



**MARYLAND  
SUPPLEMENTAL NUTRITION  
ASSISTANCE PROGRAM (SNAP)  
EMPLOYMENT AND TRAINING (E&T)  
PROGRAM**

**STATE PLAN OF OPERATIONS**

**October 1, 2015 through September 30, 2016**

Revised September 22, 2015

## PART I

### SUMMARY OF STATE SUPPLEMENTAL NUTRITION ASSISTANCE EMPLOYMENT AND TRAINING (E&T) PROGRAM

#### A. ABSTRACT OF MARYLAND'S E&T PROGRAM

The Maryland Department of Human Resources (DHR) and its local Departments of Social Services (LDSS) are responsible for determining SNAP (called the Food Supplement Program-FSP in Maryland) eligibility, identifying Able-Bodied Adults Without Dependents (ABAWD) or exempt status as well as operating the voluntary Supplemental Nutrition Assistance Employment and Training (SNAP E&T) Program throughout the State. In FFY 2016, Maryland will focus programming in two areas, aimed at assisting FSP recipients with gaining work experience, hard and soft skills thus placing them on a path to becoming economically self-sufficient:

- **ABAWDs-** As of January 1, 2016, the time limit requirement for ABAWDs will commence. In non-exempt jurisdictions, Maryland will offer and connect ABAWDs to employment and training programs.
- **3<sup>rd</sup> Party Vendors-** Included in Maryland's plan are four 3<sup>rd</sup> party reimbursable vendor programs. Two of these programs will provide job readiness, placement and retention services to Maryland's immigrant, refugee and asylee populations. The other two programs will focus on vocational credentialing, job readiness, placement and retention services. ABAWDs will also be referred to these 3<sup>rd</sup> party vendor programs.

#### 1. Program Changes:

This year, Maryland's SNAP E&T Program will include these changes:

- Maryland chose to **shift our program from a mandatory to voluntary model** in order to improve upon the overall quality of our program. For Maryland, quality will equate to providing SNAP recipients, who are motivated to participate, with programs focused on skill improvement and access to better jobs while giving flexibility to our vendor partners in creating programs that produce positive results. To support this focus, Maryland has developed a vision statement for the future of our program:

*"DHR's Food Supplement Employment & Training (FSET) Program sees a future where FSP recipients obtain marketable and in-demand skills that result in stable employment or entrepreneurship opportunities. To that*

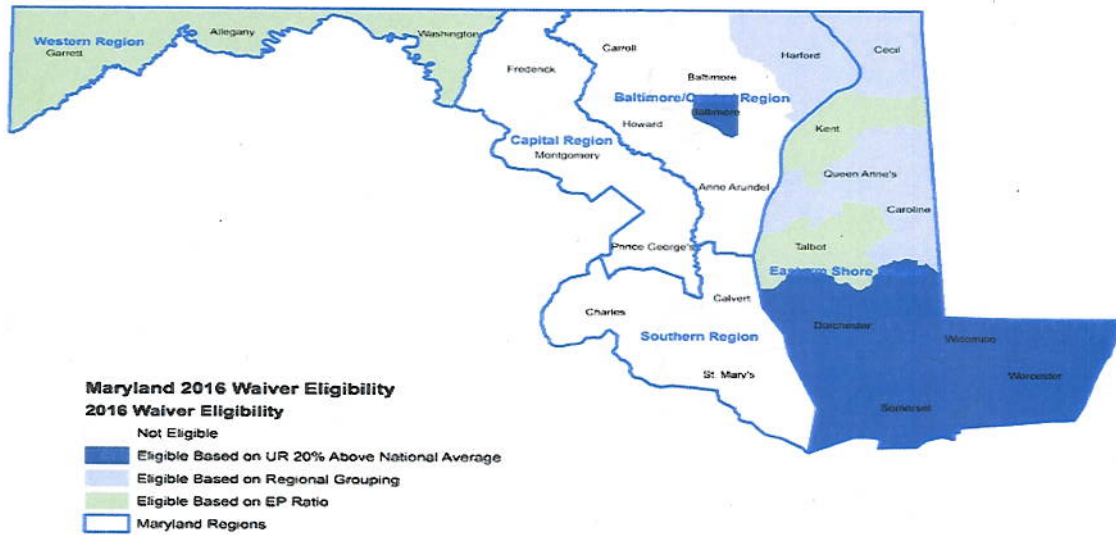
*end, this program will seek to provide FSP recipients with job-driven training, tools and access to career pathways that lead to family and individual supporting and sustainable jobs.”*

- Because of Maryland’s ABAWD waiver ending on December 31, 2015, Maryland is committed to **investing in employment and training services that will assist ABAWDs** with adhering to the 20 hour per week work requirement. Although state may opt against operating unpaid work program for ABAWDs, Maryland believes strongly that we need to ensure the availability of services, to the best of our capacity, in jurisdictions that will not receive a time limit waiver. Further, we will work with other employment and training entities to both leverage resources and make appropriate referrals based on ABAWD needs.
- In FFY 2016, **Maryland will now have four 3<sup>rd</sup> party vendors**. As we embark on our 3<sup>rd</sup> party vendor expansion plan, Maryland will continue to provide much needed employment and training services to immigrants, refugees and asylees as well as grow our hard skills vocational training programs in community based organizations. With the addition of Garrett College, DHR will begin to partner with community colleges in Maryland, thus creating new opportunities for SNAP recipients to access college programs, services and credentialing. All 3<sup>rd</sup> party vendor proposals are attached.

## 2. ABAWD Population:

- The estimated size of the ABAWD population to be served by our SNAP E&T Program in the State of Maryland is 7,159.
- Below are the types and numbers of ABAWD time limit waivers that Maryland requested on July 30, 2015. At this time, Maryland is awaiting a decision on these waiver requests:
  - The Eastern Shore, made up of 9 counties in the eastern part of the state, is recognized by the State of Maryland as an economic region. The State requested a waiver for **seven of these counties (Caroline, Cecil, Dorchester, Queen Anne’s, Somerset, Wicomico and Worcester Counties)** based on having an average unemployment rate of 7.9 percent for April 2013- March 2015.
  - The state requested a waiver for **two counties (Baltimore City and Harford County)** in the Baltimore Metropolitan Region based on having an average unemployment rate of 7.9 percent for April 2013- March 2015.
  - Finally, the state requested a waiver for **five counties (Allegany, Garrett, Kent, Talbot and Washington Counties)** based on having employment to population ratios that are low and declining.

14 Counties in MD Are Eligible for a 2016 Waiver



- If all waiver requests are approved, below is a chart of the estimated numbers of ABAWDS affected by them:

| Baltimore Metro | ABAWD | % of ABAWD Caseload |
|-----------------|-------|---------------------|
| Baltimore City  | 11862 | 32.63               |
| Harford County  | 899   | 2.47                |

| Eastern Shore       | ABAWD | % of ABAWD Caseload |
|---------------------|-------|---------------------|
| Caroline County     | 205   | 0.56                |
| Cecil County        | 773   | 2.13                |
| Dorchester County   | 472   | 1.30                |
| Queen Anne's County | 237   | 0.65                |
| Somerset County     | 263   | 0.72                |
| Wicomico County     | 907   | 2.50                |
| Worcester County    | 232   | 0.64                |

| Low And Declining Employment Populations Counties | ABAWD        | % of ABAWD Caseload |
|---|--------------|---------------------|
| Allegany County                                   | 575          | 1.58                |
| Garrett County                                    | 60           | 0.17                |
| Kent County                                       | 157          | 0.43                |
| Talbot County                                     | 158          | 0.43                |
| Washington County                                 | 885          | 2.43                |
| <b>Total</b>                                      | <b>17685</b> | <b>48.65%</b>       |

- Maryland will use our 18,915 **15 percent exemption slots for all ABAWDs in Calvert, Charles, Frederick and St. Mary's Counties.** On a monthly basis, Maryland anticipates approximately 2,765 ABAWD exemptions in these 4 counties per month. Because Maryland intends to use our 15% slots as jurisdictional exemptions, in essence, ABAWDs in these 4 counties will be coded in CARES as exempt jurisdictions. We will track the number of 15% slots monthly by running a CARES report to show the actual number of ABAWDs.

