

VII. EMPLOYMENT AND TRAINING PROGRAMS UNDER THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (PROGRAMS AUTHORIZED UNDER SECTION 6(D)(4) OF THE FOOD AND NUTRITION ACT OF 2008 (7 U.S.C. 2015(D)(4)))

A. GENERAL REQUIREMENTS [27]

The State agency must prepare and submit an Employment and Training (E&T) Plan to its appropriate Food and Nutrition Service (FNS) Regional Office. The E&T Plan must be available for public inspection at the State agency headquarters. A State agency may include its plan for the SNAP E&T program in a Combined Plan under WIOA but will require FNS approval prior to implementation and must continue to make a copy of the plan available for public inspection. If a State includes SNAP E&T in a Combined Plan under WIOA, the State agency will detail the following for each year covered by the Combined Plan:

[27] 7 CFR § 273.7(c)(6)

1. THE NATURE OF THE E&T COMPONENTS THE STATE AGENCY PLANS TO OFFER AND THE REASONS FOR SUCH COMPONENTS, INCLUDING COST INFORMATION. THE METHODOLOGY FOR STATE AGENCY REIMBURSEMENT FOR EDUCATION COMPONENTS MUST BE SPECIFICALLY ADDRESSED;

Job Search Training (JST) Component	
Description of the component	This component helps participants develop and/or enhance skills needed to gain employment via instruction, guidance, and/or mentoring. Approved activities include case management to reduce employment barriers, job skills assessments, career coaching, job search techniques, training on utilizing technology during job search, online job search training, resumé writing workshops and/or assistance, application assistance, interview skills workshops and/or practice sessions, assistance with appropriate dress, social skills-building, training on effective networking, job placement referrals and/or assistance, and other approved job search training activities offered within One-Stop American Job Centers and by third-party partners (TPPs). During each participant’s initial assessment, at least three activities are outlined and documented in the JST activity document. Approved JST activities are thoroughly evaluated and must directly enhance participants’ employability. JST is not intended to be a long-term activity. This component usually includes three activities and is targeted for completion within 4 - 6 weeks.
Target population	All SNAP E&T participants for whom skills deficiencies are identified during the initial assessment and/or those who express a lack of skills necessary to gain employment are referred to JST. Participants who do not want to engage in specific education and/or training but need assistance with gaining employment are also referred to JST.
Criteria for participation	Participants must demonstrate significant employment barriers and/or express interest in enhancing their skills to gain employment. Information about each participant’s abilities, knowledge, skills, and/or needs is gathered during the

	participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TDLWD, WIOA, TPP, and/or State-approved vendors or providers
Projected annual participation	3,380
Estimated annual component costs	\$ 168,087.40 (\$49.73 per participant)

Job Retention (JR) Component	
Description of the component	This component assists participants who gain new employment through participation in or completion of SNAP E&T activities. JR services include case management, transportation assistance, and assistance obtaining or reimbursement for the purchase of necessary uniforms and/or other employment clothing, equipment, supplies, or tools required to perform the job, testing fees, and/or other necessities needed to maintain and achieve satisfactory performance in their newly acquired employment. Job retention services are offered for a minimum of 30 days up to a maximum of 90 days. Participants must work with approved vendors for supportive services.
Target population	SNAP E&T participants who gain and/or improve employment status through participation in SNAP E&T activities and/or services.
Criteria for participation	Participants who gain new employment through participation in another component and/or receive other SNAP E&T employment and/or training services are potentially eligible for JR. Participants must receive SNAP benefits during the month of/during the month prior to enrollment in JR. Ongoing case management and confirmation of JR eligibility from TDHS staff are used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TDLWD, WIOA, TPP, and/or State-approved vendors or providers
Projected annual participation	280
Estimated annual component costs	\$ 21,281.20 (\$ 76.00 per participant)

Basic/Foundational Skills Instruction, Including High School Equivalency Programs (EPB) Component	
Description of the component	This component helps participants prepare for CTE needed to further their career goals. Participants who lack a high school diploma or HSE are referred to local Adult Education (Title II) partners for High School Equivalency Test (HiSET) preparation and/or testing. TN's Adult Education (AE) program is a three-level

	instructional system focused on building reading, writing, and math skills to bring participants' functional levels up, helping them pass the HiSET and begin their desired career pathway. SNAP E&T funding provides transportation assistance and supportive services. The State allocates funding for the HiSET if participants meet the testing criteria.
Target population	All SNAP E&T participants in need of a high school diploma or HSE, who have a TABE test score of 8.5-grade level or less, or possess a high school diploma or HSE and desire CTE but have a deficiency of basic skills as determined by standardized testing are eligible for EPB.
Criteria for participation	Participants must lack a high school diploma or HSE, have a deficiency of basic skills as determined by standardized testing, and/or express individual interest. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment. This information is used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TN Adult Education Division (WIOA Title II) and contract staff selected to provide AE services
Projected annual participation	90
Estimated annual component costs	\$ 211.65 (\$ 2.35 per participant)
Not supplanting	TDLWD Case Managers determine during each participant's assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant non-federal funds (such as an invoice or other document showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically.
Cost parity	TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants' wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.

