



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

April 27, 2017

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND
Deputy Director
Welfare-to-Work Division

SUBJECT: FFY 2018 CALFRESH EMPLOYMENT AND TRAINING PROGRAM:
PLAN TIMELINE, TEMPLATE, AND INSTRUCTIONS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

The California Department of Social Services (CDSS) announces the Federal Fiscal Year (FFY) 2018 CalFresh Employment & Training (E&T) program planning kick-off with the release of the CalFresh E&T plan template (Enclosed). A list of important dates in the planning process are outlined in the following table:

FFY 2018 CalFresh E&T Plan Timeline	
April 27, 2017	Templates and Instructions Released
May 9, 2017	Webinar: CalFresh E&T Plan Technical Assistance
May (actual date TBD), 2017	Supplemental Nutrition Assistance Program (SNAP) E&T Allocations Released
June 15th, 2017	County CalFresh E&T Plans due to CDSS
August 15th, 2017	State CalFresh E&T Plan is due to FNS

Background on California E&T Expansion

CalFresh E&T programs offer participants a pathway to a better job through skills-building and workforce preparatory services. The United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) requires that states offer employment and training services to SNAP participants. Every year, CDSS works with counties that choose to offer a CalFresh E&T program to develop a county plan. The county plans are then combined into a Statewide E&T Plan which is submitted to FNS and lays out a vision of the CalFresh E&T program for the coming FFY.

CalFresh E&T services address the urgent need for program participants to build skills and receive job-driven training. The increasing need for a skilled workforce is an

opportunity to move CalFresh recipients into new and better paying jobs. Innovation and collaboration are central to the success of CalFresh E&T expansion this year and moving forward.

The CDSS is ready to assist counties in the development of strong E&T programs at the local level and will provide technical assistance through a dedicated E&T unit, a new CalFresh E&T handbook, templates, webinars and further outreach in support of counties advancing E&T growth, both in terms of program quality and number of participants served. In addition, California was chosen as one of ten states to join in the *SNAP to Skills* initiative which is administered by the Seattle Jobs Initiative (SJI) in cooperation with FNS. Four counties in California participate in this initiative and represent the statewide commitment to these important services. Sacramento, Alameda, San Francisco, and Contra Costa Counties are currently working with SJI in the development of technical assistance tools and identifying best practices. The initiative will continue to develop resources to help interested counties implement new E&T programs or assist already participating counties refine or expand their program.

Models for County E&T Expansion

Eight new counties began participating in E&T in FFY 2017, bringing the State total to thirty-four participating counties. Many counties have already developed innovative, cost-effective E&T program models that enable them to participate in E&T, while making the best use of limited resources. The CDSS recommends that counties consider an already proven example of E&T expansion by taking into account the various strategies that have been successful throughout California. This may include an innovative approach, such as partnering with a community based organization to establish a third-party match, or a more traditional approach, such as linking E&T to General Assistance (GA). Some examples are described below:

- The Fresh Success model has expanded and is now operational in Sacramento, Santa Clara, and Contra Costa counties. Fresh Success is based on providing third-party reimbursement to California community colleges and community-based organizations. The Foundation for Community Colleges, under the authority of CDSS, maintains responsibility for training, selection, and immediate oversight of participating providers.
- The Bridge Academy approach, which originated in Fresno County, is designed to move families and individuals from government dependence to self-reliance through a holistic approach that addresses the entire family. This concept now operates under several designs and providers in Fresno, San Joaquin, Madera, Napa, and San Bernardino counties.
- Local programs, such as the E&T services offered by Marin County, can be linked to the county's GA program. Marin offers a robust and successful job search component that lasts for six months or until employment is acquired. Clients participate for 20 hours per week and submit job search reports identifying a

minimum of 25 employer contacts. By working with their CalFresh E&T participants to develop tailored employment plans, participants are guided through the entire job search process. Individual plans detail job goal(s), summarize individual job search activities, take into account skill levels and provide labor market assessments.

Counties are not limited to a single model when designing an E&T plan. Multiple programs may be offered separately or blended within a county to address specific local needs.

