

VIRGINIA

SNAP Employment and Training Plan

Federal Fiscal Year 2021

8/15/2020

1. Section A: Cover Page and Authorized Signatures

State: Virginia

State Agency: Virginia Department of Social Services

Federal FY: FFY21

Date: 8/15/20

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

Name	Title	Phone	Email
Toni Blue Washington	Director, Division of Benefit Programs	804-726-7662	toni.washington@dss.virginia.gov
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Certified By:

Sent by separate email to FNS

Sept 21, 2020

Commissioner

Date

Certified By:

Sent by separate email to FNS

Sept 21, 2020

State Agency Fiscal Reviewer

Date

Section B: Assurance Statements

Check box at right to indicate you have read and understand each statement.

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

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

Acronyms

Below is a list of common acronyms utilized within this plan:

ABAWD	Able-Bodied Adult without Dependents
Adult ED	Adult Education – GED/ABE/High school equivalency
AJC	American Job Centers
CWC	Virginia Career Works Centers (AJC’s branded by Virginia)
DARS	Division for Aging and Rehabilitative Services
E&T	Employment and Training
FFY	Federal Fiscal Year
FNS	Food and Nutrition Service
DSS	Department of Social Services
SNAP	Supplemental Nutrition Assistance Program
USDA	United States Department of Agriculture
VDSS	Virginia Department of Social Services
VEC	Virginia Employment Commission

Section C: State E&T Program, Operations and Policy Overview

I. Summary of the SNAP E&T Program
 Mission
 Scope of services
 Administrative structure of program

The mission of the Virginia Department of Social Services (VDSS) is “To design and deliver high quality human services that help Virginians to achieve safety, independence and overall well-being.” Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) plays a vital role in this mission by providing a wide range of employment and training services for customers who receive SNAP benefits. The SNAP E&T program provides:

- Intensive case management to support client goals
- Job search training
- Basic adult education (ABE/HSE)
- Career-focused vocational and certification based training
- Work experience
- Job retention

These services are provided to non-public assistance SNAP recipients to increase opportunities for paid employment that leads to increased family self-sustainability and independence.

The Virginia SNAP E&T Program is state supervised and locally administered. We offer SNAP E&T services at 25 of the Local Departments of Social Service (LDSS). The remaining 95 agencies do not offer SNAP E&T services at this time but will make appropriate referrals to community employment and training providers when requested by SNAP recipients. VDSS has requested surplus SNAP E&T funding to expand program offering to our 95 LDSS that do not currently offer SNAP E&T.

SNAP recipient participation in SNAP E&T is voluntary.

SNAP E&T Full Service LDSS (25 agencies): Alexandria, Arlington, Bedford, Botetourt, Bristol, Brunswick, Chesapeake, Danville, Fairfax, Hampton, Henry, Martinsville, King and Queen, Newport News, Norfolk, Pittsylvania, Portsmouth, Prince William, Richmond City, Roanoke City, Roanoke County, Rockbridge, Smyth, Surry, Tazewell and Virginia Beach.

II. Program Changes
 New initiatives
 Significant changes in State policy or funding

FFY2020 brought significant expansion to the SNAP E&T 50/50 program with the addition of seven (7) new partners that include the Virginia Community College System (VCCS) representing all 23 Community Colleges throughout

Section C: State E&T Program, Operations and Policy Overview

the state in the Fast Forward career-focused education program as well as the Chancellor's Program that assists at-risk students with wrap around services to support student credentialing success. In addition, partners include Goodwill Industries (3), Virginia Early Childhood Foundation, International Rescue Society and Northern Virginia Family Services. Partners were successfully oriented and ready to provide services in early March 2020.

With a federal award of Pledge designation, the Commonwealth launched an extensive shift in policy and service toward education and training opportunities for the general SNAP population, specifically, at-risk Able-Bodied Adults without Dependents (ABAWD)s. Virginia partners with Work Innovation and Opportunity Act (WIOA)/Title 1 American Job Centers (AJC) as well as our SNAP E&T 50/50 partner, VCCS, for education/training service referrals. Positive progress toward referral and service provision had just begun with the onset of the COVID pandemic. Services began to resume on a limited basis July 2020.

