

April 5, 2018

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: TODD R. BLAND
Deputy Director
Family Engagement and Empowerment Division

SUBJECT: CALFRESH EMPLOYMENT AND TRAINING PROGRAM: FEDERAL
FISCAL YEAR 2019 PLANNING KICK-OFF

The California Department of Social Services (CDSS) announces the CalFresh Employment and Training (E&T) program Federal Fiscal Year (FFY) 2019 planning kick-off. This year's planning letter outlines changes to the planning process, including an updated county plan template and new plan submission procedures.

Background

The vision and mission of California's E&T program is to increase the employment and earning capacity of CalFresh recipients by maximizing their access to CalFresh E&T, supportive services and skills and credentialing. This vision and mission align with the program's strategic goals:

1. Increase job placement, retention and wages;
2. Increase CalFresh E&T participation across a dynamic mix of people, communities and cultures;
3. Increase employability by removing barriers to employment;
4. Increase skills attainment and credentialing; and
5. Lead an efficient and effective customer focused E&T program.

The shared objective to make progress on these goals, combined with the increasing need for a skilled workforce, is a unique opportunity to help CalFresh recipients move into new and better paying jobs. Further, the program's emphasis on providing participants the chance to build skills and receive job-driven training, while providing the

necessary supportive services, makes CalFresh E&T a critical component of California's workforce system.

CalFresh E&T Planning Process

The United States Department of Agriculture, Food and Nutrition Service (FNS) requires that states offer employment and training services to Supplemental Nutrition Assistance Program (known as CalFresh in California) participants. Every year, County Welfare Departments (CWDs) that choose to offer CalFresh E&T develop a county E&T plan. County plans, which are due June 15, are then combined into a statewide E&T plan, which is submitted to FNS for approval by August 15.

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

FFY 2019 CalFresh E&T Planning Timeline	
April 17, 2018	Webinar: CalFresh E&T Plan Technical Assistance
June 15, 2018	County CalFresh E&T Plans Due to CDSS
August 15, 2018	State CalFresh E&T Plan Due to FNS

CDSS is ready to assist CWDs and their third party partners in the development of a strong county E&T plan and is available to provide technical assistance through a dedicated E&T unit. Please feel free to contact CDSS staff throughout the planning process.

Newly Interested Counties & Tribal Governments

CWDs that have not previously participated in E&T should contact CDSS early in the planning process to confirm their intent to participate. CDSS staff will be available to provide technical assistance as needed throughout the planning process.

Note that Tribal Governments may also participate in CalFresh E&T. If interested, Tribal Governments should contact CDSS directly to initiate the planning process. Uniquely, Tribal Governments that participate in E&T are eligible to receive a 75 percent federal reimbursement of payments made using non-federal funding for allowable E&T costs, including supportive services.

E&T Plan Content

CWDs who intend to participate in CalFresh E&T for FFY 2019 must submit a complete county plan to CDSS for review and approval by Friday, June 15, 2018. CWDs that do not submit a county plan by the due date may not be eligible for inclusion in the state E&T plan.

For FFY 2019, the following changes have been made to the E&T county plan template:

Third Party Partner Summaries: Part III of the FFY 2019 county plan template requires an overview of all third-party partner E&T programs in the county, including a description of each allowable E&T component offered by the third-party partner. If an E&T program is not offered by a third-party partner in the county, please enter not applicable for this section.

Third Party Partner Agreements: Part III, subsection L, of the FFY 2019 county plan template requires that each CWD attach a copy of all third party partner proposals, agreements, contracts, or Memorandum of Understandings between the CWD and the third-party partner(s).

Quarterly Progress Reports: Part X of the FFY 2019 county plan template outlines E&T reporting requirements. In addition to the national outcome metrics reporting requirement, CDSS is requiring that each CWD submit a short quarterly progress report to CDSS. The purpose of this report is to maintain a timely flow of information between CDSS and the CWD with regards to progress and performance, unanticipated challenges, expenditure tracking, and technical assistance needs.

In addition, please note that Attachment D (county plan reporting instructions) provides critical information, including data definitions, to effectively submit data to CDSS to fulfill the E&T national outcome metrics reporting requirement. Action on this information is not required at the time of plan submission, but CWDs should be aware that data will be requested in the Fall. Additionally, CWDs are responsible for ensuring that complete data for individual participants receiving E&T services through a third-party partner provider is included in their annual data submission.