Career/Technical Education Programs or other Vocational Training (EPC) Component	
Description of the component	This component helps participants gain academic and technical knowledge and skills needed to obtain industry-recognized credentials that allow them to better compete in the job market. EPC activities and services are provided through the One-Stop system, community/technical colleges, and/or community-based organizations. Approved CTE activities are thoroughly evaluated and must directly enhance participants' employability and be aligned with

	<p>local labor market needs and identified in-demand occupations. TN employs the following CTE standards:</p> <ul style="list-style-type: none"> • Training providers are approved by Local Workforce Development Boards and appear on TDLWD’s Eligible Training Provider List (ETPL). If a participant chooses a training provider that is not on the ETPL, costs must be deemed reasonable as compared to ETPL programs. • Training programs must be 2.5 years or less. At this time, TN SNAP E&T cannot support bachelor degrees. • Training must lead to an industry recognized credential or certificate. • Labor Market Data must indicate that the field of study aligns with an in-demand occupation. • Training costs must not exceed \$6,500 per training term. If costs exceed \$6,500 in a training term, SNAP E&T’s costs are capped at \$6,500. <p>Eligible participants receive individualized case management through co-enrollment in WIOA Adult/WIOA Youth programming. Training and participant support costs for SNAP E&T/WIOA Title I co-enrollees are shared across both programs.</p>
Target population	All SNAP E&T participants with a high school diploma or HSE who want to gain knowledge and skills necessary for employment through an approved CTE program.
Criteria for participation	Participants must lack marketable skills or demonstrate the need to upskill to move towards self-sufficiency, have a high school diploma/HSE, or otherwise meet the minimum criteria established by providers to demonstrate basic knowledge, skills, experience, and/or interest, as required. Information about each participant’s abilities, knowledge, skills, and/or needs is gathered during the participant’s initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component. Costs are approved on a term-by-term basis. Ongoing assistance is dependent on continued eligibility for SNAP E&T, available funding, and participant progress and cooperation as outlined in the Voluntary Agreement.
Geographic area	Statewide
E&T providers	WIOA partners, TPP, ETPL training providers, and/or State-approved vendors or providers
Projected annual participation	1,826
Estimated annual component costs	\$ 89,921.96 (\$ 49.24 per participant)
Not supplanting	Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPC. Staff determine during each participant’s assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant

	<p>non-federal funds (such as an invoice or other document showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically.</p> <p>Participants receiving Federal student aid via the FAFSA are not eligible for tuition assistance via SNAP E&T unless the awarded amount does not fully pay for selected training program costs. SNAP E&T will support participants with gap funding if the award is not issued in time to support required costs.</p>
Cost parity	<p>TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants' wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.</p>

English Language Acquisition (EPEL) Component	
Description of the component	<p>This component provides services through AE's Integrated English Literacy and Civics Education (IELCE) program. Through IELCE, participants also receive support with HiSET preparation, citizenship exam preparation, and/or pursue training through AE's Integrated Education and Training (IET) program. SNAP E&T funding supports transportation assistance. The State allocates funding for the HiSET if participants meet the testing criteria.</p>
Target population	<p>All SNAP E&T participants who request language assistance, who do not speak English as their primary language, and/or for whom lack of English language skills is a barrier to employment.</p>
Criteria for participation	<p>Participants must have a primary language other than English and/or express a desire to learn English to assist with training and obtaining employment. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.</p>
Geographic area	Statewide
E&T providers	WIOA partners, TPP, and/or State-approved vendors or providers
Projected annual participation	25
Estimated annual component costs	\$ 211.65 (\$ 8.47 per participant)
Not supplanting	<p>Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPEL. Staff determine during each participant's assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant non-federal funds (such as an invoice or other document</p>

	showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically.
Cost parity	TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants' wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.

