

April 27, 2023

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 Annual Plan submission process for Federal Fiscal Year 2024. Participating CWDs, tribal organizations, and state partners must submit their annual plan to the California Department of Social Services no later than **June 15, 2023**.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

April 27, 2023

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JULIANNA VIGNALATS, ACTING DEPUTY DIRECTOR
FAMILY ENGAGEMENT AND EMPOWERMENT DIVISION

SUBJECT: **CALFRESH EMPLOYMENT AND TRAINING: FEDERAL FISCAL
YEAR 2024 ANNUAL PLAN SUBMISSION PROCESS**

REFERENCE: [ALL COUNTY WELFARE DIRECTORS LETTER DATED MAY 5, 2021](#); [ALL COUNTY LETTER \(ACL\) NO. 22-38: SUBSIDIZED WORK-BASED LEARNING ACTIVITIES](#); [ACL NO. 22-41: COMPLIANCE WITH FEDERAL AND STATE REPORTING REQUIREMENTS](#); [ACL NO. 22-67: CHANGES TO THE "NON-ASSISTANCE CALFRESH WORK REGISTRANTS, ABLE-BODIED ADULTS WITHOUT DEPENDENTS AND CALFRESH EMPLOYMENT AND TRAINING PROGRAM QUARTERLY STATISTICAL REPORT" \(STAT 47\)](#); [ACL NO. 22-74: CONSOLIDATED INFORMING NOTICE FOR WORK REGISTRANTS, ABLE-BODIED ADULTS WITHOUT DEPENDENTS, AND EMPLOYMENT AND TRAINING PARTICIPANTS](#); [ACL NO. 22-99: CALFRESH EMPLOYMENT AND TRAINING HANDBOOK](#); [7 CFR 273.7\(C\)\(5\)](#); [7 CFR 273.7\(A\)](#); [7 CFR 273.7\(C\)\(2\)](#); [CFR 273.7\(D\)\(1\)\(II\)](#); [7 CFR 273.7\(C\)\(18\)](#)

CalFresh Employment and Training (E&T) is pleased to announce the Federal Fiscal Year (FFY) 2024 Annual Plan submission process. The letter outlines the changes to the annual planning process, including new federal program requirements, an updated plan template, and instructions. While most changes are minor, there may be additional guidance 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 must submit their FFY

2024 CalFresh E&T Annual Plan to the California Department of Social Services (CDSS) as entities responsible for program administration no later than **June 15, 2023**.

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 is voluntarily administered through CWDs. The CDSS delegates the planning, implementation, and operation of CalFresh E&T to CWDs.

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

The CDSS is required to provide oversight and program monitoring to ensure 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. The California CalFresh E&T state plan must be approved by FNS before CWD, tribal organization, or state partner plans can be implemented.

VISION AND MISSION

The vision and mission of CalFresh E&T is to increase the employment and earning capacity of CalFresh recipients by maximizing access to CalFresh E&T, participant reimbursements, 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 diverse 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 participant reimbursements, makes CalFresh E&T a critical component of California's workforce system.

IMPORTANT DATES

For FFY 2024, the 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 2024 must communicate their intent to participate via email to CalFreshEandT@dss.ca.gov no later than **May 12, 2023**.

CalFresh E&T Annual Plans for FFY 2024 are due to the CDSS via email to CalFreshEandT@dss.ca.gov no later than June 15, 2023. CWDs and tribal organizations who submit their CalFresh E&T Annual Plan for FFY 2024 after June 15, 2023 may not be eligible to receive 100 percent funds.

The CDSS uses the CalFresh E&T plans from all entities, responsible for program administration, to inform California's statewide CalFresh E&T plan. The statewide plan must be submitted to FNS no later than August 15, 2023.

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

FFY 2024 CalFresh E&T Planning Timeline

May 2, 2023	CDSS County/Tribal organization Plan Technical Assistance Webinar
May 3, 2023	CDSS State Partner Plan & Budget Technical Assistance Webinar
May 4, 2023	CDSS County/Tribal organization Budget Technical Assistance Webinar
May 12, 2023	Intent to participate in CalFresh E&T due to the CDSS
June 15, 2023	CalFresh E&T Annual Plan due to the CDSS
July 14, 2023	CalFresh E&T Plan Signature Page due to the CDSS
August 15, 2023	California CalFresh E&T Annual Plan due to FNS
October 1, 2023	FFY 2024 plan year begins
May 31, 2024	Deadline to submit FFY 2023 Plan Amendments to the 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. Tribal organizations can also find more information referenced in the CalFresh E&T Handbook discussed in [ACL No. 22-99](#). As mentioned previously, tribal organizations must contact the CDSS no later than **May 12, 2023**, to confirm intent to participate in FFY 2024. Tribal organizations who do confirm intent to participate will receive a CalFresh E&T annual plan template directly from CDSS to ensure adequate technical assistance is provided 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 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 2024 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 2024 CALFRESH E&T ANNUAL PLAN TEMPLATES

The CDSS FFY 2024 CalFresh E&T Annual Plan template is modeled after the FNS SNAP E&T Annual Plan template detailed in the [All County Welfare Directors Letter \(ACWDL\)](#) dated May 5, 2021, with minor modifications. Templates will remain separate for CWDs and state partners and are included as attachments to this letter for reference. A fillable version will be emailed to the CWD and tribal organization CalFresh E&T point of contact upon receipt of an intent to participate.

For purposes of this letter, the FFY 2024 CalFresh E&T Annual Plan template highlights important changes for the new plan year detailed below. These changes must be adequately addressed within the FFY 2024 CalFresh E&T Annual Plan to receive the CDSS approval.

County and State Partner Templates

The contents of the template packages are listed below.

- *CWDs/Tribal organizations:*
 - FFY 2024 CalFresh E&T County/Tribal organization Annual Plan
 - Component Attachments B-I
 - Budget Workbook
- *State Partners:*
 - FFY 2024 CalFresh E&T State Partner Annual Plan
 - Component Attachments B-I
 - Budget Workbook

Amendment Log

Instructions on how to complete amendment requests have been modified for FFY 2024 Annual Plan for both state partners and counties. This section clarifies the processes for amendment additions and retractions with a detailed example for reference.

Plan Overview

The following All County Letters (ACLs) have been added to the plan templates for reference:

- [ACL No. 22-38: Subsidized Work-Based Learning Activities;](#)
- [ACL No. 22-41: Compliance with Federal and State Reporting Requirements;](#)
- [ACL No. 22-67: Changes To The “Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents And CalFresh Employment And Training Program Quarterly Statistical Report” \(STAT 47\);](#)
- [ACL No. 22-74: Consolidated Informing Notice For Work Registrants, Able-Bodied Adults Without Dependents, And Employment And Training Participants;](#)
- [ACL No. 22-99: CalFresh Employment and Training Handbook;](#) and
- [ACL No. 23-34: CalFresh Employment and Training Screening And Referral Requirement.](#)

CalFresh E&T Program, Operations, and Policy

This section requires CWDs, tribal organizations, and state partners to list the CalFresh E&T components that will be offered through their programs.

Consultation and Coordination with the Workforce Development System

This section includes two *subsections*: Consultation and Coordination. The required information under these subsections has been clarified for CWDs, tribal organizations, and state partners.

Organizational Relationships

This section requires CWDs, tribal organizations, and state partners to describe how the E&T program will be administered within their organizations. Specifically, the coordination and communications that occur between certification staff, E&T program staff, partner provider staff, etc., when applicable. Additionally, CWDs, tribal organizations, and state partners must describe how their programs will be monitored. This includes the financial operations of contracted E&T providers, and how their program increases the capacity of participants to find regular employment and fulfill local labor market demand.

Screening for Work Registration

In accordance with [7 Code of Federal Regulations \(CFR\) 273.7\(a\)](#), CWDs must provide information about eligibility staff and the screening of CalFresh applicants to determine work registration status, including non-exempt individuals, and at what point in the certification process the CWD provides the written explanation and oral notification of the applicable work requirements.

This section remains excluded from the FFY 2024 State Partner Annual Plan.