E&T Plan Format

A PDF version of the CalFresh E&T plan template is attached to this letter. CWDs must complete all sections and tables within the template. Sections of the E&T plan that are not relevant to the CWD's E&T program should be marked as not applicable. When complete, plans must be submitted in Microsoft Word using the template. A Word version of the template will be transmitted to CWD E&T contacts via e-mail upon 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 staff to share their expertise. Such collaboration can positively contribute to the development of a quality E&T plan. Impacted county staff may include those that have responsibility for the following:

- 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 claims; and
- Compiling data for the data for the quarterly STAT 47 report and national outcome metrics reporting.

E&T Plan Submission

Due to the anticipated large file size of the FFY 2019 E&T County Plan and required attachments, CWDs will submit their plans through SharePoint. Additionally, throughout the plan year, amendments and quarterly progress reports will be submitted and maintained in SharePoint.

CWDs with existing E&T programs will be contacted directly to establish access to the SharePoint site and corresponding county folder. CWDs that have not previously participated in E&T should contact CDSS early in the planning process to confirm their intent to participate and establish access to the SharePoint site.

All correspondence related to the county E&T plan should be sent to the CalFresh E&T Inbox at: CalFreshEandT@dss.ca.gov.

CDSS looks forward to working together this coming year. Resources are available to support and develop a skilled workforce in your county – now is the time for action.



FFY 2019 CalFresh Employment & Training County Plan Template

COUNTY PLAN COVER SHEET

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

FFY 2019 County Plan Template Checklist

Please ensure receipt of all documents prior to beginning the planning process.

Templates	
E&T Plan Template	The E&T Plan template should be completed and submitted to CDSS along with the E&T budget template. Counties should upload a final version to their respective county folder in the SharePoint by June 15.
E&T Budget Template	The County E&T Plan budget sheet template should be completed and submitted to CDSS along with the County E&T Plan. Counties should upload a final version to their respective county folder in the SharePoint by June 15.
Quarterly Progress Report Template	The Quarterly Progress Report template will be completed and submitted to CDSS throughout the plan year. Counties should upload a final version to their respective county folder in the SharePoint each quarter.
Supporting Documents	
E&T Plan Instructions	Provides detailed instructions to assist counties in preparing their annual CalFresh E&T Plan.
National Outcome Metrics Reporting: Data Definitions, Data Validation Checklist and FAQs	Provides detailed instructions and definitions to complete annual submission of the national outcome metrics reporting data.

Part I. County E&T Program Overview

A.	Program Summary
B.	Program Changes
C.	Workforce Development System
D.	Other Employment Programs
E.	Work Registration Screening Process
F.	Participant Reimbursements
G.	State and National Reporting Measures
H.	Fifty Percent Reimbursement Fund Source
I.	Disqualification Policy (if applicable)

Part II. County E&T Component Detail

A.	Component Name
B.	Responsible Organization
C.	Component Description
D.	Participation Requirements
E.	Target Populations
F.	Certificate Attainment
G.	Number of Participants Served
H.	Cost of Participant Reimbursements
I.	Cost of Administration
J.	Reporting

Part III. Summary of Third-Party Partner E&T Program & Component Detail

A.	Partner Name
B.	Program Description
C.	Target Populations
D.	Components
E.	Certificate Attainment
F.	Number of Participants Served
G.	Cost of Participant Reimbursements
H.	Cost of Administration
I.	Data Management System
J.	Partner Funding
K.	Monitoring
L.	Partner Agreement

Part IV. Third-Party Partner Totals

Part IV is captured in the attached excel spreadsheet (Attachment B).

Part V. E&T Component Counts

Part V is captured in the attached excel spreadsheet (Attachment B).

Part VI. Work Registrants, E&T Deferrals, ABAWDS, AND E&T Participants

1	Work Registrant Population	
	a.	Estimate the total number of work registrants countywide on October 1, 2018:
	b.	Estimate the total number of of new work registrants countywide between October 1, 2018 and September 30, 2019:
	c.	Estimate the total number of work registrants countywide for FFY 2019 (a+b=c):
	d.	Describe the methodology used to prepare work registrant estimates above:

2	Deferral Policy	
	Reason for Deferral (& number of work registrants deferred)	#
	a.	Living in a 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&T 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 a 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 States veteran
	m.	Is a victim of domestic violence
	n.	Is an ABAWD subject to the time limit:
	o.	Other
	Total number of anticipated deferred work registrants [add 1 through 14]	

