

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



November 15, 2004

ALL COUNTY INFORMATION NOTICE NO. I-79-04

TO: ALL COUNTY WELFARE DIRECTORS
 ALL COUNTY FOOD STAMP COORDINATORS
 ALL COUNTY FOOD STAMP EMPLOYMENT
 AND TRAINING COORDINATORS

REASON FOR THIS TRANSMITTAL

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

SUBJECT: ANNUAL FOOD STAMP EMPLOYMENT AND TRAINING PLAN
 INSTRUCTIONS FOR FEDERAL FISCAL YEAR 2005

REFERENCE: MANUAL OF POLICIES AND PROCEDURES,
 DIVISION 63, SECTIONS 63-407 THROUGH 63-410

The purpose of this letter is to transmit the Federal Fiscal Year (FFY) 2005, Food Stamp Employment and Training (FSET), preliminary federal grant allocation (Enclosure 1), and the FSET Program Handbook (Enclosure 2), which contains instructions for completing the annual plan. As required by the Federal Food and Nutrition Service (FNS), all counties, whether or not they are interested in participating in the FSET Program during the upcoming fiscal year, must complete an annual FSET Plan as specified in the Manual of Policies and Procedures (MPP) Division 63, Section 63-407.842(a). However, non-FSET counties need only to complete Part II and Tables 1 and 1B of the Handbook.

The deadline for submitting your county's FSET Plan is December 10, 2004. Please ensure that your county's plan is in our office by the above date to enable us to meet our deadline with FNS. To expedite the approval process, the county FSET plans must be submitted in the format outlined in the handbook instructions. Please forward an electronic copy and mail a hard copy to the following California Department of Social Services (CDSS) staff:

ATTN: Mr. Tony Pyara, Food Stamp Analyst
 California Department of Social Services
 Food Stamp Branch
 744 P Street, M.S. 16-32
 Sacramento, CA 95814
 E-mail: tpyara@dss.ca.gov
 Fax: (916) 657-1806

In an effort to ensure the integrity of California's FSET program, it is critical that both FSET and non-FSET counties provide realistic estimates in their annual FSET plans and report in a timely manner. Counties are required to base their estimated FSET component costs

on the anticipated number of individuals participating in an allowable FSET component. Counties should be able to use the data from their most recent statistical report forms, STAT 47 and 48, to develop reasonable estimates for their annual FSET plans. As in previous years, counties may not claim multiple reimbursements for the same individual in the same month, although an individual may be placed in multiple components within a month.

The data reported in the FSET plan should reconcile with the data that the county reports on the STAT 47 and 48, particularly the counts for work registrants and Able-Bodied Adults Without Dependents (ABAWDS). In the past, the data reported in the county FSET plan and the data the county reported in the statistical report forms was inconsistent. Because FNS uses the reported information from these reports to determine each state's future allocation of FSET funds and the 15 percent ABAWD exemptions, it is crucial that the data submitted is accurate. Also, the data from the STAT 47 and 48 reports are used to monitor the states' level of FSET program activities and expenditures. Therefore, we cannot stress enough the need for accuracy when reporting on the STAT 47 and 48 reports.

Policy Reminders

There were inconsistencies noted in county FSET Plans last year.

- The biggest error was the inconsistency in reporting the number of ABAWDs to be placed in FSET. The number of ABAWDs and non-ABAWDs placed in all components in Part I, on the template for each component, must be the same as the number of ABAWDs and non-ABAWDs reported on Table 2, item (A) (3).
- Table 3, Summary of Interagency Coordination, must always be completed when the county shows costs on Table 4, Operation Budget, Column C, of the plan.

If you have any questions about this letter, or the submittal of your plan, please contact Tony Pyara, Food Stamps FSET Analyst, at (916) 657-2630 or Lisa Lacy, MSW, Manager, at (916) 654-1435. Please direct any questions regarding your county's FSET allocation to Michael Yokeley, Analyst in the County Financial Analysis Bureau, at (916) 654-4209.

Sincerely,

Original Document Signed By:

RICHTON YEE, Chief
Food Stamps Branch

Enclosures

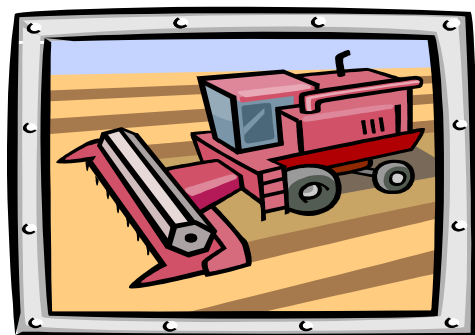
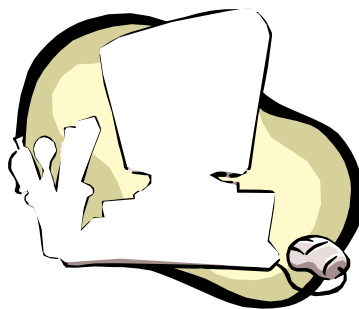
FSET Preliminary Federal Grant Allocation Enclosure 1
2005

	Average Monthly	% to	
County	NAFS Caseload	Total	Allocations
	(DFA 296)		
	Calendar Year 2003		
ALAMEDA	10,493	2.83%	\$258,792
CONTRA COSTA	5,123	1.38%	\$126,349
HUMBOLDT	3,493	0.94%	\$86,151
KERN	15,928	4.30%	\$392,834
LOS ANGELES	184,897	49.91%	\$4,560,131
MARIN	1,647	0.44%	\$40,618
MENDOCINO	3,011	0.81%	\$74,266
MONTEREY	5,019	1.35%	\$123,782
ORANGE	16,682	4.50%	\$411,434
RIVERSIDE	10,449	2.82%	\$257,705
SACRAMENTO	20,293	5.48%	\$500,491
SAN BERNARDINO	23,229	6.27%	\$572,902
SAN DIEGO	14,502	3.92%	\$357,670
SAN FRANCISCO	15,243	4.12%	\$375,941
SAN JOAQUIN	7,465	2.02%	\$184,115
SAN LUIS OBISPO	1,796	0.48%	\$44,291
SAN MATEO	1,772	0.48%	\$43,706
SANTA CLARA	11,912	3.22%	\$293,792
SANTA CRUZ	2,831	0.76%	\$69,826
SHASTA	3,683	0.99%	\$90,838
SONOMA	3,158	0.85%	\$77,883
TRINITY	354	0.10%	\$8,738
VENTURA	5,630	1.52%	\$138,856
YOLO	1,815	0.49%	\$44,766
TOTALS	370,425	100.00%	\$9,135,877

FOOD STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM HANDBOOK



PREPARING COUNTY FSET PLANS FOR FEDERAL FISCAL YEAR 2005 (October 1, 2004 – September 30, 2005)



Prepared by the
California Department of Social Services
Food Stamp Branch

Revised November 2004

CONTENTS

LIST OF TABLES AND EXHIBITS	3
DEFINITIONS	4
INTRODUCTION	12
I. FSET Plan Requirements	12
II. FSET Plan Submission.....	13
III. FSET Plan Modifications	13
PART I: SUMMARY OF COUNTY FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM.....	15
A. Abstract of the County FSET Program.....	15
1. Program Changes	15
2. ABAWD Population	15
3. Program Components	16
4. Sequencing of Components	16
5. Other Employment Programs.....	17
6. Workforce Development System.....	17
7. Outcome Data.....	17
B. Program Components.....	17
1. Explanation of Terms	18
2. Example of a Component Summary	22
3. Component Template.....	26
PART II: PROGRAM PARTICIPATION AND DEFERRALS	31
A. Work Registrant Population	31
1. Number of Work Registrants.....	31
2. Unduplicated Work Registrant Count	32
B. Deferral Policy	33
C. Planned FSET Program Participation	33
D. ABAWD Population.....	33

CONTENTS (continued)

PART III:	PROGRAM COORDINATION	35
A.	Program Coordination.....	35
1.	Narrative Coordination Statement.....	35
2.	Information Coordination.....	35
3.	Coordination Time Frames.....	36
B.	Interagency Coordination.....	36
1.	Areas of Coordination	36
2.	Methods of Coordination	37
C.	Contractual Arrangements	37
PART IV:	PROGRAM COSTS AND FINANCIAL MANAGEMENT	38
A.	Planned Costs of the County FSET Program	38
1.	Operating Budget	38
2.	Sources of FSET Funds.....	39
3.	Justification of Education Costs	39
B.	Contracts	40
C.	Participant Reimbursement.....	40
1.	Method of Reimbursement.....	41
2.	Procedure for Reimbursement.....	41
D.	Cost Allocation.....	42
PART V:	PROGRAM REPORTING AND MANAGEMENT INFORMATION.....	43
A.	Obtaining Initial Count of Work Registrants	43
B.	Ensuring an Unduplicated Work Registrant Count.....	44
C.	Meeting Ongoing Federal Reporting Requirements.....	44
1.	Management Information System (MIS) Method.....	44
a.	Type of MIS.....	44
b.	Local Reporting Requirements	44
2.	Organizational Responsibility for FSET Reporting	45
TABLES		47
CHECKLIST FOR ACCURATE PLAN COMPLETION		58
EXHIBITS.....		60

LIST OF EXHIBITS AND TABLES

TABLES

Guidelines for Completion of FSET Plan Tables.....	48
Table 1 Estimated Participant Levels.....	52
Table 1B Criteria for 15 Percent ABAWD Exemptions for FFY 2005.....	53
Table 2 Estimated FSET Placement Levels.....	54
Table 3 Summary of Interagency Coordination for the FSET Program.....	55
Table 4 Operating Budget.....	56
Table 5 Planned Costs by Category of Funding.....	57

EXHIBITS

Exhibit 1 Cover.....	60
Exhibit 2 FSET Program Federal/County Financial Participation Categories.....	61
Exhibit 3 STAT 47 and STAT 48 Reports and FSET Expense Claim.....	62
Exhibit 4 Participation Requirements in FSET Counties.....	63
Exhibit 5 Title 1 Workforce Investment Act Activities.....	66

DEFINITIONS

ABAWD - An Able–Bodied Adult Without Dependents whose eligibility for food stamps is limited to any 3 months in a 36–month period (the 3–month time limit) unless the individual meets an ABAWD work requirement (see definition below). This limitation does not apply to individuals who are: 1) under 18 or over 50 years of age; 2) medically certified as physically or mentally unfit for employment; 3) parents or other members of households with responsibility for a dependent child; 4) exempt from the Food Stamp program (FSP) work requirements; or 5) pregnant.

