

May 3, 2022

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 2023. Participating CWDs, tribal organizations, and state partners must submit their annual plan to the California Department of Social Services no later than **June 15, 2022.**



KIM JOHNSON
DIRECTOR

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DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

May 3, 2022

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 2023 ANNUAL PLAN SUBMISSION PROCESS**

REFERENCE: [MAY 5, 2021; 7 CFR 273.7\(D\)\(1\)\(II\); 7 CFR 273.7\(E\)\(2\); ALL COUNTY INFORMATION NOTICE \(ACIN\) NO. I-57-21; SNAP - E&T SUBSIDIZED WORK BASED LEARNING \(SWBL\) ACTIVITIES; ACL NO. 20-125; JANUARY 14, 2021; CFL 21/22-88 – EXPENSE CLAIM TIME STUDY & CLAIMING INSTRUCTIONS](#)

CalFresh Employment and Training (E&T) is pleased to announce the Federal Fiscal Year (FFY) 2023 Annual Plan submission process. This letter outlines the **changes** to the annual planning process, including new federal program requirements, a new plan template, and instructions. While most changes remain minor, there may be additional requests for information following the release of the United States Department of Agriculture Food and Nutrition Service (FNS) State Plan Template. Participating County Welfare Departments (CWDs), tribal organizations, and state partners, as entities responsible for program administration, must submit their FFY 2023 CalFresh E&T Annual Plan to the California Department of Social Services (CDSS) no later than **June 15, 2022**.

BACKGROUND

The 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 all entities responsible for program administration are operating CalFresh E&T within all governing laws and regulations. As such, the CDSS must review and approve each 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. All entities responsible for program administration 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 culture;
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

For FFY 2023, CDSS will host a total of three separate technical assistance webinars to assist administering CalFresh E&T entities in navigating the planning process, including use of the updated annual plan template. The webinar recordings 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 entities responsible for program administration who intend to offer a CalFresh E&T program in FFY 2023 must communicate their intent to participate via email to CalFreshEandT@dss.ca.gov no later than **May 20, 2022**.

CalFresh E&T Annual Plans for FFY 2023 are due to CDSS via email to CalFreshEandT@dss.ca.gov no later than **June 15, 2022**. CWDs who submit their CalFresh E&T Annual Plan for FFY 2023 after **June 15, 2022** may not be eligible to receive 100 percent funds.

CalFresh E&T plans from all entities responsible for program administration are used to inform California's statewide CalFresh E&T plan, which CDSS is required to submit to FNS no later than **August 15, 2022**.

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

FFY 2023 CalFresh E&T Planning Timeline

May 10, 2022	CDSS County Plan Technical Assistance Webinar
May 11, 2022	CDSS State Partner Plan Technical Assistance Webinar
May 12, 2022	CDSS Budget Technical Assistance Webinar
May 20, 2022	Intent to participate in CalFresh E&T due to CDSS
June 15, 2022	CalFresh E&T Annual Plan due to CDSS
July 15, 2022	CalFresh E&T Plan Signature Page due to CDSS
August 15, 2022	California CalFresh E&T Annual Plan due to FNS
October 1, 2022	FFY 2023 plan year begins
June 30, 2023	Deadline to submit FFY 2023 Plan Amendments to CDSS

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 20, 2022** to confirm their intent to participate in FFY 2023. This timeline 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 2023 CalFresh E&T Annual Plan template is attached to this letter. An editable version of the plan templates, budget worksheets, and required attachments for CalFresh E&T Annual Plan completion will be emailed to all entities responsible for program administration.

FFY 2023 CALFRESH E&T ANNUAL PLAN TEMPLATES

On April 5, 2021, the FNS released a new SNAP E&T Annual Plan template for FFY 2022 state programs as detailed in the All County Welfare Directors Letter (ACWDL) dated [May 5, 2021](#).

The CDSS FFY 2023 CalFresh E&T Annual Plan template is modeled after the version released last year, but incorporates several modifications. Although most sections of the Annual Plan Template remain similar, the format has been significantly adjusted. For purposes of this letter, CDSS will outline the important changes that differentiates the FFY 2023 CalFresh E&T Annual Plan template.

County and State Partner Templates

In addition to a new layout that embeds the instructions within each section, separate plan templates for CWDs and State Partners have been developed to remove non-applicable fields and duplicative information requests. The contents of the template packages are listed below:

- *CWDs:*
 - FFY 2023 CalFresh E&T County Annual Plan
 - Component Attachments B-I
 - Budget Workbook
- *State Partners:*
 - FFY 2023 CalFresh E&T State Partner Annual Plan
 - Component Attachments B-I

Cover Page and Authorized Signatures

This section now includes a tertiary contact to the list of personnel. All entities responsible for program administration must include at least a primary and secondary contact to the CalFresh E&T Annual Plan. Signatures of the Director and Financial Representative may be included after the CalFresh E&T Annual Plan is conditionally approved by CDSS.

Acronyms

This section demonstrates the acronyms used throughout the CalFresh E&T plan defined by CDSS. All entities responsible for program administration are also encouraged to utilize the new acronym box included to add in any additional acronyms that will be referenced in the CalFresh E&T Annual Plan.

Organizational Relationships

Counties must indicate the overview of operational coordination within the CalFresh E&T program, explain the processes that link CalFresh eligibility certification to the CalFresh E&T program both within the county and with external entities. Additionally, counties must describe the hand-off of CalFresh applicants and recipients from staff that determine CalFresh eligibility to CalFresh E&T program staff.

State partners must describe an overview of how communication occurs with its partner(s), how sub-recipients/partners are monitored, and how the program will increase the ability of CalFresh participants to obtain regular employment and meet local workforce needs.

Screening for Work Registration

Counties must describe the work registration screening process. CDSS has included a new English as a Second Language (ESL) and English Language Learner (ELL) criterion for target populations served.

This section is not applicable to state partners and has been removed from the FFY 2023 State Partner Annual Plan.

Referral

CDSS has provided clarification on CalFresh E&T referrals in accordance with [7 CFR 273.7\(d\)\(1\)\(ii\)](#). Only E&T activities that occur after the referral process are chargeable to the E&T program.

Supportive Services

The Supportive Service Estimates diagram indicating dependent care, transportation, ancillary, and estimated costs will only be included in the FFY 2023 Budget Workbook.

Work Registrant Data

This section must detail the process used to count the number of work registrants within the county on the first day of the FFY. This is not applicable to state partners and has been removed from the FFY 2023 State Partner Annual Plan.

Outcome Reporting Measures

Questions not applicable to counties or state partners have been removed. Additionally, the State National Reporting and Reporting Requirements have been combined into this section.

Component Detail

This section includes the estimated number of individuals that will participate in each component. This section clarifies that participants must be counted in each component if enrolled in multiple components within the plan year. State partner participants do not need to be included in this section as they will be counted in the FFY 2023 State Partner Annual Plan.

In accordance with [7 CFR 273.7\(e\)\(2\)](#) the component detail section emphasizes that participation must require a level of effort that is comparable to spending approximately twelve hours a month for two months making job contacts.

Additionally, this section includes reference to co-enrollment, as found in [All County Information Notice \(ACIN\) No. I-57-21](#) issued on June 16, 2021, and additional details related to services offered through Cell-Ed, Inc.

Estimated Participant Levels

The questions related to exempted Able-Bodied Adults Without Dependents (ABAWDs) have been modified for clarification purposes. The number of ABAWDs to be exempted under the state's ABAWD discretionary exemption allowance during the FFY should be "0," as the Statewide waiver should remain in place. The definition of voluntary participants has been added for clarification under Voluntary and ABAWD Projected Participation.

The CalFresh E&T Participation table is not applicable to state partners and has been removed from the FFY 2023 State Partner Annual Plan template.

Contracts and Partnerships

The definition of Service Contract has been added for clarification purposes. The Contract-Partnerships Matrix has been removed from this section and is now included in the Budget Workbook.

