as between partners. Please include the mode of communications (shared database, etc.) and the types of information that is shared (referrals, noncompliance with program requirements, provider determinations, etc.).
 - b) Describe how new policies, procedures, or other information is shared with the partners.
 - c) Describe how the administrator monitors partners. Include the administrator's plan for monitoring both programmatic and fiscal operations.
 - d) Describe how the administrator evaluates the performance of partners in achieving the purpose of CalFresh E&T as described in Part I Question b.

VII. Screening for Work Registration (*CWDs Only*)

Eligibility staff must screen for exemptions from work registration, per [7 CFR 273.7\(a\)](#). Describe how the CWD screens CalFresh applicants to determine if they are work registrants.

VIII. Screening for Referral to CalFresh E&T

All work registrants must be screened to determine if it is appropriate to refer them to the CalFresh E&T program, per [7 CFR 273.7\(c\)\(2\)](#).

- a) At what point is an individual screened for referral to CalFresh E&T? (*CWDs only*) (select all that apply)
 - ☐ Application
 - ☐ Approval
 - ☐ Recertification
 - ☐ Other:
- b) Which individuals are screened for referral to CalFresh E&T? (select all that apply)
 - ☐ CalFresh applicants
 - ☐ CalFresh recipients
 - ☐ Work Registrants (including ABAWDs)
 - ☐ ABAWDs
 - ☐ Other:

Please select a target population for referral to CalFresh E&T, please select the population below. Note that this question is not asking about exemptions. (select all that apply)

- ☐ ABAWDs
 - ☐ Homeless
 - ☐ Veterans
 - ☐ Students
 - ☐ Single Parents
 - ☐ Returning Citizens
 - ☐ Underemployed
 - ☐ Those residing in rural areas
 - ☐ Older Disconnected Youth
 - ☐ GA/GR
 - ☐ Other:
- c) *State Agency question only – removed for administrator plans.*
 - d) How are people screened for CalFresh E&T? (select all that apply)
 - ☐ Orally via script
 - ☐ Orally without a script
 - ☐ Written screening tool

☐ Other:

- e) How does the administrator's screening process and screening criteria ensure the appropriateness of referrals to CalFresh E&T? How are the processes and criteria geared to ensure only individuals appropriate for the program are referred to CalFresh E&T?
- f) How and when are participants informed about supportive services?

IX. Referral

In accordance with [7 CFR 273.7\(d\)\(1\)\(ii\)](#), a CalFresh applicant becomes a CalFresh E&T participant when they are referred to CalFresh E&T.

- a) Describe the administrator's referral process step-by-step.
- b) How is the referral communicated to participants and what information about CalFresh E&T are participants given when they are referred (e.g. accessing CalFresh E&T services, case management, dates, contact information)?
- c) What types of services are CalFresh E&T participants referred to (i.e. orientation, case management, a component)?
- d) How is the referral shared within the administrator's agency and to CalFresh E&T partners, if applicable?
- e) How and when are participants informed about supportive services, if different than during the screening for referral process?
- f) How does the referral process ensure that individuals are referred to an appropriate and available component? Describe the process for direct and reverse referrals, as applicable.
- g) Provide any additional information about the referral process not captured above.

X. Assessment

As a best practice, participants should be assessed to ensure they receive appropriate CalFresh E&T services. Describe the processes, if any, to provide CalFresh E&T participants with an assessment.

- a) Who conducts the assessment?

- b) When are participants assessed?
- c) How are assessments conducted? (e.g. electronically, verbally with a staff person, paper questionnaire, etc.)
- d) How are the assessments shared within the administrators' agency, CalFresh E&T partners, and the participant, as appropriate?

XI. Case Management Services

In accordance with [7 CFR 273.7\(c\)\(6\)\(ii\)](#), all CalFresh E&T participants must receive case management services. Additionally, [7 CFR 273.7\(e\)\(1\)](#), outlines that the purpose of case management services is to guide a participant towards appropriate CalFresh E&T components and activities based on the participant's needs and interests, to support the participant in the CalFresh E&T program, and provide activities and resources that help the participant achieve program goals. Case management services and activities must directly support an individual's participation in the CalFresh E&T program.

Case management may include referrals to activities and supports outside of the CalFresh E&T program, but administrators can only use CalFresh E&T funds for allowable components, activities, and participant reimbursements.

Case management services can include, but are not limited to:

- **Comprehensive Intake Assessment:** A process to collect and evaluate information to identify a participant's employment capabilities, barriers, and supportive service needs.
- **Reassessment:** A reevaluation of the physical or mental fitness of the individual to determine if a work registration exemption is appropriate.
- **Employability Assessment:** Evaluation of general skills necessary for success in the labor market or an individual's readiness for employment. This may assess crosscutting skills such as applied academic skills, interpersonal skills, critical thinking skills, communication skills, barriers to employment, and past work experience.
- **Individualized Service Plan:** 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.

