

COMMONWEALTH OF VIRGINIA



**SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM
EMPLOYMENT AND TRAINING**

**STATE PLAN OF OPERATIONS
FEDERAL FISCAL YEAR 2012**

PART I
SUMMARY OF VIRGINIA'S SUPPLEMENTAL NUTRITION
ASSISTANCE PROGRAM (SNAP)
EMPLOYMENT AND TRAINING (E&T)

A. Abstract of the State E&T Program

The SNAP E&T Program is a state mandated partner of the Workforce Investment Act (WIA); the social services and workforce development systems in the Commonwealth are dedicated to providing high quality workforce services to all SNAP E&T participants in selected areas of the State. The Virginia Social Services System will continue helping unemployed individuals-including E&T participants-find meaningful employment that moves individuals towards self-sufficiency. The services outlined in this state plan support this important objective. When approval is received, the Federal Fiscal Year (FFY) 2012 state plan will be placed with previous state plans on the Virginia Department of Social Services (VDSS) web site at: (<http://spark.dss.virginia.gov/divisions/bp/fs/plans.cgi>).

Virginia's E&T Program will provide the following services in select counties and cities to participants: Job Search, Basic Employment Skills Training (Job Readiness), Community Work Experience, Vocational Training, Education including e-learning and job retention services.

Virginia continues to supplement the existing E&T service infrastructure at local departments of social services (LDSS) through several agreements with service providers at the state and local levels. Online learning services for E&T participants will continue to be provided through a contract with NICCE, LLC. Educational services online include basic skills training, career readiness leading to a Career Readiness Certificate (CRC), and preparatory courses for the General Educational Development (GED) certificate, as well as information on demand occupations and non-traditional jobs for women. Online learning is a sub-part of the education component.

In addition, VDSS will continue its contract with the Virginia Department of Criminal Justice Services (VDCJS), a state agency, to collaborate with re-entry organizations receiving state funding through DCJS to offer unique employment and training services to ex-offenders who are participants in SNAP E&T. The Virginia SNAP E&T ex-offender program is designed as follows:

- 1) A referral of a SNAP recipient with a criminal background is sent from the local department of social services to the local re-entry organization;
- 2) The ex-offender is assigned to a case manager;
- 3) A plan for finding employment is discussed and agreed to;
- 4) The SNAP ex-offender is assigned to an approved SNAP E&T component;

- 5) The ex-offender is required to provide evidence of completion of the assignment;
- 6) The case manager sends documentation to the local department of social services of the hours in the assigned components; and
- 7) The re-entry agency submits statements of the component activities to the Virginia Department of Social Services (VDSS) each month and an invoice with documentation to the Virginia Department of Criminal Justice Services (DCJS) for reimbursement. DCJS combines all invoices and submits to VDSS for reimbursement.

The majority of ex-offenders who find themselves at a re-entry organization are eligible for SNAP assistance. However, those not enrolled in SNAP do not follow the same specific requirements.

Case managers are used and Job Readiness Classes are held specifically for the SNAPET clientele with criminal histories and include everything from what is expected at work to Life Skills/Financial Literacy. Providers have a program just for SNAP ex-offenders to help address risk factors, such as attitude and relationships, that can lead to not getting a job or losing a job.

Requirements are unique to comply with the SNAP E&T Program. All activities provided to the ex-offenders have a direct link to employment.

Beginning in March 2008, local E&T agencies began using the new automated reporting and case management system to capture participant information. This system is part of the Virginia Department of Social Services Employment Services Program Automated System (ESPAS) that is also used for the employment portion of the Temporary Assistance for Needy Families (TANF) Program. As of federal fiscal year (FFY) 2009, local reports and federally required quarterly reports have been produced in the Virginia Department of Social Services' Data Warehouse by using information available through ESPAS. Reports are available for local and state use including monthly individual agency reports, agency characteristic reports and federally required quarterly reports.

1. Program Changes

With the continuation of the suspension of the Able-Bodied Adults Without Dependents (ABAWD) work requirements through September 30, 2012, and the ongoing increase in Supplemental Nutrition Assistance Program (SNAP) participants, Virginia desires to change from a mandatory to a voluntary program beginning as soon as possible after the beginning of the new fiscal year. Guidance and training will be offered to the local department of social services responsible for administering the SNAP E&T program at the local level. It is expected that all local agencies will be converted to a voluntary program by January 1, 2012. When implemented, the voluntary program will be available in all 25 of the current SNAP E&T localities. A change to a

voluntary program is being made to allow limited funding to be used for those who truly need and want employment services to help them obtain a good job. In addition, a voluntary program removes the risk of a SNAP E&T participant losing access to food stamps through sanctions and frees up local staff from paperwork to concentrate on helping the volunteers find employment.