The definitions of contracted partner, state partner, as well as the Service Contract Checklist has been removed from the FFY 2023 State Partner Annual Plans.

Component Attachments B-I

The goal of this section is to provide a comprehensive description of each allowable CalFresh E&T program component and activities offered by the administrator and any third-party partners.

A new target population of ESL and ELL has been added to the Component Attachments.

In *Attachment H: Component Detail Work Experience- Work-Based Learning*, a new description of Subsidized Work-Based Learning has been outlined for reference. Additionally, the cost formula row previously located in Attachment H is now removed.

Budget Workbook

The budget tables from the narrative portion of the Annual Plan have been removed and the Annual Plan Budget has been converted into an Excel spreadsheet. For practicality and convenience, the Excel spreadsheet includes built-in instructions, definitions, and formulas for accuracy in calculating the Annual Plan budget.

This budget workbook is only included in the FFY 2023 County Annual Plan and the instructions and definitions are still available in the **J. Budget Section**. CDSS will apply the state partner's executed contract budget in lieu of the budget workbook to monitor the program costs and calculate the FFY 2023 CalFresh E&T State Plan. Counties are required to fill out 'gray' cells, as applicable. All 'blue' cells will automatically calculate and/or prepopulate to the Operating Budget tab.

The Budget Workbook contains four sections:

1. Contract-Partnerships Matrix (Tab A)
2. Supportive Services (Tab B)
3. Operating Budget (Tab C)
4. Budget Narrative (Tab D)

Noticeable changes to the FFY 2023 budget workbook are listed below:

1. Contract-Partnerships Matrix (Tab A)

- All items (columns I, L, and M) are associated with the Operating Budget and will automatically prepopulate in the Operating Budget tab.

2. Supportive Services (Tab B)

- Upon entering the estimated number of CalFresh E&T participants per supportive services and the estimated budget for each supportive service, the spreadsheet will automatically calculate the totals for the estimated cost of each supportive service per participant per month.
- The total estimated cost of each supportive service will automatically prepopulate in the Operating Budget tab, Supportive Service line items (lines 40-42).

3. Operating Budget (Tab C)

- Preliminary/Final allocation will prepopulate in line item 11 under the line labeled *100% Fund Allocation*.
- 100% funds budgeted and available will automatically update as counties enter data in the Operating Budget table.
- Anticipated 50% and/or 75% reimbursement will automatically calculate upon completion of the Operating Budget.
- Partner Costs (Tab A) and budgets for each Supportive Service (Tab B) will automatically prepopulate upon completion of the respective tabs.
- Participant Subsidized Wages would be the total CWD and partner costs including all participant subsidized wages, workers' compensation, and payroll taxes.

4. Budget Narrative (Tab D)

- Counties who list county staff in the County Staff Salaries table must complete the County Staff Duties table describing staff roles and how they pertain to the CalFresh E&T program.
- County plans that subsidize participant wages are required to complete the Subsidized Participant Wage Calculations table.
- Remaining line items will require a description to the line item (column B) if the county enters funds in the respective line items.
- The description will turn white once funds are added.
- Line items that do not have funds associated do not require a description.

ADDITIONAL RESOURCES

The [SNAP - E&T Subsidized Work Based Learning \(SWBL\) Activities](#) memorandum from the United States Department of Agriculture, FNS issued on November 17, 2021 provides further guidance on allowable SWBL activities and costs within the work experience component. CDSS will be providing further guidance in a forthcoming all county letter (ACL). Guidance related to supportive services and equipment is provided under [ACL No. 20-125 issued on November 17, 2020](#). Information pertaining to the CalFresh E&T housing subsidy can be found in ACWDL issued on [January 14, 2021](#). Additional guidance referring to updates for CalFresh E&T Claiming Reminders for Eligibility Workers can be located in [County Fiscal Letter \(CFL\) 21/22-88 – Expense Claim Time Study & Claiming Instructions](#).

QUESTIONS AND OTHER INQUIRIES

All correspondence related to the FFY 2023 CalFresh E&T planning process should be sent to CalFreshEandT@dss.ca.gov.

Attachments

County CalFresh E&T Annual Plan Template

Federal Fiscal Year 2023



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FFY 2023 County CalFresh E&T Annual Plan Template

A. Cover Page and Authorized Signatures

County Welfare Department (CWD) Name:

Date Submitted to CDSS:

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

	Name	Title	Phone	Email
Primary Contact				
Secondary Contact				
Tertiary Contact				

Certified By:

The Director and Financial Representative of the CWD must sign to certify that all assurances located on "D. Assurances" are met. Digital signatures or scanned wet signatures may be used.

Director

Date

Financial Representative

Date

B. Amendment Log

CWDs 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. **Highlight the changes by modifying your font to be bold, underlined, and 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, CWDs must submit plan amendments to CDSS by **June 30, 2023** 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

Include any acronyms used in completing the E&T Annual Plan below:

Acronym	Acronym Definition

D. Assurances

CWDs must complete the Assurances Statement. By signing the Cover Page, the Director and Financial Representative certify that all Assurances have been met.

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

I.	The CWD 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 CWD 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 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 CWD 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. (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. CWDs 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 2023**. CalFresh E&T is funded by the United States Department of Agriculture, Food Nutrition Services (FNS), overseen by the California Department of Social Services (CDSS), and administered by County Welfare Departments (CWDs). State Partners may also administer CalFresh E&T upon approval from the CDSS and applicable CWDs. All CWDs providing CalFresh E&T during **FFY 2023** must submit a complete CalFresh E&T Annual Plan using this template prior to the deadline specified below.

All CWDs will complete their own plan. Sub-recipients that will be part of the CWD's program, referred to as "contracted partners" and "third-party partners" (TPP) must be included in the CWD E&T Annual Plan and budget.

CWDs partnering with one or both CDSS State Partners (Fresh Success and Center for Employment Opportunities (CEO)), please indicate so in Section I. Contracts and Partnerships. State Partner program and budget information is not included in the CWD plan.

Complete all fields below. If none, type in the word "**none**" or "**not applicable**" (n/a).

Important Dates:

May 10, 2022	CDSS County Plan Technical Assistance Webinar
May 11, 2022	CDSS State Partner Plan Technical Assistance Webinar
May 12, 2022	CDSS Budget Technical Assistance Webinar
May 20, 2022	Intent to participate in CalFresh E&T due to CDSS
June 15, 2022	CalFresh E&T Annual Plan due to CDSS for review
July 15, 2022	CalFresh E&T Plan Signature Page due to CDSS
August 15, 2022	CDSS Annual Plan due to FNS
October 1, 2022	FFY 2023 plan year begins
June 30, 2023	Deadline to submit FFY 2023 Plan Amendments to CDSS

Allocations: The CDSS will release the final 100 percent funding allocations once available from FNS. The CDSS will require that the CWDs revise their budgets with updated allocation amounts, if applicable.

Resources: The CDSS strongly recommends that CWDs reference the following resources:

[FNS E&T Operations Handbook](#)

[Final Rule ACL 21-48](#)

[FNS Final Rule Q&A FNS](#)

[ACL 20-125 – Supportive Services](#)

[Supplemental Nutrition Assistance Program \(SNAP\) - E&T SWBL Activities](#)

[CFL 21/22-88 – Expense Claim Time Study & Claiming Instructions](#)

CalFresh Confirm: CalFresh Confirm is available at no cost for E&T CWDs and their partners and may be used to verify initial and ongoing CalFresh E&T participant eligibility during **FFY 2023**. Each partner must be approved by the CWD to access CalFresh Confirm. For more information, email CalFreshConfirm@dss.ca.gov.

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

Briefly summarize the CWD's CalFresh E&T program, including:

- a) Its vision, mission, CWD structure, areas served, and services offered;
- b) How the program will increase the ability of E&T participants to obtain regular employment; and
- c) How the program meets local or regional workforce needs.

This should be a concise overview; please include a more detailed description in the other appropriate plan sections.

[Describe here:](#)

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 CWD is making to the CalFresh E&T program based on prior year's performance, considering outcomes, and participant data.