### 3. Additional Allocation for Pledge States:

Maryland is not a Pledge State for FFY 2016.

### 4. Program Components:

Maryland's SNAP E&T Program will offer a variety of components to participants, based on participant assessment, needs, skills and individuals goals. These components include:

- Education
- Independent Job Search
- Job Readiness
- Vocational Training
- Work Experience
- Workfare and Self-Initiated Workfare (ABAWDs only)

Refer to Section B.1 below for hours of participation per component and a description of component combinations to meet the statutory requirements of 20 hours participation per week to qualify as a work program for ABAWDs.

## **5. Sequencing of Components:**

Maryland's SNAP E&T Program will not require LDSS and vendors to provide a specific sequence of activities. Rather, Program participants, including ABAWDs, will follow unique sequences of components based on assessment, needs and individual goals reflected in their individual employment plans.

## **6. Other Employment Programs:**

In addition to operating the SNAP E&T Program, DHR also operates the Temporary Assistance for Needy Families (TANF) Work Programs through DHR's local Departments of Social Services (LDSS). LDSS have the flexibility to operate their work programs within their own agency or use a qualified vendor. Further, some of these vendor partnerships are with the local Workforce Investment Boards (WIBs).

In some jurisdictions, both SNAP E&T and TANF work programs are operated by the same LDSS staff or vendor. Therefore, both FSP and TANF (called Temporary Cash Assistance or TCA in Maryland) program participants may be in the same work component or activity. Information on both FSP and TCA customers is entered into the Clients' Automated Resource and Eligibility System (CARES), Maryland's legacy eligibility system. Through a system interface, customer information is sent to WORKS, Maryland's online work programs system. Both LDSS and vendor staff code work components and activities to coincide with TCA or FSP requirements. Administrative staff implement cost allocation methodologies so correct funding sources are charged for the services.

Additionally, Maryland has a mini-simplified FSP program. The program remains cost neutral and does not increase FSP benefit costs because it does not increase the number of individuals eligible for benefits.

## **7. Workforce Development System:**

The State delivers the following SNAP E&T components through its workforce development system:

- **Education** – Participants in need of Adult Basic Education, basic literacy, English as a Second Language, GED and post-secondary education will either receive these services through a paid vendor or referred directly to Maryland's adult education system (community colleges, qualified providers) or through an American Job Center (AJC).

- **Independent Job Search** – If job ready, LDSS and vendors may provide program participants the time to do independent job search. This component will be offered in conjunction with other components.
- **Job Readiness** – LDSS and vendors may provide a range of staff assisted job search and readiness training to include career and job skill assessments, workplace etiquette, resume and cover letter assistance, motivation and self-confidence building, job search and job placement assistance, financial literacy and other support activities. This component will be offered in conjunction with other components.
- **Vocational Training** – Participants can access vocational training through several sources: LDSS and vendors refer appropriate and eligible participants to vocational training entities or Workforce Investment Opportunity Act (WIOA) providers for vocational training. Additionally, program participants can obtain vocational training through two of our 3<sup>rd</sup> party vendors.
- **Work Experience/Community Service** – LDSS and vendors can provide work experience (WEX) slots in the private sector to program participants, targeted to those who lack work experience or recent work experience. Participants may also initiate work experience activities on their own.
- **Workfare and Self-Initiated Workfare** – Maryland will operate a workfare program as a component of its E&T program, targeted to participants who lack work experience or recent work experience. Workfare is similar to the WEX component and provides the option of participants obtaining workfare slots in a public service capacity via self-initiation or through assistance from a LDSS or vendor.

## 8. Outcome Data:

In anticipation of the upcoming final rule on performance reporting requirements for FFY 2017, for FFY 2016, Maryland will collect data in the outcomes categories below through WORKS and the University of Baltimore's Jacob France Institute (JFI), one of DHR's research partners. JFI will provide DHR with ad hoc reports regarding FSP and SNAP E&T participants as needed. The SNAP portion of JFI's work will be paid for out of SNAP administrative dollars.

- **Employment** – job placements, wages, medical benefits
- **Education & Training** – credential attainment
- **Retention** – retention of employment, increase in wage for 90 days

## B. PROGRAM COMPONENTS

Below are the program components that Maryland will offer to SNAP E&T participants. Within a majority of the components, there are State Agency and other costs. These costs are comprised of: salary and benefits, overhead costs, which does not include contractor overhead costs, and allowable costs for planning, implementation or operation of E&T program.

### 1. Name of Component: Education Programs (BED)

- **Description of component:** This qualifying work program component includes educational programs that prepare individuals for sustainable employment. Participants in need of Adult Basic Education, basic literacy, English as a Second Language, GED and post-secondary education will either receive these services through a paid vendor or be referred directly to Maryland's adult education system (community colleges, qualified providers) or through an American Job Center (AJC).
- **Type of component:** Non-work
- **Geographic areas covered:** Activities are available to ABAWDs in non-exempt jurisdictions and available to volunteers in other jurisdictions operating a SNAP E&T program.
- **Level of participant effort and duration:** ABAWDs may fulfill the work requirement by participating for 20 hours per week alone or combined with other work components. Both ABAWDs and volunteers engaged in an education program are expected to adhere to the class expectations of participation, attendance and duration.
- **Targeted population:** Non-public assistance FSP applicants, and recipients including ABAWDs. This activity is targeted at participants without a high school diploma or GED.
- **Organizational responsibilities:** The LDSS and DHR can contract these services to a qualified adult education provider or refer FSP recipients to education programs.
- **Link to employment:** Increasing education levels and skills of individuals directly relates to employability. For example, in Maryland, the GED is the equivalent of a high school diploma. Individuals who have their high school diplomas earn more money than those without. Additionally, more and more employers are requiring a high school diploma as a condition of employment.
- **Method for monitoring Education programs:** Maryland took the simplified reporting option and as such, FSP recipients do not have to report except when their income exceeds 130 percent or for ABAWDS, when their hours are reduced to less than 20 per week. However, if program participants are actively engaged with a program, the LDSS or



vendor will collect BED participation documentation. LDSS and vendors complete the verification for each day of participation, sign and scan the documentation in OnBase, DHR's document imaging system. Attendance is entered and monitored in WORKS. If the FSP recipient participates in a non-funded LDSS or DHR BED program, participants will be required to turn in participation verification on a weekly basis to the LDSS. This documentation will also be scanned in OnBase.

|  |              |
|--|--------------|
| <b>Anticipated number of participants:</b> | <b>1,432</b> |
| Anticipated number of Non-ABAWDs:          | 0            |
| Anticipated number of applicants:          | 0            |
| Anticipated number of exempt participants: | 0            |
| Anticipated number of ABAWD participants:  | <b>1,432</b> |

|   |         |                    |           |
|---|---------|--------------------|-----------|
| <b>Per participant's cost of participant's reimbursement:</b> |         |                    |           |
| Transportation:   | \$13.09 | # of participants: | <b>12</b> |
| Dependent Care:   | \$0     | # of participants: | <b>0</b>  |

|  |              |
|--|--------------|
| <b>Total Cost, participant reimbursements:</b> |              |
| Transportation                                 | <b>\$157</b> |
| Dependent Care                                 | <b>\$0</b>   |

|                                       |                    |
|---------------------------------------|--------------------|
| <b>Component Cost:</b>                |                    |
| Per placement                         | <b>\$23.85</b>     |
| State Agency Costs, Salary & Benefits | <b>\$0</b>         |
| Contractual Costs                     | <b>\$12,500.00</b> |
| Total Cost, including reimbursement   | <b>\$36,657.00</b> |
| Total Cost, excluding reimbursement   | <b>\$36,500.00</b> |

**2. Name of Component: Independent Job Search (IJS)**

- **Description of component:** This component includes activities that assist participants with securing unsubsidized employment. Participants are provided with minimal instruction on how to obtain employment. Upon the expiration of the ABAWD waiver, participation in individual job search when offered as part of other E&T program components is acceptable as long as the activity will comprise less than half the total time spent in other suitable components.
- **Type of Component:** Non-work
- **Geographic areas covered:** This component will be available to all SNAP E&T participants in jurisdictions operating a SNAP E&T program.
- **Targeted population:** Applicants and Non Public Assistance (NPA) FSP recipients including ABAWDs.