3	ABAWD Subject to the Time Limit Population		
	a.	Estimate the total number of ABAWDs subject to the time limit countywide on October 1, 2018:	
	b.	Estimate the total number of new ABAWDs subject to the time limit countywide between October 1, 2018, and September 30, 2019:	
	c.	Estimate the total number of ABAWDs subject to the time limit countywide for FFY 2019 (a+b=c):	
	d.	Describe the methodology used to prepare the ABAWD subject to the time limit estimates above:	

4	E&T Participants		
	1	Estimate the total number of mandatory E&T participants during FFY 2019:	
	2	Estimate the total number of voluntary E&T participants during FFY 2019:	

Part VII. Operating Budget

Part VII is captured in the attached excel spreadsheet (Attachment B).

Part VII. Budget Narrative and Justification

Part VII is captured in the attached excel spreadsheet (Attachment B).

Part IX. Summary of E&T Budget for FFY 2019

Part IX is captured in the attached excel spreadsheet (Attachment B).

Part X. E&T Reporting Requirements

1. E&T Quarterly Progress Report

- a. [County Name] will submit the E&T Quarterly Progress Report throughout FFY 2019. A Quarterly Progress Reports will be submitted to CDSS on the following dates:
 - First Quarter (October 1 to December 31) due 1/31/19
 - Second Quarter (January 1 to March 31) due 4/30/19
 - Third Quarter (April 1 to June 31) due 7/31/19
 - Fourth Quarter (July 1 to September 31) due 10/31/19

2. National E&T Outcome Metrics Report

- a. [County Name] will submit annually participant and former participant data to CDSS as requested. To fulfill this requirement, data will be collected the fall of each year according to the National E&T Outcome Metrics Reporting instructions issued with the release of the FFY 2019 E&T Planning Kick-Off All County Welfare Directors Letter (ACWDL). Prior to submission, the data will be validated (i.e. SSN, DOB, component information). Data will include information regarding E&T participants served directly by the county and information regarding E&T participants served by a third-party partner.
- b. The following data elements (data definitions provided in the National Outcomes Metrics Reporting instructions) will be collected for each individual who participated in E&T during FFY 2019:
 - Social Security Number (SSN)
 - County Indicator
 - Date of Birth
 - Male or Female
 - E&T Component
 - Component Start Date (for each component)
 - Component End Date (for each component)
 - Completion of Participation Date
 - Able Bodied Adults Without Dependents (ABAWD) Status

- High School Degree (HSD) or GED
- English as a Second Language
- Mandatory or Voluntary

Part XI. Assurance Statement

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.	
All required reports and data will be submitted in a timely manner.	
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



FFY 2019 CalFresh Employment and Training County Plan Instructions

The following template instructions are provided to assist counties in preparing their annual CalFresh Employment and Training (E&T) plans. In completing the plan, the California Department of Social Services (CDSS) strongly recommends that counties reference the following resources:

E&T Toolkit: <http://www.fns.usda.gov/ET-policy-guidance>.

E&T Plan Handbook: <https://www.fns.usda.gov/snap/et-state-plan-handbook>

E&T Operations Handbook: <https://fns-prod.azureedge.net/sites/default/files/snap/S2S-Operations-Handbook.pdf>

Please spell out county-specific acronyms prior to their use and use the attached County Plan Template (Attachment A) to complete your county plan.

All questions related to the county E&T plan should be directed to the CalFresh E&T Inbox at: CalFreshEandT@dss.ca.gov

Note: Changes have been made to the FFY 2019 county plan template to include information specific to each contracted partner and third-party partner. Broadly, reference to a county's "E&T program" includes all E&T services offered directly by the county, any contracted partners and any third-party partners. Otherwise, the template instructions distinguish whether CDSS is seeking information regarding E&T services offered directly by the county, a contracted partner or a third-party partner.

Important Definitions

Services Offered Directly by the County:

A county may dedicate county staff to directly offer E&T services to CalFresh recipients. The county may dedicate 100 percent funds and/or seek 50 percent reimbursement for the expense of offering E&T services directly. Fifty percent reimbursement is only available for costs paid using non-federal funds.