[Describe here:](#)

III. Consultation and Coordination with the Workforce Development System

Per [7 CFR 273.7\(c\)\(5\)](#), CWDs must design their CalFresh E&T program in consultation with local workforce development boards (LWDBs), or with private employers or employer organizations if the CWD determines the latter approach is more effective and efficient. Each component of the CWD's E&T program must be delivered through its statewide workforce development system, unless the component is not available locally

FFY 2023 County CalFresh E&T Annual Plan

through such a system. The goal of this section is to explain the relationship between the CWD and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the LWDBs. LWDBs refer 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 CWD's CalFresh E&T program will take part in. Describe any efforts taken by the CWD to coordinate these programs, services, partners, and/or activities.
-

Describe here:

-
- b) **Consultation:** Describe how the CWD consulted with LWDBs or employer organizations in lieu of LWDBs in designing its CalFresh E&T program. This description should include with whom the CWD consulted and the outcomes of the consultation. If the CWD 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.
-

Describe here:

-
- c) **Coordination with Title I of WIOA:** Describe the extent to which the CWD is carrying out CalFresh E&T programs in coordination with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).
-

Describe here:

-
- d) **WIOA Combined Plan:** State Agency question only – removed for CWD plans.
-

- e) **TANF/GA Coordination:** Describe how the CWD is coordinating with TANF, inclusive of CalWORKs and Tribal TANF, or GA/GR program, services, and/or activities. Include a description of any TANF or GA/GR special initiatives targeting specific populations and any actions taken to coordinate those efforts, if applicable.
-

Describe here:

-
- d) **Other Employment Programs:** Describe how the CWD 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).
-

Describe here:

IV. Consultation with Tribal Organizations. Complete this section, if applicable.

-
- a) State Agency question only – removed for CWD plans.
-

- b) Name any tribal organizations consulted in the development of the CalFresh E&T program.
-

Describe here:

-
- c) Describe any outcomes of the consultation. Provide specific examples of how the CWD incorporated feedback from tribal organizations.
-

Describe here:

-
- d) Will the CWD 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 CWD 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.

FFY 2023 County CalFresh E&T Annual Plan

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

- 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 CWD and any external entities.
-

Describe here:

- b) Describe the hand-off of CalFresh applicants and/or recipients from staff that determine CalFresh eligibility to CalFresh E&T program staff.
-

Describe here:

- c) CWDs must provide an overview of how communication occurs between itself and all partners including state partners. If the CWD partners with an intermediary, such as a Workforce Board, provide an overview of how communication occurs between all entities. Include:
- i. How new policies, procedures, or other information is shared with partners;
 - ii. Mode of communications (shared databases, etc.); and
 - iii. The types of information that is shared (referrals, program requirements, provider determinations, etc.).
-

Describe here:

- d) CWDs are required to conduct a monitoring review of all direct partners for program and fiscal compliance. Describe how and when the CWD will monitor their partners.
-

Describe here:

- e) *Part I. Summary of the CalFresh E&T Program* asked to describe how the CWD's program will increase the ability of CalFresh participants to obtain regular employment and meet local workforce needs. Describe how the CWD evaluates the performance of partners in achieving the goals above.
-

Describe here:

VII. Screening for Work Registration

CWD 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.

Describe here:

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? (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: _____
- c) Select populations targeted for referral to the CalFresh E&T program from the list 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

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- ☐ GA/GR
- ☐ ESL/ELL
- ☐ Other: _____

d) State Agency question only – removed for CWD plans.

e) How are people screened for CalFresh E&T? (Select all that apply)

- ☐ Orally via script
- ☐ Orally without a script
- ☐ Written screening tool
- ☐ Other: _____

f) Describe the following:

- i. How the CWD's screening process and screening criteria ensure appropriateness of referrals to CalFresh E&T;
- ii. How the processes and criteria are geared to ensure that only individuals appropriate for the program are referred to CalFresh E&T; and
- iii. How and when participants are informed about supportive services. Include information of how this may vary if this is different during the screening for referral process.

Describe here:

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. Only activities conducted after the referral is complete may be expensed to CalFresh E&T.

a) Describe the following:

- i. The CWD's referral process and how the referral is communicated to participants;
- ii. How the referral process ensures that individuals are referred to an appropriate and available component; and
- iii. The processes for direct and reverse referrals, as applicable.

Describe here:

b) What information about CalFresh E&T is given to participants when they are referred (e.g., accessing CalFresh E&T services, case management, dates, contact information? What types of services are CalFresh E&T participants referred to (e.g., orientation, case management, component(s))?

Describe here:

-
- c) If applicable, how is the referral shared within the CWD's agency and with CalFresh E&T partners?
-

Describe here:

-
- d) Provide any additional information about the referral process not captured above.
-

Describe here:

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, when are participants assessed, and how are assessments conducted? (e.g., electronically, verbally with a staff person, paper questionnaire, etc.)
-

Describe here:

-
- b) How are the assessments shared within the CWD's agency, with CalFresh E&T partners, and participants, as appropriate?
-

Describe here:

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

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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 CWDs 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:** The comprehensive intake assessment is the initial meeting with the participant during which the case manager gathers information to address the individual's immediate needs to encourage their engagement in E&T services. This includes collecting and evaluating 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, such as in cases of provider determination.
- **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 CWD 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 below:

- i. How participants will be referred to case management services;
- ii. Who will be responsible for providing case management services;
- iii. How participants will receive targeted case management services; and
- iv. How participants' cases will be managed on an ongoing basis.

Describe here:

c) Describe how the case manager will coordinate with CalFresh E&T providers and other community resources.

Describe here:

XII.	Conciliation Process – Not Applicable in California
XIII.	Disqualification Policy for General Work Requirements – State Agency section only – removed for CWD 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 participant reimbursements). CWDs may establish a maximum limit for reimbursement payments.

For more information about allowable supportive services related to the COVID-19 pandemic, 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](#). Refer to the Budget Workbook for information requested for reimbursement expenses and payments.

CWDs must include information on all supportive services offered directly and in coordination with a partner (excluding state partners).

- a) Supportive Service Details: Complete the table below with information on each supportive service offered by each provider. Use a separate line for each type of allowable supportive service and provider. If more rows are needed, 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, etc.:

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

- b) Dependent Care 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.

Describe here:

XV. 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.

- a) Describe the process used to count all work registrants in the county as of the first day of the **FFY (October 1)**. In addition, describe the measures taken to prevent duplicate counting.

Describe here:

XVI. Outcome Reporting Measures

National Reporting Measures

Indicate the data sources will be used to determine program completion for the

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Participant Outcomes Report, formerly known as the Annual Report. (Select all that apply)

- ☐ Quarterly Wage Records
- ☐ National Directory of New Hires
- ☐ Management Information System (MIS) such as C-IV, CalWIN, or LRS
- ☐ Manual follow-up with CalFresh E&T participants
- ☐ Follow-up surveys
- ☐ Other: _____

State and National Reporting

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

[Describe here:](#)

b-f) State Agency questions only – removed for CWD plans.

Component Outcomes Measures – State Agency section only – removed for CWD plans.

Reporting Requirements

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

- 1) The CalFresh E&T Progress Report, and the CalFresh E&T Participant Outcomes Report, formerly known as the Annual Report, will be submitted prior to the following deadlines:
 - First Quarter (October 1 to December 31) due January 31, 2023
 - Second Quarter (January 1 to March 31) due April 30, 2023
 - Third Quarter (April 1 to June 30) due July 31, 2023
 - Fourth Quarter (July 1 to September 30) due October 31, 2023
- 2) The following data elements must be collected for all CalFresh E&T participant throughout the plan year:
 - Social Security Number (SSN)
 - County Indicator
 - Date of Birth

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- Sex
- E&T program participation start date
- CalFresh E&T component
- Component start date (for each component)
- Component end date (for each component)
- Component completion status
- E&T participation end date
- Able Bodied Adults Without Dependents (ABAWD) status
- High School Degree (HSD) or GED status

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.