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Work Readiness Training (EPWRT) Component	
Description of the component	<p>This component helps participants develop Personal Effectiveness Competencies (i.e. soft skills), including foundational cognitive skills such as reading for information, applied mathematics, locating information, problem-solving, and critical thinking. EPWRT activities also help participants develop personal characteristics and behavioral skills such as adaptability, integrity, cooperation, and workplace discipline which enhance participants' interpersonal interactions, job performance, and career prospects. EPWRT participants may be referred and/or co-enrolled in JST for resources and activities that strengthen participants' employment efforts.</p> <p>EPWRT is not intended to be a long-term activity. This component must be completed within 3 months but can be extended on a case-to-case basis in special circumstances as approved by TDLWD.</p>
Target population	All SNAP E&T participants for whom lack of foundational skills is a barrier to gaining employment or being successful in maintaining long-term employment. TN SNAP E&T further identifies justice-involved participants as a priority population.
Criteria for participation	Participants must demonstrate lack of foundational skills needed to enter employment, lack of foundational skills needed to maintain past employment, and/or express individual interest. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TPP and/or State-approved vendors or providers
Projected annual participation	1,250
Estimated annual component costs	\$ 36,297.62 (\$29.04 per participant)
Not supplanting	Participants may receive E&T-funded assistance with transportation, textbook purchases, and other supportive services based upon assessed needs while enrolled in EPWRT. Staff determine during each participant's assessment if other funding options can be leveraged in support of educational costs before SNAP E&T funds are used. Staff are required to provide appropriate documentation demonstrating that E&T funds do not supplant non-federal funds (such as an invoice or other document showing education costs paid by another funding source). TDLWD Central Office staff monitor and review these records periodically.
Cost parity	TDLWD Case Managers ensure that SNAP E&T participants are charged the same costs for educational services and/or activities as nonparticipants. Staff are required to search for competitive pricing and/or alternative programming in local areas that aligns with participants' wants or needs, local employment markets, and/or high-demand occupations. Cost parity is verified during

	vendor evaluation and during the management oversight process. All expenses are reviewed and vetted to confirm they are reasonable and necessary for participation in the component.
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On-the-Job-Training (WBLOJT) Component	
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<p>Description of the component</p>	<p>This component helps participants (herein referred to as conditional employees or trainees) acquire training for occupations that have limited or no formal classroom training requirements or in which “hands-on” training is necessary to learn the job. WBLOJT is used to encourage employers to hire individuals who may not otherwise qualify for a particular position and train them in the specific skills needed for that job, with the expectation that the employer will retain the individual after the training is successfully completed. WBLOJT is a training activity in the public or private sector that is given to a paid conditional employee engaged in a productive training activity that provides knowledge and skills essential to the performance of the job.</p> <p>The component will be structured as follows:</p> <ul style="list-style-type: none"> • The State agency will act as the provider for this activity and conduct additional screening of participants to ensure appropriateness for training participation prior to placement as well as provide case management and necessary participant supports to achieve successful outcomes for participants. • Potential training placement opportunities will be identified throughout the state-by-State E&T staff based on specific criteria including the capacity of prospective employers to offer a structured, objective-driven training curriculum that is commensurate with the occupation being pursued by the participant. • The State agency will refer participants to training placement opportunities only if they meet the employer’s established qualifications/criteria. As part of the screening process, employers will be allowed to interview potential trainees to ensure participants are appropriate for the training placement. • Potential employers will be required to submit training plans to the State agency for approval. All training plans must clearly demonstrate the trainee will acquire the specific knowledge and competencies needed for a specific position. • As a part of the training agreement, employers will agree that individuals who successfully complete a training assignment will be retained as a regular, full-time employee under the same rules as similarly situated employees. • Payments provided to employers will pay for the cost of providing the training. The employer will agree to provide instruction, equipment, and materials. Employers will also
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be responsible for documenting training attendance and progress towards meeting the training objectives. Employers are required to provide specific training to address the needs of the participant to perform the job they were conditionally hired to do. As part of the OJT program, the employer agrees to provide job-specific training that goes beyond any basic or regular training already provided to all other employees. This additional training could include soft skills training, work readiness training, or other skills training that will assist the participant in successfully maintaining the position. Upon successful training completion, retains the OJT participant as an employee.

- If further training is required beyond the agreed upon training period, the employer must request approval from the state agency and provide a justification for extending the training period.
- Trainee work time for which the trainee will be paid includes time spent engaged in work-related training (e.g., studying training manuals, attending job-related seminars, workshops or one-on-one training).
- Participants who successfully complete the training program will be provided job retention services in accordance with the E&T Program rules.
- Training placements will be time-limited with the length of the training period being appropriate to the occupation for which the participant is being trained. The duration will be determined by labor market information and will consider the content of the training as well as the prior work experience of the participant.
- The specific length of the training period will be identified in the agreement executed for the placement as agreed upon by the employer and state agency prior to the beginning of participation.

Below are two examples of training curriculums:

Job Title: Administrative Assistant
OJT Agreement Period: Four weeks

- Company policies and position responsibilities
- Basic computer application training (company database/systems)
- Organizational processes: maintaining files, record keeping, inventory, organizing schedules, coordinating meetings, telephone etiquette, greeting guests and taking notes/memos.

