

May 1, 2024

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 2025. Participating CWDs, tribal organizations, and state partners must submit their annual plan to the California Department of Social Services no later than **June 14, 2024**.



KIM JOHNSON
DIRECTOR

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GAVIN NEWSOM
GOVERNOR

May 1, 2024

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: ALEXIS FERNANDEZ GARCIA, DEPUTY DIRECTOR
FAMILY ENGAGEMENT AND EMPOWERMENT DIVISION

SUBJECT: CALFRESH EMPLOYMENT AND TRAINING: FEDERAL FISCAL
YEAR 2025 ANNUAL PLAN SUBMISSION

REFERENCE: [ALL COUNTY LETTER NO. 22-99](#); [ALL COUNTY WELFARE DIRECTORS LETTER DATED APRIL 27, 2023](#); [7 CODE OF FEDERAL REGULATIONS 273.7\(i\)](#)

The California Department of Social Services (CDSS) CalFresh Employment and Training (E&T) has begun the Federal Fiscal Year (FFY) 2025 Annual Plan submission process. This letter provides changes to the annual planning process, 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 2025 CalFresh E&T Annual Plan to the CDSS as entities responsible for program administration no later than **June 14, 2024**.

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, throughout FFY 2025, the CDSS may enter into agreements with tribal organizations and additional 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 federal 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 cultures;
3. Increase employability by removing barriers to employment;
4. Increase skills attainment and credentialing; and
5. Lead an efficient and effective customer-focused E&T program.

Efforts to make progress on these goals, combined with California's increasing need for a skilled workforce, give 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 2025, the CDSS will provide a pre-recording of our technical assistance webinars to assist with the planning process, including the use of the updated annual plan template. 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 must communicate their intent to offer the CalFresh E&T program in FFY 2025. Email CalFreshEandT@dss.ca.gov no later than **May 10, 2024**, to provide the intent to participate. The documents attached are viewable documents only and accessible versions will be provided after receiving the intent to participate.

CalFresh E&T Annual Plans for FFY 2025 are due to the CDSS via email to CalFreshEandT@dss.ca.gov no later than June 14, 2024. Plans submitted after June 14, 2024, may not be eligible to receive 100 percent funds.

The CDSS incorporates all submitted and approved county plans to inform California's statewide CalFresh E&T plan. The statewide plan must be submitted to FNS no later than August 15, 2024.

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

FFY 2025 CalFresh Employment and Training Planning Timeline

May 10, 2024	Intent to participate in CalFresh E&T due to the CDSS
June 14, 2024	CalFresh E&T Annual Plan due to the CDSS
July 15, 2024	CalFresh E&T Plan Signature Page due to the CDSS
August 15, 2024	California CalFresh E&T Annual Plan due to the FNS
October 1, 2024	FFY 2025 plan year begins
May 31, 2025	Deadline to submit FFY 2025 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 provided in [All County Letter \(ACL\) No. 22-99](#) dated December 27, 2022. Tribal organizations interested in offering a CalFresh E&T program are encouraged to contact CalFreshEandT@dss.ca.gov as soon as possible to ensure adequate technical assistance is provided throughout the planning process.

CALFRESH EMPLOYMENT AND TRAINING 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 as a way to 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 who 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 2025 CalFresh E&T Annual Plan template is attached to this letter. All entities who communicate an intent to participate will receive an editable version of the plan template, budget worksheets, and required attachments.

FFY 2025 CALFRESH EMPLOYMENT AND TRAINING ANNUAL PLAN TEMPLATES

The CDSS FFY 2025 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 April 27, 2023, with minor modifications. The CDSS has updated the templates by rewording certain sections for clarity, removing sections only applicable to the CDSS, adding Good Cause into the narrative templates, adding clarifying questions into Attachment H2 – Subsidized Work-Based Learning, and consolidating all budget information into the Budget Workbook. Required information must be adequately addressed within the FFY 2025 CalFresh E&T Annual Plan to receive the CDSS approval. Templates will remain separate for CWDs and state partners and are included as attachments to this letter for reference.