ABAWD 15% Exemption - A county may exempt up to 15 percent of its ABAWD population from the 3–month time limit.

ABAWD Waiver - A county may request that the Food and Nutrition Service (FNS) waive the 3–month time limit for ABAWDs residing in areas of the State which have an unemployment rate of over 10 percent or which do not have sufficient jobs to provide employment for the ABAWDs. See MPP Section 63-410.33.

ABAWD Work Requirement - Eligibility for food stamps is limited to 3 months in a 36–month period unless the ABAWD, who is age 18 to 49:

- works 20 or more hours a week, which is averaged monthly;
- participates in and complies with the requirements of a work program (see definition below) for 20 or more hours a week; or
- participates in and complies with the requirements of a workfare program under Section 20 of the Food Stamp Act or a comparable program established by a state or a political subdivision of a state (see also “Qualifying ABAWD Activity” below).

The ABAWD work requirement does not apply to ABAWDs who reside in areas granted a waiver of the 3–month time limit by FNS or to ABAWDs who are included in a county’s 15 percent exemption allowance. All remaining ABAWDs are “at-risk,” meaning they are subject to the ABAWD work requirement in order to maintain eligibility for food stamps beyond 3 months.

Applicant - An individual, member or a representative of a household who applies in writing, for food stamp benefits.

Assessment - An in–depth evaluation of employability skills often coupled with counseling on how and where to search for employment. If combined with work experience, some form of employment search or training, an assessment of this nature could constitute part of an approvable employment and training component.

Commencing a Component - When an Food Stamp Employment and Training (FSET) (see definition below) participant formally begins participation in a component by performing the first act required by the component, (e.g., attending the first Job Club session or making the first job contact). An ABAWD’s commencement of a qualifying component must be verified through appropriate documentation or other agency records.

Component - A service, activity, or program, as described in the Manual of Policies and Procedures (MPP) Section 63-407.841, which is designed to help food stamp recipients gain skills, training, or work experience that will increase their ability to obtain regular employment and achieve self–sufficiency.

- Within the FSET Program, components are designated either as “work” or “non–work.” Work components provide an actual job in the workplace. Workfare, on–the–job training (OJT), and work experience components are work components.
- Households containing FSET work component participants are limited to working the number of hours in a month that are determined by dividing the household’s monthly food stamp allotment by the higher of the applicable federal or state minimum wage. (In California, the state minimum wage is higher than the federal minimum wage.)
- Depending on the amount of the monthly food stamp allotment, individual work component participants’ can be required to work up to 30 hours per week, and the individual’s total hours of participation in both work and non–work components is limited to 120 hours per month.

- For ABAWDs residing in FSET counties, there may be a requirement to work up to the FSET program participation hours as stated above, in addition to the ABAWD work requirement of working 20 hours or more per week, or 80 hours averaged monthly. Non-work components include job search, job club, vocational training, and education.
- An FSET program may include, but is not limited to, one or more of the following components:

NON-WORK COMPONENTS:

1. Supervised and Unsupervised Job Search — Requires participants to make a predetermined number of inquiries to prospective employers over a specified period of time. The component may be designed so that the participant conducts his/her job search independently or within a group setting. According to the new Federal FSET handbook, job search components should entail approximately 12 contacts with employers per month for two months.

2. Job Club — This component enhances the participants' job readiness by providing instruction in job seeking techniques and increasing motivation and self confidence. The component may consist of job search activities, job skills assessments, job finding clubs, job placement services, or other training or support activities.

3. Vocational Training — This component is designed to improve the employability of participants by providing training in a skill or trade that allows the participant to move directly into employment

4. Education — This component provides educational programs or activities to improve basic skills or otherwise improve employability. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school equivalency (GED), and post-secondary education.

A post secondary education component is one whose purpose is academic and whose curriculum is designed primarily for students who are beyond the compulsory

age for high school. Only educational components that establish a direct link to job-readiness will be approved.

Federal FSET funds cannot take the place of nonfederal (i.e., State, local) funds for existing educational services. Federal Financial Participation (FFP) for operating education components may be authorized only for costs that exceed the normal cost of services provided to persons not participating in FSET.

- 5. Self-Employment Training** — This component is designed to improve the employability of participants by providing training in setting up and operating a small business or other self-employment ventures.

WORK COMPONENTS:

- 1. Workfare** — The food stamp recipients perform work in a public service capacity as a condition of eligibility. In lieu of wages, workfare participants receive compensation in the form of their household's monthly coupon allotment.

The primary goal of workfare is to improve employability and encourage individuals to move into regular employment while returning something of value to the community. A county may operate a workfare program as a component of its FSET program, or it may choose to operate a workfare program independent of the FSET program. Workfare assignments cannot replace or prevent the employment of regular employees, and assignments must provide the same benefits and working conditions provided to regular employees performing comparable work for comparable hours.

- 2. Self-Initiated Workfare** — This component is designed to assist ABAWDs in fulfilling their work requirement. In self-initiated programs ABAWDs voluntarily participate, and find their own workfare job assignments. They are responsible for arranging to have their participation reported to their caseworkers and for verifying their workfare hours. Hours of participation are determined by dividing the monthly household allotment by the state minimum wage.

3. Work Experience or On-the-Job Training — This component is designed to improve the employability of participants through actual work experience and/or training, and to enable them to move into regular employment. Work experience or on-the-job training assignments may not replace the employment of a regularly employed individual. And, they must provide the same benefits and working conditions provided to regularly employed individuals performing comparable work for comparable hours. It is permissible to place FSET participants in work experience positions with private sector entities.

4. Workforce Investment Act (WIA) Training — Job training services developed, managed, and administered by State and local governments and the business community under WIA. Activities include basic skills training (GED, literacy), occupational skills training, on-the-job training, work experience, and job search assistance.

Component Cost – This is the amount that represents the maximum 100 percent Federal FSET funds, which County Welfare Departments (CWDs) can spend to create qualifying education, training, and workfare components. If the maximum 100 percent federal funds are exceeded, CWDs may request 50 percent federal/50 percent county administrative overmatch funds to pay for remaining component costs.

Contractor - Any public or private entity that is providing FSET services under a financial or non-financial agreement with the county agency.

Exempted - This term refers to a work registered person or persons excused by the county from mandatory participation in the FSET Program. **Note:** Individuals who are exempted from mandatory participation can still participate as volunteers, but are not subject to sanction for failure to comply with program requirements. See definition of “volunteer” below.

Food Stamp Employment and Training Program - A program administered by each participating county consisting of one or more work, training, education, or job search components.

Food Stamp Employment and Training Mandatory Participant – A FSP applicant or recipient required to register for work under MPP Section 63-407.1 who is not exempted by the county from participation in an employment and training program. A mandatory participant is not necessarily actively participating in an FSET component.

FSP Work Requirement - Every able-bodied food stamp applicant and recipient age 16 to 59 —unless otherwise exempted by law—must:

- register for work or be registered by the county;
- participate in the FSET Program if assigned by the county;
- participate in a workfare program if assigned by the county;
- provide sufficient information to determine employment status or availability for work;
- report to an employer when referred by the county or its designee;
- accept a bona fide offer of suitable employment; and
- must not voluntarily quit a job of 30 or more hours a week or reduce work hours to less than 30 hours a week without good cause.

Newly Work Registered - Food stamp participants who are work registered at the point of application or for the first time at re-certification in their current period of participation.

Qualifying ABAWD Activity - In order to remain eligible beyond the 3-month time limit, at-risk ABAWDs, (those subject to the ABAWD work requirement, including individuals age 18 to 49), must participate at least 20 hours per week in education and training activities or participate in a workfare position.

- The participation must either be as part of an optional workfare program under Section 20 of the Food Stamp Act or as part of an FSET workfare component, including a comparable program established by a State or a political subdivision of a State.

- FSET job search or job search training components are not qualifying activities for ABAWDs, whether offered concurrently with another component or stand-alone. However, job search or job search training activities, when offered as part of other FSET components are acceptable as long as those activities comprise less than half of the total required time spent in the components.
- In addition, State agencies may establish a job search period of up to 30 days following initial food stamp certification, prior to making a workfare assignment.
- Participants considered to be participating in and complying with workfare requirements are thereby, meeting the ABAWD work requirement.

Screening - An evaluation by the county as to whether a person should or should not be referred for participation in an FSET program. This activity is not an approvable FSET component.

Volunteer - A food stamp recipient who has complied with, or is complying with, program requirements and is:

- 1) statutorily exempt from work registration requirements, or
- 2) deferred by the county from FSET participation.

Counties may, to the extent they choose, permit volunteers to participate in an FSET component. Volunteers are not subject to sanction for failure to comply with FSET requirements. The hours of participation or work required of volunteers may not exceed the hours required of mandatory FSET participants.

Workforce Development System - An interconnected strategy for providing comprehensive labor market and occupational information to job seekers, employers, providers of one-stop delivery of core services, providers of other workforce employment activities, and providers of workforce education activities. Each component of a county's FSET program must be delivered through its workforce development system. If the component is not available locally through such a system, the county may use another source.