Due to COVID-19 restrictions, office closures and the work requirement waiver enacted through the national emergency, most LDSS and SNAP E&T 50/50 partner operations suspended direct operation from March-July 2020. After July 1, 2020, LDSS began making referrals into the SNAP E&T program for appropriate participants. The Commonwealth of Virginia remains in a work requirement waiver until the national emergency is lifted or until otherwise notified by FNS.

As a result of COVID-19, we are working diligently toward an effective and efficient return to a business strategy that includes:

- Leveraging technology to connect SNAP E&T participants to work activities and education and/training opportunities
- Media and public relations campaigns that target SNAP recipients with employment and training opportunities
- Virtual case-management
- Renewed efforts with WIOA and State workforce partners to leverage employment opportunities for SNAP recipients
- SNAP 50/50 expansion through our yearly RFA process, which will close in late August 2020

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	<ul style="list-style-type: none"> Request for additional SNAP E&T Surplus funding to expand the program. This request includes direct contracting with AJC to provide SNAP E&T services to 95 local areas that do not have SNAP E&T at this time.
<p>III. Workforce Development System General description of In-demand and emerging industries and occupations and the connection to SNAP E&T components offered through such systems including the career pathways training program and credentials available</p>	<p>Based on a collaborative approach to delivering streamlined workforce development solutions, Virginia’s workforce system focuses on regional labor demands and engages the training capacity of school divisions, community colleges, workforce development boards, the Virginia Employment Commission (VEC), Virginia Career Works Centers (CWC) through WIOA and Title I, Title II Department of Education Adult Education (Adult ED) and Literacy Program, Virginia Department for Aging and Rehabilitation Services (DARS) and (VDSS) through county and city based (LDSS), as well as local Workforce Development Boards (WDB) and community based organizations to get Virginia’s citizens prepared for high-skilled, high-wage jobs. A broad spectrum of supportive services is provided including childcare and transportation.</p> <p>WIOA/Title I systems through the comprehensive AJC are operating under Memorandums of Understanding with VDSS. We continue to work collaboratively to build referral pipelines and co-location agreements as well as working to leverage resources to meet the needs of the job-seeking populations served. We will continue to expand these collaborative relationships throughout 2021 and beyond as a strategic commitment to be an integral part of Virginia’s workforce system.</p> <p>Launched May 2020, the Virginia Career Works Referral Portal, www.virginia.myjourney.com is our state web interface connecting job seekers to state workforce partners. This portal allows VDSS to connect SNAP E&T participants to state agencies providing workforce services. This streamlined effort will allow Virginia to engage in qualitative data sharing about the use of our state workforce programs as we move to develop further cost-allocation methodologies and referral strategies to better support our mutual customers.</p> <p>Data regarding living wage, high-demand occupations in Virginia is available through the VEC website: www.vec.virginia.gov. In demand occupations include: healthcare, clerical and support, healthcare STEM positions, nursing, manufacturing, production and finance. Credentials</p>

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	<p>can be obtained through the VCCS System’s Fast Forward program. SNAP E&T participants are referred for participation in Fast Forward. A wide variety of credentials are available linked to in-demand positions, including X-ray and EKG technology, pharmacy, nursing, emergency medical care, billing and coding, logistics and transportation, welding, manufacturing, skilled trades, information and technology and business and customer service.</p> <p>Components offered through WIOA system:</p> <ul style="list-style-type: none"> • Adult ED (ABE/GED) • Employability Assessments • Apprenticeship opportunities • Access to education and training through Community College partners <p>Participants referred to WIOA partners are co-case managed by the partner as well as the referring LDSS. Information is shared on a monthly basis regarding attendance, progress and next step progression. LDSS case managers update SNAP E&T Plans of Participation to reflect the current component and provide any supportive services necessary for satisfactory completion of the component.</p> <p>State workforce partners: Adult ED, VCCS, VEC, and DARS provided input and guidance for the SNAP E&T State Plan. Final partner review of the plan occurred on July 15, 2020. The SNAP E&T Program Manager meets regularly with state partners to discuss statewide workforce initiatives, leveraging SNAP E&T and expansion of partner collaboration as we work toward integrated systems alignment.</p> <p>The Commissioner of VDSS, Duke Storen, is an appointed board member of the Virginia Board of Workforce Development. The Program Manager of Workforce Services at VDSS provides staff support to the Governor’s appointed board. The board provides broad input into the state’s workforce system of which VDSS is a major contributor of referrals and supportive services.</p>
<p>IV. Other Employment Programs TANF, General Assistance, etc. Coordination efforts, if applicable</p>	<p>The Virginia Initiative for Education and Work (VIEW) is the employment and training program for recipients of TANF. It is operational in 120 LDSS and provides job readiness, job search, unsubsidized and subsidized employment, job skills training, vocational education and adult basic education.</p>