E&T Plan Content, Format, and Submission

Consistent with federal and State regulations, counties who want to participate in CalFresh E&T in FFY 2018 must submit a completed county plan to CDSS for review and approval. Information and data from approved county plans will be incorporated into California's statewide E&T plan. Counties that do not submit an E&T plan by the due date may not be eligible for inclusion in the State E&T plan.

The CalFresh E&T template is enclosed with this letter. Counties must complete all sections and tables within the template. Optional provisions of the E&T plan that may not be relevant to the county's E&T program should be marked as not applicable. E&T plans must be submitted in Microsoft Word using the template. The attached template is in a PDF format and should be used for informational purposes. A Word version will be transmitted to county contacts via e-mail at the release of this letter.

It is recommended that all county staff involved in the design and administration of E&T are involved in the development of the county plan. This will foster a more cohesive approach to E&T administration and allow affected units to share their expertise when addressing outstanding issues. Such interaction can positively contribute to the development of a quality E&T plan. Affected county staff include those that have responsibility for the following functions:

- Preparing the E&T plan;
- Negotiating and overseeing contractual agreements;
- Developing the E&T budget;
- Managing E&T cases and monitoring program participation;
- Submitting E&T financial claims; and
- Compiling data for the STAT 47 report (see [All County Letter 14-91](#)).

All correspondence related to the county E&T plan, such as, updated contact information, questions about plan processes and content, as well as the final county plan, must be submitted to:

Sarah Turner, CalFresh E&T Unit Manager
Email: sarah.turner@dss.ca.gov
Phone: (916) 654-1405

CDSS looks forward to working together to deliver the most impactful CalFresh E&T services in FFY 2018. Resources are available to support and develop a skilled workforce in your county - now is the time for action.



FFY 2018 CalFresh Employment & Training County Plan Template

This template has been prepared by the California Department of Social Services (CDSS), CalFresh Branch. Please note that County E&T plans will not be reviewed or approved unless they are submitted using the FFY 2018 E&T template.

COUNTY PLAN COVER SHEET

Name of County:	
Primary E&T Contact	
Name:	
Title:	
Telephone:	
Email:	
Secondary E&T Contact	
Name:	
Title:	
Telephone:	
Email:	



I. Assurances

Assurance Statement	
(Place an "X" in the box to the right, to indicate that you have read and understand each statement.)	(X)
The county is accountable for the content of the E&T plan and will provide oversight of any sub-grantees.	
The county is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	
Education costs will not be supplanted with Federal E&T funds.	
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.	
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.	
Documentation of county costs, payments and donations for approved E&T activities are maintained by the county and available for Federal review and audit.	
Contracts are procured through competitive bid procedures governed by State procurement regulations.	
Program activities are conducted in compliance with all applicable Federal laws, rules and regulations, including Civil Rights and OMB regulations governing cost issues.	
E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	
Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of CalFresh E&T.	
The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. Counties shall regularly consult ITOs regarding portions of their E&T plan which affect them and, if appropriate, and to the extent practicable, include ITO suggestions in the E&T plan.	

By signing this page, the County Director and financial representative certify that the above assurances are met.		
Certification by County Director		
Name	Signature	Date
Certification by Financial Representative		
Name	Signature	Date



II. County E&T Program, Operations and Policy

A.	Program Summary
B.	Program Changes
C.	Workforce Development System
D.	Other Employment Programs
E.	CalFresh Applicants
F.	Screening Process
G.	Participant Reimbursements
H.	Reporting Measures
I.	Disqualification Policy



III. E&T Component Detail

A.	Component Name
B.	Component Description
C.	Participation Requirements
D.	Component Administration & Organizational Responsibilities
E.	Geographic Areas Covered
F.	Targeted Populations
G.	Participant Estimates
H.	Recipients of Participant Reimbursements
I.	Monthly Cost of Administration
J.	Monthly Cost of Participant Reimbursements
K.	Reporting Measure(s):



