

Virginia Department of Social Services
FFY 2018
August 15, 2017

Section A: Cover Page and Authorized Signatures

State: Virginia
State Agency: Virginia Department of Social Services
Federal FY: FFY 2018
Date: August 15, 2017

Primary Contacts: Complete the table with the name, title, phone and email address for those State agency personnel who should be contacted with questions about the E&T plan. Add additional rows if needed.

Name	Title	Phone	Email
Faye Palmer	Manager, Workforce Development	(804) 726-7938	Faye.palmer@dss.virginia.gov
Insert more rows as needed.			

Certified By:

<Signature of Authorized Person>

State Agency Director (or Commissioner)

Date

Certified By:

<Signature of Authorized Person>

State Agency Fiscal Reviewer

Date

Section B: Assurance Statements	
<i>Check box at right to indicate you have read and understand each statement.</i>	
I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	×
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	×
III. State education costs will not be supplanted with Federal E&T funds.	×
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	×
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	×
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	×
VII. Contracts are procured through appropriate procedures governed by State procurement regulations.	×
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	×
IX. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness.	×
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	×
XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	×

By signing on the cover page of this document, the State agency Director (or Commissioner) and financial representative certify that the above assurances are met.

Section E: E&T Component Detail

Components by Category (*Non-Education, Non-Work Components; Education Components; Work Components*)

Non-Education, Non-Work Components

Job Search					
Description		<p>The Job Search activity consists of a self-directed effort to find paid employment. SNAP E&T participants will be enrolled in this component if determined “ready to work” after being assessed. Job Search participants are required to contact employers either via face-to-face interviews or by submission of applications or resumes. In order to count as an employer contact, the contact must be with an employer who ordinarily employs individuals in areas of work for which the participant is reasonably qualified.</p>			
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
<p>25 local jurisdictions served by 22 local DSS with SNAP E&T located throughout the state. The localities are Arlington County; Brunswick County; Fairfax County; Henry County/ Martinsville City; King and Queen County; Pittsylvania County; Prince</p>	<p>Work registrants, including ABAWDS and non-work registrants. In some areas certain categories are given priority such as ex-offenders (returning citizens) and ABAWDS.</p>	196	\$143,939	Local DSS agencies in the geographic areas listed and WIOA program.	<p>The percentage and number of program participants who received Job Search services and are in unsubsidized employment upon completion of the component. Collected through the State’s Data Warehouse by using available information in the reporting system. A Data Dictionary is established describing the</p>

Job Search					
<p>William County; Roanoke County; Rockbridge County/ Lexington/ Buena Vista; Surry County; Tazewell County, Alexandria City; Bristol City; Chesapeake City; Danville City; Hampton City; Newport News City; Norfolk City; Portsmouth City; Richmond City; Roanoke City; and Virginia Beach City. All agencies participate except for King and Queen County.</p>					<p>process of gleaning the specific information required to produce a USDA SNAP E&T report.</p>

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Job Search Training					
Description	<p>Will include activities that may consist of job skill assessments, occupational exploration, training and counseling in personal preparation for employability, training and counseling in techniques for identifying and pursuing employment opportunities (including information on local emerging and demand occupations and job placement services).</p>				
Geographic area	Target audience (e.g., homeless, re-entry)	Anticipated monthly participants (unduplicated)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants

Job Search Training					
	population, ABAWDS)	count)			per year
Same as those listed in Job Search-25 local jurisdictions served by 22 local DSS with SNAP E&T. All agencies participate.	Work registrant, including ABAWDS and non-work registrants. In some areas certain categories are given priority such as ex-offenders (returning citizens) and ABAWDS.	77	\$25,957	Contractors, WIOA or local agencies	The percentage and number of program participants who received Job Search Training services and are in unsubsidized employment upon completion of the component. Collected through the State's Data Warehouse by using available information in the reporting system. A Data Dictionary is established describing the process of gleaning the specific information required to produce a USDA SNAP E&T report.

Job Retention Services					
Description	Services related to maintaining employment during the first 90 days of employment. Such supportive services as transportation assistance are provided until a worker is established in a job.				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year

Job Retention Services					
Same as those listed in Job Search-25 local jurisdictions served by 22 local DSS with SNAP E&T. All agencies participate.	Work registrants, including ABAWDs and non-work registrants. In some areas certain categories are given priority such as ex-offenders (returning citizens) and ABAWDs.	17	\$9,040	Local agencies	Not a reportable measure as this is designed to keep participants employed by supplying necessary services during the first 90 days of employment.