Section C: State E&T Program, Operations and Policy Overview	
	<p>The Program Manager of Workforce Services is directly responsible for SNAP E&T and is involved in the seamless coordination of local workforce development systems that impact both TANF/VIEW and SNAP E&T. Efforts to enhance and streamline referral pipelines for both populations is an ongoing effort that will continue in 2021.</p> <p>VDSS is currently in review of case management software upgrades that will allow our Employment Service Workers (ESW) of both VIEW and SNAP E&T to engage online education and training resources for participants as well as communicate directly with our state workforce partners about dual registration between systems. This will expand our commitment to leverage state and federal funding for service delivery.</p>
<p>V. Consultation with Tribal Organizations Description of consultation efforts Services available through E&T</p>	<p>The federal government has only recently recognized tribes in Virginia. They have not established SNAP programs and do not operate any SNAP E&T programs. Residents on tribal lands apply and receive assistance through the LDSS.</p>
<p>VI. State Options Select options the State is applying</p>	<p>Serving applicants Serving zero-benefit households Serving mandatory participants only Serving mandatory and voluntary participants <input checked="" type="checkbox"/> Voluntary participants only</p>
<p>VII. Screening Process Process for identifying whether work registrant should be referred to E&T</p>	<p>The Eligibility Worker (EW) records the eligibility status of and enters all demographic data on each individual into the automated system, VaCMS (Virginia Case Management System). The system makes the determination whether the individual is exempt or if work registration is required. In LDSS with a SNAP E&T program, work registrants are referred to SNAP E&T through VaCMS at application or reapplication and every twelve months thereafter.</p> <p>An employment and training worker at a LDSS receives the referral and contacts the work registrant. The SNAP E&T worker provides information about the services available and the benefits of volunteering for participation in SNAP E&T. Volunteers are assessed and then a plan of participation is developed. Case management services are provided by the LDSS and include basic job readiness assessment and skills and interests surveys. The plan may include referral to the Fast Forward program through the local community college, or a referral to other contract partners providing job readiness, skill development, work experience and/or the career pathways training program. Case management</p>

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	<p>services continue throughout the plan of participation and include barrier removal, transportation assistance, supportive services as necessary and/or referral to community resources, as necessary.</p> <p>SNAP E&T is a voluntary program in Virginia. The screening and eligibility process begins with screening individuals through the (EW) or Benefit Program Specialists (BPS). BPS must determine the work registration status for each household member. The EW is required to record any member as registered if the member does not meet a registration exemption. The Office of Workforce Services (O.W.S) has maintained a strong position by encouraging Workers, through Technical Assistance and Consulting forums, to have brief conversations on the benefits of participating in SNAP E&T activities during interviews at application, reapplication and during recertification. SNAP volunteers are encouraged by Eligibility Workers to participate in the program and a warm hand off is made to the Employment Services Team at the LDSS to manually enroll volunteers in VaCMS in SNAP E&T activities if the member chooses to volunteer in SNAP E&T. Both Mandatory registrants and those who want to volunteer are referred to SNAPET through VaCMS using the Employment Service Module (ESP) at application or reapplication and every twelve months thereafter.</p>
<p>VII. Conciliation Process (<i>if applicable</i>) Procedures for conciliation Length</p>	<p>NA</p>
<p>IX. Disqualification Policy Length of disqualification period Sanction applies to individual or entire household</p>	<p>SNAP E&T participation is voluntary. Sanctions are not applied for non-participation in SNAP E & T.</p> <p>The disqualification process for SNAP can be found in the SNAP manual Part VIII, Section B&C</p> <p>VDSS does not have a disqualification policy for the Work Requirement. There is a policy in place for the Non-Compliance.</p> <p>Refer to SNAP Manual- SNAP Employment & Training Program Vol. V Part XXV, Transmittal 25 Section J. TERMINATION OF SNAPET ENROLLMENT for non-compliance. Excerpt from policy: “SNAPET participants are expected to comply with component requirements. Failure to comply may result in the closure of the SNAPET case or the</p>