Work Program - A work program is:

- A program under the WIA;
- A program under Section 236 of the Trade Act of 1974 (applicable to workers who are adversely affected by the U.S. trade agreements [e.g., the North American Free Trade Act] that are identified by the Employment Development Department) (EDD), which provides training services to adversely affected workers through participation in programs that are subject to approval by the Secretary of the U.S. Department of Labor. These programs include job search, job club, on-the-job training, WIA training, or a program of remedial education, or
- An employment and training program, including the FSET Program, operated or supervised by a state or a political subdivision of a state that meets state-approved standards, other than a job search or job club component. Note: To qualify for FFP, a work program must be included in the State FSET Plan and it must adhere to statutory limitations on hours of work and/or participation for FSET participants.

Work Registrant - A FSP participant who does not qualify for one of the exemptions at Manual of Policies and Procedures (MPP) Section 63-407.21.

INTRODUCTION

The purpose of this handbook is to specify the format in which each CWD must present the information required for California's annual FSET plan. All counties must complete and submit an FSET plan to the California Department of Social Services (CDSS), as required by the U.S. Department of Agriculture (USDA), FNS in Administrative Notices 96-34 and 98-80. Counties that will operate an FSET program in Federal Fiscal Year (FFY) 2005 must complete the entire plan. Counties that will not operate an FSET program in FFY 2005 must complete three sections of the plan: Part II, Table 1 and Table 1B. All counties' FSET plans must be submitted in the format contained within these instructions.

I. FSET Plan Requirements

In order to receive an allocation of federal FSET funds, participating counties must complete an annual FSET plan. State approval of the county plans and allocation of FSET funds will be contingent upon federal approval of the State's annual FSET plan by FNS. The sections and subsections in this handbook cover all of the items that must be included in the county's FSET plan. Counties will be formally notified of their FSET plan approval and final fiscal allocation via a County Fiscal Letter (CFL).

A. FSET Fund Limitations

The use of FSET administrative funds is limited to the cost of planning, implementing, and operating an FSET program, in accordance with a approved plan. FSET administrative funds must not be used for any of the following:

- determining whether an individual must be work registered;
- the work registration process;
- further screening during the certification process;
- disqualification activity that takes place after noncompliance without good cause is reported;
- subsidizing a participant's wages; and
- reimbursing participants for dependent care or transportation/ancillary (separate FSET budgets are provided for these costs).

- Note: For purposes of this section, the certification process is considered ended when an individual is referred to FSET for assessment or participation.

II. FSET Plan Submission

CDSS will e-mail the handbook in Microsoft Word to all county Food Stamp Coordinators. While counties are not required to use the electronic versions of the documents, they are required to include all the requested information in the specified format. If the electronic documents are used, please be aware of document margins and use the “type over” mode, where appropriate, to key in the information.

III. FSET Plan Modifications

If a county proposes to make any substantive changes to the FSET program after its FSET plan is approved by CDSS, the county must submit a plan modification. The modification request must be approved before the proposed change(s) may be implemented. The county may be liable for costs associated with the implementation of any significant change that occurs prior to approval by CDSS and FNS. The following are examples of changes that require a formal modification of the county FSET plan:

- Major changes in components (e.g., adding, deleting, or modifying a component);
- Changes in the amount of expenditures expected to exceed the 100 percent FSET grant level for which the State agency will request 50 percent Federal reimbursement;
- Change in the method of paying participant reimbursement.

Include in the plan modification an explanation of the proposed change(s) as well as page changes to the appropriate sections of the county FSET plan. If participation levels change as a result of the modification, include a revised copy of Table 1, Estimated Participant Levels, and Table 2, Estimated FSET Placement Levels. Similarly, include a revised copy of Table 4, Operating Budget, and Table 5, Planned Costs by Funding Category, if the plan modification will result in a change in the operating budget and/or a change in the amount of any of the funding categories. Some changes to the county FSET plan do not require approval by CDSS. These changes include the following:

- substitution of one contractor for another that does not affect the scope or operation of a component, or
- a change in the targeted population of a component (e.g., from illiterate adults to high school dropouts under 20 years old) that does not affect the participation levels or component cost.

Although CDSS approval is not required for these changes, it is imperative that all changes to the county FSET plan be reported to CDSS, in a timely manner in order that CDSS has an accurate record of the county programs. To report changes, identify the sections of the plan, and complete and forward the appropriate pages that are contained in that section that address the specific change(s) that are being made. If there are any questions regarding these instructions, please contact the following CDSS Food Stamp Branch staff:

Questions on FSET plan completion

Tony Pyara, Analyst, (916) 657-2630

tpyara@dss.ca.gov

Questions on participation requirements

Robert Nevins, Analyst, (916) 654-1408

rnevins@dss.ca.gov

PART I

**SUMMARY OF COUNTY FOOD STAMP
EMPLOYMENT AND TRAINING PROGRAM**

Please complete the cover page, which is labeled Exhibit 1.

Part I of the county FSET plan summarizes the FSET program that the CWD plans to implement.

In Section I–A, provide an outline of the major features of the county’s FSET Program, including but not limited to program changes and ABAWD population. In Section I–B describe all of the components that will be included in the program.

A. Abstract of the County FSET Program - Provide a brief narrative that summarizes and affords an overall perspective of the FSET program. The abstract should, at a minimum, include the following information:

1. Program Changes - County FSET programs sometimes undergo revisions to provide improved FSET services to their food stamp work registrant populations and provide qualifying education, training, and workfare opportunities for ABAWDs. Describe here the nature of the changes, if any, contained in the plan.

2. ABAWD Population

- Estimate the size of the ABAWD population to be served by the program in FFY 2005 (only count ABAWDs who will participate in a component).
- Discuss the type and number of waivers for ABAWDS, the waiver period approved by FNS, and the estimated number of ABAWDs subject to the waiver.
- Discuss planned implementation of the 15 percent ABAWD exemption allowance, specifically the criteria for ABAWDs to be exempted.
- Explain whether the estimated number of ABAWDs in the county is based on a duplicated or unduplicated count of individuals.
- FNS asks the states for an unduplicated count. For the purposes of this report, an unduplicated count is one where individuals will not be included in the reported

work registrant counts more than once in any fiscal year. Counties should make every effort to provide an unduplicated count in the plan.

- If a county can only provide a duplicated count of ABAWDs in the county, explain why and estimate in this section the portion of reported ABAWDs believed to be duplicated. Detail the methodology used in making this estimate.
- Discuss any special problems associated with the ABAWD population (e.g., anticipated high noncompliance levels, significant barriers faced by ABAWDs, etc.)

3. Program Components - To receive approval, FSET program components must enhance the employability of individual food stamp recipients. Components may also be offered in combination such as Workfare and Job Search. Refer to Exhibit 4 for a brief description of FSET participation requirements and allowable FSET activities for ABAWDs and non-ABAWDs. By law an FSET program may consist of many different types of components, including but not limited to the following activities:

- Job Search
 - Job Club
 - Workfare
 - Self-Initiated Workfare
 - Education
 - Work Experience
 - Vocational Training
 - On-the-Job Training to improve employability
- a) List the components that will be included in the county's FSET program.
 - b) Discuss the weekly/monthly hours of participation required for each component.
 - c) Describe any planned combinations of components to meet the statutory requirement of 20 hours participation per week to qualify as a work program for ABAWDs.

4. Sequencing of Components

- If it is intended that a person will be placed in more than one component over the course of the FFY describe the sequence in which the components will be assigned to the participant.

5. Other Employment Programs

- Describe other employment and training programs that serve Food Stamp, CalWORKs and General Assistance (GA) recipients.
- Describe how the FSET Program will interface with these other employment and training programs, including detailing the coordination between the CalWORKs Welfare-to-Work (WTW) program and FSET. If applicable, include in the description, the administrative consolidations and shared components.

6. Workforce Development System

- Counties are encouraged to deliver their FSET components through the WIA, One-Stop System, unless their local One-Stop Center cannot provide the service or a One-Stop Center does not exist in the area.
- Describe the county's plans for delivering each of its FSET components through its workforce development system.
- If a particular component is not available locally through the workforce development system, discuss the source(s) the county will use to provide the component.

7. Outcome Data

Please forward with the county FSET plan:

- any outcome data such as numbers of participants entering employment, types of employment found, wage rates, etc., collected by the CWD, and
- any evaluations or studies relating to employment and training conducted or commissioned by the county.

B. Program Components - In this part of the plan, using the template provided, provide a detailed narrative description of each FSET program component (i.e., activity) that will be offered by the county during FFY 2005.

- Please note that there are some entries that may be unique to a specific component. These entries are highlighted in shaded text and must be included in the component description when the activity is offered concurrently with another activity (e.g., vocational training/job search).

- When a component includes concurrent activities, the component name must reflect all the activities associated with that component (e.g., Work Experience, OJT, Alcohol and Other Drug (AOD)/Mental Health (MH) Counseling, etc.).
- If AOD treatment and/or MH counseling is offered, this activity must be described within the context of the primary activity. For example, if a participant is required to participate in vocational training and AOD treatment, the treatment rehabilitation activities must be included in the detailed narrative description of the vocational training activity.

When completing the FSET plan, it is important to remember the following:

- Assessment by itself is not a component/activity.
- Screening is not a component/activity.
- The Workfare component, by itself satisfies the ABAWD work rule. However, the number of hours per month must not exceed the household's monthly food stamp allotment divided by the higher of the federal or state's minimum wage.
- Separate the number of mandatory participants into ABAWD mandatory and non-ABAWD mandatory entries in the component summaries.
- Do not use decimals or fractions for numbers of participants. Only enter whole numbers by rounding up or down as necessary.
- Do not use ranges for numbers of participants (e.g., 5 - 7, 1 to 3). Only use single whole numbers.
- Every component total cost must have a corresponding cost entry on Table 4.

1. Explanation of Terms - Below are explanations of items that must be included in each component description, as appropriate. See the Example of Component Summary at the end of this section on page 22. The following explanations of terms correspond to the Summary on page 22.