As the SNAP E&T is presently a mandatory program for certain individuals, it is difficult to know how going to a voluntary program will impact enrollment. Virginia and the local agencies will have to “sell” the advantages of the program to potential participants. It is expected that numbers will fall initially, but with encouragement, we expect SNAP recipients will gravitate to the program as they realize the value of the program’s components available to them.

As the Commonwealth is going from a mandatory to voluntary program, component enrollments are based on FFY 2011 reduced 25 percent.

Beginning October 1, 2008, Virginia began offering job retention services to E&T participants for a period not to exceed 90 days after employment. These services include: training and education needed to maintain and advance in employment (100 percent federal funds are used for these costs) and supportive services such as transportation (These costs are supported with 50 percent funds). Virginia will continue to offer job retention services during the 2012 federal fiscal year, as we have realized that many persons going from unemployment to employment need help with such things as transportation before the first paycheck. Most will not receive help with these costs after the first several weeks of work, when a paycheck is received. Training and education may be advisable for a longer period of time (up to 90 days) to help the employee retain a job.

2. ABAWD Population

a. Virginia’s ABAWD population

As ABAWD numbers were not captured in our automated system due to the waiver exempting them from the time-limit restrictions and the need to change the exemption code to comply with this requirement, state fiscal year (SFY) 2011 numbers are not available. The E&T program during state fiscal year 2011 was offered in 22 local departments of social services operating in 25 localities.¹

b. Characteristics of the ABAWD population

Although Virginia currently has a statewide waiver to exempt from time-limited benefits all ABAWDS which is being extended through

¹ Some local departments of social services serve more than one locality. As of SFY 2011, Virginia operates a full E&T program in a total of 22 local departments of social services covering 25 localities.

September 30, 2012, this population continues to face severe barriers to employment including disabilities, chronic substance abuse, mental illness and previous incarceration. In addition, the lack of basic workplace skills and illiteracy play a major part in preventing employment. Not only is the E&T staff and third party service providers being used to address these barriers, but VDSS is working with its partners at the Department of Behavioral Health and Developmental Services, the Department of Rehabilitative Services, the Department of Criminal Justice Services and the Virginia Community College System, the administrator of the Workforce Investment Act, to address the challenges.

- c. ABAWDs in high surplus labor markets
Currently, Virginia has a waiver to exempt from time-limited benefits all ABAWDs in the state.

3. Additional Allocation for "Pledge" States

Virginia will not be a pledge state.

4. Program Components

The Virginia E&T Program will offer the following components:

- Job Search;
- Community Work Experience;
- Education, including e-learning;
- Vocational Training;
- Basic Employment Skills Training (Job Readiness); and
- E&T for Ex-offenders (can include several of the components listed above).
- Job Retention Services

5. Sequencing of Components

Assignment of participants to components is based on individualized assessment and the development of an Individual Plan of Participation. The plan outlines the specific sequence of component activities to which the participant is assigned. Initial assignments may be any one or a combination of components.

The ultimate goal for all E&T participants is to gain employment and become self-sufficient. To reach this goal, it is necessary to accurately identify and

overcome barriers that may be present, such as lack of transportation, work history or previous incarceration. Virginia is committed to addressing these barriers so that E&T participants can obtain and maintain meaningful employment. The services offered will vary based on individual situations and needs.

The number of hours and choice of program components for individual participants will not only vary according to the employment needs of the individual, but the services existing in specific areas served by the E&T program, as well as the funding available.

6. Other Employment Programs

Virginia's E&T Program, although not a federally mandated partner, is a state partner in the Commonwealth's workforce development system. The local departments of social services inform E&T participants of the full breadth of services provided by all service providers in the One-Stop System.

7. Workforce Development System

Virginia's E&T Program is part of the Commonwealth's Workforce Development System. Each local department of social services should enter into a MOU with the Workforce Investment Board and other mandated partners. Several of the local departments of social services act as comprehensive or satellite One-Stop Centers. The partners in the workforce system will continue to work together to offer financial and non-financial assistance to E&T participants. Services and relationships vary by community.

8. Outcome Data

Statistical data on the types of employment found is now being captured in our Data Warehouse System. The majority of employment obtained by E&T participants fall in the following categories:

- Food Service
- Sales, Retail and Other
- Computer Operations
- Secretarial
- Cashier/Teller
- Clerical/Receptionist
- Construction Laborer
- Public Safety/Security
- Housekeeping/Janitorial
- Driver/Delivery
- Teacher/Aide

- Nurse's Aide/Companion
- Barbering/Cosmetology
- Building and Grounds/Maintenance
- Warehouse/Stock Clerk
- Child Care
- Mechanic/Machinery Repair/Machine Operator
- Production Work/Assembly
- Electronics/Office Equipment Service and Repair

B. Component Summaries

The following component summaries describe the activities which will be offered at local E&T agencies. As ABAWD requirements have been waived through FFY 2012, all participant data is combined.