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	<p>loss of supportive services unless there is good cause for the noncompliance. In the case of At Risk ABAWDS, as discussed in Chapter G, failure to comply may result in the loss of benefits for the affected individual if no other exemption exists”.</p>
<p>X. Participant Reimbursements List all participant reimbursements (or link to State policy/handbook) Reimbursement cap Payment method (in advance or as reimbursement)</p>	<p>SNAP Manual: Conditional allowable costs means reasonable and necessary within limits such as a battery or tire for an automobile or teeth cleaning for dental services.</p> <p>PART 25 CHAPTER E</p> <p>Social/supportive services may be provided to participants in SNAPET, including volunteers, for expenses that are reasonably necessary and directly related to participation in SNAPET. Agencies are encouraged to explore alternatives to removing barriers if supportive service funds are limited.</p> <p>2. Social/Supportive Services for Registrants</p> <p>There are three categories of social/supportive services available to SNAPET participants. These SNAPET social/supportive services may be provided directly or may be purchased.</p> <p>a. Child Care</p> <p>Childcare services are provided to enable a caretaker to participate in program components.</p> <p>1. Arrangement for and/or payment of child care as a supportive service must be provided when the participant needs this service to participate in component activities.</p> <p>2. Participants who are parents of school age children are expected to search for a job during the hours that the children are in school. However, if a job interview must take place outside of</p>

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school hours, child care may be authorized.

3. Participants who need child care and who cannot arrange their own may be provided assistance. Payment will be made within the guidelines of childcare policy. Payment may also include child care related transportation costs.

b. Transportation

This service is provided to enable participants to travel to and from authorized SNAPET activities.

1. The participant is primarily responsible for arranging transportation to participate in an SNAPET component. Transportation will be provided only when the registrant is unable to make arrangements.
2. Transportation may be provided by any of the following means:

a. Agency or public transportation;

b. Individuals other than public transportation. In this circumstance, payment is made to the individual provider. Such payment must be pre-authorized and reimbursement cannot exceed the current mileage reimbursement rate. A reimbursement type purchase order may serve as a pre-authorization; or

c. Commercial establishments. For example, a client who needs gas for his/her car could receive a voucher that a gas station would honor. Through the purchase order/invoice system,

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the station would receive payment.

c. Other allowable expenses include:

1. Clothing suitable for job interviews;
2. Licensing and bonding fees for a work experience or job placement;
3. Uniforms;
4. Work shoes;
5. Purchase of an initial set of tools or equipment if required for a SNAPET component or job retention component;
6. Fingerprinting, if necessary for a job;
7. Background check when necessary for a job;
8. Medical services such as TB testing if required for a job;
9. Personal safety items required to complete training/educational coursework;
10. Books;
11. Course registration fees;
12. Drug tests if required for a job;
13. Eye exams and vision correction, such as the purchase of eyeglasses;
14. Dental work such as routine cleaning;
15. Minor auto repairs;
16. Test fees and training material directly related to a SNAPET component;

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	<p>17. Union dues necessary for a job; and</p> <p>18. Housing assistance including rent/or utilities not to exceed \$500.00 per occurrence and no more than two times in a 12 month period.</p> <p>Virginia pays providers directly for participants services or provides the participant with a voucher such as a gas card. The local SNAP E&T agencies pay the amount, enter the amount in the State LASER system (accounting system) and are reimbursed against their allocations for supportive and purchase services. LASER is monitored at the state level and the local agencies are visited yearly to review expenditures and enrollments.</p> <p>Participant Reimbursement (3.) Information on allowable services is provided in the SNAP Manual at PART 25 CHAPTER E and through training provided on a regular basis by state staff.</p>
<p>XI. Work Registrant Data Methodology used to count work registrants</p>	<p>The VDSS Office of Research and Planning use VaCMS and VEC case management systems to provide information for work registrant data. These are unduplicated numbers as assigned through the SNAP eligibility process in our case management system</p> <p>At the close of the Federal Fiscal Year, September 30th, the End of FFY Report counts each person whose referral has been assigned 'Assessment Complete' or 'Activity Created' once per component group. Each Individual is counted one time per component where the component end date is on or after the start date of the FFY (i.e. Oct 1, 2020) and the component begin date precedes the last day of the FFY (i.e. Sept 30,2020). For example if a participant were in work experience starting August 1, 2020 and on Oct 1, 2020 there is no end date, this person shall be counted in FFY 2020 end of year and also in FFY 2021 end of year.</p>
<p>XII. Outcome Reporting Data Source and Methodology Data sources Methodology</p>	<p>DSS will collect data for the National Reporting measures identified in 7 CFR 273.7(c)(17)</p>