- a) What types of case management will the administrator and/or partners provide? (select all that apply)
- ☐ Comprehensive intake assessments
 - ☐ Individualized service plans
 - ☐ Progress monitoring
 - ☐ Coordination with service providers
 - ☐ Reassessment
 - ☐ Employability Assessment
 - ☐ Other:
- b) Describe how participants will be referred to case management services and how participants' cases will be managed on an ongoing basis.
- c) Who will be responsible for providing case management services?
- d) Describe how the case manager will coordinate with CalFresh E&T providers and other community resources.
- e) Describe how CalFresh E&T participants will receive targeted case management services through an efficient administrative process.

XII. Conciliation Process

Not Applicable in California

XIII. Disqualification Policy for General Work Requirements

State Agency section only – removed for administrator plans.

XIV. Supportive Services

In accordance with [7 CFR 273.7\(d\)\(4\)](#), CalFresh E&T participants must be reimbursed for expenses that are reasonable, necessary, and directly related to participation in CalFresh E&T (also referred to as supportive services). Administrators may establish a maximum limit for reimbursement payments.

For more information about allowable supportive services related to the COVID-19 pandemic, please refer to [ACL-20-125](#). Information on the CalFresh E&T housing subsidy is available in the [Resources and Guidance for Eviction and Homelessness Prevention Letter](#).

CWDs and tribal organizations: Include information on all supportive services offered directly and in coordination with a partner (excluding state partners).

State partners: Include information for all service locations.

a. Supportive Service Estimates

	Dependent Care	Transportation	Ancillary	Total
A) Estimated number of CalFresh E&T participants to receive supportive services.				
B) Estimated budget for CalFresh E&T supportive services in the upcoming FFY.				
C) Estimated cost of supportive services per participant per month [(Row B/Row A)/12]				

b. Supportive Service Details

Complete the table below with information on each supportive service offered by each provider. Please use a separate line for each type of allowable supportive service and provider. If more rows are needed, please attach additional sheets.

Examples of allowable supportive services include, but are not limited to dependent care, transportation, and other specific ancillary supports such as tools, test fees, books, uniforms, license fees, electronic devices, etc.:

Allowable Supportive Service	Supportive Service Caps (optional)	Provided by	Method of Disbursement (in advance or reimbursement, estimated or actual amount)

Dependent Care supportive service rates must be established in accordance with the [45 CFR § 98.2](#) Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If providing dependent care as a supportive service, describe how payment rates meet this requirement below.

XV. Work Registrant Data (CWDs Only)

The CalFresh general work requirements are described in [7 CFR 273.7\(a\)](#). Individuals who do not meet an exemption from the general work requirements, as listed in [7 CFR 273.7\(b\)\(1\)](#), must register for work.

- a) Describe the process used to count all work registrants in the county as of the first day of the FFY (October 1).
- b) Describe the measurements taken to prevent duplicate counting.

XVI. Outcome Reporting Measures

National Reporting Measures

Please indicate if the following data sources will be used to determine program completion for the Participant Outcomes Report, formerly known as the Annual Report. Check all that apply.

- ☐ Quarterly Wage Records
- ☐ National Directory of New Hires
- ☐ Management Information System (MIS) such as C-IV, CalWIN, or LRS (indicate in box a) below what MIS system is used)
- ☐ Manual follow-up with CalFresh E&T participants
- ☐ Follow-up surveys
- ☐ Other (describe source below)

- a) If an MIS is used, please indicate the system.
- b) If a manual follow-up with CalFresh E&T participants is conducted, describe the process for follow-up, including contact method (e.g. verbal contact, email, mail).

Questions c-h: State Agency questions only – removed for administrator plans.

Component Outcomes Measures

State Agency section only – removed for administrator plans.

F. Pledge to Serve All At-Risk ABAWDs

Not Applicable in California

G. Component Detail

The goal of this section is to provide a comprehensive description of each allowable CalFresh E&T program components and activities that the administrator and its partners will offer. Each administrator must offer one or more of the following components.

If the administrator or its partners will utilize Cell-Ed remote learning services via the CDSS contract, please include those participants in both the “Supervised Job Search” and “Education: Career/Technical Education, Vocational Training” components. Complete Attachments B and F with descriptions of the Cell-Ed services.

On the table below, list how many individuals will participate in each component during FFY 2022. If participants take part in multiple components, please include them under each.