- **Organizational Responsibilities:** LDSS and vendors will monitor independent job search contacts and progress.
- **Number of job contacts required over what time period:** Based on an average of ten actual hours of job search per week, participants are expected to contact, at a minimum, ten employers per week.
- **Method for monitoring job contacts:** Maryland took the simplified reporting option and as such, FSP recipients do not have to report except when their income exceeds 130 percent or for ABAWDS, when their hours are reduced to less than 20 per week. However, if program participants are actively engaged with a program, the LDSS or vendor will collect IJS participation documentation. LDSS and vendors complete the verification for each day of participation, sign and scan the documentation in OnBase, DHR's document imaging system. Attendance is entered and monitored in WORKS. If the FSP recipient participates in a non-funded LDSS or DHR work program, participants will be required to turn in participation verification on a weekly basis to the LDSS. This documentation will also be scanned in OnBase.

|  |              |
|--|--------------|
| <b>Anticipated number of participants:</b> | <b>8,395</b> |
| Anticipated number of Non-ABAWDs :         | 0            |
| Anticipated number of applicants:          | 0            |
| Anticipated number of exempt participants: | 0            |
| Anticipated number of ABAWD participants:  | <b>8,395</b> |

|   |         |                    |              |
|---|---------|--------------------|--------------|
| <b>Per participant's cost of participant's reimbursement:</b> |         |                    |              |
| Transportation:   | \$13.09 | # of participants: | <b>1,237</b> |
| Dependent Care:   | \$ .00  | # of participants: | <b>0</b>     |

|  |                 |
|--|-----------------|
| <b>Total Cost, participant reimbursements:</b> |                 |
| Transportation                                 | <b>\$16,192</b> |
| Dependent Care                                 | <b>\$0</b>      |

|                                       |                     |
|---------------------------------------|---------------------|
| <b>Component Cost:</b>                |                     |
| Per placement                         | <b>\$24.92</b>      |
| State Agency costs; other costs       | <b>\$78,000.00</b>  |
| State Agency costs, salary & benefits | <b>\$33,000.00</b>  |
| Contractual costs                     | <b>\$100,000.00</b> |
| Total cost, including reimbursement   | <b>\$227,192.00</b> |
| Total cost, excluding reimbursement   | <b>\$211,000.00</b> |

### 3. Name of Component: Job Readiness (GJS)

- **Description of component:** This component consists of staff assisted job search and job readiness training to include career and job skill assessments, workplace etiquette, resume and cover letter assistance,

motivation and self-confidence building, job search and job placement assistance, financial literacy and other support activities. Upon the expiration of the ABAWD waiver, participation when offered as part of other E&T program components is acceptable as long as the activity will comprise less than half the total time spent in other suitable components.

- **Type of Component:** Non-work
- **Geographic areas covered:** This component will be available to all SNAP E&T participants in jurisdictions operating a SNAP E&T program.
- **Targeted population:** NPA FSP applicants and recipients including ABAWDs.
- **Organizational Responsibilities:** LDSS and/or vendors will deliver Job Readiness training to participants.
- **Number of job contacts required over what time period:** Based on an average of ten actual hours of job search per week, participants are expected to contact, at a minimum, ten employers per week.
- **Method for monitoring job readiness activities and job contacts:** Maryland took the simplified reporting option and as such, FSP recipients do not have to report except when their income exceeds 130 percent or for ABAWDs, when their hours are reduced to less than 20 per week. However, if program participants are actively engaged with a program, the LDSS or vendor will collect GJS participation documentation. LDSS and vendors complete the verification for each day of participation, sign and scan the documentation in OnBase, DHR's document imaging system. Attendance is entered and monitored in WORKS. If the FSP recipient participates in a non-funded LDSS or DHR work program, participants will be required to turn in participation verification on a weekly basis to the LDSS. This documentation will also be scanned in OnBase.

|  |              |
|--|--------------|
| <b>Anticipated number of participants:</b> | <b>8,665</b> |
| Anticipated number of Non-ABAWDs:          | <b>270</b>   |
| Anticipated number of applicants:          | <b>0</b>     |
| Anticipated number of exempt participants: | <b>0</b>     |
| Anticipated number of ABAWD participants:  | <b>8,395</b> |

|   |         |                    |              |
|---|---------|--------------------|--------------|
| <b>Per participant's cost of participant's reimbursement:</b> |         |                    |              |
| Transportation:   | \$14.24 | # of participants: | <b>4,565</b> |
| Dependent Care:   | \$ .00  | # of participants: | <b>0</b>     |

|  |                 |
|--|-----------------|
| <b>Total Cost, participant reimbursements:</b> |                 |
| Transportation                                 | <b>\$65,048</b> |
| Dependent Care                                 | <b>\$0</b>      |

**Component Cost:**

|                                       |              |
|---------------------------------------|--------------|
| Per placement                         | \$152.27     |
| State Agency Costs; Other Costs       | \$100,000.00 |
| State Agency Costs, Salary & Benefits | \$60,000.00  |
| Contractual Costs                     | \$631,130.00 |
| Total Cost, including reimbursement   | \$856,178.00 |
| Total Cost, excluding reimbursement   | \$791,130.00 |

#### 4. Name of Component: Vocational Training (BEV)

**Description of component:** This qualifying work activity provides vocational/"hard" skills taught in a short period of time, often resulting in industry recognized credentials. Training offered to participants will be in demand industries with career pathway opportunities. These vocational training programs will assist participants with skill/credential building in the following:

- Retail/hospitality occupational skills training leading toward a National Professional Certification in Customer Service from the National Retail Federation. This certification captures core customer service duties for a broad range of entry-level through first line supervisory positions across the sales/service industries
  - 640 hour Deconstruction Training- this training will assist individuals with obtaining employment in the construction industry
  - Commercial Driver's License (Class A and Class B)
  - Certified Nursing Assistant
  - Phlebotomy Technician
  - Veterinary Assistant
  - Medical Coding & Billing
  - Certified Apartment/Building Maintenance Technician
  - Machining
  - Welding
  - Construction Technology
  - Child Care
  - Office Skills
  - Emergency Medical Technician
  - Paramedic
- **Type of Component:** Non-work
  - **Geographic areas covered:** Vocational training will be available in Baltimore City and Garrett County.

- **Level of participant effort (# of hours required) and duration:** ABAWDs may fulfill the work requirement by participating for 80 hours per month (average 20 per week) alone or combined with other work components. Both ABAWDs and volunteers engaged in vocational training are expected to adhere to the class expectations of participation, attendance and duration.
- **Targeted population:** NPA FSP applicants and recipients including ABAWDs. This activity is geared towards participants with a high school diploma/GED or a higher level of education levels prescribed by the training entity and need to acquire additional hard skills/credentialing to obtain employment.
- **Organizational responsibilities:** Participants can access vocational training through a few sources: LDSS and vendors can refer appropriate and eligible participants to vocational training entities or WIOA providers for vocational training. Additionally, program participants can obtain vocational training through two of our 3<sup>rd</sup> party vendors.
- **Link to employment:** Participants with job skills/credential linked to current and emerging employment opportunities are more marketable to employers. Below is a sampling of current employer partners in Baltimore City, to include the types of job placements:
  - Baltimore County Public Schools –Teacher
  - Baltimore Healthy Start – Health Care Navigators
  - Inner Harbor Waterfront – Tourist Ambassadors
  - First Student Bus Company – Drivers
  - Walmart – Sales Associate
  - Watchmen – Security Guards
  - Details – Deconstruction Workers
  - Fells Point Meats – Warehouse Worker

In addition, below is a sampling of Garrett County's training programs, employer partners and job placements:

| <b>Training</b>             | <b>Employers</b>   | <b>Positions</b> |
|-----------------------------|--|------------------|
| Certified Nursing Assistant | Goodwill Nursing Home, Oakland Nursing & Rehabilitation, Garrett Regional Medical Center | CNA/GNA          |
| Welding                     | Beitzel Corporation, Garrett Container   | Laborer          |

|  |  |               |
|--|--|---------------|
| Machining  | Pillar Innovations, Garrett Container                  | Laborer       |
| Veterinary Assistant                             | Hart for Animals, Pineview Veterinary Hospital         | Vet Assistant |
| Commercial Driver's License, Class A and Class B | Bowman Trucking, DOT Foods, Schneider Trucking         | Driver        |
| Phlebotomy Technician                            | Garrett Regional Medical Center, Garrett Medical Group | Phlebotomist  |