1. Job Search

Description of component

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 persons in areas of work for which the participant is reasonably qualified.

Type of component

Job Search will be a work component when offered through the Commonwealth's Workforce System operated under Title I of the Workforce Investment Act or Section 236 of the Trade Act. Job Search will be a non-work component when offered by other than those listed above.

Anticipated number of participants who will begin this component

It is estimated that 6,750 will enter Job Search.

Level of participant effort

Participants will spend up to 30 days in Job Search and be required to report on the number of job contacts made.

Targeted population

E&T participants based on employability assessment and labor market conditions.

Organizational responsibilities

Job Search will be operated by the E&T agency, a service provider, or another One Stop Partner in the state's workforce system. The entity responsible will vary by community and by the individual needs of the participant. In all cases, progress and compliance will be reported to the local department of social services.

Method for monitoring job contacts

Participants will be monitored by the component provider and will be required to submit a signed form listing job search contacts made. Local agencies will assume responsibility for program compliance.

Per participant cost of reimbursement

It is estimated that 4,995 participants will receive a maximum of \$40 per participant per month in transportation assistance for up to 1 month-4,995 x \$40 x 1 month = \$199,800. It is estimated that 130 participants will incur temporary child care costs of approximately \$325 (\$42,250). Total: \$242,050

Total cost of the component and cost per participant

An estimated \$2,235,347 (\$1,993,297 in administration and \$242,050 in reimbursements) will be expended on Job Search. The average cost per participant will be \$331.16.

2. Community Work ExperienceDescription of component

In this component, participants gain work experience and new job skills through unpaid work in a public or private non-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 Community Work Experience opportunities if they are preparing to enter the workforce and it is determined that additional guidance is required to yield sufficient employment opportunities.

Type of component

Work component

Anticipated number who will begin this component

It is estimated that 188 will enter Community Work Experience.

Targeted population

The Community Work Experience component is designed to develop and reinforce good work habits and yield positive future job references. Assignment to this component will take into consideration the results of the Individual Plan of Participation, prior training, experience, skills and employment goal(s) of the participant.

Level of participant effort

The number of hours a participant is required to participate in any one month is determined by dividing the household's SNAP allotment by the federal minimum wage, minus hours of participation in other work components. No participant will work more than 30 hours per week or eight hours in a given day without his/her consent. The employer will determine the length of the placement.

Organizational responsibilities

E&T service provider(s) will assume responsibility for ensuring that Community Work Experience opportunity development, participant assignment and monitoring are carried out within the guidelines established by the state.

Per participant cost of reimbursement

It is estimated that 125 participants will receive \$40 per person per month in transportation assistance for an average of 6.0 months (125 x \$40 x 6 months = \$30,000). It is estimated that 31 participants will incur temporary child care costs of \$325 (\$10,075).

Total: \$40,075

Total cost of the component and cost per participant

An estimated \$101,918 (\$55,593 in administration, \$6,250 in Workers' Compensation premiums, and \$40,075 in reimbursements) will be expended on Community Work Experience. The average per participant cost will be approximately \$542.12.

3. EducationDescription of component

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.

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.

Type of component

Non-work component

Type of education activities

Educational programs to which participants are assigned include, but are not limited to, Adult Basic Education, General Educational Development (GED), Career Readiness Certificate (CRC) preparation, short-term vocational education, community college programs and post-secondary education. When appropriate, web-based education courses are utilized. Participant progress in web-based education are monitored and attested to by the web-based education service provider.

Anticipated number who will begin this component

It is estimated that 975 E&T participants will enter this component as several of the local providers will concentrate on the attainment of a GED and/or CRC for previously time-limited participants while the ABAWD time-limit is lifted.

Targeted population

E&T participants will be assigned to an educational component if educational deficits are a primary barrier to employment. These could include:

- Individuals having trouble understanding written English.
- Individuals needing basic education classes.
- Individuals pursuing a GED or High School Diploma.
- Individuals who need a credential to help them find or advance in employment.

Level of participant effort

Participant effort will vary with the type of educational experience provided. Participation in education programs will be limited to the amount of time required to complete the curriculum scheduled in the Individual Plan of Participation. Component participants will spend a minimum of 20 hours per week in education unless combined with other components.

Organizational responsibilities

E&T service providers will offer or sub-contract courses. Progress will be monitored by the E&T service provider and the local agency E&T case manager.

Link to employment

When it is determined that education is a primary barrier to employment, assignment to an educational component is appropriate. At the completion of this component, the participant may be assigned to individual job search to facilitate immediate job entry.