Screening for Referral to CalFresh E&T

The CDSS has provided clarification on the requirements under this section. The CWDs, tribal organizations, and state partners will answer questions specific to work registrant screening and determination of suitable referral to the CalFresh E&T program in accordance with [7 CFR 273.7\(c\)\(2\)](#).

Referral to CalFresh E&T

The CDSS has provided clarification about CalFresh E&T referrals in accordance with [7 CFR 273.7\(d\)\(1\)\(ii\)](#). This section also requests information regarding reverse referrals. The CWDs, tribal organizations, and state partners must describe the information given to participants about CalFresh E&T upon referral, or verification of referral, and the services participants will receive.

Provider Determinations

In accordance with [7 CFR 273.7\(c\)\(18\)](#), E&T providers have the authority and responsibility to make the determination of suitability for participation in a particular E&T component. The CWDs, tribal organizations, and state partners must describe the process used by E&T providers to communicate instances of provider determinations and how the individual having received a provider determination is notified.

Participant Reimbursements

Formerly titled the Supportive Services section, the Participant Reimbursements section now includes a new request for CWDs, tribal organizations, and state partners to provide information regarding the Child Care and Development Block Grant (CCDBG) requirement, dependent care payment rates, if alternate care is provided by the CWDs, tribal organizations, and state partners in lieu of reimbursement, and how dependent care is to be provided if dependent enrollments have met capacity.

Outcome Reporting Measures

The State and National Reporting section is omitted for the FFY 2024 Annual Plan cycle. The CWDs, tribal organizations, and state partners are no longer required to complete this section.

Component Detail

The Pre-Apprenticeship and Apprenticeship components have been separated into two categories in the Component Detail table. This 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 2024 State Partner Annual Plan.

Component Attachments B-I

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

Work-Based Learning is now divided into two separate attachments:

- Attachment H1 – Unsubsidized Work-Based Learning
- Attachment H2 – Subsidized Work-Based Learning

A description of Subsidized Work-Based Learning (SWBL) is in Attachment H2. Other information necessary for SWBL is found in the FFY 2024 Budget Workbook.

Estimated Participant Levels

The CalFresh E&T Projected Participation table formerly in this section has been omitted from the CWD and tribal organization FFY 2024 Annual Plan as the Able-Bodied Adults Without Dependents (ABAWD) waiver is in place. This section remains excluded from the FFY 2024 State Partner Annual Plan.

The Voluntary and ABAWD Projected Participation table formerly in this section has been omitted from the FFY 2024 State Partner Annual Plan.

Contracts and Partnerships

The intermediary subcontracts table formerly in this section has been transferred into the FFY 2024 Budget Workbook. The CWDs, tribal organizations, and state partners are required to complete, as applicable.

Definitions previously listed in this section have been omitted for all plan templates. The CWDs, tribal organizations, and state partners are referred back to the CalFresh E&T Handbook for additional information.

Additionally, CDSS has omitted language referencing Cell-Ed as a CDSS procured service contract. The CDSS will notify CWDs, tribal organizations, and state partners of

state secured access to a virtual skill/training platform as it becomes available for FFY 2024.

Budget Workbook

For practicality and convenience, the Excel spreadsheet includes built-in instructions, definitions, and formulas for accuracy in calculating the Annual Plan budget. The Budget Workbook instructions and definitions are available in the **J. Budget Section** of both narrative Annual Plan templates. The CWDs, tribal organizations, and state partners are required to fill out 'gray' cells, as applicable. All 'blue' cells will automatically calculate and/or prepopulate.

For FFY 2024, CWDs, tribal organizations, and state partners are required to fill out a budget workbook. More details are provided for each section below.

FFY 2024 County/Tribal organization Budget Workbook

The FFY 2024 County/Tribal organization Budget Workbook contains five sections indicated with tabs:

1. A1 – CWD Contracts – Partners
2. A2 – TO (Tribal organization) Contracts – Partners
3. B – SWBL Calculator
4. C – Budget Narrative
5. D – Operating Budget

Modifications to the FFY 2024 County/Tribal organization Budget Workbook are listed below:

1. **A1 – CWD Contracts – Partners**
 - Contains a separate table for intermediary partnerships.
2. **A2 – TO (Tribal organization) Contracts – Partners**
 - New addition to the FFY 2024 Budget Workbook for tribal organization contracts and partnerships, as well as a separate table for intermediary partnerships.
3. **B – SWBL Calculator**
 - New addition to the FFY 2024 Budget Workbook. Items related to SWBL that were formerly in the Budget Narrative and Operating Budget tabs have been included.
4. **C – Budget Narrative**
 - Budget Narrative tab has been transposed with the Operating Budget tab.
 - Line item for tribal organization indirect costs has been added.
5. **D – Operating Budget**
 - Column for anticipated 75% reimbursement for tribal organizations has been added.

6. Supportive Services tab removed

- The Supportive Services tab previously utilized in the FFY 2023 Budget Workbook has been removed. All participant reimbursement costs dedicated to the CalFresh E&T program should be reflected in tab D – Operating Budget.

FFY 2024 State Partner Budget Workbook

The FFY 2024 State Partner Budget Workbook contains three sections indicated with tabs:

1. A1 – SP Contracts – Partners
2. A2 – Tribal organization Contracts – Partners
3. B – SWBL Calculator

The CDSS will still apply the state partner's executed contract budget in lieu of the operating budget and budget narrative to monitor program costs and calculate the FFY 2024 CalFresh E&T State Plan. The CWDs have been instructed to exclude state partners in their County Budget Workbooks as all state partner information should be entered in the State Partner Budget Workbook.

QUESTIONS AND OTHER INQUIRIES

All correspondence related to the FFY 2024 CalFresh E&T planning process should be sent to CalFreshEandT@dss.ca.gov.

Attachments

County CalFresh E&T Annual Plan Template

Federal Fiscal Year 2024



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FFY 2024 County CalFresh E&T Annual Plan

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FFY 2024 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 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.

Amendment Additions: Modify your font to be bold, underlined, and red within the plan document so that they may be located easily.

Amendment Retractions: Modify your font to be bold, underlined, red, and strikethrough within the plan document so they may be located easily.

For each round of amendments, CWDs must combine amendments onto the first available row, separated by commas. Please refer to the example listed on the table below.

Plan amendments must be submitted at least 60 days prior to the planned implementation. Additionally, CWDs must submit plan amendments to CDSS by **May 31, 2024** to be considered for approval.

Amendment Number	Brief Description of Changes	Section of Plan Changed	Date Submitted to CDSS
<u>Example: 01</u>	<ul style="list-style-type: none"> • <u>Added HealthCare Thrive training costs,</u> • <u>Removed Golden 1 Center as a partner.</u> 	<ul style="list-style-type: none"> • <u>Attachment J- Operating Budget Tab, Travel and Staff Training,</u> • <u>Attachment A: Section E: CalFresh E&T Program, Operations, and Policy; VII. Organizational Relationships; Attachment B; Attachment C</u> 	<u>June 30, 2022</u>

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
MIS	Management Information System
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 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 Tribal Organizations; and if appropriate, and to the extent practicable, include Tribal Organization 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 2024**. 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 2024** 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" (TPPs) 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 should not be included in the CWD plan.

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

Important Dates:

May 2, 2023	CDSS County Plan Technical Assistance Webinar
May 3, 2023	CDSS State Partner Plan & Budget Technical Assistance Webinar
May 4, 2023	CDSS County Budget Technical Assistance Webinar
May 15, 2023	Intent to participate in CalFresh E&T due to CDSS
June 15, 2023	CalFresh E&T Annual Plan due to CDSS for review
July 14, 2023	CalFresh E&T Plan Signature Page due to CDSS
August 15, 2023	CDSS Annual Plan due to FNS
October 1, 2023	FFY 2024 plan year begins
May 31, 2024	Deadline to submit FFY 2024 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](#)
[FNS Final Rule Q&A FNS](#)
[ACL No. 21-48: Final Rule](#)
[ACL No. 20-125: Supportive Services](#)

[CFL No. 21/22-88: Expense Claim Time Study & Claiming Instructions](#)

[ACL No. 22-38: Subsidized Work-Based Learning Activities](#)

[ACL No. 22-41: Compliance with Federal and State Reporting Requirements](#)

[ACL No. 22-67: Changes To The “Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents And CalFresh Employment And Training Program Quarterly Statistical Report” \(STAT 47\)](#)

[ACL No. 22-74: Consolidated Informing Notice For Work Registrants, Able-Bodied Adults Without Dependents, And Employment And Training Participants](#)

[ACL No. 22-99: CalFresh Employment and Training Handbook](#)

[ACL No. 23-34: CalFresh Employment and Training Screening And Referral](#)

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. 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

a) Briefly summarize the CWD’s CalFresh E&T program, including:

- i. Its vision, mission, CWD structure, areas served, and services offered;
- ii. A list of component(s) the CWD offers;
- iii. How the program will increase the ability of E&T participants to obtain regular employment; and
- iv. How the program meets local or regional workforce needs.