PART IV. Work Registrants, E&T Deferrals, ABAWDS, AND E&T Participants

A Work Registrant Population		
1	Identify the estimated number of work registrants in the existing CalFresh caseload expected to be in the county on October 1, 2017:	
2	Identify The anticipated number of new work registrants to be added between October 1, 2017 and September 30, 2018:	
3	Identify the total number of anticipated work registrants residing in the county for the Federal Fiscal Year (1+2=3):	
4	Identify the sources used and methods employed to prepare work registrant estimates:	

B Deferral Policy		
Reason for Deferral (& number of work registrants deferred)		#
1	Living in a federally determined work surplus area	
2	Lacks dependent care	
3	Lacks transportation to an E&T Program site	
4	Lives an unreasonable distance from the E&T program site	
5	Has a severe family crisis	
6	Temporarily unemployed and expected to return to work within 60 days	
7	Involved in legal difficulties	
8	Has a temporary illness or disability	
9	Under the age of 18 or 50 years of age or older	
10	Living in a CalFresh household with a child under the age of 18 regardless of whether the child is receiving or is eligible to receive CalFresh benefits	
11	Is pregnant	
12	Is an honorably discharged United States veteran	
13	Is a victim of domestic violence	
14	Other	
Total number of anticipated deferred work registrants [add 1 through 14]		



C ABAWD Population		
	1	Identify the estimated number of ABAWDs in the existing CalFresh caseload expected to be in the county on October 1, 2017:
	2	Identify the anticipated number of new ABAWDs to be added between October 1, 2017, and September 30, 2018:
	3	Identify the total anticipated number of ABAWDs residing in the county for the Federal Fiscal Year (1+2=3):
	4	Identify the sources used and methods employed to prepare ABAWD estimates:

D E&T Participants		
	1	Identify the estimated number of mandatory participants during FFY 2018:
	2	Identify the anticipated number of voluntary participants during FFY 2018:



PART V. Partnerships/Contracts

(Insert more rows as needed.)		
Partner/Contract	Total Cost	% of E&T Operating Budget



PART VI. Operating Budget

(County Cost should include third party providers.)

(Federal Cost should include the 100% grant and matching costs.)

Type of Expenditure		County	Federal	TOTAL
A	Direct Costs			
1	Salary/Wages			
2	Fringe Benefits* Approved Fringe Benefit Rate Used: %			
3	Contractual Costs			
4	Non-capital Equipment and Supplies			
5	Materials			
6	Travel			
7	Building/Space			
8	Equipment & Other Capital Expenditures			
	Total Direct Costs			
B	Indirect Costs			
1	Indirect Costs*Approved Indirect Cost Rate Used: %			
C	In-Kind Contribution			
1	County In-Kind Contribution			
D	Participant Reimbursement			
1	Dependent Care			
2	Transportation & Ancillary Costs			
	TOTAL COSTS			



PART VII. Budget Narrative and Justification

Type of Expenditure		County	Federal	TOTAL
A	Direct Costs			
1	Salary/Wages			
2	Fringe Benefits* Approved Fringe Benefit Rate Used: %			
3	Contractual Costs			
4	Non-capital Equipment and Supplies			
5	Materials			
6	Travel & Staff Training			
7	Building/Space			
8	Equipment & Other Capital Expenditures			
Total Direct Costs				
B	Indirect Costs			
1	Indirect Costs*Approved Indirect Cost Rate Used: %			
C	In-Kind Contribution			
1	County In-Kind Contribution			
D	Participant Reimbursement			
1	Dependent Care			
2	Transportation & Ancillary Costs			
TOTAL COSTS				



PART VIII. Summary of E&T Budget for FFY 2018

Planned Costs by Funding Category			Cost Estimate
	Category		
1	100 Percent Federal E&T Grant		
2	Overmatch for Administration Cost		
	a	50 Percent Federal	
	b	50 Percent County	
	c	Subtotal for Overmatch (2a + 2b)	
3	Participant Reimbursement for Transportation/Ancillary		
	a	50 Percent Federal	
	b	50 Percent County	
	c	Subtotal for Transportation/Ancillary (3a + 3b)	
4	Participant Reimbursement for Dependent Care		
	a	50 Percent Federal	
	b	50 Percent County	
	c	Subtotal for Dependent Care (4a + 4b)	
5	Grand Total of Planned Cost (1+2c+3c+4c)		