Job Title: Floor Tech/Custodial
OJT Agreement Period: Six weeks

	<ul style="list-style-type: none"> • Company policies and position responsibilities • Custodial tools & equipment, custodial safety & chemical handling • Stairway & elevator cleaning • Cleaning carpet, hardwood and other types of floors • Carpet stain removal • High & low speed buffing
Target population	All SNAP E&T participants for whom lack of workplace skills and/or poor work history are barriers to gaining employment or being successful in maintaining long-term employment (as determined by WIOA Title I Career Services providers).
Criteria for participation	Participants must be co-enrolled in WIOA Title I programs and demonstrate significant barriers to employment, lack of basic foundational knowledge, low level of workplace experience, and/or very poor work history but high degree of motivation to work. WBLOJT participants must be actively enrolled and complete all program activities as established by TPPs. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TPP
Projected annual participation	30
Estimated annual component costs	<p>\$ 4,803.83 (\$ 160.13 per participant)</p> <p>Note: TN operates the WBLOJT component in alignment with the WIOA Combined Plan; the \$160.13 cost per participant is for project-specific administrative expenses, including personnel costs, IT infrastructure, etc. The cost per participant does not include any costs related to participants' tuition, training, etc. as these costs are covered via other funding streams as a result of co-enrollment in WIOA and other programs.</p>

Work-Based Learning (WBLO) Component	
Description of the component	<p>This component helps participants develop general skills, knowledge, work habits, and work experience while training in real work environments and earning basic certifications necessary to obtain employment. WBLO activities have planned start- and end-dates and can be coordinated within the private/for-profit sector, the nonprofit sector, and/or the public sector.</p> <p>Approved WBLO activities are thoroughly evaluated and must directly enhance participants' employability, support participants' IEPs, and be aligned with local labor market needs and identified in-demand occupations. TN employs the following WBLO standards:</p>

	<ul style="list-style-type: none"> • Training providers must provide opportunities to train in real work environments and provide curricula with clearly articulated outcome goals (including entering employment upon completion of the component) and intentional day-to-day activities designed to improve skills. • Providers must show SNAP E&T participants will earn wages equitable to nonparticipants. • Component activities should be targeted for completion within 4 - 6 months and cannot exceed 6 months. • Participants cannot exceed one (1) WBL activity per calendar year. <p>Allowable work-based learning expenditures include:</p> <ul style="list-style-type: none"> • Reasonable and allocable costs to train participants (i.e. training costs related to curriculum, etc.) • Supportive Services (i.e. transportation, clothing, tools, certification fees, etc.) • Classroom training or required academic education directly related to work-based learning • Staffing costs based on actual SNAP E&T time and effort spent working directly with participants to ensure successful work-based learning experiences, including staff time spent managing work-learning activities
Target population	All SNAP E&T participants for whom lack of workplace skills and/or poor work history are barriers to gaining employment or being successful in maintaining long-term employment.
Criteria for participation	Participants must demonstrate significant barriers to employment, lack of basic foundational knowledge, low level of workplace experience, and/or very poor work history but high degree of motivation to work. WBLO participants must be actively enrolled and complete all program activities as established by TPPs. Information about each participant's abilities, knowledge, skills, and/or needs is gathered during the participant's initial assessment and through ongoing case management. This information is used to determine appropriateness of participation in this component.
Geographic area	Statewide
E&T providers	TPP
Projected annual participation	250
Estimated annual component costs	<p>\$ 15,143.87 (\$60.58 per participant)</p> <p>Note: TN operates the WBLO component in alignment with the WIOA Combined Plan; the \$60.58 cost per participant is for project-specific administrative expenses, including personnel costs, IT infrastructure, etc. The cost per participant does not include any costs related to participants' tuition, training, etc. as these costs are covered via other funding streams as a result of co-enrollment in WIOA and other programs.</p>

2. AN OPERATING BUDGET FOR THE FEDERAL FISCAL YEAR WITH AN ESTIMATE OF THE COST OF OPERATION FOR EACH FEDERAL FISCAL YEAR COVERED BY THE COMBINED PLAN.

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ANY STATE AGENCY THAT REQUESTS 50 PERCENT FEDERAL REIMBURSEMENT FOR STATE AGENCY E&T ADMINISTRATIVE COSTS, OTHER THAN FOR PARTICIPANT REIMBURSEMENTS, MUST INCLUDE IN ITS PLAN, OR AMENDMENTS TO ITS PLAN, AN ITEMIZED LIST OF ALL ACTIVITIES AND COSTS FOR WHICH THOSE FEDERAL FUNDS WILL BE CLAIMED, INCLUDING THE COSTS FOR CASE MANAGEMENT AND CASEWORK TO FACILITATE THE TRANSITION FROM ECONOMIC DEPENDENCY TO SELF-SUFFICIENCY THROUGH WORK. COSTS IN EXCESS OF THE FEDERAL GRANT WILL BE ALLOWED ONLY WITH THE PRIOR APPROVAL OF FNS AND MUST BE ADEQUATELY DOCUMENTED TO ASSURE THAT THEY ARE NECESSARY, REASONABLE AND PROPERLY ALLOCATED. A STATE MUST SUBMIT A PLAN AMENDMENT TO REQUEST BUDGET ADJUSTMENTS AT LEAST 30 DAYS PRIOR TO PLANNED IMPLEMENTATION;