Component/Subcomponent	Number of Expected Unsubsidized Participants	Number of Expected Subsidized Participants
Supervised Job Search		N/A
Job Retention		N/A
Self-Employment Training		N/A
Workfare		N/A
Education:		
<input type="checkbox"/> Basic/Foundational Skills Instruction		N/A
<input type="checkbox"/> Career/Technical Education, Vocational Training		N/A
<input type="checkbox"/> English Language Acquisition		N/A
<input type="checkbox"/> Integrated Education Training/Bridge Programs		N/A
<input type="checkbox"/> Work Readiness Training		N/A
<input type="checkbox"/> Other		N/A
Work Experience:		
<input type="checkbox"/> Work Activity		N/A
Work-based Learning		
<input type="checkbox"/> Internship		
<input type="checkbox"/> Pre-Apprenticeship/Apprenticeship		
<input type="checkbox"/> On-the-Job Training		
<input type="checkbox"/> Transitional Jobs		
<input type="checkbox"/> Other		

The Component Detail tables are attached. Please complete a Component Detail attachment for each component offered and attach it to the plan submission. If more than one provider offers the component, please complete a separate table for each provider. For example, if two providers offer Workfare, please complete the Workfare table twice. If a provider offers multiple components, please describe each component separately as well.

Note: If the planned activities do not meet the minimum required hours for a component, they may be added onto an existing component as additional services received.

Component definitions and requirements have been provided within the attachments for reference. If additional services outside the scope of CalFresh E&T will be offered to program participants (aka “wrap around” services), please indicate that those services will not be charged to CalFresh E&T.

Information in this section may be duplicative if participants engage in more than one component. For example, if participants engage in job search activities while they are gaining work experience, information about these participants would be listed under the Supervised Job Search *and* Work Experience tables.

CWDs and tribal organizations: Please complete a table for each component offered directly and by partners, if applicable, except for state partners.

State partners: Please complete a table for each component offered directly and by sub-recipients, if applicable.

XVII. Non-Education, Non-Work Components

- Attachment B: Supervised Job Search
- Attachment C: Job Retention
- Attachment D: Self-Employment Training
- Attachment E: Workfare

XVIII. Educational Programs

- Attachment F: Education (all activities)

XIX. Work Experience

- Attachment G: Work Experience: Work Activity
- Attachment H: Work Experience: Work-based Learning (all activities, subsidized and unsubsidized)

H. Estimated Participant Levels

Complete the tables below projecting participation in CalFresh E&T for FFY 2022. Projections should be based on historical data.

In California, CalFresh E&T is a voluntary program. CalFresh benefits may not be sanctioned for failure to participate in CalFresh E&T.

CalFresh E&T Projected Participation (CWDs Only)

A) Unduplicated number of work registrants in the county during the FFY (expected number as of October 1 st plus new work registrants expected throughout the FFY).	
B) <i>State Agency question only – removed for administrator plans.</i>	
C) <i>State Agency question only – removed for administrator plans.</i>	
D) <i>State Agency question only – removed for administrator plans.</i>	
E) Number of ABAWDs in the county during the FFY.	
F) Number of ABAWDs in waived areas of the county during the FFY.	
G) Number of ABAWDs to be exempted under the state's ABAWD discretionary exemption allowance during the FFY.	
H) Number of potential at-risk ABAWDs expected in the county during the FFY (lines F+G)	

Voluntary and ABAWD Projected Participation

A) <i>Not applicable in California</i>	
B) How many voluntary participants do you expect to serve in CalFresh E&T during the FFY?	
C) How many ABAWDs do you expect to serve in CalFresh E&T during the FFY?	

I. Contracts and Partnerships

For each partner or contract held by the administrator to enhance the CalFresh E&T program or provide CalFresh E&T services, complete Attachment I. If the administrator will coordinate with a state partner, please indicate below. Detailed descriptions of the state partner programs will be found in the state partner plans. If the administrator does not offer services in coordination with a partner or contractor, please indicate below.

Definitions:

Contracted Partner

- An administrator may contract with an external partner organization to provide CalFresh E&T services on their behalf. The contracted partner may be paid using 100 percent Funds or other funds to provide CalFresh E&T services. The administrator may seek 50* percent reimbursement for the cost of contracting with the partner to provide CalFresh E&T services. The 50* percent reimbursement is only available for costs incurred and paid using non-federal funds.

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 administrator to provide CalFresh E&T services on behalf of the administrator. A third-party partner dedicates their own non-federal funding 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.

Note: A single partner may be both a third-party and contracted partner.

State Partner

- A state partner is a type of third-party partner which enters into an agreement with CDSS to operate CalFresh E&T programs within multiple regions across the state. A state partner dedicates their own non-federal funding to provide CalFresh E&T services and may seek 50 percent reimbursement for providing CalFresh E&T services. CWDs must approve of a state partner operating within their jurisdiction by checking the corresponding box below.

Current CDSS State Partners include;

- Fresh Success: Operates as an intermediary for other third-party partners throughout the state
- Center of Employment Opportunity (CEO): Provides direct services to CalFresh E&T participants in multiple counties

Service Contract

- Cell-Ed: CDSS has procured a service contract for all CalFresh E&T administrators and partners to offer or enhance supervised job search and education components through a digital platform. CWDs must indicate their intent to utilize Cell-Ed services by checking the corresponding box below.

*Tribal Organizations may seek up to 75 percent reimbursement.