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

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 CWD and its partners will offer. Each CWD must offer one or more of the components listed below. Definitions for each component can be found on the Component Detail attachments.

On the table below, list how many individuals will participate in each component during **FFY 2023**. If participants take part in multiple components, include them under each. Do not include participants from State Partner programs.

Component/Subcomponent	# of Expected Unsubsidized Participants	# 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"/> Adult Basic Education		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		
Work Experience:		
<input type="checkbox"/> Work Activity		
Work-Based Learning		
<input type="checkbox"/> Internship		
<input type="checkbox"/> Pre-Apprenticeship/Apprenticeship		
<input type="checkbox"/> On-the-Job Training		N/A
<input type="checkbox"/> Transitional Jobs		
<input type="checkbox"/> Other: "Customized Training"		

Component Detail Attachments

Complete a Component Detail attachment for each component offered and attach it to the plan submission. If more than one provider offers the component, complete a separate attachment for each provider. For example, if two providers offer Workfare, complete two attachments. If a provider offers multiple components, describe each component separately as well.

Note: In accordance with [7 CFR 273.7\(e\)\(2\)](#), all CalFresh E&T components must require a certain level of effort by participants. The level of effort should be comparable to spending approximately 12-hours per month for two-months making job contacts (less in workfare or work experience components if the household's benefit divided by the minimum wage is less than this amount). Participants may be enrolled in one or more components concurrently to meet this requirement. More information on co-enrollment is located in [All County Information Notice \(ACIN\) No. I-57-21](#).

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), 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 are co-enrolled in Supervised Job Search and the Work Experience component, information about these participants would be listed under the Supervised Job Search *and* Work Experience attachments.

CWDs must complete an attachment for each component offered directly and by partners, if applicable, except for state partners.

Cell-Ed: All CalFresh E&T providers are eligible to use Cell-Ed’s remote learning platform at no cost. If the CWD or its partners will utilize Cell-Ed remote learning services via the CDSS contract, include those participants in the following components:

- Supervised Job Search
- Education: Career/Technical Education, Vocational Training
- Job Retention (case management only)

If applicable, complete Attachments B, C, and F with descriptions of the Cell-Ed services. For template language, contact CalFreshEandT@dss.ca.gov.

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

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- 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

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

Complete the tables below projecting participation in CalFresh E&T for **FFY 2023**. Projections should be based on historical data.

CalFresh E&T Projected Participation

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) State Agency question only	
C) State Agency question only	
D) State Agency question only	
E) Number of ABAWDs in the county during the FFY.	
F) Number of ABAWDs in waived areas of the county during the FFY. <i>(This number should be the same number as E above if the State waiver is still in place.)</i>	
G) Number of ABAWDs to be exempted under the state's ABAWD discretionary exemption allowance during the FFY. <i>(This number should be "0" if the State waiver is still in place.)</i>	
H) Number of potential at-risk ABAWDs expected in the county during the FFY <i>(lines "E" – (lines "F" + "G"))</i>	

Voluntary and ABAWD Projected Participation

A) Not applicable in California	
B) How many voluntary participants do you expect to serve in CalFresh E&T during the FFY? This number reflects the total amount of participants that will be in E&T.	
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 CWD to enhance the CalFresh E&T program or provide CalFresh E&T services, complete Attachment I, if applicable. These partners and contracts must also be included on Tab A – Contracts-Partnerships within the Budget Workbook. If the CWD will coordinate with a state partner, indicate below. Detailed descriptions of the state partner programs will be found in the state partner plans.

Definitions

Contracted Partner: A CWD 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 CWD 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 CWD to provide CalFresh E&T services on their behalf. 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 for Employment Opportunities (CEO): Provides direct services to CalFresh E&T participants in multiple counties.

Service Contract: In accordance with [2 CFR 200.330\(b\)](#), a service contract is for the purpose of obtaining goods and services for the nonfederal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the nonfederal entity and a contractor are when the contractor:

- Provides the goods and services within normal business operations.

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- Provides similar goods or services to many different purchasers. Normally operates in a competitive environment.
- Provides goods or services that are ancillary to the operation of the federal program.
- Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.

For more information on making this distinction, refer to [CFL 20/21105](#) and [CFL 20/2148](#) Attachment I, dated February 25, 2021.

Current CDSS Service Contract include:

- Cell-Ed: CDSS has procured a service contract for all CalFresh E&T CWDs 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.

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 CEO to operate a CalFresh E&T program within the county.	<input type="checkbox"/>
The CWD will utilize Cell-Ed remote learning services procured by CDSS.	<input type="checkbox"/>
The CWD's CalFresh E&T program will not utilize any partnerships or contracts.	<input type="checkbox"/>

Intermediary Subcontracts

For any partners or contracts identified as intermediaries on "Tab A - Contracts-Partnerships" of the budget workbook, provide more details below.

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

J. Budget

Complete the **FFY 2023** Budget Workbook in addition to the E&T Annual Plan. Instructions provided below are duplicative of the instructions provided in the workbook.

Tab A – Contracts-Partnerships Matrix

Complete all columns that are "gray" (content in columns A-E, G, H, K, and L). The columns that are "blue" (columns F, I and J) will automatically calculate and prepopulate sections of the planned expenses for the operating budget. Complete this table for all partner organizations which will provide services within the CWD's CalFresh E&T program. Do not include information for the state partners CEO or Fresh Success, or service contracts such as Cell-Ed or case management systems. Additional instructions are provided below:

Column A: Partner or Contractor Name

Column B: Is the partner an intermediary for CalFresh E&T services?

If the partner will utilize subcontractors, indicate "Yes" and complete the Intermediary subcontracts table above.

Column C: 100 percent Federal Funds Budgeted

List any funds the partner will receive from the CWD's 100 percent fund allocation. Do not include subsidized wages.

Column D: 100 Percent Federal Funds Dedicated to Subsidized Wages

List any funds the partner will receive from the CWD's 100 percent fund allocation to pay for participant wages.

Column E: Non-federal County Admin Funds

Include any non-federal funds which the CWD will provide to the partner to administer the E&T program (this could also include state funds or other county revenue sources). This amount should include all costs prior to receiving the 50 percent reimbursement. Do not include subsidized wages or supportive service costs.

Column F: Non-Federal County Admin Funds Dedicated to Subsidized Wages

Include any non-federal funds which the CWD will provide to the partner to administer participant wages (this could also include state funds or other county revenue sources). This amount should include all costs prior to receiving the 50 percent reimbursement.

Column G: Non-federal Admin Funds Provided by Partner

Enter the amount which the provider will contribute towards administering the E&T program (funds are not coming from the county or state E&T program). This amount should include all costs prior to receiving the 50 percent reimbursement. Do not include subsidized wages or supportive service costs.

Column H: Non-Federal Admin Funds Provided by Partner Dedicated to Subsidized Wages

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Enter the amount which the provider will contribute towards administering participant wages under the E&T program (funds are not coming from the county or state E&T program). This amount should include all costs prior to receiving the 50 percent reimbursement.

Column I: Total Admin Costs

Sum of all admin costs listed in cells C-H of any given row. This amount will automatically calculate.

Column J: County Supportive Service Costs

Include any non-federal funds which the county will provide to the partner for dependent care, transportation, and ancillary supportive service costs. This amount should include all costs prior to receiving the 50 percent reimbursement.

Column K: Supportive Service Costs Provided by Partner

Include any non-federal funds which the county will provide to the partner for dependent care, transportation, and ancillary supportive service costs. This amount should include all costs prior to receiving the 50 percent reimbursement.

Column L: Total Budget

Total costs associated with the partner's CalFresh E&T program. This amount should include all costs prior to receiving the 50 percent reimbursement. Sum of cells I-K in any given row. The cells in this column will automatically calculate.

Column M: Percent of Overall Budget

Percent of the county's overall budget which is attributed to each partner. These cells will automatically calculate based on total expenses entered in the "C - Operating Budget" tab.