**Anticipated number of participants: 831**  
 Anticipated number of Non-ABAWDs: 115  
 Anticipated number of applicants: 0  
 Anticipated number of exempt participants: 0  
 Anticipated number of ABAWD participants: 716

**Per participant's cost of participant's reimbursement:**  
 Transportation: \$429.46 # of participants: 140  
 (NOTE: higher cost per allocation due to the request for reimbursement expenses from a 3<sup>rd</sup> party vendor who is located in a rural area)  
 Dependent Care: \$135.00 # of participants: 75

**Total Cost, participant reimbursements:**  
 Transportation \$60,125.00  
 Dependent Care \$10,125.00

**Component Cost:**  
 Per placement \$520.01  
 State Agency Costs; Other Costs \$32,000.00  
 State Agency Costs, Salary & Benefits \$22,768.00  
 Contractual Costs \$304,110.00  
 Total Cost, including reimbursement \$432,128.00  
 Total Cost, excluding reimbursement \$358,878.00

**5. Name of Component: Work Experience/Community Service (WEX)**

- Description of component:** This program component is designed to improve the employability of participants through actual work experience. For example, a participant may be placed at a work site as a receptionist. In this position, an individual can develop customer service, communication and computer skills. Acquiring marketable skills through direct work experience can lead to a variety of employment opportunities.
- Type of Component:** Work

- **Geographic areas covered:** All jurisdictions with a SNAP E&T program may fund and/or utilize Work Experience activities.
- **Level of participant effort and duration:** ABAWDs may fulfill the work requirement by participating for 80 hours per month (average 20 hours per week) alone or combined with other activities. The number of hours spent monthly in work experience activities is affected by the Fair Labor Standards Act (FLSA). Required hours of participation in this activity are determined by dividing the household's FSP allotment by the higher of the applicable Federal or State hourly minimum wage. This activity is for those who cannot find employment during the 30-day job search period prior to placement in SNAP E&T program components that prepare participants for employment.
- **Targeted population:** NPA FSP applicants, recipients including ABAWDs.
- **Organizational responsibilities:** LDSS and/or vendors will offer Work Experience opportunities to participants.
- **Participation begins with 30-day job search:** Participants begin job search up to 30 days following initial FSP certification. The job search activity is part of the Work Experience component.
- **Method for monitoring WEX:** Maryland took the simplified reporting option and as such, FSP recipients do not have to report except when their income exceeds 130 percent or for ABAWDS, when their hours are reduced to less than 20 per week. However, if program participants are actively engaged with a program, the LDSS or vendor will collect WEX participation documentation, sign and scan the documentation in OnBase, DHR's document imaging system. Attendance is entered and monitored in WORKS.

|   |              |
|---|--------------|
| <b>Anticipated number of participants:</b>    | <b>4,868</b> |
| Anticipated number of Non-ABAWD participants: | 0            |
| Anticipated number of applicants:             | 0            |
| Anticipated number of exempt participants:    | 0            |
| Anticipated number of ABAWD participants:     | <b>4,868</b> |

|   |         |                    |            |
|---|---------|--------------------|------------|
| <b>Per participant's cost of participant's reimbursement:</b> |         |                    |            |
| Transportation:   | \$13.09 | # of participants: | <b>908</b> |
| Dependent Care:   | \$0     | # of participants: | <b>0</b>   |

|  |                 |
|--|-----------------|
| <b>Total Cost, participant reimbursements:</b> |                 |
| Transportation                                 | <b>\$11,880</b> |
| Dependent Care                                 | <b>\$0</b>      |

**Component Cost:**

|                                       |              |
|---------------------------------------|--------------|
| Per placement                         | \$50.11      |
| State Agency Costs; Other Costs       | \$69,883.00  |
| State Agency Costs, Salary & Benefits | \$2,798.00   |
| Contractual Costs                     | \$159,367.00 |
| Total Cost, including reimbursement   | \$243,928.00 |
| Total Cost, excluding reimbursement   | \$232,048.00 |

**6. Name of Component: Workfare (WKF)**

- **Description of Component:** This program component is designed to improve the employability of participants by performing work in a public service capacity through placement at public sector employers, or a self-initiated arrangement of placement in a public service capacity via the efforts of the ABAWD participant. For example, a participant may be placed at a work site as a receptionist. In this position an individual can develop customer service, communication and computer skills. Acquiring marketable skills through direct work experience can lead to a variety of employment opportunities.
- **Type of Component:** Work
- **Geographic areas covered and variations among local areas:** All jurisdictions with a SNAP E&T program may fund and/or use Workfare activities.
- **Level of participant effort and duration:** This activity is covered by Fair Labor Standards Act (FLSA) requirements. Required hours of participation in this activity are determined by dividing the household's FSP allotment by the higher of the applicable Federal or State hourly minimum wage. This activity is for those who cannot find employment during the 30-day job search period prior to placement in SNAP E&T program components that prepare participants for employment.
- **Targeted population:** NPA FSP applicants, recipients including ABAWDs.
- **Organizational Responsibilities:** LDSS and/or vendors will offer Workfare opportunities to participants.
- **Participation begins with 30-day job search:** Participants begin job search up to 30 days following initial FSP certification. The job search activity is part of the Workfare assignment.
- **Method for monitoring WKF:** Maryland took the simplified reporting option and as such, FSP recipients do not have to report except when their income exceeds 130 percent of the Federal Poverty Income Guidelines (FPIG) or for ABAWDS, when their hours are reduced to less than 20 per week. However, if program participants are actively engaged with a program, the LDSS or vendor will collect WKF participation documentation, sign and scan the documentation in OnBase, DHR's



document imaging system. Attendance is entered and monitored in WORKS.

|   |              |
|---|--------------|
| <b>Anticipated number of participants:</b>    | <b>7,302</b> |
| Anticipated number of Non-ABAWD participants: | 0            |
| Anticipated number of applicants:             | 0            |
| Anticipated number of exempt participants:    | 0            |
| Anticipated number of ABAWD participants:     | <b>7,302</b> |

|   |         |                    |              |
|---|---------|--------------------|--------------|
| <b>Per participant's cost of participant's reimbursement:</b> |         |                    |              |
| Transportation:   | \$13.09 | # of participants: | <b>1,361</b> |
| Dependent Care:   | \$ .00  | # of participants: | <b>0</b>     |

|  |                 |
|--|-----------------|
| <b>Total Cost, participant reimbursements:</b> |                 |
| Transportation                                 | <b>\$17,821</b> |
| Dependent Care                                 | <b>\$0</b>      |

|                                       |                     |
|---------------------------------------|---------------------|
| <b>Component Cost:</b>                |                     |
| Per placement                         | <b>\$50.11</b>      |
| State Agency costs; other costs       | <b>\$104,825.00</b> |
| State Agency costs, salary & benefits | <b>\$4,196.00</b>   |
| Contractual costs                     | <b>\$146,135.00</b> |
| Total cost, including reimbursement   | <b>\$272,977.00</b> |
| Total cost, excluding reimbursement   | <b>\$255,156.00</b> |

## PART II

### PROGRAM PARTICIPATION AND EXEMPTIONS

Maryland uses a combination of two systems to determine eligibility of benefits, exemptions, work registrants, ABAWDs and SNAP E&T program activities and outcomes: the Clients' Automated Resource and Eligibility System (CARES), our legacy benefits eligibility tracking system and WORKS, our web based system to track employment and training activities and outcomes. Data from CARES is automatically downloaded to WORKS on a daily basis. Based on demographic information entered into the systems as well as a series of codes used by both CARES and WORKS, work registration and ABAWD exemption criteria are identified and documented. The WORKS system is used to calculate the unduplicated count of registrants for federal reporting purposes.

The following estimates are based on information collected in the WORKS System for the past program year.