County and State Partner Templates

The contents of the template packages are listed below.

- *CWDs/Tribal Organizations:*
 - FFY 2025 CalFresh E&T County/Tribal Organization Annual Plan
 - Component Attachments B-I
 - Budget Workbook. For practicality and convenience, all instructions to complete the Budget Workbook are included in the Excel Document. For more information on allowability of cost, refer to the [CalFresh E&T Handbook](#) Fiscal Section Pages 27-41.
- *State Partners:*
 - FFY 2025 CalFresh E&T State Partner Annual Plan
 - Component Attachments B-I
 - Budget Workbook, if applicable. For practicality and convenience, all instructions to complete the Budget Workbook are included in the Excel Document. For more information on allowability of cost, refer to the [CalFresh E&T Handbook](#) Fiscal Section Pages 27-41.

QUESTIONS AND OTHER INQUIRIES

All correspondence related to the FFY 2025 CalFresh E&T planning process should be sent to CalFreshEandT@dss.ca.gov.

Attachments

County CalFresh E&T Annual Plan Template

Federal Fiscal Year 2025



FFY 2025 County CalFresh E&T Annual Plan

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FFY 2025 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
Contact # 1				
Contact # 2				
Contact # 3				

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, subrecipient(s) and state partner(s) or requests for additional funds. 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, 2025** to be considered for approval.

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.

Do **not** complete this section when submitting your initial FFY 2025 CalFresh E&T Plan. This section is completed when the CWD submits an amendment only.

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 CalFresh E&T plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(6))	
II.	The CWD submitting this plan is fiscally responsible for CalFresh E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4 , 7 CFR 276.2 , and 7 CFR 277.16)	
III.	State education costs will not be supplanted with Federal SNAP (CalFresh) E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	
IV.	Cash or in-kind donations from non-federal sources have not been claimed or used as a match or reimbursement under any other federal program. (7 CFR 277.4(d)(2))	
V.	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	
VI.	Documentation of CWD costs, payments, and donations for approved CalFresh E&T activities are maintained by the submitting agency and available for Federal and CDSS review and audit. (7 CFR 277.17)	
VII.	Contracts are procured through competitive bid procedures governed by State procurement regulations. (7 CFR 277.14)	
VIII.	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations, including Civil Rights and OMB regulations governing cost issues, if applicable. 7 CFR parts 271 , 272 , 273 , 274 , 275 , 276 , 277 , 281 , and 282)	
IX.	CalFresh E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	
X.	Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of CalFresh E&T. (7 CFR 277.4(d)(3))	
XI.	The CalFresh E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. CWDs shall consult on an ongoing basis about portions of their CalFresh E&T plan which affect the 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 2025**. 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 2025** 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. If a CWD has sub-recipients, the sub-recipient(s) 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 H. Contracts and Partnerships*. State Partner program and budget information should not be included in the CWD plan.

Complete all fields as indicated. If none, type in the word “**none**” or “**not applicable**” (n/a).

Important Dates:

May 10, 2024	Intent to participate in CalFresh E&T due to CDSS
June 14, 2024	CalFresh E&T Annual Plan due to CDSS for review
July 15, 2024	CalFresh E&T Plan Signature Page due to CDSS
August 15, 2024	CDSS Annual Plan due to FNS
October 1, 2024	FFY 2025 plan year begins
May 31, 2025	Deadline to submit FFY 2025 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 state partners to reference resources in the [CalFresh E&T Handbook](#) and any published guidance after the release of the CalFresh E&T Handbook:

[FNS E&T Operations Handbook](#)

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

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

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

[ACL No. 22-67E: Errata to Changes to the “Non-Assistance of CalFresh Work Registrants, Able-Bodied Adults Without Dependents and CalFresh Employment and Training Program Quarterly Statistical Report” \(STAT 47\)](#)

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

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

[ACL No. 23-100: CalFresh Employment and Training Provider Determination Notice](#)

[ACL No. 23-107: CalFresh Revised Able-Bodied Adults Without Dependents Time Limit Notices and Forms Updates Due To The Fiscal Responsibility Act Of 2023](#)