Column N: Proposed Number of Participants

Total anticipated annual participant count for the partner's program.

Column O: Indian Tribal Organization

Indicate whether the Partner or Contract costs are eligible for 75 percent reimbursement for serving those living on tribal reservations.

Tab B – Supportive Services

Complete all cells which are "gray" (B10-E10, B11-D11). Cells which are "blue" will automatically populate based on data entered in the "gray" cells. Include information on all supportive services, including those offered directly by the county and in coordination with a partner (excluding state partners Fresh Success and CEO). Additional instructions are provided below:

Row A: Estimated annual number of CalFresh E&T participants to receive supportive services. **Note:** The total for this row (cell E9) will not necessarily be the sum of the previous three cells. If an individual receives supportive services from more than one category, only count them once under "Total."

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Row B: Estimated annual budget for CalFresh E&T supportive services in the upcoming FFY. The total for this row (Cell E10) will automatically populate based on data entered in the previous three cells.

Row C: Estimated cost of supportive services per participant per month. This row will automatically populate based on data entered in the cells above.
[(Row B/Row A)/12]

Column B: Dependent Care

Payment rates are 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, identify anticipated costs.

Column C: Transportation

Column D: Ancillary

Column E: Total

This cell will automatically calculate.

Tab C – Operating Budget

Insert amounts in all cells which are "gray." Cells which are "blue" will automatically calculate based on amounts entered in the gray cells here and on other tabs.

Summary Tables (rows 10-17)

Cell A11: 100% Fund Allocation

Enter the FFY 2023 100 percent fund allocation. **Note:** Update this number when final allocations are released.

Cell B11: 100% Funds Budgeted

Sum of all 100 percent funds budgeted. This cell will automatically populate with data entered in the Operating Budget below.

Cell C11: Remaining 100% Funds Available

The amount of 100 percent funds available after amounts have been entered on the Operating Budget below. This cell will automatically populate. Prior to submitting the county's plan, ensure this number is 0. If the CWD does not intend to utilize its full 100 percent fund allocation, notify CDSS as soon as possible.

Cell A14: Total Budget

Sum of all planned CWD and CWD partner expenses prior to receiving the 50 percent reimbursement. This amount does not include state partner expenses. This cell will automatically populate based on information provided in the Operating Budget below.

Cell B14: Direct Costs Budgeted

Sum of all direct costs. This cell will automatically populate based on information

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provided in the Operating Budget below.

Cell C14: Anticipated 50% Reimbursement

CWDs can anticipate a 50 percent reimbursement for costs incurred in administering allowable CalFresh E&T activities which are paid for using non-federal sources. This cell will automatically populate based on information provided in the Operating Budget below.

Cell A17: Administrative Costs Budgeted

Sum of all direct, indirect, and in-kind costs. This cell will automatically populate based on information provided in the Operating Budget below.

Cell B17: Direct Costs Budgeted

Sum of all direct costs. This cell will automatically populate based on information provided in the Operating Budget below.

Cell C17: Supportive Services Budgeted

Sum of all dependent care, transportation, and ancillary supportive service costs. This cell will automatically populate based on information provided in the Operating Budget below.

Operating Budget Tables (rows 21-41)

Table A: County Costs

Table B: Partner Costs

Table C: County & Partner Supportive Services

These amounts include all funds provided by the CWD and partners for participant supportive services. Costs related to the administration of the supportive services should be included in the County and Partner Costs tables. Amounts in this table are automatically calculated based on amounts entered in the "B - Supportive Services" Tab.

Column B: Non-Federal Funds

List the total amount of non-federal funds budgeted to each line item.

Column C: 100% Funds

Enter the total amount of 100 percent funds budgeted to each line item.

Column D: Total

The total amount spent administering CalFresh E&T services in the county. Each row's total is automatically calculated based on amounts entered in columns B and C.

A. County Costs

Include all costs related to CWD's administration of the CalFresh E&T program. Do not include any funds given to partner programs or supportive service costs.

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1. CWD Staff Salaries

County staff time that will be charged to CalFresh E&T.

2. CWD Staff Fringe Benefits

County staff fringe benefit costs that will be charged to CalFresh E&T. Fringe Benefits are calculated by multiplying the Salary, FTE, and approved fringe benefit rate. Examples of allowable fringe benefits include:

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

3. Non-capital Equipment and Supplies

CWDs 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 \$5,000 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.

Examples of non-capital equipment items include:

- Blinds, shades, wall-to-wall carpeting, and similar items.
- Software not purchased in conjunction with related hardware.
- Equipment which is permanently built-in or installed.
- Library books, art, and museum object.
- Cubicle walls, shelving, lockers and trophies.

4. Materials

Materials purchased must be reasonable, necessary and directly related to the

provision of the CalFresh E&T program.

5. Travel and 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.

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.

Note: If using a Cost Allocation Plan (CAP), building/space costs cannot be captured as a direct cost. Refer to CFL No. 20/21106 for more information.

7. Equipment and Other Capital Expenditures

Equipment and other capital expenditures over \$5,000 per item that will be charged to CalFresh E&T.

8. Participant Subsidized Wages: These amounts include all funds provided by the CWD and partners for participant subsidized wages including workers' compensation and payroll taxes.

9. 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:

- Participant Training Costs
- Tuition Costs
- Case Management
- Program Development

10. In-kind Contributions

In accordance with 2 CFR 200.96(a-b), in kind contributions are non-cash contributions, which benefit the CalFresh E&T program and are contributed by a governmental entity, without charge, to another governmental entity. Only governmental entities may receive reimbursements for in kind contributions from other governmental entities. **Note:** In-kind contributions may not be derived from 100 percent funds.

11. Indirect Costs

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.

B. Partner Costs: Total administrative costs associated with all partners, including contracted and TPPs. These amounts include all funds provided by the CWD and partners, excluding supportive service costs. These amounts are automatically calculated based on amounts entered in the "A - Contracts-Partnerships" tab.

1. Direct and Indirect Costs

Total administrative costs associated with all partners, including contracted and TPPs. Do not include costs for subsidized employment wages, service contracts, or supportive services.

2. Participant Subsidized Wages

Total costs of subsidized wages paid to participants including the wages, workers' compensation, and payroll taxes. This includes costs paid by the county and any/all partners for participants in a partner program.

C. County & Partner Supportive Services

These amounts include all funds provided by the CWD and partners for participant supportive services. Costs related to the administration of the supportive services should be included in the County and Partner Costs tables. Amounts in this table are automatically calculated based on amounts entered in the "B - Supportive Services" Tab.

100 percent funds may not be used for supportive services.

1. **Dependent Care:** Payment rates are 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, identify

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anticipated costs. This includes costs for all providers, including partners. This amount will automatically populate based on data entered on the "B - Supportive Services" tab.

2. **Transportation:** The total cost of transportation supportive services. This includes costs for all providers, including third-party partners. This amount will automatically populate based on data entered on the "B - Supportive Services" tab.
3. **Ancillary:** The total cost of providing ancillary supportive services. This includes costs for all providers, including third-party partners. This amount will automatically populate based on data entered on the "B - Supportive Services" tab.

Tab D – 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 (tab C). If one or more-line items have no funds budgeted, please enter N/A. Insert more rows to the tables as needed.

County Staff Salaries Table (rows 11-25)

- **Column A:** Staff Title
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.
- **Column B:** Salary
Input the staff member's full salary, regardless of how much time is spent performing work for CalFresh E&T.
 - Note: The total for this column (cell B25) will automatically populate with the sum of all salary costs multiplied by their respective number of dedicated staff and FTE. This number should match cell D21 on the Operating Budget Tab. If it does not match, the cell will turn pink.
- **Column C:** Fringe Benefit
Input the staff member's full fringe benefit dollar amount, regardless of how much time is spent performing work for CalFresh E&T.
 - Note: The total for this column (cell C25) will automatically populate with the sum of all fringe benefit costs multiplied by their respective number of dedicated staff and FTE. This number should match cell D21 on the Operating Budget Tab. If it does not match, the cell will turn pink.
- **Column D:** Dedicated Staff
Input whole numbers, regardless of how much time is spent performing work for CalFresh E&T.
- **Column E:** FTE per Staff

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List each role's fulltime equivalency (FTE) as a decimal. For example, if the staff member spends half their time on CalFresh E&T, enter .5.