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

[Describe here:](#)

b) *State Agency question only – removed for CWD plans*

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 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 represent 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.

Consultation

Consultation with the workforce development system generally include discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. CWDs must detail the consultations with LWDBs by noting the dates of conversations, whom they spoken with, what they spoke about, and how they incorporated this information into the design of their E&T program.

- a) **Consultation with LWDBs:** 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 whom the CWD consulted with and the outcomes of the consultation.

[Describe here:](#)

- b) **Consultation with employers (if applicable):** If the CWD consulted with private employers or employer organizations in lieu of the LWDBs, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the CWD consulted and the results of the consultation.

[Describe here:](#)

Coordination

Coordination with the workforce development system includes efforts to partner with workforce providers that directly serve CalFresh E&T participants or to establish

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alignment of services offered across programs.

- 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) **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:](#)

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

- d) **TANF/GA Coordination:** If applicable, describe how the CWD 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:](#)

-
- e) **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 (e.g., unique supportive

service, new component, in-demand occupation).

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. Characteristics of Individuals Served by E&T – State Agency section only – removed for CWD plans.

VII. Organizational Relationships

When applicable, CWDs are required to describe how the E&T program will be administered within their organizations, between certification staff, E&T program staff, and partner provider staff.

All CWDs must provide how their programs will be monitored, including financial operations of contracted E&T providers and how their program increases the capacity of participants to find regular employment and fulfill local labor demand.

- a) Describe how the CWD administers the E&T program (i.e., establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the CalFresh certification unit.

Describe here:

-
- b) How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?
-

Describe here:

-
- c) CWDs must provide an overview of communication methods used with its partner(s). An intermediary is a third-party partner that serves a multitude of required and essential administrative tasks for support toward an E&T program. Below, describe the state partners relationships and communication with all entities, if applicable:

- i. Describe how the CWD, intermediaries, and/or E&T providers share participant data and information. Include any MIS systems or modes of communication used.
-

Describe here:

-
- ii. If the CWD uses an MIS system, describe the E&T related data that is tracked and stored in those systems (i.e., referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.
-

Describe here:

-
- iii. Describe how the CWD shares new policies, procedures, or other information with the intermediary or other E&T providers.
-

Describe here:

-
- iv. Describe the CWD's process for monitoring E&T providers' program and fiscal operations. Include descriptions for direct monitoring (i.e., visits), as well as indirect monitoring (i.e., reviewing program data, financial invoices, etc.)
-

Describe here:

-
- v. Describe how the CWD evaluates the partner's performance in achieving the purpose of E&T, such as assisting members of CalFresh households in gaining skills, training, work, or work experience that will increase their ability to obtain regular employment and meets state or local workforce needs.
-

Describe here:

VIII. Screening for Work Registration

- a) CWD eligibility staff must screen for exemptions from work registration, per [7 CFR 273.7\(a\)](#). Below, describe:
 - i. How the CWD eligibility staff screen CalFresh applicants to determine work registration status, including non-exempt individuals (i.e., notation in case file, individual signing a form, etc.), and
 - ii. At what point in the certification process does the CWD provide the written explanation and oral notification of the applicable work requirements.
-

Describe here:

IX. Screening for Referral to CalFresh E&T

All work registrants must be screened for a determination of a suitable referral to the CalFresh E&T program in accordance with [7 CFR 273.7\(c\)\(2\)](#).

- a) List the criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the CalFresh E&T program. (**Note:** This question is not asking about criteria that may be unique to each provider.)
-

Describe here:

-
- b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.
-

Describe here:

-
- c) If applicable, describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.
-

Describe here:

-
- d) How and when are participants informed about participant reimbursements?
-

Describe here:

X. Referral to CalFresh E&T

In accordance with [7 CFR 273.7\(c\)\(11\)\(iii\)](#), the definition of a CalFresh E&T participant is a CalFresh applicant or recipient who engages in at least one part of the program; including orientation, assessment, case management, or a component. Only activities conducted **after the referral** is complete may be expensed to CalFresh E&T.

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

Describe here:

-
- b) Describe the following:
- i. When a reverse referral is completed, how are CalFresh participants notified of CalFresh E&T participation and their rights to receive

- reimbursements;
- ii. What are the next steps for the E&T participant (i.e., if the participant must report to an orientation, provide specific details about the orientation such as location and who facilitates it);
- iii. How information about the referral is communicated within the CWD; and
- iv. How information about the referral is communicated to E&T providers, as applicable.

[Describe here:](#)

XI. 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:](#)

XII. 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 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:

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- **Comprehensive Intake Assessment:** The comprehensive intake assessment is the initial meeting with the participant during which the case manager gathers information to address 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 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 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:

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

[Describe here:](#)

c) *State Agency question only – removed for CWD plans*

XIII. Conciliation Process – Not Applicable in California

XIV. Disqualification Policy for General Work Requirements – State Agency section only – removed for CWD plans

XV. Good Cause – Not Applicable in California

XVI. Provider Determinations

In accordance with [7 CFR 273.7\(c\)\(18\)](#), a CWD must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is suitable for a particular E&T component.

a) Describe:

- i. The process used by E&T providers to communicate provider determinations to the CWD; and
- ii. How the CWD notifies participants of a provider determination, including the timeframe for contacting them after the determination is received.

Describe here:

XVII. Participant Reimbursements

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). CWDs may establish a maximum limit for reimbursement payments.

For more information about allowable participant reimbursements, refer to [ACL No. 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 participant reimbursements offered directly and in coordination with a partner (excluding state partners).

- a) **Participant Reimbursement Details:** Complete the table below with information on each participant reimbursement offered by each provider. Use a separate line for each type of allowable participant reimbursement and provider. If more rows are needed, attach additional sheets.

Examples of allowable participant reimbursements 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 Participant Reimbursements	Participant Reimbursement Caps (optional)	Provided by	Method of Disbursement (In advance or reimbursement, estimated or actual amount)

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.

b) Describe below, if:

- i. The CWD is providing dependent care as a participant reimbursement, how the payment rates meet the CCDBG requirement.
- ii. Alternate care is provided by the CWD in lieu of reimbursement, describe these arrangements.
- iii. Dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the CWD ensure E&T participants with dependent care needs receive dependent care?

Describe here:

XVIII. 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:

XIX. Outcome Reporting Measures

CWD Component Reporting Measures

Indicate the 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
- ☐ MIS such as the California Statewide Automated Welfare System (CalSAWS) or CalWIN
- ☐ Manual follow-up with CalFresh E&T participants
- ☐ Follow-up surveys
- ☐ Other: _____

State and National Reporting – State Agency section 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, 2024
 - Second Quarter (January 1 to March 31) due April 30, 2024
 - Third Quarter (April 1 to June 30) due July 31, 2024
 - Fourth Quarter (July 1 to September 30) due October 31, 2024
- 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 (DOB)
 - 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.

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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 allowable CalFresh E&T program components and activities that the CWD and its partners may 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 2024**. 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		
<input type="checkbox"/> 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.

XX. Non-Education, Non-Work Components

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

XXI. Educational Programs

- Attachment F: Education (all activities)

XXII. Work Experience

- Attachment G: Work Experience: Work Activity
- Attachment H1: Work Experience: Unsubsidized Work-Based Learning
- Attachment H2: Work Experience: Subsidized Work-Based Learning

H. Estimated Participant Levels

CalFresh E&T is a voluntary program in California. CalFresh benefits may **not** be

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sanctioned for failure to participate in CalFresh E&T.