Per participant cost of reimbursement

It is estimated that 380 participants will receive \$40 per person per month in

transportation assistance for an average of 4.0 months (380 x \$40 x 4 months = \$60,800). It is estimated that 30 participants will incur temporary child care costs of \$325 (\$9,750).

Total: \$70,550

Total cost of the component and cost per participant

An estimated \$572,878 (\$211,253 in administration, \$291,075 in contractual costs and \$70,550 in reimbursements) will be expended on Education. The average cost per participant will be approximately \$587.57.

4. Vocational Training

Description of component

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.

Other components of this training will be evaluated and may include vocational training of participants to provide child care for other participants.

Type of component

Non-work component

Anticipated number who will begin this component

It is estimated that 525 will enter this component.

Level of participant effort

Participation effort will vary with the type of training provided. Most training will be three to six months in duration. Component participants will spend a minimum of 20 hours per week in vocational training unless combined with other components.

Targeted population

E&T participants will be considered for vocational training if it appears that training is needed in order to improve the participant's employability.

Organizational responsibilities

When it is necessary, the E&T service provider will refer a participant to vocational training. The vocational training provider may be a community college, Workforce Investment Board/One Stop contractor, Rehabilitative Services agency, or an on-line learning provider. Progress will be monitored by the E&T service provider and the local agency case manager.

Per participant cost of reimbursement

It is estimated that 187 participants will receive \$40 per person per month in transportation assistance for an average of 5 months (187x \$40 x 5 months

= \$37,400). An estimated 17 participants will incur temporary child care costs of \$325 (\$5,525).

Total: \$42,925

Total cost of the component and cost per participant

It is estimated that \$241,933(\$128,208 in administration, \$70,800 in contractual services and \$42,925 in reimbursements) will be expended on vocational training. The average cost per participant will be \$460.82.

5. Basic Employment Skills Training (BEST)

Description of component

Basic Employment Skills Training 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).

Type of Component

Non-work component

Anticipated number who will begin this component

It is estimated that 1,350 will enter Basic Employment Skills Training.

Targeted population

Participants who do not have severe barriers to employment, but are not employment-ready, will be assigned to this component.

Level of participant effort

The number of hours of participation will be based on need.

Organizational responsibilities

E&T service providers will offer Basic Employment Skills Training. Progress will be monitored by the E&T service provider and the local agency case manager. In all cases, the local agency will assume the responsibility for the successful operation of the component.

Per participant cost of reimbursement

It is estimated that 410 participants will receive a maximum of \$40 per participant per month (up to three months) in transportation assistance (410 x \$40 x 3 = \$49,200). It is estimated that 33 participants will incur \$325 in temporary child care costs (\$10,725).

Total: \$59,925

Total cost of the component and cost per participant

An estimated \$301,560(\$191,635 in administration, \$50,000 in contractual services and \$59,925 in reimbursements) will be expended on Basic Employment Skills Training. The average cost per participant will be approximately \$223.38.

6. Education and Training for Ex-OffendersDescription of component

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.

Type of Component

Non-work component

Anticipated number who will begin this component

It is estimated that 450 will enter this component.

Targeted population

Ex-offenders who are receiving SNAP and are not employment-ready will be assigned to this component where services are available.

Level of participant effort

The number of hours a participant is required to participate in any one month is based on need.

Organizational responsibilities

Service providers in Virginia's Re-entry Program will administer this component. Participant progress will be monitored by the service providers and the local case manager.

Per participant cost of reimbursement

It is estimated that 250 participants will receive a maximum of \$40 per participant per month (up to six months) in transportation assistance (250 x \$40 x 6 = \$60,000). It is estimated that 39 participants will incur \$325 in temporary child care costs (\$12,675).

Total: \$72,675

Total cost of the component and cost per participant

An estimated \$600,000 (\$527,325 in administration and \$72,675 in reimbursement) will be expended on ex-offenders in this component. The average cost per participant will be approximately \$1,333.

7. Job Retention

The costs associated with this service will be primarily used for administration and supportive services. If training or education is indicated, this will come out of the existing training and education components. It is estimated that 300 will take advantage of this service.

Per participant cost of reimbursement

It is estimated that 190 participants will receive \$40 per person per month in transportation not to exceed 3 months (90 days) ($190 \times \$40 \times 3 \text{ months} = \$22,800$). An estimated 20 participants will incur temporary child care costs of \$325 (\$6,500).

Total: \$29,300

Total cost of the component and cost per participant

It is estimated that \$68,778 (\$39,478 in administration and \$29,300 in reimbursements) will be expended on job retention. The average cost per participant will be \$229.26.