Services Offered by a Contracted Partner:

A contracted partner is defined as an organization that has contracted with the county to provide E&T services on behalf of the county. A contracted partner is paid by the county to provide E&T services. The county may dedicate 100 percent funds and/or seek 50 percent reimbursement for the expense of contracting with the organization to provide E&T services. Fifty percent reimbursement is only available for costs paid using non-federal funds.

Services Offered by a Third-party Partner:

A third-party partner is defined as an organization that has contracted (or entered into an agreement, such as a Memorandum of Understanding (MOU)) with the county to provide E&T services on behalf of the county. A third-party partner dedicates their own non-federal funding to the provision of E&T services. The third-party partner may seek 50 percent reimbursement for the expense of providing E&T services. Fifty percent reimbursement is only available for costs paid using non-federal funds.

Part I: County E&T Program Overview

Part I requires an overview of the county's E&T program. The overview should address all E&T services offered directly by the county, a contracted partner(s) or a third-party partner(s). Counties should provide a succinct narrative for each section of the overview. Additional guidance for each section is provided below.

A. Program Summary

Provide a summary of the county's E&T program. The summary should include a description of the populations that will be served, the allowable E&T components that will be offered, and a list of contracted partners and third-party partners involved in the operation of the county's E&T program. This should be a succinct overview with details provided in the appropriate sections that follow.

B. Program Changes

Provide a summary of changes being made to the county's E&T program in FFY 2019, if any. Highlight program changes such as, changes to the populations that will be served, the addition of an allowable E&T component, the addition of a contracted partner and/or third-party partner, changes to the county's E&T service delivery model, an expansion of available participant reimbursements, and so on.

C. Workforce Development System

Describe the county E&T program's connection to the local workforce development system. Include information such as, target or emerging industries in the county or region that have been taken into consideration when developing your county's E&T program, career pathways and/or credentials that will be made available to participants, and so on. Highlight partnerships with workforce development system stakeholders and any allowable E&T components that will be delivered by or in partnership with workforce development system providers.

D. Other Employment Programs

Describe other employment and training programs that serve individuals in the county and how the county's E&T program will interface with them. Highlight coordination with CalWORKs Welfare-to-Work (under title IV-A), General Assistance(GA)/General Relief(GR) and Workforce Innovation and Opportunity Act (WIOA) programs, including administrative consolidations and shared services.

Note: FNS requests this information to ensure that 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. Work Registration Screening Process

Describe the process for screening work registrants for referral to the county's E&T program. The work registrant screening process should not be confused with any assessment process that may be completed for those individuals who have chosen to participate in the county's E&T program.

F. Participant Reimbursements

Provide a comprehensive list of all allowable participant reimbursements provided by the county's E&T program.

G. State and National Reporting

Describe how the county will collect data for required E&T reports, which include the quarterly *Non-Assistance CalFresh Work Registrations, Able-Bodied Adults Without Dependents, and Employment and Training Program Quarterly Statistical Report* (STAT 47) and the annual *National Outcome Reporting Measures* (described in more detail on page 13). Describe how data will be collected, including the source and the methodology used to obtain data. 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.

H. Fifty Percent Reimbursement Fund Source

Describe all sources of non-federal funding eligible for federal 50 percent reimbursement. Please be as specific as possible when naming the non-federal funding source.

I. Disqualification Policy

If participation in the county's E&T program is **mandatory**, describe the county's sanction process, including its procedures for good cause determinations and issuing notices of disqualification. Also specify which allowable E&T components will be mandatory. If participation in the county's E&T program is **voluntary**, enter N/A in this section since voluntary E&T participants are not subject to sanctions.

PART II. County E&T Component Detail

Part II requires a description of each allowable E&T component offered directly by the county or contracted partner. Allowable E&T components offered by third-party partners will be detailed in Part III. If allowable E&T components are not offered by the

county or a contracted partner, please enter N/A for this section. Complete sections A through J by providing a succinct narrative description for each component. Additional guidance for each section is provided below.

A. Component Name

List each allowable E&T component offered directly by the county or contracted partner. Allowable E&T components must be one of the 9 listed below. When completing Part II, only reference allowable E&T components using the component names listed.

- Job Search
- Job Search Training
- Workfare
- Work Experience/Internships
- Education
- Self-employment Training
- Apprenticeships/Pre-Apprenticeships
- On-the-Job Training
- Job Retention

Note: When listing the Education component, please indicate the program type, which can include, but is not limited to, Adult Basic Education, ESL, GED and Vocational Training. If needed, reference the federal E&T Toolkit, which provides detailed descriptions of each allowable component: <http://www.fns.usda.gov/ET-policy-guidance>

B. Responsible Organization

Indicate if the component(s) will be offered directly by the county or contracted partner.