Complete the tables below projecting participation in CalFresh E&T for **FFY 2024**. Projections should be based on historical data.

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

Complete Attachment I for each partner or contract held by the CWD to enhance the CalFresh E&T program or provide CalFresh E&T services, 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. Please refer to [ACL No. 22-99](#) for additional information and definitions under [Part II: Partnerships](#).

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"/>

J. Budget

Complete the FFY 2024 County Budget Workbook in addition to the E&T Annual Plan. Instructions provided below are duplicative of the instructions provided in the workbook. Additional instructions are provided below.

Tab A1 – CWD Contracts-Partnerships

Table I: Contracts & Partnerships Matrix

Complete the 'Table I: Contract & Partnerships Matrix' for all partner organizations which will provide services within the CWD's CalFresh E&T program, not including any that will serve residents of reservations. Complete all columns that are "gray" (content in columns A-E, G). The columns that are "blue" (columns F and I) will automatically calculate and prepopulate sections of the planned expenses for the Operating Budget.

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Do not include information for the state partners CEO or Fresh Success or case management systems.

Column A: Partner or Contractor Name

Column C: 100 percent Federal Funds Budgeted

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

Column D: 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 E: 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 F: Total Admin Costs

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

Column G: County Participant Reimbursement Costs

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

Column H: Participant Reimbursement Costs Provided by Partner

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

Column I: 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 F-H in any given row. The cells in this column will automatically calculate.

Tab A2 – TO Contracts-Partnerships

Table I: Contracts & Partnerships Matrix

Complete the 'Table I: Contract & Partnerships Matrix' for all external contracts held by the CWD or Tribal Organization which intend to serve residents on reservations. Qualified Tribal Organizations utilizing non-federal funds are eligible for an enhanced reimbursement, up to 75 percent. Do not include information for the state partners CEO or Fresh Success, or case management systems.

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Complete all columns that are "gray" (content in columns A-E, G, H). The columns that are "blue" (columns F and I) will automatically calculate and prepopulate sections of the planned expenses for the Operating Budget.

Column A: Partner or Contractor Name

Column C: 100 percent Federal Funds Budgeted

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

Column D: 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 75 percent reimbursement. Do not include subsidized wages or participant reimbursement costs.

Column E: 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 75 percent reimbursement. Do not include subsidized wages or supportive service costs.

Column F: Total Admin Costs

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

Column G: Tribal Organization Participant Reimbursement Costs

Include any non-federal funds which the county will provide to the partner for dependent care, transportation, and ancillary participant reimbursement costs. This amount should include all costs prior to receiving the 75 percent reimbursement.

Column H: Participant Reimbursement Costs Provided by Partner

Include any non-federal funds which the county will provide to the partner for dependent care, transportation, and ancillary participant reimbursement costs. This amount should include all costs prior to receiving the 75 percent reimbursement.

Column I: Total Budget

Total costs associated with the partner's CalFresh E&T program. This amount should include all costs prior to receiving the 75 percent reimbursement. Sum of cells F-H in any given row. The cells in this column will automatically calculate.

Tab B – Subsidized Work-Based Learning Cost Calculator

Part I: Program Information

Complete all columns that are "yellow" (content in columns A-H) for all SWBL activities, including those offered directly by the CWD/Tribal Organization and those offered by partners.

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If the SWBL activity will last longer than six months, additional approval is required and the corresponding cell in Column C will turn green. Provide justification for the extended activity length in the corresponding Component attachment.

Column A: SWBL Program Name

Include the organization name and the program name, if applicable. If seeking budget approval for partners not yet identified, please enter "To be determined" and list the total budget in column S.

Column B: SWBL Activity

Indicate all SWBL Activities offered by the Program from the list provided below:

- Internships
- Pre-Apprenticeships
- Apprenticeships
- Transitional Jobs
- Other (such as Customized Training)

If a single organization offers distinctly separate programs/activities with separate budgets, complete a separate line for each activity. If the Partner offers multiple activities that cannot be easily divided, they may be listed within a single line.

Column C: Activity Length

Indicate if the SWBL Activity is expected to last more or less than six months. If more than 6 months, please provide justification in the Component Attachment.

Column D: Industry

Indicate the industry's most closely related to the SWBL Activity from the list provided below:

- Construction
- Education
- Food Service
- Healthcare Services
- Landscape & Horticultural
- Leisure & Hospitality
- Manufacturing
- Retail Services
- Transportation & Warehousing
- Other (please describe)

Column E: Training Objectives

Indicate which of the following training objective(s) are associated with the SWBL Activity:

- Attainment of Skills/Credential
- Basic Skills Gain
- Industry Skills Gain

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Column F: SWBL Model

Indicate which of the following statements applies to the Program:

1. This organization is the employer of record and receives the wage subsidy as the employer.
2. This organization is an intermediary between the CWD/TO and one or more employers.

Column G: Employer of Record

Indicate if the employer of record is the CWD/TO, the E&T Provider, or the Worksite Employer.

Column H: Source of non-federal Share

If applicable, list the source(s) of the non-federal funds used for this SWBL program.

Part II: SWBL Maximum Wage Cost Calculations

Complete all columns which are "light blue" (columns I-K). These numbers reflect the maximum anticipated number of participants, hourly wage rate, and hours the program could provide and still be eligible for reimbursement.

The "darker blue" column (column L) will automatically calculate based on the previous entries. This amount reflects the maximum allowed costs for participant wages if the program were to fill all participant slots and all participants met the maximum number of hours. This number is for reference only. The program's budgeted wages (column M) may not exceed the maximum allowable wages.

Column I: Number of Participants

Indicate the projected number of participants in this SWBL Activity. If any participants will not receive wages or the wages will be exclusively funded by another source (not reimbursed by E&T), please ensure they are accounted for in the unsubsidized WBL component (Attachment H).

Column J: Maximum Participant Hourly Wage Rate

Indicate the highest maximum wage rate a participant may earn in the Program.

Column K: Maximum Number of Hours per Participant

Indicate the maximum number of hours a participant may complete in this SWBL program. Example: 6 months at 50 hours/month = 300

Column L: Maximum Total of Wages to be Paid to Participants

This column will automatically calculate to show the maximum budget allowed for participant wages (multiply columns I, J, and K). Keep this number in mind when determining the Budgeted Participant Wages to be Reimbursed by E&T (column M).

Part III: Budgeted SWBL Component Costs Eligible for Reimbursement by E&T

Complete all columns which are "light orange" (columns M-R) with the SWBL program's budgeted costs which will be eligible for reimbursement by E&T. Include the full

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program cost, regardless of reimbursement model.

The "dark orange" column (column S) will automatically calculate based on the previous entries. This reflects the total amount to be reimbursed by E&T, not necessarily the full program cost.

Column M: Budgeted Participant Wages

Indicate the maximum amount the Program may spend on participant wages which will be eligible for reimbursement. (Note: this is the total amount regardless of reimbursement model). This number should be less than or equal to column L.

Column N: Participant Workers' Compensation Costs

Provide the dollar amount for workers' compensation associated with employed participants which will be eligible for reimbursement by E&T.

Column O: Participant Payroll Tax Costs

Provide the dollar amount for payroll taxes associated with employed participants which will be eligible for reimbursement by E&T.

Column P: Other Wage-Related Costs

Provide a dollar amount for any additional costs related to employing the participant which will be eligible for reimbursement by E&T.

Column Q: Administrative Costs Related to the SWBL Component

Provide the amount which will be spent on all other administrative costs associated with the component which will be eligible for reimbursement. Example: Program Staff Salaries, Materials

Column R: E&T Reimbursement Model (100, 50 or 75%)

Indicate whether the CWD or TO will be reimbursed through the 100% funds, 75% funds, or 50% funds. If utilizing multiple funding models, please split between two line items.

Column S: Total Cost of SWBL Component to be Reimbursed by E&T

Cell is automatically calculated. Sum of columns M-Q multiplied by column R.

Part IV: Additional Notes (Optional)

Provide any additional notes which may help CDSS understand the calculations provided above.