Exhibit 1: Contractor Detail Addendum

Partner/Contract Name Monitoring and Communicating with Contractor(s)				
Role of Contractor Timeline				
	Start		End	
Description of Activities/Services				
Funding Evaluation				



FFY 2018 County Plan Template Instructions

Template instructions are provided below to assist counties in preparing their Employment and Training (E&T) plans. CDSS strongly recommends that counties reference the federal E&T Toolkit, which contains policy guidance and useful program tools: <http://www.fns.usda.gov/ET-policy-guidance>.

Please keep in mind that county-specific acronyms should first be spelled out prior to their use when completing the plan template.

Questions

Questions regarding the county plan instructions or county plan template should be addressed to Sarah Turner, E&T Unit Manager, at 916-654-1405 or sarah.turner@dss.ca.gov.

County Plan Cover Sheet

The County Plan Cover Sheet should be completed by each county submitting an E&T Plan in FFY 2018.

Part I: Assurance Statement

The Assurance Statement should be completed by each county submitting an E&T Plan in FFY 2018. The County Director and financial representative must sign the assurance statement certifying that all the assurances are met.

Part II: County E&T Program, Operations and Policy

Part II summarizes the E&T program that the county plans to implement. For sections A through I counties should provide a succinct narrative description of their E&T program. Additional guidance is provided below for each section.

A. Program Summary

Provide a short summary of your county's E&T program. The summary should list the county's E&T components, identify the organizations involved in administering E&T and noting the types of expenditures for which participants will be reimbursed. This should be a succinct overview with details incorporated in the appropriate sections that follow.

B. Program Changes

Describe the nature of the changes being made to the E&T program, if any. You may include program changes such as: the addition or removal of E&T components, changes in the county's E&T delivery model, a shift in the county's E&T target population(s), a change in the types of expenditures and services for which participants will be reimbursed, and so on.



C. Workforce Development System

Describe the local/regional workforce development system and identify those E&T components, if any, that will be delivered by or in partnership with workforce development providers. You may include workforce development system information such as: target or emerging industries in the county, career pathways and/or credentials that will be made available to participants.

D. Other Employment Programs

Describe other employment and training programs that serve WIOA/CalWORKs/General Assistance recipients and how the CalFresh E&T program will interface with them. This includes coordination between the CalWORKs welfare-to-work program (under title IV-A), including administrative consolidations and shared components.

Note: FNS requests this information to ensure CalFresh E&T funds are not spent on CalFresh recipients who also receive title IV-A assistance and to ensure proper lines of communication are in place to avoid dual participation.

E. CalFresh Applicants

Specify whether applicants will be referred to E&T programs at application or only after a CalFresh eligibility determination has been made. Counties have the option to refer CalFresh applicants to E&T programs prior to completing an eligibility determination.

F. Screening process

Describe the process for screening work registrants for referral to E&T. Screening is not to be confused with the in-depth assessment conducted for those who have been assigned to E&T.

G. Participant Reimbursements

Provide a comprehensive list of all allowable participant reimbursements provided in the county for each component and note any cap (if there is one). Describe the procedure for issuing reimbursements (e.g. in advance, in arrears, or upon request) and any steps taken to monitor their use.

H. Reporting Measures

Provide a description of how information for each E&T reporting measure will be collected, including the data source and the methodology used to obtain data for the annual report. If the county is using a sampling method, all sampling procedures used by the county must be described, including the sample design, its universe and frames, the sample size, and the sample selection.



Note: This section satisfies the requirement in Welfare and Institutions Code Section 18926.5 (c) regarding a county's need to demonstrate effective use of E&T funds.