If multiple staff in the same role will have the same FTE, do not double/triple/etc. the FTE here. This number will be multiplied by the number of dedicated staff entered previously.

If multiple staff in the same role will have different FTEs, list them on separate lines.

- **Column F: Total**
This column will automatically populate based on the amounts entered in columns B and C. The equation is as follows: (Salary + Fringe) * Dedicated Staff * FTE

Example: One Administrative Assistant, \$40,000 Salary, 50% fringe benefit rate, and .25 FTE

$$(40,000+20,000) * 1 * .25 = \$15,000$$

County Staff Duties Table (rows 28-40)

Provide a brief list of duties performed all staff listed above. 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\(d\)\(1\)\(ii\)](#). Please refer to [County Fiscal Letter \(CFL\) 21-22-88](#) for more information.

Subsidized Participant Wage Calculations (rows 43-56)

Describe the calculations used to determine the costs for subsidized participant wage totals for individuals enrolled in the SWBL activity, within the work experience component. If the CWD will not offer subsidized participant wages, enter N/A.

- **Column A: E&T Provider/Employer Name**
List the name(s) of the E&T provider/employer that will fund wage subsidies to CalFresh E&T participants as part of a SWBL activity, within the work experience component. If E&T provider/employer(s) are yet to be selected, enter TBD.
- **Column B: Participant Hourly Wage Rate**
Estimated hourly wage rate paid to E&T participants including costs for Workers' Compensation and payroll taxes
- **Column C: Number of Hours (Monthly)**
Estimated number of monthly hours the E&T participant will be paid as part of the SWBL activity.
- **Column D: Participant Wage Subsidy Percentage**
Estimated percentage of the E&T funds spent to subsidize participant wages. CWDs may utilize either 100% or 50% administrative funds for subsidized wages.

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- **Column E: Number of Participants**
Estimated number of participants enrolled in SWBL activities.
- **Column F: Total**
The total of this column should match the total of the Participant Subsidized Wages line items on the Operating Budget (Tab C, D29+D36). If it does not match, cell F56 will turn pink with red text.

Remaining Line Item Descriptions Table (rows 62-80)

For definitions of each line item, please refer to the Operating Budget section above. Provide a brief narrative description for all planned expenses. If the amount is greater than zero, a narrative is required. Enter N/A for any lines which do not have funds allocated. The totals within this table will be pre-populated based on amounts entered with the corresponding line items on Tab C - Operating Budget. Some descriptions have already been provided and do not require additional entries.

Additional instructions for the Budget Narrative:

- **Materials:** The amount requested must be supported by descriptions of the items and estimates of their costs in the budget narrative.
- **Travel and Staff Training:** All budget narratives submitted to the CDSS for approval must indicate who will travel, where, and why.
- **Building Space:** CWDs must describe the method used to calculate space value.

State Partner CalFresh E&T Annual Plan Template

Federal Fiscal Year 2023



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A. Cover Page and Authorized Signatures

State Partner Name:

Date Submitted to CDSS:

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

	Name	Title	Phone	Email
Primary Contact				
Secondary Contact				
Tertiary Contact				

Certified By:

The Director and Financial Representative must sign to certify that all assurances located on "D. Assurances" are met. Digital signatures or scanned wet signatures may be used.

Director

Date

Financial Representative

Date

B. Amendment Log

State partners 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) or requests for additional funds. **Highlight the changes by modifying your font color to be bold, underlined, and 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, state partners must submit plan amendments to CDSS by **June 30, 2023** 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

Include any acronyms used in completing the E&T Annual Plan below.

Acronym	Acronym Definition

D. Assurances

State partners must complete the Assurances Statement. By signing the Cover Page, the Director and Financial Representative certify that all Assurances have been met.

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

I.	The State Partner 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 State Partner 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 State Partner 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. (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. State Partner 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 2023**. 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). State partners may also administer CalFresh E&T upon approval from the CDSS and applicable CWDs. All state partners providing CalFresh E&T during **FFY 2023** must submit a complete CalFresh E&T Annual Plan using this template prior to the deadline specified below.

Sub-recipients that will be part of the state partner's program are referred to as "third-party partners" (TPPs). TPPs do not complete their own plans but will be described and budgeted for in the state partner's plan.

Complete all fields below. If none, type in the word "**none**" or "**not applicable**" (n/a).

Important Dates:

May 10, 2022	CDSS County Plan Technical Assistance Webinar
May 11, 2022	CDSS State Partner Plan Technical Assistance Webinar
May 12, 2022	CDSS Budget Technical Assistance Webinar
May 20, 2022	Intent to participate in CalFresh E&T due to CDSS
June 15, 2022	CalFresh E&T Annual Plan due to CDSS for review
July 15, 2022	CalFresh E&T Plan Signature Page due to CDSS
August 15, 2022	CDSS Annual Plan due to FNS
October 1, 2022	FFY 2023 plan year begins
June 30, 2023	Deadline to submit FFY 2023 Plan Amendments to CDSS

Resources: The CDSS strongly recommends that state partners reference the following resources:

[FNS E&T Operations Handbook](#)
[Final Rule ACL 21-48](#)
[FNS Final Rule Q&A FNS](#)
[ACL 20-125 – Supportive Services](#)
[Supplemental Nutrition Assistance Program \(SNAP\) - E&T SWBL Activities](#)
[CFL 21/22-88 – Expense Claim Time Study & Claiming Instructions](#)

CalFresh Confirm: CalFresh Confirm is available at no cost for E&T state partner and may be used to verify initial and ongoing CalFresh E&T participant eligibility during **FFY 2023**. Each partner must be approved by the state partner for which they provide services. For more information, please email CalFreshConfirm@dss.ca.gov.

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

Briefly summarize the state partner's CalFresh E&T program, including:

- a) Its vision, mission, state partner structure, areas served, and services offered;
- b) How the program will increase the ability of E&T participants to obtain regular employment; and
- c) How the program meets local or regional workforce needs.

This should be a concise overview; please include a more detailed description in the other appropriate plan sections.

[Describe here:](#)

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 state partner is making to the CalFresh E&T program based on prior year's performance, considering outcomes and participant data.

[Describe here:](#)

III. Consultation and Coordination with the Workforce Development System

Per [7 CFR 273.7\(c\)\(5\)](#), 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 state partner and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the LWDBs. LWDBs refer 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 state partner's

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CalFresh E&T program will take part in. Describe any efforts taken by the state partner to coordinate these programs, services, partners, and/or activities.

Describe here:

- b) **Consultation:** Describe how the state partner consulted with LWDBs or employer organizations in designing its CalFresh E&T program. This description should include with whom the state partner consulted and the outcomes of the consultation. If the state partner 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.

Describe here:

- c) **Coordination with Title I of WIOA:** Describe the extent to which the state partner is carrying out CalFresh E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

Describe here:

- | |
|---|
| d) WIOA Combined Plan: State Agency question only – removed for state partner plans. |
|---|

- e) **TANF/GA Coordination:** If applicable, describe how the state partner 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.

Describe here:

- f) **Other Employment Programs:** Describe how the state partner 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).

Describe here:

IV. Consultation with Tribal Organizations. Complete this section, if applicable.

a) State Agency question only – removed for state partner plans.

b) Name any tribal organizations consulted in the development of the state partner's CalFresh E&T program.

Describe here:

c) Describe any outcomes of the consultation. Provide specific examples of how the state partner incorporated feedback from tribal organizations.

Describe here:

d) Will the state partner 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 state partner plans.