- a. Component name** - Provide the full name, including any acronyms and concurrent activities associated with the component.

b. Component type

- Designate each component offered as either a work or non–work component.
- A “work component” is one that provides an actual job in the workplace. Work components are limited to workfare, OJT, or work experience.
- Participation in a work component for a food stamp household in a month is restricted to the number of hours obtained by dividing the household’s monthly benefit level by the higher of the applicable federal or state minimum wage. (Please note, in California, the state minimum wage is higher than the federal minimum wage.)
- Depending on the amount of the household’s monthly food stamp allotment, individuals in FSET work components can be required to work up to 30 hours per week.
- A non–work component is any other type of component, such as, job search, job club, vocational training, and education.
- Individual participation in concurrent work and non–work components is limited to a total of 120 hours per month, regardless of household allotment size.
- Participants in non–work components may be required to participate for up to 120 hours per month regardless of allotment size.

c. Component description - Describe the participant activities of the component. Include descriptions of supportive and enhanced ancillary services such as AOD treatment and mental health counseling.

d. Geographic areas covered and variations among local areas - Summarize the areas of the county where this particular component will operate and discuss, if applicable, any significant reasons for limiting its operation.

e. Targeted populations - may either be applicants who are ABAWDs, or recipients who are Limited English Proficiency (LEP).

- f. Anticipated number of ABAWD participants who will begin the component each month** - Estimate the number of ABAWDs subject to the 3-month time limit who are expected to begin the component. Include individuals who will begin the component concurrently with another one. In addition, include both mandatory ABAWDs and volunteer ABAWDs. Discuss any significant issues or situations that affect the estimate, such as approved waivers of the ABAWD work requirement. Explain any significant difference between the annual number of ABAWDs who began the component last year as reported on the STAT 47 and 48 reports and the number of ABAWDs estimated in this plan to begin the component.
- g. Anticipated number of non-ABAWD participants who will begin the component each month** - Estimate the number of non-ABAWDs who are expected to begin the component. Include individuals who will begin the component concurrently with another one. In addition, include both mandatory non-ABAWDs and volunteer non-ABAWDs. Discuss any significant issues or situations that affect the estimate. Discuss, if applicable, the reason(s) for not allowing volunteers to participate. Explain any significant difference between the annual number of non-ABAWDs who began the component last year as reported on the STAT reports and the number of non-ABAWDs anticipated to begin the component in the current (2005) FFY.
- h. Total number of anticipated participants each month** - Total number of participants in “f” plus “g” above.
- i. Number of hours of participation and duration of a component** – Specify for each component description, the number of hours of participation expected for each participant (FNS suggests a level of effort comparable to 12 hours per month, per participant for two months as a guideline for a meaningful component).
- j. If 30-day Job Search prior to Workfare is offered –**
- If applicable, list the number of job contacts that will be required over what [redacted]

This applies to Job Search activities.

- If applicable, identify the method for monitoring job contacts (e.g., random

This applies to Job Search activities

- k. **Organizational responsibilities** - Specify service providers. Which entity operates this component (e.g., Employment Services (ES) operates job search training; county operates individual job search; contractor operates vocational training, etc.).
- l. **Cost of the component without participant reimbursements** - Estimate the cost without transportation, dependent care and ancillary costs.
- m. **Cost of participant reimbursement for dependent care** - Estimate the cost only for dependent care.
- n. **Cost of participant reimbursement for transportation/ancillary** - Estimate the cost only for transportation and ancillary.
- o. **Total cost of the component including participant reimbursements** - Compute the total estimated cost of administering the component, including expenses such as salaries, contracts, and participant reimbursements—both the county and federal shares. This cost must be the same as specified on Table 4, Operating Budget. Estimate the cost per placement of the component by dividing the total estimated cost of the component by the anticipated number of placements.

EXAMPLE OF COMPONENT SUMMARY

a. Component name: Workfare

30-day Job Search prior to Workfare (check box if applicable)

b. Component type: work

c. Component description: (describe the participant activities)

Following the initial determination of eligibility, newly-certified ABAWDs are required to conduct up to 30 days of job search. Participants attend two days (six hours each day) of classroom instruction on job-search techniques, including interviewing, telephone technique, and preparation for interviewing and good work habits. The next five days are spent in a “phone room” arranging interviews with prospective employers. Participants must make five documented job contacts a day in the subsequent three weeks, reporting to a case manager every other week.

At the end of the 30-day Job Search period, if the ABAWD has not obtained employment, he/she is offered a workfare slot at a community-based organization, County Public Works, or other county government facility. If the ABAWD accepts the offer, he or she will be required to work the equivalent of the number of hours produced by dividing the household’s monthly food stamp allotment by the state minimum wage of \$6.75 per hour.

d. Geographic areas covered and variations among local areas:

County-wide

Other (specify):

e. Targeted populations (e.g., applicants who are ABAWDs, recipients who are Limited English Proficiency): Please be specific.

ABAWD applicants and recipients

f. Anticipated number of ABAWD participants who will begin Workfare each month: 200

g. Anticipated number of non-ABAWD participants who will begin Workfare each month: 0

h. Total number of anticipated participants in Workfare each month (f + g): 200

i. Number of hours of participation in Workfare and duration of component:

Hours are determined by dividing the household's food stamp allotment by the state minimum wage of \$6.75 per hour and the duration of the activity is indefinite. Also see number 3 above for the level of effort for 30-day Job Search activities.

j. If 30-day Job Search prior to Workfare is offered:

[Redacted]

[Redacted]

Participants must make five documented job contacts a day in the 2nd, 3rd, and 4th weeks of the 30-day Job Search period.

[Redacted]

[Redacted]

Random phone calls to employers listed on the job contact sheets by participants will be used to monitor job contacts.

k. Organizational responsibilities (specify providers): The CWD's Employment Services Division develops workfare component placements. Supervision of participants at the workfare sites is provided by the agency or organization receiving the participants' services. The supervision costs are funded through interagency agreements and/or contracts.

l. Cost of the component without participant reimbursements:

\$ 100 monthly cost per participant

X 200 monthly number of participants

\$ 20,000 = cost per month
 X 12 months =
 \$ 240,000 = the annual FFY 2005 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C of the Workfare component on Table 4

m. Cost of participant reimbursement for dependent care: (Note:

Dependent care may not always be used or applicable to the component you are describing).

\$ 0 not applicable monthly cost per participant
 X 0 monthly number of participants to be reimbursed (This number must not be greater than item h above)
 \$ 0 = cost per month
 X 12 months =
 \$ 0 = annual FFY 2005 cost of this expense. Enter this amount in Column D of Workfare component on Table 4.

n. Cost of participant reimbursement for transportation/ancillary: (Note:

transportation or ancillary costs may not always be used or applicable to the component you are describing).

\$ 50 monthly cost per participant [*\$25 cap eliminated*]
 X 200 monthly number of participants to be reimbursed (This number must not be greater than item h above).
 \$ 10,000 = cost per month
 X 12 months =
 \$ 120,000 = annual FFY 2005 cost of this expense. Enter this amount in Column E of Workfare component on Table 4.

o. Total cost of the component including participant reimbursements:

\$ 240,000 final figure from item l. above
 + 0 final figure from item m. above
 + 120,000 final figure from item n. above

= \$ 360,000 total cost for Workfare. Enter this amount in Column F of Workfare component on Table 4.

TEMPLATE

This template must be used for each component offered by the county.

2. Template (Complete a separate template for each component that is offered. The cost of each component must be shown on Table 4)

a. **Component name:** _____

b. **Component type:** _____

c. **Component description:** (describe the participant activities) _____

d. **Geographic areas covered and variations among local areas:**

County-wide

Other

(specify): _____

e. **Targeted populations:** (e.g., applicants who are ABAWDs, recipients who are Limited English Proficiency): Please be specific

f. **Anticipated number of ABAWD participants who will begin each month:**

g. **Anticipated number of non-ABAWD participants who will begin each month:**

h. **Total number of anticipated participants each month (f+g):** _____

i. **Number of hours of participation and duration of component:** _____

j. **If 30- day Job Search Prior to Workfare is offered:** Number of job contacts that will be required over what time period: (if applicable)

Method for monitoring job contacts (e.g., random phone calls): (if applicable)

k. **Organizational responsibilities (specify providers):** _____

l. **Cost of the component without participant reimbursements:**

\$ _____ monthly cost per participant
X _____ monthly number of participants
\$ _____ = cost per month
X 12 months =
\$ _____ annual FFY 2005 cost of this component without participant reimbursement. This amount must match the sum of Columns A, B, and C for this component on Table 4.

m. **Cost of participant reimbursement for dependent care:**

\$ _____ monthly cost per participant
X _____ monthly number of participants to be reimbursed [This number must not be greater than item j. above.]
\$ _____ = cost per month
X 12 months =
\$ _____ annual FFY 2005 cost of this expense. Enter this amount in Column D for this component on Table 4.

n. **Cost of participant reimbursement for transportation/ancillary:**

\$ _____ monthly cost per participant [*\$25 cap eliminated*]
X _____ monthly number of participants to be reimbursed [This number must not be greater than item j. above.]
\$ _____ = cost per month
X 12 months =

\$ _____ annual FFY 2005 cost of this expense. Enter this amount in Column E for this component on Table 4.

o. Total cost of the component including participant reimbursements:

\$ _____ final figure from item l. above
+ _____ final figure from item m. above
+ _____ final figure from item n. above
= \$ _____ total cost. Enter this amount in Column F for this component on Table 4.

C. Alcohol and Other Drug (AOD) Treatment and/or /Mental Health (MH) Counseling

USE OF FUNDS FOR AOD and/or MH COUNSELING:

AOD and MH services are reimbursable under FSET on a very limited basis. These services may constitute a minor part of combination components (i.e. a county may require a maximum of five hours of participation in AOD treatment per week, with the balance of the 20-hour requirement being met by attending an allowable qualifying work activity).