I. Disqualification policy

If participation in E&T is mandatory, please describe the county's sanction process, including its procedures for good cause determinations and issuing notices of disqualification. Voluntary E&T participants are not subject to CalFresh sanctions for failure to comply with E&T. If participation in E&T is voluntary, enter N/A in this section since CalFresh sanctions are not applicable.

PART III. E&T Component Detail

Part III requires a description of each E&T component offered in FFY 2018. For sections A through K counties should provide a succinct narrative description of their E&T program components. Complete A through K for each component. Additional guidance is provided below for each section.

A. Component Name

List the name of the component.

B. Component Description

Provide a detailed description of the E&T component. The component description should identify such things as the activity(s) that comprise the component, the sequence of activities if the component is multi-faceted, specific tasks performed by the participant as part of his/her participation in the component, and the types of reimbursement and services provided to assist participants in effectively satisfying participation requirements.

C. Participation Requirements

Identify the length of the component and the weekly/monthly participation requirements. If the component involves more than one activity (e.g., job search and workfare), identify the participation requirements for both activities and explain whether these activities are offered sequentially or concurrently.

D. Component Administration and Organizational Responsibilities

Identify the various entities involved and their respective roles in administering the component. An E&T component may be delivered by a county, a contractor, a community partner, or a combination of providers. Organizational responsibilities include such things as E&T planning, conducting participant assessments, administering E&T components, referring participants to one-stop centers and service providers, providing E&T case management, issuing participant reimbursements, and monitoring and tracking E&T participation.



E. Geographic Areas Covered

Identify those geographic areas within the county in which the component will be operative. The component may be offered countywide or the county may choose to limit the component to specific districts, neighborhoods, college campuses, etc.

F. Targeted Populations

Identify who among the CalFresh population is targeted to participate in the component.

G. Participant Estimates

Identify the unduplicated count of participants anticipated each month.

H. Recipients of Participant Reimbursements

Identify the unduplicated count of persons who will receive participant reimbursements each month.

I. Monthly Cost of Administration

Identify the anticipated cost of administering the component each month. This includes the average monthly costs for salary and benefits, overhead expenditures, and contracts. Do not include participant reimbursements.

J. Monthly Cost of Participant Reimbursements

Identify the anticipated cost per month for participant reimbursements.

K. Reporting Measure(s)

Identify the specific reporting measure(s) that will be used for this particular component in acquiring data for the annual reports.

Helpful Tips and Reminders

- Assessment by itself is not a component/activity, but is offered in combination with E&T components.
- Screening for work registration and deferral status is not a component/activity and cannot be funded with E&T dollars.
- Hours of participation in a workfare, self-initiated workfare, or work experience component are determined by dividing the household's monthly CalFresh allotment by the higher of the federal or state minimum wage. The minimum wage in California is currently \$10.00 per hour and the federal minimum wage is \$7.25. E&T volunteers can choose to participate for additional hours beyond this limit, but are not required to do so.
- When a county offers 30-day job search prior to workfare, this activity must be included in the component description for workfare. The 30-day job search activity is not a separate component, but is considered part of workfare.



Therefore, counties should not use a separate component template for this activity.

- When a component includes concurrent activities, the component name must reflect all the activities associated with that component, e.g., Job Club/Job Search.
- To be considered acceptable, an E&T component should typically involve a minimum of 12 hours per month.
- The maximum number of hours that can be required of an E&T mandatory participant is 30 hours per week or 120 hours per month. E&T volunteers may choose to participate for additional hours beyond this limit.
- If anti-drug, anti-alcohol and mental health discussions are offered, these activities must be described in the component summary for each component to which they are linked. For example, if generalized anti-substance abuse discussions are offered as part of vocational training, a description of these services must be included in the component summary for this activity. Note: Anti-substance abuse and mental health services funded with E&T dollars are limited to those activities which are consistent with federal policy instructions contained in the E&T toolkit which was transmitted to states by Administrative Notice 11-16.
- If job retention services are included in the county's E&T program, a complete description of these services must be provided using the component description template.
- If an E&T component is a voluntary component, CalFresh sanctions must not be imposed for failure to comply with participation requirements. Language must be included in the component description which identifies the component as a voluntary activity and clarifies that sanctions are not imposed for noncompliance.
- Counties are prohibited from supplanting State education costs with Federal E&T funds. The county must clarify whether education activities will be charged to the E&T program and justify these expenses. This justification must include a discussion of why such costs are attributed to the E&T program and cannot be met through other existing education programs. The county must address whether the services being provided are available to persons other than E&T participants and if so, what the cost is for those persons.