Table 30: TN SNAP E&T - Estimated Costs of Operation

	State Cost	Federal Cost	Total
I. Direct Costs:			
a) Salary/Wages	\$0	\$0	\$0
b) Fringe Benefits* Approved (Fringe Benefit Rate Used 32%)			
c) Contractual Costs (Admin Only)	\$6,354,951	\$8,624,737	\$14,979,688
d) Non-capital Equipment and Supplies	\$0	\$0	\$0
e) Materials	\$0	\$0	\$0
f) Travel	\$0	\$0	\$0
g) Building/Space	\$0	\$0	\$0
h) Equipment & Other Capital Expenditures	\$0	\$0	\$0
Total Direct Costs	\$6,354,951	\$8,624,737	\$14,979,688
II. Indirect Costs:			
Indirect Costs* Approved Indirect (Cost Rate Used: 14.59%)			
III. In-kind Contribution			
State In-Kind Contribution	\$0	\$0	\$0
Total Administrative Cost (Total of items I, II, III)	\$6,354,951	\$8,624,737	\$14,979,688
100 Percent Federal E&T Grant		\$2,269,786	\$2,269,786
50 Percent Additional Administrative Expenditure	\$6,354,951	\$6,354,951	\$12,709,902
IV. Participant Reimbursement (State plus Federal)			
a) Dependent Care (including contractual costs)	\$0	\$0	\$0
b) Transportation & Other Costs (including contractual costs)	\$135,000	\$135,000	\$270,000

c) State Agency Cost for Dependent Care Services	\$0	\$0	\$0
Total 50 Percent Participant Reimbursement	\$135,000	\$135,000	\$270,000
V. Total Costs	\$6,489,951	\$8,759,737	\$15,249,688

4. THE CATEGORIES AND TYPES OF INDIVIDUALS THE STATE AGENCY INTENDS TO EXEMPT FROM E&T PARTICIPATION, THE ESTIMATED PERCENTAGE OF WORK REGISTRANTS THE STATE AGENCY PLANS TO EXEMPT, AND THE FREQUENCY WITH WHICH THE STATE AGENCY PLANS TO REEVALUATE THE VALIDITY OF ITS EXEMPTIONS;

TDHS Eligibility Counselors will have the authority to grant individual exemptions based on information received from an interview with the SNAP participant and/or information received from TDLWD. Individual exemptions shall be evaluated at the participant's next recertification unless the client reports a change that requires the worker to make a re-determination. TDLWD is exploring apprenticeship partnerships to assist the ABAWD population, as they are highly disadvantaged. We envision this apprenticeship program would assist the participant in obtaining needed credentials and/or job skills for ensuring satisfactory employment upon completion while offering the possibilities of earning wages and benefits.

5. THE CHARACTERISTICS OF THE POPULATION THE STATE AGENCY INTENDS TO PLACE IN E&T;

The population for E&T will consist of SNAP participants who are not on Temporary Assistance for Needy Families (TANF); who are able and willing to work; and who volunteer for the program. Additionally, we also plan to put an intentional focus on encouraging the participation of individuals in rural counties, reentry individuals, youth between the ages 18 and 24, veterans, and the senior populations.

6. THE ESTIMATED NUMBER OF VOLUNTEERS THE STATE AGENCY EXPECTS TO PLACE IN E&T;

The estimated number of volunteers Tennessee plans to serve for FY2024 is 3,977.

7. THE GEOGRAPHIC AREAS COVERED AND NOT COVERED BY THE E&T PLAN AND WHY, AND THE TYPE AND LOCATION OF SERVICES TO BE OFFERED;

The E & T program is statewide in 95 counties in Tennessee.

8. THE METHOD THE STATE AGENCY USES TO COUNT ALL WORK REGISTRANTS AS OF THE FIRST DAY OF THE NEW FISCAL YEAR;

The TDHS eligibility determination system calculates an unduplicated work registrant count and a snapshot of work registrants in the state as of October 1st each fiscal year.

9. THE METHOD THE STATE AGENCY USES TO REPORT WORK REGISTRANT INFORMATION ON THE QUARTERLY FORM FNS-583;

As of October 1st, the original referral date for each client is maintained in the eligibility system by the client's social security number, ensuring there will be no duplicative count of work registrants. If SNAP benefits are terminated and re-approved within the same federal fiscal year, TDHS' system will not count the participant more than once. Federal reporting data for work components and demographics is in the case management system for Tennessee: Jobs4TN. This data will be collected and compiled by running queries through tables located in the Jobs4TN database that contains the needed information.