Education Components

Education					
Description	<p>SNAP E&T participants will be referred to education based on individual need and assessment. Web-based courses will be used in addition to traditional adult education.</p> <p>Included are education-level assessment, GED, and pre-GED courses. All participants using web-based courses have access to personal mentors that guide their progress, answer questions, etc. VDSS has entered into a partnership agreement with NICCE, LLC, to offer an extensive web-based program including a component for individuals who read between the 3rd and 6th grade level.</p>				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Same as those listed in Job Search-25 local jurisdictions served by 22 local DSS with SNAP E&T. All agencies participate.	Work registrants, including ABAWDs and non-work registrants. In some areas certain categories are given priority such as ex-	28	\$43,143	MOUs and contracts with community colleges and private training institutions.	The percentage and number of program participants who received Educational services and are in unsubsidized employment upon completion of

Education					
	offenders (returning citizens) and ABAWDs.				<p>the component. Collected through the State's Data Warehouse by using available information in the reporting system. A Data Dictionary is established describing the process of gleaning the specific information required to produce a USDA SNAP E&T report. Using the same process will capture the % and # of participants who obtain a recognized credential while participating or after completion of the component.</p>

* Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.

Education and Training for Ex-Offenders	
Description	<p>SNAP E&T for Ex-Offenders is offered in partnership with VDCJS through its re-entry program. This component will include activities that may consist of job skill assessments, occupational exploration, training and counseling in personal preparation for employability, training and counseling in techniques for identifying and pursuing employment opportunities (including information on local emerging and demand occupations and job placement services), as well as the sharing of costs for education and vocational training and supportive services. Match funding for this component comes from VDCJS and are state funds.</p>

Education and Training for Ex-Offenders					
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Same as those listed in Job Search-25 local jurisdictions served by 22 local DSS with SNAP E&T and other DSS agencies. A requirement is that a Re-entry organization be a partner and have an agreement with the local DSS agency to refer.	SNAP participants who have been incarcerated and need help in preparing for a job.	7	\$14,777	Pre-and Post-Incarceration Services (PAPIS) providers.	The percentage and number of program participants who received Education and Training for Ex-offender services and are in unsubsidized employment upon completion of the component. Collected through the State's Data Warehouse by using available information in the reporting system. A Data Dictionary is established describing the process of gleaning the specific information required to produce a USDA SNAP E&T report. Using the same process will capture the % and # of participants who obtain a recognized credential while participating or after completion of the component.

Vocational Training					
Description		Vocational training includes occupational assessment, customized training, institutional skills training, upgrade training, and vocational education. As available, some vocational education and training may be offered on-line.			
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Same as those listed in Job Search-25 local jurisdictions served by 22 local DSS with SNAP E&T. All agencies participate.	Work registrants, including ABAWDs and non-work registrants. In some areas certain categories are given priority such as ex-offenders (returning citizens) and ABAWDs.	20	\$43,099	MOUs and contracts with community colleges and private institutions	The percentage and number of program participants who received Vocational Training and are in unsubsidized employment upon completion of the component. Collected through the State's Data Warehouse by using available information in the reporting system. A Data Dictionary is established describing the process of gleaning the specific information required to produce a USDA SNAP E&T report. Using the same process will capture the % and # of

Vocational Training					
					participants who obtain a recognized credential while participating or after completion of the component.

Community College Vocational Training					
Description	Training for specific jobs that are in demand in the area. SNAP E&T participants are referred to Northern Virginia Community College by the local Departments of Social Services.				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Fairfax County, Arlington County, Prince William County and the City of Alexandria	Work registrants including ABAWDs and non-work registrants who need training to find a job and who have the interest and aptitude to successfully complete the training.	7	\$20,833	MOU with Northern Virginia Community College	The percentage and number of program participants who received community college vocational training and are in unsubsidized employment upon completion of the component. Collected through the State's Data Warehouse by using available information in the reporting system. A Data Dictionary is established describing the process of gleaning the specific information

Community College Vocational Training					
					required to produce a USDA SNAP E&T report. Using the same process will capture the % and # of participants who obtain a recognized credential while participating or after completion of the component.

Work Components

Work Experience					
Description	In this component, participants gain work experience and new job skills through unpaid work in a public, private non-profit or for-profit agency. The primary focus of work experience is to help the participant develop good work habits, additional job skills, positive work attitudes and an understanding of the employee-employer relationship. Participants may be offered a Work Experience opportunity if they are preparing to enter the workforce and it is determined that additional guidance is required to yield sufficient employment opportunities.				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Same as those listed in Job Search-25 local jurisdictions served by 22 local DSS with SNAP E&T. Hampton City only provides this service if the participant specifically	Work registrants, including ABAWDs and non-work registrants. In some areas certain categories are given priority such as ex-offenders (returning citizens) and	16	\$7,142	Local companies and non-profits	The percentage and number of program participants who received work experience and are in unsubsidized employment upon completion of the component.