C. Component Description

Provide a detailed description of each allowable E&T component offered directly by the county or contracted partner. The component description should include information such as, the activity(s) that comprises 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 services and/or participant reimbursements offered to assist participants in effectively satisfying component participation requirements.

D. Participation Requirements

Identify the length of each allowable E&T component offered directly by the county or contracted partner and the weekly/monthly participation requirements.

E. Target Populations

Identify who among the CalFresh population is targeted to participate in each allowable E&T component offered directly by the county or contracted partner.

F. Certificate Attainment

Describe any industry recognized certificates or credentials offered that may be attained by participating in an allowable E&T component offered directly by the county or contracted partner.

G. Number of Participants Served

Identify the anticipated monthly unduplicated count of participants for each of the allowable E&T components offered directly by the county or contracted partner.

H. Cost of Participant Reimbursements

Identify the types of participant reimbursements that will be offered to participants of each allowable E&T component offered directly by the county or contracted partner. Identify the anticipated monthly cost for participant reimbursements for each allowable E&T component. Note any cap (if there is one). Describe the procedure for issuing participant reimbursements (e.g. in advance, in arrears, or upon request) and any steps taken to track their use.

I. Cost of Administration

Identify the anticipated monthly cost of administering each allowable E&T component offered directly by the county or contracted partner. This includes the cost for salaries and benefits, overhead expenditures, materials, equipment and participant training costs that are directly related to the provision of the E&T component. Participant reimbursements should not be factored into this total.

J. Reporting

Identify the data that will be collected to meet state and national reporting requirements specific to each allowable E&T component offered directly by the county or contracted partner.

PART III. Summary of Third-Party Partner E&T Program Detail

Part III requires an overview of all third-party partner E&T programs in the county, including a description of each allowable E&T component offered by a third-party partner. If an E&T program is not offered by a third-party partner in your county, please enter N/A for this section. Complete sections A through M by providing a succinct narrative description. Additional guidance for each section is provided below.

Note: Part III must include details for each third-party partner offering an E&T program in your county. You may complete Part III **once** and identify details by third-party partner OR you may complete Part III for **each** third-party partner. When selecting either option, ensure that the third-party partner program described is clearly identified.

A. Partner Name

Provide the name of the third-party partner.

B. Program Description

Describe the third-party partner's program, including the employment and training services they provide and how they directly relate to the county's E&T program. Provide a detailed description which outlines the sequence of activities, specific tasks performed by the participant as part of their participation in the program and timeline for completion.

For example: The Emergency Dispatcher Training Program combines classroom instruction with experience in a simulated 911 call center. The program covers basic call center techniques, effective communication, situational response, de-escalation strategies, providing effective instruction while waiting for emergency personnel to arrive, and more. This 80-hour certification course (16 weeks) is recognized through the International Association of Emergency Dispatchers (IAED).

C. Target Populations

Identify who among the CalFresh population is targeted to participate in the third-party partner's E&T program.

D. Components

Provide a detailed description of each allowable E&T component offered by the third-party partner. The component description should include information such 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 services and/or participant reimbursements offered to assist participants in effectively satisfying component participation requirements.

E. Certificate Attainment

Describe any industry recognized certificates or credentials offered that may be attained by participating in the third-party partner's E&T program.

F. Number of Participants Served

Identify the anticipated monthly unduplicated count of participants for the third-party partner's E&T program.

G. Cost of Participant Reimbursements

Identify the types of participant reimbursements that will be offered to participants of the third party partner's E&T program. Identify the anticipated monthly cost of participant reimbursements. Note any cap (if there is one). Describe the procedure for issuing participant reimbursements (e.g. in advance, in arrears, or upon request) and any steps taken to track their use.

H. Cost of Administration

Identify the anticipated monthly cost of administering the third-party partner's E&T program. This includes the cost for salaries and benefits, overhead expenditures, materials, equipment and participant training costs that are directly related to the provisions of the E&T program. Participant reimbursements should not be factored into this total.

Note: Identify the third-party partner's anticipated monthly cost of administering each allowable E&T component or the anticipated monthly cost of administering the third-party partner's E&T program as a whole. If the county has negotiated a cost-per participant, please also address that here.