10. THE METHOD THE STATE AGENCY USES TO PREVENT WORK REGISTRANTS FROM BEING COUNTED TWICE WITHIN A FEDERAL FISCAL YEAR. IF THE STATE AGENCY UNIVERSALLY WORK REGISTERS ALL SNAP APPLICANTS, THIS METHOD MUST SPECIFY HOW THE STATE

AGENCY EXCLUDES THOSE EXEMPT FROM WORK REGISTRATION UNDER 7 C.F.R. §273.7(B)(1). IF THE STATE AGENCY WORK REGISTERS NONEXEMPT PARTICIPANTS WHENEVER A NEW APPLICATION IS SUBMITTED, THIS METHOD MUST ALSO SPECIFY HOW THE STATE AGENCY EXCLUDES THOSE PARTICIPANTS WHO MAY HAVE ALREADY BEEN REGISTERED WITHIN THE PAST 12 MONTHS AS SPECIFIED UNDER 7 C.F.R. §273.7(A)(1)(I);

Unduplicated Work Registrant Count

The TDHS eligibility determination system calculates an unduplicated work registrant count and a snapshot of work registrants in the state as of October 1st. The original referral date for each client is maintained in the eligibility system by the client's social security number, ensuring there will be no duplicative count of work registrants. If SNAP benefits are terminated and re-approved within the same federal fiscal year, TDHS' system will not count the participant more than once.

11. THE ORGANIZATIONAL RELATIONSHIP BETWEEN THE UNITS RESPONSIBLE FOR CERTIFICATION AND THE UNITS OPERATING THE E&T COMPONENTS, INCLUDING UNITS OF THE STATEWIDE WORKFORCE DEVELOPMENT SYSTEM, IF AVAILABLE. FNS IS SPECIFICALLY CONCERNED THAT THE LINES OF COMMUNICATION BE EFFICIENT AND THAT NONCOMPLIANCE BY THE PARTICIPANT BE REPORTED TO THE CERTIFICATION UNIT WITHIN 10 WORKING DAYS AFTER THE NONCOMPLIANCE OCCURS;

Narrative Coordination Statements:

- TDLWD SNAP E&T Central office staff meets with TDHS SNAP Subprograms staff throughout the year to strategize ways to identify and serve more SNAP participants. Coordination of future on-site reviews are planned and discussed. Suggestions are offered for program improvement from both agencies. The meetings result in a better understanding of problems encountered by each agency. The outcome is that partner agencies pull together for the success of the program and the customers gain.

Program Reviews:

- TDLWD has a Program Accountability Review (PAR) Team that performs annual reviews. In addition to the annual PAR review, the Grants and Program Manager, as well as Regional Staff, will conduct technical assistance and program monitoring at least once per year.
- Program strengths are noted during reviews and recommendations are made to correct

any weaknesses, opportunities to improve, or assure timeliness of the delivery of services. Corrective action plans are submitted for approval for any findings to the program.

TDHS has oversight of the E & T program. TDLWD is the administrator and primary service provider of E&T services.

Coordination of Duties Between Departments

Tennessee Department of Human Services

- Intakes, Applications, and Recertification of case
- Registration for work, all non-exempt household members (non-ABAWD)
- Update addresses and phone numbers on ACCENT.
- Notify TDLWD when a client has been deregistered.
- Coordinate and cooperate with local TDLWD staff.
- Each agency will complete systems training with each other's staff
- Complete and enter E&T Referrals.

Tennessee Department of Labor and Workforce Development

- Invite participants with an offer of services.
- Discuss options and responsibilities under the program
- Provide basic overview, assess individual job readiness, and develop an individual Employment Plan.
- Direct individual into appropriate activity with specific offer of referral to a component or job.
- Monitor and report component compliance or noncompliance to TDHS
- Authorize reimbursements
- Notify participant of date and time to conduct follow-up interviews.
- TDLWD staff will authorize reimbursement entitlements and monitor maximum payments to the participants.
- Complete documents and enter system within five working days of action for component placement, any change that has occurred, or component completion.
- Provide all case management throughout a Participants engagement in an E&T Component and seek follow-up to capture Outcome data.

Coordination Time Frames

The following coordination time frames will be followed, unless unforeseen circumstances prevent them from occurring:

- Once a referral list is provided by TDHS, TDLWD will send an appointment letter or contact the participant virtually within 10 business days.

- TDLWD will schedule orientation within 1-2 weeks of the referral date to allow sufficient time for the participant to enroll in a component and limit the possibility of an incurring countable month.

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- TDLWD will immediately enter and electronically transmit the data required to authorize the participant expense reimbursement.
- TDLWD will notify TDHS within five days of any information regarding obtaining a job, changes in income, etc.
- TDLWD sends a notification status email to the TDHS.SNAP-ET@tn.gov mailbox at a minimum of every 30 days through VOS.

12. THE RELATIONSHIP BETWEEN THE STATE AGENCY AND OTHER ORGANIZATIONS IT PLANS TO COORDINATE WITH FOR THE PROVISION OF SERVICES, INCLUDING ORGANIZATIONS IN THE STATEWIDE WORKFORCE DEVELOPMENT SYSTEM, IF AVAILABLE. COPIES OF CONTRACTS MUST BE AVAILABLE FOR INSPECTION;

TDHS is the direct grantee of Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Funds. TDHS and TDLWD have partnered through an Interagency Grant Agreement to administer the SNAP E&T program. TDLWD will be responsible for serving all SNAP participants who volunteer in the SNAP E&T program who are able and willing to work who are not on TANF through a vast array of employment and support services to promote workforce development in Tennessee. TDLWD will partner with several Third-Party Partners (TPPs) to accomplish this task while actively pursuing potential TPPs.