Work Experience					
requests it.	ABAWDs.				Collected through the State's Data Warehouse by using available information in the reporting system. A Data Dictionary is established describing the process of gleaning the specific information required to produce a USDA SNAP E&T report.

*** Limit anticipated monthly cost to administrative costs only. Do not include participant reimbursements.**

Section F: Estimated Participant Levels	
I. Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	260,000
II. Estimated Number of Work Registrants Exempt from E&T	260,000
List below planned State option exemption categories and the number of work registrants expected to be included in each during the Federal FY 2018:	
1. Individuals 17 years of age and younger or 50 years of age or older:	<u>1,200</u>
2. Individuals who at the time of evaluation, are medically certified as unfit for regular employment, as determined by VDSS:	<u>24,250</u>
3. Individuals who reside in a household with a minor child:	<u>100,000</u>
4. Pregnant Women:	<u>3,290</u>
5. Individuals who reside in an exempt locality:	<u>42,900</u>
*All work registrants will be exempt from mandatory SNAP E&T participation, as Virginia's program is voluntary.	
III. Percent of all work registrants exempt from E&T (line II/line I)	100%
IV. Anticipated number of mandatory E&T participants (line I – line II)	0
V. Anticipated number of voluntary E&T participants	3,690
VI. Anticipated number of ABAWDs in the State during the Federal FY	37,500
VII. Anticipated number of ABAWDs in waived areas of the State during the Federal FY	9,500
VIII. Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	0
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY (line VI – (lines VII+VIII))	28,000

Section G: Summary of Partnerships and/or Contracts					
Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimbursements Costs	Total Cost	% of Total Budget
Northern Virginia Community College	Vocational Training	\$250,000.00	N/A-part of local allocation and part of the 460,000 50/50 funds	\$250,000	.064%
NICCE LLC	On-line Learning	\$291,075	N/A-On line learning (Funds for any type of participant reimbursement would come from the local agencies' allocations.)	\$291,075	.074%
Department of Criminal Justice Services	To reimburse local agencies for 1/2 of state funds used to serve ex-offenders on SNAP	\$114,032	\$50,000	\$164,032	.038%
Northern Virginia Family Service	To reimburse the agency for services offered to SNAP recipients by teaching marketable skills and	\$85,968	Local Agencies with provide	\$85,968	.20%

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	credentials.				
Botetourt and Bedford and Smyth Counties	Additional SNAPET agencies raising the number to 25 agencies serving 28 localities	\$0, "utilizing state funds."			

For each partner/contractor that receives more than 10% of the E&T operating budget, complete and attach a Contractor Detail Addendum.

Section I: Operating Budget and Budget Narrative

	State cost	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages			
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%			
c) Contractual Costs (Admin Only	1,067,665	2,627,496	3,695,161
d) Non-capital Equipment and Supplies			
e) Materials			
f) Travel			
g) Building/Space			
h) Equip& Other Capital Expenditures			
Total Direct Costs	1,067,665	2,627,496	3,695,161
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used:_____%	N/A		
III. In-kind Contribution			
State in-kind contribution	N/A		
Total Administrative Cost (Total of items I, II, and III)	1,067,665	2,627,496	3,695,161
<i>100 Percent Federal E&T Grant</i>		1,559,831	1,559,831
<i>50 percent Additional Administrative Expenditure</i>	1,067,665	1,067,665	2,135,330
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (including contractual costs)	48,750	48,750	97,500
b) Transportation & Other Costs (including contractual costs)	230,000	230,000	460,000
c) State Agency Cost for Dependent Care Services	N/A		
<i>Total 50 percent Participant Reimbursement Expenses</i>	278,750	278,750	557,500
V. Total Costs	1,346,415	2,906,246	4,252,661

* Attach an approval letter from the cognizant agency identifying the indirect cost rate being used.

Section J: Budget Narrative and Justification

Item	Narrative
I. Direct Costs:	
a) Salary/Wages	
b) Fringe Benefits* Approved Fringe Benefit Rate Used _____%	
c) Contractual Costs	Funding for all local staff costs, as well as funds for on-line learning, the Ex-offender program, community college partnership to train SNAP E&T participants and worker's compensation payment for work experience participants.
d) Non-capital Equipment and Supplies	
e) Materials	
f) Travel	
g) Building/Space	
h) Equipment & Other Capital Expenditures	
II. Indirect Costs:	
III. State In-kind Contribution	
IV. Participant Reimbursements	
a) Dependent Care	Dependent care services are provided by local child care personnel in local agencies. The cost is split 50/50 state and federal. SNAP E&T personnel do not handle this cost.
b) Transportation & Other Costs	Supportive services are offered at local agencies to enable SNAP E&T participants to participate in components, and for 90 days after employment, if the employment is directly related to the components completed.
c) State Agency Cost for Dependent Care Services	N/A