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	<p>The information regarding component progression and outcomes is found in a combination of VaCMS and the local SNAP E&T agency data, as VaCMS does not capture credentials. Locals have maintained records of credentials and shared them with the VDSS. Credentials attainment is being added to VaCMS and will be ready for the 2021 report due January 1, 2022, if not before.</p> <p>Each year Virginia has submitted its annual E&T report as required using the following data sources: VaCMS and VEC.</p> <p>VaCMS Data for the previous year. Virginia will use October 1, 2019-September 30, 2020 for the 2020 report.</p> <p>(Numbers are calculated by the VaCMS system and provided by the VDSS Enterprise Delivery System Program Office. Duplicates are not counted.</p>

Section D: Pledge to Serve All At-Risk ABAWDs (if applicable)

State agencies wishing to receive pledge funds should identify a desire to pledge and provide the following information:

I. Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs	No
II. Information about the size & needs of ABAWD population	There are +/-18,000 at-risk ABAWDS in the Commonwealth. All at-risk ABAWDS will be offered the opportunity to participate in the SNAP E&T program. This is a vulnerable population given the time limit and the many challenges they face including lack of a high school diploma and low education levels, little work history, lack of job skills and lack of reliable transportation.
III. The counties/areas where pledge services will be offered	N/A FFY21
IV. Estimated cost to fulfill pledge	N/A FFY21
V. Description of State agency capacity to serve at-risk ABAWDs	N/A FFY21
VI. Management controls in place to meet pledge requirements	N/A FFY21
VII. Description of education, training and workfare components State agency will offer to meet ABAWD work requirements	VDSS will continue to offer referrals to WIOA partners for all SNAP participants.

Section E: E&T Component Detail

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

The Commonwealth will not offer supervised Job Search as a part of SNAP E&T at this time

Job Search Training					
Description	This component includes activities that may consist of employability assessments, occupational exploration, training and counseling in personal preparation for employability, and training and counseling in techniques for identifying and pursuing employment opportunities (including information on local emerging and demand occupations and job placement services).				
Geographic area	Target audience (e.g., homeless, re-entry)	Anticipated monthly participants (unduplicated)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 Participants
Statewide for at-risk ABAWD, 25 LDSS for SNAP E&T	Work registrants including ABAWDS	634	\$46,600	Contractors, Career Centers, or LDSS	The percentage and number of program participants who received Job Search Training services and are in unsubsidized employment upon completion of the component. These data are collected through VaCMS.

Job Retention Services					
Same as those listed in Job Search.	Work registrant including ABAWDs	301	\$46,600	Local agencies, contractors	Reporting measure: Monthly statistics will be reported from localities that include: # participants – work # participants – working 30 days # participants – working 60 days # participants – working 90 days Services are available for a minimum of 30 days not to exceed 90 days for all

					SNAP E&T participants who find employment.
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Education

Description	SNAP E&T participants will be referred to education based on individual need and assessment. Web-based courses will be used in addition to traditional adult education. Included are education-level assessment, ABE, GED, and pre-GED courses.				
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Same as those listed in Job Search.	Work registrants including ABAWDS	1,854	\$209,783.00 *includes SNAP 50/50 reimbursement Cost derived from average Career Tech educational program \$1357 divided by 12 months x 1854 participants. **SNAP 50/50 provider VCCS providing most services.	MOUs and contracts with community colleges and private training institutions.	The percentage and number of program participants who received educational services who receive a credential, including a GED.