The CWD authorizes the Foundation for California Community Colleges to operate a Fresh Success CalFresh E&T program within the county.	<input type="checkbox"/>
The CWD authorizes the Center for Employment Opportunities (CEO Works) to operate a CalFresh E&T program within the county.	<input type="checkbox"/>
The administrator will utilize Cell-Ed remote learning services procured by CDSS.	<input type="checkbox"/>
The administrator's CalFresh E&T program will not utilize any partnerships or contracts.	<input type="checkbox"/>

Contracts-Partnership Matrix

Contract or Partner Name	Intermediary with Subcontractors?	100% Funds Budgeted	Other Funds Budgeted	Supportive Service Funds Budgeted	Total Budget	Expected Annual Participants

Intermediary Subcontracts

For any partners or contracts identified above as intermediaries, please provide more details below.

Subcontractor Agency Name	Geographic Area Served	Subcontract Term	Components Offered	Supportive Services Offered	Virtual Services (Y/N)	Expected Annual Participants

Budget

This section captures all costs associated with operating the administrator's CalFresh E&T Program. Please use the following definitions to complete the budget tables:

A. Direct Costs

1. **Administrator Salary/Wages:** Administrator staff time that will be charged to CalFresh E&T. Salary/Wages should be described in full time equivalency (FTE) and time spent on the program. Note that fringe benefit costs for contracted and third-party partners are captured in line items A8 and A9 below.

Example:

E&T Program Manager
 $\$60,000 \times .50 \text{ FTE} = \$30,000$

5 E&T Counselors
 $\$25,000 \times 1.00 \text{ FTE} \times 5 = \$125,000$

2. **Administrator Fringe Benefits:** Fringe benefit costs for CWD, state partner, or tribal organization staff that will be charged to CalFresh E&T. Fringe Benefits are calculated by multiplying the Salary, FTE, and approved fringe benefit rate. Note that fringe benefit costs for contracted and third-party partners are captured in line items A8 and A9. Examples of allowable fringe benefits include:

- | | |
|--------------------------------|------------------------------------|
| • Social Security Tax | • Short term Disability |
| • Medicare Tax | • Accidental Death & Dismemberment |
| • State Unemployment Insurance | • Workers Compensation |
| • Health Insurance | • 403(b) Retirement Plan |
| • Dental Insurance | • Retirement |
| • Life Insurance | • Vacation Pay |
| • Long term Disability | • Sick Pay |

3. **Non-Capital Equipment and Supplies:** Administrators and all sub-grantees must follow procurement requirements as described in federal and state regulations. Prior CDSS approval must be obtained before procuring or requesting reimbursement for equipment valued at more than \$10,000 per item or for Electronic Data Processing (refer to equipment of any dollar value).

Proposed equipment requests should not duplicate previous year's equipment purchases for the same project. Inventory records must be maintained for equipment that is paid for in full, or in part, with federal funds. A physical inventory is required every two years. Equipment charged to the CalFresh E&T program must be reasonable, necessary and directly related to the provision of CalFresh E&T. Each item purchased must be listed separately in the budget narrative.

4. **Materials:** Materials purchased must be reasonable, necessary and directly related to the provision of the CalFresh E&T program. The amount requested must be supported by descriptions of the items and estimates of their costs in the budget narrative.

5. **Travel & Staff Training:** Travel is an allowable direct cost if it is necessary to carry out CalFresh E&T program objectives. Travel expenses include the costs for staff trainings, including registration fees which directly relate to the CalFresh E&T program. Travel expenses do not include CalFresh E&T participant reimbursements for transportation. All budget narratives submitted to the CDSS for approval must indicate who will travel, where, and why.
6. **Building/Space:** Space owned by a public entity cannot be charged to CalFresh E&T based on private market rental rates. The entity can only recover the costs of space through a depreciation schedule or use allowance, applicable charges for utilities, maintenance, and general upkeep.

Federal requirements regarding the valuation of publicly owned space is contained in OMB regulations at [7 CFR Part 3016.31](#). The requirements indicate that in no publicly owned space may be “donated” or billed at fair market rental rates.

One allowable method for calculating the value of publicly owned space is depreciation or use allowance. Fair market rates may not be used for publicly owned space regardless of whether they are direct billed or donated. The cost of space owned by a public agency is the acquisition cost of that space, plus maintenance and utilities. Administrators must describe the method used to calculate space value in the budget narrative submitted with the CalFresh E&T Annual Plan.

Note: If using an Indirect Cost Rate (ICR) or Cost Allocation Plan (CAP), building/space costs cannot be captured as a direct cost.

7. **Equipment & Other Capital Expenditures:** Equipment and other capital expenditures over \$5,000 per item that will be charged to CalFresh E&T.
8. **Contracted Partner Contractual Costs:** Total administrative costs associated with all contracted partners, including subsidized employment wages but not including supportive services. Supportive service costs will be identified separately in part D.
9. **Third-Party Partner Contractual Costs:** Total administrative costs associated with all third-party partners, including subsidized employment wages but not including supportive services. Supportive service costs will be identified separately in part D. **Do not include** any costs associated with state partners.
10. **Other Direct Costs:** These may include costs attributable to participants (including participant training costs and case management), program development, or other costs benefiting only the CalFresh E&T program.