I. Data Management System

Describe the third-party partner's data management system. Include details on how individual participants and their engagement in the E&T program will be captured and tracked. Explain how the third-party partner will share data with the county for purposes of meeting E&T state and national reporting requirements.

J. Partner Funding

Describe the funding structure. If the third-party partner will use their own non-federal funding to draw down 50 percent reimbursement, please describe the process for how the third-party partner will receive reimbursement from the county. If the third-party partner will receive any portion of the county's 100 percent funds, please indicate that here.

K. Monitoring

Explain how the third-party partner's performance will be monitored by the county.

L. Partner Agreement

Attach a copy of the partner proposal, agreement, contract, or MOU between the county and the third-party partner(s).

PART IV. Third-Party Partner Total Costs

Part IV captures total costs for each third-party partner providing CalFresh E&T services. Enter the total cost for each third-party partner, which is the sum of administration and participant reimbursements. Identify the percentage of the total county E&T program operating budget which is devoted to third-party partners. Part IV is captured in the attached excel spreadsheet (Attachment B).

PART V. E&T Component Counts

Part V captures monthly estimates for the number of individuals who will participate in each allowable E&T component, offered directly by the county, a contracted partner or by a third-party partner. It also captures monthly estimates for the number of participants who will receive participant reimbursements. Please include separate

entries for each E&T component. Part V should be completed in the attached excel spreadsheet (Attachment B).

In completing Part V, please be cognizant of the following:

- The estimates in this section are duplicate counts.
 - Participants are counted for each month of participation and for all components in which they participate. Thus, expected per-component monthly participation should include both new and existing participants.
 - The monthly number of persons expected to receive participant reimbursements will also be a duplicative count.
- If an individual is expected to participate in multiple components simultaneously, the same individual should be included in the estimated number of participants for each of the components e.g., once for job club and once for job search.
- The monthly estimate for persons receiving participant reimbursements must not exceed the monthly estimate for participants for each component.

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

Part VI captures estimates for the number of individual work registrants and individuals deferred from E&T participation, ABAWDs subject to the time limit, and E&T participants. Additional guidance is provided below for each section. Part V should be completed in the attached excel spreadsheet (Attachment B).

1. Work Registrant Population

- a) Estimate the total number of work registrants countywide on October 1, 2018.
- b) Estimate the total number of new work registrants countywide between October 1, 2018 and September 30, 2019.
- c) Estimate the total number of work registrants countywide for FFY 2019 (i.e. a + b = c):
- d) Describe the methodology used to prepare work registrant estimates.

Note: The estimate for “b” above may be derived using the cumulative total of four consecutive quarters worth of data from Part A, entry 1 of the STAT 47 report for 2017-18. However, counties may consult additional sources in developing a reasonable estimate.

2. Deferral Policy

Identify the county's E&T deferral policy and the estimated number of individuals who will be deferred from mandatory E&T participation for each of the following reasons.

- 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. Is an ABAWD subject to the time limit:
- o. Other:

Note: Counties in which all E&T components are voluntary and/or 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.

3. ABAWDs Subject to the Time Limit Population

- a) Estimate the total number of ABAWDs subject to the time limit countywide on October 1, 2018:
- b) Estimate the total number of new ABAWDs subject to the time limit countywide between October 1, 2018 and September 30, 2019:
- c) Estimate the total number of ABAWDs subject to the time limit countywide for FFY 2019 (i.e. $a + b = c$):
- d) Describe the methodology used to prepare the ABAWD subject to the time limit estimates.

Note: This estimate for “b” above may be derived using the cumulative total of four consecutive quarters worth of data from Part A, entry 2 of the STAT 47 report for 2017-2018. However, counties may consult additional sources in developing a reasonable estimate.

4. *E&T Participants*

Provide annual estimates of the number of CalFresh recipients who will participate in E&T during FFY 2019. 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. Include both E&T participants receiving E&T services offered by the county and by third-party partners.

- a. Estimate the total number of **mandatory** E&T participants during FFY 2019:
- b. Estimate the total number of **voluntary** E&T participants during FFY 2019:
- c. Describe the methodology used to prepare the E&T participants estimates.

PART VII. Operating Budget

Part VII captures the county's operating budget by providing line item detail and the program/administration totals. If there are third-party partners, enter the total cost for the third-party partner in section A of the table and the total cost for participant reimbursements associated with the third-party partner in section D. Additional narrative detail on contracts should be provided in Part III. Part VII should be completed in the attached excel spreadsheet (Attachment B).