8. Other Activities

In order to best meet recipient and local social service department needs and promote creative program design, localities will be given authority to establish additional activities to those already specified in this plan. Such programs shall be described in local employment plans and shall conform with the federal requirement that they be designed to move individuals to self-sufficiency. Plans specifying such alternative activities will be available for USDA review. Virginia will report such activity information as required.

C. Geographic Coverage

Virginia operates the E&T Program in 25 localities served by 22 local departments of social services.

PART II PROGRAM PARTICIPATION AND EXEMPTIONS

A. Work Registrant Population

1. Number of Work Registrants

- a. Number of work registrants receiving SNAP expected to be in the state as of October 1, 2011:

180,000

- b. Anticipated number of new work registrants to be added between October 1, 2011 and September 30, 2012:

148,000

- c. Total number of work registrants in the state between October 1, 2011 and September 30, 2012:

328,000

2. Unduplicated Work Registration Count

The estimated number of work registrants is based on an unduplicated work registrant count provided from data input into the Application Benefit Delivery Project (ADAPT) by the eligibility worker when the client's mandatory status for E&T is determined.

3. Characteristics of Work Registrants

Data can be extracted from the system through the data warehouse initiative. Local agencies determine the characteristics of the work registrants in their respective localities in order to develop their local plan of operation. These plans are provided to the state.

B. Exemption Guidelines

1. Exemption Criteria Justification

- a. Categorical Exemptions – Geographic
Currently, Virginia has a waiver to exempt from the time-limit all ABAWDs in the State; all of the work registration population will be exempt from mandatory participation and services will be offered on a voluntary basis.

- b. Individual and Personal Exemptions
All work registrants will be exempt from participation in E&T.
- c. Number of Work Registrants Exempt from the E&T Program
See Table 1.
- d. Planned E&T Program Participation
See Table 2.
- e. ABAWD Information
See Tables 1 and 2.

PART III PROGRAM COORDINATION

A. Program Coordination

1. Narrative Coordination Statement

The linkage between the SNAP eligibility functions and the E&T functions is as follows:

At every application, reapplication, and recertification for SNAP, the eligibility unit/worker will screen each person to determine if (s) he is subject to the time limit and work registration provisions of federal regulations. (The time limit process has been temporarily suspended until October 1, 2012 due to the statewide waiver in the ABAWD requirements; however, work registration is still required for those not exempt from the requirement.) The eligibility worker will provide information on the E&T program to all SNAP participants and refer all SNAP participants not exempt from work registration and any others who might wish to volunteer to the E&T program.

E&T case managers will receive these referrals through the ESPAS system's Queue. Contact will be made with the potential participant. If a SNAP participant volunteers for the E&T Program, the E&T case manager or service provider will monitor the participant's compliance with the component requirements. Every attempt will be made to facilitate participants' compliance. In the event of non-compliance, the E&T case manager will:

- Request an explanation of why the participant did not carry out the specific program requirement;
- Explain to the participant what must be done in order to comply with the program requirement and the date by which he/she has to respond;

- Provide the phone number and name of the E&T case manager to contact; and
- Explain the consequence of non-compliance (termination from the program).

Participants who fail to comply with work requirements have five working days from the date the request to comply is mailed to contact the E&T case manager or service provider. The participant, during this time period, can respond by providing evidence of good cause for not complying with the requirement or the participant can actually comply with the component assignment.

Should the participant not respond within the required time period, the E&T participant will be terminated from the E&T program.

2. Information Coordination

At the state and local levels, eligibility and E&T Program staff work together in a number of ways to attempt to improve coordination and information flow. Examples of these cooperative efforts include:

a. State level

- Joint meetings are held to develop guidelines and procedures and to resolve issues;
- Guidelines and procedures are exchanged while in draft form to allow comments and revisions;
- Forms are jointly designed; and
- Information releases to locality staff are made jointly when possible.

b. Local level

- Joint meetings are held to familiarize staff with the guidelines of their counterparts, to resolve specific guidance issues, and to facilitate coordination within the agency;
- Local staff participate in joint training; and
- Partner agencies report client activity to local departments of social services including any instance when a client is not meeting their component requirements.

3. Coordination Time Frames

The eligibility worker will notify the E&T case manager or service provider of a participant's work registration within five days of approval of an application/reapplication or recertification for SNAP benefits.

The E&T case manager or service provider will conduct screening for barriers to employability and assess employment and training needs within 30 calendar days of receipt of notification of the participant's referral to E&T and the participant's desire to volunteer for the E&T program.

When the E&T case manager or service provider determines that non-compliance has occurred, the individual will be given five working days to contact the E&T case manager or service provider to provide evidence of good cause for not complying or to actually comply. If evidence of good cause is not shown, and the participant makes no effort to comply, the E&T case manager or service provider will notify the eligibility worker that the E&T case has been terminated.