Examples of other direct costs:

- Costs attributable to participants
- Participant Training Costs
- Subsidized Wages
- Tuition Costs
- Case Management
- Program Development

- Other direct costs benefitting only the CalFresh E&T program

Total Direct Costs: The sum of all costs A 1-10.

B. Indirect Costs

Counties:

- CWDs utilize CAPs to calculate and spread agency-wide pools of overhead/indirect costs to programs and funds that receive a benefit from those indirect costs based on an allocation methodology. In the case of the CDSS, this allocation device and methodology are the County Expense Claim (CEC) and the time study hours recorded by county workers in a variety of programs, respectively.
- All CWDs in California utilize CAPs that are reviewed and approved by the State Controller's Office (SCO). The SCO is recognized as the federally cognizant agency with the authority to approve CAPs on behalf of CWDs, allowing CWDs to submit costs to the CDSS based on this methodology through the CEC.

State Partners and Tribal Organizations:

- Indirect costs (also called overhead expenditures) for state partners and tribal organizations 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 describe the rate methodology.
 - 1) A federally negotiated and approved ICR, or
 - 2) The De Minimus Rate of 10 percent.

Note: CDSS established a threshold on ICRs of 25 percent or less for state partners, regardless of federally negotiated rate. If using a federally approved ICR, the IRS letter of approval must be attached.

C. In-Kind Contributions

In-Kind Contributions are non-cash contributions to CalFresh E&T. Federal regulations define 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. Per federal regulations, only governmental entities may receive reimbursements for in-kind contributions.

D. Supportive Services

1. **Dependent Care:** Specify payment rates for childcare 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 partner, describe arrangements and identify anticipated costs. This includes costs for all providers, including partners.
2. **Transportation:** List the transportation cost services provided and identify the total cost. This includes costs for all providers, including third-party partners.

3. **Ancillary Costs:** List the ancillary services provided and identify the total cost. This includes costs for all providers, including third-party partners.

Note: Amounts listed in this section must match Part XIV. table b) Supportive Service Details.

Section A: Contracts-Partnerships Matrix
Refer to Attachment I: Partner Detail Table

Section B: Operating Budget

Provide line-item breakdowns of costs associated with the administrator's CalFresh E&T program. This will include all services provided directly and, if applicable, by contracted and/or third-party partners. Note that each of these costs must be justified in the Budget Narrative section.

An Excel version of the Operating Budget table has been provided for convenience. The administrator may choose to use this workbook or enter numbers directly into the Annual Plan PDF. Upon final approval of the administrator's plan, the Operating Budget will need to be added to the Annual Plan PDF.

CWDs and tribal organizations: Do not include costs associated with state partners.

Please use the following definitions and formulas in determining which column to categorize costs:

- **County/Tribal Org Cost:** Non-federal funds provided by the county or tribal organization. This may include reinvested 50* percent reimbursement funds, if applicable.
- **Third-party Partner Cost:** Non-federal funds provided by the third-party partner. State partners will include their costs here. This may include reinvested 50* percent reimbursement funds, if applicable.
- **Federal Cost:** Funds made available through the CWD or tribal organization's CalFresh E&T 100 percent fund allocation for FFY 2022. This amount is not eligible for 50* percent reimbursement. The sum of this column may not exceed the administrator's FFY 2022 allocation.
- **Total:** The sum of all funding sources dedicated to the line item. (County/Tribal Org Cost + Third Party Cost + Federal Cost)

*Tribal organizations may seek up to 75 percent reimbursement.

- **Fifty Percent Reimbursement:** Non-Federal Funds will be reimbursed at a rate up to 50 percent for CWDs and state partners. This reimbursement is considered non-federal, leaving it eligible for further reimbursement. Reimbursement funds can be calculated by adding the first two columns for any given row, then multiplying by .50. If the reimbursement will be reinvested into the CalFresh E&T program, the funds may be added back into their appropriate line items.

Example:

\$50,000 initial investment from county to cover building lease
+ \$25,000 reimbursement
<hr/>
\$75,000 in the Building/Space row, County Cost Column

- **Seventy-five Percent Reimbursement (Tribal Organizations Only):** Non-Federal Funds will be reimbursed at a rate up to 75 percent for tribal organizations. This reimbursement is considered non-federal, leaving it eligible for further reimbursement. Reimbursement funds can be calculated by adding the first two columns for any given row, then multiplying by .75. If the reimbursement will be reinvested into the CalFresh E&T program, the funds may be added back into their appropriate line items.

Note: The Grand Total captures all costs *spent* on the CalFresh E&T program and will not include the reimbursement funds unless reinvested per the instructions above.