Tab C – Budget Narrative

Provide a detailed narrative to justify each cost and clearly explain the methodology used to determine each line item which will be requested for reimbursement by CalFresh E&T. The amounts entered here will pre-populate into the Operating Budget on the following tab.

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Enter information into cells which are "gray." Cells which are "blue" will automatically calculate. If one or more areas has no funds budgeted, please enter N/A.

Table I: CWD/TO Staff Costs

List the costs associated with each CWD or TO staff member included in the CalFresh E&T budget. Do not include information for partner staff. Partner staff costs will be captured in the Partner & Contractual Administrative Costs line item in 'Table III: Remaining Line Item Descriptions'. Provide the salary and fringe benefit amount for 1.0 full time equivalency (FTE) for each classification in columns B and C, respectively. In column D, indicate the number of staff members dedicated to CalFresh E&T. Then, in column E, indicate the FTE (between .01 and 1.0) for those staff members.

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 in accordance to 7 CFR 273.7(d)(1)(ii).

Column B: Salary

Input the classification's full salary, regardless of how much time is spent performing work for CalFresh E&T.

Column C: Fringe Benefit

Input the classification's full fringe benefit amount, regardless of how much time is spent performing work for CalFresh E&T. 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

Column D: Number of Dedicated Staff

Input whole numbers, regardless of how much time is spent performing work for CalFresh E&T.

Column E: FTE per Staff (decimal)

List each role's FTE as a decimal. For example, if the staff member spends half their

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time on CalFresh E&T, please enter .5. If multiple staff in the same role will have the same FTE, please 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, please 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

Table II: CWD/TO Staff Duties

For any positions listed in Table I, please provide a brief description of their duties related to CalFresh E&T.

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 in accordance to 7 CFR 273.7(d)(1)(ii).

Column B: Description of Duties

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).

Table III: Remaining Line Item Descriptions

A narrative description is required for any remaining line items included in the budget. Some descriptions have already been provided and do not require additional entries. If more space is needed, please expand the columns and rows.

A: CWD/TO Administrative Costs

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

1. Non-Capital Equipment and Supplies

CWDs, TOs, 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.

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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.

2. Materials

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

3. 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. All budget narratives submitted to the CDSS for approval must indicate who will travel, where, and why.

4. Building Space

Note: If using an Indirect Cost Rate (ICR) or Cost Allocation Plan (CAP), building/space costs cannot be captured as a direct cost. CWDs and TOs must describe the method used to calculate space value. 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.

5. Equipment and Other Capital Expenditures

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

6. Other Direct Costs

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These may include costs attributable to participants, program development, or other costs benefiting only the CalFresh E&T program.

Examples of other direct costs:

- Participant wages and employer costs associated with employing the participants
- Participant training costs
- Tuition
- Case Management
- Program Development

7. Cost Allocation Plan (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.

8. Tribal Organization Indirect Costs

Tribal organizations may utilize the CAP, if applicable, or another federally negotiated indirect cost rate. Please specify the indirect cost source used.

B: Partner & Contractual Administrative Costs

This total is automatically calculated from Tabs A1 and A2, as applicable.

C: CWD/Tribal Organization& Partner Participant Reimbursements

Include participant reimbursement costs for all CalFresh E&T providers, including the CWD/Tribal Organization and its partners. Do not include information for state partners.

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 anticipated costs. This includes costs for all providers, including partners.
2. **Transportation:** The total cost of transportation participant reimbursements. This includes costs for all providers, including third-party partners.
3. **Ancillary:** The total cost of providing ancillary participant reimbursements. This includes costs for all providers, including third-party partners.

Tab D – 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.

Definitions and instructions for each line item can be found in a note attached to the row and/or column header.

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Table I: 100% Fund Calculator

Insert the CWD or Tribal Organization's 100 percent allocation into cell A23. As Table III is completed, cells B23 and C23 will calculate to show how much of the 100 percent funds remain.

Column A: 100% Fund Allocation

Enter your FFY 2024 100 percent fund allocation. Please be sure to update this number when final allocations are released.

Column B: 100% Funds Budgeted

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

Column C: 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 plan, please ensure this number is 0. If the CWD or Tribal Organization does not intend to utilize its full 100 percent fund allocation, please notify CDSS as soon as possible.

Table II: Anticipated Reimbursements

As Table III is completed, Table II will automatically populate to show the CWD/Tribal Organization's anticipated 50 and 75 percent reimbursements.

Column A: 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.

Column B: Anticipated 75% Reimbursement

Tribal Organizations can anticipate a 75 percent reimbursement for costs incurred in administering allowable CalFresh E&T activities to residents of tribal reservations, which are paid for using non-federal sources. This cell will automatically populate based on information provided in the Operating Budget below.

Table III: Operating Budget

Complete all line items which will be funded in the CWD or Tribal Organization's CalFresh E&T program. Each line item total is prepopulated based on amounts inputted into the Budget Narrative. Please complete columns B, C, and D to reflect the source of funds for each total. If 50 or 75 percent reimbursement funds will be reinvested in the program, please include the reinvestment total. For example, if the CWD provides \$50,000 in initial transportation and plans to receive a \$25,000 reimbursement, the CWD could list \$75,000 total under cell B47. Please provide the full program cost, regardless of reimbursement model.

Column B: Non-Federal Funds (Reimbursable to 50%)

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

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be eligible for 50 percent reimbursement.

Column C: Tribal Organization Non-Federal Funds (Reimbursable to 75%)

List the total amount of non-federal funds budgeted to each line item. These costs will be eligible for up to 75 percent reimbursement.

Column D: 100% Funds

In this column, enter the total amount of 100 percent funds budgeted to each line item.

Column E: 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. CWD/Tribal Organization Administrative Costs:

1. Salaries/Wages (CWD/Tribal Organization Program Staff Only)

CWD or Tribal Organization staff salaries that will be charged to CalFresh E&T.

2. Fringe Benefits (CWD/Tribal Organization Program Staff Only)

CWD or Tribal Organization 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, TOs, 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. Please 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. Other Direct Costs

These may include costs attributable to participants, program development, or other costs benefiting only the CalFresh E&T program.

Examples of other direct costs:

- Participant wages and employer costs associated with employing the participants
- Participant training costs
- Tuition
- Case Management
- Program Development

9. CWD Indirect Costs (Cost Allocation Plan)

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.

10. Tribal Organization Indirect Costs

Tribal Organizations may utilize the CAP, if applicable, or another federally negotiated indirect cost rate. Please specify the indirect cost source used.

B. Partner and Contractual Administrative Costs:

Total administrative costs associated with all partners and contracts, including contracted and TPPs. Do not include costs for participant reimbursements.

All items in this row will prepopulate based on entries in previous tabs.

C. County/Tribal Organization and Partner Participant Reimbursements:

These amounts include all costs incurred by the CWD, Tribal Organizations, and partners for participant reimbursements. Costs related to the administration of the participant reimbursements should be included in the Administrative Costs table above.

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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 anticipated costs. This includes costs for all providers, including partners.
2. **Transportation:** The total cost of transportation participant reimbursements. This includes costs for all providers, including third-party partners.
3. **Ancillary:** The total cost of providing ancillary participant reimbursements. This includes costs for all providers, including third-party partners.

Optional CWD Application for Additional 100 Percent Funds – If you are interested in applying for reallocated 100 percent funds, please reach out to CalFreshEandT@dss.ca.gov for more information.

State Partner CalFresh E&T Annual Plan Template

Federal Fiscal Year 2024



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FFY 2024 State Partner CalFresh E&T Annual Plan Template

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.

Amendment Additions: Modify your font to be bold, underlined, and red within the plan document so that they may be located easily.

Amendment Retractions: Modify your font to be bold, underlined, red, and strikethrough within the plan document so they may be located easily.

For each round of amendments, state partners must combine amendments onto the first available row, separated by commas. Please refer to the example listed on the table below.

Plan amendments must be submitted at least 60 days prior to the planned implementation. Additionally, state partners must submit plan amendments to CDSS by **May 31, 2024** to be considered for approval.