CalFresh Confirm: CalFresh Confirm is available at no cost for E&T CWDs and their subrecipients and may be used to verify initial and ongoing CalFresh E&T participant eligibility. Each subrecipient 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

1. Summary of the CalFresh E&T Program

- Briefly summarize the CWD's CalFresh E&T program. Include the following:
 - E&T vision and mission;
 - How the E&T program is delivered;
 - How the E&T program will increase the ability of participants to obtain regular employment; and
 - How the E&T program meets local or regional workforce needs.
- Select which component(s) your CWD offer:
 - ☐ Supervised Job Search (SJS)
 - ☐ Job Retention (JR)
 - ☐ Self-Employment Training (SET)
 - ☐ Workfare
 - ☐ Education
 - ☐ Work Activity
 - ☐ Work-Based Learning
 - ☐ Subsidized Work-Based Learning (SWBL)

2. Program Changes

Complete this section, if applicable, and only include changes to the program for the upcoming 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.

3. Consultation and Coordination with the Workforce Development System

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 per [7 CFR 273.7\(c\)\(5\)](#).

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 can demonstrate they consulted with their LWDBs by noting the dates of conversations, whom they have spoken with,

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what they spoke about, and how they incorporated this information into the design of their E&T program.

- **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.
- **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.

Coordination

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

- **Special State Level Initiatives:** Describe any special California State initiatives (i.e., Governor 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.
- **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).
- **TANF/GA Coordination:** Describe how the CWD is coordinating with TANF, inclusive of CalWORKs and Tribal TANF, or GA/GR program, services, and/or activities. Describe any TANF or GA/GR special initiatives targeting specific populations and any actions taken to coordinate those efforts.
- **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).

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

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

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- 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

5. Organizational Relationships

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.

- 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.
- How does the E&T staff coordinate and communicate on an ongoing basis with CalFresh certification staff?
- Describe the CWD's relationships and communication with E&T providers and/or state partners, if applicable.
- Describe how E&T participant data and information is shared. Include any MIS systems or modes of communication used.
- If the CWD uses a case management system (i.e. CalSAWS, Salesforce, etc), 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 how the CWD shares new policies, procedures, or other information with the E&T providers.
- 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 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.

6. Screening for Work Registration

CWD eligibility staff must screen for exemptions from work registration, per [7 CFR 273.7\(a\)](#).

- Describe how the CWD screens CalFresh applicants to determine if they are work registrants.

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- How does the CWD work to register non-exempt individuals? For example, does the CWD make a notation in the case file, do individuals sign a form, etc?
- At what point in the certification process does the CWD provide the written explanation and oral notification of the applicable work requirements.

7. Screening for Referral to CalFresh Employment & Training

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\(c\)\(2\)](#).

- List the county specific criteria used by eligibility staff 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 the process for screening individuals for E&T 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 the process for screening individuals for E&T when the county receives a referral request 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.
- How and when are participants informed about participant reimbursements (also known as supportive services)?

8. Referral to CalFresh Employment & Training

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.

- What information does the CWD provide to CalFresh E&T participants when they are referred and how is the referral communicated to the participant? (i.e., accessing CalFresh E&T services, case management, dates, contact information)
- If a CWD receives and approves a referral request from an E&T provider, how does the CWD communicate to the individual that they are in CalFresh E&T **and** about their rights to receive participant reimbursements, etc.?
- After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation, describe who conducts the orientation, where the orientation occurs (i.e., in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies, describe the most common next step.

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- How is information about the referral communicated within the CWD? For instance, is the information entered into a case management system (i.e., CalSAWS) by the eligibility worker and reviewed by an E&T worker?
- How is the information about the referral communicated to E&T providers, as applicable? If the CWD works with E&T providers, how does the E&T provider know a CalFresh recipient has been referred to them?

9. Assessment

Describe the processes to provide CalFresh E&T participants with an assessment. Include who conducts the assessment, when participants are assessed, what tools are used, and how the results are shared with CWD staff, E&T providers, and/or participants. (e.g., electronically, verbally with a staff person, paper questionnaire, etc.).