Vocational Training					
Description	Vocational training will be provided through community colleges to assist participants in career development activities including obtaining industry-recognized credentials to allow entry into the workforce with sustainable wages.				
Geographic area	Target audience (e.g., homeless, re-entry population, ABAWDS)	Anticipated monthly participants (unduplicated count)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
The program will be offered at community partner locations throughout the state.	Work registrants including ABAWDS not engaging in community college programming. This section includes contract classes through partners such as Goodwill and other.	125	\$62,500 Average cost per participant estimated at \$500/participant for programs ranging 4-12 weeks.	This section includes contracted short-term training providers such as Goodwill and other.	The percentage and number of program participants who received vocational training and are in unsubsidized employment upon completion of the component. # of participants who achieve credential attainment.

Work Experience					
Description					
<p>In this component, participants gain work experience and new job skills through unpaid work in a public, private non-profit or for-profit agency. The primary focus of work experience is to help the participant develop good work habits, additional job skills, positive work attitudes and an understanding of the employee-employer relationship. Participants may be offered a Work Experience opportunity if they are preparing to enter the workforce and it is determined that additional guidance is required to yield sufficient employment opportunities.</p>					
Geographic area	Target audience (e.g., homeless, ABAWDS)	Anticipated monthly participants (unduplicated)	Anticipated monthly cost*	Provider(s)	Reporting measure(s) if > 100 participants per year
Same as those listed in Job Search	Work registrants, including ABAWDS	180	\$46,600	The list of locations is included in Section D.	The percentage and number of program participants who are in unsubsidized employment upon completion of the component.

VIII. Anticipated number of ABAWDs to be exempted under the State’s 15 percent ABAWD exemption allowance during the Federal FY 21	Virginia uses the 15% exemption to extend certification period from 3 months to 6 18,846
IX. Number of potential at-risk ABAWDs expected in the State during the Federal FY 21 (line VI– (lines VII+VIII))	0 – VA is currently exempting all ABAWDs due to national emergency

Section G: Summary of Partnerships and/or Contracts					
Partner/ Contractor	Nature of Contract (Consulting, Data Analysis, E&T Services, Other)	Total Admin Costs	Total Participant Reimburse. Costs	Total Cost	% of Total Budget
VA Community College System (VCCS)	Fast Forward/ Career Pathways Training Program	\$3,916,514	Local agencies will provide	\$3,916,514	21%
VA Early Childhood Foundation (VECF)	Support services for Early Childhood	\$110,000	Local agencies will provide	\$110,000	3%
International Rescue Committee (IRC)	Educational component for refugee community	\$46,212	Local agencies will provide	\$46,212	1%
Northern VA Family Services	Job readiness skill training	\$104,218	Local agencies will provide	\$104,218	3%
Goodwill – Central/Coast al/Valley and Rappahannock	Job skill readiness and training	\$657,438	Local agencies will provide	\$657,438	5%

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Section I: Operating Budget and Budget Narrative

	State cost	Federal cost	Total
I. Direct Costs:			
a) Salary/Wages (including Pledge)	576,164	3,029,128	3,605,292
b) Fringe Benefits* Approved Fringe Benefit Rate Used: 29%	452,767	452,767	905,534
c) Contractual Costs (Admin Only)	2,417,191	2,417,191	4,834,382
d) Non-capital Equipment and Supplies			
e) Materials	11,000	11,000	22,000
f) Travel	11,000	11,000	22,000
g) Building/Space			
h) Equipment & Other Capital Expenditures			
Total Direct Costs	3,488,122	5,921,088	9,389,208
II. Indirect Costs:			
Indirect Costs*Approved Indirect Cost Rate Used:_____%			
III. In-kind Contribution			
State in-kind contribution			
Total Administrative Cost (Total of items I, II, and III)	3,488,122	5,921,088	9,389,208
<i>100 Percent Federal E&T Grant + ABAWD grant</i>		1,519,998	1,519,988
<i>50 Percent Additional Administrative Expenditure</i>	3,934,605	3,934,605	7,869,210
IV. Participant Reimbursement (State plus Federal):			
a) Dependent Care (including contractual costs)	271,690	271,690	543,380

b) Transportation & Other Costs (including contractual costs)	215,000	215,000	430,000
c) State Agency Cost for Dependent Care Services			
<i>Total 50 percent Participant Reimbursement Expenses</i>	486,690	486,690	973,380
<u>V. Total Costs</u>	4,421,295	5,941,293	10,362,588