Amendment Number	Brief Description of Changes	Section of Plan Changed	Date Submitted to CDSS
<u>Example: 01</u>	<ul style="list-style-type: none"> <u>Added Healthcare Thrive training costs</u> <u>Removed Golden 1 Center as a partner</u> 	<ul style="list-style-type: none"> <u>Attachment J- Operating Budget Tab. Travel and Staff Training.</u> <u>Attachment A: Section E: CalFresh E&T Program, Operations, and Policy; VII. Organizational Relationships; Attachment B; Attachment C</u> 	<u>June 30, 2022</u>

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
MIS	Management Information System
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.

Acronyms

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.

Assurances

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 Tribal Organization; and if appropriate, and to the extent practicable, include Tribal Organization 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 2024**. 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 2024** must submit a complete CalFresh E&T Annual Plan using this template prior to the deadline specified below.

Sub-recipients, also referred to as “third-party partners” (TPPs), that will be included in the state partner’s program 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 2, 2023	CDSS County Plan Technical Assistance Webinar
May 3, 2023	CDSS State Partner Plan & Budget Technical Assistance Webinar
May 4, 2023	CDSS County Budget Technical Assistance Webinar
May 15, 2023	Intent to participate in CalFresh E&T due to CDSS
June 15, 2023	CalFresh E&T Annual Plan due to CDSS for review
July 14, 2023	CalFresh E&T Plan Signature Page due to CDSS
August 15, 2023	CDSS Annual Plan due to FNS
October 1, 2023	FFY 2024 plan year begins
May 31, 2024	Deadline to submit FFY 2024 Plan Amendments to CDSS

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

[FNS E&T Operations Handbook](#)

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

[ACL No. 21-48: Final Rule](#)

[ACL No. 20-125: Supportive Services](#)

[CFL No. 21/22-88: Expense Claim Time Study & Claiming Instructions](#)

[ACL No. 22-38: Subsidized Work-Based Learning Activities](#)

[ACL No. 22-41: Compliance with Federal and State Reporting Requirements](#)

[ACL No. 22-67: Changes To The “Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents And CalFresh Employment And Training Program Quarterly Statistical Report” \(STAT 47\)](#)

[ACL No. 22-74: Consolidated Informing Notice For Work Registrants, Able-Bodied Adults Without Dependents, And Employment And Training Participants](#)

[ACL No. 22-99: CalFresh Employment and Training Handbook](#)

[ACL No. 23-34: CalFresh Employment and Training Screening And Referral Requirement](#)

[ACL No. 23-34: CalFresh Employment & Training Screening And Referral Requirement](#)

CalFresh Confirm: CalFresh Confirm is available at no cost for E&T state partners and may be used to verify initial and ongoing CalFresh E&T participant eligibility. 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

- a) Briefly summarize the state partner's CalFresh E&T program, including:
- i. Its vision, mission, state partner structure, areas served, and services offered;
 - ii. A list of component(s) the State Partner offers;
 - iii. How the program will increase the ability of E&T participants to obtain regular employment; and
 - iv. How the program meets local or regional workforce needs.

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

[Describe here:](#)

-
- b) *State Agency question only – removed for state partner plans*

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). If applicable, this section is available for state partners to explain the relationship between them and other organizations it plans

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to consult and coordinate with for the provision of services, including organizations in the LWDBs. LWDBs represent 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.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. If applicable, state partners can detail the consultations with LWDBs by noting the dates of conversations, whom they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

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

[Describe here:](#)

- b) **Consultation with employers (if applicable):** If the state partner consulted with private employers or employer organizations in lieu of the LWDBs, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the state partner consulted and the results of the consultation.

[Describe here:](#)

Coordination

Coordination with the workforce development system includes efforts to partner with workforce providers that directly serve CalFresh E&T participants or to establish alignment of services offered across programs.

- a) **Special Initiatives:** Describe any special initiatives (i.e., state or locally initiated special project, state legislative effort, etc.) that the state partner's 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) **Coordination with Title I of WIOA:** Describe the extent to which the state partner

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is carrying out CalFresh E&T programs in coordination with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).

[Describe here:](#)

c) **WIOA Combined Plan:** *State Agency question only – removed for state partner plans.*

d) **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:](#)

e) **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 (e.g., unique supportive service/participant reimbursement, new component, in-demand occupation).

[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. Characteristics of Individuals Served by E&T – State Agency section only – removed for state partner plans.

VII. Organizational Relationships

When applicable, state partners are required to describe how the E&T program will be administered within their organizations, between certification staff, E&T program staff, and partner provider staff.

All state partners must provide how their programs will be monitored, including financial operations of contracted E&T providers and how their program increases the capacity of participants to find regular employment and fulfill local labor demand.

a) CWD question only – removed for state partner plans

b) CWD question only – removed for state partner plans

c) State partners must provide an overview of communication methods used with its partner(s). An intermediary is a third-party partner that serves a multitude of required and essential administrative tasks for support toward an E&T program. Below, describe the state partners relationships and communication with all entities, if applicable:

- i. Describe how the state partner, intermediaries, and/or E&T providers share participant data and information. Include any MIS systems or modes of communication used.

Describe here:

- ii. If the state partner uses an MIS system, describe the E&T related data that is tracked and stored in those systems (i.e., referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

Describe here:

- iii. Describe how the state partner shares new policies, procedures, or other information with the intermediary or other E&T providers.

Describe here:

- iv. Describe the state partner's process for monitoring E&T providers'

program and fiscal operations. Include descriptions for direct monitoring (i.e., visits), as well as indirect monitoring (i.e., reviewing program data, financial invoices, etc.)

[Describe here:](#)

-
- v. Describe how the state partner evaluates the partner's performance in achieving the purpose of E&T, such as assisting members of CalFresh households in gaining skills, training, work, or work experience that will increase their ability to obtain regular employment and meets state or local workforce needs.
-

[Describe here:](#)

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

IX. Screening for Referral to CalFresh E&T

All work registrants must be screened for a determination of a suitable referral to the CalFresh E&T programing accordance with [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) *State Agency question only – removed for state partner plans*
d) How and when are participants informed about participant reimbursements?

[Describe here:](#)

X. Referral to CalFresh E&T

In accordance with [7 CFR 273.7\(c\)\(11\)\(iii\)](#), the definition of a CalFresh E&T participant is a CalFresh applicant or recipient who engages in at least one part of the program; including orientation, assessment, case management, or a component. Only activities conducted **after the referral** is complete may be expensed to CalFresh E&T.

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

[Describe here:](#)

- b) Describe the following:
- i. When a reverse referral is completed, how are CalFresh participants notified of CalFresh E&T participation and their rights to receive reimbursements;
 - ii. What are the next steps for the E&T participant (i.e., if the participant must report to an orientation, provide specific details about the orientation such as location and who facilitates it);
 - iii. How information about the referral is communicated within the state partner; and
 - iv. How information about the referral is communicated to E&T providers, as applicable.
-

[Describe here:](#)

XI. 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:](#)

XII. 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 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 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
- ☐ 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) *State Agency question only – removed for state partner plans.*

XIII. Conciliation Process – Not Applicable in California

XIV. Disqualification Policy for General Work Requirements – State Agency section only – removed for state partner plans.

XV. Good Cause – Not Applicable in California

XVI. Provider Determinations

In accordance with [7 CFR 273.7\(c\)\(18\)](#), state partners must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is suitable for a particular E&T component.

a) Describe:

- i. The process used by E&T provider to communicate provider determinations to the state partners; and
- ii. How the state partner notifies participants of a provider determination, including the timeframe for contracting them after the determination is received.

Describe here:

XVII. Participant Reimbursements

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 participant reimbursements, refer to [ACL No. 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.

State partners must include information for all service locations.

- a) Participant Reimbursement Details: Complete the table below with information on each participant reimbursement offered. Please use a separate line for each type of allowable participant reimbursement and provider. If more rows are needed, please attach additional sheets.

Examples of allowable participant reimbursements 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 Participant Reimbursements	Participant Reimbursement Caps (optional)	Provided by	Method of Disbursement (In advance or reimbursement, estimated or actual amount)

Dependent Care 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.

b) Describe below, if:

- i. The state partner is providing dependent care as a participant reimbursement, how the payment rates meet the CCDBG requirement.
- ii. Alternate care is provided by the state partner in lieu of reimbursement, describe these arrangements.
- iii. Dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the state partner ensure E&T participants with dependent care needs receive dependent care?