Operating Budget

Type of Expenditure	County/Tribal Org Cost	Third-Party Partner Cost	100% Funds	Total	50 or 75% Reimbursement
Part A: Direct Costs					
1. Administrator Salary/Wages					
2. Administrator Fringe Benefits					
3. Non-capital Equipment and Supplies					
4. Materials					
5. Travel & Staff Training					
6. Building/Space					
7. Equipment & Other Capital Expenditures					
8. Contracted Partner Contractual Costs		N/A			
9. Third-party Partner Contractual Costs	N/A		N/A		
10. Other Direct Costs					
Total Direct Costs					
Part B: Indirect Costs					
Indirect Costs					
Part C: In-Kind Contributions					
In-Kind Contributions			N/A		
Part D: Supportive Services					
1. Dependent Care			N/A		
2. Transportation			N/A		
3. Ancillary			N/A		
Total Supportive Services			N/A		
Grand Total					

Fringe Benefit Rate	Indirect Cost Rate (N/A for CWDs)	Federally Cognizant Agency

Section C: CalFresh Employment and Training Funding Sources

State Agency Section Only – Removed for Administrator Plans

Section D: County Administered Addendum: County Budget Summary (CWDs Only)

Please use the following instructions to complete the table below:

- **100 Percent Fund Total:** The total amount of 100 percent funds requested by the CWD. This number should match the 100 Percent Funds line in the Operating Budget and not exceed the CWD's 100 percent fund allocation provided by CDSS.
- **50 Percent Admin Reimbursement Total:** The total amount of 50 percent reimbursement costs the county will request to collect from non-federal, allowable administrative costs incurred. This amount should not exceed 50 percent of the sum of County/Tribe Cost and the Third-party Partner Cost columns for sections A-C of the Operating Budget.
- **50 Percent Supportive Service Reimbursement Total:** The total amount of 50 percent reimbursement costs the county will request to collect on non-federal, allowable supportive service costs incurred. This amount should not exceed 50 percent of the sum of County/Tribe Cost and the Third-Party Partner Cost columns for section D of the Operating Budget.
- **Total County Budget:** The sum of all cells within the row (note: this will not match the Operating Budget Grand Total).

County Name	100% Fund Total	50% Admin Reimbursement Total	50% Supportive Service Reimbursement Total	Total County Budget

J. Budget Narrative

Provide a detailed narrative to justify each cost and clearly explain the methodology used to determine each line item amount in the Operating Budget. Totals below must match their corresponding line items on the Operating Budget. If additional space is needed, please attach additional sheets.

Note: CalFresh E&T cannot be charged for services until after the CalFresh applicant or recipient is referred to CalFresh E&T and becomes a participant. CWDs utilizing Eligibility Workers to provide services to CalFresh E&T participants **must** ensure that only staff time that is spent on allowable CalFresh E&T services and activities are charged to CalFresh E&T in accordance to [7 CFR 273.7\(d\)\(1\)\(ii\)](#).

Line Items A 1-2: Administrator Staff Only (do not include third-party partner staff)

Line Items A - E: Administrator Staff Only (do not include third party/partner staff)					
Job Title	Salary (\$)	Fringe Benefit (\$)	Dedicated Staff (#)	FTE per Staff (Decimal)	Total (\$)
Staff Subtotals					

Remaining Line Items

Remaining Line Items			
	Line Item	Description	Total (\$)
A.	3: Contracted Partner Contractual Costs		
A.	4: Materials		
A.	5: Travel & Staff Training		
A.	6: Building Space		

	Line Item	Description	Total (\$)
A.	7: Equipment & Other Capital Expenditures		
A.	8: Third-Party Partner Contractual Costs		
A.	9: Non-Capital Equipment & Supplies		
A.	10: Other direct costs		
B.	Indirect Costs		
C.	In-kind Contributions		
D.	1. Dependent Care Supportive Service Costs		
D.	2. Transportation Supportive Service Costs		
D.	3. Ancillary Supportive Service Costs		

Optional State Request for Additional 100 Percent Funds

State Agency section only – removed for administrator plans.

Reporting Requirements

By signing the Assurances Statement, the administrator acknowledges the following reporting requirements:

1. The CalFresh E&T Progress Report, CalFresh E&T Participant Outcomes Report (formerly known as the Annual Report), and the STAT 47 will be submitted prior to the following deadlines:
 - a. First Quarter (October 1 to December 31) due January 31, 2022
 - b. Second Quarter (January 1 to March 31) due April 30, 2022
 - c. Third Quarter (April 1 to June 30) due July 31, 2022
 - d. Fourth Quarter (July 1 to September 30) due October 31, 2022
2. The following data elements must be collected for all CalFresh E&T participant throughout the plan year:
 - a) Social Security Number (SSN)
 - b) County Indicator
 - c) Date of Birth
 - d) Sex
 - e) CalFresh E&T Component
 - f) Participation in CalFresh E&T Start Date
 - g) Component Start Date (for each component)
 - h) Component End Date (for each component)
 - i) Completion of Participation Date
 - j) Able Bodied Adults Without Dependents (ABAWD) Status
 - k) High School Degree (HSD) or GED
3. All participant data must be validated prior to submission.