Section J: Budget Narrative and Justification

Item	Narrative
I. Direct Costs:	
a) Salary/Wages	Salary/wages are consistent with FFY 20.
b) Fringe Benefits* Approved Fringe Benefit Rate Used 29%	29% of salary costs were attributed to fringe benefits.
c) Contractual Costs	\$2,471,191.00 in 50/50 contract partnerships for FFY 21. Please see contractor list for detail. RFA for expansion of SNAP 50/50 is underway effective 7/15/2020. Additional contractors should be awarded by 10/1/2020. At that time, an addendum will be submitted to FNS for an additional SNAP 50/50 allocation.
d) Non-capital Equipment and Supplies	
e) Materials	The costs were unchanged from FFY20
f) Travel	The costs were unchanged from FFY20
g) Building/Space	
h) Equipment & Other Capital Expenditures	
II. Indirect Costs:	
III. State In-kind Contribution	

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IV. Participant Reimbursements	
a) Dependent Care	These expenses are unchanged from FFY20
b) Transportation & Other Costs	These expenses are unchanged from FFY10
c) State Agency Cost for Dependent Care Services	

Addendum - Methodology

FNS-583 Approaches to ensuring duplicate counting of individuals is not occurring in any FFY reporting.

*VACMS.INDIV_ID is used for distinct counting purposes since they are instances of two separate SNAPET VACMS.REFERRAL_ID's being assigned to the same VACMS.INDIV_ID

FNS-583 Report has three basic sections

1. FIRST QUARTER
2. EACH QUARTER
3. FOURTH QUARTER

COMPLETE ON FIRST QUARTER REPORT					
1. Number of work registrants receiving food stamps on October 1 of the new fiscal year:					Statewide figure provided by data warehouse

1. Count of Work Registrants on October 1 of the Federal Fiscal Year

This is a count of distinct VACMS.INDIV_ID of eligible work registrants on October 1

“COMPLETE EACH QUARTER”

COMPLETE EACH QUARTER					
	MONTH 1	MONTH 2	MONTH 3	QUARTLY TOTAL	FISCAL YEAR TO DATE
2. Number of new work registrants.	Statewide figure provided by data warehouse				
3. Number of ABAWD applicants and recipients participating in qualifying components.	FSET only from Monthly FSET Statistical Report				
4. Number of all other applicants and recipients (including ABAWDs involved in non-	FSET only from Monthly FSET Statistical Report				
5. Number of ABAWD case months used under the State agency's 15% exemption allowance.	Statewide figure provided by data warehouse				

“COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR”

2. Number of new work registrants

Each quarter select distinct individual ids by their first eligible registration month that have not been previously load/counted for the same FFY on lines 1 and 2.

Examples:

In the 1st quarter of the year, exclude all individuals already counted in line 1 beginning FFY.

In the 4th quarter of the year exclude all individuals already counted at begin FFY and quarters 1 through three.

3. Number of ABAWD applicants and recipients participating in qualifying components.

Count ABAWD recipients distinctly by their VACMS.INDV_ID concatenated with each qualifying component/activity by month. This means that (INDIV + component/activity) counts distinctly by each paired occurrence each month.

Example:

If Client with VACMS.INDV_ID #123 had three qualifying components, the count is 3.

4. Number of all other applicants and recipients including ABAWDS involved in components.

If a VaCMS individual was already counted in line 3's result for the month exclude from line 4 for the same month. Then count all remaining individuals concatenated with each non-qualifying component/activity distinctly by month. This means that (INDIV + non-qualifying component/activity) counts distinctly by each paired occurrence each month when the individual was not already included in as qualifying component/activity counts.

Examples:

1. If Client with VACMS.INDV_ID #987 had been included in line 3 already and has two non-qualifying components, the count is ZERO because this INDV_ID is excluded from 4's count since the individual was already counted in line 3.
2. If Client with VACMS.INDV_ID #123 had three non-qualifying components, the count is THREE.