[Describe here:](#)

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

XIX. Outcome Reporting Measures

State Partner Component 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)

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- ☐ Quarterly Wage Records
- ☐ National Directory of New Hires
- ☐ MIS such as the California Statewide Automated Welfare System (CalSAWS) or CalWIN
- ☐ Manual follow-up with CalFresh E&T participants
- ☐ Follow-up surveys
- ☐ Other: _____

State and National Reporting – State Agency section 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, 2024
 - Second Quarter (January 1 to March 31) due April 30, 2024
 - Third Quarter (April 1 to June 30) due July 31, 2024
 - Fourth Quarter (July 1 to September 30) due October 31, 2024
- 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 (DOB)
 - 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.

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 allowable CalFresh E&T program components and activities that the state partner and its partners may 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 2024**. 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		
<input type="checkbox"/> 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.

XX. Non-Education, Non-Work Components

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

XXI. Educational Programs

- Attachment F: Education (all activities)

XXII. Work Experience

- Attachment G: Work Experience: Work Activity
- Attachment H1: Work Experience: Unsubsidized Work-Based Learning
- Attachment H2: Work Experience: Subsidized Work-Based Learning

H. Estimated Participant Levels

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

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Complete the table below projecting participation in CalFresh E&T for **FFY 2024**. Projections should be based on historical data.

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

Voluntary and ABAWD Projected Participation – CWD question only – removed for State Partner Plans

I. Contracts and Partnerships

Complete Attachment I for each partner or service contract held by the state partner to enhance the CalFresh E&T program or provide CalFresh E&T services, if applicable. Please refer to [ACL No. 22-99](#) for additional information and definitions under [Part II: Partnerships](#).

J. Budget

Complete the FFY 2024 State Partner Budget Workbook in addition to the E&T Annual Plan. Instructions provided below are duplicative of the instructions provided in the workbook. Additional instructions are provided below.

Tab A1 – SP Contracts-Partnerships

Table I: Contracts & Partnerships Matrix

Complete the 'Table I: Contract & Partnerships Matrix' for all external contracts held by the State Partner, including service contracts and partner organizations which will provide services within a county CalFresh E&T program. Do not include any that will serve residents of tribal reservations. Eligible expenses may receive 50 percent reimbursement.

Complete all columns that are "gray" (content in columns A-E, G, H). The columns that are "blue" (columns F and I) will automatically calculate. Please add rows as needed. For more detailed instructions and definitions, hover over the cells in line 17.

Column A: Partner or Contractor Name

Column B: Geographic Area(s) Served
List the counties where services will take place.

Column D: Non-Federal Admin Funds Provided by State Partner
Include any non-federal funds which the State Partner will provide to the partner to administer the E&T program (for example, state funds or philanthropic sources). This amount should include all costs prior to receiving the 50 percent reimbursement.

Column E: Non-Federal Admin Funds Provided by Sub-recipient
Enter the amount which the sub-recipient partner will contribute towards administering

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the E&T program (funds are not coming from the State Partner or state E&T program). This amount should include all costs prior to receiving the 50 percent reimbursement.

Column F: Total Admin Costs

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

Column G: Reimbursement Costs Provided by State Partner

Enter the amount which the State Partner would provide towards the sub-recipient's dependent care, transportation, and ancillary participant reimbursement costs. This amount should include all costs prior to receiving the 50 percent reimbursement.

Column H: Reimbursement Costs Provided by Sub-recipient

Enter the amount which the sub-recipient partner will contribute towards dependent care, transportation, and ancillary participant reimbursement costs. This amount should include all costs prior to receiving the 50 percent reimbursement.

Column I: 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 F-H in any given row. The cells in this column will automatically calculate.

Tab A2 – Tribal Organization Contracts-Partnerships_

Table I: Contracts & Partnerships Matrix

Complete the 'Table I: Contract & Partnerships Matrix' for all external contracts held by the State Partner which intend to serve residents on reservations. Include service contracts and partner organizations. Qualified Tribal Organizations utilizing non-federal funds are eligible for an enhanced reimbursement, up to 75 percent. Tribal Organizations have been instructed to not include State Partners Fresh Success and CEO on their state plans - all State Partner information should be entered in the State Partner's plan.

Complete all columns that are "gray" (content in columns A-E, G, H). The columns that are "blue" (columns F and I) will automatically calculate and prepopulate sections of the planned expenses for the Operating Budget.

Column A: Partner or Contractor Name

Column B: Geographic Area(s) Served

Provide description of where services will be provided.

Column D: Non-Federal Admin Funds Provided by State Partner

Include any non-federal funds which the state partner will provide to the partner to administer the E&T program (this could also include state funds or other county revenue sources).

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Column E: Non-Federal Admin Funds Provided by Sub-Recipient

Enter the amount which the provider will contribute towards administering the E&T program (funds are not coming from the State Partner or state E&T program). This amount should include all costs prior to receiving the 75 percent reimbursement.

Column F: Total Admin Costs

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

Column G: Reimbursement Costs Provided by State Partner

Include any non-federal funds which the State Partner will provide to the partner for dependent care, transportation, and ancillary participant reimbursement costs. This amount should include all costs prior to receiving the 75 percent reimbursement.

Column H: Reimbursement Costs Provided by Sub-recipient

Enter the amount which the provider will contribute towards dependent care, transportation, and ancillary participant reimbursement costs. This amount should include all costs prior to receiving the 75 percent reimbursement.

Column I: Total Budget

Total costs associated with the partner's CalFresh E&T program. This amount should include all costs prior to receiving the 75 percent reimbursement. Sum of cells F-H in any given row. The cells in this column will automatically calculate.

Tab B – Subsidized Work-Based Learning Cost Calculator

Part I: Program Information

Complete all columns that are “yellow” (content in columns A-H) for all SWBL activities, including those offered directly by the State Partner and those offered by sub-recipient partners.

If the SWBL activity will last longer than six months, additional approval is required and the corresponding cell in Column C will turn green. Please provide justification for the extended activity length in the corresponding Component attachment.

Column A: SWBL Program Name

Include the organization name and the program name, if applicable. If seeking budget approval for partners not yet identified, please enter "to be determined" and list the total budget in column S.

Column B: SWBL Activity

Indicate all SWBL Activities offered by the Program from the list provided below:

- Internships
- Pre-Apprenticeships
- Apprenticeships
- Transitional Jobs
- Other (such as Customized Training)

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If a single organization offers distinctly separate programs/activities with separate budgets, please complete a separate line for each activity. If the partner offers multiple activities that cannot be easily divided, they may be listed within a single line.

Column C: Activity Length

Indicate if the SWBL Activity is expected to last more or less than six months. If more than 6 months, please provide justification in the Component Attachment.

Column D: Industry

Indicate the industries most closely related to the SWBL Activity from the list provided below:

- Construction
- Education
- Food Service
- Healthcare Services
- Landscape & Horticultural
- Leisure & Hospitality
- Manufacturing
- Retail Services
- Transportation & Warehousing
- Other (please describe)

Column E: Training Objectives

Indicate which of the following training objective(s) are associated with the SWBL Activity:

- Attainment of Skills/Credential
- Basic Skills Gain
- Industry Skills Gain

Column F: SWBL Model

Indicate which of the following statements applies to the Program:

1. This organization is the employer of record and receives the wage subsidy as the employer.
2. This organization is an intermediary between the State Partner and one or more employers.

Column G: Employer of Record

Indicate if the employer of record is the State Partner, the E&T Provider, or the Worksite Employer.

Column H: Source of non-federal Share

List the source(s) of the non-federal funds used for this SWBL program, if applicable.

Part II: SWBL Maximum Wage Cost Calculations

Complete all columns which are "light blue" (columns I-K). These numbers reflect the

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maximum anticipated number of participants, hourly wage rate, and hours the program could provide and still be eligible for reimbursement.

The "darker blue" column (column L) will automatically calculate based on the previous entries. This amount reflects the maximum allowed costs for participant wages if the program were to fill all participant slots and all participants met the maximum number of hours. This number is for reference only. The program's budgeted wages (column M) may not exceed the maximum allowable wages.