In order to qualify for FSET program reimbursement, AOD or MH services must;

- Be directly related to FSET program component participation and reasonably necessary;
- Not be considered “medical” (i. e. a course of treatment provided by licensed physicians, psychologists, etc. intended to treat a diagnosed physical condition). If the individual has a problem sufficient to warrant a medical course of treatment, then they would likely be have good cause for an exemption from work requirements under section 6(d)(2) of the Food Stamp Act.
- Not be available through another government program or available at no cost to the participant through a private source (for example, charitable contributions);
- Be described in the county FSET plan including information about the service and its cost.

Some individuals in the FSET program need special services from the county. For individuals in need of MH counseling to enable them to participate in FSET, the county may allow the participant to be exempt from work registration or work requirements, based upon the individual being mentally unfit as stated in MPP Section 63-407.2, or be eligible for exemption from FSET participation requirements due to difficulties of a lesser degree.

However, if the individual is not eligible for exemption from either work registration, as stated in the MPP Section 63-407.21(b), or from FSET participation, FSET funds may be used for a minimal amount of non-medical AOD and MH services that are offered in combination with an allowable FSET component.

These activities must provide social and support services, such as discussion groups and general counseling that can be directly linked to the participant's employability. Hours of participation must comprise less than 25 percent of the combined FSET activities.

- When offered as part of a vocational training or educational activity, hours of participation in a AOD or MH counseling activity count toward completion of the ABAWD work requirement.

A separate template for the detailed narrative for AOD and MH services is not provided for this activity. Instead, when these activities are offered, information about this activity must be included in the description of the primary activity with which it is offered concurrently (e.g., vocational training/AOD).

D. Additional Components

- A template must be completed by counties offering combinations of activities that are not discussed anywhere else in this handbook.
- Include WIA programs, training programs under Section 236 of the Trade Act of 1974, and other employment and training programs operated or supervised by the state or political subdivision of the state (e.g., GA Workfare).

Note: In order to qualify for federal funds, a full description of the component must be in the plan and it must adhere to FSET rules on the number of hours of work and/or participation for FSET participants.

PART II

PROGRAM PARTICIPATION AND DEFERRALS

This section of the County FSET plan contains data the CWD uses to design and plan its FSET program. It includes the following items:

- 1) a discussion of the number and characteristics of the expected pool of work registrants;
- 2) an explanation of whether the CWD is able to produce an unduplicated count of work registrants;
- 3) the estimated number of work registrants the county intends to defer from FSET, along with a discussion of its exemption criteria;
- 4) the anticipated number of placements into FSET components; and
- 5) the number of ABAWDs the county anticipates serving in qualifying education/training and/or work activities.

In this section, provide a clear explanation of the methods used to estimate the number of work registrants, ABAWDs and the potential number of FSET placements, including ABAWDs. Use actual figures from the current fiscal year, whenever possible, in formulating the projection. Be as accurate as possible in developing these estimates.

A. Work Registrant Population

1. Number of Work Registrants - Include the following work registrant data:

- a. The number of work registrants in the existing food stamp caseload expected to be in the county on October 1, 2004. _____
- b. The anticipated number of new work registrants to be added between October 1, 2004 and September 30, 2005. _____

- c. The total number of work registrants in the county between October 1 and September 30 of the fiscal year ($a + b = c$). _____

(This number should be used on Table 1, Item A)

2. Unduplicated Work Registrant Count

- a. Explain whether the estimated number of work registrants is based on a duplicated or unduplicated count of individuals. By unduplicated, we mean the following:

- Individuals included in the work registrant count as of October 1 are not included in any subsequent count of work registrants for the remaining months of the year, and
- Individuals certified or registered more than once in a 12-month period are only reported as a work registrant once during that 12-month period. (**NOTE:** FNS requires states to give an unduplicated count; counties must make every effort to provide unduplicated counts in their county FSET plans.) Many counties have the computer capability to sift out duplicate registrations that occur during a year. Duplicate registration may occur when an individual participates in the FSP more than once during the year. Part V requires a more complete description of the CWD's method of achieving an unduplicated count.

- b. If a county can only provide a duplicated count of work registrants, estimate in this section the portion of reported work registrants believed to be duplicated. Detail the methodology used in making this estimate.

B. Deferral Policy - Counties may defer from FSET participation categories of work registrants or individual work registrants not included in any other deferral category.

1. Specify who among the work registrant population will not be required to participate in FSET on Table 1.

2. If applicable, discuss specific deferral policies.

3. Indicate the frequency with which the CWD re-evaluates the validity of its deferrals. _____

C. Planned FSET Program Participation (Table 2)

An individual may begin and participate in more than one component over the course of the year. Each time the participant begins a new component the county counts a placement. However, if participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the participant as placed only at the time of initial commencement of the component. In addition, provide an estimated count of individuals expected to participate in the FSET program during the fiscal year. For this estimate, count each individual participant only once.

D. ABAWD Population

1. Please provide the following ABAWDs data:

a. The number of ABAWDs in the existing food stamp caseload expected to be in the county on October 1, 2004. _____

b. The anticipated number of new ABAWDs to be added between October 1, 2004 and September 30, 2005. _____

- c. The total number of ABAWDs in the county between October 1 and September 30 of the fiscal year ($a + b = c$). _____
(This number should be used on Table 1, Item E and less than the total number of work registrants shown on Table 1, Item A)

PART III

PROGRAM COORDINATION

As specified below, describe the coordination within the county's FSP with other programs administered by the CWD (e.g., CalWORKs, GA). Also describe the interagency coordination between the county's FSP, other agencies and entities outside of the CWD.

A. Program Coordination - Following the format described below, clearly describe how the FSET program relates to other processes in the FSP.

1. Narrative Coordination Statement

a. Describe the linkages between the following food stamp functions and the FSET program:

- intake, application, and recertification;
- work registration;
- screening for FSET participation;
- FSET component assignment;
- monitoring compliance with component requirements;
- determination of good cause;
- preparation of the Notice of Adverse Action; and
- disqualification due to noncompliance with program requirements.

2. Information Coordination - Briefly describe how information will be coordinated and exchanged (e.g., forms, computer linkages, documentation of participant status and actions taken). Note actions taken at the county level during the planning process to improve the coordination and information flow between the FSET program and other agency units.

Describe the intake and disqualification processes. It is particularly important to describe the procedures established to assure that appropriate disqualification actions are begun within the time frames established by the FSP regulations at MPP Section 63-407.5, after learning of a mandatory participant's noncompliance with FSET requirements. If the county wishes to

use intake or other systems, which are compatible with its CalWORKs welfare-to-work program, describe the proposed systems in this section of the county FSET plan.

- 3. Coordination Time Frames** - Describe time frames associated with the FSET program and the major FSP functions (e.g., how much time elapses between application for food stamps and referral into the FSET program, and between a finding of noncompliance and initiation of a Notice of Adverse Action).

B. Interagency Coordination - An important aspect of the FSET program is that it should be coordinated as closely as possible with other relevant programs and agencies to maximize the use of all resources to assist food stamp applicants and recipients in improving their employability and self-sufficiency. In this section of the FSET plan describe the linkages between the FSET program and other programs using the format presented in Table 3, Summary of Interagency Coordination. Table 3 is summarized here:

- 1. Areas of Coordination** - Agencies or programs with which the FSET program has linkages may include:

- EDD
- Community colleges
- Vocational education agencies
- Adult education schools
- Social services agencies
- CalWORKs WTW program
- WIA
- GA
- Other agencies or programs as appropriate

Items for which CWDs should describe linkages may include:

- Another agency delivers services in an FSET component.
- The CWD delivers services for another program or agency (e.g., the CWD has a contract to provide job search training to WIA clients).

- The FSET program jointly operate one or more components (e.g., integrated Job Clubs) with another program or the agencies
- The FSET program refers individuals to another agency or program for services (e.g., referral to public adult education classes for remedial education).
- Specify other areas of coordination as appropriate.

2. Methods of Coordination - Methods of coordination between agencies or programs may include the following:

- Non-financial interagency agreements.
- Contract for provision of services.
- Joint plans of operation (e.g., the FSET and CalWORKs programs may have prepared one integrated operations plan or manual).
- Informal referral procedures (e.g., the FSET program refers participants to WIA according to the regular intake policies for that program with no special arrangements for FSET participants).
- Specify other methods of coordination as appropriate (e.g., joint advisory committees, joint staff training, exchange of job orders, and/or job bank).

C. Contractual Arrangements - If the county anticipates contracting out any portions of the FSET program, specify which activities will be delegated to contractor(s). Specific information on the contractual arrangements, (such as name of the contractor, amount of the contract and contract management approach), does not have to be included in the county FSET plan. However, this information must be maintained by the CWD and be available for review by FNS upon request.

PART IV

PROGRAM COSTS AND FINANCIAL MANAGEMENT

This part of the county FSET plan addresses costs of the FSET program and related financial issues.

A. Planned Costs of the County FSET Program - It is vital that budget estimates be realistic and based on concrete projections. Use actual spending for the current operating year as a starting point for future budget projections, not the levels projected in previous county FSET plans.

Note: Approval of the CWD's estimated FSET budget does not constitute approval for the release of funds. Approval and release of FSET funds to the county is contingent upon approval of the County Expense Claim, which supports the county's FSET budget.

The information provided in the following subsections of the county FSET Plan must identify the planned allocation of county funds on Table 4, Operating Budget, and indicate the source of the funding on Table 5, Planned Fiscal Year Costs of the FSET Program by Category of Funding. Guidelines for accurate completion of Tables 4 and 5 can be found in the TABLES section of the handbook beginning on page 50. Exhibit 1, FSET Program Federal/County Financial Participation Categories, depicts and explains the three FSET funding categories, including the two types of participant reimbursement.