PART IV. Work Registrants, E&T Deferrals, ABAWDs, and E&T Participants

Part IV consists of county estimates of work registrants, ABAWDs, individuals deferred from E&T participation, and E&T participants. For sections A through D counties should provide a succinct response. Additional guidance is provided below for each section.

A. Work Registrant Population

- a) Identify the estimated number of work registrants in the existing CalFresh caseload expected to be in the county on October 1, 2017:



- b) Identify The anticipated number of new work registrants to be added between October 1, 2017 and September 30, 2018:

Note: This estimate may be consistent with the cumulative total of four consecutive quarters worth of data from Part A, entry 1 of the STAT 47 report. However, counties may need to consult additional sources in developing reasonable estimates.

- c) Identify the total number of anticipated work registrants residing in the county for the Federal Fiscal Year (1+2=3):
- d) Identify the sources used and methods employed to prepare work registrant estimates.

B. Deferral Policy

Identify the county's E&T deferral criteria and the estimated number of persons who will be deferred for each of the following reasons.

Note: Counties in which all E&T components are voluntary activities and those counties that have been designated as a Labor Surplus Area in their entirety are not required to include estimates in this section. Counties that meet either of these criteria should identify themselves as voluntary or work surplus counties in this section.

- a. Living in federally determined work surplus area:
- b. Lacks dependent care:
- c. Lacks transportation to an E&T program site:
- d. Lives an unreasonable distance from the E&R program site:
- e. Has a severe family crisis:
- f. Temporarily unemployed and expected to return to work within 60 days:
- g. Involved in legal difficulties:
- h. Has temporary illness or disability:
- i. Under the age of 18 or 50 years of age or older:
- j. Living in a CalFresh household with a child under the age of 18 regardless of whether the child is receiving, or is eligible to receive, CalFresh benefits:
- k. Is pregnant:
- l. Is an honorably discharged United State veteran:
- m. Is a victim of domestic violence:
- n. Other:

Helpful Tips and Reminders

Counties may temporarily defer work registrants from E&T participation. E&T deferrals are listed at MPP Section 63-407.811. Counties may also defer work



registrants for reasons not included in CDSS regulations. However, additional deferral categories should be identified for review and approval by CDSS.

In addition to deferral criteria listed in the MPP, Senate Bill (SB) 43, SB 134 and SB 2057 have added new deferral criteria (reflected in the above list as “l” through “n”). The provisions of SB 43 defer work registrants that are under 18 or 50 years of age or older, live in a CalFresh household with a child under 18, and those that are living in a federally determined Labor Surplus Area. More details are contained in [ACL 12-03](#). The provisions of SB 134 defer veterans that have been honorably discharged. More details are contained in All County Letter ACL [13-107](#). Finally, Assembly Bill 2057 (Chapter 859, Statutes of 2017) deferred victims of domestic violence from mandatory participation in CalFresh E&T effective January 1, 2017 ([ACL 17-30](#)).

C. ABAWD Population

1. Identify the estimated number of ABAWDs in the existing CalFresh caseload expected to be in the county on October 1, 2017:
2. Identify the anticipated number of new ABAWDs to be added between October 1, 2017 and September 30, 2018:

Note: This estimate may be consistent with the cumulative total of four consecutive quarters worth of data from Part A, entry 2 of the STAT 47 report. However, counties may need to consult additional sources in developing reasonable estimates.

3. Identify the total anticipated number of ABAWDs residing in the county for the Federal Fiscal Year (1+2=3):
4. Identify the sources used and methods employed to prepare ABAWD estimates.