Column I: Number of Participants

Indicate the projected number of participants in this SWBL Activity. If any participants will not receive wages or the wages will be exclusively funded by another source (not reimbursed by E&T), please ensure they are accounted for in the unsubsidized WBL component (Attachment H).

Column J: Maximum Participant Hourly Wage Rate

Indicate the highest maximum wage rate a participant may earn in the Program.

Column K: Maximum Number of Hours per Participant

Indicate the maximum number of hours a participant may complete in this SWBL program. Example: 6 months at 50 hours/month = 300

Column L: Maximum Total of Wages to be Paid to Participants

This column will automatically calculate to show the maximum budget allowed for participant wages (multiply columns I, J, and K). Please keep this number in mind when determining the Budgeted Participant Wages to be Reimbursed by E&T (column M).

Part III: Budgeted SWBL Component Costs Eligible for Reimbursement by E&T

Complete all columns which are "light orange" (columns M-R) with the SWBL program's budgeted costs which will be eligible for reimbursement by E&T. Include the full program cost, regardless of reimbursement model.

The "dark orange" column (column S) will automatically calculate based on the previous entries. This reflects the total amount to be reimbursed by E&T, not necessarily the full program cost.

Column M: Budgeted Participant Wages

Indicate the maximum amount the program may spend on participant wages which will be eligible for reimbursement. (Note: this is the total amount regardless of reimbursement model). This number should be less than or equal to column L.

Column N: Participant Workers' Compensation Costs

Provide the dollar amount for workers' compensation associated with employed participants which will be eligible for reimbursement by E&T.

Column O: Participant Payroll Tax Costs

Provide the dollar amount for payroll taxes associated with employed participants which

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will be eligible for reimbursement by E&T.

Column P: Other Wage-Related Costs

Provide a dollar amount for any additional costs related to employing the participant which will be eligible for reimbursement by E&T.

Column Q: Administrative Costs Related to the SWBL Component

Provide the amount which will be spent on all other administrative costs associated with the component which will be eligible for reimbursement. Example: Program Staff Salaries, Materials

Column R: E&T Reimbursement Model (50 or 75%)

Indicate whether the State Partner will be reimbursed through the 75% funds or 50% funds. If utilizing multiple funding models, please split between two line items.

Column S: Total Cost of SWBL Component to be Reimbursed by E&T

Cell is automatically calculated. Sum of columns M-Q multiplied by column R.

Part IV: Additional Notes (Optional)

Please provide any additional notes which may help CDSS understand the calculations provided above.

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

Administrator Name: _____

Attachment B: Component Detail
Supervised Job Search

As defined in [7 CFR 273.7\(e\)\(2\)\(i\)](#), supervised job search must occur at approved locations where the activities of participants are directly supervised and tracked. For further information, refer to the CalFresh E&T Handbook under [supervised job search](#).

<u>Responsible Organization</u>	
<u>Summary</u> Describe the activities and services offered.	
<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><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 theSJS programs tailored to the employment opportunities in the community).</p>	
<p><u>Target Population</u> (select all that apply)</p>	<p> <input type="checkbox"/> ABAWDs <input type="checkbox"/> Homeless <input type="checkbox"/> Veterans <input type="checkbox"/> Students <input type="checkbox"/> Single Parents <input type="checkbox"/> Returning Citizens (aka: ex-offenders) <input type="checkbox"/> Underemployed <input type="checkbox"/> Those who reside in rural areas <input type="checkbox"/> Older disconnected youth <input type="checkbox"/> GA/GR <input type="checkbox"/> ESL/ELL <input type="checkbox"/> Other (please describe): </p>
<p><u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?</p>	
<p><u>Projected Annual Participation Count</u> (unduplicated)</p>	

<p><u>Estimated Annual Component Costs</u></p> <p>Do not include cost of supportive services. If this component is offered in combination with another component, please divide the administrative costs accordingly.</p>	
---	--

Administrator Name: _____

Attachment 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. For further information, refer to the CalFresh E&T Handbook under [job retention](#).

<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.	

Administrator Name: _____

Attachment D: Component Detail

Self-Employment Training

The Self-Employment Training (SET) component improves participant employability by providing training in opening and operating a small business or other self-employment venture. For further information, refer to the CalFresh E&T Handbook under [SET](#).

<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.	

Administrator Name: _____

Attachment E: Component Detail

Workfare

Participants may work-off the value of their household's monthly CalFresh benefit allotment through a workfare assignment at a public or private non-profit organization. For further information, refer to the CalFresh E&T Handbook under [workfare](#).

<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.	

Administrator Name: _____

Attachment F: Component Detail
Education

The education component includes a wide range of activities that improve basic skills, literacy, and employability. A CalFresh E&T education activity must have a direct link to employment and help participants move promptly into employment, as specified in [7 CFR 273.7\(e\)\(2\)\(vi\)](#). For further information, refer to the CalFresh E&T Handbook under [education](#).

<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)	
<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><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>	

Administrator Name: _____

Attachment G: Component Detail

Work Experience – Work Activity

In accordance with [7 CFR 273.7\(e\)\(2\)\(iv\)\(A\)\(1\)](#), work activities may be performed in exchange for CalFresh benefits that provide the participant with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. For further information, refer to the CalFresh E&T Handbook under [work activity](#).

<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.	

Administrator Name: _____

Attachment H1: Component Detail
Work Experience – Unsubsidized 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. For further information, refer to the CalFresh E&T Handbook under [work-based learning](#).

<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 <input type="checkbox"/> 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>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.	

Administrator Name: _____

Attachment H2: Component Detail
Work Experience – Subsidized Work-Based Learning

In accordance with [7 CFR 273.7\(e\)\(2\)\(iv\)](#) and [7 CFR 273.7\(d\)\(1\)\(ii\)\(A\)](#), SWBL activities are defined as employment in the private for-profit sector, the non-profit sector, or the public sector where a portion of an E&T participant's wages are subsidized by either E&T funds or non-E&T funds. SWBL activities include apprenticeships, customized training, incumbent worker training, internships, on-the-job training (OJT), as defined by the WIOA, pre-apprenticeships, and transitional jobs, per [7 CFR 273.7\(e\)\(2\)\(iv\)\(A\)\(2\)](#).

In accordance with [7 CFR 273.7\(c\)\(2\)](#) and [7 CFR 273.7\(d\)\(4\)](#), all entities administering the CalFresh E&T program must ensure that individuals participating in E&T, including SWBL activities, are provided case management services and reimbursed for expenses that are reasonable, necessary, and directly related to participating in SWBL activities.

For further information, refer to the CalFresh E&T Handbook under [work-based learning](#) and to the [CalFresh Employment and Training Program Subsidized Work-Based Learning Activities All County Letter \(ACL No. 22-38\)](#).

<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.	

<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):
<p><u>Criteria for Participation</u> What skills, knowledge, or experience is necessary for participation in the component?</p>	
<p><u>Activity Type</u> Complete a separate table for each selection.</p> <p>Note: If offering a traditional OJT program, please complete Attachment H1: Unsubsidized WBL.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Customized Training (Other) <input type="checkbox"/> Internship <input type="checkbox"/> Transitional Jobs <input type="checkbox"/> Other Not Listed (please describe):

Entity Responsible for Program Administration: _____

Attachment I:
Contracts and Partnerships

For each contract or subrecipient/partner agreement held by the administrator to enhance the CalFresh E&T program or provide CalFresh E&T services, complete the table below. The CWDs and tribal organizations do not need to complete these tables for state partners.

Contract or Subrecipient/Partner Program Details

<u>Name</u>	
<u>Contract or Type of Agreement:</u> (select all that apply)	<input type="checkbox"/> Subrecipient /Partner <input type="checkbox"/> 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 <input type="checkbox"/> Work Experience – Unsubsidized Work-Based Learning <input type="checkbox"/> Work Experience – Subsidized Work-Based Learning <input type="checkbox"/> Self-Employment Training <input type="checkbox"/> Job Retention
<u>Participant Reimbursements 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>Eligible for 75% reimbursement for E&T services for tribal organizations?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>New for FFY 2024?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No