VI. Organizational Relationships

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

a) CWD question only – removed for state partner plans

b) CWD question only – removed for state partner plans

c) Provide an overview of how communication occurs between the state partner and its partner(s) and include:

- i. How new policies, procedures, or other information is shared with partners;
- ii. Mode of communications (shared databases, etc.); and
- iii. The types of information that is shared (referrals, noncompliance

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with program requirements, provider determinations, etc.).

Describe here:

- d) State partners are required to conduct a monitoring review of all sub-recipients/partners, for program and fiscal compliance. Please describe how your organization monitors sub-recipients/partners. Include the your plan for monitoring both programmatic and fiscal operations.

Describe here:

- e) *Part I. Summary of the CalFresh E&T Program* asked to describe how the state partner's program will increase the ability of CalFresh participants to obtain regular employment and meet local workforce needs. If applicable, please describe how the state partner evaluates the performance of partners in achieving the goals above.

Describe here:

VII. Screening for Work Registration – CWD question only – removed for state partner plans

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) CWD question only – removed for state partner plans
--

b) CWD question only – removed for state partner plans
--

- c) 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

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- ☐ Those residing in rural areas
- ☐ Older Disconnected Youth
- ☐ GA/GR
- ☐ ESL/ELL
- ☐ Other: _____

d) State Agency question only – removed for state partner plans

e) CWD question only – removed for state partner plans

f) Please describe all below:

- i. CWD question only – removed for state partner plans
- ii. How the processes and criteria are geared to ensure that only individuals appropriate for the program are referred to CalFresh E&T; and
- iii. How and when participants are informed about supportive services.

Describe here:

IX. Referral

In accordance with [7 CFR 273.7\(d\)\(1\)\(iii\)](#), a CalFresh applicant becomes a CalFresh E&T participant when they are referred to CalFresh E&T. Only activities conducted after the referral is complete may be expensed to CalFresh E&T.

a) Describe the following:

- i. The state partner's referral process and how the referral is communicated to participants;
- ii. How the referral process ensures that individuals are referred to an appropriate and available component; and
- iii. The processes for direct and reverse referrals, as applicable.

Describe here:

b) What information about CalFresh E&T are participants given when referred to services (e.g., accessing CalFresh E&T services, case management, dates, contact information? What types of services are CalFresh E&T participants referred to (e.g., orientation, case management, component(s))?

Describe here:

c) If applicable, how is the referral shared within the state partner's agency and to

CalFresh E&T partners?

Describe here:

d) Provide any additional information about the referral process not captured above.

Describe here:

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) Provide who conducts the employability assessment, when participants are assessed, and how assessments are conducted? (e. g., electronically, verbally with a staff person, paper questionnaire, etc.)

Describe here:

b) How are the assessments shared within the state partners' agency and participants, as appropriate?

Describe here:

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 state partners 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:** The comprehensive intake assessment is the initial meeting with the participant during which the case manager gathers information to address the individual's immediate needs to encourage their engagement in E&T services. This includes collecting and evaluating information to identify a participant's employment capabilities, barriers, and supportive service needs.
- **Reassessment:** (Applicable to CWDs only) A reevaluation of the physical or mental fitness of the individual to determine if a work registration exemption is appropriate, such as in provider determination.
- **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 state partner and/or partners provide? (Select all that apply)

- ☐ Comprehensive intake assessments
- ☐ Individualized service plans
- ☐ Progress monitoring
- ☐ Coordination with service providers
- ☐ Employability Assessment
- ☐ Other _____

b) Describe below:

- i. How participants will be referred to case management services;
- ii. Who will be responsible for providing case management services;
- iii. How participants will receive targeted case management services; and
- iv. How participants' cases will be managed on an ongoing basis.

Describe here:

- c) Describe how the case manager will coordinate with CalFresh E&T providers and other community resources.

Describe here:

XII.	Conciliation Process – Not Applicable in California
XIII.	Disqualification Policy for General Work Requirements – State Agency section only – removed for state partner 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). State partners 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](#). Please refer to the Budget Workbook for information requested for reimbursement expenses and payments.

State partners must include information for all service locations.

a. Supportive Service Details

Complete the table below with information on each supportive service offered. 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.:

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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 [45CFR § 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.

Describe here:

XV. Work Registrant Data – CWD question only – removed for state partner plans

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. (Select all that apply)

- ☐ Quarterly Wage Records
- ☐ National Directory of New Hires
- ☐ Management Information System (MIS) such as C-IV, CalWIN, or LRS
- ☐ Manual follow-up with CalFresh E&T participants
- ☐ Follow-up surveys
- ☐ Other: _____

State and National Reporting

Describe how the state partner will collect and validate data for the required reports. Please include the data source and collection methodology. If the state partner is using a sampling method, please describe the sample design, universe and frames, size, and

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selection criteria.

Note: This section satisfies the requirement in [Welfare and Institutions Code Section 18926.5\(c\)](#) regarding the state partner's need to demonstrate effective use of CalFresh E&T funds.

Describe here:

a-f) State Agency questions only – removed for state partner plans
--

Component Outcomes Measures – State Agency section only – removed for state partner plans.

Reporting Requirements

By signing the Assurances Statement, the state partner acknowledges the following reporting requirements:

- 1) The CalFresh E&T Progress Report, CalFresh E&T Participant Outcomes Report, formerly known as the Annual Report, will be submitted prior to the following deadlines:
 - First Quarter (October 1 to December 31) due January 31, 2023
 - Second Quarter (January 1 to March 31) due April 30, 2023
 - Third Quarter (April 1 to June 30) due July 31, 2023
 - Fourth Quarter (July 1 to September 30) due October 31, 2023
- 2) The following data elements must be collected for all CalFresh E&T participant throughout the plan year:
 - Social Security Number (SSN)
 - County Indicator
 - Date of Birth
 - Sex
 - E&T program participation start date
 - CalFresh E&T component
 - Component start date (for each component)
 - Component end date (for each component)
 - Component completion status
 - E&T participation end date
 - Able Bodied Adults Without Dependents (ABAWD) status
 - High School Degree (HSD) or GED status
- 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.

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

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 state partner and its partners will offer. Each state partner must offer one or more of the following components listed below. Definitions for each component can be found on the Component Detail attachments.

On the table below, list how many individuals will participate in each component during **FFY 2023**. If participants take part in multiple components, please include them under each.

Component/Subcomponent	# of Expected Unsubsidized Participants	# 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"/> Adult Basic Education		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
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		N/A
<input type="checkbox"/> Transitional Jobs		
<input type="checkbox"/> Other: "Customized Training"		

Component Detail Attachments

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

Note: In accordance with [7 CFR 273.7\(e\)\(2\)](#), all CalFresh E&T components must require a certain level of effort by participants. The level of effort should be comparable to spending approximately 12-hours per month for two-months making job contacts (less in workfare or work experience components if the household's benefit divided by the minimum wage is less than this amount). Participants may be enrolled in one or more components concurrently to meet this requirement. More information on co-enrollment is located in [All County Information Notice \(ACIN\) No. I-57-21](#).

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), 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 are co-enrolled in Supervised Job Search and the Work Experience component, information about these participants would be listed under the Supervised Job Search *and* Work Experience attachments.

State partners must complete a table for each component offered directly and by subrecipients, if applicable.

Cell-Ed: All CalFresh E&T providers are eligible to use Cell-Ed’s remote learning platform at no cost. If the state partner or its partners will utilize Cell-Ed remote learning services via the CDSS contract, please include those participants in the following components:

- Supervised Job Search
- Education: Career/Technical Education, Vocational Training
- Job Retention (case management portion only)

If applicable, complete Attachments B, C, and F with descriptions of the Cell-Ed services. For template language, please contact CalFreshEandT@dss.ca.gov.

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

In California, CalFresh E&T is a voluntary program. CalFresh benefits may **not** be sanctioned for failure to participate in CalFresh E&T. Complete the table below projecting participation in CalFresh E&T for **FFY 2023**. Projections should be based on historical data.