#### A. WORK REGISTRANT POPULATION

## **1. Numbers of Work Registrants:**

- a. Work registrants expected to be in the FSP caseload as of October 1, 2015 = 122,098
- b. Anticipated number of new work registrants to be added between October 1, 2015 and September 30, 2016 = 80,036
- c. Total number of work registrants between October 1, 2015 and September 30, 2016 = 202,134

## **2. Unduplicated Work Registrant Count:**

WORKS creates a separate record of information on a participant each time they are certified/re-certified to receive FSP. WORKS collates these records so that a person is counted only once as a work registrant during each federal year. Therefore, Maryland is able to report an unduplicated count of work registrants.

## **3. Characteristics of Work Registrants:**

At this time, a deep analysis has not been done on the characteristics of the work registration population. However, Maryland will work closely with JFI to do this critical analysis. Further, we will integrate a comprehensive assessment tool, the Online Work Readiness Assessment (OWRA) into SNAP E&T programming that will provide work registrant characteristics to help inform and drive appropriate SNAP E&T components. This assessment tool is web-based and built into our WORKS system, thus allowing us to run reports and do thorough analysis.

## **B. EXEMPTION POLICY**

Because Maryland is a voluntary state, we do not require participation in SNAP E&T rather, our goal is to engage motivated FSP participants. However, Maryland has committed to investing a majority of our SNAP E&T funding and resources towards ABAWD work activity programming. Further, because Maryland is a voluntary state and ABAWD participation in SNAP E&T programs is not mandatory, Maryland does not have a sanction policy.

Regarding the ABAWD time limit requirement, Maryland will adhere to the FNS ABAWD exemptions:

- Under 18 or 50 years of age or older,
- Responsible for the care of a child or incapacitated household member,

- Medically certified as physically or mentally unfit for employment, pregnant, or
- Already exempt from SNAP general work requirements.

Beyond these exemptions, individuals may be excused from a work activity on a temporary basis from the ABAWD work requirements, on a case by case basis, and will be fully narrated in WORKS.

**C. NUMBER OF WORK REGISTRANTS EXEMPT FROM THE E&T PROGRAM:**

Refer to Table 1: "Estimated Participant Levels Fiscal Year 2016."

**D. PLANNED E&T PROGRAM PARTICIPATION:**

Refer to Table 2: "Estimated E&T Placement Levels Fiscal Year 2016."

**E. ABAWD INFORMATION:**

Refer to Table 1: "Estimated Participant Levels Fiscal Year 2016" and to Table 2: "Estimated E&T Placement Levels Fiscal Year 2016."

**PART III**

**PROGRAM COORDINATION**

**A. PROGRAM COORDINATION:**

As previously stated, DHR and its LDSS offices are responsible for determining FSP eligibility and SNAP E&T participants throughout the State. Maryland is a voluntary state and except for ABAWDs, there are no mandatory work participants. ABAWDs are not required to participate in SNAP E&T activities.

**1. Narrative Coordination Statement:**

- Refer to the attached organization chart that outlines all of the units within DHR that assist with the coordination of Maryland's Food Supplement Program (FSP), to include eligibility, work registration, ABAWDs and SNAP E&T.
- Refer to the attached customer flow chart that depicts how Maryland's process will work for work registrants, ABAWDs and volunteers for SNAP E&T.
- Below are descriptions of linkages between Food Supplement Program (FSP) functions and SNAP E&T:

**Application and Recertification:**

- Case managers review the signed and submitted FSP application and case record information to determine program eligibility.
  - The customer is then interviewed face to face or by phone. Work registration requirements are discussed with the customer
- The customer's information is data entered into CARES.
- The case manager completes work registration information in CARES on the CARES Work screen, determining if the customer has any statutory or other work registration exemptions, good cause or if the customer should be work-registered.
- The information is downloaded automatically into WORKS.
  - A customer's ABAWD status is reviewed in the ABAWD mandatory jurisdictions.
    - This determination is completed each time the individual is certified/recertified for Food Supplement benefits.
    - Local departments can also manually register ("work register") statutorily exempt FSP customers by manually data entering their information into WORKS.
    - A work registration record is created in WORKS for every individual who must be work-registered.
  - Each individual in the household is re-evaluated at least once every 12 months and when the LDSS is aware of a change in the household that could affect ABAWD status, such as a child turning 18 or someone moving into or out of the household.
  - ABAWDs in Maryland are part of simplified reporting and not required to report interim changes unless there is a change that increases household income to above 130 percent or their work activity hours including employment are reduced to under 20 per week.
- Upon the end of the current ABAWD waiver on December 31, 2015, case managers will be required to maintain a "tickler" file or create system generated alerts to monitor for known changes occurring in the household within the certification period such as a child turning 18 who will become an ABAWD or causing the adult in the household to become an ABAWD.
- As of January 1, 2016, FSP applicants or recipients who are identified as ABAWDs will be encouraged to participate in a job search activity while their application for Food Supplement benefits is pending.

- ABAWD compliance with 80 hours monthly will be done by FSP Case Managers. If an ABAWD is engaged in a SNAP E&T program run by a contractor, compliance will be entered into the WORKS system and checked by the FSP Case Manager.
- Eligibility and SNAP E&T staff will communicate compliance through entering participation data into WORKS. Further, these staff will also communicate via phone or E-mail to further check on compliance as needed.

### **Screening for E&T Participation:**

Maryland is a voluntary state and work participation is not required except for ABAWDs in non-exempt jurisdictions.

#### ➤ Assessments

- In non-exempt ABAWD jurisdictions, once FSP recipients are identified as an ABAWD, they will be assessed using the Online Work Readiness Assessment tool or OWRA.
  - OWRA was originally designed as an assessment tool for the Temporary Cash Assistance (TCA) work program in Maryland and is built into the WORKS system.
  - Based on this assessment, customers will be appropriately referred to a SNAP E&T program or other employment and training resources in their area.
  - Deeper adult basic education, career interest and skills assessments may be completed based on ABAWD choice of program.
- In jurisdictions that have SNAP E&T programs operated by the local DSS or a vendor, interested and motivated, voluntary FSP recipients will be referred to SNAP E&T. The OWRA assessment or another approved assessment tool will be used by the LDSS or vendor to make appropriate referrals.

### **E&T Component Assignment:**

Based on a thorough assessment of the program participant, the LDSS or vendor will work with program participants to develop an individualized employment plan. SNAP E&T participants will then be assigned to the appropriate E&T component. For example, ABAWDs that have very little to no work experience will be placed into Workfare or Work Experience. Or, volunteer participants with appropriate levels of education, who are interested in gaining hard work skills may be placed in Vocational Training. All E&T component assignments are tracked in WORKS.

### **Monitoring Compliance with Component Requirements:**

LDSS and vendors operating SNAP E&T program will track participant attendance, participation and completion of components through WORKS.

**Determination of Temporary Good Cause:**

Local department case managers may assign a determination of temporary good cause, which is a temporary barrier to the customer's participation in work activities.

**The Notice of Adverse Action (NOAA):**

ABAWDs who have exhausted their three countable months are sent a NOAA in the last month of eligibility no later than 10 days before the end of the certification period.

**Sanctioning Resulting from Noncompliance with the E&T Program Requirements:**

Because Maryland is a voluntary state, there are no sanctions for noncompliance with Maryland's SNAP E&T Program.

## **2. INFORMATION COORDINATION**

As mentioned in Part II, Maryland uses a combination of two systems to determine eligibility for benefits, exemptions, work registrants, ABAWDs and SNAP E&T program activities and outcomes: CARES, our legacy benefits eligibility system and WORKS, our web based system to track employment and training activities and outcomes. Data from CARES is automatically downloaded to WORKS on a daily basis. Based on demographic information entered into the systems as well as a series of codes used by both CARES and WORKS, work registration and ABAWD exemption criteria will be determined and documented.