D. E&T Participants

Provide annual estimates of the number of CalFresh recipients who will participate in E&T during FFY 2018. This is an unduplicated count of E&T participants. Individuals are counted once, irrespective of the number of months they participate in E&T or the number of components in which they participate.

1. Identify the estimated number of mandatory participants during FFY 2018:

Note: If the county offers a voluntary E&T program, this number should be 0.

2. Identify The anticipated number of voluntary participants during FFY 2018:



Helpful Tips and Reminders

- The estimates for work registrants and ABAWDs are county-wide estimates and are not limited to the CalFresh E&T population the county plans to serve.
- The work registrant population is the largest population captured in the template.
- The ABAWD population is a subset of the work registrant population. ABAWDs and work registrants are not distinct unrelated groups, but the ABAWD population is a smaller population within the work registrant population.
- There are always fewer ABAWDs in the county than there are work registrants because additional exemptions have been established for the ABAWD time limit which are not included in the list of work registration exemptions.
- Persons who do not qualify for an ABAWD exemption are counted as ABAWDs even if they reside in a county with an ABAWD waiver or are granted the 15 percent exemption. Such persons are not considered exempt from the ABAWD work requirement.
- Once a county has estimated the size of its work registrant population, it should use this population as its base for determining estimates for the number of ABAWDs in the county. To estimate the size of the county's ABAWD population, counties may take the following steps:
 1. Estimate the number of work registrants who qualify for the ABAWD exemptions based on age (under 18 or over 49), pregnancy, unfitness, and living in a CalFresh household with a child under age 18;
 2. Deduct the total of item #1 from the overall work registrant count;
 3. Use the resulting figure from item #2 as the estimated ABAWD population.

Relationship of the E&T Template to the STAT 47 Report

The quarterly STAT 47 data report is used to gather federally required work registrant and E&T participation data that is transmitted to FNS using the FNS 583 E&T Program Activity Report. Effective January 6, 2015, the STAT 47 and STAT 48 forms have been significantly revised and consolidated into a single report (See [All County Letter 14-91](#)). The new report is entitled "Non-Assistance CalFresh Work Registrants, Able-Bodied Adults Without Dependents (ABAWD), and Employment and Training (E&T) Program Quarterly Statistical Report STAT 47 (10/14)."

FNS uses the number of work registrants identified on the STAT 47 report as the primary source for determining the annual amount of E&T funds allotted to each state. Thus, it is essential that counties regularly review the STAT 47 report to ensure that work registrant numbers appear reasonable when compared with the size and demographics of the non-assistance CalFresh population. The data from the STAT 47



also provides counties with a starting point in developing work registrant and ABAWD estimates for inclusion in this part of the plan.

The October 1 counts required in Section A-1 and Section C-1 of this part of the plan are a point-in-time count of work registrants and ABAWDs residing in the county on October 1. Only work registrants and ABAWDs residing in the county on October 1 are counted. Point-in-time counts for work registrants and ABAWDs are captured in Part F, entries 28 and 29 of the STAT 47.

Part A of the revised quarterly STAT 47 report gathers unduplicated counts of all new work registrants and all new ABAWDs added each quarter. The cumulative total of four STAT 47 reports may be helpful in preparing estimates for the number of new work registrants for entries A-2 and C-2 of this part of the plan.

PART V. Partnerships/Contracts

For Part V, list each partner/contractor providing CalFresh E&T services. Enter the total cost of each contract which is the sum of administration and participant reimbursement. Identify the percentage of the total E&T operating budget that is devoted to the contract.

Note: For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum (see Exhibit 1).

PART VI. Operating Budget

For Part VI use Table 2 to complete an operating budget by providing line item detail and the program total. If there are contracts, enter the administrative cost for the contract(s) in section A of the table and the costs for participant reimbursements associated with the contract(s) in section D. The combined contractual costs in sections A and D should equal the total of all contractual cost in Part V. Additional detail on contracts should be provided in Part V and the Contractor Detail Addendum.

Note: See Part VII (Budget Narrative and Justification instructions) for guidance on budget categories.

PART VII. Budget Narrative and Justification

For Part VII, provide a budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined.