10. Case Management Services

In accordance with [7 CFR 273.7\(c\)\(6\)\(ii\)](#), CWDs are required to provide case management services. Refer to the [CalFresh E&T Handbook](#) for more details on case management services.

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

- Comprehensive Intake Assessment;
 - Reassessment;
 - Employability Assessment;
 - Individualized Service Plan;
 - Progress Monitoring; and/or
 - Coordination with Service Providers.
- 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: _____
 - Describe how case management services are delivered in your county. Include who is responsible for providing case management services and what case management services are provided.

11. Good Cause

- Describe the CWD process to determine if a non-exempt individual has good cause for refusal or failure to comply with a CalFresh work requirement. Include how the CWD reaches out to the CalFresh E&T participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the E&T participant for additional information.
- What is the CWD's criteria for good cause?

12. 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 not suitable for a particular E&T component.

- Describe the process used by E&T providers to communicate provider determinations to the CWD.
- How does the CWD notify participants of a provider determination, including the time frame for contacting them after the determination is received?

13. 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. 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).

- 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	Paid with E&T Funds (X)	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.

- If the CWD is providing dependent care, specify payment rates for childcare reimbursements, established in accordance with the CCDBG and based on local market rate surveys. If alternative dependent care is provided by the CWD in lieu of reimbursement, describe these arrangements.
- If 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?

14. 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.

- 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.

15. Outcome Reporting Measures

CWD Component Reporting Measures

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

FFY 2025 County CalFresh E&T Annual Plan

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)
- ☐ Manual follow-up with CalFresh E&T participants
- ☐ Follow-up surveys
- ☐ Other: _____

Reporting Requirements

By signing the Assurances Statement, the CWD acknowledges the reporting requirements. All participant data must be validated prior to submission. Refer to the [Compliance with Federal and State Reporting Requirements Letter](#) for detailed submission instructions, and the reporting timeline.

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:

- Quarter 1 (October 1 to December 31) due January 31, 2025
- Quarter 2 (January 1 to March 31) due April 30, 2025
- Quarter 3 (April 1 to June 30) due July 31, 2025
- Quarter 4 (July 1 to September 30) due October 31, 2025

Data elements 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

F. 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 2025**. 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		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, 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 preference. 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.

1. Non-Education, Non-Work Components

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

2. Educational Programs

- Attachment F: Education (all activities)

3. Work Experience

- Attachment G: Work Experience: Work Activity
- Attachment H1: Work Experience: Unsubsidized Work-Based Learning
 - CalFresh E&T funds are not subsidizing participant wages.
- Attachment H2: Work Experience: Subsidized Work-Based Learning
 - CalFresh E&T funds are subsidizing participant wages.

G. Estimated Participant Levels

FFY 2025 County CalFresh E&T Annual Plan

Complete the tables below projecting participation in CalFresh E&T for **FFY 2025**. Projections should be based on historical data.

How many voluntary participants do you expect to serve in CalFresh E&T during the FFY? (unduplicated)	
How many ABAWDs do you expect to serve in CalFresh E&T during the FFY? (unduplicated)	

H. 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 Center for Employment Opportunities (CEO) to operate a CalFresh E&T program within the county.	<input type="checkbox"/>

I. Budget

Complete the FFY 2025 County Budget Workbook in addition to the E&T Annual Plan. All instructions to complete the Budget Workbook are included in the Excel Document. For more information on allowability of cost, refer to the [CalFresh E&T Handbook](#) Fiscal Section Pages 27-41.

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 2025



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FFY 2025 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
Contact # 1				
Contact # 2				
Contact # 3				

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, subrecipient(s) or requests for additional funds. 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, 2025** to be considered for approval.

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.

Do **not** complete this section when submitting your initial FFY 2025 CalFresh E&T Plan. This section is completed when the state partner submits an amendment only.