Specifically, CARES:

- Maintains demographic information on FSP recipients
- Documents participant eligibility status
- Identifies and registers mandatory work registrants
- Identifies work registration exemptions

Specifically, WORKS:

- Tracks exemptions
- Enables LDSS and vendors to document and narrate information on the activities and achievements of SNAP E&T participants
- Collects and reports data which fulfill other federal government reporting requirements
- Provides DHR with information that can be used to monitor the results of local SNAP E&T "work" programs

- Provides LDSS and vendors with critical information to manage and improve the operation of SNAP E&T programming

### 3. Coordination Time Frames:

- **Time elapse between application for Food Supplement benefits and referral into SNAP E&T:**
  - As a voluntary state, there are no mandatory referrals to SNAP E&T
  - We encourage customers to participate during the application process
  - The maximum time between application and referral for SNAP E&T is the maximum FSP pending time of 60 days
- **Time elapse between a finding of noncompliance in SNAP E&T and initiation of a NOAA:**
  - Maryland is a voluntary state and there are no sanctions implemented

## B. INTERAGENCY COORDINATION

### 1. Areas of Coordination:

SNAP E&T programs and services may have linkages to one or more of the following (refer to Table 3):

- **LDSS** – delivers SNAP E&T services, provides customer supportive services, referrals to SNAP E&T programs
- **Community Based Organizations (CBOs)** – deliver SNAP E&T services, provides customer supportive services
- **Community Colleges/Education Providers** – deliver SNAP E&T services, receive customer referrals
- **American Job Centers (led by DLLR and local workforce development organizations)** – deliver employment and training services, receive customer referrals
- **Other State agencies** – deliver employment and training as well as supportive customer services, receive customer referrals
- **Other local agencies** – deliver employment and training as well as customer supportive services, receive customer referrals

### 2. Method of Coordination:

DHR and LDSS use these methods of coordination:

- Contracts for the provision of SNAP E&T services
- Interagency agreements for the provision of SNAP E&T services

- Non-financial agreements for the provision of SNAP E&T services
- Informal referral procedures (Maryland Department of Labor, Licensing & Regulations' Division of Workforce Development (DLLR DWDAL) AJCs, other State and local agencies, community colleges, other education providers)
- WIOA Workgroups (led by DLLR DWDAL)- assist with crafting the delivery of services
- Governor's Workforce Investment Board (GWIB) Interagency Committee- assist in driving policy
- WIOA (led by DLLR DWDAL)- Cross-Training

### C. CONTRACTUAL ARRANGEMENTS:

In FFY 2016, Maryland will:

- Allocate 100 percent SNAP E&T funds to the non-exempt ABAWD jurisdictions to primarily serve ABAWDs. The LDSS will operate their own SNAP E&T programs or contract out their SNAP E&T program (the provision of assessment and E&T services) to a vendor such as a local government entity, community based organization, or community college.
- Allocate 50 percent SNAP E&T funds to operate 3rd party vendor programs (provision of assessment and E&T services). These programs will operate through contracts between DHR and a vendor such as a community based organization or community college.

All contracts are awarded in accordance with State of Maryland procurement guidelines. All contracts must contain the following information:

- Name and location of contractor
- Type of contract
- Amount of contract
- Contract management approach
- Basis for charging contractual services
- Number of participants to be placed, including performance outcomes
- Method of tracking expenditures
- Method of monitoring performance

Contracts are monitored for program success by both the LDSS and DHR central staff by using FNS approved monitoring modules and tools:

- **LDSS Contracts-** LDSS Work Program staff will be responsible for overseeing and monitoring their SNAP E&T contracts on a regular basis.



They will receive either monthly or quarterly invoices that will also include performance updates. Further, a thorough, annual onsite monitoring visit of the SNAP E&T contractor will be completed by designated LDSS Work Program staff, to include programmatic and fiscal checks. In turn, DHR's Bureau of Workforce Development (BWFD) staff will ensure that this onsite monitoring visit is completed and documented.

- **3<sup>rd</sup> Party Vendor Contracts-** DHR's BWFD staff will be responsible for overseeing and monitoring the 3<sup>rd</sup> Party Vendor Contracts. On a quarterly basis, vendors are responsible for sending to BWFD staff: invoices, performance reports and local match certification forms. Further, a thorough, annual onsite monitoring visit of the 3<sup>rd</sup> party vendor will be completed by BWFD staff, to include programmatic and fiscal checks.

## **PART IV**

### **PROGRAM COSTS AND FINANCIAL MANAGEMENT**

#### **A. PLANNED COST OF THE STATE E&T PROGRAM**

##### **1. Operating Budget:**

Refer to Table 4- "Operating Budget Fiscal Year 2016."

##### **2. Sources of E&T Funds:**

Refer to Table 5- "Planned Fiscal Year Costs of the State E&T Program by Category of Funding Fiscal Year 2016."

##### **3. Justification of Education Costs:**

DHR is committed to complying with the Hunger Prevention Act of 1988. DHR does not use SNAP E&T funds to supplant nonfederal funds for existing educational programs.

#### **B. CONTRACTS**

Both DHR and some LDSS will contract out their SNAP E&T programs (provision of assessment and E&T services) to a vendor such as a local government entity,

community based organization, or community college. Refer to Table 4- "Operating Budget Fiscal Year 2016" to show the amount spent on contractual obligations.

## **C. PARTICIPANT REIMBURSEMENT**

### **1. Method of Reimbursement:**

Individuals receiving SNAP E&T services can receive participant reimbursements for allowable expenses related to transportation or other work, training and education related expenses. Participants will be issued payments or reimbursed for expenses based on actual activities. For individuals who need dependent care assistance, local programs reimburse individuals according to the Federal Day Care Block Grant rate structure for dependent care costs for those months the individual is participating in a FSP-NPA/SNAP E&T activity. Program staff require verification of expenses. Verification must be in the form of a signed statement from the dependent care provider specifying the hours of service.

### **2. Procedures for Reimbursement:**

- a. LDSS programs- DHR notifies the LDSS of available SNAP E&T participant reimbursement funds for the upcoming fiscal year. The LDSS will reimburse SNAP E&T participants for allowable participant expenses incurred while participating in a SNAP E&T program.
- b. Vendors will submit estimated reimbursement expenses via their scope of work. Vendors will be reimbursed after expenses have been incurred.
- c. LDSS programs and vendors will complete an online participant reimbursement form to include:
  1. Customer information to confirm eligibility and participation
  2. Type and cost of reimbursement
  3. Supervisory and fiscal approval
- d. Purchase documentation will be kept on file at the LDSS or vendor for a minimum of six years. Participant reimbursement forms will be sent electronically to DHR on a quarterly basis for tracking and analysis purposes.
- e. Both the LDSS and DHR will monitor participant reimbursement spending on a quarterly and annual basis. Additionally, onsite monitoring visits will include case file reviews to check for proper purchase documentation.

### **3. Status of State Agency Funding:**

The State of Maryland provides some funding reimbursement through State General Funds. This portion is ten percent of the State of Maryland's 100 percent SNAP E&T allocation for the fiscal year.

#### **D. COST ALLOCATION**

The State of Maryland has an approved Cost Allocation Plan on file with FNS.

### **PART V**

#### **PROGRAM REPORTING AND MANAGEMENT INFORMATION**

##### **A. METHOD FOR OBTAINING INITIAL COUNT OF WORK REGISTRANTS:**

WORKS creates a new work registration record each time a person is certified or re-certified to receive FSP. A report can be generated for any specified period of time, such as October 1, 2015 through September 31, 2016. The "New Registrant" line on the report shows the number of individuals registered during the month of October, while the "Carry-over Registrant" line shows the number of registrants from FFY'16 who were still registered on October 1, 2015.

The WORKS report includes all of the information required for the FNS-583 report. The numbers are collected in accordance with the instructions of the FNS-583.

In addition, a CARES query can be completed by the DHR systems vendor that provides individual and total number of FSP work registrants.

##### **B. METHOD FOR ENSURING AN UNDUPLICATED COUNT OF WORK REGISTRANTS**

As noted above and in Part II.A.2, WORKS maintains a complete record of activity and other information for each time period a registrant is certified to receive FSP. The programmed report prohibits the double counting of persons who are re-certified during the same federal fiscal year (FFY). Individuals are given a personal identifier number to ensure they are counted only once as a work registrant for the year.

##### **C. METHOD FOR MEETING ONGOING FEDERAL REPORTING REQUIREMENTS**

###### **1. Management Information System (MIS) Method:**

- a. **Type of MIS:** WORKS is a “web-enabled” system. A WORKS Technical Assistance Guide (manual) written by the State of Maryland describes each data field and provides data entry and data retrieval guidelines.
- b. **Local Reporting Requirements:** All LDSS enter data directly into WORKS. DHR and LDSS can generate reports at any time, to include participation and outcomes reports. LDSS vendors need to comply with local reporting requirements outlined in their contracts and/or interagency agreements. DHR 3rd party vendors are required to produce quarterly performance reports.
- c. **ABAWD Tracking and Reporting:** WORKS tracks work activities of ABAWD work registrants. The WORKS system generates reports based on the data collected. The information gathered from these reports is used to complete the FNS-583.