1. Operating Budget - Separate operating expenses by component on Table 4, Operating Budget. This table also captures administrative expenditures not associated with one particular component, but with overall operation of the county's FSET program.

Table 4 captures the minimum amount of cost information acceptable for approval of a county FSET Plan. The table must be accompanied by a narrative description of all items. Please provide as much detail as possible. Additional information may be requested by CDSS if this section does not

contain a complete description of Table 4. If any costs shown as “Overall FSET Operational Costs” are not attributable to specific components, a complete explanation and justification of these costs must be included. CDSS must receive assurance that these costs do not represent any service to persons not receiving food stamps. Costs are allowed only with prior approval of CDSS and must be adequately documented to ensure that they are necessary, reasonable, and properly allocated to the FSET program. If the CWD plans to match FNS 50 percent administrative funding with *in-kind contributions*, rather than a funding allocation, this should be discussed by adding a narrative to this section. Also, if the CWD plans to provide or arrange for dependent care services in lieu of providing participant reimbursements, this should be noted here and discussed further in Part IV.C.

2. Sources of FSET Funds - Estimate the total cost of the county FSET program and identify the source of funds, according to the funding categories. A format for providing this cost information is presented in Table 5, Planned Costs by Category of Funding. The costs depicted on Table 5 must be identical to those on Table 4.

3. Justification of Education Costs - States are prohibited from supplanting state/local education costs from the state and local agencies to the federal government. Counties must provide the following:

- Assurance that such supplanting Federal costs does not and will not occur.
- Explanation of the basis for any charges to the federal government for educational costs. This must include a discussion of why such costs are attributed to the FSET program and cannot be met through other existing education programs. Address whether the services being provided are available to persons other than FSET participants and if so, what the cost is for those persons.

B. Contracts - The amount spent on contractual obligations is captured on Table 4, Operating Budget. The elements that comprise the total cost of the contract must be maintained as part of the CWD's records. If questionable, clarification of the contractual costs reported on Table 4 may be requested by the State or FNS.

If the CWD plans to use interagency agreements involving a transfer of funds to another agency of the county government, address the basis of charges for food stamp participants and the method for monitoring the agreement.

C. Participant Reimbursement - The CWD is responsible for reimbursing participants for necessary and reasonable expenses incurred in fulfilling FSET requirements. Expenditures that may be included in this category are transportation, dependent care, books, training manuals, uniforms or other special equipment, and any other necessary, reasonable, and properly allocated cost that a participant incurs for participation in the FSET program. Participant reimbursements must not be paid for with 100 percent federal grant or 50 percent matched administrative cost funding. Participant expenses for transportation and costs other than dependent care—per participant per month—are reimbursed by the CWD with 50 percent federal cost sharing up to the actual cost of the participant expenses or the CWD maximum reimbursement rate, whichever is lowest.

Expenditures for dependent care—per dependent per month—are reimbursed by the CWD, with 50 percent federal cost sharing, up to the actual cost of the dependent care or the Regional Market Rate,¹ whichever is lowest. The CWD may provide reimbursements above established dependent care limits, but federal cost sharing is limited to the 50 percent specified above and any cost that exceeds established limits must be paid for by the county.

Participants with monthly expenses that exceed the amounts and limits above may have good cause for not participating. However, lack of county reimbursement funds is not a legitimate reason for exempting an individual from participation. A county may provide or arrange for dependent care services in lieu of providing reimbursements.

¹ The latest regional market rates can be obtained at www.dss.cahwnet.gov/getinfo/acl01/pdf/01-39.pdf.

If the county chooses this option, describe the types of dependent care services to be provided (e.g., preschool, extended day care for school children, adult care for the elderly and infirm). Include a description of the referral process to the service provider and a description of the payment process (e.g., the participant is provided a voucher, which is given to the service provider at the time dependent care services are provided; the voucher is redeemed by the service provider on a monthly basis in the form of a bill to the CWD that identifies the number of individuals served and the total hours of services provided).

1. Method of Participant Reimbursement

- a. Counties may choose between two methods for reimbursing participants:
 1. reimburse actual expenses incurred, or
 2. reimburse based on a method derived by the CWD and described in this section.
- b. Please describe in this section of the county FSET plan, which of the two methods the CWD has chosen.
- c. If the CWD wants to provide allowances to participants for transportation and costs other than dependent care based on the average costs of participating in FSET, this section of the county FSET plan must also include an explanation of the method that will be used to determine average expenditures. (Federal cost-sharing is limited to 50 percent of transportation and other supportive costs).

2. Procedure for Participant Reimbursement

- a. Describe the procedure to be used for reimbursing participants. Counties may decide to provide up-front allowances for costs to be incurred, or

they may choose to reimburse participants after the expenses have been incurred.

Note: For up–front allowances for dependent care expenses, a model practice for counties to follow is that the CWD obtains verification of the need for the dependent care, the amount of the expense, the name and address of the provider, and the hours of service prior to issuing the allowance.

- b. If other agencies are given responsibility for providing reimbursements to participants, explain how such costs will be reported.

D. Cost Allocation –

1. Describe the basis for allocating costs if the FSET program is being administered in conjunction with other employment programs serving recipients of other forms of assistance.
2. Summarize how shared costs will be allocated among the pertinent programs.

PART V

PROGRAM REPORTING AND MANAGEMENT INFORMATION

Counties are required to submit FSET program, quarterly and annual statistical reports (STAT 47 and 48) to CDSS. Reports are due no later than 45 days after the end of each report period. Financial information is reported on a county expense claim and includes claims for the 100 percent Federal grant, 50 percent matched administrative funding, and participant reimbursements. The claim is due 30 days after the end of each federal fiscal quarter.

Counties are required to provide an initial count of the total number of work registrants in the county on the first day of each FFY (October 1). This count is reported in the first quarter STAT 48 report. Counties must also report, on a quarterly basis, all participants who are newly work registered each month beginning in October. It is essential that CWDs accurately report these data elements so an actual count of work registrants for the year may be compiled.

Part V of the FSET plan describes some of the key aspects of the FSET program reporting:

- Obtaining the initial count of work registrants;
- Ensuring an unduplicated work registrant count; and
- Meeting financial and other non-financial reporting requirements.

A. Obtaining Initial Count of Work Registrants - Provide a detailed description of exactly how the CWD arrives at the number of work registrants in the county on the first day of each FFY (October 1).

B. Ensuring an Unduplicated Work Registrant Count - In Part II (A)(2) the county indicated whether the number of work registrants reported is based on a duplicated or unduplicated count of individuals.

(See Part II (A)(2) for the definition of unduplicated)

1. Indicate whether the count of work registrants is unduplicated or duplicated by marking the appropriate box below:

The CWD's count of work registrants is unduplicated.

If the count is unduplicated, describe the method used to eliminate multiple registrations. For example, the CWD may conduct a match of social security numbers to eliminate duplicate work registrations over the course of the year.

The CWD's count of work registrants is duplicated.

If the county is not able to produce an unduplicated count, describe here how the CWD reports this number to CDSS (i.e., are the quarterly numbers adjusted when reported, or is an adjustment made at the end of the fiscal year). Report any plans to adopt a system to eliminate duplicate counts, including a time frame when the system is expected to be operational.

C. Meeting Ongoing Federal Reporting Requirements

1. **Management Information System (MIS) Method** - Describe how FSET data will be compiled, including:

a. **Type of MIS** (e.g., automated MIS; aggregate hard copy reports from local agencies) - _____

b. **Local reporting requirements** -

i. Will contractors' be required to submit regular reports to the CWD?

ii. What information must contractors report?

iii. How frequently must local agencies and contractors report?

2. Organizational Responsibility for FSET/ABAWD Reporting - Describe where responsibility for FSET reporting is organizationally located at the county level. Include the name of the responsible person(s), department, agency, and telephone number for the following:

a. Person responsible for non-financial FSET/ABAWD reporting -

Name: _____

Title: _____

Phone Number: _____

E-mail Address: _____

b. Person responsible for financial FSET/ABAWD reporting -

Name: _____

Title: _____

Phone Number: _____

E-mail Address: _____

c. Person responsible for completing the county FSET plan -

Name: _____

Title: _____

Phone Number: _____

E-mail Address: _____

Additional information may be required from individual CWDs on an as-needed basis depending on the contents of the county FSET plan in regards to the type of components offered and the characteristics of persons served. Such additional items

and the time frames under which they should be provided will be discussed with the CWD prior to plan approval by CDSS.

TABLES

GUIDELINES FOR COMPLETION OF FSET PLAN TABLES

TABLE 1 Estimated Participant Levels for Fiscal Year 2005 are to be completed by both, by FSET and Non-FSET counties

1. Line A – Place an unduplicated count of anticipated number of work registrants in the county during the current FFY (October 1, 2004 – September 30, 2005). This count should be the same number as Part II-A Line c. Please note Line A is always equal to or greater than Line E.
2. Line B- Place the number of work registrants that are deferred from mandatory FSET participation in each of the categories 1 through 9.
Line B-10 represents the total deferred work registrant population that will not be required to participate in FSET and is the same as Part II-C Line 1. For non-FSET counties, this number will be the county's entire work registrant population.
3. Line C - Place the percentage of work registrants deferred from FSET. To get this number, please divide the total (B-10) amount of line B by Line A.
4. Line D - Place the number of FSET mandatory participants on this line. To get this number deduct the total (B-10) of Line B from Line A.
5. Line E - represents the total number of all ABAWDs in the county during the year, including, the number in waived areas and the number with 15% exemptions. This line must be less than or equal to Line A.
 - Line e-1 (subset of Line E) - Counties with a federally-approved ABAWD waiver should enter the anticipated total number of ABAWDs in the county. Counties without a federally-approved ABAWD waiver should enter zero.
 - Line e-2 (subset of Line E) - Enter the anticipated number of ABAWDs under the 15% exemption allowance.
 - Line e-3 -Place the total number of ABAWDS by adding subset Lines e-1 and e-2.
6. Line F – Identify the at-risk ABAWDs by deducting line e-3 from line E

TABLE 1B Criteria for 15 Percent ABAWD Exemptions

- Table 1B is to be completed by FSET and Non-FSET counties, whether or not the county is using the 15 percent ABAWD exemption.
- Counties may exempt ABAWDs who are at risk of losing their eligibility for food stamps due to not meeting the ABAWD work requirement.
- Counties have complete discretion in establishing the criteria for use of the 15 percent ABAWD exemption. The exemption criteria must be described in Table 1B.
- When exempting an ABAWD under the county's 15 percent ABAWD exemption criteria, the worker must document the basis for the exemption in the case file (i.e., specify the reason for using the 15 percent exemption) to avoid a quality control error.
- While FNS will not find an error if the county exempts an ABAWD using 15 percent criteria that is not specified in the county FSET plan, FNS will find an error if the case file is not documented that the 15 percent ABAWD exemption was applied.