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

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

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

I.	The State Partner submitting this plan is accountable for the content of the CalFresh E&T plan and will provide oversight of any sub-grantees. ((7 CFR 273.7(c)(6))	
II.	The State Partner submitting this plan is fiscally responsible for CalFresh E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4 , 7 CFR 276.2 , and 7 CFR 277.16)	
III.	State education costs will not be supplanted with Federal SNAP (CalFresh) E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	
IV.	Cash or in-kind donations from other non-federal sources have not been claimed or used as a match or reimbursement under any other federal program. (7 CFR 277.4(d)(2))	
V.	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))	
VI.	Documentation of State Partner costs, payments, and donations for approved CalFresh E&T activities are maintained by the submitting agency and available for Federal and CDSS review and audit. (7 CFR 277.17)	
VII.	Contracts are procured through competitive bid procedures governed by State procurement regulations. (7 CFR 277.14)	
VIII.	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations, including Civil Rights and OMB regulations governing cost issues, if applicable. 7 CFR parts 271 , 272 , 273 , 274 , 275 , 276 , 277 , 281 , and 282)	
IX.	CalFresh E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	
X.	Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of CalFresh E&T. (7 CFR 277.4(d)(3))	
XI.	The CalFresh E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State Partner shall consult on an ongoing basis about portions of their CalFresh E&T plan which affect the 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 2025**. 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 state partners providing CalFresh E&T during **FFY 2025** must submit a CalFresh E&T Annual Plan using this template prior to the deadline specified below.

All state partners will complete their own plan, but if a state partner has sub-recipients, the sub-recipient(s) must be included in the state partner's annual plan.

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

Important Dates:

May 10, 2024	Intent to participate in CalFresh E&T due to CDSS
June 14, 2024	CalFresh E&T Annual Plan due to CDSS for review
July 15, 2024	CalFresh E&T Plan Signature Page due to CDSS
August 15, 2024	CDSS Annual Plan due to FNS
October 1, 2024	FFY 2025 plan year begins
May 31, 2025	Deadline to submit FFY 2025 Plan Amendments to CDSS

Resources: The CDSS strongly recommends state partners to reference resources in the [CalFresh E&T Handbook](#) and any published guidance after the release of the CalFresh E&T Handbook:

[FNS E&T Operations Handbook](#)

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

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

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

[ACL No. 22-67E: Errata to Change to the "Non-Assistance of CalFresh Work Registrants, Able-Bodied Adults Without Dependents and CalFresh Employment and Training Program Quarterly Statistical Report" \(STAT 47\)](#)

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

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

[ACL No. 23-100: CalFresh Employment and Training Provider Determination Notice](#)

[ACL No. 23-107: CalFresh Revised Able-Bodied Adults Without Dependents Time Limit Notices and Forms Updates Due To The Fiscal Responsibility Act Of 2023](#)

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. Subrecipients must be approved by the state partner for which they provide services.

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

1. Summary of the CalFresh E&T Program

- Briefly summarize the state partner's CalFresh E&T program. Include the following:
 - E&T vision and mission;
 - How the E&T program is delivered;
 - How the E&T program will increase the ability of participants to obtain regular employment; and
 - How the E&T program meets local or regional workforce needs.
- Select which component(s) the state partner offer:
 - ☐ Supervised Job Search (SJS)
 - ☐ Job Retention (JR)
 - ☐ Self-Employment Training (SET)
 - ☐ Education
 - ☐ Work Activity
 - ☐ Work-Based Learning
 - ☐ Subsidized Work-Based Learning (SWBL)

2. Program Changes

Complete this section, if applicable, and only include changes to the program for the upcoming 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.

3. Consultation and Coordination with the Workforce Development System

CalFresh E&T programs must be designed in consultation with local workforce development boards (LWDBs), or with private employers or employer organizations if the administrator determines the latter approach is more effective and efficient per [7 CFR 273.7\(c\)\(5\)](#).

Consultation

FFY 2025 State Partner CalFresh E&T Annual Plan

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. State partners can demonstrate they consulted with LWDBs by noting the dates of conversations, whom they have spoken with, what they spoke about, and how they incorporated this information into the design of their E&T program.