A. Direct Costs

Explain all direct costs to the program:

a. Salary/Wages

Staff positions should be described in FTE and time spent on the project.

Example:

E&T Program Manager



$\$60,000 \times .50 \text{ FTE} = \$30,000$

5 E&T Counselors

$\$25,000 \times 1.00 \text{ FTE} \times 5 = \$125,000$

b. Fringe Benefits

If charging fringe and benefits to the E&T program, provide the approved fringe rate.

c. Contractual Costs

Briefly summarize what services will be provided under each contract and identify the total administrative costs associated with all contracts.

Separately include contractual costs associated with participant reimbursements in Section D of this part.

d. Non-capital Equipment and Supplies

Describe non-capital equipment and supplies to be purchased with E&T funds.

e. Materials

Identify materials to be purchased with E&T funds.

f. Travel & Staff Training

Describe the purpose and frequency of staff travel charged to the E&T program. Include planned staff training, including registration costs for training that will be charged to E&T. This line item should not include E&T participant reimbursements for transportation.

g. Building/Space

If charging building space to the E&T program, explain the method used to calculate space value.

h. Equipment & Other Capital Expenditures

Identify equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant.

B. Indirect Costs

Indirect costs (also called overhead expenditures) are the costs of allowable activities that support the E&T program, but are charged directly to the county. Specify the items included in this category, identify the dollar amount for indirect costs, and include an indirect cost rate if one is used.



C. In-kind Contribution

FNS defines in-kind contributions as non-cash contributions, usually the value of volunteer time or donated space. Per CalFresh rules, only governmental entities may receive reimbursements for in-kinds. If claiming expenses in this line, please be specific about the valuation of in-kind contributions.

D. Participant Reimbursement

a. Dependent Care

Specify payment rates for child care reimbursements established in accordance with the Child Care and Development Block Grant and based on local market rate surveys. If alternative dependent care is provided by the county or other provider, describe arrangements and identify anticipated costs.

b. Transportation & Ancillary Costs

List the reimbursements provided and identify the total cost for transportation and ancillary reimbursements. This includes reimbursement provided by contractors and third party providers.

PART VIII. Summary of E&T Budget for FFY 2018

For Part VIII complete Table 3 to break out E&T expenditures by funding category. Do not use decimals within the table. The combined total of items 1 and 2c in Table 3 must match the combined total of Sections A (direct costs), B (indirect costs), and C (in-kind expenditures) in Table 2. The entries for dependent care and ancillary totals in Table 3 must match Table 2 expenditures. If the entry is not applicable or is zero, please insert a "0" (zero) in the blank space. Those entries for 50 percent county costs should also be used to capture those 50 percent matching costs budgeted for third party providers and contractors.

Exhibit 1: Contractor Detail Addendum

Counties must complete the table contained in this section for each partner or contractor that receives more than 10% of the E&T operating budget as specified in Part V. The suggested length is not more than 2 pages for each project. If information is identical for multiple contractors, a single addendum can be submitted, so long as this is explained, the contractors are identified, and a completed addendum is attached to the county E&T plan.

The table must contain the following information. If the county uses more than one Partner/Contractor, please create and attach a copy of this table for each of them.

a. Partner/Contract Name



- b. Monitoring and communication with contractor(s):
Describe the county's ongoing oversight and communication procedures that will be in place to monitor contractors' performance and communicate policy changes.
- c. Role of Contractor:
Briefly describe the role of the contractor, including responsibilities are included in the contract. Examples include, assessment, placement, E&T service delivery, participation tracking, etc.
- d. Timeline – Start:
Month and year, quarter, or annual/ongoing.
- e. Timeline – End:
Month and year, quarter, or annual/ongoing.
- f. Description of Activities/Services:
Provide a detailed description of the services provided
- g. Funding:
Describe the funding structure of the contract. For example, whether the contract is funded with 100% E&T grant money, 50% reimbursements or the contractor will provide the county's share of E&T expenditures.
- h. Evaluation:
Explain how the contract will be evaluated and monitored.