## **2. Organizational Responsibility for Employment and Training Reporting**

### **a. Responsible for non-financial SNAP E&T reporting:**

Sara Muempfer  
Director, Bureau of Workforce Development  
Maryland Department of Human Resources  
Family Investment Administration  
311 W. Saratoga Street, 6<sup>th</sup> floor  
Baltimore, Maryland 21201  
410-767-3045

### **b. Responsible for financial reporting:**

Kanimu Pembamoto  
Budget Analyst  
Budget Management Office  
Maryland Department of Human Resources  
311 W. Saratoga Street, 8<sup>th</sup> floor  
Baltimore, Maryland 21201  
410-767-7070

**TABLE 1**

**ESTIMATED PARTICIPANT LEVELS  
FISCAL YEAR 2016**

|           |  |                |
|-----------|--|----------------|
| <b>A.</b> | <b>Anticipated number of work registrants in the State during the fiscal year.</b>   | <b>202,134</b> |
| <b>B.</b> | <b>List planned exemption categories and the number of work registrants expected to be included in each during the fiscal years.</b> |                |
|           | <i>Maryland is a voluntary E&amp;T State so it we have no mandatory participants</i>   |                |
|           | <b>1 Non-ABAWD</b>   | <b>166,979</b> |
|           | <b>2 ABAWD</b>   | <b>35,155</b>  |
|           | <b>TOTAL EXEMPTIONS</b>  | <b>202,134</b> |
| <b>C.</b> | <b>Percent of all work registrants exempt from E&amp;T (B/A)</b>   | <b>100.0%</b>  |
| <b>D.</b> | <b>Number of E&amp;T mandatory participants (A-B)</b>  | <b>0</b>       |
| <b>E.</b> | <b>Anticipated number of ABAWDs in the State during the fiscal year.</b>   | <b>35,155</b>  |
| <b>F.</b> | <b>Anticipated number of ABAWDs in waived areas of the State during the fiscal year.</b>   | <b>17,685</b>  |
| <b>G.</b> | <b>Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the fiscal year</b>     | <b>3,152</b>   |
| <b>H.</b> | <b>Number of at-risk ABAWDs expected in the State during the fiscal year (E-(F+G))</b>   | <b>14,318</b>  |

**TABLE 2**

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**ESTIMATED E&T PLACEMENTS  
FISCAL YEAR 2016**

|          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Number of ABAWD applicants and recipients expected to participate in a qualifying ABAWD component each month</b>                                     | <b>597</b> |
| <b>2</b> | <b>Number of all other applicants and recipients (including ABAWDs involved in non-qualifying activities) expected to begin a component each month.</b> | <b>100</b> |
| <b>3</b> | <b>Total number of applicants and recipients the State agency expects to participate in a component each month during the fiscal year.</b>              | <b>697</b> |

**ESTIMATED INDIVIDUAL PARTICIPATION  
FISCAL YEAR 2016**

|  |  |             |
|--|--|-------------|
|  | <b>Number of individuals expected to participate in the E&amp;T Program during the fiscal year</b> | <b>8359</b> |
|--|--|-------------|

**ESTIMATED ABAWD ACTIVITY  
FISCAL YEAR 2016**

|          |  |             |
|----------|--|-------------|
| <b>1</b> | <b>Number of workfare slots expected to be filled by ABAWDs.</b>               | <b>4293</b> |
| <b>2</b> | <b>Number of education and training slots expected to be filled by ABAWDs.</b> | <b>2866</b> |
| <b>3</b> | <b>Total</b>   | <b>7159</b> |

Table 3

**SUMMARY OF INTERAGENCY COORDINATION FOR THE E&T PROGRAM  
FISCAL YEAR 2016**

| Areas of Coordination   | Agencies<br>(List all that are involved)  | Number of E&T<br>Placements Expected | Methods of<br>Coordination  |
|---|---|--------------------------------------|---|
| 1. Delivers an E&T component  | LDSS, CBO's, Community Colleges/Education Providers, American Job Centers, other state agencies, Other local agencies | 8359                                 | Contracts, Interagency Agreements- both financial and non-financial                               |
| 2. The E&T program delivers a service for another agency or program           | N/A   | N/A                                  | N/A   |
| 3. Joint component of the E&T program and another agency or program           | LDSS, CBO's, Community Colleges/Education Providers, American Job Centers, other state agencies, Other local agencies | N/A                                  | Contracts, Interagency Agreements- both financial and non-financial                               |
| 4. Referral of individuals from the E&T program to another program or agency  | LDSS, CBO's, Community Colleges/Education Providers, American Job Centers, other state agencies, Other local agencies | N/A                                  | Contracts, Interagency Agreements- both financial and non-financial, informal referral procedures |
| 5. Other forms of coordination: development of WIOA partnerships (in process) | LDSS, CBO's, Community Colleges/Education Providers, American Job Centers, other state agencies, Other local agencies | N/A                                  | WIOA Workgroups, GWIB Interagency Committee, WIOA Cross Training                                  |





Table 5

**PLANNED FISCAL YEAR COSTS OF THE STATE E&T PROGRAM BY  
CATEGORY OF FUNDING-- FISCAL YEAR 2016**

| <b>Funding Category</b>                                     | <b>Approved FY 2015 Budget</b> | <b>Fiscal Year 2016</b> |
|---|--------------------------------|-------------------------|
| <b>1. 100 Percent Federal E&amp;T Grant:</b>                | <b>\$1,188,330</b>             | <b>\$1,113,820</b>      |
| <b>2. Share of \$20 Million ABAWD Grant (if applicable)</b> | <b>\$0</b>                     | <b>\$0</b>              |
| <b>3. Additional E &amp; T Administrative Expenditures</b>  |                                |                         |
| 50 % Federal  | \$351,128.00                   | \$385,446               |
| 50% State   | \$351,128.00                   | \$385,446               |
| <b>4. Participant Expenses:</b>                             |                                |                         |
| <b>a. Transportation/Other</b>                              |                                |                         |
| 50% Federal   | \$16,383.00                    | \$87,114                |
| 50% State   | \$16,383.00                    | \$87,114                |
| <b>b. Dependent Care</b>                                    |                                |                         |
| 50% Federal   | \$0.00                         | \$5,062.50              |
| 50% State   | \$0.00                         | \$5,062.50              |
| <b>5. Total E&amp;T Program Costs (1+2+3a+3b+4a+4b=5)</b>   | <b>\$1,923,352.00</b>          | <b>\$2,069,065</b>      |
| <b>6. 100% State Agency Cost for Dependent Care</b>         | <b>\$0.00</b>                  | <b>\$0</b>              |
| <b>7. Total Planned Fiscal Year Costs</b>                   | <b>\$1,923,352.00</b>          | <b>\$2,069,065</b>      |

| <b>SNAP E&amp;T Budget Humanim</b>   |                 |                |                        |                    |
|--------------------------------------|-----------------|----------------|------------------------|--------------------|
| <b>Direct Salary &amp; Wages</b>     | <b>% of FTE</b> | <b>Totals</b>  | <b>Non-federal 50%</b> | <b>Federal 50%</b> |
| Director                             | 50%             | 37,500         | 18,750                 | 18,750             |
| Instructor                           | 100%            | 40,000         | 20,000                 | 20,000             |
| Case Manager                         | 100%            | 40,000         | 20,000                 | 20,000             |
| Job Developer                        | 75%             | 30,000         | 15,000                 | 15,000             |
| Fiscal Manager                       | 10%             | 7,000          | 3,500                  | 3,500              |
| <b>Total Salaries</b>                |                 | <b>154,500</b> | <b>77,250</b>          | <b>77,250</b>      |
| <b>Benefits (26%)</b>                |                 | <b>40,170</b>  | <b>20,085</b>          | <b>20,085</b>      |
| <b>Total Salaries &amp; Benefits</b> |                 | <b>194,670</b> | <b>97,335</b>          | <b>97,335</b>      |
| Participant Reimbursement            |                 | 3,000          | 1,500                  | 1,500              |
| Materials/Supplies                   |                 | 4,375          | 2,188                  | 2,188              |
| <b>Subtotal</b>                      |                 | <b>202,045</b> | <b>101,023</b>         | <b>101,023</b>     |
| Indirect Costs (10%)                 |                 | 20,205         | 10,102                 | 10,102             |
| <b>Grand Total</b>                   |                 | <b>222,250</b> | <b>111,125</b>         | <b>111,125</b>     |