13. TBD THE AVAILABILITY, IF APPROPRIATE, OF E&T PROGRAMS FOR INDIANS LIVING ON RESERVATIONS AFTER THE STATE AGENCY HAS CONSULTED IN GOOD FAITH WITH APPROPRIATE TRIBAL ORGANIZATIONS;

There are currently no Tribal Organizations in the state of Tennessee.

14. IF A CONCILIATION PROCESS IS PLANNED, THE PROCEDURES THAT WILL BE USED WHEN AN INDIVIDUAL FAILS TO COMPLY WITH AN E&T PROGRAM REQUIREMENT. INCLUDE THE LENGTH OF THE CONCILIATION PERIOD; AND

Tennessee's SNAP E&T program is voluntary for federal fiscal year 2024; therefore, the conciliation policy is not applicable at this time.

15. THE PAYMENT RATES FOR CHILD CARE ESTABLISHED IN ACCORDANCE WITH THE CHILD CARE AND DEVELOPMENT BLOCK GRANT PROVISIONS OF 45 CFR 98.43, AND BASED ON LOCAL MARKET RATE SURVEYS.

Figure 25 - TN SNAP E&T - Child Care Certificate Program Provider Reimbursement Rates

Tennessee Department of Human Services									
Child Care Certificate Program Provider Reimbursement Rates Including Star-Quality Bonus Payments									
Effective July 1, 2019 (no changes in top tier counties)									
Child Care Centers	State Rate		One Star		Two Stars		Three Stars		
	Top Tier	Lower Tier	Top Tier	Lower Tier	Top Tier	Lower Tier	Top Tier	Lower Tier	
Infant (Full-time) (a) 6 wks to 13 mos	\$178.00	\$128.00	\$187.00	\$134.00	\$205.00	\$147.00	\$214.00	\$154.00	
Toddler (Full-time) (a) 13 mos to 31 mos	\$165.00	\$115.00	\$163.00	\$121.00	\$178.00	\$132.00	\$186.00	\$138.00	
Preschool (Full-time) (a) 31 mos to Kindergarten	\$119.00	\$63.00	\$125.00	\$68.00	\$137.00	\$107.00	\$143.00	\$112.00	
School In	\$60.00	\$54.00	\$63.00	\$57.00	\$69.00	\$62.00	\$72.00	\$65.00	
School Out	\$90.00	\$78.00	\$95.00	\$82.00	\$104.00	\$90.00	\$108.00	\$94.00	

Group Homes	State Rate		One Star		Two Stars		Three Stars		
	Top Tier	Lower Tier	Top Tier	Lower Tier	Top Tier	Lower Tier	Top Tier	Lower Tier	
Infant (Full-time) (a) 6 wks to 13 mos	\$155.00	\$108.00	\$163.00	\$113.00	\$178.00	\$124.00	\$186.00	\$130.00	
Toddler (Full-time) (a) 13 mos to 31 mos	\$135.00	\$101.00	\$142.00	\$106.00	\$155.00	\$116.00	\$162.00	\$121.00	
Preschool (Full-time) (a) 31 mos to Kindergarten	\$108.00	\$85.00	\$113.00	\$89.00	\$124.00	\$98.00	\$130.00	\$102.00	
School In	\$60.00	\$54.00	\$63.00	\$57.00	\$69.00	\$62.00	\$72.00	\$65.00	
School Out	\$90.00	\$72.00	\$95.00	\$78.00	\$104.00	\$83.00	\$108.00	\$86.00	

Family Homes	State Rate		One Star		Two Stars		Three Stars		
	Top Tier	Lower Tier	Top Tier	Lower Tier	Top Tier	Lower Tier	Top Tier	Lower Tier	
Infant (Full-time) (a) 6 wks to 13 mos	\$135.00	\$101.00	\$142.00	\$106.00	\$155.00	\$116.00	\$162.00	\$121.00	
Toddler (Full-time) (a) 13 mos to 31 mos	\$128.00	\$95.00	\$134.00	\$100.00	\$147.00	\$109.00	\$154.00	\$114.00	
Preschool (Full-time) (a) 31 mos to Kindergarten	\$102.00	\$65.00	\$107.00	\$69.00	\$117.00	\$98.00	\$122.00	\$102.00	
School In	\$75.00	\$60.00	\$79.00	\$63.00	\$88.00	\$69.00	\$90.00	\$72.00	
School Out	\$90.00	\$85.00	\$95.00	\$89.00	\$104.00	\$98.00	\$108.00	\$102.00	