Templates for the state and national reporting requirements will be provided under a separate cover.

Please see the [Compliance with Federal and State Reporting Requirements Letter](#) for detailed definitions, submission instructions, and the reporting timeline.

State and National Reporting

Describe below how the administrator will collect and validate data for the required reports. Please include the data source and collection methodology. If the administrator 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 the administrator's need to demonstrate effective use of CalFresh E&T funds.

Administrator Name: _____

Attachment B: Component Detail Supervised Job Search

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 (SJS) component must be conducted at administrator-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
- Soft Skills
- Resume Writing

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities and services offered.	

Administrator Name: _____

Attachment C: Component Detail Job Retention

Provides supportive services and case management 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 another CalFresh E&T component are eligible for job retention services.

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities and services offered.	

<u>Target Population</u> (select all that apply)	<input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe):
<u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?	
<u>Projected Annual Participation Count</u> (unduplicated)	
<u>Estimated Annual Component Costs</u> Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.	

Administrator Name: _____

Attachment D: Component Detail

Self-employment Training

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

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities and services offered.	
<u>Target Population</u> (select all that apply)	<input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe):

<p><u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?</p>	
<p><u>Projected Annual Participation Count</u> (unduplicated)</p>	
<p><u>Estimated Annual Component Costs</u> Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.</p>	

Administrator Name: _____

Attachment E: Component Detail Workfare

Participants may work-off the value of their household's monthly CalFresh benefit allotment through an unpaid work assignment at a public or non-profit 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 amount divided by the state or local minimum wage, whichever is higher.

$$\frac{\text{CalFresh Benefit Amount}}{\text{State or local minimum wage, whichever is higher}}$$

Note: CalFresh E&T Workfare opportunities are specific to the CalFresh benefit allotment. If participation in the county's E&T program is a requirement for eligibility under another program, such as General Assistance/General Relief (GA/GR), please describe the services under the Work Experience component.

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities and services offered.	

<u>Target Population</u> (select all that apply)	<input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe):
<u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?	
<u>Projected Annual Participation Count</u> (unduplicated)	
<u>Estimated Annual Component Costs</u> Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.	

Administrator Name: _____

Attachment F: Component Detail 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:

- Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
- Career/Technical Education Programs or other Vocational Training (EPC)
- English Language Acquisition (EPEL)
- Integrated Education and Training/Bridge Programs (EPIE)
- Work Readiness Training (EPWRT)
- Other (please describe below)

CalFresh E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services or activities.

<u>Responsible Organization</u>	
<u>Educational Program</u> (select all that apply)	<input type="checkbox"/> Basic/Foundational Skills Instruction <input type="checkbox"/> Career/Technical Education Programs or other Vocational Training <input type="checkbox"/> English Language Acquisition <input type="checkbox"/> Integrated Education and Training/Bridge Programs <input type="checkbox"/> Work Readiness Training <input type="checkbox"/> Other (please describe): Click or tap here to enter text.

<p><u>Summary</u> Describe the activities and services offered.</p>	
<p><u>Target Population</u> (select all that apply)</p>	<p> <input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe): </p>

<u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?	
<u>Projected Annual Participation Count</u> (unduplicated)	
<u>Estimated Annual Component Costs</u> Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.	
<u>Not Supplanting</u> For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.	
<u>Cost Parity</u> If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged to non-E&T participants (e.g. comparable tuition).	

Administrator Name: _____

Attachment G: Component Detail

Work Experience – Work Activity

Work Experience is divided into two sub-components: Work Activity and Work-based Learning.

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. The work experience component activities must be planned, structured learning experiences that take place in a workplace for a limited period of time. Work Experience may be paid or unpaid, as appropriate, and consistent with other laws such as the Fair Labor Standards Act. Work Experience placements may be in the public, non-profit, or private sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

The Work Activity subcomponent is performed in exchange for CalFresh benefits and provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. The purpose of the Work Activity is to improve the employability of those who cannot find unsubsidized full-time employment.

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities and services offered.	

<u>Target Population</u> (select all that apply)	<input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe):
<u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?	
<u>Projected Annual Participation Count</u> (unduplicated)	
<u>Estimated Annual Component Costs</u> Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.	

Administrator Name: _____

Attachment H: Component Detail

Work Experience – Work-based Learning

Work Experience is divided into two sub-components: Work Activity and Work-Based Learning.