TABLE 2 Estimated FSET Placement Levels/Estimated ABAWD Activity This table is to be completed by FSET counties only. Please note that Table 2 reflects both a count of component placements and a count of participants. These entries are estimated annual numbers.

Section A Estimated FSET Placements

- This table requires the county to specify the estimated number of ABAWD and non-ABAWDs (including volunteers) placements into components that the county expects to make on or after October 1, 2004.
- Please note, an individual may begin and participate in more than one component over the course of the year.
- Each time the individual begins a new component, the county should count a placement. However, if an individual's participation in a single component is not continuous (e.g., participation is interrupted by a disqualification), count the placement only at the time of initial commencement of the component. For example, if an ABAWD is placed in an activity in January, disqualified in February and re-enters the activity in March, that placement is counted only once.

Section B Estimated Individual Participation

- This section requires the county to estimate the number of individuals who will participate in the FSET program during the FFY.
- For this section, each participant is counted only once, regardless of the number of times he or she begins a component.
- Please note that the amount for this section should be less than line A-3 above because here you count each individual only one time.

Section C Estimated ABAWD Activity

- Section C of this table requires the county to provide an estimate of the number of components to be filled by ABAWDs.

TABLE 3 Summary of Interagency Collaboration of the FSET Program (To be completed by FSET counties only)

- This table requires counties to describe their collaboration efforts with relevant programs and agencies that are used to assist food stamp applicants and recipients in improving their employability and self-sufficiency.
- This description may include some community-based organizations or programs with which FSET may have linkages (e.g. school districts, employment services, vocational education agencies, and social service agencies).
- On Table 3, in numbers 1-5, for each statement, list the agencies involved, the number of FSET placements expected to be made, and the method of coordination. (e.g. memorandum of understanding, subcontract, etc.)

TABLE 4 Operating Budget for Federal Fiscal Year 2005 - To be completed by FSET counties only.

- Table 4 requires counties to provide their planned FSET program expenditures.
- The grand Total on Table 4 must equal the Grand Total on Table 5.
- If two or more activities are offered concurrently, separate all of the costs appropriately between the activities.
- For each component where assessment costs are applicable, those costs must be included in the Salary & Benefits column of the appropriate component.

- Column A (Salary & Benefits) – Show the total cost for the salary and benefits of the county staff, ie, eligibility workers, social workers, etc,(Do not include contractor salary and benefit costs here).
- Column B (Other Costs) – Show the cost of overhead related to county staff, ie, eligibility workers, social workers, etc. (Do not include contractor overhead costs here).
- Column C (Contract Costs) – Show the cost of any funds paid to contractors. (Approximate amount to be paid to each contractor for each component.)
- Column D (Dependent Care) - Total dependent care reimbursement costs for each component.
- Column E (Transportation/Ancillary) - Total participant reimbursement cost for transportation and ancillary costs.
- Column F (Total) - Total cost of each component (sum of columns A through E)
- Grand Total Cost - should equal Table 5 Line 5.

TABLE 5 Planned Costs by Funding Category for FFY 2005- To be completed by FSET counties only.

- Estimate the total costs of the county’s FSET program by funding categories as shown on the table. The total costs depicted on Table 5 must be identical to those shown on Table 4.

TABLE 1
ESTIMATED PARTICIPANT LEVELS

- A.** Anticipated number of work registrants in the county during the fiscal year _____
(Enter the number from Part II Section A-1 Line c)
- B.** Anticipated number of work registrants deferred from mandatory FSET participation due to the following categories:
1. Lives in a non-FSET county _____
 2. Participates in a substitute program that has participation requirements that exceed FSET participation requirements _____
 3. Lacks dependent care _____
 4. Lacks transportation to an FSET Program site _____
 5. Lives an unreasonable distance from the FSET Program site _____
 6. Has a severe family crisis _____
 7. Temporarily unemployed and expected to return to work within 60 days _____
 8. Involved in legal difficulties _____
 9. Has a temporary illness or disability _____
 10. Total number of deferred work registrants (**1 through 9**) _____
(Enter the number from Part II Section C Line 1)
- C.** Percent of all work registrants deferred from FSET (**Line B10 total ÷ Line A** _____)%
- D.** Number of FSET mandatory participants (**Line A minus Line B10 total**) _____
- E.** Anticipated number of ABAWDs in the county during the fiscal year _____
(Line E must be *less than or equal to* Line A)
- e-1 Anticipated number of ABAWDs in waived areas of the county during the fiscal year. (Subset of Line E) _____
- e-2 Anticipated number of ABAWDs exempted under 15 percent ABAWD exemption allowance during the fiscal year (Subset of Line E) _____
- e-3 Total subset of ABAWDs (**e-1 + e-2**) _____
- F.** At-risk ABAWDs expected in the county during the fiscal year (**E minus e-3**) _____

TABLE 1B
CRITERIA FOR 15 PERCENT ABAWD EXEMPTIONS

Provide the criteria that the county will use to exempt additional ABAWDs under the county's 15 percent ABAWD allocation. If the county is not using the exemption, provide an explanation below.

EXEMPTION CRITERIA FOR FFY 2005:

REASON FOR NOT IMPLEMENTING THE 15 PERCENT ABAWD EXEMPTION:

TABLE 2
ESTIMATED FSET PLACEMENT LEVELS/ESTIMATED ABAWD
ACTIVITY

A. ESTIMATED FSET PLACEMENTS

1. Number of ABAWD applicants and recipients expected to begin a qualifying ABAWD component _____
2. Number of all other applicants and recipients expected to begin a component (i.e., ABAWDs in non-qualifying activities, non-ABAWDs in qualifying activities, and non-ABAWDs in non-qualifying activities) _____
3. Total number of applicants and recipients expected to begin a component during the fiscal year **(A-1 + A-2)** _____

B. ESTIMATED INDIVIDUAL PARTICIPATION

1. Number of individuals expected to participate in the FSET Program during the fiscal year _____

This number is less than line A-3 above because here you count each individual only once.

C. ESTIMATED ABAWD ACTIVITY

1. Number of work-type components expected to be filled by ABAWDs _____
2. Number of education-type and training-type components expected to be filled by ABAWDs. _____
3. Total number of components filled by ABAWDs **(C-1 + C-2)** _____

TABLE 3
SUMMARY OF INTERAGENCY COORDINATION FOR THE FSET PROGRAM

Coordination Areas	Agencies Involved	Number of FSET Placements Expected	Methods of Coordination
1. Delivers an FSET component			
2. The FSET program delivers a service for another agency or program			
3. Joint component of the FSET program and another agency or program			
4. Referral of individuals from the FSET program to another program or agency			
5. Other forms of coordination (specify)			

**TABLE 4
OPERATING BUDGET**

		A	B	C	D	E	F
	Component	Salary & Benefits	Other Costs (Overhead)	Contract Costs	Dependent Care	Transportation/ Ancillary	Total (A thru E)
1	Job Search						
2	Job Club						
3	Workfare						
4	Self-Initiated Workfare						
5	WE or OJT						
6	Vocational Training						
7	Education						
8	Other (specify)						
9	Subtotals (Lines 1 thru 8)						

Grand Total Cost

Abbreviations:

OJT = On-the-Job Training

WE = Work Experience

Reminders:

1. Separate the costs of operating concurrent activities and charge the costs to each appropriate component. For example, if you offer Vocational Training and Job Club concurrently, then put the Vocational Training costs on Line 6 and the Job Club costs on line 2.
2. Charge contract costs of drug and alcohol rehabilitation, mental health counseling, and enhanced supportive services to the accompanying component in column C.

FSET Plan Item	Handbook Page No.	Done	Not Done
Part IV			
Planned Costs of the County FSET Program	38		
Justification of Education Costs	39		
Participant Reimbursement	40		
Method of Reimbursement	41		
Procedure for Reimbursement	41		
Cost Allocation	42		
Part V			
Obtaining Initial Count of Work Registrants	43		
Ensuring an Unduplicated Work Registrant Count	44		
Meeting On-Going Federal Reporting Requirements	44		
Management Information System Method - 2 parts	44		
Organizational Responsibility for FSET Reporting - 2 parts	45		
TABLES			
Table 1 (Non-FSET)	52		
Table 1B (Non-FSET)	53		
Table 2	54		
Table 3	55		
Table 4	56		
Table 5	57		

EXHIBIT 1
PLAN COVER SHEET
County FSET Plan

County of _____

FSET County___ or Non-FSET County___

ABAWD Waiver? Yes___ or No___

Number of Components Offered: _____

Circle the components from the following list that are offered in your county:
(Component definitions are at MPP 63-407.211 and Exhibit 3 of this Handbook).