B. Interagency Coordination

Interagency coordination occurs at the state and local levels. All E&T service providers coordinate their operations with the employment services component of the TANF Program. In addition, local operations have linkages with WIBs, One-Stop Centers, Rehabilitative Services and other agencies or programs, as appropriate. The methods of coordination are dependent upon the needs of the participant and the services available in the localities, including, but not limited to interagency agreements, memorandums of understanding and contracts for provisions of services.

(See Table 3, Summary of Interagency Coordination)

C. Contractual Arrangements

The VDSS and local agencies will enter into contractual partnerships with organizations that provide workforce services. Procurement of services will conform to existing state and local procurement laws and regulations. VDSS has the following contracts or Memorandums of Agreement:

A.

1. Name and location of contractor.-NICCE, LLC-Blackstone Virginia, serving the entire SNAPET community per e-learning.
2. The amount of the contract- \$291,075.
3. Basis for charging costs to the contract-monthly invoices based on scope of work; administration, assessments, adult education and training, etc.

4. Number of clients expected to be served-included in education component; numbers vary per month, however 375 are expected to use the e-learning component during the year.

B.

1. Name and location of contractor (MOA)-Dept. of Criminal Justice Services (Richmond) through its PAPIS Organizations to serve statewide
2. Amount of the contract-not to exceed \$600,000
3. Basis for charging costs to the contract-services provided to SNAP participants
4. Number of clients expected to be served-450

All local agency contracts are available for review by the Department of Social Services upon request. Based on the current local plans that began on October 1, 2010 and have been extended through December 31, 2011, the following contracts are utilized at the following locations:

A. Bristol

1. Contracts for Job Readiness Training and Transportation with OEI, Inc.
2. Amount of Contract-based on referrals and available funds
3. Basis for charging costs to the contract-services provided to SNAP participants
4. Number to be served-varies as to funding and need

B. Chesapeake

1. Genex Services -GED preparation and job placement
2. Fixed contract for \$3,600
3. Services provided to SNAP participants
4. Not to exceed 300 with 50 job placements expected

C. Danville

1. Arnett Amoco and City of Danville-Transportation
2. Varies each month
3. Based on number of users and funds available
4. Varies each month

D. Newport News

1. GENEX Services-Job Readiness Training Services
2. \$14,000
3. Fixed amount for contract
4. 850 enrollees

E. Roanoke County

1. Goodwill of the Valley-Case Management
2. \$19,663.33
3. Fixed contract
4. 500

- F. Tazewell County
 - 1. Clinch Valley Community Action-Job Readiness
 - 2. \$55.00 per participant
 - 3. Based on numbers served
 - 4. 9 are expected to be served

PART IV PROGRAM COSTS AND FINANCIAL MANAGEMENT

A. Planned Costs of the State E&T Program

1. Operating Budget

For FFY 2012, a total state administration expenditure of \$4,122,414 is projected. See Table 4.

2. Sources of E&T Funds

See Table 5.

3. Justification of Education Costs

Virginia does not supplant state education costs from the state to the federal government. The state E&T guidelines state that program funds to support educational activities will only be used when such services cannot be secured within the community at no cost. The costs attributable to the educational component are mainly those associated with E&T staff time involved in referring participants to educational programs in the community and tracking their progress in these programs.

B. Contracts

The Virginia Department of Social Services does not at this time have contractual partnerships with non-profit employment services providers. However, VDSS does have a contract with NICCE, LLC, a small, woman-owned for-profit company, and a Memorandum of Agreement with VDCJS to offer services to E&T participants. NICCE is providing e-learning through its Adult Career Education (VAace) project. VDCJS, through its re-entry program, is offering all aspects of services to ex-offenders, as explained under "Abstract of the State's E&T Program" who are E&T participants. The service providers will be responsible for all component content, while the local departments of social services will provide local oversight and case management services.

(See Part III. C., Contractual Agreements, for additional information)

C. Participant Reimbursement

In the Virginia E&T Program, localities and their contractual partners are responsible for assessing the participant's need for child care, arranging for the provision of child care and reimbursement of the child care provider. The type of child care provided for participants will usually fall into one of the three following types: in-home child care, family child care or child care center. The in-home child care involves utilizing a provider who is responsible for the supervision and care of a child in the child's own home. The family child care involves the use of a person who is responsible for the supervision or care of children in the provider's home. A child care center is a facility operated for the purpose of providing care, protection and guidance to a group of children separated from their parents during a part of the day.

In Virginia's system, the localities pay the child care provider for services provided. The service worker will negotiate, in advance, with the provider and parents the type of service to be provided and the rate of payment. Costs are based on \$325.00 in temporary child care costs per participant needing the service, as funds are limited.