5. Number of ABAWD case months used under the State agency's 15% exemption allowance

Count distinct VACMS individuals for each month they are coded for exemption (E9).

“COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR”

COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR				
6. Number of Individuals who participated in each component (list components and attach separate sheet if necessary)				
COMPONENTS	NUMBER WHO PARTICIPATED IN EACH COMPONENT			
	ABAWD	NON-ABAWD	TOTAL	
JOB SEARCH	From Monthly Statistical Report			
JOB SEARCH TRAINING	From Monthly Statistical Report			
WORK EXPERIENCE	From Monthly Statistical Report			
EDUCATION	From Monthly Statistical Report			
TRAINING	From Monthly Statistical Report			
TOTAL COMPONENT PARTICIPATION				

6.A Component Group I - Job Search, Job Search Training, Work Experience, Training

Count VACMS.INDV_ID + COMPONENT CODE + IS ABAWD one time for each component in ABAWD column.

Then if the pair (VACMS.INDV_ID + COMPONENT CODE) was counted as ABAWD exclude and do not count in NON-ABAWD also.

As a last step count VACMS.INDV_ID + COMPONENT CODE + IS NOT ABAWD not already counted in the ABAWD column for a matching VACMS.INDV_ID + COMPONENT CODE.

6.B. Component Group II – Education

SUBSTITUTE Education-GED, Education-ABE, E-Learning Components with EDUC

Count VACMS.INDV_ID + EDUC + IS ABAWD one time for each component in ABAWD column.

Then if the pair (VACMS.INDV_ID + EDUC) was counted as ABAWD exclude and do not count in NON-ABAWD also.

As a last step count VACMS.INDV_ID + EDUC + IS NOT ABAWD not already counted in the ABAWD column for a matching VACMS.INDV_ID + EDUC.

COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR
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EMPLOYMENT AND TRAINING PROGRAM PARTICIPATION	NUMBER WHO PARTICIPATED IN THE E&T PROGRAM		
Number of individuals who participated in the E&T Program during the fiscal year:			

6.C.

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Count INDV_ID's from Section 6 who fell under one or more ABAWD components in 6 above one time only. Next count INDV_ID's from Section 6 who fell under one or more ABAWD components and who were not already counted in ABAWD. Next add the result under ABAWD to NONABAWD for the total on this line.

Addendum

Process Scheduling

FNS-583 data is pulled from VACMS 5 times per Federal Fiscal Year per the FFY 2019 requirements revision.

1. Once annually on the second day of each FFY effective for October 1. This run corresponds to "COMPLETE ON FIRST QUARTER REPORT" section line 1. Individual Eligible Participants are counted distinctly by their VACMS.INDV_ID for this report section/line 1.
2. Four times annually on the 15th of the month following the month after each FFQ ends. For example, August 15th for the period April-June. (Feb 15, May 15, Aug 15, Nov 15 of each FFY) These Quarterly runs have an effective end date of the last day of each quarter (Dec 31, March 31, June 30, Sept. 30) These quarterly runs correspond to lines 1-5 in the "COMPLETE EACH QUARTER" section. Rules for deduplication by line for lines 2 through 5 to be addressed in the detail section.
3. The end of FFY process run on the November 15. The end of FFY annual processes run for the Federal Fiscal Year having an effective end date of September 30. This run corresponds to "COMPLETE ON FOURTH QUARTER REPORT FOR ENTIRE FISCAL YEAR" Two separate rule sets for deduplication are used. "COMPONENTS" and "EMPLOYMENT AND TRAINING PROGRAM PARTICIPATION" sections apply their own rules sets to count distinctly by their VACMS.INDV_ID.

Example SFY 2021 Schedule

FFY Annual Run	Run Date	Effective for Dates	
First Quarter - First Day	October 2, 2020	As of October 1, 2020	Line 1.
First Quarter	Feb 15, 2021	Oct 1 – Dec 31, 2020	Lines 2-5
Second Quarter	May 15, 2021	Jan 1- Mar 31, 2021	Lines 2-5
Third Quarter	August 15, 2021	April 1 – June 30, 2021	Lines 2-5
Fourth Quarter	Nov 15, 2021	July 1 – Sept 30, 2021	Lines 2-5 7 Block 6