**STOP/SNAP Suburban Washington Resettlement  
Center SNAP E&T Budget October 1, 2015 -September  
30, 2016**

| <b>Direct Salary &amp; Wages</b>     | <b>% of FTE</b> | <b>Totals</b>    | <b>Non-federal 50%</b> | <b>Federal 50%</b> |
|--------------------------------------|-----------------|------------------|------------------------|--------------------|
| Job Developer                        | 100.0%          | \$66,000         | \$33,000               | \$33,000           |
| Job Developer                        | 100.0%          | \$62,000         | \$31,000               | \$31,000           |
| R&P Manager                          | 2.5%            | \$2,338          | \$1,169                | \$1,169            |
| <b>Total Salaries</b>                |                 | <b>\$130,338</b> | <b>\$65,169</b>        | <b>\$65,169</b>    |
| <b>Benefits (12%)</b>                |                 | <b>\$15,641</b>  | <b>\$7,820</b>         | <b>\$7,820</b>     |
| <b>Total Salaries &amp; Benefits</b> |                 | <b>\$145,979</b> | <b>\$72,989</b>        | <b>\$72,989</b>    |
| <b>Technical and Special Fees</b>    |                 |                  |                        |                    |
| * A-133                              |                 | \$500            | \$250                  | \$250              |
| Staff Recognition/Training           |                 | \$400            | \$200                  | \$200              |
| <b>Travel</b>                        |                 |                  |                        |                    |
|                                      |                 | \$4,800          | \$2,400                | \$2,400            |
| <b>Other</b>                         |                 |                  |                        |                    |
| Supplies & Materials                 |                 | \$2,218          | \$1,109                | \$1,109            |
| Participant Reimbursement            |                 | \$6,860          | \$3,430                | \$3,430            |
| Rent & utilities/communications/copy |                 | \$2,880          | \$1,440                | \$1,440            |
| <b>Subtotal</b>                      |                 | <b>\$163,637</b> | <b>\$81,818</b>        | <b>\$81,818</b>    |
| Indirect Costs (10%)                 |                 | \$16,364         | \$8,182                | \$8,182            |
| <b>Grand Total</b>                   |                 | <b>\$180,000</b> | <b>\$90,000</b>        | <b>\$90,000</b>    |

\*Line Item for allocation of cost incurred for the Agency's Fiscal Year Audit

**International Rescue Committee SNAP E&T Budget  
October 1, 2015 -September 30, 2016**

| <b>Direct Salary &amp; Wages</b>     | <b>% of FTE</b> | <b>Totals</b>   | <b>Non-federal 50%</b> | <b>Federal 50%</b> |
|--------------------------------------|-----------------|-----------------|------------------------|--------------------|
| Executive Director                   | 2.0%            | \$1,938         | \$969                  | \$969              |
| Finance Manager                      | 2.0%            | \$1,224         | \$612                  | \$612              |
| Finance Coordinator                  | 3.0%            | \$1,081         | \$541                  | \$541              |
| Administrative Manager               | 2.0%            | \$896           | \$448                  | \$448              |
| Senior Manager -EEP                  | 5.0%            | \$2,758         | \$1,379                | \$1,379            |
| Employment Program Supervisor        | 5.0%            | \$2,158         | \$1,079                | \$1,079            |
| Career Development Coordinator       | 5.0%            | \$2,121         | \$1,061                | \$1,061            |
| Employment Specialist                | 100.0%          | \$34,680        | \$17,340               | \$17,340           |
| <b>Total Salaries</b>                |                 | <b>\$46,856</b> | <b>\$23,428</b>        | <b>\$23,428</b>    |
| <b>Benefits (29.5%)</b>              |                 | <b>\$13,823</b> | <b>\$6,911</b>         | <b>\$6,911</b>     |
| <b>Overtime (5% of Non-Exempt)</b>   |                 | <b>\$2,002</b>  | <b>\$1,001</b>         | <b>\$1,001</b>     |
| <b>Total Salaries &amp; Benefits</b> |                 | <b>\$62,681</b> | <b>\$30,339</b>        | <b>\$30,339</b>    |
| <b>Supplies</b>                      |                 |                 |                        |                    |
| Consumable Supplies                  |                 | \$50            | \$25                   | \$25               |
| <b>Other</b>                         |                 |                 |                        |                    |
| Mileage                              |                 | \$165           | \$83                   | \$83               |
| *Occupancy                           |                 | \$11,160        | \$5,580                | \$5,580            |
| Telephone/Internet                   |                 | \$1,116         | \$558                  | \$558              |
| Postage, Courier & Delivery          |                 | \$60            | \$30                   | \$30               |
| Software Purchase/Maintenance        |                 | \$149           | \$75                   | \$75               |
| Printing/Copying                     |                 | \$565           | \$283                  | \$283              |
| Meeting & Conferences                |                 | \$298           | \$149                  | \$149              |
| Recruitment Cost                     |                 | \$27            | \$14                   | \$14               |
| Employee Background Check            |                 | \$58            | \$29                   | \$29               |

|   |  |                 |                 |                 |
|---|--|-----------------|-----------------|-----------------|
| Training  |  | \$595           | \$298           | \$298           |
| **Direct Assistance<br>(Participant<br>Reimbursement) |  | \$4,500         | \$2,250         | \$2,250         |
| Interpretation  |  | \$500           | \$250           | \$250           |
| <b>Subtotal</b>                                       |  | <b>\$19,243</b> | <b>\$9,622</b>  | <b>\$9,622</b>  |
|   |  |                 |                 |                 |
| <b>Total Direct Costs</b>                             |  | <b>\$81,924</b> | <b>\$40,962</b> | <b>\$40,962</b> |
| Indirect Costs (9.09%)                                |  | \$7,447         | \$3,723         | \$3,723         |
| <b>Grand Total</b>                                    |  | <b>\$89,370</b> | <b>\$44,685</b> | <b>\$44,685</b> |

\* Costs related to the portion of the grant that will be charged related to rent expense

\*\* Costs related to clients transportation and uniform reimbursement

**Garrett College SNAP E&T Budget October 1, 2015 -  
September 30, 2016**

| <b>Direct Salary &amp; Wages</b>                         | <b>% of FTE</b> | <b>Totals</b>    | <b>Non-federal 50%</b> | <b>Federal 50%</b> |
|--|-----------------|------------------|------------------------|--------------------|
| Career Coach   | 50.0%           | \$10,860         | \$5,430                | \$5,430            |
| Clerical Support/Data Entry                              | 50.0%           | \$8,250          | \$4,125                | \$4,125            |
| <b>Total Salaries</b>                                    |                 | <b>\$19,110</b>  | <b>\$9,555</b>         | <b>\$9,555</b>     |
| <b>Other</b>   |                 |                  |                        |                    |
| Tuition and Fees   |                 | \$35,000         | \$17,500               | \$17,500           |
| Participant Reimbursement: Transportation                |                 | \$28,125         | \$14,063               | \$14,063           |
| Participant Reimbursement: Child Care                    |                 | \$10,125         | \$5,063                | \$5,063            |
| Instructional Supplies                                   |                 | \$18,750         | \$9,375                | \$9,375            |
| Marketing  |                 | \$1,000          | \$500                  | \$500              |
| Testing  |                 | \$2,500          | \$1,250                | \$1,250            |
| Participant Reimbursement: Uniform, Tools, Work Supplies |                 | \$750            | \$375                  | \$375              |
| <b>Subtotal</b>  |                 | <b>\$96,250</b>  | <b>\$48,125</b>        | <b>\$48,125</b>    |
| Indirect Costs   |                 | \$2,250          | \$1,125                | \$1,125            |
| <b>Grand Total</b>                                       |                 | <b>\$117,610</b> | <b>\$58,805</b>        | <b>\$58,805</b>    |