The referral process to the child care service provider operates as follows. The participant chooses a child care provider from an approved list made available by the service worker. If the participant chooses a provider who is not on the list, the service worker will help the provider to obtain state and/or local approval. The parents and provider then sign a Child Care Information and Agreement form which details the type of child care arrangement agreed upon. The service worker is responsible for tracking the children's participation in the child care center.

As with child care, the local agency is responsible for verifying the need for other dependent care and for paying the dependent care provider. Unlike child care, the participant is responsible for all arrangements, though the agency can provide assistance if needed.

1. Method of Reimbursement

For transportation, service providers are paid directly or participants are provided with vouchers for transportation assistance. Participants are not required to incur out-of-pocket transportation expenses. For child care, reimbursement for actual expenses, up to the market rate, will be made to the service provider, not the participant.

2. Procedure for Reimbursement

The E&T Program pays the child care provider for actual expenses incurred up to the market rate. Other non-child care providers of dependent care are reimbursed for actual expenses. Under the current system, the localities

send a purchase order for services to the dependent care provider that specifies the name of the dependent, rate of pay and period of time for which the dependent care provider will be paid. The dependent care provider then submits an invoice at least monthly that specifies the amount of dependent care service provided. The locality then reviews the invoice to determine if it is accurate, meets the specifications of the purchase order and does not exceed the market rate.

For transportation, service providers are paid directly or participants are provided with vouchers for transportation assistance. The average reimbursement is \$40.00 per month per participant in need. Participants are not required to incur out-of-pocket transportation expenses. For child care, reimbursement for actual expenses, up to the market rate, will be made to the service provider, not the participant. Expenditures for both transportation and child care are reported by the local agency to the Locality Automated System for Expenditure Reimbursement (LASER), a system that tracks local agency expenditures and provides reimbursements to the local agency.

D. Cost Allocation

At the local level, the time spent on E&T is captured using the Random Moment Sampling process and administrative costs are charged accordingly. Many localities have a dedicated E&T case manager or service provider who is not administering other programs. SNAP, including E&T, are included in the state's cost allocation plan. The cost allocation plan is submitted to and approved by the United States Department of Health and Human Services, our federal cognizant agency.

PART V PROGRAM REPORTING AND MANAGEMENT INFORMATION

A. Method for Obtaining Initial Count of Work Registrants

An initial count of work registrants will include work registrants on-board as of October 1 and those added through October 31 as required by federal regulations. An automated report showing the numbers of work registrants on-board as of October 1 is produced, as previously noted, using the ADAPT system. An automated report is generated to count those added between October 1 and October 31 and each month thereafter.

B. Method for Ensuring an Unduplicated Work Registrant Count

In all agencies, the cases are "flagged" on October 1 so that even if those persons register again during the fiscal year, they will not be counted as new work registrants more than once. Notation is made in the case record at the time a

person first becomes a new registrant for a program year. At the end of any subsequent registration, the person's earlier status is noted and the person is then counted separately as an E&T re-entrant. These persons are not included in the counts relating to new work registrants or E&T participants.

C. Methods for Meeting On-Going Federal Reporting Requirements

1. Management Information System (MIS) Method

- a. Type of MIS
SNAP application and eligibility data is maintained in ADAPT. E&T case data is now part of the automated system (ESPAS) that is used to capture information on the Virginia Initiative for Employment not Welfare (VIEW), the employment part of TANF. The system is available for case management and reporting for the E&T Program. All required program reports (monthly and quarterly) have been produced using this system beginning with the 2008 4th quarter.

Local financial reporting continues to be automated through LASER.

- b. Local reporting requirements
- (I) Non-financial:
- (a) E&T participants newly registered and re-registrants;
 - (b) Assessments-Pre-Assessments, Initial Assessments and Reassessments;
 - (c) Referred, not assessed;
 - (d) Pending and Inactive Status;
 - (e) E&T participants who volunteer for and commence participation in an approved component, broken out by type of component begun; and
 - (f) Entered employment.

The information obtained from the monthly reports produced in the Data Warehouse and from other data available in the Data Warehouse is used to complete the FNS-583.

- (ii) Financial:
- (a) Local agencies are required to maintain financial reports on total local expenditures and submit reimbursement requests for total expenditures by category;

- (b) Participant reimbursement will be reported for each client with the federal, state and local shares of the costs identified. State office staff will monitor total E&T expenditures on a monthly basis; and
- (c) Cost information for ABAWDs and non-ABAWDs will be distinguished separately as appropriate. (ABAWD requirements waived until October 2012.)

The Division of Finance completes the FNS-269 report utilizing expenditure data from LASER.