- **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.
- **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.

Coordination

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

- **Special State Level Initiatives:** Describe any special California State initiatives (i.e., Governor 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.
- **Coordination with Title I of WIOA:** Describe the extent to which the state partner is carrying out CalFresh E&T programs in coordination with Title I programs under the Workforce Innovation and Opportunity Act (WIOA).
- **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).

4. Consultation with Tribal Organizations.

Complete this section, if applicable.

- Name any tribal organizations consulted in the development of the state partner's CalFresh E&T program.
- **Outcomes:** Describe any outcomes of the consultation. Provide specific examples of how the state partner incorporated feedback from tribal organizations (e.g., unique supportive service, new component, in-demand occupation).

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- 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

5. Organizational Relationships

State partners must provide an overview of how the E&T program will be administered, including communication methods used with the counties and sub-recipient(s). The following questions are about how the E&T program is structured in your organization.

- Describe who at the state partner's organization directly administers the E&T program (i.e., establishes E&T policy, contracts for E&T services, monitors E&T providers).
- Describe how the state partner coordinates and communicates on an ongoing basis with counties, who are responsible for CalFresh certification.
- Describe how E&T participant data and information is shared with counties and within the organization. Include any electronic case management systems used or modes of communication used.
- If the state partner uses a case management system (i.e., Salesforce, etc.), describe how the E&T participant data 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 how the state partner shares new policies, procedures, or other information with the E&T providers. (Not applicable for CEO)
- 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.). (Not applicable for CEO)
- Describe how the state partner evaluates the performance of E&T providers and/or it's own program in achieving the purpose of E&T (assisting members of CalFresh households in gaining skills, training, work, or work experience that will increase their ability to obtain regular employment and meets local workforce needs).

6. Screening for Referral to CalFresh Employment & Training

All work registrants must be screened for a determination of a suitable referral to the

FFY 2025 State Partner CalFresh E&T Annual Plan

CalFresh E&T program in accordance with [7 CFR 273.7\(c\)\(2\)](#).

- How and when are participants informed about participant reimbursements (also known as supportive services)?

7. Referral to CalFresh Employment & Training

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.

- Only counties can refer individuals to CalFresh E&T. Describe the process for how the state partner receives referrals from counties. If the state partner does not receive direct referrals from counties, how does the state partner secure a “reverse referral” also known as a referral request from the county.
- After the state partner confirms the individual has been referred to E&T, describe what the E&T participant must do next. For instance, if the participant must report for an orientation, describe who conducts the orientation, where the orientation occurs (i.e., in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next steps varies, describe the most common next steps.
- How is information about the referral communicated between the state partner and county? Once the referral is confirmed by the county, how does the state partner document the referral? Include if the referral is documented in an electronic case management system (i.e., Salesforce).

8. Assessment

Describe the processes to provide CalFresh E&T participants with an assessment. Include who conducts the employability assessment, when participants are assessed, what tools are used, and how the results are shared with E&T staff, providers, and/or participants (e. g., electronically, verbally with a staff person, paper questionnaire, etc.).

9. Case Management Services

In accordance with [7 CFR 273.7\(c\)\(6\)\(ii\)](#), all CalFresh E&T participants must receive case management services. Refer to the [CalFresh E&T Handbook](#) for more details on case management services.

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

- Comprehensive Intake Assessment;

FFY 2025 State Partner CalFresh E&T Annual Plan

- Reassessment;
 - Employability Assessment;
 - Individualized Service Plan;
 - Progress Monitoring; and/or
 - Coordination with Service Providers.
- What types of case management will the state partner and/or partners provide? (Select all that apply)
 - ☐ Comprehensive intake assessments
 - ☐ Individualized service plans
 - ☐ Progress monitoring
 - ☐ Coordination with service providers
 - ☐ Employability Assessment
 - ☐ Other _____
 - Describe how case management services are delivered to E&T participants. Include who is responsible for providing case management services and what case management services are provided.

10. Provider Determinations

In accordance with [7 CFR 273.7\(c\)\(18\)](#), E&T providers have authority and responsibility to determine if an individual is not suitable for a particular E&T component.