Authorized	State Rate			
	Top Tier	Lower Tier		
Infant (Full-time) (a) 6 wks to 13 mos	\$95.00	\$72.00		
Toddler (Full-time) (a) 13 mos to 31 mos	\$90.00	\$68.00		
Preschool (Full-time) (a) 31 mos to Kindergarten	\$72.00	\$59.00		
School In	\$42.00	\$42.00		
School Out	\$64.00	\$55.00		

(a) Part-time for Infant, Toddler, and Preschool is one-half the full-time rate (rounded up)
 * = One Star Rates equal the State rate plus a 5% quality bonus payment for Licensed providers
 ** = Two Star Rates equal the state rate plus a 15% quality bonus payment for Licensed providers
 *** = Three Star Rates equal the State rate plus a 20% quality bonus payment for Licensed providers
 Note: State will reimburse at any lower rate offered by a provider to the general public. Star Bonuses will be computed from a lower provider rate
 Note: "Top Tier Counties" are those with the 20 highest average populations in 2015 and/or 20 highest per capita incomes 2014-2016. The following counties meet one of those criteria:
 Anderson, Blount, Bradley, Coffee, Davidson, Fayette, Greene, Hamilton, Knox, Loudon, Madison, Maury, Montgomery, Moore, Putnam, Roane, Robertson, Rutherford, Sevier, Shelby, Sullivan, Sumner, Tipton, Trousdale, Washington, Williamson, Wilson

16. THE COMBINED (FEDERAL/STATE) STATE AGENCY REIMBURSEMENT RATE FOR TRANSPORTATION COSTS AND OTHER EXPENSES REASONABLY NECESSARY AND DIRECTLY RELATED TO PARTICIPATION INCURRED BY E&T PARTICIPANTS. IF THE STATE AGENCY PROPOSES TO PROVIDE DIFFERENT REIMBURSEMENT AMOUNTS TO ACCOUNT FOR VARYING LEVELS OF EXPENSES, FOR INSTANCE FOR GREATER OR LESSER COSTS OF TRANSPORTATION IN DIFFERENT AREAS OF THE STATE, IT MUST INCLUDE THEM HERE.

Participant reimbursement amounts vary based on the type of support requested. The transportation assistance will be provided in \$25 increments depending on the component. There is a Max of \$100 reimbursement and this is dependent not just on component, but level of participation/days of travel. All other amounts of support will depend on the vendor and the geographical location in which they are purchased. We will ensure all costs meet the reasonable and necessary standard and will utilize vendors on the state's approved vendor list.

17. INFORMATION ABOUT EXPENSES THE STATE AGENCY PROPOSES TO REIMBURSE. FNS MUST BE AFFORDED THE OPPORTUNITY TO REVIEW AND COMMENT ON THE PROPOSED REIMBURSEMENTS BEFORE THEY ARE IMPLEMENTED.

All allowable supportive services that are considered reasonable and necessary will be covered by SNAP E&T, Title I and/or TPPs. We utilize training provider cost sheets to assist in determining the reasonable and necessary costs. All effort is made for costs to be paid to training provider so that participants do not have to cover the costs and wait for the reimbursement process. The most common supportive services are items such as books,

uniforms, drug screens, tools, supplies, and transportation.

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B. ABLE-BODIED ADULTS WITHOUT DEPENDENTS (ABAWD) [28]

1. A State agency interested in receiving additional funding for serving able-bodied adults without dependents (ABAWDs) subject to the 3- month time limit, in accordance with 7 C.F.R. §273.7(d)(3), must include the following for each Federal fiscal year covered by the Combined Plan under WIOA:

[28] 7 CFR § 273.7(c)(7)

1. ITS PLEDGE TO OFFER A QUALIFYING ACTIVITY TO ALL AT-RISK ABAWD APPLICANTS AND RECIPIENTS;

Tennessee will not operate under a “pledge state” status for FFY 2024.

2. ESTIMATED COSTS OF FULFILLING ITS PLEDGE;

Tennessee will not operate under a “pledge state” status for FFY 2024.

3. A DESCRIPTION OF MANAGEMENT CONTROLS IN PLACE TO MEET PLEDGE REQUIREMENTS;

Tennessee will not operate under a “pledge state” status for FFY 2024.

4. A DISCUSSION OF ITS CAPACITY AND ABILITY TO SERVE AT-RISK ABAWDS;

Tennessee will not operate under a “pledge state” status for FFY 2024.

5. INFORMATION ABOUT THE SIZE AND SPECIAL NEEDS OF ITS ABAWD POPULATION; AND

Tennessee will not operate under a “pledge state” status for FFY 2020.

6. INFORMATION ABOUT THE EDUCATION, TRAINING, AND WORKFARE COMPONENTS IT WILL OFFER TO MEET THE ABAWD WORK REQUIREMENT

Tennessee will not operate under a “pledge state” status for FFY 2020.