Job Search
Job Club
Workfare
Self-Initiated Workfare

Work Experience or OJT
Vocational Training
Education
Other

Prepared by: _____

Title: _____

Telephone: _____

Fax: _____

E-mail: _____

Date Submitted: _____

**EXHIBIT 2
FSET PROGRAM FEDERAL/COUNTY
FINANCIAL PARTICIPATION CATEGORIES**

ACTIVITIES	FINANCIAL PARTICIPATION
FSET administrative costs, including Workfare if it is part of the FSET plan	100 percent federal funding, up to the amount of the approved allocation
FSET administrative costs which exceed the 100 percent federal fund allocation	50 percent federal and 50 percent county funding
Participant reimbursement for transportation and ancillary costs incurred to participate in the FSET program	50 percent federal and 50 percent county funding of <u>actual</u> costs
Participant reimbursement for dependent care cost incurred to participate in the FSET program	50 percent federal and 50 percent county funding of the lower of actual dependent care costs or the Regional Market Rate*
	Participant reimbursement costs above the 50 percent rate are not eligible for additional federal funding

*The latest California Regional Market Rates for dependent care may be found at:
www.dss.cahwnet.gov/getinfo/act01/pdf/01-39.pdf

EXHIBIT 3

RELATIONSHIP OF THE ANNUAL FSET PLAN TO QUARTERLY STAT 47 AND STAT 48 REPORTS AND FSET EXPENSE CLAIMS

FSET Plan

The annual FSET plan provides estimates of the planned activities and program costs for the FFY. All 58 counties must submit Table 1, Table 1B, and Part II of the annual FSET plan, including those counties that are not participating in FSET.

STAT 47 and STAT 48 Data Reports

The quarterly STAT 47 and STAT 48 data reports provide FNS with the actual number of ABAWDs who participated in qualifying activities; the actual number of ABAWDs exempted or discontinued; and the actual number of individuals registered for work during the report quarter. The data from these reports also provide a starting point for counties to develop estimates for the next year's FSET plan.

FNS program staff uses the data from these reports to determine the annual amount of FSET funds and 15 percent ABAWD exemptions to allocate to a state. CDSS program and data staff will review the counties' STAT 47 and STAT 48 reports and quarterly expense reports and annual FSET plan.

Note: Although all 58 counties do not participate in the FSET Program, all 58 counties must complete and submit the STAT 47 and STAT 48 reports. This is necessary to ensure that California receives the appropriate amount of FSET funds and 15 percent ABAWD exemptions.

Quarterly County Expense Claims

The counties' quarterly expense claims for FSET are reviewed and compiled by CDSS accounting staff and then sent to FNS financial management staff. FNS' financial management staff review the claims and issue reimbursements to states. The amounts reported on the county expense claims include all FSET funding categories (i.e., 100 percent federal funds for administration, 50/50 administrative overmatch, 50/50 participant reimbursement for transportation/ancillary, and 50/50 participant reimbursement for dependent care).

Exhibit 4
PARTICIPATION REQUIREMENTS IN FSET COUNTIES

Activities	ABAWDs	Non-ABAWDs	Authority
30-Day Job Search Prior to Workfare (FSET activity)	Satisfies the ABAWD work requirement. Hours are set by the county. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	Hours are set by the county. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	MPP 63-407.841 (b)(1)(A); MPP 63-407.853
Workfare, OJT, Work Experience (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	MPP 63-407.841(b); MPP 63-407.855; MPP 63-410.212
Self-Initiated Workfare (FSET activity)	Satisfies the ABAWD work requirement. Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	Hours are determined by dividing the household's FS allotment by the higher of the state or federal minimum wage.	7 U.S.C. 2015 (o)(2)(C) Federal E&T Handbook for 2005; ACL 98-07, Encl. 1; ACIN I-76-00, question 11; FNS Admi Notice 97-40
Vocational Training and Education (FSET activity)	FSET hours can range from 12 to 120 per month, as set by the county, and can include work and education & training activities. Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly; hours may be less when combined with other ABAWD activities except Workfare	FSET hours can range from 12 to 120 per month, as set by the county, and can include work and education & training activities.	MPP 63-407.841(c); MPP 63-407.853; MPP 63-407.856; MPP 63-410.213(c); 7 CFR Section 273.7 (e)(1)
FSET Job Search/Job Club (FSET activity)	When offered as a stand-alone activity, does not satisfy the ABAWD work requirement unless offered under WIA or the Trade Act of 1974. When offered in combination with FSET education/training, hours count toward the ABAWD work requirement provided they are less than 50% of the total hours for the education/training component. For an ABAWD's FSET participation requirements, see Non-ABAWDs column.	Applicants can be assigned up to 8 consecutive weeks; recipients can be assigned up to 8 more weeks during 12 consecutive months. Minimum of 12 hours per month; maximum of 120 hours per month, which can include work and education & training activities.	MPP 63-407.853; MPP 63-407.856; CFR 273.7(e)(1)(I)
Drug/Alcohol Rehabilitation (FSET Activity) Cannot be a stand-alone activity, but is offered concurrently with another FSET activity.	Hours must comprise less than 25% of the combined FSET activities. When offered as part of a vocational training or education activity, hours of participation in a drug/alcohol rehabilitation activity count toward completion of the ABAWD work requirement.	Hours must comprise less than 25% of the combined FSET activities.	ACL 02-75; ACL 00-41, page 2

PARTICIPATION REQUIREMENTS IN FSET COUNTIES (continued)

Activities	ABAWDs	Non-ABAWDs	Authority
Mental Health Counseling (FSET Activity) Cannot be a stand-alone activity, but is offered concurrently with another FSET activity.	Hours must comprise less than 25% of the combined FSET activities. When offered as part of a vocational training or education activity, hours of participation in a drug/alcohol rehabilitation activity count toward completion of the ABAWD work requirement.	Hours must comprise less than 25% of the combined FSET activities.	ACL 03-09
Employment (Non-FSET activity)	Hours of work count towards the ABAWD work requirement of 20 hours per week, averaged monthly; can be less when combined with other ABAWD activities, except Workfare. See Non-ABAWDs column for impact of work on FSET.	Though not an actual FSET component, hours of work count toward the number of hours required for FSET participation.	MPP 63-410.211; ACL 98-21, question 9; 7 CFR 273.24 (a)(1)
Job Search, Education and Training Activities provided under Title I of the WIA or Section 236 of the Trade Act of 1974	Education, training, and/or Job Search/Job Club activities offered under these Acts satisfy the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less than 20 per week when combined with other qualifying ABAWD activities. FSET activities delivered through a WIA one-stop center will meet FSET requirements.	Minimum of 12 hours per month; maximum of 120 hours per month, which can include work, Job Search, and education & training activities.	MPP 63-410.213(a); ACL 98-21, question 9; ACL 97-08, Enclosure 1, page 5 7 CFR 273.7(e)(1)
Refugee Employment and Training (Non-FSET activity)	Satisfies the ABAWD work requirement of 20 hours per week, averaged monthly. Hours can be less when combined with other ABAWD activities.	N/A	MPP 63-410.213(c); ACL 98-21, question 9; 7 CFR 273.24(a)
Comparable Workfare, e.g., GA Workfare (Non-FSET activity)	Hours are set by the county. Satisfies the ABAWD work requirement	N/A	MPP 63-410.212

PARTICIPATION REQUIREMENTS IN FSET COUNTIES (continued)

Work Registration Exemptions:

State minimum wage is \$6.75 per hour effective 01/01/02.

- Younger than 16 years of age or 60 years of age or older;
- 16 or 17 year old who is not head of household, or who is attending school or enrolled in an employment training program at least half time;
- Physically or mentally unfit for employment;
- Complying with CalWORKs Welfare-To-Work requirements;
- Caring for a dependent child under age 6 or an incapacitated person;
- Receiving or has applied for unemployment insurance benefits;
- Participating in a drug or alcohol treatment program that prohibits employment of 30 hours or more per week;
- Employed or self-employed at least 30 hours per week or receiving weekly earnings at least equal to the federal minimum wage multiplied by 30 hours;
- Half-time school attendance.

ABAWD Exemptions:

- Under 18 or 50 years of age or older;
- Pregnancy;
- Residing in a food stamp household that contains a dependent child, even if that child is not eligible for Food Stamps;
- Meets the work registration exemptions (see above);
- Exempt under the 15% ABAWD exemption criteria;
- Resides in an approved ABAWD waiver county.

ABAWD Work Rule: For a NAFS recipient over age 17 and under age 50, eligibility for food stamps is limited to any three months in a 36-month period during which the individual does not satisfy the ABAWD work requirement. The ABAWD work requirement is met by working or participating at least 20 hours per week in an allowable work activity, or by participating in Workfare for the number of hours equal to the household's food stamp allotment divided by the higher of the federal or state minimum wage. The three-month eligibility limitation does not apply to individuals who meet one of the ABAWD or Work Registration exemption criteria shown above (MPP Sections 63-407.21 and 63-410.3).

EXHIBIT 5

WORKFORCE INVESTMENT ACT ONE-STOP PARTNERSHIPS

One-Stop Partner: An entity that participates in the operation of a one-stop delivery system

Mandatory one-stop partners: Entities that carry out the following programs or activities:

- Adult, Dislocated Worker, and Youth Activities under WIA Title I, including
- Veterans Workforce Investment Programs
- Migrant and Seasonal Farmworker Programs
- Indian and Native American Programs
- Job Corps
- Youth Opportunity Grants
- Employment Service
- Adult Education
- Post-Secondary Vocational Education
- Vocational Rehabilitation
- Welfare-to-Work Grant
- Title V of the Older Americans Act
- Trade Adjustment Assistance
- NAFTA Transitional Adjustment Assistance
- Veterans Employment and Training
- Community Services Block Grant
- Employment and training carried out by the US Department of HUD
- Unemployment Insurance

Optional one-stop partners: Entities that carry out the following programs or activities:

- Temporary Assistance for Needy Families
- Food Stamp Employment and Training
- National and Community Service Act
- Other appropriate federal, state, or local programs (e.g., transportation, child care, community colleges, and economic development)