CalFresh E&T Projected Participation – CWD question only – removed for State Partner Plans

Voluntary and ABAWD Projected Participation

A) Not applicable in California	
B) How many voluntary participants do you expect to serve in CalFresh E&T during the FFY? This number reflects the total amount of participants that will be in E&T.	
C) How many ABAWDs do you expect to serve in CalFresh E&T during the FFY?	

I. Contracts and Partnerships

For each partner or service contract held by the state partner to enhance the CalFresh E&T program or provide CalFresh E&T services, complete Attachment I, if applicable.

Definitions

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 entity responsible for program administration to provide CalFresh E&T services on behalf of the entity responsible for program administration. 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.

Service Contract: In accordance with [2 CFR 200.330\(b\)](#), a service contract is for the purpose of obtaining goods and services for the nonfederal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the nonfederal entity and a contractor are when the contractor:

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- Provides the goods and services within normal business operations.
- Provides similar goods or services to many different purchasers. Normally operates in a competitive environment.
- Provides goods or services that are ancillary to the operation of the federal program.
- Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.

For more information on making this distinction, please refer to [CFL 20/21105](#) and [CFL 20/2148](#) Attachment I, dated February 25, 2021.

Current CDSS Service Contract include:

- Cell-Ed: CDSS has procured a service contract for all CalFresh E&T CWDs and partners to offer or enhance supervised job search and education components through a digital platform.

Intermediary Subcontracts

For any partners or contracts identified on the “Contracts – Partnership” matrix 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

J. Budget – Removed for state partners – For state partner E&T plans, the executed contract budget will be used.

Optional State Request for Additional 100 Percent Funds – State Agency section only – removed for state partner plans.

Entity Responsible for Program Administration: _____

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.	

<p><u>Requirements</u> 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> 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>	
<p><u>Target Population</u> (select all that apply)</p>	<ul style="list-style-type: none"> <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"/> ESL/ELL <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.	

Entity Responsible for Program Administration: _____

Attachment C: Component Detail

Job Retention

The job retention component provides case management and supportive services to participants for a minimum of 30-days and a maximum of 90-days after a CalFresh E&T participant has secured employment.

As described in [7 CFR 273.7\(e\)\(2\)\(viii\)](#), the start date for job retention services may be determined utilizing the date hired provided that the individual received CalFresh benefits in the month of or the month prior to beginning job retention services. Only individuals who received employment and training services under another qualifying CalFresh E&T component prior to obtaining new or improved employment are eligible for job retention services. Supportive services may include assistance with transportation, childcare, or ancillary items such as uniforms and tools.

<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"/> ESL/ELL <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.	

Entity Responsible for Program Administration: _____

Attachment D: Component Detail

Self-employment Training

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

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities andservices 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"/> ESL/ELL <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.	

Entity Responsible for Program Administration: _____

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.

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"/> ESL/ELL <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.	

Entity Responsible for Program Administration: _____

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):

<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"/> ESL/ELL <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)	

<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>	
<p><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.</p>	
<p><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).</p>	

Entity Responsible for Program Administration: _____

Attachment G: Component Detail

Work Experience – Work Activity

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

The work experience component is designed to improve the employability of CalFresh E&T participants through actual work experience or training, or both, and to enable individuals employed or trained under such programs to move promptly into regular public or private employment. Work experience is defined as a planned, structured learning experience that takes place in a workplace for a limited period.

Work Activities may be paid or unpaid, as appropriate and consistent with other laws. A participant's unpaid work activity hours must not exceed the CalFresh monthly allotment divided by the local, state or federal minimum wage, whichever is highest. Additional hours are permitted only if the participant receives an amount at least equal to the local, state or federal minimum wage, whichever is highest for these additional hours.

The purpose of a work activity is to provide an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain 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"/> ESL/ELL <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 Administrative Component Costs</u> Do not include cost of supportive services. If this component is offered in conjunction with another component, divide the administrative costs accordingly.	

Entity Responsible for Program Administration: _____

Attachment H: Component Detail **Work Experience – Work-Based Learning**

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

Work-Based Learning activities 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.

Work-Based Learning activities must include clearly defined skills element that is evidence-based and aligns with the participant's employability assessment and or individualized employment/education plan (IEP), be limited to six months with exceptions to registered apprenticeships and other compelling programs, permit individuals to participate only once per twelve-month period, and not constitute more than three percent of the workforce for private for-profit employers. Work-Based learning may be subsidized or unsubsidized with E&T funds. Refer to [Supplemental Nutrition Assistance Program \(SNAP\) - E&T SWBL Activities](#) memorandum issued on November 17, 2021 for more information.

Allowable activities under this component include:

Apprenticeships/Pre-apprenticeships: Apprenticeships, as defined by the United States DOL, are industry-driven, high quality career pathways where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally recognized credential.

A pre-apprenticeship program is a program or set of strategies designed to prepare individuals to enter and succeed in an Industry-Recognized Apprenticeship Program (IRAP). An IRAP is a proven model of apprenticeship that has been validated by the DOL or a State Apprenticeship Agency. Pre-apprenticeship programs should have a documented partnership with at least one IRAP. More information about apprenticeships and an apprenticeship [toolkit](#) can be found on the [DOL's](#) website at [Apprenticeships.gov](#).

Other: Customized Training: Customized Training can be used to target specific job seeker and employer needs. It is an effective strategy that provides additional opportunities for participants and employers in both finding quality work and developing a quality workforce. As defined in WIOA Act [29 U.S.C. 3102 Section 3](#), Customized Training is designed to meet the special requirements of an employer (including a group of employers); is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and requires the employer pay for a significant portion of the cost of training.

Internships: An internship is a professional learning experience that offers meaningful, practical work related to an individual's field of study or career interest. An internship

gives the participant the opportunity for career exploration and development, and to learn new skills.

On-the-Job Training: On-the-Job Training (OJT) is a strategic employment service that supports the business community in the hiring process by adding staff capacity, productivity and training at reduced costs to the employer. OJT is a way for CalFresh E&T participants to build skills and re-establish employment status. OJT benefits employers by reducing the cost of training new employees. The employer designs the on-site training, which is aligned with the skills required for the job and is a long-term investment in the company. OJT benefits CalFresh E&T participants by providing an opportunity to “earn as they learn” in a hands-on environment, acquire job and career advancement skills, and by providing opportunities for long-term employment. The purpose of OJT is to encourage public, private non-profit, or private employers to hire an individual, or upgrade an eligible employed worker who would not otherwise qualify for the job, and to teach the skills requisite to perform the job.

Transitional Jobs: Transitional jobs provide a time-limited work experience in the public, private, or non-profit sectors that is paid and subsidized for individuals with barriers to employment who are chronically unemployed or have inconsistent work history. Transitional jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop skills that lead to unsubsidized employment. Unlike on-the-job training (OJT), with transitional jobs there is no requirement that the employer retains the individual upon completion of the transitional job, however, job retention is an ideal outcome. Target populations include long-term unemployed, ex-offenders and individuals with disabilities

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities and services offered. Include the training objectives for each activity and how the activity will 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"/> ESL/ELL <input type="checkbox"/> Other (please describe):
<u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?	
<u>Activity Type</u> Complete a separate table for each selection.	<input type="checkbox"/> Apprenticeship/ Pre-Apprenticeship <input type="checkbox"/> Customized Training (Other) <input type="checkbox"/> Internship <input type="checkbox"/> On-the-Job Training (OJT) <input type="checkbox"/> Transitional Jobs <input type="checkbox"/> Other Not Listed (please describe):
<u>Subsidized Wages</u> Will participant wages, if offered, be subsidized using CalFresh E&T funds?	<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>Projected Annual Participation Count</u> (unduplicated)	
<u>Estimated Administrative Component Costs</u> Do not include cost of supportive services or wage subsidies. If this component is offered in conjunction with another component, please divide the estimated costs accordingly.	

Entity Responsible for Program Administration: _____

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):
<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"/> ESL/ELL <input type="checkbox"/> Other (please describe):
<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