- Describe the process used to communicate provider determinations to counties (i.e., email communication, etc.) and include the timeframe for submitting the determination to counties.

11. 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. 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.

- 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

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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.:

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Provided by	Paid for with E&T funds (X)	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.

- If the state partner offers dependent care, specify payment rates for childcare reimbursements, established accordance with the CCDBG and based on local market rate surveys. If alternative dependent care is offered by the state partner in lieu of reimbursement, describe these arrangements.
- If dependent care agencies have a waiting list or a cap on the number available slots, how will the state partner ensure E&T participants with dependent care needs receive dependent care?

12. Outcome Reporting Measures

State Partner Component Reporting Measures

Indicate the data sources that 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

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- ☐ National Directory of New Hires
- ☐ Electronic case management systems such as Salesforce
- ☐ Manual follow-up with CalFresh E&T participants
- ☐ Follow-up surveys
- ☐ Other: _____

Reporting Requirements

By signing the Assurances Statement, the state partner acknowledges the reporting requirements. All participant data must be validated prior to submission. Refer to the [Compliance with Federal and State Reporting Requirements Letter](#) for detailed submission instructions, and the reporting timeline.

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:

- Quarter 1 (October 1 to December 31) due January 31, 2025
- Quarter 2 (January 1 to March 31) due April 30, 2025
- Quarter 3 (April 1 to June 30) due July 31, 2025
- Quarter 4 (July 1 to September 30) due October 31, 2025

Data elements 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

F. 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 2025**. 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	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 Self-Employment Training, 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 an attachment for each component offered directly and by subrecipients, if applicable.

1. Non-Education, Non-Work Components

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

2. Educational Programs

- Attachment F: Education (all activities)

3. Work Experience

- Attachment G: Work Experience: Work Activity
- Attachment H1: Work Experience: Unsubsidized Work-Based Learning
 - CalFresh E&T funds are not subsidizing participant wages, use this form.
- Attachment H2: Work Experience: Subsidized Work-Based Learning
 - CalFresh E&T funds are subsidizing participant wages, use this form.

H. 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.

FFY 2025 State Partner CalFresh E&T Annual Plan

These partners and contracts must also be included on Tab A – Contracts-Partnerships within the Budget Workbook. Please refer to [ACL No. 22-99](#) for additional information and definitions under [Part II: Partnerships](#).

I. Budget

Complete the FFY 2025 State Partner Budget Workbook, if applicable, in addition to the E&T Annual Plan. All instructions to complete the Budget Workbook are included in the Excel Document. For more information on allowability of cost, refer to the [CalFresh E&T Handbook](#) Fiscal Section Pages 27-41.

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 the SJS 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>	
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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 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 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\(d\)\(1\)\(ii\)\(A\)](#), Subsidized Work-Based Learning (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, 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 training objectives for each activity and how the activity will move participants promptly into regular, unsubsidized employment upon completion of the activity/training. Will the participants interact with industry professionals in a real-world setting? If they will not, does this SWBL activity/training include a simulated work environment that includes tasks required for a given career field? Explain.	

<p>Does the SWBL work site employer or other industry employer partner hire the SWBL graduates?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</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>Activity Type</u> Complete a separate Attachment H2 for each selection.</p> <p>Note: <i>If offering a traditional OJT program, please complete Attachment H1: Unsubsidized WBL.</i></p>	<p><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):</p>
<p><u>Length of SWBL Activity</u> Indicate if the SWBL Activity is expected to last more or less than six months. If more than six months, please provide justification.</p>	
<p><u>Projected Annual Participation Count (unduplicated)</u></p>	

<p><u>Estimated Annual Component Costs</u></p> <p>Include administrative costs and participant wage costs. Do not include the cost of participant reimbursements.</p>	
<p><u>Other Administrative Costs Associated with SWBL</u></p> <p>Include participant workers' compensation costs, participant payroll taxes, and any other wage-related costs related to employing the participant.</p>	

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 2025?</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No