2. Organizational Responsibility for E&T Reporting

Non-Financial

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Financial

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TABLE 1**ESTIMATED PARTICIPANT LEVELS FOR FISCAL YEAR 2012**

A. Anticipated number of work registrants in Virginia during the fiscal year.

328,000

B. Planned exemption categories and the number of work registrants expected to be included in each:

1. Persons 17 years of age and younger or 50 years of age and older;
2. Individuals who, at the time of evaluation, are medically certified as unfit for regular employment, as determined by VDSS;
3. Individuals who reside in a household with a minor child;
4. Pregnant women; and
5. Individuals who reside in an exempt locality.

* All work registrants will be exempt from SNAP E&T, as Virginia will begin a *voluntary* program.

	TOTAL EXEMPTIONS	328,000
C.	Percent of all work registrants exempt from E&T	100%
D.	Number of E&T mandatory participants	0
E.	Anticipated number of ABAWDs in Virginia during the fiscal year (waived until October 2012)	0
F.	Anticipated number of ABAWDs residing in waived areas of Virginia during the fiscal year (waived)	0
G.	Anticipated number of <i>case-month exemptions</i> under the State's 15% exemption allowance during the fiscal year	0
H.	Number of at-risk ABAWDS expected in Virginia (waived)	0

TABLE 2

**ESTIMATED E&T PLACEMENTS
FISCAL YEAR 2011**

Total number of applicants and recipients VDSS expects to participate in a component each month during the fiscal year.

901**ESTIMATED INDIVIDUAL PARTICIPATION
FISCAL YEAR 2012**

Unduplicated Number of individuals expected to participate in the E&T Program during the fiscal year:

7,000

TABLE 3**SUMMARY OF INTERAGENCY COORDINATION FOR THE E&T PROGRAM IN FISCAL YEAR 2012**

Areas of Coordination	Agencies Involved	Number of E&T Placements Expected	Methods of Coordination
1. Delivers an E&T component:	E&T service provider(s) Local Dept. of Social Services; Community Colleges; DCJS; Non-Profits and For-Profits	10,428	Contractual (MOA and MOU)
2. The E&T Program delivers a service for another agency or program:	N/A		
3. Joint component of the E&T Program and another agency or program:	Refugee Resettlement Organizations Through VDSS Newcomer Services	450	(MOU)
4. Referral of individuals from the E&T Program to another program or agency:	VA Dept. of Rehabilitative Services VA Employment Commission	1,500	Referral (MOU)
5. Other forms of coordination	N/A		

TABLE 4**OPERATING BUDGET – FISCAL YEAR 2012**

Components	State Agency Costs			Participant Reimbursement (State plus Federal)		State Agency Cost for Dependent Care Services	Total
	Salary & Benefits	Other Costs	Contractual Costs	Dependent Care	Transportation		
Job Search	\$1,993,297.00			\$42,250.00	\$199,800.00		\$2,235,347.00
Community Work Experience	\$55,593.00	\$6,250*		\$10,075.00	\$30,000.00		\$101,918.00
Education	\$211,253.00		\$291,075.00	\$9,750.00	\$60,800.00		\$572,878.00
Vocational Training	\$128,208.00		\$70,800.00	\$5,525.00	\$37,400.00		\$241,933.00
Basic Employment Skills Training	\$191,635.00		\$50,000.00	10,725.00	\$49,200.00		\$301,560.00
E&T for Ex-Offenders	N/A		\$527,325.00	\$12,675.00	\$60,000.00		\$600,000.00
Job Retention Services	\$39,478.00			\$6,500.00	\$22,800.00		\$68,778.00
Total Component Costs							\$4,122,414.00
Total State E&T Costs							\$4,122,414.00

* Cost of Workers' Compensation Insurance (\$50 per participant)

TABLE 5**PLANNED FISCAL YEAR COSTS OF THE STATE E&T PROGRAM BY CATEGORY OF FUNDING****FISCAL YEAR 2012**

Funding Category	Approved FY 2012 Budget	Fiscal Year 2012
1. 100 Percent Federal E&T Grant		\$2,173,524.00
2. Share of \$20 Million ABAWD Grant		
3. Additional E&T Administrative Expenditures		\$1,391,390.00
50% Federal		\$695,695.00
50% State		\$695,695.00
4. Participant Expenses:		
a. Transportation/Other		460,000.00
50% Federal		230,000.00
50% State		230,000.00
b. Dependent Care		97,500.00
50% Federal		48,750.00
50% State		48,750.00
5. Total E&T Program Costs		\$4,122,414.00
6. 100% State Agency Cost for Dependent Care		-----
7. Total Planned Fiscal Year Costs (Must agree with Table 4—Operating Budget)		\$4,122,414.00