1. *Direct Costs*

- a. County and/or Contracted Partner Salary/Wages
Identify staff time that will be charged to the E&T program. Salary/Wages should be described in FTE and time spent on the program.

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. County and/or Contracted Partner Fringe Benefits
Identify fringe benefits that will be charged to the E&T program and provide the approved fringe rate.

Note: For this section, salary/wage and fringe benefit costs are only for county staff or contracted partner staff. Salary/wage and fringe benefit costs for third-party partners are captured in sub section c below.

c. Third-Party Partner Costs

Briefly summarize what services will be provided under each third-party partner contract and identify the total administrative costs associated with all third-party partner contracts. Separately include contractual costs associated with participant reimbursements in Section D of this part.

d. Non-Capital Equipment and Supplies

Identify non-capital equipment and supplies that will be charged to the E&T program.

e. Materials

Identify materials that will be charged to the E&T program.

f. Travel & Staff Training

Identify travel and staff training costs that will be charged to the E&T program. Describe the purpose and frequency of staff travel. Include planned staff training and/or registration costs for training that will be charged to E&T.

g. Building/Space

Identify building/spaces costs that will be charged 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 program.

2. *Indirect Costs*

Indirect costs (also called overhead expenditures) are determined through a variety of rates or cost allocation plans that detail how the costs are to be shared by the funding agencies. If using an indirect cost rate for a contract with a third-party partner, please indicate the percentage. If your county does not use an indirect cost rate, please describe the method for approving indirect costs attributed to third-party partner's operation of E&T.

Note: if a third-party partner has a federally negotiated indirect cost rate, the county must honor this indirect cost rate. Please indicate if a third-party partner has a federally negotiated indirect cost rate and the percentage.

3. *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-kind contributions. If claiming expenses in

this line, please be specific about the anticipated valuation of in-kind contributions.

4. 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. This includes reimbursement provided directly by the county, contracted partners or third-party providers.

b. Transportation

List the transportation reimbursements provided and identify the total cost for the reimbursements. This includes reimbursement provided directly by the county, contracted partners or third-party providers.

c. Ancillary Costs

List the ancillary reimbursements provided and identify the total cost for the reimbursements. This includes reimbursement provided directly by the county, contracted partners or third-party providers.

PART VIII. Budget Narrative and Justification

Part VIII provides a budget narrative that describes and justifies each cost and clearly explains how the amount for each line item included in the operating budget per Part VII was determined. Part VIII should be completed in the attached excel spreadsheet (Attachment B).

Note: See Part VII for guidance on budget categories.

Part IX. Summary of E&T Budget for FFY 2019

For Part IX, breaks out E&T expenditures by funding category. Do not use decimals within the table. The combined total of items 1 and 2c in the table must match the combined total of Sections A (direct costs), B (indirect costs), and C (in-kind expenditures) in Part VII. The entries for dependent care, transportation and ancillary services must match the expenditures in Part VII. If the entry is not applicable or is zero, please insert a "0" (zero) in the blank space. Third-party partner costs should be captured in the 50 percent county cost column. Part IX should be completed in the attached excel spreadsheet.

Part X. Reporting Requirements

a. Quarterly Progress Report

Review Attachment C the E&T Quarterly Progress Report template for FFY 2019. The purpose of this report is to maintain a timely flow of

information between CDSS and the county with regards to progress and performance, unanticipated challenges, allocation expenditure tracking, technical assistance needs, and so on.

b. National Reporting

Review the Attachment D the national E&T outcome metrics reporting instructions for FFY 2019. In addition to completing the quarterly STAT 47 report, which includes E&T data, counties are required to annually submit data to CDSS to fulfill the new E&T national outcome metrics reporting requirement. Note, county action is not required at the time of plan submission, but counties should be aware that this data will be requested in the Fall. Additionally, counties are responsible for ensuring that every third-party partner's data is included in their annual data submission.

Part XI. Assurance Statement

For Part XI, the Assurance Statement should be completed by each county submitting an E&T Plan in FFY 2019. The County Director and financial representative must sign the assurance statement certifying that all the assurances are met.

Attachments

- Attachment A: County Plan Template
- Attachment B: County Plan Budget Sheet
- Attachment C: Quarterly Progress Report
- Attachment D: National Outcome Metrics Reporting Instructions