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. The work experience component activities must be planned, structured learning experiences that take place in a workplace for a limited period of time. Work Experience may be paid or unpaid, as appropriate, and consistent with other laws such as the Fair Labor Standards Act. Work Experience placements may be in the public, non-profit, or private sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

The Work-based Learning subcomponent programs are sustained interactions with industry or community professionals in real world settings to the extent practicable, or simulated environments at an educational institution that fosters in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction. Work-based learning emphasizes employer engagement, includes specific training objectives, and leads to regular employment. Work-based learning programs may include customized training; incumbent worker training (as defined under WIOA); and internships that are part of a non-graduate school curriculum. Additional allowable activities under this component include:

- Internship: planned, unpaid, 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.
- Apprenticeship: participants 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.
- Pre-apprenticeship: 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.
- On-the-Job Training: training is 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 and is limited in duration as appropriate to the occupation for which the participant is being trained. Allowable OJT expenses include the reimbursement to the employer for the costs of providing and supervising the training.
- Transitional jobs (as defined under WIOA): transitional jobs are time-limited, wage-paid work experiences that are subsidized up to 100 percent. These jobs can be in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment who are chronically unemployed or who have an inconsistent work history, as determined by the local board. Transitional jobs provide individuals with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship, in which the program provider generally acts as the employer, and with an opportunity to develop important workplace skills.

Work-based Learning programs may include subsidized wages.

- Subsidized Employment: Jobs for which the employer receives a subsidy to offset some or all wages and costs of employing the participant. The participant is paid wages and receives the same benefits as any other employee doing similar work. Note that, for CalFresh E&T purposes, subsidized employment does not refer to program where participants receive a subsidized wage from another source.

<u>Responsible Organization</u>	
<u>Program Type</u> Please complete a separate table for each selection.	<input type="checkbox"/> Internship <input type="checkbox"/> Pre-Apprenticeship/Apprenticeship <input type="checkbox"/> On-the-Job Training <input type="checkbox"/> Transitional Jobs <input type="checkbox"/> Other (please describe): Click or tap here to enter text.
<u>Will participant wages, if offered, be subsidized using CalFresh E&T funds?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Only a portion of the participants will receive subsidized wages (please describe below)
<u>Summary</u> Describe the activities and services offered. For subsidized wage programs, include the training objectives for each subsidized activity and how the administrator's agency will ensure that the subsidized activity serves as a training to move participants into unsubsidized employment.	

<u>Target Population</u> (select all that apply)	<input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe):
<u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?	
<u>Projected Annual Participation Count</u> (unduplicated)	
<u>Estimated Annual Component Costs</u> Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.	
<u>Cost Formula</u> Describe the method used to obtain the annual administrative cost. If applicable, please indicate the funding source and the total amount which will be dedicated to subsidized wages.	

<p><u>Requirements</u></p> <p>Describe the criteria used by the administrator to approve locations for SJS and explain how the criteria was chosen. Explain how the SJS component meets the requirements to directly supervise and track the activities of participants.</p>	
<p><u>Direct Link</u></p> <p>Explain how the service provider will ensure that SJS activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the administrator will screen to ensure individuals referred to SJS have the skills to be successful in SJS and how the SJS programs tailored to the employment opportunities in the community).</p>	

<u>Target Population</u> (select all that apply)	<input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe):
<u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?	
<u>Projected Annual Participation Count</u> (unduplicated)	
<u>Estimated Annual Component Costs</u> Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.	

Administrator Name: _____

Attachment I: Contracts and Partnerships

For each partner or contract held by the administrator to enhance the CalFresh E&T program or provide CalFresh E&T services, complete the table below. Counties and tribes do not need to complete these tables for state partners.

Partner or Contract Program Details

<u>Contract of Partner Name</u>	
<u>Contract of Partner Type:</u> (select all that apply)	<input type="checkbox"/> Contracted Partner <input type="checkbox"/> Third-Party Partner <input type="checkbox"/> Consulting Contract <input type="checkbox"/> Data Analysis Contract <input type="checkbox"/> Case Management Services Contract <input type="checkbox"/> Other (please describe): Click or tap here to enter text.
<u>Service Overview:</u>	
<u>Components Offered:</u> (select all that apply)	<input type="checkbox"/> Supervised Job Search <input type="checkbox"/> Workfare <input type="checkbox"/> Education <input type="checkbox"/> Work Experience – Work Activity (unsubsidized) <input type="checkbox"/> Work Experience – Work-based Learning (unsubsidized) <input type="checkbox"/> Work Experience – Work-based Learning (subsidized) <input type="checkbox"/> Self-employment Training <input type="checkbox"/> Job Retention

<u>Supportive Services Offered:</u> (select all that apply)	<input type="checkbox"/> Dependent Care <input type="checkbox"/> Transportation <input type="checkbox"/> Ancillary
<u>Target Populations:</u> (select all that apply)	<input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> Other (please describe): Click or tap here to enter text.
<u>Monitoring and communication with partner</u>	
<u>Type of Agreement</u>	
<u>Eligible for 75% reimbursement for E&T services for ITOs?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>New Partner?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No